



**AGENDA - ORGANIZATIONAL MEETING
VILLAGE OF BEISEKER
MONDAY, OCTOBER 26, 2026 at 7:00 PM**

1. **Call to Order (Administrator)**
2. **Election of Mayor (Administrator) option for Oath of Office**
3. **Election of Deputy Mayor (Mayor) option for Oath of Office**
4. **Regular Meetings of Council – Date and Times**

Currently the 2nd and 4th Mondays of each month at 7:00 pm. Only one meeting on the 2nd Monday in July, August and December.

- **2026 – November 9 & 23, December 7.**
- **2027 – January 11 & 25, February 8 & 22, March 8 & 22, April 12 & 26, May 10 & 25, June 7 & 21, July 12, August 9, September 13 & 27, October 12 & 25.**

Motion to approve the schedule for Regular Council Meetings from November 2026 to October 2027.

Current Time and Location: 7:00 pm @ 700 1st Avenue, Beiseker AB and online

Motion to establish time and location of Regular Council Meetings

5. **Signing Authority**
Currently the Interim CAO, ACAO, Mayor and Deputy Mayor. Cheques to be signed by one staff and one council member.
6. **Banking Institutions**
Servus Credit Union - Beiseker Branch
7. **Auditor Appointment**
Currently Vista Accounting (Calgary, AB)
8. **Assessor Appointment**
Currently David Clark of Wild Rose Assessment Services Inc.
9. **Subdivision Authority**
Currently Council of the Village of Beiseker
10. **Development Authority**
Currently CAO, Village of Beiseker
11. **Subdivision Development Appeal Board**
Currently Regional Intermunicipal Subdivision and Development Appeal Board services by Parkland Community Planning Services.



12. Municipal Office Address

Box 349, 700 – 1st Avenue Beiseker, AB T0M 0G0

13. Assessment Review Board

Regional Assessment Review Board – City of Red Deer and participating municipalities

14. Fire Chief

Nikki King

Motion to pass appointments per Items 5 – 14.

16. Committee Appointments Current Committees:

	Committee/Appointment	CURRENT APPOINTMENTS		NEW APPOINTMENTS	
		Primary	Alternate	Primary	Alternate
A	Economic Development & Tourism Committee	Neil Young			
C	Emergency Management Committee	All Council			
D	Library Board (up to two members -no alternates - for up to three years	David McKenzie			
E	Museum Board	David Ledoyen	Neil Young		
F	Wild Rose Economic Development Corporation (Community Futures)	Neil Young			
G	Drumheller Solid Waste Management Association	David McKenzie	David Ledoyen		
H	Beiseker Ag Society	David Ledoyen	Remaining Council		
I	Rocky View Foundation	David Ledoyen			
J	Aqua 7 Regional Water Services Commission	David McKenzie			
L	Parks and Trails		Neil Young		
M	Chamber of Commerce	David McKenzie			
N	Beiseker Community School Council	Neil Young			
O	Campground Liaison		Neil Young		

B	Rocky View Handibus		David Ledoyen		
K	CAEP Central Alberta Economic Partnership	Neil Young	David Ledoyen		
P	Palliser Regional Municipal Services	Dave McKenzie			
Q	Budget Review Committee	David Ledoyen	David McKenzie		

Motion to approve committee appointments for the 2026/ 2027 year.

16. **Council Remuneration**

Per current Policy B33 - Council Remuneration to be reviewed in November 2026.

Motion to approve current remuneration per Policy B-33.

17. Adjournment

Title	COUNCIL POLICY – REMUNERATION	POLICY NO:	B-33
Legislation Reference	n/a		
Purpose To establish a policy that establishes Councillor remuneration for Council Members of the Village of Beiseker.			

Policy Statement and Guidelines

1. Monthly Remuneration shall be as follows:
As of January 1, 2025

Mayor	\$7148.40	Monthly \$595.70
Councilor	\$6827.40	Monthly \$568.95

Included in this fee are all Regular and Special Council meetings as well as in-town Committee Meetings.
2. Out of Town Meetings

Less than 4 hours	\$100.00 per meeting
More than 4 hours	\$200.00 per meeting (Includes ABMunis Conference)
3. Mileage

\$0.70 per km (2024 Government of Alberta rate)

4. Meal Rates

When meals are not provided by the event that is being attended, they can be reimbursed at the Alberta Government Meal Reimbursement Rates (Latest Rates – Dec 1 2023). For out-of-town meals when Councillor is attending a meeting/event for Village business only.

Breakfast	\$13.00
Lunch	\$17.00
Dinner	\$27.00

Receipts must be provided. Meals for councillors only will be reimbursed, no alcohol.
5. This remuneration policy will be reviewed once a year by Council at their second November meeting.
6. When considering increases to remuneration rates, the Monthly Remuneration is the item that typically receives the increase based on the Consumer Price Index (to the most recent month posted) in the current year and the increase is effective January 1 of the following year. Mileage has typically been based on the Government of Alberta rates.
7. Councillor Benefits – Employee Assistance Program and Basic Life Insurance.

Policy B-33 Council Remuneration

Approved	September 23, 2013	2013-158
	January 22, 2018	2018-011
	February 10, 2020	2020-046
	Adjustments for 2021	Approved with 2021 Operating Budget
	October 24 2022	#2022O-04 Councillor Spurgeon made motion to retain the current amounts for Council remuneration and only increase mileage rates to the current Government of Alberta rates of \$0.61/km for the 2023 period.
	July 17 2023	Added amounts for meal reimbursement (July 17 2023 Council Meeting)

Chief Administrative Officer

Chief Elected Official



AGENDA

REGULAR COUNCIL MEETING

VILLAGE OF BEISEKER

Monday, October 26, 2026, at 7:00 p.m.

700 1st Avenue, Beiseker AB T0M 0G0 and Online

1. Call to Order

2. Declarations of Pecuniary or Indirect Pecuniary Interest

3. Adoption of Agenda

4. Adoption of Previous Minutes

a) Minutes of the October 13, 2026, Regular Council Meeting

5. Delegation – None scheduled

6. Staff Reports

a) Public Works Department – Written Report

b) Fire Department – Written Report

c) ACAO Report – Written Report

7. Financial Reports / Budgets

a) Cheque Listing – October 23, 2026

8. Business Arising from Minutes (Old Business)

a) Fire Services Bylaw 2026-19 – Replacement of Bylaw 2020-05 – Consideration of First Reading postponed from September 28, 2026

b) Council Procedural Bylaw 2026-17 – Proposed Amendments; postponed from September 28, 2026

9. New Business

a) Golf Cart Use – Discussion of Sample Bylaw and Registration Form (to be distributed at council meeting) Submitted by Deputy Mayor McKenzie

10. Council Reports

a) Councillor David Ledoyen

b) Councillor David McKenzie

c) Councillor Nikki King

d) Councillor Neil Young



11. Correspondence

- a) Community Futures Wild Rose Special Meeting Notice and Quarterly Impact Report
- b) Invitation to Alberta Municipalities Municipal Leaders Caucus Local Decisions Matter Wed Oct 28 noon, or Thursday Oct 29, noon
- c) Letter of Support for the Beiseker Medical Clinic Application to PCIF 2.0 Pilot
- d) Letter to Council from DataHive / BeeNet

12. Closed Session

- a) CAEP – ATIA Section 26 - Harmful to Intergovernmental Relations

13. Return to Open Session and Business Arising from Closed Session

14. Adjournment



4a

REGULAR COUNCIL MEETING MINUTES VILLAGE OF BEISEKER

October 13, 2026

At 7:00 pm Online and 700 1st Avenue, Beiseker AB T0M 0G0

PRESENT:

Mayor David Ledoyen
Deputy Mayor David McKenzie
Councillor Nikki King
Councillor Neil Young

STAFF:

ACAO Norma Lang

1. Call to Order

Mayor Ledoyen called the meeting to order at 7:00 pm.

2. Declaration of Pecuniary or Indirect Pecuniary Interest

Mayor Ledoyen declared for transparency, that he is a member of the Beiseker Lions Club, the proponent of item 9(d). Under MGA section 170(2), nonprofit membership alone isn't a pecuniary interest. He declared he has none and will participate and vote.

3. Agenda

Res#2026-409

MOVED by Deputy Mayor McKenzie to approve the agenda as presented.

CARRIED

4. Adoption of the Previous Minutes

Res#2026-410

MOVED by Councillor King to approve the minutes of the September 28, 2026, Regular Council Meeting with an amendment to Resolution number 2026-402 as follows:
-replace "table to the October 13 Council Meeting" with: "table to a future Council Meeting"

CARRIED

5. Delegation – N/A

6. Staff Reports

- a) Public Works – Written Report
- b) CAO – Written Report
- c) Fire Dept – Written Report

Res#2026-411

MOVED by Deputy Mayor McKenzie to accept the staff reports as presented.

CARRIED



7. Financial Reports

a) Cheque Listing to October 9, 2026

Res#2026-412

MOVED by Councillor King to approve the Cheque Listing through October 9, 2026 as presented.

CARRIED

8. Business Arising from Minutes (Old Business) - N/A

9. New Business

a) Alberta Municipalities Conference – Report from Councillor Young

Res#2026-413

MOVED by Councillor Young that council receive the Alberta Municipalities Conference Report submitted by Councillor Young for information and direct Administration to consider the recommendations contained therein during the development and refinement of the 2026-2029 Strategic Plan and future work planning and report back to Council as appropriate.

CARRIED

Res#2026-414

MOVED by Deputy Mayor McKenzie to direct administration to bring an update on a Beiseker Stormwater Management Plan to the January 25, 2026, Council Meeting.

CARRIED

b) 2027 ATCO Gas Franchise Fee

Res#2026-415

MOVED by Councillor Young that Council approve an increase in the Village of Beiseker's ATCO Gas franchise fee from 16% to 17%, effective January 1, 2027, subject to Alberta Utilities Commission approval; AND THAT Council direct Administration to complete the required public notice process and submit Council's resolution and all required supporting documentation to ATCO Gas by October 23, 2026, for submission to the Alberta Utilities Commission.

DEFEATED

c) 2027 Fortis Alberta Electricity Franchise Fee

Res#2026-416

MOVED by Councillor Young that Council approve an increase in the Village of Beiseker's Fortis Alberta electricity franchise fee from 3.5% to 4.0%, effective January 1, 2027, subject to Alberta Utilities Commission approval; AND THAT Council direct Administration to complete the required public notice process and submit Council's resolution and all required supporting documentation to Fortis Alberta by November 13, 2026, for submission to the Alberta Utilities Commission.

DEFEATED



d) Beiseker Lions Club Proposed Remembrance Sidewalk Project

Res#2026-417

MOVED by Councillor King to grant approval for sidewalk space as requested for the Beiseker Lions Club Remembrance Sidewalk Project.

CARRIED

10. COUNCIL REPORTS

- a) **Mayor Ledoyen** – Written Report
- b) **Deputy Mayor McKenzie** – Written Report
- c) **Councillor King** – Verbal
- d) **Councillor Young** –Written Report

Res#2026-418

MOVED by Deputy Mayor McKenzie to accept the Council Reports as presented.

CARRIED

Res#2026-419

MOVED by Deputy Mayor McKenzie to appoint Janine Logel to the Library Board for a three-year term October 15, 2026 – October 15, 2029.

CARRIED

11. CORRESPONDENCE

- a) Alberta Municipal Affairs – September 29, 2026, letter from Minister of Municipal Affairs regarding fire service training grants

12. CLOSED SESSION

Res#2026-420 **MOVED by** Councillor King that council enter closed session at 8:02 pm to discuss the following:

- a) Housing (Pursuant to MGA Section 17 & ATIA s 19 - harmful to business interests)
- b) Community Futures (Pursuant to MGA Section 17 & ATIA s 26 - harmful to intergovernmental relations)

CARRIED

Res#2026-421 **MOVED by** Deputy Mayor McKenzie that council leave closed session at 8:35 pm.

CARRIED



Res#2026-422 MOVED by Councillor Young that Council direct Administration to proceed in accordance with the direction provided by Council during Closed Session regarding Housing.

CARRIED

Res#2026-423 MOVED by Councillor Young that Council receive the Closed Session discussion regarding Community Futures for information.

CARRIED

13. Adjournment

Res#2026-424 MOVED by Mayor Ledoyen to adjourn the meeting at 8:39 pm.

Mayor, David Ledoyen

ACAO, Norma Lang



VILLAGE OF BEISEKER

PUBLIC WORKS

PO BOX 349, BEISEKER, AB T0M 0G0
Tel. 403-947-3270

Email: publicworks@beiseker.com
Fax 403-947-2146 www.beiseker.com

Public Works Report: Council Meeting – October 26, 2026

Prepared by: Brandon Martin

Water/Wastewater:

- Initial samples for this year's lagoon discharge were collected on October 19. The samples were taken to Element Labs on October 20 for analysis.
- In response to a question from the last council meeting: We suspect a leak under the basement slab of a home. The resident has been advised of this and is preparing to investigate. Also, the leak we found was repaired on September 23, so for most of September the leak was ongoing, which would affect the daily average usage over the course of the month. We have noticed a drop in usage during our daily checks since the leak was repaired.
- Dig site remediation from last year's digs have been completed.
- Annual service of the pumps at Reservoir 2 is scheduled for November 02.
- Simon has started the Level 1 certification prep course for Water Distribution, Wastewater Collection, and Wastewater Treatment.

Buildings

- The Centennial washrooms have been closed for the winter.

Equipment

- The 2021 F350 will need to go in for service due to issues with the infotainment screen.

Other

- The Campground has been winterized, and tree pruning began October 19.
- The flower pots have been removed from Main Street.

Beiseker Daily Average Water Usage Consumption by Year and Month (m³)

	2020	2021	2022	2023	2024	2025	2026
January	158.61	134.32	150.55	169.00	194.23	149.19	214.84
February	162.48	172.68	167.18	178.79	160.59	155.18	155.04
March	144.52	139.45	155.90	190.00	135.74	145.97	155.94
April	145.07	138.47	162.20	175.73	138.83	161.47	163.30
May	160.87	141.58	150.68	155.90	143.94	164.19	187.39
June	144.43	186.90	156.53	165.07	175.50	184.33	193.40
July	147.06	199.71	162.42	170.58	185.58	166.03	228.23
August	177.81	179.68	181.39	172.32	201.23	183.68	247.00
September	153.47	204.23	184.83	160.47	156.40	181.43	239.70
October	146.00	157.32	158.48	151.90	186.84	170.16	
November	138.53	149.23	158.70	141.77	153.70	161.83	
December	134.94	166.84	163.45	155.26	149.06	156.81	
Average	151.15	164.20	162.69	165.57	165.14	165.02	198.32

Highest Water Consumption by Month

Highest Water Consumption of All

Lowest Water Consumption by Month

Lowest Water Consumption of All

Monthly Total Water Usage (m³)

	2022	2023	2024	2025	2026
January	4767	5238	6021	4625	6660
February	4681	5006	4657	4345	4341
March	4733	5890	4208	4525	4834
April	4766	5272	4165	4844	4899
May	4771	4833	4462	5090	5809
June	4696	4952	5265	5530	5802
July	5051	5288	5753	5147	7075
August	5646	5342	6238	5964	7657
September	5545	4814	4692	5443	7191
October	4913	4709	5792	5275	
November	4781	4253	4611	4855	
December	5067	4813	4621	4861	
TOTALS	59417	60410	60485	60504	54268



BEISEKER FIRE DEPARTMENT COUNCIL REPORT

October 26, 2026 Council Meeting

To: Mayor and Council
From: Fire Chief Nikki King

1. Emergency Response and Paid-on-Call Activity

The Department responded to five calls during this reporting period, including a medical call in Irricana and an animal rescue involving a cat in a tree. Since the paid-on-call model was implemented, the Department has responded to 14 calls in total.

2. Food Pantry Fundraising

Beiseker Fresh Market raised \$3,750 for the Beiseker Fire Department Food Pantry through its ThankFULL Neighbour campaign. Contributions included 250 food hampers valued at \$2,500 and \$1,250 in cash donations.

Of the \$1,250 in cash donations, \$500 was used to purchase frozen meat for the pantry. The remaining \$750 is held in gift cards for future pantry purchases. The Department thanks Beiseker Fresh Market and everyone who supported the campaign.

3. Upcoming Community Cooking Night

Community Cooking Night will be held on November 1, 2026, from 2:00 p.m. to 6:00 p.m. at the Beiseker Community Hall. This free event is a collaboration between the Beiseker Fire Department, Beiseker FCSS, the Swiss Kitchen Lady and Beiseker Fresh Market.

Participants will learn to prepare affordable soup and casserole dishes, with activities available for children. As of the writing of this report, 16 people are registered out of a maximum of 20 participants (80% capacity). Preregistration is required.

4. Staffing and Recruitment

The Department roster remains unchanged from the previous Council report. Recruitment and hiring efforts remain ongoing to support operational coverage and departmental capacity.

5. Alberta Transportation Safety Audit Update

Ten members have successfully completed the required National Safety Code (NSC) training. Certificates of Completion were submitted to Alberta Transportation before the October 13, 2026 deadline. This satisfies one of the conditions associated with the Department's Conditional Safety Fitness Certificate.

The remaining condition requires the Department to complete another independent third-party safety audit before April 2027. The Department will continue preparing for this follow-up audit to maintain regulatory compliance.

Respectfully submitted,

Nikki King

Fire Chief, Beiseker Fire Department

Appendix A — Paid-on-Call Incident Register

Records supplied for September 16–October 9, 2026. Fourteen incidents are listed in the detailed register. Three additional incidents were attended exclusively by Chief Officers and are included in the cumulative total of 14 calls; neither generated paid-on-call compensation. Durations are incident elapsed times, not aggregate responder-hours.

Date	Incident #	Apparatus	Crew	Duration	Paid	Billed
2026-10-09	R2026018239	Engine 130	4	20 min	\$100.00	—
2026-10-06	R2026018013	RR130	1	32 min	\$25.00	—
2026-10-04	R2026018040	RR130	1	29 min	\$25.00	—
2026-10-04	R2026017869	RR130	1	59 min	\$25.00	—
2026-10-01	R2026017709	RR130	4	38 min	\$100.00	—
2026-09-30	R2026017672	RR130	4	37 min	\$100.00	—
2026-09-29	R2026017577	RR130	1	31 min	\$25.00	—
2026-09-25	R2026017348	RR130	4	79 min	\$112.50	\$960.00
2026-09-24	R2026017293	RR130	3	20 min	\$75.00	—
2026-09-24	R2026017232	RR130	2	26 min	—	—
2026-09-19	R2026016919	Tender130	2	47 min	\$25.00	\$640.00
2026-09-17	R2026016779	RR130	2	59 min	—	—
2026-09-17	R2026016770	RR130	2	37 min	—	—
2026-09-16	R2026016737	RR130	2	41 min	—	—

Financial summary: 14 total incidents since implementation. Ten of the 14 detailed incidents generated paid-on-call compensation totalling \$612.50. Two incidents generated apparatus billing totalling \$1,600.00. Billing less paid-on-call compensation is \$987.50; this is not net revenue because collection and other operating costs are not included. The three Chief Officer-only responses generated no paid-on-call compensation.



ACAO REPORT TO VILLAGE OF BEISEKER COUNCIL

OCTOBER 26, 2026

Submitted by Norma Lang, ACAO

This report provides an update on administrative activities, professional development and municipal projects underway during the CAO's absence.

CAMPGROUND

The campground remained open through the Thanksgiving long weekend and is now closed for the season, with reopening planned for April 2027. Operators Merald and Lynda Hrynuik reported a busy season, although activity was somewhat lower than last year. They attributed the decrease partly to higher travel and living costs, based on conversations with guests. Administration thanked them for their work throughout the season.

TRANSFER STATION – RECYCLING

Administration is working with Transfer Station operator Gary O'Keefe to help residents understand the expanded list of accepted recyclable materials. Printed recycling guides are available at the Village office, and staff are familiarizing themselves with the changes to respond to residents' questions.

MEETINGS AND PROFESSIONAL DEVELOPMENT

Villages South Meeting

I attended the Villages South meeting on October 9, which Councillor Young also reported on at the previous Council meeting. Participants exchanged updates on local initiatives and discussed concerns about provincial direction affecting municipal land-use planning.

Municipal Infill Webinar

On October 14, I attended Alberta Counsel's webinar entitled ***What Alberta's New Infill Direction Means for Municipalities***. The presentation examined the province's new infill direction and its potential implications for municipalities beyond Edmonton.

PROJECTS UNDERWAY

Meadowlark Trail Marketing and NRED Grant Application

Work is underway on a Northern and Regional Economic Development (NRED) grant application to develop and implement a regional marketing and promotional plan for the Meadowlark Trail. The proposed initiative would promote cycling day trips to Beiseker and Irricana, with a focus on attracting visitors from the Calgary region and encouraging visits to local businesses.

Letters of support have been requested from the Beiseker Chamber of Commerce, the Economic Development and Tourism Committee and the Meadowlark Trail Society. Outreach to the Irricana Lions is also planned. A meeting with Lisa Houle of Alberta Economic Development is scheduled for October 20 to obtain guidance on the application.

Approved Subdivision

The developer has submitted detailed subdivision designs to MPE for engineering review on behalf of the Village. Administration continues to coordinate the next steps in the subdivision process.

Municipal Byelection

Preparations are underway for the planned January 2027 municipal byelection.

Natural Gas Aggregation Procurement

Alberta Municipalities has provided an Aggregation Agreement and Retail Service Agreement. The agreement authorizes Alberta Municipalities to purchase natural gas on the Village's behalf, subject to a maximum authorized price of \$3.10 per gigajoule. The agreement is now fully executed for the upcoming year.

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Village Of Beiseker

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Cheque Listing For Council

 2026-Oct-22
 4:27:41PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20260505	2026-10-26	TELUS MOBILITY INC.	38821228	OCT MOBILITY	393.26	823.24
20260505			38821229	OCT LANDLINES	429.98	
20260506	2026-10-26	TELUS COMMUNICATIONS INC.	24151002	OCT LANDLINES/INTERNET	1,054.47	1,054.47
20260507	2026-10-26	AMSC ENERGY	41085	GAS & POWER	14,130.90	14,130.90
20260508	2026-10-26	BEISEKER MUNICIPAL LIBRARY	2026-06-31	SUMMER STUDENT	312.00	1,626.30
20260508			AUG-26	SUMMER STUDENT	136.50	
20260508			JUL-26	SUMMER STUDENT	764.40	
20260508			MAY-26	STUDENT WAGES	413.40	
20260509	2026-10-26	DRUMHELLER & DIST. SOLID WASTE	SEPT26-55	DISPOSAL FEES	323.05	323.05
20260510	2026-10-26	HACH SALES & SERVICE CANADA LP	430942	DPD VIAL	529.84	529.84
20260511	2026-10-26	JOCK WILSON CONTRACTING LTD.	5509	R/M	2,184.00	2,184.00
20260512	2026-10-26	TAXervice	ROLL	ROLL #	157.50	157.50
20260513	2026-10-26	ANDRUSIAK, SEBASTIAN	R2026018239	POC FOR FD	25.00	25.00
20260514	2026-10-26	BINNION, CORWIN	R2026018239	POC FOR FD	25.00	25.00
20260515	2026-10-26	CLEARTECH INDUSTRIES INC.	INV1226845	WATER TABLETS	824.44	824.44
20260516	2026-10-26	G & D LIGHT HAUL LTD	2026-1040	COURIER SERVICES	82.96	82.96
20260517	2026-10-26	KRAFT, COOPER	R2026018239	POC FOR FD	25.00	25.00
20260518	2026-10-26	SHAKY, OSKAR	R2026018239	POC FOR FD	25.00	25.00
20260519	2026-10-26	YOUNG, NEIL	MILEAGE	MILEAGE	587.52	587.52

Total 22,424.22

*** End of Report ***



COUNCIL REQUEST FOR DECISION

To: Village of Beiseker Council

From: Norma Lang, ACAO

Date: October 26, 2026

Subject: Bylaw 2026-19 – Fire Services Bylaw

Recommendation: That Council give first reading to Fire Services Bylaw 2026-19 and direct Administration to address Council's feedback before returning the bylaw for consideration of second and third readings.

PURPOSE

To share a redrafted version of the Village of Beiseker Fire Services Bylaw that captures changes requested by Council along with modernization reflecting current practices and updated approaches used in recently updated Alberta municipal Fire Services Bylaws.

BACKGROUND

At the August 10, 2026, Regular Council Meeting, Council passed Resolution 2026-361 postponing consideration of Policy FD-01 and directing Administration to bring forward amendments to Fire Services Bylaw 2020-05 addressing the items identified in the briefing memorandum prepared and shared by Mayor Ledoyen.

Administration subsequently reviewed Bylaw 2020-05 and compared its provisions with more recent Alberta municipal fire services bylaws, including the Town of Westlock's Fire and Rescue Services Bylaw. A draft incorporating the initial amendments was provided to Fire Chief Nikki King for operational review.

Following the Fire Chief's review, Administration determined that the number and nature of the required changes would be more clearly addressed through a replacement bylaw rather than further amendment of the 2020 bylaw.

The draft replacement bylaw was presented at the September 28, 2026, Regular Council Meeting, and Council postponed further consideration to a future meeting.

The proposed Fire Services Bylaw includes the following key updates:

1. **Legislative References** – Updates outdated references to fire safety and dangerous goods legislation and includes wording recognizing legislation as amended or replaced from time to time.
2. **Fire Department Organization** – Clarifies Council's appointment of the Fire Chief and the Fire Chief's authority to appoint the Deputy Fire Chief, Officers and Members.
3. **Operational Service Levels** – Establishes that services are provided within the limits of available personnel, qualifications, equipment, resources, medical authorization and the approved municipal budget, with operational service delivery determined by the Fire Chief under the direction and control of the CAO.
4. **Council and Administrative Authority** – Clarifies that Council exercises its authority collectively through bylaws, resolutions, approved policies and the municipal budget, while operational direction and day-to-day administration of the Fire Department remain with the Fire Chief and CAO.
5. **Housekeeping Amendments** – Corrects definitions, section numbering, cross-references, grammatical issues and adds gender-neutral language throughout the bylaw.
6. **Enforcement and Penalties** – Reconciles the maximum fine provision with Schedule "A" and corrects the Schedule "A" references to the applicable offence sections.
7. **Repeal and Coming into Force** – Provides clear language repealing Fire Services Bylaw 2020-05 upon adoption of the replacement bylaw.

The proposed bylaw retains key provisions of the existing Fire Services Bylaw, including Council's appointment of the Fire Chief, quarterly reporting to Council, CAO-approved negotiation of mutual aid and fire service agreements, and the Village's protection of Fire Department Members acting in good faith.

ADMINISTRATIVE RECOMMENDATION FOR MOTION

Recommendation: That Council give first reading to Fire Services Bylaw 2026-19 and direct Administration to address Council's feedback before returning the bylaw for consideration of second and third readings.

**VILLAGE OF BEISEKER
FIRE SERVICES BYLAW
BYLAW NO. 2026-19
TO REPEAL AND REPLACE FIRE SERVICES BYLAW # 2020-05**

**BEING A BYLAW OF THE VILLAGE OF BEISEKER TO PROVIDE FOR FIRE AND
EMERGENCY SERVICES**

WHEREAS section 7 of the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time, provides that a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people, the protection of people and property, and services provided by or on behalf of the municipality;

AND WHEREAS Council of the Village of Beiseker wishes to establish and maintain a Fire Department for the provision of fire protection and emergency services;

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

1. TITLE

1.1 This Bylaw may be cited as the **“Fire Services Bylaw.”**

2. DEFINITIONS

2.1 In this Bylaw:

a) “Agreement” means any agreement entered into by the Village of Beiseker and another municipality, agency or person for the provision of fire protection or fire services.

b) “Apparatus” means any vehicle provided with machinery, devices, equipment or materials for firefighting, as well as vehicles used to transport Members or supplies.

c) “Building” means a structure used or intended to be used for supporting or sheltering persons, animals or property, except those prescribed by regulation as exempt from the applicable building code.

d) “CAO” means the Chief Administrative Officer of the Village of Beiseker or their designate.

e) “Council” means the Council of the Village of Beiseker.

f) “Dangerous Goods” means any product, substance, material or organism regulated as dangerous goods under the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c D-4, the *Transportation of Dangerous Goods Act*, 1992, SC 1992, c 34, or their respective regulations, as amended or replaced from time to time.

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g) “Deputy Fire Chief” means a person appointed or designated as Deputy Fire Chief who assists the Fire Chief in the administration and operation of the Fire Department and, when authorized by or acting in the absence of the Fire Chief, may exercise the powers and perform the duties of the Fire Chief under this Bylaw.

h) “Enforcement Officer” means a person authorized to enforce this Bylaw and includes a member of the Royal Canadian Mounted Police, a Community Peace Officer or a Bylaw Enforcement Officer.

i) “Equipment” means any tools, devices, materials or equipment used by the Fire Department to respond to an Incident or other emergency.

j) “False Alarm” means any notification to the Fire Department, a Member or a dispatch centre respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or property where such condition, circumstance or event does not exist and the person providing the notification has done so intentionally.

k) “Fire” means combustible material in a state of combustion.

l) “Fire Chief” means the person appointed by Council as the head of the Fire Department.

m) “Fire Department” means the Paid-On-Call Volunteer Beiseker Fire Department established pursuant to this Bylaw.

n) “Fire Department Property” means all property owned or controlled by the Village and designated for use by the Fire Department, regardless of the source of the property.

o) “Fire Protection” means all aspects of fire and emergency services provided by the Fire Department, including fire prevention, firefighting and suppression, pre-fire planning, fire investigation, public education and information, training and other related activities.

p) “Fees for Service” means fees charged for Fire Department services in accordance with the Village's applicable fees and charges bylaw.

q) “Incident” means a fire, a situation where a fire or explosion is imminent, or any other emergency or situation presenting a danger or possible danger to life or property to which the Fire Department responds.

r) “Member” means a person duly appointed as a Member of the Fire Department.

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s) “Officer” means a Member appointed by the Fire Chief to an officer position within the Fire Department.

t) “Property” means real or personal property and includes land, buildings and structures.

u) “Rescue” means emergency response activities undertaken by the Fire Department within the limits of its available personnel, qualifications, equipment, resources, medical authorization and approved municipal budget.

v) “Village” means the municipal corporation of the Village of Beiseker in the Province of Alberta.

2.2 References in this Bylaw to an enactment of the Province of Alberta or Canada include that enactment as amended or replaced from time to time.

3. ESTABLISHMENT AND LEVEL OF SERVICE

3.1 The Beiseker Fire Department is hereby established as a paid-on-call Volunteer Fire Department of the Village.

3.2 The Fire Department shall provide services within the limits of its available personnel, qualifications, equipment, resources, medical authorization and approved municipal budget, as operationally determined by the Fire Chief under the direction and control of the CAO.

3.3 Nothing in this Bylaw shall be interpreted as requiring the Fire Department to provide a particular service or level of service where, in the opinion of the Fire Chief or Member in charge, the personnel, qualifications, equipment, resources or authorization necessary to safely provide that service are unavailable.

3.4 Where there is a conflict between this Bylaw and another bylaw of the Village dealing specifically with the same subject matter, the more specific provision shall prevail.

4. FIRE CHIEF AND FIRE DEPARTMENT RESPONSIBILITIES

4.1 The Fire Chief shall be appointed by Council.

4.2 The Fire Chief may appoint a Deputy Fire Chief, Officers and Members of the Fire Department as deemed necessary for the effective operation of the Fire Department.

4.3 The jurisdiction of the Fire Chief, Officers and Members extends throughout the boundaries of the Village. Fire Department Apparatus, Equipment and personnel may

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operate outside the Village where authorized under a mutual aid agreement, fire services agreement or other lawful arrangement.

4.4 The Fire Chief has responsibility and authority for the administration and operation of the Fire Department, subject to the direction and control of the CAO.

4.5 Subject to section 3 of this Bylaw, the Fire Department may undertake Fire Protection and emergency response activities including:

- a) firefighting and fire suppression;
- b) Rescue;
- c) emergency medical response where appropriately authorized;
- d) response to other Incidents and emergencies;
- e) pre-fire planning;
- f) emergency and disaster planning;
- g) preventative activities and patrols;
- h) response to Dangerous Goods Incidents; and
- i) public education, fire prevention and other related Fire Protection activities.

4.6 The Fire Chief may establish rules, procedures, operational guidelines and administrative practices necessary for the safe and effective organization and operation of the Fire Department, including:

- a) the use, care and protection of Fire Department Property;
- b) the conduct, training and discipline of Officers and Members; and
- c) the safe and efficient operation of the Fire Department.

4.7 In the absence of the Fire Chief, the Deputy Fire Chief or the senior ranking Member present shall have control, direction and management of Fire Department personnel, Apparatus and Equipment assigned to an Incident. A Member in command shall continue to act as incident commander until relieved by an Officer authorized to assume command.

4.8 The Fire Chief shall be responsible for Fire Protection matters within the authority of the Village and Fire Department, including applicable requirements under the *Safety Codes*

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Act and regulations and codes adopted under that Act, together with the safe operating procedures of the Fire Department.

4.9 The Fire Chief or their delegate shall provide a report respecting Fire Department activities and departmental status to Council at a regular Council meeting at least four (4) times annually.

4.10 The Fire Chief or Member in charge of an Incident may cause a building or structure to be pulled down, demolished or otherwise removed where reasonably necessary to prevent the spread of fire or protect persons or Property.

4.11 The Fire Chief or Member in charge of an Incident may enter premises or Property where an Incident has occurred and may cause Members, Apparatus or Equipment to enter where reasonably necessary to combat, control or otherwise deal with the Incident.

4.12 The Fire Chief or Member in charge of an Incident may establish boundaries or limits around an Incident and prohibit persons from entering the area unless authorized to do so.

4.13 The Fire Chief or Member in charge of an Incident may enter, pass through or over Buildings or Property adjacent to an Incident and may cause Members, Apparatus or Equipment to do so where reasonably necessary to gain access to the Incident or protect persons or Property.

4.14 The Fire Chief may obtain assistance from other officials or employees of the Village where reasonably necessary to perform the duties and responsibilities established by this Bylaw.

4.15 The Fire Chief or Member in charge of an Incident may request assistance from persons who are not Members where reasonably necessary to respond to the Incident, including assistance in extinguishing a fire, protecting or removing Property, securing an area or demolishing a Building or structure.

4.16 Subject to Council's approved municipal budget and the Village's purchasing policies and procedures, the Fire Chief may purchase or otherwise acquire Equipment, Apparatus, materials and supplies necessary for the safe operation and maintenance of the Fire Department.

4.17 A Fire Chief, Officer or Member acting in good faith and without malice in the performance of duties under this Bylaw shall not be personally liable for damage resulting

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from an act or omission in the performance of those duties, except as otherwise provided by law.

4.18 Upon approval of the CAO, the Fire Chief may negotiate with the Government of Alberta, other municipalities, agencies or persons for the purpose of establishing mutual aid agreements, fire control agreements or other fire service arrangements and shall provide recommendations to the CAO concerning the establishment or renewal of such agreements.

4.19 Any legal proceeding brought against the Fire Chief, an Officer or a Member arising from an act or omission performed in good faith in the execution of duties under this Bylaw shall be defended by the Village, subject to applicable law.

5. COUNCIL AND ADMINISTRATIVE AUTHORITY

5.1 Council shall exercise its authority respecting the Fire Department collectively through bylaws, resolutions, approved policies and the municipal budget.

5.2 No individual Member of Council has authority to direct the Fire Chief, Officers or Members in relation to:

- a) incident command or emergency operations;
- b) personnel appointments, assignments, supervision or discipline;
- c) operational decisions; or
- d) the day-to-day administration or operation of the Fire Department.

5.3 Direction from Council concerning the Fire Department shall be provided collectively and communicated through the CAO, except where otherwise expressly provided by this Bylaw or applicable legislation.

6. OFFENCES

6.1 No person shall enter an area restricted or controlled pursuant to section 4.12 unless authorized by the Fire Chief or Member in charge of the Incident.

6.2 No person shall impede, obstruct or hinder a Member or any other person assisting or acting under the direction of the Fire Chief or Member in charge of an Incident.

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6.3 No person shall willfully damage or destroy Fire Department Apparatus or Equipment, including driving over or otherwise damaging Fire Department hoses or Equipment.

6.4 No person shall falsely represent themselves as a Member of the Fire Department or wear or display a Fire Department badge, insignia or other identifying item for the purpose of such false representation.

6.5 No person shall obstruct or otherwise interfere with access to roads, streets or other approaches to any fire alarm, hydrant, cistern, body of water or other connection, Equipment or facility designated or used for firefighting purposes.

7. FIRE SERVICES FEES

7.1 Where the Fire Department provides fire or emergency services for which a fee is authorized under the Village's applicable fees and charges bylaw, the applicable fee shall be payable to the Village.

7.2 Where the Fire Department extinguishes a fire or responds to an Incident or emergency for the purpose of preserving life or protecting Property, the Village may, where authorized by law, recover costs incurred by the Fire Department from:

- a) the person responsible for causing the Incident or emergency;
- b) the owner or occupant of the land on which the Incident or emergency occurred; or
- c) the owner or person in possession or control of Property from which the Incident or emergency originated.

7.3 Fees or charges owing under this Bylaw may be recovered by the Village as a debt due and owing to the Village and, where authorized by the *Municipal Government Act*, may be added to the tax roll of the applicable Property.

8. ENFORCEMENT AND PENALTIES

8.1 A person who contravenes this Bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding **\$3,000**, unless a different penalty is provided by law.

8.2 The specified penalties associated with offences under this Bylaw are set out in Schedule "A".

8.3 An Enforcement Officer may issue a Violation Tag to any person whom the Enforcement Officer has reasonable grounds to believe has contravened this Bylaw.

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8.4 A person to whom a Violation Tag is issued may pay the specified penalty to the Village within the time stated on the Violation Tag to avoid prosecution for the offence.

8.5 Where a Violation Tag has been issued and the specified penalty has not been paid within the prescribed time, an Enforcement Officer may issue a Violation Ticket in accordance with the *Provincial Offences Procedure Act*.

8.6 A person to whom a Violation Ticket is issued may make payment in accordance with the Violation Ticket and the *Provincial Offences Procedure Act*.

9. SERVICE

9.1 A Violation Tag may be served:

- a) personally upon the person named in the Violation Tag; or
- b) by regular mail to the person's last known address, in which case service is deemed effective five (5) business days after mailing.

9.2 A Violation Ticket shall be served in accordance with the *Provincial Offences Procedure Act* and applicable regulations.

9.3 Nothing in this section prevents an Enforcement Officer from issuing a Violation Ticket requiring a court appearance in accordance with the *Provincial Offences Procedure Act*.

10. RECOVERY OF ENFORCEMENT COSTS

10.1 Expenses incurred by the Village in carrying out enforcement action under this Bylaw, or expenses arising from damage caused by a contravention of this Bylaw, constitute a debt owing to the Village by the person responsible and may be recovered by civil action or by any other means authorized by law.

10.2 The CAO may issue a demand for payment of enforcement or damage expenses incurred by the Village.

11. REPEAL AND COMING INTO FORCE

11.1 Bylaw No. 2020-05, the Fire Services Bylaw, is hereby repealed.

11.2 This Bylaw comes into force upon third and final reading.

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READ A FIRST TIME this ____ day of _____, 2026.

READ A SECOND TIME this ____ day of _____, 2026.

READ A THIRD AND FINAL TIME this ____ day of _____, 2026.

Mayor, David Ledoyen

CAO, Gail Peckham

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SCHEDULE "A"

FINES IN LIEU OF PROSECUTION

Offence	Violation Tag – 1st Offence	Violation Tag – 2nd Offence	Violation Ticket – Minimum Penalty	Violation Ticket – Maximum Penalty
Section 6.1 – Entering a restricted or controlled area without authorization	\$500	\$750	\$1,000	\$2,000
Section 6.2 – Impeding, obstructing or hindering a Member or person assisting at an Incident	\$750	\$1,000	\$2,000	\$3,000
Section 6.3 – Damage or destruction of Fire Department Apparatus or Equipment*	\$500	\$750	\$1,000	\$2,000
Section 6.4 – False representation as a Fire Department Member	\$500	\$750	\$1,000	\$2,000
Section 6.5 – Obstructing or interfering with access to roads, hydrants, cisterns, water supplies or other firefighting Equipment or facilities	\$750	\$1,000	\$2,000	\$3,000

* Costs associated with damage may be recovered in addition to the applicable penalty.



COUNCIL REQUEST FOR DECISION

To: Village of Beiseker Council

From: Norma Lang, ACAO

Subject: Amendments to Council Procedural Bylaw

Recommendation: That Council give first reading to Bylaw 2026-20

PURPOSE

To update the Council Procedural Bylaw to reflect current Alberta legislation and capture changes requested by Council.

BACKGROUND

Administration is bringing forward an updated version of the Council Procedural Bylaw that captures the following changes.

1. **Definitions and Interpretation** – Rename Section 2 from “Definitions” to “Definitions and Interpretation” and add a general provision stating that references to provincial legislation include that legislation as amended or replaced from time to time.
2. **MGA Definition** – Update and simplify the definition of the *Municipal Government Act* using its statutory citation. The new general interpretation provision will ensure that the reference automatically includes future amendments or replacement legislation and is consistent with modernizations made by other Alberta municipalities.
3. **Section 20(f) – Closed Sessions** – Replace the outdated FOIP reference with references to the MGA and the *Access to Information Act*, reflecting the current legislative framework applicable to municipal closed sessions.
4. **Add Correspondence as part of the Council Agenda Template** – Current practice is that items that arrive in the office via administration and are addressed to Council are added to the council package under New Business. Administration recommends having a section called Correspondence to capture items that are by

nature information from third parties and addressed to council not necessarily requiring any action.

5. On September 8 Council approved the following updates

- (a) insert 'Disclosure of Pecuniary Interest and/or Conflict of Interest' as item (ii) in the agenda order under Section 8(e), with subsequent items renumbered accordingly;
- (b) delete Section 9(d) in its entirety, on the basis that quorum by electronic attendance is already deemed under Section 199 of the Municipal Government Act, and re-letter the subsequent subsections of Section 9 accordingly; and
- (c) delete Section 9(f) [to be re-lettered as (e) per item (b) above] and replace it with a requirement that the Minutes reflect when a Councillor attends the meeting virtually;
- (d) amend Section 6(d) to require that a special meeting requested by a majority of Council be held, rather than merely called, within fourteen (14) days of the date the written request is delivered to the Mayor, to align with Section 194(2) of the Municipal Government Act; and
- (e) amend Section 17 to cite Section 183 of the Municipal Government Act as the source of the requirement to vote, in addition to the existing citation to Section 174 as the disqualification consequence for failing to do so.

ADMINISTRATIVE RECOMMENDATION

Administration recommends adoption of amendments made to Bylaw 2026-20. The proposed amendments are generally housekeeping changes that better reflect legislative references.

Recommended Motion:

That Council give First Reading to Village of Beiseker Bylaw 2026-20.

**VILLAGE OF BEISEKER
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**BEING A BYLAW OF THE VILLAGE OF BEISEKER TO REGULATE THE
PROCEDURE & CONDUCT OF COUNCIL AND COUNCIL COMMITTEE
MEETINGS**

WHEREAS pursuant to the Municipal Government Act, the Village of Beiseker Council considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee meetings in the Village of Beiseker;

NOW THEREFORE the Council of the Village of Beiseker, hereby ENACTS AS FOLLOWS:

Citation

1. This Bylaw cited as the "Council Procedural Bylaw" is hereby amended by removing FOIP and adding ATIA, expanding Definitions title to Definitions and Interpretations, removing as amended from Section 2 g) and adding 2 p) References to Legislation.
2. Update to Council Package item (e) to include Correspondence.
3. (a) insert 'Disclosure of Pecuniary Interest and/or Conflict of Interest' as item (ii) in the agenda order;
(b) delete Section 9(d) in its entirety;
(c) delete Section 9(f) [to be re-lettered as (e) per item (b) above] and replace it with a requirement that the Minutes reflect when a Councillor attends the meeting virtually;
(d) amend Section 6(d) to require that a special meeting requested by a majority of Council be held, rather than merely called, within fourteen (14) days of the date the written request is delivered to the Mayor, to align with Section 194(2) of the Municipal Government Act; and
(e) amend Section 17 to cite Section 183 of the Municipal Government Act as the source of the requirement to vote, in addition to the existing citation to Section 174 as the disqualification consequence for failing to do so.
- 4.

Definitions and Interpretations

2. In this Bylaw:

- (a) "Agenda" shall mean the list of items and orders of business for any

**VILLAGE OF BEISEKER
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- meeting of Council as prepared by the Chief Administrative Officer, or their delegate;
- (b) “Bylaw” is a Bylaw of the Village of Beiseker;
 - (c) "CAO" means the Chief Administrative Officer of the Village of Beiseker or their delegate;
 - (d) “Chair” is the Mayor of the Village of Beiseker, or Deputy Mayor in the Mayor’s absence, or another Councillor by motion and majority vote in the case of the absence of both the Mayor and Deputy Mayor;
 - (e) “Council” shall mean the duly elected Mayor, Deputy Mayor and Councillors of the Village of Beiseker;
 - (f) "Councillor" is a member of Council duly elected pursuant to the *Local Authorities Election Act*;
 - (g) “MGA” shall mean the *Municipal Government Act* of the Province of Alberta, R.S.A. 2000, ~~as amended~~.
 - (h) "Motion" means a motion made in Council;
 - (i) “Point of Order” is the raising of a question by a Councillor to call attention to any departure from this Bylaw or customary proceedings of debate or conduct of Council's business;
 - (j) “Public Hearing” is a meeting of Council held in accordance with Section 230 of the *MGA*;
 - (k) “Quorum” is a majority of those members elected present during a Council Meeting, in the case of the Village of Beiseker three (3);
 - (l) “Recorded Vote” is the request of any Councillor to record the vote on a motion by Councillor name;
 - (m) "Special Meeting" is a meeting called pursuant to Section 194 of the *MGA*;
 - (n) “Village” is the Corporation of the Village of Beiseker.
 - (o) “Written Notice/Communication or Submission” includes by mail, email or hand-delivered
 - (p) References to Legislation - References in this Bylaw to an enactment of the Province of Alberta include that enactment as amended or replaced from time to time.**

Application

3. This Bylaw shall apply to all Councillors, staff of the Village of Beiseker and any member of the public who attends or wishes to attend meetings of Council and Council Committees established by Council.

Quorum

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4. (a) As soon as there is a quorum of Council after the hour fixed for the meeting, the Chair shall call the meeting to order.
- (b) If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

Meetings

5. (a) Regular meetings of Council shall be established by motion and majority vote of Council at the annual Organizational Meeting.
- (b) In the case where a regular meeting conflicts with a statutory holiday, the regular meeting shall be held on the first working day thereafter.
- (c) The meetings of Council Committees shall be established by motion and majority vote for each committee and the public must be given notice or advertised as required by the provisions of the MGA.

Special Meetings

6. (a) The Mayor may call Special Meetings of Council in accordance with Section 194 of the MGA and Special Meeting Procedure B-40.
- (b) The Mayor may call a Special Meeting of Council upon shorter notice, either oral or written, as they consider sufficient, however no special meeting may be held until at least two-thirds of the members of Council give their consent in writing to the holding of the meeting.
- (c) No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by motion and unanimous consent, any other business may be transacted.
- (d) Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting **which will be held** within fourteen (14) days of the date on which the request in writing was delivered to the Mayor **as per Section 194(2) of the Municipal Government Act.**

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Organizational Meeting

7. The Annual Organizational Meeting of Council shall be held in accordance with Section 192 of the MGA as follows:

- (a) The CAO shall fix the time and place of the Organizational Meeting;
- (b) The CAO shall take the chair by calling the meeting to order; administering the Oaths of Office to all new Councillors, recording the election of the Mayor, administering the Mayor's Oath of Office and shall then turn the chair over to the Mayor;
- (c) The Mayor shall administer the election of the Deputy Mayor and the administration of the Deputy Mayor's Oath of Office;
- (d) The nominations for Mayor and Deputy Mayor, the number of votes for each position and whether an election took place by secret ballot will be recorded in the minutes of the Organizational Meeting. Secret Ballots will be held when called for by motion and approved by the majority of the Councillors present in accordance with Section 185.1 of the MGA.
- (e) the establishment of the regular meeting dates for Council;
- (f) The following appointments/information will be reviewed, passed by motion, majority vote and recorded in the minutes of the Organizational Meeting
 - i. Signing Authority
 - ii. Banking Institution
 - iii. Auditor Appointment
 - iv. Assessor Appointment
 - v. Subdivision Development Appeal Board
 - vi. Regional Assessment Review Board
 - vii. Subdivision Authority
 - viii. Development Authority
 - ix. Municipal Office Address
 - x. Fire Chief
 - xi. Committee Appointments (Councillors)

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- g) A statement regarding Councillor remuneration (see Policy B-33) will be made in the minutes of the Organizational Meeting.
- h) The time of the adjournment of the Organizational meeting will be recorded in the minutes of the Organizational Meeting.
- (i) any such other business as is required by the *MGA*.

Agenda and Council Packages

- 8. (a) Prior to each meeting, the CAO shall prepare a statement of the order of business known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation(s) intended to be submitted to the Council shall be received by the CAO no later than 12 noon on the Wednesday prior to the next Regular Council Meeting, unless a specific procedure stipulates otherwise. All Agenda items shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- (b) The CAO shall have delivered to the residence of each Councillor, the Agenda and all supporting materials (council packages) no later than 5:00 pm on the Friday preceding a regular council meeting. In the case of a Special Meeting, the council packages will be delivered no later than 5:00 pm on the day preceding the date of the Special Meeting.
- (c) The council packages and agendas will be posted on the village website and notifications of this posting will be in accordance with Policy M-40 (Notice of Special Council Meetings).
- (d) The agenda will be approved by motion and majority vote. Additions or changes to the agenda can be submitted by the CAO or Council and will be approved by motion and majority vote.
- (e) The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

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- i) Call to Order
 - ii) Declaration of Pecuniary or Indirect Pecuniary Interest
 - iii) Adoption of Agenda
 - iv) Adoption of the previous Minutes
 - v) Delegations
 - vi) Staff Reports
 - vii) Financial Reports
 - viii) Business Arising from Previous Minutes (Old Business)
 - ix) New Business
 - x) Council Reports
 - xi) Correspondence
 - xii) Closed Session
 - xiii) Adjournment
- (f) The order of business established in this section shall apply unless altered by motion and majority vote.

Virtual Attendance

9. When it is necessary for a Councillor to attend a Regular Council meeting virtually:
- a) Circumstances permitted for virtual attendance are:
 - i) urgent personal or medical emergencies, or
 - ii) business matter (including work schedules), or
 - iii) to accommodate a Councillor based on protected grounds in the Alberta Human Rights Act, RSA 2000, c. A-25-5.
 - b) Council members must notify the Chief Administrative Officer directly and provide as much notice as possible, preferably by noon on the Wednesday before the scheduled meeting to accommodate any changes to the delivery of council packages and agendas. If the CAO cannot be reached by email or phone, notice can be given to other staff.
 - c) Council members will ensure the following:

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- i) Devices will be tested prior to the start of the meeting to ensure proper contact from the remote location;
 - ii) Council microphones will be muted unless the Councillor is speaking;
 - iii) Council members will not use background filters. Background blurring is permitted;
 - iv) Council members will maintain the confidentiality of information; and
 - v) No portion of any regular council meeting will be recorded, photographed or otherwise reproduced.
- ~~d) — A quorum of Council should be physically present at the meeting.~~
- d) A Councillor is permitted to participate virtually in regular Council meetings no more than three times per year. Requests to approve virtual attendance by any one Councillor for more than 3 meetings per year will be approved by motion of Council prior to the Council meeting.
- e) Virtual attendance will be captured in the minutes.
- ~~f) The Chair of the Regular Council Meeting cannot attend virtually.~~
- f) Councillor Virtual Attendance at Closed Session
- i) Council may provide by motion, the decision to reschedule the Closed Session item until all Councillors are physical present.
 - ii) Council members who are attending virtually must attend from a location that provides privacy and must make a statement prior to the Closed Session that they are attending in complete privacy.
 - iii) Councillors attending virtually are required to use headphones and speakerphones during closed sessions.
 - iv) All other conditions of Section 9 c) of this bylaw apply to Councillor virtual attendance during closed session.

Chair

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10. The Chair shall preside over the order of business (agenda), conduct of the meeting (including the preservation of good order and decorum) and the Chair will decide all questions relating to the orderly procedure of the meeting. Any appeal to the Chair's actions in this regard can be made by motion and decided by a majority vote.

Conduct of Meetings

11. (a) The Chair will control the Agenda and the Agenda order of items.
- (b) The Chair by motion and majority vote, may authorize a person in the public gallery to address members only on the topic being discussed at that time within the time limits specified by the Chair.
- (c) A Councillor can request by motion and majority vote, an opportunity to address a person in the public gallery.

Decorum

12. (a) All Councillors, staff, delegates or members of the public (galley attendees) shall:
- i. maintain a civil and courteous manner and tone; and
 - ii. during presentations, discussion or debate, shall refrain from communication or disruption, giving attention and due respect to the speaker or Councillor addressing Council; and
 - iii. not interrupt Council proceedings unless the Chair has given permission for that person to speak.
- (b) Any individual(s) that violate the rules of decorum may be removed from the meeting by the Chair or by motion and majority vote.
- (c) No Councillor shall:
- i. disobey the rules of the Council or decision of the Chair; or
 - ii. leave their seat or make any noise or disturbance while a vote is being taken and/or declared;
 - iii. interrupt another Councillor while they are speaking, except to raise a point of order;

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- (d) A Councillor who persists in a breach of the foregoing section, after having been called to order by the Chair,
 - i. may at the discretion of the Chair, be ordered to leave their seat for the duration of the meeting; however,
 - ii. at the discretion of the Chair, the Councillor may resume their seat following an apology.
- (e) A Councillor who wishes to leave the meeting of Council prior to adjournment shall so advise the Chair and the time of departure shall be noted in the Minutes.

Appeal Ruling

- 13. (a) Any decision of the Chair shall be final, subject to an immediate appeal by a member of Council.
- (b) If the decision is appealed, the Chair shall give concise reasons for their ruling and Council, shall decide the appeal by majority vote.

Motions

- 14. (a) A motion does not require a seconder.
- (b) A motion may be withdrawn by the Councillor who initiated the motion at any time before voting, subject to no objection from any other Councillor. Otherwise, the motion on the table will be voted on. If defeated, another motion can be put forth.
- (c) A motion or item on the agenda can be tabled to a future date by motion and majority vote.
- (d) All direction to the CAO must be done by motion.
- (e) If clarification on the precise wording of a motion is required, the Councillor making the motion should provide the wording and the wording will be recorded and read back by the CAO.
- (f) If a motion that has been previously carried is brought back to the agenda for a future meeting by request of either a Councillor or any other person, sound reasons for reconsideration must be provided to

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the CAO in writing. The reasons will be included in the Council packages prior to the meeting.

- (g) If a motion that has been previously carried is reconsidered by Council, the new motion should indicate the finality of the decision.
- (h) A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

Voting

- 15. (a) All votes from Council must be done by hand and voice.
- (b) A motion from Council can be provided any time after the Agenda item has been opened by the Chair or when the Chair calls for a motion.
- (c) When the Chair has ascertained that no further information or debate is required to vote on a motion, no Councillor shall speak to or present another motion until the vote has taken place on the first motion”.

Voting (Conflict of or Pecuniary Interest)

- 16. When a Councillor has pecuniary interest with regard to any Agenda item or Matter before Council, the requirements of Section 172 (1) of the MGA will be followed.

Voting (Refusal)

- 17. As per MGA s 183, each member present at a meeting of Council shall vote when the vote is taken on a matter, unless for conflict of interest (pecuniary reasons). A Councillor who refuses to vote is ‘disqualified’ per MGA s 174

Voting (Tie Vote)

- 18. A motion shall be declared lost when it does not receive the required number of votes or receives an equal division of votes.

Voting (Recorded Vote)

- 19. (a) A recorded vote on any motion must be called for by a Councillor prior to voting. No motion is required to approve a recorded vote.

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- (b) In the case of a Recorded Vote, the votes by each Councillor will be recorded in the Minutes.

Delegations

20. (a) A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter or other written communication to the CAO, outlining the subject to be discussed, the reasons that the subject is being brought to Council and any suggested solutions or actions to be taken to resolve the matter. This includes a copy of any presentation materials.
- (b) The communication shall be signed by the full (legal) name of the writer, the address (or email address) of the writer and delivered, emailed, or mailed to the CAO.
- (c) In situations that require, the CAO or village staff will assist any person who is uncomfortable or unable to provide a written submission. The submission can be taken verbally, recorded by the CAO or staff member and read back to and at least verbally approved by the person submitting to Council. The name and contact information of the person submitting to Council will be included in the information provided to Council.
- (d) The communication must arrive no later than 12 noon on the Wednesday before a regular Council meeting, or no later than 12 noon the day prior to a Special Meeting.
- (e) If the person or representative, or group of people wish to appear before Council on the matter, it must be stated in the letter.
- (f) If the person, representative or group of persons wish to appear before Council at a meeting (Delegate(s)), their names and titles (if applicable) will appear on the agenda and/or the content of council packages, unless the matter is to be held in closed session *in accordance with the MGA and the Access to Information Act.*

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- (g) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter that has been outlined in the communication to Council. The Chair reserves the right to grant additional time to the delegate and a Councillor can request extra time for a delegate by motion and majority vote. The length of time for the extension must be stated in the motion.

Bylaws (General)

- 21. (a) Where a Bylaw is presented to Council for enactment, the CAO shall cause the number and short title of the Bylaw to appear on the Agenda.
- (b) When third reading of a Bylaw is not received within two years of the date of first reading, all previous readings are deemed to be rescinded.

Bylaw Amendments (applies to Regular Bylaws and Statutory Hearings)

- 22. (a) Council should make amendments to any proposed Bylaw by motion and majority vote unless the content and number of amendments requires that the CAO record the changes and provide an amended Bylaw at a future meeting of Council.
- (b) If the content and number of amendments requires, the Bylaw should not proceed to the next reading until a revised copy of the Bylaw is presented to Council for review.
- (c) When reasonable to do so, if the Bylaw does not pass a reading, a motion should be made to table the Bylaw to a future regular council meeting by date.

Bylaw First Reading

- 23. (a) A Bylaw shall be introduced for first reading by a motion that the Bylaw specifically its number and short title, be read a first time.
- (b) After a motion for first reading of the Bylaw has been passed, Council may:
 - i. debate the substance of the Bylaw; and/or

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- ii. propose and consider amendments to the Bylaw;

Bylaw Second Reading

24. (a) A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.
- (b) after a motion for second reading of the Bylaw has been passed, Council may:
- i. debate the substance of the Bylaw, and
 - ii. propose and consider amendments to the Bylaw;

Bylaw Third Reading

25. When a proposed Bylaw is presented and no amendments are made by Council, the Bylaw can proceed to third reading by motion with a unanimous vote by all Councillors present to move to third reading.

Bylaw (Statutory Hearings)

26. (a) A Bylaw which has been initiated by a group or individual exercising statutory rights and which requires a public hearing shall be introduced by a motion for first reading which shall be voted upon without amendment and if carried, a public hearing date will be established by a second motion and majority vote.
- (b) Proceedings for a Public Hearing will be held in accordance with the MGA and any relative policies or Bylaws of the Village of Beiseker.
- (c) Following the public hearing, a motion for second reading may be presented and Council may:
- i. debate the substance of the Bylaw and
 - ii. propose and consider amendments to the Bylaw;
- (d) When all amendments have been dealt with, the motion for second reading of the Bylaw shall be placed.

Bylaws (Reconsideration)

27. (a) A Bylaw that requires more time for consideration by Council may be tabled to another council meeting.

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- (b) If a Bylaw in its entirety is defeated at the second or third reading, all previous readings are deemed to be rescinded and the Bylaw is not eligible for reconsideration.

Bylaw Enactment

28. When a Bylaw has been given three readings by Council it is:
- (a) A municipal enactment of the Village; and
 - (b) effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.
 - (c) After passage, a Bylaw shall be signed by the Mayor or by the member presiding at the meeting at which the Bylaw was passed, and by the Village CAO and shall be impressed with the corporate seal of the Village, filed accordingly and posted to the Village website.

Adjournment

29. (a) The Chair determines when a meeting of Council is adjourned.
- (b) The time of adjournment of all meetings of Council will be recorded in the Minutes.
 - (c) Council shall adjourn at the hour of 11:00 P.M., unless otherwise determined by motion and majority vote of the members present.
 - (d) If the meeting continues after 11:00 PM, a motion and majority vote is required every hour after.
 - (e) If the meeting is adjourned by motion and majority vote prior to completion of the agenda, the time and date for continuation of the meeting will be made by motion and majority vote.

Severability

30. If any section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall

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be deemed to be separate and independent there from and are to be enacted as such.

The revisions to this Bylaw shall come into full force and effect upon third and final reading.

READ A FIRST TIME THIS 28th day of September 2026

READ A SECOND TIME THIS _____, 2026

READ A THIRD TIME AND FINALLY PASSED, _____, 2026

Mayor, David Ledoyen

CAO, Gail Peckham

BYLAW _____

VILLAGE OF BEISEKER GOLF CART PILOT BYLAW

BEING A BYLAW OF THE VILLAGE OF BEISEKER, IN THE PROVINCE OF ALBERTA TO REGULATE THE PILOT TESTING OF GOLF CARTS ON SELECT PUBLIC ROADS.

WHEREAS, the Municipal Council of the Village of Beiser, duly assembled, deems it advisable to set forth the terms and conditions to regulate the pilot testing of golf carts on select public roads in and through the Village of Beiseker.

NOW THEREFORE, the Municipal Council of the Village of Beiseker, in the province of Alberta, duly assembled, under the authority vested in it by the Pilot Project (Golf Carts) Regulation under the Traffic Safety Act, R.S.A. 2000, c. T-6 as well as its general bylaw-making powers under the Municipal Government Act, R.S.A. 2000, c. M-26 and the Traffic Safety Act R.S.A. 2000 c. T-6, hereby enacts as follows.

1. TITLE

This Bylaw may be cited as the "Golf Cart Pilot Project Bylaw".

2. PURPOSE

The purpose of the Bylaw is to regulate the operation of golf carts pursuant to the Pilot Project (Golf Carts) Regulation, the Traffic Safety Act and its regulations.

3. DEFINITIONS

Definitions in the Pilot Project (Golf Carts) Regulation, and definitions in the Traffic Safety Act and its regulations, as applicable, are adopted for the purpose of the interpretation of this Bylaw.

3.1 "act" means the Traffic Safety Act, R.S.A. 2000. T-6;

3.2 "Council" means the municipal Council of the Village of Beiseker, duly assembled and acting as such;

3.3 "Chief Administrative Officer" (CAO) means a Municipal Official in the responsible role of Chief Administrative Officer of the Village of Beiseker, or anyone authorized to act on their behalf;

- 3.4 “designated Highway” means a highway identified by the Village of Beiseker and approved by the Registrar as a highway that golf carts may operate on;
- 3.5 “Owner” has the same meaning within the Act and further includes a person who is identified in a Permit issued under Section 6 of this bylaw;
- 3.6 “Enforcement Officer” means any member of the Royal Canadian Mounted Police (RCMP), Community Peace Officer, Bylaw Enforcement Officer or designate. Including but not limited to, a person hired or contracted by the Village of Beiseker to enforce the provisions of this bylaw;
- 3.7 “Permit” means a permit issued in accordance with this bylaw under Section 6;
- 3.8 “Violation Tag” means a tag or similar documents issued by the Municipality pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26 and amendments thereto;
- 3.9 “Violation Ticket” mean a ticket issued pursuant to the Provincial Offences Procedure Act, R.S.A., 2000, C.p-34, as amended and the regulations there under.

4. OPERATING RESTRICTIONS

- 4.1 All persons operating Golf Carts in accordance with the provisions of these Bylaw shall conform in all respects to the requirements of the Pilot Project (Golf Carts) Regulation, as amended from time to time, a copy of which is attached as “Schedule A” hereto.
- 4.2 Each Operator of a golf cart must possess at a minimum a Class 7 license.
- 4.3 It shall be unlawful to operate a golf cart on any roadway with a posted speed greater than 50km/h and the travelled portion of Provincial Highways within the Municipality of the Village of Beiseker.

4.4 No person shall operate a golf cart on any municipal designated walking trail, or on any area that is ditched or designed to provide drainage unless such operation is permitted by posted signage.

4.5 No person shall operate a golf cart on any Municipal reserve. Paek, Green Space, Cemetery, or Playground unless such operation is permitted by signage.

4.6 No person shall operate a golf cart:

- A) Without exercising due care and attention,
- B) Without reasonable consideration for other persons in the area or who might reasonably be expected to be in the area
- C) With more seated passengers than the design of the golf cart can safely handle,
- D) With a person being towed on any type of equipment attached to the golf cart

4.7 Every operator of a golf cart shall:

- A) When approaching an oncoming vehicle, pass the vehicle on the right,
- B) Yield the right of way to vehicles approaching from their right,
- C) When overtaking another vehicle, pass that vehicle on the left,
- D) Yield the right of way to all pedestrians that are approaching so close as to present a hazard,
- E) Except when overtaking another vehicle, maintain a safe following distance behind any other vehicle.

4.8 A person shall, when requested by an Enforcement Officer, produce for the Officer's inspection:

- A) Proof of Municipal authorization (permit/registration) as required by Section 6 of this Bylaw
- B) Proof of Operating License

5. DESIGNATED HIGHWAYS/ROUTES

5.1 No person shall operate a golf cart on a public road within the corporate limits of the Village of Beiseker, unless

- A) The road is an approved route as listed /shown on the map in "Schedule B", attached to and forming part of the Bylaw; and
- B) The road is identified by such signs, as shall be posted. Set out in "Schedule C", attached to and forming part of this Bylaw.

5.2 Any changes to designated highways shall be submitted to the Registrar for approval.

5.3 Parking of golf carts is permissible where any motor vehicle may park

6. Reporting and Permits

6.1 Council hereby authorizes the CAO to issue permits, attach conditions, and to charge a fee to regulate and control golf carts within the village.

6.2 Permits, at a minimum, shall include:

- A) The owner's name and operating license information
- B) Proof of liability insurance in the amount of \$2,000,000.00,
- C) Make, model, and serial number of the golf cart
- D) Conditions and responsibilities of golf cart operators and owners, and
- E) Any other information as required by the Registrar.

6.3 Permits shall only be valid from January 1st to December 31st of any one calendar year.

6.4 Permit fees are identified in the Village of Beiseker Master Rates Bylaw.

6.5 Persons shall register their golf cart using the form provided by the Village of Beiseker:

- A) Confirming that the golf cart has, and while registered/permitted will continue to have, the features required by the Pilot Project (Golf Carts) Regulation and Section 6.2 of his bylaw;

- B) Acknowledging understanding of all terms and conditions related to the operation of golf carts as required by the Traffic Safety Act and its regulations, the Pilot Project (Golf Carts) Regulation and this bylaw
- C) Acknowledging that all information collected in connection with the permit/registration may be shared with the Registrar in accordance with the Municipality's reporting responsibilities as required by the Pilot Project (Golf Carts) Regulation; and noted in Section 6 of this Bylaw; and

6.6 A person operating a golf cart shall immediately report to the Municipality a collision resulting in property damage of any amount, or an injury or fatality

7. Compliance and Enforcement

7.1 A person who contravenes any provision of this bylaw may have their municipal registration/permit for their golf cart seized by an Enforcement Officer or revoked by the municipality.

7.2 A person who contravenes any provision of this bylaw is guilty of an offense.

7.3 Stopping for an Enforcement Officer

A) For the purposes of administering and enforcing this bylaw, an Enforcement Officer may;

- 1) Signal or direct a driver of a golf cart to stop the vehicle, and
- 2) Request information from the driver of the golf cart and any passengers on or in the vehicle

B) When signaled or directed to stop by an Enforcement Officer, a driver of a golf cart shall;

1) Forthwith bring the vehicle to a full stop.

2) Furnish forthwith to the Enforcement Officer;

- 1) Their operator's license pursuant to the Act,
 - 2) Any permit issued pursuant to this bylaw, and
-

3) Any other information respecting the driver or the vehicle that the Peace Officer requires, and

4) Remain stopped until permitted by the Enforcement Officer to leave.

8. Offenses and penalties

8.1 The operator of a golf cart that is involved in a contravention of this bylaw is guilty of an offence and liable upon conviction to a fine specified in the Village of Beiseker Motor Rates Bylaw

9. Violations

9.1 Violation tag: An Enforcement Officer is hereby authorized and empowered to issue a Violation tag to any person who the Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

9.2 Violation Ticket: An Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket, pursuant to part II of the Provincial Offences Procedure Act (Alberta), to any person who the Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

10. Severability

Should any section of this Bylaw be found to have been improperly enacted, such section shall be deemed to be severable from all other sections of this Bylaw.

11. Coming into force

11.1 This Bylaw comes into effect on;

- A) The date of final passing thereof, and
- B) Subject to the Bylaw's approval by the Registrar of Motor Vehicle Services and the installation of signs as required by the regulation.
- C) This Bylaw shall expire Dec 31, 2029.

READ A FIRST TIME THE __ DAY OF _____, 2026

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS __ DAY OF _____, 2026

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Unanimous permission for third reading given in Council on the __ Day of _____, 2026

READ A THIRD TIME AND PASSED THIS __ DAY OF _____, 2026

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Approved by the Minister of Transportation and Economic Corridors, or delegated
representative this __ Day of _____, 2026

MINISTER, Alberta Transportation and Economic Corridors.

SCHEDULE A



Province of Alberta

TRAFFIC SAFETY ACT

PILOT PROJECT (GOLF CARTS) REGULATION

Alberta Regulation 114/2024

Current as of June 14, 2024

Extract

© Published by Alberta King's Printer Alberta

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Avenue Edmonton, AB T5K 2P7
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E-mail: kings-printer@gov.ab.ca Shop on-
line at kings-printer.alberta.ca

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Note

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

ALBERTA REGULATION 114/2024
Traffic Safety Act
PILOT PROJECT (GOLF CARTS) REGULATION

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Definitions

- In this Regulation,
 - "Act" means the *Traffic Safety Act*;
 - "designated highway" means a highway that has been designated by a participating municipality in accordance with this Regulation as a highway on which a person may operate a golf cart and includes a crossing location;
 - "golf cart" means a motor vehicle designed by a manufacturer primarily to transport golfers and golf equipment on golf courses;
 - "golf cart bylaw" means a bylaw made by a participating municipality under this Regulation respecting golf cart use on designated highways within that municipality;
 - "golf cart permit" means a written authorization in any form that
 - is issued by a participating municipality, and
 - authorizes the operation of a golf cart on designated highways in the participating municipality;
 - "manufacturer" means a person engaged in the business of
 - designing golf carts, and
 - building golf carts or producing kits to build golf carts;
 - "nighttime" means the period commencing one hour after sunset and ending one hour before the following sunrise;
 - "participating municipality" means a municipality with a golf

cart bylaw in effect;

- “subsisting” when used in relation to a golf cart permit or an approval of the Registrar means that, at the relevant time, the golf cart permit or the approval of the Registrar is current and has not expired nor been suspended or cancelled.

Application

- This Regulation does not apply with respect to a golf cart that is a commercial vehicle unless the commercial vehicle is owned by a participating municipality and is operated by an employee of the participating municipality in the course of the employee’s employment.

Golf cart pilot project established

- A project is established to evaluate the use of golf carts on highways.

Municipal bylaw

4(1) In accordance with this section, if a municipality determines that it is advisable to participate in the project established in section 3, a municipality may make a bylaw respecting golf cart use on highways within the municipality.

(2) Notwithstanding section 16 of the Act, a golf cart bylaw must

- (a) designate highways on which a person may operate a golf cart,
- (b) include the provisions required under section 6, and
- (c) provide for a system of permits for golf carts that operate on designated highways.

(3) Notwithstanding section 16 of the Act, a golf cart bylaw may

- (a) designate or provide for the designation of highways on which a person may park a golf cart,
- (b) include duties, obligations, prohibitions and requirements respecting golf carts that are equal to or greater than the duties, obligations, prohibitions and requirements in this Regulation,
- (c) impose a fee for a golf cart permit,
- (d) specify that a contravention of or a failure to comply with the golf cart bylaw is an offence, and
- (e) prescribe or otherwise provide for penalties with respect to the contravention of the golf cart bylaw.

(4) Notwithstanding the limit related to the direction, control and management of highways in section 13 of the Act, a municipality may make a golf cart bylaw respecting golf carts on

- (a) a highway under the municipality’s direction, control and management, and
- (b) a provincial highway as defined in the *Highways Development and Protection Act* that is in the municipality.

(5) A municipality making a golf cart bylaw shall ensure that signs are erected in accordance with section 13 before the municipality’s golf cart bylaw comes into force.

(6) A golf cart bylaw must come into force on a date that is on or after the date of the approval of the Registrar under section 8.

(7) A golf cart bylaw has no effect unless there is a subsisting approval by the Registrar under section 8.

(8) A golf cart bylaw must comply with this Regulation.

Use on low-speed highways only

5(1) Subject to subsection (2), when, in a golf cart bylaw, a municipality designates a highway on which a person may operate a golf cart, the municipality shall not designate a highway with a maximum speed limit higher than 50 km/h.

(2) In a golf cart bylaw, a municipality may designate a location where a golf cart operator may drive the golf cart across a highway that has a maximum speed limit higher than 50 km/h.

Registrar bylaw requirements

6(1) The Registrar may specify provisions that are required to be included in a golf cart bylaw.

(2) The Registrar shall publish the required provisions, if any, on the website of the Minister's Department.

Changes to Registrar bylaw requirements

7(1) The Registrar may add, remove and modify provisions that a municipality is required to include in a golf cart bylaw under section 6.

(2) If the Registrar has approved a golf cart bylaw, the Registrar shall notify the participating municipality in writing of the additions, removals or modifications under subsection (1).

Submission to and approval of Registrar

8(1) A municipality shall submit a golf cart bylaw made by the municipality to the Registrar for approval.

(2) With the golf cart bylaw, the municipality shall submit to the Registrar

- (a)** a document that, in relation to highways designated for golf cart operation,
 - (i)** explains why the highways were selected for designation in the golf cart bylaw, and
 - (ii)** demonstrates consideration of
 - (A)** collision statistics for the designated highways,
 - (B)** traffic volume for the designated highways, and
 - (C)** whether the designated highways are primarily used for local or recreational traffic,

and

- (b)** any additional information or documents requested by the Registrar.

(3) The Registrar may approve the golf cart bylaw if

- (a)** the Registrar is satisfied with the golf cart bylaw and with the information and documents provided under subsection (2),
- (b)** the bylaw complies with this Regulation, and
- (c)** in the opinion of the Registrar, it is in the public interest to approve the golf cart bylaw.

(4) The Registrar shall provide written notice to the municipality of the Registrar's decision to approve or not to approve the bylaw.

Exemptions

9(1) Subject to subsection (3), if a golf cart has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, a person operating the golf cart is exempt from

- (a)** section 51 of the Act and all requirements related to operator's licences in the Act or the regulations under the Act,
- (b)** section 52 of the Act and all requirements related to

registration in the Act or the regulations under the Act,

- (c) section 53 of the Act and all requirements related to licence plates in the Act or the regulations under the Act,
- (d) section 54 of the Act and all requirements related to insurance in the Act or the regulations under the Act,
- (e) the *Operator Licensing and Vehicle Control Regulation* (AR 320/2002), except Part 5 of that Regulation,
- (f) the *Vehicle Equipment Regulation* (AR 122/2009), and
- (g) Division 13 of Part 1 of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002).

(2) Subject to subsection (3), if a golf cart

- (a) has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, and
- (b) does not have signalling devices, head lamps, stop lamps and hazard warning lamps that comply with the *Vehicle Equipment Regulation* (AR 122/2009),

a person operating the golf cart is exempt from all signalling, headlamp, stop lamp and hazard warning lamp requirements of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002), including sections 9, 10, 11, 15(2), 24, 35, 49 and 88(2).

(3) The exemptions in subsections (1) and (2) only apply if the golf cart is being operated

- (a) on a designated highway within the participating municipality that issued the golf cart permit for the golf cart,
- (b) in compliance with this Regulation, and
- (c) in compliance with the golf cart bylaw of the participating municipality that issued the golf cart permit.

Amendment or repeal of bylaw

10(1) Subject to subsections (2) and (3), if a participating municipality amends a golf cart bylaw approved under section 8, the participating municipality shall submit the amendment to the Registrar for approval in accordance with section 8.

(2) If an amendment to a golf cart bylaw by a participating municipality only removes the designation of a highway for golf cart operation or parking,

- (a) the participating municipality shall notify the Registrar of the amendment within 30 days of the amendment coming into force, and
- (b) the approval of the Registrar is not required for the amendment.

(3) If a participating municipality repeals the golf cart bylaw and does not replace it with a new golf cart bylaw,

- (a) the participating municipality shall notify the Registrar of the repeal within 30 days of the repeal, and
- (b) the approval of the Registrar is not required for the repeal.

(4) If an approval of the Registrar is required for an amendment to a golf cart bylaw, the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.

Amendment due to change in Registrar requirements

11(1) Subject to subsection (2), if

- (a) a participating municipality has a golf cart bylaw

approved under section 8, and

- (b) under section 7, the Registrar adds or modifies the provisions that a municipality is required to include in a golf cart bylaw,

the participating municipality shall amend its golf cart bylaw to comply with the additional or modified requirements and submit the golf cart bylaw amendment to the Registrar for approval in accordance with section 8.

- (2) If the change in the requirements of the Registrar only removes a provision that a participating municipality is required to include in its golf cart bylaw under section 7, subsection (1) does not apply.

- (3) If an amendment to a golf cart bylaw is required under subsection (1), the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.

- (4) If a participating municipality does not submit an amendment to its golf cart bylaw to the Registrar for approval within 60 days of a notice under section 7(2) of a change in provision requirements, the Registrar may suspend or cancel the Registrar's approval of the golf cart bylaw.

- (5) Section 12(2) to (4) apply to a suspension and a cancellation under subsection (4).

Suspension or cancellation of Registrar's approval

- 12(1) The Registrar may suspend or cancel the approval of a golf cart bylaw under section 8.

- (2) The Registrar shall give notice in writing of the suspension or cancellation to the municipality.

- (3) If the Registrar has suspended the approval of a golf cart bylaw, the Registrar may, on notice in writing to the participating municipality,

- (a) cancel the Registrar's approval of the bylaw, or
 - (b) end the suspension.

- (4) If the approval of the Registrar is suspended or cancelled, the golf cart bylaw has no effect and the municipality shall notify a person with a golf cart permit that the golf cart bylaw has no effect.

Sign requirement

- 13 A participating municipality shall erect signs at locations determined by the participating municipality indicating that there may be golf carts on highways in the participating municipality.

Prohibitions and obligations

- 14(1) A person shall not operate a golf cart on a highway except on a designated highway.

- (2) A person shall not park a golf cart on a designated highway unless authorized by a golf cart bylaw.

- (3) A person shall not operate a golf cart on a designated highway except in accordance with

- (a) this Regulation, and
 - (b) a golf cart bylaw that has a subsisting approval of the Registrar under section 8.

- (4) A person shall not operate a golf cart on a designated highway in a participating municipality unless there is a subsisting golf cart permit issued by the participating municipality in respect of the golf cart.

- (5) A person who is less than 14 years old shall not operate a golf cart on a designated highway.

- (6) A person shall not operate a golf cart on a designated highway during nighttime.

(7) A person shall not operate a golf cart on a designated highway if the number of passengers in the golf cart exceeds the number of passenger seats available.

(8) A person shall not use a golf cart to tow vehicles or equipment on a designated highway.

Turning or changing course or direction

15 A person shall not start, turn or change the course or direction of a golf cart or stop a golf cart on a designated highway, unless the person has determined that there is sufficient space to safely make the movement.

Maintenance and modifications

16(1) A person shall not operate a golf cart on a designated highway unless the person ensures that the golf cart is maintained in good working order and to the manufacturer's specifications.

(2) A person shall not operate a modified golf cart on a designated highway unless the modification is in accordance with the manufacturer's operator and service manuals.

Producing permits for peace officer

17(1) On the request of a peace officer, a person operating a golf cart shall produce to the peace officer for inspection the subsisting golf cart permit in respect of the golf cart.

(2) A peace officer shall not make a request under subsection (1) unless the peace officer has reasonable grounds to believe that the golf cart was operated on a designated highway.

Collision reports

18(1) Subject to subsection (2), if

- (a) a golf cart is involved in a collision on a highway, and
- (b) the golf cart has a subsisting golf cart permit from a participating municipality,

the golf cart operator shall provide a report of the collision forthwith to the participating municipality in the form and manner specified by the participating municipality.

(2) Subsection (1) does not apply if

- (a) no one is injured or dies as a result of the collision, and
- (b) there is no property damage caused by the collision.

(3) If the operator is incapable of making the report required by subsection (1) and there is a passenger of the golf cart capable of making the report, the passenger shall make the report forthwith.

(4) If a report has not been made under subsection (1) or (3) and the operator or passenger is not the owner of the golf cart, the owner shall make the report forthwith after learning of the collision.

Collection of information

19(1) The Registrar may specify information that a participating municipality is required to collect respecting golf cart use on highways.

(2) The participating municipality shall collect the information and provide the information to the Registrar at the times and in the form and manner specified by the Registrar.

(3) If a municipality ceases to be a participating municipality, the obligation to provide information in subsection (2) continues in respect of information collected when the municipality was a participating municipality.

Repeal

20 This Regulation is made under section 18.1 of the Act and is subject to repeal under section 18.1(3) of the Act.

Schedule B

Allowed roads and map for Golf Carts

All golf carts are permitted on any road in the Village of Beiseker except for Highway 72, also known as North Road.

SCHEDULE "B"



Schedule "C"





Golf Cart Municipal Bylaw Approval Request

Protected A (when completed)

Part 1 Application

Name of Municipality

Contact Name

Phone Number

Email Address

Mailing Address

City

Postal Code

Application Checklist - Ensure the following are attached with this application:

- ☐ Draft Bylaws
- ☐ List of Proposed Routes
- ☐ Map of Proposed Routes
- ☐ Explanation of Route Selection (see "route selection" in Bylaw Guidelines)

How does the municipality intend to educate golf cart operators about the rules, requirements and safety considerations for operating golf carts on public roads (e.g. signage, information session, educational brochure, radio campaign, etc.)?

Indicate the type, number, and location of signage that will be erected prior to enacting your bylaws:

Will your municipality allow the operation of commercial golf carts? ☐ Yes ☐ No

If yes is the response above, select which commercial operations will be allowed.

- ☐ Owned by a business and rented out
☐ Used in the course of business operations

Part 2 Certification

By submitting these bylaws for approval, the municipality agrees to collect and submit information to Transportation and Economic Corridors (TEC) via email at tec.permitprojects@gov.ab.ca, using the template provided by TEC.

Reporting must be submitted as follows:

- Quarterly on January 31, April 30, July 31 and October 31 – see "Bylaw Guidelines" for quarterly data reporting criteria.
- On November 30 of each year - see "Bylaw Guidelines" for annual data reporting criteria.

Municipalities must also notify TEC via email at tec.permitprojects@gov.ab.ca within 24 hours of any major incidents that involve damages over \$5,000, injuries that require medical care, or fatalities.

I certify that I understand and agree to abide by the above requirements, and that information provided in this application is true and correct.

_____ Name	_____ Title
_____ Date	_____ Signature

Completed application form and supporting documents must be submitted by email to tec.permitprojects@gov.ab.ca.

Part 3 Approval

The bylaws and routes submitted as part of this application have been APPROVED by the Director, Permitting and Evaluation.

_____ Name	_____ Title
_____ Date	_____ Signature

October 21, 2026

To:

Mayors/Reeve & Councils of:
Acme, Bassano, Beiseker, Carbon, Chestermere, Hussar,
Irricana, Linden, Rockyford, Standard, Strathmore,
Three Hills, Trochu, Wheatland County and Kneehill County
& current Directors of Community Futures Wild Rose (CFWR)

NOTICE OF A SPECIAL MEETING OF SHAREHOLDERS

Notice is hereby given that a Special Meeting of Shareholders of Community Futures Wild Rose will be held at the **Community Futures Wild Rose office at #101-331 Third Ave., Strathmore, AB. on November 5, 2026, at 7:00 P.M.**

1. To appoint the Directors of the Corporation for the coming year.

This process has been designed to follow the assignment of portfolio responsibilities at the October organizational meetings of Councils rather than have the appointment of Directors at the Annual General Meeting. We understand this should provide sufficient time for the councils to have completed their organization meetings.

This meeting will be followed by a regular meeting of the new Community Futures Wild Rose Board of Directors. At that time Officers of the Board will be elected and appointments to all Committees of the Board will be made, including the Investment Review Committee.

This notice will serve as the required minimum of fourteen (14) days' notice for each Shareholder member entitled to appoint a Director. We ask that one (1) representative from each Shareholder community be present at this meeting.

Sincerely,



Chantale Sangster,
CFWR Executive Director

Growing communities one idea at a time.

CFWR 2026-27 IMPACT REPORT

OUR IMPACT SINCE 1989

35,398

Jobs Created
or Maintained

\$41,058,651

in Loans

51,150

Business Coaching
Sessions

102,764

Client Services
Delivered

\$55,876,461

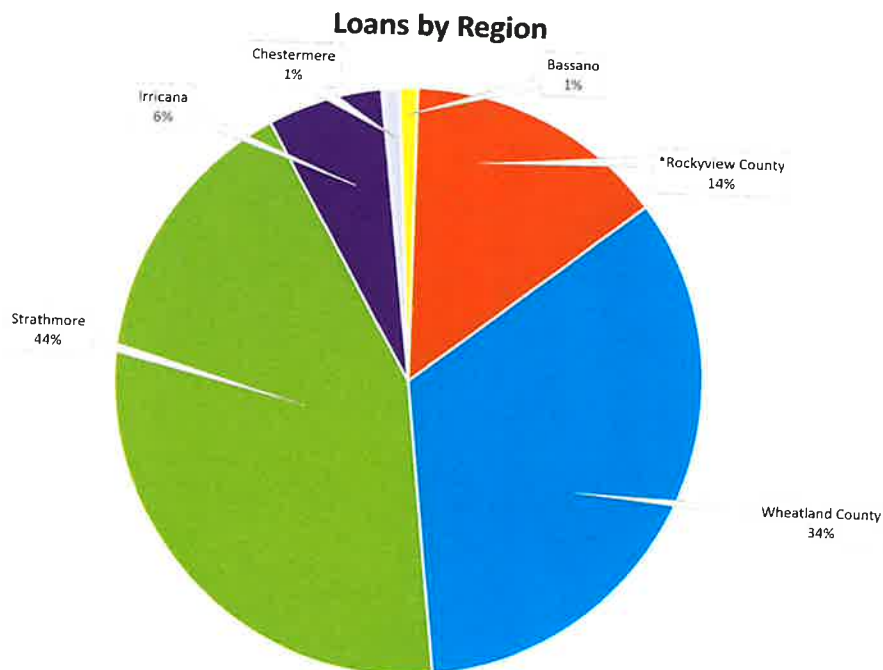
Leveraged Funds
into our Communities

28,893

Business Training
Participants

THIS FISCAL APRIL 1, 2026 - SEPTEMBER 30, 2026

Loans by Region



Approved Loans: \$1,037,607

Leveraged Funds: \$1,077,696

Entrepreneurs Trained/Coached: 465

CED Projects: 4

CFWR 2026 EXECUTIVE SUMMARY

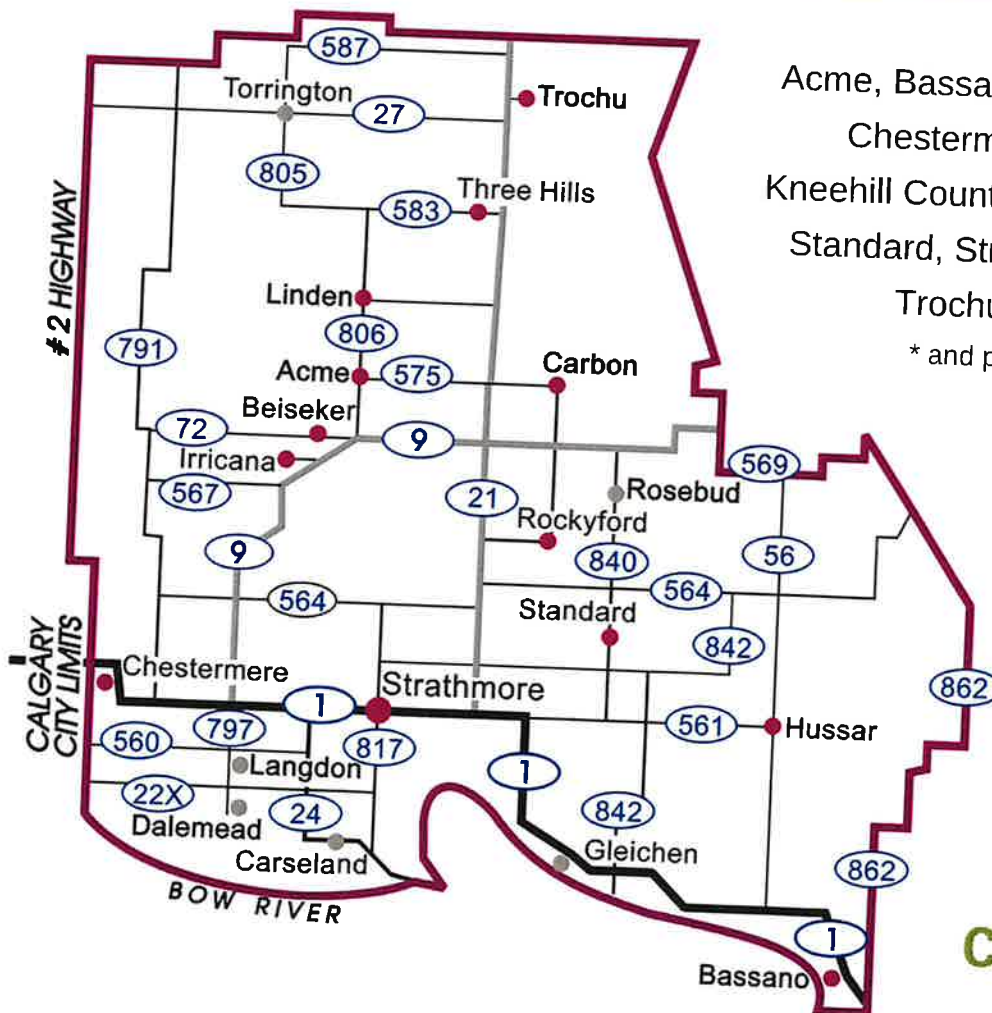
THIS QUARTER

- Training Programs offered:
 - 5-part Digital Marketing Series
 - Streamlining for Success
 - HR - Interview Like a Pro
 - HR - Difficult Conversations
 - HR - Employee Recruitment
- **WINNER: Community Futures Network of Alberta**
Award for Exceptional Loan Portfolio, Group One
- Hosted Try-a-Trade Day in Strathmore and Three Hills



wildrose.albertacf.com

COMMUNITIES WE SERVE



Acme, Bassano, Beiseker, Carbon, Chestermere, Hussar, Irricana, Kneehill County, Linden, Rockyford, Standard, Strathmore, Three Hills, Trochu, Wheatland County.
* and parts of Rocky View County

Local Decisions Matter

Proposed Statement of Principles

Municipal governments are the level of government closest to Albertans. Locally elected councils understand their communities, make decisions that reflect local priorities and are directly accountable to the residents they serve.

Recognizing the Government of Alberta's legislative authority and its important role in provincial oversight, Alberta's municipal leaders affirm the following principles for strong and respectful provincial–municipal relations.

1. Respect Local Democracy

Locally elected councils should have the authority to make lawful decisions within their responsibilities. When councils follow provincial rules and established processes, their decisions should be respected. Councils are accountable to residents through local elections.

2. Consult Before Intervening

The province should engage municipalities in meaningful consultation before intervening in local decisions, providing opportunities to understand concerns and explore alternatives.

3. Recognize Local Differences

Provincial policies should respect the diverse needs, circumstances and priorities of Alberta's communities. Local flexibility is essential to effective governance.

4. Ensure Transparency and Fairness

Provincial intervention should be supported by clear reasons, transparent processes and fair opportunities for municipalities to respond.

5. Consider Municipal Impacts

Provincial decisions should account for financial, operational and community impacts, including the costs of implementing changes to established municipal plans and services.

6. Work Together for Better Outcomes

Provincial and municipal governments share responsibility for serving Albertans. Respectful collaboration, clear roles and constructive dialogue lead to better decisions and stronger communities.

Our Shared Commitment

Alberta's municipal leaders are committed to working constructively with the Government of Alberta to put these principles into practice through clear expectations, meaningful consultation and practical improvements to provincial–municipal relations.

Local voices. Local choices. Local decisions matter.

Subject: Join a Special Virtual Municipal Leaders Caucus — Local Decisions Matter

Dear members,

Cumulative provincial interventions in municipal decision-making have raised important questions about local autonomy and the relationship between Alberta's provincial and municipal governments. Thank you for your thoughtful feedback last week, which helped inform Alberta Municipalities' next steps on this important topic.

Alberta Municipalities is inviting municipal leaders and administrators to join a special virtual Municipal Leaders Caucus, **Local Decisions Matter**. Together, we'll explore the cumulative provincial decisions affecting municipal governments, discuss the importance of local decision-making and shared governance principles, and gather member perspectives to help shape Alberta Municipalities' advocacy and a Request for Decision for the Spring Municipal Leaders Caucus.

Session options

- **Wednesday, October 28, 2026, from 12:00 to 1:30 p.m.** — [Register](#) for the October 28 session
- **Thursday, October 29, 2026, from 12:00 to 1:30 p.m.** — [Register](#) for the October 29 session

The sessions are identical, so you only need to attend one. Administration will review and approve registrations. Invited representatives from RMA and other associations may attend as observers; media will not be admitted.

The discussion will be non-partisan and focused on governance principles rather than agreement on individual municipal policies. Proposed principles include respecting locally elected councils; consulting municipalities before intervening; providing clear justification for intervention; and working together to achieve better outcomes for Albertans. The draft principles are attached for your review before the session.

The sessions will be recorded for internal purposes only. The recording will not be publicly released and feedback collected will not be attributed to specific attendees. Members will be able to provide feedback on the proposed principles through facilitated discussion and Mentimeter questions.

We encourage elected officials and municipal administrators from communities across Alberta to participate and share their perspectives.

Sincerely,

Dylan Bressey | President

E: president@abmunis.ca

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca





VILLAGE OF BEISEKER

PO Box 349 | Beiseker, Alberta T0M 0G0
Tel. 403-947-3774 | Fax 403-947-2146

Email: beiseker@beiseker.com
Website: www.beiseker.com

October 22, 2026

PCIF 2.0 Application Review Committee

Re: Community Support — Proposed Langdon-Beiseker PCIF 2.0 Pilot

Dear Review Committee:

On behalf of the Village of Beiseker, I am pleased to express our support for the Langdon-Beiseker PCIF 2.0 pilot proposed by Dr. Alexander Lukubisa. Improving access to primary care is an important priority for our rural community. We welcome efforts to help residents connect with appropriate care and receive coordinated follow-up.

The Village has been in discussion with Dr. Lukubisa about the proposed pilot and possible municipal participation. We appreciate his commitment to serving rural residents and his collaborative approach to developing local healthcare opportunities. We value this developing relationship and remain open to continued discussion as the proposal develops.

The proposed 24-month pilot would test shared telephone and digital intake, access to physicians and nurse practitioners, patient navigation, and clinician-governed follow-up across Langdon and Beiseker. These objectives respond to important rural healthcare needs and offer a promising opportunity to improve access and continuity of care.

If the proposal is selected, the Village would welcome discussion about opportunities to build community awareness of the program, including sharing information through appropriate municipal communication channels. Helping residents understand available services and how to access them would support the pilot's objectives and its connection to our community.

This letter expresses the Village's community support only. It makes no financial or in-kind commitment and does not commit staffing, services or other resources. Any specific municipal participation or clinic premises arrangements would require separate consideration and approval through the Village's usual processes. The application and grant administration would remain the responsibility of the applicant and its administering organization. This letter does not authorize the Village to act as applicant or grant administrator, or anyone to apply on its behalf.

We appreciate Dr. Lukubisa's initiative and support his efforts to bring this opportunity to Langdon and Beiseker. We encourage your favourable consideration of the proposed pilot.

Sincerely,

Norma Lang
Norma Lang
Acting CAO

Village of Beiseker

Dear Mayor Ledoyen,

October 9, 2026

Now this year's AB Munis Convention & Trade Show in Edmonton is over, we want to express our gratitude for the community members who stopped by our booth. We truly appreciate everyone who took the time to speak with our team to share their experiences and ask questions.

The conversations reinforced something very important to us: every community has its own unique connectivity needs and challenges. We heard concerns about improving reliability, supporting remote areas, preparing for future growth and making sure residents and businesses have access to the services they need.

Internet connectivity plays an increasingly important role in the strength and success of Alberta communities. DataHive's BeeNet was developed specifically to eliminate barriers to growth, overcome aging infrastructure and deliver dependable, high-speed connectivity solutions tailored specifically for each Alberta municipal requirement.

The Convention has come to an end, nevertheless, we can continue the conversation. If you would like to discuss your community's connectivity and Internet needs or explore how BeeNet could work with your planning team, we are available 24/7 at 403-313-1106 or info@beenet.ca.

Thank you again for your time and for the important work you do for your community. We look forward to staying connected.



Marjorie Zingle
President
DataHive / BeeNet