

**Town of Legal
Regular Council Meeting
December 2nd, 2024
7:00 PM
Council Chambers**

AGENDA

- 1.0** **Call to Order with acknowledgement of meeting on Treaty 6 Territory**
- 2.0** **Additions and/or Deletions to the Agenda**
- 9.3 News Release, Turning your thoughts to Budget 2025
- 3.0** **Adoption of Agenda**
- 4.0** **Public Hearing**
- 5.0** **Adoption of Previous Minutes**
- 5.1 Errors or Omissions
- 5.2 Adoption of Minutes – November 18, 2024, Regular Council Meeting
- 5.3 Adoption of Minutes – November 25, 2024, Governance and Priorities
 Committee Meeting
- 6.0** **Delegations, Petitions or Presentations**
- 6.1 Staff Sergeant Darcy McGunigal, Morinville RCMP – 7:00 P.M.
- 7.0** **Unfinished Business**
- 8.0** **Reports**
- 8.1 Chief Administrative Officer
- 8.2 Manager of Corporate Services
- 8.3 Operations Supervisor
- 8.4 Councillor Reports
- Mayor Tremblay
- Deputy Mayor Beaton
- Councillor Hills
- Councillor Jones
- Councillor Malott
- 9.0** **Correspondence**
- 9.1 Letter Re: Designation of Affordable Housing Accommodations

9.2 Save the Date Emerging Trends in Municipal Law

10.0 New Business

- 10.1 Sponsorship Request from Sturgeon Hockey Club, Re: 4 the Love of the Game Tournament
- 10.2 Staff/Christmas Bonus
- 10.3 Annual Council Workshop Date
- 10.4 Municipal Heritage Designation
- 10.5 2025 Interim Operating Budget
- 10.6 Neptune Water Meter Replacement Program
- 10.7 Extended Producer Responsibility Program
- 10.8 Transfer of Reserves

11.0 Closed Session

12.0 Adjournment

Regular Council Meeting of the Town of Legal in the Province of Alberta held in Council Chambers, November 18th, 2024, commencing at 7:00 P.M.

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

ABSENT:

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

CALL TO ORDER

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

ADDITIONS AND/OR DELETIONS TO THE AGENDA

None.

ADOPTION OF AGENDA

12245 Resolution #12245 Moved by: Deputy Mayor Beaton

RESOLVED that the Agenda for the November 18th, 2024, regular meeting of Council be adopted as presented.

CARRIED 5-0

PUBLIC HEARING

None.

ADOPTION OF PREVIOUS MINUTES

12246 Resolution #12246 Moved by: Councillor Jones

RESOLVED that the Minutes for the November 4th, 2024, Regular Meeting of Council be adopted as presented.

CARRIED 5-0

DELEGATIONS

None.

UNFINISHED BUSINESS

None.

REPORTS

CHIEF ADMINISTRATIVE OFFICER

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

MANAGER OF CORPORATE SERVICES

Revenue & Expenditure report and the Bank Reconciliation report were submitted and form part of the Council agenda package.

OPERATIONS SUPERVISOR

No report.

COUNCILLOR REPORTS

Mayor Tremblay

Town of Legal Committee Meetings:

Other Meetings:

Attended Town of Legal Remembrance Day Celebration Ceremony – November 11, 2024

Attended Transportation and Infrastructure Committee Meeting – November 13, 2024

Deputy Mayor Beaton

Town of Legal Committee Meetings:

Other Meetings:

Attended Greater St. Albert Catholic School Meeting – November 7, 2024

Attended Town of Legal Remembrance Day Celebration Ceremony – November 11, 2024

Councillor Hills

Town of Legal Committee Meetings:

Attended Roseridge Waste Management Services Commission Meeting – November 14, 2024

Other Meetings:

Attended Town of Legal Remembrance Day Celebration Ceremony – November 11, 2024

Councillor Jones

Town of Legal Committee Meetings:

Attended Grade 5 & 6 classes at Dunstable Elementary School in Busby for Municipal Government Day – November 6, 2024

Other Meetings :

Attended Executive Meeting to discuss refocusing of the Healthcare – November 8, 2024

Attended Town of Legal Remembrance Day Celebration Ceremony – November 11, 2024

Attended Family and Community Support Services Association Conference – November 13, 2024

Attended Alberta Catholic School Trustees Association Meeting – November 15 and 16, 2024

Councillor Malott

Town of Legal Committee Meetings:

Other Meetings:

Attended Town of Legal Remembrance Day Celebration Ceremony – November 11, 2024

12247

Resolution #12247

Moved by: Deputy Mayor Beaton

RESOLVED that for the 2024 Holiday Season the Town of Legal Office and Municipal Shop be open regular business hours on December 24 and December 31, 2024 and be closed on December 27, 2024.

CARRIED 5-0

12248

Resolution #12248

Moved by: Councillor Malott

RESOLVED that the reports be accepted as presented.

CARRIED 5-0

CORRESPONDENCE

2025 Provincial Equalized Assessment Report

Received as information.

Sturgeon County Bylaw Statistics, October 2024

Received as information.

News Release, Re: Helping Rural Municipalities with Policing Costs

Received as information.

Bill 33 – Protection of Privacy Act

Received as information.

Invitation to Town of Morinville’s Lite up the Night Mixer

Received as information.

Letter from St. Emile Parish, Re: Municipal Designated Historical Buildings

12249

Resolution #12249

Moved by: Deputy Mayor Beaton

RESOLVED that the letter from St. Emile Parish regarding Municipal Designated Historical Buildings be postponed to the November 25, 2024 Governance and Priorities Committee meeting for further discussion, and that Council direct administration to invite a representative from Municipal Heritage to attend the November 25, 2024 Governance and Priorities Committee meeting as a delegation to provide further information on the historical designation process.

CARRIED 5-0

Royal Canadian Legion Poppy Appreciation Award

Received as information.

Letter to Minister of Health, Re: Morinville X-Ray Services

Received as information.

12250

Resolution #12250

Moved by: Councillor Hills

RESOLVED that the correspondence be accepted as presented.

CARRIED 5-0

NEW BUSINESS

Go East of Edmonton 2025 Edmonton Travel Guide and Annual Tourism Marketing Programs

12251 Resolution #12251 Moved by: Councillor Jones

RESOLVED that the Town of Legal approve the annual membership costs for 2025, the cost for advertising a one-half (½) page advertisement in the Go East of Edmonton Guide and, the participation fee for the Go East of Edmonton Roadtrip Game totaling two thousand three hundred dollars (\$2,300.00) plus applicable GST.

CARRIED 5-0

Appointment of Returning Officer and Substitute Returning Officer

12252 Resolution #12252 Moved by: Councillor Malott

RESOLVED that pursuant to the Local Authorities Election Act, Council appoint Anna Keane as the Returning Officer for the 2025 Town of Legal Municipal Election.

CARRIED 5-0

12253 Resolution #12253 Moved by: Councillor Hills

RESOLVED that pursuant to the Local Authorities Election Act, Council appoint Christine Young as the Substitute Returning Officer for the 2025 Town of Legal Municipal Election.

CARRIED 5-0

2025 Council Meeting Date Changes

12254 Resolution #12254 Moved by: Deputy Mayor Beaton

RESOLVED that the Town of Legal approve the following Council meeting date changes to accommodate the 2025 holiday dates and the summer meeting schedule:

January 6, 2025 be cancelled

February 17, 2025 (Family Day) be rescheduled to February 18, 2025

April 21, 2025 (Easter Monday) be rescheduled to April 22, 2025

May 19, 2025 (Victoria Day) be rescheduled to May 20, 2025

July 21, 2025 be cancelled

August 4, 2025 be cancelled

September 1, 2025 (Labour Day) be rescheduled to September 2, 2025

October 20, 2025 be rescheduled to October 27, 2025 due to the 2025 Municipal Election

CARRIED 5-0

2025 Governance & Priorities Committee Dates

12255 Resolution #12255 Moved by: Councillor Hills

RESOLVED that the Town of Legal approve the following 2025 meeting dates for the Governance and Priorities Committee:

February 24, 2025
May 26, 2025
September 22, 2025
November 24, 2025

CARRIED 5-0

Finance Assistant left Council Chambers at 8:14 P.M.
Chief Administrative Officer remained in Chambers during the Closed Session.

CLOSED SESSION

12256 Resolution #12256 Moved by: Councillor Hills

RESOLVED Council move into a “Closed Session” as per the Municipal Government Act (Section 1(3)(c)) to discuss “Confidential Evaluations” as per the Freedom of Information and Privacy Act (Part 1, Division 2, Section 19) at 8:14 P.M.

CARRIED 5-0

12257 Resolution #12257 Moved by: Councillor Malott

RESOLVED Council return to the regular session at 8:45 P.M.

CARRIED 4-0

ADJOURNMENT

12258 Resolution #12258 Moved by: Councillor Hills

RESOLVED that the meeting be adjourned at 8:46 P.M.

CARRIED 4-0

Mayor

Chief Administrative Officer

UNADOPTED

Governance and Priorities Committee Meeting of the Town of Legal in the Province of Alberta held in the Town Council Chambers, November 25th, 2024, commencing at 7:00 P.M.

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

ABSENT:

STAFF: Robert Proulx – Chief Administrative Officer
Christine Young – Executive Assistant

CALL TO ORDER

Mayor Tremblay called the meeting to order at 7:01 P.M. and acknowledged the traditional territories of the Indigenous peoples of the Treaty 6 region and the Métis Settlements and Métis Nation of Alberta, Regions 2, 3 and 4. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our community.

ADDITIONS / DELETIONS

Sturgeon Regional Partnership

ADOPTION OF AGENDA

MOVED by Deputy Mayor Beaton that the Agenda for the November 25th, 2024, Governance and Priorities Committee meeting be adopted as amended.

CARRIED 5-0

DELEGATIONS

Municipal Historic Designation

Ernest Chauvet, Fred Simoni (St Emile Parish Council)

Michael Dougherty (Government of Alberta, Municipal Heritage) - Virtually

Mayor Tremblay welcomed Ernest Chauvet (St Emile Parish Council, Chair), Fred Simoni (St Emile Parish Council, Finance) and Michael Dougherty (Municipal Heritage, Program Manager) and opened the floor for discussion and questions. Ernest began stating it is the Parish Council's perspective that the St Emile Church and Rectory could receive historical designation, with the preferred method being municipal designation. The goal is to maintain the two buildings for as long as possible. Michael explained the difference between

designation statuses (Provincial verse Municipal), and went over the application process and availability of grants for both designation statuses, including what the property owner and municipality would have to do to achieve the desired historical designation.

The Historical Resources Act (Revised Statutes of Alberta, 2000, Chapter H-9) empowers Alberta's municipalities to protect and conserve historic places. Designation is a form of legal protection that helps to recognize and protect a historic place. It legally protects historic places from demolition or alterations that diminish or take away heritage value.

Once designated, a Municipal Historic Resource remains the property of the registered owner. Municipal Historic Resource designation does not change how a property can be used, although municipalities may re-zone the land if they wish. Law prohibits physically altering (or demolishing) a Municipal Historic Resource without the municipality's written permission. The designation is registered against the title for the property, ensuring that future owners and interest holders understand that the place is designated a Municipal Historic Resource.

To qualify, historic places must normally be associated with a significant aspect of Alberta's past or have outstanding architectural significance and retain key physical site features that convey this significance. Locally significant historic places may be candidates for municipal designation. Designation processes may vary by municipality but all require passage of a bylaw. The Council must wait at least 60 days before considering the designation bylaw. When it is passed, the bylaw is registered against the title to the designated property and served on the owner.

The formal designation process begins with the Notice of Intention being served on the property's registered owner. Designation occurs when Council passes a bylaw declaring the site a Municipal Historic Resource pursuant to the Historical Resources Act. Once the bylaw is passed, it must be registered in the appropriate land titles office against the title for the property. Municipalities are then encouraged to nominate Municipal Historic Resources for listing on the Alberta Register of Historic Places.

The Heritage Preservation Partnership Program's historic resource conservation grants provide matching grants for the conservation of Provincial Historic Resources, Municipal Historic Resources and Indigenous Historic Places. Grants are for eligible conservation work. Conservation of the historic place must conform with the Standards and Guidelines for the Conservation of Historic Places in Canada. Annual application intake is February 1st. It is recommended that applicants consult with a Heritage Conservation Adviser well before the application deadline. Maximum matching grant for conservation work is \$100,000 for Provincial Historic Resources, \$50,000 for Municipal Historic Resources and \$50,000 for Indigenous Historic Places.

MOVED by Deputy Mayor Beaton that the municipal historic designation request be brought forward to the December 2, 2024 regular Council meeting for direction.

Multi-Purpose Room at Arena

Discussion on future development of the Arena multi-purpose room, regarding size, purpose and cost. Engineers are currently cost estimating some proposed ideas for the multi-purpose room.

Community Initiatives Program (CIP) Grant

Discussion on the Community Initiatives Program. Council requested the CIP be brought to the 2025 Council Workshop for discussion.

Economic Development Initiatives

a. Trade Show Costs

Council thanked administration for the information on 2025 trade show events, and would like to table the topic until further discussion and a decision is made regarding a part-time Economic Development Person or Consultant.

b. Part-Time/Contracted Economic Development Person/Consultant

Administration is recommending Council to consider bringing on a part-time Economic Development Person or Consultant. Council has requested administration to bring to the 2025 Council Workshop estimated costs for a part-time Economic Development Person or Consultant.

Extended Producer Responsibility (EPR) Program

Administration brought the information presented at the last EPR Working Group meeting with Circular Materials that was held November 18. Administration is recommending that Council reconsider the decision that was made to Opt-In with the EPR program. Council has asked that the EPR be brought to the December 2, 2024 regular Council meeting.

Canada Housing Infrastructure (CHI) Fund

Discussion took place on the CHI on whether the Town of Legal would qualify for the grant, approaching a consultant to assist with the application process, attaining developer buy-in, and where the possibility for multi-family or modular dwellings could be located within Town.

Sturgeon Regional Partnership (SRP)

The next SRP meeting is scheduled for December 11, 2024. Council reviewed and discussed the agenda items for the upcoming meeting.

ADJOURNMENT

MOVED by Councillor Jones that the meeting be adjourned at 9:15 P.M.

CARRIED 5-0

Mayor

Chief Administrative Officer

UNADOPTED



November 22, 2024

Trina Jones
Mayor
Legal, AB

Dear Trina,

Please find attached the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2024 reporting period. The attached report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Morinville Detachment.

This quarter I want to update you on the status of the Body Worn Camera (BWC) rollout, which will be starting this month. We will be conducting Province-wide media releases in mid-November that will include a demonstration of the new BWC along with an update on the Alberta RCMP deployment plan. As the deployment of BWCs to each detachment will take approximately 12-18 months, I will reach out to inform you of when you are expected to receive it. Shortly before the deployment of BWCs in our communities, I will also ensure there is communication locally so that residents are aware of this new piece of equipment being used by our officers.

I also want to let you know about the RCMP Public Consultation Tool that is anticipated to be launched in early 2025. This initiative is being launched in order to solicit feedback from RCMP stakeholders with the goal of increasing transparency in policing and contribute to our vision of becoming an inherently open RCMP. This public consultation tool will be secure and confidential for all participants who will remain anonymous. I encourage your engagement in this process and if you would like more information, you can contact the Open Government Office at EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca

I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt. Darcy McGunigal
Chief of Police
RCMP Morinville Detachment





Morinville RCMP 2nd Quarter Report

S/Sgt. Darcy McGunigal
Detachment Commander
Morinville R.C.M.P.



Royal Canadian Mounted Police Gendarmerie royale du Canada



Purpose

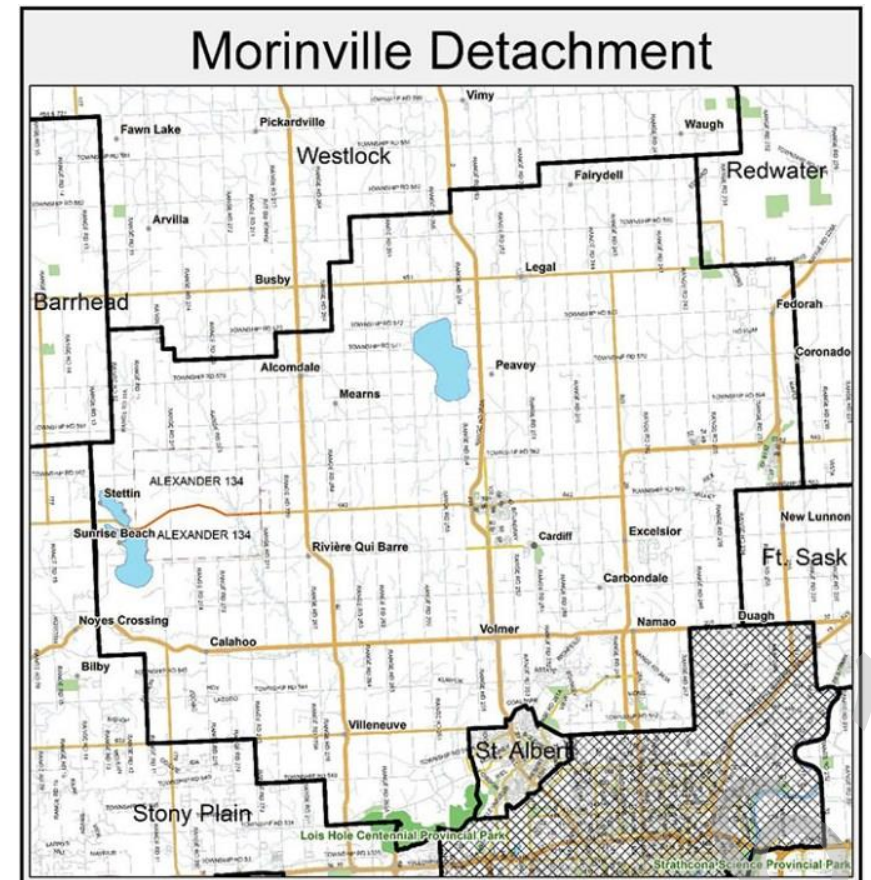
To provide an update to Council on the operations of the Morinville RCMP Detachment.



Jurisdiction and Call Volume

The Morinville R.C.M.P. Detachment provides 24-hour policing services to several municipalities and communities:

- Alexander First Nation
- Sturgeon County
- Town of Bon Accord
- Town of Gibbons
- Town of Legal
- Town of Morinville



Priorities

RCMP Morinville Detachment Priorities

- Crime Reduction
- Enhanced Awareness and Education
- Employee Wellness and Respect
- Enhanced Road Safety

Human Resources

Morinville Detachment is comprised of 40 personnel:

- 1 Staff Sergeant
- 1 Sergeant
- 5 Corporals
- 18 (+1) Constables including the School Resource Officer
- 4 Public Service Employees
- 4 Town of Morinville Full Time Employees
- 5 Town of Morinville Casual Employees
- 1 Reservist Constable

Officers are supported by Sturgeon Victim Services (9 in total) and 5 guards.

Morinville Detachment Crime Statistics

Town of Legal

OFFENCE	Quarter 2 (July 1 to Sept 30)	Quarter 2 (2023 Comparison)	Year to Date (April 1 to Sept 30)	Year to Date (2023 Comparison)
Spousal Abuse	4	4	5	8
Mental Health Act	3	7	4	10
RPACT Referrals	0	0	0	2
Break and Enter (Residential)	0	2	4	5
Break and Enter (Commercial)	2	2	4	3
Theft of Vehicles	2	6	4	7
Fraud	6	3	7	8
Suspicious Persons	7	6	16	15

Morinville Detachment Crime Statistics

Town of Legal

Total RCMP Calls for Service with the Town of Legal

Quarter 2 (July 1 to Sept 30): 79

Previous Quarter (April 1 to June 30): 62

Year to Date (April 1 to Sept 30): 141

2023 Quarter 2 Comparison (July 1 to Sept 30): 90

2023 Year to Date Comparison (April 1 to Sept 30): 169

Remotely Piloted Aircraft System

Morinville selected in August 2024 as one of two new RPAS locations in Central Alberta District.

RPAS in use at Morinville Detachment since September 2024.

Remotely Piloted Aircraft System

RPAS are commonly known as Drones or UAVs (Unmanned Aerial Vehicles). They provide cost effective:

- Aerial photos
- HD video
- 3D imagery
- FLIR video/photos
- IR night vision
- Vegetation disturbance patterns, old burial sites
- Real-time situational awareness.

Remotely Piloted Aircraft System

When can an RPAS be used?

Examples of allowable use include:

- Traffic related investigations
- Emergency or disaster response
- Search and rescue
- Major crime scenes
- Investigations in areas where no expectation of privacy exists
- When a warrant has been obtained

Remotely Piloted Aircraft System

- Two members in Morinville Detachment currently trained as pilots.
- Used on 10 occasions since arrival.
- Used in cases of missing persons, vehicle thefts, and suspect pursuits.

Community Engagement

- School Liaisons
- Positive Ticketing Campaign
- Legal COP



Questions?





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Morinville

Detachment Commander

Click or tap here to enter text.

Report Date

Click or tap to enter a date.

Fiscal Year

2024-25

Quarter

Q2 (July - September)

Community Priorities

Priority #1: Safety - Property Crime**Updates and Comments:**

0 Lock It/Lose It completed. Focus for this program is when weather is colder.

Priority #2: Employee Wellness - Engagement**Updates and Comments:**

Morinville Detachment members participated in numerous instances of team building during Q2. A breakdown by watch is as followed:

- 'A' Watch - The members ate breakfast together at the 'Morinville Grill' while on working Sunday dayshifts in Q2.
- 'B' Watch - The members gathered for a social event at a restaurant with their spouses during Q2.
- 'C' Watch - The members ate breakfast at various restaurants around Sturgeon County on Sunday dayshifts in Q2.
- 'D' Watch - While off shift, the members played an online video game together while on their 'switch over' night in Q2.





Priority #3: Community Engagement

Updates and Comments:

Detachment leadership attended 2 Coffee with a Cop's this quarter and has attended a wide variety of meetings involving town councils, crime watch groups and some band council meetings. There were no official townhalls scheduled this past quarter.

We are well on our way to meet our goal. for the Coffee with a Cop for this fiscal year.

Target status updated to 1 to reflect Town Hall on Alexander First Nation on May 27 attended by Detachment Commander and Member. Very good discussion had with band members and elders on substance abuse and violent crime. Second Town Hall scheduled for Morinville on December 5.

Priority #4: Traffic - Safety (motor vehicles, roads)

Updates and Comments:

2 checks stops completed. Morinville had 462 traffic related file of which 111 tickets were issued, 83 warnings. Also had 26 impaired driving charges through either IRS or Criminal Code.

Priority #5: Police / Community Relations - Police Visibility

Updates and Comments:

Members took 145 calls on the reserve this quarter with many of these investigations having working jointly with Alexander Security to address safety concerns.

Members of note engaged with Alexander Security to build relationships/address community safety namely by:

- 1) attending the PowWow event at the end of August
- 2) Acting Ops NCO Cpl. Febbraro attended two healing circles in September
- 3) Cst. Lywood provided a safety presentation on off road vehicles
- 4) Cst. Perry liaised with outgoing S/Sgt Lew Simms to coordinate the release of reports from Alexander Security for file work. These reports can directly be retrieved from Security at their headquarters.
- 5) Cst. Perry and Cst. Lajoie have been looking into providing note taking course for security sometime this fiscal year.

On-going efforts have been made to increase detachment presence and engagement in the community.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified.	



Crime Statistics

The following table provides policing statistics on actual offences within the periods listed. Please see the Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2023	2024	% Change YoY	2022	2023	% Change YoY
Total Criminal Code	479	412	- 14%	1471	1569	+ 7%
Persons Crime	103	104	+ 1%	339	369	+ 9%
Property Crime	306	232	- 24%	896	962	+ 7%
Other Criminal Code	70	76	+ 9%	236	238	+ 1%
Drugs Offences	0	4	n/a	15	11	- 27%
Total Federal Acts	3	9	+ 200%	31	26	- 16%
Total Provincial Acts ⁴	106	138	+ 30%	414	429	+ 4%
Municipal By-Laws	15	25	+ 67%	42	43	+ 2%
Motor Vehicle Collisions	124	93	- 25%	566	485	- 14%
Total Traffic Offences	662	747	+ 13%	2,545	2,394	- 6%
Provincial Code Traffic	631	723	+ 15%	2,436	2,307	- 5%
Criminal Code Traffic	26	24	- 8%	88	77	- 13%
Other Traffic	5	0	- 100%	21	10	- 52%

Notes:

1. Data is extracted from a live database (PROS) and is subject to change over time.
2. Statistics for the July - September period reflect RCMP records as of October 8, 2024.
3. Full-year statistics reflect RCMP records as of January 5, 2024.
4. "Total Provincial Acts" include records of non-offence activities that are undertaken by Detachment members, in addition to actual offences under various provincial acts. Non-offence activities may include activities under the *Mental Health Act*, *Coroners Act*, and other provincial legislation in Alberta.

Trends / Points of Interest





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	16	14	2	0
Detachment Support	4	4	0	0

Notes:

1. Data extracted on September 27, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 16 established positions, 14 officers are currently working. There are two officers on special leave (one on Parental leave and one Medical leave). There is one position that has two officers assigned to that position. There is no hard vacancy at this time.

Detachment Support: Of the four established positions, four resources are currently working with none on special leave. There is no hard vacancy at this time.





Morinville Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	4	2	0	2	-50%	N/A	-0.8
Drug Enforcement - Trafficking		2	2	4	0	2	0%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	6	6	0	4	-33%	N/A	-1.0
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		2	2	2	3	5	150%	67%	0.7
TOTAL FEDERAL		9	8	8	3	9	0%	200%	-0.5
Liquor Act		11	7	4	5	10	-9%	100%	-0.4
Cannabis Act		5	0	1	2	2	-60%	0%	-0.4
Mental Health Act		44	49	41	38	45	2%	18%	-0.9
Other Provincial Stats		79	78	73	61	81	3%	33%	-1.3
Total Provincial Stats		139	134	119	106	138	-1%	30%	-3.0
Municipal By-laws Traffic		0	2	2	1	3	N/A	200%	0.5
Municipal By-laws		27	19	11	14	22	-19%	57%	-1.5
Total Municipal		27	21	13	15	25	-7%	67%	-1.0
Fatals		3	4	2	0	0	-100%	N/A	-1.0
Injury MVC		16	22	26	18	20	25%	11%	0.4
Property Damage MVC (Reportable)		48	78	72	94	64	33%	-32%	4.8
Property Damage MVC (Non Reportable)		17	10	12	12	9	-47%	-25%	-1.4
TOTAL MVC		84	114	112	124	93	11%	-25%	2.8
Roadside Suspension - Alcohol (Prov)		0	15	7	9	14	N/A	56%	2.2
Roadside Suspension - Drugs (Prov)		0	2	0	0	0	N/A	N/A	-0.2
Total Provincial Traffic		847	810	612	631	723	-15%	15%	-42.7
Other Traffic		12	3	5	5	0	-100%	-100%	-2.2
Criminal Code Traffic		71	39	26	26	24	-66%	-8%	-10.7
Common Police Activities									
False Alarms		42	28	23	32	32	-24%	0%	-1.6
False/Abandoned 911 Call and 911 Act		47	42	1	11	14	-70%	27%	-9.7
Suspicious Person/Vehicle/Property		138	134	124	128	175	27%	37%	6.8
Persons Reported Missing		13	22	25	7	13	0%	86%	-1.5
Search Warrants		5	0	0	0	0	-100%	N/A	-1.0
Spousal Abuse - Survey Code (Reported)		70	64	60	68	47	-33%	-31%	-4.2
Form 10 (MHA) (Reported)		3	5	2	2	0	-100%	-100%	-0.9



Morinville Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	1	0	0	1	N/A	N/A	0.1
Robbery		0	1	0	1	0	N/A	-100%	0.0
Sexual Assaults		11	10	9	11	6	-45%	-45%	-0.9
Other Sexual Offences		0	1	0	6	3	N/A	-50%	1.1
Assault		42	37	46	46	56	33%	22%	3.7
Kidnapping/Hostage/Abduction		2	0	2	0	0	-100%	N/A	-0.4
Extortion		0	1	1	3	4	N/A	33%	1.0
Criminal Harassment		13	10	13	17	22	69%	29%	2.5
Uttering Threats		19	13	14	19	12	-37%	-37%	-0.8
TOTAL PERSONS		87	74	85	103	104	20%	1%	6.3
Break & Enter		36	42	35	36	30	-17%	-17%	-1.8
Theft of Motor Vehicle		33	44	31	41	31	-6%	-24%	-0.7
Theft Over \$5,000		5	10	6	6	6	20%	0%	-0.2
Theft Under \$5,000		61	56	57	58	49	-20%	-16%	-2.2
Possn Stn Goods		48	34	15	37	13	-73%	-65%	-6.7
Fraud		13	20	18	31	26	100%	-16%	3.7
Arson		5	4	4	1	4	-20%	300%	-0.5
Mischief - Damage To Property		56	63	43	63	43	-23%	-32%	-2.6
Mischief - Other		37	35	29	33	30	-19%	-9%	-1.6
TOTAL PROPERTY		294	308	238	306	232	-21%	-24%	-12.6
Offensive Weapons		20	7	4	4	7	-65%	75%	-2.9
Disturbing the peace		13	13	20	29	29	123%	0%	4.8
Fail to Comply & Breaches		19	20	24	21	20	5%	-5%	0.3
OTHER CRIMINAL CODE		10	13	15	16	20	100%	25%	2.3
TOTAL OTHER CRIMINAL CODE		62	53	63	70	76	23%	9%	4.5
TOTAL CRIMINAL CODE		443	435	386	479	412	-7%	-14%	-1.8

6.1

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Chief Administrative Officer Council Report for December 2, 2024

Legal Arena & Curling Rink Retrofit Project Update:

- Delnor the Perf/Lab/Mat bonding received .
- Delnor 3- week construction schedule **ATTACHED**
- Next LACR progress meeting December 3, 2024
- Roof top solar. Attending meeting December 2, 2024. Three bids received. Further clarification required. Once solidified information and contractor is selected, the detailed information will assist with the Municipal Electricity Generation Program grant.
- Curling rink occupancy- December 2 date has now been extended to the week of December 9-13.
-

Progress claims to date: No Change from the November 18th council meeting except AE reviewed Delores claim and recommended payment to Delnor. Circulated to Council for review.

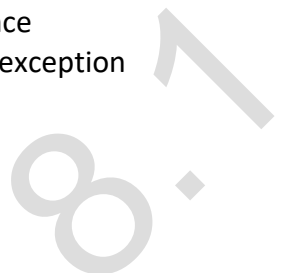
1. Consultants (AE & BR2) period ending October 4, 2024- 673,908.20 + \$9,456.10 + \$683,364.30 GST excluded. Budget Status 82 %.
2. Delnor Construction- (Preliminary) Period Ending October 1st -31st, 2024. To Date Total \$4,392,487.20. October 1st -31st Progress payment \$2,857,559.23 97- 10% holdback amount \$285,755.92= \$2,571,803.31.

Community Building Retrofit Program- (CBR-24-0284) –Awaiting agreement from FCM. No update on News

Legal Arena Modernization Agreement (LAMA Sturgeon County/ Town of Legal) – A quarterly report on the LACR progress was circulated to Sturgeon County Administration as pre the Legal Arena Modernization Agreement. The LAMA is scheduled for approval at the December 10th. The quarterly update will be shared with council.

Legal Heritage Fund Cheque Presentation- The cheque was received. The Centralta Tourism Society has request that we delay approval to reinvest the funds into the Foundation until such time CTS receives affirmation on the grant submitted to CIP grant for the mural project on the arena. CTS expects to receive notice of CIP approval in the next few days.

GICB 3rd advance payment request – Claim 3 has been submitted to GICB. The Advance Payment Request Claim 3 is requesting the remaining funding be advanced with the exception of 5% holdback.



Joint Use Planning Agreements (JUPA) – On November 27, administration met virtually with GSACRD administration to start the process for a JUPA agreement which is required by June of 2025. We are reviewing similar tri-party or quadruplet agreement which will simplify the need for multiple JUPA agreements. Our next meeting is in January 2025.

Vacation – I will be away on vacation from December 5-12th.

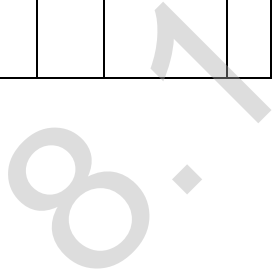
2024 Financial Audit – Auditors will be at the office from December 10-15 for the pre audit review and assessment.

Meeting attended last two weeks:

- November 19- LACR Construction Meeting
- November 21- Circular Materials- EPR program
- LACR meeting with AE engineer
- November 26 – MCSNet internet discussions for LACR
- November 27 -JUPA Agreement GSACRD
- November 27 Municipal Designation Rectory & Church
- November 28- Fortis Alberta – Pole alignment n 50 avenue
- November 29- LARC internet services MCSNet
- November 29- EPR- Discussions with GFL.
- November 29- EC dev discussion. RE Proposal.
- December 2- Circular Materials – EPR
- December 2- LACR Solar proposals for the MEG Grant alignment

Project Name: Legal arena
Project Number: 1-07824-01
Superintendent: Shawn La Rose
Project Manager: Barret Gerlitz

Week No.:	1	2	3	4	5	6	7	Comments																																			
Week of:	Dec 2- 8	Dec 9 - 15	15-Dec-24	Dec 23- 29	Dec 30 -Jan 5	Jan 6-12	Jan 13-19																																				
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
Delnor																																											
parapets																																											
frame wood floors																																											
dowels																																											
spray foam pockets and hollow core																																											
heat and hoard																																											
Icom																																											
plumbing (dressing rooms OH																																											
curling rink tie ins [137]																																											
RWL arena 6weeks																																											
wall RI dressing rooms																																											
action																																											
arena overhead RI																																											
curling rink [connections]																																											
Wall RI dressing rooms																																											
paragon																																											
arena Hvac																																											
shoring , demo																																											
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sprinkler																																											
arena																																											
lobby																																											
Icom																																											
ice plant																																											
Tierra																																											
excavate west Icom pipping																																											
Zamboni room																																											
radon rock [dressing rooms]																																											
radon poly [dressing rooms]																																											
clean up arena ,weeping tile west																																											
Eagle																																											
caulking joints																																											
CCS																																											
arena roof																																											
hollow core																																											
VCP painting																																											
Reward [concrete pours																																											
M/E dressing rooms																																											
arena																																											
Titan glass																																											
Northern hardware																																											
Kinetics																																											
Legend																																											
General Notes:	al concrete pours to be coordinated with M/E ,gravel prep																																										



Community Services – December, 2024

Welcome to Legal Bags: 1

Upcoming Meetings/Training:

Upcoming FCSS Programming:

Seniors Christmas Outing – December 12th

Lite Up Legal – Judging December 8 – 14th

Seniors “Silver Lining Series” – February -1 class per month pertaining to Seniors subjects in coordination with Club 60
Roses & Sturgeon County

Youth Ski Trip – February 6th

coffee With a Cop – February 24th

Past Events:

Cedar Gnome Class – class was full with 12 registrations

Current/Upcoming Events:

Seniors Christmas Outing – December 12th Boston Pizza dinner & Borealis Lights drive thru light display

Christmas Festival – December 7th (Centennial RV Park 3-6 pm)

This year’s Christmas festival will be held at the Centennial RV Park (located at the south end of 43 street off 50 ave)
from 3:00 – 6:00 pm.

Thank you in advance to those Council members that volunteered to help at the upcoming Christmas Festival. See you
on Saturday, December 7th!

Family Day Event – February 17th – Legal Curling Rink

8.3

Council Report December 2, 2024

Operation supervisor report November 2024

Public works completed the outdoor rink; open on November 29, 2024. They started a rink in the Citadel parking lot. And started hauling snow for the luge in the day use park.

RV Park maintenance on all the RV stalls adding gravel to the stalls and road, cutting grass where they couldn't get at, and a final clean up around the park.

Public Works put up snow fence on the North end of town in the field to prevent drifting in Pepins Point.

Winter maintenance: Public Works hydro vac all the outhouses in the parks around town, and RV park holding tank.

Public Works hydro vac the sand and water out of the storm drains in Pepins Point , 50 ST, storm drain on 51 Ave (school).

Public Works put out the sand containers at the Town Office, Citadel building and the pumphouse as well as caution signs for icy conditions.

Street sand had 2 loads delivered and a load of salt that Public Works picked and stored in the tarp shed.

Service equipment for winter season Public Works serviced and put sweeper on the John Deer tractors, service the grader, bobcats and 3-Ton.

Public Works had there first snow fall on November 25th.

Christmas festival is on December 7, 2024. Public Works set up Christmas lights in the RV park put up the lights on Hwy 651, Town Office building and entrances signs.



8.4 - Councillor Malott



External Meeting Report

TO BE COMPLETED BY COUNCIL MEMBER

NAME: Councillor Fred Malott	MEETING DATE: 22 Nov, 2024
BOARD/COMMITTEE NAME: Edmonton Salutes Committee	
SUMMARY OF DISCUSSION: Chair-Veterans Appreciation Dinner was held 1 Nov at the Base and had a very large group of veterans attend. -Veterans Homes Canada establishing permanent housing solutions for Vets . MFRC-did a special presentation on fundraising support as part of additional funding opportunities in lite of the 20% funding cuts by the military. City of Edm- Councillor Principe attended the Loyal Edm Regiment Oct 26 th unveiling of Netherlands-Hoevelaken monument for 80 th anniversary of reoccupation. Army- Relief is in place for Operations in Latvia with another 200 soldiers deploying with LDSH (RC) end of Nov. This will bring the Canadian contingent to 2,000 before Christmas. A section from 408 Helicopter Sqn will be going also. The Military is not given any funds to help support the RCA Band and cost for the use of the Winspear Centre for events is about \$20K. The 80 th anniversary of end of WW II will take place in 2025 with localized events only due to budget cuts. Budget Committee- There is approx. \$400 left in the op budget and \$16k in the Municipal Budget. If budget is overspent at year end funds can be transferred from Muni Budget to cover up to a max of \$1000, with understanding that these funds will not be used for operational items. Motions were passed to spend the following from the Muni Budget, \$1,175.95 for PA System for the Veterans Food Bank, and \$2500 for the Loyal Edm Regiment Museum for a new computer station to replace 10 year old system. The Budget Committee will be meeting quarterly and notice of application process for funding will be updated on the web site with clear guidelines. This info will also be passed to all committee members so they can advise groups when asked about funding Bylaw and Policy- Committee met in Nov and identified that members representing the committee at events should be wearing nametags and have access to e-business cards. They also discussed rebranding and a refresh to our Logo. Membership & Orientation- if you are not able to make a meeting, and need to pass on info please email Edm Salutes Admin so info can be passed on at the next meeting.	
ENCLOSURES:	

Signature: FC Malott

Date Submitted: _____

Completed reports are to be submitted to main@legal.ca by noon the Thursday prior to a Council Meeting.

8.4

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From: Sonya Burak-Bernard <sonya.burak-bernard@gov.ab.ca>
Sent: November 22, 2024 2:18 PM
To: Robert Proulx <rproulx@legal.ca>
Subject: Designation of affordable housing accommodations

Town of Legal Robert Proulx rproulx@legal.ca

Dear Robert Proulx:

On October 3, 2024, you received correspondence from David Williams, the Assistant Deputy Minister of the Housing Division, informing you that recent amendments to the *Municipal Government Act* will make affordable housing accommodations exempt from municipal and education property tax, effective January 1, 2025. Affordable housing accommodations are designated by the Minister of Seniors, Community and Social Services per Ministerial Order No. 2024-011 under the *Alberta Housing Act*.

In October, we informed you that there were no properties eligible for designation in your municipality. No agreements between affordable housing providers and an order of government (federal, provincial or municipal) have been identified in your community at this time. This email confirms that there are no designated affordable housing accommodations in your community. Please note that the Alberta Social Housing Corporation may own assets in your community; if so, these are already exempt through other provisions.

The list will be publicly available on [Alberta.ca](https://alberta.ca) in January 2025 and will be updated at least annually to reflect any changes. If there are changes to the list throughout the year (agreements expire, or new projects become eligible), the Ministry of Seniors, Community and Social Services will inform your municipality.

If you wish to provide any updates to the list throughout the year, please contact the Housing Division at SCSS.MunicipalEngagement@gov.ab.ca. You will be contacted in summer 2025 to review your community listing for the following year.

Thank you for your support and cooperation.

Housing Division
Seniors, Community and Social Services



Classification: Protected A

9.1

9.2

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED
BY  BROWNLEE LLP
Barristers & Solicitors

CALGARY February 6th, 2025 **EDMONTON** February 13th, 2025

Save the Date: Emerging Trends in Municipal Law 2025

Brownlee LLP cordially invites you to our annual Emerging Trends in Municipal Law seminar, aimed at delivering expert insight and understanding into the field of municipal law. Join us as we delve into the challenges, opportunities and changes that lie ahead for municipalities, while providing invaluable strategies to empower municipal success at this invite-only event.

Please mark your calendars and feel free to reach out to me at nmoyo@brownleelaw.com if you have any questions.

Stay tuned for further updates!

Emerging Trends dates:

- Feb 6th 2025 – Calgary
- Feb 13th 2025 – Edmonton

Sincerely,
Brownlee LLP

Website: BrownleeLaw.com

LinkedIn: [Brownlee LLP](https://www.linkedin.com/company/brownlee-llp)



Nicole Moyo | Events Assistant | **Brownlee LLP**

Marketing

m. 780-497-4800 | **d.** 780-970-5739 | **f.** 780-424-3254 |

nmoyo@brownleelaw.com

2200 Commerce Place | 10155 - 102 Street | Edmonton, AB T5J 4G8

Toll-Free. 800-661-9069 | www.brownleelaw.com

9.2

ADDITION - 9.3

From: Alberta News <alberta.news@gov.ab.ca>
Sent: December 2, 2024 10:03 AM
To: Robert Proulx <rproulx@legal.ca>
Subject: News Release: Turning your thoughts to Budget 2025

Turning your thoughts to Budget 2025

December 02, 2024 [Media inquiries](#)

Alberta's government wants to hear from Albertans as it develops Budget 2025.

Albertans' perspectives are an important part of the budget process as the government sets financial priorities and supports the ever-increasing number of people choosing Alberta as home. Budget 2025 will continue the government's responsible plan to support Albertans and strengthen health care and education. At the same time, it will make sure the economy is in a solid position to weather future storms.

Albertans can provide their thoughts and ideas on what matters to them and their community by filling out the Budget 2025 online survey, which will be available starting at noon on Tuesday, Dec. 3. They can also speak directly to President of Treasury Board and Minister of Finance Nate Horner during a telephone town hall on Wednesday, Dec. 4.

Alberta's government collects feedback from businesses, municipalities, community groups, industry organizations and other stakeholders all year long. But they can also send budget submissions on behalf of their organizations through an online portal. All feedback will be shared with Minister Horner.

"Each year, I look forward to hearing from people across Alberta about their lives and how Budget 2025 can support them as we continue our hard work to make wise fiscal decisions to support our growing population."

Nate Horner, President of Treasury Board and Minister of Finance

The online survey and submission portal will be live Tuesday, Dec. 3 until Sunday, Jan. 12. A telephone town hall will be held on Wednesday, Dec. 4. Albertans with publicly listed phone numbers may receive a phone call or message inviting them to join. People can also listen online and type their questions during the live discussions. A link on the government website will go live at the start of the event and allow people to listen and participate online.

During public engagement for Budget 2024, the government received more than 160 submissions, including from close to 150 partners such as not-for-profit organizations and chambers of commerce, and from another 18 individuals. A total of 17,913 Albertans participated in last year's budget survey, and 27,808 attended telephone town halls with the Minister.

Alberta's budget must be released before the end of February each year.

Related information

- [Budget consultation web site](#)

Media inquiries

[Justin Brattinga](#)

587-357-2956

Press Secretary, Treasury Board and Finance

9.3

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	December 2, 2024
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Sponsorship Request from Sturgeon Hockey Club, Re: 4 the Love of the Game Tournament
Agenda Item No:	10.1

BACKGROUND / PROPOSAL:

The Sturgeon Hockey Club (SHC) is hosting the 4 the Love of the Game (4TLOTG) 2024 tournament scheduled for December 6 to 8, 2024 in the Morinville Leisure Centre. The U9 Memorial Hockey Tournament is in memory of Dennis Blair Borduzak who passed away concluding his Novice (now U9) hockey season in 1989. The event serves as a long-standing annual tradition of 27 years in the community and is highly anticipated.

The continued success of the 4 the Love of the Game Novice Tournament relies on both volunteers and donations from generous organizations. They are seeking monetary donations and/or items in support of the silent auction, player bags, and raffle games.

The company logo of sponsors, providing greater than \$100 or equivalent item(s), will be displayed on event posters, and printed within 500 event program guides.

Administration is recommending, as the Legal Arena is closed for the 2024/2025 season, to support this event by providing a donation equivalent to one hour of ice time per day (based on ice slots previously used at the Legal Arena for the 4TLOTG Tournament), as well as donating gift basket valued up to a dollar amount determined by Council for the silent auction.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The association supports young hockey players between the ages of 4 and 17 from Morinville, Legal, and surrounding areas. Funds raised at this event provide players with

10.1

development programs throughout the hockey club such as power staking, and the PEP program, as well as coach mentoring programs.

COSTS / SOURCE OF FUNDING (if applicable):

Policy 4.5 – Arena Rental Policy:

Item	Hourly Rate
Local Minor Hockey/Ringette Team	\$125.00

Fees listed are subject to GST.

Sturgeon Hockey Club – 4 the Love of the Game Tournament Schedule (2023):
Total 13 ice slots.

Thursday, December 7, 2023		Friday, December 8, 2023	
Arena	Time	Arena	Time
<i>No games in Legal</i>		Legal	6:15-7:15pm
Saturday, December 9, 2023		Sunday, December 10, 2023	
Arena	Time	Arena	Time
Legal	10:15-11:15am	Legal	8:45-9:45am
Legal	11:30-12:30pm	Legal	10:00-11:00am
Legal	1:00-2:00pm	Legal	11:30-12:30pm
Legal	2:15-3:15pm	Legal	12:45-1:45p
Legal	3:45-4:45pm	Legal	2:15-3:15pm
Legal	5:00-6:00pm		
Legal	6:15-7:15pm		

Based on the previously provided schedule, a donation of 1 hour ice slot per day (of ice used at Legal Arena):

\$125.00/hour x 3 = \$375.00 + GST = \$393.75 Total

Silent Auction basket valued at up to a value determined by Council

RECOMMENDED ACTION (by originator):

It is recommended that Council approve the Sturgeon Hockey Club’s sponsorship request by providing a donation equivalent to one hour of ice time per day (based on ice slots previously used at the Legal Arena for the 4TLOTG Tournament), as well as donating gift basket valued up to a dollar amount determined by Council for the silent auction for the 27th Annual 4 the Love of the Game Tournament being held from December 6 to 8, 2024.

Initials show support –	Reviewed by: CAO: <u>Original Signed -RP</u>
--------------------------------	--



Sturgeon Hockey Club

Box 3217
Morinville, AB
T8R-1S1

DONATION REQUEST

October 12, 2024

Dear Community Supporter,

The Sturgeon Hockey Club **4 the Love of the Game 2024** tournament is now in its 27th year!

Dennis Blair Borduzak's memory is honored through this U9 Memorial Tournament. In 1989, Dennis, a Novice (now known as U9) hockey player, tragically passed away at the conclusion of his hockey season. Dennis proudly wore jersey #4 for his team. This game holds a special place in our hearts, and we honor him and his love 4 it. In our community, the annual tournament is a well-established tradition. Your support would be greatly appreciated as we strive to preserve the essence of this heartfelt event!

Dates: December 6th - 8th, 2024

Locations: Morinville Leisure Centre

Attendees: Approximately 250 players from 15 local and surrounding area community teams

Tournament Highlights Include:

- memorial puck drop
- light show
- national anthem
- DJ player announcements

To support the event and the SHC youth player development program, we award player prizes, operate raffle tables, raffle games, and silent auctions, as well as pursue other fundraising initiatives.

A team of volunteers and generous donations, from great organizations like yours, ensure the success of this event. Please consider donating money or items to support our silent auction, player bags, and raffle games.

The company logo of sponsors, providing greater than \$100 or equivalent item(s), will be displayed on event posters, and printed within 500 event program guides.

We invite you to donate by contacting our Sponsorship focal point. We are happy to also discuss premium sponsorship opportunities directly with you.

It is our sincere pleasure to receive your generous donation, thank you very much!

Sponsorship Contact:

Angela Kordyback, Sponsorship Coordinator

Telephone: 780-884-9112 Email: angelakordyback19@hotmail.com

All cheques made out to Sturgeon Hockey Club 4LOTG.

10.1

**TOWN OF LEGAL
POLICY**

EFFECTIVE DATE	REVISED DATE	PURPOSE OF REVISION	MOTION #	POLICY NUMBER
July 4, 2023			11838	4.5

TITLE: Arena Rental Policy

INTENT:

To establish rates and procedures for the rental of the Town of Legal Arena.

DEFINITIONS:

“CAO” means the Chief Administrative Officer of the Town of Legal or their designate.

“FACILITY” means the Legal Arena located at Lot J, Plan 4334NY, Legal, Alberta.

“GENERAL RENTAL” means a facility rental request for birthday parties, family gatherings, community groups or non-profit organizations.

“SEASONAL RENTAL” means a facility rental inclusive of the facility operational periods opening and closing dates.

“FACILITY OPERATIONAL PERIOD” means the usual opening date of October 1st and closing date of March 31st annually. The opening and closing dates are subject to change depending on operational needs.

“TOWN” means the Municipal Corporation of the Town of Legal.

POLICY:

To implement rental rates for the Town of Legal Arena facility and Ice Rentals as per attached Schedule “A”.

Schedule “A” may need to be amended from time to time to add or adjust rental rates. The CAO may approve a “No Charge” (N.C.) for the facility rental as an “in-kind” donation for things such as community events, associations, non-profit groups or to community members who have contributed their time or resources on behalf of the Town of Legal. The reason for N.C. will be noted in the “Comments” section on Schedule “B”.

All renters must be 18 years or older.

Rental bookings and payments are to be made at the Town of Legal:

- In person at the Town Office (5021 50 St, Legal AB); or
- Mailed to: Town of Legal, Box 390, Legal AB, TOG 1L0

Teams requesting a Seasonal Rental will be sent a Town of Legal Contractual Agreement prior to the start of the facility operational period. The completed Contractual Agreement, Deposit (as described in Schedule "A") and proof of general liability insurance (with the Town of Legal listed as 'Additional Insured') are required in order to confirm the Seasonal Rental booking.

Individuals requesting hourly ice slots for a General Rental are required to fill in the Schedule "B" – Town of Legal Arena General Rental Agreement. The completed General Rental Agreement and payment for the rental are required in order to confirm the General Rental booking.

The team representative or individual is responsible for making its employees, servants, agents, patrons, participants, and invitees aware of the Conditions of the rental agreement/contract. Non-Compliance with the Conditions of the rental agreement/contract by the team's or individual's employees, servants, agents, patrons, participants, or invitees may result in the termination of the rental agreement/contract. Conditions of the rental agreement are identified in Schedule "B" of this Policy.

The distribution and/or consumption of alcohol may be permitted for special events based upon the approval of Town Council.

The Town reserves the right to bump any user group to accommodate municipal events and/or special events approved by the Town. If this is necessary, teams or individuals will not be financially responsible for the hours lost. If a team or individual has paid in advance for any such time, it will be refunded and/or credited for the lost rental time. Teams or individuals agree that the Town will not otherwise be responsible for any compensation, costs, or damages in respect of any such lost time.

GST will be applied to all fees listed in Schedule "A".

SCHEDULE "A" – Policy 4.5

ARENA FACILITY

Item	Daily Rate	Damage Deposit
1 Day – Weekday (Monday to Friday) (Off Season: April 15 to September 15. Event must be approved by CAO)	\$500.00	\$500.00
1 Day – Weekend (Saturday/Sunday) (Off Season: April 15 to September 15. Event must be approved by CAO)	\$400.00/day	\$500.00
Lobby Only (Event must be approved by the CAO)	\$50.00	\$100.00

ARENA CONCESSION

Item	Monthly Rate	Damage Deposit
Arena Concession	\$400.00	\$500.00

ICE SLOTS

Item	Hourly Rate	Deposit
Local Minor Hockey/Ringette Team	\$125.00	\$500.00
Non-Resident Minor Hockey/Ringette Team	\$170.00	\$500.00
Adult Hockey/Ringette Team	\$170.00	\$500.00
General Rental (Birthday Party, Family Gathering, Non-Profit)	\$125.00	N/A

Off Prime Time Rates for Ice Slot Rentals:

- A 20% discount will be applied to any hours outside of 5:00 P.M. to 10:00 P.M. on weekdays (Monday to Friday)
- A 20% discount will be applied to any hours outside of 8:00 A.M. to 8:00 P.M. on weekends (Saturday and Sunday)

SCHEDULE "B" – Policy 4.5

**TOWN OF LEGAL ARENA
GENERAL RENTAL AGREEMENT**

NAME (*Print*): _____

MAILING ADDRESS: _____

CONTACT PHONE: _____

DATE OF BOOKING: _____

TIME OF BOOKING: _____

FEE: _____

The Town of Legal Arena will be rented to the above individual/group.

- a) In signing this agreement I/we will strictly adhere to the conditions and rules governing the use of the Town of Legal Arena. I/we also recognize our obligation to pay in full the costs for the time slot(s) as allocated. **Payment for the rental is due upon booking. Proof of insurance must be returned with this agreement.**
- b) I/we agree at all times to indemnify the Town of Legal and save it harmless from all manners of action, cause of action, suit, claim, demand and cost whatsoever arising from action of its servants, employees, agents, invites, licenses of leasers' done in pursuant of the allocation during the time the rental is in force.
- c) I/we will advise my/our members and participants involved in activities of the inherent risk of the activity and will take all actions and precautions necessary to conduct activities in a safe and orderly manner.
- d) Unused ice time will not be refunded.
- e) All proper steps will be taken to ensure any changes, if required, to the contract will be given as much notice as possible.

Group Representative

Town of Legal Representative

Date

Date

CONDITIONS OF RENTAL AGREEMENT WITH THE TOWN OF LEGAL

ARENA SPACE IS ALLOCATED TO GROUPS PROVIDED THEY ABIDE BY THE FOLLOWING RULES AND TERMS.

PAYMENT	Failure to make payment by the date stated on the agreement will result in immediate cancellation and reallocation of the facility to another group. Cheques can be made payable to: Town of Legal, Box 390, Legal, Alberta, TOG 1L0 NO SECOND OR THIRD PARTY PAYMENTS ACCEPTED.
CONDUCT	Please respect our facilities, other users and staff. Please conduct your group's activities in an orderly and courteous manner. Responsible adult supervision is required for all activities involving minors. Dressing room keys are given only to the coaches. There must be an adult in the dressing room at all times for General Rental bookings. There must be an adult on the ice at all times when users are playing on the ice surface.
ARENA STAFF	All users must cooperate with the Town Staff and abide by their requests.
FLOODING	The ice will be flooded prior to each use. Any additional required floods are to be requested at the time of booking to allow proper scheduling and will be charged at the regular booked rate. NO ONE WILL BE ALLOWED ON THE ICE UNTIL APPROVAL BY ARENA STAFF.
EQUIPMENT	All users must wear proper regulated equipment when playing on the ice surface.
CLEANING	All groups will assume the facility is in good condition and will leave the facility in good condition for next group.
DAMAGE	Willful damage, misconduct of group, or individuals associated with the group, persistent tardiness, alcohol on premises, or nonpayment are grounds for cancellation of agreement. Willful damage, or as a result of inappropriate activity, is the responsibility of the renter and will be repaired and charged to the renter at cost of repairs and materials plus overhead.
LEAVING	Please vacate the facility within 45 minutes of ice slot booked time.
LOST/STOLEN	Lost or stolen property will not be the responsibility of the Town of Legal.
ALCOHOL/DRUGS	NO ALCOHOL OR DRUGS OF ANY KIND ARE ALLOWED IN BUILDING.
SMOKING	The Arena, including the dressing rooms, is a smoke-free environment. Offenders will be ticketed.
CONCERNS	If you have any concerns about the facility or staff, please contact the Town of Legal at 780-961-3773.
PUBLIC HEALTH	Good public health practices can minimize transmission of respiratory infections, influenza and common colds. These practices include: proper hand hygiene and respiratory etiquette, enhanced cleaning and disinfecting, and staying home when sick.

ALL GROUPS WHO HAVE BOOKED ICE TIME FOR THEIR EVENT ARE FINANCIALLY RESPONSIBLE FOR THE ICE TIME AT THE APPLIED RATES. UNUSED ICE TIME WILL NOT BE REFUNDED.

Arena Scheduling: Town Office, 780- 961-3773

Association Representative Initial & Date

TOWN OF LEGAL
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 2, 2024
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Staff/Christmas Bonus
Agenda Item No:	10.2

BACKGROUND / PROPOSAL:

Annually, prior to the end of the fiscal year, Town Council has the option to provide staff with a bonus to show their appreciation towards the staff.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In past years, Council has approved a bonus in the amount of \$300.00 for full time staff.

From 2009 to 2019 and 2021 to 2023 Town Council has approved this request annually and the amount remained the same.

It is important to recognize the staff for their performance and interest in the community throughout the year. The request is a small token of appreciation and provides Council the opportunity to appreciate the staff.

COSTS / SOURCE OF FUNDING (if applicable):

\$500.00 for full time staff

RECOMMENDED ACTION (by originator):

It is recommended that Council approve the request for the staff bonus in the amount of \$500.00 for full time staff for 2024.

Initials show support – Reviewed by:

CAO: Original Signed - RP

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	December 2, 2024
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Annual Council Workshop Date
Agenda Item No:	10.3

BACKGROUND / PROPOSAL:

As per the Annual Council Workshop policy (attached):

Procedures:

- c. Workshop Schedule and Timing Councillor Workshops shall be held annually, and depending on agenda items, may be conducted over a period of one or two days.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

A key purpose of a Council Workshop is to discuss the multifaceted business of running the Town. Participants identify and examine a variety of issues and initiatives and set the planning process in motion for some of the priority items. No decisions are made at the workshop. Decision items must go to a regular meeting of Town Council to be dealt with publicly and formally.

A workshop allows for broader discussion and greater flexibility and freedom of expression than can typically be afforded at a regular meeting of Council. In a regular Council meeting, time is more restrictive. Council workshops are not open to the public.

Topics discussed at the retreat can range from business development to land development, economic development, general town maintenance, specific areas of maintenance like snow removal and playgrounds, paving projects, policing, the public

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library, grants, capital projects and budgets, operating budgets, strategic planning, Council priorities and more.

COSTS / SOURCE OF FUNDING (if applicable):

As per Remuneration & Travel Policy (attached).

RECOMMENDED ACTION (by originator):

It is recommended that Council schedule the Council Workshop date for 2025.

Initials show support – Reviewed by:

CAO: Original Signed - RP

Annual Council Workshop

Intent

This policy provides a framework for the orderly and proper conduct of Councillor Workshops and aims to increase transparency around Council’s decision-making process in line with the principles of good governance.

This policy applies to all Councillors that attend and participate in Workshops that contribute towards the decision-making process.

Definitions

CHAIR	means the Mayor or delegate;
COUNCIL	means the Municipal Council of the Town of Legal;
COUNCILLOR WORKSHOP	means an informal meeting, held for the purpose of providing elected members with information on specific matters to assist in the decision-making process. Councillor Workshops are not governed by the <i>Municipal Government Act, RSA 2000, c.M-26</i> ;
COUNCIL CODE OF CONDUCT	refers to the Town of Legal’s Councillor Code of Conduct Bylaw;
PECUNIARY INTEREST	refers to when a councillor has a pecuniary interest in a matter if the matter could monetarily affect the councillor or an employer of the councillor; or if the councillor knows or should know that the matter could monetarily affect the councillor’s family. <i>For the purpose of pecuniary interest, a person is monetarily affected by a matter if the matter monetarily affects the person directly; a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer; a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer; or a partnership or firm of which the person is a member.</i>
STAFF CODE OF CONDUCT	refers to the Conduct Policy forming part of the Employee Policy Manual.

Policy

Council is committed to the application of good governance principles throughout the entirety of its decision-making processes. This policy establishes clear guidelines for the conduct of Councillor Workshops which form an important part of the decision-making process.

The Councillor Workshops are intended to provide a valuable opportunity to enhance the decision-making process by providing a forum for Councillors to ask questions, be briefed on strategic and other complex matters that are not necessarily the subject of a Council decision.

This policy is consistent with the Town of Legal Council Procedural Bylaw (as amended) and the Town of Legal Council Code of Conduct Bylaw (as amended).

Procedures:

a. General Principles

- i. Councillor Workshops enhance the decision-making process by providing a forum for administration to brief Councillors and provide additional background on complex matters coming before Council for decision.
- ii. The forum provides a mechanism for Councillors, staff and where required, external parties to collaborate and develop/review proposals such as master plans, strategic priorities, budgets and policies.
- iii. No decision making or voting takes place at these meetings.

b. Councillor Workshop Standards of Conduct

To ensure that Councillor Workshops are conducted in a consistent and appropriate manner, the following standards will be applied at all times:

- i. No delegated authority from Council exists at Councillor Workshops.
- ii. No decisions or implied decisions that bind the Council are to be made or inferred.
- iii. Councillors and staff will conduct themselves in accordance with their respective Codes of Conduct.
- iv. The Chair of the meeting may ask a Councillor or staff member to leave a meeting if they disrupt the Workshop's proceedings or do not behave in accordance with their respective Codes of Conduct.
- v. Prior to or during a Councillor Workshop, Councillors must declare pecuniary interest on any matters being discussed in accordance with the relevant provisions of the *Municipal Government Act, RSA 2000, c.M-26*. This will ensure that transparency in the overall decision-making process is maintained.
- vi. Councillors may be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors and administration have a

responsibility to ensure that such information remains confidential and not disseminated to any other person unless authorized by the Chief Administrative Officer or by Council resolution. Councillors must return all closed session documents at the end of the closed session to the Chief Administrative Officer, or if the closed session, is regarding the Chief Administrative Officer, the documents are returned to the Chair of the meeting.

c. Workshop Schedule and Timing

- i. Councillor Workshops shall be held annually, and depending on agenda items, may be conducted over a period of one or two days.
- ii. A notice for the Workshop will be provided to Councillors a minimum of one (1) week prior to the Workshop.

d. Questions and Contributions

- i. Questions and contributions from Councillors should be directed through the Chair and should not digress from the subject matter under discussion.
- ii. The Chair will provide each Councillor with an opportunity to make a contribution to a maximum of five (5) minutes, with additional questions to be accommodated at the end, if time permits.
- iii. All Councillors have the right to be heard without interjections or disruptive sideline conversations.
- iv. Councillors requiring detailed information that goes beyond what can be presented at the Workshop, should seek an individual briefing from administration at a later date.

e. Participants

- i. Councillor Workshops are not formal meetings of Council and are not open to the public unless otherwise invited.
- ii. External participants may attend Councillor Workshops at the invitation of the Mayor or Chief Administrative Officer. Attendance by external participants such as consultants, contractors or guests are to be recorded and included in the Workshop Summary Section of the Agenda.

f. Administration

- i. The Chief Administrative Officer, in consultation with the Mayor and Councillors, will determine the matters to be presented at a Councillor Workshop.
- ii. A copy of the supporting documentation (where applicable) is to be provided at least three (3) business days prior to the Councillor Workshop.

- iii. Supporting documentation or presentations for Councillor Workshops that are confidential in nature are to be clearly marked 'CONFIDENTIAL' by administration preparing the material.

g. Facilitation

- i. At the beginning of the Councillor Workshop, councillors will vote and delegate a Chair who will be responsible for the good governance and order of the meeting. The Chair has no extra privileges or authority amongst other Councillors as per section 5.2.1.1.
- ii. Workshops may be facilitated by administration, Councillors or external parties.

Related Documents:

- b. Council Code of Conduct Bylaw
- c. Council Procedural Bylaw
- d. Town of Legal Employee Policy Manual

Remuneration & Travel

Intent

To establish Remuneration Fees for Mayor & Council for regular and Special Council meetings, Governance and Priorities meetings, Council appointed/Committee meetings, Town/Community functions and events, training sessions, workshops, conventions, refresher courses, seminars and out of town meetings.

To establish Per Diem Fees for Mayor & Council when attending conventions, seminars, workshops, educational sessions, meetings for items such as: food, transportation, accommodations, and travel.

Policy

Monthly Remuneration:

Regular monthly allowance (base salary) be paid to members of Council would be:

Mayor Monthly Fee:	\$ 1004.25
Deputy Mayor Monthly Fee:	\$ 849.75
Councillor Monthly Fee:	\$ 849.75

Monthly Fee will be adjusted accordingly if Cost-of-Living is applied.

The monthly remuneration would mean all in-inclusive non-accountable amounts provided to Council members for their time and service with respect to attending Municipal matters. These matters shall include:

- Dealing and responding to public concerns for citizens, clubs, organizations, businesses, etc.
- Attendance at Regular Council meetings scheduled on the 1st and 3rd Monday of each month unless otherwise stated by Council Resolution
- Attendance at Special Council meetings scheduled as required
- Administration Briefing Meetings requested by the CAO
- Attendance of Council appointed board/committee meetings *less than one hour* duration hosted in Legal
- Attendance at meetings/functions *less than one hour* duration hosted in Legal for the purpose of conducting Town business or representing the Town.
- Scheduled and non-scheduled meetings with CAO
- Signing of cheques and documents (letters, agreements, proclamations)
- Attendance of Volunteer Appreciation, Meet Your Community, Remembrance Day, Fete au Village, Family Day, Christmas Festival

- Notification of absences of any scheduled meeting be given to the Mayor and CAO respectively.
- If a Council Member is away for two (2) consecutive regular Council meetings (whether it falls in one month or two-month period) excluding the months of July and August, members of Council will not be entitled to and will lose 100% of one month's honorarium.
- If a Council member is absent from a scheduled meeting due to emergency reasons (personal sickness, sickness of a family member, death of an immediate family member, work related emergency) the above will not take effect and that Council will not lose one month honorarium. Any other extenuating circumstances, the Council member shall notify the CAO and the CAO will bring the matter to Council. Council will determine if the absenteeism is warranted.
- Councillors and Mayor will be allowed one-month sick leave without loss of monthly honorarium with approval of Council.

Monthly payments are processed through the payroll system through the Town of Legal.

Remuneration fees for conventions, seminars, workshops, refresher courses & out of town meetings:

Expense claims will be paid a Remuneration Fee of \$100.00 per half day (under 4 hours including travel time), \$200.00 per full day (over 4 hours including travel time).

Remuneration will not be paid by the Town of Legal for any portion of a meeting day for which an honorarium is paid by a third-party.

Any portion of any expense paid by a third-party shall not be claimed for reimbursement from the Town of Legal.

All Council Members may attend the annual Alberta Municipalities Convention the year they are newly elected. The subsequent years (second, third and fourth year of office) three (3) Council Members and the CAO may attend the Alberta Municipalities conference.

When the annual Federation of Canadian Municipalities (FCM) Conference is held in Alberta, all Council Members are entitled to attend. If the annual Federation of Canadian Municipalities (FCM) Conference is held out of province, the Mayor or one Councillor and the CAO will be entitled to attend. If the CAO is unable to attend, a Council Member will be entitled to attend in them/their place. The Mayor will determine the rotation for attendance at the out of province FCM Conference. The attendance will be subject to the availability of budget funds. Pre-authorization for attendance to the Alberta Municipalities and FCM conference will require a resolution of Council.

Council members that attend golf tournaments representing the Town of Legal shall be entitled to remuneration. Representation must be approved by Council.

Cost of Living Adjustment (COLA)

An annual cost of living increase will be applied to the Mayor & Council to account for inflation and other increases in cost of living and ensure the Mayor & Council can maintain a quality standard of living and competitive with other municipalities. Cost of Living Adjustment to be determined annually by Council.

Per Diem Fees

Per Diem Fees will be paid to Council Members based on the daily attendance at conventions, seminars, workshops, educational sessions, and meetings which are held out of town.

\$50.00 per day for out-of-pocket expenses (such as meals) will be reimbursed for overnight sessions or for full day attendance (over 4 hours). Receipts are not required.

Reimbursement for parking fees shall be included on the monthly council expense sheets accompanied by a receipt.

The Town will purchase and supply to each Council member a laptop or tablet solely for conducting Town business. The device will be maintained by the Town and at the end of the Council term the device will remain the property of the Town.

Transportation

The Mayor & Council shall be reimbursed for the use of their personal vehicle to and from out-of-town conventions, seminars, workshops, refresher courses, meetings based on the provincial travel rate of the current year. Any other mode of transportation (plane, car rental) will require Council approval.

The Mayor & Councillors are encouraged to carpool to out-of-town related functions, providing there is sufficient room in the vehicle to travel comfortably and scheduling coincides. Should a Council member decide not to carpool for the intention of extending the stay for personal reasons; mileage will be paid for travelling one way only. When car-pooling is available and a Council member prefers not to carpool, mileage will be paid for travelling one way only.

Accommodations (Mayor & Council)

When accommodations are required, it is recognized and assumed that Elected Officials, will stay at the designated hotels which have the negotiated preferred rates by the conference host whenever possible. If that option is not available, a single, standard room would be booked.

Any extra costs associated with accommodations including: alcohol, room service, movies, personal travel taken during or after business trip, spouse's expenses if accompanying employee on trip, traffic citations (parking ticket or fines), massage services, hotel gym, sauna facilities, laundry services (unless in excess of 5 days which may warrant the use of laundry services) are not eligible and will not be reimbursed by the Town. All reservations will be booked through administration.

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	December 2, 2024
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Municipal Historic Designation, St Emile Church and Rectory
Agenda Item No:	10.4

BACKGROUND / PROPOSAL:

On November 18, 2024, administration received a letter from St. Emile Parish Council requesting the Town to consider having the Rectory and Church designated as 'Municipal Designated Historical buildings'.

The letter was brought to Council at the November 25, 2024 Governance and Priorities Committee meeting for discussion, and delegates from the St Emile Parish Council and Municipal Heritage were present to discuss the possibility of and procedure for placing a municipal historical designation on the St Emile Church and Rectory.

After discussing the possibility of and reviewing the historical designation procedure, Council moved to have the St Emile Parish Council's request be brought to the December 2, 2024 for direction.

It is recommended that Council direct administration to request the St. Emile Parish Council to seek support from the St. Paul Diocese for the municipal historical designation of the St Emile Church and Rectory and then to have the St. Emile Parish Council submit a Statement of Significance to Council for consideration.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The goal of the St Emile Parish Council is to maintain the Church and Rectory for as long as possible. Designating the buildings as historical places will allow for grant funding through the Government of Alberta. Maximum matching grant for conservation work is

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\$100,000 for Provincial Historic Resources, \$50,000 for Municipal Historic Resources and \$50,000 for Indigenous Historic Places

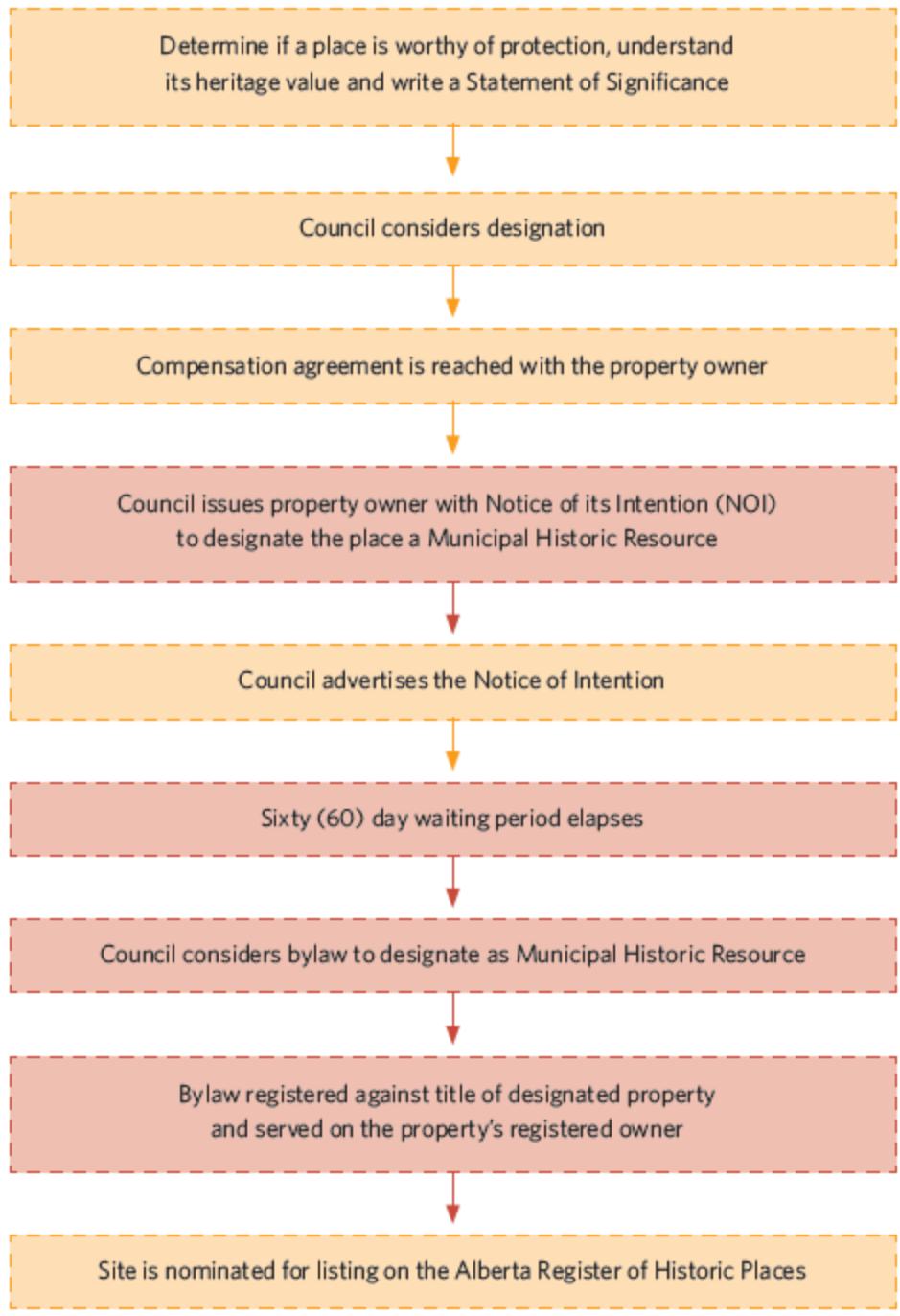
The Historical Resources Act (Revised Statutes of Alberta, 2000, Chapter H-9) empowers Alberta's municipalities to protect and conserve historic places. Designation is a form of legal protection that helps to recognize and protect a historic place. It legally protects historic places from demolition or alterations that diminish or take away heritage value.

To qualify, historic places must normally be associated with a significant aspect of Alberta's past or have outstanding architectural significance and retain key physical site features that convey this significance. Locally significant historic places may be candidates for municipal designation. Designation processes may vary by municipality but all require passage of a bylaw. The Council must wait at least 60 days before considering the designation bylaw. When it is passed, the bylaw is registered against the title to the designated property and served on the owner.

The formal designation process begins with the Notice of Intention being served on the property's registered owner. Designation occurs when Council passes a bylaw declaring the site a Municipal Historic Resource pursuant to the Historical Resources Act. Once the bylaw is passed, it must be registered in the appropriate land titles office against the title for the property. Municipalities are then encouraged to nominate Municipal Historic Resources for listing on the Alberta Register of Historic Places.

Designation at a glance:

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Required by the *Historical Resources Act*.

 Strongly recommended by the Municipal Heritage Partnership Program.

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COSTS / SOURCE OF FUNDING (if applicable):

Municipal designation would not entail any financial contribution from the Town of Legal, nor is St Emile Parish Council requesting any finances from the Town of Legal for any costs related to the upkeep should the historical designation be approved.

RECOMMENDED ACTION (by originator):

It is recommended that Council direct administration to request the St. Emile Parish Council to seek support from the St. Paul Diocese for the municipal historical designation of the St Emile Church and Rectory and then to have the St. Emile Parish Council submit a Statement of Significance to Council for consideration.

Initials show support – Reviewed by:

CAO: Original Signed - RP



Paroisse St. Emile Parish
Box 90. 5005-46 Street
Legal, Alberta T0G1L0
Tel:961-3613 Fax: 961-3610
parish@stemile.ca

Nov.11, 2024

Dear Legal Council members,

Fr Ambrose and the Legal St. Emile Parish Council requests that the Town consider having the Rectory and Church designated as 'Municipal Designated Historical buildings.' What we have researched indicates that Municipal designation better suits Town, the Diocese and the Parish than provincial designation because of the flexibility involved. Historical Designation provides financial support to maintain the exterior of the buildings but not the interior. Matching labor and costs to grants received would be by the parish. Municipal Designation would entail any financial contribution from the Council. We do not request any finances from the Legal Town Council for any costs related to the upkeep should it be approved.

Should designation be favorable to all parties we would then have to get approval from the Diocese of St. Paul for approval to allow the buildings to have Municipal Designation as Historical sites.

We believe that these two buildings have aesthetic, historical and sentimental value to our community and by working together we can preserve them and not have them deteriorate. Ernest Chauvet has provided Robert with some information and would be willing to meet with the council to discuss it further. Ernie could contact the Historical Designation contact person to attend your fourth Monday of November meeting or it might be better that the invitation come directly from Council. February is the deadline for designation for 2025.

Respectfully,

Ernest Chauvet, President of Parish Council
CC: Diocese of St. Paul

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Managing Historic Places



Designating Municipal Historic Resources



Canada's Historic Places
Lieux patrimoniaux du Canada

Government of Alberta

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Preface

Whether it's the corner coffee shop that has always served as a local gathering place or the ornate church at the centre of town with a soaring steeple, historic places are vitally important to defining a community's sense of itself. This series of publications is designed to help Alberta's municipalities create and implement local heritage programs to protect the historic places they value and wish to preserve. The following manuals describe the steps involved in establishing a municipal heritage program, and in identifying, evaluating and developing municipal historic places. It is intended to be used by municipal staff members; elected officials and heritage advisory committees; local heritage organizations and historical societies; volunteers and business organizations; heritage conservation professionals such as planners and architects; and the owners of historic properties.

This guide, comprised of the publications listed below, have been prepared as part of the Government of Alberta's Municipal Heritage Partnership Program, which supports municipal contributions to the Alberta Register of Historic Places and the Canadian Register of Historic Places. Each publication in the series describes the processes involved in identifying, evaluating and managing locally significant historic places in Alberta.

The Historic Places Initiative, a Pan-Canadian partnership of all the Provinces and Territories together with the Federal Government, has developed tools to assist communities in achieving their goals. Alberta, as a partner in the Historic Places Initiative, gratefully recognizes the support of the Government of Canada in the production of these manuals.



Municipal Heritage
Partnership Program

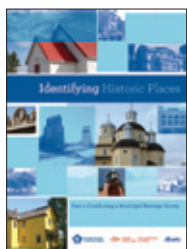


Canada's
Historic Places

Lieux patrimoniaux
du Canada

Government of Alberta ■

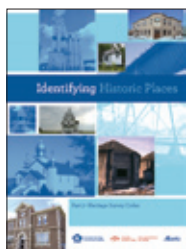
Creating a Future for Alberta's Historic Places: Identifying, Evaluating, Managing



*Identifying
Historic Places:
Part 1—Conducting
A Municipal
Heritage Survey*



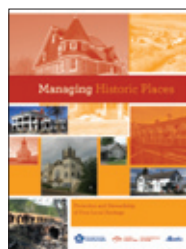
*Identifying
Historic Places:
Part 2—Heritage
Survey Field Guide*



*Identifying
Historic Places:
Part 3—Heritage
Survey Codes*



*Evaluating
Historic Places:
Eligibility,
Significance
and Integrity*



*Managing
Historic Places:
Protection and
Stewardship
of Your Local
Heritage*

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Resource Designation

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Resource Over the Long Term

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Historic Resources

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Introduction



5

Communities across Alberta have significant historic places that citizens would like to recognize and conserve. Municipal Historic Resources are significant places designated by bylaw that are protected from unsympathetic alteration or destruction. Designation is not expropriation—it is a tool municipalities use to ensure significant places are preserved. This guide explains how to designate a Municipal Historic Resource under Alberta’s *Historical Resources Act*. It also describes the implications of designation, particularly how alteration permits are issued.

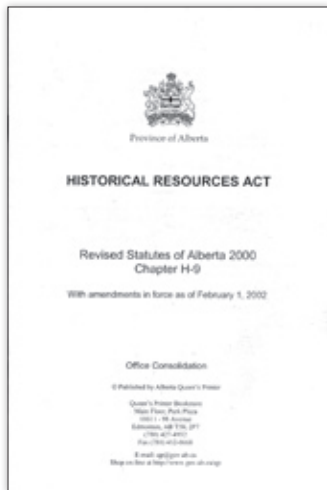


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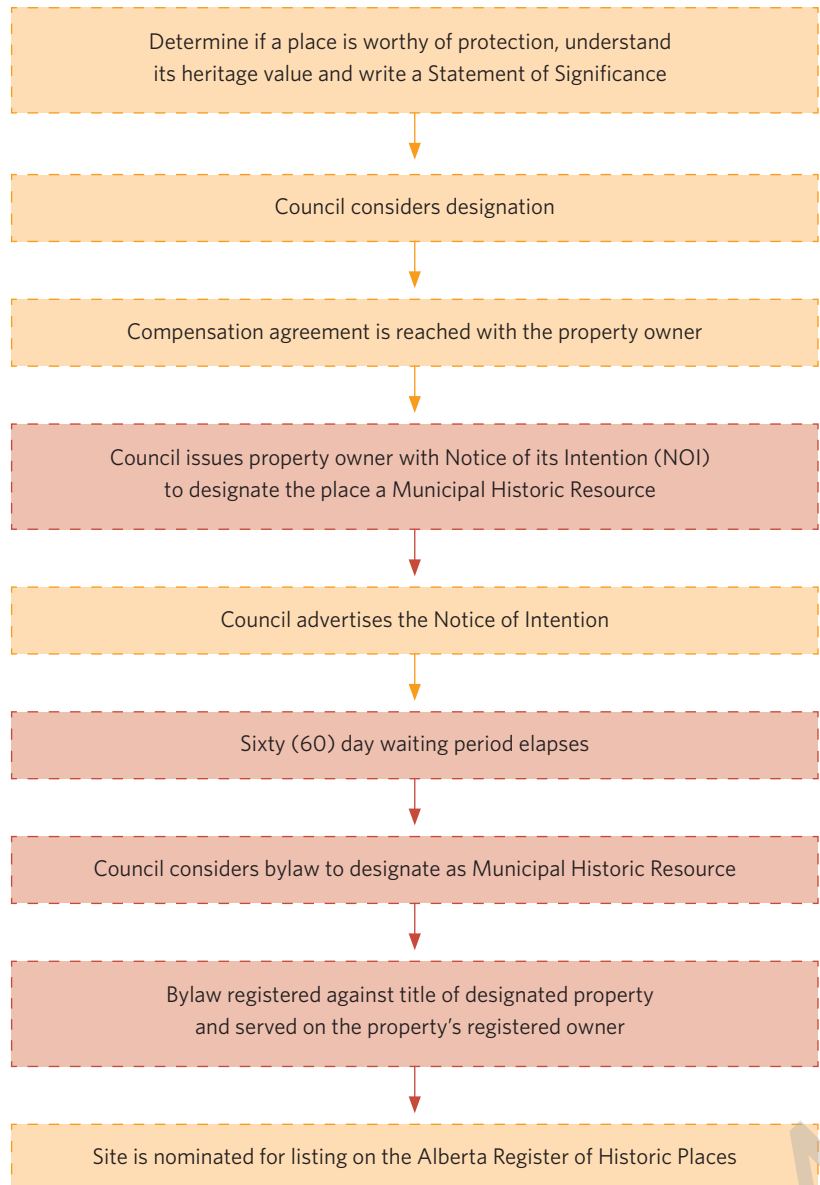
This guide is one of a series of booklets in *Creating a Future for Alberta’s Historic Places: Identifying, Evaluating, Managing*. The *Creating a Future* series explains how municipalities identify, preserve and protect locally significant historic places. For more information, please contact the Municipal Heritage Partnership Program of the Historic Resources Management Branch of the Government of Alberta.

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Designation at a Glance



- Required by the *Historical Resources Act*.
- Strongly recommended by the Municipal Heritage Partnership Program.



This guide explains:

- how municipalities designate Municipal Historic Resources;
- how designations can be amended or repealed; and
- how to review requests for permission to alter a designated place.

Overview

The *Historical Resources Act* (Revised Statutes of Alberta, 2000, Chapter H-9) empowers Alberta's municipalities to protect and conserve historic places. Municipalities are best able to identify and understand the importance of many historic places before other levels of government because they are the level of government closest to the community. Municipal Historic Resource designation protects these significant places, ensuring that they are not altered haphazardly or destroyed.

Once designated, a Municipal Historic Resource remains the property of the registered owner. Municipal Historic Resource designation does not change how a property can be used, although municipalities may re-zone the land if they wish. Law prohibits physically altering (or demolishing) a Municipal Historic Resource without the municipality's written permission. The designation is registered against the title for the property, ensuring that future owners and interest holders understand that the place is designated a Municipal Historic Resource.



Before Designation



FOR MORE INFORMATION ON WRITING STATEMENTS OF SIGNIFICANCE, PLEASE CONTACT THE MUNICIPAL HERITAGE PARTNERSHIP PROGRAM AT MHPP@gov.ab.ca.

Preserving a historic place through designation requires a long-term partnership between the property's owner and the municipality; a partnership based upon understanding the heritage value of the place.

A municipality should discuss designation with the property's owner (and any long-term lessee) before starting the designation process. Although a municipality can designate a Municipal Historic Resource against the owner's wishes, it is difficult to conserve a historic place without the owner's cooperation.

Municipalities should write a Statement of Significance (SoS) for a site before designating it. A Statement of Significance briefly explains what is being protected, why the place is valued and lists the physical, character-defining elements that must be preserved for it to retain significance. Finalising a Statement of Significance and sharing it with the community before designating also helps prevent misunderstanding about what is being protected and why.

Writing Statements of Significance for several sites can be part of a larger inventory project, which seeks to identify and understand all potential historic places in a pre-selected area. For more information on inventories, please see the "Evaluating Historic Places" guide in the *Creating a Future for Alberta's Historic Places* manual.

Compensation



Many owners of Municipal Historic Resources have waived compensation because they are eligible to apply to the Alberta Historical Resources Foundation for financial assistance to support approved conservation work if the resource is listed on the Alberta Register of Historic Places.

The *Historical Resources Act* empowers owners to seek compensation from the municipality for any "decrease in economic value" resulting from the designation of their property. A municipality should discuss compensation with the owner before starting the designation process. If the owner and municipality cannot agree on compensation once the site is designated, the owner may refer the matter to the Land Compensation Board for a binding decision.

Owners can be compensated for a decrease in economic value by grant, tax abatement, or any other mutually agreed upon means. Municipalities have offered non-fiscal compensation, such as zoning relaxations, fee waivers and parking allowances. The only requirement is that the municipality and owner agree to the compensation, and that the agreement be in writing.

The Designation Process



This guide is not a substitute for the legislation itself, which you should consult. You may also wish to speak with your lawyer before designating a Municipal Historic Resource. He or she will be able to offer advice tailored to your particular situation.



Section 26 of the *Historical Resources Act* describes the legal framework that covers Municipal Historic Resources. Section 27 of the Act defines Municipal Historic Area designation. Municipal Historic Resources and Municipal Historic Areas are both designated through a special bylaw process. Section 28 discusses how compensation agreements are negotiated.

Municipal councils designate Municipal Historic Resources through a special bylaw process described in the *Historical Resources Act*. The council gives the owner written notice of its intention to designate their historic place. The council must then wait at least 60 days before considering the designation bylaw. When it is passed, the bylaw is registered against the title to the designated property and served on the owner.

It is important that the owners of the property, and any long-term lessee, understand the implications of Municipal Historic Resource designation before council proceeds with a bylaw. Municipalities should provide these stakeholders with a single point of contact, ideally someone who is able to answer questions about the designation process, the implications of designation and what the municipality hopes to accomplish through designation.



10.4

Step 1: The Notice of Intention

The formal designation process begins when council considers the proposed designation. If a majority wish to proceed, council passes a motion directing that written notice of its intention to designate be served on the property's registered owner. This must occur at least sixty days before council considers a designation bylaw.

The *Historical Resources Act* does not provide a template for the notice of intention, although the law does require that notice be in written form and include:

- the legal land description of the area included in the proposed designation; and
- a declaration stating council's intention to consider a bylaw to designate the property as a Municipal Historic Resource pursuant to the *Historical Resources Act*.

Although not required by law, it is strongly recommend that the Notice of Intention also include:

- the name by which the place is commonly known;
- a copy of the Statement of Significance;
- the name of a municipal official who can answer questions; and
- an invitation to address council on the proposed designation.

Many municipalities choose to advertise the notice. Although not required, advertising helps to ensure that a designation has informed public support.

Once the Notice of Intention has been served on the property's owner, the site cannot be altered without council's permission for the next one hundred twenty days. This ensures that the property is protected during the designation process.





Step 2: Designation Bylaw

Designation occurs when council passes a bylaw declaring the site a Municipal Historic Resource pursuant to the *Historical Resources Act*. A council may not consider a bylaw until the sixty day notice period has elapsed.

A designation bylaw under the *Historical Resources Act* must include:

- the legal description of the property, which must be within the municipality and cannot include any property not mentioned in the notice of intention; and
- a declaration that the property is being designated a Municipal Historic Resource pursuant to the *Historical Resources Act*.



Although not legally required, it is recommended that the bylaw also include:

- the name by which the place is known;
- the heritage value and character-defining elements sections from the Statement of Significance;
- a statement that proposed changes to the property need to be approved by the municipality before work proceeds;
- a statement that proposed alterations will be evaluated by the municipality using the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Once the sixty day notice period has expired, the council can proceed with the designation bylaw, which is considered in the same manner as a regular bylaw.

Step 3: After the Bylaw is Passed

A designation bylaw must be registered in the appropriate land titles office against the title for the designated property, as soon as possible, after the bylaw is passed. This ensures that anyone with an interest in the property understands that it is a Municipal Historic Resource. The law also requires that a certified copy of the bylaw be served on the registered owner of the property. If the Statement of Significance is incorporated into the bylaw, present and future owners will understand what the municipality expects to conserve.

Step 4: Listing on the Alberta Register of Historic Places

Although not required, municipalities are encouraged to nominate Municipal Historic Resources for listing on the Alberta Register of Historic Places. In order to do so, the municipality must submit a copy of the bylaw and the Statement of Significance, and some other documentation, to the Registrar of Historic Places. For more information on this process, contact the Municipal Heritage Partnership Program.



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10.4

Amending or Repealing Municipal Historic Resource Designations

A bylaw to amend a Municipal Historic Resource designation bylaw that does not affect the legal description of the designated parcel can be amended using the regular bylaw process.

Bylaws that amend the legal description must follow the same process as a designation bylaw. Bylaws that change the legal land description of a designated parcel or change the Statement of Significance should be registered at the land titles office. The municipality should also supply the Municipal Heritage Partnership Program with a copy of the bylaw and update the site's entry on the Alberta Register of Historic Places.

Municipal Historic Resource bylaws can be repealed. To do so, council must pass a bylaw repealing the designation bylaw. If passed, the *Historical Resources Act* requires that the bylaw be served on the registered owner of the property. The municipality must also discharge the designation bylaw from the land titles registry.



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After Designation: Conserving a Historic Resource Over the Long Term

Designation is a tool municipalities use to conserve significant places. A Municipal Historic Resource cannot be altered without the municipality's permission. The law requires that the owner (or lessee) of a Municipal Historic Resource obtain written permission from the municipality before altering the site in any way.



Approving Alterations to Municipal Historic Resources



Council approves, conditionally approves, or denies alteration permit applications by motion. Council may delegate the power to review and approve alteration permits to municipal staff. To do so, council must pass a motion or bylaw stating who has been appointed, by position or name, and what power has been delegated. The motion or bylaw should state that the authority is delegated pursuant to the *Historical Resources Act*.



The *Standards and Guidelines for the Conservation of Historic Places in Canada* offers straightforward and practical guidance for good conservation. When used in conjunction with the Statement of Significance, it is an excellent resource for evaluating alteration permit applications. Please contact the Municipal Heritage Partnership Program for guidance on how to evaluate a proposed alteration using the *Standards and Guidelines*.

The law requires that the owner or lessee seek written permission before commencing work. Municipalities may wish to develop a standardised form to ensure they receive all the information needed to evaluate the application. The municipality must clearly understand why the place is valued, what the applicant is proposing to change, and what the proponent is trying to accomplish through the proposed work.

The application should explain what the proponent is planning to alter and why alteration is needed. Applicants should be encouraged to review the Statement of Significance and be mindful of how their proposal will affect the place's character-defining elements.

The municipality must review alteration permit applications in a reasonable time, but the grounds for denying permission are broad. Alteration permits may be approved unconditionally, approved with conditions or denied completely.

Municipalities should encourage owners to discuss a project with them before filing an alteration permit application. There are usually several ways to meet the needs of the place's owner, many of which may involve less invasive changes. For detailed guidance on how to approach a construction or rehabilitation project related to a historic place, consult the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Other Questions

The Municipal Heritage Partnership Program exists to help municipalities conserve their historic places. If you have questions, please do not hesitate to contact the program officers at:

Historic Resources Management Branch
8820 - 112 Street
Edmonton AB T6G 2P8

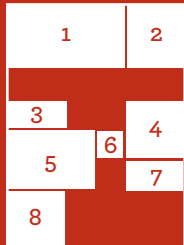
Phone: 780-431-2300 Fax: 780-427-5598
Email: MHPP@gov.ab.ca

IMAGES:

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1. Frank Slide, Crowsnest Pass
2. Canadian National Railway Station, Vegreville
3. Calgary City Hall, Calgary
4. Head Smashed-In Buffalo Jump
5. Brooks Aqueduct
6. St. Norbert's Roman Catholic Church, M.D. of Wainwright
7. Rumsey Cairn
8. Town Office, Vegreville
9. Thomson Brothers Block, Calgary
10. Hudson Bay Company Factor's House, Fort Vermillion
11. Central High/Dr. Carl Safran School, Calgary
12. Rutherford House, Edmonton
13. Bank of Montreal, Calgary
14. Gleichen Water Tower, Gleichen
15. Nordegg/Brazeau Collieries Mine Site, Clearwater County
16. Haultain School, Calgary
17. Cronquist Residence, Red Deer

COVER IMAGES:



1. Calgary City Hall, Calgary
2. Nordegg / Brazeau Collieries Mine Site, Clearwater County
3. D.U. Ranchlands Cabin, M.D. of Pincher Creek
4. Magrath Mansion, Edmonton
5. Rutherford House, Edmonton
6. C.O Card House, Cardston
7. Canadian Imperial Bank of Commerce Building, Donalda
8. Central Memorial Library, Calgary

Interest in Historic Designation of 1920s Rectory in Legal

RG

Rebecca Goodenough <Rebecca.Goodenough@gov.ab.ca>



Gary Chen (Gary.Chen@gov.ab.ca)

Hi Ernest,

Thanks for your call this morning. As noted on the phone, I am writing to send you some information on the designation process. Designation can occur at the municipal or provincial level. You would need to contact your local municipality to learn if they have an interest in assisting with municipal designation. At the provincial level, we accept applications from the public for places that may have provincial significance – that is, sites that are of particular uniqueness or relevant to the history of Alberta, rather than those places that may have more regional or local importance. Designation involves an evaluation process to determine if the property has significance and to confirm the extent of original condition. If a property qualifies for designation, the Minister (or at the municipal level, the local council), must approve the request and the designation is registered on the property title. Designation gives property owners access to grant funding opportunities provided by the Alberta Historical Resources Foundation for conservation work. Changes to a historic place must follow accepted guidelines to ensure that any changes do not impair the historic elements.

General information on the designation process can be found

here: <https://www.culturetourism.alberta.ca/heritage-and-museums/programs-and-services/historic-places-research-and-designation/historic-places-designation-program/default.aspx>

Information on how we evaluate buildings to determine if they might qualify for designation can be found here: <https://www.culturetourism.alberta.ca/heritage-and-museums/programs-and-services/municipal-heritage/docs/MHPP-Evaluating-Historic-Places.pdf>

10.4

Information on municipal designations can be found

here: <https://www.culturetourism.alberta.ca/heritage-and-museums/programs-and-services/municipal-heritage/docs/MHPP-Managing-Historic-Places-Designation.pdf>

I have CC'd Gary Chen on this e-mail. Gary is the Conservation Adviser for your region of the province. Once you've had a chance to review this information, feel free to follow up with a legal land description, photo or any other information on the church/rectory that you may have handy. If it looks to meet our requirements Gary would likely be able to take a visit at some point to take a closer look at the condition.

I hope this helps. Let me know if you have any questions/concerns in the meantime.

Rebecca Goodenough, RPP, MCIP
Manager, Historic Places Research and Designation

Culture and Tourism
Historic Resources Management Branch
Heritage Division

p. 780-431-2309 (toll-free by first dialing 310-0000)
rebecca.goodenough@gov.ab.ca

10.4



ALBERTA HISTORICAL RESOURCES FOUNDATION HERITAGE PRESERVATION PARTNERSHIP PROGRAM

Guidelines

GRANTS FOR CONSERVATION PROJECTS
Historic Resource Conservation Grants
Transportation/Industrial Artifact Conservation Grants

Annual application deadlines
First working day of February and September

The Alberta Historical Resources Foundation was established in 1973 under the *Historical Resources Act*. The Foundation is governed by a Board of Directors consisting of individuals from different regions of the province and reports to the Minister of Culture and Tourism. Professional, technical and administrative support are provided by the Historic Resources Management Branch, Alberta Culture and Tourism.

With an allocation from the Alberta Lottery Fund, the Foundation is the Government of Alberta's primary window for heritage preservation funding. Through the Heritage Preservation Partnership Program, the Foundation provides matching grants and scholarships to support initiatives that preserve and interpret Alberta's rich heritage.

For more information on these guidelines and other programs of the Foundation:
Contact the Grant Program Coordinator, Alberta Historical Resources Foundation
780-431-2305 (toll-free in Alberta by first dialing 310-0000)
www.culture.alberta.ca/ahrf

Submit application to:
8820 - 112 Street, Edmonton, AB T6G 2P8

Rebecca Goodenough - 780-431-2309



HISTORIC RESOURCE CONSERVATION GRANTS

provide funding for the conservation of Alberta's historic places

Conservation Work

Conservation consists of actions or processes aimed at safeguarding the character-defining elements of an historic place in order to retain its heritage value and extend its physical life. This may involve one or a combination of these conservation treatments: preservation, rehabilitation, restoration.

Maximum Grant for Designated Historic Resources

The maximum grant is \$100,000 for Provincial Historic Resources and \$50,000 for Municipal Historic Resources.

The maximum grant for Provincial Historic Resources that are also designated as Municipal Historic Resources is \$100,000.

Provincial and Municipal Historic Resources are historic places with heritage values and character-defining elements that have been formally recognized. Provincial Historic Resources are those that were designated by the province through a ministerial order while Municipal Historic Resources are those designated by municipalities through a by-law passed by council.

Registered Historic Resources that have not received any funding from the Foundation may be considered for a one-time matching grant of up to \$5,000. However, these have the least priority for funding.

Maximum Grant for Non-designated Historic Resources

Indigenous historic places located on reserve land cannot be designated as Provincial or Municipal Historic Resources. However, with the submission of a Band Council Resolution, such historic places are eligible for a grant of up to \$50,000 per year per application.

The Band Council Resolution must commit to the preservation of the historic place in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

If a Band Council Resolution is not applicable, the Indigenous historic place will be eligible for a one-time matching grant of up to \$5,000.

Historic places that do not fall under the categories described above are referred to as Local Historic Resources. These are eligible for a one-time matching grant of up to \$5,000.

The historical significance of Local Historic Resources is subject to review. Local Historic Resources are the least priority for funding.

Studies and Professional Services

A separate grant may also be provided for conservation studies and fees for architects, engineers and other professional consultants for services undertaken prior to the tendering and construction phase of the conservation project. These include preparation of feasibility studies, architectural and engineering assessments, historic structure reports, concept plan, preservation plans, architectural drawings and design associated with the conservation of an historic place.

The maximum matching grant for studies and professional services is \$25,000.

Non-designated Cemeteries and Burial Grounds

Non-designated cemeteries or burial grounds may qualify for a one-time matching grant for conservation work, studies and professional services of up to \$5,000 if:

- The site is associated with a significant historic event or theme. This could include cemeteries or burial grounds associated with residential schools, former settlements, or epidemic outbreaks.
- The site contains the graves of historically significant individuals.
- The site contains distinctive historic landscapes or grave architecture. Distinctive features could include spirit houses or cairns.
- The site demonstrates culturally distinctive mortuary or burial practices.

Eligible work includes:

- Studies undertaken to confirm the presence of graves in a particular location
- Site surveying, including mapping and marking

- Grave architecture restoration, including features like spirit houses and cairns
- Restoration of historic fencing, gates, and signage
- Sympathetic modern fencing to protect historic portion of cemeteries

Ineligible work includes regular maintenance and site beautification.

Applying for Retroactive Funding

Retroactive funding will be considered for conservation work, studies and professional services in-progress or already completed at the time of grant application, provided that:

- expenses were incurred up to a year prior to the application deadline;
- the work was carried out in consultation with a Heritage Conservation Adviser;
- conservation work on Provincial and Municipal Historic Resources has written approval from the province/municipality; and
- conservation work complied with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Work completed on Provincial or Municipal Historic Resources prior to attaining designation, is not eligible for retroactive funding.

Ineligible Work / Expenses

- work that did not comply with the *Standards and Guidelines for the Conservation of Historic Places in Canada*
- new construction or total reconstruction of a historic place except where the reconstruction is an accurate restoration of a significant missing character-defining element
- replacement of repairable historic building materials, features or character-defining elements
- poor, weak, inaccurate or inappropriate imitation of character-defining elements
- purchase of historic place or moving from historic location
- ongoing operation or regular routine maintenance

- tenant improvements unless those that preserve or restore character-defining elements
- energy retrofitting or upgrading
- utilities services and installation
- installation of new services or amenities such as handicap access, elevators, washrooms
- equipment, such as cameras, computers and related hardware, tools, machinery
- construction insurance and permits
- wall insulation
- administration, financial reporting, fundraising, preparing the grant application and similar activities
- expenses incurred prior to date of receipt of grant application by program office
- projects seeking debt reduction, such as repayment of loans or shortfall on completed projects
- projects that have already been funded by the Foundation

Applicant Eligibility

Owner of historic places or their authorized representatives are eligible to apply. Applicants include individuals and organizations. These include registered non-profit organizations, corporations, municipalities, churches, schools and other educational institutions, First Nations and Metis Settlements.

Ineligible applicants include provincial government departments, members of the Foundation's Board of Directors and Friends organizations associated with government owned and operated historic sites and interpretive centres.

Application Deadlines

The application deadlines are the first working day of February and September. February is the primary deadline.

Application Requirements

Consultation with the Heritage Conservation Adviser or Program Coordinator is essential at the outset of a project to ensure eligibility and compliance with the *Standards and Guidelines for the Conservation of Historic Places in Canada*. To determine the Heritage

Conservation Adviser for your area, contact the Program Coordinator.

Applicants must ensure that the most current application form is used, that the application is complete and that all required attachments are submitted by the application deadline. List of required supporting documents are listed on the application form.

Applicants must submit detailed and properly documented estimates/quotes from contractors or certified quantity surveyors. The Foundation may consider paying the cost of securing estimates.

Incomplete applications may be returned resulting in a delay in funding decision.

Provincial Historic Resources

For proposed work on Provincial Historic Resources, a project approval must be requested from the Historic Resources Management Branch, Alberta Culture and Tourism. Contact the Heritage Conservation Adviser.

Municipal Historic Resources

In order to be eligible for funding, Municipal Historic Resources must:

- be listed or eligible for listing on the Alberta Register of Historic Places;
- have an associated Statement of Significance; and
- must submit with the application, a written approval for conservation work (work that is requested for funding), from the municipality.

The Alberta Register of Historic Places

(www.hermis.alberta.ca/arhp) is an online listing of

Provincial Historic Resources as well as Municipal

Historic Resources who have submitted mandatory

documentation and have met the conditions for listing.

For information on the process for listing in the Register, contact your municipality.

The written approval must be signed by the Municipal Council Appointee and must clearly identify the proposed conservation work being approved. A suggested template on Approval for Intervention to a Municipal Historic Resource for municipality's use is provided with the grant application form.

It is the responsibility of the applicant to secure this document from the municipality and to ensure that it is complete and submitted on time.

Municipal Historic Resources that are also Provincial Historic Resources, and those owned by municipalities are also required to submit this written approval. Municipality's approval is not necessary when applying for studies and professional services grants.

Local Historic Resources and Non-designated Cemeteries and Burial Grounds

Applicants are to provide information on the historical significance of their historic resource.

Applicant Contribution and Provincial Government Funding

This is a matching grant program. Applicants are required to contribute at least 50% of eligible project value and may request funding of up to 50% of eligible project value, subject to the grant ceilings set on page 1.

Eligible project value consists of the following:

- cash expenses of materials and services associated with the conservation work
- value of in-kind donations (labour, services, materials or equipment) associated with the conservation work, maximum of 1/3 of cash expenses
- cash expenses for certain non-conservation work; includes work that protects the historic place such as installation and upgrading of mechanical, electrical or plumbing services to meet code; attic insulation and insulation stops

The total of in-kind donations and non-conservation work must not exceed the total cash expenses.

Applicant contributions may be in the form of cash (own cash or donations), eligible portion of in-kind donations (labour, services, materials and equipment) and eligible non-conservation work.

Total provincial government funding is limited to a maximum of 50% of eligible project value. Funds received from other provincial government funding agencies cannot be used as applicant's contribution.

For projects funded by municipal funding programs, the Foundation's contribution may be limited to 33% (a third) of eligible project value.

Grants of more than 50% of eligible project value may be awarded to non-profit organizations that can demonstrate financial need.

Section 1 – Project Budget of the application form will guide the applicant in calculating these amounts.

Application Assessment

Staff of the Historic Resources Management Branch, Alberta Culture and Tourism will assess the applications and develop funding recommendations.

Funding recommendations are determined based on a number of factors such as the size/scale of the historic place, scope of the project, conservation priorities, ability of the proponent to conduct the work, status of previous projects/grants and the grant program's budget.

Historic places with a grant ceiling of \$5,000 are the least priority for funding.

A historic place is eligible for one approved grant for conservation and one approved grant for studies/professional services per calendar year. One historic place refers to all the buildings included in the designation order.

Funding Decisions

The Foundation's Board of Directors makes the funding decisions based on the recommendations provided by the Historic Resources Management Branch, Alberta Culture and Tourism.

The Board may award grants greater than the stated maximums for each category.

Applicants are notified of the funding decision in writing, in June or July for February applications, and in December or January for September applications.

Grant Conditions

Grants are administered according to the terms and conditions outlined in the Grant Funding Agreement.

Work is inspected and approved by the Heritage Conservation Adviser and must comply with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Grant recipients have three years from the date of grant notification, to claim their grant and complete the project. Grants that are not claimed within this three-year period will be de-committed and the file will be closed.

In special cases, extensions may be granted upon review of written request to the Program Coordinator. Each grant is limited to one approved extension with a maximum of one year.

Claiming the Grant

Grants are paid by submitting full or partial claims. To make a claim, grant recipients are asked to submit the *Record of Cash Expenditures* form and if applicable, the *Record of Donated Labour, Materials, Services, Equipment* form along with invoices and/or receipts of expenses incurred in undertaking the work.

Grants are calculated and paid in accordance with the following:

- The amount of grant to pay is equal to 50% of the total of: cash expenses for conservation work, value of in-kind donations and cash expenses for non-conservation work.
- The value of in-kind donations is a maximum of 1/3 of eligible cash expenses for conservation work.
- The maximum allowable value of in-kind donations and non-conservation work is equal to the total cash expenses.

It is the applicant's responsibility to ensure timely and proper payments to suppliers and contractors.

The Foundation is authorized to review all project financial records in connection with its contribution toward the project, through its appointed auditors, at no cost to the applicant.

Public Acknowledgement of Financial Support

Grant recipients are required to publicly acknowledge the Foundation's financial support. This recognition

provides an opportunity for public awareness of the foundation's programs and support for heritage preservation.

Grant recognition may be:

- print materials such as newsletters, annual reports, brochures, feature articles, banners, posters
- online (website)
- media outlets
- event opportunities

The Foundation encourages owners of private historic residences to promote their historic resource and if possible, to periodically allow the public to visit the restored portion at the owner's convenience.

Credit for support may be as follows: "This project was funded in part by the Government of Alberta through the Alberta Historical Resources Foundation and Alberta Lottery Fund." Copies of public acknowledgement should be sent to the Foundation.

10.4

TRANSPORTATION/INDUSTRIAL ARTIFACT CONSERVATION GRANTS

provide funding for the preservation or restoration of transportation and industrial artifacts that have distinctive and significant connections to Alberta's history.

Project Eligibility

The artifact must be the first artifact of its kind, the last remaining, the best example, or having a direct association with a key historic event or figure. It must have been built in Alberta or had a long period of continuous use within the province. The applicant must establish the special significance of the artifact to Alberta.

Assistance is restricted to costs associated with the restoration of artifacts and not for artifact purchase, engine maintenance or total reproduction.

Work must comply with the conservation principles described in the *Standards and Guidelines for the Conservation of Historic Places in Canada* and approved by a Heritage Conservation Adviser.

The maximum grant for this category is one-time matching grant of \$25,000.

Applicant Eligibility

Only municipalities and organizations registered in Alberta are eligible to apply.

Ineligible applicants include provincial government departments, members of the Foundation's Board of Directors and Friends organizations associated with government owned and operated historic sites and interpretive centres.

Application Deadlines

The application deadlines are the first working day in February and September. Applicants are strongly encouraged to submit applications before the deadline. February is the primary deadline where more funding is allocated.

Application Requirements

Consultation with the Heritage Conservation Adviser or Program Coordinator is essential at the outset of a project to ensure eligibility. To determine the Heritage Conservation Adviser for your area, contact the Program Coordinator.

Expenses already incurred at the time of application will not be considered for funding.

Applicants must ensure that the most current application form is used, that the application is complete and that all required attachments are submitted by the application deadline.

Applicants must submit detailed and properly documented estimates/quotes from contractors or certified quantity surveyors.

Incomplete applications may be returned resulting in a delay in funding decision.

Applicant Contribution and Provincial Government Funding

This is a matching grant program. Applicants are required to contribute at least 50% of eligible project value and may request funding of up to 50% of eligible project value.

Eligible project value consists of the following:

- cash expenses of materials and services associated with the conservation work
- value of in-kind donations (labour, services, materials or equipment) associated with the conservation work, maximum of 1/3 of cash expenses

Applicant contributions may be in the form of cash (own cash or donations) and eligible portion of in-kind donations (labour, services, materials and equipment).

Total provincial government funding is limited to 50% of eligible project value. Funds received from other provincial government funding agencies cannot be used as applicant's contribution.

Grants of more than 50% of eligible project value may be awarded to non-profit organizations that can demonstrate financial need.

Section 1 – Project Budget of the application form will guide the applicant in calculating these amounts.

Application Assessment

Staff of the Historic Resources Management Branch, Alberta Culture and Tourism assesses the applications and develop funding recommendations.

Funding recommendations are determined based on a number of factors including the heritage significance of the artifact, ability of the proponent to conduct the work, public accessibility and the grant program's budget.

Funding Decisions

The Foundation's Board of Directors makes the funding decisions based on the recommendations provided by staff of the Historic Resources Management Branch, Alberta Culture and Tourism.

Applicants are notified of the funding decision in writing, in June or July for February applications, and in December or January for September applications.

For guidelines on the following topics for the Transportation/Industrial Artifact Conservation, refer to pages 5 and 6:

- *Grant Conditions*
- *Claiming the Grant*
- *Public Acknowledgment of Financial Support*

10.4

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	December 2, 2024
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	2025 Interim Operating Budget
Agenda Item No:	10.5

BACKGROUND / PROPOSAL:

In accordance with Section 242 of the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26, for each calendar year, Council must adopt an operating budget.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In accordance to MGA:

Section 242(2): a council may adopt an interim operating budget for a part of a calendar year.

As the 2025 operating budget has not been completed and adopted by Council, in order for the Town to conduct day to day operations Council must pass a resolution to approve an interim budget.

COSTS / SOURCE OF FUNDING (if applicable):

Not applicable at this time.

RECOMMENDED ACTION (by originator):

It is recommended that Council approve an interim operating budget for the year 2025, not to exceed 50% of the 2024 operating budget, pending final approval of the 2025 budget.

Initials show support – Reviewed by:

CAO: Original Signed - RP

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	December 2, 2024
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Neptune Water Meter Replacement Program
Agenda Item No:	10.6

BACKGROUND / PROPOSAL:

The Town of Legal last completed a community wide water meter replacement project to those properties who receive water service between 2006 and 2007. At the time, some of the water meters were completely replaced, while others had only the water meter head replaced. Those water meters which had only the head replaced are approaching or have surpassed their life cycle. A typical life cycle for a water meter is approximately 20 years.

Administration has reviewed the water meter replacements from 2006 to 2024, and have calculated approximately 50 properties (from the last water meter head replacements), at this time, that will need to have their water meters replaced within the next couple of years.

Quotes have been received from Accu-Flo Meter Service Ltd, for 2 different water meters; MACH 10 Ultrasonic and T10 E0Coder which are attached for Council's review (*It is important to note the 3/4" meter x MIP coupling will not be included with the purchase, if approved by Council). Product sheets are also attached to show comparison between the 2 different meters.

Administration is recommending Council to authorize the Chief Administrative Officer move forward with the purchase of 220 of the MACH 10 ULTRASONIC, M3, W/R9001 water meters as described in Quote #134050 that was submitted by Accu-Flo Meter Service Ltd.

10.6

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

It has been noticed that over the past couple years, the Town's current water meters are beginning to slowly experience issues and communication errors/failures when conducting the regular read cycle. As these meters are located, they are replaced.

The current water meters also have a reduced accuracy level over their 20-year life span resulting in revenue loss for the Town (attached is an estimated revenue gain/loss comparison between our current meter and the MACH 10 meter presented by Neptune). Replacing the current water meters will help prevent any inadvertent revenue loss, resulting in a more accurate annual revenue for the Town.

On September 16, 2024, the Mayor and Chief Administrative Officer signed the Canada Community-Building Fund (CCBF) agreement. The CCBF continues to provide predictable, long-term, stable funding for local governments to help build and revitalize public infrastructure to support job creation and long-term prosperity. Local governments continue to be able to determine local priority projects, provided they align with the eligibility criteria in the program guidelines. The Town of Legal's CCBF allocation for 2024 is \$121,773.00.

In accordance with the program guidelines, eligible projects are those associated with the acquiring, planning, designing, constructing, or renovating of a tangible capital asset, or completing work to extend the life of an asset, the strengthening of the ability of local governments to improve local and regional planning and asset management. In addition, projects submitted should have an end-date of no more than five years after the application is submitted, meaning the local government would have up to five years to complete the project.

Eligible projects include:

1.h) Drinking Water

- Water distribution system extensions (including to and within new subdivisions), betterment, and replacements, including individual services to the property line and locally owned water meters

STRATEGIC ALIGNMENT

Town of Legal is fiscally responsible, ensuring community sustainability.	<i>Balanced budgets</i> <i>Low debts</i> <i>Sufficient reserves</i> <i>Maintaining infrastructure</i> <i>Fully utilizing grant money</i>	5 year budget forecast for Capital Plan 5 year budget forecast for other projects Prioritize budget items and plan for funding Exploring grant availabilities for Town of Legal Collaborate regionally to offer more cost effective services or programs
--	--	--

COSTS / SOURCE OF FUNDING (if applicable):

PRODUCT	QTY	PRICE	DISCOUNT	TOTAL COST
EU1B2M1 5/8" X 3/4" MACH 10 ULTRASONIC, M3, W/R900I	220	\$810.00	30.0%	\$124,740.00

Funding source:

Town of Legal's Canada Community-Building Fund 2024 allocation (\$121,000.00); and
Town of Legal's 2024 Operating Budget (\$4,000.00)

RECOMMENDED ACTION (by originator):

It is recommended that Council authorize the Chief Administrative Officer to proceed with the purchase of 220 of the MACH 10 ULTRASONIC, M3, W/R900I water meters as described in Quote #134050 that was submitted by Accu-Flo Meter Service Ltd.

Initials show support – Reviewed by:

CAO: Original Signed - RP

Quote : **134050**

Sold To:
 LEGAL, TOWN OF
 PO BOX 390

 LEGAL, AB TOG 1L0
 CANADA
 Attention: **ROBERT PROULX**

Ship To:
 LEGAL, TOWN OF
 5021 - 50TH STREET

 LEGAL, AB T0G 1L0
 CANADA
 Ship Contact: (780) 961-3773
 ROBERT PROULX

Date	Ship Via	Terms	Purchase Order	Salesperson	Customer ID	
November 19, 2024	PPC	NET 30 DAYS		CALE PRIBYL	LEGAL01	
Product Code	Product Name	Quantity	UOM	Price	Discount	Extension
EU1B2M1	5/8" X 3/4" MACH 10 ULTRASONIC, M3, W/R9001	246.00	EA	810.00	30.00 %	139,482.00
B-302	3/4" METER X 3/4" MIP COUPLING EA - STRAIGHT	120.00	EA	20.00	20.00 %	1,920.00

Subtotal	141,402.00
GST	7,070.10
Total CAD \$	148,472.10

Thank-You for this Opportunity.
 However, due to the continued inflationary supply chain pressures in the market place that are not within our control, this quotation is only valid for 7 days from this quote date.

Returns can only be made within 30 days of invoice date and goods must be unused (new) and in original packaging, freight prepaid to our Calgary location and will be subject to a 25% restocking fee.

Special Ordered, Imported or Non-Stock items are NON-RETURNABLE.

Advanced Operational Insights and Accuracy with No Maintenance

Neptune® MACH 10® Ultrasonic Meter



The MACH 10® ultrasonic water meter features solid state metrology with no degradation of accuracy over time for enhanced revenue potential. The meter features embedded temperature monitoring with proactive freeze warning capabilities as well as an option for pressure monitoring for operational insights and quality of service. With a corrosion-resistant, lead free, high-copper alloy maincase, the MACH 10 is built to withstand demanding service conditions and deliver sustained accuracy over the life of the meter.

- Sizes 5/8", 3/4", and 1"
- Provides temperature data and alarms for proactive monitoring
- Extended low-flow range for superior leak detection
- Versatile mounting with both horizontal and vertical installation
- Certified to UL 327B (3/4", 1") for residential fire service applications
- No moving parts eliminates added cost of meter maintenance
- Optional pressure sensor enables proactive infrastructure monitoring

Specifications

AWWA C715 Compliant

NSF/ANSI 61 Certified

UL327B Certified

(Optional on ¾", 1")

Application

- Potable water
- Reclaim water
- Residential fire service (combo or standalone meter service lines)

Maximum Operating Water Pressure

- 175 psi

Operating Water Temperature Range

- +33°F to +122°F (+0.5°C to +50°C)

Environmental Conditions

- Operating temperature: +14°F to +149°F (-10°C to +65°C)
- Storage temperature: -40°F to +158°F (-40°C to +70°C)

Options

Embedded pressure monitoring (PSI, kPa)

System Compatibility

- Compatible with AMR/AMI systems using either Neptune or Sensus protocol.
- Compatible with Neptune's R900, R900 LoRaWAN, and Cellular Endpoint.
- Also available as a MACH 10[®])R900i[™] and LoRaWAN[®] MACH 10[®])R900i[™] for an integrated radio solution or as a MACH 10[®])TC for Sensus TouchCoupler connectivity.

Warranty

- Neptune provides a limited warranty for performance, materials, and workmanship. See warranty statement for details.

Operating Characteristics

Meter Size	Normal Operating Range @ 100% Accuracy (+/- 1.5%)	AWWA C715 Standard Type 1	Extended Low Flow @ 100% Accuracy (+/- 3%)
5/8"	0.10 to 25 U.S. gpm 0.02 to 5.68 m ³ /h	0.2 to 20 U.S. gpm 0.05 to 4.54 m ³ /h	0.05 U.S. gpm 0.01 m ³ /h
¾"	0.10 to 35 U.S. gpm 0.02 to 7.95 m ³ /h	0.5 to 30 U.S. gpm 0.11 to 6.81 m ³ /h	0.05 U.S. gpm 0.01 m ³ /h
1"	0.40 to 55 U.S. gpm 0.09 to 12.49 m ³ /h	0.75 to 50 U.S. gpm 0.17 to 11.35 m ³ /h	0.25 U.S. gpm 0.06 m ³ /h

Registration

High Resolution (8-digit reading)	
0.1	U.S. Gallons
0.1	Imperial Gallons
0.01	Cubic Feet
0.001	Cubic Metres

Available Units of Measure

Consumption	Rate
Gallons	GPM
Cubic Feet	GPM
Cubic Metres	LPM
Cubic Meters (International)	LPM
Imperial Gallons	GPM
Acre-Feet*	GPM
Litres*	LPM
Kilolitres*	LPM

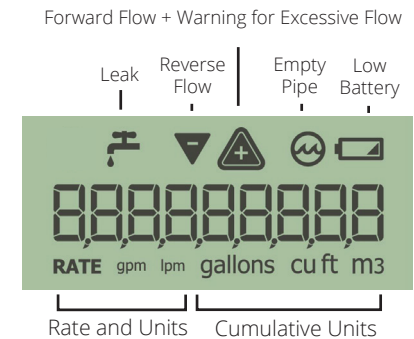
*Unit cannot be displayed on LCD

Dimensions

Meter Size	Length	Height	Threads (NPSM)
5/8"	7½"	3¾"	¾" - 14"
5/8" x ¾"	7½"	3¾"	1" - 11½"
¾"	9"	3¾"	1" - 11½"
¾" SL	7½"	3¾"	1" - 11½"
¾" x 1"	9"	3¾"	1¼" - 11½"
1"	10¾"	3¼"	1¼" - 11½"
1" x 1¼"	10¾"	3¼"	1½" - 11½"

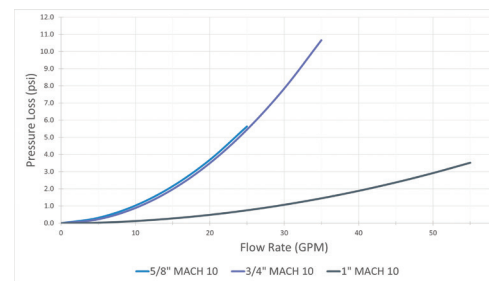
LCD Display

9-digit display for extra resolution on manual reads.



Pressure Loss

This chart shows typical meter performance. Individual results may vary.



Accu-Flow Meter Service Ltd.

4024-7th Street S.E., Calgary, Alberta T2G 2Y8
 Ph:(403)243-1425 Fx:(403)243-6577 Toll Free: 1-800-921-ACCU(2228)
 Email: sales@accuflo.com Website: www.accuflo.com

Quote : **134052**

Sold To:
 LEGAL, TOWN OF
 PO BOX 390

 LEGAL, AB TOG 1L0
 CANADA
 Attention: **ROBERT PROULX**

Ship To:
 LEGAL, TOWN OF
 5021 - 50TH STREET

 LEGAL, AB T0G 1L0
 CANADA
 Ship Contact: (780) 961-3773
 ROBERT PROULX

Date	Ship Via	Terms	Purchase Order	Salesperson	Customer ID
November 19, 2024	PPC	NET 30 DAYS		CALE PRIBYL	LEGAL01
Product Code / Product Name	Quantity	UOM	Price	Discount	Extension
ED2B11RDM3 5/8" X 3/4" T10 E-CODER R900I V4	246.00	EA	500.00		123,000.00
B-302 3/4" METER X 3/4" MIP COUPLING EA - STRAIGHT	120.00	EA	20.00	20.00 %	1,920.00

Subtotal	124,920.00
GST	6,246.00
Total CAD \$	131,166.00

Thank-You for this Opportunity.
 However, due to the continued inflationary supply chain pressures in the market place that are not within our control, this quotation is only valid for 7 days from this quote date.

Returns can only be made within 30 days of invoice date and goods must be unused (new) and in original packaging, freight prepaid to our Calgary location and will be subject to a 25% restocking fee.

Special Ordered, Imported or Non-Stock items are NON-RETURNABLE.



A PRODUCT SHEET OF NEPTUNE TECHNOLOGY GROUP

T-10 Meter

SIZES $\frac{5}{8}$ ", $\frac{3}{4}$ ", AND 1"

Every T-10® water meter meets or exceeds the latest AWWA C700 Standard. Its nutating disc, positive displacement principle has been time-proven for accuracy and dependability since 1892, ensuring maximum utility revenue.

The T-10 water meter consists of three major assemblies: a register, a lead free, high-copper alloy maincase, and a nutating disc measuring chamber.

The T-10 meter is available with a variety of register types. For reading convenience, the register can be mounted in one of four positions on the meter.

The corrosion-resistant maincase will withstand harsh service conditions; internal water pressure, rough handling, and in-line piping stress.

The innovative floating chamber design of the nutating disc measuring element is unaffected by meter position or in-line piping stresses while the unique chamber seal extends the low-flow accuracy by sealing the chamber outlet port to the maincase outlet port. The nutating disc measuring element utilizes corrosion-resistant materials throughout and a thrust roller to minimize wear.



KEY FEATURES

REGISTER

Magnetic-driven, low-torque registration ensures accuracy

Impact-resistant register

High-resolution, low-flow leak detection

Bayonet-style register mount allows in-line serviceability

Tamperproof seal pin deters theft

Date of manufacture, size, and model stamped on dial face

LEAD FREE MAINCASE

NSF/ANSI 372, NSF/ANSI 61

Lifetime guarantee

Resists internal pressure stresses and external damage

Handles in-line piping variations and stresses

Provides residual value vs. plastic or composite

Electrical grounding continuity

NUTATING DISC MEASURING CHAMBER

Positive displacement

Widest effective flow range for maximum revenue

Proprietary polymer materials maximize long-term accuracy

Floating chamber design is unaffected by in-line piping stresses

Specifications

- NSF/ANSI 372, NSF/ANSI 61
- National Type Evaluation Program (NTEP) certification

Application

- Cold water measurement of flow in one direction in residential service applications

Maximum Operating Water Pressure

- 150 psi (1034 kPa)

Maximum Operating Water Temperature

- 80°F

Measuring Chamber

- Nutating disc technology design made from proprietary synthetic polymer

Options

Sizes

- $\frac{5}{8}$ " , $\frac{5}{8}$ " x $\frac{3}{4}$ "
- $\frac{3}{4}$ " , $\frac{3}{4}$ " SL, $\frac{3}{4}$ " x 1"
- 1" , 1" x 1 $\frac{1}{4}$ "

Units of Measure:

- U.S. gallons, imperial gallons, cubic feet, cubic metres

Register Types

- Direct reading: bronze box and cover (standard)

Remote Reading:

- ProCoder™, E-CODER®, E-CODER®R900i™, ProCoder™R900i™

Bottom Caps

- Synthetic polymer ($\frac{5}{8}$ " only)
- Cast iron
- Lead free, high-copper alloy

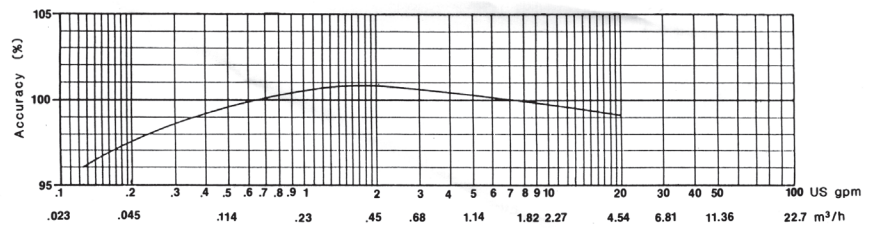
Connections

- Lead free, high-copper alloy, straight or bent

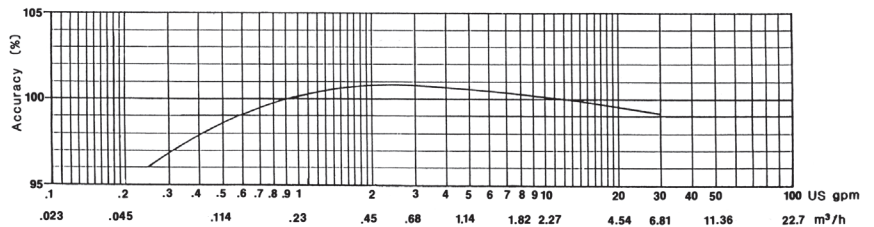
Environmental Conditions

- Operating temperature: +33° F to +149° F (0° C to +65° C)
- Storage temperature: +33° F to +158° F (0° C to +70° C)

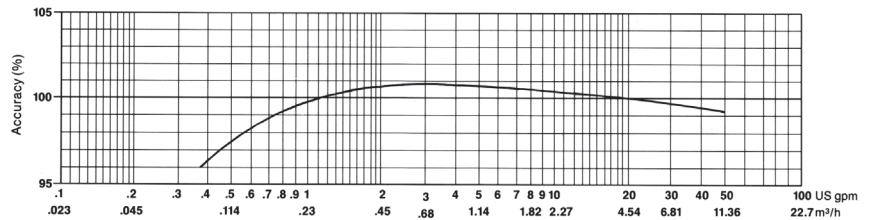
$\frac{5}{8}$ " ACCURACY



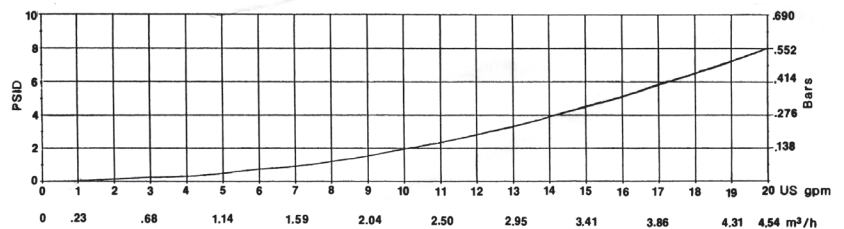
$\frac{3}{4}$ " ACCURACY



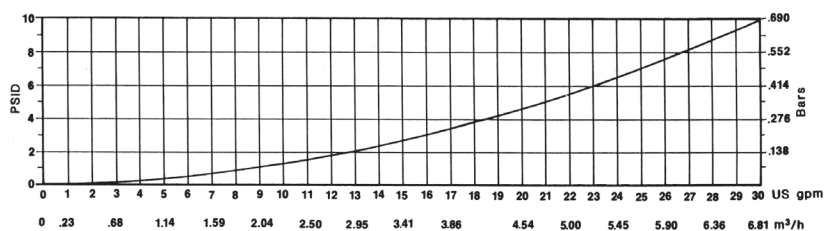
1" ACCURACY



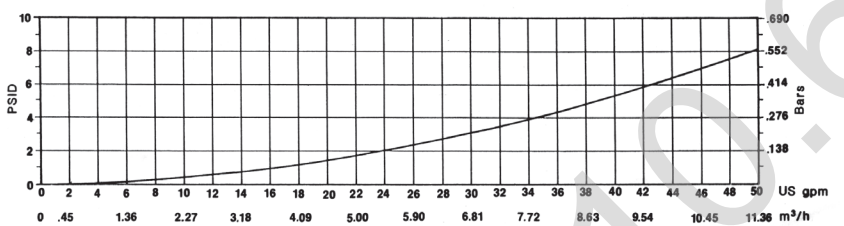
$\frac{5}{8}$ " PRESSURE LOSS



$\frac{3}{4}$ " PRESSURE LOSS



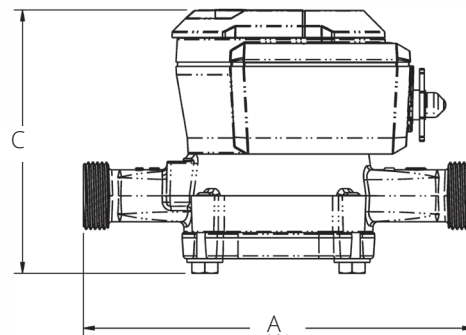
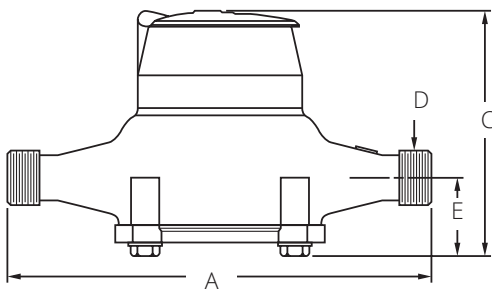
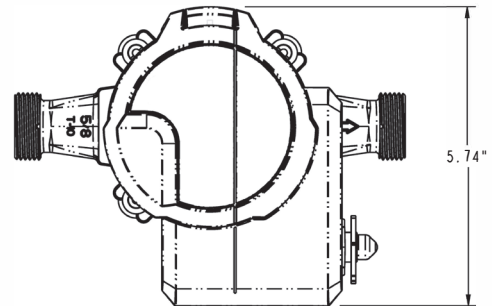
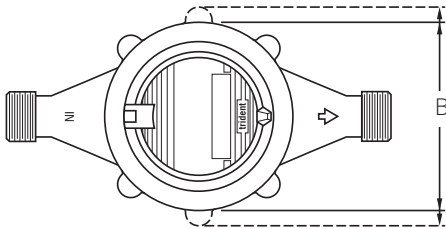
1" PRESSURE LOSS



These charts show typical meter performance. Individual results may vary.

Dimensions

Meter Size	A	B	C					D-	E-	Weight lbs/kg
	in/mm	in/mm	Std. in/mm	ARB in/mm	ProCoder™ or E-CODER®	ProCoder™) R900i™ or ProCoder™) R450i™	E-CODER®) R900i™ or E-CODER®) R450i™	NPSM Thread	in/mm	
5/8"	7 1/2 191	3 5/8 92	4 3/8 111	5 1/4 133	5 1/4 133	5 1/4 133	5 1/4 133	3/4" - 14"	1 1/2 38	3 3/4 1.4
5/8" x 3/4"	7 1/2 191	3 5/8 92	4 3/8 111	5 1/4 133	5 1/4 133	5 1/4 133	5 1/4 133	1" - 11 1/2"	1 1/2 38	3 3/8 1.5
Pre 2011 5/8"	7 1/2 191	3 5/8 92	4 7/8 124	5 1/2 146	5 1/2 139	5 1/2 139	5 1/2 139	3/4" - 14"	1 5/8 41	3 3/4 1.7
Pre 2011 5/8" x 3/4"	7 1/2 191	3 5/8 92	4 7/8 124	5 1/2 146	5 1/2 139	5 1/2 139	5 1/2 139	1" - 11 1/2"	1 5/8 41	4 1.8
3/4"	9 229	4 3/8 111	5 1/2 140	6 1/4 159	6 1/4 159	6 1/4 159	6 1/4 159	1" - 11 1/2"	1 7/8 48	6 2.7
3/4" SL	7 1/2 191	4 3/8 111	5 1/2 140	6 1/4 159	6 1/4 159	6 1/4 159	6 1/4 159	1" - 11 1/2"	1 7/8 48	5 1/2 2.5
3/4" x 1"	9 229	4 3/8 111	5 1/2 140	6 1/4 159	6 1/4 159	6 1/4 159	6 1/4 159	1 1/4" - 11 1/2"	1 7/8 48	6 1/2 2.9
1"	10 3/4 273	6 1/2 165	6 3/8 162	7 178	7 178	7 178	7 178	1 1/4" - 11 1/2"	2 1/8 54	9 3/4 4.4
1" x 1 1/4"	10 3/4 273	6 1/2 165	6 3/8 162	7 178	7 178	7 178	7 178	1 1/2" - 11 1/2"	2 1/8 54	10 1/4 4.6



10.6

Operating Characteristics

Meter Size	Normal Operating Range @ 100% Accuracy (+/- 1.5%)	AWWA Standard	Low Flow @ 95% Accuracy
5/8"	1/2 to 20 US gpm 0.11 to 4.55 m ³ /h	1 to 20 US gpm 0.23 to 4.5 m ³ /h	1/8 US gpm 0.03 m ³ /h
3/4"	3/4 to 30 US gpm 0.17 to 6.82 m ³ /h	2 to 30 US gpm 0.45 to 6.8 m ³ /h	1/4 US gpm 0.06 m ³ /h
1"	1 to 50 US gpm 0.23 to 11.36 m ³ /h	3 to 50 US gpm 0.68 to 11.4 m ³ /h	3/8 US gpm 0.09 m ³ /h

Registration

ProRead Registration (per sweep hand revolution)		5/8"	3/4" & 1"
10	US Gallons	√	√
10	Imperial Gallons	√	√
1	Cubic Foot	√	√
0.1	Cubic Metre	√	√
Register Capacity ProRead, ProCoder, and E-CODER		5/8"	3/4" & 1"
10,000,000	US Gallons	√	√
10,000,000	Imperial Gallons	√	√
1,000,000	Cubic Feet	√	√
100,000	Cubic Metres	√	√
ProCoder and E-CODER High Resolution (8-digit reading)		5/8"	3/4" & 1"
0.1	US Gallons	√	√
0.1	Imperial Gallons	√	√
0.01	Cubic Feet	√	√
0.001	Cubic Metres	√	√

Warranty

Neptune® provides a limited warranty for performance, materials, and workmanship. See warranty statement for details.

Guaranteed Compatibility

All T-10 water meters are guaranteed adaptable to our ProRead™, AutoDetect, ProCoder™, E-CODER®, E-CODER®)R900i™, E-CODER®)R450i™, ProCoder™)R900i™, TRICON®/S, TRICON/E®3, and Neptune meter reading systems without removing the meter from service.



Meter Size	Meter Type	Meter Age	Predicted Accuracy	Annual Usage (m3)	Water Rate (\$/m3)	Water Rate Increase %	Adjusted Water Rate (\$/m3)	Annual Revenue
5/8	PD	0	100.00	216	\$ 3.00	0.50%	\$ 3.02	\$ 651.24
5/8	PD	1	99.43	214.77	\$ 3.00	0.50%	\$ 3.02	\$ 647.53
5/8	PD	2	99.12	214.10	\$ 3.00	0.50%	\$ 3.02	\$ 645.51
5/8	PD	3	98.81	213.43	\$ 3.00	0.50%	\$ 3.02	\$ 643.49
5/8	PD	4	98.51	212.78	\$ 3.02	0.50%	\$ 3.03	\$ 644.74
5/8	PD	5	98.20	212.11	\$ 3.02	0.50%	\$ 3.03	\$ 642.72
5/8	PD	6	97.89	211.44	\$ 3.02	0.50%	\$ 3.03	\$ 640.69
5/8	PD	7	97.58	210.77	\$ 3.02	0.50%	\$ 3.03	\$ 638.66
5/8	PD	8	97.27	210.10	\$ 3.03	0.50%	\$ 3.05	\$ 639.81
5/8	PD	9	96.96	209.43	\$ 3.03	0.50%	\$ 3.05	\$ 637.77
5/8	PD	10	96.65	208.76	\$ 3.03	0.50%	\$ 3.05	\$ 635.73
5/8	PD	11	96.34	208.09	\$ 3.03	0.50%	\$ 3.05	\$ 633.69
5/8	PD	12	96.03	207.42	\$ 3.05	0.50%	\$ 3.06	\$ 634.81
5/8	PD	13	95.73	206.78	\$ 3.05	0.50%	\$ 3.06	\$ 632.83
5/8	PD	14	95.42	206.11	\$ 3.05	0.50%	\$ 3.06	\$ 630.78
5/8	PD	15	95.11	205.44	\$ 3.05	0.50%	\$ 3.06	\$ 628.73
5/8	PD	16	94.80	204.77	\$ 3.06	0.50%	\$ 3.08	\$ 629.82
5/8	PD	17	94.49	204.10	\$ 3.06	0.50%	\$ 3.08	\$ 627.76
5/8	PD	18	94.18	203.43	\$ 3.06	0.50%	\$ 3.08	\$ 625.70
5/8	PD	19	93.87	202.76	\$ 3.06	0.50%	\$ 3.08	\$ 623.64
5/8	PD	20	93.56	202.09	\$ 3.08	0.50%	\$ 3.09	\$ 624.69
Total				4,384.69				\$ 13,360.33

Meter Size	Meter Type	Meter Age	Predicted Accuracy	Annual Usage (m3)	Water Rate (\$/m3)	Water Rate Increase %	Adjusted Water Rate (\$/m3)	Annual Revenue	Annual Gain
5/8	MACH 10	0	100.00	216	\$ 3.00	0.50%	\$ 3.02	\$ 651.24	\$ -
5/8	MACH 10	1	100.00	216.00	\$ 3.00	0.50%	\$ 3.02	\$ 651.24	\$ 3.71
5/8	MACH 10	2	100.00	216.00	\$ 3.00	0.50%	\$ 3.02	\$ 651.24	\$ 5.73
5/8	MACH 10	3	100.00	216.00	\$ 3.00	0.50%	\$ 3.02	\$ 651.24	\$ 7.75
5/8	MACH 10	4	100.00	216.00	\$ 3.02	0.50%	\$ 3.03	\$ 654.50	\$ 9.75
5/8	MACH 10	5	100.00	216.00	\$ 3.02	0.50%	\$ 3.03	\$ 654.50	\$ 11.78
5/8	MACH 10	6	100.00	216.00	\$ 3.02	0.50%	\$ 3.03	\$ 654.50	\$ 13.81
5/8	MACH 10	7	100.00	216.00	\$ 3.02	0.50%	\$ 3.03	\$ 654.50	\$ 15.84
5/8	MACH 10	8	100.00	216.00	\$ 3.03	0.50%	\$ 3.05	\$ 657.77	\$ 17.96
5/8	MACH 10	9	100.00	216.00	\$ 3.03	0.50%	\$ 3.05	\$ 657.77	\$ 20.00
5/8	MACH 10	10	100.00	216.00	\$ 3.03	0.50%	\$ 3.05	\$ 657.77	\$ 22.04
5/8	MACH 10	11	100.00	216.00	\$ 3.03	0.50%	\$ 3.05	\$ 657.77	\$ 24.07
5/8	MACH 10	12	100.00	216.00	\$ 3.05	0.50%	\$ 3.06	\$ 661.06	\$ 26.24
5/8	MACH 10	13	100.00	216.00	\$ 3.05	0.50%	\$ 3.06	\$ 661.06	\$ 28.23
5/8	MACH 10	14	100.00	216.00	\$ 3.05	0.50%	\$ 3.06	\$ 661.06	\$ 30.28
5/8	MACH 10	15	100.00	216.00	\$ 3.05	0.50%	\$ 3.06	\$ 661.06	\$ 32.33
5/8	MACH 10	16	100.00	216.00	\$ 3.06	0.50%	\$ 3.08	\$ 664.36	\$ 34.55
5/8	MACH 10	17	100.00	216.00	\$ 3.06	0.50%	\$ 3.08	\$ 664.36	\$ 36.61
5/8	MACH 10	18	100.00	216.00	\$ 3.06	0.50%	\$ 3.08	\$ 664.36	\$ 38.67
5/8	MACH 10	19	100.00	216.00	\$ 3.06	0.50%	\$ 3.08	\$ 664.36	\$ 40.73
5/8	MACH 10	20	100.00	216.00	\$ 3.08	0.50%	\$ 3.09	\$ 667.68	\$ 43.00
Total				4,536.00		0.50%		\$ 13,823.39	\$ 463.05

\$ 463.05
Gain per meter over 20 years
multiplied by *500 meters = **\$231,525.00**

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	December 2, 2024
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Circular Materials Transition Service Models for Recycling Services
Agenda Item No:	10.7

BACKGROUND / PROPOSAL:

At the November 4, 2024 Council meeting, administration presented to Council the Legal Compensation Offer Workbook detailing the compensation offer for the Town of Legal's Recycle Curbside Collection Statement of Work, the Master Services Agreement (MSA) for services related to single-use PPP products, and the Statement of Work (SOW) for Community Curbside Collection for the Master Services Agreement.

At that meeting, administration recommended the Town of Legal to choose the Opt-In service model, and that Council accept the offer as presented by Circular Materials.

Since the November 4, 2024 Council meeting, administration attended the Circular Materials Working Group meeting on November 20, 2024, where further information was provided to those in attendance. It was mentioned during that meeting, the expiration of the Opt-In program would take place in October 2026 (extensions could be available for those communities with current contracts that extend past the October 2026 deadline). The Town of Legal's current contract with GFL ends in 2028. A further meeting between administration and Circular Materials took place on November 21, which allowed for Circular Materials to provide clarity and address concerns both the Town and GFL had with the SOW agreement. Should the Town of Legal change the decision from the Opt-In service model to the Opt-Out service model, the notice of change will need to be provided to Circular Materials as soon as possible to be included in the Phase 1 implementation of the program (April 1, 2025).

10.7

At the November 25, 2024 Governance and Priorities Committee meeting, administration brought forward to Council the information provided at the November 20 working group meeting and the November 21 meeting for discussion. It was requested the information on the EPR program to date to be brought forward to the December 2, 2024 regular Council meeting.

Due to the amount of work that will be required by Town staff, and the implemented expiration date of the Opt-In program of October 2026, administration is recommending that Council rescind the following resolutions that were passed at the November 4, 2024 regular Council meeting:

12239 Resolution #12239 Moved by: Councillor Malott

RESOLVED that the Town of Legal move forward with the Opt-In Service model as presented by Circular Materials.

12240 Resolution #12240 Moved by: Councillor Jones

RESOLVED that the Town of Legal accept the Compensation Offer as presented by Circular Materials.

and that the Town of Legal choose the Opt-Out service model for the administration of the residential curbside recycle program.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

As administration has yet to receive the MSA and SOW from Circular Materials, it is essential that Council’s final decision be made as soon as possible, so that the Town of Legal can be included in the Phase 1 transition scheduled to take place on April 1, 2025.

Administration has received the following information from GFL pertaining to Institutional/Commercial Recycle Collection, as institutional/commercial collection is not included with the EPR program:

Here are some alternate recycling “blue bag” service options and rates for the commercial business in the Town of Legal:

- Commercial Front Load Recycle 6-yard bin per location:
 (Monday’s or Wednesday’s): Weekly: \$185/month
 Bi-Weekly: \$105/month
 1/month: \$75/month

Note: Business can share the bin at a close central location. Disposal is included in pricing.

Delivery and Removal of the Bins is \$150/Bin.

10.7

- 20-Roll Off:
\$450/haul (Estimated 1/month), \$100/MT processing of recycling. Estimated at 1MT/month.
Note: Commercial business can share the costs at a central location.
Delivery of the bin is \$250.00. No Removal Charge.

Also, as the Town of Legal is currently in an agreement with GFL for recycling services until 2028, it has been confirmed with GFL that should we decide to Opt-Out, our current agreement with GFL would end as the *Extended Producer Responsibility Regulation* supersedes any agreements that are in place.

COSTS / SOURCE OF FUNDING (if applicable):

The calculation result in a residential curbside collection services compensation offer of \$3.33 per household per month. Additionally, the compensation for promotion and education, consistent across all communities, includes an annual top-up of \$1.50 per household annually.

2023 General Ledger/Sub Ledger Account Names	Description	Residential Recycling Collection	Eligible Cost Y/N	Methodology Allocation Default %	Eligible Cost	NE Deduction	Eligible Cost Net of NE	Variance	CM Staff Data & GL Entry Review Notes/ Questions
GFL payments	Includes collection and processing	\$17,163	Yes for collection	90%	\$15,447	0.0%	\$15,447	-\$1,716	To remove 10% representing processing costs net of commodity revenue
Community admin	Estimated cost taking into consideration contract negotiations, billing, resident phone calls and in-person inquiries, supplies, postage, advertising, education, etc.	\$10,000	Yes excluding billing, postage, advertising, education	40%	\$4,000	0.0%	\$4,000	-\$6,000	To remove costs for billing and associated postage and to remove P&E costs
		\$27,163			\$19,447		\$19,447	-\$7,716	

487	# of residential dwellings that received service at time of registration	487
\$55.78	\$/stop/year	\$39.93
\$4.65	\$/stop/month	\$3.33

RECOMMENDED ACTION (by originator):

It is recommended that Council rescind resolution # 12239 approving the Town of Legal to move forward with the Opt-In Service model as presented by Circular Materials.

It is recommended that Council rescind resolution # 12240 approving the Town of Legal to accept the Compensation Offer as presented by Circular Materials.

It is recommended that Council move forward with the Opt-Out Service Model of the Extended Producers Responsibility program for the administration of the residential curbside recycle program, as presented by Circular Materials.

Initials show support – Reviewed by:

CAO: Original Signed - RP