

COUNCIL MEETING

February 3, 2025



**Town of Legal
Regular Council Meeting
February 3, 2025
7:00 PM
Council Chambers**

AGENDA

- 1.0 Call to Order with acknowledgement of meeting on Treaty 6 Territory**
- 2.0 Additions and/or Deletions to the Agenda**
- 3.0 Adoption of Agenda**
- 4.0 Public Hearing**
- 5.0 Adoption of Previous Minutes**
- 5.1 Errors or Omissions
- 5.2 Adoption of Minutes – January 20, 2025, Regular Council Meeting
- 6.0 Delegations, Petitions or Presentations**
- 6.1 Ernest Chauvet, Jules Jasmin and Ginette Martel, Centralta Tourism Society (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 Provincial Police Advisory Board
- 10.0 New Business**

- 10.1 Town of Legal Sponsorship Committee – Sponsorship Package
- 10.2 Annual Council Workshop Date and Governance & Priorities Committee Meeting Date
- 10.3 Sturgeon Regional Partnership Council Appointment
- 10.4 Appointment to Intermunicipal Subdivision and Development Appeal Board

11.0 Closed Session

12.0 Adjournment

Regular Council Meeting of the Town of Legal in the Province of Alberta held in Council Chambers, January 20, 2025, commencing at 7:00 P.M.

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

ABSENT:

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

CALL TO ORDER

Mayor Tremblay called the meeting to order at 6:57 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

ADDITION:

Correspondence: Centralta Tourism Society Community Initiatives Program
Cheque Presentation

ADOPTION OF AGENDA

12295

Resolution #12295

Moved by: Councillor Malott

RESOLVED that the Agenda for the January 20th, 2025, regular meeting of Council be adopted as amended.

CARRIED 5-0

PUBLIC HEARING

None.

ADOPTION OF PREVIOUS MINUTES

12296

Resolution #12296

Moved by: Councillor Hills

RESOLVED that the Minutes for the December 16th, 2024, Regular Meeting of Council be adopted as presented.

CARRIED 5-0

DELEGATIONS

James MacDonald, Executive Director, Northern Lights Library System

Mayor Tremblay welcomed James MacDonald, Executive Director for Northern Lights Library System (NLLS). James reviewed the Legal Public Library statistics for 2024. Since opening, the Legal Public Library has issued 122 library cards, currently there are 137 eBooks in circulation and 553 physical items in stock, and 59 service tickets were created (Administration or Board requiring assistance). This equates to an approximation of \$29,748 in total library savings for 2024. A similar municipality had saved over \$400,000.00 in 2024. The NLLS seen new websites for their participating libraries, BoLibrary self-registration (for Indigenous communities), and welcomed 2 new communities/organizations to the System. New initiatives coming in 2025 include Wireless Printing, major updates to the library catalogue in TRACPac+, and shelf-ready pilot program for enhanced processing efficiency. James also provided local and System success stories. Mayor Tremblay thanked James for the presentation and update on the NLLS.

Sturgeon County Protective Services: Chad Moore (Manager of Protective Services/Fire Chief), Matthew Roblin (Supervisor of Enforcement Services) and Susie Pestana (Team Lead, Enforcement Services)

Mayor Tremblay welcomed Chad Moore (Manager of Protective Services and Fire Chief), Matthew Roblin (Supervisor of Enforcement Services) and Susie Pestana (Team Lead, Enforcement Services).

Chad provided a 2024 wrap-up and overview of activity for Fire and Protective Services. Currently, they are staffed well, and are looking for 1 position due to a retirement. Morinville and Gibbons has the most contracted firefighters in the region. A 2-year pilot program began with a Safe Communities Facilitator, and is going well. An evaluation of the programs effectiveness will take place towards the end. Chad reviewed the collaborations in the region relating to Fire and Protective Services, as well as Animal Control Contracts. Highlights in 2024 include: a new tower apparatus was purchased for the region and is operational, with ongoing training for the firefighters; Safe Communities Facilitator pilot program; Launch of Fire Master Plan project; Several joint exercised with industry; Fire Service Awards; Expansion of Disaster Response Training; Establishment of Critical Incident Stress Peer Group. Some of the challenges Emergency Services encounter include firefighter recruitment and retention, daytime response capacity, increase in development and evolving hazards, increasing incident volume, infrastructure challenges with aging fire stations and organizational capacity to support growth.

Matthew and Susie provided an update of Protective Services for Legal for 2024. There were 614 total incidents reported in Legal, with the majority being from

Proactive Patrol, Community Standards Complaints and Traffic Enforcement. A total of 180 citations were issued, with the majority being from Community Standards related offences and other traffic offences. Relating to rural crime, Sturgeon County Enforcement Services also works with the RCMP (Morinville, Redwater and Fort Saskatchewan detachments). Over 2,285 proactive patrols were conducted in 2024 which covered rural areas, industrial parks and natural areas. The Safe Communities Facilitator conducted numerous public engagements, education sessions, workshops and built partnerships with external organizations. Some of the challenges Enforcement Services encounter include resource allocation and prioritization, public perception and access to enforcement, managing public and stakeholder expectations, and vehicle and technology integration and management trends. 2024 also seen 69 emergency incidents in Legal (the highest year on record).

Protective Services 2025 initiatives include completing the Fire Master Plan (will schedule a briefing with Council in the near future), Safe Communities Facilitator Pilot completion, Critical Incident Stress Peer Group Development, and reviewing and updating mutual-aid agreements with neighboring municipalities.

Council raised a concern regarding animal control and the partnerships with the 3 external organizations; with animals not being accepted, what is the public supposed to do with animals at large, when they are a consistent issue. Shelters are feeling the pressure since COVID. There is a capacity of a maximum of 4 dogs and 4 cats per month that are allowed to be brought to the shelters. Enforcement Services must be strategic in which animals they will take. Priority is to relocate the animal with their owner, however, the public will be asked to keep the stray/loose animal for a short time so the owner can be located. Another concern brought forward was regarding animal welfare/abuse. Enforcement Services does not deal with animal welfare situations; those would need to go to the Edmonton Humane Society.

Mayor Tremblay thanked Chad, Matthew and Susie for the presentation and update on Emergency and Protective Services in Legal and the region.

Susan Berry, Roseridge Waste Management Services Commission

Mayor Tremblay welcomed Susan Berry, Executive Director for Roseridge Waste Management Services Commission. Susan gave a bit of history on the Roseridge Landfill, when it opened and when it became a Commission. The purpose of her visit to Council is to introduce a motion for Council to debate, regarding Roseridge Waste Management Services Commission to explore coordinating waste collection across the region. The intent is to decrease waste going to the landfill, and by being able to offer the best dollar value for residential waste collection by conglomerating the region, aligning service levels and providing consistent advertising to the public. The coordination of waste collection across the region can be more efficient for member municipalities. Susan mentioned that 3 municipalities will be debating

the motion in the next 2 weeks, and would like to have a response from all municipalities by the end of February. Public consultation will not take place until Roseridge Waste Management Services Commission knows how many municipalities will be taking part in the regional collaboration. Commercial pickup will also be explored, but Roseridge Waste Management Services Commission is unsure on the total number of schools, industrial or commercial properties would require servicing. Roseridge Waste Management Services Commission would like to see a model similar to Fort Saskatchewan, with 1 hauler being utilized, not 6 for example.

Susan Berry, Chief Administrative Officer and Executive Assistant remained in Chambers during the Closed Session.

CLOSED SESSION

12297

Resolution #12297

Moved by: Deputy Mayor Beaton

RESOLVED Council move into a “Closed Session” as per the Municipal Government Act (Section 1(3)(c)) to discuss “Third Party Interests” as per the Freedom of Information and Privacy Act (Part 1, Division 2, Section16) at 7:57 P.M.

CARRIED 5-0

12298

Resolution #12298

Moved by: Deputy Mayor Beaton

RESOLVED Council return to the regular session at 8:13 P.M.

CARRIED 5-0

Mayor Tremblay thanked Susan for the presentation and information regarding the exploration of coordinating waste collection across the region.

UNFINISHED BUSINESS

None.

REPORTS

CHIEF ADMINISTRATIVE OFFICER

Report was submitted and will form part of the Council Agenda Package. Chief Administrative Officer offered Council an opportunity to tour the SVF Arena and Curling Rink to view the progress being made to date. A tour will be scheduled for February 3, 2025 at 6:00 P.M.

MANAGER OF CORPORATE SERVICES

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

Mayor Tremblay, Deputy Mayor Beaton and Councillor Jones will assist during the Family Day event on Monday, February 17, 2024 at the Legal Curling Rink.

OPERATIONS SUPERVISOR

Operations Supervisor report was submitted and forms part of the Council Agenda Package.

COUNCILLOR REPORTS

Mayor Tremblay

Town of Legal Committee Meetings:

Other Meetings:

Attended the Infrastructure and Transportation Committee meeting on January 17, 2025.

Deputy Mayor Beaton

No report.

Councillor Hills

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

Councillor Jones

Town of Legal Committee Meetings:

Other Meetings:

Attended the Alberta Municipalities Executive Committee meeting on January 16, 2025.

Councillor Malott

No report.

RESOLVED that the reports be accepted as presented.

CARRIED 5-0

CORRESPONDENCE

Sturgeon County Bylaw Statistics, December 2024

Received as information.

Sturgeon County Bylaw Statistics, Year End 2024

Received as information.

Go East of Alberta 2024 Roadtrip Adventure Game Success Report

Received as information.

Legal & District Chamber of Commerce Business Mixer and Annual General Meeting

12300

Resolution #12300

Moved by: Councillor Jones

RESOLVED that Deputy Mayor Beaton attend the Legal & District Chamber of Commerce Business Mixer and Annual General Meeting scheduled for Thursday, February 20, 2025.

CARRIED 5-0

Alberta Municipalities President's Summit and Municipal Leaders Caucus

12301

Resolution #12301

Moved by: Deputy Mayor Beaton

RESOLVED that the Alberta Municipalities President's Summit and Municipal Leaders Caucus be postponed to the February 18, 2025 regular Council meeting.

CARRIED 5-0

ATCO Gas and Pipelines Ltd. Franchise Agreement Reapprovals

Received as information.

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

Received as information.

Centralta Tourism Society Community Initiatives Program Cheque Presentation

12302

Resolution #12302

Moved by: Councillor Hills

RESOLVED that Deputy Mayor Beaton and Councillor Malott attend the Centralta Tourism Society Community Initiatives Program Cheque Presentation scheduled for Friday, February 28, 2025.

CARRIED 5-0

12303 Resolution #12303 Moved by: Councillor Jones

RESOLVED that the correspondence be accepted as presented.

CARRIED 5-0

NEW BUSINESS

Town of Morinville Regional Waterline Master Plan

12304 Resolution #12304 Moved by: Councillor Jones

RESOLVED that the Town of Legal accept the Town of Morinville Regional Waterline Master Plan as presented as information.

CARRIED 5-0

Tourisme Alberta Travel and Tourism Guide Advertisement

12305 Resolution #12305 Moved by: Councillor Hills

RESOLVED that the Town of Legal approve the cost of advertising for a Banner advertisement in the amount of three hundred seventy-five dollars (\$375.00) plus GST for the 2025-2026 Tourisme Alberta Travel and Tourism Guide.

CARRIED 5-0

Centralta Community Hall Usage Request from Legal & District Chamber of Commerce

12306 Resolution #12306 Moved by: Councillor Malott

RESOLVED that the Town of Legal approve the Legal & District Chamber of Commerce's request to have access to the gym, lobby and potentially the kitchen space of the Centralta Community Centre for the Annual Business Mixer and Annual General Meeting scheduled for Thursday, February 20, 2025, from 5:00pm to 11:30pm.

CARRIED 5-0

Sponsorship Request for 2025 Legal-Lerie and Membership Renewal from Legal & District Chamber of Commerce

12307 Resolution #12307 Moved by: Councillor Hills

RESOLVED that the Town of Legal approve the 2025 Legal & District Chamber of Commerce Membership in the amount of seventy-five dollars (\$75.00).

CARRIED 5-0

12308 Resolution #12308 Moved by: Deputy Mayor Beaton

RESOLVED that the Town of Legal approve the Legal & District Chamber of Commerce's sponsorship request for the 2025 Legal-Lerie in the amount of one thousand nine hundred thirty-five dollars and thirty-six cents (\$1,935.36) for twelve issues (one page) and for FCSS to sponsor the 2025 Legal-Lerie in the amount of one thousand two hundred ninety dollars and twenty-four cents (\$1,290.24) for twelve issues (one-half page).

CARRIED 5-0

Roseridge Waste Management Services Commission Future Collaboration on Regional Curbside Collection Program

12309 Resolution #12309 Moved by: Deputy Mayor Beaton

RESOLVED that the Town of Legal enter into conversations with Roseridge Waste Management Services Commission to explore coordinating waste collection across the region.

CARRIED 5-0

Chief Administrative Officer and Executive Assistant remained in Chambers during the Closed Session.

CLOSED SESSION

12310 Resolution #12310 Moved by: Councillor Malott

RESOLVED Council move into a "Closed Session" as per the Municipal Government Act (Section 1(3)(c)) to discuss "Third Party Interests" as per the Freedom of Information and Privacy Act (Part 1, Division 2, Section16) at 9:13 P.M.

CARRIED 5-0

6.1

Centralta Tourism Society- 'STC-CTS'

Web site: tourism-centralta.ca

Project Goal: Legal: An artistic Town with a francophone touch

Slogan : Ensemble-Together

Our desired goals for our partners in the initiative:

Fete au Village: Have an attraction to the Fete to add to the Demolitions Derby

Town of Legal: Increase the visibility of the Town and increase sense of pride by its citizens.

Chamber of Commerce: The goal provides a means to attract people and business to the community.

Fete au Village 2025 Wood Sculpture:

Have a chainsaw sculpture competition: 4 to 6 competitors (see Chetwyn, BC)

1st prize: 5000\$

2nd prize: 3000\$

3rd prize: 1000\$

4th, 5th, 6th, prize: 500\$ each

Participants are given travel allowance (to be evaluated)

Sculpture: made in 35-40 hours: (during the Fete)

Statues remain property of Centralta Tourism Society. If destroyed they would not be replaced.

Optional considerations:

- 1- Wood chopping competition**
- 2- Log sawing competition**
- 3- Arm wrestling competition**
- 4- Speed carving event – 2 hrs-proceeds to help cover costs.**

Follow-up:

- 1- Sculptures remain in the community after event and are placed at locations at discretion of the Town.**
- 2- After first year the CTS in consultation with the Town and Chamber looks into adding other mediums for sculptures while retaining a yearly wood sculpture event at the Fete. (see Chetwyn, Beauce Arts, St Paul)**

Contributions from Fête au Village :

- 1- Approval, incorporation in program**
- 2- Supply artists with food and water while on premises**
- 3- Assist in clean-up**
- 4- Assistance in finding billets for artists**

Contribution from the Town of Legal:

- 1- Approval of the Project**
- 2- Determine location for the sculptures**
- 3- Provide liability insurance for sculptures**
- 4- Install sculptures at locations of their choice**
- 5- Be a partner in the plan of action of the project**
- 6- With CTS add sculptures maintenance to our Legacy Maintenance Fund.**

Contribution from Chamber of Commerce:

- 1- Endorse the project initiative**
- 2- Develop an approach to use Project Goal to advance economic development.**

Contribution from Centralta Tourism Society:

- 1- Provide 15 000\$ to sponsor event in 2025 and coordinate finding financing till 2030.**
- 2- Coordinate the competition. Find artists, judges, themes, materials ...**
- 3- Work with partners to advance the Project.**

Plan of Action:

- 1- Receive approval from Fete, Town of Legal and Chamber of Commerce**
- 2- CTS plans with artists and stakeholders for the event**
- 3- Follow-up meetings are done through the Chamber meetings?**

Centralta Tourism Society (inc. Feb. 6, 2001)

- 1- Is a registered society. Jules Jasmin, president.
- 2- Coordinated 35 murals (2025) in Legal on the Contribution of francophones in local, provincial and federal history.
- 3- 15 (2025) historical paintings in Morinville's St. Jean Baptiste Park.
- 4- The amounts for these projects in Legal and Morinville were collected from the local families and organizations and the CTS found grants to make up the difference.
- 5- CTS has a web page with explanations in French and English (written and oral).
tourism-centralta.ca
- 6- An endowment fund of \$56,000 (2025) for the maintenance of the mural paintings has been set up. The CTS and the Town of Legal contributed \$5000 each to start the fund with the ACFA 5000\$ and families for the difference.
- 7- The STC did the research for the Pioneer Trail of St. Albert and ensured that French and Cree was included in the explanations.
- 8- They coordinated (15-20) banners on main street Legal.
- 9- Balado Decouverte and North Central Heritage Trails promotes the Legal's murals. Advertising costs are shared 50-50 with the Town of Legal for Balado Decouverte.
- 10- The CTS gives tours of the murals on request.
- 11- The Legal Murals and Morinville paintings are part of the Northern Heritage Trails comprising of museums in the region.

Other actions planned by STC:

- 12- The STC in partnership with the ACFA is setting an Endowment Fund for the Paintings of Morinville. The partners will also include the ACFA and the Morinville Historical Society. The Town of Morinville is also being approached to contribute. The first 5 000\$ has been pledged by the ACFA Centralta.
- 13- With the CIP (#15) approved, paintings and murals will be updated, and replaced.
- 14- The maintenance of the murals and paintings will be assured by their coordinator as long as his health allows it. The CAVA (Centre d'Art Visuel de l'Alberta) has a bank of artists available for restorations.
- 15- The STC has been approved for a CIP of \$22000 with matching amounts, \$5000 from the Town of Legal, \$5000 from the ACFA Centralta, \$3000 from the Morinville Historical Society, and balance from the CTS.

Follow-up:

16 – Web Page- The CTS wants to add partners to their Web Site management. Hopefully the Town of Legal, Morinville Historical Society and ACFA Centralta can be added.

17- Transferring initiatives and projects of the CTS from their coordinator to partners mainly ACFA Centralta.

18- **Make of Legal “An Artistic Town with a Francophone Flare”.**
Requires buy-in and partnership with Town of Legal, Fete Committee and Legal Chamber of Commerce.

19- Agreements need to be set up between CTS and:

- a. Town of Legal on the mural project history and the partnership.
- b. Morinville Historical Society and Town of Morinville for paintings in St. Jean Baptiste Park.
- c. Partners for the continuation of CTS projects- should the CTS dissolve.
- d. Town of Legal, Fete Committee and Legal Chamber of Commerce should the Legal Artistic Community Initiative Project be endorsed by all parties.

20- Political Mural and Skateboard Park paintings to be reinstated.

21- Dale Nally is coming to present a check of 22 000\$ on February 28th at CCC from 3:15-4:30. Other than thank the Hon. Dale Nally, we want to build on the theme of Together-Ensemble in the short 3-4 minute talks:

Tentative schedule: at CCC- Chauvet Room.

MC- Ernest Chauvet

- a- Town of Legal Representative- Andy Beaton 3:20
- b- ACFA president – Clement Lapointe 3:25
- c- Morinville Historical Society- Paulette Houle 3:30
- d- Centralta Tourism Society- Jules Jasmin 3:35
- e- Honorable Dale Nally. 3:40
- f- Picture of CTS and partners for check presentation. 4:00

Fellowship with refreshments.

File: Historical summary STC- 2025

6.1

Murals of Legal – January 2025

	Legal Mural	Artistes
1	Trop Oeuil	-Daniel + Marc Michaud
2	4H	-Daniel + Marc Michaud
3	Chauvet	-Daniel + Marc Michaud
4	Bugnet	-Daniel + Marc Michaud
5	St-Arneault	-Daniel + Marc Michaud
6	Legal School	-Daniel + Marc Michaud
7	Gelot	-Daniel + Marc Michaud
8	Tieulié-Gelot	-Daniel + Marc Michaud
9	St Martin-Callage	-Daniel + Marc Michaud
10	Préfontaine	Jacques Martel
11	Fortin	Jacques Martel
12	De Champlain	Jacques Martel
13	Credit Union	Jacques Martel
14	Lavoie	Jacques Martel
15	Roger+ Maria Cyr	Jacques Martel
16	Romeo Dallaire + Can Forces	Jacques Martel
17	Henri Garneau	Jacques Martel
18	Ukrainian mural	Jacques Martel + Doris Charest
19	Soeurs Grises- Grey Nuns	Karen Blanchet
20	K of C	Karen Blanchet
21	Charrois	Karen Blanchet
22	Political Service	Karen Blanchet- Jacques Martel
23	ACFA	Shoko Cesar
24	Fr. Morin = Immigration	Shoko Cesar
25	Coop	Remie and Marc Genest
26	Oblates	Remie and Marc Genest
27	Coulombe	Dan Glenn- un sans -abri
28	Postal Service	Dan Glenn- Un sans abri
29	Louis Riel	Sr Suzanne Baron
30	Maisonneuve	Anne Maisonneuve
31	Unity Monument	John Ellenberger
32	Bonhomme-Fiddler	John Ellenberger
33	Primeau	Tim Heindal
34	Depression Pete	Bergevin-Coulombe
35	Irish Immigration	Colette Bachand, Olivia Imbrogno, Rory Turner
36	Letourneau	Nancy Bergeron
37	Skateboard- Canadian Unity	Natalya Bukhanova

8.1

Chief Administrative Officer Council Report for February 3, 2025

Legal Arena & Curling Rink Retrofit Project Update:

- Delnor 3- week construction schedule **ATTACHED**
 - Light in the arena being installed
 - Lobby reinforcement/structural beams ready to install
 - Bleachers in place
 - Painting of arena ceiling 80 % complete
 - Ice slab preparation
 - HRV stands in place

- Next LACR progress meeting February 4, 2025
- Roof top solar in progress. Waiting for engineered load analysis Application to be submitted +/- 2 weeks
- Waiting for prices on completion of the multipurpose room
- BR2 to complete concept designs for lobby and exterior of building with lower roof
- Exterior signage- SVF- design phase/discussion
- Fortis power removal and underground services design
- Internet servicing design
- Sound system design
- Security system design
- Score clock review/decision
- Sliding glass door design

Community Building Retrofit Program- (CBR-24-0284) – awaiting the draft agreement.

2024 Financial Audit – Audit in progress this week February 3-7th.

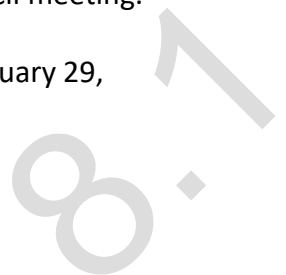
Land Use Bylaw and MDP review- No updates from last meeting.

Joint Use Planning Agreement(s)- Administration working a draft with GSACRD. Meeting held January 31, 2025

Annual Meeting GSACRD- GSACRD is looking to schedule an annual meeting at their office. Potential meeting dates Feb 26, Apr 16, Apr 17 at 7 pm.

Active Community Initiative Grant- Legal Curling Club is in the process of signing the agreement. Meeting scheduled with Delnor and Associated Engineering to firm up project costs for the curling rink project. Administration will report to the council at the next council meeting.

SRP- Attended A Sturgeon Regional Economic Development Initiative meeting on January 29, 2025



JUPA agreement discussions – January 31, 2025

Sturgeon/Legal Recreation Agreement 2026-2030- Meeting January 31, 2025

Canada Community Building Fund (CCBF) - Application was submitted for the water meter replacement project

External Meeting Report

TO BE COMPLETED BY COUNCIL MEMBER

NAME:

Trina Jones

MEETING DATE:

Year in Review

BOARD/COMMITTEE NAME:

Alberta Municipalities

EMERGING ISSUES:

Policing, EMS, Infrastructure Funding

SUMMARY OF DISCUSSION:

As a number of ABmunis initiatives are ongoing and evolving, this is a year in review document that should cover the most emergent issues. I am still Director Towns East, Vice-President Towns at this Board. I Chair the Municipal Governance Committee and sit on the Executive Committee. I was also reappointed to the Alberta Municipal Services Corporation as Director until December 31, 2025.

Members submitted 27 resolutions in 2024. Due to the high number of resolutions and the lengthy debate on some resolutions, the Resolutions session ended before members could vote on six resolutions. After collecting input, ABmunis Board adopted resolutions on:

- C3: Fires on Frozen Lakes
- C4: Increase Capital Funding for Accessible Playgrounds for All New, Replacement or Renovated Alberta Public Schools with K-6 Programming
- C5: Doubling Speed Fines in Playground Zones and School Zones Adopted
- C8: Review of Provincial Animal Protection Act
- The Board did not support two of the outstanding resolutions:
 - C6: Coverage of Mandatory Drivers' Medical Exam Fees for Albertans Aged 75 and Older Defeated
 - C7: Alberta Learner's Licence Program Review

We have seen a higher number of resolutions in the last two years, so we just updated our Resolutions Policy to help streamline debate at future conventions. We have released a guide on how to submit a resolution for 2025 and the deadline to submit a resolution is June 30th

At ABmunis 2024 Convention, Premier Smith announced that the Government of Alberta plans to revert to its former policy on how interest rates are set for provincial loans to municipalities. Members passed a resolution in September 2023. This is an ongoing advocacy issue as it will not take effect until after the 2025 Provincial Budget is approved.

The province has created the new Local Growth and Sustainability With hundreds of thousands of new residents coming to Alberta each year, many municipal governments have struggled to manage the high cost to expand and add new local infrastructure. This new program will help in the short-term by investing about \$45 million into much needed community infrastructure. The deadline to apply for the growth funding stream has closed. About \$15 million will be available to municipalities under 10,000 population where there is an urgent infrastructure breakdown that presents a major health and safety risk. Municipalities must contact the Minister of Municipal Affairs directly to access this funding, but there is no deadline. The province's investment in community infrastructure has been trending downwards for many years. In 2011, the province spent \$420 per Albertan on municipal infrastructure programs. In 2024, it was only \$186 per Albertan.

Signature: _____

Date Submitted: _____

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

98 per cent of our members voted in favour of a resolution that the Government of Alberta increase the Local Government Fiscal Framework Capital funding by about \$1 billion to adequately address public infrastructure needs across Alberta. The problem is the province started the funding pot at only \$722 million, hundreds of millions of dollars lower than what municipalities received annually for the previous decade. We will release preliminary findings of our new financial research project this spring and the impacts to local infrastructure and budgets. The LGFF Operating Framework and Formulas are expected to be released in the coming months and ABmunis has made a submission based on what members have communicated and our research

Provincial officials are fully aware of our opposition to the introduction of political parties in Calgary and Edmonton. We are concerned that local political parties will increase divisiveness on issues instead of encouraging councillors to collaborate on solutions. Candidates running under a political party have an unfair advantage to spend more on their election campaign than an independent candidate. The changes will increase costs for Legal by forcing us to maintain a permanent electors register and force online streaming of all planning and development public hearings.

Municipal leaders are increasingly concerned with how some members of the public are treating municipal elected officials and municipal staff. Councillors and municipal staff are passionate people that care about their community, but we are concerned that the level of disrespect will drive people away from serving their community. We have started releasing videos that feature insights from current elected officials about the benefits of running for council. These videos will help to dispel myths and create more awareness about the realities of serving on council. We also plan to have new tools ready after the election to help municipalities manage conflict within their council and with residents.

ABmunis' Board of Directors proudly announced the appointment of Dana Mackie as the association's new CEO on December 12, 2024. Following a long and distinguished career, Dan Rude retired as our CEO in December. Dana is an accomplished public policy executive who joins ABmunis from the Government of Alberta, where he worked for nearly 20 years in numerous sectors, including economic development, social services, environment and land management, climate change, and post-secondary education.

In October 2024, ABmunis negotiated with Alberta Recycling Management Authority and Circular Materials to create an additional onboarding date for municipalities requiring more time for contract negotiations. Municipalities now have until March 29, 2025 to finalize contracts with Circular Material, to opt for a delayed start to Phase 1 beginning July 1, 2025. In December 2024, ABmunis collaborated with the Recycling Council of Alberta and Rural Municipalities of Alberta to host a webinar with Producers. The webinar addressed key questions from members about the transition and contract negotiations.

- April 1, 2025: All single-family and multi-family dwellings currently receiving recycling collection services should transition from municipally operated to producer-operated systems.
- October 1, 2026: Any single-family or multi-family dwellings currently without community collection services should have service available

Police Governance - Changes to Alberta's Police Act require the establishment of new, mandatory civilian governance bodies for all municipalities policed by the RCMP. The Government of Alberta recently released two supporting regulations to clarify the powers, duties, functions, and composition of these

Signature: _____

Date Submitted: _____

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

new governance bodies: the Police Governance Regulation and the Police Governance Regulation.

Depending on their population and type of police service agreement, communities will be represented by one of the following types of governance bodies:

- Municipal Policing Committees - Communities with a population over 15,000 that are policed by the RCMP through a Municipal Police Service Agreement (MPSA) will be required to establish a municipal policing committee.
- Regional Policing Committees - Communities with a population of under 15,000 policed by the RCMP through an MPSA will be required to establish a Regional Policing Committee, through bylaws, by March 1, 2025.
- Provincial Police Advisory Board - Communities policed by the RCMP under the Provincial Police Service Agreement (urban municipalities with populations under 5,000, as well as municipal districts and counties) will be represented by a Provincial Police Advisory Board.

Municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees, while the provincial government is responsible for the costs of the Provincial Police Advisory Board. After five years on the Alberta Interim Police Advisory Board, I have been appointed to the Provincial Police Advisory along with Krista Gardner, Councillor for the Town of Calmar and Director of Towns West. The Alberta Association of Police Governance has several publicly available resources to assist municipalities in establishing these committees, including a policing committee member handbook, a policing committee bylaw template, and an FAQ document. Public Safety and Emergency Services staff can be contacted at AlbertaPoliceGovernance@gov.ab.ca with questions or requests for support.

Police Funding Model - In December 2019, the Government of Alberta introduced a police funding model (PFM) that applies to municipalities with populations under 5,000, as well as municipal districts and counties. This model, implemented in 2020-21, aims to recover a portion of the costs of contracting the RCMP as Alberta’s provincial police service under the Provincial Police Service Agreement (PPSA). The PFM also enables the province to fund additional police resources and the RCMP has shared an update on the positions created using PFM funds. As the police funding model expires in 2024-25, Public Safety and Emergency Services is expected to begin engaging on a renewed model in early 2025. The province recently announced that they are temporarily freezing the amount municipalities are responsible for paying under the PFM. The provincial news release notes that “due to higher costs from recent RCMP collective agreements, the cost for policing in these smaller communities will increase to 39 per cent, with no corresponding increase in the services provided. To assist municipalities with these new costs, Alberta’s government will pay the increase for one year and will begin engagement with them on their policing needs for the future.” At our last AIPAB meeting, the RCMP provided a full accounting of Sworn Members and Civilian staff that has been added over the last four years under the PFM. I can make that available to anyone that requests it. Briefly it stated:

Year 1: 76 Sworn – 100%	57 Civilian - 100%
Year 2: 55 Sworn – 92%	42 Civilian – 95%
Year 3: 40 Sworn – 60%	52 Civilian – 80%
Year 4: 72 Sworn – 66%	52 Civilian – 57%

Using Canada Mortgage and Housing Corporation (CMHC) definitions, nearly 500,000 Albertans are living in unaffordable housing and 164,275 households are in core housing need. Over 57,000 households (approximately 110,00 Albertans) currently live in provincially supported affordable housing and over 19,000 households are on provincial affordable housing waitlists. The Government of Alberta released its provincial affordable housing strategy in November 2021. The primary goal of the provincial affordable housing strategy is to support up to 25,000 more households, an increase of 44%. This will

Signature: _____

Date Submitted: _____

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

be accomplished by developing 13,000 additional affordable housing units and providing rent assistance to 12,000 more households. The province invested nearly \$1 billion in seniors' facilities and housing in 2024, Budget 2024 also provided some increases to affordable housing programs, expanding assistance to an additional 5,650 households over the next three years, this still leaves over 60 per cent of households in core housing need without any support. Provincial capital funding for affordable housing is distributed through the Affordable Housing Partnership Program: Public, non-profit, and private sector partners, including municipalities are eligible to apply, new intake period is now open, with applications due January 31, 2025, all proposals will be assessed based on the local community needs, ability to achieve outcomes for Albertans with low income, and value for taxpayer money

ENCLOSURES:

Signature: _____

Date Submitted: _____

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

External Meeting Report

<i>TO BE COMPLETED BY COUNCIL MEMBER</i>	
NAME: Councillor Fred Malott	MEETING DATE: 24 Jan, 2025
BOARD/COMMITTEE NAME: Edmonton Salutes Committee	
EMERGING ISSUES: Nil	
<p>SUMMARY OF DISCUSSION:</p> <p>Alan Mulawhshyn from Veterans Housing Canada gave a presentation on the project to date to provide permanent, affordable supportive housing for Vets. The facility in Ottawa at the old Rockcliff Base has 40 studio units approx. 400 Sq Ft in size. It is hoped to have 5 of these facilities completed by 2030 in Ottawa, Edmonton, Toronto, Montreal, and Halifax. City of Edm has donated 1 ½ acres of land behind Cargill (Hwy 2 & 16) and groundbreaking is expected this Spring/Summer, with opening in Fall of 2026. \$16M cost est with \$3.4M from GOA, \$10M Fed funding, and \$6M from fundraising events. Future Funding programs grants, Infrastructure Canada (Op funding 5YRS) and RC Legion will support these units into the next few years.</p> <p>Chair- May 5 marks the 80th anniversary of the Liberation of the Netherlands and May 8 the end of War in Europe. There have been no official plans yet by any Gov agencies for recognition of these events.</p> <p>Admin- Mar 10th the annual report will be presented to City Council. A calendar of events is being published that all members can update with any events they have. Feb 28th Can Forces Health Services is hosting a business lunch at the Mess. In person meetings planned for Spring and Fall. TBA and if anyone is interested in hosting please advise.</p> <p>Army- Edm Salutes will be advised of overseas Deployment and Redeployment of units in on future. They will be providing support to Invictus Games in Vancouver in Feb, and G7 Summit in Kananaskis June.</p> <p>Nonesuch- Change of Command this summer TBA. May 4th is the Battle of the Atlantic Ceremony.</p> <p>Airforce- 408 Sqn still has units deployed to Latvia. There is a major funding decrease this year due to transfer of funds to Reserve Support.</p> <p>Subcommittee Reports- Budget- \$14k of municipal funds carried fwd for this year. There are no restrictions for these funds other than they are not being used for operational funding. A funding Sponsorship Matrix is being used to evaluate requests prior to them coming to a meeting. A new funding Request form will be online soon. Some items requested to be added to applications are</p> <ul style="list-style-type: none"> -no funds can be used to purchase alcohol, -all funds must be used locally, - multiple requests from the same applicants are discouraged, - funding request cannot be submitted post event. 	
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



January 30, 2025

Honourable Mike Ellis
Minister of Public Safety and Emergency Services
404 Legislature Building
Edmonton, AB T5K 2B6

Dear Minister Ellis:

Re: Provincial Police Advisory Board

On behalf of the Alberta Municipalities Board, I am pleased to nominate the following Alberta Municipalities representatives for your consideration as Provincial Police Advisory Board members:

- Councillor Krista Gardner, Town of Calmar and Director of Towns West for Alberta Municipalities
- Councillor Trina Jones, Town of Legal and Director of Towns East for Alberta Municipalities

Enclosed are the candidates' resumes and contact information. If you have any questions or require any further information, please do not hesitate to contact Anita Sookar at 780-989-7406 or Anita@abmunis.ca.

Thank you for the opportunity to help ensure communities policed by the RCMP have a voice in setting local and province-wide policing priorities and performance goals.

Sincerely,



Tyler Gandam
President

cc: Councillor Krista Garder, Town of Calmar
Councillor Trina Jones, Town of Legal
Rae-Ann Lajeunesse Deputy Minister, Public Safety and Emergency Services

Enclosures

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	February 3, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Town of Legal Sponsorship Committee – Sponsorship Package
Agenda Item No:	10.1

BACKGROUND / PROPOSAL:

The Sponsorship Committee has reviewed the Sponsorship Package that was approved by Council on February 5, 2024. Upon review of the package, there has been some changes made to the current package making it more visually appealing, and easier to read. The Sponsorship Committee has introduced discounts for multi-year contracts, and included updated opportunities that have been sold or are currently pending, and an online advertising registration option.

In accordance with the Sponsorship Committee Terms of Reference (Section 7.1.3), the Committee shall establish and coordinate a Sponsorship Program approved by Council. The Sponsorship Committee has now completed the Sponsorship Program and would like to request Council's approval on the finalized package.

Administration is recommending Council approve the finalized Town of Legal Sponsorship Opportunity package (attached) and to authorize the Sponsorship Committee to make future amendments to the package as required.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The sponsorship package for the Legal Arena & Curling Rink provides an opportunity for businesses, organizations, and individuals to sponsor the project and gain recognition. Sponsors can have their names associated to specific areas within the facility, and there is an opportunity to have the recreation facility named after a major contributor. The Town has established criteria for sponsor signage and visibility, ensuring all sponsors receive recognition for their contributions.

COSTS / SOURCE OF FUNDING (if applicable):

Updated sources of funding in accordance with the proposed package (attached):

<u>Sponsorship Opportunity</u>	<u>Annual Contract Amount – Contract Term</u>
Facility Naming Rights	SOLD – Sturgeon Valley Fertilizer
Zamboni Naming Rights	SOLD - FortisAlberta
Center Ice Logo	\$4,200 – 5 year \$4,000 – 10 year
Blue Line Logo (Home)	\$2,100 – 5 year \$2,000 – 10 year
Blue Line Logo (Visitor)	\$2,100 – 5 year \$2,000 – 10 year
Arena Score Clock	\$4,000 – 10 year
Water Refueling Stations	\$500 – 5 year
Dressing Room (4 available)	\$1,575 – 5 year \$1,500 – 10 year
Players Bench (Home)	\$1,575 – 5 year \$1,500 – 10 year
Players Bench (Visitor)	\$1,575 – 5 year \$1,500 – 10 year
Penalty Box	\$1,575 – 5 year \$1,500 – 10 year
Arena Wallboards	
- 24"x96"	\$275 – 1 year / \$263 – 3 year / \$250 – 5 year
- 48"x48"	\$275 – 1 year / \$263 – 3 year / \$250 – 5 year
- 48"x96"	\$550 – 1 year / \$525 – 3 year / \$500 – 5 year
- 48"x192"	\$990 – 1 year / \$945 – 3 year / \$900 – 5 year
- 96"x192"	\$1,980 – 1 year / \$1,890 – 3 year / \$1,800 – 5 year
Arena Rink-Boards (32"x96")	\$880 – 1 year / \$840 – 3 year / \$800 – 5 year
Sports Lounge Naming Rights	\$2,625 – 5 year \$2,500 – 10 year
Donation Appreciation Wall	
- Black	\$250
- Silver	\$500 - \$999
- Gold	\$1,000+

RECOMMENDED ACTION (by originator):

It is recommended that Council approve the revised Town of Legal Sponsorship Opportunity Package as presented and further, to authorize the Sponsorship Committee to make future amendments to the package as required.

Initials show support – Reviewed by:

CAO: Original Signed - RP



SPONSORSHIP OPPORTUNITY

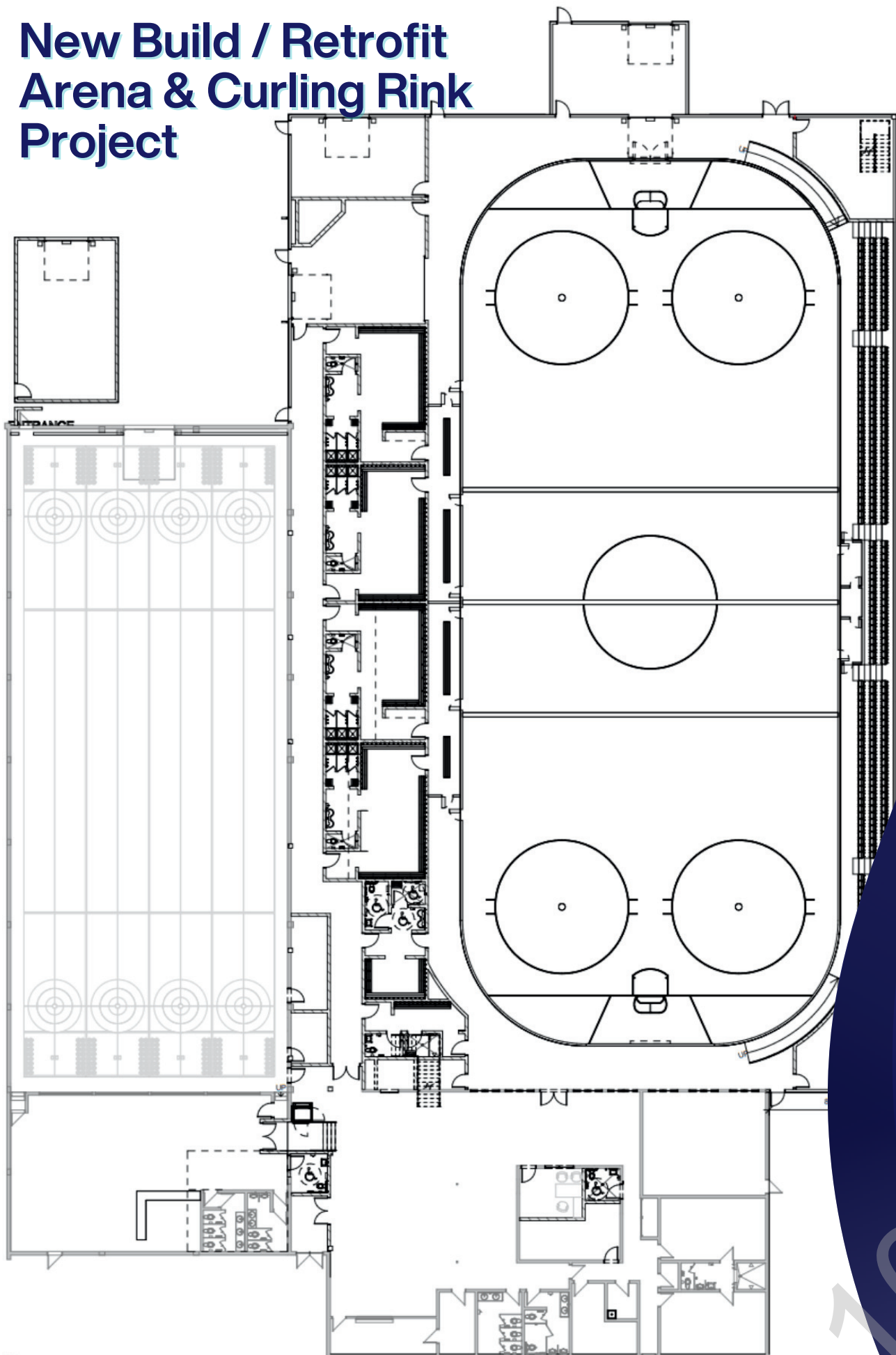


Sponsorship Opportunity

The facility provides an opportunity for businesses, organizations, and individuals to sponsor the project and gain recognition. Sponsors can have their names associated to specific areas within the facility, and there is an opportunity to have the recreation facility named after a major contributor. The town has established criteria for sponsor signage and visibility, ensuring all sponsors receive recognition for their contributions.



New Build / Retrofit Arena & Curling Rink Project



SOLD

Facility Naming Rights

Facility naming rights offer the opportunity to display your business logo and brand visible on exterior of building. You can also engrave your name or your company's name and logo on this exciting new facility.



SOLD

Zamboni

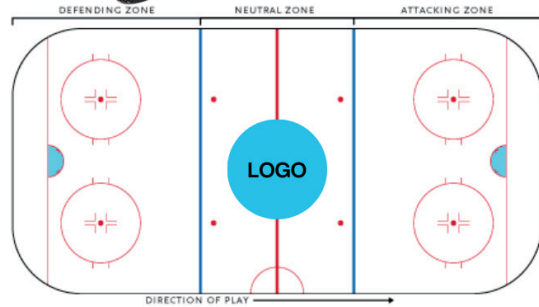
Display your logo and brand, with exclusive rights to the Zamboni, showcase your logos and brands to all guests in attendance.



Center Ice Logo

Signage above the on-ice entrance & center in-ice logo. Offering a opportunity to display your logo and brand, visible to all arena guests.

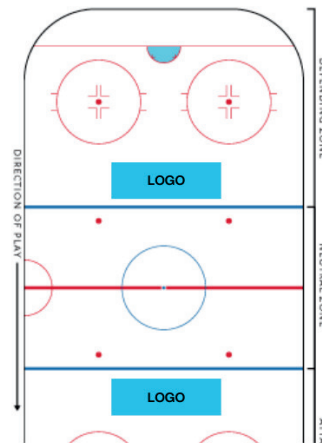
5YR contract \$4200 /annually
10YR contract \$4000 /annually



Blue Line Logo (Home)

In-ice logo on either blue line. Offering a opportunity to display your logo and brand, visible to all arena guests.

5YR contract \$2100 /annually
10YR contract \$2000 /annually



Blue Line Logo (Visitor)

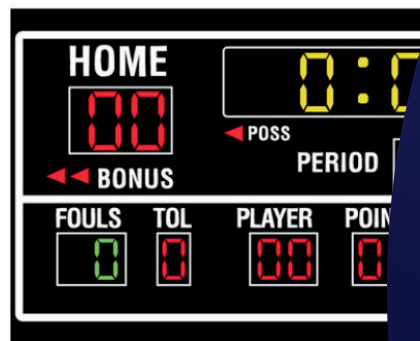
In-ice logo on either blue line. Offering a opportunity to display your logo and brand, visible to all arena guests.

5YR contract \$2100 /annually
10YR contract \$2000 /annually

Arena Score Clock

Showcase your logo and brand on the score clock, visibility to all guests in attendance.

10YR contract \$4000 /annually



PENDING

Water Refueling Stations

Feature your logo and brand on all three water refueling stations, visible to guests & players. Three (3) stations including the lobby, players home and visitors.

5YR contract \$500 /annually



Dressing Rooms (4 Rooms Available)

Promote your business with visibility on the lobby legend, at the entrance of your chosen dressing room, and through customized advertising opportunities inside the dressing room.

5YR contract \$1575 /annually per room

10YR contract \$1500 /annually per room



PENDING Players Bench (Home)

Showcase your decal logo and brand above the players' bench, clearly visible to all guests from the ice surface.

5YR contract \$1575 /annually

10YR contract \$1500 /annually



PENDING Players Bench (Visitors)

Showcase your decal logo and brand above the players' bench, clearly visible to all guests from the ice surface.

5YR contract \$1575 /annually

10YR contract \$1500 /annually

PENDING Penalty Box

Display your brand and logo around the penalty box, ensuring clear visibility to all guests.

5YR contract \$1575 /annually

10YR contract \$1500 /annually

Arena Wallboards

Showcase your business or organization on arena wallboard, displayed in ice surface area. Showcase your logo and brand to all guests in attendance. Five (5) advertisement sizes available.

	1 YR	3 YR	5 YR
24"x96"	\$275	\$263	\$250
48"x48"	\$275	\$263	\$250
48"x96"	\$550	\$525	\$500
48"x192"	\$990	\$945	\$900
96"x192"	\$1980	\$1890	\$1800
	*Annually	*Annually	*Annually



Arena Rink-Boards

Showcase your business or organization on an arena rink-board.

	1 YR	3 YR	5 YR
32"x96"	\$880	\$840	\$800
	*Annually	*Annually	*Annually

Sports Lounge Naming Rights

Signage located above entrance of Curling Rink providing a opportunity to display a logo and brand, visible to all guests upon entrance of arena.

5YR contract **\$2625** /annually
10YR contract **\$2500** /annually



Donation Puck-Wall

The arena lobby will showcase a wall of appreciation for all donors. The feature will proudly display community members, businesses, and organizations on a personalized puck.

Puck colors will correspond with donation levels.

Black **\$250** **Silver** **\$500 - \$999** **Gold** **\$1000+**



Gifts, Monetary Donations & In-Kind

We appreciate your support, and welcome both monetary donations and in-kind services. Please contact us to discuss these opportunities further.



For more sponsorship information contact sponsorship@legal.ca

Mayor, Carol Tremblay 780-701-5234

Deputy Mayor, Andrew Beaton 780-217-9780

CAO, Robert Proulx 780-940-3092

Online advertising registration found by QR or link:



<https://form.jotform.com/242924315423048>

TOWN OF LEGAL

Report to Council

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

Meeting:	Regular Council
Meeting Date:	February 3, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Annual Council Workshop Date and Governance & Priorities Committee Meeting Date
Agenda Item No:	10.2

BACKGROUND / PROPOSAL:

At the December 2, 2024 Council meeting, Council passed a resolution to schedule the Annual Councillor Workshop for February 4 and 5, 2025, however, this date occurs during the Town of Legal annual audit.

As the Chief Administrative Officer and Finance Assistant are required to be present during the audit, administration is recommending that Council:

1. Rescind Resolution #12266, which scheduled the Annual Councillor Workshop for February 4 and 5, 2025;
2. Reschedule the Annual Councillor Workshop to February 24 and 25, 2025; and
3. To cancel the scheduled Governance and Priorities Committee meeting of February 24, 2025.

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.

10.2

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 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 Rescind Resolution #12266, which scheduled the Annual Councillor Workshop for February 4 and 5, 2025.

It is further recommended that Council Reschedule the Annual Councillor Workshop to February 24 and 25, 2025.

It is further recommended that Council cancel the scheduled Governance and Priorities Committee meeting of February 24, 2025.

Initials show support – Reviewed by:

CAO: Original Signed - RP

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:	February 3, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Sturgeon Regional Partnership Council Appointment
Agenda Item No:	10.3

BACKGROUND / PROPOSAL:

The Sturgeon Regional Partnership (SRP) Committee is established as an advisory Committee to provide advice and make recommendations to the Member Municipalities for their consideration.

In accordance with the SRP Terms of Reference, the Committee Membership shall consist of the Mayor or Deputy Mayor in their absence from the Member Municipalities.

At the October 21, 2024 Council Organization meeting, Mayor Tremblay and Councillor Jones were appointed to the Sturgeon Regional Partnership and representatives from the Town of Legal.

As the SRP requires the Mayor and Deputy Mayor as Committee members, administration is requesting Council to appoint Deputy Mayor Beaton as the alternate to the Sturgeon Regional Partnership in place of Councillor Jones.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Sturgeon Regional Partnership Committee is established as an advisory Committee to provide advice and make recommendations to the Member Municipalities for their consideration.

COSTS / SOURCE OF FUNDING (if applicable):

As per Remuneration & Travel Policy (attached).

10.3

RECOMMENDED ACTION (by originator):

It is recommended that Council, in keeping with the current Terms of Reference of the Sturgeon Regional Partnership, appoint Deputy Mayor Beaton as the alternate to the Sturgeon Regional Partnership.

Initials show support – Reviewed by:

CAO: Original Signed - RP

10.3

Sturgeon Regional Partnership Committee

Terms of Reference

1. Definitions

- 1.1. “CAO” means the Chief Administrative Officer of a Member Municipality.
- 1.2. “Chairperson” means the appointed presiding officer of Committee meetings.
- 1.3. “Committee” means the Sturgeon Regional Partnership Committee.
- 1.4. “Consensus” means a simple majority of those present in support.
- 1.5. “Council” means the elected officials of a Member Municipality.
- 1.6. “Mayor” means the chief elected official of a Member Municipality.
- 1.7. “Member Municipality” means the Towns of Bon Accord, Legal, Morinville, Gibbons, Redwater and Sturgeon County.
- 1.8. “Vice Chairperson” means the presiding officer of Committee meetings in the absence of the Chairperson.

2. Committee Rationale Statement

- 2.1. The Sturgeon Regional Partnership Committee is established as an advisory Committee to provide advice and make recommendations to the Member Municipalities for their consideration.

3. Guiding Principles of Partnership and Collaboration

- 3.1. The Committee is not intended to replace the local decision-making process, rather it is established to enhance the process relative to issues of a regional nature by:
 - 3.1.1. Supporting local autonomy while emphasizing that local goals can often best be achieved through regional cooperation and partnerships.
 - 3.1.2. Exploring opportunities to improve the delivery of service to residents in the region through cooperative efforts.

- 3.1.3. Helping members work cooperatively to improve the delivery of municipal services.
- 3.1.4. Encouraging regional thinking in the context of local decision making.
- 3.1.5. Supporting the mutual benefits of all or the majority of the members.
- 3.1.6. Promoting regional prosperity and economic development through partnerships and collaboration.
- 3.1.7. Promoting and fostering organizational efficiency and effectiveness to achieve results without the creation of unnecessary bureaucracy, infrastructure, policies, or processes, while at the same time respecting individual municipal needs, requirements, and related policies.
- 3.1.8. Fostering effective and enhanced communication among members.
- 3.1.9. Providing a collective voice to provincial and federal governments according to an agreed protocol.
- 3.1.10. Supporting a Consensus based decision-making process.
- 3.1.11. Securing funding through available provincial and federal grants that will enable the membership.

4. Annual Committee Work Plan

- 4.1. During the first Committee meeting of each year, the Committee shall set regional priorities for the Committee to explore and action during the upcoming year.
- 4.2. The Committee membership may alter or revise these priorities as needed or based on emergent situations.

5. Committee Membership

- 5.1. The Committee shall consist of the Mayor or Deputy Mayor in their absence from the Member Municipalities.

6. Committee Member Appointment

- 6.1. In addition to the Mayor from each Member Municipality, each Member Municipality shall appoint their Deputy Mayor as an alternate in the event their Mayor is unable to attend.

- 6.2. Each Member Municipality is also encouraged to have a member of their administration attend who will sit as an ex-officio member of the Committee and may take part in discussions but cannot vote on any matter unless authorized as the representative of Council.

7. Voting Members

- 7.1. As an advisory Committee to the Member Municipalities, the Mayor or Deputy Mayor from each Member Municipality may vote on behalf of their respective community.

8. Meetings of Membership or Committee Meetings

- 8.1. Frequency of Committee Meetings:

8.1.1. The Committee shall meet semi-annually unless the Committee agrees to meet more or less frequently.

8.1.2. The full Councils of each member community shall endeavor to meet at least once per municipal term of office (4 years).

- 8.2. Quorum:

8.2.1. A quorum of the Committee shall be a minimum of five (5) Mayors or Deputy Mayors present of the six (6) Member Municipalities.

9. Council Committee Roles

- 9.1. The Committee shall appoint a Chairperson and Vice Chairperson following the annual organizational meetings of the Member Municipalities, held pursuant to Section 192 of the MGA, for a term of one (1) year beginning November 1.

10. Rotation of Chairperson and Vice Chairperson

- 10.1. The role of Chairperson will rotate through the members of the Committee based on the following rotation unless otherwise decided by the Committee:

Town of Redwater
Sturgeon County
Town of Bon Accord
Town of Gibbons
Town of Legal
Town of Morinville

- 10.2. The Vice Chairperson will be from the Member Municipality that will serve as Chairperson in the following year.

11. Role of Chairperson and Vice Chairperson

- 11.1. The Chairperson will chair all Committee meetings and shall give to the Member Municipalities all information required regarding the affairs of the Committee in a timely manner when such information is available.
- 11.2. The Vice Chairperson shall preside over Committee meetings in the absence of the Chairperson.

12. Managing Partner

- 12.1. The responsibilities of the Managing Partner will include securing funding and maintaining the financial and meeting minute records of the Committee.
- 12.2. The CAO, or administrative designate, of the Managing Partner will attend all Committee meetings to fulfill the duties outlined in Section 12.1.

13. Meeting Agenda Preparation and Circulation

- 13.1. The agenda will be developed by the Chairperson in consultation with the Managing Partner CAO.
- 13.2. Items on the agenda will be of regional perspective with the potential for regional benefit.
- 13.3. A municipal Council may, by resolution, request that an item of a regional nature be placed on the Committee agenda.
- 13.4. The Committee may also deal with emergent items of a regional nature that are deemed by the Committee to be of benefit to two or more Member Municipalities.
- 13.5. The Managing Partner CAO will endeavor to circulate the agenda to the Member Municipalities one (1) week in advance of the Committee meeting.

14. Recommendations and Decision Consensus

- 14.1. Decisions shall be made by Consensus.
- 14.2. If Consensus is not achieved the motion will be considered defeated.

15. Sub-Committees

- 15.1. From time to time the Committee may appoint sub-committees to undertake a task and report back to the Committee.

16. Review of Terms of Reference

- 16.1. The Committee shall review the Terms of Reference at least once, halfway through a municipal term of office (4 years).

17. Duration

- 17.1. The Committee will remain in place until such time that the Member Municipalities decide to dissolve the Committee.
- 17.2. Member Municipalities may choose to discontinue their participation in the Committee by resolution of their respective municipal Councils. The Member Municipality must inform the Committee Chairperson of the resolution to discontinue participation in the Committee within thirty (30) days of the resolution date.

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:	February 3, 2025
Presented By:	Robert Proulx, Chief Administrative Officer
Title:	Appointment to Intermunicipal Subdivision and Development Appeal Board (ISDAB)
Agenda Item No:	10.4

BACKGROUND / PROPOSAL:

The Intermunicipal Subdivision and Development Appeal Board agreement between the Towns of Legal, Redwater, Bon Accord and Gibbons was signed on April 1, 2019 and the ISDAB was established.

Since it's passing, the Town of Legal has had 2-members at large that sat on the ISDAB, and when their terms came due in November 2024, both members at large notified the Town they were no longer able to continue as a member of the ISDAB. The Town of Legal has advertised for 2 members at large to be appointed to the ISDAB through the Town's website, social media and in the Legal-Lerie.

In accordance with the ISDAB Agreement:

- 4(1) The Board shall consist of the following Members:
 - (a) A maximum of twelve Members-at-Large; and
 - (b) Four Councillors.
- (2) Each Municipality shall appoint, by resolution of Council, no more than three Members-at-Large who are adult residents of the municipality. Each Municipality shall make reasonable efforts to attract candidates with qualifications, skills and experience which will assist the Board in determining the appeals before it.
- (3) Each Municipality shall appoint, by resolution of Council, one Councillor to the Board.

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- (4) No person shall be appointed as a Member of the Board who is an employee of a Municipality, carries out subdivision or development powers, duties and functions on behalf of a Municipality or is a member of a municipal planning commission of a Municipality.

The Town of Legal appointed Councillor Pat Hills as the Council representative on the ISDAB at the October 21, 2024 Council Organizational meeting.

The Town of Legal has received an application from an individual who is interested in being appointed to the Intermunicipal Subdivision and Development Appeal Board.

The ISDAB Agreement and the application from Jeannie Charrois are attached for your reference.

Administration is recommending Council accept the Jeannie Charrois' application and appoint them as a volunteer member-at-large of the Intermunicipal Subdivision and Development Appeal Board for the Town of Legal for a four-year term.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The The ISDAB hears appeals with respect to decisions of the municipality's Development Authority and renders decisions based on relevant planning matters. is a quasi-judicial board established under the *Municipal Government Act* of the Province of Alberta.

The ISDAB hears appeals with respect to decisions of the municipality's Development Authority and renders decisions based on relevant planning matters.

COSTS / SOURCE OF FUNDING (if applicable):

None at this time.

RECOMMENDED ACTION (by originator):

It is recommended that Council appoint Jeannie Charrois as a member-at-large to the Intermunicipal Subdivision and Development Appeal Board for the Town of Legal for a four-year term.

Initials show support – Reviewed by:

CAO: Original Signed - RP

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD MEMBER APPLICATION FORM

Please send applications to main@legal.ca or drop off at the Town of Legal Municipal Office (5021 50 St, Legal, AB).

Name: Jeannie Charrois

Physical Address: [REDACTED] Legal, AB T0G1L0

Mailing Address: PO Box [REDACTED] Legal AB T0G1L0

Phone: [REDACTED] Email: [REDACTED]

Occupation: Project Manager of Exambank.com

Employer: Syzygy Research & Technology Ltd.

Applicable education/business/work/volunteer/community experience: _____

With a Bachelor of Education and over 10 years of classroom teaching experience, I am passionate about fostering educational environments where students can truly excel. As the

founder of Exambank.com, an online platform offering exam preparation resources, I've spent over 25 years helping students and educators access high-quality tools to succeed academically.

Running Exambank.com from my home office has allowed me to balance entrepreneurship with my commitment to education, growing a business that adapts to the digital landscape and

serves learners worldwide. My work combines innovative teaching strategies with practical, real-world solutions to meet the diverse needs of students and educators.

- Legal Community Gardens since 2011 - Legal Chamber of Commerce - Private Pilot since 2015 - Love for Gardening and Travel

Why would you like to be an ISDAB panelist? _____

I want to be a part of the ISDAB because I am deeply invested in the growth and development of our community, and I believe I can bring a balanced, thoughtful perspective to decisions that impact both current and future generations.

- I agree that my name and qualifications may be shared in a public meeting for the purpose of evaluating my application. I further agree that I am voluntarily applying for the role of an ISDAB panel member for the Town of Legal and have been made aware of the responsibilities this role requires.

Jeannie Charrois Digitally signed by Jeannie Charrois
Date: 2025.01.27 15:41:09 -07'00'

Applicant Signature

January 27, 2024

Date

**TOWN OF LEGAL
BY LAW # 02-2019
INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

BEING A BYLAW OF THE TOWN OF LEGAL IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR THE TOWN OF REDWATER, TOWN OF BON ACCORD, TOWN OF GIBBONS AND TOWN OF LEGAL.

WHEREAS Section 627 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the agreement must provide for the function, duties, procedures and conduct of the intermunicipal subdivision and development appeal board and its members;

AND WHEREAS the Council of the Town of Legal deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and development appeals within the municipal boundaries of the Towns of Redwater, Bon Accord, Gibbons and Legal;

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

TITLE

1. This Bylaw may be cited as the "Intermunicipal Subdivision and Development Appeal Board Bylaw".

ESTABLISHMENT

2. The Town of Legal is hereby authorized to enter into an agreement with the Town of Redwater, Town of Bon Accord and Town of Gibbons to establish an Intermunicipal Subdivision And Development Appeal Board and provide for the following:
 - (a) The hearing of subdivision and development appeals within the boundaries of the municipalities;
 - (b) The function and duties of the Intermunicipal Subdivision and Development Appeal Board; and
 - (c) The procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.

GENERAL PROVISIONS

3. Bylaw #15-95 and Bylaw #03-96 and all amendments thereto are hereby repealed.
4. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.
5. This Bylaw shall come into force and effect upon the date it is passed.

READ a first time this 1st day of April, 2019.

READ a second time this 1st day of April, 2019.

READ a third and final time this 1st day of April, 2019.

SIGNED and PASSED this 1st day of April, 2019.



Mayor


Chief Administrative Officer

AN AGREEMENT DATED THIS 1st DAY OF April, 2019
BETWEEN:

TOWN OF REDWATER

"Redwater"

- and -

TOWN OF BON ACCORD

"Bon Accord"

- and -

TOWN OF GIBBONS

"Gibbons"

- and -

TOWN OF LEGAL

"Legal"

(hereinafter collectively referred to as the "Municipalities")

**TOWN OF REDWATER, TOWN OF BON ACCORD, TOWN OF GIBBONS AND TOWN OF LEGAL
INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AGREEMENT**

WHEREAS Section 627 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Councils for the respective Municipalities have determined that it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board for the purposes of hearing appeals from decisions made by the subdivision authority and development authority of each respective Municipality;

NOW THEREFORE in consideration of the promises, mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

10.4

DEFINITIONS

- 1(1) In this Agreement,
- (a) **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26 and any Regulations thereunder.
 - (b) **"Board" or "Intermunicipal Subdivision and Development Appeal Board"** means the appeal board established by the Municipalities by this Agreement pursuant to sections 627 and 628 of the Act.
 - (c) **"Clerk"** means the individual or individuals appointed to be the clerk of the Board.
 - (d) **"Council"** means the individual Council of each Municipality.
 - (e) **"Councillor"** means a Councillor appointed to the Board by a Municipality.
 - (f) **"Member"** means a member of the Board, including Members-at-Large and Councillors.
 - (g) **"Members-at-Large"** means the members-at-large appointed by each Municipality to be a Member of the Board and does not include Councillors.
 - (h) **"Municipality" or "Municipalities"** means any Municipality that is a party to this Agreement.
- (2) All other terms used in this Agreement shall have the meaning assigned to them in the Act.

ESTABLISHMENT

- 2(1) The Intermunicipal Subdivision and Development Appeal Board is hereby established.
- (2) The Board has all the powers, duties and responsibilities of a subdivision and development appeal board under the Act and the Subdivision and Development Regulations passed pursuant to the Act.
 - (3) The Board Procedures as set out in Schedule "A" are incorporated into and shall form part of this Agreement.
 - (4) The Board Rules of Conduct as set out in Schedule "B" are incorporated into and shall form part of this Agreement.

10.4

FUNCTION AND DUTIES

- 3 The Board shall hear all subdivision and development appeals of the respective Municipalities in accordance with Division 10 of Part 17 of the Act and in accordance with this Agreement.

MEMBERSHIP

- 4(1) The Board shall consist of the following Members:
- (a) a maximum of twelve Members-at-Large; and
 - (b) four Councillors.
- (2) Each Municipality shall appoint, by resolution of Council, no more than three Members-at-Large who are adult residents of the Municipality. Each Municipality shall make reasonable efforts to attract candidates with qualifications, skills, and experience which will assist the Board in determining the appeals before it.
- (3) Each Municipality shall appoint, by resolution of Council, one Councillor to the Board.
- (4) No person shall be appointed as a Member of the Board who is an employee of a Municipality, carries out subdivision or development powers, duties and functions on behalf of a Municipality or is a member of a municipal planning commission of a Municipality.
- (5) A Member ceases to be a Member if:
- (a) the Member ceases to be a resident of the Municipality from which they were appointed;
 - (b) the Member becomes an employee of or a Councillor for any of the Municipalities;
 - (c) in the case of a Councillor, the Councillor ceases to be a Councillor; or
 - (d) the Member is removed from the Board by a resolution of Council.
- (6) Each Municipality has the right to rescind the appointment of a Member it appointed.
- (7) If a Municipality's appointed Member has their membership rescinded, resigns for any reason, or ceases to be a Member, that Municipality may appoint a new Member by resolution of Council.
- (8) Members shall adhere to the Procedures as set out in Schedule "A" and the Rules of Conduct as set out in Schedule "B".

- (9) Only Members who are qualified in accordance with the Act may participate in Board hearings. Members must participate in training programs approved by the Minister of Municipal Affairs in accordance with the Act.

TERM OF APPOINTMENT

- 5(1) The term of appointment for a Member shall be four years.
- (2) Regardless of the date of appointment, the expiry of the term for Members shall be December 31 in the expiry year of the Member's term of appointment.
- (3) Members may be reappointed by resolution of Council for one or more additional terms.
- (4) A Member may resign from the Board by sending written notice to the Clerk and the Municipality that appointed the Member.

CLERK

- 6(1) The chief administrative officer for the Town of Redwater shall appoint the executive assistant to the chief administrative officer as the Clerk and the chief administrative officer for the Town of Gibbons shall appoint the executive assistant for the chief administrative officer as an alternate Clerk.
- (2) The Clerk must participate in training programs approved by the Minister of Municipal Affairs in accordance with the Act.
- (3) The responsibilities of the Clerk for the Board are as follows:
- (a) ensure all statutory requirements of the Board are met;
 - (b) inform all statutory parties of the appeal hearing in accordance with the Act;
 - (c) inform all affected parties of the appeal hearing in accordance with the Act;
 - (d) compile all necessary documentation for distribution to the Members;
 - (e) attend all Board hearings;
 - (f) make and keep a record of the proceedings, which may be in the form of a summary of the evidence presented, and retain all exhibits, including all written submissions to the Board;
 - (g) communicate decisions of the Board in accordance with the Act; and
 - (h) such other matters as the Board may direct.

10.4

MEMBER REMUNERATION

- 7 Members shall be entitled to remuneration for travel and expenses as agreed upon by the Municipalities and accordingly set by each Council. Members shall submit receipts in accordance with the policies of the Municipality which appointed the Member.

ADMINISTRATION FOR HEARINGS

- 8(1) The fee for an appeal will be agreed upon by the Municipalities and accordingly set by each Council.
- (2) Council for the Municipality in which the appeal originated may, at their sole discretion, refund the appeal fee if a written withdrawal of the appeal is received by the Clerk prior to notifications of the appeal hearing being sent out.
- (3) Board hearings will be held in the Municipality from where the appeal originates at a location as determined by the Municipality and advertised in accordance with the Act.
- (4) The Municipality from where the appeal originates will provide any additional administrative resources required for the Board hearings.

TRAINING COSTS

- 9(1) The costs of training the Clerk and Members, including reasonable travel, mileage, meals, and accommodations, shall be paid by the Municipality that appointed the Clerk or Member.

HEARING COSTS

- 10(1) All Board costs and expenses, including the costs of administering and holding the hearing, any legal costs or any other costs and expenses the Board may incur shall be paid by the Municipality from where the appeal originates.
- (2) The Municipality from where the appeal originates shall pay the costs of the Clerk based on the hours required to administer and run the hearing, including any mileage or other reasonable costs.
- (3) The Clerk may, in consultation with the chief administrative officer of the Municipality from where the appeal originates, retain legal counsel on behalf of the Board for a particular appeal.


GENERAL

- 11(1) Headings in this Agreement are for reference purposes only.
- (2) Words in the masculine gender will include the feminine gender whenever the context so required and vice versa.

- (3) Words in the singular shall include the plural or vice versa whenever the context so requires.
- (4) This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below

TOWN OF REDWATER

Per: 

Mayor

Per: 

Chief Administrative Officer

TOWN OF BON ACCORD

Per: 

Mayor

Per: 

Chief Administrative Officer

TOWN OF GIBBONS

Per: 

Mayor

Per: 

Chief Administrative Officer

TOWN OF LEGAL

Per: 

Mayor

Per: 

Chief Administrative Officer

10.4

SCHEDULE "A"

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD PROCEDURES

DEFINITIONS

- 1 Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*, RSA 2000, Chapter M-26.
- (a) **"Administration"** means a member or members of administration from the Municipality.
 - (b) **"Agreement"** means the Intermunicipal Subdivision and Development Appeal Board Agreement dated April 1st, 2019.
 - (c) **"Appellant"** means a person who, pursuant to the Act, has filed a notice of appeal with the Board.
 - (d) **"Applicant"** means the person, who has applied for a permit or approval, and whose permit or approval is being appealed.
 - (e) **"Board"** means the Board established by the Municipalities by this Agreement and includes Panels.
 - (f) **"Chair"** means the Councillor appointed to chair a Panel.
 - (g) **"Closed Session"** means the part of the Board hearing that is closed to the public in accordance with section 197(2.1) of the Act.
 - (h) **"Panel"** means the specific panel of Members assigned to hear a specific appeal.

APPLICATION

- 2 These procedures shall apply to all hearings of the Intermunicipal Subdivision and Development Appeal Board.

HEARING PANEL AND CHAIR

- 3(1) The Board shall hold hearings as necessary to consider and decide appeals in accordance with the Act.
- (2) Hearings will be heard by the Board in Panels of three Members consisting of the following:
- (a) one Councillor; and

10.4

- (b) two Members-at-Large.
- (3) Panels shall have all the same powers, duties and responsibilities of the Board.
- (4) When a hearing is required in accordance with the Act, the Clerk shall canvass Members-at-Large for availability. Reasonable efforts will be made to assign Members-at-Large to the Panel who are not from the Municipality from where the appeal originates.
- (5) The Chair of the Panel shall be the Councillor who was appointed by the Municipality from where the appeal originates. If the Councillor from the Municipality from where the appeal originates is unavailable or unable to chair the hearing, another Member Councillor may chair the hearing.
- (6) The Chair shall be responsible for the conduct of the hearing and for ensuring the hearing is conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice.

DECISIONS OF THE PANEL

- 4(1) A decision of the Panel is deemed to be a decision of the Board.
- (2) Only Members present for the entire hearing shall participate in the making of a decision on any matter before the Panel. The Clerk shall not participate in making a decision on any matter before the Panel.
- (3) The decision of the majority of Members on the Panel shall be deemed to be the decision of the whole Panel.
- (4) If a hearing is recessed for any reason following the submission of evidence, the hearing may be recessed to the next or other date when all original Members of the Panel are available. Only Members present at the original hearing shall render a decision of the matter.
- (5) The Panel may issue its decision with or without conditions in accordance with the Act.
- (6) The Panel shall give a written decision together with the reasons for the decision in accordance with the Act.
- (7) An order, decision, approval, notice or other thing made, given or issued by the Panel shall be signed by the Chair or, in the Chair's absence, another Member of the Panel who heard the matter as designated by the Chair in writing.

10.4

GENERAL APPEAL PROCEDURES

- 5(1) The Board shall consider and decide all subdivision and development appeals and section 645 Stop Order appeals which have been properly filed with the Municipality in accordance with the Act.
- (2) The Board shall hold a hearing respecting the appeal within thirty days from the date of receipt of the written notice of appeal by the Municipality from which the appeal originates.
- (3) The Board shall give notice of the hearing in accordance with the Act.
- (4) The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- (5) The Board shall hear from parties in accordance with the Act.
- (6) Letters previously submitted to a Municipality's subdivision or development authority will not be considered by the Board unless resubmitted for the hearing. The author of the letter must be identified on the document.
- (7) The Board shall hear appeals in public, but it may at any time recess and deliberate in Closed Session.
- (8) If the Board requires further technical information, legal opinions, or other assistance, the Board may recess the hearing pending receipt of such information.
- (9) Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk.

HEARING PROCEDURE

- 6(1) The Chair will call the hearing to order, ask the Clerk to introduce the matter and ask for a motion to open the hearing.
 - (a) The Clerk will confirm that the notice of appeal has been provided to all parties in accordance with the Act.
 - (b) The Chair will introduce the Members on the Panel and outline how the hearing will be conducted.
 - (c) The Chair will ask if anyone objects to any Member of the Panel hearing the appeal.
 - (d) Administration or their representative will outline the matter under appeal and make submissions.

10.4

- (e) The Applicant or their representative, if different from the Appellant, will make their submissions, if any.
- (f) The Appellant or their representative will make submissions, if any.
- (g) The Chair will then call upon any persons in favour of the appeal and who are entitled to be heard by the Board in accordance with the Act to speak. The Board reserves the right to abbreviate repetitious oral submissions.
- (h) The Chair will then call upon any persons opposed to the appeal and who are entitled to be heard by the Board in accordance with the Act to speak. The Board reserves the right to abbreviate repetitious oral submissions.
- (i) The Chair will then call upon the Applicant to provide closing comments, if any.
- (j) The Chair will then call upon Administration to provide closing comments, if any.
- (k) The Chair will then call upon the Appellant to provide closing comments, if any.
- (l) Members may ask presenters questions through the Chair at any time during the hearing.
- (m) Once Members have asked all questions, the Chair will close the hearing.
- (n) The Board may deliberate and make its decision in Closed Session.
- (o) The Board may, at any time, modify or adjust the foregoing procedure as required to comply with the Act and the rules of natural justice.

(2) **Hearing Materials**

- (a) All presentation submissions, including written submissions, must be provided to the Clerk at least three days before the hearing date. Notwithstanding the foregoing, the Board retains the discretion to accept late submissions where deemed appropriate.
- (b) The use of slides, maps, videos, and power point presentations are permitted and these materials along with any written submissions become the property of the Board as exhibits to the hearing.
- (c) The Chair, in consultation with the Clerk, may set alternate timelines for providing submissions, including staggered timelines for submissions by each party.

10.4

(3) **Introduction of Speakers**

- (a) Persons addressing the Board shall give their full name, location of residence or business, indicate whether they are speaking on their own behalf or on behalf of others, indicate whether they are for or against the appeal, and address the Chair when responding to questions or providing information.
- (b) A person who does not identify him/herself will not be given the opportunity to address the Board.

CONDUCT AT HEARINGS

7(1) Members of the public in attendance at a hearing:

- (a) shall address the Board through the Chair;
- (b) shall maintain order and decorum; and
- (c) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.

- (2) The Chair may order members of the public who disturb or act improperly at a hearing by words or actions to be removed. The Chair may request assistance from a Peace Officer to remove the individual.

MEMBER CONDUCT

- 8(1) A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.

- (2) When a Member or member of the public is addressing the Chair, every other Member shall:

- (a) remain quiet and seated;
- (b) not interrupt the speaker except on a point of order;
- (c) not carry on a private conversation; and
- (d) not cross between the speaker and the Chair.

10.4

SCHEDULE "B"**BOARD MEMBER RULES OF CONDUCT**

- i. Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement, including Schedule "A", or where not specified in the Agreement, in the *Municipal Government Act*.

PECUNIARY INTEREST AND BIAS

- 2(1) No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
- (2) For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, all provisions of section 170 of the Act shall apply, substituting the term "Member" for the term "Councillor".
- (3) No Member shall participate in the hearing of any matter before the Board in which that Member has an actual or perceived bias for or against the Appellant, Applicant or any parties that appear before the Board.
- (4) Where a Member has a pecuniary interest in the matter before the Board, or an actual or perceived bias for or against the Appellant, Applicant or any parties that appear before the Board, that Member shall disclose that interest or bias to the Board and Clerk as soon as possible and remove him/herself from participating as a Board Member in the hearing of the appeal.

GENERAL MATTERS

- 3(1) Members shall not discuss any matter under appeal with any party to that appeal or any other persons outside of the formal hearing process nor shall Members conduct any independent investigations of matters under appeal outside the formal hearing process.
- (2) Members shall keep matters discussed in Closed Session and legal advice provided to the Board confidential, except where required to disclose that information by law.
- (3) Members shall attend all Board hearings to which they are assigned and Members shall make every effort to diligently prepare in advance for hearings.
- (4) Members shall make every effort to actively participate in the hearing, deliberation and decision making process on all appeals to which they have been assigned.
- (5) Members shall conduct themselves in a professional manner and treat all parties, including the Clerk, with dignity and respect.
- (6) Members shall perform their functions and duties in a conscientious and diligent manner.

- (7) Where, a Municipality becomes aware of a breach of these Rules by a Member, Council for the Municipality from where the Member is appointed may review the facts and make a determination as to whether the Member, in the sole opinion of Council, has breached the Rules and if so, Council may rescind the Member's appointment. If the Member under investigation is a Councillor, the Councillor shall not participate in Council's deliberations.