

# CITY OF ST. ALBERT

## BYLAW 16/2026

### DOWNTOWN BUSINESS IMPROVEMENT AREA BYLAW AMENDMENT

Being Amendment 1 to the Downtown Business Improvement Area BYLAW 21/2023

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The Council of the City of St. Albert ENACTS AS FOLLOWS:

1. Bylaw 21/2023, Downtown Business Improvement Area is hereby amended by this Bylaw.
2. Section 2 is amended by adding the following new definitions, and the remaining definitions are re-numbered accordingly:
  - i. *“Executive” means any of the following positions on the Board: President, Vice-President, Secretary, Treasurer, and Marketing Director;*
  - k. *“Non-Voting Member” means a Person who is formally appointed and does not have the authority to vote on Board decisions;*
  - l. *“Officer” means a Person who is elected to one of the Executive positions of the Board;*
3. A new heading and section 8.1 are added as follows:

#### *Officers*

*8.1 The Board of the Association shall elect Officers from its Directors to fill Executive positions of the Board.*

*a. A Director may only fill one Executive position at a time.*

4. Section 9 is amended by adding the following sentence at the end of the section: “Council may appoint Directors and Non-Voting Members in accordance with section 10 of this Bylaw.”
5. Section 10 is amended by inserting the phrase “and Non-Voting Members” immediately following the word “Directors” and preceding the word “shall”.
6. Section 13 is amended by adding the phrase “or Non-Voting Member” immediately after the word “Director” and preceding the word “may”.

7. Section 14 is amended by adding the phrase or Non-Voting Member” immediately after the word “Director” and preceding the word “of” and immediately after the second instance of the word “Director” and preceding the word “for”.
8. Section 15 is amended by adding the following sentence at the end of the section: “Non-Voting Members do not form part of the quorum.”
9. A new heading and section 15.1 are added as follows:

*Non-Voting Members:*

*15.1 A Non-Voting Member:*

- a. may participate in Board or committee meetings;*
  - b. may provide advice, expertise, or stakeholder perspective;*
  - c. may receive non-confidential Board materials;*
  - d. may not vote on motions, resolutions, or other official decisions of the Board;*
  - e. may not participate in confidential discussions; and*
  - f. must disclose any conflicts of interest to the Board.*
10. Section 16 is amended by adding the phrase “and Non-Voting Member” immediately after the word “Director” and preceding the word “is”.
  11. Sections 20(a) and 21 are amended by deleting the word “number” and replacing them with the word “members”.
  12. Section 24 is amended by adding the following sentence to the end of the section: “Any delegated powers or duties must be recorded in meeting minutes.”
  13. Section 38 is deleted in its entirety and replaced with the following:

*38. The Board shall prepare and submit to Council the following based on the Association’s most recently completed financial year end:*

- a. an annual report of the activity of the Association within 6 months of the end of the Association’s financial year, or at the time specified by Council; and*
- b. an audited financial statement of the Association comprised of an income and expenditure account and balance sheet and any other*

*statements and reports, within 6 months of the end of the Association's financial year, or at the time specified by Council.*

14. A new section 39 is added as follows:

*39. The City may issue payments to the Association within 30 calendar days of the Association meeting the following requirements:*

- a. 50% of the approved budget amount following Council approval of the Association's budget; and*
- b. 50% of the remaining approved budget amount upon receipt by the City of the Association's annual report and accompanying financial statements.*

15. A new heading and section 40 are added as follows:

*Severability*

*40. Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.*

16. Section 39 is re-numbered as section 41.

17. The Chief Administrative Officer is authorized to issue a consolidated version of Bylaw 21/2023 that incorporates the amendments made by this amending bylaw and otherwise conforms with the requirements of section 69 of the Municipal Government Act.

**EFFECTIVE DATE**

18. This bylaw comes into effect when it is passed.

READ a First time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

READ a Second time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

READ a Third time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

SIGNED AND PASSED this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF LEGISLATIVE OFFICER