

Regular Meeting of the Village of Alix Council, to be held on
Wednesday, November 5, 2025 at 6:00 P.M.

AGENDA

- | | |
|-----------------------------|--|
| 1. Call to Order: | |
| 2. Agenda | Amendments and Adoption |
| 3. Adoption of the Minutes: | a) Minutes of the Regular Meeting – October 15, 2025 – 6:00 P.M.
b) Minutes of the Organizational Meeting – October 28, 2025 – 6:00 P.M. |
| 4. Delegation: | None |
| 5. Bylaws: | None |
| 6. Unfinished Business: | None |
| 7. New Business: | a) Policy No. 8 Review – Use of the Village of Alix Council Chambers After Office Hours – Request for Decision 25-54
b) Policy No. 7 Review – Canvassing Within the Village of Alix – Request for Decision 25-55
c) Municipal Accountability Program (MAP) Review – Request for Decision 25-56
d) Water Pump Replacement – Request for Decision 25-57 |
| 8. Financial Reports: | a) Year to Date Budget |
| 9. Committee Reports: | a) Alix Arena Meeting – Councillor Fehr |
| 10. Administrative Reports: | None |
| 11. Correspondence: | a) Alix Mirror Wellness Support Society – Third Quarter Update
b) Alix and Area Community Resource Centre – Quarterly Newsletter
c) Oldman River Regional Services Commission – Announcement of New CAO
d) Family and Community Support Services Association of Alberta – Board Meeting Highlights – September 12, 2025 |
| 12. Closed Meeting: | a) Access to Information Act Section 20(1) - Disclosure Harmful to Personal Privacy - Re: Human Resources
b) Access to Information Act Section 28(1) – Local Public Body Confidences – Re: Post Election Briefing for New Councillors on Status of Confidential Matters |
| 13. Adjournment: | |

Village of Alix

"A Way of Life"

Mission

"We foster an open, cooperative government that encourages public participation and ensures levels of service our citizens expect and deserve"

Vision

"Vibrant Village by the lake"

Core Values

Community

We will help citizens maintain the Village's unique qualities, foster a strong sense of belonging and strive to meet needs locally

Fiscal Responsibility

As stewards of community resources, we will deliver municipal services in a cost-effective way

Innovation

We will seek innovative solutions for the growth and success of the community.

Respect

We will treat each other with respect and act with integrity.

Safety

We will work in partnership with the community to prevent crime and protect lives, property, and the public realm.

Teamwork

We will build strong relationships with our public, employees, and partners under the shared goal of continuous improvement.

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, October 15, 2025, at 6:00 P.M. in the Village of Alix Council Chambers.

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 #190/25: Moved by Councillor Gilliat that the Village of Alix Council approve the agenda as presented.

CARRIED

Minutes: a) Regular Meeting – October 1, 2025

Resolution #191/25: Moved by Councillor J. Besuijen that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, October 1, 2025, be accepted as presented.

CARRIED

Delegation: None

Bylaws: None

Unfinished Business: None

New Business: a) Organizational Meeting – Request for Decision 25-52

Resolution #192/25: Moved by Councillor Gilliat that the Village of Alix Council hereby approves the Chief Administrative Officer's recommendation to hold the annual Organizational Meeting of the Village of Alix Council on October 28th, 2025 at 6:00 P.M. in the Village of Alix Council Chambers at 4849 50 Street, Alix, Alberta.

CARRIED

b) Land Preparation – Request for Decision 25-53

Resolution #193/25: Moved by Councillor Cole that the Village of Alix Council hereby directs administration to research options for topsoil removal at Lot 2, Plan 7922897.

CARRIED

Financial Reports: a) Accounts Payable Cheque Listing – September 17 – October 1, 2025

Councillor Fehr entered to meeting at 6:14 P.M.

b) Bank Reconciliation – August 31, 2025

c) Bank Reconciliation – September 30, 2025

d) Tax Trial Balance – October 8, 2025

Resolution #194/25: Moved by Councillor Fehr that the Village of Alix Council hereby accept the Financial Reports as presented.

CARRIED

Committee Reports: a) Parkland Regional Library Board Meeting – Councillor Gilliat

b) Urban Indigenous Voices Society – Councillor Gilliat

Committee Reports:
(continued)

- c) Buffalo Lake Management Team – Councillor J. Besuijen
- d) Alix Public Library Board – Councillor Gilliat
- e) Hwy 12/21 Regional Water Commission – Councillor J. Besuijen
- f) Parkland Community Planning Services – Councillor J. Besuijen
- g) Lacombe Foundation – Councillor Fehr

Resolution #195/25: Moved by Councillor Gilliat that the Village of Alix Council accept the Committee Reports as presented.

CARRIED

Administrative Reports: a) Chief Administrative Officer's Report

Resolution #196/25: Moved by Councillor J. Besuijen that the Village of Alix Council hereby accept the Chief Administrative Officer's Report as presented.

CARRIED

Correspondence and
Information:

- a) Alix Wagon Wheel Museum – Funding Request
- b) Family and Community Support Services – Fast Facts
- c) Alberta Council of Women's Shelters – Lift Her Up Campaign

Resolution #197/25: Moved by Councillor Cole that Correspondence Items (a) through (c) be accepted as information.

CARRIED

Closed Meeting: a) Access to Information Act – Section 32(1) Privileged Information – Re: Royal Canadian Mounted Police (RCMP)

Resolution #198/25: Moved by Councillor Fehr that the Village of Alix Council go into a Closed Meeting at 6:51 P.M. to discuss Access to Information Act Section 32(1), Privileged Information Re: Royal Canadian Mounted Police.

CARRIED

Resolution #199/25: Moved by Councillor Gilliat that the Village of Alix Council return to the Public Meeting at 7:11 P.M.

CARRIED

Adjournment:

Resolution #200/25: Moved by Councillor J. Besuijen that this Regular Meeting of the Village of Alix Council be adjourned at 7:11 P.M.

CARRIED

Mayor

Chief Administrative Officer

Minutes of the Organizational Meeting of the Village of Alix Council, held on Tuesday, October 28, 2025 in the Village of Alix Council Chambers at 6:00 P.M.

Present: Councillors Janice Besuijen, Edwin Cole, Rob Fehr, Barbara Gilliat and Frank Laneuville

Also Present: Michelle White, Chief Administrative Officer

Call to Order: Michelle White, Chief Administrative Officer called the meeting to order at 6:00 P.M.

Election of Mayor: Michelle White, Chief Administrative Officer, called for nominations for the position of Mayor of the Village of Alix for the first time. Councillor Cole nominated Councillor Fehr for the position of Mayor.

Councillor Fehr declined the nomination.

Michelle White, Chief Administrative Officer, called for nominations for the position of Mayor for the second time. Councillor Fehr nominated Councillor Gilliat for the position of Mayor.

Councillor Gilliat allowed her name to stand for the position of Mayor.

Michelle White, Chief Administrative Officer, then called for nominations a third and final time. Hearing none:

Michelle White, Chief Administrative Officer, then declared Councillor Gilliat Mayor of the Village of Alix by acclamation.

Mayor Gilliat assumed the Chair for the remainder of the Organizational Meeting.

Election of
Deputy Mayor:

Mayor Gilliat called for nominations for the position of Deputy Mayor for the Village of Alix, for the first time.

Councillor Besuijen nominated Councillor Fehr for the position of Deputy Mayor of the Village of Alix.

Councillor Fehr allowed his name to stand for the position of Deputy Mayor.

Mayor Gilliat called for nominations for the position of Deputy Mayor for the second time. Hearing None:

Mayor Gilliat called for nominations for the position of Deputy Mayor for a third and final time. Hearing none:

Resolution #201/25: Moved by Mayor Gilliat that nominations cease.

CARRIED

Mayor Gilliat then declared Councillor Fehr Deputy Mayor of the Village of Alix by acclamation.

Signing Authority:

Resolution #202/25: Moved by Councillor Cole that Mayor Gilliat or Deputy Mayor Fehr and Chief Administrative Officer Michelle White or Assistant CAO Tanya Meston, be appointed as signing officers for the Village of Alix and all Village of Alix Servus Credit Union accounts.

CARRIED

Appointment of
Auditor:

Resolution #203/25: Moved by Councillor Besuijen that the Village of Alix Council appoint SENIUK & COMPANY Chartered Professional Accountants as Auditors for the Village of Alix for 2025.

CARRIED

**Appointment of
Fire Chief:**

Resolution #204/25: Moved by Councillor Fehr that the Village of Alix Council appoint Carrie Anderson as the Fire Chief for the Village of Alix.

CARRIED

**Appointment of
Development Officer:**

Resolution #205/25: Moved by Councillor Laneville that the Village of Alix Council appoint Assistant Chief Administrative Officer Tanya Meston, as the Development Officer for the Village of Alix.

CARRIED

**Appointment of Access to
Information Coordinator:**

Resolution #206/25: Moved by Councillor Cole that the Village of Alix Council appoint Assistant Chief Administrative Officer Tanya Meston, as the Access to Information Coordinator for the Village of Alix.

CARRIED

**Appointment of
Weed Inspector:**

Resolution #207/25: Moved by Councillor Fehr that the Village of Alix Council appoint Public Works Foreman Michael Carr as the Weed Inspector for the Village of Alix.

CARRIED

Resolution #208/25: Moved by Councillor Besuijen that the Village of Alix hereby appoints the Regional Intermunicipal Subdivision and Development Appeal Board as established in Bylaw 440/18 as the Appeal Board under Part 4, Section 19(1) of the Weed Control Act, for the Village of Alix.

CARRIED

**Appointments to Boards
Commissions and Committees:**

VILLAGE OF ALIX

APPOINTMENT OF COMMITTEES AND DELEGATES - 2025/26

Section 1 - General Government

A. Parkland Community Planning Services

Delegate: Councillor Besuijen
Alternate: Councillor Fehr

B. Municipal Planning Commission

Delegates: Councillor Fehr
Councillor Cole
Councillor Besuijen

C. Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee

Delegates: Mayor Gilliat, Councillor Fehr
Alternate: Councillor Laneville

D. Joint Use and Planning Agreement – Wolf Creek School Division

Delegates: Mayor Gilliat, Councillor Cole
Alternate: Councillor Fehr
CAO

Section 2 - Protection and Health

A. Disaster Services

Director: Janene Anderson
Deputy Director: Michelle White, CAO

B. Lacombe Regional Emergency Management Committee

Delegate: Councillor Cole
Alternate: Councillor Laneuville

C. Regional Fire Services Committee

Delegate: Councillor Fehr
Alternate: Councillor Cole
Fire Chief
Deputy Fire Chief
CAO

D. Bashaw R.C.M.P. Detachment Community Consultative Group

Delegate: Councillor Cole
Alternate: Councillor Besuijen

E. Lacombe Foundation

Delegate: Mayor Gilliat
Alternate: Councillor Fehr

F. Alix Fire Department

Delegate: Councillor Fehr
Alternate: Councillor Cole

Section 3 - Transportation, Water and Sanitation

A. Lacombe Regional Waste Services Commission/ Central Waste Management Commission

Delegate: Councillor Fehr
Alternate: Councillor Laneuville

B. Railway Advisory Committee

Delegate: Councillor Cole
Alternate: Councillor Fehr

C. Hwy 12/21 Water Commission

Delegates: Councillor Besuijen, Councillor Laneuville
Alternate: Mayor Gilliat

D. Red Deer River Municipal Users Group

Delegate: Councillor Laneuville
Alternate: Mayor Gilliat

E. Buffalo Lake Management Team

Delegate: Councillor Besuijen
Alternate: Mayor Gilliat

Section 4 - Recreation and Culture

Resolution #209/25:

Moved by Councillor Cole that the Village of Alix Council appoint Barb Gilliat and John Ireland to the Village of Alix Library Board for the term specified below:

Barb Gilliat	1 year term expiring October 20, 2026
John Ireland	1 year term expiring October 20, 2026

CARRIED

A. Alix Public Library

Delegate:	Mayor Gilliat
Barb Gilliat	1 year term expiring October 20, 2026
John Ireland	1 year term expiring October 20, 2026
Arlene Gauthier	1 year term expiring October 20, 2026
Brant Perry	1 year term expiring October 20, 2026
Cathy Perry	3 year term expiring May 3, 2026
Cheryl Sydor	3 year term expiring June 11, 2027

B. Parkland Regional Library

Delegate:	Mayor Gilliat
Alternate:	Councillor Cole

C. Alix Arena Association

Delegate:	Councillor Fehr
Alternate:	Councillor Cole

Section 5 – Village Committee Relations

A. Rahr/Village Relations Committee

Delegates:	Mayor Gilliat Councillor Laneuville CAO
Alternate:	Councillor Fehr

B. Alix/Mirror Wellness Society

Delegate:	Councillor Besuijen
Alternate:	Councillor Cole

Resolution #210/25:

Moved by Councillor Besuijen that the Village of Alix Council appoint the above Committees, Delegates and Liaisons.

CARRIED

Appointment of
Financial Institution:

Resolution #211/25:

Moved by Councillor Fehr that the Village of Alix Council appoint the Servus Credit Union – Alix Branch as the Financial Institution for the Village of Alix.

CARRIED

Establish Civic Address
of Municipal Office:

Resolution #212/25:

Moved by Councillor Laneuville that the Village of Alix Council name 4849 – 50 Street as the Village of Alix Municipal Office.

CARRIED

**Establish Regular Council
Meeting Time:**

Resolution #213/25: Moved by Councillor Cole that regular meetings of the Village of Alix Council be held at 4849 50 Street, Alix, Alberta in accordance with Section 5 of Bylaw #466/21 commencing at 6:00 P.M.

CARRIED

Adjournment:

Resolution #214/25: Moved by Councillor Besuijen that this Organizational Meeting of the Village of Alix Council be adjourned at 6:49 P.M.

CARRIED

Mayor

Chief Administrative Officer

ADMINISTRATION REPORT



Date: October 23, 2025 RFD 25-54
Memo To: Village Council
From: Tanya Meston
Subject: Policy Review: Use of the Village of Alix Council Chambers After Office Hours

1. **PURPOSE** – To review Policy No. 8, Use of Village of Alix Council Chambers After Office Hours
2. **BACKGROUND** – This policy was approved in 2006 and is due for review. The Village of Alix Council Chambers is located in the Village of Alix office.
3. **OPTIONS** –
 1. To confirm approval of Policy 8 as presented and set a new review date
 2. To amend the policy and set a new review date
 3. To repeal the policy
4. **DISCUSSION** – This policy remains relevant to the occasional need to hold certain meetings after regular office hours. The regular office hours for the Village of Alix office are 8:00am to 4:00pm, closed for lunch from 12:00pm to 1:00pm, Monday through Friday, excluding statutory holidays.
5. **FINANCIAL IMPLICATIONS** – There is no charge for using the Village of Alix Council Chambers after regular office hours.
6. **LEGAL** – The title "Maintenance Supervisor" in the guidelines/procedures of Policy 8 should be amended to read "Public Works Foreman" and Public Works Staff may be added after Village of Alix Office Staff.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – Arrangements for securing the Village of Alix Office following the conclusion of a meeting must be made prior to booking of the meeting space.
9. **RECOMMENDATIONS** – Option #2. I recommend the following resolution:

"that the Village of Alix Council hereby amend Policy No.8, Use of Village of Alix Council Chambers After Office Hours as presented and sets a review date of 2030 for the policy."

A handwritten signature in cursive script, appearing to read 'Tanya Meston', written over a horizontal line.
Author



Department Name: **Administration**

Department # **12**

Policy No.

8. 2006

Policy Title:

**Use of the Village of Alix Council Chambers
after office hours**

Status:

Approved

Res. #

616/06

Date

Oct. 17 2006

Policy Statement:

The Village of Alix recognizes the necessity of a secure room for certain meetings held after office hours. The use of the Village Office after hours for meetings is hereby authorized in accordance with the following guidelines and procedures.

Guidelines/Procedures:

The Village of Alix Council Chambers will not be made available for use after regular office hours except under the following conditions:

- the meeting must be of a committee to which a member of Council or Employee is appointed by the Mayor and Council of the Village of Alix, and
- a member of the Village of Alix Office Staff or the Maintenance Supervisor or the Mayor or a Councillor will be in attendance at the meeting.


Mayor


CAO


Date



Department: **Administration**

Policy No: **8**

Policy Title: **Use of the Village of Alix
Council Chambers After Office Hours**

Resolution No: **/25**

Date: **November 5, 2025**

Review Date: **2030**

Policy Statement:

The Village of Alix recognizes the necessity of a secure room for certain meetings held after office hours. The use of the Village Office after hours for meetings is hereby authorized in accordance with the following guidelines and procedures.

Guidelines/ Procedures:

The Village of Alix Council Chambers will not be made available for use after regular office hours except under the following conditions:

- the meeting must be of a committee to which a member of Council or Employee is appointed by the Mayor and Council of the Village of Alix, and;
- a member of the Village of Alix Office staff, Public Works staff, Public Works Foreman, the Mayor, or a Councillor will be in attendance at the meeting, and;
- arrangements will be made in advance of the meeting for the Village of Alix Office to be secured following the conclusion of the meeting

Mayor

CAO

Date

ADMINISTRATION REPORT



Date: October 23, 2025 RFD 25-55
Memo To: Village Council
From: Chelsie Giesbrecht
Subject: Policy Review: Canvassing Within the Village of Alix Review

1. **PURPOSE** – To review existing Policy No. 7, Canvassing Within the Village of Alix Limits.
2. **BACKGROUND** – This policy was approved in 2006.
3. **OPTIONS** –
 1. To amend the policy and set a review date.
 2. To leave the policy as it is and set a review date.
4. **DISCUSSION** – The attached policy was created in 2006 to provide guidelines to allow Accredited Human Health and Wellness groups to canvas within the Village of Alix limits to procure funding.
5. **FINANCIAL IMPLICATIONS** – No financial implications.
6. **LEGAL** –
7. **POLITICAL/PUBLIC IMPLICATIONS** – Public implications would be that these groups go door to door to procure funding.
8. **OTHER COMMENTS** – minor wording changes to allow for accredited national organizations to canvas within the Village of Alix limits
9. **RECOMMENDATIONS** – Option #1, I recommend the following resolution;

“that Alix Village Council hereby approves the amended Policy No. 7, Canvassing Within the Village of Alix Limits as presented and sets a review date of 2029 for this policy.”

Author



Department: **Administration**

Policy No: **7**

Policy Title: **Canvassing Within the Village of Alix Limits**

Resolution No: **/25**

Date:

Policy Statement:

The Village of Alix recognizes the necessity of Accredited Human Health and Wellness Groups to procure funding. Canvassing from said groups is hereby authorized within the Village limits in accordance with the following guidelines and procedures.

Guidelines/Procedures:

Upon a written request received at the Village of Alix Municipal Office the Village of Alix shall allow Accredited National or Provincial Human Health and Wellness National Organizations to conduct canvassing within the Village limits. For fundraising.

Mayor

CAO

Date



Department Name: **Administration**

Department # **12**

Policy No.

7. 2006

Policy Title:

Canvassing Within the Village of Alix Limits

Status:

Approved

Res. #

616/06

Date

Oct. 17 2006

Policy Statement:

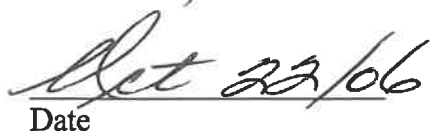
The Village of Alix recognizes the necessity of Accredited Human Health and Wellness Groups to procure funding. Canvassing from said groups is hereby authorized within the Village limits in accordance with the following guidelines and procedures.

Guidelines/Procedures:

Upon a written request received at the Village of Alix Municipal Office the Village of Alix shall allow Accredited Human Health and Wellness National Organizations, Alberta Branches to conduct an annual fund raising canvass within the Village of Alix limits.


Mayor


CAO


Date

ADMINISTRATION REPORT



Date: October 30, 2025 RFD 25-56
Memo To: Village Council
From: Michelle White
Subject: Municipal Accountability Program review

1. **PURPOSE** – To provide Council with the results of round two of the Municipal Accountability Program (MAP) review for the Village of Alix.
2. **BACKGROUND** – Round 1 MAP review was conducted in 2020. This program checks a wide variety of topics for compliance with legislation. It is only done in communities with a population of 2,500 or less on a 5 year rotation. Different topics / municipal operations are inspected each round.

We began the MAP process in mid-August and the final report was released October 27th.

3. **OPTIONS** –
 1. To accept this report as information
 2. To contest the results of the MAP report
3. **DISCUSSION** – There are 6 areas of non-compliance and 44 compliant items contained within the report. Please see pages 8 – 14 of the MAP for areas of non-compliance. They include the following:
 - Not including the street address of Village Office in the resolution that sets the day and time for Council meetings.
 - Clear guidelines in the Procedural Bylaw outlining how to attend meetings virtually in case we ever need to do that again.
 - Setting up a separate line item in the operating budget for the minimum tax levy (it is currently rolled in to the residential & non-residential totals)
 - Having Council do a separate resolution for the 3 year Operating Plan and the 5 year Capital Plan rather than just approving them in one resolution.
 - Including the names of the Assessment Review Board members in a resolution at the Organizational Meeting.
 - Sending a copy of the Tax Arrears list to the Minister of Treasury Board and Finance.
5. **FINANCIAL IMPLICATIONS** – Staff time only
6. **LEGAL** – Authority for the Minister of Municipal Affairs to conduct MAP reviews: MGA s. 571
7. **POLITICAL/PUBLIC IMPLICATIONS** – MAP reports are intended to provide compliance assistance to municipalities. The intent is to share the report publicly so that residents have a bit of a “report card” on how the municipality is being governed and managed.
8. **OTHER COMMENTS** – A response plan must be submitted within 8 weeks outlining the action plan to address non-compliant areas within 1 year of receiving this report.

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

“that the Village of Alix Council hereby accepts the October 27, 2025 Municipal Accountability Program report as information and directs administration to put the report on the Village website.”



Author

AR120835

October 27, 2025

Ms. Michelle White
Chief Administrative Officer
Village of Alix
PO Box 87
Alix, AB T0C 0B0

Dear Ms. White:

It was nice to see you at the Local Government Administrator's Association and the Alberta Rural Municipal Administrators' Association joint zone meeting on October 9, 2025. I appreciate the feedback you gave me about the Village of Alix's experience to date with the Municipal Accountability Program (MAP).

Your participation and cooperation during the Village of Alix's September 5, 2025, MAP review is greatly appreciated. On behalf of the Minister, I have accepted the Village of Alix's MAP report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring the village's attention. Recommendations and resources are also offered to assist in remedying any legislative gaps.

Now that you have received the report, the next step in the process is the municipality's preparation and submission of a response plan. The plan details the actions the municipality will take to rectify these gaps identified in the report. Please submit the plan to MAP within eight weeks of receiving this letter. The response plan must include a timeline for completion, which is not to exceed one year.

Development of the response plan ensures that you have read the report and the recommendations and have considered the time and resources required to address each item. The plan does not need to be complex – a simple checklist with anticipated completion dates will suffice. In addition, having a plan lets the MAP advisors provide timely support to you as needed.

.../2

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You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Nnamdi Njoku
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

As ministry staff discussed with you during the review, it is expected the MAP report will be shared with council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with village citizens.

Advisor support during plan implementation is an important part of the program. As you proceed with addressing gaps, please submit the records of resolutions passed, any new or updated bylaws and any other documents which were changed. This information will be used to confirm the satisfactory completion of the legislative gaps identified in the report.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Nnamdi Njoku, Municipal Accountability Advisor, toll-free by phone at 310-0000, then 780-422-5811 or at nnamdi.njoku@gov.ab.ca. Please do not hesitate to contact me if you would like to discuss the program again in the future. I can be reached at by phone at 780-422-8325 or by email at sarah.ranson@gov.ab.ca.

Yours truly,



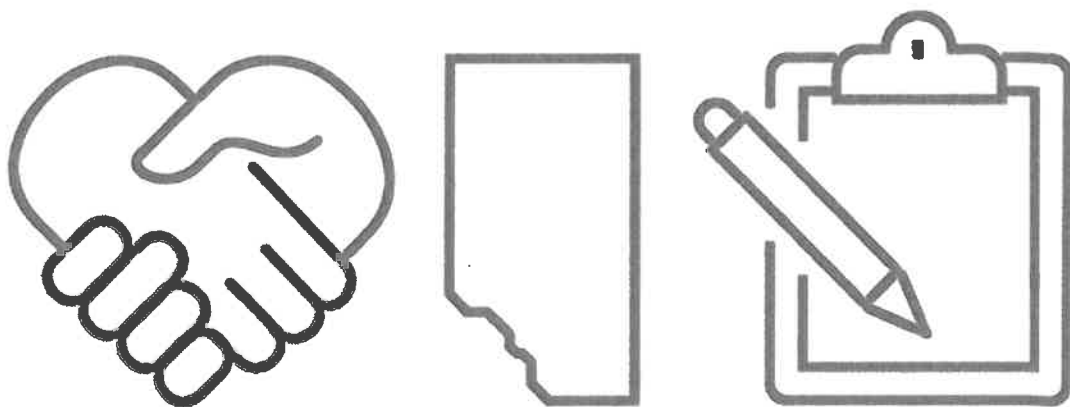
Sarah Ranson
Director, Municipal Sustainability and Accountability

Attachment: Village of Alix 2025-2026 Municipal Accountability Review Report

cc: Nnamdi Njoku, Municipal Accountability Advisor, Municipal Affairs

2025-26 Municipal Accountability Program Report

Village of Alix



Alberta 

Municipal Affairs

Village of Alix 2025-2026 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

© 2025 Government of Alberta | September 5, 2025

Village of Alix 2025-2026 Municipal Accountability Program Report | September 5, 2025

2

Classification: Protected A

Contents

Section 1: Introduction.....	5
1.1 Our Commitment	5
1.2 The Municipal Accountability Program.....	5
Section 2: Executive Summary	6
2.1 Methodology	6
2.2 Legislative Compliance and Gaps.....	6
2.3 Next Steps.....	6
Section 3: Municipal Accountability Program Findings	8
3.1.1. Municipal Office and Establish or Change Regular Meetings.....	8
3.1.2. Procedural bylaw.....	9
3.1.3. Operating Budget.....	10
3.1.4. Three-Year Operating and Five-Year Capital Plans	11
3.1.5. Assessment Review Boards	12
3.1.6. Tax Arrears List.....	14
Section 4: Conclusion.....	15
Appendix A: Legislatively Compliant and Discretionary Requirements Not Implemented.....	16
3.1 General.....	16
2. Signing of Municipal Documents.....	16
3. Orientation Training.....	17
4. Provision of Information	18
6. Establishment, Appointment, and Evaluation of the Chief Administrative Officer	19
3.2 Meetings and Procedures	20
1. Public Presence at Meetings and Public Participation.....	20
2. Public Hearings	21
3. Closed Meetings	22
4. Organizational Meeting	23
5. Special Meetings.....	24
6. Meetings by Electronic Means	25
7. Authority to Act.....	26
8. Council Meeting Minutes.....	27
9. Pecuniary and Conflicts of Interest	28
3.3 Bylaw Procedures	29
1. Delegation of Authority.....	29

2. Passing, Revision, Amendment, and Consolidation of Bylaws.....	30
3. Bylaw Enforcement Officers.....	31
3.4 Municipal Finance.....	32
2. Capital Budget.....	32
4. Auditor, Audited Financial Statements, Financial Information Return	33
5. Borrowing	34
6. Loans and Loan Guarantees	35
7. Disposal of Land	36
3.5 Assessment and Taxation	37
1. Assessment of Property	37
2. Assessment Notices.....	38
3. Property Tax Bylaw	39
4. Tax Notices	40
5. Tax Payment and Tax Penalty Bylaws	41
6. Supplementary Assessments and Taxation.....	42
3.6 Tax Recovery.....	43
2. Tax Agreements.....	43
3. Tax Recovery Auctions	44
4. Tax Recovery Auctions – Designated Manufactured Homes	45
3.7 Planning and Development	46
1. Municipal Development Plan	46
2. Land-Use Bylaw	47
3. Subdivision and Development Authorities	48
4. Subdivision and Development Appeal Board.....	49
5. Off-site Levies	50
6. Listing and Publishing Policies Used to Make Planning Decisions ..	51
3.8 Discretionary Bylaws	52
1. Fees and Charges.....	52
2. Advertising Bylaw.....	53
3.9 For Discussion Only	54
1. Adding Amounts to the Tax Roll	54
2. Reserve Lands	55
3. Repair of Roads, Public Places, and Public Works	57
4. Joint Use and Planning Agreements (JUPA)	58
5. Code of Conduct Bylaw.....	59
6. Investments and Accounts.....	60

Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to assisting municipalities in providing well-managed, accountable local government to Albertans. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency, and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality, and the viability, safety, and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- enhance their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- assist municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable, and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year review cycles ordered by the Minister under the authority of Section 571 of the *MGA*. Municipalities with populations of 2,500 or less are automatically scheduled for a review once every five years. The Village of Alix was selected for a municipal accountability program review in the 2025-2026 program year.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities, and a strong collaborative relationship between the CAOs and the ministry.

The results of the Village of Alix review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Municipal Affairs.

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A site visit or electronic interview with village administration is also included. These components assist in determining areas where the municipality is compliant with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements of the *MGA* and other legislation imposed on municipalities.

Municipal Affairs staff met with village administration on September 5, 2025, by electronic means. This format was used to complete the Municipal Accountability Program review, and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Village of Alix is commended for their cooperation and assistance throughout the review. As well as the time commitment required, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by village administration.

2.2 Legislative Compliance and Gaps

The findings of this review are highly encouraging and reflect the municipality's strong commitment to good governance, accountability, and compliance with the legislative framework established under the *MGA*. The results demonstrate that the municipality is not only meeting its mandatory obligations but is also fostering a culture of diligence and responsibility in its operations.

For a detailed list of the areas in which the municipality was found to be legislatively compliant, or discretionary areas not implemented by the municipality, please refer to Appendix A at the end of this report.

Specific areas where the municipality is required to take action to achieve compliance are included below:

- designate a place for the municipal office, establish or change place of regular meetings;
- procedural bylaw is compliant with the *MGA*;
- adopt an operating budget;
- prepare a three-year operating plan and a five-year capital plan;
- establish a local and a composite assessment review board by bylaw; and
- prepare a tax arrears list.

Pages which detail the legislative requirements and the gaps to be addressed begin on [page 8](#).

2.3 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each Section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Program Findings

3.1.1. Municipal Office and Establish or Change Regular Meetings

Legislative requirements: MGA 193, 204

1. Has council decided to hold regularly scheduled council meetings at specified dates, times, and places?
 - a. Were all the councillors present at the meeting where this resolution was passed?
2. Has the date, time, or place of a regularly scheduled meeting been changed?
3. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?
4. Is there a resolution or bylaw naming a place as the municipal office?

Comments/Observations: All councillors of the Village of Alix were present at the organizational meeting on October 2, 2024, to adopt resolution #195/24 to set the date and time of council meetings; however, the resolution did not include the location of regular council meetings. This is contrary to Section 193(1) of the MGA, which specifies that council may decide to hold regular council meetings at specified dates, times, and places.

Council has adopted a resolution naming a place as the municipal office.

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality must, by resolution, establish the date, time, and location of regular council meetings to meet legislative requirements.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.1.2. Procedural bylaw

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw which is compliant with the *MGA*?
2. Has council updated its bylaws respecting procedures for council and council committee meetings?

Comments/Observations: Council adopted their procedural bylaw, bylaw 466/21, on September 1, 2021. The bylaw regulates the proceedings and conduct of council and council committee meetings.

While bylaw 487/25, passed on March 19, 2025, contains appropriate provisions for conducting public hearings by electronic means, section 32 of the procedural bylaw also has provisions for electronic attendance at council meetings. The procedural bylaw does not specify the type or types of electronic means by which meetings are authorized to be held, how the identity of each councillor attending the meeting will be confirmed or provide a method by which members of the public may access meetings and make submissions as required by Section 199(3) of the *MGA*.

While not a contravention of the *MGA*, it is noted for information that Section 4.1 of the bylaw states the organizational meeting is to be held no later than two weeks after the third Monday in October. Section 192 of the *MGA* has been updated to read "14 days" instead of "two weeks".

Meets Legislative Requirements: No

Recommendations/Action Items: Should the municipality want to continue the practice of electronic attendance of council meetings, the procedural bylaw or the public hearings by electronic means bylaw must be amended or repealed and replaced to ensure attendance by electronic means meets the requirements in section 199 of the *MGA*.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.1.3. Operating Budget

Legislative requirements: MGA 242-244, 248

1. Has an operating budget or interim operating budget been adopted prior to January 1 for the calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - a. the amount needed to provide for the council's policies and programs;
 - b. the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove, or improve capital property;
 - c. the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board;
 - d. the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - e. the amount of expenditures and transfers needed to meet the municipality's obligations for services funded under an intermunicipal collaboration framework;
 - f. if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in Section 28 of the MGA;
 - g. the amount to be transferred to the capital budget; and
 - h. the amount needed to recover any shortfall as required under Section 244 of the MGA?
3. Does the operating budget include estimated amounts from each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: The 2025 operating budget was adopted by the village council on April 16, 2025 by resolution 080/25. The budget includes the amount needed to pay for the municipalities services and programs, the estimated amounts from each source of revenue, and the amount needed to recover any shortfall through property taxes.

The operating budget does not include the revenue derived from minimum tax as contained in the village's tax rate bylaw, bylaw 488-25.

Meets Legislative Requirements: No

Recommendations/Action Items: The annual operating budget must include the minimum amount payable as property tax contained in the bylaw.

Resources Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.1.4. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: *MGA 283.1, Municipal Corporate Planning Regulation 192/2017*

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following:
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit; and
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The three-year operating plan includes the major categories of expenditures and revenues, annual surplus/deficit and the accumulated surplus/deficit as required by Section 2(c) of the Municipal Corporate Planning Regulation 192/2017. The five-year capital plan includes the anticipated expenditures and anticipated sources of revenue as required by Section 283.1(3) of the MGA.

A council resolution approving the annual three-year operating and five-year capital plans was not located during the review.

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality must review the three-year operating plan and five-year capital plan annually by passing a council resolution.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [Guide to the new legislative requirements for municipal financial and capital plans](#)

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.1.5. Assessment Review Boards

Legislative requirements: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has the municipality, by bylaw, established a local assessment review board?
 - a. Are at least three members appointed to this board?
 - b. Is the term of office for each member appointed established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - e. Have the appointed members received the mandatory training?
2. Has the municipality, by bylaw, established a composite assessment review board?
 - a. Are at least two members appointed to this board?
 - b. Is the term of the appointment established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - e. Have the appointed members received the mandatory training?
3. Has council appointed a person who has received the mandatory training as the clerk of the boards?
4. If the municipality has jointly established the local assessment review board, composite assessment review board, or both with one or more other municipalities:
 - a. Have the member councils jointly designated one of the board members as chair?
 - b. Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - c. Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Bylaw 462-21 was approved on January 20, 2021, establishing a local assessment review board (LARB) and composite assessment review board (CARB). The bylaw authorizes the boards to exercise the functions of both boards. The bylaw provides for appointment of board members and their term of office in accordance with section 455 of the MGA. Council resolution 036/21 appointed a clerk to the boards on February 17, 2021.

A council resolution appointing members to the board was not located during the review.

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality must appoint a minimum of three members to the LARB and at least two members to the CARB to meet legislative requirements.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to Assessment Review Boards.

In addition, Municipal Affairs Assessment advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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3.1.6. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared prior to March 31 annually showing the parcels of land in the municipality in respect of which there are tax arrears?
 - a. Have two copies of the list been sent to the Registrar?
 - b. Has a copy of the list been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*? (Treasury Board and Finance)?
 - c. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?
2. Has a tax arrears list been prepared showing the designated manufactured homes in the municipality for which there are tax arears for more than one year?
 - a. Has the municipality registered a tax recovery lein against each designated manufactured home shown on the tax arrears list?
 - b. Were the owners of each designated manufactured home been given written notice that a tax recovery lein has been registered against the designated manufactured home?
 - c. Was the owner of each manufactured home community containing one or more designated manufactured homes shown on the tax recovery list notified in writing that a a tax recovery lein has been registered?
3. Have the tax recovery lists been posted in a place that is accessible to the public during normal business hours?

Comments/Observations: The Village of Alix had properties on the tax arrears list, and copies of the list were sent to the Registrar before March 31, 2025. The persons liable to pay the tax arrears were notified a tax arrears list had been prepared and sent to the Registrar.

Information as to whether a copy of the list had been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* was not located during the review.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, a copy of the tax arrears list must be sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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Section 4: Conclusion

Your participation and cooperation during the 2025 Municipal Accountability Program review are appreciated. This report is intended to help the Village of Alix reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable and transparent local governments.

Appendix A: Legislatively Compliant and Discretionary Requirements Not Implemented

The following topics are included in the Municipal Accountability Program review; however, the Village of Alix's implementation is legislatively compliant or is not implementing the discretionary legislated authority available through the *MGA*. For both, no further action is required.

3.1 General

2. Signing of Municipal Documents

Legislative requirements: *MGA 210, 213*

1. Are minutes of council meetings, and minutes of council committee meetings dealing with a power, duty, or function delegated by council to the council committee signed by:
 - a. the person presiding at the meetings; and
 - b. a designated officer?
2. Are the bylaws of the municipality signed by:
 - a. the chief elected official (CEO); and
 - b. a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - a. by the CEO or by another person authorized by council to sign them, and a designated officer; or
 - b. by a designated officer acting alone if so, authorized by council?
4. Are signatures reproduced by any method to sign municipal documents?
 - a. If so, has the reproduction of signatures been authorized by council?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Orientation Training

Legislative requirements: MGA 201.1

1. Did the municipality offer, and each councillor attend, orientation training:
 - a. prior to or on the same day as the first organizational meeting (for a general election); or
 - b. before the councillor takes the oath of office (following a by-election)?
2. Did the orientation include the following topics:
 - a. role of municipalities in Alberta;
 - b. municipal organization and function;
 - c. roles and responsibilities of council and councillors; and
 - d. roles and responsibilities of the CAO and staff?
3. Did the municipality offer, and each councillor attend, orientation training:
 - a. prior to or on the same day as the first regularly scheduled meeting (for a general election); or
 - b. within 90 days of a councillor taking the oath of office (for a byelection);
4. Did the orientation include the following topics:
 - a. key municipal plans, policies, and projects;
 - b. budgeting and financial administration;
 - c. public participation; and
 - d. any other topic prescribed by the regulations?
5. Did council pass a resolution extending the time for this orientation for up to 90 days?

Comments/Observations: As of the date of this review, the municipality has not held a by-election or general election to which this legislative requirement applies.

For information, orientation requirements have been changed for the upcoming municipal election. Going forward, the municipality must offer, and councillors must attend, orientation training related to the role of municipalities in Alberta, municipal organization and function, roles and responsibilities of council and councillors, and the roles and responsibilities of the CAO and staff prior to or on the same day as the first organizational meeting.

In addition, orientation training is also required relating to key municipal plans, policies, and projects, budgeting and financial administration, public participation, and any other topic prescribed by the regulations prior to or on the same day as the first regular meeting. Council may, by resolution, defer this training for up to 90 days.

Meets Legislative Requirements: Yes

Resources: Municipal Affairs provides documents to assist CAOs with orientation including:

- [What Every Councillor Needs to Know](#)
- [Pecuniary and Conflicts of Interest for Councillors](#)
- [Closed Meetings of Council](#)
- [Procedure Bylaw and Agenda Guide](#)

In addition, Municipal Affairs also provides workshops to set out the roles and responsibilities of council, councillors, the CAO, and staff: [Roles and Responsibilities Workshop](#).

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Provision of Information

Legislative requirements: MGA 145, 153.1, 208.1(3)

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?
2. When the chief administrative officer or a person designated by the chief administrative officer provides information to a councillor, has the chief administrative officer provided the information to all other councillors within 72 hours of the information being provided to the councillor?
3. Has the chief administrative officer provided reasons to all councillors for refusing to provide the information requested?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Establishment, Appointment, and Evaluation of the Chief Administrative Officer

Legislative requirements: MGA 205(1), 205.1, 206

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?
3. Has the municipality appointed more than one CAO?
4. Has council provided the CAO with an annual written performance evaluation?
5. Has council passed a bylaw which varies the requirement for a majority of council to make, suspend, or revoke the appointment of a person to the position of CAO?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: The Canadian Association of Municipal Administrators (CAMA) developed a three-step CAO Performance Evaluation Toolkit. The toolkit enhances the CAO / Council relationship and helps local elected officials achieve their strategic goals and objectives. It is available at no cost to member and non-member municipalities.

In addition, Municipal Affairs has prepared a CAO performance evaluation manual to guide elected officials through the CAO evaluation process. It includes a sample template of an evaluation: CAO Evaluation (Municipal Affairs).

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.2 Meetings and Procedures

1. Public Presence at Meetings and Public Participation

Legislative requirements: MGA 197(1), 216.1, Public Participation Policy Regulation 193/2017

1. Are council and council committee meetings held in public?
2. Has a public participation policy been passed?
3. Does the policy identify:
 - a. types or categories of approaches the municipality will use to engage the public; and
 - b. types and categories of circumstances in which the municipality will engage with the public?
4. Is the public participation policy available for public inspection?
5. Has the public participation policy been reviewed by council in the last four years?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Alberta Municipalities and the Rural Municipalities of Alberta, in partnership with Brownlee LLP, have produced a guidance document containing general information intended to assist municipalities in developing a public participation policy and public notification bylaw: Public Participation Policies and Public Notification: A Guide for Municipalities.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Public Hearings

Legislative requirements: MGA 216.4

1. When council is required to hold a public hearing on a proposed bylaw or resolution, was the public hearing held:
 - a. before second reading of the bylaw; or
 - b. before council votes on the resolution?
2. Was notice of the public hearing given in accordance with Section 606 or 606.1 of the *MGA*?
3. Was the public hearing conducted during a regular or special council meeting?
4. Do the minutes of the council meeting record the public hearing to the extent directed by the council?
5. Has the municipality conducted more than one public hearing for the same bylaw or resolution that considers residential developments or developments with residential and non-residential developments under Part 17?
 - a. If so, what authority in the *MGA* or other enactments did the municipality rely upon to conduct more than one public hearing?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Closed Meetings

Legislative requirements: MGA 197

1. Are council and council committee meetings held in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access To Information Act (ATIA)*?
2. Before closing all or a part of the meeting to the public:
 - a. Is a resolution passed to indicate what part of the meeting is to be closed?
 - b. Does the resolution identify the exception(s) to disclosure under *ATIA* apply to the part of the meeting to be closed?
 - c. Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#).

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Organizational Meeting

Legislative requirements: *MGA 150, 152, 159(1), 192*

1. Is an organizational meeting held annually no later than 14 days after the third Monday in October, or before August 31 for summer villages?
2. Is a CEO appointed if the CEO is not elected at large?
3. Is a deputy CEO appointed?
4. Is the CEO appointed as a member of a board, commission, subdivision authority, or development authority under Part 17 of the *MGA* in their own name?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held:
 - a. when the CEO considered it appropriate to do so; or
 - b. within 14 days of receiving a request for the meeting, stating its purpose, from a majority of the councillors?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council before the beginning of the meeting?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Meetings by Electronic Means

Legislative requirements: MGA 199

1. Does the municipality have a bylaw providing for council meetings or council committee meetings by electronic means?
 - a. Does the electronic or telephonic method enable all persons attending to hear and communicate with each other?
 - b. Does the municipality have a bylaw providing for public hearings under Part 17 of the *MGA* to be conducted by electronic means?
2. Does the bylaw:
 - a. specify the type or types of electronic means by which meetings are authorized to be held;
 - b. require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw; and
 - c. except in the case of a meeting that is closed to the public in accordance with Section 197 of the *MGA*, specify:
 - i. a method by which members of the public may access the meeting and make submissions;
 - ii. where information is required to be made publicly available, a method for making the information available before and during the meeting; and
 - iii. a method for giving the public notice of the meeting, of the method by which the public may access the meeting, and the method by which the public may access information required to be made public?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Authority to Act

Legislative requirements: MGA 167, 180-185

1. Are resolutions or bylaws passed in an open public meeting?
2. Is a majority of council present at the meeting to exercise their authority to act under Sections 180 and 181?
3. Is an abstention from voting recorded in the minutes?
4. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

8. Council Meeting Minutes

Legislative requirements: MGA 208

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are the minutes kept safe?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council](#)

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

9. Pecuniary and Conflicts of Interest

Legislative requirements: MGA 172, 172.1

1. When a pecuniary, conflict of interest, or perceived conflict of interest is declared:
 - a. Is the general nature of the interest disclosed prior to any discussion on the matter?
 - b. Has the councillor abstained from voting on any question relating to the matter?
 - c. Has the councillor abstained from any discussion on the matter?
 - d. Has the councillor left the room where the meeting is being held?
2. Has the abstention from voting and the disclosure of the councillor's interest been recorded in the minutes of meeting?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has prepared Pecuniary and Conflicts of Interest for Municipal Councillors.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.3 Bylaw Procedures

1. Delegation of Authority

Legislative requirements: MGA 203

1. Has council delegated any of its powers, duties, or functions under this or any other enactment or a bylaw to a council committee or any person?
 - a. Was the delegation enacted by bylaw?
 - b. Does the delegation of authority include any of the following powers, duties, or functions prohibited by legislation:
 - i. its power or duty to pass bylaws;
 - ii. its power to make, suspend, or revoke the appointment of a person to the position of CAO;
 - iii. its power to adopt budgets under Part 8 of the *MGA*;
 - iv. its power with respect to taxes under Section 347 of the *MGA*; or
 - v. a duty to decide appeals imposed on it by this or another enactment, unless the delegation is to a council committee?
 - c. Are the delegations compliant with Section 203 of the *MGA*?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Passing, Revision, Amendment, and Consolidation of Bylaws

Legislative requirements: MGA 63-69, 187-189, 191, and 692

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?
3. Has council, by bylaw, authorized a designated officer to consolidate one or more of the bylaws of the municipality?
4. In consolidating a bylaw, has the designated officer:
 - a. incorporated all amendments to it into one bylaw; and
 - b. omitted any provisions that have been repealed or which have expired?
5. Are revision bylaws limited to:
 - a. consolidation of two or more bylaws;
 - b. altering citation; and
 - c. changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
6. Does the title of the bylaw indicate that it is a revision bylaw?
7. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
8. Are bylaws or schedules of bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has created a handbook that includes the procedures to pass, amend, and revise bylaws: Basic Principles of Bylaws.

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Bylaw Enforcement Officers

Legislative requirements: *MGA 555-556*

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - a. disciplinary procedures;
 - b. penalties; and
 - c. an appeal process?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.4 Municipal Finance

2. Capital Budget

Legislative requirements: MGA 245, 246

1. Has a capital budget been adopted prior to January 1 for the calendar year?
2. Does the capital budget include the estimated amount for the following:
 - a. the amount needed to acquire, construct, remove, or improve capital property;
 - b. the anticipated sources and amounts of money to pay the costs to acquire, construct, remove, or improve capital property; and
 - c. the amount to be transferred from the operating budget?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Auditor, Audited Financial Statements, Financial Information Return

Legislative requirements: MGA 271, 276, 277 280, 281, Supplementary Accounting Principles and Standards Regulation 313/2000; Debt Limit Regulation 255/2000

1. Have one or more auditors for the municipality been appointed by council?
2. Have annual financial statements of the municipality been prepared for the immediately preceding year in accordance with
 - a. Canadian generally accepted accounting principles for municipal governments approved by the Public Sector Accounting Board; and
 - b. any modifications of the principles or any supplementary accounting standards or principles established by the Minister by regulation?
3. Do the financial statements include:
 - a. the municipality's debt limit;
 - b. the amount of the municipality's debt as defined in the regulations under Section 271 of the MGA;
 - c. revenues received from the granting of rights over its properties for the purpose of providing a utility service, each as separate entries;
 - d. the annual revenues received from the granting of each utility franchise agreement entered into the municipality separately; and
 - e. the salaries of councillors, the CAO, and designated officers of the municipality?
4. Does the municipality make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?
6. Has the auditor reported separately to the council any improper or unauthorized transaction or non-compliance with this or another enactment or bylaw that was noted during the course of the audit?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Borrowing

Legislative requirements: *MGA 251-259, Debt Limit Regulation 255/2000*

1. Does the municipality have any debt?
2. Have all borrowings been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - a. the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - b. the maximum rate of interest, expressed as a percentage, the term, and terms of repayment of the borrowing; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Loans and Loan Guarantees

Legislative requirements: MGA 264-265

1. Has the municipality loaned money to another organization?
2. Was the recipient of the loan:
 - a. one of the municipality's controlled corporations;
 - b. a non-profit organization; or
 - c. to a designated seller under the *Gas Distribution Act* as part of the capitalization of the designated seller by its shareholders?
3. Is the loan authorized by bylaw?
4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned to be used;
 - b. the minimum rate of interest, the term, and terms of repayment of the loan; and
 - c. the source or sources of money to be loaned?
5. Was the bylaw authorizing the loan advertised?
6. Has the municipality guaranteed the repayment of a loan of another organization?
7. Was the loan guarantee for:
 - a. one of the municipality's controlled corporations; or
 - b. a non-profit organization?
8. Is the loan guarantee authorized by bylaw?
9. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be borrowed under the loan to be guaranteed and, in general terms, the purpose for which the money is borrowed;
 - b. the rate of interest under the loan or how the rate of interest is calculated, the term, and terms of repayment of the loan; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the loan if the municipality is required to do so under the guarantee?
10. Was the bylaw authorizing the guarantee advertised?

Comments/Observations: The municipality has not loaned money to another organization or issued debt guarantees.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

7. Disposal of Land

Legislative requirements: MGA 70, 606, 606.1

1. Has the municipality ever transferred or granted an estate or interest in:
 - a. land for less than its market value; or
 - b. a public park or recreation or exhibition grounds?
2. Was the proposal advertised?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.5 Assessment and Taxation

1. Assessment of Property

Legislative requirements: *MGA 284.2(1), 297, Municipal Assessor Regulation 347/2009*

1. Has a person who has the qualifications as set out in the Regulation been established as a designated officer and appointed to carry out the functions of a municipal assessor?
2. When preparing the assessment of property, does the assessor assign one or more of the following assessment classes to the property:
 - a. class 1 – residential;
 - b. class 2 – non-residential;
 - c. class 3 – farm land; and
 - d. class 4 – machinery and equipment?
3. Has the municipality, by bylaw, divided class 1 into sub-classes?
4. Has the municipality, by bylaw, divided class 2 into the sub-classes prescribed by Section 297 of the *MGA*?
5. Is the assessment roll available for inspection?
6. Is there a fee for this?
7. Does the municipality have a bylaw to establish this fee?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Assessment Notices

Legislative requirements: MGA 303, 308-311

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Does the assessment notice show the following information:
 - a. a description sufficient to identify the location of the property;
 - b. the name and mailing address of the assessed person;
 - c. whether the property is a parcel of land, an improvement, or a parcel of land and the improvements to it;
 - d. if the property is an improvement, a description showing the type of improvement;
 - e. the assessment;
 - f. the assessment class or classes;
 - g. a notation if the property is fully or partially exempt from taxation under Part 10 of the *MGA*;
 - h. a notation if a deferral of the collection of tax under Section 364.1 or 364.2 of the *MGA* is in effect for the property;
 - i. any other information considered appropriate by the municipality or required by the Minister;
 - j. the notice of assessment date;
 - k. a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - l. information respecting filing a complaint in accordance with the regulations?
3. Have assessment notices been sent no later than July 1, and at least seven days prior to the notice of assessment date?
4. Has a designated officer certified the date on which the assessment notice was sent?
5. Has the municipality published a notice that the assessment notices have been sent?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Property Tax Bylaw

Legislative requirements: MGA 326(1)(a), 353-357

1. Is a property tax bylaw passed annually?
2. Does the property tax bylaw authorize the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of:
 - a. the expenditures and transfers set out in the budget of the municipality; and
 - b. the requisitions?
3. Are the requisitions listed within the tax rate bylaw for:
 - a. the amount required to be paid into the Alberta School Foundation Fund under Section 167 of the *Education Act* that is raised by imposing a rate referred to in Section 167 of the *Education Act*;
 - b. the requisition of school boards under Part 6, Division 3 of the *Education Act*;
 - c. the amount required to be paid to a management body under Section 7 of the *Alberta Housing Act*; or
 - d. the amount required to recover the costs incurred for matters relating to the assessment of designated industrial property, and any other matters related to the provincial assessor's operations?
4. Are the rates in accordance with the:
 - a. assessment classes pursuant to Section 297 of the *MGA*; and
 - b. a municipal assessment sub-class bylaw?
5. Are the calculations correct?
6. Is there more than one minimum tax applied?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Tax Notices

Legislative requirements: *MGA 329, 333-336, 357*

1. Does the tax notice show the following information:
 - a. a description sufficient to identify the location of the property or business;
 - b. the name and mailing address of the taxpayer;
 - c. the assessment;
 - d. the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - e. the total amount of all taxes imposed in respect of the property or business;
 - f. the amount of tax arrears, if any;
 - g. a notation if the property is the subject of an agreement between the taxpayer and the municipality under Section 347(1) of the *MGA* relating to tax arrears;
 - h. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a bylaw or agreement made under Section 364.1 of the *MGA* to defer the collection of tax;
 - i. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a deferral granted under Section 364.2 of the *MGA*;
 - j. any other information considered appropriate by the municipality;
 - k. the date the tax notice is sent to the taxpayer;
 - l. the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - m. except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - n. the name and address of the designated officer with whom a complaint must be filed;
 - o. the dates on which penalties may be imposed if the taxes are not paid; and
 - p. information on how to request a receipt for taxes paid?
2. Has the municipality prepared and sent tax notices annually before the end of the year in which the taxes were imposed?
3. Has a designated officer certified the date the tax notices were sent?
4. If the property tax bylaw specifies a minimum amount payable as property tax, does the tax notice indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the Alberta School Foundation Fund requisition?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Tax Payment and Tax Penalty Bylaws

Legislative requirements: MGA 339, 340, 344, 345, 357(1.1)

1. Has the municipality, by bylaw:
 - a. Provided incentives for payment of taxes by the dates set out in the bylaw?
 - b. Permitted taxes to be paid by instalments, at the option of the taxpayer?
2. Has the municipality passed a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes?
3. Has the municipality, by bylaw:
 - a. Imposed penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice?
 - b. Imposed penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Supplementary Assessments and Taxation

Legislative requirements: *MGA 313, 315, 316, 325.1, 369, 369.1*

1. Does the municipality require the preparation of supplementary assessments for improvements?
2. Is the preparation of supplementary assessments authorized by bylaw?
 - a. Was the bylaw or any amendments passed prior to May 1 of the year to which it applies?
3. Has the assessor set an additional notice of assessment date for supplementary assessment notices?
4. Has the municipality prepared and sent supplementary assessment notices for every assessed improvement shown on the supplementary assessment roll before the end of the year?
5. Does the supplementary assessment reflect the value of an improvement not previously assessed or an increase in the value of the improvement since it was last assessed?
6. Is the supplementary assessment prorated to reflect the number of months the improvement was complete, occupied, located, or in operation?
7. Was the supplementary assessment roll prepared before the end of the year?
8. Does the supplementary assessment notice show:
 - a. the same information required to be shown on the assessment roll;
 - b. the notice of assessment date;
 - c. the date the improvement was completed, occupied, moved to the municipality, or became operational;
 - d. the statement that the assessed person may file a complaint and the deadline for doing so; and
 - e. information with respect to filing a complaint?
9. Has the council, in the same year when a bylaw authorizing supplementary assessments to be prepared in respect of property, passed a bylaw authorizing it to impose a supplementary tax?
10. Does the supplementary property tax bylaw use the same tax rates set in the property tax bylaw?
11. Are the tax rates required to raise the revenue to pay requisitions referred to in Section 175 of the *Education Act* applied as supplementary tax rates?

Comments/Observations: The municipality has not implemented this discretionary area of the legislation.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.6 Tax Recovery

2. Tax Agreements

Legislative requirements: *MGA 418(4), 436.09(4)*

1. Has the municipality entered into an agreement with the owner of a parcel of land shown on the tax arrears list?
2. Does the period of time for the payment of tax arrears exceed three years?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Tax Recovery Auctions

Legislative requirements: MGA 418-422

1. Has the municipality offered for sale at public auction any parcel of land shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
2. Did the council set:
 - a. for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
3. Did the municipality advertise the public auction:
 - a. in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date of the public auction; and
 - b. in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date of the public auction?
4. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each parcel of land to be offered for sale?
5. Does the advertisement state the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction?
6. Did the municipality send a copy of the advertisement placed in The Alberta Gazette to:
 - a. the owner of each parcel of land to be offered for sale;
 - b. each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar; and
 - c. each encumbrance shown on the certificate of title for each parcel to be offered for sale?
7. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

4. Tax Recovery Auctions – Designated Manufactured Homes

Legislative requirements: MGA 436.08-436.13

1. Not later than August 1 following the preparation of the tax arrears list, has the municipality in respect to each designated manufactured home (DMH) shown on the tax arrears list sent a written notice to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
2. Does the notice state that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the DMH for sale at public auction?
3. Has the municipality offered for sale at public auction any DMH shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
4. Did the council set:
 - a. for each DMH to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
5. Did the municipality advertise the public auction in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date of the public auction?
6. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each DMH to be offered for sale?
7. Did the municipality send a copy of the advertisement to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
8. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: The municipality has not conducted any tax recovery auctions for designated manufactured homes.

Resources: Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225

3.7 Planning and Development

1. Municipal Development Plan

Legislative requirements: MGA 216.4, 606, 606.1 632, 641, 692

1. Has the municipality adopted a municipal development plan (MDP) by bylaw?
2. Does the MDP address:
 - a. future land-use;
 - b. future development;
 - c. coordination of land use, growth patterns, and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - d. transportation systems within the municipality and in relation to adjacent municipalities;
 - e. provision of municipal services and facilities;
 - f. policies respecting municipal reserve lands; and
 - g. policies respecting the protection of agricultural operations?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has prepared a Guidebook for preparing a municipal development plan.

Municipal Affairs Planning advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Land-Use Bylaw

Legislative requirements: *MGA 606, 606.1 640, 642(1), 692(4), Matters Related to Subdivision and Development Regulation 84/2022*

1. Is there a land-use bylaw?
2. Does the land-use bylaw:
 - a. divide the municipality into districts (zones);
 - b. establish a method of making decisions on development permit applications, including provisions for:
 - i. the types of development permits that may be issued;
 - ii. processing an application for, or issuing, canceling, suspending, or refusing to issue development permits;
 - iii. the conditions (contained in the land-use bylaw) that development permits may be subject to;
 - iv. how long development permits remain in effect (if applicable);
 - v. the discretion the development authority may exercise with respect to development permits; and
 - vi. how and to whom notice of the issuance of development permits is to be given?
 - c. establish the number of dwelling units permitted on a parcel of land; and
 - d. identify permitted and discretionary uses?
3. When an application to amend or change the land-use bylaw is submitted, did the notice of the amendment include:
 - a. the municipal address/legal address of the parcel of land;
 - b. a map showing the location of the parcel of land;
 - c. written notice to the assessed owner of that parcel of land;
 - d. written notice to the assessed owner of the adjacent parcel of land;
 - e. the purpose of the bylaw amendment or change and public hearing;
 - f. the address where the proposed bylaw, and any documents can be inspected; and
 - g. the date, time, and place of the public hearing?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Subdivision and Development Authorities

Legislative requirements: *MGA 623, 625*

1. Has the municipality, by bylaw, provided for a subdivision authority?
2. Has the municipality, by bylaw, provided for a development authority?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs Planning advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

4. Subdivision and Development Appeal Board

Legislative requirements: *MGA 627, Matters Related to Subdivision and Development Regulation 84/2022*

1. Is a subdivision and development appeal board (SDAB) or intermunicipal subdivision and development appeal board (ISDAB) established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do appointments to the SDAB exclude those who are:
 - a. municipal employees;
 - b. members of the municipal planning commission; and
 - c. individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
 - a. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
5. Has council appointed, or authorized the appointment of, one or more clerks of the SDAB?
6. Has the clerk successfully completed the required SDAB training?
7. Are the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the *MGA* and regulation?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Off-site Levies

Legislative requirements: MGA 648, 648.2

1. Has the municipality, by bylaw, provided for the imposition and payment of a levy in respect to land that is to be developed or subdivided, and authorized an agreement to be entered into in respect of the payment of the levy?
2. Does the bylaw impose an off-site levy on land owned by a school board that is to be developed for a school?
3. Does the bylaw provide for the payment of capital costs relating to one or more of:
 - a. new or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - b. new or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
 - c. new or expanded storm water drainage facilities;
 - d. new or expanded roads required for or impacted by a subdivision or development;
 - e. new or expanded transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development;
 - f. land required for or in connection with any of the above facilities;
 - g. new or expanded community recreation facilities;
 - h. new or expanded fire hall facilities;
 - i. new or expanded police station facilities; or
 - j. new or expanded libraries?
4. Does another off-site levy bylaw apply to the same lands for the same purpose?
5. Was the off-site levy bylaw advertised?
6. Does the calculation of the off-site levy:
 - a. take into account criteria such as area, density, or intensity of use;
 - b. recognize variation among infrastructure, facility, and transportation infrastructure types;
 - c. maintain consistency across the municipality for that type of infrastructure, facility, or transportation infrastructure; and
 - d. be fair and reasonable in the municipality?
7. Does the bylaw include a requirement for periodic reviews of the off-site levy calculation?

Comments/Observations: The municipality has not implemented this discretionary area of legislation.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: MGA 638.2

1. Are the following published on the municipal website:
 - a. an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - b. a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the *MGA*; and
 - c. documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs Planning advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

3.8 Discretionary Bylaws

1. Fees and Charges

Legislative requirements: *MGA 7, 8(1), 61*

1. Has the municipality passed bylaws for municipal purposes respecting matters including:
 - a. businesses, business activities, and persons engaged in business;
 - b. services provided by or on behalf of the municipality;
 - c. public utilities;
 - d. establishing fees for licences, permits, and approvals;
 - e. establishing fees for licences, permits, and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality; and
 - f. charging fees, tolls, and charges for the use of its property, including property under the direction, control, and management of the municipality?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Advertising Bylaw

Legislative requirements: *MGA 606, 606.1*

1. Has the municipality, by bylaw, provided for one or more methods, including electronic means, for advertising proposed bylaws, resolutions, meetings, and public hearings?
2. Did the municipality conduct a public hearing before making the bylaw?
3. Was notice of the proposed bylaw advertised?
4. Is the bylaw available for public inspection?

Comments/Observations: The municipality has not implemented this discretionary area of legislation.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3.9 For Discussion Only

1. Adding Amounts to the Tax Roll

Legislative requirements: MGA 553

1. Is the municipality aware that the following amounts may be added to the tax roll of a property by council:
 - a. unpaid cost referred to in Section 35(4) or 39(2) of the *MGA* relating to service connections of a municipal public utility that are owing by the owner of the parcel;
 - b. unpaid charges referred to in Section 42 of the *MGA* for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
 - c. unpaid expenses and costs referred to in Section 549(5)(a) of the *MGA*, if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
 - d. costs associated with tax recovery proceedings related to the parcel;
 - e. if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel;
 - e.1 if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and ice, unpaid expenses and costs incurred by the municipality for removing the snow and ice in respect of the parcel;
 - f. unpaid costs awarded by a composite assessment review board under Section 468.1 of the *MGA* or the Land and Property Rights Tribunal under Section 501 of the *MGA*, if the composite assessment review board or the Land and Property Rights Tribunal has awarded costs against the owner of the parcel in favour of the municipality and the matter before the composite assessment review board or the Land and Property Rights Tribunal was related to the parcel;
 - f.1 the expenses and costs of carrying out an order under Section 646 of the *MGA*; and
 - g. any other amount that may be added to the tax roll under an enactment?
2. When an amount is added to the tax roll of a parcel:
 - a. is deemed for all purposes to be a tax imposed under Division 2 of Part 10 of the *MGA* from the date it was added to the tax roll; and
 - b. forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

2. Reserve Lands

Legislative requirements: 664.1, 666, 667, 669, 672, 673, 674, 676

1. Does the municipality receive "subdivision approval applications" for approval to subdivide a parcel of land?
2. If so, is the municipality aware that as a subdivision authority, the municipality must require the owner of a parcel of land that is the subject of a proposed subdivision:
 - a. to provide part of that parcel of land as municipal reserve, school reserve, or municipal and school reserve;
 - b. to provide money in place of municipal reserve, school reserve, or municipal and school reserve; or
 - c. to provide any combination of land or money referred above?
3. If money is required to be provided in place of municipal reserve, school reserve, or municipal and school reserve, does the municipality ensure the applicant provide:
 - a. a market value appraisal of the land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made as if the use proposed for the land conforms with any use prescribed in a statutory plan or land-use bylaw for that land;
 - b. on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made; or
 - c. if the applicant and the subdivision authority agree, a land value based on a method other than those described above?
4. Has the municipality as a subdivision authority directed that the requirement to provide all or part of the municipal reserve, school reserve, or municipal and school reserve be deferred against:
 - a. the remainder of the parcel that is the subject of the proposed subdivision approval; or
 - b. other land of the person applying for subdivision approval that is within the same municipality as that parcel of land, or both?
5. Has the municipality ensured if a school board holds an interest in a school reserve, municipal and school reserve, or municipal reserve under this or previous legislation and declares that the reserve is surplus to the school board's needs, the school board must transfer its interest in the land to the municipality where the reserve is located, for the consideration agreed on between them?
6. Has the municipality transferred municipal reserve of its interest in municipal and school reserve to a school board?
7. Did the municipality hold a public hearing in accordance with the legislation and advertise in accordance with the legislation before any of the following occurs:
 - a. the sale, lease, or other disposal of municipal reserve, community services reserve, or municipal and school reserve:
 - i. by a council; or
 - ii. municipal and school reserve by a council and a school board; or
 - b. the making of a bylaw requiring the school building footprint of a school reserve, municipal and school reserve, or municipal reserve referred to in above to be designated as community services reserve; or
 - c. the disposal of conservation reserve by a municipality as permitted by legislation?
8. Has the municipality sold, leased, or otherwise disposed of a conservation reserve?
9. Has the municipality ensured that lands designated as conservation reserve remains in its natural state?
10. Has the municipality, by bylaw, after giving notice in accordance with the legislation and holding a public hearing in accordance with the legislation:
 - a. used an environmental reserve for a purpose not specified in the legislation;

- b. transferred an environmental reserve to the Crown or an agent of the Crown for consideration, as agreed;
- c. leased or disposed of an environmental reserve other than by a sale for a term of not more than three years; or
- d. change the boundaries of an environmental serve or environmental reserve easement in order to correct an omission, error, or other defect in the certificate of title, or to rectify an encroachment problem or other concern?

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

3. Repair of Roads, Public Places, and Public Works

Legislative requirements: MGA 532

Is the municipality aware that each municipality must ensure that every road or other public place that is subject to the direction, control, and management of the municipality, including all public works in, on, or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place, or public work; and
- the area of the municipality in which it is located?

1. Is the municipality aware of this Section?
2. Has the municipality considered what it does to support this requirement?
 - a. Is the above supported through the annual budget?
3. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in Section 532?

Comments/Observations: The municipality is encouraged to review all policies and practices in place. In the event the policies and practices established set specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate and are being followed.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

4. Joint Use and Planning Agreements (JUPA)

Legislative requirements: *MGA 670.1, 672 and 673, Education Act 53.1*

1. Is the municipality aware of the requirement that where a school board is operating within the municipal boundaries of a municipality, the municipality must enter into an agreement with the school board?
2. The agreement must contain provisions:
 - a. establishing a process for discussing matters relating to:
 - i. the planning, development, and use of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - ii. transfers under Section 672 or 673 of the *MGA* of municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - iii. disposal of school sites;
 - iv. the servicing of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - v. the use of school facilities, municipal facilities, and playing fields on municipal reserves, school reserves, and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them; and
 - vi. how the municipality and the school board will work collaboratively;
 - b. establishing a process for resolving disputes; and
 - c. establishing a time frame for regular review of the agreement, and may, subject to the governing legislation, contain any other provisions the parties consider necessary or advisable?

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

5. Code of Conduct Bylaw

Legislative Requirements: MGA 145

1. Is the municipality aware that all codes of conduct bylaws are now repealed?
2. Has council made a bylaw or a resolution under this Act that addresses the behaviour or conduct of councillors or of members of council committees who are not councillors?

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

6. Investments and Accounts

Legislative requirements: MGA 250, 270

1. Is the municipality aware that the municipality may only invest in one or more of the following:
 - a. securities issued or guaranteed by the Crown in right of Canada or an agent of the crown, or the Crown in right of a province or territory, or an agent of the province or territory;
 - b. securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act*, or regional services commission in Alberta;
 - c. securities that are issues or guaranteed by a bank, treasury branch, credit union, or trust corporation; and
 - d. units in pooled funds of all or any of the investments described above?
2. Does the municipality have any investments in shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued, or registered under the *Business Corporations Act*?
 - a. If so, was the investment approved by the Minister?
3. Is the municipality aware that all money belonging to or held by the municipality must be deposited into a financial institution designated by council?

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

ADMINISTRATION REPORT



Date: October 30, 2025
Memo To: Village Council
From: Michelle White
Subject: Water Pump

RFD 25-57

1. **PURPOSE** – To determine how Council would like to fund the purchase of a new vertical turbine pump.
2. **BACKGROUND** – One of the water distribution pumps was pulled out of service August 26 for maintenance. Serious deficiencies were found, resulting in a recommendation to replace rather than repair the pump as it is “beyond economical repair.”
3. **OPTIONS** –
 1. To amend the 2025 Capital Budget to include this purchase and fund it through municipal taxes
 2. To use Water Reserve funds for the purchase of a new pump
4. **DISCUSSION** – Deficiencies include shafting not within tolerance for straightness, collars are seized and need to be destructively removed, deep pitting on bowl face, impeller skirt, front face, bowl, impeller has grinding marks from improper balancing etc.
5. **FINANCIAL IMPLICATIONS** – a new pump with installation costs would be approximately \$53,000. This includes a new electric motor for the pump (as the old one is at the end of life) and a crane operator to drop the pump in place.

Water Reserves are currently at \$142,187. Council made a resolution earlier in the year to fund the purchase of water meters beyond the \$60,000 budget from Water Reserves as well. The total impact of that resolution is not known at this time, but an estimate would be \$18,000-\$20,000.
6. **LEGAL** – As this is an un-budgeted expense, it requires Council approval.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – The pump size is a match to our old one in all respects. The lead time to receive the new pump will be a few months. Foreman Mike Carr has asked them to put a rush on it as we continue to operate with one water distribution pump until it arrives. NOTE: We do have a ‘fire pump’ installed that can be used in an emergency if necessary.
9. **RECOMMENDATIONS** – Option #2, I recommend the following resolution:

“that the Village of Alix Council hereby authorizes the purchase of a vertical turbine pump to be funded by Water Reserves.”

Author

Village of Alix Operating Budget Summary Page

Department	2025 Budget	YTD (Oct 30/25)	Variance (%)
<u>Government Services</u>			
Revenue	-\$2,163,787.37	-\$2,108,524.30	97%
Expense	\$765,724.89	\$577,690.73	75%
Net	-\$1,398,062.48	-\$1,530,833.57	
<u>Protective Services</u>			
Revenue	-\$43,400.00	-\$30,528.11	70%
Expense	\$218,160.00	\$89,748.11	41%
Net	\$174,760.00	\$59,220.00	
<u>Public Works</u>			
Revenue	\$0.00	-\$101,964.58	
Expense	\$424,572.70	\$361,383.37	85%
Net	\$424,572.70	\$259,418.79	
<u>Utilities</u>			
Revenue	-\$759,530.00	-\$585,004.26	77%
Expense	\$672,484.64	\$577,132.97	86%
Net	-\$87,045.36	-\$7,871.29	
<u>Community Services</u>			
Revenue	-\$57,442.47	-\$71,616.19	125%
Expense	\$136,430.06	\$155,207.73	114%
Net	\$78,987.59	\$83,591.54	
<u>Recreation & Culture</u>			
Revenue	-\$58,066.00	-\$17,355.00	30%
Expense	\$413,950.00	\$482,232.73	116%
Net	\$355,884.00	\$464,877.73	
Total Revenue	-\$3,082,225.84	-\$2,914,992.44	95%
Total Expense	\$2,631,322.29	\$2,243,395.64	85%
Transfers to Reserves	\$261,155.11	\$261,155.11	100%
Operating \$ for Capital Projects	\$189,748.44	\$134,922.43	71%
Surplus (deficit)	\$0.00	-\$275,519.26	

Department Headings include the following Municipal Services:

Government Services: Property Taxes
Legislative Services
Administration

Protective Services: Fire Department
First Responders
Emergency Management
Bylaw Enforcement
Policing

Operations: Public Works
Streets

Utilities: Water
Sewer
Garbage
Recycling
Compost

Community Services: FCSS
Cemetery
Planning
Economic Development

Recreation & Culture: Recreation
Arena
Campground
Parks
Nature Trail
Community Hall
Library

Village of Alix Operating Budget: Government Services

Department	2025 Budget	YTD (Oct 30/25)	Variance (%)
------------	-------------	-----------------	--------------

Taxes

Revenue	-\$1,912,987.37	-\$1,912,764.54	100%
Expenses	\$262,854.89	\$199,213.18	76%
Net	-\$1,650,132.48	-\$1,713,551.36	

Legislative

Revenue	-\$1,400.00	-\$530.20	38%
Expenses	\$53,900.00	\$30,008.10	56%
Net	\$52,500.00	\$29,477.90	

Administration

Revenue	-\$249,400.00	-\$195,229.56	78%
Expenses	\$448,970.00	\$348,469.45	78%
Net	\$199,570.00	\$153,239.89	

NOTE: Tax Revenue is billed through the system all at once. Tax expenses include School & Seniors requisitions
 Legislative Revenue is reimbursement from some of the Committees Councillors are appointed to

Village of Alix Operating Budget: Protective Services

Department	2025 Budget	YTD (Oct 30/25)	Variance (%)
<u>Fire Department</u>			
Revenue	-\$32,000.00	-\$20,126.07	63%
Expense	\$64,250.00	\$27,418.82	43%
Net	\$32,250.00	\$7,292.75	
<u>First Responders</u>			
Revenue	-\$800.00	\$0.00	0%
Expense	\$9,550.00	\$7,726.32	81%
Net	\$8,750.00	\$7,726.32	
<u>Emergency Management</u>			
Revenue	-\$2,000.00	-\$1,765.35	88%
Expense	\$9,500.00	\$7,650.10	81%
Net	\$7,500.00	\$5,884.75	
<u>Bylaw Enforcement</u>			
Revenue	-\$3,600.00	-\$4,800.69	133%
Expense	\$88,940.00	\$46,952.87	53%
Net	\$85,340.00	\$42,152.18	
<u>Policing</u>			
Revenue	-\$5,000.00	-\$3,836.00	77%
Expense	\$45,920.00	\$0.00	0%
Net	\$40,920.00	-\$3,836.00	

NOTE: First Response expenses include honorariums, insurance etc. that are paid at the beginning of the year

Bylaw Enforcement expenses include Peace Officer & Cybrus contract as well as security camera costs

Village of Alix Operating Budget: Public Works

Department	2025 Budget	YTD (Oct 30/25)	Variance (%)
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Public Works

Revenue	\$0.00	-\$96,176.96	
Expense	\$173,032.70	\$163,902.97	95%
Net	\$173,032.70	\$67,726.01	

Streets

Revenue	\$0.00	-\$5,787.62	
Expense	\$251,540.00	\$197,480.40	79%
Net	\$251,540.00	\$191,692.78	

P.W Revenue includes a CCBF Grant payment that was released early.

Village of Alix Operating Budget: Utilities

Department	2025 Budget	YTD (Oct 30/25)	Variance (%)
<u>Water</u>			
Revenue	-\$362,030.00	-\$285,867.08	79%
Expense	\$382,050.69	\$330,015.72	86%
Net	\$20,020.69	\$44,148.64	
<u>Sewer</u>			
Revenue	-\$260,900.00	-\$196,101.41	75%
Expense	\$159,113.95	\$150,118.08	94%
Net	-\$101,786.05	-\$45,983.33	
<u>Garbage</u>			
Revenue	-\$136,600.00	-\$103,035.77	75%
Expense	\$131,320.00	\$96,999.17	74%
Net	-\$5,280.00	-\$6,036.60	

Village of Alix Operating Budget: Community Services

Department	2025 Budget	YTD (Oct 30/25)	Variance (%)
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FCSS

Revenue	-\$24,742.47	-\$24,742.47	100%
Expense	\$30,928.00	\$31,372.50	101%
Net	\$6,185.53	\$6,630.03	

Cemetery

Revenue	-\$11,700.00	-\$2,150.00	18%
Expense	\$16,650.00	\$18,329.37	110%
Net	\$4,950.00	\$16,179.37	

Planning

Revenue	-\$1,000.00	-\$1,950.00	195%
Expense	\$7,000.00	\$3,926.25	56%
Net	\$6,000.00	\$1,976.25	

Economic Development

Revenue	-\$20,000.00	-\$42,773.72	214%
Expense	\$81,852.06	\$101,579.61	124%
Net	\$61,852.06	\$58,805.89	

NOTE: Economic Development includes Railway House Revenues & Expenses

Ec. D. Revenue includes a land sale; Expense includes the capital debenture payment

Village of Alix Operating Budget: Recreation & Culture

Department	2025 Budget	YTD (Oct 30/25)	Variance (%)
<u>Recreation</u>			
Revenue	-\$1,600.00	\$0.00	0%
Expense	\$9,062.00	\$8,136.00	90%
Net	\$7,462.00	\$8,136.00	
<u>Arena</u>			
Revenue	-\$36,466.00	\$0.00	0%
Expense	\$54,100.00	\$54,056.05	100%
Net	\$17,634.00	\$54,056.05	
<u>Campground</u>			
Revenue	-\$20,000.00	-\$17,355.00	87%
Expense	\$31,700.00	\$24,691.18	78%
Net	\$11,700.00	\$7,336.18	
<u>Parks</u>			
Revenue	\$0.00	\$0.00	
Expense	\$261,400.00	\$346,546.95	133%
Net	\$261,400.00	\$346,546.95	
<u>Nature Trail</u>			
Revenue	\$0.00	\$0.00	
Expense	\$24,590.00	\$19,622.37	80%
Net	\$24,590.00	\$19,622.37	
<u>Community Hall</u>			
Revenue	\$0.00	\$0.00	
Expense	\$10,700.00	\$10,384.51	97%
Net	\$10,700.00	\$10,384.51	
<u>Library</u>			
Revenue	\$0.00	\$0.00	
Expense	\$22,398.00	\$18,795.67	84%
Net	\$22,398.00	\$18,795.67	

NOTE: Parks Expense includes lake project (\$100,000 funded by reserves)

Arena Revenue is the MSI Operating Grant

Alix Arena Meeting

October 16, 2025

- Meeting called to order by Alix Arena Chair Katelynn Keddy at 1900 Hrs.
- Discussion re: Olympia (Zamboni) repair. Potential steering/brake issue. May be a warranty claim. Dealer to send out a tech to address the issue.
- Sponsorship signage has been installed throughout the facility. Always open to more sponsorship from individuals or business.
- Some minor renovations in facility toy room such as painting and flooring.
- Looking into issue with floor drains that may be contributing to odor issue in Women's bathroom. Unsure what is causing the issue at this time.
- Arena facility manager entered meeting to discuss scheduling changes implemented by the board earlier this year. Board Chair Keddy explained why the changes were implemented. User groups appear to be satisfied with the changes made, as it allows for better availability for all local users.
- Facility Manager also inquired about a review of their compensation, as they feel they put in excessive hours far and above the norm. They have been keeping a detailed record of duties completed and hours worked and stated they work approximately 240 per month last season. Some comparison was made to other compensation models in Delburne and Clive. The Manager made it clear they enjoy working with kids and other user groups which was acknowledged by the Chair. The Board will review the current compensation model and report back at a later date, potentially at the Organizational meeting on November 27, 2025.
- I advised the Village of Alix had a new engineer do an inspection at the Arena in June 2025 as part of a review of all village owned properties (ie. Arena, Community Hall, Library etc.) Board Chair asked if they could receive a copy of the Engineer's report if possible.
- Board very pleased with this past summers' renovations and repairs in the facility. Stated feedback from users and facility management was very positive.



Rob Fehr

ALIX MIRROR WELLNESS SUPPORTS SOCIETY

Program Updates for the 3rd Quarter



July, August, September 2025

In-House Programming

Child & Youth Programs/ Events

ALIX AFTER-SCHOOL	182
SUMMER OUTING	231
SUMMER DAY CAMP	171
CONFIDENT SQUAD	54
SWIMMING LESSON	51

Senior & Adult Programs/ Events

SENIOR FUN	58
MEETINGS	39
TECH SUPPORT	4
OUTING	0

Community & Family Programs/ Events

COMM. GARDEN	7
BEACH DAYS	125
ROCK NINJA	45
CONNECTING CLANS: BLOCK PARTY & COMM. SIGN UP	177

External Partnerships

ALIX DANCE CLUB	WELL MANNERED MUTTS	HENNA ROSE MASSAGE	FRN	FITNESS FUN
1	16	39	12	40
MEETINGS	YOUTH GROUP	MOMS & TOTS	*WELLNESS SERVICES	PRIVATE BOOKING
4	0	13	28	7

*Wellness Services include foot care clinics, psychologist/ counsellors, aesthetics, dental hygiene, life coach and energy healing.

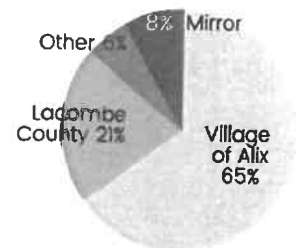
Upcoming

Senior Wisdom Draw on Oct 16; Seasonal Program- Santa's Anonymous, Feeding the Holidays, Joy of Giving; Alternate School-age Schedule; Giving Campaign- 50/50 Draw on Dec 4, Winter Escapes Online Auction on Nov 10-17 and Angel Tree.

Core Statistics

Information & Referral

1,962 Engagements
2,611 Needs Served



Navigation:

20 Individuals
5% Community Referral
95% Walk-in/ Self Referral

Areas Served

142 Engagements
9 Referrals Out
(mental health, food bank, housing)

(Transitioning from open/close file system to case management...)

Family Wellness

*New Hire
Began Late
September, no
statistics to
report yet.*

Extended Learning:

328 Engagements
September Only

Meals on Wheels

109

MEALS DELIVERED

5 Clients
8 Volunteers

Wise
Owls
5 Clients

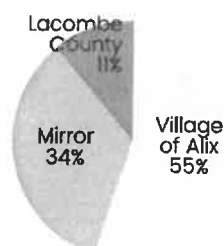
ALIX FOOD BANK

Children: 41
Adults: 81
Seniors: 39

PIC N' PAC VEGGIE PICK-UP

261 Individuals
(23% FB Clients)

RESIDENCE
76% Alix
14% Mirror
10% Lacombe County



90
HOUSEHOLDS

QUARTERLY NEWSLETTER

ALIX BRIEFS

by the Alix and Area Community Resource Centre



Service Update: During 2025 we expanded our community support offerings.

Programs formerly offered by the Lacombe FCSS are now available at the Centre, to residents of Alix & Area. Access at the Centre: Launch a Learner (formerly FCSS), Alix & Area Santa's Anonymous and Feeding the Holidays (formerly FCSS Tools for School) Fill a Fridge

➔ More information on pg 2...

PROUD TO SERVE OUR COMMUNITY...

Thank you all who joined us to celebrate 5 years since opening, on September 8, 2025 – participants, board members and community groups. A special mention to Lacombe and Area Family Resource Network for bringing the fun and partnership to this day. AND thank you Sweet Crumbs Cakery – The Pantry for our cake and Mandi Peterson for cupcakes!

We are grateful for our community who continually shows support for the Centre and what we offer. We can't wait to see what the next 5 years brings. Stop by to see who is behind what we do- check out our wall of recognition at the Centre or visit online to learn more about our supporters, <https://alixcrc.com/our-supporters>. -Alix Mirror Wellness Supports Society -

Did you know?



1 We host community events throughout the year with the goal to bring all ages together, including Connecting Clans and an annual wellness fair, markets and online auctions!

2 We partner with many wellness service providers to bring to you, what is offered in larger centers, without the need to travel...

3 Our center is governed by a board of directors named, Alix Mirror Wellness Supports Society.

4 We employ 9 - 12 staff, with extra help during the summer months to offer programs for children and youth while school is out! AND Many programs, events and fundraisers are supported by our dedicated volunteers.

5 Our facility has expanded since opening and houses the Alix Food Bank and Community Connections Activity Centre- which can be rented out for private bookings.



*Celebrating 5 years
growing together,
serving our
community.*

Sept 8, 2025

Coming Soon!

Holiday events
& activities for all ages...
See reverse for the details.

Open
Monday to Thursday
10AM - 4PM

Closed all statutory holidays

Bay 1 & 2, 5008 50 Ave, Alix, AB

alixmirrorwellness@gmail.com

Follow us on social
@AlixandAreaCommunity
ResourceCentre
www.alixcrc.com

403-396-3369

Thank you

Services Available

- Information & Referral
- Resource Navigation
- Family Wellness
- Alix Food Bank
- Meals on Wheels
- Community Services
- Adult Learning
- Volunteer Services
- Wise Owls

2026 Events

Princess & Superhero Party

on Sunday, January 11
at the Alix Community Hall.
Tickets coming soon.

2025 Health & Wellness Fair

on Sunday, January 25
Let us know if you have a service/ product you would like to share with Alix and Area. NO table fee!
Hosted at the Alix Community Hall.
Contact Jill, 403-588-5199.

Save the Date:

Family Day Artisan Market,
on Monday, February 16.

THANK YOU VOLUNTEERS

Alix Mirror Wellness Supports Society and Bashaw and District Support Services wish to thank our valuable volunteers for supporting us with fundraising shifts, during a busy season at major events this past summer. We Can't Say it Enough... Thank You!

Event:	# of Volunteers	# of Shifts:
Ponoka Stampede	41	82
Big Valley Jamboree	Carts: 19, Casino: 6	Carts: 46, Casino: 6

... We also recognize the dedication of those who give their time to continuously support our offerings throughout the year ...

of 2025 Volunteers:

Meals on Wheels: 11, Youth: 5, Program and Events: 16, Board: 6, Meat Draw: 8

Program Updates



Alix & Area Santa's Anonymous:

Apply at the Centre, after Nov 11. Open to Alix, Mirror and Lacombe County residents. A vital program, ensuring every child in Alix and Area has a gift to open at Christmas, through the efforts of local partners and Lacombe Kinsmen. Applications available at the Centre, after Nov 11, more details to follow.

*Lacombe FCSS programs including Tools for School, Santa's Anonymous forms, Coats for Kids and Fill a Fridge are **NO longer available** to Alix and Area residents.* Please contact us if you are needing support this holiday season and all year.

NEW: Feeding the Holidays (formerly FCSS Fill a Fridge)

Apply at the Centre, after Nov 11. Open to Alix, Mirror and Lacombe County residents. Do you need some extra help this holiday? Apply to receive a \$75 voucher to supplement Christmas meal costs (voucher to Alix Foods) more details to follow..

Coming up This Holiday Season

Angel Tree: During December

Place an angel on the tree at the Centre to name & honor a memory. Angels: \$5 each.

Joy of Giving: Anonymous gifting for Alix and Area seniors and adults...

Sign-up by December 15, and pick-up your gift by Dec 22 or 23.
Donate or purchase a gift (drop off by December 18)!

Holiday Postcards:

Watch your mailbox for beautiful cards from the Alix MAC School in December!

HOLIDAY CLOSURE:
December 24, 25, 31 & January 1

...We Rely on Your Support...

This time of year we look forward to our annual **Giving Campaign**, a chance to give back through individual/ corporate donations or participating in fundraising events (see below). Follow along as we work towards our goal, from October to December. Plan to join in the fun, all in support of what we do!

50/50 Tickets -

Draw Date: December 4 at 1PM. Sales begin October 1, good luck! Tickets are available online, at the Centre and local businesses.

Winter Escapes Online Auction -

Hosted on Facebook during November 10 to 17. Bid on services, gift certificates and experiences (for example event & attraction tickets, bowling/dinner + movie, spa packages, fun family activities, etc.). We want to get you out of the house during the coming season! Get in touch with Jill (403-588-5199) if you wish to donate an item (drop off by Nov 3).

Proceeds support current and future programs for all ages.



For complete details on all upcoming events and programs visit online or contact us.

403-396-3369

October 27, 2025

File: 30A-95
Sent via Email

All GIS Service Municipalities of the
Oldman River Regional Service Commission

Dear Councils and Chief Administration Officers:

RE: Announcement of New Chief Administrative Officer – Tracy Thomas

On behalf of the Executive Committee of the Oldman River Regional Services Commission (ORRSC), we are pleased to announce the appointment of Tracy Thomas as the Commission's new Chief Administrative Officer (CAO), effective January 12, 2026.

Tracy joins ORRSC from the Town of Fort Smith, Northwest Territories, where she currently serves as Senior Administrative Officer. As a board member of the Canadian Association of Municipal Administrators, Tracy brings extensive leadership experience and a proven record of building successful collaborative partnerships. Throughout her career, she has worked closely with councils to stabilize municipal operations and address a wide range of organizational challenges. We are confident that her skill set and professional approach will serve our forty-member municipalities well as she leads the Commission into its next chapter.

The Executive Committee established CAO Hiring Committee to oversee the recruitment and selection process. The Executive Committee selected the following individuals to serve on the Hiring Committee:

- Christopher Northcott, Chair
- Brad Schlossberger, Executive Member
- Neil Sieben, Executive Member
- Gavin Scott, Senior Planner
- Raeanne Keer, Executive Assistant

Over the course of several months, beginning in June 2025, the Hiring Committee dedicated significant time and effort to an extensive and transparent process. This included developing and finalizing a detailed job description and recruitment strategy, conducting a broad advertising and outreach campaign, reviewing and shortlisting applications, holding two rounds of interviews, and completing reference checks, background screening, and contract negotiations.

This process was carried out in accordance with Bylaw No. 2021-01 Board of Directors and Executive Committee Bylaw, which authorizes the Executive Committee to interview applicants for the position of CAO, make the appointment, and set the terms of employment on behalf of the Board.

I wish to thank and extend my sincere appreciation to the members of the Hiring Committee for their diligence, professionalism, and commitment throughout this important process.

We would also like to express our deep gratitude to Lenze Kuiper, ORRSC's current and outgoing Chief Administrative Officer, who will be retiring after more than 20 years of dedicated service to the Commission. Lenze's leadership and commitment have been instrumental in strengthening regional collaboration and guiding ORRSC through decades of growth and change. We wish him the very best in his well-deserved retirement and thank him for ensuring a smooth and thoughtful transition.

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

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As we look ahead to the new year, the transition process will include orientation and introductions with Tracy, participation in municipal meetings, and her first Board of Directors meeting on March 5, 2026. Further details regarding these introductions and opportunities to meet Tracy will be shared early in the new year.

Please join us in welcoming Tracy Thomas to the Oldman River Regional Services Commission and in thanking Lenze Kuiper for his exceptional contributions and leadership over the past two decades.

Should you have any questions regarding these changes please do not hesitate to reach me by email at christopher.northcott@vulcan.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "C. N. Northcott", with a stylized flourish at the end.

Christopher Northcott
Chair

Board Meeting Highlights from September 12, 2025

The Board met online. Here are some key updates.

PROVINCIAL OFFICE UPDATE - The board welcomed Lynn Smid to her new role as Director, Community Preventive Initiatives.

The Board welcomed Lynn Smid, new Director of Community Preventive Initiatives. The Provincial Government team is preparing to finalize and distribute the 2026–2028 Grant Agreements by October and continues work on:

- Completing the new FCSS Handbook
- Developing reporting tools in collaboration with FCSSAA
- Updating Service Now to automate agreement processes
- Posting training resources (FAQs, PowerPoints, reporting checklist, and videos) on the FCSSAA website
- Scheduling additional training sessions and Q&A opportunities for local programs
- Creating an infographic for new councils and boards to explain FCSS scope

SUMMER SURVEY DATA – The Board reviewed data collected from the summer survey on data tracking. FCSSAA will continue work with the provincial office and Three Hive on this area.

FALL REGIONAL MEETINGS – Regional meetings will be held November 26 during the annual conference. These sessions will cover regional updates, election of Regional Representatives to the FCSSAA Board, the draft bylaws, and other AGM items.

FCSSAA BYLAW REVIEW – The Board reviewed the draft bylaws. The review is nearly complete, and revised bylaws will be presented at the AGM in November.

FINANCIALS – The Board reviewed the Q4 financial statement and approved the draft budget for inclusion in the AGM package.

DIRECTORS' NETWORK (DN) COMMITTEE – The Board and the DN Committee will meet October 9 in Edmonton.

BOARD MEETING SCHEDULE –

Upcoming meetings:

- October 10 - in person (Edmonton)
- November 26 – Brief meeting during the annual conference
- November 27 – First meeting of the new FCSSAA Board

