



# *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**

*Help citizens maintain the Villages unique qualities, nurture and preserve our quality of life and strive to meet local needs.*

#### **Collaborations/Cooperation**

*While planning together with internal organizations and neighboring communities, we will work collectively to find solutions and share resources.*

#### **Growth**

*We will strive for innovative solutions towards sustainable growth and land development for Alix residential, business and industrial sectors.*

#### **Advocacy**

*Actively engage with all levels of government on behalf of Alix and surrounding rural area.*

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, May 20, 2026, at 6:00 P.M. in the Village of Alix Council Chambers.

- Present: Mayor Barbara Gilliat, Councillors Janice Besuijen, Edwin Cole, Rob Fehr and Frank Laneuville.
- Also Present: Michelle White, Chief Administrative Officer
- Call to Order: Mayor Gilliat called the meeting to order at 6:00 P.M.
- Amendments/Deletions to Agenda: Mayor Gilliat called for amendments to the agenda.
- Approval of Agenda:
- Resolution #109/26: Moved by Councillor Besuijen that the Village of Alix Council approve the agenda as presented.  
CARRIED
- Minutes: a) Regular Meeting – May 6, 2026
- Resolution #110/26: Moved by Councillor Laneuville that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, May 6, 2026, be accepted as presented.  
CARRIED
- Delegation: a) Vicky Scoggins – Residents of Lakeview Manor Concerns  
Ms. Vicky Scoggins entered the meeting at 6:01 P.M.  
Ms. Scoggins retired from the meeting at 6:10 P.M.
- Resolution #111/26: Moved by Councillor Cole that the Village of Alix Council hereby directs administration to draft a Request for Decision regarding options to mitigate dust and/or traffic on the south block of the laneway between Main Street and 51 Street.  
CARRIED
- Bylaws: a) Subdivision and Development Appeal Board (SDAB) Services Bylaw #497/26 - Request for Decision 26-28
- Resolution #112/26: Moved by Councillor Fehr that the Village of Alix Council hereby give first reading to Subdivision and Development Appeal Board Services Bylaw #497/26, being a bylaw to establish a Subdivision and Development Appeal Board and enter into an agreement with Red Deer County for the provision of Subdivision and Development Appeal Board services.  
CARRIED
- Resolution #113/26: Moved by Councillor Cole that the Village of Alix Council hereby gives second reading to Subdivision and Development Appeal Board Services Bylaw #497/26.  
CARRIED
- Resolution #114/26: Moved by Councillor Laneuville that the Village of Alix Council hereby give permission for third and final reading to Subdivision and Development Appeal Board Services Bylaw #497/26 at this time.  
CARRIED UNANIMOUSLY
- Resolution #115/26: Moved by Councillor Besuijen that the Village of Alix Council hereby give third and final reading to Subdivision and Development Appeal Board Services Bylaw #497/26.  
CARRIED

- Bylaws: (cont.)                      b) Subdivision Authority Bylaw #498/26 – Request for Decision 26-29
- Resolution #116/26:                      Moved by Councillor Fehr that the Village of Alix Council hereby give first reading to Subdivision Authority Bylaw #498/26, being a bylaw to provide for the establishment of a Subdivision Authority in the Village of Alix.  

CARRIED
- Resolution #117/26:                      Moved by Councillor Besuijen that the Village of Alix Council hereby gives second reading to Subdivision Authority Bylaw #498/26.  

CARRIED
- Resolution #118/26:                      Moved by Councillor Laneville that the Village of Alix Council hereby give permission for third and final reading to Subdivision Authority Bylaw #498/26 at this time.  

CARRIED UNANIMOUSLY
- Resolution #119/26:                      Moved by Councillor Cole that the Village of Alix Council hereby give third and final reading to Subdivision Authority Bylaw #498/26.  

CARRIED
- Unfinished Business:                      None
- New Business:                              a) Privacy Management Policy No. 20 – Request for Decision 26-30
- Resolution #120/26:                      Moved by Councillor Cole that the Village of Alix Council hereby passes Privacy Management Policy No. 20 as presented and sets a review date for 2028.  

CARRIED
- b) 47 Avenue Sidewalk Install – Request for Decision 26-27
- Resolution #121/26:                      Moved by Councillor Besuijen that the Village of Alix Council adds sidewalk installation along the west side of 47 Avenue to year 2030 of the Multi-Year Capital Plan.  

CARRIED
- c) Debenture Pay Out – Request for Decision 26-31
- Resolution #122/26:                      Moved by Councillor Cole that the Village of Alix Council hereby authorize prepayment of Debenture #4000312 and Debenture #4000937 as of May 20, 2026.  

CARRIED
- Financial Reports:                              a) Accounts Payable Cheque Listing – April 15 – May 6, 2026  

b) Bank Reconciliation – April 30, 2026  
c) Tax Trial Balance – May 14, 2026  
d) Year to Date Operating Budget
- Resolution #123/26:                      Moved by Councillor Fehr that the Village of Alix Council hereby accept the Financial Reports as presented.  

CARRIED

- Committee Reports:
- a) Alix Public Library Board Meeting – Mayor Gilliat
  - b) Lacombe Foundation Regular Board Meeting – Mayor Gilliat
  - c) Buffalo Lake Management Team – Councillor Besuijen
  - d) Lacombe Regional Waste Services Commission – Councillor Fehr

Resolution #124/26: Moved by Councillor Fehr that the Village of Alix Council hereby accept the Committee Reports as presented.

CARRIED

Administrative Reports: None

Correspondence and Information:

- a) Blaine Calkins, MP Ponoka – Didsbury, Canada Day Pins and Flag
- b) Parkland Regional Library System 2025 Report
- c) Government of Alberta – Municipalities' Guide to School Capital Planning
- d) MADD Canada – Donation Request
- e) Community Event – Touch a Truck at Alix MAC School Grounds

Resolution #125/26: Moved by Councillor Besuijen that Correspondence Items (a) through (e) be accepted as information.

CARRIED

Closed Meeting: None

Adjournment:

Resolution #126/26: Moved by Councillor Besuijen that this Regular Meeting of the Village of Alix Council be adjourned at 7:33 P.M.

CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



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# ADMINISTRATION REPORT

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**Date:** May 20, 2026                      RFD 26-32  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Procedural Bylaw

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1. **PURPOSE** – To present a new Procedural Bylaw for compliance with legislation.
2. **BACKGROUND** – During our 2025 Municipal Accountability Program (MAP) review, it was noted that the Procedural Bylaw did not have enough detail regarding electronic attendance at public meetings.
3. **OPTIONS** –
  1. To give one reading of Bylaw 499/26 and put the draft out for public comment
  2. To give all three readings of Bylaw 499/26 at this time
  3. To amend the Bylaw before giving any readings
4. **DISCUSSION** – The majority of the proposed changes are necessary to comply with legislation. The only discretionary change made in the updated bylaw is section 10.4 that says a delegation can only come to Council once per year on the same matter. (with limited exceptions) Repeat delegations have been a topic of discussion among CAOs recently and adding this section was discussed as a possible solution.
5. **FINANCIAL IMPLICATIONS** – None
6. **LEGAL** – MAP report, page 9: *“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.”*
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – Various other areas of the Bylaw were updated as well to deal with privacy legislation changes, MGA change to s. 154(3) – the Mayor is no longer ex-officio member of all boards and committees, reoccurring delegations to Council meetings and authority of the CAO to consolidate bylaws (now addressed in the CAO Bylaw).
9. **RECOMMENDATIONS** – Option #2, I recommend the following resolutions:

“that the Village of Alix Council give first reading to Procedural Bylaw 499/26, being a bylaw to regulate the proceedings and conduct of Council and Council Committee meetings.”

"that the Village of Alix Council give second reading to Procedural Bylaw 499/26."

"that the Village of Alix Council give permission for third and final reading to Procedural Bylaw 499/26 at this time."

"that the Village of Alix Council give third and final reading to Procedural Bylaw 499/26."



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Author

# **VILLAGE OF ALIX BYLAW 499/26**

**Being a bylaw of the Village of Alix, in the Province of Alberta to regulate the proceedings and conduct of Council and Council Committee meetings.**

**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councillors and members of committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of council and committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council:

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE VILLAGE OF ALIX, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

## **1. TITLE**

1.1 This Bylaw may be cited as the "Procedural Bylaw".

## **2. DEFINITIONS**

2.1 In this Bylaw:

(a) "Act" means the Municipal Government Act, S.A., as amended;

(b) "Agenda" means the list and order of business items for any meeting of Council, or Committees;

(c) "Bylaw" means a bylaw of the Village;

(d) "Chief Administrative Officer" means the Chief Administrative Officer of the Village of Alix, duly appointed by Council, whose duties are set out in the Act.

(e) "Chairperson" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee;

(f) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;

(g) "Committee" means a committee, board, commission, authority, task force or any other public body established by Council pursuant to this bylaw;

(h) "Council" means the Mayor and Councillors of the Village of Alix .

(i) "Deputy Mayor" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;

(j) "Mayor" means the Chief Elected Officer of the Village of Alix, as appointed under the Act, whose duties are set out in the Act.

(k) "Member" means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;

(l) "Notice of Motion" is the means by which a Member of Council brings business before Council;

(m) "Officer" means the Chief Administrative Officer, Director of Corporate Services, Director of Public Works, or their delegates, all of whom shall be recorded in the official minutes;

(n) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;

(o) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;

(p) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following;

- (i) the organization or existence of Council,
- (ii) the comfort of Members,
- (iii) the conduct of Administration or members of the public in attendance at the meeting, and
- (iv) the reputation of Members or Council as a whole;

(q) "Point of Procedure" means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:

- (i) make an appropriate motion,
- (ii) raise a Point of Order,
- (iii) understand the procedure, or
- (iv) understand the effect of a motion;

(r) "Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other Member of Council chosen to preside at the meeting;

(s) "Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act;

(t) "Question of Privilege" means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their

comments have been misunderstood or misinterpreted by another Member;

(u) "Quorum" is more than one half of Members, unless Council provides otherwise in this Bylaw;

(v) "Regular Meeting" means meetings of Council held according to a regular schedule as outlined in this Bylaw;

(w) "Special Meeting" means a meeting called by the Mayor pursuant to the Act;

(x) "Terms of Reference" means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw; and

(y) "Village" means the Corporation of the Village of Alix .

### **3. APPLICATION**

3.1 This Bylaw applies to:

(a) all Council meetings, and

(b) all Committee meetings, except when Council has granted permission to the Committee to establish its own procedures.

3.2 The precedence of the rules governing the procedure of Council is:

(a) the *Municipal Government Act*;

(b) other provincial legislation;

(c) this Bylaw, and;

(d) the current edition of *Robert's Rules of Order and Parliamentary Procedure*.

3.3 To the extent that a matter is not dealt with in the *Municipal Government Act* or this Bylaw, Council shall have regard to *Robert's Rules of Order and Parliamentary Procedure*.

3.4 Subject to the appeal process described in this Bylaw, the Presiding Officer or Chairperson shall interpret procedure.

3.5 In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable and applies only during the meeting at which the motion was passed.

### **4. ORGANIZATIONAL MEETING**

4.1 Council shall hold an annual Organizational Meeting each year not later than 14 days after the third Monday in October.

4.2 The Chief Administrative Officer shall set the time and place for the Organizational Meeting, the business of the meeting being limited to:

(a) Election of Mayor and Deputy Mayor for the following year; and

(b) The appointments of Members to Committees which Council is entitled to make; and

(c) Any other business required by the Act, or which Council or the Chief Administrative Officer may direct.

4.3 All Members of Council must take the official oath prescribed by the Oath of Office Act or Solemn Affirmation upon being elected.

4.4 Until the Mayor, being duly elected in accordance with the Act has taken the Oath of Office, the Chief Administrative Officer shall be the Presiding Officer of the Organizational Meeting.

4.5 Appointments of Council Members to Committees shall be for a term of one year, unless otherwise specified.

## **5. MEETINGS OF COUNCIL**

5.1 Regular Meetings of Council shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Meeting will be held elsewhere.

5.2 Regular Meetings of Council shall be held on the First and Third Wednesday of every month except for July, August and December when the Meeting shall be held on the first Wednesday of the month only.

5.3 If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will be cancelled unless otherwise rescheduled by a resolution of Council.

5.4 Special Meetings may be called, and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.

5.5 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

## **6. NOTICE OF MEETINGS**

6.1 For all meetings requiring notice, the notice must be:

(a) issued a minimum of 24 hours prior to the meeting date;

(b) in writing and specify the time, date, location and purpose of the meeting;

(c) emailed to each Council or Committee Member; and

(d) posted at the Village administration building and on the Village website.

6.2 Despite Section 6.1, the Mayor may call a Special Meeting of Council, on shorter notice without giving notice to

the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.

## **7. CANCELLATION OF MEETINGS**

7.1 A Regular Meeting may be cancelled by a majority of Members at a previously held meeting.

7.2 A Special Meeting may be cancelled by a majority of Members at a previously held meeting.

## **8. AGENDA**

8.1 The Agenda shall list the items and order of business for the meeting.

8.2 The Executive Assistant shall ensure copies of the Agenda are:

(a) available for Councillors no later than 3:00 PM on the fourth day before the day on which the meeting is held.

(b) distributed to all Officers who are entitled to receive copies.

8.3 The Executive Assistant shall ensure the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public, but only after they have been provided to the Council Members.

8.4 All submissions for the Agenda of all Public Hearings and Regular Meetings of Council shall be received by the Executive Assistant no later than 4:00 p.m. on the seventh complete day before the day on which the meeting is held.

8.5 Subject to subsection 8.6 of this Bylaw, only material which has been received in accordance with subsection 8.4 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.

8.6 If an emergent matter needs to be brought before Council at any meeting the item shall:

(a) be accompanied by a brief explanation from an Officer indicating the reasons for, and the degree of urgency of the item; and

(b) be considered as an addendum to the Agenda.

## **9. COMMUNICATIONS**

9.1 When a person wishes to have a letter or other communication considered by Council, it shall be directed to the Chief Administrative Officer and shall:

(a) be legible and clearly set out the matter and issue and any request made of Council;

(b) be signed by at least one person who provides a printed name and address;

(c) be on paper or in a printable form; and

(d) not be libelous, impertinent or improper.

9.2 If the above requirements are met, the Chief Administrative Officer must:

- (a) send a copy of the communication or a summary of it to all Council Members for information;
- (b) make reasonable efforts to respond to the person sending the communication to advise that person of any action taken on the subject of the communication; and
- (c) if applicable, refer the communication to administration for a report or a direct response, and inform the Council Members of the referral; or
- (d) if it relates to an item already on an Agenda, deliver a copy of the communication to Council Members with the Agenda or at the meeting; or
- (e) take any other appropriate action on the communication, including placing it on the Agenda for a Regular Meeting of Council.

9.3 If the requirements are not met the Chief Administrative Officer may file the communication, or dispose of it, unless the Chief Administrative Officer determines the communication to be libelous, impertinent or improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.

9.4 Council may:

- (a) direct that any communication that has been deemed libelous, impertinent or improper and being withheld, be forwarded to Council;
- (b) refer any communication to the administration or a Committee for a report or recommendation;
- (c) give other instructions on the communication;
- (d) consider motions on the substance of the communication; or
- (e) accept the correspondence as information.

## **10. DELEGATIONS**

10.1 A member of the public may request in writing to be included on an Agenda as a delegation. The request must be submitted in writing and shall:

- (a) include a summary of the information that will be presented to Council;
- (b) not exceed five typewritten pages;
- (c) be submitted to the Executive Assistant no later than 4:00 p.m. on the seventh complete day before the day on which the next Council meeting is being held, with the Chief Administrative Officer having discretion to bring forward items submitted late that may be of an emergent nature.

10.2 No delegation shall address Council for more than fifteen (15) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by Council.

10.3 Where the Mayor or other Presiding Officer determines that sufficient time has been granted to a delegation to present the matter, the Mayor or other Presiding Officer may limit the length of time granted to the delegation.

10.4 A person or group addressing Council that are requesting funding or action by Council on a matter shall only present on that matter once in a 365 day time period or after a municipal election, unless approved by council by way of a Notice of Motion to be heard on a subsequent Regular Meeting of Council.

## **11. ORDER OF BUSINESS AT MEETINGS**

11.1 The normal Order of Business for the Regular Meeting of Council shall be as set out in Schedule 'A' except:

(a) when a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; or

(b) when Council alters the Order of Business by a two-thirds (2/3) vote.

## **12. QUORUM**

12.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

12.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor and Deputy Mayor are absent, the Chief Administrative Officer shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

12.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the Chief Administrative Officer shall record the names of all the Members present and adjourn the meeting.

12.4 If a Council meeting is adjourned for:

(a) failure to constitute a quorum; or

(b) due to loss of quorum as a result of a Member leaving the meeting;

the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

## **13. ADJOURNMENT**

13.1 A Regular Meeting shall adjourn no later than 9:00 pm. If in session at that time, except to conclude the matter under discussion, Council shall recess and reconvene at 6:00 pm on the next business day unless:

(a) otherwise directed by Council; or

(b) Council, by resolution of a two-thirds (2/3) vote, taken as soon before 9:00 pm as the business permits, agree to an extension of the meeting beyond 9:00 pm.

13.2 A Member may move a motion to adjourn a meeting at any time, except when:

- (a) another Member has the floor;
- (b) a call for a vote has been made;
- (c) the Members are voting;
- (d) Council is in a Closed Meeting; or
- (e) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

13.3 A motion to adjourn shall be put without comment or debate.

13.4 When all items of an approved Agenda have been dealt with, the Presiding Officer may adjourn the meeting without requiring a motion or vote by Council.

#### **14. RECESS**

14.1 Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.

14.2 A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

14.3 If no speaker is addressing Council, the Presiding Officer may call a recess for a specific period.

#### **15. MINUTES OF COUNCIL**

15.1 The Executive Assistant shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each Member of Council for the next meeting.

15.2 The Presiding Officer shall present the minutes to Council with a request for a motion to confirm the minutes.

15.3 Any Member of Council may make a motion requesting that the minutes be amended to correct any inaccuracy or omission.

15.4 Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

15.5 No Member of Council may introduce any extraneous evidence to support a challenge to the accuracy of the minutes unless the evidence has been compiled or made under the direction or control of the Executive Assistant.

15.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Executive Assistant before Council has officially confirmed the minutes.

#### **16. CONTROL AND CONDUCT OF COUNCIL MEETINGS**

16.1 Council meetings will be held in public and no person

may be excluded except for:

(a) improper conduct; or

(b) Council may, by resolution, have a Closed Meeting to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public

16.2 Subject to being overruled by a majority vote of Members, which vote shall be taken without debate, the Presiding Officer:

(a) shall maintain order and preserve decorum and may, if necessary, call a Member to order;

(b) shall decide points of order without debate or comment other than to state the relevant section of this Bylaw;

(c) shall determine which Member has a right to speak;

(d) shall ensure that all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote; and

(e) shall rule when a motion is out of order.

16.3 When the Presiding Officer wishes to debate or make a motion, he/she shall step down as Chairperson and request another Member to become Chairperson, in the following order:

(a) Deputy Mayor;

(b) Any other Member of Council. If no other Member of Council is willing to become Chairperson, the Presiding Officer will continue as the Chairperson, however, will be allowed to make a motion and/or debate under the same rights and restrictions as other Members.

16.4 A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.

16.5 Members of the public gallery during a Council meeting:

(a) shall not address Council without permission;

(b) shall maintain order and quiet; and

(c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.

16.6 The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

16.7 When a Member or Officer wishes to speak at a Council meeting they shall obtain the approval of the Presiding Officer before doing so.

16.8 When a Member or Officer is addressing the Presiding Officer every other Member shall:

(a) Remain quiet and seated;

(b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and

(c) Not carry on a private conversation.

16.9 When a Member is addressing Council the Member shall:

(a) Not speak disrespectfully of others;

(b) Not shout, raise his/her voice or use offensive language;

(c) Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;

(d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.

16.10 When a Member wishes to leave the Council chambers while a Meeting of Council is in progress he/she shall rise and await the Presiding Officer's permission before leaving.

16.11 No member shall, subject to the Act, leave the Council Chamber after a question is put to a vote until the vote is taken.

#### **17. POINT OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE**

17.1 When any Point of Order, Point of Procedure or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer.

17.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member or Officer.

17.3 When a Question of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favorably, the Member who raised the Question of Privilege shall be permitted to pursue the question.

17.4 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.

17.5 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, he/she shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

17.6 The decision of the Presiding Officer shall be final unless a challenge is made pursuant to Section 18 of the Bylaw.

#### **18. CHALLENGE TO THE RULING OF THE PRESIDING OFFICER**

18.1 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.

18.2 The Presiding Officer shall be governed by the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

18.3 If the Presiding Officer refuses to put the question "That the decision of the Presiding Officer be overruled" Council shall request the Deputy Mayor to proceed, in accordance with Section 18.1

18.4 Any resolution carried under the circumstances mentioned in Section 18.3 of this Bylaw, is effectual and binding as if carried under the chairmanship of the Presiding Officer.

### **19. MOTIONS IN COUNCIL**

19.1 A Member who wishes to submit a motion in excess of 25 words shall do so in writing.

19.2 After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.

19.3 The following motions are not debatable by Members:

(a) to call the question

(b) to take a recess

(c) Point of Privilege

(d) Point of Order

(e) to limit debate on a matter before Members

(f) to postpone the matter, except in relation to the time Council will next consider the motion

(g) adjournment

19.4 When a motion has been made and is being considered, no Member may make any other motion except to:

(a) amend the motion;

(b) refer the main motion to some other group for consideration;

(c) postpone the main motion; or

(d) recess the meeting.

19.5 Except as specifically provided elsewhere in this Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion.

### **20. MOTIONS CONTAINING DISTINCT PROPOSITIONS**

21.1 A motion containing several distinct propositions is not out of order for that reason alone.

20.2 When a motion contains two or more propositions, and when

(a) any Member requires; or

(b) the Presiding Officer orders

Council shall vote on each proposition separately.

## **21. MOTIONS OUT OF ORDER**

21.1 Subject to an appeal in accordance with Robert's Rules of Order, it is the duty of the Presiding Officer to determine if a motion or amendment is in order and the Presiding Officer may decline to put a motion before Council if it is out of order or contrary to law.

21.2 The Presiding Officer shall advise Council and shall cite the applicable rule or authority when determining that a motion is out of order.

## **22. AMENDMENTS**

22.1 No amendment shall be made to a motion:

- (a) to refer a question to some other body for consideration; or
- (b) to adjourn a meeting.

22.2 While a motion is under discussion by Council a Member may not move an amendment which:

- (a) does not relate to the subject matter of the main motion; or
- (b) is directly contrary to the main motion.

22.3 The Presiding Officer shall allow only one amendment at a time to the main motion and only one amendment to that amendment may be allowed at a time.

22.4 The Presiding Officer shall put amendments to a vote in the reverse order to which they have been moved.

22.5 When all amendments are voted on, the Presiding Officer shall ask for a vote on the main motion, incorporating any carried amendments.

## **23. DEBATE ON MOTIONS**

23.1 Informal discussion of an item is permitted prior to making a motion.

23.2 No Member may speak more than twice on any motion, except under the following circumstances:

(a) when a Member feels they have been misquoted or misunderstood, they may, after receiving permission from the Presiding Officer, explain a material part of their speech, but may not introduce any new matter and there shall be no debate on the explanation;

(b) when a Member has moved the motion, they may close the debate after all other Members have been given an opportunity to speak;

(c) before the debate has been closed and the vote called, provided no other Member has the floor, a Member may, request that the motion be read aloud or ask a question which:

23.2.c.1 relates directly to the debate,

23.2.c.2 contains no argument, and

23.2.c.3 introduces no new material on the motion.

23.3 Unless Council by a majority vote extends the time, no Member shall speak longer than:

- (a) ten minutes on any original motion; or
- (b) three minutes on any amendment; or
- (c) three minutes for closing debate on an original motion or on an amendment.

23.4 When a Member has closed debate, the Presiding Officer shall declare the motion and ask for a vote.

23.5 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

#### **24. TABLING, POSTPONING AND REFERRING MOTIONS**

24.1 Motions to table any matter are not permitted.

24.2 A motion to postpone any matter shall include in the motion:

- (a) a specific time to which the matter is postponed; or
- (b) provision that the matter is to be postponed indefinitely.

24.3 A motion to postpone a matter is amendable and debatable.

24.4 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

24.5 When dealing with subject matters where a Committee has been appointed for that purpose, or an Officer would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.

24.6 A Member who is moving a referral motion shall be required to include in the motion:

- (a) the terms on which the motion is being referred;
- (b) the time when the matter is to be returned; and
- (c) whatever explanation is necessary as to the purpose of the motion.

#### **25. VOTING ON MOTIONS**

25.1 When this Bylaw requires that a motion be made, a bylaw be passed, or any other action be taken by a vote of:

- (a) a simple majority of Council;
- (b) two-thirds (2/3) of Council or any other fraction of Members; or
- (c) all Members,

the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the Act, or some other relevant statute does not

specify differently.

25.2 A question or motion shall be declared lost when it:

- (a) does not receive the required number of votes; or
- (b) receives an equal division of votes.

25.3 Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the Chief Administrative Officer shall record the abstention and reasons in the minutes.

25.4 A Member shall not vote on a matter if they are absent from the meeting when the vote is called.

25.5 Any Member, prior to the vote being taken, may ask for a recorded vote and the Chief Administrative Officer shall record the names of those who vote for and those who vote against a motion in the Minutes.

25.6 Votes on all motions must be taken as follows:

(a) the Presiding Officer must declare the motion and call for the vote;

(b) Members must:

25.6.b.1 vote by a show of hands;

25.6.b.2 vote verbally if participating by a communication facility;

25.7 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

25.8 When this Bylaw or any other Bylaw, regulation or other enactment requires a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.

25.9 It is only necessary for each Member to vote separately on a recorded vote.

## **26. RECONSIDERING, RESCINDING OR RENEWING A MOTION**

26.1 A Councillor who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.

26.2 A motion to reconsider may not be applied to:

- (a) a vote which has caused an irrevocable action; or
- (b) a motion to reconsider.

26.3 A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:

- (a) made by a Councillor who voted with the prevailing side;
- (b) brought more than one year after the date of the original

motion; or

(c) brought after a general election which has taken place since the date of the original motion.

26.4 Notice of Motion to rescind or renew a motion must be given or dispensed with pursuant to the provisions of this Bylaw.

26.5 No motion to rescind may be made when:

(a) a vote has caused an irrevocable action; or

(b) the question can be reached by reconsidering the motion.

## **27. BYLAWS**

27.1 When a Bylaw is presented to Council for enactment, the Executive Assistant shall publish the number and title of the Bylaw in the Agenda.

27.2 The Executive Assistant shall copy the Bylaw in full and forward it with the Agenda.

27.3 Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.

27.4 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree by resolution that the Bylaw may be presented to Council for third reading.

27.5 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.

27.6 After a motion for first reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw.

27.7 Any proposed amendments shall be put to a vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at first reading.

27.8 When all amendments have been accepted or rejected, the Presiding Officer shall call the question.

27.9 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.

27.10 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to second reading.

27.11 All aspects of the passage of a Bylaw at first reading shall apply to second or third readings of any Bylaw.

27.12 In conformance with the Act:

(a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and

(b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

## **28. NOTICES OF MOTION**

28.1 A Member may make a motion introducing any new matter only if:

(a) Notice is given at a previous regular Council meeting and a legible copy of the content of the notice is made available to the Executive Assistant; or

(b) Council on a two-thirds (2/3) vote waives the requirement for Notice.

28.2 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

28.3 To be placed on the meeting agenda, the Notice of Motion and any supporting documents must be submitted in the form of a Council report to the Executive Assistant by 4:00 p.m. on the seventh complete day preceding the meeting.

28.4 If a motion is not made at the meeting indicated in the notice it will appear on the agenda for, it may be made at any of the next two regular meetings. After the third regular meeting, it will be removed from the agenda and may only be made by a new Notice of Motion.

## **29. COUNCILLOR REPORTS**

29.1 Each Councillor must provide a written report on all remunerated functions and will be given a maximum of five (5) minutes for the purpose of providing a verbal update on Committees or community events in which municipal participation has been approved by Council.

29.2 Any action required as a result of a Councillor Report may be brought forward as a separate business item or Notice of Motion.

## **30. COMMITTEES**

30.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Village and shall establish the Terms of Reference for said Committees.

30.2 The Terms of References for Committees may be amended by resolution of Council from time to time, as required.

30.3 When establishing a Committee, Council must adopt a Terms of Reference for the Committee that:

(a) names it;

(b) establishes membership, purpose and authority;

(c) sets a regular meeting schedule and the process for calling any additional meetings;

(d) sets the term or directs that the Committee exists on an on-going basis at the pleasure of Council; and

(e) allocates any necessary budget or other resources.

30.4 Council may appoint, by resolution, Councillors, employees, public-at-large, or other members to Committees in accordance with the approved Terms of Reference.

30.5 At its first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson for a one (1) year term from among the Members unless Council or the Terms of Reference designates:

(a) the Chairperson of a Committee; or

(b) the manner in which the Chairperson shall be selected.

30.6 A Member of a Committee can remain in the position of Chairperson for a maximum of four terms of office.

30.7 A Chairperson of a Committee may be removed from office by a vote of a majority of the Members of the Committee. No motion to remove the Chairperson shall be in order unless Notice of Motion has been given in writing at a regular meeting of the Committee held at least seven days prior to the meeting at which the motion is considered.

30.8 The Chairperson of a Committee shall preside at every meeting and shall vote on all questions.

30.9 In the absence or inability of the Chairperson to preside over a meeting, the Vice-Chairperson shall preside and shall exercise the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.

30.10 In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a quorum, shall elect one of the members present to preside for that meeting.

30.11 A Committee shall conduct its meetings in public in accordance with the provisions of the Act.

30.12 Minutes must be prepared for all Committee meetings and must:

(a) include all decisions and other proceedings;

(b) include the names of Committee members present at and absent from the meeting;

(c) include any abstentions made under the Act by any member and the reason for abstention;

(d) include the signatures of the Chair and the Recording Secretary; and

(e) be retained in a safe manner and be available upon request.

30.13 When a Committee is of the opinion that a meeting should be held as a Closed Meeting, the motion passed to authorize the Closed Meeting shall provide a brief description of the topic and state the section of the Access to Information Act that allows closure for that topic, and the meeting shall be conducted in accordance with the Act.

30.14 A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the interest, and abstain from discussing the

matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

30.15 Any Member absent from three (3) consecutive regular meetings of a Committee, unless such absence is authorized by resolution of the Committee, will automatically forfeit his/her membership as of the date of the third consecutive meeting absent from. Any Member forfeiting his/her membership may be eligible for re-appointment in the future but not for the unexpired portion of the term forfeited.

30.16 No Committee or any Member of a Committee has:

(a) power to pledge the credit or course of action of the Village or enter into any agreement on behalf of the Committee or Village;

(b) power to authorize any expenditure to be charged against the Village without prior approval by Council; or

(c) authority to act except as established in the Terms of Reference for the Committee.

30.17 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

30.18 A Committee shall report to Council, as required.

30.19 The Chief Administrative Officer may appoint a staff person to each Committee who shall:

(a) ensure required notice is given, and accurate minutes are kept, for all Regular and Special Meetings of the Committee;

(b) provide advice, research, information and additional support staff as required by the Committee; and

(c) not be a Member of the Committee and may not vote on any matter.

### **31. PUBLIC HEARINGS**

31.1 Public hearings required under Part 17 of the Municipal Government Act shall be conducted by electronic means.

31.2 Electronic options may include but are not limited to;

(a) telephone availability and/or;

(b) online options and/or;

(c) social media venues

31.3 Any meetings held by electronic means must have:

(a) all members of Council and staff clearly identifiable at the start of the meeting.

(b) links to the electronic meeting provided publicly on the Village's website.

(c) notices of the public hearing and/or meeting provided in accordance with this Bylaw.

31.4 Council may temporarily adjourn a regular meeting to

accommodate a public hearing.

31.5 Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:

(a) The Presiding Officer shall call the Public Hearing to order;

(b) Background shall be given on the proposed Bylaw or resolution;

(c) Presentations shall be limited to five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by Council.

(d) Persons speaking will be given an opportunity to speak only once;

(e) Order of presentations shall be as follows:

(i) Those in support

(ii) Those opposed

(iii) Those deemed affected.

(f) The Presiding Officer shall not allow cross examination of presenters and it will not be necessary for those giving information to verify their qualifications.

31.6 The Presiding Officer will allow staff to make closing comments.

31.7 If there is more than one Public Hearing on the Agenda, the Presiding Officer shall adjourn one Public Hearing before opening another.

31.8 After the close of the Public Hearing, Council:

(a) may pass the Bylaw or resolution;

(b) may make any amendments to the Bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing;

(c) can defeat the Bylaw or resolution.

## **32. REMOTE ATTENDANCE AT COUNCIL MEETINGS**

32.1 Members may attend meetings by means of electronic communication, provided the location is able to support its use. All members of Council participating in the meeting must be able to communicate effectively.

32.2 Meetings held by means of electronic communication must be compliant with sections 31.2 and 31.3 of this Bylaw, inclusive.

32.3 A member of Council may attend a Regular Meeting or Special Meeting by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Mayor, or required as a result of an emergency situation.

32.4 Members of Council attending a meeting via electronic communications are deemed to be present at the meeting for whatever period of time the connection via electronic communication remains in effect.

32.5 The Presiding Officer shall announce to those in

attendance at the meeting that a Member of Council is attending the meeting by means of electronic communication.

32.6 When a vote is called, Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Members present at the meeting have cast their votes by a show of hands.

**33. GENERAL**

33.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

33.2 That Bylaws #466/21 and #487/25 be repealed in their entirety.

33.3 That this Bylaw comes into effect upon third and final reading.

Read a first time this \_\_ day of \_\_\_\_\_, 2026

Read a second time this \_\_ day of \_\_\_\_\_, 2026

Read a third time this \_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

# **Village of Alix - Procedural Bylaw**

## **Schedule 'A'**

### **ORDER OF BUSINESS AT MEETINGS**

The normal order of business for the regular meeting of Council shall be as follows:

- (a) Call to Order
- (b) Agenda - Amendments and Adoption
- (c) Adoption of Minutes
- (d) Delegations
- (e) Bylaws
- (f) Unfinished Business
- (g) New Business
- (h) Financial Reports
- (i) Committee Reports
- (j) Administrative Reports
- (k) Correspondence and Information
- (l) Closed Meeting (If Required)
- (m) Adjournment



# ADMINISTRATION REPORT



**Date:** May 22, 2026 RFD 26-34  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Library Board appointments

1. **PURPOSE** – To determine if Council will accept the Library Board's proposed extension to the term of two Board members.
2. **BACKGROUND** – Please see the attached emails from Library Board Chair Cathy Perry asking that her and Brant Perry's terms be extended.
3. **OPTIONS** –
  1. Pass the resolutions outlined below
  2. Defeat the resolutions outlined below
4. **DISCUSSION** –
5. **FINANCIAL IMPLICATIONS** – none
6. **LEGAL** – Excerpt from the Alberta Government Councils and Library Boards: Roles and Responsibilities: "The appointments of the members of the municipal Board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so."

#### **Libraries Act: Appointment**

- 4(1) A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.
- (2) A person who is an employee of the municipal board is not eligible to be a member of that board.
- (3) Not more than 2 members of council may be members of the municipal board.
- (4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.
- (5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
- (6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
- (7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

#### **Date of appointment**

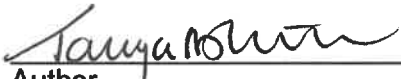
- 5(1) The appointments of the members of the municipal board shall be made on the date fixed by council.
- (2) Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** –
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolutions:

"that the Village of Alix Council hereby extends the appointment of Cathy Perry to the Alix Public Library Board for a period of 2 years, ending on May 1, 2028."

and;

"that the Village of Alix Council hereby extends the appointment of Brant Perry to the Alix Public Library Board for a period of 1 year, ending on May 1, 2027."

  
Author \_\_\_\_\_  
for Michelle White.

**CAO**

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**From:** Alix Library <alixpublic@prl.ab.ca>  
**Sent:** May 21, 2026 5:16 PM  
**To:** CAO  
**Subject:** renewal of Board member for the Alix

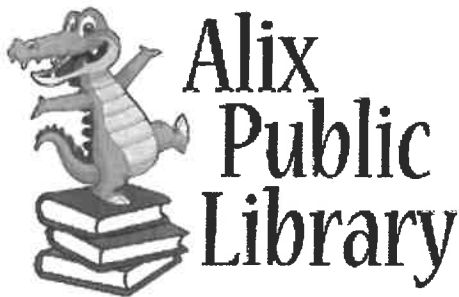
To: Village of Alix Council

The Alix Public Library Board of Trustees would like your approval to extend Cathy Perry's position on the Board to end May 1, 2028.

Sincerely,  
Cathy Perry  
Chairperson  
Alix Public Library

403.747.3233

alixpublic@prl.ab.ca





## CAO

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**From:** Alix Library <alixpublic@prl.ab.ca>  
**Sent:** May 26, 2026 5:35 PM  
**To:** CAO  
**Subject:** Renewal of Brant Perry

### **renewal of Board member for the Alix**

**Summarize this email**

?

Alix Library  
Village of Alix

To: Village of Alix Council

The Alix Public Library Board of Trustees would like your approval to extend Brant Perry's position on the Board to end May 1, 2027.

Sincerely,  
Cathy Perry  
Chairperson  
Alix Public Library

403.747.3233

alixpublic@prl.ab.ca

Alix Public Library

403.747.3233

alixpublic@prl.ab.ca



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# ADMINISTRATION REPORT

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**Date:** May 21, 2026                      RFD 26-33  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Water Main Break

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1. **PURPOSE** – To request allocation of reserve funds
2. **BACKGROUND** – Public Works reported a 270 m<sup>3</sup> water loss between April 16-17. Hwy 12/21 Water Commission was notified of our leak and increased demand.

The leak came to surface and was reported by CP Rail staff on April 22. Crews began digging to locate the break April 23. Isolation valves were used, but did not hold. Flow was reduced to approx. 220 m<sup>3</sup>/day loss from April 24-27. The line repair and valve replacements were completed on April 27.

When located, the break was found to be a full circumference crack of the force main, but because Alix has such a sandy soil base, the ground took the water for several days before coming to the surface.

3. **OPTIONS** –
  1. To use Water Reserve funds to cover repair expenses related to the spring main line break
  2. To use the Operating Budget allocations to cover break repair expenses
4. **DISCUSSION** – Alberta Environment, Public Health, Fire Department, Emergency Management, Water Commission, Council, staff and affected residents were all kept in the loop throughout this event.
5. **FINANCIAL IMPLICATIONS** – \$10,000 is budgeted every year for the water cost of a line break. That expense isn't being included in this request to transfer funds. Approximately 2770 m<sup>3</sup> of water was lost at a cost of \$10,055.

The cost of the repair totals \$27,893.64. If Operating Budget dollars are used to cover this expense, we will be over budget for Water Repairs and Maintenance for the year by the second quarter.

6. **LEGAL** – Communication with Alberta Environment and Public Health were maintained to ensure we complied with all legislation for securing safe water quality.
7. **POLITICAL/PUBLIC IMPLICATIONS** – Staff used the Village Facebook page to ask residents to report anything they thought could be the location of the water break. Everyone did a great job calling in with spots for Public Works to check. We really appreciate the extra eyes trying to help find the source of the problem.
8. **OTHER COMMENTS** – Included in the cost of this repair was the replacement of a 6 inch mainline valve (original valve from installation of the water line in approx. 1954), re-alignment of a valve box and rod, and replacement of an additional isolation valve.

Council's decision to prioritize core infrastructure improvements as outlined in the new Infrastructure Master Plan and 2026-2029 Strategic Plan will help prevent this type of event in the future as aging lines and valves are replaced.

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

“that the Village of Alix Council directs administration to transfer Water Reserve funds in the amount of \$27,900 to the Operating Budget to cover expenses related to repairing a water line break.”



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Author

## **Board and Committee Report**

### **Board/Committee:**

**Red Deer Municipal Water User Group**

### **Meeting Date:**

**Thursday, May 21, 2026, 11:00am**

**Badland Community Facility, Drumheller**

### **Meeting Summary:**

#### **1. Operation Budget 2026:**

- Audit sill not completed, Accounting team still looking for an affordable Auditing firm.
- Nothing to note out of ordinary on financial report.

#### **2. New Business:**

- Minister Grant Hunter was online for 30 mins: Spoke about Ardley Dam Feasibility report will be presented this fall and Public consultation will begin after that. Snow pack heavy in mountain last winter meaning that the river height should be above average by September. Main conversation was related to Ardley Dam. Ground water questions, that government will continue to monitor and nothing extra will be completed for the next future.
- **Executive Nomination:** Mark Visscher (Lacombe County) and Jordan Christianson (Special Area Board) been elected as the 2 extra board member to complete the executive team.
- Alberta Water Council might be dissolved in a near future, Rudy will keep us update as he hear more updates on this matter.

#### **3. Presentation:**

- Jordan Christianson presented the latest project on Irrigation in the Special area with a Development of a new area for future irrigation system, 180,000 acres with need of 170 millions cube of water yearly, Feasibility and government discussion ongoing to see if project can see birth eventually.



May 26, 2026

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**Signature**

## Highway 12/21 Regional Water Commission

April 24, 2026

Councillor Janice Besuijen

### 1. Reports

- a) Chair Report by Brenda Knight
- b) Administrative/Operational Report by Dion Burlock

### 2. New and Unfinished Business

- a) Budgeted rate for 2025 was \$3.555, actual rate was \$3.475 resulting in a rate stabilization transfer in the amount of \$627.09 to the Village of Alix.
- b) Water consumption Summary-The Village of Alix was over the estimated water consumption due to a water line break.
- c) Unrestricted Surplus-During the 2025 audit, it was determined that the Commission's funding of the project costs was not in compliance with the most recent Public Sector Accounting Standards (PSAS), section PS 3400 Revenue. Therefore, an adjustment has been made from the 2022-2024 year ends to reverse the interest income.

In addition to the issue stated above, it was determined that the capitalization of subsequent interest charges paid by the Commission is not in compliance with PSAS, section PS 3150, Tangible Capital Assets. As per section PS 3150, all interest charges related to capital assets cannot be capitalized once an asset is put into use. Therefore, an additional adjustment has been made to transfer the actual interest paid from capital to operating expenditure from October 2023, when the asset was put into use, to the present.

These adjustments stated above have resulted in a total reduction in capital assets of \$106,735.55, a total reduction in interest revenue of \$49,353.63, and a total increase in bank charges of \$57,199.92 over the periods 2022-2024.

This deficit will be funded through the rate stabilization reserve by a transfer of \$78,249.94 and issue payables totaling \$15,628.32 to non-water users. This would reflect how the recommended changes would have been accounted for in the corresponding years.

### 3. Delegation Metrix Group

- a) Audit presentation by Jeff Alliston
- b) Councillor Laneeville requested a closed session without County employees after the Metrix Group presented the audit findings
- c) Closed Meeting

Next Meeting July 10, 2026-Highway 12/21 Tour



## CAO REPORT JUNE 2026

1. Community Needs Assessment – Met with the Resource Center to discuss options for a Community Needs Assessment (one of the Strategic Plan action items). There may be a grant we can use to cover costs, but not available until next year. We will continue to consult with the Resource Center on this matter.
2. ATCO Franchise – May 29<sup>th</sup> was the last day to file a complaint/concern regarding the Village's Franchise Agreement renewal. The paperwork now goes to the Alberta Utilities Commission for review.
3. Municipal Accountability Program (MAP) – We received our report from the 2025 MAP inspection on October 27<sup>th</sup> and had one year to comply with correcting any deficiencies. Six things were noted for improvement. One item we were not able to comply with: Municipal Affairs directed us to have our software separate out the Minimum Tax Levy as a separate budget line. Unfortunately we were informed by our software company that isn't possible. The only other outstanding item is to amend the Council Procedural Bylaw to clarify electronic attendance at meetings. The new bylaw is included in the agenda pack for this meeting. Once that is done, I can send all the information to Municipal Affairs and advise them of our compliance.





**VILLAGE OF ALIX**  
**BOX 87, ALIX, AB TOC OBO**  
Phone: (403) 747-2495 Fax: (403) 747-3663  
E-mail: [tmeston@villageofalix.ca](mailto:tmeston@villageofalix.ca)  
Web Site: [www.villageofalix.ca](http://www.villageofalix.ca)

May 27, 2026

**Development Officer Report to Village of Alix Council:**

The start of Development season began in early February this year and has not begun to slow down yet.

Currently we have 12 approved development permit applications where we had 15 for the whole year in 2025. Our residents are doing a great job complying with the regulations and requirements of Land Use Bylaw 396/11 and seeking approval of submitted development permit applications prior to beginning their proposed developments. Increased advertising and public notice of development requirements have made a significant positive impact, and I always welcome phone calls and visits to the office from residents and potential property purchasers.

Development permit applications are processed as soon as all required documentation is received, and the standard twenty-one-day appeal/advertising period is applied for every approved development permit.

If the Municipal Planning Commission, made up of three members of the Village Council, needs to consider an application, a meeting is scheduled to be held the same night as a regularly scheduled Council meeting if possible. Three Municipal Planning Commission meetings have been held this year so far.

**Approved Development Permits to date:**

- Private temporary dock
- Home Occupation – Minor
- Secondary Suite
- Garage
- Shed
- Relocate House and Garage
- Unenclosed raised deck attached to the main building
- Garage
- Building Mounted Solar Panels
- Shed/Carport
- Greenhouse
- Dwelling with Enlarged Garage

Tanya Meston  
Development Officer



## **Alix MAC potential for enrollment decline.**

With the review of Councils new Strategic Plan, I wanted to share some impactful information to take into consideration as you move forward in this term's goals, for our community.

With the enrollment "re-opening" for Lacombe Composite High School, Alix may see a continued decrease for the overall enrollment for our local school.

### **Background**

Historically, Lacombe Composite High School primarily served students from Lacombe, Clive, and Blackfalds, and attendance required a civic address within one of those communities. Several years ago, Lacombe Composite High School opened enrollment to any student entering high school, regardless of their home community. This had a significant negative impact on our local school, resulting in a substantial decline in enrollment and bringing our high school very close to closure.

At that time, the determination and advocacy of local families with children attending or preparing to attend high school played a major role in keeping our school viable. In addition, Lacombe Composite High School eventually reached capacity, which helped stabilize numbers within our own high school. During this time, our school saw great successes, numbers increased, grad classes ranged from 16-24 students, expansion of option classes happened including shop class, drama program, welding at one point and a conversion of a classroom into a foods room.

The 2024-2025 school year was the opening year for Blackfalds new high school, which effected Lacombe and allowed them to once again open up enrollment to students "outside" the locations listed above. That year alone we lost approximately 10 students, and we continue to see a substantial decline in our high school numbers, leaving our current grade 11 class with only six students and already talks of at least five additional students leaving for just grade 10 come the new school year. Continued declines of this nature could have a significant impact not only for educational opportunities for students, but also the overall strength and future growth of the municipality.

### **Declining student numbers have a broader impact including;**

- Reduced provincial funding tied directly to enrollment
- Potential loss of courses, extracurricular activities, and specialized programs
- Difficulty maintaining staff levels and educational assistants
- Reduced participation in local sports

### **Community Implications**

A strong local high school contributes significantly to community vitality. Schools, especially a K-12 in a small community plays an important role in;

- Attracting and retaining young families
- Supporting local recreation and volunteer initiatives
- Strengthening community engagement and identity
- Supporting local economic growth and long-term development

With this Councils strong focus on wellbeing, community and growth, I hope you are able to see how impactful our high school is to our community's wellbeing, and how detrimental it would be to see our numbers continue to decline and risk the viability of our high school. Councils' consideration to work our school's longevity into their strategic plan and mindset would be very impactful for long-term vitality.

Sincerely,

Alix Resident / Alix MAC School Parent



## CAO

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**From:** municipalservicesdivision@gov.ab.ca  
**Sent:** May 19, 2026 12:27 PM  
**To:** CAO  
**Subject:** Municipal Affairs and Housing Statutes Amendment Act, 2026

I am pleased to share that Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026*, received Royal Assent on May 14, 2026. Bill 28 made amendments to the *Municipal Government Act* to modernize municipal rules, improve clarity and consistency, and strengthen service delivery.

The changes focus on the following themes:

- growth and housing – how communities expand;
- assessment and property tax – how services are paid for fairly;
- governance and accountability – who is responsible and to whom;
- municipal transparency – how municipalities make decisions and operate day to day; and
- public institutions and municipal utilities – how essential public services are governed and protected.

Together, these five themes are aimed at modernizing municipal legislation, clarifying local governance, and supporting communities across Alberta.

### Growth and Housing

The amendments will accelerate construction to build more homes faster, improve transparency, reduce red tape, and streamline municipal approvals by:

- supporting the use of automated permitting tools;
- clarifying costs that cannot be included in off-site levy charges; and
- requiring permit timeline reporting to be posted on municipal websites.

Amendments related to “Automatic Yes” frameworks will encourage municipalities to fast-track low-risk development permits, increasing predictability for builders and helping accelerate housing construction across Alberta.

In addition, charter schools will be treated consistently with other publicly funded schools by enabling access to municipal and school reserve land.

The changes will also allow the Minister of Municipal Affairs to set requirements for community design codes that municipalities may choose to adopt, helping streamline approvals for developments that meet established land-use and design standards while preserving local decision-making.

### Assessment and Property Tax

The proposed legislative amendments implement some of the decisions from the recently completed policy phase of the Assessment Model Review. These decisions lay the foundation to modernize the regulated property assessment system and promote fairness for municipalities and industries by:

- clarifying the rules that determine which costs are assessable, which will improve consistency and reduce assessment appeals;
- enabling greater use of standardized rates for regulated properties, which will increase predictability and efficiency of assessment;
- applying penalties to property owners who fail to report timely property information; and
- establishing a regular cycle for review of assessment models.

Details about the outcomes of the policy phase of the Assessment Model Review were sent to you under separate cover, if your organization is directly affected.

Using the updated rules and policies, new models for assessing individual types of regulated properties will now be developed to better reflect current costs, technology and construction practices. The work for this next phase of the Assessment Model Review will be undertaken over the next two years, and will continue to involve significant input from municipal, industry and assessment stakeholders.

### Governance and Accountability

The legislation strengthens accountability and integrity in local government by creating a provincial councillor accountability framework. The framework will establish processes to address pecuniary interest, improper use of influence, unauthorized use of municipal assets and services, disclosure of confidential information, and egregious behaviour.

Under the new framework, complaints will be investigated by an independent third-party chosen from a provincial roster by the municipality, ensuring impartial, timely resolution of issues before they escalate, and a roster of commissioners will also be appointed by the province to hear appeals.

In addition, the legislation updates the process for viability reviews.

### Municipal Transparency

The legislative changes will improve transparency by requiring municipalities to publicly disclose the salaries of municipal employees above a specified threshold, aligning municipal practices with Alberta's own disclosure standards.

In addition, the amendments will allow rural, small urban, and specialized municipalities to show policing costs as a separate line on property tax notices, improving transparency for residents.

A province-wide framework for councillor information requests will assure timely access to information and consistent sharing of broader information with all councillors to strengthen the ability to make informed decisions. Councils will have the ability to adopt local policies to manage significant information requests in a practical, sustainable way.

The legislative changes also modernize governance and operations of business improvement areas, including flexibility for interim board appointments, electronic notifications, and in-year budget changes

to reduce red tape, improve flexibility and help commercial districts stay vibrant and responsive to local needs.

### Public Institutions and Municipal Utilities

The amendments enable Cabinet to require that municipalities transfer control and operations of a municipal public utility to a regional services commission or a controlled corporation, should it be deemed necessary to do so.

Unless stated otherwise, most of the proposed amendments would come into force immediately when the Bill becomes law. This includes changes related to growth and housing, governance and accountability, and municipal transparency. Updates to the regulated property assessment framework are proposed to take effect on January 1, 2027.

Further clarification and implementation of this Act are anticipated to come into effect via regulations which are anticipated to be in place in the coming months. These include amendments to both the City of Calgary and City of Edmonton City Charters, the Business Improvement Areas Regulation as well as regulatory amendments related to the assessment model review, and non-statutory studies. A regulation to implement the councillor accountability framework is anticipated to be brought forward later in 2026.

Further information on Bill 28 can found here: [Modernizing municipal legislation across the province | Alberta.ca](#). Several fact sheets are being developed to support municipalities in implementing the changes and will be posted online in the coming weeks.

Jonah Mozeson

Deputy Minister





# Village of Alix

2025 Return on Investment

## Benefits to your Library

**Total Financial Benefits**

**\$227,707.71**

**Return on Investment**

**\$1.00 = \$29.99**

Based on a population of **774**, the cost of membership to the Parkland Regional Library System for the Village of Alix was **\$7,592.94** in 2025.

### Cost benefits of PRLS services

The **direct financial return** as a result of membership to Parkland Regional Library System to Alix Public Library:

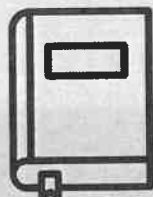
2025 materials allotment	\$	874.62
Rural Library Services Grant	\$	4,048.80
Allotment from Lacombe County 1	\$	812.47
Computers for library use	\$	2,199.08
Software & Licensing	\$	3,763.60
SuperNet Connection	\$	6,483.60
Items borrowed from other libraries 2	\$	167,952.00
Digital items borrowed from PRLS 3	\$	41,573.54
<b>Combined Savings</b>		<b>\$227,707.71</b>

1 Lacombe County assigned a rural population of 719 to the Village of Alix

2 Average price of an item \$48.00

3 Average price of an eBook \$45.82, average price of an eAudiobook \$86.37

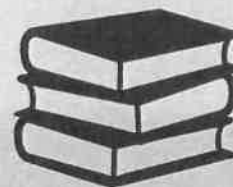
# 2025 Quick Facts



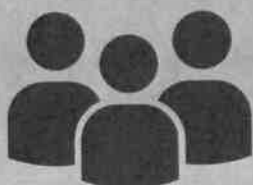
**613,251** items  
in the collection



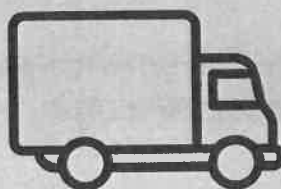
**1,159,357** physical items  
circulated



**50,302** items added  
to the catalog



**34,679**  
cardholders



**921,533** items  
sent on van runs



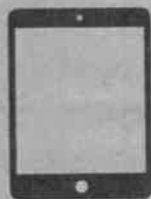
**1,741** consulting  
sessions



**142** attendees at  
the 2025 PRLS  
Conference



**1,510,864** Wifi  
usages



**199,695** digital items  
circulated



**64,569** eLibrary  
sessions

## Other Parkland Facts:

- Provides access to virtual materials across the province through TRAC.
- Provides training for libraries, boards, friends' groups and more.
- Provides centralized IT support on hardware, software, internet, SuperNet.
- Provides access to shared regional collections of books, tech, program kits, and much more.