

Village of Alix



Council Members shall at all times conduct themselves and commit to ethical, businesslike, and lawful conduct, including the appropriate use of authority vested in them and appropriate decorum when acting as a Council Member.

Council Members shall:

- Govern their conduct in accordance with the requirements and obligations set out in the MGA;
- Commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council Members;
- Not take action beyond the powers granted by the MGA without having the necessary authority from Council to do so;
- Represent the best interests of the Village;
- Debate in a manner that is respectful, considerate and healthy and will be limited to the topic that is directly related to the motion on the table;
- Take all points of view into account when making decisions;
- Have the option to respectfully disagree with other Members of Council;
- Preserve the integrity and impartiality of Council;
- Think independently and refrain from forming allegiances or factions within Council.

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, February 19, 2025, at 6:00 P.M.

Present: Mayor Tim Besuijen, Councillors Barbara Gilliat, Janice Besuijen, Edwin Cole and Rob Fehr.

Also Present: Michelle White, Chief Administrative Officer

Call to Order: Mayor T. Besuijen called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Mayor T. Besuijen called for amendments to the agenda.

Approval of Agenda:

Resolution #026/25: Moved by Councillor J. Besuijen that the Village of Alix Council approve the agenda with the following amendment:

Add: Closed Meeting b) FOIP Section 17 – Personal Privacy Re: Human Resources

CARRIED

Minutes: a) Regular Meeting – February 5, 2025

Resolution #027/25: Moved by Councillor J. Besuijen that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, February 5, 2025, be accepted as presented.

CARRIED

Delegation: a) Jill Hillman, Executive Director, Alix Community Resource Centre, Jackie Northey and Christine Buelow, Executive Director, Bashaw and District Support Services – Alix Community Resource CTR Annual Report

Ms. Jill Hillman, Executive Director, Ms. Northey and Ms. Buelow of the Alix Mirror Wellness Supports Society entered the meeting at 6:02 P.M.

Ms. Hillman, Ms. Northey and Ms. Buelow retired from the meeting at 6:52 P.M.

Bylaws: None

Unfinished Business: None

New Business: a) Policy No. 18 – Petty Cash Fund – Request for Decision 25-07

Resolution #028/25: Moved by Councillor Cole that the Village of Alix Council hereby approves amended Policy 18, Petty Cash Fund as presented.

CARRIED

b) Occupational Health and Safety Update – Request for Decision 25-08

Resolution #029/25: Moved by Councillor Fehr that the Village of Alix Council hereby directs administration to work with the Alix Arena Association to update the existing Alix Arena use agreement, outlining areas of responsibility and compliance with provincial regulations.

CARRIED

Financial Reports: a) Accounts Payable Cheque Listing – December 31, 2024 – February 5, 2025

b) Bank Reconciliation – January 2025

c) Tax Trial Balance – February 12, 2025

Financial Reports: (cont.)

Resolution #030/25: Moved by Councillor J. Besuijen that the Village of Alix Council hereby accept the Financial Reports as presented. CARRIED

Committee Reports: a) Lacombe Foundation Meeting – Councillor Fehr
b) Royal Canadian Mounted Police Community Group Meeting – Councillor Cole
c) Parkland Community Planning Services Meeting – Councillor J. Besuijen

Resolution #031/25: Moved by Councillor Fehr that the Village of Alix Council accept the Committee Reports as presented. CARRIED

Administrative Reports: a) Chief Administrative Officer's Report

Resolution #032/25: Moved by Councillor Cole that the Village of Alix Council hereby accept the Chief Administrative Officer's Report as presented. CARRIED

Correspondence and Information: a) Royal Canadian Mounted Police – Quarterly Community Policing Report
b) Alix Fire Truck Fabrication Project – Lacombe County
c) Alix and Area Community Resource Centre – Family Day in Alix

Resolution #033/25: Moved by Councillor J. Besuijen that Correspondence Items (a) through (c) be accepted as information. CARRIED

Closed Meeting: a) FOIP Section 27 – Privileged Information Re: Legal Matter
b) FOIP Section 17 – Personal Privacy Re: Human Resources

Resolution #034/25: Moved by Councillor J. Besuijen that the Village of Alix Council go into a Closed Meeting at 7:39 P.M. to discuss FOIP Section 27, Privileged Information regarding a legal matter and FOIP Section 17, Personal Privacy regarding a human resources matter. CARRIED

Resolution #035/25: Moved by Councillor J. Besuijen that the Village of Alix Council return to the Public Meeting at 8:26 P.M. CARRIED

Resolution #036/25: Moved by Councillor Cole that the Village of Alix Council accept Fire Chief Darren Hiron's resignation reluctantly and with regret. CARRIED

Adjournment:

Resolution #037/25: Moved by Councillor J. Besuijen that this Regular Meeting of the Village of Alix Council be adjourned at 8:27 P.M. CARRIED

Mayor

Chief Administrative Officer

ADMINISTRATION REPORT



Date: February 20, 2025 RFD 25-11
Memo To: Village Council
From: Michelle White
Subject: County MDP/LUB Updates

1. **PURPOSE** – To inform Council of Lacombe County’s proposed updates to their Municipal Development Plan (MDP) and Land Use Bylaw (LUB).
2. **BACKGROUND** –When a municipality is updating plans and bylaws that may affect adjacent property owners, municipalities or public/private bodies, they are required to provide notice of those amendments and a means of providing feedback.
3. **OPTIONS** –
 1. To accept this report as information
 2. Provide written or verbal feedback at the Public Hearing (see attached)
4. **DISCUSSION** – The proposed changes to the MDP deal with a wording change from RESIDENCE to DWELLING in several sections of the plan.

The proposed changes to the LUB primarily deal with signs and updates to Land Use Districts regarding recreational vehicles.
5. **FINANCIAL IMPLICATIONS** – None
6. **LEGAL** – Lacombe County Municipal Development Plan s. 8.4.2 Amending the Plan: Consultation “The County shall refer plan amendments to the public and all government and non-governmental agencies affected by the plan, and apply the appropriate referral times, prior to approval of any amendments by Council.”
7. **POLITICAL/PUBLIC IMPLICATIONS** – As Lacombe County and Alix share a corporate boundary, changes they make have the potential to affect lands in the “fringe area” around us. This is the primary reason notice of changes/amendments is given.
8. **OTHER COMMENTS** – Administration has reviewed and sees no areas of concern regarding the proposed updates.
9. **RECOMMENDATIONS** – Option #1 – I recommend the following resolution:

“that Alix Village Council hereby accepts Request for Decision 25-11, County Municipal Development Plan and Land Use Bylaw updates as information.”

A handwritten signature in cursive script, appearing to read "M. White".

Author

Lacombe County is holding a PUBLIC HEARING



to update the *Municipal Development Plan & Land Use Bylaw*

BYLAWS NO. 1429/25 and 1430/25

Lacombe County reviews the Municipal Development Plan and Land Use Bylaw each and every year, to ensure the documents continue to support our community's vision. If you are a County landowner, resident, or business, we encourage you to participate in the upcoming Public Hearing and provide feedback on the proposed changes.

Back in 2017 when the Municipal Development Plan and Land Use Bylaw were adopted, the County committed itself to accountable and transparent decision-making and annual progress reporting. This allows the County to strive for continual improvement each year and ensures the documents are 'living documents', continuing to stay up-to-date with trends in land use planning, development pressures in the area, and the needs and desires of the local community.

WHAT IS A PUBLIC HEARING?

A Public Hearing presents the proposed bylaw, and gives members of the public an opportunity to speak to Council about it and provide input before adoption. Your input is valued and encouraged.

Anyone wishing to comment on the proposed bylaw changes will have an opportunity to do so at the Public Hearing.

WHEN IS THE PUBLIC HEARING?



March 13, 2025



9:00 AM

HOW DO I PARTICIPATE?

Participate in the public hearing to voice your opinion. There are 3 ways you can provide input!

1

Attend and speak in person
Lacombe County Office,
Council Chambers

Located 2½ miles west of Highway 2 at the intersection of Spruceville Road and Highway 12

2

Attend and speak virtually
Join by Zoom or by Phone

Instructions for accessing the meeting by phone or computer/laptop can be found on the County's website at www.lacombecounty.com/annualreview

3

Provide written comments

If you are unable to attend the Public Hearing but want to provide input, please send your comments to Planning Services prior to March 13, 2025. Your comments can be sent by:

EMAIL planning@lacombecounty.com
FAX 403-782-3820, or
MAIL RR 3, Lacombe AB, T4L 2N3

All submissions will be public information.

For more information
contact Planning Services

Cajun Paradis, Senior Planner
403-782-8389 or planning@lacombecounty.com

or learn more at

www.lacombecounty.com/annualreview



BYLAW NO. 1429/25

A BYLAW OF LACOMBE COUNTY, IN THE PROVINCE OF ALBERTA, TO AMEND THE LACOMBE COUNTY MUNICIPAL DEVELOPMENT PLAN, BYLAW NO. 1238/17 AS IT RELATES TO GENERAL REGULATIONS AND DISTRICT REQUIREMENTS.

WHEREAS notice was given of Council's intention to amend the Municipal Development Plan in the following local newspapers:

XX

AND WHEREAS a public hearing was held on XX, 2025 to allow the general public to comment on the proposed amendments to the Municipal Development Plan;

NOW THEREFORE the Council of Lacombe County under the authority and pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c.M-26-1, as amended, enacts that the Municipal Development Plan be amended as follows:

PART II - IMPLEMENTATION

3.5 FIRST PARCEL OUT SUBDIVISION

AG 3.5.1 First Parcel Out Subdivision

Replace '~~habitable permanent residence~~' with 'habitable dwelling' in policy 3.5.1(a)

Replace '~~habitable residence~~' with 'habitable dwelling' in policy 3.5.1(b)

AG 3.5.2 Waiving the Requirement for a Habitable Permanent Residence

Rename AG 3.5.2 Waiving the Requirement for a ~~Habitable Permanent Residence~~ to AG 3.5.2 Waiving the Requirement for a Habitable Dwelling

Replace '~~habitable permanent residence~~' with 'habitable dwelling' in policy 3.5.2

AG 3.5.3 First Parcel Out Choice of Building Site

Replace '~~residence~~' with 'dwelling' in policy 3.5.3

5.4 LOCAL HOME BASED BUSINESS

Replace '~~habitable residence~~' with 'habitable dwelling' in introduction

ECON 5.4.4 House Required for a Business Location

Replace '~~habitable residence~~' with 'habitable dwelling' in policy 5.4.4

PART III – Glossary & Monitoring

9.1 GLOSSARY OF TERMS

Add the following definition:

Dwelling or Dwelling Unit means a building or a portion of a building containing one or more habitable rooms that constitute a self contained living accommodation unit having sleeping, washroom and kitchen facilities.

This Bylaw shall come into effect upon final passage thereof.

INTRODUCED AND GIVEN FIRST READING this XX day of XX, 2025

GIVEN SECOND READING this XX day of XX, 2025

GIVEN THIRD AND FINAL READING this XX day of XX, 2025

Barb Shepherd
Reeve

Tim Timmons
County Manager

BYLAW NO. 1430/25

A BYLAW OF LACOMBE COUNTY, IN THE PROVINCE OF ALBERTA, TO AMEND THE LACOMBE COUNTY LAND USE BYLAW, BYLAW NO. 1237/17 AS IT RELATES TO GENERAL REGULATIONS AND DISTRICT REQUIREMENTS.

WHEREAS notice was given of Council's intention to amend the Land Use Bylaw in the following local newspapers:

XX

AND WHEREAS a public hearing was held on XX, 2025 to allow the general public to comment on the proposed amendments to the Land Use Bylaw;

NOW THEREFORE the Council of Lacombe County under the authority and pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c.M-26-1, as amended, enacts that the Land Use Bylaw be amended as follows:

PART 1 – DEFINITIONS

1.6 DEFINITIONS

Replace 'residence' with 'dwelling' in the definition of **AGRICULTURAL BUILDING**

Replace the following definitions:

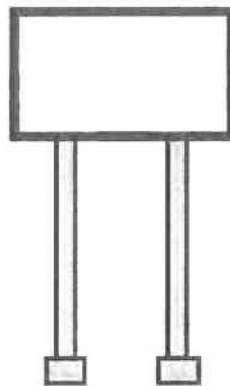
SIGN means an object or device used for the purpose of advertising or calling attention to any person, matter, thing or event.

Includes:

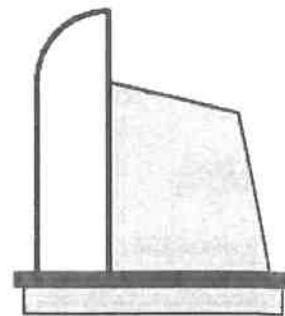
FREESTANDING SIGN means a sign that is not attached to a building and is erected from the ground independently with the support of posts, columns, or other structural elements. A freestanding sign does not include signs that are attached, displayed, or affixed to/from a vehicle, trailer, sea-container, fence, or retaining wall.



Multi - Tennant



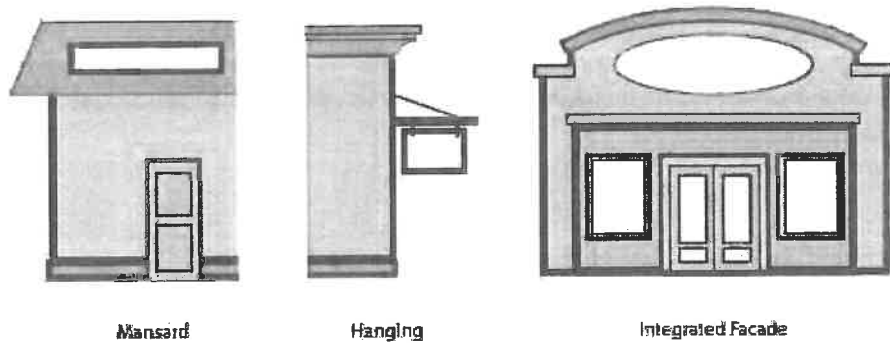
Pylon



Subdivision

FAÇADE SIGN means a sign that is attached, displayed, or affixed to/on a building, and has been designed to be structural component of the

building. A façade sign does not include a sign that is attached, displayed, or affixed to/from a vehicle, trailer, sea-container, fence, or retaining wall.



PART 3 – DEVELOPMENT & SUBDIVISION APPLICATION PROCESS

3.2 REQUIREMENT FOR DEVELOPMENT PERMIT

Replace 'residences' with 'dwellings' in subsection 3.2(1)(a)

PART 6 – GENERAL REGULATIONS

Assorted Sections

Replace 'residences' with 'dwellings' in subsection 6.4(3)(b), 6.20(1)(d), 6.34(1)(c)

Replace 'residence' with 'dwelling' in subsection 6.7(1)(e)

6.2 ACCESSORY BUILDINGS AND USES

Update the following subsection:

- (8) Tarp/canvas covered buildings are prohibited in all residential districts except in the Country Residential 'R-CR' District where it meets all other sections of the Land Use Bylaw, is site specifically designed and approved by a professional engineer, and has received approval from the Development Authority.

6.23 SIGNS

Replace the entire section as follows:

Administration

- (1) The provisions contained within this section shall apply to all signs within Lacombe County, except any sign that is required to be displayed under the provisions of federal, provincial, or municipal legislation.

- (2) Where a sign is proposed on lands that are governed by multiple authorities or more than one (1) set of standards, the higher or most restrictive standards will prevail.

Application for Development Permit

- (3) All signs, structures for signs, as well as alterations or relocations of existing signs shall require a development permit in all districts of the Land Use Bylaw, unless specifically exempt from the requirement to obtain a development permit, as outlined in section 6.23.
- (4) The Development Authority may approve a sign as part of an application for development for which the sign is accessory to, so long as they are satisfied that all the required information has been provided.
- (5) In addition to the requirements of section 3.4, the Development Authority may require an applicant of a development permit for a sign to submit any or all of the following:
- (a) a sketch showing the contents of the proposed sign, including all text, photos, or graphics;
 - (b) the design characteristics and nature of the sign and associated structure to which the sign will be affixed to or displayed from, including dimensions, size, construction materials, paint materials, colour, and illumination;
 - (c) a site plan showing the location of the sign on the property; and
 - (d) drawings illustrating the position, orientation, and method of attachment of the sign.
- (6) In addition to the requirements of section 6.23(4), at its discretion, the Development Authority may require an applicant of a development permit for a sign to submit written confirmation and/or sealed drawings from a qualified professional engineer verifying that the proposed sign-bearing structure can structurally accommodate the sign.

Signs Exempt from Requiring Development Permit Approval

- (7) The following signs do not require development permit approval, subject to compliance with the regulations of this Bylaw:

SIGN	RESTRICTIONS
Election signs relating to a federal, provincial or municipal election	Sign(s) shall comply with the County's Guidelines for the Placement and Installation of Election Signs
Property identification sign for non-business/non-commercial use	Shall not exceed 1.86 m ² (20 ft ²) Limit of one (1) sign per parcel
Sign intended to inform or guide, warn of potential hazards/danger, or restrict activity on a private	Shall not exceed 1.86 m ² (20 ft ²)

property	
Real estate sign	<p>Shall not exceed 1.86 m² (20 ft²)</p> <p>Shall relate to the property on which the sign is located</p> <p>Shall be removed within seven (7) days of the completion of transfer or sale to which the sign relates</p>
Construction sign (pertaining to works being carried out on private property)	<p>Must not exceed 1.86 m² (20 ft²)</p> <p>Shall relate to the property on which the sign is located</p> <p>Shall be removed within seven (7) days of the completion of work or project</p>
Private sale sign (temporary)	Must not exceed 1.86 m ² (20 ft ²)
Sign advertising a minor home based business	<p>Shall not exceed 0.93 m² (10 ft²)</p> <p>Shall be located on the same parcel as the minor home-based business</p>
Agricultural identification sign	Must not exceed 1.86 m ² (20 ft ²)
Sign for the advertisement of, or direction to a local event	<p>Must not exceed 1.86 m² (20 ft²)</p> <p>Shall relate to an event on the property on which the sign is located, unless otherwise approved by the Development Authority</p> <p>May be erected no sooner than two (2) weeks prior to the event, and shall be removed within seven (7) days of the completion of the event</p>

Freestanding Signs

- (8) The maximum height for any freestanding sign shall be 7.62 metres (25 feet) when measured from grade to the highest feature of the sign, unless otherwise directed by the Land Use Bylaw or approved by the Development Authority.
- (9) The maximum size of any freestanding sign shall be 2.97 m² (32 ft²), unless otherwise directed by the Land Use Bylaw, Site Development Guidelines, or approved by the Development Authority.

- (10) There shall be no more than one (1) freestanding sign permitted on a parcel, unless otherwise directed by the Land Use Bylaw or approved by the Development Authority.

Façade Signs

- (11) A sign which is located on, or affixed to the façade of a building shall have an area which does not exceed 15% of the façade area, to a maximum of 40.04 m² (431 ft²).
- (12) For façade signs that extend more than 0.1 metres (0.33 feet) from the façade, the sign shall have a minimum clearance of 2.44 metres (8 feet) from grade to the bottom of the sign.
- (13) A façade sign may extend horizontally no further than 0.3 metres (1 foot) from the façade.
- (14) A façade sign may consist of individual letters, symbols or logos affixed or attached directly to the building.

Subdivision Signs

- (15) The location, size and design of the subdivision sign shall be approved by the Development Authority prior to construction and installation, and shall be erected in accordance with the standards described in the County's *Standards Manual*.

Signage on County Lands

- (16) No sign other than traffic and directional signage authorized by Lacombe County, or an election sign permitted under this section, shall be located on municipal lands under the jurisdiction of Lacombe County, without the prior approval of the County. This includes, but is not limited to, County rights-of-ways easements, public utility lots, and reserve lands.
- (17) The approval of an application to install signage on municipal lands under the jurisdiction of Lacombe County, including but not limited to County rights-of-ways, easements, public utility lots, and reserve lands, shall be at the sole discretion of the Development Authority. The Development Authority shall not approve an application for the erection of a sign upon or over a municipal property without:
- (a) confirmation that the proposed signage will not negatively impact traffic safety, the functionality, or the original intended purpose of the said County lands, to the satisfaction of the Development Authority;
 - (b) the issuance of a Development Permit, as required in section 6.23; and
 - (c) the applicant entering into a Sign Encroachment Agreement containing provisions to:
 - (i) indemnify and save harmless the County from any and all liability;
 - (ii) place and maintain insurance; and
 - (iii) charge the land(s) with any costs incurred by the County.

- (18) No sign shall be located within a road sight line triangle as described in section 6.9 of this Bylaw, unless otherwise approved by the Development Authority.

Prohibited Signage

- (19) Signs that are not explicitly permitted in this Bylaw are prohibited.
- (20) No sign shall be affixed, erected, and/or displayed on/from a parked motor vehicle, trailer, or sea container.
- (21) No sign shall be affixed, erected, and/or displayed on/from a fence, retaining wall, topographical slope, or vegetation, unless approved at the discretion of the Development Authority.
- (22) No sign shall use a video display, motion picture or audible component.
- (23) No sign shall obstruct the view of, or be liable to be confused with any traffic sign or signal, or otherwise pose a potential hazard to traffic or pedestrians.
- (24) No sign shall be attached, affixed to or constructed on the building roof or above the parapet portion of the building, except for:
- (a) an integrated roof façade sign;
 - (b) an integrated wall façade sign; or
 - (c) a façade sign on a mansard roof.
- (25) No sign shall have balloons, flags, streamers, ribbons, or other hazards attached to it, at the discretion of the Development Authority.
- (26) No sign shall identify a business, development, or service not authorized to operate in the County under the provisions of this Bylaw or applicable municipal, provincial, and federal legislation.

General Regulations

- (27) The landowner shall ensure that signs are maintained in good repair and working order at all times in accordance with the provisions of this Bylaw.
- (28) Electrical power supply, including any wiring and conduits, to a freestanding sign shall be located underground, except where a sign is powered by solar energy. Where a sign is powered by solar energy, the solar panel may be located aboveground provided all wiring and conduits are hidden from public view.
- (29) Where a sign is affixed or attached to a building, electrical power supply shall be located/concealed within the sign or within the building to which the sign is affixed, to the satisfaction of the Development Authority.
- (30) Illuminated signs are not permitted within any residential district of Lacombe County. Illuminated signs in all other districts will be at the discretion of the Development Authority.

Lighting for Illuminated signs SHALL	Lighting for Illuminated signs SHALL NOT
<ul style="list-style-type: none"> • Be positioned in a downward facing orientation • Have the capacity to be dimmed, to the satisfaction of the County • Use full cut-off shielded and screened external light sources • Be positioned in a manner that directs light directly onto the sign and minimizes glare • Be completely shielded from direct view if they provide internal illumination of the sign • Comply with Dark Sky Standards, to the satisfaction of the County 	<ul style="list-style-type: none"> • Shine or reflect light directly onto adjacent properties or, in the direction of oncoming traffic • Contain or display lights resembling flashing, intermittent or scintillating motion usually associated with danger or those used by police, fire, ambulance and other emergency services • Contain or display flicker, chase and/or strobe lighting • Create hazards for pedestrians or motorists

(31) No sign shall be located within 300 metres (984 feet) of a highway right-of-way boundary or within 800 metres (2625 feet) of the centre point of an intersection of a highway with another public road without prior approval from Alberta Transportation.

PART 7 – LAND USE DISTRICTS

Assorted Sections

Replace 'permanent residence' with 'dwelling' in subsection 7.1(3)(4)(a)(iv)
 Replace 'residence' with 'residential dwelling' in subsection 7.14(3)(1)(a), 7.16(3)(1)(a), 7.17(3)(1)(a), 7.17(3)(1)(b), 7.18(3)(1)(a), 7.20(3)(1)(a)
 Replace 'existing residence' with 'existing dwelling' in subsection 7.18(3)(6)(c)

7.11 'H' HAMLET DISTRICT

3 REGULATIONS

Insert the following subsections:

(8) Objects Prohibited or Restricted in Yards

- (a) A recreational vehicle shall not be kept on a vacant lot, except as to provide temporary accommodation for the registered owner(s) of the lot or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the

construction of a development on the lot and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.

- (b) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (c) Not more than one (1) recreational vehicle shall be stored or parked on a lot with a dwelling.

Remove the following subsections:

(8) Objects Prohibited or Restricted in Yards

(a) No person shall keep in their yards:

- ~~(iii) no more than one recreational vehicle on a regular basis on a lot used for a dwelling;~~
- ~~(iv) a recreational vehicle that is used as permanent residence;~~

7.12 'H-R1' HAMLET RESIDENTIAL 1 DISTRICT

3 REGULATIONS

Update the following subsections:

(7) Objects Prohibited or Restricted in Yards

- (d) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (e) Not more than one (1) recreational vehicle shall be stored or parked on a lot with a dwelling.

7.13 'H-R2' HAMLET RESIDENTIAL 2 MOBILE HOME DISTRICT

3 REGULATIONS

Update the following subsection:

(7) Objects Prohibited or Restricted in Yards

- (d) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (e) Not more than one (1) recreational vehicle shall be stored or parked on a lot with a dwelling.

7.14 'H-R3' HAMLET RESIDENTIAL 3 DISTRICT

3 REGULATIONS

Insert the following subsections:

(8) Objects Prohibited or Restricted in Yards

- (a) A recreational vehicle shall not be kept on a vacant lot, except as to provide temporary accommodation for the registered owner(s) of the lot or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a development on the lot and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.
- (b) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (c) Not more than one (1) recreational vehicle shall be stored or parked on a lot with a dwelling.

Remove the following subsections:

(8) Objects Prohibited or Restricted in Yards

- (a) No person shall keep in their yards:
 - ~~(iv) more than one (1) recreational vehicle on a regular basis on a lot with a dwelling;~~
 - ~~(v) a recreation vehicle that is used as a permanent residence. However, a recreational vehicle may be used for living and sleeping accommodation by visitors on a temporary, short-term basis, no longer than two weeks, or as temporary accommodation by the landowner(s) or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a dwelling on the property and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent;~~

7.15 'R-CR' COUNTRY RESIDENTIAL DISTRICT

3 REGULATIONS

Insert the following subsections:

(7) Objects Prohibited or Restricted in Yards

- (a) A recreational vehicle shall not be kept on a vacant lot, except as to provide temporary accommodation for the registered owner(s) of the lot or their building contractor for a period not exceeding

one (1) year following the issue of a development permit for the construction of a development on the lot and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.

- (b) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (c) Not more than two (2) recreational vehicles shall be stored or parked on a lot with a dwelling.

Remove the following subsections:

(7) Objects Prohibited or Restricted in Yards

(a) No person shall keep in their yards:

~~(iii) more than two (2) recreational vehicles on a regular basis on a lot with a dwelling;~~

~~(iv) a recreational vehicle that is used as permanent residence. However, a recreational vehicle may be used for living and sleeping accommodation by visitors on a temporary, short-term basis, no longer than two weeks, or as temporary accommodation by the landowner(s) or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a dwelling on the property and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent;~~

7.16 'R-CRE' COUNTRY RESIDENTIAL ESTATE DISTRICT

3 REGULATIONS

Insert the following subsections:

(8) Objects Prohibited or Restricted in Yards

- (a) A recreational vehicle shall not be kept on a vacant lot, except as to provide temporary accommodation for the registered owner(s) of the lot or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a development on the lot and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.
- (b) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (c) Not more than one (1) recreational vehicle shall be stored or parked on a lot with a dwelling.

Remove the following subsections:

(8) Objects Prohibited or Restricted in Yards

(a) No person shall keep in their yards:

~~(iii) more than one (1) recreational vehicle on a regular basis on a lot with a dwelling;~~

~~(iv) a recreational vehicle that is used as permanent residence. However, a recreational vehicle may be used for living and sleeping accommodation by visitors on a temporary, short-term basis, no longer than two weeks, or as temporary accommodation by the landowner(s) or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a dwelling on the property and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent;~~

7.17 'R-RCC' RESIDENTIAL CONSERVATION (CLUSTER) DISTRICT

3 REGULATIONS

Insert the following subsections:

(9) Objects Prohibited or Restricted in Yards

- (a) A recreational vehicle shall not be kept on a vacant lot, except as to provide temporary accommodation for the registered owner(s) of the lot or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a development on the lot and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.
- (b) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (c) Not more than one (1) recreational vehicle shall be stored or parked on a lot with a dwelling.

Remove the following subsections:

(9) Objects Prohibited or Restricted in Yards

(a) No person shall keep in their yards:

~~(iv) more than one (1) recreational vehicle on a regular basis on a lot with a dwelling;~~

~~(v) a recreational vehicle that is used as permanent residence. However, a recreational vehicle may be used for living and sleeping accommodation by visitors on a temporary, short-term basis, no longer than two weeks, or as temporary accommodation by the landowner(s) or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a dwelling on the property and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent;~~

7.18 'R-RLA' RESIDENTIAL LAKE AREA DISTRICT

3 REGULATIONS

Insert the following subsections:

(10) Objects Prohibited or Restricted in Yards

- (a) A recreational vehicle shall not be kept on a vacant lot, except as to provide temporary accommodation for the registered owner(s) of the lot or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a development on the lot and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.
- (b) If a dwelling already exists on a lot, a recreational vehicle may only be used for living and sleeping accommodation by visitors on a temporary, short term basis, not exceeding two (2) weeks.
- (c) Not more than two (2) recreational vehicles shall be stored or parked on a lot with a dwelling.

Remove the following subsections:

(10) Objects Prohibited or Restricted in Yards

- (a) No person shall keep in their yards:
 - ~~(iii) more than two (2) recreational vehicles on a regular basis on a lot;~~
 - ~~(iv) a recreational vehicle that is used as permanent residence. However, a recreational vehicle may be used for living and sleeping accommodation by visitors on a temporary, short-term basis, no longer than two weeks, or as temporary accommodation by the landowner(s) or their building contractor for a period not exceeding one (1) year following the issue of a development permit for the construction of a dwelling on the property and where arrangements,~~

~~satisfactory to the Development Officer, have been made for the disposal of wastewater effluent;~~

7.19 'R-HDR' HIGHER DENSITY RESIDENTIAL DISTRICT

3 REGULATIONS

Insert the following subsection:

(11) Objects Prohibited or Restricted in Yards

- (a) No person shall keep any recreational vehicle(s) stored or parked on a lot.

7.20 'R-UFR' URBAN FRINGE RESIDENTIAL DISTRICT

3 REGULATIONS

Insert the following subsection:

(10) Objects Prohibited or Restricted in Yards

- (a) No person shall keep any recreational vehicle(s) stored or parked on a lot.

This Bylaw shall come into effect upon final passage thereof.

INTRODUCED AND GIVEN FIRST READING this XX day of XX, 2025

GIVEN SECOND READING this XX day of XX, 2025

GIVEN THIRD AND FINAL READING this XX day of XX, 2025

Barb Shepherd
Reeve

Tim Timmons
County Manager

ADMINISTRATION REPORT



Date: February 14, 2025 RFD 25-09
Memo To: Village Council
From: Chelsie Giesbrecht
Subject: Village Office Phone Upgrade

1. **PURPOSE** – To decide if Council will make changes to the Capital Budget.

2. **BACKGROUND** – In 2023 administration got quotes from different phone providers to upgrade the Village Office phone system. Based on the quotes given at that time \$10,000 was allocated to the 2025 Capital Budget for the upgrade.

3. **OPTIONS** –
 1. To approve a Capital Budget increase of \$6,000.
 2. To decline the \$6,000 increase and wait until the 2026 budget year.

4. **DISCUSSION** – With the new budget year, administration moved ahead on the project to upgrade the phones in the office. With the way technology is heading a VOIP (Voice Over Internet Protocol) system was the main phone system that was being presented to us. The problem with VOIP is it can be unreliable due to it being reliant on the internet, everything is stored at a Data Centre, upgrades to our office wiring would be needed and would also require a subscription for using the system (monthly fee, never owned by us).

Only one company came back with a quote that allowed us to remain having an 'On-Premise' phone system. This allows us to maintain the system we have (hardwired phone lines) by only having to upgrade the phone equipment in our electrical room and upgrade our handheld desk phones. Maintaining an On-Premise phone system means reliability for Emergency Management and office needs, consistent connections, and the Village will own the phone equipment allowing us to remain with Telus.

5. **FINANCIAL IMPLICATIONS** – The quote from CIP Office Technologies was \$15,838.21. This is almost \$6,000 above the allocated budget for this project. Council would need to approve a change to the Capital Budget to accommodate this upgrade.

6. **LEGAL** – MGA s. 245 "Each council must adopt a capital budget for each calendar year by January 1 of that calendar year."

MGA s. 248(1) "A municipality may only make an expenditure that is

- (a) Included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
- (b) For an emergency, or
- (c) Legally required to be paid."

7. **POLITICAL/PUBLIC IMPLICATIONS** – Upgrading our phone system means enhanced customer service for the public with modern features such as; custom audio messaging that would be heard when calling into the office (can be customized to relay messaging about emergencies, fire bans, important dates etc.). Increases our professionalism by transferring

calls outside the office, conference calling, better audio quality, on-hold audio, and voicemail to email translation.

8. **OTHER COMMENTS** – Our current phone system is approximately 30 years old. The phones and equipment are outdated, and it is not possible to replace parts and repair the issues if the system fails before we get an upgrade.

9. **RECOMMENDATIONS** – I recommend option #1

“that the Village of Alix Council hereby approves a \$6,000 increase in the Capital Budget for the Village Office phone upgrade.”

A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by several loops and a long horizontal stroke extending to the right.

Author

(c) the names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual, and
(d) the names of the signing authorities for each depository referred to in clause (c).

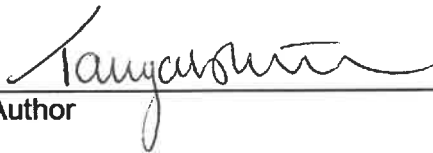
s.147.221(1) "A local jurisdiction must maintain a register of candidates that have given notice to the local jurisdiction under s.147.22.

s.147.221(2) "A local jurisdiction must make the register of candidates publicly available on the local jurisdiction's website,

s.147.221(3) "The register of candidates referred to in subsection (2) must be made available in a partial or redacted form in the manner set out in s.28(6.1) and (6.2).

7. **POLITICAL/PUBLIC IMPLICATIONS** – This policy will increase communication with the public on an important local matter.
8. **OTHER COMMENTS** – Notice of Intent form attached.
9. **RECOMMENDATIONS** – Option #1

"that the Village of Alix Council hereby adopts Policy #43 Municipal Election Candidate Information Disclosure as amended."



Author



Department: Administration

Policy No: 43

Policy Title: Municipal Election Candidate
Information Disclosure

Resolution No:

Date: February 26, 2025

Review Date: 2029

Policy Statement:

The Village of Alix values communication and endeavours to be transparent to ratepayers regarding all aspects of municipal government.

Participation in municipal elections is important on all levels; from running for office to voting. The Village of Alix will actively increase public information regarding municipal election nominees through this policy.

Guidelines/Procedures:

1. An individual who intends to be nominated or has been nominated to run for election in the Village of Alix as a candidate must give written notice to the Village of Alix in accordance with the Local Authorities Election Act s. 147.22(2).
2. In accordance with the Local Authorities Election Act s.147.22(3), a written notice must include, in respect to the individual's candidacy,
 - a. the full name, address and contact information of the individual,
 - b. the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed,
 - c. the names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual, and
 - d. the names of the signing authorities for each depository referred to in clause c.
3. In accordance with the Local Authorities Election Act s.147.221 (1)-(3), the Village of Alix must maintain a register of candidates that have given notice to the Village of Alix under section 147.22. The Village of Alix must make a register of the candidates publicly available on their website. The register of candidates must be made available in a partial or redacted form in the manner set out in section 28(6.1) and (6.2) of the Local Authorities Election Act.

4. The list of candidates shall be posted at 4849 50th Street, Alix.
5. Staff may give the names of candidates who have filed nomination papers by phone if requested. Any other candidate information must be obtained by personal attendance at Village Office in accordance with the Local Authorities Election Act s. 28(6).

General:

1. A copy of this policy shall be provided to individuals as part of the nomination package available at Village Office. Failure to object to the terms of this policy will be deemed as acceptance by candidates upon filing of their nomination forms.
2. An objection to this policy must be delivered in writing to the Village Office during the nomination period.
3. If an objection to this policy is received, the candidate's information will only be shared in accordance with legislated requirements.

Mayor

CAO

Date

LOCAL JURISDICTION: VILLAGE OF ALIX, PROVINCE OF ALBERTA

Election Date: October 20, 2025

I, _____, of

(complete address and postal code)

intend to be nominated, or have been nominated, to run for election as a candidate in the *Village of Alix*.

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title	Candidate Last Name	Candidate First Name
_____	_____	_____
Gender	Telephone Number	Email Address
_____	_____	_____

Address of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

(Signature of Candidate)

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

(Signature of Returning Officer)

(Date)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact FOIP Officer Tanya Meston at 403-747-2495

ADMINISTRATION REPORT



Date: February 18, 2025 RFD 25-10
Memo To: Village Council
From: Michelle White
Subject: Workplace Violence Policy Review

1. **PURPOSE** – To review and update Village of Alix Policy 46, Workplace Violence and Personnel Policy section 25: Harassment.
2. **BACKGROUND** –The Workplace Violence Policy was approved by Council August 2, 2023 and the Harassment section 25 was added to the Personnel Policy in October of 2022.

On December 4, 2024, Ministerial Order 2024-12 approved Alberta Regulation 202/2024 outlining several changes to the Occupational Health and Safety Code. Staff have reviewed the changes and made amendments to Village policies to comply.
3. **OPTIONS** –
 1. To approve the attached draft Workplace Violence Policy 46 and Personnel Policy section 25: Harassment
 2. To send the policies back to administration with recommended amendments
4. **DISCUSSION** –
5. **FINANCIAL IMPLICATIONS** – None
6. **LEGAL** –OHS Code Amendment: Alberta Regulation 202/2024: Section 390(1) “ An employer must develop and implement a violence and harassment prevention plan that includes the following: (c) procedures to inform workers of the nature and extent of the hazard of violence and harassment, including information related to specific or general threats of violence or harassment that exist or may exist.”

The following lines were added to Policy 46 to comply with legislative changes:

If an employee becomes aware of an actual occurrence or potential threat of violence in the workplace, they are to follow the Complaint Procedure outlined below.

Where a registered complaint has potential to affect multiple employees, an internal staff memo will be circulated outlining the nature of the threat and a safety meeting may be called at the discretion of the CAO or designate.

Very similar wording was added to the Personnel Policy section 25, Harassment – highlighted in the attachment to this RFD.

Alberta Regulation 202/2024 had additional OHS Code amendments including the need to track policy revisions (s391(a)(b)), and;

- s. 390.7(1) “An employer must review the violence and harassment prevention plan required by section 390(1) in any of the following circumstances:
- (a) when an incident of violence or harassment indicates a review is required;
 - (b) where there is a change to the work or work site that could affect the potential for violence or harassment to occur;

(c) if the joint health and safety committee or the health and safety representative requests a review;
(d) at least every 3 years.”

7. POLITICAL/PUBLIC IMPLICATIONS – None

8. OTHER COMMENTS – In addition to the above recommended policy change, signs will be prominently displayed saying the office is under 24 hour video surveillance and that no cash is left on premises overnight in compliance with the legislative changes.

9. RECOMMENDATIONS – Option #1 – I recommend the following resolutions:

“that the Village of Alix Council hereby approves amended Workplace Violence Policy 46 as presented.”

“that the Village of Alix Council hereby approves amended Village of Alix Personnel Policy as presented.”



Author



Department: Administration

Policy No: 46

Policy Title: Workplace Violence

Resolution No: 148/23

Date: **August 2, 2023**

Review Date:

Violence Prevention Policy:

Village of Alix (the “Village”) recognizes the dignity and worth of every employee, and to that end believes in providing and maintaining a work environment in which all employees are free from Workplace Violence. This policy is in compliance with Occupational Health and Safety Code s. 390 and applies to all employees and covers all forms of violence.

Definitions:

“**Workplace**” means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, community barbecues, golf games, etc.), work assignments outside the Village’s property, work-related travel, and work-related meetings, conferences or training sessions.

“**Violence**” means:

- a) The exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;
- b) An attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker; and/or
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

Policy Statement:

All employees in the Workplace have a right to work in an environment free from Violence. In order to accomplish the Village’s goal of promoting a Violence free environment, the Village hereby establishes the following guidelines:

- a) The Village will not tolerate violent behaviour from employees, non-employees (i.e. contractors, consultants, volunteers), visitors, guests, or any others that attend at the Workplace; and

- b) Every employee, non-employee (i.e. contractors, consultants, volunteers), visitor conducting affairs at the Village's Workplace shall be made aware of this policy, and the Village shall make every attempt to communicate its commitment to a Violence free Workplace.

Retaliation or reprisals are prohibited against any individual who has complained under this policy, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of Violence.

The Village recognizes that individuals may find it difficult to come forward with a complaint under this policy because of concerns of confidentiality. Therefore, all complaints concerning Workplace Violence, as well as the names of parties involved, shall be treated as confidential to the furthest extent possible in law. The Village's obligation to conduct an investigation into the alleged complaint may require limited disclosure. As it pertains to Violence, where the Village believes there to be imminent danger to an employee, it may divulge such confidential information as is reasonably necessary. No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe-keeping in a confidential manner by the Human Resources Department in the related "Respect in The Workplace" file.

Responsibilities:

Each and every employee is responsible for creating and maintaining a Violence free Workplace.

All employees are requested to report promptly when they become aware of alleged actions or complaints of Violence. The CAO and those in supervisory roles are responsible for providing a workplace that is free from Violence. This responsibility includes actively promoting a positive work environment and intervening when problems occur.

* If an employee becomes aware of an actual occurrence or potential threat of violence in the workplace, they are to follow the Complaint Procedure outlined below.

* Where a registered complaint has potential to affect multiple employees, an internal staff memo will be circulated outlining the nature of the threat and a safety meeting may be called at the discretion of the CAO or designate.

Complaint Procedure:

Step 1 - Management Support and Intervention

Employees who believe they are victims of Violence or become aware of situations where such conduct may be occurring, are encouraged to seek advice from and report these matters to the CAO or his/her designate.

Step 2 - Formal Complaint

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

- a) Provide a letter of complaint that contains a brief account of the offensive incident (i.e. time and date when it occurred, the persons involved, and names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining;
- b) File the complaint with the CAO or his/her designate; and
- c) Cooperate with those responsible for investigating the complaint.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. Depending on the circumstances, the Village reserves the right in its sole and exclusive discretion to suspend the respondent with or without pay during the course of the investigation.

The Village will make its best effort, but does not guarantee, that within fifteen (15) business days of the incident or notice thereof, the individual responsible for the investigation shall investigate the incident and may prepare a written report of the investigation findings. In instances where an outside party is hired for the purpose of conducting an investigation and preparing a written report of the investigation findings, the investigation may take longer than fifteen (15) days. The report, if prepared, shall be provided along with recommendations, if any, to the CAO or his/her designate for action.

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of employment for cause as determined by the Village. Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination of employment for cause. Note, however, that an unproven allegation does not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was an insufficient evidentiary basis to proceed.

For greater clarity, if the alleged respondent is the CAO, the complainant should register a formal complaint directly to Village Council. Further, any respondent(s), regardless of their position within the Village, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

Complaints Against Third Parties:

The Village recognizes that an employee may be subject to Violence by members of the public or by others who conduct business with the Village. An employee who believes that he or she has been subjected to such conduct by a person who does not work for the Village may seek the advice of the CAO or their supervisor who will take whatever action is appropriate in the circumstances.

General:

This policy is not intended to discourage a worker from exercising their rights under any other law.

Mayor

CAO

Date

POLICY 25 - HARASSMENT

- 25.01 The Municipality is committed to providing a comfortable and safe working environment in which all individuals are treated fairly, with respect and dignity, where harassment is eliminated / controlled. All individuals have the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices.
- 25.02 Policy 25 applies to all those working for the Municipality including elected officials.
- 25.03 The Purpose of this policy is to:
- (a) maintain a working environment that is free from harassment;
 - (b) alert all Employees and elected officials that workplace harassment is prohibited under the laws of Alberta;
 - (c) set out the types of behaviour that may be considered objectionable, abusive or offensive;
 - (d) establish a mechanism for receiving complaints of workplace harassment and to provide a procedure by which the Municipality will deal with these complaints;
 - (e) provide an example of the steps a responsible employer can take towards maintaining a working environment in which members and employees treat each other with mutual respect.
- 25.04 This policy is not intended to constrain social interaction between people in the Municipality or to affect the ordinary and proper evaluation of the performance of a person's duties. The policy is intended to foster a working environment in which employees and elected officials treat each other with mutual respect.
- 25.05 **Definitions**

Personal Harassment includes Sexual Harassment as defined below and Retaliation as defined below and is one single incident or a series of incidents involving unwelcome comments or actions concerning a person's race, color, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, age, sex, or sexual orientation, this includes bullying;

- i) when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group
- ii) when submission to such conduct is made either implicitly or explicitly a condition of employment
- iii) when submission or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise or decrease in salary, job security or benefits affecting the employee and evaluation; or
- iv) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment

Types of behavior which constitute personal harassment include, but are not limited to, any violent or threatening physical or verbal outburst or abuse, sarcastic or derogatory comments or actions which undermine, demean, belittle, or humiliate an individual or group or their ability or intelligence, yelling, screaming, swearing or similar behavior aimed at intimidating, frightening, coercing or offending those at whom it is directed. This list is not exhaustive.

Sexual Harassment is defined as one or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Characteristics of sexual harassment can include:

- i) when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group
- ii) when submission to such conduct is made either implicitly or explicitly a condition of employment
- iii) when submission or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise or decrease in salary, job security or benefits affecting the employee and evaluation; or
- iv) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment

Types of behavior which constitute sexual harassment include, but are not limited to:

- i) sexist jokes causing embarrassment or offence
- ii) leering
- iii) the display of offensive material of a sexual nature
- iv) sexually degrading words used to describe a person
- v) drawing attention to a person's sex and having the effect of undermining the person's role in a professional and business environment
- vi) derogatory or degrading remarks directed towards a member of one sex or one sexual orientation
- vii) sexually suggestive or obscene comments or gestures
- viii) unwelcome sexual flirtations, advances or propositions
- ix) unwelcome inquiries or comments about a person's sex life
- x) persistent unwanted contact or attention after the end of a consensual relationship
- xi) requests for sexual favors
- xii) unwanted touching
- xiii) verbal abuse or threats
- xiv) sexual assault

Retaliation is any negative action taken against an individual in retaliation for;

- i) having invoked this policy whether on behalf of oneself or another individual
- ii) having participated or cooperated in any investigation under this policy or
- iii) for having been associated with a person who has invoked this policy or participated in these procedures.

25.06 Procedures

If you are being harassed:

- (a) tell the harasser their behavior is unwelcome and ask them to stop.
- (b) keep a record of incidents (date, time, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
- (c) file a complaint if after asking the harasser to stop their behavior, their harassment continues, report the problem to the CAO. In the event of the CAO being the harasser, report to Council. You can file a complaint immediately if the conduct is severe or you are not comfortable dealing with the harasser.

You also have the right to contact the Alberta Human Rights and Citizenship Commission to file a complaint of harassment and if circumstances warrant it, you may file a charge of assault with the Police.

25.07 Dealing with a Complaint

- (a) Once a complaint is received it will be kept strictly confidential, subject to the requirement to investigate. An investigation will be undertaken as soon as possible and all necessary steps taken to resolve the problem. If appropriate, based on the circumstances, action taken may include conciliation.
- (b) Both the complainant and the alleged harasser will be interviewed, as well any individuals who may be able to provide relevant information. All information will be kept in confidence and all parties advised to maintain confidentiality.
- (c) If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's personnel file. No documentation will be placed on the complainant's personnel file where the complaint is filed in good faith, whether the complaint is upheld or not.
- (d) If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the personnel file of the alleged harasser.
- (e) Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint as well as anyone providing information, will be protected from any form of retaliation by other employees or elected officials. This includes dismissal, demotion, and unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint. Retaliation will result in immediate disciplinary sanctions.

25.08 Responsibility of the CAO

It is the responsibility of the CAO or any person within this Municipality supervising employees to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

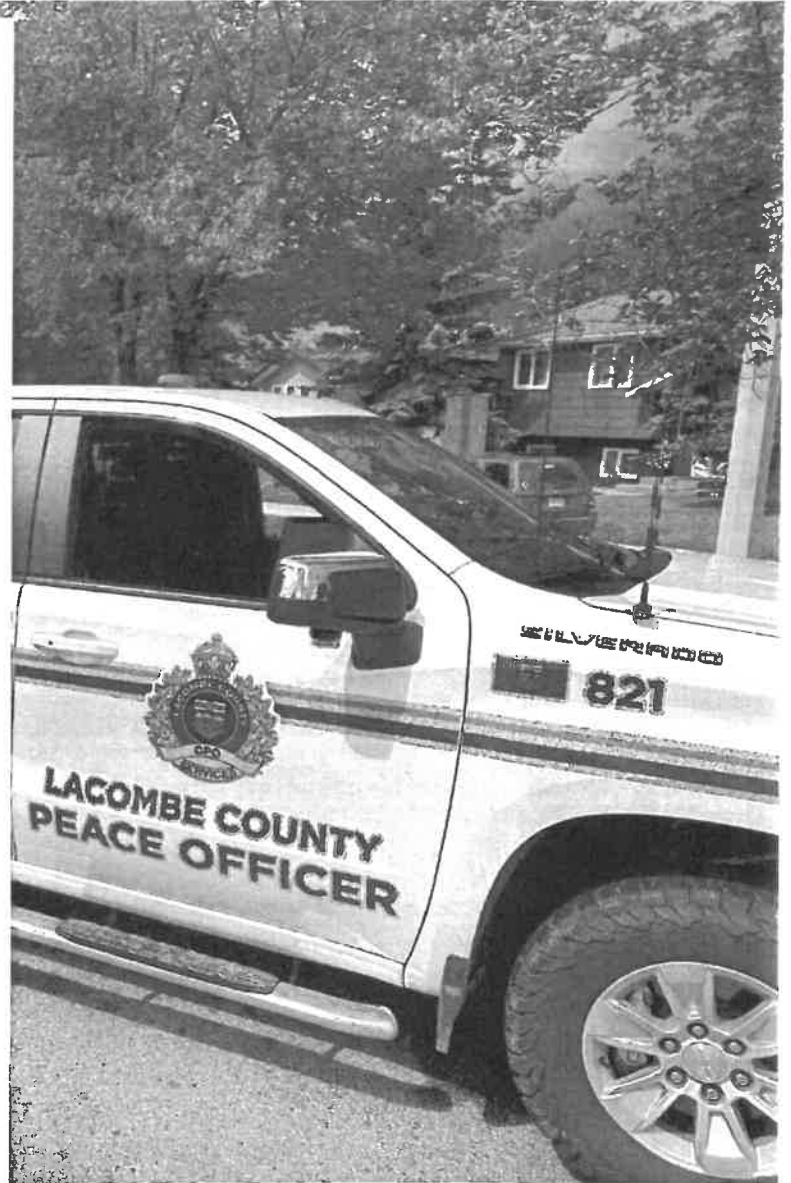
If an employee becomes aware of an actual occurrence or potential threat of harassment in the workplace, they are to immediately inform the CAO and follow the complaint Procedure outlined in section 25.06 and 25.07 when appropriate.

Where a registered complaint has potential to affect multiple employees, an internal staff memo will be circulated outlining the nature of the threat and a safety meeting may be called at the discretion of the CAO or designate.

Village of Alix – CPO Services

Community Update

*To build a safe and vibrant
community through leadership,
innovation, and healthy
relationships.*

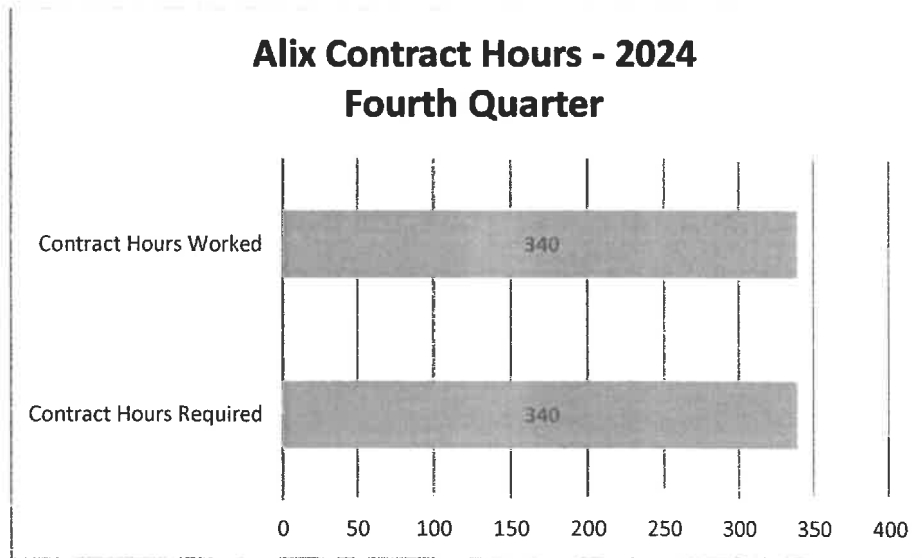


FEBRUARY 19, 2025

Lacombe County – CPO Services
Prepared by: Mark Sproule, Manager



STATISTICAL OVERVIEW



'2024 Peace Officer Services, Schedule E of the Peace Officer Services Agreement.'



'Data collected from October 1st – December 31st, 2024, as per Section 11, Peace Officer Service Agreement.'

Municipal Enforcement

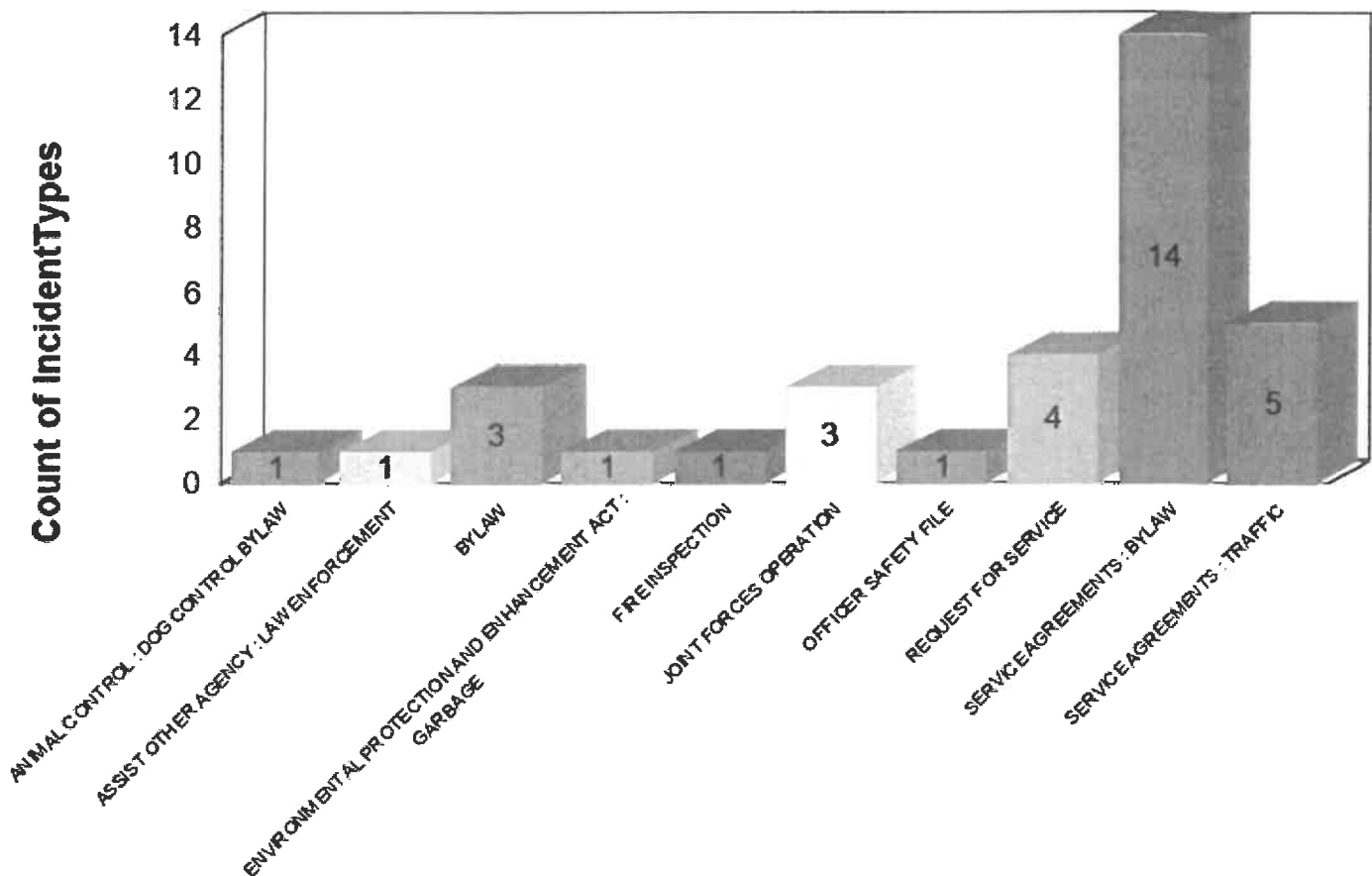
During the fourth quarter, officers focused on completing the contracted hours outlined in the Peace Officer Service Agreement. In December, attention was given to snow removal compliance, with a strong overall response from property owners. Only seven properties received warnings for uncleared sidewalks, and all but three addressed the issue promptly. Officers also followed up on parking concerns raised by the Village in October, addressing unauthorized parking in key areas.

Additionally, officers concluded their involvement in a tenant dispute that progressed to mediation, ensuring a resolution in line with community standards. Throughout the quarter, officers maintained proactive engagement with residents to encourage voluntary compliance with bylaws. The consistent cooperation from property owners contributed to an efficient and effective enforcement approach. Officers will continue working with the Village to support bylaw compliance and community safety in the coming months.

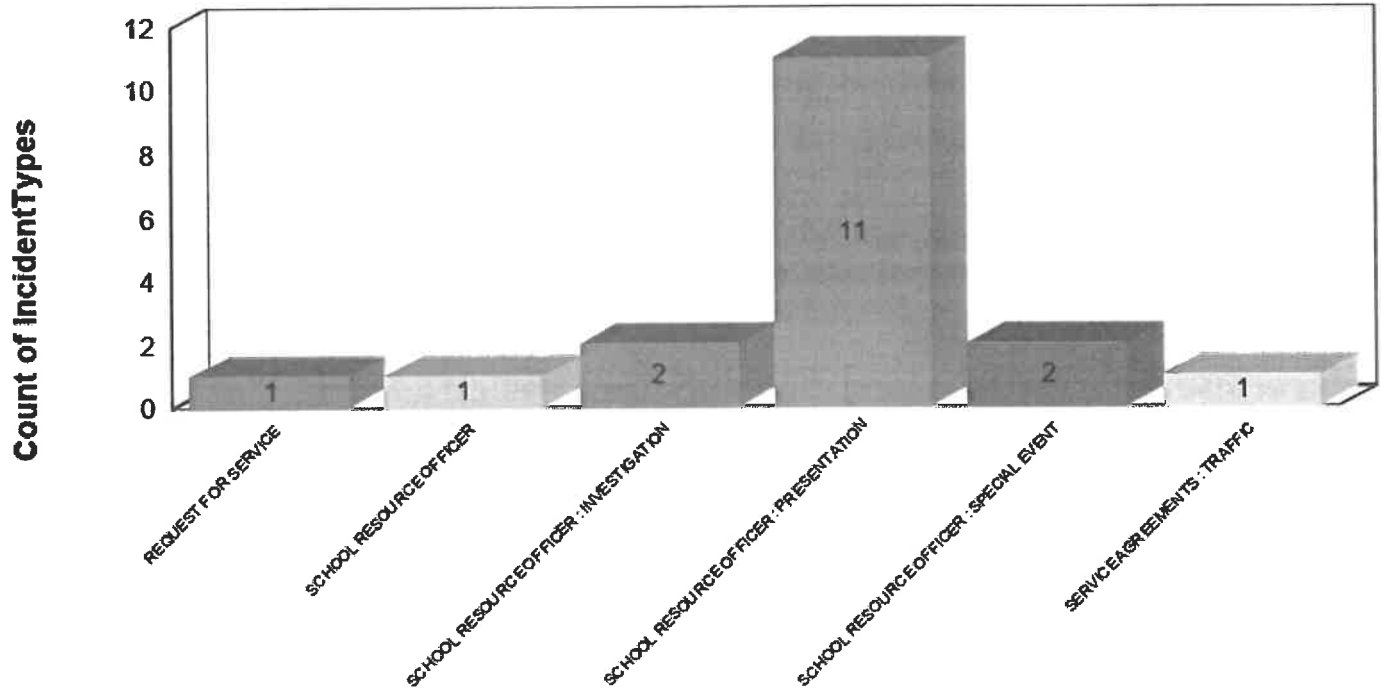
Throughout 2024, CPO's dealt with a total of 42 incidents in the Village

61 Tickets were issued and 54 written warnings were issued

Count of Incident Types



Count of Incident Types





ANALYSIS: Potential impact of tariffs on municipalities

Feb 19, 2025

Municipalities throughout Alberta are likely to be affected by tariffs imposed by both Canada and the United States (U.S.).

This issue is rapidly evolving. In addition to our own monitoring and analysis, Alberta Municipalities (ABmunis) is engaged with the Government of Alberta and the Federation of Canadian Municipalities (FCM) to align and amplify messaging where possible.

We will explore the ways in which the new U.S. administration's actions will affect municipalities in the weeks and months ahead and at our [Spring Municipal Leaders' Caucus \(MLC\)](#) on March 6 in Edmonton.

As your municipality is considering the impacts of tariffs on your community, some of the potential impacts could include:

- **Reduced funding from the Government of Alberta** – Particularly because less taxable revenue will be generated from natural resource exports, which is what drives the provincial government's surplus or deficit budget position. Funding provided to municipalities via the Local Government Fiscal Framework (LGFF) is directly tied to the provincial government's revenues. Therefore, reductions in provincial revenue will result in less funding to municipalities.
- **Reduced municipal revenues** – For example, higher unemployment will affect residents' ability to access pay-for-use municipal services (e.g., transportation, recreation facilities).
- **Reduced Investment** – Tariffs may cause businesses to slow or shutdown their operations (e.g., farming, agriculture, energy), along with limiting new economic development in municipalities.
- **Stunted property tax growth** – Higher unemployment rates and increasing costs of living may increase pressure from residents to maintain lower property tax rates.
- **Higher costs on goods & services** – In addition to tariffs imposed on imported U.S. goods, alternatives (including those produced in Canada) may be more expensive, resulting in municipalities having higher-than-planned costs for goods and services. There will also be instances where Canadian-made products become cheaper due to reduced demand (i.e., countervailing forces).

- **Supply chain disruptions & delays** – Demand is likely to be affected for both international and domestic producers, causing issues for the availability and accessibility of goods and services.
- **Increased demand for social supports** – Recessionary economic factors may create (and exacerbate) issues pertaining to homeless, ‘in-need’, and new / temporary Canadian populations (e.g., access to medical services, policing services).

Check future issues of *The Weekly* e-newsletter for more information on tariffs and the impact they could have on Alberta communities.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR117411

February 4, 2025

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and provision of library services and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

For the 2025 program, we have introduced modest changes to align with current priorities and enhance the recognition of successful initiatives that can be shared across the province. The updated program now features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

- ***Building Economic Strength (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - building the economic capacity and/or resiliency of the community; and/or
 - improving the attractiveness of the community to businesses, investors, and visitors.
- ***Enhancing Community Engagement or Livability (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - increasing accessibility of community services;
 - fostering inclusive and welcoming communities;
 - improving engagement opportunities for community members; and/or
 - strengthening wellness and safety responsiveness.
- ***Partnership (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - enabling a local or regional partnership* that achieves results that could not have been accomplished by the municipality alone;
 - generating lasting relationships between partners; and/or
 - leveraging unique skill sets or resources of each partner.
 - *Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

.../2

- **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**
Awarded for an initiative that exemplifies:
 - improving upon or presenting a new approach to how a municipality can deliver a program or service;
 - streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
 - saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
 - reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
 - promoting transparency and accountability in municipal operations, fostering trust within the community.

- **Public Library Services (open to all library boards, serving a population of under 10,000)**
Awarded for an initiative that exemplifies:
 - demonstrating responsiveness to community need(s); and
 - providing direct benefit to the public.

- **Public Library Services (open to all library boards, serving a population of over 10,000)**
Awarded for an initiative that exemplifies:
 - demonstrating responsiveness to community need(s); and
 - providing direct benefit to the public.

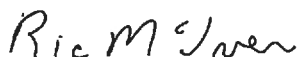
Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx or on the submission form. **The deadline for submissions is March 31, 2025.**

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister



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MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaidis, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaidis, Minister of Education



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MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.

Ric McIver
Minister of Municipal Affairs



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MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118277

February 26, 2025

Dear Chief Elected Officials/Associations/Library Boards/Regional Services
Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The Provincial Priorities Regulation (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

