



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, MARCH 10, 2025, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA


- a) Adoption of agenda of March 10, 2025
Motion: To adopt the agenda of March 10, 2025

4. ADOPTION OF MINUTES

- a) Adoption of minutes of February 24, 2025 (addendum 4.a)
Motion: To adopt the minutes of February 24, 2025



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Land Use Bylaw Update (addendum 5.a)

- b) Regional Policing Update
- c) 2025 Budget Update
- d) EPR Update for commercial recycling services

6. DELEGATIONS

- a) MNP LLP-2024 Audit

7. BYLAWS AND POLICIES

8. NEW BUSINESS

- a) SDAB Clerk Appointment-Kylie Ranson
- b) Planning & Development Update
- c) Assessment Services RFP

9. COMMITTEE REPORTS

- a) POLICIES & PRIORITIES COMMITTEE

3 - 6



7 - 12

- b) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- c) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- d) MOUNTAIN VIEW SENIORS HOUSING

10. COUNCILOR REPORTS

- a) COUNCILOR ALLAN
- b) COUNCILOR BALL
- c) COUNCILOR FRICKE
- d) COUNCILOR RATZ
- e) COUNCILOR ROBERTS
- f) COUNCILOR WILCOX
- g) MAYOR COLBY

11. CORRESPONDENCE

- 13 - 14 a) Letter from Municipal Affairs-Ric McIver-Budget 2025 (addendum 11.a)

- 15 b) Letter from Municipal Affairs-Ric McIver-Provincial Priorities Act (addendum 11.b)


12. CAO'S REPORT

13. COUNCILOR COMMENTS

14. PUBLIC QUESTION PERIOD

15. MEDIA QUESTION PERIOD

16. CLOSED MEETING

- a) Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

17. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 24, 2025, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

ATTENDEES:	Mayor Colby, Councilors Allan, Ball, Fricke, Ratz, Roberts & Wilcox; Director of Legislative & Corporate Services Shannon Allison; Director of Planning & Development Kirk Williscroft; CAO Rick Blair; Executive Assistant Kayleigh Van Es
ABSENT:	Councilor Ratz
CALL TO ORDER:	Mayor Colby called the meeting of Monday, February 24, 2025, to order at 7:01 p.m.
ADDED ITEMS:	Nil
ADOPTION OF AGENDA: Motion 048/25	Motion by Councilor Fricke to adopt the Regular Council agenda of February 24, 2025, as presented. CARRIED
ADOPTION OF PREVIOUS MINUTES:	
Motion 049/25	Motion by Councilor Wilcox to adopt the Public Hearing Minutes-Bylaw No. 2058 of February 10, 2025, as presented. CARRIED
Motion 050/25	Motion by Councilor Allan to adopt the Public Hearing Minutes-Bylaw No. 2059 of February 10, 2025, as presented. CARRIED
Motion 051/25	Motion by Councilor Roberts to adopt the Regular Council Meeting minutes of February 10, 2025, as presented. CARRIED
BUSINESS ARISING FROM PREVIOUS MEETING:	Nil
DELEGATIONS:	<p>1. Land Use Redesignation Report-Kirk Williscroft K. Williscroft spoke to the report on Land Use Redesignation Application 24-02 proposing to redesignate NE ¼ Sec. 8 Twn. 30 Range. 1, W5M from Medium Density Residential – Attached Dwelling District (R3) to Low Density Residential District – Single Detached District (R1) to Low Density Residential. The purpose of this Land Use Redesignation is to take the land back to R1 as it has been sitting vacant for many years, and the small single-family development fits the surrounding areas. ATEC has addressed the access points, and will be finalized during the subdivision process. Administration recommends approving the redesignation of both parcels.</p> <p>Councilor Fricke provided clarification on the locations of the current access points.</p> <p>Councilor Wilcox confirmed that no additional responses have been received since the Public Hearings held on February 10, 2025.</p>
Motion 052/25	Motion by Councilor Ball to accept Land Use Redesignation Report as information. CARRIED
BYLAWS & POLICIES:	<p>1. Bylaw No. 2058 Land Use Redesignation-693 10th Ave</p>
Motion 053/25	Motion by Councilor Wilcox to give second reading of Bylaw No. 2058 Land Use Redesignation-693 10 th Ave, as presented. CARRIED
Motion 054/25	Motion by Councilor Allan to give third and final reading of Bylaw No. 2058 Land Use Redesignation-693 10 th Ave, as presented. CARRIED
	<p>2. Bylaw No. 2059 Land Use Redesignation-701 10th Ave</p>
Motion 055/25	Motion by Councilor Ball to give second reading of Bylaw No. 2059 Land Use Redesignation-701 10 th Ave, as presented. CARRIED

Regular Council Meeting – February 24, 2025		Page 2 of 4
Motion 056/25	Motion by Councilor Wilcox to give third and final reading of Bylaw No. 2059 Land Use Redesignation-701 10 th Ave, as presented.	CARRIED
NEW BUSINESS:	Nil	
COMMITTEE REPORTS:	<p>1. Policies & Priorities Committee -Next meeting March 20, 2025.</p> <p>2. Mountain View Regional Waste Commission -Next meeting April 2025.</p> <p>3. Mountain View Regional Water Commission -Mayor Colby provided a verbal report on the meeting of February 12, 2025. Stating that the preliminary audit has begun and that analysis of snowpack levels were reviewed. The data indicates conditions for potential drought. Next meeting March 12, 2025.</p> <p>4. Mountain View Seniors' Housing -Councilor Fricke provided a verbal report on the meeting of February 20, 2025. The Board reviewed the internal risk management framework, and MVSH is in the process of developing an asset management framework. It was noted that the Town of Carstairs has been identified as a valuable resource to assist with this framework. The MVSH Foundation will be holding their casino on May 7-8, 2025, and is seeking volunteers. Additionally, the annual foundation golf tournament is set for September 11, 2025, in Carstairs. Next meeting March 27, 2025.</p>	
Motion 057/25	Motion by Councilor Wilcox to accept all Committee Reports as information.	CARRIED
COUNCILOR REPORTS:	<p>Councilor Allan - Nothing to report at this time</p> <p>Councilor Ball - Nothing to report at this time.</p> <p>Councilor Fricke - February 14, 2025, met with Deputy Reeve, MVSH Board Chair Dwayne Fulton, and MVSH CAO Stacey Stilling to discuss the upcoming Board and Management Strategic Retreat in April. Thanking CAO Blair and J. Schaffer for allowing the use of the Fire Hall training room.</p> <p>- February 20, 2025, attended MVSH Board meeting.</p> <p>- The Government of Alberta has launched a survey to gather public feedback on the continuing care system, which affects seniors in long-term care, those aging at home, and any Albertans with continuing care needs. The survey will remain open until March 3, 2025.</p> <p>Councilor Ratz - Absent</p> <p>Councilor Roberts - February 12, 2025, attended Mountain View Regional Water Commission meeting.</p> <p>- February 14, 2025, attended the Heritage Centre's Dance Fundraiser.</p> <p>- February 19, 2025, attended Carstairs Nature Space meeting.</p> <p>- February 23, 2025, attended a Concert at the Heritage Centre.</p> <p>Councilor Wilcox - February 17, 2025, attended Carstairs Library Board meeting.</p> <p>- February 18, 2025, attended Town of Didsbury Interagency meeting with topics including recruiting more volunteers. Will be working with L. King at Carstairs FCSS to try and recruit more volunteers.</p> <p>Mayor Colby - February 11, 2025, met with RCMP regarding the Regional Policing Report.</p> <p>- The official numbers for the 2024 Municipal Census have been approved, showing that Carstairs has a population of 5,313.</p> <p>- February 12, 2025, attended Mountain View Regional Water Commission meeting.</p>	
Motion 058/25	Motion by Councilor Fricke to accept all Councilor Reports as information.	CARRIED
CORRESPONDENCE:	<p>1. Science Fair Judging Request Council received a request from the Mountain View Science and Technology Society for judges for the upcoming MSTS Science Fair on March 1, 2025. Councilor Fricke and Councilor Roberts will be in attendance.</p>	

Regular Council Meeting – February 24, 2025		Page 3 of 4
Motion 059/25	Motion by Councilor Wilcox to accept the Science Fair Judging Request as information.	CARRIED
	2. Minister’s Award for Municipal & Public Libraries Council reviewed the letter inviting submissions for Minister’s Awards for Municipal and Public Library Excellence (MAMPLE).	
Motion 060/25	Motion by Councilor Ball to accept the Minister’s Award for Municipal & Public Libraries letter as information.	CARRIED
	3. Jitterbug Dance Academy Request Council reviewed the letter of request for a reduced rental rate at the Community Hall for their Family Dance Fundraiser on March 1, 2025.	
Motion 061/25	Motion by Councilor Allan to approve the letter of request from Jitterbug Dance Academy for their upcoming event on March 1, 2025, at the Carstairs Community Hall with the understanding they will not be eligible for a reduced rate again until 2029.	CARRIED
CAO’S REPORT:	<ul style="list-style-type: none">-February 4, 2025, met with ATEC regarding growth and scheduled an in-person tour to assess concerns.-February 19, 2025, met with architects regarding the administration building expansion.-February 21, 2025, tenders closed for the new water reservoir.-The Land Use Bylaw survey closes on February 28, 2025. All questions must be submitted via the survey.-ICC meeting is scheduled for February 27, 2025.-The Municipal Census has been accepted with a population of 5,313. Municipal Affairs conducted three separate audits on the census, and many municipalities did not have their numbers accepted due to the auditing process. Special Thanks to K. Van Es and C. Allan for their thorough work.-Growth study ongoing-Expecting to receive the Regional Policing Study this week.-Enterprise fleet transition meetings are ongoing.-Operating budget in progress.-Assessment notices to be sent out soon.-All Council meeting at the County is scheduled February 26, 2025.	
Motion 062/25	Motion by Councilor Fricke to accept CAO’s Report as information.	CARRIED
COUNCILOR COMMENTS:	1. Councilor Fricke <ul style="list-style-type: none">-Received two compliments about snow removal and road maintenance. Praising C. Fox and her team for their great work.-Received feedback from a resident about the day camps and activities run under Carstairs Recreation/FCSS. The resident is very happy with the variety of programming, and their kids love the activities. Thanking P. Schmick-Roy, L. King, N. Phillips, and team.-Inquiry about long-term recreation plans for the town. 2. Councilor Wilcox <ul style="list-style-type: none">-Received feedback regarding the Land Use Bylaw Survey. 3. Councilor Allan <ul style="list-style-type: none">-Received compliments on snow removal and answered a few development questions. 4. Colby <ul style="list-style-type: none">-Received a question of when Carstairs will be getting a Dairy Queen; so far nothing on the books.	
Motion 063/25	Motion by Councilor Roberts to accept Councilor Comments as information.	CARRIED
PUBLIC QUESTION PERIOD:	1. Darrah Selanders D. Selanders inquired about the Land Use Bylaw (LUB) update, specifically questioning why the update was initiated and what was included in the scope of work. CAO Blair responded that the update was initiated by administration and that the scope of work includes a full revamp of the bylaw. D. Selanders confirmed that the review is being conducted by a consulting company and that they are performing a comprehensive evaluation of the bylaw. D. Selanders then expressed concerns regarding the duties of the CAO as outlined	

in the bylaw, stating her opinion that this section requires revision. At this point, Mayor Colby interjected to clarify that the Land Use Bylaw remains open for review. He explained that concerns should be submitted through the online survey, and once the consulting company completes its review on February 28, 2025, a report will be presented to Council. Based on the consultants' expertise and recommendations, Council will conduct any necessary revisions. Following this process, a Public Hearing will be held, at which time any remaining concerns can be addressed.

D. Selanders further raised concerns about the decision to conduct the consultation virtually rather than holding an in-person open house. Mayor Colby explained that the virtual open house has been accessible since February 12 and will remain open until February 28, allowing ample time for public review and comment submission. He noted that traditional in-person open houses are typically held for a single day and often experience low attendance, whereas the extended online format provides a broader opportunity for community engagement.

D. Selanders reiterated her concerns regarding the bylaw's interpretation, suggesting that it grants excessive authority to administration. Additionally, she expressed reservations about the online survey process, voicing concerns that responses may be overlooked.

At 7:37 p.m.

Councilor Wilcox raised a Point of Order, stating that the Mayor had already provided a clear explanation of the process. Emphasizing that the survey is the appropriate channel for submitting feedback and that the expertise of the hired consultants should be relied upon to guide the review. Further noting that all responses will be considered in the final report and that no further discussion was necessary at this stage. The Mayor and the rest of Council concurred with this position.

A member of the gallery inquired about where the survey had been advertised. Mayor Colby responded that it has been promoted across multiple social media platforms as well as in the newspaper.

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Motion 064/25

Motion by Councilor Wilcox that Council close the meeting to the public to discuss Third-Party Business Interests as per Section 16 of FOIP at 7:41 p.m.

CARRIED

Motion 065/25

Motion by Councilor Ball to come out of the closed meeting session at 8:40 p.m.

CARRIED

NEXT MEETING:

Monday, March 10, 2025, at 7:00 p.m.

ADJOURNMENT:

Motion 066/25

Motion by Councilor Allan to adjourn the meeting of February 24, 2025, at 8:41 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO



Town of Carstairs – Phase 3 Engagement Summary

1.0 Introduction

The Town has been reviewing and revising the Land Use Bylaw (LUB) to better reflect current trends and best practices. A Draft LUB has been prepared and the project team has gathered public input on the proposed changes as part of the public engagement process to help refine the draft regulation.

Project Timeline

Understanding
Your Needs



Section-by-
Section
Preparation



Community
Engagement



WE ARE HERE

Refine, Circulate
and Adopt



2.0 Public Engagement Process

Residents play an important role in the LUB update process. Feedback provided by the public is used to help inform and shape the updates made to the bylaw.

In the **Community Engagement** phase of the project, high-level feedback was gathered from the public on the draft regulation, definitions and other targeted amendments prepared as part of the LUB update.

The public engagement process for this phase of the project included:

- A virtual open house was hosted from February 12 to 28, 2025. The VOH received 277 visitors.
- An online survey that was available from February 12 to 28, 2025. The online survey received 18 responses.
- Paper copies of the survey were also made available during this time and two responses were filled out and returned to the town office.

As the LUB update enters its final phase the draft bylaw will be revisited and refined using public feedback before being brought to Council as part of the bylaw adoption process. The project is expected to be completed later this spring.



3.0 Detailed Summary of Open House Responses

The following section provides a detailed summary of feedback received through the paper and online surveys.

PROCEDURAL IMPROVEMENTS (18 Responses)

We shared the Procedural Improvements and asked people if they have any comments or recommendations on these updates. 67% said no, however 33% said yes that they did have further comments.

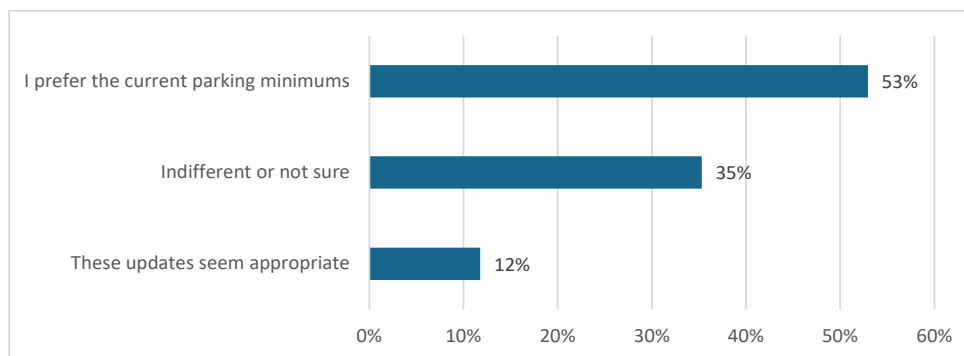
For those who said yes, the following comments were shared:

- Four respondents were concerned about the level of authority given to Administration and Chief Administrative Officer (CAO), with people wanting to see more people involved in decision-making like elected officials.
- Two respondents wanted to see more clarity around the title of “Development Staff” with the term “staff” leading people to believe more than one person can be given the title.
- One respondent did not agree with the increase in variance authority of Development Staff from 10% to 25%.
- One respondent noted that the updates are not clear and easily understood.

PARKING REQUIREMENTS (17 Responses)

We asked people what they think of the updates to Parking Requirements. 53% said they prefer the current parking requirements, 35% were indifferent or unsure, and 12% said these updates seem appropriate.

In your opinion, what do you think of the updates to Parking Requirement?

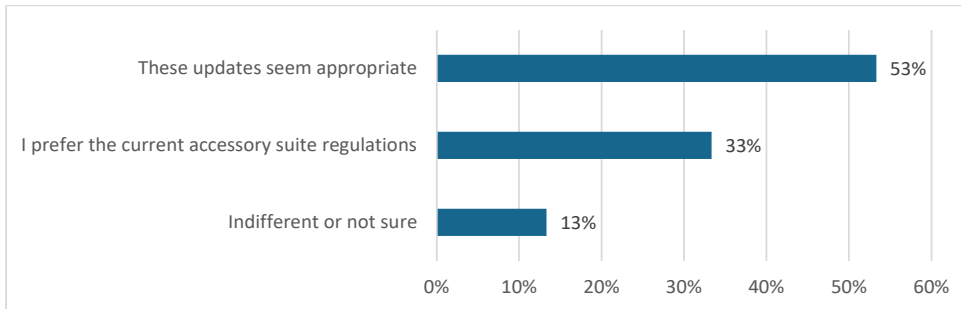




ACCESSORY SUITES (15 Responses)

We asked people what they think about the updates to Accessory Suites. 53% said the updates seem appropriate, 33% prefer the current accessory suite regulations, and 13% said they were indifferent or unsure.

In your opinion, what do you think of the updates to Accessory Suites?



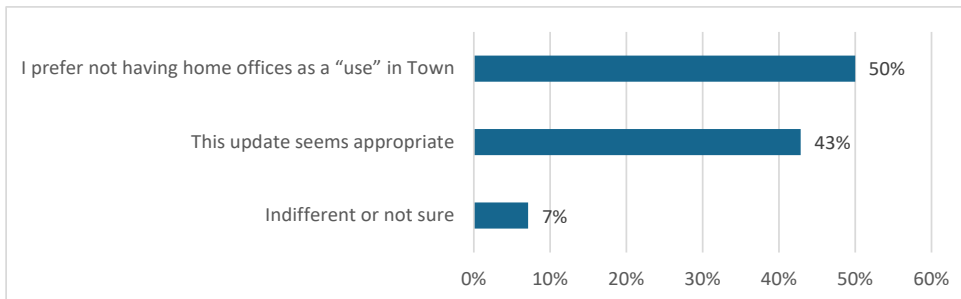
HOME-BASED BUSINESSES (14 Responses)

We shared information about the new additions regarding home-based businesses in the draft LUB. We asked people about their thoughts on the new Home Office and the Class 2 Home-based Businesses.

50% of respondents said they prefer not having home offices as a “use” in Town and 43% said that this update seems appropriate. 7% were indifferent or unsure.

64% of respondents said they prefer not having class 2 home based offices as a “use” in Town and 29% said that this update seems appropriate. 7% were indifferent or unsure.

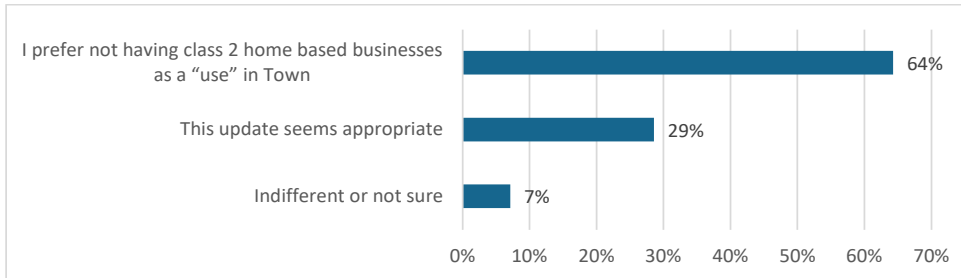
In your opinion, what do you think about the new Home Office?





Town of Carstairs
Land Use Bylaw Update
Phase 3 Engagement Summary
March 2025

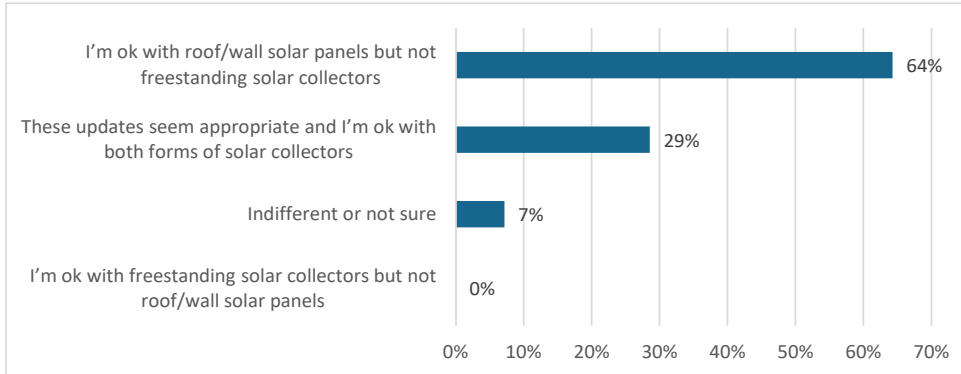
In your opinion, what do you think about the Class 2 Home-Based Businesses?



SOLAR PANELS (14 Responses)

We shared information about the new additions regarding solar panels in the draft LUB and asked people about their thoughts on solar panels. 64% of people said that they are ok with roof or wall solar panels but no freestanding solar collectors. 29% said the updates were appropriate and that they were ok with both forms of solar collectors. 7% were indifferent or unsure.

In your opinion, what do you think of the new content on solar collectors in Town?



OTHER IMPROVEMENTS (13 Responses)

We shared information about commercial activity being reorganized by the size of the building. We asked people whether they had additional thoughts about these improvements. 85% of respondents said no, however 15% said they had comments or recommendations on these other improvements.

For those who said yes, the following comments were shared:

- One respondent noted that retail buildings should be aesthetic and include some greenery on the outside. Adequate parking is needed based on the type of business.
- One respondent said that what was shared about this question was unclear and questioned whether public feedback will be effectively considered by the project team.



ADDITIONAL COMMENTS (4 Responses)

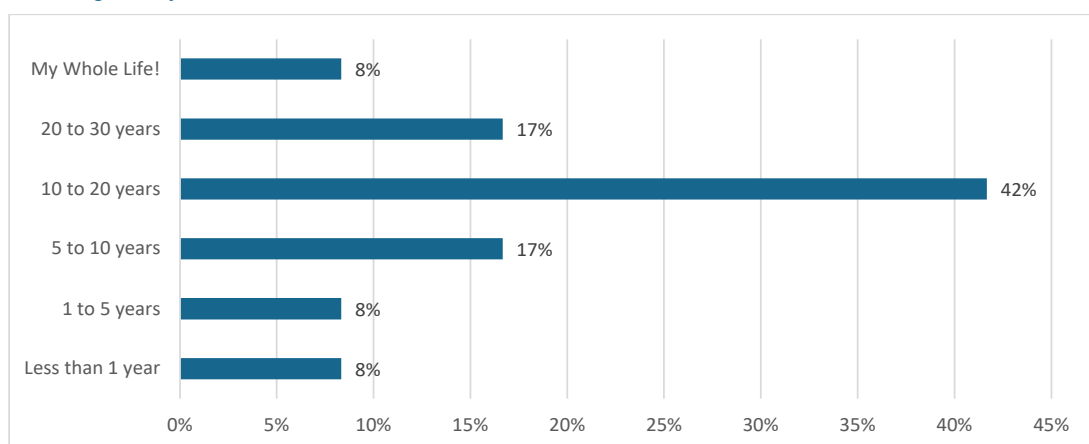
We asked people if they have any additional comments about the draft LUB. The following comments were made:

- Two respondents suggested additional updates concerning landscaping in the Town, sharing that the current landscaping is negatively impacting the Town's visual aesthetic and that trees and weeds need to be better managed. One respondent suggested that commercial and residential buildings should be responsible for lawn care and litter in and around their property. The respondent noted that bylaws exist however are insufficient in keeping the Town clean and attractive to future businesses and the public.
- Parking was a concern for two respondents, with one noting that one additional vehicle per secondary suite may be insufficient. The other respondent would like to see more parking in residential neighbourhoods or in and around key services and amenities in Town.
- One respondent shared their opposition to the current LUB and would like to see further public engagement on a revised LUB.
- One other issue that was raised related to ground water and surface water flow. There was a concern that new residential developments need to consider its impacts to water flow and drainage so as not to impact adjacent communities.
- Other comments shared related to general improvements to the Town and were unrelated to the LUB. These comments concerned traffic and speeding, having more parks and natural spaces, improving the Town landscaping and greenery, diversifying the types of businesses in Town, increasing the accessibility of pathways and sidewalks for seniors and people with disabilities, and concerns regarding the Municipal Development Plan.

4.0 Demographics of Survey Respondents

When we asked people whether they live in Carstairs, all respondents shared that they live in Town. When we asked people how long they have lived in Town, most respondents (42%) have lived in the Carstairs for 10-20 years.

How long have you lived in Carstairs?

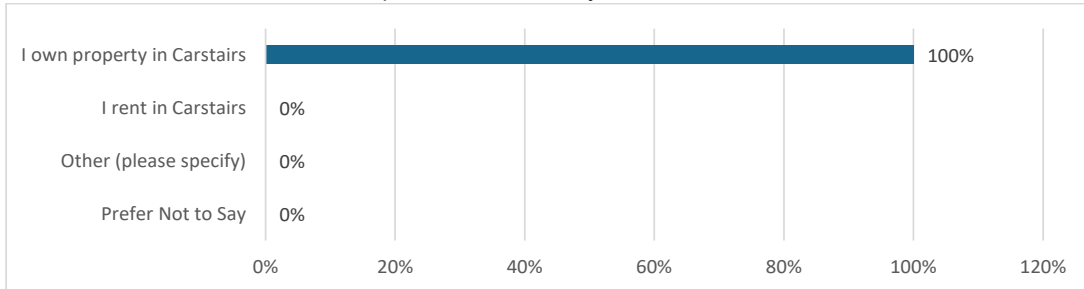


Responses: 12



Town of Carstairs
Land Use Bylaw Update
Phase 3 Engagement Summary
March 2025

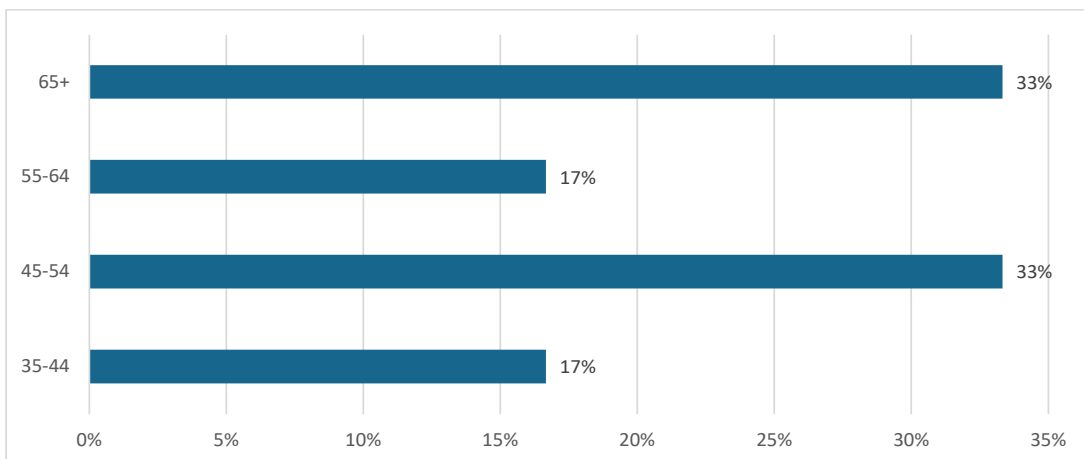
When we asked people to describe their living situation, all respondents shared that they own property in Carstairs. No renters in Carstairs responded to the survey.



Responses: 12

Of the respondents who chose to answer this question, all were over the age of 35. No residents under the age of 35 responded to the survey.

What age group do you belong to?



Responses: 12

5.0 Next Steps

Public and input gathered at this time will be used to refine the draft LUB. Next steps include circulating the refined draft bylaw to appropriate referral agencies and afterwards bringing the final draft of the bylaw forward for adoption. The public will have the opportunity to provide any additional feedback on the final draft LUB at the Public Hearing.



ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Calgary-Hays

AR117795

February 27, 2025

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2025*, tabled in the Alberta Legislature by my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance. Below are some details relevant to Alberta Municipal Affairs.

Budget 2025 is meeting the challenges facing Alberta with responsible decisions to fund today's priorities, investing more than \$1 billion to build stronger communities provincewide. Through these investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

Last year, Municipal Affairs introduced the Local Government Fiscal Framework (LGFF), delivering predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta. The LGFF represents years of collaboration between the province and local governments, replacing the Municipal Sustainability Initiative with a modern and predictable model.

LGFF funding allocations for the 2025/26 fiscal year have been known to communities for several months. Thanks to the LGFF's revenue index factor, which ties the funding level to provincial revenue from three years prior, *Budget 2025* increases LGFF capital funding by more than 13 per cent, from \$722 million to \$820 million. This increase will help your communities achieve their local infrastructure priorities. *Budget 2025* also maintains LGFF Operating funding at \$60 million to assist with operational costs and help respond to inflationary pressures. This grant was doubled in 2023 to reflect lost municipal revenue through the Grants in Place of Taxes program.

Budget 2025 also increases funding for the Grants in Place of Taxes program (GIPOT). Over the last few years, we heard loud and clear from municipalities that have provincially run buildings within their boundaries about the need for stronger recognition of the impact provincial properties have on municipal services. Starting in the 2025/26 fiscal year, GIPOT will be paid to municipalities at 75 per cent of the property tax amount that would be owed if the properties were subject to municipal taxation. Next year, in 2026/27, GIPOT will be fully restored to 100 per cent.

.../2

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

Classification: Public


- 2 -

In light of these increases, the Local Growth and Sustainability Grant (LGSG) program will not continue. Introduced in *Budget 2024*, this three-year, \$60-million grant program aimed to alleviate pressures in fast-growing communities. We received numerous applications from municipalities for the initial \$20 million in LGSG funding allocated in 2024. Those funds will still be distributed, with successful applicants notified by the end of March 2025. However, after careful consideration, our government made the difficult decision to discontinue the LGSG program for *Budget 2025* and focus the investment of taxpayer dollars into other areas, including a comprehensive capital plan to enhance public infrastructure.

As in previous years, *Budget 2025* includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also maintaining funding levels for public libraries, with more than \$33 million going toward operating grants across the province.

Budget 2025 is meeting the challenge of the cost of living by helping families keep more money in their pockets through lower personal income taxes and continuing investments in education and health care. Our municipal partners are integral to our work. As we face global uncertainties, I look forward to working together over the next year as we continue to build strong, vibrant, and sustainable communities that help keep our province the best place in Canada to live, work, and raise a family.

Sincerely,



Ric McIver
Minister

Classification: Public



ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Calgary-Hays

AR118277

February 26, 2025

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

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

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

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

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

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

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

Classification: Protected A