

AGENDA
ORGANIZATIONAL MEETING
Wednesday, October 21, 2026 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

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1. CALL TO ORDER	
2. CONFIRMATION OF AGENDA	
3. PUBLIC COMMENTS	
4. CONSENT AGENDA	
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5.2 Deputy Mayor Rotation Schedule 2025-2029	
5.3 Council Seating Arrangement 2025-2029	
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7. ADJOURNMENT	



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 30, 2026

Meeting Date: October 21, 2026

SUBJECT:	Town of Strathmore's Meeting Schedule 2026-2027
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RECOMMENDED MOTION:	THAT Council adopt the 2026-2027 Council Meeting Schedule as presented in Attachment I.
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REPORT SUMMARY

KEY ISSUE(S):

A proposed Council Meeting schedule is being presented to Council for consideration. Council may consider if they wish to adopt it as presented or make changes.

Administration has taken into consideration legislation, holidays and external meetings in preparing the proposed 2026-2027 meeting schedule.

OBJECTIVE:

For Council to adopt the proposed 2026-2027 meeting schedule as presented.

FINANCIAL IMPLICATIONS:

The financial implications relate to staff time time needed to prepare agenda reports and attend meetings. Depending on the item and the time needed to research and prepare those items, this can be significant.

BACKGROUND:

The proposed 2026-2027 meeting dates are as follows:

Regular Council Meetings

November 4, 2026

November 18, 2026

November 19, 2026 (Budget Meeting)

November 24, 2026 (Budget Meeting)

November 25, 2026 (Budget Meeting)

December 2, 2026

December 16, 2026

January 20, 2027
February 3, 2027
February 17, 2027
March 3, 2027
March 17, 2027
April 7, 2027
April 21, 2027
May 5, 2027
May 19, 2027
June 2, 2027
June 16, 2027
July 7, 2027
July 21, 2027
September 1, 2027
September 15, 2027
October 6, 2027
October 20, 2027
October 27, 2027 – *Annual Organizational Meeting*

Committee of the Whole Meetings

December 9, 2026
January 13, 2027
February 10, 2027
March 10, 2027
April 14, 2027
May 12, 2027
June 9, 2027
July 14, 2027
September 8, 2027
October 13, 2027

TIME:

Regular Council Meetings and Committee of the Whole Meetings will be held at 6:00 p.m. unless otherwise directed by Council.

LOCATION:

Regular Council Meetings and Committee of the Whole Meetings will be held in Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

The next Organizational Meeting will be held on October 27, 2027, in accordance with the *Municipal Government Act*.

Administration has not included a date for a Committee of the Whole Meeting in November 2026, given that this year would fall on Remembrance Day. There are no meetings scheduled for the first week of January 2027 or for August 2027, to align with Council Procedure Bylaw No. 23-17.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

A set schedule will allow Council, staff and the public the ability to make necessary preparations to attend and participate in upcoming meetings.

COMMUNITY IMPLICATIONS:

Having a set schedule for Council Meetings allows the Public to plan to attend and participate in these meetings.

INTERNAL IMPLICATIONS:

A set schedule will allow Council and staff the ability to make necessary preparations. The proposed schedule will also allow staff to prepare agenda reports containing the relevant information.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Pursuant to the *Municipal Government Act*, Council may adopt a meeting schedule for the upcoming year by resolution.

193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

Section 8.2 in the Council Procedure Bylaw states:

Regular Council Meetings will be scheduled for the first and third Wednesday of any given month, commencing at 6:00 p.m. at Strathmore's Municipal Building. There will be no scheduled meetings during the first week of January or during the month of August.

IMPLEMENTATION

COMMUNICATIONS:

Once approved, the Town of Strathmore's Meeting Schedule for November 4, 2026 - October 27, 2027 will be published on the Town of Strathmore's website.

NEXT STEPS:

Administration will post the meeting schedule on the Town's website and advise internal and external stakeholders.

ALTERNATIVE MOTIONS:

1. Council may approve the recommendation.
2. Council may recommend changes to the proposed meeting schedule.

REPORT AUTHOR:

Veronica Anderson, Legislative Services Officer

ATTACHMENTS:

[Attachment I: 2026-2027 Town Council Schedule](#)

[Attachment II: Town of Strathmore Meeting Schedule for November 4, 2026 - October 27, 2027](#)

Jamie Dugdale, Director of Infrastructure, Operations, and Development Services

Approved
- 13 Oct
2026

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 14 Oct
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 Oct
2026

Attending a meeting

Hearing from the community is important to us and you're welcome at any Regular Council or Committee of the Whole Meeting. You don't need to call ahead or register to observe Strathmore Council in action. There is ample public seating and additional standing room if needed. You can also watch livestreamed meetings online as they happen, or catch up later on YouTube.

Coming and going

Meetings generally start at 6 p.m. and begin with Closed Meeting agenda items before moving to a Public portion. Meetings last as long as necessary for Council to finish the business on the agenda. Members of the public may come and go as they please but are asked to do so quietly so as not to disturb the discussion.

Public participation at meetings

Your Council actively encourages people to get involved. We make time at the start of every Regular Meeting of Council for people to speak on any item on the agenda. Hearing from the community helps Council so don't be shy. Submit a "Request to Speak at Council Meeting Form" at least 48 hours prior to the scheduled meeting.

Presenting at meetings

Have an idea you think Council should hear about? You're welcome to form a delegation and request to present at a meeting, but you'll need to register as a delegation so we can save your place on the agenda. Interested delegations must submit a summary in writing, briefing Council about what it is that you will be presenting. This must be submitted to the Manager of Legislative Services (lsadmin@strathmore.ca) by noon the Wednesday before a meeting.

2026-2027

Town Council Meeting Schedule*

Regular Council Meeting
Committee of the Whole
Budget Deliberations
Organizational Meeting
Special Council Meeting / Other
Cancelled

November '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '27						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	24
25	26	27	28	29	30	31

February '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '27						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '27						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '27						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '27						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '27						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Notes:

Time: 6:00 p.m.*

Location: Council Chambers at the Strathmore Municipal Building (1 Parklane Dr., Strathmore, AB T1P 1K2)

*Unless otherwise amended by Council Resolution



TOWN OF STRATHMORE COUNCIL MEETING SCHEDULE

NOVEMBER 4, 2026 – OCTOBER 27, 2027*

Updated: October 21, 2026

Regular Council Meetings

November 4, 2026
November 18, 2026
November 19, 2026 (Budget Meeting)
November 24, 2026 (Budget Meeting)
November 25, 2026 (Budget Meeting)
December 2, 2026
December 16, 2026
January 20, 2027
February 3, 2027
February 17, 2027
March 3, 2027
March 17, 2027
April 7, 2027
April 21, 2027
May 5, 2027
May 19, 2027
June 2, 2027
June 16, 2027
July 7, 2027
July 21, 2027
September 1, 2027
September 15, 2027
October 6, 2027
October 20, 2027
October 27, 2027 – *Annual Organizational Meeting*

TIME:

Regular Council Meetings to be held at 6:00 p.m.*

LOCATION:

In Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

*Unless otherwise amended by Council Resolution.



TOWN OF STRATHMORE'S COUNCIL MEETING SCHEDULE

NOVEMBER 11, 2026 – OCTOBER 13, 2027*

Updated: October 21, 2026

Committee of the Whole Meetings

December 9, 2026

January 13, 2027

February 10, 2027

March 10, 2027

April 14, 2027

May 12, 2027

June 9, 2027

July 14, 2027

September 8, 2027

October 13, 2027

TIME:

Committee of the Whole Meetings to be held at 6:00 p.m.*

LOCATION:

In Council Chambers in the Strathmore Municipal Building (1 Parklane Drive, Strathmore, AB, T1P 1K2).

*Unless otherwise amended by Council Resolution.



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 30, 2026

Meeting Date: October 21, 2026

SUBJECT:

Deputy Mayor Rotation Schedule 2025-2029

RECOMMENDED MOTION:

THAT Council confirm the Deputy Mayor Rotation Schedule as follows:

Councillor Wiley: October 29, 2025 - June 30, 2026 (completed)

Councillor Wegener: July 1, 2026 - February 28, 2027 (in progress)

Councillor Langmaid: March 1, 2027 - October 31, 2027

Councillor Brown: November 1, 2027 - June 30, 2028

Councillor Hyde: July 1, 2028 - February 28, 2029

Councillor Chisholm: March 1, 2029 – October 19, 2029

REPORT SUMMARY

KEY ISSUE(S):

The *Municipal Government Act* states that Council must appoint a deputy chief elected official. The Deputy Mayor will take the chair in the event that the Mayor is unavailable or relinquishes the chair.

OBJECTIVE:

For Council to confirm the Deputy Mayor rotation schedule which was originally adopted during Council's inaugural organizational meeting on October 29, 2025.

FINANCIAL IMPLICATIONS:

N/A

BACKGROUND:

During the first annual Organizational Meeting, Council adopted a schedule of Deputy Mayors for the 2025-2029 term.

To ensure a fair and equitable process, it is recommended that each Councillor hold the position of Deputy Mayor during their term of office. This allows for each Councillor to be appointed as Deputy Mayor for an eight (8) month term.

Should a Councillor anticipate a conflict with their term they may use this as an opportunity to suggest an amendment to their dates.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

COMMUNITY IMPLICATIONS:

A published schedule for the Deputy Mayor Rotation will give internal and external stakeholders the knowledge of who will have the responsibilities for the Chief Elected Official, if the Mayor is not available.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

The Deputy Mayor will take the Chair if the Mayor is unable to attend or relinquishes the chair.

As per Council Procedure Bylaw No. 23-17

- 3.7. Should a Councillor decline to serve a term as Deputy Mayor, Council will appoint a member to serve the declining Councillor's term by resolution.
- 3.8. The Mayor shall preside when in attendance at the meeting of Council. In the Mayor's absence, the Deputy Mayor shall preside over the meeting. If both the Mayor and the Deputy Mayor are unable to attend a meeting, the Councillor next in the Deputy Mayor rotation will serve as Acting Mayor.

IMPLEMENTATION

COMMUNICATIONS:

Should Council adopt the proposed Deputy Mayor Rotation Schedule, Administration will have the schedule posted on the Town's website.

NEXT STEPS:

The schedule will be published to ensure predictability and transparency for Council, Administration, and the public.

ALTERNATIVE MOTIONS:

1. Council may approve the existing Deputy Mayor Rotation Schedule.
2. Council may provide Administration further direction regarding the Deputy Mayor Rotation Schedule.

REPORT AUTHOR:

Veronica Anderson, Legislative Services Officer

Jamie Dugdale, Director of Infrastructure, Operations, and Development Services

Approved
- 13 Oct
2026

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 14 Oct
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 Oct
2026



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 30, 2026

Meeting Date: October 21, 2026

SUBJECT:	Council Seating Arrangement 2025-2029
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RECOMMENDED MOTION: THAT Council adopt the 2025-2029 Council Seating Arrangement as follows (from the Mayor's left to right):

Councillor Brown
 Councillor Wiley
 Councillor Langmaid
 Mayor Fule
 Councillor Hyde
 Councillor Chisholm
 Councillor Wegener

REPORT SUMMARY

KEY ISSUE(S):

Annually Council may determine its Chamber seating arrangement.

OBJECTIVE:

For Council to confirm their seating arrangement.

FINANCIAL IMPLICATIONS:

There are no financial implications except for the staff time to prepare and review this report.

BACKGROUND:

Historically, the Town of Strathmore has confirmed the Council seating arrangement at every Organizational meeting. At the inaugural meeting in 2025, Council drew for seats.

Council may continue to sit in these same seats, or changes may be discussed.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

IMPLEMENTATION

COMMUNICATIONS:

N/A

NEXT STEPS:

N/A

ALTERNATIVE MOTIONS:

1. Council may approve the recommendation.
2. Council may provide further direction to Administration regarding Council's seating arrangement.
3. Council may draw for new seats.

REPORT AUTHOR:

Veronica Anderson, Legislative Services Officer

ATTACHMENTS:

[Attachment I: Seating Arrangement](#)

Jamie Dugdale, Director of Infrastructure, Operations, and Development Services

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 13 Oct
2026

Approved
- 14 Oct
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 Oct
2026

Room
103

Councillor
Claude Brown

Councillor
Brent Wiley

Councillor
Melissa Langmaid

Mayor
Pat Fule

Councillor
Matthew Hyde

Councillor
Jim Chisholm

Councillor
Richard Wegener

Podium

Windows



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 22, 2026

Meeting Date: October 21, 2026

SUBJECT:

Board and Committee Appointments (Councillor)

RECOMMENDED MOTION:

THAT Council make the following Councillor appointments to external boards and committees:

- _____ to the Community Futures Wild Rose Board for a term of one (1) year ending October 31, 2027.
- _____ to the Community Futures Wild Rose Board as an alternate for a term of one (1) year ending October 31, 2027.
- _____ to the Marigold Library Board for a term of one (1) year ending October 31, 2027.
- _____ to the Wheatland and District Emergency Medical Services Association for a term of one (1) year ending December 31, 2026.
- _____ to the Wheatland and District Emergency Medical Services Association for a term of one (1) year ending December 31, 2026.
- _____ to the Wheatland and District Emergency Medical Services Association as an alternate for a term of one (1) year ending December 31, 2026.
- _____ to the Wheatland Housing Management Body Board for a term of one (1) year ending October 31, 2027.
- _____ to the Wheatland Housing Management Body Board for a term of one (1) year ending October 31, 2027.
- _____ to the Municipal Library Board for a term of one (1) year ending October 31, 2027.

THAT Council make the following Councillor appointments to internal boards and committees:

- _____ to the Regional Emergency Management Committee for a term of one (1) year ending October 31, 2027.
- _____ to the Regional Emergency Management Committee as an alternate for a term of one (1) year ending October 31, 2027.
- _____ to the FCSS Advisory Board for a term of one (1) year ending October 31, 2027.
- _____ to the Municipal Policing Committee for a term of one (1) year ending October 31, 2027.

THAT Council appoint the following Councillors to the Intermunicipal Collaboration Committee:

- _____ for a term of one (1) year ending October 31, 2027.
- _____ for a term of one (1) year ending October 31, 2027.
- _____ for a term of one (1) year ending October 31, 2027.
- _____ for a term of one (1) year ending October 31, 2027.

REPORT SUMMARY

KEY ISSUE(S):

This is the annual opportunity for Council to consider how it wishes to be involved in various Boards and Committees.

Council may choose to identify and appoint members to external and internal boards and committees from date of appointment to October 31, 2027. The exception being WADEMSA, which would have an end date of December 31, 2026.

OBJECTIVE:

Council determines, amongst themselves, who they want to appoint as Council representation when filling vacancies on internal and external Boards and Committees.

FINANCIAL IMPLICATIONS:

Financial implications that are tied to this report relate to staff time needed to prepare the report and staff time that is needed to support internal Boards and Committees, which can be significant as it can include administrative and/or internal expertise to support.

BACKGROUND:

Every year during the Organizational Meeting, Council adopts Councillor appointments to external and internal Boards and Committees. Once the appointments are made, Administration arranges for these appointments to be placed on the website for the public to access. In doing so, the community can be made aware of Council's involvement on these Boards and Committees.

Details on responsibilities and commitment for each Board and Committee can be found on Attachments I-V.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

Council appointments to the various Boards and Committees allows Council to be involved in the community with organizations that align with Council's strategic priorities. Council also has a number of internal Boards and Committees that have been established to support with the advancement of its strategic priorities and legislative responsibilities.

COMMUNITY IMPLICATIONS:

Some of external Boards and Committees directly affect Town business as they are joint Boards and Committees with neighbouring municipalities.

IMPLEMENTATION

COMMUNICATIONS:

The Town will post Council's appointments on the website and will contact each Board and Committee and confirm that appointments have been made.

NEXT STEPS:

Once Council has appointed members to external and internal Boards and Committees, Administration will send a notification of each appointment to the respective board and committee for awareness.

ALTERNATIVE MOTIONS:

1. Council may adopt the recommended motion.
2. Council may refer this matter to a Committee of the Whole for further discussion.
3. Council may provide further direction to Administration regarding Councillor membership to Boards and Committees.

REPORT AUTHOR:

Veronica Anderson, Legislative Services Officer

ATTACHMENTS:

[Attachment I: 22-05 - Regional Emergency Management Bylaw \(ID 64376\)](#)

[Attachment II: 22-14 - Library Board Bylaw \(ID 64839\)](#)

[Attachment III: 23-12 - Boards and Committees Bylaw Amending Bylaw \(ID 71943\)](#)

[Attachment IV: 23-20 - Town of Strathmore Wheatland County Intermunicipal Collaboration Committee Bylaw \(ID 74631\)](#)

[Attachment V: WHMB Board - Information for Council](#)

Jamie Dugdale, Director of Infrastructure, Operations, and Development Services

Approved
- 13 Oct
2026

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 14 Oct
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 15 Oct
2026

BYLAW NO. 22-05
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AGENCY,
AND PLANNING AND COORDINATING GROUP**

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

AND WHEREAS the municipalities of the Wheatland Region wish to establish a Regional Emergency Advisory Committee, a Regional Emergency Management Agency, and a Regional Emergency Planning and Coordinating Group;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1.0. SHORT TITLE

1.1 This Bylaw may be cited as the "Regional Emergency Management Bylaw."

2.0. DEFINITIONS

2.1 In this Bylaw the following words and terms shall have the following meanings:

- a) "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
- b) "Council" means the Council of The Town of Strathmore;
- c) "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- d) "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
- e) "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
- f) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
- g) "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- h) "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;
- i) "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, that council;
- j) "Minister" means the Minister charged with administration of the Act;
- k) "Parties" means Wheatland County, The Town of Strathmore, The Village of Hussar, The Village of Rockyford, and The Village of Standard;
- l) "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional

Emergency Partnership as established by agreement between and the bylaws of the Parties;

- m) "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- n) "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster;
- o) "Wheatland Regional Emergency Partnership" (WREP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties; and
- p) "Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.

3.0. ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT

- 3.1 Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.
- 3.2 Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation, and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its subgroups. This does not include the power to declare, renew, or terminate a state of local emergency.
- 3.3 Council agrees through the WREP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Planning and Coordinating Group.

- 3.4 Council agrees through the WREP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 9 of this Bylaw.

4.0. ROLE OF COUNCIL

4.1 Council shall:

- a) By resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b) Provide for the payment of expenses of its member(s) of the Committee;
- c) Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREP Region;
- d) Approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREP Region;
- e) Review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f) By resolution appoint a DEM.

4.2 Council may:

- a) by resolution appoint one (1) or more DDEM;
- b) by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and

- c) enter into agreements with and make payments, grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.

5.0. COMMITTEE STRUCTURE

5.1 The Committee shall:

- a) consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;
- b) have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;
- c) review the Regional Emergency Management Plan and related plans and programs on a regular basis; and
- d) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

6.0. AGENCY STRUCTURE

6.1 The Agency shall be comprised of the following persons:

- a) the CAO of each municipality which is a member of WREP;
- b) the DEM of each municipality which is a member of WREP; and
- c) the DDEM of each municipality which is a member of WREP.

6.2 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

- a) RCMP Detachment Commander or designate;
- b) Fire Chiefs or designates;

- c) Wheatland and District Emergency Medical Services Association Manager or designate;
- d) Enforcement Services Supervisor or designate;
- e) Family and Community Support Services Director or designate; Public Works Supervisor or designate;
- f) Utility Manager or designate;
- g) Emergency Public Information Officers or designates;
- h) Emergency Social Services Manager or designate;
- i) Alberta Health Services representatives or designates;
- j) School Superintendent or designate;
- k) Disaster Social Services Managers or designates;
- l) Representative(s) from adjacent municipalities or First Nations;
- m) Representatives from local business;
- n) Representatives from local industry or industrial associations;
- o) Representatives from Alberta Municipal Affairs;
- p) Representatives from local utility companies; and
- q) Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

7.0. PLANNING AND COORDINATING GROUP

7.1 The WREP Planning and Coordinating Group shall:

- a) consist of the DEM from each of the Parties, the DDEM from the Parties, and the Joint Wheatland Regional Emergency Management Coordinators. Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;
- b) guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREP Region;
- c) determine the direction of the Agency and any of its subgroups;
- d) coordinate all emergency services and other resources used in an emergency;
- e) ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.
 - ii. in the event of an Emergency within or affecting more than one (1) municipality within the WREP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.
- f) ensure someone is designated to discharge the responsibilities specified in Section 7.1 (b through e) of this Bylaw.

8.0. AUTHORITY AND POWERS

- 8.1 In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 9 of this Bylaw, and the requirement specified in Section 8 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 8.2 In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 9 of this Bylaw; and the requirements specified in Section 8 of this Bylaw are hereby delegated to any two (2) or more members of the Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

9.0. STATES OF LOCAL EMERGENCY

- 9.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area in which it exists.
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c) forward a copy of the declaration to the Minister forthwith.
- 9.2 Subject to Section 8, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the

duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

- a) cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
- d) control or prohibit travel to or from any area of the Town of Strathmore;
- e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Town of Strathmore;
- f) cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;
- g) authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;
- h) cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources, or equipment within the Town of Strathmore for the duration of the state of local emergency;
- j) authorize the conscription of persons needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any

power specified in Section 9.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 8 and 9.

- 9.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.
- 9.4 In accordance with Section 535(2) of the Municipal Government Act, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.
- 9.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.
- 9.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a) a resolution is passed under Section 9;
 - b) a period of seven days has lapsed since it was declared unless it is renewed by resolution;
 - c) the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or
 - d) the Minister cancels the state of local emergency for the affected area.

- 9.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

10.0. AGREEMENTS AND POLICIES

- 10.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.
- 10.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

11.0. SEVERABILITY

- 11.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

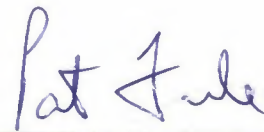
12.0. REPEAL AND EFFECTIVE DATE

- 12.1 Bylaw 19-05 is hereby repealed.
- 12.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME this 16th day of February, 2022.

READ A SECOND TIME this 6th day of April, 2022.

READ A THIRD AND FINAL TIME this 6th day of April, 2022.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

BYLAW NO. 22-14
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE TOWN OF STRATHMORE MUNICIPAL LIBRARY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, pursuant to the Libraries Act, R.S.A. 2000, Ch. L-11,

- Council may pass bylaws providing for the establishment of a municipal library board;
- the municipal library board is a corporation that shall be known, in the Town of Strathmore, as "The Strathmore Library Board"; and
- members of the municipal library board are appointed by Council;

AND WHEREAS, the Libraries Act and Regulations govern the provision of library services within a municipality;

NOW THEREFORE the Council of the Town of Strathmore, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw may be referred to as the "Municipal Library Board Bylaw".

2. DEFINITIONS

- 2.1. In this Bylaw, words have the meanings set out in the Act, except that:
- a) "Board" means the Strathmore Library Board;
 - b) "Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Municipal Government Act and pursuant to the Chief Administrative Officer Bylaw;
 - c) "Council" means the municipal council of the Town of Strathmore;
 - d) "Councillor" means an individual elected to the position of Mayor or Councillor for the Town.
 - e) "Member" means an individual appointed as a member of the board;

- f) "Pecuniary Interest" is as described in Division 6 of Part 5 of the Municipal Government Act, R.S.A. 2000, Ch. M-26, as if the provisions therein applied to Members rather than Councillors.
- g) "Town" means the municipal corporation of the Town of Strathmore.

3. BOARD MEMBERSHIP

- 3.1. The Board shall consist of no fewer than 5 and no more than 10 members appointed by Council and shall be composed of:
 - a) Up to 2 members who may be Councillors;
 - b) All remaining members shall be residents of the Town of Strathmore
- 3.1. No employee of the Library or the Town shall be eligible for appointment to the Board.
- 3.2. The Board shall elect a chairperson and any other officers it considers necessary from among its members.

4. TERM OF OFFICE

- 4.1. The term of office for:
 - a) Councillors shall be for one (1) year starting from the time they are appointed at the annual organizational meeting;
 - b) Town of Strathmore resident members shall be for up to three (3) calendar years at the discretion of Council.
- 4.2. Members may not be appointed for more than two (2) additional consecutive terms of office unless at least two-thirds (2/3) of Council passes a resolution stating that the member may be reappointed for more than three (3) consecutive terms.
- 4.3. Notwithstanding the foregoing, a Member's term of office shall continue until a Member is appointed in that Member's place. However, a Member immediately ceases to be a Member if, prior to the expiry of his or her term of office:
 - a) Council in its reasonable discretion revokes the Member's appointment;
 - b) The member resigns from the Board (effective upon receipt of notice of such resignation);
 - c) The member fails to attend three (3) consecutive regular meetings of the board unless authorized by a resolution of the board;

- d) The member ceases to be eligible pursuant to Section 3.1;
- e) The Member has a Pecuniary Interest in a particular matter before the Board, has not declared the same, and has not recused him or herself from voting on the matter; or
- f) In the case of a member referenced in 3.1 (a) ceases to be an elected Councillor.

4.4. When a Member ceases to be a Member in accordance with Section 4.3, Council shall, as soon as possible, appoint a successor to fill the vacancy before the remainder of the Member's term of office.

5. Meetings

- 5.1. The Board shall meet at least every four (4) months and at any other time it considers necessary.
- 5.2. A quorum at any board meeting shall be a majority of all appointed members that comprise the Board.

6. Powers and Duties

- 6.1. The Board will perform all duties and exercise all powers imposed upon it by the *Libraries Act* and related regulations, and any other applicable legislation or order.
- 6.2. The Board shall submit a proposed budget to the Town on an annual basis, and where applicable, shall align its budgeting processes and policies with that of the Town.
- 6.3. The Board shall annually provide the Town with a financial report in a form satisfactory to Council.
- 6.4. The Board on passing a Bylaw shall forthwith forward a copy of the bylaw to the Town.

7. Agreements/Understandings

- 7.1. In the event that the Board and the Town wish to enter into mutual agreements or memoranda of understanding, the CAO may negotiate and execute said agreements and/or memoranda on the Town's behalf, with the requirement that any resulting budget impacts must be approved by Council prior to implementation of the agreement.

8. Severability

- 8.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be

severable from all other sections of this bylaw.

9. Repeal and Effective Date

- 9.1. Bylaw 00-12 is hereby repealed.
- 9.2. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this 1st day of June, 2022.

READ A SECOND TIME this 1st day of June, 2022.

READ A THIRD AND FINAL this 1st day of June, 2022.



MAYOR


DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

**BYLAW NO. 23-12
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO AMEND THE BOARDS AND COMMITTEES BYLAW NO. 22-26.

WHEREAS, under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of establishing Council Committees within the Town of Strathmore;

AND WHEREAS the Municipal Government Act authorizes Council to pass a bylaw establishing procedures to be followed by Council Committees;

AND WHEREAS Council considers it expedient to pass a bylaw establishing a Council Committee for the purpose of establishing a Family and Community Support Services Advisory Board;

NOW THEREFORE the Council of the Town of Strathmore, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw may be referred to as the "Boards and Committees Bylaw Amending Bylaw".

2. AMENDMENTS

- 2.1. That Bylaw No. 22-26 be amended to add schedule A of this Bylaw as schedule D of Bylaw No. 22-26.

3. EFFECTIVE DATE

- 3.1. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

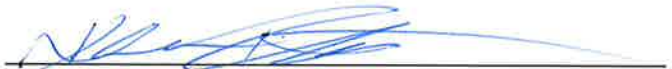
READ A FIRST TIME this 5th day of April, 2023.

READ A SECOND TIME this 5th day of April, 2023.

READ A THIRD AND FINAL TIME this 5th day of April, 2023.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE,
AND FINANCIAL SERVICES

Schedule 'A'

Family & Community Support Services Advisory Board

MANDATE

To receive, review, and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Program.

COMMITTEE STRUCTURE

The Family & Community Support Services (FCSS) Advisory Board will consist of:

- One (1) Council member;
- Five (5) public-at-large representatives (Town residents); and
- One (1) FCSS Representative as a non-voting member.

Preference will be given to applicants who:

- Have previous board or committee experience
- Have experience with grant writing or reviewing grant applications
- Have experience with non-profit organizations

The FCSS Advisory Board will elect a board chair during the first meeting following the Town of Strathmore's Organizational Meeting.

ADMINISTRATIVE RESOURCES

The Town will provide one (1) staff member to provide support to the committee.

QUORUM

Four (4) members shall constitute a quorum of the Board.

TERM

Members will be appointed for a term of up to three (3) years, up to a maximum of three consecutive terms.

AUTHORITY

The FCSS Advisory Board shall:

- Participate in the development and review of priorities for FCSS project funding in accordance with the terms of the Family and Community Support Services Act and Regulation and for United Way project funding based on the terms of the current Letter of Agreement;
- Prioritize project applications based on community needs and priorities. Provide recommendations for funding allocation of FCSS and United Way grant dollars;
- Develop and facilitate the delivery of fundraising activities that will strengthen

our position to achieve positive change and build a strong community;

- Make recommendations to Council for the allocation of funds based on the FCSS Act, United Way of Calgary and Area Agreement and established FCSS and Council priorities for:
 - FCSS grant funding; and
 - United Way of Calgary and Area grant funding;
- Monitor progress and outcomes of funded social initiatives within the community;
- Increase awareness of social issues and the services and resources available for Strathmore residents; and
- Comply with the Town of Strathmore Procedural Bylaw and Municipal Government Act.

SUPPORTING DOCUMENTS

- Policy No. 5102 – Family and Community Support Services Grant Program

MEETING SCHEDULE

The Board will meet a minimum of three (3) times a calendar year, or as agreed upon at previous Committee meeting.

BYLAW NO. 23-20
THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA FOR
THE PURPOSE OF ESTABLISHING AN INTERMUNICIPAL COLLOBORATION
COMMITTEE.**

WHEREAS section 145 of the *Municipal Government Act*, R.S.A 2000, c- M-26, provides that Council may pass bylaws to establish council committees and define their functions;

AND WHEREAS the municipal councils of the Town of Strathmore and Wheatland County recognize the value of ongoing communication between the two municipalities and the importance of having a mechanism of discussing matters of mutual interest;

AND WHEREAS the municipal councils have agreed on a Terms of Reference for the Intermunicipal Collaboration Committee;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. SHORT TITLE

- 1.1 This Bylaw may be referred to as the "Town of Strathmore/Wheatland County Intermunicipal Collaboration Committee Bylaw".

2. TERMS OF REFERENCE

- 2.1 That the Terms of Reference in Schedule 'A' of this bylaw be adopted as the Terms of Reference for the Intermunicipal Collaboration Committee (ICC).

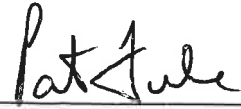
3. EFFECTIVE DATE

- 3.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this 21st day of June, 2023.

READ A SECOND TIME this 21st day of June, 2023.

READ A THIRD AND FINAL TIME this 21st day of June, 2023.



MAYOR



CAO

Schedule 'A'

Town of Strathmore & Wheatland County
Intermunicipal Collaboration Committee
Terms of Reference



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1.0 Introduction

The Town of Strathmore is located within the western portion of Wheatland County, along Highway 1 and Highway 817. As the municipalities are no longer members of the Calgary Metropolitan Region Board (CMRB), the Town of Strathmore and Wheatland County are required to prepare and approve an Intermunicipal Development Plan and an Intermunicipal Collaborative Framework. To facilitate the preparation of these documents and to strengthen the working relationship between both municipalities, it was determined that the Intermunicipal Collaboration Committee could play a key role in this process as well as having an opportunity for elected officials to share information on a range of topics of interest to both municipalities.

2.0 Purpose

The purpose of the Town of Strathmore / Wheatland County Intermunicipal Collaboration Committee (the Committee) is:

- a. to facilitate the working relationship between the two municipalities;
- b. to facilitate the ongoing sharing of information between elected officials and staff from the two municipalities;
- c. to provide a forum in which to review and discuss a range of topics of mutual interest;
- d. to oversee the development of, implementation of, and amendments to the IDP and ICF; and
- e. to participate in a conflict resolution process when matters cannot be resolved at the staff / administration level.

3.0 Objectives

The objectives of the Intermunicipal Collaboration Committee include:

- a. establishing and maintaining working relationships with staff, administration and Council to facilitate the implementation of mutual goals;
- b. maintaining positive intermunicipal relations and working towards the resolution of any intermunicipal disputes that may arise;
- c. striving to understand each other's strategic interests;
- d. providing direction on lands and matters of mutual interest; and
- e. representing joint municipal interests to the Provincial government.

4.0 Scope

The Committee may address any item that is of interest to Committee members and is of an intermunicipal nature. The following are some examples:

- a. Provincial and regional planning initiatives;
- b. Sub regional matters;
- c. Intermunicipal planning;
- d. Intermunicipal servicing strategies
- e. Transportation planning – including roads, pathways, and public transit;

- f. Matters regarding growth management and annexation of land;
- g. Environmental issues;
- h. Shared Servicing and Cost sharing strategies.

5.0 Participants

5.1 Committee Members

- a. At their respective organizational meeting, each municipality should, appoint four (4) elected officials for membership on the ICC (Committee Members).
- b. Committee Members may delegate their responsibilities to another member of their respective council (an Alternate) should they be unable to attend a meeting of the Committee.
- c. Only elected representatives of the Town of Strathmore and Wheatland County are considered Committee members.

5.2 Co-Chairs

- a. At the first ICC meeting subsequent to the municipalities' respective organizational meetings, the Committee shall appoint two (2) Committee Members (one from each municipality) as co-chairs.

5.3 Administrative Support

- a. Each municipal administration will assign administrative support staff to the Committee as required.
- b. Administrative support staff are not considered Committee Members.
- c. Administrative support staff may participate in Committee discussions in an advisory role.

5.4 Guests

- a. The Committee may invite guests to present and/or contribute at Committee meetings.
- b. Guests may include private consultants, staff or elected officials from other municipalities, representatives of organizations, the Province, or special interest groups or members of the public, as deemed appropriate by the Committee.
- c. Other council members from the Town of Strathmore and Wheatland County may attend meetings at any time as observers but are not considered Committee Members unless acting as Alternate for a Committee Member.

6.0 Committee Roles and Responsibilities

6.1 Committee Members

Each Committee Member is responsible for:

- a. attending scheduled meetings of the Committee or appointing an Alternate to attend in their place;
- b. representing the interests of their municipality and working cooperatively to achieve the objectives of the Committee;

- c. sharing information, communicating concerns and ensuring continued cooperative relations between the two municipalities;
- d. reporting to and communicating from their respective councils regarding Committee business;
- e. managing conflicting positions and building trust and partnership, while striving to respect viewpoints and differences between the two municipalities;
- f. providing direction to administrative support staff regarding ICC projects, actions and requirements;
- g. voting on motions when requested to do so by the Chair; and
- h. adhering to these Terms of Reference.

6.2 Chair

The municipalities will alternate chairing meetings. The acting Chair for each meeting is responsible for:

- a. confirming quorum, opening the meeting, and asking Committee Members to confirm the agenda and approve the meeting notes from the previous meeting;
- b. keeping discussion on topic, facilitating the agenda, and ensuring all members of the Committee are given the opportunity to contribute; and
- c. subsequent to a motion being proposed by a Committee Member, the Chair must request the Committee Members vote on the motion.

6.3 Administrative Support Staff

Staff assigned as administrative support to the Committee will alternate hosting meetings. Administrative support staff are responsible for:

- a. Meeting Preparation & Coordination
 - i. Coordinating together on the preparation and distribution of agendas and information packages to Committee Members at least seven (7) days in advance of the meeting.
 - ii. Coordinating those wishing to present to the Committee and ensuring that the appropriate staff members from their respective municipality are available to facilitate the Committee's discussion of agenda items.
- b. Information Management and Record Retention
 - i. The Administrative Support Staff from the hosting municipality are responsible for drafting meeting notes, distributing notes and agendas, the general administrative and coordination of meetings, and recording Committee votes and recommendations.
 - ii. Hosting staff will endeavour to have draft notes to staff from the other municipality for review one week following the meeting.
 - iii. Administrative support staff from both municipalities will co-ordinate with each other to retain records of information presented to the Committee, as well as Committee agendas and meeting notes in accordance with each municipality's record retention bylaws. Only agendas and meeting notes confirmed by the Committee and items accepted by the Committee as information are to be retained.

- c. Implementing Directions of the Committee
- d. Staff may be directed by the Committee to prepare materials in order to facilitate projects, presentations, proposals, or communications on behalf of the ICC.

7.0 Governance

7.1 Authority

- a. The ICC has no official legislative status or decision-making authority. The Committee is able to forward recommendations to the municipal councils for ratification and/or to render a formal decision.
- b. The Committee may direct staff to undertake activities such as preparing letters, information packages / notices or presentations, and hosting public meetings in regards to ICC matters.

7.2 Quorum

- a. Quorum is required before the Chair may open an ICC meeting.
- b. Quorum is defined as a minimum of two (2) Committee Members (or a combination of Committee Members and their alternates) from each municipality being in attendance.

7.3 Decision Making and Voting

- a. The operation of the ICC is based on negotiation and consensus building. However, the Committee will need to make decisions in order to provide directions to staff and give recommendations to the municipal councils.
- b. Decisions are made by voting and only Committee Members are eligible to vote. Voting is done by a show of hands with the aim of establishing a consensus position.
 - i. If there are an equal number of votes for and against a motion, the motion is defeated.
- c. The Committee may decide during a meeting to vote on specified items via email. If the motion is not supported unanimously, the Committee Members shall use the following process:
 - i. Have further discussions and put forth another motion to reach consensus.
 - ii. Table the item and reconsider it at a subsequent meeting.
 - iii. Decide on the item by simple majority.

8.0 Meetings

8.1 Advertising Meetings

- a. ICC meetings will be advertised in accordance with the requirements of Sections 195 and 196 of the *Municipal Government Act* by each municipality in a manner of their choosing.

8.2 Scheduling Meetings

- a. The Committee shall, at the first meeting held following the Organizational Meeting, confirm the dates and number of meetings for the following year. All efforts should be made to hold a minimum of four (4) regularly scheduled meetings per year.

- b. Either municipality may request an additional meeting to discuss pressing matters. Additional meeting requests should be submitted to the CAO of either municipality, who will have the authority to direct staff to organize a meeting at the earliest date possible.
- c. Requests for cancellation or rescheduling of meetings should also be submitted to the CAO of either municipality in writing with reasons for the cancellation. The matter can then be directed to administration to reorganize the meeting and contact all appropriate members and guests of the meeting cancellation.

8.3 Hosting and Chairing Meetings

- a. Hosting and chairing of meetings will be alternated between the two municipalities. However, meetings may be held at any location deemed appropriate by the majority of Committee Members.
- b. The Co-Chair (or their Alternate) from the hosting municipality will assume the duties of the Chair for a meeting.

8.4 Meeting through Electronic Communications

- a. Committee members may attend an ICC meeting by means of electronic communication. Acceptable modes of electronic communication include through the use of a personal computer, telephone (with the speaker on), and other means as technology advances. Members will prioritize the use of video calling when possible.

9.0 Public Accessibility

9.1 Meeting Attendance

- a. All Committee meetings are open to the public to attend; however, the public may only make presentations to the Committee at the discretion of the Chair.
- b. In accordance with Section 197 of the Municipal Government Act, the Committee may choose to close all or part of a meeting to the public and go into a closed session. The Committee must pass a motion unanimously for the Committee to go into closed session.

9.2 Presentations to the Committee

- a. Any member of the public wishing to present a matter to the Committee shall submit a written request to either the CAO of the Town of Strathmore, or the CAO of Wheatland County at least five business days prior to the Committee meeting. Exceptions may be made at the discretion of either CAO or the Committee.
- b. Presentations shall be limited to 10 minutes unless there is consent by the Committee to extend the allotted time.
- c. Debate concerning matters raised during public presentations shall take place at the discretion of the Committee.
- d. Information presented during the public presentation shall relate only to the subject matter for which the presentation was originally requested.

9.3 Meeting Notes

- a. All approved meeting notes are available to the public upon request.

10.0 Communication Procedures

10.1 Internal Communication

- a. Staff shall provide advisory support to the Committee, including background information, resources, and advice to Committee members to assist them in their role.
- b. All meeting notes and other communications internal to the Committee should be distributed by staff to Committee members in a timely manner.
- c. Staff shall maintain a record of all internal communications. Draft notes are not part of the Committee record; all approved notes are part of the Committee record.

10.2 External Communications

- a. *Recommendation to Council:*
All recommendations to Councils as well as minutes of the matter at Council meetings should be distributed by staff to Committee members in a timely manner. Staff shall maintain a record of Recommendations to Councils, decisions, and minutes regarding Committee business.
- b. The Committee's recommendations may be delivered to Councils by
 - i. A joint Council meeting;
 - ii. A joint presentation to individual Councils;
 - iii. A joint written submission agreed to by the Committee for delivery to individual Councils; or
 - iv. A combination of the above.
- c. *Communications with other external groups, such as, the public, NGO's, Provincial Government departments, the press:*
- d. The Committee may direct the CAOs to prepare letters, information packages/notices, presentations, or host public meetings on Committee business jointly. The development of a graphic showing logos and information from both Municipalities may be undertaken in order to facilitate communications on behalf of the Committee.
- e. Committee members shall follow their respective Council Code of Conduct Bylaws.

10.3 Information received by the Committee

- a. Studies, surveys, projects and other information as directed by the Committee members or considered by either members or staff as of interest to the Committee shall be collected and distributed by staff to Committee members in a timely manner and shall be maintained as part of the Committee record for future reference.

11.0 Committee Costs and Budget

- a. All costs associated with the Committee shall be jointly shared between the municipalities.
- b. Each municipal council shall decide which types of spending the ICC has the authority to approve and which items shall require approval by the respective councils.

12.0 Maintenance and Review of Terms of Reference

12.1 Maintenance of the Terms of Reference

- a. These Terms of Reference shall be jointly maintained by Staff from both municipalities and will be reviewed and updated as required.

12.2 Approval and Amendments to the Terms of Reference

- a. The Terms of Reference and amendments thereto come into effect only upon resolutions being passed by both councils.



September 22, 2026

Dear Council Members,

On behalf of Wheatland Housing Management Body and its Board of Directors, I am writing to formally request the reappointment of our current Board representatives for the upcoming term.

Over the past term, the Board has remained focused on fulfilling its responsibilities and advancing the organization's priorities. Maintaining continuity in Board representation will support the ongoing work of the organization, provide consistency in governance, and allow the Board to build upon the progress and initiatives currently underway.

Our current Board representative brings valuable knowledge of the organization, its governance requirements, and the community it serves. Their continued participation will help preserve institutional knowledge and support effective oversight as the Board moves forward with its priorities.

For your reference and consideration, we have included the following documents:

- Management Body Operation and Administration Regulation (King's Printer)
- Alberta Housing Act (King's Printer)
- WHMB Board Competency Policy
- WHMB Board Code of Conduct
- WHMB Board Member Declaration
- WHMB Board Advocacy and Reputation Management Policy

These documents are provided to support the reappointment process and outline the legislative, governance, and conduct requirements applicable to Board members.

We appreciate your consideration of this request and your continued support of WHMB.

Sincerely,



Chrystal Hickey
Chief Administrative Officer
cao@whmb.ca

Wheatland Housing Management Body
76 – 2nd Street
Strathmore AB. T1P 1J8
Phone 403.934.3474 ext 229

	Wheatland Housing Management Body Policy Manual	
Section: B	Board of Directors Policies	Approved: Nov.16/23

18. Advocacy and Reputation Management

Purpose

The Board will ensure that any information about the business and affairs of Wheatland Housing Management Body (WHMB) is communicated in accordance with legal and regulatory requirements, and that policies are in place regarding public requests for information.

Applicability

WHMB Board of Directors

Additional Authority

Alberta Housing Act (RSA 2000, cA-25)

1. Terms

- The Board will give careful attention to the management and enhancement of the public image of Wheatland Housing Management Body.
- The Board will ensure that Wheatland Housing Management Body has systems in place to support effective communication with all of its stakeholders.
- The Board will ensure that Wheatland Housing Management Body communicates its responsibilities, activities, results and overall performance at least annually to each of the local supporting municipalities, the Government of Alberta and its other stakeholders.
- The Board will ensure that Wheatland Housing Management Body reports its financial performance in accordance with all applicable laws and generally accepted accounting principles.
- The Board will ensure that appropriate policies are in place to respond to requests from residents or the public for information.
- Any questions regarding Board business will refer to the Board Chair or other designated spokesperson.
- Any questions regarding Wheatland Housing Management Body management and operations will be referred to by the CAO or other designated spokesperson.

	Wheatland Housing Management Body Policy Manual	
Section: B	Board of Directors Policies	Approved: Nov.16/23

19. Board Competency

Purpose

The Board of Directors recognizes that there are certain skills, experience and knowledge that are optimal for the effective management of WHMB.

Applicability

WHMB Board of Directors

Terms

The optimal Board composition for Wheatland Housing Management Body involves a consideration of the following four broad categories:

1. Specific Skills and Experience

Directors, as a group, should possess a combination of skills, experience, and cultural competence relevant to WHMB's strategic goals and the Board's oversight responsibilities. The specific skills and experience sought may change from time-to-time in keeping with changes to WHMB's internal and external opportunities or challenges. Relevant skills and experience include:

- Knowledge of board governance
- Knowledge of housing industry and/or provincial government social housing sector
- Organizational and business knowledge
- Financial knowledge
- Community and social responsibility
- Legal and Regulatory
- Human Resources
- Communications/Media Relations
- Strategic Planning
- Risk management
- Policy development
- Non-profit Sector
- Real estate and/or asset management

2. Board Leadership

- In order for the Board to be effective, it is important that the Board includes members who have an understanding of governance, have identified competency skills, and who have the experience and desire to fill key

leadership positions on the Board, including Board Chair, Vice Chair and Committee Chairs.

3. Personal Characteristics

All Directors should be committed to WHMB's vision, mission and values and possess the following characteristics.

- Integrity and accountability; demonstrated high ethical standards and integrity in personal and professional dealings, and who are willing to act on, and remain accountable for Board decisions
- Informed judgement
- Mature confidence
- Respect for others
- High performance standard
- Ability to commit the time required
- No real or perceived conflicts

4. Diversity

- Within the context of the required Board skills, consideration should be given to bring together a diverse group of Directors with the goal of creating strong board dynamics, engaged board discussion, and ensuring different perspectives are brought to issues. Boards are expected to be diverse and include members with a range of different experience that represent and understand the issues affecting the communities they serve. Diversity includes diversity of background, perspective, and problem-solving approaches.

	Wheatland Housing Management Body Policy Manual	
Section: B	Board of Directors Policies	Approved: Nov.16/23

13. Code of Conduct

Purpose

The Code of Conduct policy outlines essential principles that govern the conduct of the Board. Directors will at all times conduct themselves in a manner that serves the best interests of the Wheatland Housing Management Body (WHMB) and brings credibility and goodwill to the organization.

Applicability

WHMB Board of Directors.

Terms

1. In exercising their powers and discharging their duties, the Directors agree to the following:

- Directors shall act honestly and in good faith with a view to the best interests of the Wheatland Housing Management Body. This loyalty supersedes any advocacy, special interest or membership on any other board or workplace.
- Directors shall ensure that the business of the Wheatland Housing Management Body is conducted in accordance with applicable legislation, legal requirements, bylaws, regulations, and policies.
- Directors shall ensure that the financial affairs of the Wheatland Housing Management Body are conducted in a responsible and transparent manner with due regard to their fiduciary responsibilities and public trusteeship.
- Directors shall keep confidential all information about clients, personnel, votes, deliberations, decisions, and any other matters which are determined by the Board to be matters of confidence or proprietary information (such items will be stamped). The duty of confidentiality continues indefinitely after a director has left the Board.
- Directors shall respect and support the Wheatland Housing Management Body policies, Code of Conduct, and decisions of the Board. Directors will not publicly challenge the Board or management decisions outside of Board meetings.
- Directors shall immediately declare any and all pecuniary interest immediately to the Wheatland Housing Management Body which may include but not limited to any obligation they may have to persons with whom the Wheatland Housing Management Body deals as a contributor, supplier of goods and services, or as a recipient of services or funds from the

Wheatland Housing Management Body, when the volunteer or staff member is in a position to influence such dealings.

- Treat fellow Board of directors, stakeholders, tenants, employees, and members of the public with respect, honesty, fairness and straightforward communication.
- Directors may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
- Directors failing to comply with the Code of Conduct will be subject to sanctions.

2. Procedure to deal with allegations of violations of the Code of Conduct

- Board Members who themselves feel they may have violated the Code of Conduct will consult with the Chairperson as soon as they are aware of the violation.
- If a Board Member hears of or observes another Board Member who is, or appears to be, violating the Code of Conduct, they will consult with the Chairperson and may advise the other Board Member of this action.
- The Chairperson will investigate the matter, in consultation with the Vice-Chairperson and CAO, if necessary, within 30 days. The matter may be brought to the next board meeting for information.
- The party of the allegation will have an opportunity to respond to the allegation.
- The outcome of the investigation may include no action (allegation unfounded). Penalties imposed for breach of the Code of Conduct, Ethics and Confidentiality Policy may include, but are not limited to, the following:
 - A letter of reprimand addressed to the Member;
 - Requesting the Member issue, a letter of apology;
 - Suspension or removal from some or all of Board committees and bodies to which the Board has the right to appoint members;
 - Excluding the Board member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or;
 - Censure of the Board member, in private, in public, or both, and/or;
 - A letter will be written to the appointed body requesting removal of said Board Member;
 - Educational training for said board member.

- The investigation and its resolution will be recorded in writing within 90 days; the 90 days may be extended in extenuating circumstances.
- The Board has the prerogative of hiring a 3rd party investigator if the Board believes the allegation(s) is of serious or significant proportion to warrant such.
- All records will be stored in a secure filing cabinet.
- If there is an allegation of violation of the Code of Conduct by the Chairperson, the Vice-Chairperson will undertake the responsibilities of the Chairperson as outlined above in this matter.



	Wheatland Housing Management Body Policy Manual	
Section: B	Board of Directors Policies	Approved: Nov.16/23

14. Board Member Declaration

Purpose

The Board Members of Wheatland Housing Management Body (WHMB) commit themselves to ethical, businesslike, and lawful conduct, in a manner that best serves the community, clients and stakeholders. The Board Member Declaration will be reviewed and signed by Board Members upon election or appointment and annually thereafter.

Applicability

WHMB Board of Directors.

1. Terms

- Board Members must demonstrate loyalty to the WHMB's interests by upholding its bylaws and governance policies, and by supporting its vision, mission, and values.
- Board Members must ensure ethical practices are followed in the WHMB's business practices, service delivery, professional responsibilities, and human resources.
- Board Members must review, sign, and uphold WHMB Code of Conduct, Ethics and Confidentiality Agreement upon election and annually thereafter.
- Board Members must be vigilant in monitoring that WHMB remains compliant with its purposes, its governance policies, and its finances.
- Board Members must accept and support the Board's decision regardless of personal agreement with the decision.
- Board Members may not apply for employment with WHMB.
- Board Members will not make negative verbal, written or other assessments of the Chief Administrative Office (CAO), staff members, the board as a whole or individual Board Members.
- Board Members with complaints about Board functioning or Board Members will refer their complaints to the Chairperson or the Vice-Chairperson for resolution.
- Board Members will not act as a spokesperson with the media, public or other entities unless authorized to do so by the Chairperson of the Board or by the Board.

Printed Name of Board Member

Signature of Board Member

Date



Province of Alberta

ALBERTA HOUSING ACT

Revised Statutes of Alberta 2000
Chapter A-25

Current as of January 1, 2025

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Amendments Not in Force

This consolidation incorporates only those amendments in force on the consolidation date shown on the cover. It does not include the following amendments:

2026 c10 s1 amends ss1, 4(1), 5(3)(d) and (5) and 7; adds s7.1; amends s8(1); repeals s33.1; amends s34(1); repeals the Schedule.

Regulations

The following is a list of the regulations made under the *Alberta Housing Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	Amendments
Alberta Housing Act		
Housing Accommodation Tenancies.....	242/94	409/94, 251/2001, 94/2002, 163/2007, 307/2009, 49/2012, 40/2017, 142/2017
Lodge Assistance Program.....	406/94	273/95, 94/2002, 163/2007, 6/2010, <i>NOTE: AR 181/2026 comes into force on Jan 1, 2027</i>
Management Body Operation and Administration	243/94	41/2012, 40/2017, 143/2017, 181/2026 250/97, 251/2001, 94/2002, 155/2003, 108/2004, 176/2004, 163/2007, 307/2009, 164/2010, 49/2012, 40/2017, 141/2017, <i>NOTE: AR 214/2025 s21 comes into force on the coming into force of s45(17) of the Health Statutes Amendment Act, 2025</i>
Rent Supplement	75/95	81/2019, 36/2022, 218/2022, 125/2024, 142/2025, 199/2025, <i>NOTE: AR 179/2026 comes into force on Jan 1, 2027</i>
Social Housing Accommodation.....	244/94	213/2025, 214/2025, 179/2026 114/96, 94/2002, 157/2007, 163/2007, 307/2009, 49/2012, 40/2017, 144/2017, 84/2021 408/94, 219/95, 238/96, 40/97, 35/98, 202/98, 146/99, 256/2000, 19/2001, 136/2001, 94/2002, 154/2003, 116/2004, 261/2004, 200/2006, 163/2007, 114/2009, 307/2009, 49/2012, 126/2014, 40/2017, 145/2017, 146/2017, 265/2018, 37/2022, 207/2022 (273/2022), 274/2022, 22/2024, 225/2024, 122/2025, <i>NOTE: AR 180/2026 comes into force on Jan 1, 2027</i>
		180/2026

ALBERTA HOUSING ACT

Chapter A-25

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Schedule

HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Definitions

1 In this Act,

- (a) “affordable housing accommodation” means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);
- (a.01) “affordable housing provider” means the owner or operator of an affordable housing accommodation;
- (a.02) repealed 2024 c15 s1;
- (a.03) “Alberta escalator” means the Alberta escalator as defined in section 44.2 of the *Alberta Personal Income Tax Act*;
- (a.1) “Corporation” means the Alberta Social Housing Corporation;
- (a.2), (a.3) repealed 2024 c15 s1;
- (b) “Deputy Minister” means the Deputy Minister of the Minister’s department appointed under the *Public Service Act*;

- (c) “federal Act” means the *National Housing Act* (Canada);
- (d) “housing accommodation” means buildings or units in buildings that are suitable and adequate for human habitation, including services that may be provided to residents of the buildings or units because of their circumstances, and includes a lodge accommodation;
- (e) “lodge accommodation” means a home for the use of senior citizens who are not capable of maintaining or do not desire to maintain their own home, including services that may be provided to them because of their circumstances;
- (f) “management body” means a management body established by the Minister under section 5;
- (g) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (g.1) “monthly disposable income” means monthly disposable income as defined in the regulations;
- (h) “municipality” means a city, town, parks town, village, summer village, municipal district, improvement district, special area or Metis settlement, and includes a collecting board within the meaning of the *Education Act*;
- (i) “senior household” means a senior household as defined in the regulations;
- (j) “standard lodge accommodation” means standard lodge accommodation as defined in the regulations.

RSA 2000 cA-25 s1;2012 cE-0.3 s288;2018 c17 s1
2021 c23 s2;2024 c15 s1

Purpose

2 The purpose of this Act is to enable the efficient provision of a basic level of housing accommodation for persons who because of financial, social or other circumstances require assistance to obtain or maintain housing accommodation.

1994 cA-30.1 s2

Powers of Minister and Corporation

3(1) To carry out the purpose of this Act, the Minister and the Corporation may, subject to this Act and the regulations,

- (a) provide advisory, financial and other support and resources to persons;

- (b) develop and support the development of housing accommodation;
- (c) enter into agreements, including agreements with the government of another jurisdiction or any person, society or partnership;
- (d) do any other thing or exercise any power not referred to in clauses (a) to (c) that the Minister or the Corporation considers is necessary to be done or exercised.

(2) Where this Act or the regulations confer a power or authority or impose an obligation on the Corporation, the Minister may, with the approval of the Corporation, exercise that power or authority or carry out that obligation.

(3) The Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister or the Corporation under this Act or any other Act or regulation.

(4) Subsection (3) does not apply to any power or duty to make regulations as defined in the *Regulations Act*.

RSA 2000 cA-25 s3;2021 c23 s3

Financial assistance

4(1) Subject to the regulations, the Minister may provide financial assistance in the form, to the persons and in the amounts that the Minister considers appropriate for any purpose that the Minister considers contributes to achieving the purpose of this Act.

(2) In addition to any applicable terms and conditions prescribed under the regulations, the Minister may make the provision of financial assistance under subsection (1) subject to any terms and conditions the Minister considers appropriate.

1994 cA-30.1 s4

Management Bodies

Establishment of management body

5(1) The Minister may by order establish management bodies.

(2) An existing corporation may be established as a management body.

(3) An order under this section shall set out the following:

- (a) the name of the management body;
- (b) the members of the management body;

- (c) the number of persons constituting the board of the management body and, subject to the regulations, the method of appointing or electing the members of the board;
 - (d) where the management body is to provide lodge accommodation, the municipalities that are liable to be requisitioned under section 7;
 - (e) a description of the housing accommodation, if any, that the management body is to operate and administer;
 - (f) without limiting section 6(1), a description of any other powers, functions or duties with respect to the provision of housing accommodation that the management body is to have and be subject to.
- (4) An order under this section may
- (a) prescribe the fiscal year of the management body, and
 - (b) in the case of a management body that provides affordable housing, other than a management body referred to in subsection (2),
 - (i) specify the provisions of the regulations made under section 34(1)(c) that apply to the management body in its capacity as an affordable housing provider, and
 - (ii) prescribe any modifications to the provisions referred to in subclause (i) that the Minister considers necessary to enable their application to the management body.
- (5) The Minister may not make an order under this section establishing a management body that is to have the power to requisition under section 7 unless a majority of the municipalities that are liable to be requisitioned have agreed to the number of persons constituting the board and, subject to the regulations, the method of appointing or electing the members.
- (6) Notwithstanding subsection (5), the Minister may amend an order without the agreement of a majority of the municipalities that are liable to be requisitioned.

RSA 2000 cA-25 s5;2021 c23 s4

Powers and duties of management body

6(1) A management body is a corporation and has the capacity and, subject to this Act, the rights, powers and privileges of a natural person.

(2) An existing corporation that is established as a management body has for the purpose of exercising its powers and functions and carrying out its duties under this Act the capacity and, subject to this Act, the rights, powers and privileges of a natural person.

(3) A management body shall exercise its powers and functions and carry out its duties in accordance with

- (a) the order establishing it,
- (b) any agreement entered into under this Act, and
- (c) this Act and the regulations.

1994 cA-30.1 s6

Requisitions

7(1) On or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for

- (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and
- (b) any amounts necessary to establish or continue a reserve fund for the management body.

(2) The municipalities requisitioned under subsection (1) may determine the basis on which the total requisition is to be shared, and if the municipalities are unable to make that determination for any year, the total requisition for each year shall be shared on the basis of the proportion that the equalized assessment for each municipality in that year bears to the total of the equalized assessments for that year of all the municipalities requisitioned.

(3) If the Minister considers that a municipality that has not been requisitioned under subsection (1) should contribute to the deficit of the management body arising from the provision of lodge accommodation, the Minister may by order direct that the municipality be requisitioned under subsection (1).

(4) The management body shall supply a copy of its estimates and a copy of its calculation of the requisitioned amount to the municipality.

(5) A municipality shall pay to the management body the amount requisitioned within 90 days after the mailing of the notice by the management body.

(6) If after the 90-day period, the amount of the requisition or any portion of it remains unpaid, the municipality shall pay interest at the rate determined by the Minister to the management body on that unpaid amount, and that unpaid amount and the accrued interest are recoverable as a debt due to the management body.

RSA 2000 cA-25 s7;2021 c23 s5

Other municipal contributions

8(1) If a municipality agrees to contribute to the operating costs of any housing accommodation, other than lodge accommodation, provided by a management body, it shall make the contribution agreed to within 90 days after the mailing of the invoice by the management body.

(2) If after the 90-day period, the amount of the contribution or any portion of it remains unpaid, the municipality shall pay interest at the rate determined by the Minister to the management body on that unpaid amount, and that unpaid amount and the accrued interest are recoverable as a debt due to the management body.

(3) This section applies to agreements entered into either before or after this Act comes into force.

RSA 2000 cA-25 s8;2021 c23 s5

Inspectors

9(1) This section does not apply to a management body in its capacity as an affordable housing provider.

(1.1) The Minister may appoint a person to inspect

- (a) the financial or administrative condition of a management body, or
- (b) any other matter connected with the management, administration or operation of a management body.

(2) In addition to the inspection under subsection (1.1), the Minister may order a special inspection of any management body

- (a) on the advice of the Deputy Minister,
- (b) on the request of the majority of the persons on the board of the management body, or
- (c) on the request of the majority of the residents of a housing accommodation operated under the authority of the management body.

(3) An inspector, for the purposes of a special inspection,

- (a) may require the attendance of any member of the board or officer or employee of the management body or any other person whose presence the inspector considers necessary during the course of the inspection, and
 - (b) has the same powers, privileges and immunities as a commissioner under the *Public Inquiries Act*.
- (4) When required to do so by an inspector, for the purposes of a special inspection,
- (a) a member of the board and every officer and employee of a management body, and
 - (b) any other person

shall produce for examination and inspection all books, records and documents in that person's possession that are relevant to the purposes of the inspection.

- (5) After the completion of an inspection under subsection (1.1) or (2), the inspector shall make a report to the Minister and shall provide a copy of the report to the board of the management body.

RSA 2000 cA-25 s9;2021 c23 s6

Bank accounts

10 A bank, an agency of a bank or any other financial institution carrying on business in Alberta shall, on request of the Minister, furnish the Minister with a statement showing the balance or condition of the accounts of any management body having an account with the bank, agency or institution, together with any particulars of the accounts that may be required.

1994 cA-30.1 s10

Minister's power over management body

11(1) If, because of an inspection report under section 9 or for any other reason, the Minister determines that the affairs of a management body are being managed in an improper, irregular or improvident manner or without due regard for the health, safety and welfare of the residents of any housing accommodation under the authority of the management body, the Minister may direct the board of the management body, any member of the board or any officer or employee of the management body to take any action the Minister considers appropriate in the circumstances.

(2) If a direction under subsection (1) is not carried out to the satisfaction of the Minister, the Minister may by order do either or both of the following:

- (a) appoint a comptroller to oversee the management of the affairs of the management body and may direct that no liability be incurred, no money be spent and no property be disposed of without the prior written approval of the comptroller until such time as the Minister otherwise directs;
 - (b) dismiss all or any of the members of the board of the management body, or any member, officer or employee who failed to carry out the order.
- (3) If the Minister dismisses a board of a management body, the Minister may by the same or a subsequent order do either or both of the following:
- (a) make an order under section 5 for the appointment or election of a new board;
 - (b) appoint an official administrator to manage the affairs of the management body until a new board is appointed or elected.
- (4) An order under subsection (3)(b) may provide for the payment of remuneration and expenses to the official administrator and may provide that the remuneration and expenses are the responsibility of the management body.
- (5) An official administrator has all the powers and is subject to all the obligations of a management body under this Act.
- (6) An order or direction under subsection (1) or (2) takes effect on the service of a copy of it on the person to whom it is directed.
- (7) Service of an order or direction under subsection (1) or (2) may be carried out by personal service or by sending it by registered mail.
- (8) An order or direction under subsection (1) or (2) that is sent by registered mail is deemed to be served on the expiration of the 7th day after mailing.

1994 cA-30.1 s11

Interim official administrator

12(1) In addition to the circumstances referred to in section 11(1), the Minister may appoint an official administrator to manage the affairs of a management body

- (a) during the time between the establishment of the management body under section 5 and the appointment or election of the first board under that section,

- (b) during the time between the resignation of the entire board and the appointment or election of a new board, or
- (c) during any time when for any reason there is not a quorum of members on the board.

(2) Section 11(4) and (5) apply to an official administrator appointed under this section.

1994 cA-30.1 s12

Dissolution of management body

13 Where the Minister rescinds an order establishing a management body, the order may contain any provisions the Minister considers necessary

- (a) to provide for the transfer or other disposal of the assets and property of the management body,
- (b) to provide for the satisfaction or assumption of the liabilities and obligations of the management body, and
- (c) to otherwise provide for the winding-up of the affairs of the management body.

1994 cA-30.1 s13

Auditor

14(1) A management body shall appoint one or more auditors for the management body.

(2) No member of the board, officer, agent or employee of a management body is eligible to be the auditor of that management body.

(3) An auditor appointed by a management body is at all reasonable times and for any purpose related to an audit entitled to access to

- (a) the records of the management body, and
- (b) data processing equipment owned or leased by the management body.

(4) A member of the board and an officer, agent or employee of a management body shall give the auditor any information, reports or explanations the auditor considers necessary for the purpose of assisting the auditor in carrying out the auditor's duties as auditor.

(5) An auditor who receives information from a person whose right to disclose that information is restricted by law holds that

information under the same restrictions respecting disclosure that govern the person from whom the information was obtained.

(6) The auditor must report to the board of the management body on the annual financial statements of the management body, and the report must include

- (a) a statement as to whether
 - (i) the auditor's examination was made in accordance with generally accepted auditing standards, and
 - (ii) in the auditor's opinion, the annual financial statements fairly present the financial position of the management body, the results of its operations and the changes in its financial position for the year, in accordance with the disclosed basis of accounting;
- (b) the reasons for any reservation of opinion expressed by the auditor, and the effect of any deficiency on the financial statements;
- (c) any other comments related to the audit of the financial statements that the auditor considers appropriate.

(7) The auditor must report separately to the board of the management body any improper or unauthorized transaction or non-compliance with this or any other enactment that is noted during the course of an audit, and must also forward a copy of that report to the Minister.

(8) The Minister or the board of the management body may require any further examination and report from the auditor that the Minister or the board considers necessary.

1994 cA-30.1 s14

Annual financial statements

15(1) A management body shall prepare annual financial statements for the management body for the immediately preceding fiscal year

- (a) in a form and manner acceptable to the Minister, and
- (b) in accordance with
 - (i) Canadian generally accepted accounting principles, which are the accounting standards set out in the CPA Canada Handbook, as published by the Chartered Professional Accountants of Canada from time to time, and

- (ii) any modification of the principles referred to in subclause (i) or any supplementary accounting standards or principles established by the Minister by regulation.

(2) A management body shall forward the annual financial statements, together with the auditor's report prepared under section 14, to

- (a) the Minister, and
- (b) all municipalities that the management body requisitioned for that fiscal year or that made contributions to the management body under section 8 for that fiscal year,

not later than 90 days after the end of the fiscal year to which the financial statements relate.

(3) Not later than 60 days after forwarding the financial statements to the Minister under subsection (2), the management body shall make them or a summary of them available to the public in a manner the board considers appropriate.

RSA 2000 cA-25 s15;2014 cC-10.2 s169

Reports and returns

16(1) The Minister may request a management body to provide to the Minister any reports, returns and other documents concerning the affairs of the management body that the Minister considers appropriate and in the form and manner required by the Minister or under the regulations.

(2) A management body shall comply with a request under subsection (1).

1994 cA-30.1 s16

Alberta Social Housing Corporation

Alberta Mortgage and Housing Corporation continued

17(1) The Alberta Mortgage and Housing Corporation is continued as a body corporate with the name "Alberta Social Housing Corporation".

(2) The Corporation shall consist of the following members, who shall be its board of directors:

- (a) the Minister, who shall be the chair of the Corporation;
- (b) the Deputy Minister, who shall be the President of the Corporation;

- (c) an employee of the Department of Treasury Board and Finance designated by the President of Treasury Board and Minister of Finance;
 - (d) the official of the Minister's Department responsible for housing as appointed under the *Public Service Act*;
 - (e) the senior financial officer of the Minister's Department appointed in accordance with the *Financial Administration Act*;
 - (f) any other members who are appointed by the Lieutenant Governor in Council to hold office during pleasure.
- (3) A majority of the members of the board of the Corporation constitutes a quorum.
- (4) At its meetings, the Corporation may exercise any of its powers by resolution except where some other mode of exercising the power is prescribed in this or any other Act.

RSA 2000 cA-25 s17;2006 c23 s8;2013 c10 s7

Powers**18 The Corporation**

- (a) shall carry out the duties and functions that are given to it under this Act or by the Lieutenant Governor in Council, and
- (b) may, subject to this Act, take any action or dispose of any assets as is necessary to discontinue its activities or operations that in the opinion of the Corporation no longer meet the purpose of this Act.

1994 cA-30.1 s18

Supervision by Minister

19 The Corporation is, in the performance of its duties and functions under this or any other Act, subject to the general supervision and direction of the Minister.

1994 cA-30.1 s19

Agent of the Crown

20(1) The Corporation is for all purposes an agent of the Crown in right of Alberta and its powers may be exercised only as an agent of the Crown in right of Alberta.

(2) Any legal proceeding in respect of any right or obligation acquired or incurred by the Corporation on behalf of the Crown in right of Alberta, whether in its own name or in the name of the

Crown in right of Alberta, may be brought or taken by or against the Corporation in the name of the Corporation.

1994 cA-30.1 s20

Administrative services

21 The Minister may provide administrative and support services to the Corporation.

1994 cA-30.1 s21

Bylaws

22(1) The Corporation may make bylaws respecting

- (a) the calling of meetings of the Corporation and the conduct of business at them, and
- (b) the general conduct and operation of the Corporation.

(2) The *Regulations Act* does not apply to bylaws of the Corporation.

(3) Repealed 2021 c23 s7.

RSA 2000 cA-25 s22;2021 c23 s7

Fiscal year

23 The fiscal year of the Corporation shall be prescribed by the Lieutenant Governor in Council.

1994 cA-30.1 s23

Auditor

24 The Auditor General is the auditor of the Corporation.

1994 cA-30.1 s24

Powers of Corporation

25(1) The Corporation has the capacity and, subject to this Act and the regulations and to any order of the Lieutenant Governor in Council referred to in section 18, the rights, powers and privileges of a natural person.

(2) The Corporation shall not pay remuneration or expenses to the members of the board for services provided by those persons as members.

(2.1) The Corporation may

- (a) directly or indirectly purchase shares, and
- (b) in a transaction involving the payment of money or the transfer of property, enter into a joint venture or partnership.

(3) The Corporation may do any of the following only with the prior consent of the Lieutenant Governor in Council:

- (a) borrow money;
- (b) sell or otherwise dispose of any notes, bonds, debentures or other securities issued for the purpose of clause (a);
- (c) charge, pledge, hypothecate, deposit or deal with any of the securities referred to in clause (b) as collateral security;
- (d) guarantee the repayment of loans.

(4) The Lieutenant Governor in Council's consent under subsection (3) may be given with respect to a particular transaction or on a general basis with respect to a class of transactions.

(5) In this section, "shares" has the same meaning as in section 42(1)(a) of the *Financial Administration Act*.

RSA 2000 cA-25 s25;2021 c23 s8

Management and pooled investment of funds

26 The Corporation may be a participant under section 40 of the *Financial Administration Act*.

RSA 2000 cA-25 s26;2004 c7 s19

Grants in place of taxes

27(1) The Corporation may each year pay to any municipality within which any of the Corporation's real property is situated a grant not exceeding the amount that would be recoverable by the municipality if the property were subject to the property taxes of the municipality for that year.

(2) No municipality is entitled as of right to a grant under this section.

1994 cA-30.1 s27

Federal borrowings and contributions

28(1) Subject to any terms and conditions imposed by the Lieutenant Governor in Council, the Corporation may, for the purposes of its duties and functions under this Act or the federal Act, borrow and receive contributions from Canada Mortgage and Housing Corporation.

(2) The Corporation may

- (a) receive contributions available under the federal Act, or

- (b) make contributions to projects undertaken pursuant to the federal Act.

1994 cA-30.1 s28

Transfer of surplus

29 The Lieutenant Governor in Council may order that any surplus money of the Corporation be transferred to the General Revenue Fund.

1994 cA-30.1 s29

Provincial guarantee

30(1) The repayment of

- (a) the principal and interest of any borrowing by the Corporation, and
- (b) the principal and interest of, and any premiums payable under, any notes, bonds, mortgages, debentures or other securities issued by the Corporation, whether issued before or after the coming into force of this subsection,

is guaranteed by the Government.

(2) The guarantee, in a form and manner that the Lieutenant Governor in Council approves, may

- (a) be endorsed on any notes, bonds, debentures or other securities issued by the Corporation, and
- (b) be signed on behalf of the Government by the President of Treasury Board and Minister of Finance, the Deputy Minister of Treasury Board and Finance or any other person that the Lieutenant Governor in Council may designate.

(3) The signature of the President of Treasury Board and Minister of Finance, the Deputy Minister of Treasury Board and Finance or the person designated by the Lieutenant Governor in Council on the guarantee is conclusive proof that the relevant provisions of this Act have been complied with.

RSA 2000 cA-25 s30;2006 c23 s8;2013 c10 s7

Annual report

31 The Corporation shall annually, after the end of a fiscal year, prepare for inclusion in the Minister's report on the Department a report summarizing the Corporation's transactions and affairs during the preceding fiscal year, and setting out any other information the Lieutenant Governor in Council may by order require.

1994 cA-30.1 s31

Affordable Housing Accommodation

Designation of affordable housing

31.1(1) Subject to subsections (2) and (3), the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation.

(2) The Minister may not designate a social housing accommodation as an affordable housing accommodation.

(3) The Minister may designate a housing accommodation that is a unit in a building as an affordable housing accommodation notwithstanding that other units inside the building are social housing accommodation.

2021 c23 s9

Inspections

31.2(1) The Minister may appoint a person as an inspector to inspect any matter connected with the management, administration, ownership or operation of an affordable housing accommodation.

(2) An inspector

(a) may require the attendance of a director, officer or employee of the affordable housing provider or any other person whose presence the inspector considers necessary during the course of an inspection, and

(b) has the same powers, privileges and immunities as a commissioner under the *Public Inquiries Act*.

(3) When required to do so by an inspector, a director, officer or employee of an affordable housing provider or any other person shall produce for examination and inspection all books, records and documents in that person's possession that are relevant to the purposes of the inspection.

(4) After the completion of an inspection, the inspector shall make a report to the Minister and provide a copy of the report to the affordable housing provider.

2021 c23 s9

Revocation and direction to take actions

31.3(1) On receiving a report under section 31.2(4) or on the Minister's own motion, the Minister may revoke a designation made under section 31.1(1) in respect of an affordable housing accommodation if the Minister is of the opinion that in the

circumstances the housing accommodation is no longer suitable for designation as an affordable housing accommodation.

(2) On receiving a report under section 31.2(4), the Minister may direct the affordable housing provider to take any actions that the Minister considers necessary to remedy the deficiencies identified in the report.

2021 c23 s9

Miscellaneous

Protection from liability

32(1) No action for damages may be commenced against

- (a) repealed 2005 c28 s1,
- (b) an employee within the meaning of the *Public Service Act* who is under the administration of the Minister,
- (c) a member of the board of the Corporation or an officer or agent of the Corporation, or
- (d) a member of a management body or an officer, employee or volunteer worker of a management body

for anything done or not done by that person in the performance or intended performance of functions or duties or the exercise of powers under this Act or the *Alberta Mortgage and Housing Corporation Act*, SA 1984 cA-32.5.

(2) Without limiting the generality of subsection (1), the carrying out of duties and the provision of services, as authorized by the board of the management body, by a person referred to in subsection (1)(d) in connection with the provision of housing accommodation under this Act are considered to be the performance of a function or duty or the exercise of a power for the purposes of subsection (1).

(3) Subsection (1) is not a defence if

- (a) the cause of action is defamation, or
- (b) the person was dishonest, grossly negligent or guilty of wilful misconduct.

RSA 2000 cA-25 s32;2005 c28 s1

Fees

33 The Minister may charge fees in connection with any service, program or other thing done by or under the authority of the Minister under this Act.

1994 cA-30.1 s33

Standard lodge rate

33.1(1) At least annually, a management body shall determine and set monthly basic lodge rates to be charged for standard lodge accommodation in accordance with this section and the regulations.

(2) A management body shall review and adjust the monthly basic lodge rate for each senior household in standard lodge accommodation after setting the monthly basic lodge rates under subsection (1) to ensure that each member of the senior household who is 65 years of age or older is left with the minimum monthly disposable income amount under subsection (3).

(3) The minimum monthly disposable income amount is the following:

- (a) effective January 1, 2025, the amount set out in the Schedule;
- (b) effective January 1, 2026, an amount adjusted annually in accordance with the Schedule.

(3.1) to (5) repealed 2024 c15 s1.

(6) Despite subsection (3), the minimum monthly disposable income amount may be increased at any time in accordance with the regulations.

2018 c17 s1;2019 c18 s2;2024 c15 s1

Ministerial regulations

34(1) The Minister may make regulations

- (a) respecting the type and amounts of financial assistance that may be provided under section 4(1), the purposes for which the financial assistance may be provided, the persons or classes of persons who are eligible for the financial assistance and the eligibility requirements of persons for the financial assistance;
- (b) respecting the manner or method of appointing or electing the members of a board of a management body, including the knowledge, skills, experience, expertise and qualifications required for the members of a board of a management body;

- (c) respecting the management and operation of management bodies and the manner in which they are to exercise their powers and carry out their functions and duties including, without limitation, regulations
 - (i) requiring management bodies to prepare and submit to the Minister business plans and budget documents and respecting the form and content of those business plans and budget documents,
 - (ii) imposing terms and conditions on the exercise by management bodies of their powers or the carrying out of their functions and duties,
 - (iii) respecting the manner in which a management body's surplus of revenues over expenditures in a fiscal year is to be treated,
 - (iii.1) respecting reserve funds for management bodies that provide lodge accommodation;
 - (iv) requiring management bodies to keep records and respecting the form and manner in which records must be kept and what they must contain, and
 - (v) requiring a management body to carry insurance, and respecting the nature and amount of insurance that it must carry;
- (d) governing the disqualification of persons as members of the board of a management body and the conduct of members of a board generally;
- (e) subject to section 5(4), prescribing or providing for the manner of prescribing the fiscal year of management bodies;
- (f) governing the settling of disputes between a management body and a municipality or between 2 management bodies with respect to matters arising under this Act;
- (g) prescribing supplementary standards or principles and modifications to generally accepted accounting principles for the purposes of section 15;
- (h) repealed 2021 c23 s10;
- (i) notwithstanding the *Residential Tenancies Act*, governing the provision of housing accommodation by management bodies including, without limitation, regulations

- (i) respecting eligibility requirements of tenants in housing accommodation,
 - (ii) prescribing the rent and other charges or the manner of determining the rent or other charges that may be charged in respect of a tenancy in housing accommodation,
 - (iii) governing the termination of tenancies in housing accommodation,
 - (iv) governing other terms and conditions that apply to tenancy in housing accommodation,
 - (v) governing the inspection, maintenance and repair of property used in the provision of housing accommodation, and
 - (vi) respecting standards that must be met in the provision of housing accommodation;
- (i.1) respecting increases to the minimum monthly disposable income amount, including regulations
- (i) respecting the amounts of increases or the manner in which the amounts of increases are to be determined, and
 - (ii) respecting the timing of increases;
- (i.2), (i.3) repealed 2024 c15 s1;
- (j) governing reports, returns and other documents referred to in section 14;
 - (k) providing that a member of a board of a management body who authorizes an expenditure on behalf of the board that is contrary to the regulations is personally liable to the management body, and governing the nature and extent of the liability;
 - (l) defining terms for the purposes of this Act and the regulations.

(2) A regulation for the purpose of subsection (1) may adopt with necessary modifications provisions of the *Municipal Government Act* and the *Residential Tenancies Act* and regulations under those Acts.

RSA 2000 cA-25 s34;2018 c17 s1;2019 c18 s2
2021 c23 s10;2024 c15 s1

Lieutenant Governor in Council regulations

35(1) The Lieutenant Governor in Council may make regulations

- (a) prescribing additional activities that a management body may carry on and governing the manner in which it is to carry on those activities;
- (b) governing and restricting the activities that the Corporation may carry on and the manner in which it is to carry on those activities;
- (c) prescribing the conditions that must be met by applicants to render them eligible for a loan or guarantee from the Corporation;
- (d) prescribing the terms and conditions on which loans or guarantees are to be given;
- (e) prescribing the maximum total aggregate liability that the Corporation may incur as a guarantor;
- (f) prescribing the duties and obligations of a person to whom a loan is made or for whom a loan is guaranteed during the period that the person's indebtedness is outstanding;
- (g) prescribing the security to be given to the Corporation by applicants in consideration of a loan or guarantee;
- (h) prescribing the types or classes of lending institutions in respect of whose loans guarantees may be given;
- (i) governing the issuing by the Corporation of insurance policies for loans for the purpose of the provision of housing accommodation;
- (j) providing for any matter that is not provided for or is insufficiently provided for in this Act.

(2) A regulation made under subsection (1)(j) expires on the last day of the first session of the Legislature that commences after the regulation is made.

(3) A person who contravenes a regulation made under this section is guilty of an offence.

1994 cA-30.1 s35

Schedule**Minimum monthly disposable income amount**

1 The minimum monthly disposable income amount

- (a) under section 33.1(3)(a) of this Act, is \$365, and
- (b) under section 33.1(3)(b) for this Act, must be adjusted by an amount equal to
 - (i) the minimum monthly disposable income amount for the previous calendar year, including any increase to that amount made under the regulations,

multiplied by
 - (ii) the Alberta escalator.

2 Repealed 2024 c15 s1.

2018 c17 s1;2019 c18 s2;2024 c15 s1



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Province of Alberta

ALBERTA HOUSING ACT

MANAGEMENT BODY OPERATION AND ADMINISTRATION REGULATION

Alberta Regulation 243/1994

With amendments up to and including Alberta Regulation 213/2025

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 213/2025)

ALBERTA REGULATION 243/94

Alberta Housing Act

**MANAGEMENT BODY OPERATION AND
ADMINISTRATION REGULATION**

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Interpretation and application

1(1) In this Regulation,

- (a) “Act” means the *Alberta Housing Act*;
- (b) “board” means the board of a management body;
- (b.1) “board member” means a member of a board;
- (c) repealed AR 36/2022 s2;
- (d) “management body” means a management body established under the Act;
- (d.1) “record” has the meaning given to it in the *Access to Information Act*;
- (e) “social housing accommodation” means social housing accommodation as defined in the *Social Housing Accommodation Regulation* (AR 244/94).

(2) Repealed AR 168/95 s2;

(3) The Minister may exempt a management body or any social housing accommodation operated and administered by a

management body from the application of any of the provisions of this Regulation, subject to any terms and conditions the Minister considers appropriate.

AR 243/94 s1;108/2004;176/2004;141/2017;36/2022;
142/2025

Board and Management Body Administration

Board's duties

2 A board is responsible for

- (a) ensuring that the management body it governs efficiently operates and administers the social housing accommodation under its authority and provides accommodation for those persons in greatest need of that type of social housing accommodation,
- (b) developing and evaluating the policies and programs of the management body, and
- (c) carrying out the powers, duties and functions expressly given to it under the Act.

AR 243/94 s2;36/2022

Corporate status

3 An existing corporation that is established as a management body under section 6(2) of the Act shall maintain its corporate status and otherwise comply with its governing legislation.

Chief administrative officer

4 The board of a management body shall appoint a person to act as the chief administrative officer of the management body and shall forthwith notify the Minister of the name and title of the person so appointed.

AR 243/94 s4;407/94;141/2017;36/2022

Definitions

5 In sections 5.1 to 5.92,

- (a) “board member’s family” means a board member’s spouse or adult interdependent partner, the board member’s children, the parents of the board member and the parents of the board member’s spouse or adult interdependent partner;
- (b) “corporation”, “director”, “distributing corporation”, “officer”, “shareholder”, “voting rights” and “voting

shares” have the meanings given to them in the *Business Corporations Act*;

- (c) “spouse” means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

AR 243/94 s5;168/95;155/2003;141/2017;36/2022

Board member competencies

5.01(1) In this section, “competencies” means knowledge, skills, experience, expertise and qualifications.

(2) A board shall determine the competencies required for board members, which must include any competencies required by the Minister.

(3) A board shall establish a process for the appointment of board members that ensures board members have the competencies determined under subsection (2).

(4) Where an order made under section 5(3)(c) of the Act provides for the appointment of board members, a board member must be appointed in accordance with the process established under subsection (3).

AR 36/2022 s6

No quorum

5.1(1) The Minister may make an order described in subsection (2) in the following situations:

- (a) where vacancies on a board through resignations or disqualifications have reduced the number of board members to less than a quorum;
- (b) where the number of board members able to attend a board meeting is less than a quorum;
- (c) where board members are required to abstain from voting on a matter or are permitted to abstain from voting on a matter and have decided to abstain and the number of remaining board members able to vote is less than a quorum.

(2) If subsection (1) applies, the Minister may order that the remaining board members constitute a quorum.

(3), (4) Repealed AR 36/2022 s7.

AR 168/95 s3;108/2004;176/2004;36/2022

Pecuniary interest

5.2(1) Subject to subsection (3), a board member has a monetary interest in a matter if

- (a) the matter could monetarily affect the board member or an employer of the board member, or
- (b) the board member knows or should know that the matter could monetarily affect the board member's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter, if the matter monetarily affects

- (a) the person directly,
- (b) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
- (c) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- (d) a partnership or firm of which the person is a board member.

(3) A board member does not have a monetary interest by reason only of any interest

- (a) that the board member, an employer of the board member or a member of the board member's family may have as a tenant of the social housing accommodation that is operated and administered by the management body,
- (b) that the board member or a member of the board member's family may have by reason of being appointed by the board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the management body or by reason of being appointed as the representative of the board on another body,
- (c) that the board member or a member of the board member's family may have with respect to any allowance, honorarium, remuneration or benefit to which the board member or member of the board member's family may be

entitled by being appointed by the board to a position described in clause (b),

- (d) that the board member may have with respect to any allowance, honorarium, remuneration or benefit to which the board member may be entitled by being a board member,
- (e) that the board member or a member of the board member's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the board member or member of the board member's family is an employee,
- (f) that a member of the board member's family may have by having an employer, other than the management body, that is monetarily affected by a decision of the management body,
- (g) that the board member or a member of the board member's family may have by being a member or director of a credit union, a co-operative association or a non-profit organization formed under an enactment or a service club,
- (h) of the board member, an employer of the board member or a member of the board member's family, that is held in common with the majority of the tenants of the social housing accommodation that is operated and administered by the management body,
- (i) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the board member, or
- (j) that a board member may have by discussing or voting on a matter that applies to businesses or business activities when the board member, an employer of the board member or a member of the board member's family has an interest in a business, unless the only business affected by the matter is the business of the member, the employer of the board member or the board member's family.

(4) Subsection (3)(g) does not apply to a board member who is an employee of a credit union, co-operative association or organization referred to in that clause.

AR 168/95 s3;155/2003;108/2004;176/2004;141/2017;36/2022

Statement of disclosure**5.3** A board may by resolution

- (a) require that each board member file with the chief administrative officer a statement of the name or names of
 - (i) the members of the board member's family,
 - (ii) the employers of the board member,
 - (iii) each corporation, other than a distributing corporation, in which the board member is a shareholder, director or officer,
 - (iv) each distributing corporation in which the board member beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the board member is a director or officer, and
 - (v) each partnership or firm of which the board member is a member.
- (b) repealed AR 36/2022 s9.

AR 168/95 s3;155/2003;108/2004;176/2004;141/2017;36/2022

Disclosure of monetary interest

5.4(1) When a board member has a monetary interest in a matter before the board, a board committee or any other body to which the board member is appointed as a representative of the board, the board member must, if present,

- (a) disclose the general nature of the monetary interest prior to any discussion of the matter,
- (b) abstain from voting on any question relating to the matter,
- (c) subject to subsection (3), abstain from any discussion of the matter, and
- (d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the board member has a monetary interest is the payment of an account for which funds have previously been committed, it is not necessary for the board member to leave the room.

(3) If the matter with respect to which the board member has a monetary interest is a question on which the board member as a tenant in the social housing accommodation that is operated and administered by the management body has a right to be heard by the board,

- (a) it is not necessary for the board member to leave the room, and
- (b) the board member may exercise a right to be heard in the same manner as a person who is not a board member.

(4) If a board member is temporarily absent from a meeting when a matter in which the board member has a monetary interest arises, the board member must immediately on returning to the meeting, or as soon as the board member becomes aware that the matter has been considered, disclose the general nature of the board member's interest in the matter.

(5) The abstention of a board member under subsection (1) and the disclosure of a board member's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

(6) If a board member has disclosed a monetary interest at a board committee meeting and the board considers a report of the committee in respect of which the board member disclosed a monetary interest, the board member must disclose the monetary interest at the board meeting and subsection (1) applies to the board member.

AR 168/95 s3;108/2004;176/2004;141/2017;36/2022

Effect of monetary interest in agreements

5.5 No agreement with a management body under which a board member has a monetary interest is binding on the management body unless

- (a) the agreement is for work in an emergency,
- (b) the agreement is for the sale of goods or the provision of services to the management body or to persons contracting with the management body at competitive prices by a dealer in those goods or services and the agreement is incidental to or in the ordinary course of the dealer's business,
- (c) the proposed agreement is approved by the board before the agreement is signed by the management body, or

- (d) the agreement was entered into before the term of the board member started.

AR 168/95 s3;108/2004;176/2004;141/2017;36/2022

Disqualification of board members

5.6(1) A board member is disqualified from the board if

- (a) the board member becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta,
- (b) the board member is absent from 2 consecutive regular board meetings, unless subsection (2) applies,
- (c) the board member is convicted of an offence punishable by imprisonment for 5 or more years,
- (d) the board member does not vote on a matter at a board meeting at which the board member is present, unless the board member is required or is permitted to abstain from voting under this or any other enactment,
- (e) the board member discloses information the board member is required to keep in confidence under this or any other enactment,
- (f) the board member contravenes section 5.4,
- (g) the board member has a monetary interest in an agreement that is not binding on the management body by reason of the operation of section 5.5,
- (h) the board member uses information obtained through being on the board to gain a monetary benefit in respect of any matter,
- (i) the board member becomes an employee of the management body, unless subsection (3) applies,
- (j) the board member becomes liable to the management body under section 21(2), or
- (k) the board member acts contrary to an order or direction of the Minister under the Act or any other enactment.

(2) A board member is not disqualified by being absent from regular board meetings under subsection (1)(b) if the absence is authorized by the board any time before the end of the next regular meeting of the board immediately following the second meeting missed.

(3) A board member is not disqualified by reason of the operation of subsection (1)(i) if the board authorizes the board member's continued membership any time before the end of the next regular board meeting occurring after the board member became an employee of the management body.

AR 168/95 s3;108/2004;176/2004;141/2017;36/2022

Resignation on disqualification

5.7(1) A board member who is disqualified must resign immediately.

(2) If a board member does not resign immediately,

- (a) the board may apply to a judge of the Court of King's Bench for
 - (i) an order determining whether the person was never qualified to be or has ceased to be qualified to remain a board member, or
 - (ii) an order declaring the person to be disqualified from the board,

or

- (b) a tenant of social housing accommodation operated and administered by a management body who
 - (i) files an affidavit showing reasonable grounds for believing that a person never was or has ceased to be qualified as a board member, and
 - (ii) pays into court the sum of \$500 as security for costs,may apply to a judge of the Court of King's Bench for an order declaring the person to be disqualified from the board.

(3) An application under this section may only be made within 3 years of the date the disqualification is alleged to have occurred.

(4) An application under this section may be started or continued whether or not an election has been held or a reappointment has been made between the time the disqualification is alleged to have occurred and the time the application is or was commenced and whether or not the person in respect of whom the application is being brought

- (a) was re-elected in the election or was reappointed,

- (b) was not re-elected or did not run in the election or was not reappointed, or
- (c) has completed a term of office.

AR 168/95 s3;164/2010;36/2022;218/2022

Decision on disqualification application

5.8(1) After hearing an application under section 5.7 and any evidence, either oral or by affidavit, that is required, the judge may

- (a) declare the person to be disqualified and a position on the board to be vacant,
- (b) declare the person able to remain a board member, or
- (c) dismiss the application.

(2) If a judge declares a person disqualified because information obtained through being on the board was used to gain a monetary benefit, the judge may order the person to pay to the management body a sum of damages determined by the court.

AR 168/95 s3;108/2004;176/2004;141/2017;36/2022

Inadvertence or genuine error

5.9 A judge who hears an application under section 5.7 and finds that the person is disqualified under section 5.6(1)(d), (g) or (h) may still dismiss the application if the judge is of the opinion that the disqualification arose inadvertently or by reason of a genuine error in judgment.

AR 168/95 s3

Appeal

5.91(1) The decision of a judge under section 5.8 may be appealed to the Court of Appeal.

(2) A person who is declared disqualified under section 5.8 and appeals that declaration remains disqualified until the appeal is finally determined.

(3) If, on the final determination of the appeal, the disqualification is set aside,

- (a) the Court must reinstate the person as a board member for any unexpired portion of the term of office for which the person was elected or appointed and require any person who has been elected or appointed to fill the balance of that term to vacate the office, and

- (b) the Court may order that any money paid to the management body under section 5.8(2) be repaid.

(4) If on the final disposition of the appeal the disqualification is set aside but the term of office for which the person was elected or appointed has expired, the person must not be reinstated but is eligible to be elected at the next election or reappointed, as the case may be, if otherwise qualified.

AR 168/95 s3;108/2004;176/2004;36/2022

Reimbursement of costs and expenses

5.92 The board may reimburse the person in respect of whom an application under section 5.7 was made for any costs and expenses that the board considers reasonable, other than costs that have already been awarded to the person by the judge, if

- (a) the application is dismissed, or
- (b) an order is issued declaring the person able to remain a board member.

AR 168/95 s3;36/2022

6 Repealed AR 168/95 s3.

Board meetings

(1) A board shall hold as many meetings in each year as are required in order to adequately deal with the business of the management body.

(2) A board, at any meeting at which all the board members are present, may decide to hold regular meetings of the board and the resolution shall state the day and time of every such meeting and the place or manner in which each meeting will be held, and no notice of any such meeting is necessary.

(3) The chair of the board may call special meetings of the board whenever the chair considers it expedient to do so, and shall call a special meeting of the board when requested in writing by a majority of the board members.

(4) Notice of a special meeting setting out in writing the time of the meeting, the place or manner in which the meeting will be held and in general terms the nature of the business to be transacted at the meeting shall be given to each board member

- (a) by mailing the notice to the board member's address at least 6 days before the day of the meeting,

- (b) by e-mailing the notice to the board member at an e-mail address provided by the board member at least 3 days before the day of the meeting, if the board member has consented in writing to the receipt of notice by e-mail, or
- (c) by personally delivering the notice to the board member or any adult person at the board member's residence at least 3 days before the date of the meeting.

(5) The chair may orally or by notice in writing call a special meeting of the board on shorter notice than that required under subsection (4), but the special meeting may not be held unless

- (a) the notice states the time of the meeting, the place or manner in which the meeting will be held and in general terms the nature of the business to be transacted at the meeting, and
- (b) at least 2/3 of the board members give written consent to the holding of the meeting.

(6) No business other than that stated in the notice shall be transacted at any special meeting of the board unless all the board members are present, in which case, by unanimous consent any other business may be transacted.

(7) When a special meeting is requested by a majority of the board members, the meeting shall be held within 14 days of the date on which the request in writing was delivered to the chair under subsection (3).

AR 243/94 s7;108/2004;176/2004;141/2017;36/2022

Quorum

8(1) A majority of the board members in office is a quorum of the board.

(2) A decision, rule or policy of a board is not valid unless passed at a board meeting at which there is a quorum present.

AR 243/94 s8;36/2022

Annual and public meetings

9(1) A management body shall provide for the holding of an annual meeting of the tenants of the social housing accommodation it operates and administers.

(2) A management body shall give adequate prior notice of the annual meeting to all tenants personally or by advertisement or other public notice.

(3) Where a management body operates and administers social housing accommodation at more than one location, it may hold a combined annual meeting in respect of more than one social housing accommodation project.

(4) All tenants and any other person are entitled to attend the annual meeting.

AR 243/94 s9;141/2017;36/2022

10 to 12 Repealed AR 141/2017 s13.;

Records retention

13(1) A management body shall create, organize, retain and dispose of all records and accounts created under the Act in its possession in Alberta in accordance with the applicable records disposition policy or, in the absence of an applicable records disposition policy, in a manner satisfactory to the Minister.

(2) The records and accounts referred to in subsection (1) are the property of the Crown.

AR 243/94 s13;407/94;108/2004;176/2004;141/2017

Delegation of authority

14(1) Subject to subsection (2), a board may delegate any of its powers, functions or duties to an employee, officer or agent of the management body.

(2) A board may not delegate any of its powers functions or duties under section 2, 21, 23, 27 or 28.

(3) A board, when delegating a matter to an employee, officer or agent, may authorize the employee, officer or agent to further delegate the matter.

243/94 s14;36/2022

Business and Financial Operation and Administration

Fiscal year

15 The fiscal year of a management body is the calendar year.

Business plans

16(1) Each year, a management body must, on or before the date specified by the Minister, prepare and submit to the Minister a business plan that covers a 3-fiscal-year period and that includes

- (a) the operating budget for the upcoming 3-fiscal-year period,
- (b) a capital plan for the upcoming 5-fiscal-year period, and
- (c) any other information required by the Minister.

(2) The business plan referred to in subsection (1) must be submitted in a form and manner satisfactory to the Minister.

AR 243/94 s16;108/2004;176/2004;141/2017

17 to 20 Repealed 141/2017 s16.

Expenditure of money

21(1) A board may only initiate or pay an expenditure that is

- (a) included in an operating or capital budget that has been approved by the Minister,
- (b) for an emergency, or
- (c) otherwise authorized by the Minister.

(2) Board members who vote for an expenditure that is not authorized under subsection (1) are jointly and severally liable to the management body for the amount of the expenditure.

AR 243/94 s21;36/2022

Application — sections 22 and 23

21.1 Sections 22 and 23 apply to a management body in respect of social housing accommodation provided by the management body other than lodge accommodation.

AR 36/2022 s20

Transfer to Minister

22(1) A management body shall transfer to the Minister all or any portion of the surplus from its operating or capital budgets in each fiscal year as required by the Minister.

(2) That portion of the surplus transferable to the Minister pursuant to subsection (1) is deemed to be held in trust by the management body for the Minister until it is paid to the Minister, and the management body shall not use any portion of the transferable surplus.

(3) Revenue or income received by the management body by way of a gift made to the management body shall not be considered as surplus for the purposes of this section.

Limits on reserve funds

23(1) Unless the Minister requires surplus funds to be transferred under section 22, a board may use any portion of a surplus from its operating or capital budgets for the creation and maintenance of reserve funds.

(2) A board may create a reserve fund only with the prior approval of the Minister.

(3) A reserve fund may be invested only in the securities referred to in section 26.

(4) The aggregate amount in capital reserve funds shall not exceed at any time in a year the reasonable estimated capital cost of replacing all of the social housing accommodation owned, or otherwise operated and administered, by the management body in that year.

(5) The aggregate amount in operating reserve funds shall not exceed at any time in a year an amount reasonably estimated to be the equivalent of 6 months operating expenditures for the management body in that year.

(6) Notwithstanding subsections (4) and (5), the Minister may authorize a board to maintain in a reserve fund a greater amount than would otherwise be permitted under those subsections.

(7) Any surplus amount in excess of the maximum amount permitted under subsection (4), (5) or (6) that the board allows to remain in a reserve fund is deemed to be held in trust for the Minister until it is paid to the Minister, and the management body shall not use any of that surplus amount.

AR 243/94 s23;141/2017;36/2022

Limits on reserve funds — lodge accommodation

23.1(1) This section applies to a management body in respect of lodge accommodation provided by the management body.

(2) In this section and section 24, “requisitioned municipalities” means the municipalities requisitioned by a management body under section 7 of the Act.

(3) A board may create a reserve fund only with the prior approval of the requisitioned municipalities.

(4) The requisitioned municipalities may, in accordance with subsection (5),

- (a)** establish limits on the aggregate amounts that may be held in capital reserve funds or operating reserve funds, and

- (b) provide for the disposition, transfer or allocation of all or any portion of the funds of the management body in excess of the amounts referred to in clause (a).

(5) Subject to subsection (6), the requisitioned municipalities may determine the manner in which the requisitioned municipalities are to decide or vote on an approval under subsection (3) or a matter under subsection (4).

(6) If the requisitioned municipalities are unable to make a determination under subsection (5), the approval or matter must be decided by a majority vote of the requisitioned municipalities.

(7) A management body shall provide to a requisitioned municipality on request

- (a) copies of the operating budget or capital budget adopted by the board for the fiscal year in which the request is made, and
- (b) any other information the requisitioned municipality may require relating to the maintenance and operation of the capital reserve funds or operating reserve funds.

AR 36/2022 s22

Exceptions

24(1) Notwithstanding sections 22 and 23, where in a year the Minister provides financial assistance under the Act to a management body and one or more municipalities have made payments to the management body under section 8 of the Act, the Minister and a majority of the municipalities may agree to a disposition of surplus that is different from how the surplus would be treated under sections 22 and 23.

(2) Notwithstanding section 23.1, where in a year one or more requisitioned municipalities have made payments to a management body under section 7 of the Act, a majority of the requisitioned municipalities may agree to a disposition of the excess funds referred to in section 23.1(4)(b) that is different from how the excess funds would be treated under section 23.1.

AR 36/2022 s23

Borrowing

25(1) Subject to subsection (2), a management body may borrow any sums required to carry out its powers, functions and duties under the Act.

(2) A sum borrowed under this section must be repaid, or the loan must be otherwise retired, within the fiscal year in which the loan is made unless

- (a) the Minister approves otherwise, or
- (b) the Minister has, on the request of the management body, established a borrowing limit in respect of the management body and the borrowing is within the borrowing limit.

AR 243/94 s25;407/94;108/2004;176/2004

Investments

26(1) In this section, “securities” has the meaning set out in the *Financial Administration Act*.

(2) A management body may only invest its money in the following:

- (a) securities that are issued or guaranteed by the Crown in right of Canada or a province, or an agent of the Crown;
- (b) securities of a municipality, a school division, a provincial health agency, regional health authority, provincial health corporation or hospital operator under the *Provincial Health Agencies Act* or a regional services commission in Alberta;
- (c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;
- (d) units in pooled funds in any of the investments described in clauses (a) to (c);
- (e) shares of a corporation incorporated or continued under the *Canada Business Corporations Act* or incorporated, continued or registered under the *Business Corporations Act*, if the investment is approved by the Minister.

(3) The Minister may give an approval under subsection (2)(e) subject to any terms and conditions the Minister considers appropriate.

(4) A management body may not acquire shares of a corporation under subsection (2)(e) if the acquisition would result in the management body’s controlling the corporation.

(5) Nothing in this section prevents a management body from acquiring a share or membership in a non-profit organization.

AR 243/94 s26;141/2017;81/2019;125/2024;199/2025;
213/2025

Accounts

27(1) Only a person authorized by a board may open or close accounts to hold, administer or invest money of the management body.

(2) Money of a management body must be kept in a financial institution designated by the board.

(3) All revenue of a management body must be paid into one or more accounts of the management body.

Signing authority

28 Agreements, cheques and other negotiable instruments must be signed by 2 persons authorized by the board for that purpose.

AR 243/94 s28;407/94;36/2022

**Operation and Administration of
Social Housing Accommodation****Property maintenance**

29 A management body shall

- (a) ensure that the social housing accommodation it operates and administers is maintained in a condition so as to provide adequate social housing accommodation to its tenants, and
- (b) ensure that the social housing accommodation meets the requirements of enactments and bylaws applicable to the construction and operation of the social housing accommodation.

AR 243/94 s29;36/2022

Building reports

30(1) A management body shall, with respect to social housing accommodation that it operates and administers and that is owned by the Crown, submit to the Minister a property condition and inspection report at the times required by the Minister.

(2) A property condition and inspection report must be completed by a person who has qualifications acceptable to the Minister and must be in a form acceptable to and contain information required by the Minister.

AR 243/97 s30;250/97;141/2017;36/2022

Repairs to housing accommodation

31(1) Where as a result of an inspection under section 9 of the Act,

- (a) the Minister considers that repairs to the social housing accommodation are necessary in order to ensure that social housing accommodation will be provided, operated and maintained in accordance with the Act and the regulations, and
- (b) the management body responsible for the operation and administration of the social housing accommodation refuses or neglects to carry out the repairs,

the Minister or the Minister's designate, together with any workers that are necessary, may enter the social housing accommodation and carry out the repairs.

(2) The Minister or the Minister's designate shall give reasonable notice of the intended repairs under subsection (1) to

- (a) the management body, and
- (b) the tenants of the social housing accommodation who are affected by the repairs.

(3) The management body and the tenants of social housing accommodation in respect of which a person is exercising powers under subsection (1) shall

- (a) give that person all reasonable assistance to enable that person to exercise those powers, and
- (b) furnish all information relative to the exercising of those powers that the person may reasonably require.

(4) The cost of repairs carried out under this section are the responsibility of the management body and constitute a debt owing to the Crown.

AR 243/94 s 31;36/2022

Contents of housing accommodation

32(1) Where building contents, including, without limitation, furniture, equipment, supplies and appliances, have been supplied, sold, leased or otherwise provided to a management body by the Crown for the purpose of providing social housing accommodation, the management body shall maintain those contents in social housing accommodation operated and administered by the management body unless the Minister directs or agrees otherwise.

(2) A management body shall provide to the Minister on request a report in a form satisfactory to the Minister listing the building contents referred to in subsection (1) of all social housing accommodation operated and administered by the management body.

AR 243/94 s32;407/94;108/2004;176/2004;141/2017;36/2022

Termination of obligations

33(1) Where the Crown owns the social housing accommodation that is operated and administered by a management body, the management body may, on giving at least 3 months' written notice of its intention to the Minister and to the tenants of the social housing accommodation, terminate its operation and administration of any of the social housing accommodation and deliver up the social housing accommodation to the Crown.

(2) The social housing accommodation must be delivered up in good repair, excepting normal wear and tear and damage caused by natural disasters and other accidents beyond the control of the management body.

(3) Where a management body owns the social housing accommodation that it operates and administers, it may terminate its operation and administration of any of the social housing accommodation

- (a) on giving at least 6 months' notice of its intentions to the Minister,
- (b) on giving to the tenants of the social housing accommodation the same period of notice of its intentions as would be required if it were terminating the tenancies,
- (c) if the social housing accommodation has been sold or otherwise transferred by the Crown to the management body, on meeting any terms and conditions provided for in the sale or transfer agreement, and
- (d) if the management body has received financial assistance under the Act in any prior year or in the current year, by meeting the terms and conditions applicable to the provision of the financial assistance.

(4) Where a management body terminates its operation and administration of social housing accommodation under this section,

- (a) unless otherwise agreed to by the Minister, all improvements made by the management body during the period it operated and administered the social housing accommodation become the property of the Crown and

the management body has no right to compensation in respect of those improvements, and

- (b) the management body must return to the Minister all financial assistance under the Act that was given in respect of the social housing accommodation in the year in which notice under subsection (1) or (3) was given.

AR 243/94 s33;407/94;108/2004;176/2004;36/2022

Insurance

34(1) A management body shall, without limiting its obligations or liabilities, insure its operation and administration of social housing accommodation, under a contract of general liability insurance with an insurer licensed in Alberta in an amount satisfactory to the Minister.

(2) Insurance referred to in subsection (1) must include coverage for blanket written contractual liability, employees as additional insureds and contingent employers' liability.

(3) Where a management body operates and administers social housing accommodation at more than one location, subsection (1) applies in respect of each location separately.

(4) A management body shall insure the social housing accommodation it operates and administers, other than social housing accommodation that is the property of the Crown, with an insurer licensed in Alberta in an amount sufficient to compensate for the loss and replacement of the social housing accommodation that is satisfactory to the Minister.

(5) A management body shall insure the contents of the social housing accommodation it operates and administers, other than contents that are the property of the Crown or of tenants, with an insurer licensed in Alberta in an amount sufficient to compensate for the loss and replacement of the contents that is satisfactory to the Minister.

(6) A management body shall maintain an automobile liability insurance policy in respect of the use and operation of each automobile owned or leased by the management body in an amount satisfactory to the Minister.

(7) A management body shall maintain a comprehensive crime insurance policy satisfactory to the Minister, including a fidelity bond, in an amount covering the management body's exposure for loss resulting from theft, fraud and other similar offences, whether committed by its directors, officers or employees or by other persons, whether acting alone or in collusion with others.

(7.1) The management body's exposure for loss referred to in subsection (7) must include all money and property entrusted to the management body and any money or property for which the management body may be legally liable.

(7.2) All deductible amounts are the responsibility of the management body.

(8) A management body shall provide evidence of the coverage required under this section to the Minister on request.

AR 243/94 s34;407/94;168/95;108/2004;176/2004;141/2017
36/2022

Indemnification of board members

35(1) Section 124 of the *Business Corporations Act* applies to a management body as if it were a corporation within the meaning of that Act.

(2) A management body may not indemnify a board member under the authority of subsection (1) unless a majority of the other board members then in office agree to it.

(3) An indemnity must be evidenced in writing.

AR 243/94 s35;251/2001;36/2022

Claims by and against management body

36(1) A management body shall immediately notify the Minister of any claim made against it or by it that could reasonably make the Crown liable to or place the Crown under an obligation to some other person.

(2) Subsection (1) does not apply to any liability or obligation arising under the *Residential Tenancies Act*.

AR 243/94 s36;141/2017

Loss or damage to property

37(1) Where social housing accommodation, or any part of it, that is operated and administered by a management body is destroyed or damaged, the management body

- (a) shall continue to be responsible for that property,
- (b) shall take whatever emergency action is necessary to prevent further loss or damage, and
- (c) shall immediately notify the Minister of the nature and extent of the damage.

(2) Where the damage incurred to the property referred to in subsection (1) is such that the Minister determines it cannot be repaired, the Minister may, on providing at least 30 days' notice in writing to the management body, remove the property from the application of the Act.

(3) Notwithstanding this section, all obligations, duties and liabilities of a management body arising out of the operation and administration of social housing accommodation before the social housing accommodation is removed from the application of the Act continue, and the Minister has no liabilities or obligations except those the Minister in writing agrees to or otherwise assumes from the date the Minister assumes responsibility for the property.

AR 243/94 s37;108/2004;176/2004;141/2017;36/2022

Expiry

Expiry

37.1 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on September 30, 2027.

AR 36/2022 s34

38 Repealed AR 141/2017 s24.



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