

## **Town of Bowden - Regular Council Meeting**

### **AGENDA**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday December 8, 2025, 7:00pm**

- 1. CALL TO ORDER**
  - 1.a Land Acknowledgement
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**
  - 3.a Regular Council Meeting (November 24, 2025)
- 4. PUBLIC HEARING**

None scheduled.
- 5. DELEGATIONS**
  - 5.a Trish Proctor -Innisfail Chamber of Commerce (15 mins)
  - 5.b Warren Wright – Bylaw Enforcement Officer (15 mins)
  - 5.c Liz Armitage – Vicinia Planning

**CLOSED SESSION OF COUNCIL**  
Property Development (Confidential).  
An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of:  
Section 32 "privileged information"
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
  - 6.a Council Resolutions Follow Up Action
  - 6.b Key Dates
- 7. BYLAWS & POLICIES**
  - 7a Index of Bylaws & Policies
- 8. NEW BUSINESS**

None submitted
- 9. FINANCIAL**
  - 9.a 2025 Capital Budget Request
- 10. CORRESPONDENCE**
  - 10.a → 10.c
- 11. REPORTS**
  - 11.a CAO's Report.
  - 11.b Council Committee Reports.
  - 11.c Society & Other Reports.
- 12. MEETING ADJOURNMENT**



**Town of Bowden – Regular Council Meeting  
held on Monday November 24, 2025  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

**1.a LAND ACKNOWLEDGEMENT**

I respectfully acknowledge that we are gathered on the traditional territories of the Treaty 7 First Nations — including the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina Nation, and the Îyârhe Nakoda Nations — as well as the homeland of the Métis Nation of Alberta, Region 3. We honour the Indigenous Peoples who have cared for this land and we are grateful to live, learn, and build community on this land.

**PRESENT**

Mayor	Laurie Miller	(Chair)
Councillor	Randy Brown	
Councillor	Ryan Howlett	
Councillor	Cam Morrison	
Councillor	Amanda Peffers	
Councillor	Carol Pion	
Councillor	Marietta Tuckwell	(arrived 7:03pm)

**ADMINISTRATION**

CAO

Arno Glover

**2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**

**Motion 2.a**

Moved by Councillor Randy Brown that Council adopts the agenda as presented.

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a**

Moved by Councillor Ryan Howlett that Council adopts the minutes of the Regular Council Meeting of November 10, 2025, as presented.

**MOTION CARRIED UNANIMOUSLY**

**Motion 3.b**

Moved by Councillor Carol Pion that Council adopts the minutes of the Special Council Meeting of November 18, 2025, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There was no public hearing.

**5. DELEGATION**

**5.a Jade Scott – Town of Bowden FCSS**

Jade Scott provided Town Council with an overview of the projects and groups that form part of the FCSS program within the Town.



A comprehensive 9-page document was provided to Council titled "FCSS 2025 Year in Review".

Council thanked Jade for her presentation.

**Motion 5.a**

Moved by Councillor Ryan Howlett that Council accepts the FCSS delegation presentation as information.

**MOTION CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Agenda item 6.a Council Resolutions Requiring Follow Up Action**

Administration provided Council with a summary of Council resolutions that remain as work in progress / ongoing.

**Motion 6.a**

Moved by Councillor Randy Brown that Council accepts the Resolutions Follow Up Action Report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.b Key Dates**

Administration provided Council with forthcoming key dates.

Mayor Laurie Miller stated that the venue for the Council Open House on February 12, 2026, would be at the Bowden Event Centre.

**Motion 6.b**

Moved by Councillor Carol Pion that Council accepts agenda item 6.b as information with additions & revisions as discussed.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

**Agenda item 7.a Council Committee Bylaw 07 / 2025 (2<sup>nd</sup> Reading)**

Administration submitted Council Committee Bylaw 07 / 2025 for second reading of Council.

This bylaw has been updated to:

- reintroduce the Economic Development Committee, and,
- establish the Governance & Priorities Committee.

The bylaw contained minor amendments as requested by Council during first reading of the bylaw.

During subsequent discussions Councillor Carol Pion requested that the wording in section 7.7 be reworded to provide clarity regarding the number of Councillors that are appointed to Council Committees. Section 7.7 was reworded as follows:

**Section 7.7 - wording as per bylaw at 1<sup>st</sup> reading of Council**

A Council Committee will consist of at least one appointed Councillor as defined within Schedule B of this bylaw.

**Section 7.7 - revised wording as requested by Council during 2<sup>nd</sup> reading of Council**

A Council Committee will consist of appointed Councillors as stated within the Terms of Reference for each Committee as provided for within Schedule B of this bylaw.

**Motion 7.a**

Moved by Councillor Carol Pion that Council gives second reading to Council Committee Bylaw 07 / 2025 to include the rewording and amendment as required to section 7.7.

**MOTION CARRIED UNANIMOUSLY**

Council agreed to give third and final reading to Council Committee Bylaw 07 / 2025.

**Motion 7.b**

Moved by Councillor Ryan Howlett that Council gives third and final reading to Council Committee Bylaw 07 / 2025 to include the rewording and amendment as required to section 7.7.

**MOTION CARRIED UNANIMOUSLY**

Council Committee Bylaw 07 / 2025 received third reading and was passed accordingly.

Council Committee Bylaw 06 / 2023 is rescinded.

Administration is to publish a copy of the new bylaw on the Towns' website.

Council agreed to discuss and appoint Councillors to the Economic Development Committee.

**Motion 7.c**

Moved by Mayor Laurie Miller that Council appoints:

Councillor Carol Pion,

Councillor Randy Brown,

Councillor Marietta Tuckwell,

to the Town of Bowden Economic Development Committee.

Councillor Cam Morrison will attend EDC meetings as an observer.

**MOTION CARRIED UNANIMOUSLY****8. NEW BUSINESS****Agenda item 8.a Understanding Multiple Chemical Sensitivity (MCS)**

Mayor Laure Miller submitted a document to Council on Multiple Chemical Sensitivity (MCS).

Council and Administration are requested to have awareness, understanding and recognition of this condition.

Following discussions Council decided to adopt a policy of MCS awareness in all Town buildings.

**Motion 8.a**

Moved by Councillor Cam Morrison that Council instructs Administration to adopt a scent free environment in all Town buildings.

**MOTION CARRIED UNANIMOUSLY**

Administration will add a statement on MCS as a notice / announcement on all future Council agendas.

**Agenda item 8.b Volunteer Application Form**

Administration submitted to Council Volunteer Application Form for both the:

- i. Special Events & Cultural Committee,
- ii. Bowden Public Library Board.



Council reviewed the application submitted by Alexis Masse.

**Motion 8.b**

Moved by Councillor Carol Pion that Council accepts the application by Alexis Masse to be a volunteer.

**MOTION CARRIED UNANIMOUSLY**

**9. FINANCIAL**

**Agenda item 9.a 2025 Capital Budget Update**

Administration provided Council with:

- an update on the progress of the 2025 Capital Projects,
- background information on past capital budgeting for future consideration.

Also provided to Council was a

- 2025 Capital Budget Cost Summary and,
- additional information relating to wastewater infrastructure within the Town.

**Motion 9.a**

Moved by Councillor Carol Pion that Council accepts agenda item 9.a as information.

**MOTION CARRIED UNANIMOUSLY**

**10. CORRESPONDENCE**

**Agenda item 10.a Federation of Canadian Municipalities**

Email received from Rural & Northern Policy Officer, Rachel Rizzuto.

**Agenda item 10.b Olds College**

Introductory letter received from the CEO of Olds College.

**Agenda item 10.c Alberta Transportation & Economic Corridors (TEC)**

Letter from Deputy Minister Paul Smith detailing TEC survey on speed limit proposal.

**Motion 10.a.**

Moved by Councillor Marietta Tuckwell that Council accepts agenda items 10.a, 10.b and 10.c as information.

**MOTION CARRIED UNANIMOUSLY**

**11. REPORTS**

**Agenda item 11.a CAO's Report**

CAO Arno Glover provided Council with an overview (and update) on the items included within the CAO's report.

**Motion 11.a**

Moved by Councillor Amanda Peffers that Council accepts the submitted CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 11.b Council Committee Reports**

There were no reports.

**Agenda item 11.c Society & Other Reports**

- i. Federation of Canadian Municipalities (Federal Budget 2025 Highlights)

**Motion 11.b**

Moved by Councillor Randy Brown that Council accepts the Society & Other Report as information.

**MOTION CARRIED UNANIMOUSLY**

**12. CLOSED SESSION OF COUNCIL****Agenda item 12.a Staffing (Confidential)**

This closed meeting of Council is permitted by section 197(2) of the MGA.

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 20 "harmful to personal privacy".

**Motion 12.a**

Moved by Councillor Carol Pion at 9:12 pm that Council moves to an "in-camera" session.

**MOTION CARRIED UNANIMOUSLY**

**Motion 12.b**

Moved by Councillor Carol Pion at 9:53 pm that Council return to an "open meeting" of Council.

**MOTION CARRIED UNANIMOUSLY**

**Motion 12.c**

Moved by Councillor Randy Brown at 9:54 pm that Council accepts the resignation of the CAO effective December 31, 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 12.d**

Moved by Councillor Amanda Peffers at 9:56 pm that Council immediately proceeds to engage a talent recruiter.

**MOTION CARRIED UNANIMOUSLY**

**13. MEETING ADJOURNMENT****Motion 13.a**

Moved by Councillor Ryan Howlett at 9:57 pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Minutes signed by:**

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**Mayor**  
**Laurie Miller**

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**CAO**  
**Arno Glover**



<b>Regular Council Meeting:</b> December 8, 2025	<b>Agenda Item:</b> 5.a / 5.b / 5.c
<b>Prepared by:</b> Laurie Miller	<b>Approved By:</b> Mayor Laurie Miller
<b>Report Type:</b> RFD / Information	<b>Attachment(s):</b>

## Delegations

### 5.a

Trish Proctor – Innisfail Chamber of Commerce

### 5.b

Warren Wright – Bylaw Enforcement Officer

### 5.c

Liz Armitage – Vicinia Planning

## CLOSED SESSION OF COUNCIL

Property Development (Confidential).

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 32 "privileged information"

### Motion 5.a

Moved by Councillor \_\_\_\_\_ that Council accepts the Innisfail Chamber of Commerce delegation presentation as information.

### Motion 5.b

Moved by Councillor \_\_\_\_\_ that Council accepts the Bylaw Enforcement Officer's delegation presentation as information

<b>Regular Council Meeting:</b> December 8, 2025	<b>Agenda Item:</b> 5.a / 5.b / 5.c
<b>Prepared by:</b> Laurie Miller	<b>Approved By:</b> Mayor Laurie Miller
<b>Report Type:</b> RFD / Information	<b>Attachment(s):</b> LPRT letter for closed session

## Delegations

### 5.a

Trish Proctor – Innisfail Chamber of Commerce

### 5.b

Warren Wright – Bylaw Enforcement Officer

### 5.c

Liz Armitage – Vicinia Planning

## CLOSED SESSION OF COUNCIL

Property Development (Confidential).

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 32 "privileged information"

### Motion 5.a

Moved by Councillor \_\_\_\_\_ that Council accepts the Innisfail Chamber of Commerce delegation presentation as information.

### Motion 5.b

Moved by Councillor \_\_\_\_\_ that Council accepts the Bylaw Enforcement Officer's delegation presentation as information



<b>Regular Council Meeting:</b> December 8, 2025	<b>Agenda Item:</b> 5.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Bylaw Enforcement Policy (August 2023)

## Agenda item 5.b – Delegation (Bylaw Enforcement Officer, Warren Wright)

The following is provided as a report to Council in support of the delegation presentation made.

### Report on Bylaw Enforcement

#### 1 Background

##### 1.1 Role

Bylaw Enforcement Officers uphold municipal bylaws which can cover matters relating to property maintenance, noise control, vehicle parking, animal complaints, and public health.

Compliance is made through powers of inspection and investigation.

Responding to residents' complaints involves site visits, fact gathering meetings and gathering evidence to assess the situation (before deciding on a course of action).

Proactive bylaw enforcement involves conducting patrols to monitor compliance and to identify actual or potential violations.

A significant part of the role is public education ensuring bylaws are understood. Compliance is typically established through the promotion of voluntary compliance.

In the Town of Bowden, the Bylaw Enforcement Officer may work closely with other agencies including the RCMP, Red Deer County Protective Services and Alberta Public Health.

Bylaw Enforcement Officers play an important role in maintaining community standards and ensuring a safe and orderly environment for both resident and visitors.

##### 1.2 Legislative Requirement

Bylaw Enforcement Officers are appointed under the enactments provided in sections 555 & 556 of the Municipal Government Act (reproduced below):

**555(1)** *A person who is appointed as a bylaw enforcement officer is, in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace.*

**(2)** *Bylaw enforcement officers must take the official oath prescribed by the Oaths of Office Act before starting their duties.*

**556** *Every council must by bylaw*

*(a) specify the powers and duties of bylaw enforcement officers, and*

*(b) establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.*



All municipalities therefore have the authority to regulate, prohibit and impose requirements for municipal purposes across a diverse range of matters and areas within the community.

### **1.3 Town of Bowden Bylaw Enforcement Officer Bylaw 05 / 2020.**

The current Bylaw Enforcement Officer Bylaw was established in 2020 in response legislative gaps identified by Municipal Affairs during the 2020 Municipality Account Program audit (as noted below).

*“Bylaw 07-2013 was passed on May 27, 2013, and it supports the appointment of bylaw enforcement officers within the town. The bylaw does not include the powers and duties of bylaw enforcement officers, disciplinary procedures and penalties, or an appeal process for allegations of abuse or authority. The bylaw enforcement officer(s) have not taken the prescribed oath”.*

*Bylaw 07-2013 is therefore incomplete and requires amendment to satisfy the requirements of Sections 555 – 556 of the MGA.*

In response, Administration established a new bylaw that included revisions as follows:

- i. a definition of all persons designated as Bylaw Enforcement Officers,
- ii. inclusion of new sections on powers and duties,
- iii. inclusion of a new section for complaints regarding the misuse of powers of a Bylaw Enforcement Officer,
- iv. inclusion of new section on an appeal procedure applicable to the misuse of powers,
- v. inclusion of new section that provides for the swearing of the oath of office in accordance with the MGA and the Oaths of Office Act.

### **1.4 Designation**

Bylaw Enforcement Officers are designated through the Bylaw Enforcement Officer Bylaw.

This bylaw states that the following persons are designated as Bylaw Enforcement Officers:

- i. the Chief Administrative Officer,
- ii. appointed Bylaw Enforcement Officer(s),
- iii. members of the Royal Canadian Mounted Police,
- iv. other persons acting in an approved capacity on behalf of the Municipality, for the purpose of enforcement of one or more of its bylaws.

An appointed Bylaw Enforcement Officer reports directly to the Chief Administrative Officer.

The Bylaw Enforcement Officer Bylaw states that the CAO may:

- i. appoint individuals as Bylaw Enforcement Officers in accordance with the bylaw,
- ii. revoke (with or without cause) suspend, or modify the appointment of a Bylaw Enforcement Officer,
- iii. monitor and investigate complaints of misuse of power by Bylaw Enforcement Officers,
- iv. exercise all powers, duties and functions under the Provincial Offences Procedure Act,
- v. grant written authorization to issue violation tickets under the Provincial Offences Procedure Act,
- vi. authorize or require Bylaw Enforcement Officers to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of public peace,
- vii. delegate any of the CAO's powers, duties, or functions to a designated officer or an employee of the Town (Section 209 of the MGA applies).



### 1.5 Bylaw Enforcement Officer Responsibilities

The specific responsibilities of a Bylaw Enforcement Officer as stated within the Bylaw Enforcement Officer Bylaw include the following:

- i. responding to and investigating bylaw related complaints,
- ii. acting as a resource to residents for enquiries regarding Town bylaws & policies,
- iii. working with residents to resolve issues through education to achieve bylaw compliance,
- iv. enforcement of bylaws through issuing warnings, notices, compliance agreements and violation penalty tickets,
- v. development of community information to assist in bylaw compliance,
- vi. liaison, collaboration and providing assistance to other agencies (RCMP, Red Deer County Patrol Officers, SPCA etc) in the fulfillment of duties,
- vii. maintaining written reports that may be required as legal evidence,
- viii. conducting routine patrols,
- ix. other related duties specific to bylaw enforcement or community engagement as directed by the CAO.

### 1.6 Enforcement

Bylaw Enforcement mechanisms consist of:

- i. Municipal Penalty Tickets, (punitive fines either specific or administrative as provided for within a bylaw)
- ii. Provincial Violation Tickets, (punitive fines either specific or administrative as provided for within a bylaw)
- iii. Orders to Remedy, (administrative powers provided by section 545 / 546 of the MGA)
- iv. Stop Orders. (administrative powers provided by section 645 of the MGA)

### 1.7 Bylaw Enforcement Policy

A Bylaw Enforcement Policy was established by Administration in 2023.

The purpose of this policy is to:

- outline in a public manner the objectives of the Town's bylaw enforcement policy and to set clear standards and expectations for bylaw enforcement,
- establish common procedures for accepting, processing, and investigating bylaw complaints,
- provide outline procedures for bylaw enforcement,
- maintain public confidence and manage public expectations while promoting transparency, fairness, and integrity.

This policy is attached to this report.

### 1.8 Bylaw Enforcement Officers

The Town employed a contracted Bylaw Enforcement Officer (20 hours a week) for a 6-year period from October 2017 until October 2023.

From the period October 2023 to June 2025, the bylaw enforcement role was conducted by both the past and current CAO.

This was an interim measure. Administration had identified in mid 2024 a requirement that the role of bylaw enforcement be fulfilled through the employment of an experienced Bylaw Enforcement Officer.

In July 2024 a public advertisement was made advertising the open position.



However, this role was difficult to fill due largely in part to the part time nature of the position, remuneration and benefits.

Commencing early 2025, Administration sought an alternative solution that would utilize the services of an established and trained (external) Bylaw Enforcement Officer on a contractual basis.

Several discussions and meetings were held with both the Town of Innisfail and the Town of Olds with respect to appointing a Bylaw Enforcement Officer through an Intermunicipal Agreement.

### **1.9 Developments June 2025**

A tentative agreement was reached with the Town of Olds for the supply of a Bylaw Enforcement Officer on a contractual agreement.

Administration signed a two-year Intermunicipal Agreement for Bylaw Advisory Services with the Town of Olds effective June 1, 2025.

The Town of Olds provide bylaw enforcement services to the Town of Bowden through a designated professional Community Peace Officer.

In accordance with the Intermunicipal Agreement these services include:

- interpretation and clarification of existing municipal bylaws to residents of the Town of Bowden,
- patrol, observation, and / or receiving public complaints for potential contraventions of municipal bylaws,
- application of bylaw processes for the Town of Bowden in accordance with its administrative guidelines,
- recommendations on policy improvements and best practices.

There is no intent in the agreement for the pursuit of compliance for bylaw infractions through enforcement orders, or court proceedings, nor for the capture of analytical data or records management reporting. These actions are the responsibility of the Town of Bowden.

### **1.10 Orientation & Training**

Upon commencement of the Intermunicipal Agreement the CAO and the Bylaw Enforcement Officer carried out the following orientation tasks:

- swearing in (Bylaw Officer Oath of Office),
- implementation of a system on the data file server for the digital filing of case records,
- redesign of the Municipal Enforcement Ticket,
- design of a Notice to Remedy document template,
- design of a Notice of Entry document template,
- Town orientation patrols and observations,
- Joint investigation into 6 public complaints,
- issue of compliance orders.

The CAO continues to work closely with the Bylaw Enforcement Officer to review, appraise and respond to bylaw complaints received, conduct patrols (if necessary) and to plan & prioritize workload / course of action and to monitor outcomes.



## 1.11 Bylaw & Complaint Matters dealt with by CAO (July 2024 to June 2025)

The following provides a summary of bylaw & matters of complaint that received direct attention by the CAO in the role of Bylaw Enforcement Officer (not using contracted services) for the period July 2024 until June 2025.

*Note: any reference to a personal or business name is intentionally not given.*

- a) Engine Retarder Signs and truck braking on QE2 exit road (concluded)
- b) Additional signage required on Highway 587 / QE2 access ramp road (resolved)
- c) Semi Truck parking on Main Street (Provincial warning ticket issued / resolved)
- d) School bus parking on Main Street (resolved)
- e) RV parking on 22 Street by Westview Manor (compromise solution found)
- f) Development Permit & Building Light Industrial Park (resolved)
- g) Land use storage at Light Industrial Park (resolved)
- h) Incident in Town Office parking lot (reported to RCMP)
- i) Issue of Notice to Trespass order (reissued & in place for further term)
- j) Car parking on shared accommodation driveway (unresolved - civil matter)
- k) Barking dogs – **numerous** (resolved / unresolved)
- l) Security camera privacy intrusion (reported to RCMP)
- m) Abandoned vehicle - Access Drive (resolved with RCMP assistance)
- n) Weeds – general (resolved)
- o) Litter on Heritage Drive (resolved)
- p) Car parking at business entrances on Heritage Drive (resolved)
- q) Illegal camping on rodeo grounds (resolved with RCMP assistance)
- r) Vehicle illegally parked in Arena Park (resolved)
- s) Damage to household property by Town contractor (resolved)
- t) Arena false alarms (resolved)
- u) Cemetery headstone (resolved)
- v) Damage to driveway, 20<sup>th</sup> Street (resolved)
- w) Reddi Mart back alley (resolved)
- x) Contractor damage to back alley (resolved)
- y) Weed & Grass Control (**4 cases**) (resolved / part resolved)
- z) Noise complaint 19<sup>th</sup> Avenue (resolved)
- aa) Numerous complaints re noise & nuisances around Westview Drive (resolved)
- bb) Property boundary dispute 19<sup>th</sup> Avenue (unresolved - civil matter)
- cc) Property boundary 20<sup>th</sup> Avenue (ongoing)
- dd) Disrespectful behaviour to Arena staff (resolved)
- ee) Disrespectful behaviour to Summer Workers (resolved)
- ff) Resident complaints (**2 cases**) received with regard to Town Administration staff
- gg) Liaison with Alberta Health Services (concern on resident)

## 1.12 Bylaw & Complaint Matters dealt with by Bylaw Enforcement Officer

The following provides a summary of bylaw and other matters of complaint that have been dealt with by the Bylaw Enforcement Officer under contract from July 2025 to the current day.

*Note: any reference to a personal or business name is intentionally not given.*

- a) Barking dogs **numerous cases** (resolved / unresolved)
- b) Noise complaint (resolved)
- c) Parking, dogs, unsightly weeds & grass (resolved)
- d) Trespass, mischief & theft (referred to RCMP)



- e) Unsightly vegetation encroaching sidewalk (resolved)
- f) Unsightly property garbage (resolved)
- g) Neighbour dispute over fill debris across property lines (resolved)
- h) Parking complaint RV (resolved)
- i) Stump endangering utility lines (resolved)
- j) Unsightly vegetation impeding public right of way (resolved)
- k) Unsightly property appliances (resolved)
- l) Unsightly property derelict vehicle (resolved)
- m) Unsightly property appliances (resolved)
- n) Unsightly property vegetation overgrowth (5 cases) (resolved)
- o) Unsightly vegetation (partially resolved / ongoing)
- p) Construction bin impeding public right of way (resolved)
- q) Unsightly property vegetation overgrowth impeding public right of way (resolved)
- r) Extension cord impeding sidewalk (resolved)
- s) Dog attack (unsolved)
- t) Parking complaint van (resolved)
- u) Unsightly vegetation (resolved)
- v) Extension cord impeding sidewalk (resolved)
- w) Unsightly vegetation (resolved)
- x) Parking & Noise Complaint (unsolved)
- y) Fire pit residential (RDCP) (unsolved)
- z) Parking vehicle on lawn (ongoing)
- aa) Noise complaint vehicle engine & muffler (resolved)
- bb) Parking complaint van (resolved)
- cc) Aggressive dogs (partially resolved / ongoing)
- dd) Dog at large (ongoing)
- ee) Town owned grass to remediate by resident (ongoing)
- ff) Parking complaint (2 cases) (resolved)
- gg) Neighbour dispute property lines (advice provided only, not a Town issue)

There are 45 recorded case files for 2025 (YTD).

### 1.13 Future Action 2026

Changes in community behaviour and needs requires that bylaws and enforcement practices have to evolve in order to be effective (ie: to maintain and reflect current community standards).

The Bylaw Enforcement Officer relies upon up-to-date, relevant and effective bylaw legislation in order to be able to respond to bylaw complaints, to proactively enforce bylaws and to ensure that the Town maintains a fair and reasonable bylaw enforcement framework.

The CAO and Bylaw Enforcement Officer together have identified an immediate requirement to update the following bylaws:

- i. Traffic Bylaw 11 / 2012 (outdated – a complete update and revision is required),
- ii. Nuisance Bylaw 07 / 2024 (minor amendments required),
- iii. Animal Bylaw 06 / 2022 (minor amendments required).

In addition, Administration proposes to create a new bylaw covering all forms of vegetation.

A draft bylaw titled, "Vegetation Bylaw" is in an early initial draft stage.



<b>Regular Council Meeting:</b> December 8, 2025.	<b>Agenda Item:</b> 6.a
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Council Resolutions Follow Up Action Report

Matters arising from past minutes.

#### **6.a Council Resolutions Requiring Follow Up Action Report**

A summary of past Council resolutions that require follow up action is attached.

**Agenda item 6.a Council Resolutions Follow Up Action Report (continued)****Recommended Motions:**

Motion by Councillor \_\_\_\_\_ that Council accepts the Council Resolutions Follow Up Action Report as information.



## Town of Bowden

### COUNCIL RESOLUTIONS & FOLLOW UP ACTION

(updated comments in red - updated 27 November 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines Municipal Services Agreement (planning services) with RDC expires 31 December 2025 ICF changes to be introduced into the MGA reference Bill 50. Current ICF expired in December 2022 – the provincial government 2-year moratorium expired in December 2024. Latest MGA is now published dated May 15, 2025. The requirement for an ICF is now a relevant statute.	CAO	progress
7 Nov 25	CAO emailed RDC requesting meeting – no response received to date		
23 June 25	<b>Role of the Chief Administrative Officer</b> Motion 8.g Revision of Council Procedural Bylaw This will also include amendments that are now required following the repeal of the FOIP Act. The MAP audit requires an update this bylaw.	CAO	progress
22 Sept 25	<b>Agenda item 6.c</b> Bowden Grandview School Scholarship Awards Criteria Council to review and determine a revised criteria for the award of the scholarship.	Council	progress
27 Oct 25	<b>Agenda item 10.a</b> Golf Sponsorship Request by Bowden Hi-Way Golf	CAO	RCM Feb 8, 2026
10 Nov 25	<b>Agenda item 5.a</b> Council to consider request made by Expanding Horizons re financial assistance for parking lot project	Council	progress
24 Nov 25	<b>Agenda item 8.a</b> Administration to adopt a scent free environment policy.	CAO	progress

<b>Regular Council Meeting:</b> December 8, 2025.	<b>Agenda Item:</b> 6.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**6.b Key Dates** *(for information)*
**DECEMBER 2025**

December 12	Christmas Special Event Igloo Arena
December 22	Regular Council Meeting <b>9:00am</b> Council Chambers Budget Review Meeting

**JANUARY 2026**

January 12	Regular Council Meeting 7:00pm Council Chambers
January 21	Alberta Emergency Management Agency Training Mandatory training for all elected officials Innisfail Library 9:00am to 3:00pm
January 26	Regular Council Meeting 7:00pm Council Chambers

**FEBRUARY 2026**

February 9	Regular Council Meeting 7:00pm Council Chambers
February 12	Council Open House (Bowden Event Centre)
February 23	Regular Council Meeting 7:00pm Council Chambers

TBC Meeting with Minister Dreeshen

TBC Strategic Planning Meeting

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts agenda item 6.b as information.



<b>Regular Council Meeting:</b> December 8, 2025.	<b>Agenda Item:</b> 7.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Index of Active Bylaws 2 Index of Policies

**7.a.i**

The attached information is provided to Council as requested during the RCM of November 24, 2025.

- An index of all active bylaws,
- An index of Town policies.

**7.a.ii**

Notes:

1

Bylaws and policies are posted on the Town's web site and can be downloaded as a pdf document.

2

There are a few policies that are not publicly available on the Town's web site. Typically, these are of an internal operational nature and may have content (policies and procedures) that is not deemed to be for open public view.

These policies are:

- Personnel & Human Resources,
- Accounting & Financial Controls Policy,
- Procurement Policy,
- Communications & Information Policy

**7.a.iii Bylaws (Review & Updates required in 2026)**

The following bylaws require revision and update in 2026.

**Land Use Bylaw (10 / 2021)**

Initial scope of project identified, and early stages of rewrite has commenced.

**Traffic Bylaw (11 / 2012)**

Outdated (Requested by Bylaw Enforcement Officer).

**Nuisance Bylaw (04 / 2014)**

Outdated (Requested by Bylaw Enforcement Officer).

**Municipal Development Plan (09 / 2012)**

Outdated (not relevant to current needs).

**Intermunicipal Collaborative Framework (11 / 2018)**

There is an Alberta Government (MGA) requirement to update this bylaw.

**Taxation Rate Bylaw (05 / 2025)**

To reflect changes made in Operational Budget (taxation revenues).

## **Rates, Fees, Charges & Penalties Bylaw (03 / 2025)**

To reflect changes made in Operational Budget (as required to reflect decision made on revenues)

## **Borrowing Bylaw (02 / 2025)**

Required by ATB / to reflect changes made in Operational Budget and Tax Revenues)

## **New Bylaw (Vegetation & Green Waste)**

Requested by Bylaw Enforcement Officer and Weed Control Officer

## **Council Procedural Bylaw (04 / 2025)**

As stated in the documented response to the Alberta Government reference the Municipal Affairs MAP Audit (reproduced below)

*Town Administration will submit to Council a revised Council Procedural Bylaw in early 2026.  
As required, this will remove any reference to:*

- i. Councillor codes of conduct,*
- ii. the Mayor being an ex officio member of all committees.*

*In addition, it will include:*

- iii. elements of the repealed Councillor Code of Conduct bylaw pertinent to council procedures,*
- iv. the requirements of sections 201.1(1) to (5) of the MGA.*

## **Designated Officer Bylaw (04 / 2020)**

As stated in the documented response to the Alberta Government reference the Municipal Affairs MAP Audit (reproduced below)

*The Town of Bowden Designated Officer Bylaw 04 / 2020 requires an update to remove the position of FOIP Coordinator to be replaced with a Privacy Officer as required by new Provincial legislation.*

## **7.a.iv Policies (Review & Updates required in 2026)**

The following policies require revision and update in 2026.

### **Personnel & Human Resources (04 / 2024)**

Annual review and update required as per the stated provision within the policy.

### **Public Participation Policy (1900-02) (dated 2018)**

As stated in the documented response to the Alberta Government reference the Municipal Affairs MAP Audit (reproduced below)

*Town Administration will submit to Council a revised Public Participation Policy in 2026.*



**7.a Bylaws & Policies (continued)****Suggested Motion:**

Motion by Councillor \_\_\_\_\_ that Council accept the information provided within agenda item 7.a as information.

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<b>Regular Council Meeting:</b> December 8, 2025.	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> RFD	<b>Attachment(s):</b> <ol style="list-style-type: none"> <li>1. Business Case Form – Arena Equipment – Gas Power Ice Edger</li> <li>2. Product Info</li> <li>3. Quote for equipment</li> </ol>

### 9.a 2025 Capital Budget Request

Administration submits to Council a Business Case form created for the purchase of a new gas powered ice edger.

The CAO and Kole Molyneux recommend that a battery ice edger be purchase rather than gas. Reasoning:

- Reduced maintenance for a gas engine that sits idle for months each year.
- Eliminate gas fumes.
- Reduce fire hazard by reducing/eliminating fuel storage.

Costs:

Gas Edger: \$6084.00

Battery Edger: \$8748.00 (includes 3 sealed lead acid gel-filled batteries)

Increase: \$2664.00

### Recommended Motion

Moved by Councillor \_\_\_\_\_ that Council \_\_\_\_\_



## BUSINESS CASE FORM (Capital Budget 2025)

### Overview:

<b>Project Type:</b>	2025 Capital Project
<b>Project Name:</b>	<b>Arena Equipment – Gas Power Ice Edger</b>
<b>Finance Source:</b>	Contingency Reserves 8-12-760-01
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to maintain / upgrade existing small equipment assets.
<b>Business Driver:</b>	An ongoing operational requirement to replace an item of existing equipment deemed to be at the end of its useful life (25 years old).

### Operational / Community Need:

<b>Opportunity Statement:</b>	This investment is required as an ongoing requirement to identify and replace ageing items of capital equipment & machinery.
<b>Project Outcome:</b>	The purchase of this equipment provides arena workers with equipment that is fit for purpose.
<b>Requirements:</b>	
<b>Constraints:</b>	n/a
<b>Dependencies:</b>	n/a
<b>Risk:</b>	n/a

**Proposal:**

<b>Recommendation:</b>	To contract direct with Big Hill Services.
<b>Deciding Factor:</b>	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
<b>Cost:</b>	<b>Estimated Cost</b> \$6084.00 (net of GST) Actual cost may vary depending on the provision of up-to-date quotation.
<b>Contracting &amp; Procurement:</b>	Direct purchase
<b>Other relevant factors:</b>	Replacement of ageing equipment (25 years old).  Asset is at end of useful life (25 years) fully amortized. NBV = \$0.00  No resale value

**Project Implementation:**

<b>Project Manager(s):</b>	Annette Boomer
<b>Project Start &amp; End Date:</b>	Spring 2025
<b>Risk:</b>	n/a
<b>Project Review Strategy:</b>	n/a
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Current asset to be disposed of.  Asset Management Administrator to record and maintain schedule of plant & equipment on AM schedules.

**Attachments:**

1 Olympia specification sheet.



## Standard OLYMPIA Edger Features:

- Handle mount electric start
- Engine Brake Safety Handle
- Adjustable Cut depth control lever
- Engine Mounted independent of base
- Preset Cutting Angle
- 8 Carbide Tipped blades

### BATTERY EDGER:

Width ..... 16"  
 Length ..... 41"  
 Height ..... 37"  
 Depth of cut ..... 0" to 1/2"  
 Width of cut ..... 14"  
 Batteries (3)..... Sealed Lead Acid Gel-Filled  
 Weight ..... 250 lb  
 Electric Motor ..... 3.1 kw  
 Smart Charger and Cable Included

### GAS EDGER:

Width ..... 16"  
 Length ..... 41"  
 Height ..... 37"  
 Depth of Cut ..... 0" to 1/2"  
 Width of Cut ..... 14"  
 Tank ..... 1 litre  
 Weight ..... 106 lb  
 Engine ..... 190 cc  
 InStart Batteries and Charger Included

### PROPANE EDGER:

Width ..... 16"  
 Length ..... 41"  
 Height ..... 37"  
 Depth of Cut ..... 0" to 1/2"  
 Width of Cut ..... 14"  
 Propane tank ..... 5 lb  
 Weight ..... 111 lb  
 Engine ..... 190 cc  
 InStart Batteries and Charger Included



What Every Ice Resurfacer  
Should Be

Contact OLYMPIA today:

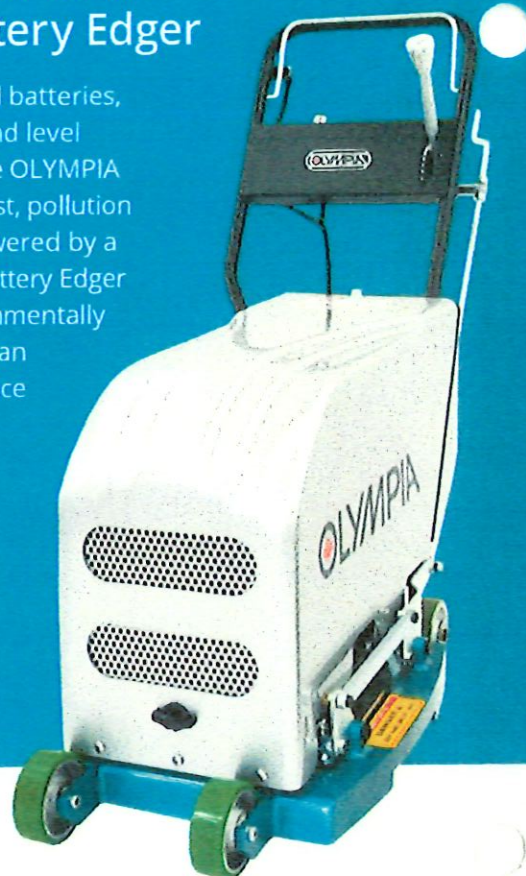
519-669-1694

info@resurfice.com

www.resurfice.com

## Air Quality & Ice Quality – You Can Have Both with the OLYMPIA Battery Edger

With sealed lead acid gel-filled batteries, eight carbide tipped blades and level controls at your finger tips the OLYMPIA Battery Edger delivers the finest, pollution free finish in the industry. Powered by a 3.1 kw motor, the OLYMPIA Battery Edger is totally non-polluting, environmentally friendly and provides more than 40 minutes of high performance edging between charging.



## OLYMPIA Fossil Fuel Edgers – Power, Precision and Performance

Ease of use, safety, durability and efficiency are standard features in the OLYMPIA line of edgers. Featuring the latest in engine technology utilizing a 190cc 4-stroke engine offering 8.75 foot pounds of torque for clean efficient cutting. Combined with the Lithium Ion InStart technology and centralized controls in the handle the OLYMPIA Edgers meet all your ice edging needs.







**41080 Cook Road, Box 1167**  
**Cochrane, AB T4C 1B2**  
**Toll Free: 1-888-932-2728**  
**Email: [info@bighillservices.com](mailto:info@bighillservices.com)**

November 26, 2025

Town of Bowden  
 Attn: Kole Molyneux  
 Email: [pwsupervisor@bowden.ca](mailto:pwsupervisor@bowden.ca)

Dear Kole,

Big Hill Services Ltd. is pleased to quote you on the following types of Olympia ice edgers:

<b>Gasoline Edger</b>	<b>\$6,084.00</b> (1 litre tank) weight 116 lb.
<b>Battery Edger</b>	<b>\$8,748.00</b> (3 sealed lead acid gel-filled batteries) weight 220 lb.

All Applicable Taxes Extra. F.O.B. Cochrane, AB.

**The standard features are:**

- |                                      |   |
|--------------------------------------|---|
| - Engine brake safety handle         | - Fine blade adjustable cut depth control lever |
| - Preset cutting angle               | - Depth of cut 0" to ½"                         |
| - Width 16" Length 41" Height 37"    | - Width of cut 14" (12 7/8" min.)               |
| - Engine mounted independent of base | - Internal ice shaving direction shield         |
| - Handle mounted throttle control    | - Eight (8) carbide tipped blades               |
| - One (1) year warranty              |   |

**Gasoline Edger:**

- 190 cc engine

**Battery Edger:**

- |   |                           |
|---|---------------------------|
| - 3.1 kw electric motor                 | - Smart charger and cable |
| - 40 minutes of high-performance edging | - Battery indicator       |

Quoted prices are effective at time of quotation only and subject to change.

If you have any further questions, please feel free to contact us at (403) 932-3598, toll free at 1-888-932-2728 or via email at [info@bighillservices.com](mailto:info@bighillservices.com).

Yours truly,  
*Tricia*

Tricia Hyndman  
 Secretary



<b>Regular Council Meeting:</b> December 8, 2025.	<b>Agenda Item:</b> 10.a to 10.c
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content listing

## Agenda item 10

### Content:

- 10.a Meeting Summary**  
Bowden Museum
- 10.b AB Munis Workshop Summaries**  
Mayor's Masterclass: Tips for Leading Your Council and Community  
Advocating for Towns  
FCSS and Community-based Prevention  
The Council – CAO Relationship: Working Together for Success  
What is a Housing Management Body (HMB) Anyway?
- 10.c Alberta Counsel reports on Alberta 31<sup>st</sup> Legislature**  
Session 2 Summary, November 17 to 20  
Session 2 Summary, November 24 to 27

### Suggested Motion(s)

#### Motion:

Motion by Councillor \_\_\_\_\_ that Council seeks a delegation in the new year from the Bowden Historical Society regarding agenda item 10.a.

AND

#### Motion:

Motion by Councillor \_\_\_\_\_ that Council accepts agenda items 10.b / 10.c as information.

OR

#### Motion:

Motion by Councillor \_\_\_\_\_ that Council accepts agenda items 10.a / 10.b / 10.c as information.

## Meeting

### Bowden Museum

Thursday, November 20, 2025

#### Attendees:

- Angela Wilson, Project Manager
- Laurie Miller, Bowden

#### Background:

- Angela Wilson contacted me offering a tour of the museum. I attended on Thursday, November 20 and had a quick tour of the facility and a discussion followed.

#### Notes/Highlights:

- Facility is open from the end of May to the end of August (Wed – Fri – Sat)
- Off season tours can be arranged
- Partnership with FCSS last year for:
  - Camp Day: Presented history of the fires in Bowden, together with coloring pages
  - Canada Day event
  - Seniors Ice Cream Day
- Summer Student employment opportunity
- Hosted school reunion
- Introducing golf cart by-law (waiting for provincial review) in response to a proposal by a Lakeshore Drive hotel for a 10 person golf cart shuttle).

#### Ideas

- Ideas for events:
  - After school programs (install computer ports for homework)
  - Classes: teach history, learn Canadian identity
  - Reminiscing nights to boost town spirit
  - Continued collaboration with FCSS
- Possible ways to generate funds:
  - Ice cream sales
  - Rental of space for birthday parties, meetings, etc.
  - Memberships
- 
- Seeking recreation funding
- Water grants and distribution work in process.

#### Board

- Sandy Gamble is Board President of the Bowden Historical Society. The Board meets on the last Tuesday of each month.



**Observation:**

- Town owned – a wonderful facility in our town. I plan a lengthy visit during the open months to fully explore.
- A history of Bowden Institution has been prepared. With approval from Council, I will contact the Warden to see if I can access some pictures for the museum.
- I note that Council appointment to the Bowden Historical Society is not listed. With approval from Council, I would suggest that we reach out to Sandy Gamble to present at a future meeting.

Prepared by:

Laurie Miller, Mayor

# Workshop – ABMunis

## Mayor's Masterclass:

### Tips for Leading Your Council and Community

Wednesday, November 12, 2025

#### Mayoral Guest speakers:

- Andrew Knack, Edmonton
- Colin Derko, Boyle
- Magan Hanson, Sylvan Lake
- Kate Potter, Sexsmith

#### Questions/Responses:

##### *Foster team environment*

- Give respect!
- Share requirements such as chairing and appearances with deputy (determine the deputy rotation).
- Weekly note from mayor to council outlining activities so all are aware

##### *Dealing with conflict on counsel*

- Talk about it early
- Fake it till it works (gallery should not feel the tension)
- No comments on social media
- Rise about the pettiness
- Open conversation – walk in their shoes
- Learn the strengths of every person on council
- Be 100% behind a decision in public, regardless of how you voted. Don't undermine the decision

##### *Working with neighbors (county, municipalities)*

- Know what's important to them as individuals and for their community
- Letting go of personal feelings if you can't find common ground or any agreement – have coffee with them
- Save a seat at events
- Support the decisions made (united front – one voice)

##### *Mayor-CAO*

- Respect – open communication – listening
- Support in public, question in private
- Ask for feedback – discuss strengths/weaknesses

##### *Agenda development*

- ID priorities
- Give CAO a heads up regarding any controversy
- Be clear on what Admin needs



***Chairing a meeting***

- Be ruthless on time
- Engage everyone – engage the quiet ones
- Let Admin jump in

***Speaking to the media***

- Stick to facts
- Foster good relationship – friendly and respectful.

***Prepping for community event***

- Be ready to speak
- Understand the event and the guest list to properly host

***Speeches at community event***

- Have an editor
- Be smart and concise - research

***Signing letters***

- Know what you're signing
- Make it personal
- Converse with CAO

***Approving council time/expense***

- Know policy well
- Be consistent with all
- Be 100% clear on what you're signing

***Meetings with MLA's***

- Be friendly
- Be mindful that they expect an 'ask'
- Be prepared with questions and solutions

***Managing time***

- Live with your calendar
- Set boundaries with council
- Set boundaries with residents calling directly. Lead them to the correct avenue but leave door open if concerns are not addressed. Show understanding and listening

***General comments summary***

- Don't get caught up in imposter mentality. Reach out to ABMunis (your Board member)
- Be sure of your resources (CAO)
- In small communities, find about resources in neighboring communities
- Have an emergency plan in place
- Set boundaries between council/CAO – create a policy (ref. Sylvan)

- Remember you can't change people but you can maybe change how they view council and its goals. Identify fears so you can reach win/win
- Honour the strengths of others

#### ***Questions from and working with neighboring councils***

- Share what you know to help diffuse anger and disagreements
- Collaborate – don't reinvent the wheel.

#### ***Benefit of ABMunis***

- Networking
- Go to the clinics that interest you
- Be intentional for representation
- Balance with team building
- Be part of resolutions
- New ideas and learning opportunities

#### **Reading**

- Mayor – George Cuff
- Building Mayor/CAO Relationship – Bill Gibbons
- Working Well Together Toolkit - ABMunis

Prepared by:  
Laurie Miller, Mayor



# ADVOCATING for Towns

Wednesday, November 12, 2025

## Advocacy Tips

- Prioritize, plan, and manage expectations
- Cultivate a relationship with your local MLA
- Identify key dates and opportunities
- Keep the interests of others in mind

## Policy and advocacy Priorities

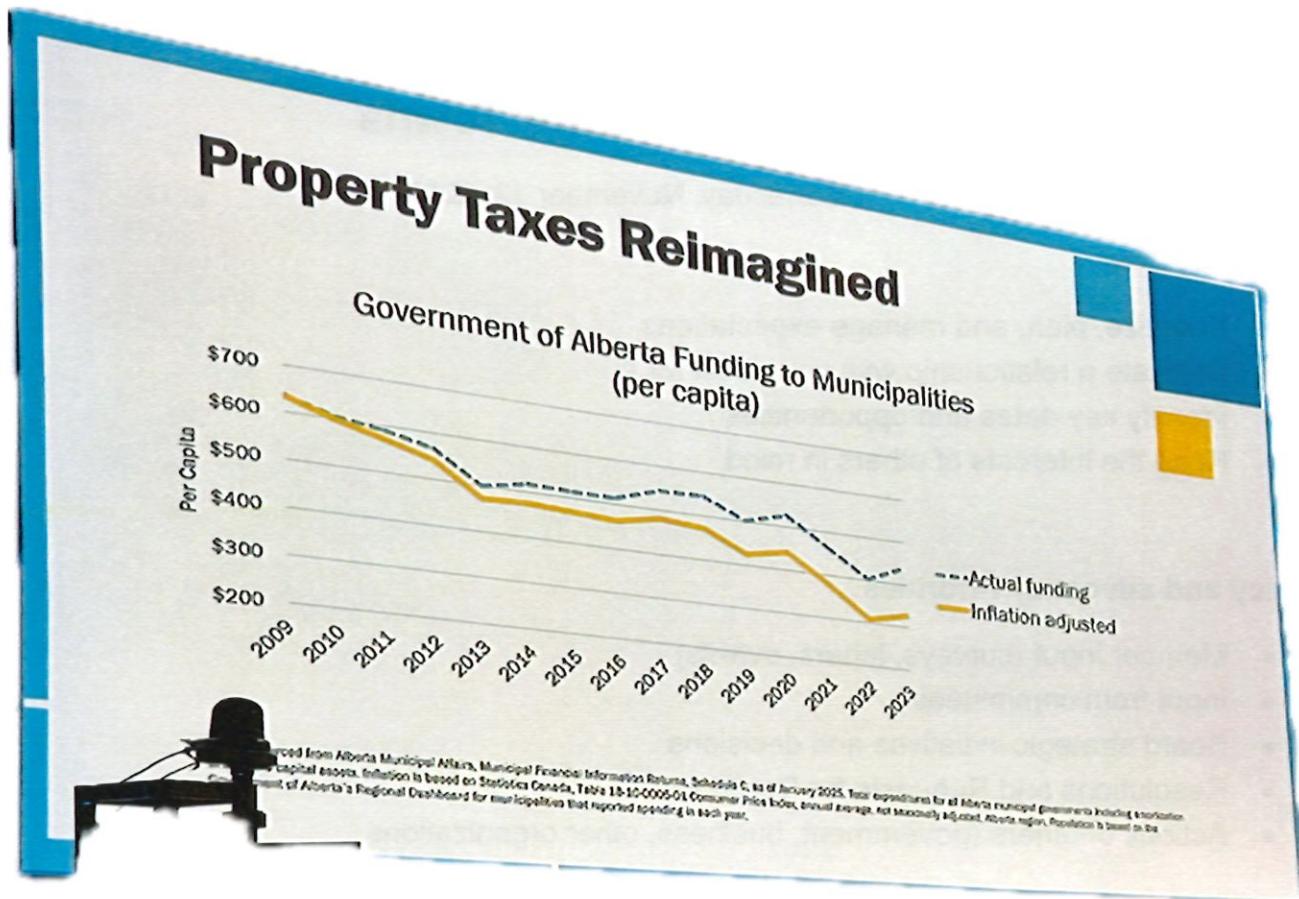
- Member input (surveys, letters, events)
- Input from committees
- Board strategic initiatives and decisions
- Resolutions and Requests for Decisions
- Actions of others (government, business, other organizations)

## ABmunis will not engage directly on issues that...

- Are deeply ideological, divisive and outside municipal interests
- Involve conflicts between individual municipalities
- Involve conflicts between individual municipalities and citizens, other organizations, etc.
- Involve internal issues of a municipality
- Promote the interests of an individual business
- Are partisan in nature

## ABmunis' 2026 Advocacy Priorities

- Family, Community, and Social Services
- Property Taxes Reimagined
- Police Funding Model
- Water Policies
- Local election rules and councillors



## Property Taxes Reimagined

### Police Funding Model

- Advocacy related to the new police funding model
- Renewing the master agreement for RCMP contract policing
- Working with the Office of the Fire Commissioner on improving fire services

### Water Policies

- Set communal goals for water conservation and efficiency
- Advocate for better alignment between regulatory requirements and funding
- Support watershed management and sustainable land use
- Share best practices to strengthen municipal water management

**Get involved with your association!**

**Sign up for ABmunis' e-newsletter, The Weekly, at [abmunis.ca](http://abmunis.ca)**

**Talk to your Board representative**

**Reach out to our Advocacy team at [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca)**

**Apply to sit on an ABmunis committee**

**Attend ABmunis' events**



# Workshop – ABMunis

## The Council – CAO Relationship:

### Working Together for Success

Thursday, November 13, 2025

#### CAO Guest speakers:

- Dean Screpnek, Spruce Grove (DS)
- Sue Howard, Wetaskiwin (SH)
- Ryan Leuzinger, Three Hills (RL)

#### Questions/Responses:

##### *Election is over, what are the first steps?*

##### SH:

- Meeting with CAO regarding campaign trail concerns. Get the history and community education
- Clarify roles
- Determine goals for next the next four years for CAO to support

##### DS:

- CAO to demonstrate that they work together to facilitate goals
- Understand the individuals – what drives them?
- Encourage pausing (reflect, synthesize the information)
- Establish clear pathways of communication (1<sup>st</sup> strategic plan)

##### RL:

- Talk about the little things (ie how do you want to be addressed?). Don't want the little things to become big things

##### *Best practical habits?*

##### DS:

- Support open dialogue – Mayor/CAO or Individual Council/CAO (noting that all information goes back to the group)
- CAO to report on activities
- Council/administration protocol – keep CAO in cc
- Any direction to staff comes from resolution

##### SH:

- Frequent use of emails
- Monthly council dinner (avoid making it a complaint session – work on building a social relationship building)
- Immediately address any trust issues
- Treat information requests from Council as formal – published in next agenda package

##### RL:

- Adopt a 'no surprises' approach. For example, council needs to know 'what are we digging up that road'

### ***Success story of strong relationship***

#### **DS:**

- Out of 85 strategic priorities – all but two were delivered. Included building \$85 mil Rec and cultural centre, affordable housing, annexation, LUB review

#### **SH:**

- Good government relationship to determine what priorities to lobby for. For example, watershed/water treatment plant. Need to lobby for infrastructure funding. Attendance to get in Minister's faces and finally received 2/3 funding

### ***Final piece of advice to new council***

#### **SH:**

- We are a team – Admin is there to support goals
- Need to understand motivations
- Address concerns/questions – open communication
- CAO is there to make council look good

#### **DS:**

- CAO has the interest of council and community at heart
- Solid relationship goes a long way to advance the interests of the community

#### **RL:**

- CAO refuses to let anyone bad mouth council – full stop

### ***Observer Comments***

#### **Mayor Joe Branco, Wetaskiwin:**

- Make sure to give a pat on the back for all performance
- Don't make too many goals
- Get names and written submissions of complainers or disregard
- Use a common-sense approach
- Trust and respect - #1

#### **Mayor Ray Hilts, Whitecourt:**

- Suggest best practice for preparing RFD's – 2 page briefing note plus attachments. Include references to policies and link to strategic goals

Prepared by:

Laurie Miller, Mayor



## Workshop – AB Munis

### FCSS and Community-Based Prevention

Thursday, November 13, 2025

Speakers:

**Kayla Blanchette**

Councillor, Town of Bonnyville and President of FCSSAA

**Kesa Shikaze**

Director, Family and Community Service, Strathcona County

**Dana Mackie**

Chief Executive Officer, Alberta Municipalities

### Family and Community Support Services (FCSS)

FCSS is a unique municipality-provincial partnership.

Founded in 1966 and legislated under the *FCSS Act and Regulation*, FCSS focuses on prevention and early intervention.

Participation is voluntary.

Funding is split 80/20 between Government of Alberta and Municipalities & Métis

Settlements.

#### **Mandate**

FCSS offers prevention or intervention strategies at the earliest opportunity

to help individuals and families better respond to life's challenges, enhance their social well-being and prevent a range of social issues.

***63% of rural Alberta are going way past  
their original 2% portion of funding.***

#### **Across Alberta there are 8 FCSS regions. (slide)**

There are 301 municipalities and 8 Metis settlements with 196 programs. Over 98% of the population resides in communities with FCSS programs.

## FCSS Challenges

### *Service challenges for FCSS:*

- Rising complexity (intensity, interdependence, urgency, instability)
- Demographic shifts (aging population, newcomers)
- Social trends (youth mental health)
- Economic challenges (affordability of goods and services)
- Scope creep (crisis management)

### Why is Abmunis focusing on this?

- In 2024, both Abmunis and RMA passed resolutions calling for the Government of Alberta to immediately increase provincial funding for FCSS commensurate with population growth and annual inflation rates
- Taking inflation and population growth into account, total funding for FCSS in 2025 would amount to \$161.5 million
- Abmunis, the FCSSAA, and RMA have been advocating for increased FCSS funding over the past several years; recent collective efforts have helped build momentum

### What have we done?

#### Abmunis, RMA & FCSSAA

- The FCSSAA has launched a special website: [impact.FCSSAA.org](https://impact.FCSSAA.org)
- Joint meeting with the Hon. Jason Nixon, Minister of Assisted Living & Social Services, in May 2025
- Sent a joint letter to the Minister outlining the rationale for increased funding & the opportunity to develop complementary programs
- Minister encouraged the associations to continue working with Ministry staff to:
- Identify areas where FCSS may be able to develop or expand programming to supplement FCSS' preventative mandate
- Discuss FCSS' mandate and scope and identify areas of overlap and/or duplication

### What can you do?

- Get to know your local FCSS provider
- Introduce yourself to your local MLA and ask them to support increasing core FCSS funding



## Workshop – ABMunis

### What is a Housing Management Body (HMB) Anyway?

November 13, 2025

Speakers:

**David Williams**

Assistant Deputy Minister, Housing Division Ministry of Assisted Living & Social Services

**Melodie Stohl**

Stakeholder Relations Advisor, The Bethany Group & Vice-President Central Region, Alberta Seniors & Community Housing Association (ASCHA)

### Affordable Housing Overview

Affordable Housing Overview					
	Emergency Shelter	Transitional Accommodation	Long-Term Supportive Housing	Subsidized Housing	Near-Market Affordable Housing
Operators	Nonprofit Community Organizations	Nonprofit Community Organizations	HMBs Nonprofit Community Organizations Private Companies	HMBs Nonprofit Community Organizations Private Companies	Nonprofit community organizations HMBs Private Companies
Operating Funding	Assisted Living and Social Services Children's Services	Federal Government Assisted Living and Social Services	Assisted Living and Social Services Continuing Care-Regulated Accommodation Fees	Assisted Living and Social Services	Assisted Living and Social Services (Rent supplement)
Service Funding	Same as above	Same as above	AHS, CSS, Federal Government	Community Agencies	N/A
Capital Funding	Ad Hoc Assisted Living and Social Services (Development & Maintenance)	Ad Hoc Assisted Living and Social Services (Development)	Assisted Living and Social Services (Development and CMR)	Assisted Living and Social Services (Development and CMR)	Assisted Living and Social Services (Development)

### What is a Housing Management Body?

- The Province establishes the legislative and policy framework that defines housing programs and provides operating and capital funding to support their delivery.
- Housing Management Bodies translate that framework into practice by managing local housing portfolios, maintaining assets, and delivering programs directly to residents.
- Municipalities strengthen the model through governance and partnership, ensuring that housing aligns with community priorities, land use planning, and infrastructure.

- Together, these partners form a coordinated system that maintains provincial accountability while enabling locally responsive housing solutions across Alberta.

- Province Funding, Policy & Legislation

- Housing Management Body Delivery, Administration & Maintenance

- Affordable Housing Programs Frontline Staff, Tenants & Residents

### **What is a Housing Management Body?**

- Housing Management Bodies (HMBs) are independent corporations, established by Ministerial Order under the Alberta Housing Act.
- HMBs administer provincially supported housing portfolios that may be owned by the Alberta Social Housing Corporation, municipalities, or other partners.
- The model connects provincial funding and policy with local delivery and management, keeping programs responsive and accountable.
- HMBs operate within a regulated framework that establishes eligibility, rent setting, and reporting requirements across a province-wide network of more than 80 organizations.
- HMBs are accountable to the Province, operating within a legislated framework that ensures transparency and consistent management of public housing assets.

### **What is a Housing Management Body?**

- Under section 6 of the Alberta Housing Act, HMBs hold corporate status with the rights, powers, and privileges of a natural person, enabling it to act independently.
- As a legal entity, an HMB can enter contracts, own property, and assume obligations as a single organization, protecting board members from personal liability for operational decisions.
- HMBs operate as fully incorporated entities with the authority to make decisions, manage assets, and enter agreements on behalf of their housing region.
- Every HMB is overseen by a Board of Directors where municipal councils appoint board members, and boards include a mix of elected officials and public members.
- Boards set strategic direction, approve budgets and business plans, and ensure compliance with legislation and funding agreements; a Chief Administrative Officer or equivalent manages day-to-day operations.
- HMBs follow established bylaws, financial controls, and conflict-of-interest rules, and submit annual business plans, audited financial statements, and performance reports to confirm public accountability.



## Housing Programs

- HMBs participate in the delivery of provincially regulated housing programs under the Alberta Housing Act.
- Each program serves a distinct population but follows consistent standards for eligibility and accountability.
- Together, these programs provide affordable housing options for seniors, individuals, and families across Alberta.

Regulated Programs include:

1. Community Housing
2. Seniors Self-Contained Housing
3. Seniors' Lodges
4. Rent Supplement Programs

- HMBs may also own and/or manage non-regulated or mixed-income affordable housing units, depending on local needs.

### Community Housing & Seniors Self Contained

Program	Who It Serves	Housing Type	Rent/Benefit Model	Funding & Delivery
Community Housing	<ul style="list-style-type: none"> <li>• Low-income families, individuals, and persons in core housing need.</li> <li>• Applicants qualify under provincial income limits and need criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Apartments or townhouses providing independent living without supports.</li> <li>• Maintained to provincial health and safety standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Rent set at 30% of gross monthly income (RGI).</li> <li>• Heat and water usually included; tenants pay electricity.</li> </ul>	<ul style="list-style-type: none"> <li>• Provincially funded and cost shared with CMHC.</li> <li>• Primarily ASHC-owned, some units municipally or jointly owned.</li> </ul>
Seniors Self-Contained (SSC)	<ul style="list-style-type: none"> <li>• Functionally independent seniors (65+) in core housing need.</li> <li>• Must meet income and citizenship criteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Apartments with shared spaces and accessibility features.</li> <li>• Designed for independent senior living.</li> </ul>	<ul style="list-style-type: none"> <li>• Rent set at 30% of gross monthly income (RGI).</li> <li>• Heat and water included; tenants pay electricity.</li> </ul>	<ul style="list-style-type: none"> <li>• Provincially funded and cost shared with CMHC.</li> <li>• Primarily ASHC-owned.</li> </ul>



Program	Who it Serves	Housing Type	Rent/Benefit Model	Funding & Delivery
Seniors Lodge	<ul style="list-style-type: none"> <li>Functionally independent seniors who require meals, housekeeping, and social supports.</li> <li>Residents generally 65+ and able to manage personal care independently.</li> </ul>	<ul style="list-style-type: none"> <li>Congregate living settings with dining, recreation, and housekeeping services.</li> <li>Range from small rural lodges to large urban facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Residents pay a monthly lodge rate that must leave a minimum disposable income (set by the Province).</li> <li>Rates and amenities currently vary by lodge.</li> </ul>	<ul style="list-style-type: none"> <li>Cost-shared between the Province (LAP) and municipal requisitions.</li> </ul>
Rent Supplement (RAB/TRAB)	<ul style="list-style-type: none"> <li>Low- to moderate-income households renting in the private market.</li> <li>Includes families, individuals, or seniors in need.</li> </ul>	<ul style="list-style-type: none"> <li>Private rental units chosen by tenants or secured through landlord partnerships.</li> <li>Supports housing choice and stability.</li> </ul>	<ul style="list-style-type: none"> <li>Two benefits: Rent Assistance Benefit (RAB) for long-term need, and Temporary Rent Assistance Benefit (TRAB) for short-</li> </ul>	<ul style="list-style-type: none"> <li>Provincially funded and cost shared with CMHC.</li> <li>Payments made either to tenants or directly to landlord</li> </ul>

### HMB Administered Programs

- Represent Alberta's core regulated housing system.
- These programs provide a continuum of affordable options for families and seniors.
- Enable consistent rent-setting, eligibility, and reporting across all regions.

### Additional Provincially Supported Programs

- Operate outside the HMB framework.
- Support community partners and specialized providers to deliver targeted housing solutions.
- Include capital investments, non-profit housing agreements, and targeted benefits such as housing supports for those experiencing gender-based violence (GBV).

### Additional Programs – HMB Administered Programs

Provincial: Not-For-Profit, GBV, Capital Grants

HMBs: Community Housing, SSC, Lodge, Rent Supplement

## **Funding Streams**

### **Capital Funding**

- Capital construction, renewal, and repair are funded through provincial capital programs, not through operating grants (i.e., Affordable Housing Partnership Program, Indigenous Housing Capital Program and Capital Maintenance and Renewal).
- Municipal requisitions were not intended to fund new capital projects.

### **Community Housing and Seniors Self-Contained Programs**

- Community Housing and Seniors Self Contained Housing are fully funded by the Province through the Alberta Social Housing Corporation.
- Provincial operating grants cover eligible costs such as maintenance, administration, and utilities.
- Rent revenues collected by HMBs are retained and applied toward program operations.

### **Lodge Program Cost Sharing Model**

- The Province contributes to the operating costs of the Lodge Program through the Lodge Assistance Program (LAP).
- LAP provides a grant to the HMB based on the number of low-income residents residing in the lodge.
- Municipal requisitions fund any remaining operating deficits not covered by LAP or resident rents. Requisition authority applies only to the Seniors' Lodge Program and does not extend to community or seniors self-contained housing.
- HMBs manage daily lodge operations, collect rents, and apply revenues toward program costs.
- HMBs report to the Province ensuring accountability for shared funding.

## **Municipalities Role**

### **Municipalities Role**

- The province, municipalities, and HMBs work collaboratively to strengthen Alberta's housing system.
- Shared planning and coordination align provincial programs with local needs, allowing housing partners to respond to changing demand, and pursue innovative, sustainable solutions.

- Through this collaboration, municipalities provide land and servicing, the province sets policy and funding direction, and HMBs deliver programs creating a system that evolves through continuous partnership and shared accountability.

## **AFFORDABLE AND SENIORS HOUSING SYSTEM**

PROVINCE (ALSS) - Sets legislation, policy and funding frameworks

MUNICIPALITIES – Support HMBs, contribute funding through requisitions and land

HMBS – Deliver and operate housing programs

### **Municipalities Role – 303 municipality partners**

- Municipalities participate in HMBs under Ministerial Order pursuant to the Alberta Housing Act.
- Each Order lists the member municipalities served by the local HMB which is responsible for affordable housing oversight in the region.
- Municipal councils are required to appoint board members to serve on HMB Boards.
- Appointees must ensure decisions on budgets, operations, and policy reflect both provincial program requirements and community priorities.
- Through participation on HMB boards, municipalities uphold accountability for public funds and confirm alignment between housing delivery and local planning frameworks.
- This shared governance structure ensures housing programs remain responsive, transparent, and locally informed.

### **Municipalities Role**

- Municipalities are foundational partners in the province's housing system. They are responsible for supporting and participating on HMB boards under the Alberta Housing Act, ensuring local housing delivery reflects community needs and priorities.
- They act as both members and funders of HMBs providing:
- Governance representation through board members;
- Financial contributions through requisitions for seniors' lodge operations and capital reserves;
- Local collaboration and planning to align housing with municipal land use, infrastructure, and community services.



- Their role is embedded in legislation Under Section 7 of the Alberta Housing Act, municipalities listed in an HMB's Ministerial Order may be requisitioned to fund prior-year operating deficits for seniors' lodges.
- Municipal participation ensures provincial housing programs remain locally accountable, transparent, and fiscally sustainable.

### **Municipalities Role**

- Municipalities strengthen delivery through local financial contributions, land-use planning, and partnerships.
- Municipalities share operating costs for Lodges through requisitioning, which cover any operating deficits not covered by resident rent and the Lodge Assistance Program.
  - Requisitioning formulas can be decided by the member municipalities or be based on each municipality's equalized assessment to ensure proportional cost-sharing across housing regions.
- Under the Municipal Government Act, municipalities may provide property-tax exemptions for designated affordable housing, allowing operators to reinvest savings into operations and new development.
- Local governments contribute land, servicing, and capital resources to support new or modernized housing, often in partnership with provincial capital programs.
  - Contributions can include land transfers at nominal value, servicing agreements, or the waiver of municipal development fees to reduce project costs.

### **Municipalities Role**

- Municipal representatives appointed to a Housing Management Body board hold a fiduciary duty to act in the best interests of the corporation as a whole.
  - This responsibility requires the board member to separate from their role representing their individual municipality or council position.
- Fiduciary duty is grounded in three core principles:

#### *Public Trust & Good Governance*

1. **Duty of Loyalty** – advancing the interests of the HMB above personal, municipal, or political considerations.
2. **Duty of Care** – applying informed judgment and due diligence in oversight and decision-making.
3. **Duty of Obedience** – adhering to governing legislation, bylaws, and the Ministerial Order establishing the HMB.

Upholding these responsibilities reinforces public confidence in housing governance and supports consistent, transparent decision-making across all HMBS.

- The provincial-municipal partnership remains central to the sustainability and modernization of Alberta's housing system.
- Continued collaboration through shared planning, data, and investment will help address affordability pressures and evolving community needs.
- Strengthening these relationships supports long-term housing stability, ensuring programs remain transparent, fiscally responsible, and responsive to the people they serve.
- Together municipalities and the province of Alberta will continue to build a housing system that is locally informed and provincially supported.

## Lodge Recommendations

### Seniors Lodge Program Review

The review identified five interconnected themes that define the modernization of Alberta's Seniors Lodge Program:

- **Sustainability:** Create a predictable and transparent funding framework that balances provincial and municipal contributions while maintaining local flexibility.
- **Modernization:** Renew and repurpose aging lodges to reflect today's senior demographics, design standards, and community expectations.
- **Integration:** Strengthen coordination with Health to support aging in place, reduce emergency service use, and keep residents in their communities longer.
- **Governance:** Clarify roles and responsibilities of municipal boards and HMBs to improve accountability, training, and decision-making consistency.
- **Resident Experience:** Enhance service quality, accessibility, and cultural inclusivity so lodges remain a desirable option for seniors across Alberta.

Together, these themes position municipalities as central partners in delivering sustainable, people centered housing solutions for Alberta's aging population.

## Funding Formula

### Residents

- The Government is considering the establishment of a provincial minimum lodge rate, which be inclusive of rent, accommodation and services costs to ensure a consistent approach across Housing Management Bodies.
- The rate would be set and periodically reviewed by the province, creating a clear, transparent process for updating resident contributions over time.
- The approach is being reviewed in relation to available federal income supports (OAS and GIS) and the existing minimum disposable income requirement to maintain affordability.

## **Lodge Assistance Program (LAP)**

- The Government is reviewing the current funding approach under the Lodge Assistance Program to better reflect the operating realities of lodges.

## **Municipal Requisitions**

- The government is reviewing the requisition provisions to provide greater clarity and consistency for Housing Management Bodies and municipalities.
- The review includes defining the types of costs that can be requisitioned such as operating deficits, new construction, and capital maintenance and reserve contributions for modernization.

## **Governance**

### **Staggered Terms**

- The Government is reviewing board appointment processes to introduce staggered terms for Housing Management Body board members.
- The goal is to ensure that the entire board is not renewed at one time, supporting continuity in decision-making and corporate knowledge.
- This approach would align Housing Management Body governance with standard public-sector board practices, reducing disruption from potential full board turnover.
- Consideration is being given to how staggering would be applied across different board compositions and appointment cycles to maintain local flexibility.

### **Maximum Terms**

- Consideration is being given to establishing a maximum number of terms that a Housing Management Body board member may serve.
- The review is examining approaches that balance governance renewal with retention of experienced members.
- The review includes how maximum terms would be applied retroactively, ensuring continuity during transition periods.

### **Minimum Number of Board Members**

- Consideration is being given to enforce a minimum of five board members, helping ensure good governance.

## **General Administration**

### **Allowing Flexibility in Income Verification**

- The Government is reviewing a policy change to give HMBs the authority to review other income verification methods for setting the lodge rate if the Notice of Assessment is considered an inaccurate reflection of current income.



- This practice currently applies to social housing – Community Housing, Seniors Self-contained, and rent supplement.
- Allows HMBs to adjust lodge rates based on current income, improving fairness for residents with reduced or non-taxable income not reflected in their NOA.

### **Refunds and the Minimum Monthly Disposable Income for Residents Under 65**

- Government is reviewing eligibility criteria for rent refunds and the minimum disposable income, which currently applies only to seniors aged 65 and older.
- Consideration is being given to expanding eligibility to include residents under 65. The review includes assessing administrative processes and verification methods to ensure consistency and fairness across all eligible residents.

## **Next Steps**

### **Working with Assisted Living Alberta (ALA)**

- Government is collaborating across Housing and Health to review how to effectively integrate homecare into lodges.
- The review is being aligned with development of the Assisted Living Alberta (ALA) framework to strengthen coordination between housing and health service delivery.
- This work will help identify approaches to better support residents who require care while continuing to live in a lodge setting.

### **Lodge Modernization Program**

- The Lodge Modernization Program will support capital renewal and modernization for lodges across the province.
- This work builds on the Panel's recommendation to modernize aging lodges and ensure the long-term sustainability of lodge infrastructure.

### **Looking Ahead**

- Cabinet approval in December, education and implementation anticipated for spring 2026.
- Government will continue working with municipal, housing, and health partners to advance these priority areas.
- The focus remains on ensuring the Seniors Lodge Program is modern, sustainable, and aligned with the evolving needs of residents and communities across Alberta.

Prepared by:

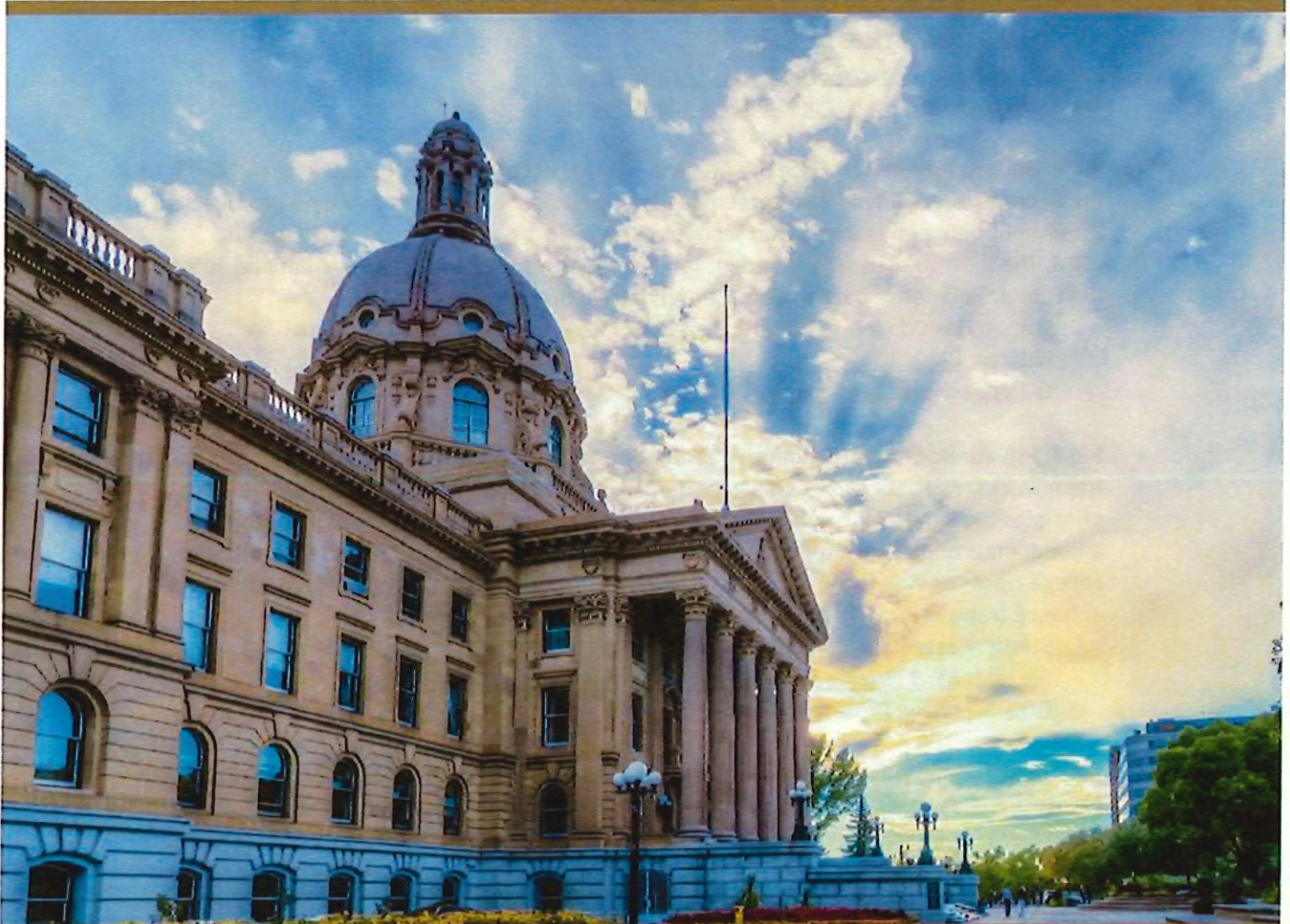
Marietta Tuckwell



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Alberta 31<sup>st</sup> Legislature, Session 2 Summary  
November 17<sup>th</sup> to 20<sup>th</sup>



## Alberta 31<sup>st</sup> Legislature, Session 2 Summary: November 17<sup>th</sup> to 20<sup>th</sup>

### Bill Updates

#### Government Bills

- **Bill 1: International Agreements Act:** Declares that any international agreement entered into by the Government of Canada that involves areas of provincial jurisdiction will not bind the Government of Alberta unless that agreement is debated and passed into law by the Alberta Legislature. The bill also repeals the former *International Trade and Investment Agreements Act*, broadening its reach to all areas within provincial jurisdiction.

**Status:** Passed Third Reading

Bill text: [Bill 1: International Agreements Act](#)

GOA overview: [Protecting Alberta's Jurisdiction](#)

- **Bill 2: Back to School Act:** Ends the province-wide teachers' strike by legislating the terms of the September 2025 tentative agreement. It establishes those terms as a binding collective agreement between teachers and school boards, effective from Sept. 1, 2024, to Aug. 31, 2028. The bill also bans strikes and lockouts in Alberta's K-12 education system and authorizes the Labour Relations Board to enforce and resolve disputes.

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GOA overview: [Getting Alberta's Kids Back to School](#)

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**Status:** Passed Committee of the Whole

Bill text: [Bill 4: Public Safety and Emergency Services Statutes Amendment Act, 2025 \(No. 2\)](#)

GOA overview: [Building a Safer Alberta](#)



## Government Bills (Continued)

- **Bill 5: Miscellaneous Statutes Amendment Act, 2025:** Proposes minor amendments or revisions to various existing statutes. Impacted laws include the *Access to Information Act*, the *Alberta Heritage Scholarship Act*, the *Automobile Insurance Act*, the *Bee Act*, and the *Labour Relations Code*.
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**Status:** Passed Second Reading  
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**GOA overview:** [Meeting Alberta's Rising Demand for Water](#)
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- **Bill 10: Red Tape Reduction Statutes Amendment Act, 2025 (No. 2):** Aims to streamline regulations for Albertans and businesses. It updates provincial identification by adding health care numbers and citizenship status to driver's licenses and ID cards. The Bill also amends the *Fair Registration Practices Act* to prohibit requiring Canadian work experience unless it is necessary for public health or safety. It broadens the definition of all-season resorts to include private land and gives the regulator clearer authority to issue environmental and project approvals. In addition, it lifts the ban on hunting farmed cervids, allowing regulated "harvest preserves" for deer and elk.
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  - **GOA Overview:** [Less Red Tape, More Opportunity for Alberta](#)

#### Private Member Bills

- **Bill 201: Employment Standards (Protecting Workers' Pay) Amendment Act, 2025:** Amends the Employment Standards Code in Alberta to strengthen worker protections. It defines "tips or other gratuities" as the property of the employee and prohibits employers from withholding or treating them as wages. The bill also introduces a schedule for minimum wage increases, starting at \$16.00/hour in December 2025 and rising to \$18.00/hour by October 2027. Additionally, it bans the setting of a lower minimum wage for younger workers.

**Status:** Defeated during Second Reading

**Bill text:** [\*Bill 201: Employment Standards \(Protecting Workers' Pay\) Amendment Act, 2025\*](#)

- **Bill 202: Conflicts of Interest (Ethical Governance) Amendment Act, 2025:** Updates Alberta's *Conflict of Interest Act* to promote greater transparency and accountability. The Bill expands the definition of a conflict to include situations where there is a "reasonable perception" that a member's decision-making is influenced by a private interest. It also tightens rules around gifts and benefits by requiring disclosure of gifts over \$100, prohibits gifts from lobbyists or those with business before the Crown, and introduces a formal code of conduct for political staffers.

**Status:** Adjourned during Second Reading

**Bill text:** [\*Bill 202: Conflicts of Interest \(Ethical Governance\) Amendment Act, 2025\*](#)

- **Bill 203: Energy Storage Planning for Investment Act:** Requires the Government of Alberta to engage in coordinated planning to modernize the energy grid and expand energy-storage technology across the province. By setting out a clear strategy for integrating advanced storage technologies, the Bill is intended to attract new investment, create jobs, and ensure Alberta's energy system is more reliable, affordable, and prepared for future demand.

- **Status:** Passed First Reading

- **Bill Text:** [\*Bill 203: Energy Storage Planning for Investment Act\*](#)

#### Bills on the Order Paper

- Bill 8: Utilities Statutes Amendment Act, 2025
- Bill 11: Health Statutes Amendment Act, 2025 (No. 2)
- Bill 12: Financial Statutes Amendment Act, 2025 (No. 2)
- Bill 13: Regulated Professions Neutrality Act

#### Session Transcripts

Monday, November 17, Afternoon: [Transcript](#)

Monday, November 17, Evening: [Transcript](#)

Tuesday, November 18, Afternoon: [Transcript](#)

Tuesday, November 18, Evening: [Transcript](#)

Wednesday, November 19, Afternoon: [Transcript](#)

Thursday, November 20, Afternoon: [Transcript](#)

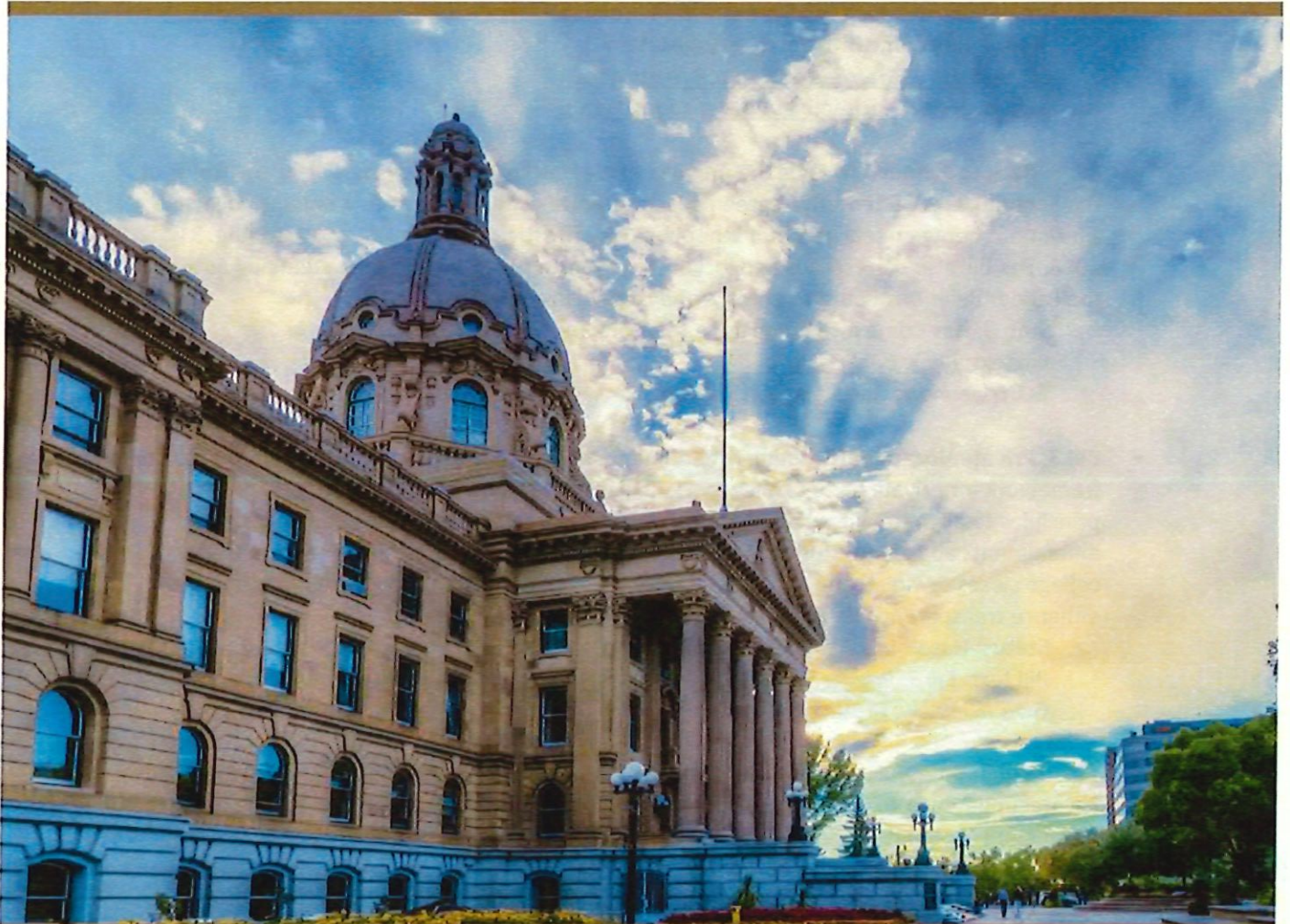




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Alberta 31<sup>st</sup> Legislature, Session 2 Summary  
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  - Status:** Adjourned during Third Reading
  - Bill text:** [Bill 7: Water Amendment Act, 2025](#)
  - GOA overview:** [Meeting Alberta's Rising Demand for Water](#)
- **Bill 8: Utilities Statutes Amendment Act, 2025:** Amends the *Utilities Statutes Amendment Act* to create alternative options for meeting the power needs of data centers in Alberta. The bill proposes connecting data centers directly to Alberta's power grid without compromising the affordability or reliability of power for Albertans. The Bill aims to implement the Restructured Energy Market and update the electricity transmission policy to create incentives for hydrogen-blending in Alberta's natural gas system.
  - Status:** Passed First Reading
  - Bill text:** [Bill 8: Utilities Statutes Amendment Act, 2025](#)
  - GOA overview:** [Powering New Pathways for Data Centers](#)
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  - **Bill Text:** [Bill 10: Red Tape Reduction Statutes Amendment Act, 2025 \(No. 2\)](#)
  - **GOA Overview:** [Less Red Tape, More Opportunity for Alberta](#)
- **Bill 11: Health Statutes Amendment Act, 2025 (No. 2):** Proposes to allow physicians to practice in both private and public settings, especially in respect to elective surgeries. Additionally, amendments to the *Health Care Insurance Act* would allow employers to offer employees access to private health care, with a focus on protecting health coverage for individuals aged 65 or older. The Bill also reforms the coordination of drug coverage between public and private plans, making the government the payer of last resort, and adding safeguards against improper billing. It would also seek to improve health information sharing and modernize Alberta's health-card system.
  - **Status:** Adjourned during Second Reading
  - **Bill Text:** [Bill 11: Health Statutes Amendment Act, 2025 \(No. 2\)](#)
  - **GOA Overview:** [Enhancing Access Through Dual Practice; Modernizing Alberta's Health Care System](#)
- **Bill 12: Financial Statutes Amendment Act, 2025 (No. 2):** Aims to protect taxpayers and investors from prejudiced litigation. This Bill protects companies from unfair lawsuits over climate-related financial disclosures, while introducing penalties for misleading information. It expands the Alberta Securities Commission's authority to halt trading for up to 15 days when misinformation is circulating. Additionally, the Bill amends liability rules for the Alberta Investment Management Corporation (AIMCo), shielding it from lawsuits related to investment decisions. It will also impose new penalties regarding illegal tobacco product purchases and introduce a levy on data centers in the province.
  - **Status:** Passed First Reading
  - **Bill Text:** [Bill 12: Financial Statutes Amendment Act, 2025 \(No. 2\)](#)
  - **GOA Overview:** [Updated Laws for a Stronger Alberta](#)
- **Bill 13: Regulated Professions Neutrality Act:** Aims to protect the freedom of expression of all regulated professionals in the province. This bill would prohibit regulatory bodies from disciplining licensed professionals for off-duty expressive conduct, except in cases of violence or property damage. It would also limit mandated training to content directly tied to minimum ethical standards or professional competence. Regulators will no longer be able to require training related to cultural sensitivity, anti-bias training and Diversity Equity and Inclusion (DEI).
  - **Status:** Adjourned during Second Reading
  - **Bill Text:** [Bill 13: Regulated Professions Neutrality Act](#)
  - **GOA Overview:** [Protecting Freedom of Expression for Regulated Professionals](#)



### Private Member Bills

- **Bill 201: Employment Standards (Protecting Workers' Pay) Amendment Act, 2025:** Amends the Employment Standards Code in Alberta to strengthen worker protections. It defines "tips or other gratuities" as the property of the employee and prohibits employers from withholding or treating them as wages. The bill also introduces a schedule for minimum wage increases, starting at \$16.00/hour in December 2025 and rising to \$18.00/hour by October 2027. Additionally, it bans the setting of a lower minimum wage for younger workers.

**Status: Defeated during Second Reading**

Bill text: [\*Bill 201: Employment Standards \(Protecting Workers' Pay\) Amendment Act, 2025\*](#)

- **Bill 202: Conflicts of Interest (Ethical Governance) Amendment Act, 2025:** Updates Alberta's *Conflict of Interest Act* to promote greater transparency and accountability. The Bill expands the definition of a conflict to include situations where there is a "reasonable perception" that a member's decision-making is influenced by a private interest. It also tightens rules around gifts and benefits by requiring disclosure of gifts over \$100, prohibits gifts from lobbyists or those with business before the Crown, and introduces a formal code of conduct for political staffers.

**Status: Defeated during Second Reading**

Bill text: [\*Bill 202: Conflicts of Interest \(Ethical Governance\) Amendment Act, 2025\*](#)

- **Bill 203: Energy Storage Planning for Investment Act:** Requires the Government of Alberta to engage in coordinated planning to modernize the energy grid and expand energy-storage technology across the province. By setting out a clear strategy for integrating advanced storage technologies, the Bill is intended to attract new investment, create jobs, and ensure Alberta's energy system is more reliable, affordable, and prepared for future demand.

- **Status: Adjourned during Second Reading**

- Bill Text: [\*Bill 203: Energy Storage Planning for Investment Act\*](#)

- **Bill 204: Public Interest Disclosure (Publicly Funded Health Entity Whistleblower Protection) Act:** Aims to protect employees who disclose wrongdoing within public entities and facilitate resultant investigations. This Bill defines the duties of the Public Interest Commissioner, establishes safeguards for employees who reveal wrongdoings, and prohibits reprisals against these employees. It applies to various public offices, including prescribed service providers, departments, and numerous public services.

- **Status: Passed First Reading**

- Bill Text: [\*Bill 204: Public Interest Disclosure \(Publicly Funded Health Entity Whistleblower Protection\) Act\*](#)

### Session Transcripts

Monday, November 24, Afternoon: [Transcript](#)

Monday, November 24, Evening: [Transcript](#)

Tuesday, November 25, Afternoon: [Transcript](#)

Tuesday, November 25, Evening: [Transcript](#)

Wednesday, November 26, Afternoon: [Transcript](#)

Wednesday, November 26, Evening: [Transcript](#)

Thursday, November 27, Afternoon: [Transcript](#)

<b>Regular Council Meeting:</b> December 8, 2025	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> Information	<b>Attachment(s):</b>

## CAO's Report

The following provides a brief update on matters in hand / tasks completed.

### 1 Elected Officials Training

#### 1.1 Legal Seminar

The legal seminar hosted by the Town of Blackfalds conducted by Reynolds, Mirth & Farmer LLP is confirmed for:

Wednesday November 26<sup>th</sup> from 1:00pm until 4:00pm.

Venue: Eagle Builders Centre (5302 Broadway Avenue, Blackfalds, Alberta, T0M 0J0)

Topics will include:

- Pecuniary interest and conflict of interest,
- Public hearings/statutory hearings (and engaging with the public),
- Council as an employer (and corresponding obligations to the CAO),
- Enforcement of municipal bylaws (and Council's role in that process),
- Process for passing and amending bylaws in relation to Land Use Planning.

**Confirmation has been made that the Town of Bowden will attend this meeting.**

#### 1.2 Emergency Management

Section 8(1) of the Local Authority Emergency Management Regulation (May 21, 2025) states:

##### ***Training requirements for elected officials and delegates***

**8(1)** *The Managing Director may prescribe courses that each of a local authority's elected officials must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.*

**(2)** *Any courses that are prescribed under subsection (1) must be completed*

*(a) within 90 days of the elected official taking an official oath as required by section 156 of the Municipal Government Act or section 23 of the Metis Settlements Act, as the case may be, or within one year of this Regulation coming into force, whichever is later, or (b) within 90 days of the councillor of an Indian band assuming office,*

This training is mandatory for all elected officials.

The CAO has confirmed with the Town of Innisfail that the Town of Bowden will attend a shared event at Innisfail Town Library on January 21, 2026 **(09:00 to 15:00)**.

**The Town of Innisfail requires confirmation of delegate numbers.**

#### 1.3 Planning 101 workshop

A date has yet to be set for this in house course to be provided by Liz Armitage of Vicinia Planning.



## 2 Multiple Chemical Sensitivity (MCS)

With regard to motion 8.a (RCM November 24, 2025) Administration has:

- removed all scented chemical products from the Town Administration building, washrooms / kitchen / cleaners storeroom),
- notified all employees requesting that they be scent free during work time,
- conducted research into available resource to assist in the creation of a policy (the Canadian Centre for Occupational Health & Safety is a good information source),
- look at various signage options.

The Mayor and the CAO will continue to work together to establish a Town Policy for all Town buildings.

A documented policy will be incorporated into:

- Personnel & HR Policy for Town employees,
- Town of Bowden Occupational Health & Safety Policy,
- Arena Rental Agreement,
- Cleaning Contractual Agreement,

## 3 Public Sector Accounting Standard PS3280

As stated in the CAO's report submitted to Council during the RCM of November 24, 2025, with regard to Public Sector Accounting Standard PS3280, Asset Retirement Obligations (ARO) further work is required by an independent auditor (from BDO Canada) to arrive at:

- i. a best estimate valuation for the asset retirement obligations of the Town's buildings,
- ii. a satisfactory estimate for any other asset retirement obligations deemed necessary under the requirements of PS3280 and in particular with regard to the former landfill site.

The estimated cost of this additional audit / consultancy work was estimated at \$10,000.00.

A Contractual Agreement has been signed with BDO Canada to commence this work in December 2025 with a completion date of January 2026.

In a Contractual Agreement for \$35,000.00 has been signed for the 2025 Financial Audit work.

## 4 Councillor Library

In conjunction with Mayor Laurie Miller, we will together create a Councillor Library containing useful documentation and publications.

This library will be situated at the Councillor desk within the Town Administration building.

At present the library contains the following:

- |   |                           |      |
|---|---------------------------|------|
| • Guidelines for Commissioners for Oaths  | Arno Glover               | 2025 |
| • Governance of Local Municipalities      | George Cuff               | 2025 |
| • Look Who's Talking (how to communicate) | C Howatt / F Beland-Quest | 2018 |

Administration has ordered 3 copies of the publication titled, "13 Ways to Kill Your Community" written by Doug Griffiths and Kelly Clemmer. These will be added to the library.



## **6 Municipal Services Agreement**

The Municipal Services Agreement with Red Deer County for the provision of services relating to development permit applications, subdivision applications and safety code services expires on December 31, 2025.

This document is ten years old and fails to address current needs both from the viewpoint of Red Deer County and the Town.

For example, there is no clear schedule for each service provided indicating how the revenues / costs are to be apportioned. It is also unclear as to what services are out of scope of the agreement and which therefore should be recharged back to the Town.

The rework in 2021 on the revisions to the Land Use Bylaw is one example. This work was carried out by Red Deer County but falls outside of the contractual agreement.

The CAO has arranged a meeting with the Director of Planning & Development at Red Deer County to commence a full review and rewrite of this agreement.

## **7 Bowden Event Centre**

The Mayor and CAO inspected the Bowden Event Centre from the viewpoint of its use as an emergency shelter.

Most of the (outdated) emergency management provisions within the centre were disposed of earlier this year.

There is provision in the 2025 Operating Budget to replenish these supplies.

It is anticipated that this will take place in December.

## **6 CAO Training**

The CAO has completed the following (webinar) training courses conducted by Municipal Affairs under the Municipal Affairs Administrators' Training Initiative (MAATI).

### **6.1 New Public Sector Accounting Standards**

Major updates and revisions coming to the layout and presentation of municipal financial statements for the financial year commencing 1 January 2027. Topics included, "Conceptual Framework for Financial Reporting in the Public Sector and Financial Statement Presentation (PS 1202)".

### **6.2 Municipal Affairs Resources**

An interactive session exploring the online tools and resources offered by Alberta Municipal Affairs' Municipal Services Division. How to access portals, legislative guides, municipal profiles, training materials, and more—all designed to support effective local governance.

### **6.3 Library Board Appointments**

Unless appointed correctly a library board, its individual members, and the municipality are exposed to unnecessary legal risk. This session provided an overview of the rules around library board appointments, how to craft clear and compliant appointment motions and strategies for improving your appointment process.

#### **6.4 Municipal Restructuring**

A session to provide an overview of municipal restructuring options including dissolution, amalgamation and alternate service delivery.

The CAO attended the legal seminar hosted by Reynolds, Mirth LLP in Blackfalds and included:

- Pecuniary interest and conflict of interest
- Public hearings/statutory hearings (and engaging with the public)
- Council as an employer (and corresponding obligations to the CAO)
- Enforcement of municipal bylaws (and Council's role in that process)
- Process for passing and amending bylaws in relation to Land Use Planning

#### **6 Service Reviews**

The CAO and CFO have conducted a review of the programs and services provided by the municipality as a part of the budget process. This review set out to determine equipment & maintenance upgrades, infrastructure requirements, and capital equipment purchases.

#### **7 Employee Annual Appraisals**

The CAO has commenced the annual performance appraisal process for all Town employees. This requires each employee to submit (in advance of the performance review) an appraisal worksheet providing written details on matters such as:

- goals and personal objectives,
- successes & achievements,
- frustrations & concerns,
- training & development,
- changes required in the workplace etc.

#### **Recommended Motion**

Moved by Councillor \_\_\_\_\_ that Council \_\_\_\_\_



<b>Regular Council Meeting:</b> December 8, 2025.	<b>Agenda Item:</b> 11.b / 11.c
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

### Agenda Item 11.b / 11.c

#### Content:

#### Council Committee Reports

##### 11.b

Bowden Public Library

- Organizational Meeting Minutes (November 19, 2025)
- Meeting Minutes
- Budget

Special Events Committee

#### Society & Other Reports

##### 11.c

Report on Asset Retirement Obligations (*report submitted by CAO Arno Glover*)

Bowden Agricultural Society

Bowden Grandview School Council Meeting

Bowden Friendship Club

- Mayor's meeting notes
- Minutes

#### Note:

All meeting minutes where submitted should be assumed to be "unapproved".

#### Recommended Motion:

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted report as information.



**Bowden Public Library**  
**Organizational Meeting Minutes**

**Date:** Nov 19, 2025

**Attendees:** Justina Klassen-Fehr, Amanda Peffers, Shawna MacDonald, Julie Hamblin (Librarian), Marietta Tuckwell, Caroline Furman (Virtual)

	Item	Description		Motion	Decision
1	Call to Order			Shawna MacDonald called the meeting to order 6:38 pm	Carried
2.	Adoption of Agenda			Justina Klassen-Fehr moved to adopt agenda	carried
3.	Adoption of Previous Minutes			Justina Klassen-Fehr moved to accept minutes	carried
4	Election of Officers				
		Shawna MacDonald Chair Nov. 1, 2027 Justina Klassen-Fehr Vice Chair Nov. 1, 2027 Caroline Furman Sec Nov. 1, 2028 Marietta Tuckwell – annual appt by Town of Bowden Amanda Peffers – annual appt by Town of Bowden		Justine Klassen-Fehr motioned to accept Board Member positions	Carried  Carried
5.	Proposed date of next organizational meeting	Nov. 18, 20226 @ 5:30 p.m.			
6	Motion to adjourn	Shawna MacDonald moved to adjourn at 6:52 p.m.			Carried

**Bowden Public Library**  
**Meeting Minutes**

**Date:** Nov. 19, 2025

**Attendees:** Justina Klassen-Fehr, Shawna MacDonald, Julie Hamblin (Librarian), Marietta Tuckwell, Amanda Peffers

**Regrets:** Caroline Furman, ,

	Item	Description	Action	Motion	Decision
1	Call to Order			Marietta Tuckwell called the meeting to order 6:53 pm	Carried
2.	Adoption of Agenda			Shawna MacDonald moved to adopt agenda	carried
3.	Adoption of Previous Minutes			Justina Klassen-Fehr moved to accept minutes	carried
4	Business Arising				
		Review of Financial Statement		Shawna MacDonald accepted, Amanda Peffers seconded	Carried
					Carried
5.	New Business	Budget  Shawna MacDonald moved to accept 2026 Library Budget. Marietta Tuckwell seconded			
6	Next Meeting	Jan 19 @ 5:30 p.m.			
7	Motion to Adjourn			Shawna MacDonald moved to adjourn at 7:40 pm	Carried

## Bowden Library Budget 2026

### Income

07 · Local Appropriation (Town)	23,023.50
08 · Prov. Library Operating Grant	17,483.00
12 · Cash Tsfr. Reg. Lib. System	15,321.50
17 · Donations & Fundraising	500.00
18 · Grants	

21 · Other Service Rev (Print/Copy)	60.00
23 · Interest	150.00

<b>Total Income</b>	<b>56,538.00</b>
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### Expense

#### STAFF Wages

28a · Wages	48,000.00
28b · CPP, EI Employer Portion	3,800.00
28c · WCB	200.00
29 · Honoraria (Volunteers)	100.00

43 · Leg Fees, Bk Chgs, Refs, Deps - Other	75.00
44 · Library Supplies	400.00
45 · Association Memberships	63.00

47 · Programs	2,000.00
48 · Printer ink & supplies	300.00
53 · Insurance	1,600.00

<b>Total Expense</b>	<b>56,538.00</b>
----------------------	------------------

0.00





Town of Bowden – Special Events Committee Meeting  
Monday, December 1, 2025 at 6:30 pm

Purpose  
Christmas Festival Planning (December 12)

MINUTES

**Roll Call:**

Laurie Miller, Mayor; Councillors: Randy Brown, Ryan Howlett, Amanda Peffers, Carol Pion, Marietta Tuckwell; Lions: Annette Glazer; Volunteers: Anaya Lea, Charlie Brittan

*Post meeting updates*

**Activities Planning and updates:**

Public Skate 5:00 pm to 7:00 pm

- Town staff have been notified of requirements. Will provide access by 3:30.
- *Town confirms that helmet requirement is managed on site by arena staff.*

Food/Drinks

- Amanda and Carol will do the shopping on December 11. Food items to be stored at Town Office. *Laurie sent list.*
- Ryan confirmed the Tim's: donation and arranged with Quinn to pickup the items at 4:30 on the 12<sup>th</sup>. Charlie will assist.

Concession 5:30 to 7:00

- AHS registration was submitted
- Urns and pots: *Jade will get pots and urn (1-100 c) from sea can and coordinate with Laurie for pick-up or delivery. Laurie contacted Sandy Gamble – she will deliver one (100c) from the Museum if needed (confirm with her).*
- Concession: Lions members will assist. Amanda, Marietta; Carol and Anaya will meet at town office to gather stock. They can then pick up urns/pots from Jade. Arrive at arena at 3:30.
- Randy to assist where needed.
- Attendance to be tracked by the number of hot dogs dispensed.

Christmas Carolling Truck

- *Laurie left message to confirm their plans and check on people mover.*

Christmas Card

- Ryan to check with the Dream Team in Olds.

Christmas Light Contest – prizes 5:15

- Winners to be notified in advance to attend. Winners to be announced before tree lighting.
- *Three town swag bundles have been put together and are with the Fortis Swag. Laurie will purchase Christmas gift bags.*
- *Town advertising time for presentation.*

Lighting of Christmas Tree 5:30 pm

- Bonfire will be going (Jason)
- Charlie will have his Bose available to play Oh Christmas Tree during the lighting. *Town is printing copies of the words for sing-along.*
- *Town is testing the lights.*
- *RCMP will be attending at 5:30 pm*

Santa

Times: 5:30

Location: Arena Lobby

- Confirmed that town will be setting up the tree (*and the bench*) in the lobby.
- Add candy canes to shopping list for Santa to hand out.
- *Charlie & Laurie contacted Jade re elf costume. Charlie to continue to work with Jade.*

Fire Department

- Confirmed attendance on November 6

Wagon Rides

5:30 pm to 7:30 pm

- Town will sand the route and from 2A to arena
- Town establishes barricades for the wagon loading area at the arena
- Laurie spoke to Even – Santa can hop on at the staging area. Wagons will wait at the north end of the parking lot waiting for text message to proceed to loading area with Santa.

Crafts

- Lions Club update: sets up table (upstairs) with crafts/wreaths for sale. Monies raised and donations go to the Christmas Food Hamper program. They have volunteers from the school to assist.

Pending items:

- 2026 Bookings Laurie to book the arena, concession and Double T Percherons for December 11, 2026

Special Events Meeting Minutes  
2025-12-01

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**Roundtable**

- Ryan will follow through with card design and advise the group.
- Charlie: will set up BOSE for carol at tree lighting (Oh Christmas Tree) and (Here comes Santa Claus).

**Next year ideas:**

- Santa's mailbox
- Carolling Christmas Truck – people mover.

**Next Meeting**

- December 9<sup>th</sup> at 6:30 pm (if needed)





Town of Bowden  
Box 338, 2101 20<sup>th</sup> Ave  
Bowden, Alberta, T0M 0K0

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## Report on Asset Retirement Obligations

### Section PS3280 Public Sector Accounting Standards Board

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#### 1 LEGISLATIVE REQUIREMENT

##### 1.1

Public Sector Accounting Standard PS3280 applies to the Town of Bowden for the financial year ending December 31, 2023.

The PS3280 public sector accounting standard relates to Asset Retirement Obligations (ARO).

##### 1.2

An ARO is a legal obligation associated with the retirement of a tangible capital asset.

Primary examples of an ARO include removal of asbestos, removal of a storage tank, wastewater or sewer treatment facility, and closure / post closure liabilities relating to landfill sites.

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#### 2 SCOPE

##### 2.1 Costs within Scope

All tangible capital assets are impacted by this standard including leased assets, assets that are currently in productive use, and assets no longer in productive use. Examples include:

- i. solid waste landfill closure and post closure liabilities,
- ii. removal of asbestos.

##### 2.2 Costs Outside of Scope

Costs that would be considered to be outside the scope of the standard include:

- i. routine replacement / maintenance costs,
- ii. remediation of contaminated sites related to unexpected events (PS3260),
- iii. waste and by-products produced by a tangible capital asset,
- iv. preparing a tangible capital asset for alternative use,
- v. selling or disposal.

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#### 3 EVALUATION & INITIAL CONSIDERATIONS

##### 3.1

The procedures for the evaluation of the requirements of the standard relating to asset retirement liability have been conducted by reference to the document titled, "Asset Retirement Obligations - A Practical Approach to Section PS 3280", published by BDO Canada LLP.

Guidance provided within this document suggests that the first steps taken should be to identify and put together a list of all potential asset retirement obligations that may impact the financial statements.

**STEP 1 – Identify items within scope of Section PS3280**

Reference page 2 "Asset Retirement Obligations - A Practical Approach to Section PS 3280",

The following is the recommended checklist for identifying assets that may fall within the scope of PS3280.

1. Are there any known assets that require retirement or remediation?

Assessment / Response:

No

2. Does the entity control any landfills?

Assessment / Response:

The Town owns land (designated as Urban Reserve) which was decommissioned as a landfill site in the early 1990's.

3. Does the entity control any buildings or structures that contain asbestos?

Assessment / Response:

Yes

4. Are there any assets with known contracts, agreements or legislation requiring clean up or retirement?

**Yes** (legislation as follows).

- 1 Government of Canada, Ministry of Environment.  
Obligations for waste asbestos removal and safe disposal.
- 2 Government of Alberta Occupational Health & Safety Act.  
Demolition of a building or structure - requirement to remove materials that could potentially release asbestos fibres.
- 3 Environmental Protection & Enhancement Act.

5. Are there any assets not in productive use that require clean up or retirement?

**No**

- 1 There is no known directive from Alberta Government designating any area within the Town as a contaminated site.
- 2 There are no restricted work areas as defined by OHS legislation where there is a reasonable chance that a concentration of asbestos exceeds or may exceed the occupational exposure limit, or which requires abatement or removal at this time.

6. Has any new legislation come into effect that would require the retirement of any asset?

No

7. Are there any other items not yet included on the list where asset retirement obligations may exist?

No

**STEP 2 – Identify items within scope of section PS3280**

Reference pages 2 & 3, "Asset Retirement Obligations - A Practical Approach to Section PS 3280",

The following outlines the criteria for recognition and states that a liability for asset retirement would be recognized when all of the following are met:

1. There is a legal obligation to incur retirement costs in relation to a tangible capital asset.

Reference page 3 "Asset Retirement Obligations - A Practical Approach to Section PS 3280",

*Section PS3280 only applies to legal obligations. A legal obligation establishes a clear duty or responsibility to another party. Legal obligations can result from agreements or contracts, a government's own legislation, or that of another government or a promise conveyed to a third party that imposes a reasonable expectation of performance upon the promisor under the doctrine of promissory estoppel.*

Assessment / Response:

Yes – asbestos removal (1.1 & 1.2 below) Yes – contaminated sites (1.3 below)
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- 1.1 Government of Canada, Ministry of Environment.
- 1.2 Government of Alberta Occupational Health & Safety Act.
- 1.3 Environment & Protection and Enhancement Act.

2. A past transaction or event giving rise to the liability has occurred.

Reference page 3 "Asset Retirement Obligations - A Practical Approach to Section PS 3280",

*The existence of an agreement or legislation does not create the liability.  
The obligating event is the acquisition, construction, development, or subsequent use of the tangible capital asset combined with an agreement, legislation or other legally enforceable obligation requiring remediation of the tangible capital asset.  
PS3280 states that the obligating event for the cleanup of asbestos occurs when the entity acquires a building.*

Assessment / Response:

Asbestos exists, therefore a liability exists.
--

3. It is expected that future economic benefits will be given up.

*Economic benefit may be defined as "an assets' future economic benefit is the potential contribution or expected cash flow which the entity expects to generate from the asset. It is the benefit that company expects to receive from the assets in the future, it can be in form of revenue or other service usages".*

Assessment / Response:

Buildings	Yes
Land	No current economic benefit.

4. A reasonable estimate of the amount can be made.

Assessment / Response:

Buildings	\$235100.00
Land	\$0.00



**STEP 3 – For each item that meets the recognition criteria, determine an appropriate estimate of the Asset Retirement Obligation.**

Reference page 4 "Asset Retirement Obligations - A Practical Approach to Section PS 3280",

Under PS3280 the estimate of the liability should include costs directly attributable to asset retirement activities.

When measuring a liability for an asset retirement obligation it should result in the best estimate of the amount required by the entity to retire the tangible capital asset.

Any estimate for an asset retirement obligation should be reasonable. In doing so the team should consider:

1. Was the information used in estimating the liability available at the financial statement date?

Assessment / Response:

No  
(asbestos survey completed March 2024)

2. Are the costs included in the estimated liability directly attributable to the retirement of the asset?

Assessment / Response:

Yes

3. Have all directly attributable costs been considered?

Assessment / Response:

Yes.

4. Was an appropriate measurement technique used to estimate the liability?

Assessment / Response:

Yes

5. Has consistency of information across similar assets retirement obligations been evaluated?

Assessment / Response:

Yes

6. Has an appropriate expert been used?

Assessment / Response:

Yes

## 4 ASSESSMENTS

There are legislative asset retirement obligations associated within 2 identified categories of the Town's tangible capital assets, (ie: the asset categories designated as "Land" and "Buildings").

### Town Buildings

#### 4.1 Suncorp Insurance Evaluations

Suncorp Valuations conducted a building appraisal report of the Town buildings in September 2023 for the purpose of insurance property valuations.

##### 4.1.1

With reference to the Suncorp Valuations report this stated that all the Town buildings satisfy building codes (Appendix D of the report).

##### 4.1.2

However, notwithstanding the above, it was noted that:

- i. the purpose of the Suncorp survey was to conduct a valuation survey for insurance purposes,
- ii. limiting conditions within the report state that no environmental audit was conducted.

##### 4.1.3

Appendix D of the report provides an estimate of demolition and debris removal costs for each building.

The total estimated demolition and debris removal cost per building is as stated below.

Museum	\$43000.00
Town Shop (Public Works)	\$11000.00
Town Administration Office	\$23000.00
Public Library	\$14000.00
Fire Hall	\$22000.00
Water Reservoir / Pumphouse	\$261000.00
IGLOO Arena	\$169000.00
North Lift Station	\$17000.00
<b>TOTAL</b>	<b>\$560000.00</b>

##### 4.1.4

However, notwithstanding the estimated valuations stated above, page 6 of the Suncorp report states,

*"that this cost estimate is based on normal building construction and does not address building contents or any additional costs relative to the handling or disposal of hazardous or contaminated building materials or extra costs incurred to transport to abnormally distant dump sites".*

Additional costs for any required asbestos abatement liabilities must therefore be considered and added to the total estimated demolition and debris removal cost per building.

## 4.2 Asbestos

### 4.2.1 (background)

Before 1990, asbestos was mainly used for insulating buildings and homes against cold weather, noise, and for fireproofing (pipe insulation, flooring, and ceiling tiles). If a workplace was built before 1990, it is likely that it contains some form of asbestos.

Asbestos containing material may be found sealed behind walls and floorboards, in the attic, or tightly bound in the original product (i.e. insulation around pipes).

Exposure to airborne asbestos fibres will not occur if the asbestos-containing material is left undisturbed.

However, some building materials that contain asbestos in a non-friable form (not easily broken/crumble into small pieces), such as roofing shingles, house siding, and cement, are currently allowed to be used in new housing and small building construction by the National Building Code of Canada (NBC).

Source: Government of Canada – Employment & Social Development.

#### 4.2.2 OHS Code

Legislation exists for the safe removal of asbestos from a building.

Section 34 of the Occupational Health & Safety Code provides a requirement in respect of a building to be demolished.

Section 35 of the Occupational Health & Safety Code provides a requirement in respect of a building being altered or renovated.

There are no Town buildings currently in need of renovation or scheduled for planned alterations.

#### 4.2.3 OHS Code

Section 29 of the Occupational Health & Safety Code makes provision in respect of designated restricted areas.

There are no Town buildings designated as a "restricted work area" due to the known presence of unsafe or exposed asbestos where there is a reasonable chance that a concentration of asbestos exceeds or may exceed the occupational exposure limit, or which requires abatement or removal at this time.

### 4.3 Town Buildings – Construction Data

#### 4.3.1

The following section provides a description of each of the Town's buildings using data primarily sourced from the Suncorp Valuations report.

A priority for asbestos assessment (low / medium / high) has been made by the Town.

#### a) Water Reservoir / Pumphouse

	Year Built	Construction
Year Built	1982	
Foundation		Reinforced concrete
Framing		Concrete Block frame
Floor Structure		Elevated concrete slab over reservoir
Interior construction		(minimal) Concrete block interior walls
Exterior Walls		Concrete block with partial metal cladding
Roof		Wood structure with built up roof cover & partial metal
Priority Assessment	Low (based on construction material and design)	

#### b) Town Shop (Public Works)

	Year Built	Construction
Year Built	1990	
Foundation		Reinforced concrete
Framing		Wood frame
Floor Structure		Concrete slab on grade & wood mezzanine structure
Interior construction		Drywall on frame interior walls
Exterior Walls		Wood frame with metal cladding
Roof		Wood structure with metal roof cover
Priority Assessment	Low (based on original date of construction)	



**c) North Lift Station**

	Year Built	Construction
Year Built	2017	
Structure		A packaged concrete well structure including valves, pumps, generator & electrical controls
Interior construction		none
Exterior Walls		Metal cladding
Roof		none
Priority Assessment	Low (based on construction date and design)	

**d) Museum (formerly curling rink)**

	Year Built	Construction
Year Built	1968	
Converted to museum	2000	
Foundation		Reinforced concrete
Framing		Wood frame
Floor Structure		Concrete slab on grade
Interior construction		Drywall on frame interior walls
Exterior Walls		Wood frame with metal, stucco, and asphalt siding
Roof		Wood structure with asphalt singles
Priority Assessment	Low	

**e) Town Administration Office / Bowden Public Library**

	Year Built	Construction
Year Built	1979	
Upgrades	1994 / 2005 / 2009	
Foundation		Reinforced concrete
Framing		Concrete block frame
Floor Structure		Concrete slab on grade
Interior construction		Concrete block and drywall on frame interior walls
Exterior Walls		Concrete block with brick veneer, vinyl siding and glass
Roof		Wood structure with membrane roof cover
Priority Assessment	Medium (based on original date of construction)	

**f) Firehall**

	Year Built	Construction
Year Built	1978	
Foundation		Reinforced concrete
Framing		Concrete Block frame
Floor Structure		Concrete slab on grade & wood mezzanine structure
Interior construction		Concrete block interior walls
Exterior Walls		Concrete block with metal cladding
Roof		Wood structure with metal roof cover
Priority Assessment	Medium (based on original date of construction)	

### g) Arena (Igloo)

	Year Built	Construction
Year Built	1973	
Upgrades	1981 Addition of Ice Plant room & Zamboni room	
	1987 Addition / renovation to lobby structure, dressing rooms & hallway	
Foundation		Reinforced concrete
Framing		Wood frame (glulam & plywood sheeting)
Floor Structure		Concrete slab on grade plus wood floor structure
Interior construction		Concrete block and drywall on frame interior walls Ceiling is exposed wood and painted plywood. Insulation is "batt"* and "Styrofoam"***
Exterior Walls		Wood frame with metal cladding (main arena). Concrete block & partial metal cladding (lobby & ice plant section)
Roof		Wood structure with metal roof cover and partial membrane cover.
Risk Assessment	High (based on original date of construction & degree of rework)	

\*

**Batt** Insulation is made from fiberglass, mineral wood, or plastic fibres.

\*\*

**Styrofoam** is a trademark brand of closed cell extruded polystyrene foam manufactured to provide building insulation board used in walls, roof, & foundations as thermal insulation and as a water barrier. It is made of a petroleum-based product called styrene which undergoes a polymerization process to form polystyrene.

## 4.4 Arena Building Reports

### 4.4.1 Bearden Engineering Consultants (November 2008)

Bearden Engineering Consultants were commissioned by the Town of Bowden to undertake a review of the "Igloo" Arena. The critical focus of the review as stated in the report was with concern to the structure of the arch rib components and architecture, particularly the building envelope.

The task for the consultants was to identify any areas of concern and recommend repair, upgrade, or renovation measures to maintain and enhance the arena's longer-term service to the community.

Their findings as stated within their report are summarized below.

- i. structurally the building is in good overall condition,
- ii. a program of repairs, upgrades and renovations is needed,
- iii. the major building concern was the building envelope – roof leaks, insulation of the underside of the arena roof and service building walls,
- iv. the major systems concern was the refrigeration components.

The report recommended a building maintenance program be set up with improvements to the mechanical, electrical and refrigeration systems.

In 2010 the interior ceiling of the arena rink surface was insulated.

In 2015 the lobby roof was replaced with new metal sheets, snow stops and flashing.

In 2022 the roof received remedial repair work to the outer metal skin.

There is no current or future planned program of building structure renovation work required as a result of known defects / remedial requirements.

#### **4.4.2 TOROMONT / CIMCO (October 2008)**

Cimco Refrigeration submitted a proposal to the Town in 2008 for a major upgrade of the ice refrigeration plant including new compressors, new brine pumps, new control panel and a new evaporative condenser mounted on an external engineered structural support.

Tanks and piping are present throughout the refrigerant system for the containment and distribution of brine (coolant) and ammonia (refrigerant).

Work was completed in 2009 totaling \$312312.00.

The refrigeration plant is therefore relatively modern.

The Town has a Customer Service Agreement with Toromont CIMCO for onsite inspections of the refrigeration equipment (there are 3 scheduled visits per ice season).

The pressure valves and plant equipment are inspected to satisfy Alberta Boiler Safety Association requirements and standards.

It is unknown however whether any of the pipe lagging contains asbestos (pipe lagging is insulation material that can be made of natural or synthetic material typically felt, wool, or other fabric impregnated with heat resistant material).

#### **4.4.3 ISL Engineering (October 2022)**

ISL Engineering conducted an on-site investigation to determine the extent of any remedial work required to the Arena roof and building envelope.

Five exploratory openings were made in the roof to review the roof structure for potential moisture related deterioration.

ISL visually reviewed the openings and noted the typical roof assembly consists of the following (from the top down):

- Curved metal roof panels,
- Asphalt Shingles,
- ½" Plywood Sheathing,
- Timber Trusses,
- Fiberglass Batt Insulation,
- Foil-faced Barrier.

The result of this investigation revealed that in general the arena roof is in a good state of repair.

### **4.5 Asbestos Survey**

#### **4.5.1**

Following discussions with and advice from BDO Canada, a judicious approach taken by the Town was to:

- i. accept that there was a strong possibility that an asset retirement liability with respect to asbestos disposal exists within some (or all) of the Town's building assets,
- ii. conduct an initial asbestos survey on the three buildings identified in section 4.3.1 of this report as having a medium or high priority assessment.



#### 4.5.2

In February 2024 the Town commissioned an Asbestos Containing Material (ACM) survey of those three buildings. This was conducted by a qualified assessor (JJP Environmental Limited).

The scope of work for this project consisted of:

- i. conducting an ACM Survey of accessible areas of the buildings, collecting representative samples of building materials / finishes suspected to contain asbestos,
- ii. submission of the samples to a qualified laboratory for analysis,
- iii. preparation of a report detailing the ACM survey's findings, conclusions and recommendations for abatement / expected costs associated with the asbestos abatement.

A summary of the ACM survey findings is reproduced from the report as follows:

*"Asbestos Containing Material's identified at the sites included:*

- *drywall joint compound (DJC) located within Library / Admin building,*
- *vinyl floor tile (VFT) located int the Admin building as well as the Fire Hall located beneath a top layer of non-asbestos containing flooring,*
- *roofing tar, located in the ceiling space of the lobby area of the Igloo Arena,*
- *2'X4' acoustic ceiling tiles, located in the training area of the Fire Hall,*
- *skim coat of asbestos fireproofing within the vault area of Admin building,*
- *and loose-fill vermiculite insulation within cinder block, located within the perimeter walls of the Admin / Library building, the Fire Hall and Igloo arena (isolated areas)".*

#### 4.6 Asset Retirement Obligation - Initial Measurement (asbestos abatement)

With reference to page 4 "Asset Retirement Obligations - A Practical Approach to Section PS 3280",

*"Under PS3280 the estimate of the liability should include costs directly attributable to asset retirement activities.*

*When measuring a liability for an asset retirement obligation it should result in the best estimate of the amount required by the entity to retire the tangible capital asset"*

The following table is reproduced from section 4.1.3 of this document.

Column 2 is the total estimated demolition and debris removal cost per building.

(data taken from Suncorp report).

Column 3 represents the additional cost of asbestos abatement.

(data taken from JJP Environmental report – section 6).

	Estimated Demolition & Debris Cost	Estimated Asbestos Abatement Cost
Museum	\$43000.00	
Town Shop (Public Works)	\$11000.00	
Town Administration Office	\$23000.00	} \$86200.00
Public Library	\$14000.00	
Fire Hall	\$22000.00	\$63700.00
Water Reservoir / Pumphouse	\$261000.00	
IGLOO Arena	\$169000.00	\$85200.00
North Lift Station	\$17000.00	
<b>TOTAL</b>	<b>\$560000.00</b>	<b>\$235100.00</b>

#### 4.7 Uncertainty

Page 3 of the document "Asset Retirement Obligations - A Practical Approach to Section PS 3280", states that:

*"Uncertainty about the timing of settlement of an asset retirement obligation does not remove the obligation from the scope of PS3280."*

As previously noted in this document PS3280 states that the obligating event for the cleanup of asbestos occurs when the entity acquires a building.

Although none of the three buildings tested are due to be retired, sold, demolished, or renovated the presence of asbestos within these buildings imposes a liability under PS3280.

#### 4.8 Best Estimate

##### 4.8.1

PS3280 states that, *"when measuring a liability for an asset retirement obligation it should result in the **best estimate** of the amount required by the entity to retire the tangible capital asset"*.

The asbestos abatement costs provided in section 4.6 of this document are "best estimates" provided by a specialist contractor.

While a "best estimate" of the abatement costs has been provided the actual cost to remove asbestos from a building is largely subjective / undeterminable dependent on the scenario / context that leads to the disposal / retirement of the asset.

The cost may vary dependent upon whether there is:

- i. a renovation to any part of a building where it is known to contain asbestos,
- ii. an agreement to remove any asbestos as part of any legal condition of sale,
- iii. a demolition of the building as part of a redevelopment plan of the whole site,
- iv. a total loss of the building due to fire.

For example, in the case of a total loss due to fire it will not be possible to separate asbestos contaminated material from other material. Remediation costs in this case may therefore be higher than in scenario iii above.

##### 4.8.2

Section 8 of the JJP Environmental report provides a comprehensive statement on the assessment limitations of the survey with respect to the scope of the work, sampling methods, access, and identification of all potential asbestos sources.

##### 4.8.3

The asbestos survey commissioned by the Town was performed in three buildings.

The Town proposes to further conduct ACM surveys (in 2024) for the remaining Town buildings, namely the:

- i. museum,
- ii. public works buildings (workshop / garage / quonset),
- iii. pumphouse,
- iv. FCSS.

The purpose / rationale behind this is to provide a complete "best estimate" of the asset retirement obligations associated with asbestos removal.

Note: any additional ACM surveys will not include the north lift station or the south lift station.

## 4.9 Landfill Assessment

### 4.9.1 Background

Asset retirement obligations related to landfills are within the scope of PS3280.

The Town currently owns undeveloped land (approximately 215 acres) adjoining the west boundary of the Canadian Pacific Railway.

The land was acquired by the Town of Bowden from Red Deer County in 2018 (annexed as per Order in Council 034 / 20108 effective April 1, 2018).

The land is currently assessed for land tax purposes as "304 Vacant Farmland Taxable".

A former landfill site (land use reclaimed in early 1990's) forms part of this annexed land.

This land portion (within section NE ¼ 14-34-1-5) site is approximately 34 acres in size and is currently zoned as Urban Reserve.

Urban Reserve land is defined in the Town's Land Use Bylaw as having a general purpose of, *"to reserve the land for future subdivision and development until an overall plan is prepared for and approved by Council"*.

The background report in support of the annexation proposal (dated June 2017) states that, *"much of the land, due the presence of a wastewater lagoon and a non-operating landfill is undevelopable. With respect to the lagoon and non-operating landfill lands, the range of land uses on those properties is significantly restricted by Alberta Environment and Alberta Health. It is anticipated that these lands would be restricted to open space and recreational use, or commercial / industrial use"*.

The land is currently dormant for which there are no ongoing or proposed development plans associated with this land. A part of this land is leased as grazing farmland.

### 4.9.2 Past Assessments

#### AGRA 1999

A former landfill investigation & report was conducted in 1999 by AGRA Earth & Environmental Limited.

The investigation was conducted due to the proposed subdivision development located east of the CP railway and east of Highway 2A. The landfill was deemed to be within 75 metres of the nearest boundary of the proposed development for which there was a requirement for a 300 metre offset between landfills and residential subdivisions.

The regulatory setback requirements are intended to ensure that potential impacts from a landfill (leachate or landfill gas) do not harm human receptors.

Impacts associated with municipal waste landfills are caused by the degradation of waste. Waste degradation byproducts include leachate and landfill gas.

Leachate is produced by water moving through the waste or moisture coming out of the decaying waste resulting in dissolved contaminants in water.

Concerns with landfill gas are typically methane, odourous gases and other organic compounds contained within the gas.

According to the AGRA report the landfill was reclaimed by Alberta Environment in the early 1990's, The former landfill site is located within clay and clay silt soils capped with a clay cover.



It was stated within the report that attempts to locate documentation relating to reclamation activities or any environmental monitoring were not successful.

The report identified 3 existing monitoring wells present around the former landfill site which were installed to monitor water table conditions surrounding the landfill. Further monitoring wells were to be installed for the purpose of the investigation.

The conclusive findings of the investigation as reported are as follows:

- i. the potential for landfill leachate to create adverse human health impacts at the proposed development site is low,
- ii. the shallow water table and ditches present on either side of Highway 2A and the CPR tracks represent very limited pathways for landfill gas migration. The potential for landfill gas to create adverse human health impacts at the proposed development site is low.

#### **Perry Appraisal Associates 2017**

An estimate of the value of the 34 acres was requested by the Town in 2017 for market evaluation purposes. The land was valued at \$275,000.00.

The valuation was impacted by a legal (non-developed) road allowance on the east side of the boundary, and landfill redevelopment guidelines and restrictions due to nearby sewage lagoon.

The report stated that the absorption rate for development land is extremely slow. Development of this property is not likely in the near future due to the fact that access to the site is restricted due to the rail tracks and the fact that there is development land available on the north and south sides of the town.

#### **Remedx Remediation Services 2021**

Remedx was retained by More Than Protein Ingredients Inc to complete a limited Phase II Environmental Site Assessment for a proposed pea protein processing facility within vacant land 75 metres to the west of the former landfill site.

A Phase II Environmental Site Assessment is described as an intrusive study that evaluates the potential of contaminated of a residential, agricultural, commercial, or industrial property and can involve an investigation of contaminant type(s) and distribution in soil and / or groundwater.

Based on the information collected Remedx did not identify any actual or potential sources of contamination from onsite sources requiring further environmental investigation.

However, groundwater investigations identified sodium, manganese and total dissolved solid concentrations exceeding established criteria in some portions of the tested locations.

These were considered likely due to the proximity of the former municipal landfill (infiltration from leachate), Town sewage discharge, snow storage area (contaminated road salt) and / or industrial properties located within 200 metres of the site.

#### **4.9.3**

Section 125 of the Alberta Government Environmental Protection and Enhancement Act makes provisions for the designation of contaminated sites.

This states that an area of the environment may be designated as a contaminated site if the Director is of the opinion that a substance may cause, is causing or has caused a significant adverse effect.

There is also provision within the Act for:

- a reclamation certificate or remediation ticket to be issued,
- an administrative or enforcement remedy to be made in respect of a contaminated site.

Currently:

- i. the Town is under no obligation imposed by Alberta Environment for the testing, analysis, monitoring, reporting on the former landfill site,
- ii. there is no evidence that the former landfill site is designated as a contaminated site,
- iii. there are no known remedial requirements placed on this land.

#### 4.9.4 Best Estimate

With regard to PS3280 accounting for landfill liabilities there has been no formal assessment made of any obligation arising from the acquisition, construction, development, or normal use of the landfill land.

There is therefore no "best estimate" made of the cost of any land asset retirement liability.

## 5 SUMMARY

### 5.1

The source documentation as referenced in section 7.2 is influential in providing background information for the preparation and assumptions made within this report.

### 5.2

The Town of Bowden has:

- i. provided a best estimate of the asbestos abatement cost for the asset retirement obligations of three of the Town's buildings following an independent specialist assessment being conducted,
- ii. stated that in the Town's view there is no current requirement for an estimate of any asset retirement obligations deemed necessary under the requirements of PS3280 with respect to the former landfill site.

## 6 DISCLOSURE STATEMENT

### 6.1

This document has been prepared in good faith and the findings contained within have been made with a reasonable appraisal and evaluation of the requirements of the Public Sector Accounting Standard relating to asset retirement liability.

### 6.2

In addition to the requirements of PS3280 consideration has also been given to whether there are any known contingent liabilities associated with any of the Town's tangible capital assets as these may / may not affect any estimates made as part of an assessment under PS3280.

Contingent liabilities are defined as potential liabilities that may occur in the future depending on the outcome of a known or an uncertain future event.

Contingent liabilities are accounted for if the contingency is likely, and the amount of the liability can be reasonably estimated.

There are currently no known contingent liabilities associated with any of the Town's current tangible capital assets.

## 7 SUPPLEMENTARY INFORMATION

### 7.1 Additional Information

Questions or concerns relating to this document should be directed to the Chief Administrative Officer:

**Tel:** 403 224 3395  
**E-mail:** cao@bowden.ca

### 7.2 Source Documentation

**Government of Alberta** Asset Retirement Obligations

**BDO Canada LLP** Asset Retirement Obligations - A Practical Approach to Section PS 3280

**Suncorp Valuations**

Appraisal Report of Specified Property of the Town of Bowden (September 2023)

**Remedx Remediation Services**

Environmental Site Assessment & Groundwater Monitoring Report (August 2021)

**Perry Appraisal Associates Limited**

Appraisal Report C12669 (October 2017)

**AGRA Earth & Environmental Report**

Former Landfill Investigation Report (June 1999)

**Bearden Engineering Consultants**

Building Review Report (November 2008)

**TOROMONT / CIMCO**

Proposal document (October 2008)

**ISL Engineering**

ISL Construction Review Report (October 2022)

**JJP Environmental**

Asbestos Containing Survey Report (March 2024)

### 7.3 Attached Documentation

**BDO Canada LLP**

Asset Retirement Obligations - A Practical Approach to Section PS 3280

**Suncorp Valuations**

Appendix D Summary of Building Costs (September 8, 2023)

**More Than Protein Proposal**

Figure 2 site plan showing current land use (May 12, 2021)

**AGRA Earth & Environmental Report**

AGRA Figure 1 Location Plan (March 1999)

**JJP Environmental Report** (full report dated March 14, 2024)



**7.4 Document Specifics**

Document reference	ARO PS3280 03 / 2024
Version Number	Version 3
Supersedes	Draft versions 1 and 2.
Author	Arno Glover (Legislative & Municipal Services Officer)
Approved by	Rudy Friesen (CAO)
Date	14 March 2024
Document status	Final
Document Review Date	Annually (or as required by BDO)
Distribution:	1. CAO 2. CFO 3. Legislative & Municipal Services Officer 4. BDO Canada LLP

## Meeting

### Bowden Ag Society

Wednesday, November 19, 2025

Councillor Howlett and Mayor Miller both attended this meeting to introduce town representatives to the Board and Members of the Bowden Ag Society. The minutes of the meeting are to follow.

#### **Post Meeting Comments:**

**4-H Presentation:** I just wanted to note how impressed I was with presentation from the four members of the Bow-Inn Beef Club seeking funding for waterproof coats. These coats are to be used to protect their clothing while washing their animals for showing.

**General:** Following adjournment, Mayor Miller and Councillor Howlett sat with the President and Treasurer of the Society. We were briefed on funding models and general costing of events such as the Rodeo. Noted that under the Agricultural Societies Act, there is a greater (and more expensive) audit requirement than that for other non-profits under the Alberta Societies Act.

**NFR Night:** Sold out event for December 13, 2025. Committed to doing a call out to Council and inform the President for ticket requirements by November 20.

**Insurance:** I provided information to the group regarding insurance available to non-profits through ABMunis.

Prepared by:  
Laurie Miller, Mayor

**November 18, 2025**

**BGS School Council Meeting** ([bgsCouncil@gmail.com](mailto:bgsCouncil@gmail.com))  
**Google Meet Link**

**Present:**

**Executive  
Report**

**BGS School  
Report**

1. Welcome Back BBQ
2. School Pictures - Lifetouch
3. Appreciation Days - EA, Custodians, Teachers
4. Awards Night
5. Basketball/Tennis Courts, Benches
6. BGS Remembers
7. Athletics

**Upcoming Events**

Nov. 19 & 20 - Parent-Teacher Interviews  
Nov. 28 - Instructional Day  
Dec. 4 - Students Matter  
Dec. 11 - Elementary Christmas Concert  
Dec. 12 - Non-Instructional Day

**CESD  
Trustee  
Report**

The new 2025 Board of Trustees has been sworn in and we have three new trustees who have joined us. Our Board Chair is Holly Bilton. I am currently up in Edmonton at the ASBA (Alberta School Boards Assoc) Fall AGM



	<p>projects. New project for scheduled for next year to be fixed is swale just before school parking lot* note this was a quick conversation with our CAO just before meeting so I will confirm details for next meeting ~thank you for the opportunity to join this committee, it was nice seeing you all, looking forward to meeting you all in person. I've included my contact info in case there are any questions happy to help!</p> <p><a href="mailto:carolpion@bowden.ca">carolpion@bowden.ca</a> text or call: 403-224-3494</p>
<b>Parents Matter Report</b>	
<b>FCSS Report</b>	<ol style="list-style-type: none"> <li>1. Bowden Lions Club &amp; FCSS are getting things in place for another Holiday Hamper Program season. We have arranged to have a BGS Class competition for the most food items donated, the winning class will receive a pizza party &amp; runner up will have a chips n' pop party sponsored by FCSS. There are applications at BGS with the FSW worker, Bowden ATB, Town Office, FCSS, in the monthly Town Newsletter and online. Deadline for application is Dec. 8<sup>th</sup>, and delivery is Dec. 13.</li> <li>2. YES &amp; FCSS have teamed up once again for some great holiday cheer programs. We will be running "Elf Yourself", greeting cards and other seasonal crafts throughout Dec, along with the school wide/all-grade date that includes photo booth, hot chocolate and ornament/card making throughout the day on Wed. Dec. 17.</li> <li>3. FCSS &amp; Practicum student Kiana were at BGS last week to present about career paths, &amp; schooling to the Grade 10 CALM class, followed by an enthusiastic game of RETRO BINGO.</li> <li>4. There will be the community wide RETRO BINGO tomorrow night at 7:00pm at Patterson Community Centre Bowden. This is a bi-annual partnership fundraiser with Expanding Horizons. Ages 10+ with FUN prizes only. A great intergenerational event. Concession will be open too! Cost is \$10 to play 4 cards. Chance to win a ham or turkey during Blackout games.</li> <li>5. Keystone Bowden is in full swing at Park Place on Monday evenings hosted by Youth HQ/Red Deer BGC. We partnered to celebrate a late youth week with the group at the end of October with a Pizza Party &amp; Beetlejuice sponsored by FCSS.</li> <li>6. Good Food Box is running strong. The November pick up was 21 boxes that included 3 sponsored families &amp; 2 donated boxes for other individuals. Yes I can fit all 21 boxes in the car.</li> <li>7. Innisfail FRN has been hosting "Kindermusik" for ages 0-6 at Park Place on Monday mornings as well as a Healthy Living Series for families on Friday Mornings throughout November.</li> <li>8. One of our awesome Homeschool groups is meeting at Park Place on Friday afternoons now that winter</li> </ol>

September 16, 2025

**BGS School Council Meeting** ([bgsCouncil@gmail.com](mailto:bgsCouncil@gmail.com))

[Google Meet Link](#)

**Present:**

**Executive  
Report**

**BGS  
School  
Report**

1. Start-Up/First Three Days
2. Staff Update
3. Athletics - Golf, Cross-Country, KM club, Volleyball
4. Community Showcase & BBQ
5. Annual Grade 1 & 12 Breakfast
6. Grad Meetings
7. Appreciation Days: Sept. 29 - EAs, Oct. 2 - Custodians, Oct. 3 - World Teacher Day

**Upcoming Events**

Sept. 17 - Terry Fox Run  
Sept. 18 - Picture Day  
Sept. 19 - Professional Learning Day (Div. Wide in Olds)  
Sept. 29 - Orange Shirt Day  
Sept. 30 - National Day for Truth and Reconciliation (No School)  
Oct. 3 - Awards Night @ 7:00 pm  
Oct. 9 - FitSet Ninja, Fun Run in Innisfail (Gr.4-6, X-Country Team)

Report	
Parents Matter Report	
FCSS Report	<ol style="list-style-type: none"> <li>1. 2025 Bowden Community Showcase – 30 Vendors have signed up to be a part of the event, including a Fire Truck from Bowden Fire/Red Deer County Station 7. We have arranged a bottle drive in support of the 2026 Grad Class, and FOG/ BGS Administration will be hosting its BBQ fundraiser too. Learn about local organizations, discover more about Bowden Clubs &amp; Activities, connect with volunteers, find out what services are offered in Bowden.</li> <li>2. Kindermusik Play – Innisfail FRN is hosting this interactive program in Bowden that includes music! Move, dance, learn &amp; play for ages 0-6 at Park Place Sept. 22 &amp; 29<sup>th</sup></li> <li>3. Moving Mommas – Innisfail FRN hosts Sept 22 &amp; 29 from 12 – 1pm in Bowden, meeting at Park Place. Grab your coffee and runners and join in for fresh air. Littles are welcome to tag along.</li> <li>4. Community Garden – 2025 Season is winding down, harvest and “putting the garden to bed” will be taking place within the next month pending frost kill. The garden received an expansion of 4 new in-ground plots and 2 new 1000 L water totes this summer. With extra rain, the garden grew a heartier crop than the last several years. We missed having the life skills class, and hope that we can find a way to rekindle gardening with the school next season.</li> <li>5. Retro Bingo – will take place at Paterson Community Centre Bowden on November 17<sup>th</sup>. This is an intergenerational <b>*fun prize only*</b> event that ages 10+ can attend. We look forward to the ham &amp; turkey Blackout prizes.</li> <li>6. Bowden Friendship Club is hosting its Annual Ukrainian Supper Fundraiser Thursday, Sept. 25. All ages welcome. Take-out available too. Tickets at town office and Bowden ATB.</li> <li>7. Bowden Public Library is having its open house September 24<sup>th</sup> from 2:30 – 5:30 pm.</li> <li>8. YES/FCSS met Sept 15 to plan its partnership programs for October – December. Mondays after school will remain our time to program. October will be “Wicked Workshop” with 2 days of Halloween theme crafts and activities. November brings “Meatball Mania” cooking class with a meatball theme. December includes “Elf Academy of Creativity” and “Festive Factory” Target ages will vary for each, grades 3-7 are our most engaged groups from previous years, so we tend to stay in that age range.</li> </ol>



## Meeting

### Bowden Friendship Club

Thursday, November 20, 2025

Councillor Morrison and Mayor Miller both attended this meeting to introduce town representatives to the Board and Members of the Bowden Friendship Club (BFC). The minutes of the meeting are attached.

#### Post Meeting Comments:

**Rentals:** Mayor Miller presented to the board for consideration for waiving rental fees for Town meetings. Items noted for their review and decision. Councillor Morris and myself left the meeting to allow for open discussion and voting on the matter. Board was asked to consider:

- Town grant was not linked to the use of the emergency storage room
- Town provided paving of additional parking lot stalls
- Clean up and restoration of the grounds on the northeast side of building (adjacent to new stalls) was completed
- Town crews mow and trim the grounds
- Back-up generator installed by Town and Red Deer County could benefit future rentals.

Following the meeting, I received a text from BFC President Karilynn Marshall:

*"Sorry I should have got back to you last night regarding the vote regarding the Town meeting at the BFC.*

*The group was 100% in favour of letting the Town use the building free of charge six times a year.*

*We are very grateful for the partnership that we have with the town and all of the work that you are doing as well 🌸*

*Thank you for coming to the meeting last night and for the work that you were doing on the by-laws for us."*

I have notified Administration of the decision and confirmed our booking for the Open House on February 12, 2026.

**Volunteerism:** I have volunteered with this group for a number of years and will continue assisting where I can. I have however stepped down performing the role of the Phone Committee explaining that I need to avoid any conflict between my volunteer role and my responsibilities as mayor.

**Insurance:** I provided information to the group regarding insurance available to non-profits through ABMunis.

Prepared by:

Laurie Miller, Mayor

# BOWDEN FRIENDSHIP CENTER

## Thursday Nov. 20, 2025

**Attendance:** Laurie Miller, Charlie Brittain, Grant Johnson, Pauline Parlee, Carol Christianson, Ashley Willert, Sandra Wilcox, Dan Northcott, Karilynn Marshall, Glen Fox, Katie Imler, Cam Morrison, Paul Webb

**Call the Meeting to Order:** Karilynn Marshall called the meeting to order at 7:00

**Approval of the Agenda:** Ashley approved the agenda with the additions. Seconded by Glen.

- a) Agenda additions : Insurance & Bookings for the Town of Bowden

**Minutes from the Last Meeting:**

- a) Read by: Katie
- b) Any Errors or Omissions: Correction to Old Business Item #4: The Firendship Center gave the town a cheque for the flower basskets.
- c) Minutes approved by: Glen
- d) Seconded by: Ashley

**Treasurer's Report by: Carol Christenson**

**Current Bank Balance:**

- a) General Account \$ 42,842.30
- b) Casino Account \$14460.49
- c) GIC Investments: \$42,924.00
- d) Refunds on Damage Deposits - \$300
- e) Treasurer's Report
  - a. Approved by Charlie
  - b. Seconded by Glen
  - c. All in favor. Carried

**Correspondence:** Co-op is now delivering groceries to the town of Bowden

**Old Business:**

**1. By-Laws:**

- a. By-law changes: Laurie brought to the meeting the suggested changes regarding voting privledges of the membership. Discussion on emembers being in good standing and what do we require for those terms.
- b. We need to define a member is active by attending a minimum 3 meetings/events/activities per year.
- c. Laurie is goingt to work on this and have a meeting with the sub committee before the next meeting.

2. Ukraianian Supper Results:

- a. Expenses \$1,066.39
- b. Income \$3290.00
- c. Profit \$2,223.61
- d. Thank You to everyone who volunteered and helped with the supper.

3. Basement door update from Grant:

- a. Grant had the fire Inspector come out from Red Deer and we do not need to do anything to the door.
- b. We need to replace the exit signs and they are \$70 each and fix the door on the west side because it is sticking a bit. Unless we are getting 100+ people in the basement then we don't need to change the door to have push bar to exit.
- c. But we would like accessibility from the outside so that if someone wants to rent the basement they can have access? Maybe we just need to change the handle if we don't have a key for it.
- d. Karilynn will contact Don regarding the key for the basement door on the Southside of the building

4. Garbage Bin – Update from Paul Webb

- a. Garbage bin was replaced

5. Jam Sessions – Charlie

- a. The Jam sessions are well attended and it would be very helpful to have some board members attend to help with the admission and the coffee. The next dates are Nov 30 and Dec 7

6. Newsletter- Thankful for the space in the Town newsletter and going well. There is a page on the town of Bowden website for the Friendship Center as well

7. Town Rep: Laurie Miller is our town rep and Cam Morrison is the alternate.

New Business:

1. Committee Reports

- a. Kitchen & Supplies: Sandy Wilcox
  - i. Everything is topped up
  - ii. Building & Maintenance: Grant Johnson - Covered above
- b. Rental Agent: Charlie
  - i. Rentals. A Christmas Market on December 12. Rental Rate would have been \$250 but we gave her a discount to \$125 + damage deposit. Donna Nickerson is putting it on. She will have a food bank table and it will be donated to the town.
  - ii. Does the firehall get a discount on their Christmas Party? Discussion: No discount and move ahead with the regular rental rate but maybe throw the kitchen in for free.



c. Promotions: Karilynn

- i. November newsletter has been posted on the web page and on the Town of Bowden website. Keeping the newsletter up to date. Planning to do a paint night here in January.

d. Alberta Gaming: Ashley

- i. Our Casion is April 5 and 6, 2026. We will need 18 shifts covered.

e. Phone Committee: Laurie

- i. Laurie is stepping down from the phone committee. She called everyone on Sept 15. Charlie will ask Sam if she is available for this position.

f. Town of Bowden Rep.: Laurie

- i. Nothing to report

2. Members Tureky Supper

- a. Cateerr: Complete Catering – Joleen \$25.00/person
- b. Tickets: Karilynn has printed them and they are available. Numbers need to be decided by December 2.
- c. Bingo: We need prizes donations for our game winners
  - i. Plese bring in a gift bag ready to hand out
  - ii. Decorating & the Tree Set-up: Charlie will set it up before December 6
  - iii. Instead of a silent auction maybe we could do a 50/50

Additions to the Agenda:

- 1. Does the town have to pay for hall rentals? The \$3000 from the town is a grant. It is not tied to the emergency center and is just a grant for the expenses. The town does quite a bit for the hall as far as mowing the lawn etc. Discussion. A vote was taken and the committee and present members voted in favor that the Town of Bowden can have 6 free rentals a year. Thank you for your partnership. All in favour 100%
- 2. Insurance- Laurie brought some information about insurance for non-profits and see if it is cheaper than what we are paying.
- 3. Richard Sybblis is going to be the new rep from Parkland as Dan is retiring and the company has sold.

Next Meeting: Thursday, Feb . 19 7:00

Motion to Adjourn by: Karilynn at 8:24. Seconded by: Ashley