

Agenda

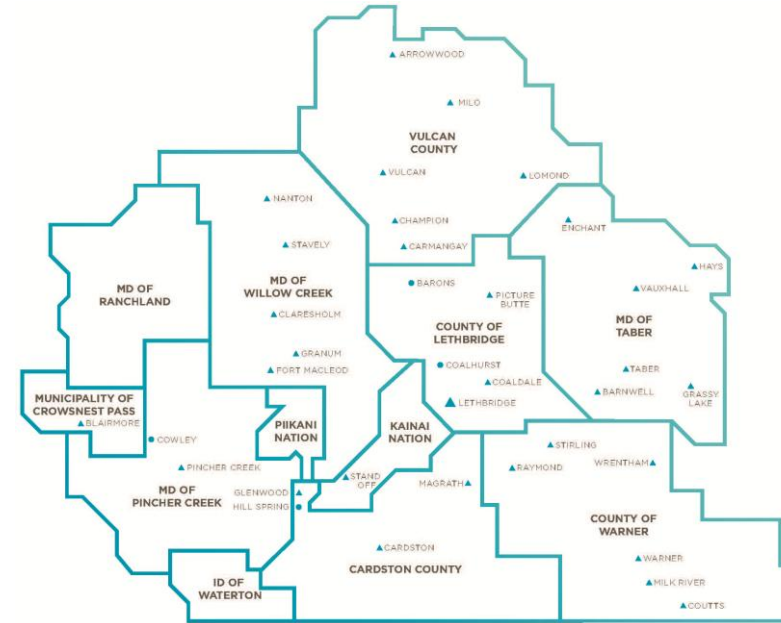
Village of Barons Regular Council Meeting Tuesday, September 8, 2026 At 7:00 p.m.

1. Call to Order
2. Guests: Robin Hepher, CEO, Chinook Arch Regional Library Systems
Al Cramer – Bylaw #776
3. Approval of Agenda
4. Approval of June 9, 2026 Regular Council Meeting Minutes
Approval of June 16, 2026 Special Council Meeting Minutes
Approval of July 22, 2026 Special Council Meeting Minutes
Approval of July 28, 2026 Special Council Meeting Minutes
5. Business Arising:
 - a. Council Training
 - b. Boulevard Parking
 - c. Resident Complaint Policy
6. Mayors Report
7. Village Foreman Report
8. Administrator Report
9. Correspondence
10. Financial Report
11. Committee Reports
 - a. ORRSC (Oldman River Regional Services Commission)
 - b. Green Acres
 - c. CFLR (Community Futures Lethbridge Region)
 - d. FCSS (Family and Community Support Services)
 - e. Mayors and Reeves
 - f. Chinook Arch Library System
 - g. AG Society
 - h. Emergency Advisory Committee
 - i. Carmangay Library
 - j. Southgrow
12. New Business
 - a. Meeting Procedures Bylaw Update
 - b. National Police Federation Call to Action
 - c. June and July Council Expense Claims
 - d. ABMunis Convention
 - e. ORRSC Agreement
 - f. Turkey Bingo Donation
 - g. Feral Cats
 - h. Bylaw #778 – Public Hearings by Electronic Means
13. Closed Session – None

14. Adjournment



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Chinook Arch Regional Library System

Presentation to Municipal Members
2026

Robin Hepher, CEO

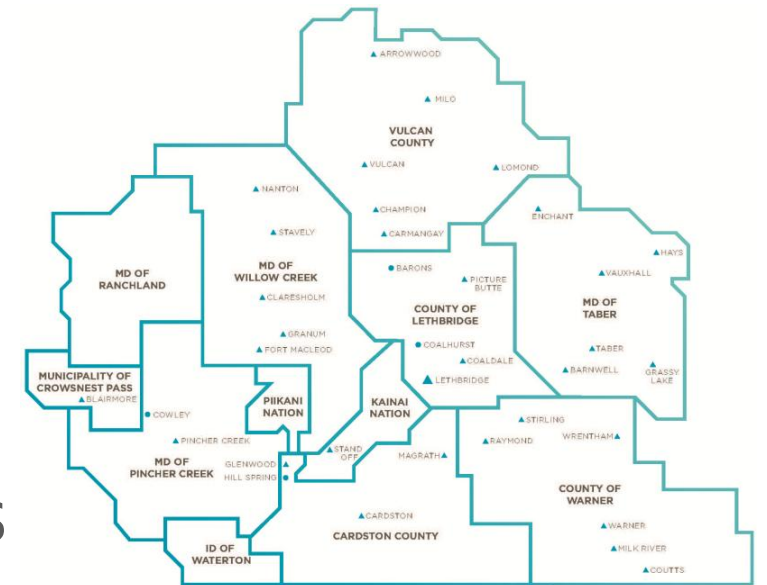
Your Public Library: A Vital Community Asset

- A Community hub
- A trusted institution in the community
- A low-cost resource in tough times
- A welcoming space for all members of the community
- An economic driver
- Some of the best public dollars you can spend



What Is Chinook Arch Regional Library System?

- Framework for inter-municipal collaboration on library services
- Formed by an agreement between member municipalities
- Raises level of library services in all communities
- Responsive, adaptable, member-governed



Governance

- Board is a one member, one vote model
- Members appointed by council
- Standing Committees:
 - Executive
 - Finance/Personnel
 - Planning/Facilities
 - Marketing/Communications



System Agreement and Plan of Service

- The System Agreement lays out our roles
- Plan of Service guides how we will fill those roles
- The System Agreement was revised and updated in 2021
- Planning and budget cycles coincide with municipal election cycle
- Current Plan of Service is 2023-2026



Chinook Arch Services

- Bibliographic Services
 - Centralized ordering, cataloguing, and processing of materials
 - Book allotment
- Information Technology Services
 - Network management and help desk
 - Internet service



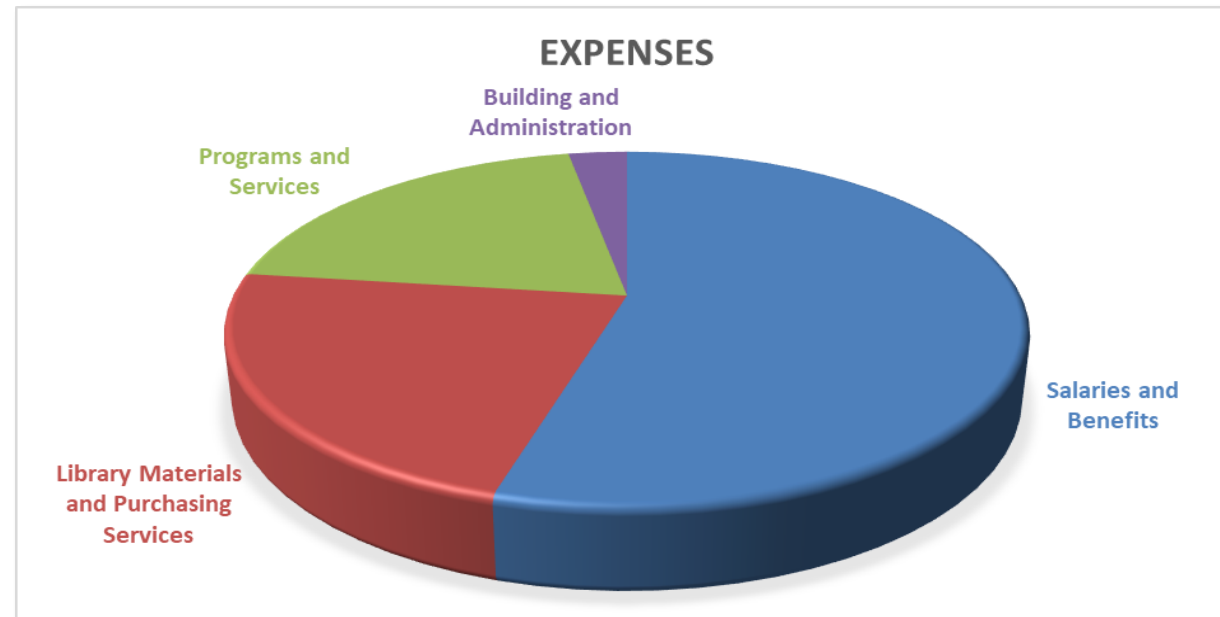
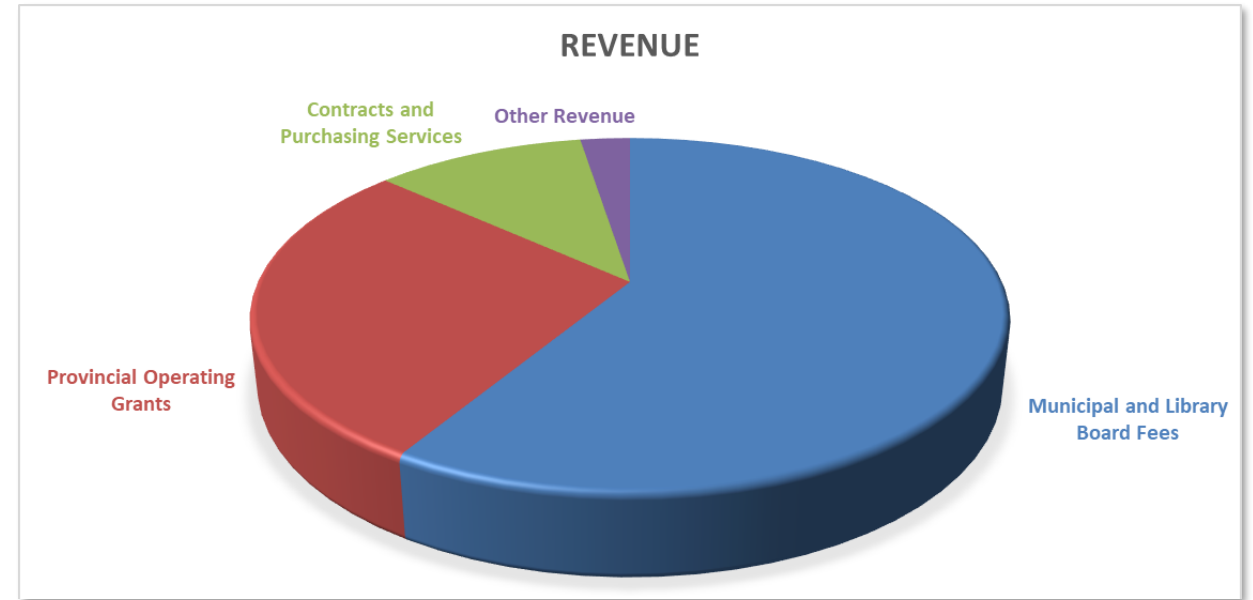
Chinook Arch Services

- Member Support
 - Library Operations Support
- Digital Services
 - Downloadable/streaming content
 - E-books and audiobooks
 - Online courses
- Delivery
- Programming



Funding and Budgets

- Four-year budget: 2023-2026
- Funding comes from members and the Government of Alberta
- Any increase in member levies must be approved by member councils
- In 2020, the Board reduced the member levy to 2018 levels (\$7.76 per capita)
- 2027 Levy Request: \$8.17 per capita





Highlights from 2025

- Regional programming collection was used 300 times
- Over 4,000 support sessions with libraries and patrons
- 591,000 items moved between libraries
- 40,000+ items added to the shared catalogue
- 15 % increase in Overdrive e-book and audiobook usage
- Region-wide Windows 11 upgrade

Looking Forward

- Current Plan of Service extended through 2027.
- One-year levy increase request for 2027
- New Plan of Service will be 2028-2031
- New 4-year budget 2028-2031



Questions/Comments

Robin Hepher, CEO

403-380-1505

rhepher@chinookarch.ca

Visit www.chinookarch.ca for:

- Board Policies
- Meeting Minutes
- Audited Financial Statements
- Library Services

2025 IMPACT REPORT

Look for quotes from Chinook Arch member libraries in this report.

Chinook Arch Snapshot



35 member library locations



40 municipalities served



37,456 library cardholders



29 staff members

Highlights from the Year

Library Collections



The Regional Programming Collection circulated

300 times to 25 libraries

“This brings fresh and exciting materials to our library, without the financial burden of having to purchase them for ourselves. It also gives good insight into what our patrons are looking for/responsive to.”

Assisted 12 member libraries with collection development projects and plans.



Technology Services

Windows 11 upgrade of all computers in the region, ensuring stability and security on the network.



In-Library Programming

Over **320** people participated in a

region-wide book fair themed contest that took place in October/November.



A successful Summer Reading Program

Our coordinators:

Visited **24** libraries

Delivered **45** programs

Collected over **200** entries in the Summer Book BINGO Challenge

Intermunicipal Collaboration

greatly increases the quantity and quality of library materials and services for those who call our region home.



“We appreciate knowing that help is just a phone call or email away. It’s nice to have all the collective experience at our fingertips.”



Sharing Resources

591,000

items moved
between libraries



That’s 3% higher than last year!

The system collectively provides access to over

1 Million items.

Compared to the median collection size of **17,703**.

40,432

items added to shared library catalogue



“I can’t say enough good things about the cataloging department.”



Direct Library Support

3,942

support consultations
(in-person and virtual)



315

direct patron interactions



“The Chinook Arch team is always quick to respond and find a solution when we are experiencing difficulties.”



Connection and Learning Opportunities

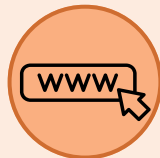


17 training events held

211
attendees

150

people connected at the 16th Annual Southern Alberta Library Conference



Online Services Management

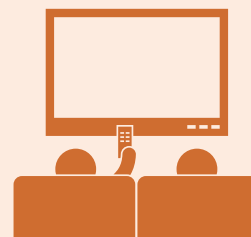


169,627

online catalogue visits

15%

increase of library material checkouts on OverDrive/Libby



58%

increase in Kanopy views
Kanopy is a video-streaming platform with 30,000+ shows for all ages.



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PLAN OF SERVICE

2023 - 2026

PLAN OF SERVICE THEMES

1 Getting Butts Back in the Library

2 Programming/Programming Support

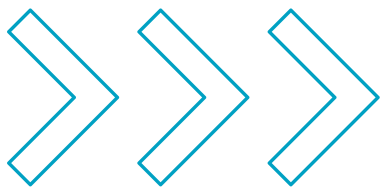
3 Community Outreach

4 Technology Support

5 Language Learning/Serving Immigrant Communities



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Getting Butts Back in the Library



Identified Need

In the wake of the COVID-19 pandemic, attendance at libraries is still recovering. Other challenges persist, including a lack of awareness about the services and programs available at the library.



Key Activities

- Explore the use of targeted marketing (email, social media) to encourage library use by members of the public
- Develop system-wide contests, games, etc. designed to draw people into the library
- Develop customized/curated information packets aimed at specific groups of users (eg. home schoolers) highlighting ways in which the library can make their lives easier
- Explore the creation of a “library of experts” that can deliver in-library programming
- Explore ways to centrally support in-library programming from a funding standpoint, eg. subsidizing mileage and fees of presenters
- Assist libraries with measuring library visits through the provision of the door counters



Output Measures

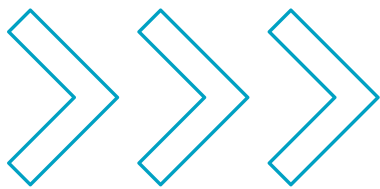
- Library use and attendance as measured by door counters
- Attendance at library programs and events
- Number of events held at libraries
- Turnover rates of specific genres in response to customized recommendations



Impact

- The library is a community hub that provides relevant, high-quality programs and services to visitors
- The library is able to offer consistently high quality programming that meets the needs of its community
- Identified target groups are more likely to access library resources
- Patron reporting that their engagement with library collections, services, and programs is positively impacted by targeted communication





Programming/ Programming Support



Identified Need

Libraries would like to offer more programming, but face many challenges, including: limited resources, marketing and promotion, and more.



Key Activities

- Develop a collection of programming kits that are unique, relevant, fun, and easy for library staff to use
- Explore communication strategies that highlight the library as a potential partner for other organizations that are delivering services in the area
- Develop strategies for sharing/replicating successful programs across the region
- Explore hiring staff to coordinate and/or deliver programming at member libraries



Output Measures

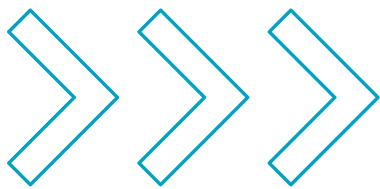
- Number of programming kits created and used by member libraries
- Number of partnerships developed for program delivery
- Number of programs shared across the region
- Number of person hours invested in programming and programming support



Impact

- Member libraries are a destination for engaging and educational programming for a wide range of demographics
- Libraries are seen as a preferred partner for other organizations in the community
- Attendance at library programs increases





Community Outreach



Identified Need

Many members of the community still aren't aware of all that the library has to offer, and some may never enter the library building. How can libraries get out into the community to meet people where they're at?



Key Activities

- Explore the development of "Pop-Up" library kits to allow libraries to offer services off-site
- Develop display units and outreach kits to assist libraries in promoting their services at fairs, markets, meetings, etc.
- Attend inter-agency meetings, etc. to gain awareness of what's happening in communities and to identify potential partners
- Explore directly supporting member libraries in offering community outreach



Output Measures

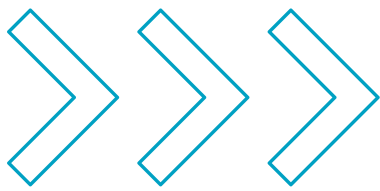
- Use of the "Pop-Up" library kits
- Number of books signed out/memberships created at Pop-Up library events
- Use of the tabletop displays
- Attendance at inter-agency meetings



Impact

- Community members are more aware of the library
- Library services are extended to people who otherwise might not have access





Identified Need

Keeping up with technological change is difficult when funds and resources are limited. Libraries face challenges in maintaining/replacing computers and other IT equipment, and in keeping up with trends in consumer electronics.



Key Activities

- Explore ways to assist libraries with technology replacement
- Explore system-wide implementation of a point of sale system
- Explore system-wide implementation of a “print from mobile device” system
- Explore print management software for in-library use
- Explore strategies for developing digital literacy for seniors and recent immigrants
- Expand Wi-Fi hot spot lending program



Output Measures

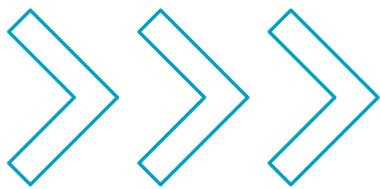
- Number of computers/devices updated annually
- Use of point of sale system
- Use of mobile printing system/print management software
- Number of digital literacy training sessions attended
- Number of Wi-Fi hot spots available/loaned



Impact

- The library offers reliable, fast access to printing and other technologies
- Library technology is current, sustainable, and secure
- Residents feel confident navigating their devices and software
- Residents enjoy more equitable access to the internet and enhanced participation in the digital economy





Language Learning/ Serving Immigrant Communities



Identified Need

Communities are seeing an increase in the number and variety of immigrant populations. Libraries have many services to offer members of immigrant groups, but face challenges in getting the word out and in providing services that are helpful and appropriate.



Key Activities

- Improve online access to resources for English language learners
- Explore the development of shared collections aimed developing literacy
- Explore the development of shared collections for language learning
- Develop lists of resources for recent immigrants
- Provide opportunities for professional development for library staff in the area of serving recent immigrants
- Develop partnerships with community organizations that are working with immigrant populations
- Identify funding sources from governmental and NGO agencies working in the immigrant settlement sector



Output Measures

- Circulation of literacy and language learning collections
- Usage of online language learning resources
- Attendance at professional development sessions
- Partnerships developed



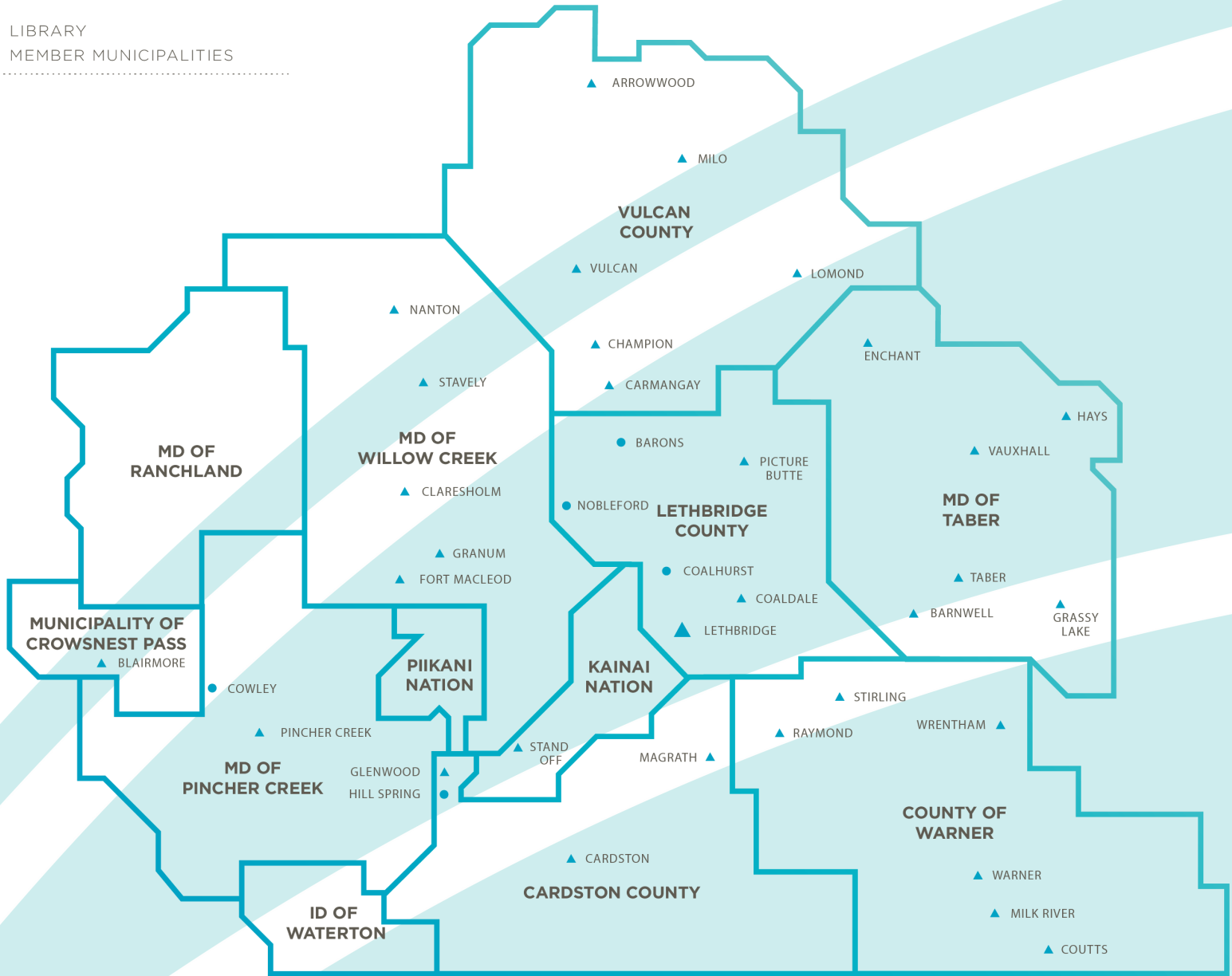
Impact

- The library is a partner with other community organizations supporting recent immigrants
- Recent immigrants use library resources to improve their lives
- Partner organizations and immigrants see the library as a key access point for resources and support



THRIVING LIBRARIES. THRIVING COMMUNITIES.

- ▲ LIBRARY
- MEMBER MUNICIPALITIES



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**MINUTES OF REGULAR MEETING OF COUNCIL
of the Village of Barons
June 9, 2026**

Present: Clinton Bishop, Mayor
Belinda Rempel, Deputy Mayor
Kyle Prince, Councillor
Jen Durell, Administrator

Absent: Wade Krushel, Village Foreman

Recording Secretary: Jen Durell, Recording Secretary

Call to Order: Call to order at 7:00 p.m.

Mayor Bishop makes statement regarding meeting procedures and expectations.

Guests: **Kara Hickman**
Speaks of email sent to council regarding consistency. Speaks of bylaws and gaps in definition of boulevard. Speaks of enforcement being applied consistently. Says she acted upon prior understanding and clarity. Says that the requirements need to be consistently applied. Wants Council to review bylaws and policies to ensure enforcement is fair. Wants a whistleblower policy implemented.

Motion made by Councillor Prince to have council conduct a complete review of the bylaws and policies and report back to Residents before the September meeting.

**1 for, 2 against.
Councillor Prince for,
Deputy Mayor Rempel and Mayor Bishop against.
Motion failed.**

Motion made by Mayor Bishop to review the definition of boulevard across the bylaws and policies for the September meeting. **Carried unanimously**

MOVED by Mayor Bishop that Council receive the correspondence from Kara Hickman for information;

AND THAT Council take no further action regarding the allegations, as Council has received and reviewed the information provided and there is no further matter requiring Council review at this time.

2 for, 1 against,

**Mayor Bishop and Deputy Mayor Rempel for,
Councillor Prince against.
Carried.**

**Motion made by Councillor Prince to instruct Administration
to research what other communities are doing regarding
administrative accountability.**

Carried unanimously

Kara requesting a variance for storage on the boulevard until the
end of the summer.

**Motion made by Councillor Prince to have the enforcement
order stayed until the date of the September meeting.**

Carried

Approval of Agenda:

**Motion made Councillor Prince to remove the approval of the
June 2, 2026 minutes from the agenda and to strike any
motions made at that meeting under section 194 of the
Municipal Government Act.**

1 for, 2 against.

Councillor Prince for,

Deputy Mayor Rempel and Mayor Bishop against.

Motion failed.

**Motion made by Councillor Prince to add discussion of a
municipal inspection to the agenda under business arising as
item 5c.**

Carried

**Motion made by Councillor Prince to approve the agenda as
amended.**

Carried

Minutes:

To accept the minutes of the May 12, 2026 Regular Council
Meeting minutes as presented.

**Motion made by Deputy Mayor Rempel to accept the minutes
of the May 12, 2026 Regular Council meeting as presented.**

Carried

To accept the minutes of the May 12, 2026 Budget Meeting
minutes as presented.

**Motion made by Councillor Prince to accept the minutes of the
May 12, 2026 Budget meeting as presented.**

Carried

To accept the minutes of the May 19, 2026 Budget Meeting minutes as presented.

Motion made by Councillor Prince to accept the minutes of the May 19, 2026 Budget meeting as presented.

Carried

To accept the minutes of the May 26, 2026 Special Council Meeting minutes as presented.

Motion made by Deputy Mayor Rempel to accept the minutes of the May 26, 2026 Special Council meeting as presented.

Carried

To accept the minutes of the June 2, 2026 Organizational Meeting minutes as presented.

Motion made by Councillor Prince to accept the minutes of the June 2, 2026 Organizational meeting as presented.

Carried

To accept the minutes of the June 2, 2026 Special Council Meeting minutes as presented.

Motion made by Deputy Mayor Rempel to accept the minutes of the June 2, 2026 Special Council meeting as presented.

**2 for, 1 against,
Mayor Bishop and Deputy Mayor Rempel for,
Councillor Prince against.
Carried.**

Business Arising:

a) Bylaw #775 – Establish a Library Board Bylaw

Council was presented with Bylaw #775 – Establish a Library Board Bylaw for their consideration. Discussion was held

Deputy Mayor Rempel asks what the service gap is. Councillor Prince responds that it's about funding; requisition is lower and receive an operating grant of \$10,000.

Mayor Bishop has concerns about the lack of a business plan. Councillor Prince speaks of getting requisition from Lethbridge County. Mayor Bishop speaks of the library board being an independent entity and needing to work independently. Mayor Bishop speaks of starving Carmangay Library of funding. Concerns raised about where the money is going and where it's coming from.

Kelsey says that she is ok to have conversations about this topic before the motion is made.

Mayor Bishop speaks of the Carmangay library and the service they provide to the community. Speaks of needing to take a step back and look at this with Carmangay Library.

Councillor Prince asks Kelsey how much she gets from Chinook Arch: book allotment \$1,000, rural grant \$1,000, of which half is coming from Barons.

Mayor Bishop speaks of direction coming from Council and the board not knowing what they're doing. Councillor Prince speaks of Robin Hephher's offer of assistance for establishing. Councillor Prince says there is no cost, Mayor Bishop argues that we don't know if there are no costs because they have never explored this. Councillor Prince says there is no overhead; Mayor Bishop says there is day-to-day operational costs. Councillor Prince arguing that there is no day-to-day costs.

Motion made by Councillor Prince to read Bylaw #775 a third time this 9th day of June, 2026.

**1 for, 2 against.
Councillor Prince for,
Deputy Mayor Rempel and Mayor Bishop against.
Motion failed.**

b) Food Rescue Agreement

Council was presented with the first draft of the agreement with Alberta Food Rescue. Discussion was held

Postponed until the end of the meeting

c) Municipal Inspection

Councillor Prince speaks of his concerns regarding municipal practices.

Mayor Bishop speaks of cost in human capital of a municipal inspection even if there is no cost to the taxpayers.

Councillor Prince argues the Village does not trust Council or Administration and maintains that the whole Village feels this way. Councillor Prince speaks of a petition with 30 signatures stating that they don't trust Council and Administration and wanting an inspection.

Mayor Bishop speaks of inspections being invasive and doesn't feel that an inspection is the correct way to go about it.

Motion made by Councillor Prince to request Municipal Affairs to conduct a Municipal Inspection.

**1 for, 2 against.
Councillor Prince for,
Deputy Mayor Rempel and Mayor Bishop against.
Motion failed.**

Village Foreman Report:

Started dead tree removal, will continue throughout the Village. Arbourist is also scheduled to come in late June, weather permitting, to remove and trim several trees on Queen St and Noble St. If the carwash doesn't attract more business the carwash hours may have to be adjusted based on usage. All equipment has been serviced and is running efficiently. Raised new flags at the Village entrance, one more is on order. Lots of trees lost limbs in the rain and wind we had; Public works is trying to remove and dispose of them in a timely manner. Chlorine room got a complete calibration. Water plant and lift station is running efficiently. Completed the second dates for the in person training for water and wastewater certification – just waiting for appropriate dates to write the government exam to be certified.

Administrators Report:

Tax notices have now been mailed out with a deadline of August 1 for payment of same. The change over to the summer utility billing has been completed. The 2026 Statistical Information Return and 2026 Taxation Bylaw has been sent to Municipal Affairs. Some grant applications were submitted for projects approved by Council. The playground structure has now been ordered from Blue Imp, with a tentative installation date of October. Three of the Village's GIC's are maturing in July, which Administration will instruct them to re-invest at the current interest rate. Flowers were planted in the planter boxes on Main Street with the help of some of the Seniors Drop-In members, as well as FCSS and some local children. Attended many meetings in the past month. The Southern Alberta Summer Games registration remains open until June 11th, 2026, with the games scheduled for July 8th – 11th in Bow Island. Registration is open to athletes from 6 years old up to 90 +, with other activities scheduled throughout the week. For those interested in more information, they can visit southernalbertasummerngames.ca. Administration is away next week for Local Government Administration Association conference (LGAA).

Correspondence:

- May Bank Reconciliation
- CPO Monthly Report – April

- CPO Monthly Report – May
- Alberta Municipal Affairs – Bill 28 information
- Dylan Bressey – ABMunis Priority Issues Key Messages
- Green Acres Foundation – Audited Financial Statements
- Southgrow – Annual General Meeting Invitation

Motion made by Deputy Mayor Rempel to accept the correspondence as presented. **Carried**

Financial Reports: Council was presented with the accounts payable and monthly statement for the month of May, 2026.

Motion made by Mayor Bishop to approve the accounts payable for the month of May, 2026. **Carried**

Motion made by Deputy Mayor Rempel to approve the monthly statement for May, 2026. **Carried**

Committee Reports:

- a) **ORRSC**
Nothing to report.
- b) **Green Acres**
Nothing to report
- c) **CFLR (Community Futures Lethbridge Region)**
Meeting is confidential. Lots of growth regionally.
- d) **FCSS (Family Community and Social Services)**
Finally got Prentice Institute report back – 1,200 pages long. Should be on website within the next month. Speaks of Barons information within the report and the challenges small communities are facing.
- e) **Mayors and Reeves**
Nothing to report
- f) **Chinook Arch Library System**
Meet quarterly. Nothing to report.
- g) **Ag Society**
Discussed Ag Days and planning for Family Fun Day.
- h) **Emergency Advisory Committee**
The colouring contest has now completed as of May 31, 2026. The Village had 2 entries and the 5 yr old winner was presented with

the emergency preparedness backpack. Another meeting upcoming – date to be finalized.

- i) **Carmangay Library**
Nothing to report. Unable to attend.

Motion made by Councillor Prince to recess for 5 minutes at 8:00 pm. Carried.

Motion made by Councillor Prince to return to the meeting at 8:05 pm. Carried.

New Business:

- a) **Privacy Management Plan**
Council was presented with Policy #088 for their consideration. This policy will be the cornerstone of our privacy management plan as required under the Protection of Privacy Act. Discussion was held.

Motion made by Mayor Bishop to approve the Protection of Privacy Policy – Policy #088 as presented. 2 for, 1 against. Carried.
- b) **Palliser Schools Joint Use Planning Agreement**
Council was presented with a final draft of the Joint Use Planning Agreement with Palliser School Division. Discussion was held.

Motion made by Mayor Bishop to approve the Joint Use Planning Agreement with Palliser School Division as presented. Carried.
- c) **Year – Round Yard Assistance**
Mayor Bishop speaks of residents in the community needing assistance, and others within the community who are willing to help and wanting to connect them with one another. Discussion was held.

Motion made by Mayor Bishop to direct Administration to research options for a possible community yard care and seasonal assistance pilot program, including potential partnerships with FCSS, community organizations, service clubs, churches, or similar programs in other municipalities, and report back to Council with findings and options for consideration. Carried
- d) **July/August Council Meetings**

As in previous years, Council was asked to consider the necessity of having regular Council meetings in the summer. This would also include having no newsletter for these months.

Motion made by Mayor Bishop to not have any Council meetings or newsletters in July or August unless some emergent issues arise, then a special meeting of Council will be called.

**2 for, 1 against,
Mayor Bishop and Deputy Mayor Rempel for,
Councillor Prince against.
Carried**

e) Administrators Vacation Request

Administrator Durell requests July 13 – 16, 2026, as well as Aug 17 – 20, 2026 for vacation time.

Motion made by Deputy Mayor Rempel to approve the vacation request from Administrator Durell.

Carried

Councillor Prince declared a conflict of interest in the next item on the agenda and departed the meeting at 8:25 pm.

Item 5b)

Food Rescue Agreement

Council was presented with the first draft of the agreement with Alberta Food Rescue. Discussion was held

Motion made by Mayor Bishop to invite Alberta Food Rescue to the September 8th, 2026 Council meeting.

Carried

MOVED by Mayor Bishop that Council receive the correspondence from Alberta Food Rescue for information;

AND THAT Council take no further action regarding the allegations raised in the correspondence, as the lease matter was already scheduled to return to Council at the first available meeting where Council had quorum and was legally able to consider the matter.

Carried.

Closed Session: a) none

Adjournment: Adjournment of the meeting was at 8:29 p.m.

Mayor – Clinton Bishop

Administrator – Jen Durell

**MINUTES OF SPECIAL MEETING OF COUNCIL
Of the Village of Barons
June 16, 2026**

Present: Clinton Bishop, Mayor
Belinda Rempel, Deputy Mayor
Kyle Prince, Councillor
Jen Durell, Administrator

Absent: none

Recording Secretary: Jen Durell, Recording Secretary

Call to Order: 1:45 pm

Guests: *none*

Purpose of Meeting: To discuss and consider matters related to Council training sessions, including available training options, scheduling, attendance, costs, and any related direction to Administration Discussion was held.

Motion made by Mayor Bishop that Council direct the CAO to contact Alberta Municipal Affairs to arrange a one-day Conflict Styles Workshop through the Municipal Collaboration Team and a one-day Roles and Responsibilities Workshop through Municipal Advisory Services;

And that Council commits to all members of Council and the CAO attending both workshops;

And that Council identify Municipal Finance 102 and Strategic Planning Overview as its preferred optional modules for the Roles and Responsibilities Workshop, with Municipal Finance 102 as the first preference and Strategic Planning Overview as the second preference, or both if time permits;

And that the CAO be directed to request availability and scheduling options from Alberta Municipal Affairs, canvass Council for mutually workable dates based on those options, and coordinate the necessary hosting arrangements, including location and any lunch or refreshment arrangements.

Carried Unanimously

Adjournment: Adjournment was at 1:52 pm

Mayor – Clinton Bishop

Administrator – Jen Durell

**MINUTES OF SPECIAL MEETING OF COUNCIL
Of the Village of Barons
July 22, 2026**

Present: Clinton Bishop, Mayor
Belinda Rempel, Deputy Mayor
Kyle Prince, Councillor
Jen Durell, Administrator

Absent: none

Recording Secretary: Jen Durell, Recording Secretary

Call to Order: 4:14 pm

Guests: *none*

Purpose of Meeting: **Consideration of Green Acres' request for a letter of support**
Discussion was held.

Motion made by Councillor Prince that Council instruct Administration to write a letter of support for the Green Acres Foundation for application for external funding to support the construction of a new Seniors apartment building in West Lethbridge. Carried

Discussion and determination of Council's priorities to be communicated to the Minister of Municipal Affairs on July 27.
Discussion was held.

Councillor Prince wants to know what Municipal Affairs does for grant audits.

Mayor Bishop says that we need to look at this high level and thinks we should discuss infrastructure funding to be in line with our neighbours regarding discussions about water and wastewater funding.

Deputy Mayor Rempel agrees with discussing infrastructure funding. Another concern to be raised would be the Police Funding Model and how much it has increased/continues to increase over the years.

Motion made by Mayor Bishop that Council discusses with Minister Williams:

- **Our priorities for infrastructure funding,**
- **Police Funding Model,**
- **Downloading responsibilities to small Municipalities, and**
- **the availability of grant funding.**

Motion made by Councillor Prince to amend the motion to include grant auditing.

**1 for, 2 against.
Councillor Prince for,
Deputy Mayor Rempel and Mayor Bishop against.
Motion failed**

Main Motion - Motion made by Mayor Bishop that Council discusses with Minister Williams:

- **Our priorities for infrastructure funding,**
- **Police Funding Model,**
- **Downloading responsibilities to small Municipalities, and**
- **the availability of grant funding.**

**2 for, 1 against,
Mayor Bishop and Deputy Mayor Rempel for,
Councillor Prince against.
Carried**

Adjournment:

Adjournment was at 4:47 pm

Mayor – Clinton Bishop

Administrator – Jen Durell

**MINUTES OF SPECIAL MEETING OF COUNCIL
Of the Village of Barons
July 28, 2026**

Present: Clinton Bishop, Mayor
Belinda Rempel, Deputy Mayor
Kyle Prince, Councillor
Jen Durell, Administrator

Absent: none

Recording Secretary: Jen Durell, Recording Secretary

Call to Order: 11:01 am

Guests: *none*

Purpose of Meeting: To consider a formal complaint received by Mayor Bishop
Discussion was held.

Motion made by Councillor Prince that Council adopt the agenda for the Special Council Meeting of July 28, 2026, as presented. Carried

Councillor Prince choosing to remain in the meeting after offer to step out due to any potential conflict of interest.

Motion made by Mayor Bishop that Council move into a closed session at 11:04 a.m. under section 197 of the Municipal Government Act and Section 20(1) - Disclosure Harmful to Personal Privacy, Section 24(a) - Workplace investigations, and 32(1)(b)(iii) privileged information of the Access to Information Act to discuss the process for a formal workplace complaint. Persons permitted to attend: Mayor Bishop, Deputy Mayor Rempel, Councillor Prince and Administrator Durell. Carried

Motion made by Deputy Mayor Rempel that Council return to the open meeting at 11:12 a.m. Carried

Motion made by Mayor Bishop that Council acknowledge receipt of the formal workplace harassment complaint dated July 27, 2026, without making any finding on the merits, and direct that it be addressed promptly, fairly, impartially, and confidentially to the greatest extent permitted by law. Carried

Motion made by Mayor Bishop that Council direct the CAO to immediately notify the Village insurer and broker and authorize the CAO to retain external Alberta municipal,

employment, and OHS counsel to advise the Village, to a maximum of \$5,000.00 plus taxes and disbursements, subject to coverage and purchasing requirements. Carried

Motion made by Mayor Bishop that the CAO act only as administrative coordinator for insurer contact, counsel engagement, scheduling, secure record transfer, procurement, and payment, and not determine scope, evidence, findings, or outcome. Legal advice is to be addressed to Council. Carried

Motion made by Mayor Bishop that external counsel or the insurer be authorized to retain a qualified independent workplace investigator, with no prior involvement in the dispute, on terms approved by counsel and to a maximum of \$5,000.00 plus taxes, with additional authority returning to Council. Carried

Motion made by Mayor Bishop that the CAO preserve and secure all potentially relevant municipal records; that counsel issue neutral preservation directions to relevant parties; and that all parties be advised to maintain confidentiality as far as law and procedural fairness permit and to avoid reprisal, retaliation, witness interference, or destruction of records. Carried

Motion made by Mayor Bishop that, pending further resolution, all individual councillor requests concerning administration be submitted to the CAO in writing, and no individual councillor direct municipal employees, contractors, consultants, or service providers unless authorized by Council or legislation. And further that all communications between the CAO and Councillor Prince be conducted by email with CC to the other remaining councillors. Carried

Motion made by Mayor Bishop that counsel and the investigator report substantive recommendations, findings, and proposed corrective measures directly to Council, and that Administration schedule any further council meeting required to consider those matters. Carried

Adjournment:

Adjournment was at 11:17 am

Mayor – Clinton Bishop

Administrator – Jen Durell

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 8, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Boulevard Parking Definition
Agenda Item Number:	5(c)

BACKGROUND/PROPOSAL:

At the June 9, 2026 Regular Council Meeting, Administration was directed to review the definition of “Boulevard” contained within Village bylaws and policies.

Administration identified three different definitions:

Bylaw No. 769 – Traffic Bylaw:

- “the portion of highway between the curb lines or lateral lines of a roadway and the adjoining property lines exclusive of the sidewalk; also that portion of a street between the curb lines or lateral lines of a divided highway.”

Policy No. 062 – Boulevard and Sidewalk Maintenance:

- “grassed portion of the road shoulder between the sidewalk and street.”

Policy No. 084 – Off Street Parking and Care of Boulevards and/or Lanes:

- “the strip of ground between the edge of a private property and the road.”

The Land Use Bylaw #677 (Consolidated to #758) was also reviewed but does not contain a definition of “Boulevard.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

While the definitions generally describe the same area, they differ in how they apply.

Initials show support –

Reviewed By: CAO: Jen Durell

The differing definitions may create uncertainty when applying Village requirements, particularly where the bylaws and policies overlap in areas such as boulevard maintenance and parking. Council may wish to establish a consistent definition or retain the existing document-specific definitions.

The Traffic Bylaw provides the most detailed definition and expressly excludes sidewalks. It also applies regardless of whether the boulevard is grassed, gravelled or otherwise surfaced.

Policy No. 062 provides the narrowest definition by limiting a boulevard to a grassed area between a sidewalk and street and assumes the presence of a sidewalk. This may create uncertainty where a boulevard is not grassed or where no sidewalk exists.

Policy No. 084 provides a broader definition that does not depend on surface treatment or the presence of a sidewalk; however, it does not expressly exclude sidewalks.

Although each definition reflects the purpose of the document in which it appears, using different definitions for the same term may create uncertainty for residents, Administration, and enforcement. This is particularly relevant because the documents overlap in areas such as boulevard maintenance and parking.

OPTIONS

Option 1 – Standardize Using the Traffic Bylaw Definition

Direct Administration to amend Policies No. 062 and No. 084 to use the definition currently contained within Bylaw No. 769.

This would provide a consistent definition based on the physical location of the boulevard while allowing each policy to continue regulating the activities relevant to its specific purpose.

Option 2 – Develop a New Standard Definition

Initials show support –

Reviewed By: CAO: Jen Durell

Direct Administration to develop a new definition of “Boulevard” for use throughout applicable Village bylaws and policies. A potential definition for Council’s consideration is:

- “Boulevard means that portion of a highway or municipal road right-of-way situated between the edge of the roadway and the adjoining property line, excluding any sidewalk located within that area.”

This would allow the Village to establish a definition that applies regardless of surface treatment or whether a sidewalk is present.

Option 3 – Retain Existing Definitions

Council may choose to retain the existing definitions, recognizing that each was developed for the specific purpose of its respective bylaw or policy. This option requires no amendments but would maintain different meanings for the same term across Village documents.

COSTS/SOURCE OF FUNDING (if applicable):

No direct financial implications are anticipated.

POLICY/LEGISLATIVE IMPLICATIONS

Council’s direction may require amendments to Bylaw No. 769, Policy No. 062 and/or Policy No. 084. Any standardized definition should be reviewed within the context of each document to ensure it does not unintentionally change existing maintenance, parking or enforcement provisions.

From an administrative perspective, a consistent definition would provide greater clarity when communicating with residents and applying Village requirements to individual properties.

RECOMMENDED ACTION:

Initials show support –

Reviewed By: CAO: Jen Durell

- That Council review the definitions of “Boulevard” contained within Bylaw No. 769, Policy No. 062 and Policy No. 084 and provide direction to Administration.

ENCLOSURES:

- Bylaw #769 – Traffic Bylaw
- Policy #062 – Boulevard and Sidewalk Maintenance
- Policy #084 – Off Street Parking and Care of Boulevards and/or Lanes

**Village of Barons
Bylaw No. 769**

A BYLAW OF THE VILLAGE OF BARONS IN THE PROVINCE OF ALBERTA, PROVIDING FOR THE ESTABLISHMENT OF RULES AND REGULATIONS PERTAINING THE MOVEMENT OF VEHICLE AND PEDESTRIAN TRAFFIC IN THE VILLAGE OF BARONS.

WHEREAS, pursuant to Section 7(d) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, current as of January 1, 2025, Council may pass bylaws for municipal purposes respecting transport and transportation systems, and;

WHEREAS, pursuant to Section 13(1) of the Traffic Safety Act, being Chapter T-6 of the revised Statutes of Alberta, 2000, Council may make Bylaws for the regulation and control of vehicle, animal and pedestrian traffic with the municipality, and;

NOW THEREFORE, The Council of the Village of Barons, in the Province of Alberta, duly assembled, hereby enacts as follows:

PART 1 – DEFINITIONS

1. This Bylaw may be cited as **“The Barons Traffic Bylaw”**.
2. In the bylaw, unless the context otherwise requires:

“**ACT**” means the Revised Traffic Safety Act Statute of Alberta (2000) Ch. T-6 and amendments thereto;

“**ADMINISTRATOR**” means the person appointed by Council in accordance with Section 205 of the Municipal Government Act and is referred to throughout this bylaw as CAO or Chief Administrative Officer;

“**ALLEY**” means a narrow highway intended chiefly to give access to the rear of buildings and parcels of land and is considered a highway for the purposes of this Bylaw;

“**BOULEVARD**” means the portion of highway between the curb lines or lateral lines of a roadway and the adjoining property lines exclusive of the sidewalk; also that portion of a street between the curb lines or lateral lines of a divided highway,

“**COMMERCIAL VEHICLE**” means a vehicle defined as a commercial vehicle in the Act.

“**COUNCIL**” means the Municipal Council of the Village of Barons;

“**CROSS WALK**” means,

- a) That part of a roadway at an intersection included within the connection of the

Lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edge of the roadway, or

- b) Any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the road surface,

“CURB” means the actual curb, if there is one, and if there be no curb in existence, shall mean the division of a highway between that part thereof intended for the use of vehicles and that part thereof intended for the use of pedestrians;

“DRIVEWAY” means a recognizable, constructed, and designated parking area that leads to and from a public road to a house or garage;

“HEAVY EQUIPMENT” and/or construction equipment means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, and other material handling equipment;

“HEAVY VEHICLE” means a motor vehicle, alone or together with any trailer, semi-trailer, or other vehicle being towed by the motor vehicle with a registration gross weight of 5,000 kilograms or more and/or exceeding 11.0 metres in total length.

“HIGHWAY” means every thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles within the Village of Barons;

“MOTOR VEHICLE” means every vehicle propelled by any power other than muscular power, except aircraft, tractors, whether equipped with rubber tires or not, implements of husbandry and such motor vehicles as run only upon rails;

“OFF-HIGHWAY VEHICLE” as defined in the Act means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,

- a. 4-wheel drive vehicles,
- b. low pressure tire vehicles,
- c. cycles and related 2-wheel vehicles,
- d. amphibious machines,
- e. all terrain vehicles,

- f. miniature motor vehicles,
- g. snow vehicles,
- h. minibikes, and
- i. any other means of transportation that is propelled by any power other than muscular power or wind,

BUT DOES NOT INCLUDE

- j. motorboats, or
- k. any other vehicle exempted from being an off-highway vehicle by regulation;

“PARK” means to allow a vehicle (whether occupied or not) to remain in one place except:

- a) When standing temporarily for the purpose of and while actually engaged in loading or unloading; or
- b) When standing in obedience to a Peace Officer or traffic control device.

“PEACE OFFICER” means a member of the Royal Canadian Mounted Police or a special constable or a member of the patrol division of the Department of the Solicitor General, an Alberta Peace Officer, Community Peace Officer, or a Bylaw Enforcement Officer of the Village of Barons;

“PEDESTRIAN” means a person afoot or a person in a wheelchair;

“PUBLIC HOLIDAY” means a day designated Sunday, a public holiday as defined in the Interpretation Act or a day proclaimed so by the Mayor or declared by the Council of the Village of Barons;

“RECREATION VEHICLE” means any vehicle or trailer that is designed, constructed, modified or equipped as a temporary dwelling place, living abode or sleeping place. Recreation vehicles include any motorhome, camper mounted on a truck or any other vehicle or object which a Peace Officer deems to be a recreation vehicle;

“ROADWAY” means that portion of the highway intended for vehicular traffic within the Village;

“SIDEWALK” means that part of a highway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved;

“TRAFFIC CONTROL DEVICE” means a sign, signal marking or device placed or erected for the purpose of regulating, warning or guiding traffic;

“TRAILER” means a trailer as defined in the Act;

“VEHICLE” means a device in, upon, or by which a person or thing may be transported or drawn upon a highway.

“VILLAGE” means the Municipal Corporation of the Village of Barons or the area contained within the corporate boundaries of the Village, as the context requires;

PART 2 – SPEED LIMITS

1. The Council shall cause signs to be posted indicating a greater or lesser speed than that prescribed by the Traffic Safety Act or indicating that the prescribed speed limit has ceased to apply.
2. Unless otherwise indicated the speed limit in the Village of Barons shall be thirty (30) kilometers per hour.
3. No person shall drive a motor vehicle, in any alley or highway intended chiefly to give access to the rear of buildings and parcel of land at a greater rate of speed than twenty (20) kilometers per hour.
4. The Council may cause signs to be posted along a highway, fix a maximum speed limit in respect to any part of the highway under construction or repair in a state of disrepair applicable to all vehicles or to any class or classes of vehicles while travelling over that part of the highway.
5. Notwithstanding Part 2, Section 4, the Village Foreman, in the case of an emergency has the authority to temporarily reduce the speed limit for the safety of workers and shall report such action to the Council at the next regularly scheduled Council meeting.

PART 3 – TRAFFIC CONTROL DEVICES

1. Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:
 - a. To divide the surface of a roadway into traffic lanes marked by solid or broken lines;
 - b. To prohibit “U” turns at any intersection;
 - c. To designate any intersection or other place on a highway as an intersection or place at which no left hand turn or right hand turn shall be made;
 - d. To designate as a one-way street any roadway or portion thereof;

- e. To designate “School Zones” or “Playground Zones”;
 - f. To designate truck routes;
 - g. To set apart as through street any highway or part of a highway and to control entry to any highway by means of a “stop” sign or “yield” sign;
 - h. To designate a crosswalk upon any highway;
 - i. To designate parking stands for use of any particular class of vehicle;
 - j. To close or restrict the use of any highway, either as to the full width thereof or as to part of the width thereof with respect to any class or classes of vehicles or with respect to any class or classes of pedestrians;
 - k. To prohibit, restrict or regulate the parking of vehicles or any class of vehicles on any highway or other public place or any portion thereof during such hours as may be determined;
 - l. To designate and mark guidelines for angle parking on any highway or other public places or any portion thereof.
- 2. The Administrator shall cause a record to be kept of the location of all traffic control devices which record shall be open to public inspection during normal business hours.
 - 3. Notwithstanding any provision of this bylaw all traffic control devices placed, erected or marked in the Village of Barons prior to passing of the bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant to the provisions of Part 3, Section 1.

PART 4 – FIRES

- 1. In case of a fire within the Village, any Peace Officer or member of the Fire Department may designate in any manner, a line near the location of the fire beyond which no member of the public shall pass, and no unauthorized person, whether on foot, on horse or in a vehicle shall cross over such line or lines.
- 2. The Chief Officer of the Fire Department or any person acting under his instructions shall have the right to move or cause to be moved any vehicle which he may deem necessary to move or have moved for the purpose of carrying out any duty, work or undertaking of the Fire Department.

PART 5 – VEHICLES WITH LUGS

1. No person shall drive, propel or move on any highway any vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle, or any vehicle having a caterpillar tread.
 - a. Studded winter snow tires shall be exempt from Part 5(1).

PART 6 – OFF-HIGHWAY VEHICLES

1. No person shall operate an off-highway vehicle, as defined in the Act, within the boundaries of the Village of Barons unless such use is expressly permitted by Council or the Chief Administrative Officer.

PART 7 – COMMERCIAL VEHICLES & HEAVY VEHICLES

1. No person shall park or operate a commercial vehicle on a highway within the limits of the Village of Barons other than a highway in the Village of Barons which is designated as a truck route in Schedule "A" thereof, which Schedule is hereby incorporated into and made part of this By-Law.
2. The following shall not be deemed to be operating a commercial vehicle in contravention of Section 1 if the commercial vehicle is being operated on the shortest route between the premises by:
 - a. persons delivering or collecting goods or merchandise to or from the premises of bona fide customers,
 - b. persons going to or from business premises of the owner of the heavy vehicle concerned as long as the premises is not located within an residential area,
 - c. persons going to or from business premises for the servicing or repairing on the heavy vehicles as long as the premises is not located within an residential area,
 - d. person(s) pulling a disabled vehicle from a highway prohibited to heavy vehicles.
3. No person shall park a commercial vehicle or heavy vehicle within the municipal boundaries of the Village of Barons in areas designated in the Land Use Bylaw as residential zones unless permitted under Section 2.

- a. Subject to Section 3, those residential properties that are immediately adjacent and accessible to the designated truck route may park their commercial vehicles(s) on their residential properties.
4. No person shall utilize engine retarder brakes while operating a commercial vehicle or heavy vehicle within the limits of the Village of Barons.

PART 8 – HEAVY EQUIPMENT

1. No person shall be permitted to park any heavy equipment within any residential area in the Village of Barons unless the said heavy equipment is being used to develop the land which it is parked on.
 - a. Part 8, Section 1 does not apply to any heavy equipment owned, used, or contracted by the Village of Barons.

PART 9 – MAXIMUM WEIGHTS

1. For the purpose of this section, “maximum weight” means:
 - a. The maximum weight permitted for a vehicle and load pursuant to the official registration certificate issued by the Province of Alberta for such vehicles.
2. No person shall drive or have on the roadway a vehicle or combination of attached vehicles with a weight including or excluding any load thereon, in excess of maximum weight.
3. Wherever in his/her opinion, there is a contravention of Part 9, Section 2, a Peace Officer may order the driver or other person in charge or control of a vehicle or combination of attached vehicle suspected of being on a roadway in contravention of such section to take such vehicle or combination of attached vehicles to the nearest adequate weight scale to determine the weight of such vehicle or combination of attached vehicles and load thereof. The weight slip or slips shall be given to the Peace Officer and may be retained by them, and if the weight of any loaded vehicle or combination of attached vehicles is in excess of maximum weight, the Peace Officer, in addition to any prosecution for contravention of Part 9, Section 2, may require that any load or portion thereof in excess of maximum weight shall be removed before the vehicle or combination of attached vehicles is again taken upon a highway.
4. A weight slip given to a Peace Officer under Part 9, Section 3 and submitted by the Officer in evidence in court, shall be prima facie proof of authenticity of the weight slip and of the particulars thereon submitted in evidence and of the accuracy of the weight scale used.
5. A person driving or in charge or control of a vehicle or combination of attached vehicles suspected by a Peace Officer of being on a roadway in contravention of Part 9, Section 2 shall, when requested by the Peace Officer, produce for such officer’s inspection any official registration certificate or interim certificate for such vehicle or vehicles that may have been issued by the

Government of the Province of Alberta showing the maximum weight of such vehicle or combination of attached vehicles.

6. Particulars obtained by a Peace Officer from a registration certificate produced to the Officer under Part 9, Section 5 and submitted by the Officer as evidence in court shall be prima facie proof of the authenticity of such certificate and of the particulars thereon submitted in evidence.

PART 10 – PEDESTRIANS

1. No person or persons shall stand on any highway, crosswalk, or sidewalk in such a manner as to:
 - a. obstruct vehicle or pedestrian traffic,
 - b. annoy or inconvenience any other person lawfully upon such highway, crosswalk, or sidewalk,
 - c. obstruct the entrance to any building.
2. No person shall run upon the roadway in such a manner as to impede traffic.
3. No person shall stand upon or walk along a roadway for the purpose of soliciting a ride from the driver of any private vehicle.

PART 11 – PARKING

1. No person shall park a vehicle other than a vehicle of such class or classes deemed as recreational or a standard automobile on the portion of any highway that is located in any residential zone.
2. The Council may designate and cause to be properly marked portions of highways upon which parking is prohibited at any time.
3. The Council may designate portions of highway for 15-to-20-minute parking of vehicles and cause the same to be properly marked by signs.
4. No person shall park a vehicle on a portion of highway marked pursuant to Part 11, Section 3, for time in excess of the period marked.
5. No person shall park a vehicle in an alley. Alleys, however, may be used for such periods of time as may be reasonably necessary for the loading or unloading of passengers or goods from a vehicle, provided that the vehicle concerned with such loading or unloading of passengers or goods does not obstruct the lane as to prevent other vehicles or persons from passing along such alley while the loading or unloading of passengers or goods is taking place.
6. The Council may designate portions of the highway as a passenger loading or unloading space and may cause such space to be marked with a sign designating the area as a “loading zone”.

7. Except when actually taking on or discharging passengers, no person shall park or stand a vehicle for any period of time at a passenger loading zone, at a “no parking” area or in front of a main entrance, exit or doorway of a public building.
8. The Council may designate and cause to be properly marked by signs, portion of the highway as truck loading or unloading spaces.
9. No person shall park a vehicle in a truck loading or unloading space for a period of time longer than fifteen (15) minutes.
10. No person shall park any trailer (whether designed for occupancy by persons or for carrying goods and equipment) upon any highway unless said trailer is attached to a vehicle by which it may be propelled or drawn and when so attached the trailer shall be deemed part of the vehicle and subject to the regulations pertaining to vehicles.
11. No person shall park any vehicle upon any land owned by the Village of Barons which the Village uses or permits to be used as a playground, recreation area or public park except in designated parking areas.
12. Where parking guidelines are visible on a roadway no driver shall park a vehicle except within the limits of the lines designating a parking stand.
13. No person shall park his vehicle with the side thereof parallel to the curb or edge of the roadway when angle parking is permitted or required.
14. No vehicle may be parked at an angle to the curb in a cul-de-sac unless that vehicle is parked in such a manner as to not interfere with the free flow of traffic in the cul-de-sac.
15. No person shall park any vehicle in that part of a boulevard which lies between curb or the traveled portion of the roadway and the property or lot boundary line which runs parallel to the said curb or traveled portion of a roadway, except in an approved driveway.
16. Any person who is empowered to enforce the provisions of this Bylaw is hereby authorized to place an erasable chalk mark on the tread face of the tire of a parked or stopped vehicle without that person or the municipality incurring liability for doing so.
17. No person shall park any portion or whole of a vehicle on any sidewalk or extend over a sidewalk with any portion of a vehicle within the Village limits of Barons.
18. A peace officer may cause any vehicle to be removed and taken to and stored in a suitable place when the vehicle is parked on private property without the consent of the owner of the property or on a highway in a manner that obstructs any private driveway.
19. Except when permitted by a traffic control device, no person shall stop, stand, or park a vehicle on any highway within the Village of Barons other than on the right side of the highway and with the right-hand wheels parallel to that side and where there is a curb, within 30cm of the curb.

20. No person shall park a vehicle so as to obstruct the free passage of traffic on any highway within the Village of Barons with the exception of public works, enforcement, and emergency response vehicles.
21. Vehicles may not be parked in vacant lots unless said lot is immediately adjacent and under the same ownership as an abutting lot that is developed.
22. The Village of Barons provides an exemption to public passenger vehicles (school buses) for parking in residential areas on public or private property as long as the school bus is parked immediately adjacent to the school bus operator's residence and as long as the school bus does not interfere with pedestrian or vehicular traffic.

PART 12 – BOULEVARD PARKING AND STANDARDS

1. The Village of Barons discourages the use of boulevard parking of motor vehicles in residential areas. Council acknowledges that in some areas, boulevard parking is necessary due to the alignment or setting up of the roads. In the first block of Noble Street, angle parking is allowable and the streets such as Milnes or those whose frontage is facing an avenue are areas which will allow boulevard parking.

Therefore permission will be granted only where it can be determined that no other practical alternative can be found and where such arrangement complies with the policies outlined below.

- a. The approval of applicants will not be recommended if a suitable alternative exists for parking entirely on the owner's property, which may include:
 - i. Front yard parking is a legal existing driveway when a single residential unit is served by a single driveway.
 - ii. No parking applications will be approved that conflict with any bylaws or regulations of the Village of Barons.
 - iii. The use of rear service lanes where such lanes are accessible and currently in use by more than one property owner.
 - iv. Alteration to or relocation of structures to accommodate parking on the owner's property.
 - v. Use of the rear property subject to the conditions of the zoning bylaw.
 - vi. Approval will not be granted for a parking space on the boulevard that will encroach upon any public sidewalk or in the absence of sidewalks, in that area where a sidewalk may be constructed in the future, as determined by the Village of Barons Council.
 - vii. Parking on the boulevard shall not commence until official approval from the Village of Barons Council.
 - viii. Processing of Applications shall be done by submitting the application found in Schedule "C" of this bylaw.
2. Any approved boulevard parking must comply with the following standards:
 - a. Must be angle parking only;

- b. Upon approval, the property owner must create a graveled parking area at the property owner's expense and must follow the dimensions as prescribed in Village of Barons Land Use Bylaw. (Table 5.8.1- Minimum Parking Space Dimensions)
 - i. Only one parking area per parcel or dwelling unit should be permitted for single unit residential developments, including manufactured homes.
 - ii. Off street parking areas shall be constructed in a manner which will permit adequate drainage, snow removal, and maintenance. (as per Schedule 5, Section 8, Sub 8.5 of the Land Use Bylaw)
 - iii. The property owner must ensure that any damaged area(s) of boulevard is brought back to its previous condition.
- c. These standards will also apply to those already exempt from parking on the boulevard.

PART 13 - HANDICAP PARKING

1. Council may establish, sign or otherwise designate such parking stalls or zones within the Village as Council deems necessary for the exclusive parking of vehicles bearing a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicle Services.
2. The owner, tenant, occupant or person in control of private property within the Village to which vehicles driven by the public generally have access may designate parking spaces for the exclusive parking of vehicles bearing a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicle Services. The signage and markings used to designate such parking spaces shall be in a form similar to that approved and used by the CAO.
3. The owner or operator of a motor vehicle which is not identified by a disabled persons placard or license plate that is issued or recognized by the Solicitor General for persons with disabilities shall not stop or park or permit the stopping or parking of the vehicle in a parking space designated for disabled parking.
4. Where the vehicle is identified by disabled persons placard, the owner or operator shall have such placard visibly displayed while the vehicle is stopped or parked in a parking space designated for Disabled Parking.

PART 14 – SCHOOL BUS FLASHING LIGHTS

1. Alternating flashing lights and stop arms on school busses shall be operated when loading or unloading passengers within the Corporate Limits of the Village of Barons except when loading or unloading passengers at designated loading zones at the respective schools or adjacent to the schools.
2. Alternating flashing lights and stop arms shall be operated in the sequence as provided in Section 73 (a) AR 304/2002 Use of Highway and Rules of the Road of the Traffic Safety Act, Revised Statutes of Alberta 2000, Alberta Regulations, and amendments thereto.
3. Any operator of a vehicle who fails to slow for a school bus displaying alternating flashing amber lights, shall be guilty of an offence and liable for a penalty as prescribed in Schedule "B" attached.

4. Any operator of a vehicle who fails to stop for a school bus displaying alternating flashing red lights and/or a stop arm, shall be guilty of an offence and liable for a penalty as prescribed in Schedule "B" attached.

PART 15 – RECREATION VEHICLE PARKING

1. All RVs parked on property within the Village of Barons, whether licensed or unlicensed, must be in operable condition.
2. RVs may not be parked on vacant lots unless said lot is immediately adjacent and under the same ownership as an abutting lot that is developed.
3. No person is permitted to occupy any parked RV, vehicle, or trailer on their property, any vacant lot, roadway, or public place with respect to using them as a temporary dwelling. Nor can they connect them to any electrical, gas, or water system.
4. Parked RVs cannot block the view of intersections, crosswalks, playgrounds or signs.
5. Parked RV's cannot obstruct the movement of other vehicles.
6. Notwithstanding Part 11, Section 10, a person may park a recreation vehicle upon a public street in the Village for a period not to exceed 72 hours and for the purposes of loading and unloading only. This section is only valid during the common camping season months in this region of May through September provided that in so doing no obstruction is caused to vehicular or pedestrian traffic.
 - a. For the purpose of Part 13(4), a recreation vehicle shall be deemed to be continuously parked unless the recreation vehicle has been moved to a location off of public property within the Village for at least 72 (seventy two) consecutive hours.
 - b. Subject to Part 13(4), at no time shall a recreation vehicle or recreation trailer have their slides extended out while parked on any public street in the Town.
7. No person shall park any vehicle, recreation vehicle or trailer in their front yard other than on their driveway.

PART 16 – TEMPORARY CLOSING OF HIGHWAYS

1. In any case whereby reason of any emergency or of any special circumstances which in the opinion of the Administrator or Village Foreman, makes it desirable and in the public interest to do so, the Administrator may:
 - a. temporarily close in any area of the Village, any highway in whole or in part to traffic, or

- b. the Administrator may for such period of time as he/she deems necessary to meet such emergency or special circumstances, take such measure for the temporary closing of such highway or the suspension of parking and place barricades or post appropriate notices on or near the highway concerned as she/he may consider to be necessary in the circumstances.

PART 17 – MISCELLANEOUS OFFENCES

1. Every person shall be guilty of an offence who:
 - a. coasts on any highway on a sled, toboggan, skis or roller blades which is being towed by a vehicle,
 - b. washes a vehicle upon any highway or drains the radiator of any vehicle upon a highway or washes a vehicle near a highway so as to result in water, slush or ice forming upon a highway or public sidewalk.
 - c. Places or deposits, or allows the placement or deposit, of any object, refuse, building or other materials, dumpsters, snow, earth, sand, gravel, sod, or any other matter on a roadway, alley, sidewalk, or boulevard within the Village, excepting vehicles and materials for which specific permission has been granted by the CAO. Person(s) responsible for such shall be liable for clean-up and/or repair costs.
2. No person shall drive, propel or move on or over any highway within the Village, any vehicle of other type of equipment or thing(s) which damages or is likely to damage the highway.

PART 18– PENALTIES

PROSECUTION OF OFFENCES

1. Except as otherwise provided in this Bylaw, a person who is guilty of an offence under this Bylaw or the regulations for which a penalty is not otherwise provided is liable to a fine of not less than two hundred and fifty (\$250.00) dollars and of not more than two thousand five hundred (\$2,500.00) dollars and in default of payment is liable to imprisonment for a term not exceeding six (6) months or to imprisonment for a term not exceeding six (6) months without the option of a fine.
2. The levying and payment of any penalty, or the imprisonment for any period as provided for in this Bylaw shall not relieve a person from the necessity of paying any fees, charges, or costs for which they are liable under the provisions of this Bylaw.
3. Where a vehicle is driven, used, parked or left in contravention of any provision of this Bylaw or as shown on Schedule “B”, the owner of the vehicle is guilty of an offence and liable for the contravention and the penalty provided herein unless there is evidence before the court that at the time of the contravention, the vehicle was not driven, used, parked or left by him/her or by any other person with their consent, express or implied.

4. Where any Peace Officer believes that a person has contravened any provision of this Bylaw he may serve upon:
 - a. such person a Violation Ticket referencing the section contravened; or
 - b. the registered owner of the motor vehicle a Violation Ticket referencing Section 160 (1) of the Act and the section of the Bylaw contravened in accordance with the provisions of the *Provincial Offences Procedure Act* R.S.A. 2002 c. P-34.
5. The specified penalty payable in respect of a contravention of a provision of this Bylaw is as provided for in Schedule “B” of this Bylaw, said Schedule being hereby incorporated into and made part of this Bylaw.
6. Notwithstanding Part 16(4), a Peace Officer may issue a Municipal Violation Tag or Breach of Bylaw Notice, in a form approved by the CAO, referencing the section of the Bylaw contravened, to the alleged offender, or to the registered owner of any vehicle involved in a contravention of this Bylaw.
7. Service of any such notice or tag shall be sufficient if it is:
 - a. personally served
 - b. served by regular or registered mail
 - c. attached to the vehicle in respect of which the offence is alleged to have been committed.
8. The penalty payable to the Village in respect of a contravention of this Bylaw, to be indicated on any such Municipal Violation Tag or Breach of Bylaw Notice issued, is as provided for in Schedule “B” of this Bylaw. Upon payment to a person authorized by the Village Council to receive such payment, an official receipt for the payment shall be issued and such payment shall be accepted in lieu of prosecution.
9. Where payment of the penalty for a tag or notice issued for breach of any of the sections of this Bylaw is received within the time allowed for payment by a person authorized by the Village to receive such payment, such payment shall be accepted in lieu of prosecution.
10. If the person upon whom any such tag is served fails to pay the required sum within the time limit, the provisions of this section for acceptance of payment in lieu of prosecution do not apply.
11. Nothing in this Section shall:
 - a. Prevent any person from exercising their right to defend any charge of committing a breach of any of the provisions of this Bylaw.
 - b. Prevent any Peace Officer in lieu of serving a Violation Ticket, notice or tag or any other person from laying information or a complaint against another person for committing a breach of any of the provisions of this Bylaw, or
 - c. Prevent any person from exercising any legal right such person may have to lay information or complaint against any other person (whether such other person has made a payment under the provisions of this Bylaw or not) for a breach of any of the provisions in this Bylaw.

12. Where any person has made payment pursuant to the provisions of this section and is prosecuted for the offence in respect of which such payment has been made, such payment shall be refunded.
13. No person other than the owner or driver of a vehicle shall remove any Violation Ticket, notice or tag placed on or fixed to such vehicle by a Peace Officer in the course of his/her duties.
14. No person shall wilfully obstruct, hinder, or interfere with a Peace Officer or any other person authorized to enforce and is engaged in the enforcement of the provisions of this Bylaw.

REMOVAL AND IMPOUNDMENT OF VEHICLES

15. A peace officer is hereby authorized to remove or cause any vehicle or trailer to be removed:
 - a. operated or parked in contravention of any provision of this Bylaw; or
 - b. where emergency conditions may require such removal from a highway.
16. Such vehicle or trailer may be moved to a place designated by the Chief Administrative Officer, where it will remain until claimed by the owner thereof or his agent, subject to any separate policy that the place of impoundment may have been implemented.
17. No impounded vehicle shall be released to its owner or his agent until the impounding charge and removal charge on the vehicle have been paid; such charges shall be in addition to any fine or penalty imposed in respect of any such violation, or to any payment made in lieu of prosecution as hereinafter provided. The Village is not responsible for impounding, towing or removal charges.

PART 19– SEVERABILITY

1. It is the intention of the Village Council that each separate provision of this bylaw shall be deemed independent of all other provisions, and it is further the intention of the Village Council that if any provisions of this bylaw be declared invalid all other provisions thereof shall remain valid and enforceable.

PART 20 - RESCIND

Bylaw #765 is hereby repealed

PART 21 – COMMENCEMENT DATE

1. This Bylaw comes into force upon the date of passing of the third and final reading thereof.

Read a first time this _____ day of _____, 2025

Read a second time this _____ day of _____, 2025

Presented for Consideration for a third and final reading this _____ day of _____, 2025

Read a third and final time this _____ day of _____, 2025

Mayor

Administrator

SCHEDULE “B”

Part 5(1)	Operating a vehicle with lugs on a highway in the Village	\$125.00
Part 6(1)	Operating an off-highway vehicle in the Village	\$150.00
Part 7(1)	Commercial vehicle being operated off of truck route	\$250.00
Part 7(3)	Parking a commercial vehicle in a residential area	\$200.00
Part 7(4)	Use of engine retarder brakes in the Village	\$200.00
Part 8 (1)	Heavy equipment parked in a residential area	\$200.00
Part 10(1)(a)	Person obstructing vehicle or pedestrian traffic	\$150.00
Part 10(1)(b)	Person annoying or inconveniencing any other person who is lawfully upon a highway, crosswalk or sidewalk	\$150.00
Part 10(1)(c)	Person obstructing the entrance to any building	\$150.00
Part 10(2)	Person running upon a roadway which manner impedes traffic	\$125.00
Part 10(3)	Person soliciting a ride from a roadway from the driver of a private vehicle	\$125.00
Part 11(4)	Parking over time limit	\$125.00
Part 11(5)	Parking in an alley	\$125.00
Part 11(7)	Parking in a passenger loading zone, no parking area, in front of main entrance, exit or doorway of a public building	\$125.00
Part 11(9)	Parking over time limit in a truck loading or unloading space	\$125.00
Part 11(10)	Unattached trailer parked on highway	\$150.00
Part 11(11)	Prohibited parking on Village property	\$150.00
Part 11(12)	Parking outside of lines designating a parking space	\$125.00
Part 11(13)	Parking parallel when angle parking is required	\$125.00
Part 11(14)	Improper parking in a cul-de-sac	\$125.00
Part 11(15)	Parking on the boulevard	\$125.00
Part 11(17)	Parking on or over a sidewalk	\$150.00
Part 11(19)	Improper parking along the curb or edge of roadway	\$150.00
Part 11(20)	Parked in such a way that impedes the normal flow of traffic	\$150.00
Part 11(21)	Prohibited parking of vehicles on an empty lot	\$125.00
Part 13(3)	Unauthorized parking in a designated disabled parking stall or zone	\$125.00
Part 13(4)	Failing to display disabled parking placard	\$125.00
Part 14(3)	Failing to slow for a school bus displaying alternating flashing lights	\$200.00
Part 14(4)	Failing to stop for a school bus displaying alternating flashing lights and a stop arm	\$200.00
Part 15(3)	Prohibited occupancy of a Recreation Vehicle	\$150.00
Part 15(4)	Parked Recreation Vehicle blocking view of intersection, crosswalk, playground or sign	\$125.00
Part 15(5)	Parked Recreation Vehicle obstructing the movement of other vehicles	\$125.00
Part 15(6)	Illegally parked Recreation Vehicle	\$150.00
Part 17(1)(a)	Sled, toboggan, skis, snowboard or rollerblades being towed by a vehicle on a highway	\$125.00
Part 17(1)(b)	Washing a vehicle resulting in water, slush or ice forming upon a highway or sidewalk	\$125.00
Part 17(1)(c)	Unauthorized deposit of material on Village property	\$175.00
Part 17(2)	Operating a vehicle or piece of equipment that has damaged or is likely to damage the highway	\$200.00

Schedule C
Application for Parking on Boulevard

Date Received: _____

Tax Roll Number: _____

PARKING ON BOULEVARD APPLLCATION FORM

Owner: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Email: _____

Municipality: **Village of Barons**

Street Address: _____

Lot _____ Block _____ Plan _____

PLEASE PROVIDE A DETAILED JUSTIFICATION, INCLUDE DRAWING OF PARKING AREA

The personal information required by the Village of Barons application form is collected under the authority of section 33© of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The name of the permit holder and nature of the permit may be included in reports provided to the municipality. Please direct any questions about this collection to the Village of Barons at 403-757-3633.

Date: _____

Signature (homeowner only)

Rules for Establishing Boulevard Parking

Any approved boulevard parking must comply with the following standards:

- 1) Must be angle parking only;
- 2) Upon approval, the property owner must create a graveled parking area at the property owner's expense and must follow the dimensions as prescribed in Village of Barons Land Use Bylaw. (Table 5.8.1- Minimum Parking Space Dimensions)
 - i) Only one parking area per parcel or dwelling unit should be permitted for single unit residential developments, including manufactured homes.
 - ii) Off street parking areas shall be constructed in a manner which will permit adequate drainage, snow removal, and maintenance. (as per Schedule 5, Section 8, Sub 8.5 of the Land Use Bylaw).
 - iii) The property owner must ensure that any damaged area(s) of boulevard is brought back to its previous condition.
- 3) These standards will also apply to those already exempt to parking on the boulevard

VILLAGE OF BARONS

Reference: Council Meeting	Adopted By: Resolution	Number: 062
Prepared By: Laurie Beck	Date: September 10, 2019	Supersedes: 014

POLICY

Title: Boulevard and Sidewalk Maintenance

Policy Statement *

That property owners are responsible for the summer watering and mowing of those Village boulevards adjacent to their properties which also includes the boundaries outside their property lines in the back of their properties. After mowing, all grasses must be cleared from sidewalks.

In the winter, clearing of sidewalks adjacent to their respective properties is required.

Trees on the Village boulevards are not permitted to be trimmed or removed without permission or a permit.

That the Community Hall, Legion and local businesses be responsible for clearing their respective entrances.

That the Village Public Works will continue to maintain the Main Street sidewalks and other areas as much as possible in the winter.

That the Village of Barons bans the use of pesticides, herbicides and insecticides on municipally owned properties which include alleys.

The Purpose of This Policy is to:

To ensure that the sidewalks and boulevards are cleared and cared for.

Definitions: Boulevard – grassed portion of the road shoulder between the sidewalk and street.

Responsibilities: Property owners are responsible for the upkeep of their respective boulevards.

Procedures: Property owners are to provide watering, mowing and/or clearing of sidewalks of their adjacent boulevards.

**** This policy is subject to any specific provisions of the Municipal Government Act, the Local Authorities Board Act or other relevant legislation.**

VILLAGE OF BARONS

Reference: Council Meeting	Adopted By: Resolution	Number: 084
Prepared By: Jen Durell	Date: May 7, 2025	Supersedes: 014

POLICY

Title: Off Street Parking and Care of Boulevards and/or Lanes

POLICY STATEMENT *

The Council of the Village of Barons acknowledges that in some areas, boulevard parking is necessary due to the alignment or set up of the roads. Council also acknowledges that some properties do not have access to off street parking

PURPOSE

To implement standards for boulevard parking, and for the maintenance thereof.

DEFINITIONS

- a) "Act" means the MUNICIPAL GOVERNMENT ACT, RSA 2000, c, M-26.1, section 541, as amended.
- b) "Administrator" means the Chief Administrative Officer of the Village of Barons.
- c) "Boulevard" means the strip of ground between the edge of a private property and the road
- d) "Council" means the Municipal Council of the Village of Barons.
- e) "Designated Officer" means the Chief Administrative Officer, Bylaw Enforcement Officer, R.C.M.P. Officer, Community and Development Officer or a Peace Officer
- f) "Order" means a written order in accordance with subsection 545 of the Act.
- g) "Owner" means the person who is registered under the LAND TITLES ACT as the owner of the land
- h) "Village" means the Municipal Corporation of the Village of Barons.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or Designated Officer is responsible for ensuring the standards are performed as set out in this policy.

STANDARDS

- 1. An Owner must maintain the Boulevard or lane in a neat and tidy manner by;
 - a) Controlling the dandelions and noxious weeds or plants
 - b) Cutting and maintaining the grass as per Policy #062 – Boulevard and Sidewalk Maintenance Policy
 - c) Providing adequate irrigation to trees and/or shrubs on the boulevards and/or lanes to prevent the drying out of soil/grasses

2. No Boulevard shall be used for the following;
 - a) Storing or parking of unlicensed automobiles, trucks, or for any other equipment or structures.
 - b) Despite the above, boulevard parking may be approved for owners upon submission of Appendix B, Application for Parking on Boulevard, to the Village development officer.
 - c) The storage or dumping of rubbish, garbage, leaves, lawn, trees or other plant refuse
 - d) Pedestrian, bicycle, motorbike, automobile, horse or other such traffic that could deface, destroy or otherwise damage the Boulevard
3. No Back Lane shall be used for the following;
 - a) Parking or storing of automobiles, trucks, buses or for any other equipment or structure
 - b) The storage or dumping of rubbish, garbage, leaves, lawn, trees or other plant refuse
4. Any Owner who desires to improve the boulevard above the measures outlined in Section 1 must first be approved by the Village of Barons Development Authority.
5. Any person who damages or causes to be damaged any Boulevard within the Village shall be subject to a fine as outlined in Appendix A or any other amount deemed necessary by the Designated Officer to re-establish the Boulevard(s) to its previous condition
6. The Designated Officer may:
 - a) Require the Owner to remedy any condition of the Boulevard or lane if it is in contravention or fails to comply with this Bylaw.
 - b) If the Owner fails, neglects, or refuses to remedy the conditions as directed by the Designated Officer, the Village may cause such work to be done as deemed necessary and charge the cost of the work to the Owner.
 - c) If an Owner is in default of a payment the Village may:
 - i. Recover the cost as a debt due to the Municipality, or
 - ii. Charge the cost against the land concerned as taxes due and owing in respect of the land and recover the cost as such, or
 - iii. Make any other provisions that the Designated Officer considers necessary to carry out the purposes of this Policy
7. An Owner, person, company or corporation who receives an Order under Section 6 of this Policy may request by written notice, within 14 days after the date the order is received, that Council review the order.
8. An Owner, person, company or corporation affected by the decision of a Council may appeal to the Court of Queen's Bench as outlined in section 548 of the Act if;
 - a) the procedure required to be followed by the Act is not followed, or
 - b) the decision is patently unreasonable

**** This policy is subject to any specific provisions of the Municipal Government Act, the Local Authorities Board Act or other relevant legislation.**

Schedule A
Application for Parking on Boulevard

Date Received: _____

Tax Roll Number: _____

PARKING ON BOULEVARD APPLICATION FORM

Owner: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Municipality: **Village of Barons**

Street Address: _____

Lot _____ Block _____ Plan _____

PLEASE PROVIDE A DETAILED JUSTIFICATION, INCLUDE DRAWING OF PARKING AREA

The personal information required by the Village of Barons application form is collected under the authority of section 33© of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The name of the permit holder and nature of the permit may be included on reports provided to the municipality. Please direct any questions about this collection to the Village of Barons at 403-757-3633.

Date: _____ Signature (homeowner only): _____

Rules for Establishing Boulevard Parking

The proposed boulevard parking must comply with the following for approval:

- a) Boulevard parking will only be allowed with permit.
- b) Boulevard parking must be angle parking only.
- c) Upon approval, the Owner must create a gravel parking area at the owners' expense and must follow the dimensions as prescribed in Table 5.8.1 – Minimum Parking Space Dimensions within the Village of Barons Land Use Bylaw.
- d) The Owner must ensure adequate drainage from the property, and/or that the parking area created does not alter existing drainage and mitigation work.
- e) The Owner must ensure that any damaged area of boulevard is brought back to previous condition.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 8, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Chief Administrative Officer Discipline Policy Research
Agenda Item Number:	5(d)

BACKGROUND/PROPOSAL:

Council directed Administration to research how other Alberta municipalities address discipline and reporting matters involving the Chief Administrative Officer (CAO).

As part of this research, approximately 35 municipalities throughout Alberta were contacted, without distinction between municipality size or classification. Communities contacted included municipalities such as Coalhurst, Coaldale, Picture Butte, Innisfree, Okotoks, Nanton, Claresholm, Carmangay, Champion, Milo and Heisler.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The purpose of the research was to determine whether other municipalities have policies or procedures specifically addressing disciplinary action involving a CAO.

Based on the responses received, none of the municipalities contacted reported having a policy specifically related to CAO discipline. While municipalities generally have disciplinary processes in place for municipal employees and other positions, no comparable CAO-specific policies were identified.

Administration also identified that some larger municipalities, including Calgary, Edmonton and Medicine Hat, have whistleblower or related reporting policies. These policies provide mechanisms for reporting suspected wrongdoing or misconduct;

Initials show support –

Reviewed By: CAO: Jen Durell

however, they are organization-wide policies and are not specific to the CAO or Administration.

The research therefore did not identify an established municipal practice or policy model specifically addressing CAO discipline that could readily be adapted by the Village.

Council may wish to consider whether development of a Village-specific policy is necessary, whether a broader whistleblower/reporting policy should be explored, or whether no further action is required at this time.

COSTS/SOURCE OF FUNDING (if applicable):

There are no direct financial implications associated with receiving the research report. Further policy development or external professional review, if directed by Council, may result in administrative or professional costs.

RECOMMENDED ACTION:

- Council may receive this report for information and take no further action at this time.
- Council may direct Administration to prepare a draft policy specifically addressing CAO discipline and related procedures for Council's future consideration.
- Council may direct Administration to further research and/or develop a broader whistleblower or reporting policy applicable to the municipal organization as a whole.
- Council may provide Administration with alternative direction regarding the matter.

It is recommended that Council receive the report dated July 30, 2026, for information.

ENCLOSURES:

- Research Report

Initials show support –

Reviewed By: CAO: Jen Durell

RESEARCH REPORT

July 30, 2026

OVERVIEW

1. Project background and description

Council had tasked Administrator Durell to explore what other communities do regarding CAO discipline action and reporting,

2. Project scope

Approximately 35 communities were contacted throughout Alberta with no distinction between Villages and Cities.

Communities included:

- Coalhurst
- Coaldale
- Picture Butte
- Innisfree
- Okotoks
- Nanton
- Claresholm
- Carmangay
- Champion
- Milo
- Heisler

Some communities have whistleblower policies surrounding the ability to report wrongdoing or misconduct that are organization-wide:

- Calgary
- Edmonton
- Medicine Hat

3. Deliverables

The project hoped to deliver comprehensive documentation and outcomes. After polling many communities, none had any policies in effect specifically for CAO's. All communities had discipline actions for staff, Bylaw Enforcement, etc. but nothing for Chief Administrative Officers specifically.

Title: Mayor's Report

Reporting Period: September 2026

Prepared By: Mayor Clinton Bishop

Purpose: For Information

Village Projects and Staff Recognition

Administration will provide detailed reporting regarding ongoing infrastructure and operational work.

From my perspective, I am pleased to see progress continuing on a number of projects throughout the Village, including water system work, hydrants, isolation valves, tree trimming and other municipal maintenance.

I would like to express my appreciation to Village staff for the work being undertaken and for continuing to manage regular municipal operations alongside these projects.

I would also like to thank residents who have experienced water service interruptions while this work has been completed. I recognize the inconvenience these interruptions cause and appreciate the patience residents have shown. The improvements being made to the Village's isolation valves should help minimize the scope of future water shut-offs when maintenance and repairs are required.

Meeting with the Minister of Municipal Affairs

On July 27, Council and administration attended a joint meeting with the Minister of Municipal Affairs alongside representatives from Picture Butte and Nobleford.

Prior to the meeting, Council formally identified the following advocacy priorities:

- Water treatment plant rehabilitation and upgrades
- Policing costs
- Access to provincial grant funding
- Provincial downloading of responsibilities onto municipalities

I appreciated the opportunity to bring these issues directly to the Minister, particularly the significant infrastructure needs associated with the Village's water treatment plant.

I also believe residents should be informed when circumstances arise that affect the Village's ability to advocate effectively.

During the meeting, Councillor Prince departed from the coordinated approach Council had established for the meeting. In my view, his intervention caused significant disruption to the discussion and placed the Barons delegation out of step with the approach that had been established for the joint meeting.

This was particularly concerning to me because Council had formally identified the priorities Barons intended to advance, and our time with the Minister was limited.

Following the meeting, I was approached by other elected officials regarding what had occurred. In my capacity as Mayor, I felt it necessary to apologize for the disruption and for the conduct they had observed from a member of the Barons delegation.

I am including this information because I believe residents should be aware not only of the opportunities available to advocate for Barons, but also of circumstances that can affect our ability to make effective use of those opportunities.

Differences of opinion among elected officials are normal and appropriate. However, when Council has formally established its priorities or direction for an advocacy meeting, I believe members representing the Village should respect that direction and conduct themselves in a manner that supports effective representation of Barons.

These comments reflect my own observations and perspective as a member of Council. They are provided for public information and are not presented as a finding or determination by Council regarding the conduct of another member.

I intend to continue focusing my efforts as Mayor on constructive advocacy for Barons and on advancing the priorities formally established by Council.

Family Fun Day

On July 4, the Village held Family Fun Day, which was once again well attended and benefited from excellent weather.

The pancake breakfast raised important funds in support of food security initiatives and collected non-perishable food donations for local food banks. The parade drew a strong turnout and featured a wide variety of floats, with the traditional candy giveaways remaining popular with residents of all ages.

Activities throughout the day also included a car show, events at the Legion, a market at the Community Hall, children's activities hosted by FCSS, and historical displays at the History Centre.

I would like to thank everyone who organized, volunteered, participated, donated, or otherwise contributed to another successful Family Fun Day. The continued support of residents, community organizations, volunteers, and local groups is what makes events like this possible.

Closing

There continues to be significant activity throughout the Village.

I would like to again recognize Village staff and Council for their continued work, residents for their patience while projects are underway, and the many volunteers and community members who continue to contribute to Barons.

Village of Barons
THE MONTH June, 2026
2026 Monthly Statement Ending: June 30, 2026

	<u>Revenue</u>	<u>Expenses</u>
Taxes	\$53,429.84	
General Administrative	\$510.00	\$17,461.23
Council		\$2,145.36
Old Fire Hall Building	\$2,000.00	\$1,454.85
Bylaw Enforcement/Policing	\$200.00	\$3,836.16
Shop		\$3,501.67
Roads and Streets		\$5,095.65
Water/Sewer/Garbage	\$14,261.36	\$26,030.94
Green Acres Requisition		
Recreation Facilities/Parks		\$2,518.30
Casual Wages/STEP		\$3,572.50
Legal		\$5,607.60
Election		\$150.99
Chinook Arch		\$1,454.70
Requisition - School		\$19,917.60
Bulk Water	\$576.00	
Auditor		\$12,300.00
Xplornet	\$600.00	
Carwash	\$96.75	
Insurance		
ORRSC		
FortisAlberta Franchise	\$1,007.46	
Assessor		
MPC		
Regional Water Services Delivery Strat		
Grants		
ATCO Gas Franchise Fee	\$1,090.35	
FCSS Requisition		
Treated Water - Nobleford		
Disaster Services		
Total	\$20,341.92	\$105,047.55

Bank Balance - as of June 30, 2026	\$51,350.13
Outstanding Cheques as of June 30, 2026	\$8,633.58
GIC	\$340,461.49

2026 Taxes Owing	\$355,632.01
Outstanding Taxes - Prior to 2026	\$26,191.98
Total Outstanding Taxes	\$361,823.99

Village of Barons
THE MONTH July 2026
2026 Monthly Statement Ending: July 31, 2026

	<u>Revenue</u>	<u>Expenses</u>
Taxes	\$229,232.21	
General Administrative	\$375.00	\$10,675.15
Council		\$767.28
Old Fire Hall Building		\$75.04
Bylaw Enforcement/Policing		
Shop		\$1,867.22
Roads and Streets		\$3,310.13
Water/Sewer/Garbage	\$29,469.72	\$8,609.09
Green Acres Requisition		
Recreation Facilities/Parks		\$25.48
Casual Wages/STEP		\$6,165.50
Legal		
Election		\$114.00
Chinook Arch		
Requisition - School		
Bulk Water	\$801.00	
Auditor		
Xplorner	\$600.00	
Carwash	\$162.00	
Insurance		
ORRSC		\$1,425.00
FortisAlberta Franchise	\$1,048.09	
Assessor		\$1,774.75
MPC		\$285.00
Regional Water Services Delivery Strat		\$8,556.50
Grants	\$97,610.00	
ATCO Gas Franchise Fee	\$1,038.89	
FCSS Requisition		
Treated Water - Nobleford		\$18,190.78
Disaster Services		
Total	\$131,104.70	\$61,840.92

Bank Balance - as of July 31, 2026	\$376,824.98
Outstanding Cheques as of July 31, 2026	\$4,330.03
GIC	\$340,461.49

2026 Taxes Owing	\$124,386.68
Outstanding Taxes - Prior to 2026	\$22,317.38
Total Outstanding Taxes	\$146,504.06

Village of Barons
THE MONTH August 2026
2026 Monthly Statement Ending: August 31, 2026

	<u>Revenue</u>	<u>Expenses</u>
Taxes	\$44,821.84	
General Administrative		\$19,173.68
Council		\$1,478.74
Old Fire Hall Building	\$2,000.00	\$4,691.34
Bylaw Enforcement/Policing		\$1,918.08
Shop		\$2,824.17
Roads and Streets		\$5,958.97
Water/Sewer/Garbage	\$14,463.34	\$27,326.66
Green Acres Requisition		
Recreation Facilities/Parks		\$1,293.43
Casual Wages/STEP		\$5,840.00
Legal		\$6,698.50
Election		
Chinook Arch		
Requisition - School		
Bulk Water	\$308.00	
Auditor		\$1,895.00
Xplorner	\$600.00	
Carwash	\$162.25	
Insurance		
ORRSC		
FortisAlberta Franchise		
Assessor		
MPC		\$475.00
Regional Water Services Delivery Strat		\$10,118.50
Grants		
ATCO Gas Franchise Fee		
FCSS Requisition		
Treated Water - Nobleford		\$3,440.00
Disaster Services		
Total	\$17,533.59	\$93,132.07

Bank Balance - as of August 31, 2026	\$693,627.23
Outstanding Cheques as of July 31, 2026	\$4,330.03
GIC	\$340,461.49

2026 Taxes Owing	\$78,012.05
Outstanding Taxes - Prior to 2026	\$20,637.37
Total Outstanding Taxes	\$96,653.42

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 8, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Meeting Procedures Bylaw Updates
Agenda Item Number:	12(a)

BACKGROUND/PROPOSAL:

Administration has reviewed Meeting Procedures Bylaw No. 756 and identified several provisions requiring amendment to reflect changes to provincial legislation and to clarify the Village's organizational meeting procedures.

The Bylaw currently references the Freedom of Information and Protection of Privacy Act (FOIP) in relation to closed sessions and the release of information. Effective June 11, 2025, FOIP was repealed and replaced by the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

The Bylaw also references Bylaw No. 727 – Council Code of Conduct. Changes to the Municipal Government Act in 2025 eliminated municipal Council Codes of Conduct, making this reference obsolete.

Administration has also identified an opportunity to amend the organizational meeting provisions to address the timing of an organizational meeting following a by-election and to clarify when Council appointments are made.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Initials show support –

Reviewed By: CAO: Jen Durell

The proposed amendments are intended to ensure Meeting Procedures Bylaw No. 756 remains consistent with current provincial legislation and provides clear direction regarding Council's organizational meetings.

The amendments would:

- replace outdated FOIP references with references to the applicable current legislation;
- update provisions relating to closed sessions and information that may be withheld from public agenda packages;
- remove the reference to Bylaw No. 727 – Council Code of Conduct;
- amend the organizational meeting provisions to specify that, where an organizational meeting is required following a by-election, it must be held no later than two weeks after the date of the by-election; and
- clarify that Council appointments are to be considered and made at each annual organizational meeting.

These amendments would address the identified legislative references while also providing greater clarity and consistency regarding the timing and purpose of organizational meetings.

COSTS/SOURCE OF FUNDING (if applicable):

There are no significant financial implications anticipated as a result of the proposed amendments.

POLICY/LEGISLATIVE IMPLICATIONS

Amending Meeting Procedures Bylaw No. 756 will ensure that the Village's procedural bylaw reflects the current provincial legislative framework and clearly establishes the Village's procedures for organizational meetings and Council appointments.

RECOMMENDED ACTION:

Initials show support –

Reviewed By: CAO: Jen Durell

- That Council direct Administration to prepare the necessary amendments to Meeting Procedures Bylaw No. 756 as outlined in this RFD. OR;
- That Council direct Administration to complete a broader review of Meeting Procedures Bylaw No. 756 and bring forward a revised bylaw for Council's consideration. OR;
- That Council leave Meeting Procedures Bylaw No. 756 unchanged. This option is not recommended, as the Bylaw would continue to contain outdated legislative references and the identified organizational meeting provisions would remain unaddressed.

Administration recommends amending Meeting Procedures Bylaw No. 756 to reflect current provincial legislation and clarify the provisions respecting organizational meetings and Council appointments.

ENCLOSURES:

- Bylaw # 756 – Meeting Procedures Bylaw

**VILLAGE OF BARONS
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 756

BYLAW 756, BEING THE BYLAW OF THE VILLAGE OF BARONS, IN THE PROVINCE OF ALBERTA, TO ADOPT THE MEETING PROCEDURES BYLAW AND TO REPEAL BYLAW NO.751

WHEREAS pursuant to Section 145(b) of the *Municipal Government Act*, R.S.A 2000, Chapter M-26 and amendments thereto, a Council may pass by bylaw in relation to the procedure and conduct of Council, Council committees and other bodies established by Council,

AND WHEREAS the Council of the Village of Barons, hereby establishes the following rules and regulations for the order and conduct in which the business of all Council and identified Committee meetings shall be transacted.

NOW, THEREFORE, THE COUNCIL OF THE VILLAGE OF BARONS, DULY ASSEMBLED, ENACTS AS FOLLOWS:

PART I – BYLAW TITLE

This Bylaw shall be cited as the “Meeting Procedures Bylaw”

PART II – DEFINITIONS

- 1) In this Bylaw, unless the context otherwise requires:
 - a) “Act” means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and regulations made under the Municipal Government Act as amended.
 - b) “Administration” means the employees of the municipality.
 - c) “Agenda” means the agenda for regular or special meetings of Council.
 - d) “Chief Administrative Officer” or “C.A.O.” means the person or his or her designate appointed to that position by Council under the provisions of the Act.
 - e) “Closed Session” means the portion of the meeting at which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the FOIP Act, and under the legislation of the *Municipal Government Act*.
 - f) “Council” shall mean the duly elected Council of the Village of Barons.
 - g) “Defer” means a motion to delay considerations of any matter to deal with more pressing matters, which does not set specific time to resume consideration of the matter.
 - h) “Deputy Mayor” shall mean the member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.

- i) “Electronic Communications” shall mean that members of Council may attend a Council meeting through electronic communications. This can include using a telephone with the use of the speaker, via personal computer, or other means as technology advances.
- j) “Freedom of Information and Protection of Privacy Act” or “FOIP” means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.
- k) “Mayor” shall mean the Chief Elected Official of the Village of Barons as defined in the *Municipal Government Act*.
- l) “Member” means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.
- m) “Motion” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and also means resolutions.
- n) “Presiding Officer” means the Mayor, or in 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.
- o) “Public Hearing” means a meeting of Council convened to hear matters pursuant to the Act and must be held during a regular or special council meeting.
- p) “Pecuniary Interest” means a pecuniary interest with the meaning of the Municipal Government Act.
- q) “Quorum” means more than half of all members unless Council provides otherwise with this bylaw.
- r) “Special Meeting” means a meeting called by the Mayor pursuant to the Act.
- s) “Village” means the corporation of the Village of Barons.

PART III – STRUCTURE OF COUNCIL

- 2) The Council of the Village of Barons shall consist of three (3) Members of Council as per Section 143 (2) of the Municipal Government Act.
- 3) All Councillors shall be elected by a vote of electors of the Village.
- 4) The Chief Elected Official shall be elected by a vote of the Council of the Village at the Organizational meeting as per Section 150 (2) of the Municipal Government Act.
- 5) The Chief Elected Official shall be designated the title of “Mayor” and addressed as Mayor (last name).

- 6) Councillors of the Village shall be designated as the title of: Councillor” (last name).
- 7) The Mayor shall preside when in attendance at the meeting of Council.
- 8) The Mayor may, at the discretion of the Mayor, be a member of all Council Committees and all bodies to which Council has the right to appoint members under the Act.

PART IV – APPLICATION

- 9) This bylaw applies to all meetings of Council and Council committees as identified.
- 10) Where Council makes this bylaw applicable to a Council committee, it shall apply with all necessary modifications, and
 - a) any reference to the Mayor shall be treated as a reference to the Chair of the Council committee;
 - b) any reference to a Councillor shall be treated as a reference to a member of the Council committee; and
 - c) any reference to Council shall be treated as a reference to the Committee.
- 11) The precedence of the rules governing the procedures of Council is:
 - a) The Municipal Government Act;
 - b) Other Provincial legislation;
 - c) This Bylaw; and
 - d) *Robert’s Rules of Order Newly Revised*.

PART V – INAUGURAL MEETING

- 12) The first Meeting of Council after a general election shall be held on the date and time established at the previous years’ Organizational Meeting.
- 13) Every member of Council shall make and subscribe to the official oath prescribed by the Oath of Office Act before undertaking any Council duties and shall deposit the oath with the CAO

PART VI – ORGANIZATIONAL MEETING

- 14) The CAO shall set a time and place for the Organizational Meeting, the business of the meeting shall be limited to:
 - a) the appointments of members to Committees which Council is entitled to make;
 - b) any other business required by the Act, or which Council or the CAO may direct.

- 15) Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

PART VII – EDUCATIONAL SESSION

- 16) Sessions for educational purposes may be held as required, based on the following criteria:

- a) sessions are optional and do not require quorum;
- b) are strictly educational (one-way information), allowing for clarifying questions;
- c) do not progress matters within Council's jurisdiction;
- d) minutes shall not be taken;
- e) information provided may be shared with the public (not confidential);
- f) where no directions or instructions shall be given to Administration; and
- g) where no procedural or Council business decisions are made by the Members.

PART VIII – REGULAR AND SPECIAL MEETINGS

- 17) If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in the public office. Posting a public notice in the front foyer of the Village's Administration Office is sufficient notice to the public if Administration is unable to advertise the change in the local newsletter.
- 18) All meetings will be open to members of the public, except for the Closed Session portions of the meeting, and approved by motion including the related section of the FOIP Act and following the legislation of the Act.
- 19) Council has the authority to move into the Closed Session pursuant to Section 197(2) of the Act for the purposes of:
 - a) protecting the Village, its operations, economic interests, and delivery of its mandate from harm that could result for the release of certain information; and
 - b) to comply with Division Two of Part One of the *Freedom of Information and Protection of Privacy Act*.

PART IX – QUORUM

- 20) When quorum is present at the time set for commencement of a Council meeting, the Mayor shall call the meeting to order.
- 21) If there is a quorum present at the time set for commencement of a Council meeting, but the Mayor or Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a presiding officer to be chosen by resolution.
- 22) If the quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.
- 23) Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
 - a) the declaration of pecuniary interest or conflict of interest; or
 - b) from a Councillor or Mayor not being present for all or part of a Public Hearing; then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
- 24) If a quorum is lost for any reason than those aforementioned in Section VII, the meeting is adjourned.

PART X – MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 25) Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as available technology advances.
- 26) A Council member may attend regular or special Council meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council.
- 27) A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
- 28) A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 29) The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

- 30) When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes.
- 31) When a Council member attends a Executive Session, they will be required to confirm that they have attended a Executive Session alone in keeping with the definition in this bylaw of Executive Session, by providing a statutory declaration or affidavit sworn or declared before a Commissioner of oaths prior to the next regular Council meeting.
- 32) If only the public will be present at the Council Chambers in the Village's Administration Office and all Council members are participating by way of electronic communication, notice shall be posted in the Village's Administration Office, 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.
- 33) No person, other than the Chief Administrative Officer shall be permitted to audio or visually record the proceedings of a Council or Committee meeting.

PART XI – CANCELLATION OF MEETINGS

- 34) A regular meeting may be cancelled:
 - a) A motion by Council must be adopted at a regular or special meeting where the public can be present.
- 35) A special meeting may be cancelled if:
 - a) A motion by Council must be adopted at a regular or special meeting where the public can be present.

PART XII – AGENDAS FOR COUNCIL MEETINGS

- 36) The agenda for each regular and special meeting shall be prepared by the CAO in consultation with the Mayor and submitted together with copies of all pertinent correspondence, statements and reports to each member of council at least four (4) days prior to each meeting.
- 37) The agenda package including unofficial minutes and supplemental materials (unless withheld under the Act or FOIPP) will be made available on the Municipal Website prior to the Meeting of Council. The agenda outline will also be posted at the Municipal Office and Canada Post Bulletin Board.
- 38) Any other person wishing to have an item of business placed on the agenda, shall make the submission to the CAO not later than 3:00 PM five (5) regular office business days prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable council to deal with the matter.
- 39) Council shall only consider items of business on the agenda, unless a motion to change it is unanimously passed.

- 40) When the CAO received a request for a presentation to Council, they shall place it on the Council agenda. If the communication is considered administrative in nature, the originator will be notified of the administrative follow-up by Council.

XIII – MINUTES

- 41) The CAO may delegate any duties relating to Council meeting minutes but shall remain responsible for the performance of those duties.
- 42) If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be recorded in the minutes.
- 43) The CAO or designate shall record in the minutes, each time a member of Council is absent; and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest, as well as the general nature of the pecuniary interest or any other reason given for abstaining from voting.
- 44) The Minutes of all Council, Organizational, and Special meetings will include the signatures of the Presiding Officer and the CAO.

PART XIV – PRESENTATIONS

- 45) Any presentation portion of a Council meeting shall:
 - a) wish to appear before Council or to address an agenda item not designated as a public hearing shall give written notice to the CAO;
 - b) any person or delegation must provide their written submission for inclusion in the agenda to the CAO no later than noon on the Wednesday the week prior to the scheduled meeting;
 - c) presentations shall speak only on the matters which they have submitted to Council and which have been included in the agenda;
 - d) presentations will be limited to fifteen (15) minutes, followed by questions from Council members;
 - e) council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or that require a statutory Public Hearing; and
 - f) presenters shall not address Council on the same subject matter more than once every three (3) months.

PART XV – GENERAL RULES OF COUNCIL

- 46) Council meetings shall adjourn within one and one half hours, unless the members present, by a 2/3 majority vote, agree to extend the time.
- 47) Provided that they are on the agenda, every person wishing to speak during a Council meeting shall address their comments to the Mayor. The Mayor shall be addressed as “Your Worship” and no person shall be permitted to speak unless and until the Mayor has granted that person permission.
- 48) A meeting may be adjourned by declaration of the Mayor. A declaration by the Mayor to adjourn a meeting may be appealed through a motion decided by a majority of members.

PART XVI – MOTIONS

- 49) A **Motion** brings new business (the next item on the agenda) before Council. A motion does not require a seconder.
- 50) After a motion is accepted by the Mayor, it shall be deemed to be in possession of Council; but may be withdrawn at any time before a vote is taken or an amendment is made by the mover.
- 51) The Mayor shall have authority to set a time limit and the number of times that a member may speak on the same motion or matter, having due regard to the importance of the matter.
- 52) The Mayor shall reference all motions before they are debated or voted upon.
- 53) The CAO or designate shall record all motions in writing before the motion is debated or put to a vote.
- 54) No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
- 55) Where a matter under consideration contains several distinct propositions, a member may request; or the Mayor may direct, that each proposition be made as a separate motion.
- 56) After the Mayor has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
- 57) Council may deal with a motion on a subject which is not on the agenda with unanimous consent only.
- 58) Voting shall be done by clearly raising one hand so that the Mayor can easily count them or in the case of teleconference, done by saying yes or no to the motion.
- 59) When using electronic communications, the Mayor will ask whether the member is voting for or against the motion. After the Mayor had counted the vote, he or she shall declare whether it was ‘carried’, ‘carried unanimously’, or ‘defeated’. Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council. If the vote results in a tie, the motion will be considered defeated.

PART XVII – BYLAWS

- 60) Where a bylaw is presented to a meeting for enactment, the CAO or designate shall cause the number and short title of the bylaw to appear on the agenda.
- 61) The following shall apply to the passage of all bylaws:
- a) every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
 - b) a proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
 - c) a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - i) council may debate the substance of the bylaw;
 - ii) council may propose and consider amendments to the bylaw; and
 - iii) council may refer by motion the bylaw to CAO or designate for further information or a Committee for further review prior to second reading.
 - d) all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
 - e) a bylaw shall not be given more than two readings at one meeting unless the Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings; and
 - f) a bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
- 62) When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the Village and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.
- 63) The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) does not receive third reading within 2 years of first reading; or
 - b) is defeated on second or third reading.
- 64) After passage, a bylaw shall be signed by the Mayor or the Mayors designate and by the CAO and shall be impressed with the corporate seal of the Village.

- 65) Clerical, typographical, and grammatical errors in bylaws, revise any one or more provisions of said bylaw without a motion.
- 66) The CAO is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.
- 67) A copy of any bylaw, resolution or record certified by the CAO as a true copy of the original is prima facie proof of the bylaw, resolution or record.

PART XVIII – MOTIONS AT THE MEETING

- 68) When a motion has been made and is being considered, no other actions may be considered except:
 - a) a motion to *refer* to some other party for consideration (state which Council committee or Administration area is to receive the motion for research or further information), or to *withdraw* (the motion can be done only after a motion is stated; mover can accept an amendment without obtaining the floor);
 - b) a motion to *amend* the motion, insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member;
 - c) a motion to *defer* the motion (the motion will remain pending in order to address another urgent matter at that meeting) and bring back without debate;
 - d) motion to *table* the motion to a future date (not beyond the third month from when it was presented) and must be passed by a majority of members present;
- 69) Each motion to amend a motion or motion to amend an amendment to a motion:
 - a) must be relevant to the motion on which it is proposed. Any amendment that raises a new question can only be considered as a new distinct motion;
 - b) must not propose a direct negative which would be considered out of order;
 - c) must be decided upon or withdrawn before the main question is put to a vote. Only one amendment at a time to the main motion shall be allowed; and, only one amendment to an amendment shall be allowed at one time;
 - d) shall not be moved by the original mover of the motion or the amendment;
 - e) must not enlarge the scope of the amendment (an amendment to an amendment), but should only deal with matters not covered by the original amendment;
 - f) shall only be sub-amended one time. A request for a second amendment to an amendment would require the current motion to be defeated and a new motion to be moved.

70) A motion to *reconsider* a motion shall:

- a) only be made at the same meeting the motion was decided;
- b) only be made by a member who voted with the prevailing side on the motion involved;
- c) not be proposed more than once for a specific motion at any one meeting of Council;
- d) be decided by a majority of the members of Council present; and
- e) not be allowed on a motion of adjournment.

71) A motion to *rescind* a previous motion of Council may:

- a) be made by any member of the Council; and
 - i) be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii) be passed by:
 - (1) a vote of 2/3 of the members of Council (who hold office at the time) when the motion is without notice; and
 - (2) a simple majority of the members of Council present when notice has been given. Notice shall be through a Notice of Motion or the Inclusion of the item on an agenda delivered to the members of Council before the meeting.
- b) the previous motion has not been acted upon to the extent that the Village has undertaken or become subject to any liability or obligation; or
- c) was not a motion for a reading of a bylaw.

PART XIX – MISCELLANEOUS

72) Members shall follow Bylaw #727 – Council Code of Conduct.

73) No member shall:

- a) speak to a subject, except upon the question in debate;
- b) reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered;
- c) resist the rules of Council or disobey the decision of the Mayor or of Council on any question of order or practice or upon the interpretation of the rules of Council.

- 74) Council may adjourn from time to time to a fixed future date, any special meeting of Council that has been duly convened, but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.
- 75) No member of Council shall have the power to direct or interfere with the performance of any work of the Village. This shall in no way, however, interfere with or restrict the right of a Council member to seek information through the office of the CAO or designate.

PART XX – DEPUTY MAYOR

- 76) The Deputy Mayor shall chair Council meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this bylaw during the Mayor's absence or inability to act.

PART XXI – COMMITTEES AND BOARDS

- 77) Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.
- 78) Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference of the committee.
- 79) The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act.
- 80) The Mayor shall be advised in a similar manner as other committee members when any meetings are called.
- 81) Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights through their Councillor Committee reports.

PART XXII – SPECIAL COUNCIL MEETINGS

- 82) Council conducts special meetings in order to deal with business that are not identified in a regular Council meeting. These items may be prioritized and actioned immediately or they may be listed for future consideration.
- 83) At each Special Meeting, Council will vote on items that needs immediate action.

XXIII – CAMPAIGN PERIOD

- 84) No regularly scheduled Council meeting will be held between nomination day and the inaugural organizational meeting each year a general election is held.

PART XXIV – SEVERABILITY

That if a portion of this bylaw is found to be invalid, the invalid portion will be voided and the rest of the bylaw remains valid and effective.

PART XXV = RESCIND

Bylaw #751 is hereby repealed.

AND FURTHER THAT this Bylaw will come into force on the date of the third and final reading.

EFFECTIVE DATES AND READINGS

This Bylaw shall take effect _____ and upon final passing thereof.

Read a first time this _____ day of _____, 2024

Read a second time this _____ day of _____, 2024

Presented for Consideration for a third and final reading this _____ day of _____, 2024

Read a third and final time this _____ day of _____, 2024

MUNICIPALITY OF THE VILLAGE OF BARONS

MAYOR

ADMINISTRATOR

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 8, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	National Police Federation Call to Action RFD
Agenda Item Number:	12(b)

BACKGROUND/PROPOSAL:

The Village has received a 2026 Call to Action addressed to the Premier of Alberta. The document asks municipalities to advocate for transparency, evidence-based decision-making, municipal involvement, and public support before any significant change to Alberta's municipal policing model is advanced.

The Call to Action expresses concern that municipalities have not been provided with a comprehensive feasibility study, detailed cost estimates, a long-term funding framework, or a full assessment of the operational and public-safety implications of establishing an Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Call to Action asks the Government of Alberta to:

- cease further investment in an Alberta Sheriffs Police Service as a replacement for RCMP municipal policing;
- release an independent, public feasibility study addressing lifecycle costs, governance, and operational impacts;
- seek explicit public support before replacing or significantly restructuring policing in Alberta;
- strengthen the existing policing model through increased RCMP staffing and predictable funding, while supporting the Alberta Sheriffs' complementary role;

Initials show support –

Reviewed By: CAO: Jen Durell

- strengthen the justice system by addressing bail and repeat-offender issues and increasing court capacity; and
- expand integrated responses involving policing, mental health, addictions supports, and community-based crime prevention.

Endorsement would indicate the Village's support for the positions set out in the Call to Action. It would not, by itself, create a financial commitment or alter policing services within the Village.

COSTS/SOURCE OF FUNDING (if applicable):

No direct financial impact is anticipated from endorsing the Call to Action. Any future changes to Alberta's policing model could have municipal cost implications; however, those impacts cannot be determined from the information currently available.

POLICY/LEGISLATIVE IMPLICATIONS

There is no identified policy or legislative change required by the Village. Council's decision would represent an advocacy position on a matter of provincial policing and public safety policy.

RECOMMENDED ACTION:

- That Council endorse the 2026 Call to Action to the Government of Alberta regarding policing in Alberta and authorize the Mayor to sign the Call to Action on behalf of the Village of Barons.
- That Council receive the 2026 Call to Action to the Government of Alberta for information.
- That Council provide Administration with alternate direction.

It is recommended THAT Council endorse the 2026 Call to Action to the Government of Alberta regarding policing and public safety; AND THAT the Mayor be authorized to sign the Call to Action on behalf of the Village of Barons.

ENCLOSURES:

- Call to Action

CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

Albertans deserve safe and healthy communities where residents can rely on essential public safety, health, social, and justice systems. Provincial and municipal governments share responsibility for achieving these outcomes, and municipalities expect the Government of Alberta to be a transparent, accountable, and reliable partner in delivering them.

Municipalities are on the front lines of community safety, working closely with residents, businesses, and law enforcement partners every day. Despite this, municipalities have not been provided with a clear, transparent, and evidence-based plan outlining the full financial, operational, and public safety implications of establishing an Alberta Sheriffs Police Service (ASPS) or transitioning policing responsibilities away from the RCMP. No comprehensive feasibility study, detailed costing model, or long-term funding framework has been made available to inform municipal decision-making or public understanding.

At the same time, Alberta's existing policing and public safety systems are under increasing pressure. Challenges related to rural crime, mental health and addictions, and violent repeat offenders require immediate and sustained investment. Rather than diverting significant public funds towards the creation of a new police service, the Government of Alberta should prioritize strengthening and properly resourcing the systems already in place.

Policing reform must be guided by evidence, transparency, and public confidence. Decisions of this magnitude, affecting community safety, municipal budgets, and taxpayer dollars, must be made in partnership with municipalities and with the clear support of Albertans.

We, the undersigned, call on the Government of Alberta to:

- Cease further investment in and advancement of the Alberta Sheriffs Police Service as a replacement for RCMP municipal policing.
- Release a comprehensive, independent, and publicly available feasibility study, including full lifecycle costing, governance structures, and operational impacts of any proposed policing model changes.
- Seek explicit public support before proceeding with any plan to replace or significantly restructure policing in Alberta.
- Strengthen Alberta's existing policing model by:
 - Increasing RCMP officer levels and resources in communities, while ensuring sustainable and predictable funding; and
 - Invest in the Alberta Sheriffs' existing mandate as a complementary public safety service, including targeted enforcement, rural crime initiatives, and court security.
- Strengthen the justice system by addressing bail reform challenges and repeat violent offending; increasing the number of Crown prosecutors and Provincial Court judges; and ensuring timely access to justice.
- Expand integrated public safety approaches, including police and mental health crisis teams, addiction supports, and community-based crime prevention initiatives that address root causes of crime.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 8, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	ABMuni's Convention RFD
Agenda Item Number:	12(e)

BACKGROUND/PROPOSAL:

The 2026 Alberta Municipalities Convention & Trade Show will be held September 23–25, 2026, in Edmonton, Alberta.

The annual convention provides elected officials and municipal administrators with opportunities to participate in educational sessions, discuss matters affecting Alberta municipalities, consider Alberta Municipalities resolutions, and network with municipal and provincial representatives.

In previous years, one member of Council and Administration attend the convention on behalf of the Village.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In anticipation of attendance, Administration has reserved two hotel rooms under the Alberta Municipalities convention group rate. Early-bird registration pricing for the convention has also been secured.

Council is asked to confirm attendance at the 2026 Convention and identify the member of Council and/or Administration who will attend.

COSTS/SOURCE OF FUNDING (if applicable):

Initials show support –

Reviewed By: CAO: Jen Durell

Convention registration has been secured at the early-bird rate. Two hotel rooms have also been reserved at the Alberta Municipalities convention group rate. Additional expenses may include mileage/travel, meals, parking and other eligible expenses in accordance with Village policy.

Expenses associated with attendance are funded through the applicable Council and/or Administration registrations and subsistence budget line items and has already been accounted for in the approved budget.

POLICY/LEGISLATIVE IMPLICATIONS

There is no identified policy or legislative change required by the Village. Council's decision would ultimately result in maintaining our advocacy position relating to the resolutions being voted upon at Convention.

RECOMMENDED ACTION:

- That Council authorize the attendance of the 2026 Alberta Municipalities Convention and identify the members of Council and/or Administration who will attend.
- Decline attendance at the 2026 Alberta Municipalities Convention and direct Administration to cancel the existing registrations and accommodation reservations, where applicable.

ENCLOSURES:

None

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 8, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	ORRSC Agreement RFD
Agenda Item Number:	12(f)

BACKGROUND/PROPOSAL:

The Oldman River Regional Services Commission (ORRSC) has completed a comprehensive review of its existing Membership Services Agreement. The updated agreement has been ratified by the ORRSC Board of Directors and is being presented to member municipalities for execution.

The agreement establishes the terms under which ORRSC provides planning, subdivision, appeal board, mapping, and related municipal services to the Village.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The agreement provides for an indefinite term beginning on the date it is executed by both parties. Either party may terminate the agreement without cause by providing at least 12 months' written notice. Termination for cause is also permitted where a serious or material breach occurs, generally following written notice and an opportunity to remedy the breach.

Services included in the annual membership fee include:

- Professional planning advice and support;
- Routine amendments to statutory plans and land use bylaws;
- Subdivision application processing;
- Planning-related mapping and technical services;

Initials show support –

Reviewed By: CAO: Jen Durell

- Chinook Intermunicipal Subdivision and Development Appeal Board administration;
- Regional Assessment Review Board administration;
- Development application support; and
- Strategic, intermunicipal, and long-range planning assistance.

Major projects, comprehensive statutory plan or bylaw rewrites, specialized studies, custom GIS products, Development Officer services, and other non-routine work are provided on a fee-for-service basis. The current member rate is \$85 per hour, compared with the non-member rate of \$200 per hour.

The annual membership fee is calculated using the Village's equalized assessment and the applicable mill rate established by the ORRSC Board. Membership fees are adjusted based on the Alberta Consumer Price Index. The Board may review and amend membership rates, fee-for-service rates, and certain agreement schedules from time to time.

Administration of the regional appeal boards is included in the membership fee; however, costs associated with individual hearings remain the responsibility of the Village. These may include board member remuneration, clerking costs, mileage, facilities, advertising, legal services, and other hearing-related expenses.

The agreement also:

- Clarifies the responsibilities of ORRSC and its member municipalities;
- Requires operational direction and concerns to be communicated through the respective Chief Administrative Officers;
- Requires the Village to adopt ORRSC's standard appeal board bylaws without modification to continue receiving those services;
- Requires written authorization before fee-for-service work begins;
- Gives ORRSC a right of first refusal before the Village engages an external provider for work ORRSC could undertake;

Initials show support –

Reviewed By: CAO: Jen Durell

- Confirms that the Village remains responsible for decisions made by Council, its authorities, and its boards;
- Includes indemnification provisions relating to municipal decisions, actions, information, and quasi-judicial processes; and
- Provides a dispute resolution process progressing from negotiation to mediation and, if necessary, binding arbitration.

The updated agreement provides a more detailed framework for the services ORRSC currently provides and clarifies the respective responsibilities of ORRSC and the Village. Continued membership provides the Village with access to regional professional planning and appeal board expertise at member rates.

The agreement also gives the ORRSC Board authority to amend fees, fee models, and certain schedules without requiring an amendment to the main agreement. Council should also note the 12-month notice requirement for withdrawal, the Village's responsibility for appeal-specific expenses, and the indemnification obligations associated with municipal decisions and information.

Declining to sign may create uncertainty regarding the terms under which ORRSC services would continue to be provided. If Council does not wish to execute the agreement, Administration should be directed to seek clarification from ORRSC regarding the status of the Village's current membership, existing agreement, service continuity, applicable fees, and any withdrawal requirements.

COSTS/SOURCE OF FUNDING (if applicable):

The Village will continue to pay an annual membership fee calculated in accordance with ORRSC's approved formula and adjusted based on the Alberta Consumer Price Index.

Non-routine services are currently charged to members at \$85 per hour. Appeal-specific expenses and other approved external costs are charged separately. If the Village were

Initials show support –

Reviewed By: CAO: Jen Durell

no longer a member, services provided by ORRSC would be charged at the current non-member rate of \$200 per hour

POLICY/LEGISLATIVE IMPLICATIONS

While this agreement is a refresh/modernization of the current agreement we have with ORRSC, no substantive policy or legislative implications are expected.

RECOMMENDED ACTION:

- That Council authorize the Mayor and Chief Administrative Officer to execute the updated Oldman River Regional Services Commission Membership Services Agreement.

This option maintains the Village's membership and access to ORRSC services at member rates under the updated terms.

- That Council defer consideration of the updated Oldman River Regional Services Commission Membership Services Agreement pending receipt of additional information regarding _____.

This option would allow Council to request clarification, amendments, or legal advice before making a decision.

- That Council decline to execute the updated Oldman River Regional Services Commission Membership Services Agreement and direct Administration to obtain clarification from ORRSC regarding the effect of that decision on the Village's existing membership, services, fees, and withdrawal obligations.

This option may affect the availability or cost of ORRSC services and would require further discussion with ORRSC regarding the Village's existing service arrangements.

ENCLOSURES:

- ORRSC Agreement

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 8, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Request for Donation – Ag Society Turkey Bingo
Agenda Item Number:	11(g)

BACKGROUND/PROPOSAL:

As in previous years, Council has been asked for a monetary donation for the upcoming Ag Society Turkey Bingo to take place on November 21, 2026. In previous years Council has made donations to the Ag Society's Bingo in the amount of \$100.00.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This continues our ongoing support for the Barons Ag Society and specifically their annual turkey bingo.

COSTS/SOURCE OF FUNDING (if applicable):

Total cost is \$100.00, which is funded through the donations to organizations line item of the budget.

RECOMMENDED ACTION:

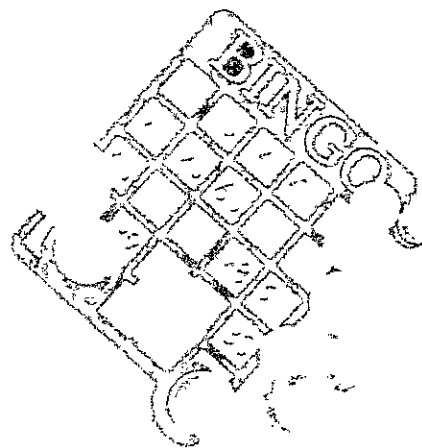
1. Council consider making a motion to donate \$100.00 to the Barons Ag Society as a gesture of goodwill and continued support for the Ag Society and their annual turkey bingo.

ENCLOSURES:

- Request for Donation Letter

Initials show support –

Reviewed By: CAO: Jen Durell



May 31st, 2026

On behalf of the members of the Barons Ag Society we would like to ask you to make a donation towards our annual turkey bingo being held November 21st. This is one of our largest fundraising events but we do need help from people like yourself to make this event such a huge success. Donations in the form of cash, gift certificates, your logo'd merchandise or new items would be greatly appreciated.

Thank You for your consideration!



**VILLAGE OF BARONS
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 778

A BYLAW OF THE VILLAGE OF BARONS, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR ESTABLISHING PROCEDURE AND CONDUCT OF PUBLIC HEARINGS CONDUCTED BY ELECTRONIC MEANS.

A significant amendment under Bill 20 is the requirement for every council to have a bylaw in place by April 30, 2025, to provide public hearings for planning and development matters to be conducted by electronic means. This Bylaw 778 satisfies the requirements in MGA section 199 to provide the opportunity for full and meaningful public participation in electronic council meetings and public hearings as it pertains to planning and development.

SECTION 1 - AUTHORITY

- a. Section 216.4 (3) of the Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, authorizes a municipality by bylaw to establish procedures for Public Hearings.
- b. The Village of Barons hereby enacts this bylaw to be cited as "Procedure and Conduct of Public Hearings Electronically".

SECTION 2 - PUBLIC HEARINGS PROCEDURES CONDUCTED BY ELECTRONIC MEANS

- a. The Municipal Government Act provisions allow Public Hearings to be conducted by electronic means and Council determines it appropriate to hold a Public Hearing using electronic means if required.
- b. The Chief Administrative Officer shall provide notice to the public that the Public Hearing is to be conducted by electronic means and provide for the method in which the public can view the meeting.
 - i. Individuals will be encouraged to join the meeting via video conference to view the presentation provided to Council or any materials submitted in addition to those included in the Council Agenda;
 - ii. Individuals that are unable to virtually attend the meeting via video conference are invited to participate via teleconference but will be unable to view the presentation provided to Council or any materials submitted in addition to those included in the Council Agenda.
- c. Individuals are encouraged to Pre-Register to Speak to provide for hearing efficiency by submitting their contact information and file number of the hearing they will be participating in, to the Executive Assistant/Recording Secretary or CAO by 12:00 pm on the day before the Public Hearing.
- d. Individuals will be required to provide their contact information to be used if they are disconnected from the Public Hearing and to identify them in the hearing proceedings. The Village will make a

reasonable attempt to re-connect with any pre- registered speaker if they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.

- e. During the Public Hearing Process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.
- f. The Chair shall open the Public Hearing and introduce the subject of the Hearing by reading the subject of the Bylaw.
- g. The Chair shall request that the application be read by the Chief Administrative Officer.
- h. The Applicant shall be invited to provide new or additional information for Council's consideration.
- i. After the Applicant's presentation, Individuals that would like to speak in the Public Hearing, and that have pre-registered to speak, will be invited to provide their presentation to Council. They will be provided with five (5) minutes for their presentation unless an extension is granted by the Chair.
- j. After all pre-registered individuals are provided with an opportunity to speak to the proposed Bylaw, the Chair will inquire if there were any further individuals that would like to speak to the proposed Bylaw and determine the order that the additional individuals will speak. They will be provided with five (5) minutes for their presentation unless an extension is granted by the Chair.
- k. Council is provided with the opportunity to ask questions. The questions asked shall be limited to questions concerning the subject of the Public Hearing.
- l. The Chief Administrative Officer is given the opportunity to provide closing remarks.
- m. The Applicant is given the opportunity to provide closing remarks. The applicant may speak in rebuttal to those in opposition during closing comments providing no new information is provided.
- n. Council is asked whether they have any final questions, Council members may not debate the issues before the Hearing is closed.
- o. Council may choose to recess a Public Hearing to another time, date or place. However, once the Hearing has been closed no new information may be provided to Council. Council may receive updated information for clarification on subjects discussed as part of the public hearing providing new information is not introduced that would create an unfair approval process by restricting the public's ability to provide input.
- p. Once the Chair is satisfied that all pertinent information has been provided and that Council has no further questions, the Public Hearing will be closed.
- q. Council will proceed to consider the Bylaw in accordance with section 199 & 216.4 of the Municipal Government Act.

SECTION 3 - REPEAL OF BYLAW

- a. This is a new Bylaw that solely accommodates and facilitates the conduct of public

hearings via electronic (virtual means). Procedural Bylaw 725 remains in effect.

SECTION 4 - EFFECTIVE DATE

- a. This Bylaw shall come into effect at such time as it has received third reading and has been signed in accordance with the *Municipal Government Act*.

AND WHEREAS this Bylaw comes into full force and effect upon third reading and being signed.

READ a first time this day of , 2026.

READ a second time this day of , 2026.

Given Unanimous consent to go to third reading on this day of , 2026.

READ a third and final time on this day of , 2026.

MUNICIPALITY OF THE VILLAGE OF BARONS

MAYOR

ADMINISTRATOR