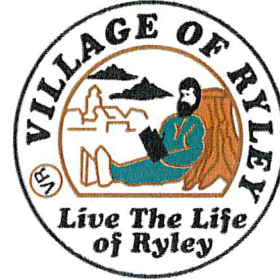


**AGENDA  
VILLAGE OF RYLEY  
Committee of the Whole  
November 5, 2024, at 6:45 pm**



**A) CALL TO ORDER**

1. The Chair Calls to Order
2. Land Acknowledgement & Statement of Inclusion

Public Hearing - Atco Franchise Agreement Re-Approval

Reconvene Committee Meeting

**B) ADDITIONS/DELETIONS TO THE AGENDA**

**C) APPROVAL OF THE AGENDA**

**D) OPEN DOOR**

1. Gordon Pope – Ryley Legion Poppy Fund
2. Shannon Paquette – STARS (Virtual Presentation)

**E) BUSINESS FROM MINUTES**

1. Discussion Item: Remembrance Day Ceremony – Council Wreath Laying
2. Discussion Item: Land Use Bylaw – R3 Districts
3. Discussion Item: Hall Rentals

**F) NEW BUSINESS**

1. Discussion Item: Alberta Municipalities – 2024 Outstanding Resolutions
2. Discussion Item: CAO Contract (In-Camera)

**G) CORRESPONDANCE**

1. OUT: Council Member Appointments

**H) REPORTS**

**I) UPCOMING MEETINGS**

1. November 19, 2024 – Regular Council Meeting @ 6:45 pm
2. November 21, 2024 – BRAED Board of Directors Meeting
3. December 3, 2024 – Committee of the Whole Meeting @ 6:45 pm

**J) ADJOURNMENT**

**Village of Ryley**

**Discussion Item**

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>05 NOVEMBER 2024</b>
<b>Presented By:</b>	<b>CAO Glen Hamilton-Brown</b>
<b>Title:</b>	<b>5.2 Land Use Bylaw – R3 Multi-Family Districts</b>

Discussion:

R3 Multi-Family District –

1. Permitted and Discretionary Uses in R3:

- (i) Allowance for multiple small semi or single detached dwelling units on a land parcel vs current permitted multi-family permitted uses.
- (ii) Minimum number of dwelling units per land parcel, dwelling minimum/maximum floor area.

2. Location of R3 District at 51 Avenue.

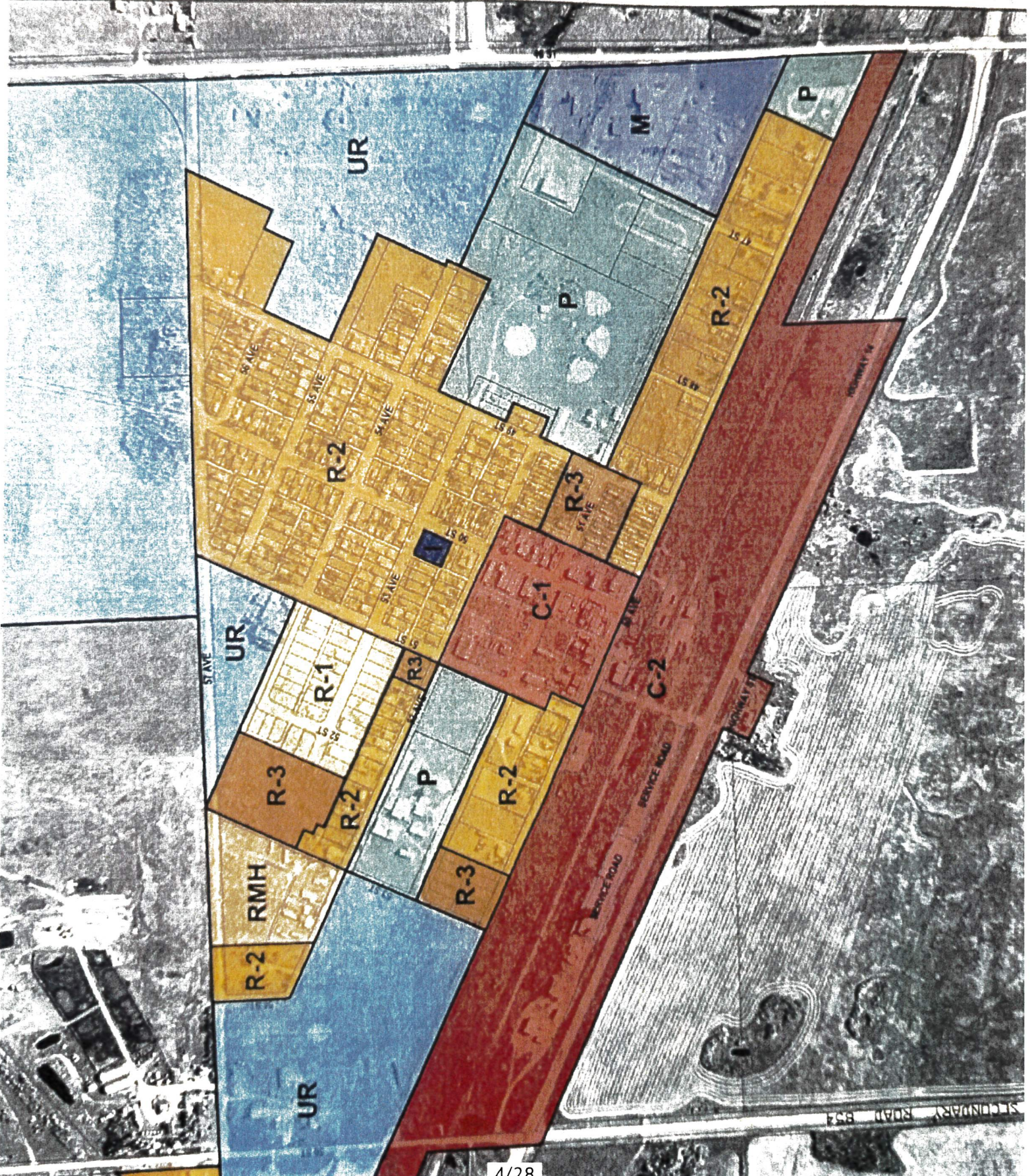
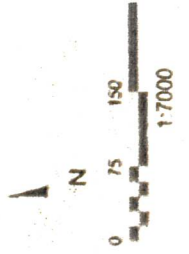
Attached: District Map, Land Use Bylaw R3 Regulations

Author: Jessica Whamond  
Date: October 31, 2024



Legend

- R-1
- R-2
- R-3
- RMH
- C-1
- C-2
- M
- P
- I
- UR





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**SECTION 71 R3- MULTI FAMILY RESIDENTIAL DISTRICT**

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The purpose of this district is to allow for the development of higher density forms of housing including fourplexes, apartments, row housing and a limited range of complimentary uses that are compatible with residential uses.

**(1) Permitted Uses**

- a) Accessory Buildings and Uses
- b) Apartments
- c) Fourplexes
- d) Row Housing

**(2) Discretionary Uses**

- a) Day Care Centres
- b) Duplexes
- c) Family Care Centres
- d) Group Care Facilities
- e) Home Occupations
- f) Places of Worship
- g) Public Utility Building not containing Offices
- h) Show Homes
- i) Shipping Containers as dwelling unit

**(3) Regulations**

- a) Maximum Unit Density: 49.4 units/ ha (20 units/ acre), except in a case of senior citizens housing project proposed by a government agency, in which case the allowable unit density shall be double the normal allowed unit density
- b) Minimum Lot Size: 799 m<sup>2</sup> (8,600 ft<sup>2</sup>)
- c) Minimum Front and Rear Yard Setback: 9 m (30 ft)
- d) Minimum Side Yard: Shall be 40 percent of the building height, or 15% of the site width, whichever is greater.
- e) Minimum Floor Area: (Not including Garage)
  - i) Bachelor Unit 33 m<sup>2</sup> (355 ft<sup>2</sup>)
  - ii) One Bedroom Unit 55 m<sup>2</sup> (592 ft<sup>2</sup>)
  - iii) Two Bedroom Unit 65 m<sup>2</sup> (700 ft<sup>2</sup>)
  - iv) Three Bedroom Unit 75 m<sup>2</sup> (807 ft<sup>2</sup>)
  - v) Shipping Containers 14.8 m<sup>2</sup> (160 ft<sup>2</sup>)
- f) Maximum Lot Coverage: 40%
- g) Minimum of 10% of the lot area for apartments shall be landscaped.
- h) Maximum Height : 14 m (45.9 ft) or 4 storeys
- i) For Row Housing:

- (i) Yard requirements shall be the same as for Single Detached Dwellings in the R1 Residential District, except that no side yard shall be less than 3.05 m (10 feet).
- (ii) Each unit shall have an outdoor living area 7.62 m (25 feet) deep. Within this area there shall be a privacy zone at least 4.57 m (15 feet) deep and screened on either side by a fence at least 1.52 m (5 feet) high.

**(4) Amenity Area**

- a) In multifamily developments a minimum amenity area of 2.5 m<sup>2</sup> (27 ft<sup>2</sup>) per dwelling shall be provided either as private or communal amenity area.
- b) Notwithstanding Section 62 (4)(a) an additional 10 percent of the site area shall be provided for recreational purposes such as but not limited to children's play space or communal recreation space.
- c) Side yards and car parking areas shall not be considered as part of or contributing to any amenity area.

**(5) Additional Development Regulations**

- (a) For Accessory Buildings and Uses refer to Section 32.
- (b) For Home Occupations refer to Section 47.
- (c) For Places of Worship refer to Section 57.
- (d) For Show Homes refer to Section 61.

## Village of Ryley

### Discussion Item

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>05 NOVEMBER 2024</b>
<b>Presented By:</b>	<b>CAO Glen Hamilton-Brown</b>
<b>Title:</b>	<b>5.3 Hall Rentals</b>

Discussion: Should individual community members receive discounted rates for private functions/rentals of the Community Hall. "Discounts" are accounted for through Council donation, Promotions and Advertising GL.

Possibility of a Community Membership initiative for discounted rates at Ryley Facilities.

Community members have raised concerns regarding increased Hall Rental Rates.

Rates had not been updated from 2007 to 2024.

2023 Expenses vs. Revenues for the Community Hall:

2024-10-30	
2-74 HALL	
<b>2023 EXPENSES</b>	
Salaries	\$ 13,607.60
Phone	\$ 375.00
Alarm Inact	\$ 366.00
Maintenance	\$ 3,968.00
Insurance	\$ 6,850.83
Cleaning	\$ 5,400.00
Water	\$ 882.00
Heat	\$ 5,228.00
Power	\$ 8,418.00
	<u>\$ 45,095.43</u>
<b>2023 REVENUE</b>	<u>\$ 8,451.00</u>
<b>NET PROFIT/LOSS:</b>	<b>-\$ 36,644.43</b>

Author: Jessica Whamond

Date: October 31, 2024



# 2024 Outstanding Resolutions

Agenda Item  
6.1



 **Alberta  
Municipalities**  
Strength  
In Members

October 30, 2024

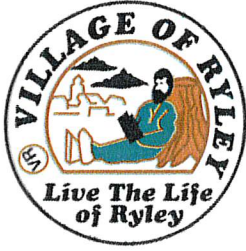
**Village of Ryley**

**Discussion Item**

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>05 NOVEMBER 2024</b>
<b>Presented By:</b>	<b>CAO Glen Hamilton-Brown</b>
<b>Title:</b>	<b>6.2 CAO Contract (IN-CAMERA)</b>

**PLACEHOLDER**





October 30, 2024

VIA EMAIL: [executivedirector@braedalberta.ca](mailto:executivedirector@braedalberta.ca)

Attention: Cathy Goulet, Executive Director  
Battle River Alliance for Economic Development (BRAED)

**RE: Village of Ryley Appointment**


At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Kim Murphy as the board member to BRAED. Further, that Councillor Lyndie Knockleby be appointed as the alternate.

Contact information for the above noted is as follows:

Kim Murphy                      [kmurphy@ryley.ca](mailto:kmurphy@ryley.ca)    (587) 322-0193  
Lyndie Knockleby              [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca)    (780) 781-5844

Please update our office with any contact changes for your organization.

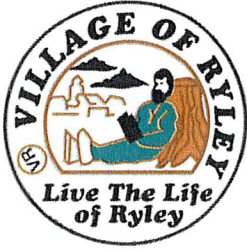
Yours Truly,

  
Glen Hamilton-Brown  
CAO

cc: Kim Murphy  
Lyndie Knockleby

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)



October 30, 2024  
VIA EMAIL: [wes.baerg@beaver-ems.com](mailto:wes.baerg@beaver-ems.com)

Attention: Wes Baerg  
Beaver Ambulance Society

**RE: Village of Ryley Appointment**

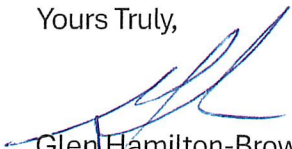
At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Lyndie Knockleby as the board member to Beaver Ambulance Society. Further, that Councillor Kim Murphy be appointed as the alternate.

Contact information for the above noted is as follows:

Lyndie Knockleby                    [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca) (780) 781-5844  
Kim Murphy                            [kmurphy@ryley.ca](mailto:kmurphy@ryley.ca)    (587) 322-0193

Please update our office with any contact changes for your organization.

Yours Truly,

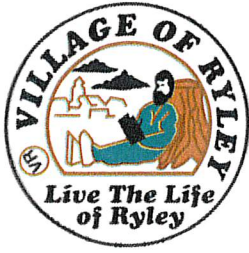


Glen Hamilton-Brown  
CAO

cc: Lyndie Knockleby  
Kim Murphy

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)



October 30, 2024  
VIA EMAIL: [rem@besc.ca](mailto:rem@besc.ca)

Attention: Steve Upham  
Beaver Emergency Services Commission (BESC)

**RE: Village of Ryley Appointment**

At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Sheldon Reid as the board member to BESC. Further, that Deputy Mayor Brian Ducherer be appointed as the alternate.

Contact information for the above noted is as follows:

Sheldon Reid	<a href="mailto:sreid@ryley.ca">sreid@ryley.ca</a>	(780) 910-7584
Brian Ducherer	<a href="mailto:bducherer@ryley.ca">bducherer@ryley.ca</a>	(780) 907-1313

Please update our office with any contact changes for your organization.

Yours Truly,

A handwritten signature in blue ink, appearing to read "Glen Hamilton-Brown".

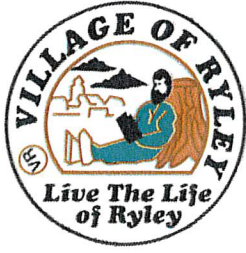
Glen Hamilton-Brown  
CAO

cc: Sheldon Reid  
Brian Ducherer

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)





October 30, 2024  
VIA EMAIL: [bvrfndtn@mcsnet.ca](mailto:bvrfndtn@mcsnet.ca)

Attention: Owen Ligard, CAO  
Beaver Foundation

**RE: Village of Ryley Appointment**

At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Lyndie Knockleby as the board member to the Beaver Foundation. Further, that Mayor Stephanie Dennis be appointed as the alternate.

Contact information for the above noted is as follows:

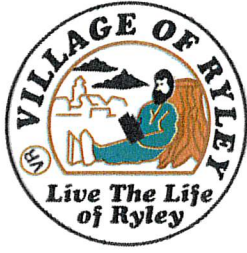
Lyndie Knockleby                      [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca) (780) 781-5844  
Stephanie Dennis                      [sdennis@ryley.ca](mailto:sdennis@ryley.ca) (780) 240-6677

Please update our office with any contact changes for your organization.

Yours Truly,

Glen Hamilton-Brown  
CAO

cc: Lyndie Knockleby  
Stephanie Dennis



October 30, 2024  
VIA EMAIL: [lonnelle@mcsnet.ca](mailto:lonnelle@mcsnet.ca)

Attention: Lonnie Lauber, Secretary  
Beaver Heritage & Agricultural Society

**RE: Village of Ryley Appointment**

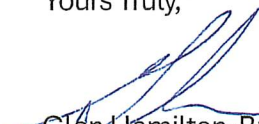
At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Sheldon Reid as the board member to the Beaver Heritage & Agricultural Society. Further, that Councillor Kim Murphy be appointed as the alternate.

Contact information for the above noted is as follows:

Sheldon Reid	<a href="mailto:sreid@ryley.ca">sreid@ryley.ca</a>	(780) 910-7584
Kim Murphy	<a href="mailto:kmurphy@ryley.ca">kmurphy@ryley.ca</a>	(587) 322-0193

Please update our office with any contact changes for your organization.

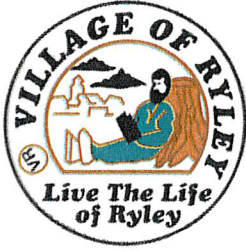
Yours Truly,

  
Glen Hamilton-Brown  
CAO

cc: Sheldon Reid  
Kim Murphy

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)



October 30, 2024

VIA EMAIL: [jackie.sargent@claystonewaste.com](mailto:jackie.sargent@claystonewaste.com)

Attention: Jackie Sargent, Communication and Public Relations Advisor  
Claystone Public Advisory Committee

**RE: Village of Ryley Appointment**

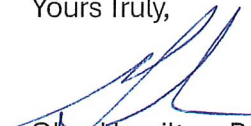
At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Sheldon Reid as the board member to the Claystone Public Advisory Committee.

Contact information for the above noted is as follows:

Sheldon Reid                      [sreid@ryley.ca](mailto:sreid@ryley.ca)                      (780) 910-7584

Please update our office with any contact changes for your organization.

Yours Truly,



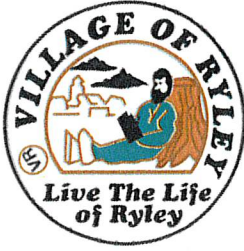
Glen Hamilton-Brown  
CAO

cc: Sheldon Reid

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)





October 30, 2024  
VIA EMAIL: [brent.clark@hwy14water.ca](mailto:brent.clark@hwy14water.ca)

Attention: Brent Clark  
Highway 14 Water Services Commission

**RE: Village of Ryley Appointment**


At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Deputy Mayor Brian Ducherer as the board member to the Highway 14 Water Services Commission. Further, that Councillor Sheldon Reid be appointed as the alternate.

Contact information for the above noted is as follows:

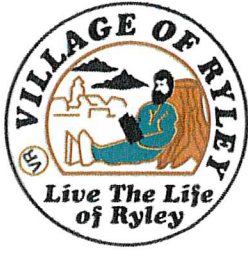
Brian Ducherer	<a href="mailto:bducherer@ryley.ca">bducherer@ryley.ca</a>	(780) 907-1313
Sheldon Reid	<a href="mailto:sreid@ryley.ca">sreid@ryley.ca</a>	(780) 910-7584

Please update our office with any contact changes for your organization.

Yours Truly,

  
Glen Hamilton-Brown  
CAO

cc: Brian Ducherer  
Sheldon Reid



October 30, 2024  
VIA EMAIL: [info@nlls.ab.ca](mailto:info@nlls.ab.ca)

Attention: Julie Walker  
Northern Lights Library System

**RE: Village of Ryley Appointment**

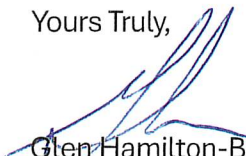
At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Lyndie Knockleby as the board member to the Northern Lights Library System.

Contact information for the above noted is as follows:

Lyndie Knockleby                      [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca) (780) 781-5844

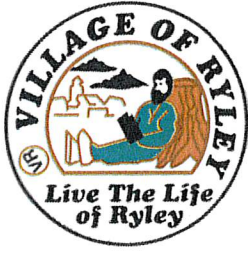
Please update our office with any contact changes for your organization.

Yours Truly,



Glen Hamilton-Brown  
CAO

cc: Lyndie Knockleby



October 30, 2024  
VIA EMAIL: [librarian@mcphersonlibrary.ab.ca](mailto:librarian@mcphersonlibrary.ab.ca)

Village of Ryley Library Board

**RE: Village of Ryley Appointment**

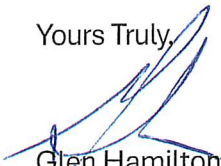
At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Lyndie Knockleby as the board member to the Village of Ryley Library Board. Further, that Mayor Stephanie Dennis be appointed as the alternate.

Contact information for the above noted is as follows:

Lyndie Knockleby                      [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca)    (780) 781-5844  
Stephanie Dennis                      [sdennis@ryley.ca](mailto:sdennis@ryley.ca)        (780) 240-6677

Please update our office with any contact changes for your organization.

Yours Truly,



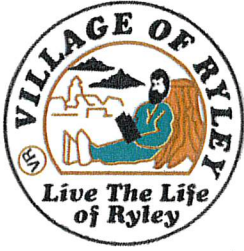
Glen Hamilton-Brown  
CAO

cc: Lyndie Knockleby  
Stephanie Dennis

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)





October 30, 2024  
VIA EMAIL: [kspiess@beaver.ab.ca](mailto:kspiess@beaver.ab.ca)

Attention: Kayleena Spiess, Beaver County CAO

**RE: Village of Ryley Appointment**

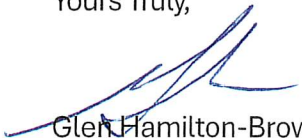
At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Deputy Mayor Brian Ducherer as the board member to the Ryley/Beaver Intermunicipal Committee. Further, that Councillor Lyndie Knockleby be appointed as the alternate.

Contact information for the above noted is as follows:

Brian Ducherer                      [bducherer@ryley.ca](mailto:bducherer@ryley.ca) (780) 907-1313  
Lyndie Knockleby                  [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca) (780) 781-5844

Please update our office with any contact changes for your organization.

Yours Truly,

  
Glen Hamilton-Brown  
CAO

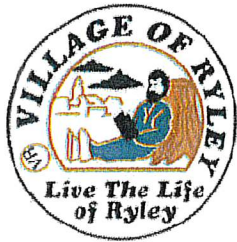
cc: Brian Ducherer  
Lyndie Knockleby

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)

**Please Note:**

Sent via email on October 30<sup>th</sup>



Our Office is experiencing temporary difficulties sending to gmail accounts, therefore you are receiving this by regular mail

October 30, 2024

VIA EMAIL: [donna.goeast@gmail.com](mailto:donna.goeast@gmail.com)

Attention: Donna Jenson  
GO East Regional Tourism Board

**RE: Village of Ryley Appointment**

At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Kim Murphy as the board member to the GO East Regional Tourism Board.

Contact information for the above noted is as follows:

Kim Murphy                      [kmurphy@ryley.ca](mailto:kmurphy@ryley.ca)      (587) 322-0193

Please update our office with any contact changes for your organization.

Yours Truly,

Glen Hamilton-Brown  
CAO

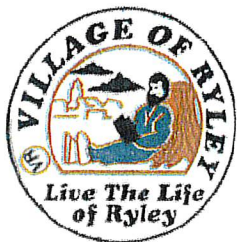
cc: Kim Murphy

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)

**Please Note:**

Sent via email on October 30<sup>th</sup>



Our Office is experiencing temporary difficulties sending to gmail accounts, therefore you are receiving this by regular mail

October 30, 2024

VIA EMAIL: [tofieldhealthfoundation@gmail.com](mailto:tofieldhealthfoundation@gmail.com)

Tofield and Area Health Foundation

**RE: Village of Ryley Appointment**

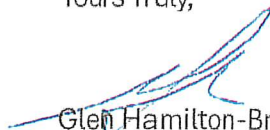
At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Mayor Stephanie Dennis as the board member to the Tofield and Area Health Foundation. Further, that Councillor Lyndie Knockleby be appointed as the alternate.

Contact information for the above noted is as follows:

Stephanie Dennis                    [sdennis@ryley.ca](mailto:sdennis@ryley.ca)    (780) 240-6677  
Lyndie Knockleby                [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca)   (780) 781-5844

Please update our office with any contact changes for your organization.

Yours Truly,

  
Glen Hamilton-Brown  
CAO

cc: Stephanie Dennis  
Lyndie Knockleby

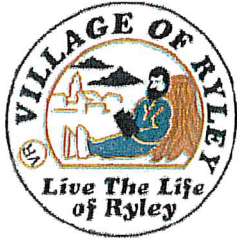
Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, T0B 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)



**Please Note:**

Sent via email on October 30<sup>th</sup>



Our Office is experiencing temporary difficulties sending to gmail accounts, therefore you are receiving this by regular mail

October 30, 2024

VIA EMAIL: [heslincyndy@gmail.com](mailto:heslincyndy@gmail.com)

Community Attraction and Retention Committee (CARC)

**RE: Village of Ryley Appointment**

At its Annual Organizational Meeting on October 1, 2024, The Village of Ryley Council appointed Councillor Lyndie Knockleby as the board member to the Community Attraction and Retention Committee. Further, that Mayor Stephanie Dennis be appointed as the alternate.

Contact information for the above noted is as follows:

Lyndie Knockleby                      [lknockleby@ryley.ca](mailto:lknockleby@ryley.ca)    (780) 781-5844  
Stephanie Dennis                      [sdennis@ryley.ca](mailto:sdennis@ryley.ca)        (780) 240-6677

Please update our office with any contact changes for your organization.

Yours Truly,

  
Glen Hamilton-Brown  
CAO

cc: Lyndie Knockleby  
Stephanie Dennis

Village of Ryley — Box 230, 5005-50 Street, Ryley, Alberta, TOB 4A0 [admin@ryley.ca](mailto:admin@ryley.ca)

Ph: (780) 663-3653 — Fax: (780) 663-3541 — [www.ryley.ca](http://www.ryley.ca)

# PUBLIC HEARING PACKAGE

## RULES OF PROCEDURE FOR CONDUCTING PUBLIC HEARINGS

The following rules of procedure must be followed when Council receives representations and verbal submissions at public hearings:

### Call to Order

To begin a public hearing, the Mayor must call the hearing to order and ask if anyone is present in the Council Chamber to speak on the matter to be considered at the hearing.

### Procedure When Speaker Present at Hearing

If a person indicates their presence to speak to the issue under consideration at the hearing, then the following procedures must apply:

1. The Administration, or the person if it is someone other than the Administration, introduces the matter and explains to the members of Council and others present in the Council Chamber the purpose of same.
2. If required, the Mayor reads into the record and for the information of those present in the Council Chamber, the receipt of any representations received by Council in writing on the issue under consideration.
3. All persons wishing to address Council on the issue is then allowed five minutes to speak; those in favour speak first, followed by those opposed unless the sequence is altered by the Mayor.
4. After a person has spoken, any member of Council may ask that speaker relevant questions concerning the issue ensuring that:
  - (a) questions are asked in a courteous and respectful manner;
  - (b) he/she does not engage in any debate or argument with the person;
  - (c) he/she refrains from making any derogatory, accusatory and/or inflammatory remarks to the person; and
  - (d) he/she does not make any statements, arguments or express an opinion that would disclose a bias and would be more appropriately dealt with subsequent to the public hearing.
5. Any member may ask the Administration relevant questions after all persons who wish to speak have been heard.
6. The Mayor then allows an opportunity for all persons to respond to any new information that has been introduced.
7. Following the conclusion of all questions and representations on the issue, any member of Council may move that:

“The public hearing on ..... be hereby concluded.”
8. At times, Council may decide not to conclude the hearing until further information or representations are received. Any member may move a motion to recess the hearing to a future day and time.

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## RULES OF PROCEDURE FOR CONDUCTING PUBLIC HEARINGS

### Procedure When No Speaker is Present

If no one is present to speak to a matter which requires a public hearing, Council may:

1. hear an introduction of the matter from the Administration, ask relevant questions on the issue, and then vote to conclude the public hearing.
2. decide not to conclude the public hearing due to the fact the person causing the hearing is not present. Any member may move a motion to recess the said hearing to a future day and time when such person can attend.

### Debate and Decision

In the case of applications under The Planning Act such as variation and conditional use applications, the debate and decisions must occur under the Order of Public Hearings directly following the hearing being concluded. Council may then decide to:

- (1) reject or approve the application whereby the approval may be with or without conditions; or
- (2) refer the application to another meeting for further consideration and final decision.

In the case of the Financial Plan the debate and decision must occur under the Order of General Business without a referral motion to that order of business.

In the case of any matter to which a by-law applies, the debate and readings of the by-law must occur under the Order of By-laws without a referral motion to that order of business. Under the Order of By-laws, Council may refer the by-law to another meeting for further consideration and readings.

\* NORMALLY, DEBATE & DECISION  
SHALL OCCUR AT A NEXT/FUTURE  
MEETING OF COUNCIL

MAAS  
CFO  
31 OCT / 24





## Village of Ryley Franchise Agreement Notice

Notice of application to be filed for approval of the natural gas distribution franchise agreement between the Village of Ryley and ATCO Gas and Pipelines Ltd.

### Application summary

The Alberta Utilities Commission expects to receive an application from ATCO Gas and Pipelines Ltd. to approve the existing current and valid natural gas distribution franchise agreement with the Village of Ryley. This application for approval is required due to changes made by the *Utilities Affordability Statutes Amendment Act, 2024*, to various statutes governing franchise agreements.

The current franchise agreement, which took effect in February of 2016, grants ATCO Gas and Pipelines Ltd. the exclusive right to deliver natural gas to the residents of Ryley for approximately ten years.

No changes to the franchise agreement or to the franchise fee rate rider percentage are being made as part of this application. The franchise fee rate rider percentage will remain at its current rate, which is 10%. Including linear taxes, the resulting average monthly franchise fee for an average residential customer will remain the same at approximately \$13.06. The franchise fee is calculated based on distribution charges. An average residential customer uses about 105 gigajoules per year.

You may send your concerns about, objections to, or support for the application **in writing, titled: Village of Ryley- Atco Franchise** to the Village of Ryley or to ATCO Gas and Pipelines Ltd. **on or before November 5th, 2024** at:

Village of Ryley, Jessica Whamond, Box 230, Ryley, AB, T0B 4A0;  
email: [admin@ryley.ca](mailto:admin@ryley.ca); or provide verbal feedback at the November 5, 2024 Committee of the Whole Meeting Open Mic.  
Meeting time: 6:45 PM.

ATCO Gas and Pipelines Ltd., Attn: Franchise Agreement Coordinator,  
5302 Forand Street S.W. Calgary, Alberta, T3E 8B4, phone: 310-5678  
or 1-888-511-7550; email: [franchisecoordinatorgas@atco.com](mailto:franchisecoordinatorgas@atco.com)

Any submissions received, unless you request otherwise, will be part of the application submitted and will become part of the public record.

For more information on franchises or to receive a copy of the franchise agreement please contact either the Village of Ryley or ATCO Gas and Pipelines Ltd. at the addresses listed above.

### For more information:

For more information about the AUC or its approval process associated with franchise applications, please contact the AUC directly at 310-4AUC or at [info@auc.ab.ca](mailto:info@auc.ab.ca).

The Alberta Utilities Commission is an independent, quasi-judicial regulatory body responsible for making decisions about utility-related applications.

Issued on October 16, 2024

Alberta Utilities Commission

21 August, 2024

Village of Ryley  
PO Box 230  
Ryley, AB, T0B 4A0

**Attention: Mr. Glen Hamilton-Brown, Chief Administrative Officer**

**Re: Impacts of New Provincial Legislation on Your Gas Distribution Franchise Agreement  
Time-Sensitive and Action Required**

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As you may be aware, the Government of Alberta's *Utilities Affordability Statutes Amendment Act, 2024*,<sup>1</sup> (the "**Act**") became law when it received Royal Assent on May 16, 2024. The Act makes several changes to various statutes governing franchise agreements. One of these changes affects the gas distribution franchise agreement you have with ATCO Gas and Pipelines Ltd. ("**ATCO**):

- Section 49(5) of the *Gas Utilities Act* now states that a franchise granted by a municipality to an owner of a gas utility that has not been approved by the AUC after the coming into force of this subsection will terminate 270 days after the coming into force of that subsection.

This means that your gas distribution franchise agreement for Ryley, which is current and valid, must be reviewed and re-approved by the Alberta Utilities Commission ("**AUC**") before March 17, 2025, or it will terminate by operation of law on that date. If it is terminated, all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

In response to this new legislation, the AUC has established a special process<sup>2</sup> to efficiently approve all existing current and valid gas distribution franchise agreements that are compliant with the new legislation before the March 2025 deadline. To qualify for this special process, no changes may be made to the previously approved franchise terms, including the expiry date and the existing franchise fee. As

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<sup>1</sup> *Utilities Affordability Statutes Amendment Act, 2024*, SA 2024, c 8; [www.alberta.ca/making-utility-bills-more-affordable](http://www.alberta.ca/making-utility-bills-more-affordable)

<sup>2</sup> <https://media.auc.ab.ca/prd-wp-uploads/News/2024/Bulletin%202024-12.pdf>

part of this special process, ATCO is required to submit information pertaining to your franchise agreement to the AUC at the end of this year, for its review and approval.

We require your collaboration with respect to certain aspects of the re-approval process, including (1) advertising your franchise agreement to your community using a template we will provide you, (2) recording any feedback from residents, (3) responding to feedback from residents and keeping records of your responses, and (4) providing ATCO with all of that information to submit to the AUC. We understand that this may be inconvenient and an imposition on your resources, but it cannot be avoided due to the changes made by the Act. The attached process document explains what must be done and by when.

Please note that if you think you may want to change your franchise fee rate for the full 2025 calendar year, it is necessary to complete the above-described re-approval process first, by early October, before commencing the franchise fee rate change process. Otherwise, franchise fee rate changes will be processed for an effective date of April 1, 2025, or later.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please reach out to me at your earliest convenience at [Blair.Bishop@atco.com](mailto:Blair.Bishop@atco.com).

Regards,



**Blair Bishop**

Senior Manager, District Operations Northeast  
ATCO Gas and Pipelines Ltd.



**Frequently Asked Questions**

**Question: Why do we have to do this?**

Answer: The Government of Alberta recently changed some laws. As a result, the Alberta Utilities Commission (AUC) must re-approve all existing gas franchise agreements to ensure they are compliant with the changes.

**Question: What happens if we don't do this?**

Answer: Your gas distribution franchise agreement will terminate on March 17, 2025, and all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

**Question: Why must we advertise a Notice as part of this re-approval process?**

Answer: The AUC requires it.

**Question: Can we make changes to our gas distribution franchise agreement as part of this re-approval process?**

Answer: No. Changes to the franchise agreement can only be made by renewing the franchise agreement. However, renewing a valid and current franchise agreement is not recommended at this time because of the high number of approvals the AUC will be processing in the coming months due to the change in legislation.

**Question: Can we change our franchise fee percentage as part of this re-approval process?**

Answer: No.

**Question: What if we want to change our franchise fee for 1 January, 1 February or 1 March 2025?**

Answer: First, the re-approval process must be completed by early October 2024. Then, we can help you through the franchise fee rate change process. Contact us as soon as possible for further details and to start the process.