

Subject: **Establish Municipal Office**
 Meeting Date: Tuesday, October 22, 2024
 Prepared By: Carolyn Van der Kuil, Legislative Services Manager
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

RELEVANT LEGISLATION:

Provincial (cite)- MGA Section 204
Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

The Municipal Government Act serves as the foundational legislative framework for local government operations in Alberta and outlines several mandatory obligations. As outlined in Section 204 of the Act, it is explicitly stated that Council is obligated to designate a location as its municipal office.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

To ensure compliance with this legal requirement, it is recommended by Administration that we incorporate this designation as a standard component of our organizational meeting process.

FINANCIAL & STAFFING IMPLICATIONS:

N/A

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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ATTACHMENTS:

N/A

COUNCIL OPTIONS:

1. Council establish 1600 2nd Street NE, Three Hills, AB as the county's municipal office.
2. Receive for information.

RECOMMENDED MOTION:

That Council establish the municipal office at 1600 2nd Street NE, Three Hills, AB.



FOLLOW-UP ACTIONS:

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

