

**Town of Legal
Governance & Priorities Committee Meeting
May 26, 2025
7:00 PM
Council Chambers**

AGENDA

Call to Order with acknowledgement of meeting on Treaty 6 Territory

Additions and/or Deletions

Purpose of Meeting

1. Economic Development Committee - Update
2. Delegation – Andre Montpetit, Fete au Village Legacy Project, 7:30 P.M.
3. Update on Arena Grand Opening (Trina)
4. Advertising Bylaw – Draft
5. Electronic Transmission of Documents Bylaw – Draft
6. Loan Payment Forecast 2026-2035
7. Borrowing Bylaw – Draft
8. Procedural Bylaw, Councillor Reports
9. Residential Tax Incentive, Off Site Levies
10. Community Services Board

Adjournment

From: "House, Adam (NRF)"

Date: March 3, 2025 at 8:46:43 AM MST

To: Robert Proulx

Cc: Randy Glaubitz, Jeff McMurray, Fred Malott, Andy Beaton

Subject: Economic development committee Report

Robert

Thank you for the opportunity to assemble as a team for the Town of Legal Economic Development Committee. Just shy of 2 years ago our team of 5 came together with you to plan a strategy to engage with the community residents and business owners and dive into the current state of our towns economic state with opportunities to bring forward to yourself and the towns board recommendations for our positive growth moving into these exciting years ahead.

Since conception of this team, we have been actively involved in the community through all levels of local events, here in Legal as well as participated with the Towns engagement with the City of Edmonton. We met with local residents and business owners to gather input and researched trends that have brought success in the goals we share.

Our team has gathered regularly and have taken this task serious as we prepared the following report for you to share with the town.

Please see attached our Economic Development Report and reach out if you have any further questions.

Thank you again for allowing us to share in this process and we look forward to seeing how the town acts on the future development opportunities we have in front of us.

Adam House

Chair, Legal Economic Development Committee

Town of Legal Economic Development Committee Report

Prepared by: Adam House, Jeff McMurray, Randy Glabitz, Fred Mallot, Andy Beaton

Date: March 3, 2025

Economic Development Report

1. Introduction

Overview of Economic Standing

The Town of Legal is situated in Sturgeon County, approximately 42 km north of Edmonton, accessible via Highway 651. Established in 1894 as a Francophone community, Legal is recognized as the *"French Mural Capital of Canada."* While the town has strong community engagement and local pride, recent economic trends indicate stagnation and population decline, requiring immediate strategic intervention.

Legal had a population of 1,288 in 2024, showing modest recovery after past declines. From 2001 to 2016, Legal grew from 1,192 to 1,345, before declining to 1,232 in 2021 and recovering to 1,288 in 2024. This contrasts with Morinville's 59% growth over two decades, and more recently, its 2.03% growth in the past five years (from 10,489 in 2019 to 10,698 in 2024). Meanwhile, Legal saw a 0.85% decline over the past five years, decreasing from 1,299 in 2019 to 1,288 in 2024, driven by residential and commercial expansion, while Legal has struggled to sustain long-term growth.

Purpose

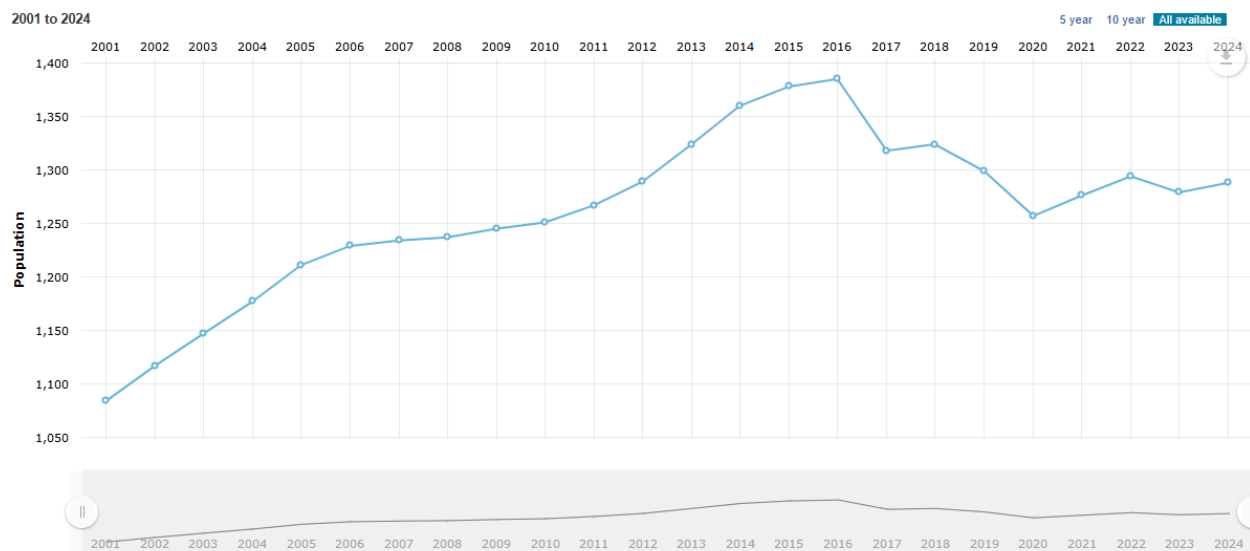
This report provides an economic assessment of Legal and outlines actionable strategies for growth, business attraction, and long-term sustainability. By examining successful growth models used by towns such as Morinville and Gibbons, Legal can adopt best practices to position itself for future success.

2. Current Economic Climate

Key Economic Indicators

Population Trends

Despite strong provincial growth, Legal has struggled to attract and retain residents. Neighboring communities, such as Morinville and Gibbons, have benefited from proactive development policies and economic initiatives. Morinville, in particular, has successfully grown through a combination of residential expansion, business-friendly policies, and strategic infrastructure investment.



Business Landscape

A declining population has led to business retention challenges, as many residents shop or seek services in Morinville and Edmonton. Surveys indicate that while Legal offers basic amenities, it lacks the economic density to sustain long-term business viability. Other small towns have overcome this challenge by implementing business-friendly zoning, offering incentives, and ensuring infrastructure readiness to attract new commercial development.

Strengths & Opportunities

- **Regional Growth:** Edmonton's population is projected to reach 1.74 million by 2027, and Sturgeon County's is expected to grow from 30,000 to over 50,000 residents.
- **Major Industrial Developments:** The \$11.5 billion Dow Petrochemical Plant, Air Products, Lindee, and LRT expansions will create tens of thousands of jobs, increasing demand for housing.
- **Affordable Housing Advantage:** Compared to Southern Alberta, Northern Alberta housing is on average \$175K more affordable, making Legal attractive to homebuyers.
- **Community Engagement:** Legal has strong civic pride and cultural assets, including its French murals and annual events.
- **Strategic Land-Use Planning:** Updating Legal's land-use strategy to accommodate future growth, drawing from successful small-town development models, can help Legal attract investment and housing development.

Ongoing Infrastructure Investments

- The **Legal Arena and Curling Rink** is currently undergoing a **\$7 million retrofit**, funded by the federal government. Upgrades include expanded seating, new dressing rooms, energy-efficient systems, and improved accessibility.
- This expansion is a significant investment in the town's future, strengthening community engagement and fostering local pride. The upgraded facilities will provide an enhanced recreational space for residents of all ages, encouraging sports participation, attracting regional tournaments, and boosting local businesses through increased visitor traffic. With modernized amenities, Legal can position itself as a hub for community activities, further enriching the quality of life for its residents.

Weaknesses & Challenges

- **Stagnant Housing Development:** No significant new housing projects have launched, forcing prospective residents to settle in neighboring towns. Other communities have benefited from approving multi-phase housing developments—Legal should explore similar approaches.
 - **Lack of Market Visibility:** Many homebuyers and developers are unaware of Legal's potential, requiring improved marketing and outreach.
 - **Limited Commercial Services:** Unlike Morinville, which has successfully attracted new businesses, Legal's current commercial landscape lacks diversity and accessibility.
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3. Key Areas for Development

1. Infrastructure Development: Unlock, Attract, & Build

- Develop a comprehensive growth plan ensuring land is zoned for future residential, commercial, and mixed-use expansion.
- Seek government funding and partnerships for infrastructure enhancements (e.g., recreation facilities, parks, road expansions).
- Establish a Business Park or Light Industrial Zone to attract commercial investment and create jobs within Legal.

2. Business Growth & Retention

- Implement business incentives, such as reduced property taxes for new commercial ventures.
- Zone and market commercial land for retail and service-based businesses, drawing on successful models from small Alberta towns.
- Develop a local business incubator to support startups and entrepreneurs.

3. Tourism & Community Engagement

- Enhance Legal's tourism appeal by integrating its murals, French heritage, and cultural events into a larger regional tourism circuit.
 - Build a community gathering space or small-scale recreation project (e.g., a splash park, disc golf course, outdoor fitness circuit, community greenhouse, or public orchard etc) to improve family appeal.
 - Launch marketing campaigns targeting young families and retirees looking for an affordable, community-focused lifestyle.
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4. Strategic Recommendations

Short-Term Initiatives (1 Year)

- **Marketing & Awareness:** Promote Legal's affordability, heritage, and proximity to Edmonton in real estate and economic development campaigns.
- **Developer Outreach:** Engage regional builders and real estate investors to establish Legal as a growth-ready town.
- **Adjust Lot Pricing & Incentives:** Work with developers to lower upfront costs, similar to successful strategies used in small but growing towns.

Long-Term Strategies (2-5 Years)

- **Infrastructure Investment:** Secure funding for upgrades to existing and new recreational facilities and public amenities
 - **Sustainable Development Plan:** Implement a multi-phase residential growth strategy, ensuring steady development without overwhelming existing services.
 - **Public-Private Partnerships (PPP):** Collaborate with private investors to develop commercial centers and multi-use properties.
 - **Economic Development Leadership:** Consider hiring or contracting an Economic Development Officer (EDO) to spearhead Legal's investment strategy. A full-time EDO could provide consistent, dedicated leadership on business attraction and policy development, while contracting the role to an external firm or consultant could offer specialized expertise on an as-needed basis, reducing long-term financial commitments. Legal should assess which model best aligns with its budget and development needs, ensuring the town receives high-quality economic development services without unnecessary financial burden.
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5. Financial Considerations

Budget Overview

- Identify grants, municipal funding, and private investments to support economic development.
- Offer tax incentives for businesses and homebuyers to drive new growth.

Potential Revenue-Generating Projects

- Develop commercial properties to attract businesses and increase the town's tax base.
 - Host community events and festivals to boost local tourism and spending.
 - Invest in eco-tourism and outdoor recreation facilities, creating a unique selling point for Legal.
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6. Conclusion

Recap of Key Recommendations

- **Plan for Growth:** Develop an Area Structure Plan to set the stage for long-term expansion.
- **Boost Economic Development:** Introduce incentives and engage investors to attract businesses and housing development.
- **Enhance Community Appeal:** Build new recreational amenities and position Legal as a thriving, family-friendly town.
- **Engage Regional Partners:** Work with Sturgeon County, Edmonton Global, and provincial economic development programs.

Next Steps

- Host a Developer Summit to showcase Legal's investment potential.
- Apply for Provincial and Federal Grants to fund infrastructure projects.
- Launch a Business Attraction Program, offering tax incentives for new ventures.

By applying these proven growth strategies, Legal can position itself for sustainable expansion and economic success.



Economic Development Committee Terms of Reference

1. Introduction

The Economic Development Committee (“EDC”) will assist Town of Legal Council and administration in supporting, enhancing, and promoting business and economic activity within the Town of Legal (“Town”). The Committee’s role is to plan and undertake economic development initiatives, to advise and support Town of Legal Council (“Council”) and administration on matters relating to the local economy and business community, and to act as a liaison between Council and the business community.

The Economic Development Committee has been established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference. The provisions of Council’s Procedural Bylaw as amended or replaced govern the procedure of the EDC.

2. Purpose

2.1 The purpose of the Economic Development Committee is to provide feedback, recommendations, and vision to Council to address priority Economic Development issues and opportunities in the Town of Legal business community while maintaining focus on the five foundations for success from the Town of Legal Strategic Plan, that may be amended by Council from time to time:

- 2.1.1 Diverse Business and Residential Growth
- 2.1.2 Excellence in Service Delivery and Infrastructure
- 2.1.3 Effective and Responsible Governance
- 2.1.4 Envable Quality of Life
- 2.1.5 Strong Partnerships and Advocacy

3. Name of Committee

3.1 This Committee shall be referred to as the “Economic Development Committee”.

4. Mandate and Scope

4.1 The Economic Development Committee shall:

- 4.1.1 Act as champions for economic development in the Town of Legal;
- 4.1.2 Prepare an annual economic development plan aimed at fostering economic vitality in the Town;
- 4.1.3 Undertake the projects identified in the plan;
- 4.1.4 Identify key metrics to determine success;

- 4.1.5 Report annually to Council at minimum on the economic development plan and Committee actions;
- 4.1.6 Recommend and participate in the development of programs that align with the strategic outcomes and goals established by the Committee and approved by Council;
- 4.1.7 Review the Town of Legal Strategic Plan on an annual basis and recommend policies that support economic development initiatives for Council's consideration;
- 4.1.8 Set, develop, and implement programs and activities that promote the economic development of the Town of Legal. Such activities may include but are not limited to marketing, promotion, information, research, greeting, touring, exhibits, trade shows, and workshops;
- 4.1.9 Provide advice and support to the Town on the following:
 - i. policies, procedures, and strategic direction that should be considered for the purpose of encouraging job creation, sustaining employment and business development in Legal;
 - ii. regional, national, and international economic trends affecting the Town as well as the Town's strengths, weaknesses, and threats from a competitive and comparative prospective;
 - iii. economic development marketing materials of the Town;
 - iv. exploring opportunities for strengthening the municipality's business and tax base and land development including marketing, partnerships initiatives and;
 - v. promoting job creation and business retention;
 - vi. reviewing and advising Council on any matters referred by Council.
- 4.1.10 Make recommendations to Council on economic development and investment related issues and opportunities;
- 4.1.11 Make recommendations to support and develop economic opportunities to encourage sustainability and prosperity within the community;
- 4.1.12 Make recommendations to develop economic opportunities to aid in the growth and progress of the Town of Legal as a desirable place to move to and do business by:
 - i. Identifying new business attraction opportunities, programs, or strategies;
 - ii. Identifying business expansion and retention opportunities, programs, or strategies;
 - iii. Identifying new attraction opportunities for residential properties, developers, small businesses, and professionals;
- 4.1.13 Coordinate with the Legal & District Chamber of Commerce to ensure that joint objectives are enhanced, and duplication is avoided;
- 4.1.14 Work with Sturgeon County and surrounding municipalities to ensure an "Open for Business" friendly and safe culture.

- 4.1.15 Work with regional economic development committees to promote long-term economic development and prosperity within the region;
- 4.1.16 Work in partnership with local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses.
- 4.1.17 Provide a forum for the exchange of ideas and action plans on programs and initiatives of other Council committees and entities relating to Economic Development;
- 4.2 The Committee shall review the Terms of Reference annually at the first meeting of the year. Recommended changes shall be brought forward to Council for consideration and approval.
- 4.3 The Committee may join any economic development association or associations that the Committee deems appropriate, and may attend any workshops, exhibit, trade show, education session, conference or any or all of these the Committee deems appropriate.

5. Structure and Operation

5.1 Membership:

- 5.1.1 Committee members shall:
 - i. Fairly represent the sector(s) of the specified committee; and
 - ii. Commit the time required to work on the committee.
 - iii. Members will be required to have a general knowledge of economic development, tourism, and community sustainability principals.
- 5.1.2 Members will:
 - i. Be able to allocate enough time during the day for participation in regularly scheduled meetings;
 - ii. Be able to allocate sufficient time to review the agenda, minutes, and any applicable documentation in advance of each regularly scheduled meeting;
 - iii. Demonstrate a strong interest in and commitment to remaining informed on economic development issues;
 - iv. Participate as a team member, capable of a community ambassador role;
 - v. Be strong proponents of business growth for the Town.
- 5.1.3 The EDC shall consist of up to five (5) voting members who meet the membership criteria as outlined in these Terms of Reference.
- 5.1.4 Included as a voting member of the EDC, will be:
 - i. appointed by the Town Council:
 - two (2) members of Council,
 - maximum three (3) members-at-large;
- 5.1.5 A staff member shall be available to provide support but is not appointed to the Committee and may not vote on any matter. This includes any staff attending the meeting.

- 5.1.6 Members-at-large will be selected from the community at large based on their demonstrated interest and participation in business matters; academic or technical qualifications; availability; work and volunteer experience; knowledge and professional expertise.
- 5.1.7 Members-at-large will generally be a Town of Legal business license holder or employed by a Town of Legal licenced business, or a Legal & District Chamber of Commerce member or employed by a Legal & District Chamber of Commerce member business. Others may be considered where they have professional experience or other required qualifications not represented on the Committee. Preference will be given to residents of Legal.
- 5.1.8 Areas of expertise that may be sought include:
- i. Manufacturing
 - ii. Retail or Restaurant
 - iii. Tourism
 - iv. Agriculture
 - v. Forestry
 - vi. Oil and Gas
 - vii. Professional Services (i.e., Accounting, Legal, Health Care, Technology, etc.)
 - viii. Land Development (i.e., Developer, Construction, or Real Estate)
- 5.1.9 All attempts will be made to stay within the membership composition; however, if the applications received or the qualifications of applicants do not fully address the membership composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.
- 5.1.10 Participation in the Committee is voluntary.
- 5.1.11 Advisors may attend and participate in the Committee. Advisors may include:
- i. An academic representative actively involved in business research;
 - ii. Representatives from the Provincial government;
 - iii. Representatives from Town Administration; and
 - iv. Other persons as identified by the Committee.
- 5.2 Reporting to Council:
- 5.2.1 Members of Council appointed to the EDC shall be responsible to keep Council informed as to the Committee activities.
- 5.2.2 Committee members shall only speak on behalf of the EDC when formally given such authority by Council or the Committee for a specific defined purpose. In such instances, the Chairperson, or in their absence, the Vice-Chairperson will be the key spokesperson.
- i. The Chairperson or Vice-Chairperson will report to Council on topics regarding economic development initiatives and activities related to the Committee but may otherwise determine that additional reporting is necessary.

5.2.3 Decisions and recommendations of the EDC must be adopted by Committee resolution and recorded in the minutes prior to presentation to Council.

5.2.4 Committee minutes will be placed on the Council agenda for information only.

5.3 Appointment Process and Term:

5.3.1 Appointments to the EDC shall be by resolution of Town Council.

5.3.2 Members of Council shall be appointed to the EDC annually at the Organizational meeting of Council.

5.3.3 Members-at-large appointments are for a two (2) year term (calendar rotation), with a maximum continuous tenure of three (3) consecutive terms.

5.3.4 Upon expiry of a member's term of appointment, the member may be reappointed for another term by Council if eligible. If a member has served the maximum tenure permitted, Council shall appoint a replacement, unless no other applications are received.

5.3.5 Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

5.3.6 Council may request resignation of any Committee member at any time prior to the expiry of the member's term of office, and any member of the Committee may resign at any time upon sending notice to the Chief Administrative Officer.

5.3.7 Council will review and assess the EDC at the Council meeting prior to the annual Organizational Meeting of Council and annually thereafter to ensure that the scope, mandate, and operation of the Committee meet the expectations of Council and the community.

5.4 Remuneration:

5.4.1 Members of the Committee shall serve without remuneration.

5.5 Vacancies:

5.5.1 The Council, may, at any time, terminate the appointment of a member for cause.

5.5.2 Committee members who are absent for two (2) consecutive meeting shall forfeit their appointment unless such absences are authorized by resolution of the Committee.

5.5.3 Council retains the right to appoint a new Committee member to fill the vacancy for the remainder of the unexpired term should a vacancy occur on the EDC due to the above circumstances, or in the event of the death or disability of a member.

5.6 Conflict of Interest:

- 5.6.1 If a Member attending a meeting of the Economic Development Committee considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the Member has a direct or indirect pecuniary interest in the matter or for any other reason, the Member must declare this, state the general nature of why the Member considers this to be the case, and leave the meeting during the discussion of the matter.

5.7 Public Relations:

- 5.7.1 The Chair of the Committee is the spokesperson for the Committee.
- 5.7.2 Committee members should act in accordance with the Council Code of Conduct Bylaw as amended or replaced.

6. Meetings Procedures

6.1 Chairperson / Vice-Chairperson:

- 6.1.1 The Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each year. This vote requires the participation of no less than two thirds of the Committee membership.
 - 6.1.1.1 The Chairperson and the Vice-Chairperson shall not be members of Council..
- 6.1.2 The Chairperson is appointed to a term of one (1) year.
- 6.1.3 The Chairperson shall preside over all meetings of the Committee and decide all points of order that may arise, manage the process of the meeting, preside over the conduct of the meeting (including the preservation of good order and decorum), determine speaking order, and rule on all questions related to the orderly procedure of the meeting.
- 6.1.4 In the absence of the Chairperson, the Vice-Chairperson will serve as the acting Chairperson for the meeting. Should the Chairperson or Vice-Chairperson not be in attendance, the Committee may elect an Acting Chairperson from those members present at the individual meeting.

6.2 Frequencies of Meetings:

- 6.2.1 The Committee shall meet two (2) times per year, or as determined by the EDC. Ad Hoc meetings as required will be at the call of the Chairperson, or in the absence of the Chairperson, the call of the Vice-Chairperson.
- 6.2.2 After the Committee has established its annual meeting schedule, including the time, date, and place of the meetings, notice of the schedule must be given by:
 - vi. Providing a copy of the schedule to each member of the Committee;
 - vii. Posting the schedule on the Town's website.

6.3 Quorum:

- 6.3.1 A majority of the voting members shall constitute a quorum at a Committee meeting.
- 6.3.2 If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded, and the meeting shall be adjourned.
- 6.3.3 All voting members of the Committee, including the Chairperson, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

6.4 Open and In Camera Meetings:

- 6.4.1 Unless otherwise authorized by Council's Procedural Bylaw, all meetings will be held in open session and in a location accessible to the public.
- 6.4.2 Unless otherwise authorized by the Committee through Council's Procedural Bylaw, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.
- 6.4.3 Requests by any person(s) wishing to appear before the Committee as part of a delegation must follow Council's Procedural Bylaw.
- 6.4.4 The Committee may from time to time invite individuals or representatives to attend and participate in a meeting. This may include making presentations.

6.5 Agendas and Information Packages:

- 6.5.1 Agendas and Information Packages will be provided to Committee members at least three (3) working days prior to the scheduled meeting date.
- 6.5.2 The order of business for the meeting shall be governed by the agenda. Late agenda items will be governed by Council's Procedural Bylaw.

6.6 Minutes:

- 6.6.1 Minutes will be recorded by the Town staff recording secretary for all Committee meetings and shall:
 - i. Record the motion and voting on all resolutions;
 - ii. Be secured at the Town Office and signed by the Chairperson and recording secretary as true record of the decisions made;
 - iii. Be subject to correction at the next Committee meeting; and
 - iv. Be available to the public upon request and on the municipality's website.

7. Administration Support

- 7.1 The Chief Administrative Officer, or their delegate, will coordinate the process for new appointments including advertising for applicants, review of applications, and bring appointment recommendations to Council for approval.

7.2 The Committee does not direct Council, nor can they direct administration. Requests for staff resources must go through the Chief Administration Officer.

7.3 The Committee will appoint a recording Secretary from within its committee structure. .The recording Secretary support functions include:

- 7.3.1 Coordination of Committee meeting locations and setup;
- 7.3.2 Organizing and preparing meeting agendas;
- 7.3.3 Distributing the agenda, forwarding information packages to Committee members, requesting posting notices of meetings at the Town Office, and contacting applicants;
- 7.3.4 Taking and preparing draft minutes, and providing final minutes to Committee members;
- 7.3.5 Maintaining a list of outstanding issues for committee action.

8. Budget and Expenditures

8.1 The Committee may submit to the Chief Administrative Officer an annual request for funding to be included in the Town's operating budget by November 15 annually. The request shall not exceed \$4,000.00 annually. The request for funding is subject to Council's approval of the operating budget.

8.2 Upon Council approval of the budget, the Committee is authorized to access operational funding within the approved budget.

8.3 The EDC chairperson, or in the absence of the chairperson, the vice-chairperson, shall submit claims for reimbursement to the Town's Chief Administrative Officer for approval. As positions on the Committee are volunteer, members will not be compensated for time spent while on the Committee.

8.4 The Committee's, expenditures are limited to those approved in the budget. The EDC does not have the authority to approve expenditures not included in the Council approved budget.

8.5 The Chief Administrative Officer shall be responsible for ensuring compliance with the Budget.

8.6 The Committee is not empowered to enter into any loans, borrowing, leases, rentals, or other financial commitments, but may recommend that Council enter into such arrangements if such arrangements further the long-term goals and objectives of the Committee.

8.7 The Committee may partner with similar entities for research, marketing, promotional, or informational purposes provided that any such partnership that has a financial component that is not included in the Council approved budget shall require Council approval.

8.8 The Committee shall seek out wherever possible grants, bursaries, funding, contributions, donations, awards, gifts, allowances, or other revenues appropriate to furthering the approved economic development goals and objectives of the Committee.



LEGACY PROJECT

Dear Town of Legal,

Thank you for including the Fete au Village committee's input in the Legacy Project. We met as a committee and have some suggestions to the rough proposal of the project. They are as mentioned below:

- Could there be a breezeway to keep the flow of people from one area to another? It was suggested that at the Concession side and where the Storage units would be that there could possibly be a covered breezeway. This would benefit the flow of people as well as a standing coverage area from rain.
- There was some discussion around the position and number of bathrooms. We felt there are too many for the footprint of the building. The space for the "beer garden" "Concession" "Pancake house" would benefit from more space.
- There is concern that the structure isn't big enough. We would like to be forward thinking to make sure this would meet the towns needs for the next 50 years.
- Build a basic structure then possibly build a large covered but open area to protect people from the elements. (pergola). This could be built on both the north and south side (ball diamond / gazebo) Would there be overhangs at the serving windows of the concession/pancake house?
- Stocked kitchen with enough power and natural gas to facilitate the preparation of food for larger events. The drawing shows 2 kitchen facilities back-to-back- could it be made as one big space with a folding wall?
- Who/What is all the storage for? There is a lot of square footage being used for storage. As a Legacy Project the Fete Au Village would like to see the building being utilized year-round by the community for events, private functions or potential for growth of the library

We would like the opportunity to meet with you, Robert, to further discuss what the Towns needs are with the project and what the vision was with the initial proposed drawing.

We would also be able to provide financial support for the project. During our discussion the idea was that we can donate extra monies available to us after we have the expenses covered to run our annual event. We would be better able to estimate the actual donated amount when we would be required to do so.

We look forward to this project

On Behalf of the Fete Au Village Legacy Project Committee
Gizelle Schryver

54'

20'-
60'

20' x 14'

Pancake House

20' x 14'

Concession

ORG STORAGE 1
10' x 5.75"

ORG STORAGE 2
10' x 5.75"

ORG STORAGE 3
10' x 5.75"

ORG STORAGE 4
10' x 5.75"

10' x 9.2"

Maintenance

10' x 14.5"

Town
Storage

Family
Stall 1
5' x 5'

Stall 1
5' x 3.5'

Stall 2
5' x 3.5'

Family
Stall 2
5' x 5'

EXTERIOR
BATHROOM 1
5' x 5'

Bathroom
Hallway &
Sinks

7' x 18.8'

12.5' x 5'

Bathroom
Hallway &
Sinks

7' x 18.8'

Family
Stall 3
5' x 5'

Stall 3
5' x 3.5'

Stall 4
5' x 3.5'

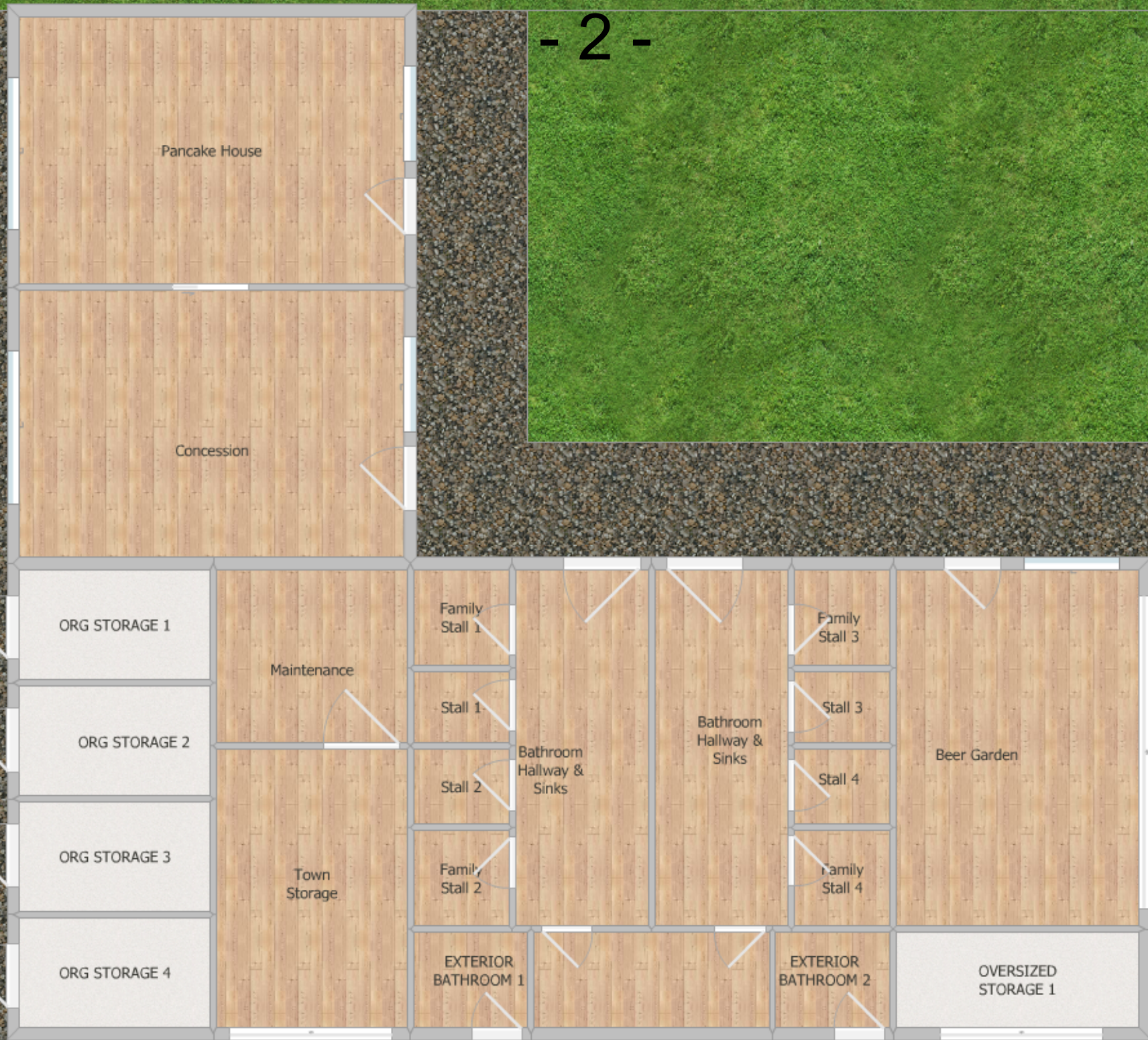
Family
Stall 4
5' x 5'

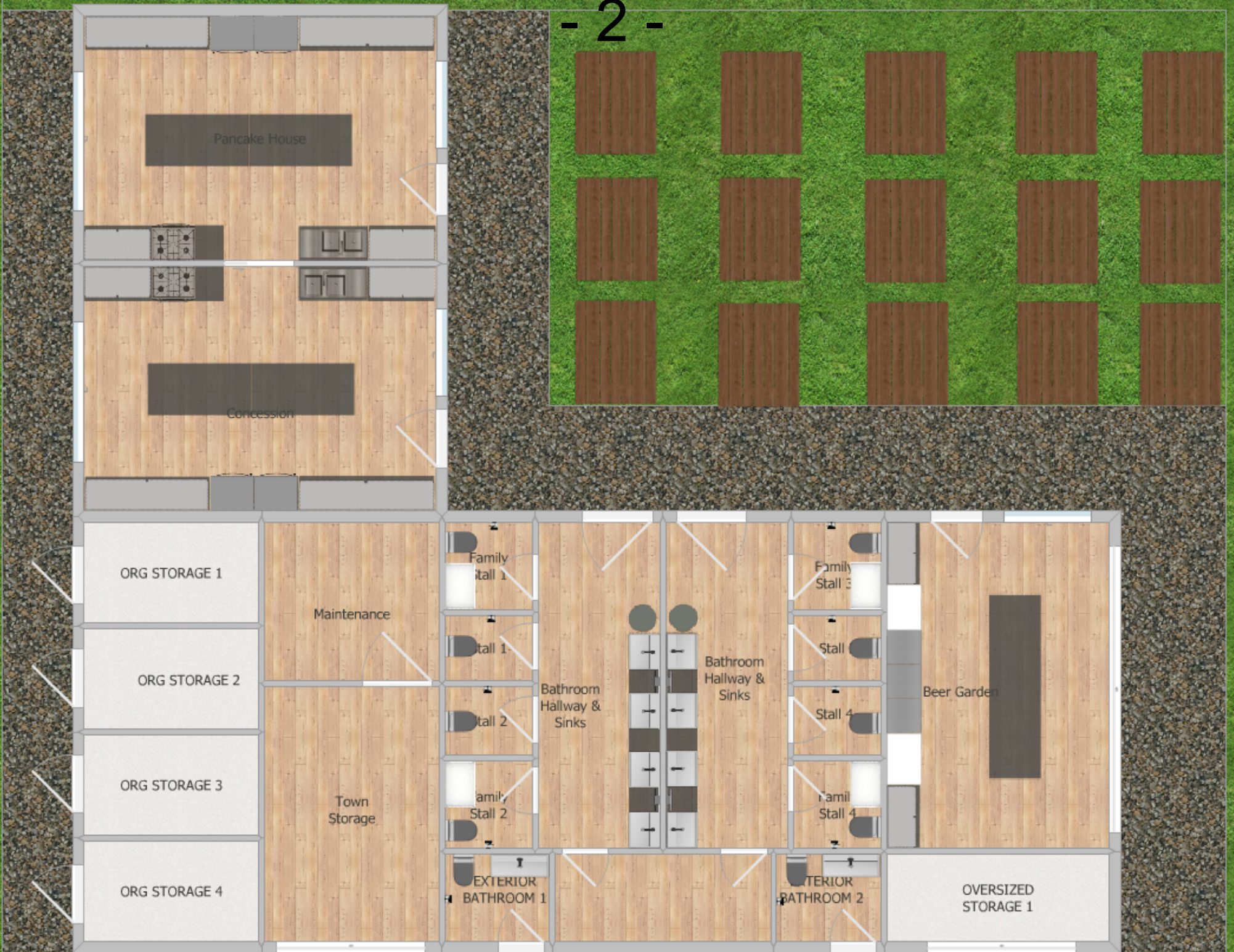
EXTERIOR
BATHROOM 2
5' x 5'

Beer Garden

12.8' x 18.8'

OVERSIZED
STORAGE 1
12.8' x 5'







**TOWN OF LEGAL
BYLAW #XX-2025**

A BYLAW OF THE TOWN OF LEGAL, IN THE PROVINCE OF ALBERTA, TO ESTABLISH ALTERNATE METHODS FOR ADVERTISING STATUTORY NOTICES.

WHEREAS, under the *Municipal Government Act*, RSA 2000, c. M-26, as amended, a municipality must provide public notice for bylaws, resolutions, meetings, public hearings, and other matters, in accordance with section 606 of the *Municipal Government Act* either by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1 of the *Municipal Government Act*;

AND WHEREAS, under Section 606.1(1) of the *Municipal Government Act*, a Council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other items referred to in section 606 of the *Municipal Government Act*;

AND WHEREAS, Council is satisfied that the methods of advertising outlined in this bylaw are likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution, or other thing relates or in which the meeting or hearing is to be held;

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 cited as the "Advertising/Public Notification Bylaw".

2. ADVERTISING METHODS

2.1. Any notice of a bylaw, resolution, meeting, public hearing or other thing required to be advertised under the *Municipal Government Act* must:

- a) be given, in accordance with the timelines prescribed in subsections 606(3), (4) and (5) of the *Municipal Government Act*; and
- b) contain the information prescribed in subsection 606(6) of the *Municipal Government Act*.

2.2. In addition to the advertising methods prescribed in section 606(2) of the *Municipal Government Act*, any notice of a bylaw, resolution, meeting, public hearing or other thing required to be advertised pursuant to the provisions of the *Municipal Government Act* may be advertised through the following methods:

- a) Electronically, by posting prominently on the Town of Legal's official website being <https://www.legal.ca/>; and/or
- b) Electronically, by posting prominently on the Town of Legal's official social media platforms; and/or

- c) Electronically, by posting on the LED Sign located on Secondary Highway 651, west of Lot A, Plan 5471NY; and/or
- d) Electronically, by posting on local media outlets' websites or social media platforms; and/or
- e) By posting the notice prominently on the bulletin board provided for that purpose in the Town of Legal Municipal Office; and/or
- f) By posting the notice prominently on roadside signage located near the East and West entrances of the municipality, or at the Post Office located at 4840 50 Avenue, Legal AB.

3. SEVERABILITY

- 3.1. If any section or provision of this bylaw is found by a court of law to be unlawful or beyond the authority of the Council, such sections shall be deemed severable, with the remaining portions continuing to be in full force and effect.

4. EFFECTIVE DATE

- 4.1. This Bylaw shall come into full force and effect on the day of third and final reading.

READ A FIRST TIME THIS _____ DAY OF _____, 20__.

Mayor

Chief Administrative Officer

READ A SECOND TIME THIS _____ DAY OF _____, 20__.

Mayor

Chief Administrative Officer

READ A THIRD TIME THIS _____ DAY OF _____, 20__.

Mayor

Chief Administrative Officer

MUNICIPAL GOVERNMENT ACT

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,

(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

(c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

(a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,

(b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,

(c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and

(d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

Advertisement bylaw

606.1(1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

(3) Council must conduct a public hearing before making a bylaw under subsection (1).

(4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.

(5) A notice of a bylaw proposed to be made under subsection (1) must contain

(a) a statement of the general purpose of the proposed bylaw,

(b) the address or website where a copy of the proposed bylaw may be examined, and

(c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.

(6) A bylaw passed under this section must be made available for public inspection.

**TOWN OF LEGAL
BYLAW #XX-2025**

A BYLAW OF THE TOWN OF LEGAL, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A PROCESS TO SEND ASSESSMENT, TAXATION AND ASSESSMENT REVIEW BOARD NOTICES AND OTHER DOCUMENTS BY ELECTRONIC MEANS.

WHEREAS Section 608.1(1) of the **Municipal Government Act**, RSA 2000, C. M-26 and amendments thereto provides that a Municipal Council may by bylaw establish a process for sending assessment notices, tax notices and other notices, documents and information under Part 9, 10 or 11 of the Act or the regulations under Part 9, 10 or 11 by electronic means;

AND WHEREAS, the Municipal Council of the Town of Legal desires to implement an efficient method of document transmission for its taxpayers;

AND WHEREAS, before making a bylaw under subsection 608.1(3) and (4), Council must:

- a) Be satisfied that the proposed bylaw includes appropriate measures to ensure the security and confidentiality of the documents and information being sent; and
- b) Give notice of the proposed bylaw in a manner Council considers is likely to bring the proposed bylaw to the attention of substantially all persons that would be affected by it;

AND WHEREAS, a bylaw under subsection 608.1(5) must provide a method by which persons may opt to receive the notice, document or information by electronic means;

AND WHEREAS, this Bylaw has been advertised in accordance with section 606.

NOW THEREFORE the Municipal Council of the Town of Legal, Alberta hereby enacts as follows:

1. TITLE

1.1 This Bylaw may be cited as the "Electronic Transmission of Documents Bylaw"

2. DEFINITIONS

2.1 In this Bylaw:

- a) "Act" means the Municipal Government Act, RSA 2000, c M-26;
- b) "Administration" means any employee or representative of the staff of the Town of Legal. May also be referred to as Administrative Staff. Elected Officials are not considered employees;
- c) "assessed person" means an assessed person as defined in section 284(1)(a) of the Act, a taxpayer as defined in section 1(1)(bb) of the Act, and a person acting on behalf of an assessed person or a taxpayer;
- d) "Town" means the municipal corporation of the Town of Legal;
- e) "communication" means any correspondence or notification relating to outstanding tax bills and other notices, forms and information relating to tax and assessment.
- f) "electronic means" means electronic mail (email);

3. APPLICATION

3.1 This Bylaw allows the Town of Legal to send the following property assessment and taxation notices pursuant to Part 9 of the Act to an assessed person by electronic means:

- a) Assessment notices pursuant to section 308(1) of the Act;
- b) Supplementary assessment notices pursuant to section 316(1) of the Act;
- c) Tax notices pursuant to section 333 of the Act; and
- d) Amended assessment notices, amended supplementary assessment and amended assessment notices pursuant to section 312 of the Act.

3.2 Further, this Bylaw allows the Town to send other taxation communication to an assessed person by electronic means.

4. CONSENT

4.1 A notice or communication set out in sections 3.1 and 3.2 may be sent by electronic means if the assessed person:

- a) has provided a personal email address for the notices and communication to be sent to;
- b) has opted to receive notices by electronic means by completing the prescribed form (Schedule "A"); and
- c) the prescribed form (Schedule "A") has been signed by the assessed person.

4.2 A person who has opted to receive notices by electronic means may revoke consent at any time by contacting administration and providing, whether received by electronic means or otherwise, written notification detailing the request to revoke consent

5. PRESUMPTION OF RECEIPT

5.1 In the absence of evidence to the contrary, an assessed person is presumed to have received the notice, or other documents, 7 days after it was sent.

6. SEVERABILITY

6.1 If any Section or parts of this Bylaw are determined by a court of competent jurisdiction to be illegal, unenforceable or beyond the power of Council to enact, such Section or parts shall be deemed to be severable, and the remainder of this Bylaw shall be deemed to be separate and independent there from and valid and enforceable.

7. GENERAL

7.1 In this Bylaw:

- a) Nothing in this Bylaw prevents a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- b) Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.
- c) All schedules attached to this Bylaw shall form part of this Bylaw.

- d) This Bylaw is gender-neutral and, therefore, any reference to one gender includes the other.
- e) This Bylaw shall come into full force and effect on the day of third and final reading.

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

DRAFT

Schedule "A"

Assessment and Taxation Electronic Communication Authorization Form

The Town of Legal is now authorized to send Property Assessment & Taxation communications by electronic means as per the electronic transmission of documents bylaw. To receive your Property Tax and Assessment Notices electronically through email, kindly review and complete the following form.

Please note, this authorization must be signed by the primary taxpayer whose name appears on the tax notice. Once enrolled in the program, you will no longer receive your notice by mail. A separate form is required for every tax roll that wishes to be enrolled in the program.

Taxpayer Last Name: _____ First Name: _____

Business Name (if applicable): _____

Property Address: _____

Taxpayer E-Mail Address: _____

Mailing Address: _____

Phone Number: Home _____ Cell _____ Work _____

Terms and Conditions: Please initial beside each statement below

	I understand/consent that the notices/bills will be provided by email, as a PDF attachment, to the email address listed above and I/we will no longer receive a paper copy of Assessment and Taxation Notices. The authorization may be cancelled at any time upon written notice
	I understand that it is the taxpayers' responsibility to provide the correct email address and to inform the Town of Legal in writing of any changes to this email address

Signature: _____ Signature (if Joint) _____

The personal information on this form is being collected to provide paperless statements for property tax accounts and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the FOIP Coordinator at 5021 50 Street, Legal, AB T0G 1L0 or call 780-961-3773

DRAFT

Option 1- Atco Gas Franchise Fee Increase from 25 to 35 %

- 25 % based on 115 GJ consumption annually = \$175/year
- 35 % based on 115 GJ consumption annually = \$232/year
- Difference \$57/average resident/year. Monthly \$4.47/month

Special Tax Levy - \$100/month/ year = \$8.33/month

Total monthly residential impact increasing Atco Franchise Fee from 25 % to 35 % and introducing a Special Tax Levy \$12.80 month or \$153.60/year

Estimated Total Annual Revenue Increase = \$135,000 - \$140,000

1st Option Payment Plan

May 20, 2025

REVENUE SOURCES TO BE APPLIED TO DEBENTURE:

Jan. 1, 2025 to Dec. 31, 2030 (5 years)	Arena Sponsorship	\$70,000	Annually
	Atco Franchise (15%)	\$55,280	Annually
	Fortis Franchise (12%)	\$77,606	Annually
	Special Tax Levy	\$57,000	Annually
	Transfer from Capital Reserves – Arena	\$39,675	Annually (Town)
	County Contribution	\$160,000	Annually (2025-2030)
TOTAL:		\$459,561	

Jan. 1, 2031 to Dec. 31, 2035 (5 years)	Arena Sponsorship	\$70,000	Annually
	Atco Franchise (15%)	\$55,280	Annually
	Fortis Franchise (12%)	\$77,606	Annually
	Special Tax Levy	\$57,000	Annually
	Transfer from Capital Reserves – Arena	\$156,675	Annually (Town)
	County Contribution	\$40,000	Annually
TOTAL:		\$459,561	

Parks Recreation Reserves (Account 31200127-08)

Balance End of Year 2024	321,673
2025 Opening Balance	321,673
5% ATCO Franchise	18,200
12% Fortis Franchise	77,606
Transfer from Operations Budget	10,000
County Operating Rec Grant	80,000
Arena Startup	-80,000
Arena Modernization Agreement	125,000
(To be carried to pay loan Jan-Dec 2031)	552,479
Interest 2.25%	12,431
	564,910
Transferring From General Operating to Reserve	1,000,000
Total End of 2025	1,564,910
2026 Opening Balance	1,564,910
Transfer from Operations Budget	10,000
Loan Payment (2026)	-40,000
	1,534,910
Interest at 2.25%	34,535
Total End of 2025	1,569,445
2027 Opening Balance	1,569,445
Transferring From General Operating to Reserve	10,000
Loan Payment 2027	-40,000
	1,539,445
Interest Earned 2.25%	34,638
Total End of 2027	1,574,083
2028 Opening Balance	1,574,083
Transferring From General Operating to Reserve	10,000
Loan Payment 2028	-40,000
	1,544,083
Interest Earned 2.25%	34,742
Total End of 2028	1,578,825
2029 Opening Balance	1,578,825

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Transferring form Operating to Reserve	10,000
Loan Payment 2029	-40,000
	1,548,825
Interest Earned 2.25%	34,849
Total End of 2029	1,583,674
2030 Opening Balance	1,583,674
Transferring from Operating to Reserve	10,000
Loan Payment 2030	-40,000
	1,553,674
Interest Earned 2.25%	34,958
Total End of 2030	1,588,632
2031 Opening Balance	1,588,631
Transferring from Operating to Reserve	10,000
Loan Payment 2031	-156,675
	1,441,956
Interest Earned 2.25%	32,444
Total End of 2031	1,474,400
2032 Opening Balance	1,474,500
Transferring from Operating to Reserves	10,000
Loan Payment 2032	-156,675
	1,327,825
Interest Earned 2.25%	29,876
Total End of 2032	1,357,701
2033 Opening Balance	1,357,701
Transferring from Operating to Reserves	10,000
Loan Payment 2033	-156,675
	1,211,026
Interest Earned 2.25%	27,248
Total End of 2032	1,238,274
2034 Opening Balance	1,238,274
Transferring from Operating to Reserves	10,000
Loan Payment 2034	-156,675
	1,091,599

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Interest Earned 2.25%	24,561
Total End of 2034	1,116,160
2035 Opening Balance	1,116,159
Transferring from Operating to Reserves	10,000
Loan Payment 2035	-156,675
	969,484
Interest Earned 2.25%	21,813
Total End of 2035	991,297
2036 Opening Balance	991,297
Transferring from Operating to Reserves	10,000
Loan Payment 2036	-156,675
	844,622
Interest Earned 2.25%	19,004
Total End of 2036	863,626

Option 2- Atco Gas Franchise Fee Increase from 25 to 35 %

- 25 % based on 115 GJ consumption annually = \$175/year
- 35 % based on 115 GJ consumption annually = \$232/year
- Difference \$57/average resident/year. =\$4.47/month

Special Tax Levy - \$0.00

Total monthly residential impact increasing Atco Franchise Fee from 25 % to 35 % -
\$57/year or \$4.47/month

Estimated Total Annual Revenue Annually= \$35,000-\$40,000

2nd Option ⁶ Payment Plan

May 20, 2025

REVENUE SOURCES TO BE APPLIED TO DEBENTURE:

Jan. 1, 2025 to Dec. 31, 2030 (5 years)	Arena Sponsorship	\$70,000	Annually
	Atco Franchise (15%)	\$55,280	Annually
	Fortis Franchise (12%)	\$77,606	Annually
	Transfer from Capital Reserves –	\$96,675	Annually (Town)
	Arena County Contribution	\$160,000	Annually (2025-2030)
TOTAL:		\$459,561	

Jan. 1, 2031 to Dec. 31, 2035 (5 years)	Arena Sponsorship	\$70,000	Annually
	Atco Franchise (15%)	\$55,280	Annually
	Fortis Franchise (12%)	\$77,606	Annually
	Transfer from Capital Reserves –	\$213,675	Annually (Town)
	Arena County Contribution	\$40,000	Annually
TOTAL:		\$459,561	

Forecast to 2036 - Option 2

Parks Recreation Reserves (Account 31200127-08)

Balance End of Year 2024	321,673
2025 Opening Balance	321,673
5% ATCO Franchise	18,200
12% Fortis Franchise	77,606
Transfer from Operations Budget	10,000
County Operating Rec Grant	80,000
Arena Startup	-80,000
Arena Modernization Agreement	125,000
(To be carried to pay loan Jan-Dec 2031)	552,479
Interest 2.25%	12,431
	564,910
Transferring From General Operating to Reserve	1,000,000
Total End of 2025	1,564,910
2026 Opening Balance	1,564,910
Transfer from Operations Budget	10,000
Loan Payment (2026)	-70,000
	1,504,910
Interest at 2.25%	34,535
Total End of 2025	1,539,445
2027 Opening Balance	1,539,445
Transferring From General Operating to Reserve	10,000
Loan Payment 2027	-70,000
	1,479,445
Interest Earned 2.25%	34,638
Total End of 2027	1,514,083
2028 Opening Balance	1,514,083
Transferring From General Operating to Reserve	10,000
Loan Payment 2028	-70,000
	1,454,083
Interest Earned 2.25%	34,742
Total End of 2028	1,488,825

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2029 Opening Balance	1,488,825
Transferring form Operating to Reserve	10,000
Loan Payment 2029	-70,000
	1,428,825
Interest Earned 2.25%	34,849
Total End of 2029	1,463,674
2030 Opening Balance	1,463,674
Transferring from Operating to Reserve	10,000
Loan Payment 2030	-70,000
	1,403,674
Interest Earned 2.25%	34,958
Total End of 2030	1,438,632
2031 Opening Balance	1,438,632
Transferring from Operating to Reserve	10,000
Loan Payment 2031	-186,675
	1,261,957
Interest Earned 2.25%	32,444
Total End of 2031	1,294,401
2032 Opening Balance	1,294,401
Transferring from Operating to Reserves	10,000
Loan Payment 2032	-186,675
	1,117,726
Interest Earned 2.25%	25,149
Total End of 2032	1,142,875
2033 Opening Balance	1,142,875
Transferring from Operating to Reserves	10,000
Loan Payment 2033	-186,675
	966,200
Interest Earned 2.25%	21,740
Total End of 2032	987,940
2034 Opening Balance	987,940
Transferring from Operating to Reserves	10,000
Loan Payment 2034	-186,675
	811,265

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Interest Earned 2.25%	18,253
Total End of 2034	829,518

2035 Opening Balance	829,518
Transferring from Operating to Reserves	10,000
Loan Payment 2035	-186,675
	652,843

Interest Earned 2.25%	14,689
Total End of 2035	667,532

2036 Opening Balance	667,532
Transferring from Operating to Reserves	10,000
Loan Payment 2036	-186,675
	490,857

Interest Earned 2.25%	11,044
Total End of 2036	501,901

ATCO GAS AND PIPELINES LIMITED

Historic and Forecast Franchise Fee and Property Tax Information for the Town of Legal

<u>Historic Information</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Six Year Average</u>
Franchise Fees - Current Method 25% Method A&P	\$52,980	\$45,745	\$50,815	\$49,696	\$51,637	\$92,322	\$57,199
Annual Franchise Fees - Average Residential Customer Using 115 GJ's per Year	\$87.54	\$76.68	\$83.46	\$82.70	\$87.59	\$155.09	\$95.51
Franchise Fee Percentage	16.60%	16.60%	16.60%	16.60%	16.60%	25.00%	
Company Delivery Revenue	\$319,157	\$275,573	\$306,112	\$299,352	\$311,098	\$379,999	

Forecast Information

Franchise Fee Method "A" %				Impact on Customers			Forecast 2023 Company Delivery Revenue (\$)	Forecast 2023 Average Residential Delivery Revenue
	Forecast 2023 Annual Fee Total (\$)	Estimated 2023 Property Tax Total (\$)	Forecast 2023 Annual Fee+Tax Total (\$)	Forecast 2023 Annual Fee Average Residential (\$)	Forecast 2023 Annual Tax Average Residential (\$)	Forecast 2023 Annual Fee+Tax Average Residential (\$)		
5.00%	\$17,670	\$16,695	\$34,365	\$29.27	\$27.65	\$56.93	\$353,399	\$585.41
10.00%	\$35,340	\$16,695	\$52,035	\$58.54	\$27.65	\$86.20		
15.00%	\$53,010	\$16,695	\$69,705	\$87.81	\$27.65	\$115.47		
20.00%	\$70,680	\$16,695	\$87,375	\$117.08	\$27.65	\$144.74		
25.00%	\$88,350	\$16,695	\$105,045	\$146.35	\$27.65	\$174.01		
30.00%	\$106,020	\$16,695	\$122,715	\$175.62	\$27.65	\$203.28		
35.00%	\$123,690	\$16,695	\$140,385	\$204.89	\$27.65	\$232.55		

Estimated Property Tax Percent **4.72%**

Franchise Fee Description
Method "A" Franchise Fee Percent is applied to Company Delivery Revenue.

This spreadsheet was prepared on 25 July 2023

LEGAL ARENA & CURLING RINK RETROFIT PROJECT

LOAN:	\$3,750,000.00
ANNUAL PROJECT PAYMENT & 10 YEAR AMORITIZATION AT 4.04%:	\$229,780.57
	\$229,780.57
TOTAL:	\$459,561.14

CURRENT FRANCHISE FEES AS OF 2023:

ATCO GAS:	25%	Increased 2022 from 16.6% to 25%
	16% =	\$59,900
		In 2023 amount was allocated to Operations
	9% =	\$30,900
		In 2023 \$16,500 used for policing; \$15,600 towards Arena reserves
FORTIS:	15%	Fall of 2023 Council increased by 5% to 20% - maximum
	5% =	\$32,340 to Policing
	3% =	\$19,400 to Economic Development
	7% =	\$45,270 to Water Debenture Payment

PROPOSED FRANCHISE FEES FOR 2024:

ATCO GAS:	25%	Fee would generate \$92,760.00
	16% =	\$60,000 – Allocate to Operations
	4% =	\$14,560 – Policing
	5% =	\$18,200 – Applied to Arena Reserves
FORTIS:	20%	Fee generates a total of \$129,346.00
	5% =	\$32,340 to Policing
	3% =	\$19,400 to Economic Development
	7% =	\$45,270 to Water Debenture Payment
	5% =	\$32,336 to Arena Project

PROPOSED FRANCHISE FEES FOR 2025:

ATCO GAS:	25%	Fee would generate \$92,760.00
	16% =	\$60,000 – Allocate to Operations
	4% =	\$14,560 – Policing
	5% =	\$18,200 – Applied to Arena Reserves
FORTIS:	20%	Fee generates a total of \$129,346.00
	5% =	\$32,340 to Policing
	3% =	\$19,400 to Economic Development
	7% =	\$45,270 to Arena Project
	5% =	\$32,336 to Arena Reserves

PROPOSED FRANCHISE FEES FOR 2026:

ATCO GAS: 35% *Increase to 35% would = \$129,840 - maximum*
16% = \$60,000 – Allocate to Operations
4% = \$14,560 – Policing
15% = \$55,280 – Applied to Arena/Curling Project

*Recommended
Increase of 10%*

OR

ATCO GAS: 25% Fee would generate \$92,760.00
16% = \$60,000 – Allocate to Operations
4% = \$14,560 – Policing
5% = \$18,200 – Applied to Arena Reserves

Not recommended

FORTIS: 20% Fee generates a total of \$129,346.00
5% = \$32,340 to Policing
3% = \$19,400 to Economic Development
12% = \$77,606 to Arena/Curling Rink Project Loan Repayment

PROPOSED FRANCHISE FEES FOR 2027-2036:

ATCO GAS: 35% *Increase to 35% would = \$129,840 - maximum*
16% = \$60,000 – Allocate to Operations
4% = \$14,560 – Policing
15% = \$55,280 – Arena/Curling Rink Project Loan Repayment

FORTIS: 20% Fee generates a total of \$129,346.00
5% = \$32,340 to Policing
3% = \$19,400 to Economic Development
12% = \$77,606 to Arena Project

REVENUE SOURCES TO BE APPLIED TO DEBENTURE:

Jan. 1, 2025 to Dec. 31, 2030 (5 years)	Arena Sponsorship	\$70,000	Annually
	Atco Franchise (15%)	\$55,280	Annually
	Fortis Franchise (12%)	\$77,606	Annually
	Special Tax Levy	\$57,000	Annually
	Transfer from Capital Reserves – Arena	\$39,675	Annually (Town)
	County Contribution	\$160,000	Annually (2025-2030)
TOTAL:		\$459,561	

Jan. 1, 2031 to Dec. 31, 2035 (5 years)	Arena Sponsorship	\$70,000	Annually
	Atco Franchise (15%)	\$55,280	Annually
	Fortis Franchise (12%)	\$77,606	Annually
	Special Tax Levy	\$57,000	Annually
	Transfer from Capital Reserves – Arena	\$156,675	Annually (Town)
	County Contribution	\$40,000	Annually
TOTAL:		\$459,561	

TOWN OF LEGAL
BYLAW #XX-2024

A BYLAW OF THE TOWN OF LEGAL, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE LEVYING OF AN ANNUAL SPECIAL RECREATIONAL SERVICES TAX AGAINST ALL TAXABLE PROPERTY WITHIN THE TOWN OF LEGAL TO ASSIST WITH THE CONSTRUCTION COSTS FOR THE LEGAL ARENA AND CURLING RINK FOR THE 2024 TAXATION YEAR.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta 2000 and amendments thereto, the Council of the Town of Legal, deems it fair and equitable to charge equally all taxable property within the Town of Legal that will benefit from the specific services and purposes; and

WHEREAS the Town of Legal is authorized to pass a special tax bylaw under the *Municipal Government Act*; and

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Town of Legal, in the Province of Alberta, enacts as follows:

1. That there is hereby imposed and authorized be levied a flat fee of One Hundred Dollars (\$100.00) per taxable parcel within the Town of Legal for the 2024 taxation year.

	Taxable Properties	Tax Rate	Tax Levy
TOTAL SPECIAL TAX LEVY:	566	\$99.99	\$56,594.34

2. That the special tax be in addition to all other rates and taxes.
3. That the special tax and said charges of \$100.00 shall be levied and included on the 2024 Tax Notice and is a debt due to the municipality known as the Town of Legal and is payable August 31, 2024.
4. Severability:
Despite that any section or sections of this Bylaw, or any part or parts thereof, may be found by any court of law to be invalid or illegal that section or sections or part or parts thereof, shall be deemed to be severable, and all other sections of this Bylaw, or parts thereof, are separate and independent there-from and enacted as such.
5. This Bylaw shall take effect on the date of third and final reading.

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
BYLAW XX-2025**

A BYLAW TO AUTHORIZE FURTHER BORROWING TO FINANCE A PORTION OF THE COST OF THE LEGAL ARENA AND CURLING RINK RETROFIT PROJECT.

WHEREAS the Council of the Town of Legal (the “Town”) has approved a capital project spanning the budget years 2024, 2025 and 2026, to complete the Legal Arena and Curling Rink Retrofit Project (the “Project”);

AND WHEREAS the estimated budget for the Project is \$14,219,360.00 for which the currently approved source of funding is partly Capital Reserves (Town of Legal and Sturgeon County), Federal Grants (Green & Inclusive Community Building, and FCM Community Building Retrofit Initiative), Provincial Grant (Community Facility Enhancement Program), Local Government Fiscal Framework and sponsorship;

AND WHEREAS the Town received approval from the Green Municipal Fund administered by the Federation of Canadian Municipalities (“FCM”) of which up to \$1,250,000 would be in the form of a grant provided the Town agrees to accept up to \$3,750,000 in funding in the form of a loan from FCM;

AND WHEREAS Council passed the amending Borrowing Bylaw #07-2024 approving a total debenture amount of \$3,450,000.00;

AND WHEREAS Town Administration has advised Council that the funding envelope for the Project including the alternate source of funding available through FCM, since it has a significant grant component, is more financially favourable to the Town than the originally approved funding envelope, and Administration has accordingly recommended that Council pass a bylaw to further approve a borrowing of up to \$300,000.00 in order to take full advantage of the FCM funding opportunity for the purpose of financing a portion of the cost of the Project;

AND WHEREAS the principal amount of the outstanding debt of the Town of Legal at December 31, 2024 is \$0.00, no part of which is in arrears;

AND WHEREAS the estimated life of the Project to be financed in part by borrowing authorized under this Bylaw is equal to or in excess of 10 years;

AND WHEREAS all required approvals for the Project have been obtained and Council has been advised that the Project is in compliance with relevant statutes and regulations of the Province of Alberta.

NOW THEREFORE, the Council of the Town of Legal hereby enacts as follows:

BORROWING

1. For the purpose of adjusting the sources of funding for the Project to include a debt component, a further sum not exceeding \$300,000.00 is authorized to be borrowed on the credit and security of the Town of Legal at large, of which the full amount borrowed is to be paid by the Town.

2. The borrowing to be issued under this Bylaw may be in any denomination, not exceeding the maximum amount authorized by this Bylaw, and shall be dated having regard to the date of the borrowing.
3. The Town shall repay the debt according to the repayment structure in effect, namely of combined principal and interest installments over a period not to exceed 10 years calculated at a rate not exceeding the interest rate fixed on the date of the borrowing, and not to exceed 10%.
4. The borrowing instrument shall be signed by the Mayor and the Chief Administrative Officer (CAO) of the Town. In the absence of the Mayor, the Deputy Mayor shall sign and in the absence of both the Mayor and the Deputy Mayor, the next available Councilor on the Deputy Mayor roster shall sign in the place of the Mayor.
5. The Town shall levy and raise in each year municipal taxes sufficient to service the debt authorized by this Bylaw.
6. The net amount realized by the issuance of the borrowing authorized under this Bylaw shall be applied only for the purpose for which the debt is authorized by this Bylaw.

EFFECTIVE DATE

1. This Bylaw comes into effect when it is passed.

READ A FIRST TIME THIS _____ DAY OF _____, 20__.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS _____ DAY OF _____, 20__.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS _____ DAY OF _____, 20__.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

- 7 - Loan Calculator

[Print](#)

Recalculation options

Type Term

Deferment

Calculations based on:

Principal is \$300,000.00

Term is 10 Years

Loan Type is Blended

Deferred payments
NAInterest rate of 4.04 %

Payment #	Payment	Principal	Interest	Balance
1	\$18,382.45	\$12,322.45	\$6,060.00	\$287,677.55
2	\$18,382.45	\$12,571.36	\$5,811.09	\$275,106.19
3	\$18,382.45	\$12,825.30	\$5,557.15	\$262,280.89
4	\$18,382.45	\$13,084.38	\$5,298.07	\$249,196.51
5	\$18,382.45	\$13,348.68	\$5,033.77	\$235,847.83
6	\$18,382.45	\$13,618.32	\$4,764.13	\$222,229.51
7	\$18,382.45	\$13,893.41	\$4,489.04	\$208,336.10
8	\$18,382.45	\$14,174.06	\$4,208.39	\$194,162.04
9	\$18,382.45	\$14,460.38	\$3,922.07	\$179,701.66
10	\$18,382.45	\$14,752.48	\$3,629.97	\$164,949.18
11	\$18,382.45	\$15,050.48	\$3,331.97	\$149,898.70
12	\$18,382.45	\$15,354.50	\$3,027.95	\$134,544.20
13	\$18,382.45	\$15,664.66	\$2,717.79	\$118,879.54
14	\$18,382.45	\$15,981.08	\$2,401.37	\$102,898.46
15	\$18,382.45	\$16,303.90	\$2,078.55	\$86,594.56
16	\$18,382.45	\$16,633.24	\$1,749.21	\$69,961.32
17	\$18,382.45	\$16,969.23	\$1,413.22	\$52,992.09
18	\$18,382.45	\$17,312.01	\$1,070.44	\$35,680.08
19	\$18,382.45	\$17,661.71	\$720.74	\$18,018.37
20	\$18,382.45	\$18,018.37	\$364.08	\$0.00
Totals:	\$367,649.00	\$300,000.00	\$67,649.00	

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Loan Calculator

Print

Recalculation options

Type

Term

Deferment

Calculations based on:

Principal is \$3,450,000.00

Term is 10 Years

Loan Type is Blended

Deferred payments
NA

Interest rate of 4.04 %

Payment #	Payment	Principal	Interest	Balance
1	\$211,398.12	\$141,708.12	\$69,690.00	\$3,308,291.88
2	\$211,398.12	\$144,570.62	\$66,827.50	\$3,163,721.26
3	\$211,398.12	\$147,490.95	\$63,907.17	\$3,016,230.31
4	\$211,398.12	\$150,470.27	\$60,927.85	\$2,865,760.04
5	\$211,398.12	\$153,509.77	\$57,888.35	\$2,712,250.27
6	\$211,398.12	\$156,610.66	\$54,787.46	\$2,555,639.61
7	\$211,398.12	\$159,774.20	\$51,623.92	\$2,395,865.41
8	\$211,398.12	\$163,001.64	\$48,396.48	\$2,232,863.77
9	\$211,398.12	\$166,294.27	\$45,103.85	\$2,066,569.50
10	\$211,398.12	\$169,653.42	\$41,744.70	\$1,896,916.08
11	\$211,398.12	\$173,080.42	\$38,317.70	\$1,723,835.66
12	\$211,398.12	\$176,576.64	\$34,821.48	\$1,547,259.02
13	\$211,398.12	\$180,143.49	\$31,254.63	\$1,367,115.53
14	\$211,398.12	\$183,782.39	\$27,615.73	\$1,183,333.14
15	\$211,398.12	\$187,494.79	\$23,903.33	\$995,838.35
16	\$211,398.12	\$191,282.19	\$20,115.93	\$804,556.16
17	\$211,398.12	\$195,146.09	\$16,252.03	\$609,410.07
18	\$211,398.12	\$199,088.04	\$12,310.08	\$410,322.03
19	\$211,398.12	\$203,109.61	\$8,288.51	\$207,212.42
20	\$211,398.12	\$207,212.42	\$4,185.70	\$0.00
Totals:	\$4,227,962.40	\$3,450,000.00	\$777,962.40	

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Loan Calculator

Print

Recalculation options

Type

Term

Deferment

Calculations based on:

Principal is \$3,750,000.00

Term is 10 Years

Loan Type is Blended

Deferred payments
NA

Interest rate of 4.04 %

Payment #	Payment	Principal	Interest	Balance
1	\$229,780.57	\$154,030.57	\$75,750.00	\$3,595,969.43
2	\$229,780.57	\$157,141.99	\$72,638.58	\$3,438,827.44
3	\$229,780.57	\$160,316.26	\$69,464.31	\$3,278,511.18
4	\$229,780.57	\$163,554.64	\$66,225.93	\$3,114,956.54
5	\$229,780.57	\$166,858.45	\$62,922.12	\$2,948,098.09
6	\$229,780.57	\$170,228.99	\$59,551.58	\$2,777,869.10
7	\$229,780.57	\$173,667.61	\$56,112.96	\$2,604,201.49
8	\$229,780.57	\$177,175.70	\$52,604.87	\$2,427,025.79
9	\$229,780.57	\$180,754.65	\$49,025.92	\$2,246,271.14
10	\$229,780.57	\$184,405.89	\$45,374.68	\$2,061,865.25
11	\$229,780.57	\$188,130.89	\$41,649.68	\$1,873,734.36
12	\$229,780.57	\$191,931.14	\$37,849.43	\$1,681,803.22
13	\$229,780.57	\$195,808.14	\$33,972.43	\$1,485,995.08
14	\$229,780.57	\$199,763.47	\$30,017.10	\$1,286,231.61
15	\$229,780.57	\$203,798.69	\$25,981.88	\$1,082,432.92
16	\$229,780.57	\$207,915.43	\$21,865.14	\$874,517.49
17	\$229,780.57	\$212,115.32	\$17,665.25	\$662,402.17
18	\$229,780.57	\$216,400.05	\$13,380.52	\$446,002.12
19	\$229,780.57	\$220,771.33	\$9,009.24	\$225,230.79
20	\$229,780.57	\$225,230.79	\$4,549.78	\$0.00
Totals:	\$4,595,611.40	\$3,750,000.00	\$845,611.40	

BY-LAW NO. #03-2024
OF THE TOWN OF LEGAL
(Hereinafter referred to as "the Municipality")

IN THE PROVINCE OF ALBERTA

This Bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$3,000,000.00 for the purpose of the Legal Arena and Curling Rink Retrofit Project.

WHEREAS:

The Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Arena and Curling Rink Retrofit Project.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$14,219,360.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Federal Grant (Green & Inclusive Community Building)	\$ 7,159,360.00
Federal Grant (Enabling Accessibility Fund)	\$ 500,000.00
Green Municipal Fund (FCM-Community Building Retrofit Initiative)	\$ 1,000,000.00
Provincial Grant (Community Facility Enhancement Program)	\$ 1,000,000.00
Capital Reserves (Sturgeon County)	\$ 360,000.00
Capital Reserves (Town of Legal)	\$ 500,000.00
Fundraising	\$ 200,000.00
Local Government Fiscal Framework	\$ 500,000.00
Debenture	<u>\$ 3,000,000.00</u>
Total Cost	\$14,219,360.00

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$3,000,000.00 for a period not to exceed ten (10) years, from the Federation of Canadian Municipalities (FCM), or the Province of Alberta, or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the project financed under this Bylaw is equal to, or in excess of fifty (50) years.

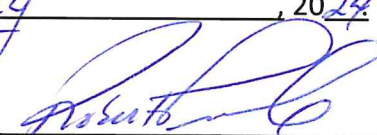

The principal amount of the outstanding debt of the Municipality at December 31, 2023 is \$302,518.18 and no part of the principal or interest is in arrears.

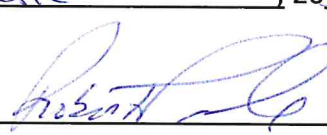

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

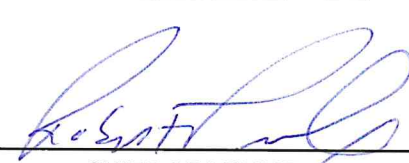

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That, for the purpose of constructing the Legal Arena and Curling Rink Retrofit Project, the sum of Three Million Dollars (\$3,000,000.00) be borrowed from the Federation of Canadian Municipalities (FCM), or the Province of Alberta, or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of Three Million Dollars (\$3,000,000.00) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this Bylaw, namely the Legal Arena and Curling Rink Retrofit Project.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Federation of Canadian Municipalities (FCM), or the Province of Alberta, or another authorized financial institution on the date of the borrowing, and not to exceed seven percent (7%).

4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this Bylaw.
7. If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of the Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.
8. This Bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 6th DAY OF May, 2024

MAYOR CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 3 DAY OF June, 2024

MAYOR CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 3 DAY OF June, 2024

MAYOR CHIEF ADMINISTRATIVE OFFICER

BY-LAW NO. #07-2024

AMENDING BYLAW 03-2024 (Borrowing Bylaw)

OF THE TOWN OF LEGAL IN THE PROVINCE OF ALBERTA
(Hereinafter referred to as "the Municipality")

An amending Bylaw of the Town of Legal in the Province of Alberta, to amend Bylaw #03-2024, a Bylaw to authorize the Council of the Municipality to incur indebtedness by the issuance of debenture(s) for the purpose of the Legal Arena and Curling Rink Retrofit Project.

WHEREAS, the Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Arena and Curling Rink Retrofit Project; and

WHEREAS, Council deems it expedient to amend Bylaw #03-2024 to allow for an increase to incur indebtedness by the issuance of debenture(s) to the amount of \$3,450,000.00 for the purpose of the Legal Arena and Curling Rink Retrofit Project;

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

1. That the following grants and contributions be stricken from the original bylaw:

Federal Grant (Enabling Accessibility Fund)	\$ 500,000.00
Capital Reserves (Town of Legal)	\$ 500,000.00
Debenture	\$ 3,000,000.00

and replaced with the following:


Capital Reserves (Town of Legal)	\$ 550,000.00
Debenture	\$ 3,450,000.00

2. That the amount of Three Million Dollars (\$3,000,000.00) be stricken from the entire original bylaw and replaced with the amount of Three Million Four Hundred Fifty Thousand Dollars (\$3,450,000.00).
3. That all other sections of Bylaw #03-2024 shall remain in full force and effect.
4. This bylaw shall come into full force and effect on the date of its final passing.

READ A FIRST TIME THIS 21st DAY OF October, 2024

READ A SECOND TIME THIS 21st DAY OF October, 2024

READ A THIRD TIME THIS 21st DAY OF October, 2024


MAYOR


CHIEF ADMINISTRATIVE OFFICER

TOWN OF LEGAL
BYLAW #15-2021
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

- a. "Act" means the *Municipal Government Act (MGA), R.S.A. 2000, c.M-26*, any regulations thereunder and any amendments or successor legislation thereto.
- b. "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.
- c. "Agenda" means the agenda for regular or special meetings of Council prepared pursuant to Section 9 of this Bylaw.
- d. "Chief Administrative Officer (CAO)" means the Chief Administrative Officer of the Town of Legal, or their designate.
- e. "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*, and at which only members of Council and other persons designated by Council may attend.
- f. "Committee" means any committee, board or other body established by Council under the *Municipal Government Act*.
- g. "Council" means the Council of the Town of Legal.
- h. "Councillor" means a member of Council including the Mayor elected pursuant to the provisions of the *Local Authorities Act*.
- i. "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.
- j. "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.
- k. "Electronic Communications" means that members of Council may attend a Council or committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.
- l. "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.
- m. "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.
- n. "Governance and Priorities Committee" means the members of Council and administrative leadership team.
- o. "Mayor" means the Chief Elected Official of the Town of Legal, pursuant to the *Municipal Government Act*, and appointed by Council.
- p. "Meeting" means any regular, special or other meeting of Council or of a committee, as the context requires.

- q. "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.
- r. "Member at Large" means a member of the public appointed by Council to a Committee of Council.
- s. "Municipality" means the Municipal Corporation of the Town of Legal.
- t. "Notice of Motion" is the means by which a member of Council brings business before Council that is not on the approved agenda.
- u. "Point of Order" is the raising of a question by a member to call attention to any departure from the Procedural Bylaw.
- v. "Point of Privilege" means that an interruption may occur only if necessary.
- w. "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.
- x. "Public Hearing" means a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*.
- y. "Quorum" means the majority of all members of Council, being fifty percent (50%) plus one (1) unless Council provides otherwise in this Bylaw.
- z. "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.
- aa. "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.
- bb. "Special Meeting" means a meeting called by the Mayor pursuant to the *Municipal Government Act*.
- cc. "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) 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:
 - a. 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.



- b. 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.
- c. The Mayor and Deputy Mayor shall take the prescribed oath of office.
- d. 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 in a public office. 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.

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:

- a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information;
- b. 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:

- a. Wages, salary and other personnel matters;
- b. Any information regarding contract negotiations;
- c. The acquisition, sale, lease or exchange of land;
- d. Matters involving litigation, or the discussion of legal advice provided to the Town of Legal;
- e. Matters concerning RCMP investigations or confidential reporting; and
- f. 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 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
- a. The declaration of pecuniary interest or conflict of interest; or
 - b. 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.
- 6.5 If a quorum is lost for any other reason than those aforementioned in Section 6.4, the meeting is adjourned.

7. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 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:



- a. By a vote of the majority of members at a previously held meeting; or
- b. With the written consent of a majority of members, providing twenty-four (24) hours' notice is provided to members and the public; or
- c. With the written consent of two-thirds (2/3) 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:

- a. By the Mayor if twenty-four (24) hours written notice is provided to all members and the public; or
- b. By the Mayor, with the written consent of two-thirds (2/3) 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:
 - a. 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.

12.3 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:

- a. A motion to refer the motion to some other party for consideration, or to withdraw the motion;
- b. A motion to amend the motion;
- c. A motion to table the motion (the motion remains pending in order to address another urgent matter at that meeting);
- d. A motion to postpone the motion to a future date (not beyond the third month from when it was presented);
- e. 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,
- f. A motion of privilege, an incidental or a subsidiary motion.
- g. 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.
- h. 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.
- i. 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:

- a. 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;
- b. Must not propose a direct negative which would be considered out of order;
- c. 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;
- d. Shall not be moved by the original mover of the motion or the amendment;
- e. 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;
- f. 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:

- a. only be made at the same meeting the motion was decided;
- b. only be made by a member who voted with the prevailing side of the motion involved;
- c. not be proposed more than once for a specific motion at any one (1) meeting of Council;

- d. be decided by a majority of the members of Council present; and,
- e. not be allowed on a motion of adjournment.

14.7 A motion to rescind a previous motion of Council may:

- a. Be made by any member of the Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. 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:

- a. 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
- b. 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:

- a. The reason for and time of the member of Council's departure, and return, if any, shall be recorded in the minutes;
- b. 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

- c. 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:
 - a. Include it as an item on the agenda for the next regular meeting of Council in full or summary form;
 - b. Refer it to administration for a report to Council or appropriate Council Committee;
 - c. 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 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.
- 20.4 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.
- 20.9 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;
- a. pass the bylaw or resolution; or
 - b. 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:
- a. must abstain from voting on the bylaw or resolution if the member was absent from all of the Public Hearing; and
 - b. may abstain from voting on the bylaw or resolution if the member was only absent from a part of the Public Hearing.

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:

- a. Budget;
- b. Audit;
- c. Transportation issues;
- d. Development issues;
- e. Strategic planning;
- f. Legislative reform;
- g. Policing matters;
- h. Policy formulation; and
- i. Corporate planning.

21.4 The Governance and Priorities Committee may:

- a. Conduct non-statutory public hearings;
- b. Receive delegations and submissions;
- c. Meet with other municipalities and other levels of government; and
- d. 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:

- a. To receive agenda reports as information
- b. To refer matters to administration or a Committee for further review.
- c. 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:

- a. 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;
- b. 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;
- c. 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:

- a. use offensive words in or against the Council;
- b. speak to a subject except upon the question in debate;
- c. reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
- d. 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 is hereby repealed.

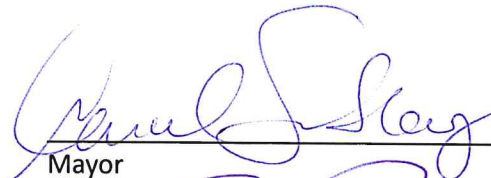
25. EFFECTIVE DATE

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

Read a first time this 4th day of October, 20 21.

Read a second time this 4th day of October, 20 21.

Read a third and final time this 4th day of October, 20 21.



Mayor



Chief Administrative Officer



**TOWN OF LEGAL
BYLAW #01-2025**

BEING A BYLAW OF THE TOWN OF LEGAL, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING A PROPERTY TAX INCENTIVE FOR NEW RESIDENTIAL DEVELOPMENT, REVITALIZATION OF DERELICT PROPERTIES AND/OR BUILDING ON UNOCCUPIED OR BARE LOTS.

WHEREAS the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended or repealed and replaced from time to time, permits a Council to cancel, reduce, refund or defer taxes as it considers equitable to do so, or phase in increases or decreases from the preparation of a new assessment;

AND WHEREAS pursuant to the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended or repealed and replaced from time to time, the Council of the Town of Legal deems it equitable to provide for a Bylaw for the purpose of implementing the "Residential Tax Incentive Bylaw";

NOW THEREFORE under the authority of the *Municipal Government Act R.S.A. 2000, c. M-26*, the Council of the Town of Legal in the Province of Alberta, duly assembled enacts as follows:

1.0 TITLE

- 1.1 This Bylaw may be cited as the "Residential Tax Incentive Bylaw".

2.0 PURPOSE

- 2.1 The purpose of this Residential Tax Incentive Bylaw is to allow tax incentive for exemptions from taxation under the *Municipal Government Act R.S.A. 2000, c. M-26* for qualifying properties in the Town of Legal that meet the requirements of the Residential Tax Incentive Program.

3.0 DEFINITIONS

- 2.1 "ACT" means the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended or repealed and replaced from time to time;
- 2.2 "ADMINISTRATION" means any employee or representative of the staff of the Town of Legal. May also be referred to as Administrative Staff. Elected Officials are not considered employees;
- 2.3 "APPLICANT" means the person who applies for an Exemption as the landowner or their Agent as authorized by the landowner through an agent authorization or director's resolution;
- 2.4 "ASSESSMENT VALUE" means the dollar value assigned to a property to apply applicable property taxes;
- 2.5 "BYLAW" means the Residential Tax Incentive Bylaw by the Municipality;
- 2.6 "CALENDAR YEAR" means the period of twelve (12) consecutive months from January 1 to December 31;
- 2.7 "CHIEF ADMINISTRATIVE OFFICER" means the Chief Administrative Officer for the Town of Legal;
- 2.8 "COUNCIL" means the Municipal Council of The Town of Legal;
- 2.9 "DEVELOPMENT" means development as defined in the Town of Legal Land Use Bylaw as amended from time to time;
- 2.10 "EXEMPTION" means the exemption of the municipal portion of taxes, not including any provincial or other applied taxes;
- 2.11 "INCENTIVE PERIOD" means the time period the property has received approval for, according to the Residential Tax Incentive Agreement;
- 2.12 "MUNICIPAL RATE" means the mill rate applied to the Assessment Value to calculate the portion of property taxes collected for operating the Town;
- 2.13 "MUNICIPALITY" means the Town of Legal;
- 2.14 "NEW ASSESSMENT" means the additional improvement assessment for the construction of the Residence that is the subject of the Residential Tax Incentive program;
- 2.15 "NEW BUILD" means the construction of a new house built specifically for the purchaser that has not been previously lived in;
- 2.16 "OWNER" means the person who is registered under the Land Titles Act, RSA 2000 c. L-4, as amended or replaced from time to time, as the Owner of the fee simple estate in land, or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;

- 2.17 "PRINCIPAL BUILDING" means a building which:
 - (a) occupies the major or central portion of a site;
 - (b) is the chief or main building among one or more buildings on the site, or
 - (c) constitutes by reason of its use the primary purpose for which the site is used.
- 2.18 "RESIDENCE" means any detached single-family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 2.19 "RESIDENTIAL PROPERTY" means property zoned for living or dwellings;
- 2.20 "RESIDENTIAL TAX INCENTIVE AGREEMENT" means a written agreement for a full or partial exemption and/or deferral from the taxation for the residential property;
- 2.21 "REVITALIZATION" means completed demolition and reconstruction of principal buildings;
- 2.22 "TAX RATE BYLAW" means the bylaw setting the annual tax rates to be collected by the Town for the year;
- 2.23 "UNCONDITIONAL FINAL INSPECTION REPORT" means an inspection report completed by an accredited safety codes officer, indicating the construction is complete and there are no outstanding deficiencies.

4.0 RESIDENTIAL TAX INCENTIVE PROGRAM

- 3.1 This incentive is applicable to new construction of residential properties, the revitalization of properties that are considered derelict or in a state of disrepair, and/or residential building on vacant or bare land. This will be calculated by the increase in assessed value of the property. Subject to Council's discretion and authority, qualifying properties may receive an Exemption of the municipal portion of their taxes for a period of up to four (4) years from date of occupancy being granted for the property. This incentive is only for the municipal portion of the taxes. Other taxes, including but not limited to, Provincial Education Tax Requisition and senior's taxes are not included in the incentive.
 - 3.1.1 In the case of a demolition, an Incentive equal to the municipal tax portion only of that tax applied to the new principal building assessment will be applied.
 - 3.1.2 In the case of the construction of a building of equal status to that demolished (ie. In the case where a single-family dwelling is demolished and is replaced by a duplex or larger residential building), the Incentive would be an amount equal to the average municipal tax of a single-family dwelling. This amount would be as determined by the Town of Legal.
- 3.2 Credits will be applied as follows:
 - 3.2.1 Year 1: 100% reduction of Municipal Taxes on the New Assessment during the calendar year the unconditional final Site Inspection Report is received for the construction from the Town's contracted building safety codes officer;
 - 3.2.2 Year 2: 75% reduction of Municipal Taxes on the New Assessment during the first calendar year following the calendar year that the unconditional final Site Inspection Report is received;
 - 3.2.3 Year 3: 50% reduction of Municipal Taxes on the New Assessment during the second calendar year following the calendar year that the unconditional final Site Inspection Report is received;
 - 3.2.4 Year 4: 25% reduction of Municipal Taxes on the New Assessment during the third calendar year following the calendar year that the unconditional final Site Inspection Report is received.
- 3.3 Further to Section 3.2, if the unconditional final Site Inspection Report is not received within one year from the date the development permit for the construction is issued, then the entirety of the Residential Tax Incentive Program will be void.
- 3.4 Credits will be applied annually, following the Tax Rate Bylaw being passed by Council.
- 3.5 Credits are applied to the Municipal Tax Rate only.

- 3.6 Credits will be applied directly to the Municipal Tax Roll and will not be paid out.
- 3.7 Further to Section 3.1, in an effort to support residential development, developers, and prospective homeowners, the Town of Legal will reimburse the following fees, in accordance with the Town of Legal's bylaws and policies:
 - 3.7.1 Residential Development Permit Fees; and
 - 3.7.2 Town of Legal's 25% portion of Residential Building Permit Fees.
 - 3.7.3 Deferral of Off-Site Levies will be reviewed on a case-by-case basis.
 - 3.7.4 Reimbursement will occur upon receipt of the Unconditional Final Site Inspection Report, or Permit Service Report is issued for all safety codes disciplines
- 3.8 Administration will provide an update of the Residential Tax Incentive Program to Council on a regular basis.

5.0 TIMELINE

- 4.1 Applications for the Residential Tax Incentive Program and the corresponding development permit must be received prior to construction commencement and no later than April 1st of the tax year in which the credit shall be applied.
- 4.2 Credits shall be approved by a resolution of Council no later than May 31st in each year.
 - 4.2.1 The decision of Council shall be final and binding upon all parties.
- 4.3 The credit shall be applied to the property tax account prior to the tax notices being sent out.

6.0 CRITERIA FOR ELIGIBILITY

- 6.1 To qualify for the Residential Tax Incentive, an application must meet all the following criteria:
 - 6.1.1 The properties must be located within the geographical boundary of the Town of Legal.
 - 6.1.2 The Applicant must have no outstanding monies owing to the Town including:
 - 6.1.2.1 Property tax account associated with the property must be paid in full when the tax incentive application is submitted. The property tax account must remain current during the tax exemption period.
 - 6.1.2.2 Utilities associated with the property, if applicable, must be paid in full when the tax incentive application is submitted.
 - 6.1.3 The Applicant must be registered on the title when the tax incentive application is submitted. If using an Agent or Developer, Applicant must submit a Property Owner Consent form with the application.
 - 6.1.4 During the Incentive Period, all property and other taxes levied on the eligible property are to be kept current. The Residential Tax Incentive Agreement ceases upon the property with taxes on the property going into arrears, or utilities on the property going into arrears.
 - 6.1.5 The Application must be received before a development permit is issued for the property.
 - 6.1.5.1 The incentive will not be applied retroactively for projects which have already received a development permit. This includes permits that have been cancelled, lapsed and reapplied for in an effort to receive an incentive.
 - 6.1.6 The incentive can be applied to a single unit or multiple units on a single property, as described in Schedule "A" and Schedule "B" attached to this Bylaw or the revitalization of a property as described in Schedule "C" attached to this Bylaw.
 - 6.1.7 The incentive does not apply to secondary suites, either internal or external.
 - 6.1.8 All required municipal, provincial and/or federal permits must be in place.

6.1.9 The new residence must be in full compliance with the Land Use Bylaw as well as any statutory plan, zoning, subdivision plan, approval and conditions, Development Agreement, Safety Codes Act, Alberta Building Code, Alberta Fire Code, and permits. Failure to submit all requested documents evidencing compliance by the Applicant shall result in the forfeiture of the Incentive.

6.1.9.1 Other required documents include:

6.1.9.1.1 Copy of the Title; and

6.1.9.1.2 Unconditional final Site Inspection Report.

6.1.10 If the property is sold during the Incentive Period, the approved Residential Tax Agreement will be automatically transferred to the new registered owner.

6.1.11 The incentive is only applied to residential properties only.

6.1.11.1 If the property has a residential and commercial split, this incentive is applied only to the assessment value associated to the residential portion.

6.1.12 All utility servicing costs are the responsibility of the developer.

6.1.13 Developer(s) must have a Town of Legal Business License.

7.0 APPLICATION

7.1 To apply for a Residential Tax Incentive, Applicants shall provide a completed application form to the Town with all supporting documentation.

7.2 Applications prior to the enactment of this Bylaw will not be considered for the Residential Tax Incentive.

7.3 Complete applications may be considered and approved in accordance with the criteria of the Residential Tax Incentive before construction on the qualifying property is complete. However, the Exemption will not apply until all construction on the property is complete, all conditions of the Development Permit have been met, permit service reports have been issued for all Safety Codes Permits and the development is inspected and approved for occupancy by a licensed building inspector.

7.4 Council has the discretion to reject applications and Administration will advise Applicants in writing if their application is rejected.

7.5 Applicants whose applications are returned as incomplete or illegible may resubmit their application.

7.6 Administration will advise Applicants in writing if their application is accepted for consideration by Council. Applications that are accepted for consideration shall become the property of the Town and shall not be returned.

7.7 Council will review applications within ninety (90) days of receipt.

7.8 Notwithstanding the application requirements set out in this Bylaw, the Chief Administrative Officer or their designate may request any additional information that, at the discretion of the Chief Administrative Officer, is necessary to complete the application.

8.0 CONSIDERATION OF APPLICATION

8.1 Council will consider each application in accordance with this Bylaw to determine if they meet the criteria and requirements for an Exemption, and:

8.1.1 Grant the Exemption and enter into a Residential Tax Incentive Agreement; or

8.1.2 Reject the application and advise the Applicant with the written reasons as to why, including means to appeal to Council.

8.2 Council shall be authorized to enter into a Residential Tax Incentive Agreement with the Applicant if the Exemption is granted. The Residential Tax Incentive Agreement must include:

- 8.2.1 The years to which the Exemption applies; and
- 8.2.2 The details of the Residential Tax Incentive.

9.0 RESIDENTIAL TAX INCENTIVE AGREEMENT

- 9.1 Administration shall draft a Residential Tax Incentive Agreement. The Agreement must outline:
 - 9.1.1 The taxation years to which the Residential Tax Incentive applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted.
 - 9.1.2 If an Exemption is granted, the extent of the Exemption for each taxation year which the Exemption applies.
 - 9.1.3 Any criteria in Section 6 of this Bylaw which formed the basis of granting the Residential Tax Incentive and the taxation years to which the criteria apply, all of which may be deemed a condition or conditions of the Residential Tax Incentive Agreement, a breach of which will result in the cancellation of the Exemption for the taxation years to which the criteria apply.
 - 9.1.4 Any other conditions and the taxation years to which the condition applies.
- 9.2 The Residential Tax Incentive Agreements shall be signed by the Mayor and Chief Administrative Officer.

10.0 CANCELLATION

- 10.1 The Residential Tax Incentive Agreement may be cancelled if:
 - 10.1.1 The Applicant did not meet or ceased to meet any of the applicable criteria in Section 6 of this Agreement which formed the basis of granting the Residential Tax Incentive; or
 - 10.1.2 There was a breach of any condition of the Residential Tax Incentive Agreement, the Town may cancel the Agreement for the taxation year or years in which the criteria were not met or to which the condition applies.
- 10.2 Administration shall send a notice of cancellation in writing to an Applicant whose Residential Tax Incentive was cancelled stating the reasons for the cancellation.

11.0 DISPUTE

- 11.1 Any dispute regarding the calculation of the Residential Tax Incentive, the Residential Tax Incentive Agreement or any entitlement under this Bylaw shall be referred to Council for resolution.
- 11.2 An Applicant may appeal to Council by submitting a written request for appeal to the Chief Administrative Officer within thirty (30) days of initial dispute.
 - 11.2.1 Council, after considering the appeal, may direct the Chief Administrative Officer to revise or amend the decision with respect to the matter.
- 11.3 The decision of Council shall be final and binding upon all parties except in the case where the decision is subject to an application for judicial review.

12.0 REVIEW

- 12.1 This Bylaw shall be reviewed annually at the first regularly scheduled Council meeting of June.

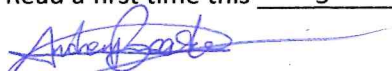
13.0 SEVERABILITY

- 13.1 Should any provision of this Bylaw be invalid then such provision shall be severed, and the remaining Bylaw shall be maintained.

14.0 GENERAL

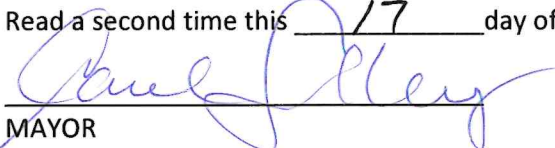
14.1 This Bylaw shall come into full force and effect on the day of third and final reading and will expire in three (3) years from date of signing.

Read a first time this 3 day of March, 2025.


MAYOR DEPUTY

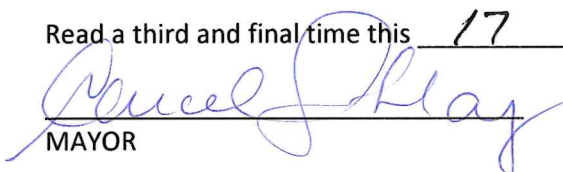

CHIEF ADMINISTRATIVE OFFICER

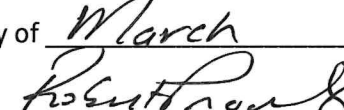
Read a second time this 17 day of March, 2025


MAYOR


CHIEF ADMINISTRATIVE OFFICER

Read a third and final time this 17 day of March, 2025


MAYOR


CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"
SINGLE FAMILY DEVELOPMENTS

1.0 ADDITIONAL CRITERIA FOR EXEMPTION FOR SINGLE FAMILY DEVELOPMENTS

- 1.1 Single family homes must be located in an R-1 Residential District or an R-2 (Medium Density Residential District) to qualify for the program.
- 1.2 All district and property classifications are subject to the Land Use Bylaw, which may be amended from time to time. The current Land Use Bylaw in effect at the time of Application will be used to determine eligibility.

2.0 PROGRAM LIMITS

- 2.1 Council may, at any time, decide up on a limit to each Schedule in the program to a specific quantity of properties. If it is decided that one Schedule is fully subscribed, the other Schedules may still be active. Each Schedule can be decided upon separately.

SCHEDULE "B"
MULTI-FAMILY DEVELOPMENTS

3.0 ADDITIONAL CRITERIA FOR EXEMPTION FOR MULTI-FAMILY DEVELOPMENTS

- 3.1 Semi-detached dwellings, duplex dwellings must be located in an R2 (Medium Density Residential District) and row house dwellings must be located in an R3 (High Density Residential District) to qualify for the program.
- 3.2 Apartments must be located in an R3 (High Density Residential District) to qualify for the program.
- 3.3 Mixed use developments must be located in a C1 (Downtown Commercial District) to qualify for the program. Some other zones may qualify, please check with the Development Officer of the Town of Legal.
- 3.4 For mixed-use developments, only the residential portion of the property will qualify for this program.
- 3.5 All district and property classifications are subject to the Land Use Bylaw, which may be amended from time to time. The current Land Use Bylaw in effect at the time of Application will be used to determine eligibility.

4.0 PROGRAM LIMITS

- 4.1 Council may, at any time, decide up on a limit to each Schedule in the program to a specific quantity of properties. If it is decided that one Schedule is fully subscribed, the other Schedules may still be active. Each Schedule can be decided upon separately.

SCHEDULE "C"
PROPERTY REVITALIZATION

1.0 ADDITIONAL CRITERIA FOR EXEMPTION FOR PROPERTY REVITALIZATION

- 1.1 Property Revitalization developments must be located in an R1 Residential District, R2 (Medium Density Residential District), an R3 (High Density Residential District) or in the case of a mixed-use development a C1 (Downtown Commercial District).
- 1.2 For mixed-use developments, only the residential portion of the property will qualify for this program.
- 1.3 All district and property classifications are subject to the Land Use Bylaw, which may be amended from time to time. The current Land Use Bylaw in effect at the time of Application will be used to determine eligibility.
- 1.4 Property Revitalization:
 - 1.4.1 applies to the principal building on the property only;
 - 1.4.2 applies to the complete demolition and reconstruction of the principal building; and
 - 1.4.3 does not apply to vacant properties or bare land.
- 1.5 A qualifying demolition is considered to occur only in those cases where a principal building that has become dilapidated through age or disrepair is demolished and a new principal building is constructed in its place.
 - 1.5.1 Buildings that are demolished as a result of damage caused by fire, windstorm, vehicle collision or other catastrophic events do not qualify as a demolition.
- 1.6 Construction must start within ninety (90) days of the date of application for a demolition permit in order to qualify for the Exemption.
- 1.7 Construction must be complete to the point of suitability for occupancy within six (6) months of the date of the start of construction. This time period may be extended in the case of a multi-family or mixed-use development. If this requirement is not met then the applicant will lose the tax exemption for the first year of the program. For each year that the project remains incomplete after the original completion deadline, the corresponding yearly exemption will be lost.
- 1.8 For the purpose of administering this program, the Development Officer has full authority in determining the date of demolition, start of construction and completion of construction.

2.0 PROGRAM LIMITS

- 2.1 Council may, at any time, decide up on a limit to each Schedule in the program to a specific quantity of properties. If it is decided that one Schedule is fully subscribed, the other Schedules may still be active. Each Schedule can be decided upon separately.

Schedule "D"
Water, Sanitary and Storm Service Connection

To incentivize and encourage the redevelopment of existing parcels and of older properties in mature neighbourhoods, the Town shall bear the cost of replacement of an existing service connection(s) where the following criteria are met:

1. The existing and proposed service connection meets the definition of a "Water or Wastewater Service Connection" as defined in the Town of Legal Water Bylaw and Wastewater Bylaw.
2. The existing service was deemed unsuitable for reuse by the Town due to:
 - 2.1 The condition of the existing service connection(s) as determined by a camera inspection and/or;
 - 2.2 Municipal records/work orders relating to the existing service connection(s) for the property indicating a history of three (3) or more service calls within a twenty-four (24) month period and/or;
 - 2.3 The existing service connection is constructed with clay tile pipe or similar material which is, in the sole opinion of the Town, prone to failure and/or;
 - 2.4 The existing service connection(s) do not meet the current Town of Legal Engineering Standards for a Water or Wastewater Service Connection.
3. The Owner or Agent holds a valid Development Permit and Building Permit from the Town for the proposed redevelopment of the parcel.
4. The Owner has provided the Town with a servicing plan to ensure that the new service connection(s) meet the design requirements of the proposed development.

Where the Town replaces a service connection(s) in accordance with the above, the following shall apply:

1. The Town shall, at its sole cost, replace the service connection(s) up to the property line of the parcel.
2. The Owner, at their sole cost, shall be required to replace the portion of the connection(s) between the property line and the principal building.
3. All fees are in accordance with the Town of Legal bylaws and policies.

**TOWN OF LEGAL
BYLAW #01-2008**

**A BYLAW OF THE TOWN OF LEGAL, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF ESTABLISHING AN OFF-SITE LEVY FOR LAND
THAT IS TO BE SUBDIVIDED OR DEVELOPED WITHIN THE TOWN OF
LEGAL.**

WHEREAS the *Municipal Government Act* permits a Council to impose a levy known as an Off-Site Levy in respect of land to be developed or subdivided within a municipality's limits, and to authorize an Agreement to be entered into for payment of the levy;

AND WHEREAS the Municipality has engaged in consultation with representatives of the development industry to address and define existing and future infrastructure requirements of the Municipality with respect to circumstances of the Municipality and the benefits of development;

AND WHEREAS the Council received advice and Reports respecting upgrades to Off-Site Infrastructure which set out a fair and equitable calculation of Off-Site Levies in accordance with the purpose of the *Municipal Government Act*;

AND WHEREAS Council has advertised its intention to consider the provision of this Bylaw pursuant to the requirements of the *Municipal Government Act*;

NOW THEREFORE the Council of the Municipality in the Province of Alberta, duly assembled, hereby enacts as follows:

1. Definitions

1.1 The following terms shall have the following meanings in this Bylaw:

- a) **"Bylaw"** means the off-site levy bylaw established by the Municipality, to which this Schedule "A" is attached;
- b) **"Chief Administrative Officer"** means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on that Officer by Council from time to time;
- c) **"Council"** means the Council for the Town of Legal;
- d) **"Developable Land"** shall mean all land contained within the Development Region:
 - i. upon which Development takes place after the date of passing of this Bylaw; or
 - ii. for which Subdivision approval is obtained after the date of passing of this Bylaw;excluding all Developed Land.
- e) **"Developed Land"** shall mean land that has been subject to Development or a Subdivision prior to the date of passing of this Bylaw, and in respect of which off-site levies for the same services have been paid.
- f) **"Development"** means "development" as defined in the *Municipal Government Act*, R.S.A. 2000, c. M-26, s. 616.
- g) **"Development Agreement"** means "development agreement" as referred to in the *Municipal Government Act*, R.S.A. 2000, c. M-26, ss. 650 and 655.

- h) **“Development Region”** includes the area of land within the municipal limits of the Municipality’s boundaries identified in Schedule “B”, attached;
- i) **“Growth”** shall mean:
 - i. the creation of new Lots through Subdivision; and
 - ii. the occurrence of Development.
- j) **“Lot”** means “lot” as defined in the *Government Act*, R.S.A. 2000, c. M-26, s. 616.
- k) **“Municipality”** means the Town of Legal.
- l) **“Off-Site Infrastructure”** shall mean those components and projects referred to in the Reports, in relation to water facilities and sanitary sewer facilities;
- m) **“Off-Site Levy”** means the off site levy imposed pursuant to this Bylaw under the authority of the *Municipal Government Act* RSA 2000, c. M-26;
- n) **“Reports”** means the following:
 - i. “Water and Sanitary Sewer Assessment” prepared by UMA Engineering Ltd., dated April 2007;
 - ii. “Town of Legal – Off-Site Levy Assessment” prepared by UMA Engineering Ltd., dated August 2007;
- o) **“Subdivision”** means “subdivision” as defined in the *Municipal Government Act*, R.S.A. 2000, c. M-26, s. 616.

2. **Imposition of Levy**

- 2.1 There is hereby imposed a levy which shall be known as an Off-Site Levy in respect of all Developable Land.
- 2.2 The amount of the levy imposed is as calculated in Schedule “A”.
- 2.3 The Off-Site Levy is comprised of the Off-Site Infrastructure, and pursuant to the calculation details contained in this Bylaw and the Reports.
- 2.4 The Off-Site Levy will be assessed on all Developable Land within the Development Region on a per Lot basis, excluding those portions of Developable Land that are designated pursuant to a Subdivision as:
 - a) Environmental Reserve;
 - b) Municipal Reserve; or
 - c) Arterial Road Right of Way.
- 2.5 Unless otherwise agreed upon, the Off-Site Levy is due prior to the issuance of Subdivision approval for the Development Region or the issuance of a Development permit in relation to the subject Lot.

3. **Objects, Principles and Criteria**

- 3.1 The objects, principles and criteria of the Off-Site Levy shall be in accordance with the following:
 - a) This Bylaw creates an Off-Site Levy to provide funds for the construction of Off-Site Infrastructure required for Growth.

- b) Development in new growth areas through Off-Site Levies will provide the capital that will fund the infrastructure required for Growth. Those who benefit from the infrastructure, which is defined by all Developable Land in the Development Region, should share proportionally, on a per Lot basis, in related costs.
- c) Provision of Off-Site Infrastructure by developers of Developable Land will not create an advantage or penalty due to the time or location of development.
- d) Off-Site Infrastructure will be provided to maintain sustainable, cost effective and orderly Growth.
- e) The calculation of the Off-Site Levy should be an open and transparent process.
- f) All funds collected from the Off-Site Levy will be credited to a separate and distinct, identifiable Off-Site Levy account, which may be invested as per the Town of Legal's Investment Policy until used for the construction of the specified Off-Site Infrastructure. The management of the Off-Site Levy account should be an audited process, with reports available to the public and industry.
- g) The Off-Site Levy will help allow the Municipality to recover the cost of infrastructure required for Growth:
 - i. Using financing strategies that remain sustainable;
 - ii. Facilitating development by reducing risk on early developers and ensuring future developers share the costs of the facilities from which they benefit; and
 - iii. Promoting cost effective and orderly development;
- h) The Off-Site Levy will help promote orderly development by:
 - i. Providing Off-Site Infrastructure, once the appropriate planning is in place, and when warranted in development; and
 - ii. Providing infrastructure for contiguous development;
- i) The Off-Site Levy will help create a transparent process by:
 - i. Providing opportunity for industry input into the levy, its definition and administration;
 - ii. Conforming with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replace from time to time; and
 - iii. Providing reports on levies;
- j) The Off-Site Levy will help create a clear process for calculation of the rate, levies and credits by:
 - i. Creating consistent and predictable levies and credits;
 - ii. Creating predictable and stable levies over time; and
 - iii. Documenting a process for establishing the levy rate.

4. **Development Agreements**

- 4.1 The entering into of a Development Agreement with respect to, amongst other things, the collection of an Off-Site Levy is hereby authorized.

- 4.2 Council delegates the authority to enforce and administer this Bylaw, including, but not limited to, the authority to enter into Development Agreements on behalf of the Town and to defer or waive collection of Off-Site Levies imposed pursuant to this Bylaw, to the Chief Administrative Officer.
- 4.3 Council may from time to time adopt policies or guidelines for the assistance and direction of the Chief Administrative Officer in determining which Development and Subdivision applications shall require a Development Agreement.
- 4.4 Where it is determined that a Development Agreement is appropriate for any application for Development or Subdivision, the applicant or the owner, as the case may be, shall enter into a Development Agreement with the Municipality and such Development Agreement shall ensure that:
- a) provision be made for the payment of Off-Site Levies as specified in this Bylaw, or that provision may be made for the deferring of payment of the Off-Site Levies to a future time certain or uncertain; and
 - b) no further Off-Site Levies shall be required to be paid under Development Agreements have been previously collected in full in respect to all of the lands which are the subject of the Development or Subdivision application.

5. **Accounting**

- 5.1 All funds collected pursuant to this Bylaw shall be accounted for in a special fund and expended only as permitted under the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replace from time to time.

6. **General**

- 6.1 Nothing in this Bylaw precludes the Municipality from:
- a) imposing further or different levies, duly enacted by bylaw, on any portion of the Developable Lands in respect of which the Municipality has not collected levies;
 - b) deferring collection of the Off-Site Levy for the stated objects of this Bylaw, on any portion of Developable Lands in respect of which the Municipality collected levies, including requiring security for payment of such deferred levies; or
 - c) reducing or forgiving payment of the levies required pursuant to this Bylaw, or otherwise providing for credits for other Off-Site or Oversize infrastructure constructed by a developer in calculating and/or collecting the levies that become payable pursuant to this Bylaw.
- 6.2 Schedules "A" and "B" to this Bylaw may be amended from time to time by resolution of Council.
- 6.3 This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Elected Official and Chief Administrative Officer, or their authorized delegates.

FIRST READING passed in open Council duly assembled in the Municipality, in the Province of Alberta, this 21 day of, January A.D. 2007⁸

SECOND READING passed in open Council duly assembled in the Municipality, in the Province of Alberta, this 21 day of, January A.D. 2007⁸

THIRD AND FINAL READING passed in open Council duly assembled in the Municipality, the Province of Alberta, this 21 day of, January A.D. 2007⁸

TOWN OF LEGAL



MAYOR



CHIEF ADMINISTRATIVE
OFFICER

SCHEDULE "A"
DEFINED OFF-SITE LEVY RATES

2007 OFF-SITE LEVY RATES

DESCRIPTION	CURRENT OFF-SITE LEVY
Water	\$1,000.00/Lot
Sanitary Sewer	\$1,000.00/Lot
Total	\$2,000.00/Lot

2008 OFF-SITE LEVY RATES

DESCRIPTION	CURRENT OFF-SITE LEVY
Water	\$1,000.00/Lot
Sanitary Sewer	\$1,000.00/Lot
Total	\$2,000.00/Lot

2009 (and subsequent years) OFF-SITE LEVY RATES

DESCRIPTION	CURRENT OFF-SITE LEVY
Water	\$1,000.00/Lot
Sanitary Sewer	\$1,000.00/Lot
Total	\$2,000.00/Lot

SCHEDULE "B"
MAP OF DEVELOPMENT REGION



**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

032232697

ORDER NUMBER: 53762763

ADVISORY

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Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

MEMORANDUM OF AGREEMENT made in duplicate this 16th day of May A.D., 2003

BETWEEN:

THE TOWN OF LEGAL
A Municipal Corporation in the Province of Alberta
(hereinafter referred to as the "Town")

OF THE FIRST PART

- and -

DAVID ANDERSON
of Box 218, Tomahawk, Alberta T0E 2H0
in the Province of Alberta
(hereinafter referred to as the "Developer")

OF THE SECOND PART

WHEREAS the Developer is the registered owner of Pt. SE 26-57-25-W4 in the Town (hereinafter referred to as the "Land Area");

AND WHEREAS the developer has obtained tentative approval of a proposed plan of subdivision from the Land Area from the Council of the Town, acting as Subdivision Authority for the Town, on the 19th day of June, A.D., 2000, under Subdivision application number 00-F-392;

AND WHEREAS condition of approval by the Subdivision Authority include that the Developer provide, at its expense, approaches, including culverts and crossings, to the proposed parcel and the residual of the land, and that the Town and the Developer enter into an Agreement pursuant to Section 655 of the Municipal Government Act, 1994, as amended;

NOW THEREFORE, the Town and the Developer agree as follows:

1. **INTERPRETATION**

1. "Construction Completion" shall mean the completion by the Developer and the acceptance by the Town of each Local Improvement.
2. "Local Improvements" shall include all accesses and approaches to each separate titled area within the Land Area, including culverts, graveling, drainage works, and landscaping, as may be required by the Town, acting reasonably.
3. "Public Property" shall mean all properties and roadways within and adjacent to the Land Area which are owned or administered by the Town.
4. "Town" may, unless otherwise so specified, refer to the Town Administrator, the Town Engineer or the Town as a municipality.

11. PLAN OF SUBDIVISION

1. The Plan of Subdivision from the Land Area shall generally conform to the tentative plan attached as Schedule "A" hereto.

111. CONSTRUCTION OF LOCAL IMPROVEMENTS

1. Prior to or concurrent with the Developer applying for a development permit for any development on any particular titled area within the Land Area, the Developer shall construct the Local Improvements related to that particular titled area, in accordance with the timetable referred to in Section IV, Paragraph 3 of this Agreement, as its own cost and expense, in a good and workman-like manner, in strict conformance with the Construction Plan and accepted engineering practices, and in accordance with any requirements of law applicable to the work, at no cost to the Town.
2. The Developer shall pay the accounts of its contractors to whom the Developer is responsible in respect of work or materials supplied to the Local Improvements when such accounts are due, and shall be fully responsible for the work of its contractors in this matter.
3. The Town shall have free and immediate access to all records of or available to the Developer and his contractors relating to the performance of the work including all design, inspection, and material testing.
4. At all times during the performance of the work, the Town may:
 - (a) inspect the work of the Developer and, its contractors; and/or
 - (b) reject any design, material, or work, which is not in accordance with the accepted engineering and construction practices; and/or
 - (c) order that any unsatisfactory work be re-done at the Developer's sole cost and expense; and/or
 - (d) order the testing of any material that is to be incorporated in the work and the testing of any Local Improvements.

IV. CONSTRUCTION PLANS

1. Prior to commencing the construction of any Local Improvement, the Developer shall submit Construction Plans to the Town for approval. These Plans shall provide all construction details and shall conform to accepted design and engineering standards. These Plans shall be submitted to the Town in sufficient time to allow for complete and thorough review prior to any construction timelines.
2. If the Construction Plans do not receive the approval of the Town, they shall be amended by the Developer and resubmitted to the Town. If a dispute arises between the Developer and the Town as to the reason the Town has refused to approve the Plans, such dispute may be referred to the Town Council, and the decision of Council shall be final and binding on both parties. Such dispute shall not be subject to further arbitration.
3. Backfilling and grading requirements and a timetable for the construction of the Local Improvements will be identified with the Construction Plans. The timetable shall not exceed a period of six (6) months. Upon approval of the timetable by the Town, the Developer shall comply with the timetables.

4. The Construction Plan shall include the replacement of any disturbed top soil, seeding, and removing rocks and boulders from ditches and side slopes of all Public Properties used by the Developer in the construction of the Local Improvements.

V. ACCEPTANCE AND TRANSFER OF LOCAL IMPROVEMENTS TO TOWN

1. When the Developer claims that any Local Improvement has been constructed, the Developer shall give notice in writing of such claim to the Town.
2. Within fourteen (14) days of the receipt of such claim, the Town will notify the Developer in writing of its acceptance or rejection of the Local Improvement. If the Town does not respond, construction of the Local Improvement shall be deemed to have been completed.
3. If the Town rejects any Local Improvement, the Town shall state the reason for rejection, and the Developer forthwith shall correct the reason for rejection of the Local Improvement.
4. Notwithstanding Paragraph 2 of this Section, the Town may give notice to the Developer of the Town's inability to conduct an inspection within the said fourteen (14) days due to adverse site or weather conditions, and in such an event the time limit for such an inspection shall be extended until fourteen (14) days following the elimination of such adverse site or weather conditions.
5. Upon the Town accepting Construction Completion, the Developer acknowledges that all right, title, and interest in all Local Improvements located with Public Properties vests in the Town without any cost or expense to the Town therefor.

VI. USE OF PUBLIC PROPERTIES IN THE PERFORMANCE OF THE WORK

1. The Town hereby grants to the Developer permission to use the Public Properties adjacent to the Subdivision Area as may be necessary for the purposes of this Agreement.

VII. INDEMNITY AND SECURITY

1. The Developer shall indemnify and save harmless the Town from any and all losses, costs, damages, actions, causes of action, suits, claims, and demands resulting from anything done or not done by the Developer in pursuance or purported pursuance of this Agreement.

VIII. FURTHER COVENANTS

1. The Developer further covenants and agrees with the Town that, in consideration of the approval of the tentative plan of subdivision by the Council acting as Subdivision Authority, the Developer shall not cause or ask the Town to construct or upgrade any roadway on any Government Road Allowance adjacent to the Land Area for whatever purpose, but shall, if the construction or upgrading of said roadway on said Government Road Allowance becomes necessary because of any action done by the Developer or any of his heirs or assigns, the Developer shall construct or upgrade said roadway, in accordance with the requirements of the Town for roadway development, acting reasonably, at his own cost and expense. Before commencing such construction or upgrading, the Developer agrees that he shall enter into a further agreement with the Town respecting the conduct of such construction or upgrading work.

IX. NOTICES

1. Notices, demands or requests shall be in writing and may be given by delivery by hand to, or by registered mail sent to, the respective addresses of the parties being:

Town of Legal
Box 390
Legal, Alberta T0G 1L0

and

David Anderson
Box 218
Tomahawk, Alberta TOE 2H0

PROVIDED, HOWEVER, that such addresses may be changed upon ten (10) days notice; AND, PROVIDED FURTHER, that if notice is served by mail at a time when there is an actual or anticipated interruption of mail service affecting the delivery of such mail, the notice shall not be deemed to have been served until one (1) week after the date that normal service is restored.

X. CAVEATS

1. The Developer acknowledges and agrees that the Town may file at the Land Title Office a caveat against the Land Area to protect the Town's interests and rights pursuant to this Agreement.
2. The Developer further acknowledges and agrees that since some of the provisions of this Agreement may run for some years after the Developer has no interest in the Land Area, the Developer shall notify all potential landowners, optionees, and purchasers of any lot, within any option or sales agreement, of all landowners' obligations in respect of this Agreement.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seal, duly attested by the hands of their respective proper officers in that behalf, or signed in person as of the day and year first above written.

TOWN OF LEGAL

PER: [Signature]

PER: [Signature]

DAVID ANDERSON: X [Signature]

WITNESS: [Signature]

**CAVEAT FORBIDDING REGISTRATION
TO THE REGISTRAR OF THE NORTH ALBERTA LAND REGISTRATION DISTRICT**

TAKE NOTICE that the Town of Legal of Box 390, Legal, Alberta in the Province of Alberta as provided for by the Municipal Government Act, 1994, Section 655. (u)

Claims an interest pursuant to a Development Agreement between the Town of Legal and David B. Anderson dated March 16, 2003 on certain terms and conditions as set forth in the Development Agreement attached hereto in the lands described as follows:

The South East Quarter of Section Twenty Six (26) Township Fifty Seven (57)
Range Twenty Five (25) West of the Fourth Meridian
Containing 64.7 Hectares (160 Acres) More or Less
Excepting Thereout: (A) 8.52 Hectares (21.06 Acres) More or Less Subdivision under Plan 6573AW
(B) 9.52 Hectares (23.25 Acres) More or Less Subdivided under Plan 4197TR
(C) 0.049 Hectares (0.12 of an Acre) More or Less for Lane as shown on Plan 4593TR
Excepting Thereout All Mines and Minerals
And the Right to Work the Same

Being lands described in Certificate of Title 892-224-782-13

Standing in the register in the name of David B. Anderson of Box 218, Tomahawk, Alberta, TOE 2H0

And the caveator forbids the registration of any person as transferee or owner of, or of any instrument affecting the said estate or interest, unless the instrument or certificate of title, as the case may be, is expressed to be subject to my claim.

I designate the following address as the place at which notices and proceedings relating hereto may be served:
Town of Legal, Box 390, Legal, Alberta TOG 1L0

DATED this 6th day of June, 2003.

IN WITNESS WHEREOF, I, WILMA WEISS, Chief Administrative Officer, have hereunto subscribed my name this 6th day of June, A.D. 2003.

Wilma Weiss
WILMA WEISS
Agent for the TOWN OF LEGAL

AFFIDAVID IN SUPPORT OF CAVEAT

I, Wilma Weiss, of the Town of Legal in the Province of Alberta, MAKE OATH AND SAY AS FOLLOWS:

I am the agent for the within named caveator.

I believe the caveator has a good and valid claim on the land and say that this caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal with it.

SWORN before me at the Town
of Legal)
in the Province of Alberta,)
this 6 day of June,)
A.D. 2003)

Loretta Keller
A Commissioner for Oaths in and for the Province of Alberta
LORETTA KELLER
A Commissioner for Oaths
My Commission expires July 15, 2006

Wilma Weiss

X



032232697

032232697 REGISTERED 2003 06 27

CAVE - CAVEAT

DOC 1 OF 1 DRR#: 1228793 ADR/DLODENQU

LINC/S: 0011223971

**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

032276689

ORDER NUMBER: 53762798

ADVISORY

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

FORM 2

File No. 00-F-392
Town of Legal

DEFERRED RESERVE CAVEAT

TO THE REGISTRAR OF THE NORTH ALBERTA
LAND REGISTRATION DISTRICT

TAKE NOTICE that the Town of Legal has an estate or interest in the nature of municipal reserve, school reserve or municipal and school reserve under section 669 of the Municipal Government Act by virtue of the decision of the Subdivision Authority for the Town of Legal dated the 19th day of June, 2000 in 0.795 hectares of the lands described as follows:

Plan 032 4045

Block 13

Lot 1

Containing 7.95 Hectares (19.64 Acres) More or Less

Excepting Thereout All Mines and Minerals

being lands described in Certificate of Title 03 _____

standing in the register in the name of David B Anderson

and the caveator forbids the registration of any person as transferee or owner of, or any instrument affecting, the said estate or interest, unless the instrument or certificate of title, as the case may be, is expressed to be subject to my claim.

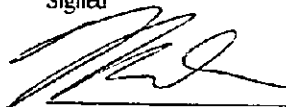
I APPOINT Municipal Planning Services (Alberta) Ltd.,
#202, 10123 - 157 Street, Edmonton, Alberta, T5P 2T9

as the place at which notices and proceedings relating hereto may be served.

DATED this 21st day of July, 2003



Witness

Signed


(Subdivision Authority Officer)

AFFIDAVIT IN SUPPORT OF CAVEAT

I, William David Dolman, of the City of Edmonton in the Province of Alberta, MAKE
OATH AND SAY AS FOLLOWS:

1. I am the agent for the caveator.
2. I believe the caveator has a good and valid claim on the land and say that this
caveat is not being filed for the purpose of delaying or embarrassing any person interested
in or proposing to deal with it.

SWORN before me at the City
of Edmonton
in the Province of Alberta,
this 21st day of July,
A.D. 2003

BOON SAM WONG B. COMM. C.O.A.
MY COMMISSION EXPIRES ON MAY 21, 2005

A Commissioner for Oaths in and for the Province of Alberta

DOC 2 OF 2 DR# : 9929814 ADR/WSARKER
CAVE - CAVEAT

0322276689 REGISTERED 2003 07 30



Bon Accord – NO Youth Advisory Board

Bon Accord – YES Community Services Advisory Board

The Community Services Advisory Board is seeking new volunteer board members. The purpose of the Board is to provide recommendations to the Town of Bon Accord Administration and Council on community events and programs, and to help promote citizen awareness of the importance of these programs. Programs include those focused on preventative social services, recreation, and culture and are directed at residents of all ages.

Meetings are held 4 (four) times per year.

1 Youth Representative - Applicants must be between the ages of 14 and 18; must reside in the Town of Bon Accord or rural Sturgeon County, Division 5; and be attending Junior or Senior High School. Youth members are appointed for a one (1) year term.

1 Rural Resident - Applicants must reside in rural Sturgeon County, Division 5. Term of office is two (2) years.

Committee Member	Position
Christina Fedorak	Administration
Brian Holden	Council Representative
Shannon Loehr	Vice Chair & Senior's Representative
Chris Giles	Rural Member at Large
Carol MacKay	Member at Large
Anne Lawrence	Member at Large
Cryslin Temporal	Member at Large
Jessica May	Youth Representative/Member at Large
Vacant	Member at Large - must reside in Bon Accord
Vacant	Youth Representative - can reside in Bon Accord or Sturgeon County Division 5 OR Member at Large - must live in Bon Accord

Morinville – NO Youth Advisory Board But they do have the Morinville Youth Loft. It offers a relaxing space for youth in Morinville. The Loft has a pool table, arcade game, television, couches, tables, video game options, art supplies, board games, internet access.

Morinville – YES Community Services Advisory Board

The Community Services Advisory Committee advises Morinville Council on matters related to social well-being of our residents. 3-year term

Meetings are held approximately 2 hours per month

2 members of Council (non-voting)

3 members of the public

2 members from local organizations/groups

Gibbons – NO Youth Advisory Board or committee. But they do have a Gibbons Youth Centre, space for after school/evening hang out and it is extremely popular. Almost to capacity every single night.

Gibbons – NO Community Services Board got abolished by council 5 years ago. It was very hard to keep members, they did not feel it was of any benefit to the community, and was not an efficient use of staff or council's time. "They found the only thing they liked to participate in were the perks like going to conferences but didn't contribute or volunteer much".

Redwater – NO Youth Advisory Board

Redwater – YES Community Services Advisory Board

Meetings are held once a month, in the evenings, except in summer month

2 council members

8 public members (up to 8 members consisting of a senior, youth, rural, Town administrator)

Town administration is on the board but is not a voting member. Very hard to get members, especially youth members. They just don't join or if they do, don't want to come to meetings. Members receive an honorarium of \$50 per meeting and are paid once a year, in December. If there is anything new they want to add, it has to be done before budget. They find a lot of the ideas are huge budget ideas and are not very feasible but are members are very helpful with volunteering at all of the events.

Sturgeon County – YES Youth Advisory Committee started April 2023. It plays an important role in researching and providing input into policy proposals, programs, and services. The Committee works with County Administration to discuss matters important to youth and establish partnerships to ensure that different perspectives are reflected in the Committee's initiatives. Monthly meetings, conversations are driven meetings by council. The committee consists of 2 Council members and 11 public members between the ages of 16 and 24. Public members serve 2-year term. To apply, youth must submit an application and go through the interview process. The committee meets once a month during the school year with the exception of December and the summer from 6-8 pm.

Sturgeon County – YES Community Services Advisory Board makes recommendations and reports to Council on matters pertaining to Parks and Recreation, Culture, Family and Community Support Services, and Library Services.

2 Council members

Beaumont – YES Youth Advisory Committee provides advice to Council on matters that have a significant impact to youth in Beaumont, such as, but not limited to mental health supports, youth activities and programming, volunteer and employment supports and civic engagement.

Westlock – YES Youth Advisory Committee. Youth that are passionate advocate for positive change and want to make a real impact on our community, this is an incredible opportunity for you. Read on to learn more about the Youth Committee and how you can be a part of this exciting initiative!

If you are between the ages of 10 and 25, submit your interest in participating on our youth committee. You'll get to volunteer with likeminded community youth and decide what projects and ideas to fund in your own community! The committee will meet 1-3 times in Early April to choose the projects that mean the most to you, pizza included!

It looks like there was 2 bylaws previously – one for a Rec Programming Committee, and one for an FCSS Committee.

I'm thinking what happened in 2007, was that Rec and FCSS were combined into Community Services – and as such the 2 old bylaws were combined into a new bylaw for Community Services.

Whoever did the 2007 Community Services Advisory Board Bylaw did not catch that they repealed the bylaw within itself, instead of repealing the other 2 bylaws.

So, right now Bylaws 11-1998 (Rec Programming) and 10-2005 (FCSS Committee) are active and Bylaw 05-2007 (Community Services) is repealed.

BYLAW #05-2007

A BYLAW IN THE TOWN OF LEGAL TO ESTABLISH A COMMUNITY SERVICES ADVISORY BOARD FOR THE TOWN OF LEGAL AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF:

WHEREAS, the Municipal Government Act, Chapter M-26 R.S.A. 2000 and amendments thereto, provide for the establishment of any Board considered desirable for the purpose of managing and operation or advising the management and operation of any department of the municipality's services and in the extension and improvement thereof, and

WHEREAS, the Family and Community Support Services Act, Chapter F-3, R.S.A. 2000 and amendments thereto and regulations passed thereunder provide for the establishment, administration, and operation of a Family and Community Support services program within a municipality;

NOW THEREFORE the Council of the Town of Legal enacts as follows:

Title:

1. This bylaw may be cited as the Community Services Advisory Board Bylaw of the Town of Legal.

Definitions:

2. For the purpose of this Bylaw:
 - a) "Municipality" shall mean the Town of Legal
 - b) "Council" shall mean the Council of the Town of Legal
 - c) "Board" shall mean the Community Services Advisory Board of the Town of Legal
 - d) "Coordinator" shall mean the Community Services Coordinator
 - e) "Facilitator" shall mean the Recreation Facilitator

Establishment of the Board:

3. There is hereby established and constituted a Board to be known as the Community Services Advisory Board to exercise the duties and powers and to perform the functions as prescribed by this bylaw.
 - a) The Board shall consist of a maximum of nine (9) voting members and a minimum of five (5) voting members to be appointed by resolution of Council.
 - b) The Board shall consist of:
 - I. One (1) member of the Town of Legal Council and up to 9 members at large.
 - II. The Town of Legal Council representative shall have no voting privileges.
 - III. Up to 2 members of the Board may be youth members between the ages of 14-18 years of age. These members shall have no voting privileges.
 - c) The members representing the residents of the municipality, shall not be chosen to represent any one organization, group or body, but shall be chosen because of their interest and or knowledge in the area of Parks, Recreation, and Culture; and/or Family and Community Support Services.

Terms of Office:

4.
 - a) The terms of office shall be 2 years in length.
 - b) On or before January 1 of each year the Board shall elect one Board member as Chairman and one member as Vice Chairman.
 - c) All members shall remain in office until their respective successors are appointed.
 - d) The term of any member appointed to the Board shall not exceed 6 consecutive years.
 - e) In the event of a vacancy occurring, the person appointed to fill such a vacancy by Council shall hold office for the remainder of the time concerned in the vacancy which has arisen.
 - f) All persons appointed as members of the Board shall be residents of the Town of Legal unless Council approves otherwise.
 - g) Any member of the Board who shall be absent from three consecutive meetings of the Board shall (unless such absence is caused through illness or he/she is authorized by resolution of the Board entered upon its minutes) forfeit his/her office and another member shall be appointed in his/her place for the remainder of his/her term of office.
 - h) Council may request the resignation of any member of the Board at any time prior to the expiry of the member's term of office, and any member of the Board may resign at any time upon sending written notice to the Chief Administrative Officer of the Town of Legal to that effect.
 - i) The Board may appoint Ad Hoc committees from within its own members or from other residents of the Town of Legal, which committee shall make recommendations to the Board regarding any special phase of work of the Board for which the committee was appointed, always provided that such work comes within the scope and jurisdiction of the Board.

Meetings:

5.

- a) The Board shall hold regular meetings at least once every 3 months, the time and place of such meetings to be determined by the Board.
- b) Special meetings of the Board may be called by the Chairman on the request of any four members of the Board provided that each member of the Board receive 24 hour notice of such special meeting. A waiver concurring in such special meetings must be signed by two-thirds of the member of the Board.
- c) A quorum of the Board shall be a majority of the members of the Board.
- d) The Chairman shall have a vote on any question and in the event of a tie, the motion shall be lost.

Goal of the Board:

6. The goal of the Board is to advise Council on policies which are consistent with the community's needs and to correlate various community services offered by the Town so as to make them responsive to the community's needs.

Powers and Duties:

7. Without restricting the generalities of the foregoing, this Board is authorized:

- a) To recommend policy to Council for development and revision of the Community Services Programming;
- b) To provide cooperation and joint planning with related community groups and agencies;
- c) To develop and recommend standards concerning Family and Community Support Services;
- d) To encourage citizen participation in program development.

Family and Community Support:

8. The Board shall:

- a) Develop and maintain a system of communication between the Board, the Community and Community Agencies which will stimulate planning and development and implementation of social programs avoiding fragmentation and the overlapping of services;
and
- b) consult with and provide consultation with volunteer groups and agencies as may be considered most appropriate to provide family and community support services.

Parks and Recreation and Culture:

9. The Board shall:

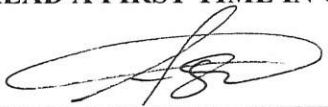
- a) Advise with respect to recreational and cultural services that provide a realistic level, balance and variety of opportunities for all segments, areas, age groups and organizations within the Municipality;
- b) Cooperate, liaise with and encourage all organizations, public, private, civic, social and religion within the Municipality which are supporting, promoting or working for recreation and culture;
- c) Hear and consider representations by an individual, organization or delegation of citizens with respect to recreation and culture and make such recommendations arising therefrom as the Board shall deem to be in the general interest of all citizens; and
- d) Have the power to call and schedule public meetings on any matter or issue related to recreation or culture referred to the Board by Council that may be deemed to require the review, the evaluation or input from the public as a whole.

Limitations:

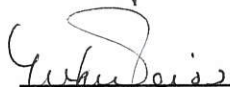
10. Neither the Board nor any member thereof shall have the power to authorize any expenditure nor appropriate or expend public monies in any manner whatsoever, unless authorized by Council.

Bylaw #05-2007 is hereby repealed upon the third and final reading of this bylaw.

READ A FIRST TIME IN COUNCIL THIS 2nd DAY OF April, A.D. 2007,

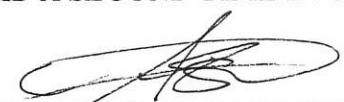


Mayor




Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS 2nd DAY OF April, A.D. 2007,

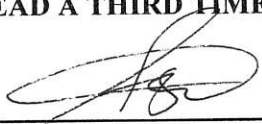


Mayor




Chief Administrative Office

READ A THIRD TIME IN COUNCIL THIS 2nd DAY OF April, A.D. 2007,



Mayor



Chief Administrative Officer

BYLAW #11-98

A BYLAW OF THE TOWN OF LEGAL IN THE PROVINCE OF ALBERTA TO ESTABLISH A RECREATION PROGRAMMING COMMITTEE.

Under the provisions of Section 209 of the Municipal Government Act, there is hereby established a Recreation Board to be known as the Legal Recreation Board, to implement and pursue a Recreation program for the Town of Legal and surrounding area.

1. For the purpose of this By Law:
 - a) "Committee" shall mean the Town of Legal Recreation Programming Committee.
 - b) "Council" shall mean the Council of the Town of Legal.
2. The Committee shall consist of four (4) members who shall be appointed by resolution of Council. The said members as far as possible shall consist of a minimum of:
 - a) Four (4) members from the Public At Large.
 - b) One (1) secretary

I TERMS OF OFFICE AND REGULATIONS

- a) All members of the Committee shall remain in Office until their respective successors are appointed.
- b) All persons appointed as members to the Committee shall be residents of the Town of Legal and Area (Area defined as the attendance area of the Legal School District) and shall remain members only during such time as they continue to be residents of the above.
- c) In the event of a vacancy occurring, the person appointed to fill such a vacancy, shall hold Office for the remainder of the term in which the vacancy arose.
- d) Vacancies are to be filled within sixty (60) days.
- e) The Chairman of said Committee is chosen from the members for a term of one (1) year. Appointment of the Chairman and Vice-Chairman shall take place at the November meeting of each year.
- f) Any members of the Committee who shall be absent from three (3) consecutive meetings of the Committee shall, unless such absence is caused through illness or authorized by resolution of the Committee and entered upon its Minutes, forfeit his/her office and another member shall be appointed in his/her place for the remainder of the term of office.
- g) Retiring members shall be eligible for reappointment.
- h) Town Council, with reason, may request the resignation of any member of the Committee at any time, and any member of the Committee may resign therefrom at any time upon sending a written notice to the Secretary of the Committee.
- i) A recording Secretary, who is not a member of the Committee, will be employed by the Town of Legal. A Minute book shall be kept and Minutes of all meetings, regular and special, shall be recorded therein by the Secretary of the Committee. A copy of all Minutes shall be distributed to Chief Administrative Officer of the Town. The secretary shall be required to attend a maximum of one meeting per month and will continue to take bookings for programs.

II CONDUCT OF MEETINGS

- a) Regular Meetings of the Committee shall be held at least once a month, the time and place of such regular meetings to be determined by the Committee at its first meeting, but may be changed by the Committee from time to time as said Committee may deem advisable.
- b) Special Meetings may be called on twenty-four (24) hour notice by the Chairman or at the request of any four (4) members of the Committee.
- c) A quorum of said Committee shall be a majority of the members of the said Committee.
- d) The Chairman shall vote on all questions and in the event of a tie, the motion shall be lost.
- e) The Committee may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Committee as herein set forth. The members of these sub-committees may not necessarily be Committee members.

III POWERS AND DUTIES OF THE BOARD

- a) In the interest of the well balanced co-ordinated recreation program, the Committee shall co-operate with and encourage all organizations, public, private, civic, social and religious, within its jurisdiction, which are promoting, supporting and working for recreation in its broadest application.
- b) The Committee shall be concerned with the development of a broad range of recreation and cultural activities that will provide opportunity for people of all ages and sex to use their leisure time in a wholesome and satisfying manner.
- c) The Committee shall hear and consider representation by an individual, organization or delegation and act on such recommendations arising therefrom as the Committee shall deem to be in the general interest of all citizens.

IV BUDGET AND FINANCES

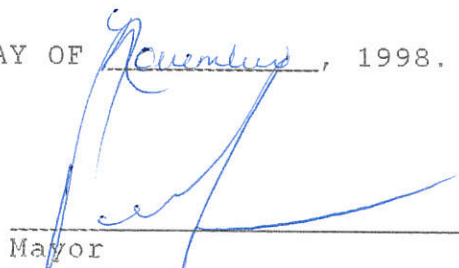
- a) The Committee shall be allocated a one item annual budget for community events. The Town will continue to provide the facilities as required by the Committee for the planned meetings and functions without cost.
- b) The volunteers will not be paid for meetings and there will be no allowance for seminars and/or workshops.
- c) The Committee shall make complete annual reports to the Council, and other reports from time to time as requested.

By Law #08-95 is hereby repealed.


READ A FIRST TIME THIS 7th DAY OF November, 1998.

READ A SECOND TIME THIS 7th DAY OF November, 1998.

READ A THIRD AND FINAL TIME THIS 7th DAY OF November, 1998.



Mayor



Administrator

BYLAW #10-2005

BEING A BYLAW OF THE TOWN OF LEGAL IN THE PROVINCE OF ALBERTA TO ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES COMMITTEE FOR THE TOWN OF LEGAL AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF:

WHEREAS, the Municipal Government Act, Chapter M-26 R.S.A. 2000 and amendments thereto, provide for the establishment of any Committee considered desirable for the purpose of managing and operating or advising the management and operation of any department of the municipality's services and in the extension and improvement thereof, and

WHEREAS, the Family and Community Support Services Act, Chapter F-3, R.S.A. 2000 and amendments thereto and regulations passed thereunder provide for the establishment, administration and operation of a Family and Community Support services program within a municipality;

THEREFORE, the Council of the Town of Legal enacts as follows:

Title:

1. This bylaw may be cited as the Family and Community Support Services Committee Bylaw of the Town of Legal.

Definitions:

2. For the purpose of this Bylaw:
 - a) "Municipality" shall mean the Town of Legal
 - b) "Council" shall mean the Council of the Town of Legal
 - c) "Committee" shall mean the Family and Community Support Services Committee of the Town of Legal
 - d) "Coordinator" shall mean the F.C.S.S. Coordinator

Establishment of the Committee:

3. There is hereby established and constituted a Committee to be known as the Family and Community Support Services Committee to exercise the duties and powers and to perform the functions as prescribed by this bylaw.
 - a) The Committee shall consist of a maximum of nine (9) voting members and a minimum of five (5) voting members to be appointed by resolution of Council.
 - b) The Committee shall consist of:
 - i) 1 member of the Town of Legal Council and up to 9 members at large
 - ii) The Town of Legal Council representative shall have no voting privileges.
 - iii) Up to 2 members of the Committee may be youth members between the ages of 14 -18 years. These members shall have voting privileges on all matters except financial.
 - c) The members representing the residents of the municipality, shall not be chosen to represent any one organization, group or body, but shall be chosen because of their interest and or knowledge in the area of Family and Community Support Services.

Terms of Office:

4.
 - a) The term of office shall be 2 years in length.
 - b) On or before January 1 of each year the Committee shall elect one Committee member as Chairman and one member as Vice Chairman.

- c) All members shall remain in office until their respective successors are appointed.
- d) The term of any member appointed to the Committee shall not exceed 6 consecutive years.
- e) In the event of a vacancy occurring, the person appointed to fill such a vacancy by Council shall hold office for the remainder of the time concerned in the vacancy which has arisen.
- f) All persons appointed as members of the Committee shall be residents of the Town of Legal unless Council approves otherwise.
- g) Any member of the Committee who shall be absent from three consecutive meetings shall (unless such absence is caused through illness or is authorized by resolution of the Committee entered upon its minutes) forfeit his/her office and another member shall be appointed in his/her place for the remainder of his/her term of office.
- h) Council may request the resignation of any member of the Committee at any time prior to the expiry of the member's term of office, and any member of the Committee may resign at any time upon sending written notice to the Chief Administrative Officer of the Town of Legal to that effect.
- i) The FCSS Committee may appoint AdHoc committees from within its own members or from other residents of the Town of Legal, which shall make recommendations to the FCSS Committee regarding any special phase of work for which the AdHoc was appointed, always provided that such work comes within the scope and jurisdiction of the FCSS Committee.

Meetings:

- 5.
 - a) The Committee shall hold regular meetings at least once every 2 months, the time and place of such meetings to be determined by the Committee.
 - b) Special meetings of the Committee may be called by the Chairman on the request of any four members of the Committee provided that each member receives 24 hour notice of such special meeting. A waiver of notice of such special meetings must be signed by two-thirds of the members of the Committee.
 - c) A quorum of the Committee shall be a majority of the members of the Committee.
 - d) The Chairman shall have a vote on any question and in the event of a tie, the motion shall be lost.

Goal of the Committee:

- 6. The goal of the Committee is to advise Council on policies which are consistent with the community's needs and to correlate various community services offered by the Town so as to make them responsive to the community's needs.

Powers and Duties:

- 7. Without restricting the generalities of the foregoing, this Committee is authorized:
 - a) To recommend policy to Council for development and revision of the Community Services Programming;
 - b) To provide co-operation and joint planning with related community groups and agencies;
 - c) To develop and recommend standards concerning Family and Community Support Services;

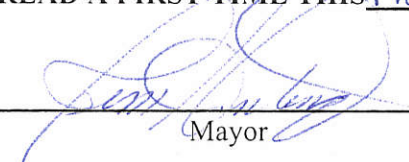
- d) To encourage citizen participation in program development

Family and Community Support:

8. The Committee shall:
- a) Develop and maintain a system of communication between the Committee, the Community and Community Agencies which will stimulate planning and development and implementation of social programs avoiding fragmentation and the overlapping of services; and
 - b) Consult with and provide consultation with volunteer groups and agencies as may be considered most appropriate to provide Family and Community Support Services.
9. Neither the Committee nor any member thereof shall have the power to authorize any expenditure nor appropriate or expend public monies in any manner whatsoever, unless authorized by Council.

This Bylaw comes into force on the date of its third and final reading.

READ A FIRST TIME THIS 19th DAY OF December, A.D. 2005

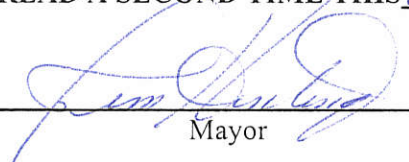


Mayor

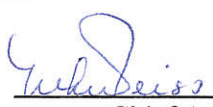


Chief Administrative Officer

READ A SECOND TIME THIS 19th DAY OF December, A.D. 2005

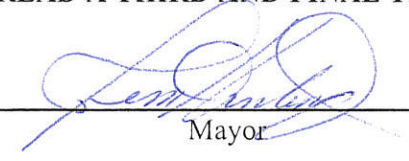


Mayor

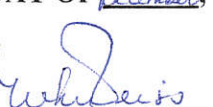


Chief Administrative Officer

READ A THIRD AND FINAL TIME THIS 19th DAY OF December, A.D. 2005



Mayor



Chief Administrative Officer