

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 **Tuesday 14 October 2025, 7:00pm.**

1. CALL TO ORDER

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

3. ADOPTION OF PREVIOUS MINUTES

3.a September 22, 2025, Regular Council Meeting.

4. PUBLIC HEARING

None scheduled.

5. DELEGATION

None scheduled.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.a Council Resolutions Follow Up Action.

6.b Key Dates.

7. BYLAWS & POLICIES

No agenda item.

8. NEW BUSINESS

8.a / 8.b / 8.c

As submitted within agenda pack

9. FINANCIAL

No agenda item

10. CORRESPONDENCE

10.a / 10.b / 10.c / 10.d

As submitted within agenda pack

11. REPORTS

11.a CAO's Report.

11.b Council Committee Reports.

11.c Society & Other Reports.

12. CLOSED SESSION OF COUNCIL

12.a Property Development update (Confidential). **CLOSED SESSION**

12.b Staffing update (Confidential). **CLOSED SESSION**

12.c SRDRWC update (Confidential). **CLOSED SESSION**

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 32 "privileged information" (applies to 12.a)

Section 20 "harmful to personal privacy" (applies to 12.b)

Section 28 "local public body confidences" (applies to 12.c)

13. MEETING ADJOURNMENT



**Town of Bowden – Regular Council Meeting
held on Monday September 22, 2025
at Town of Bowden Council Chambers.**

MINUTES (unapproved)

1. CALL TO ORDER

Mayor Randy Brown called the meeting to order at 7:00pm.

PRESENT

Mayor	Randy Brown
Councillor	Paul Webb
Councillor	Sandy Gamble
Councillor	Deb Coombes
Councillor	Wayne Milaney

ADMINISTRATION

CAO

Arno Glover

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

Motion 2.a

Moved by Councillor Deb Coombes that Council adopts the agenda as presented.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the minutes of the Regular Council Meeting of September 8, 2025, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There was no public hearing.

5. DELEGATION

There was no delegation.

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 Deb Coombes 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.

Administration confirmed that "Double D" were booked for the Christmas Special Event at the Igloo Arena for December 12, 2025.

Motion 6.b

Moved by Councillor Wayne Milaney that Council accepts agenda item 6.b as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.c Bowden Grandview School Awards Ceremony

Council was requested to consider an award despite the award criteria not being satisfied.

Council determined that the school could decide on the who the recipient should be.

Deputy Mayor Deb Coombes will represent the Town and present the award at the ceremony.

Going forward Council will re visit the awards criteria to determine how this might be amended.

Motion 6.c

Moved by Councillor Deb Coombes that Council awards a scholarship for the sum of \$500.00, and that the school determines the recipient.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

There was no agenda item.

8. NEW BUSINESS

There was no agenda item.

9. FINANCIAL

There was no agenda item.

10. CORRESPONDENCE

Agenda item 10.a Acting S/Sgt Jamie Day – Olds RCMP Detachment

Council was provided with an invitation to meet the Commanding Officer of RCMP K Division (Trevor Daroux) at the Alberta Municipalities Convention and if the invitation was accepted to provide topics for discussion.

Motion 10.a

Moved by Councillor Paul Webb that Council declines the invitation for this year and accept the item of correspondence 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 Deb Coombes that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

There were no reports submitted

Agenda item 11.c Society & Other Reports

- i. FCSS Community Navigator Report (September 2025)
- ii. Alberta Emergency Management Agency Newsletter (Sept/Oct/Nov 2025)
- iii. Mountain View Regional Water Services Commission (Regular Meeting September 10, 2025)
- iv. Parkland Regional Library System Board (misc documents)
- v. Alberta Counsel News (Issue 231 September 2025)

Motion 11.c

Moved by Councillor Sandy Gamble that Council accepts the Society & Other Reports as information.

MOTION CARRIED UNANIMOUSLY

Mayor Randy Brown called for a brief recess at 7:35 pm.

Mayor Randy Brown called the meeting back to order at 7:45 pm.

12. CLOSED SESSION OF COUNCIL**Agenda item 12.a Property Development (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 32 "privileged information".

Agenda item 12.b 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".

Agenda item 12.c SRDRWC (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 28 "local public body confidences".

Motion 12.a

Moved by Councillor Sandy Gamble at 7:45 pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b

Moved by Councillor Paul Webb at 8:30 pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

There were no motions made with respect to Agenda items 12.a / 12.b / 12.c.

13. MEETING ADJOURNMENT

Motion 13.a

Moved by Councillor Paul Webb at 8:31 pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Minutes signed by:

**Mayor
Randy Brown**

**CAO
Arno Glover**

Regular Council Meeting: October 14, 2025.	Agenda Item: 6.a
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: Information	Attachment(s): 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.

Town of Bowden

COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION

(updated comments in red - updated 8 October 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23 9 July 2025	Intermunicipal Collaboration Framework 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. Email sent to CAO of RDC to commence planning / discussions. No response to date. Latest MGA is now published dated May 15, 2025. The requirement for an ICF is now a relevant statute.	Council / CAO	progress
26 Aug 24	Firehall Flag Poles Motion 8.c Administration to liaise with RDC Protective Services This may form part of the future discussion on firehall building updates.	CAO	progress
23 June 25	Role of the Chief Administrative Officer Motion 8.g Revision of Council Procedural Bylaw No progress to date This will also include amendments that are now required following the repeal of the FOIP Act.	CAO	progress
22 Sept 25	Agenda item 6.c Bowden Grandview School Scholarship Awards Criteria Council to review and determine a revised criteria for the award of the scholarship.	Council	progress

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

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

Regular Council Meeting: October 14, 2025.	Agenda Item: 6.b
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: Information	Attachment(s):

6.b Key Dates *(for information)*

OCTOBER

October 20	Municipal General Election
October 27	Organizational Meeting of Council 6:30pm Council Chambers Regular Council Meeting 7:00pm Council Chambers
October 28	Elected Officials Education Program Regional Orientation Session hosted by Town of Blackfalds with George Cuff
October 28	Innisfail & District Chamber of Commerce Awards Night Innisfail Legion – Dinner at 6:00pm (Bowden Business of the Year)

NOVEMBER

The schedule of Regular Council Meetings for the remainder of 2025 and for 2026 to be determined by Council in the Organizational Meeting of Council of October 27.

November 5	Bowden Grandview School Remembrance Day Ceremony 10:30am
November 12	Alberta Municipalities Convention and Trade Show (Calgary TELUS Convention Centre) Hotel reservations have been made for 7 Councillors for the nights of Tuesday 11 th November to Thursday 13 th November (3 nights) at Hyatt Regency Calgary ABMunis registrations have been made for 7 elected officials.
November 26	Legal Seminar hosted by Town of Blackfalds conducted by Reynolds Mirth LLP 1:00pm until 4:00pm. Topics to include: <ul style="list-style-type: none"> • 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

DECEMBER

December 12	Christmas Special Event Igloo Arena
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Recommended Motion:

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

Regular Council Meeting: October 14, 2025.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: RFD	Attachment(s): 1 Email dated September 19 2 Proposed Budget 2026

8 Parkland Regional Library System 2026 Proposed Budget

Parkland Administration request that Council review the 2026 proposed budget for the Parkland Regional Library.

Member Municipalities are requested to approve the proposed increase in the requisition or contact Ron Sheppard to discuss.

CAO

From: Parkland Administration <administration@prl.ab.ca>
Sent: September 19, 2025 1:10 PM
To: Municipal Administrators
Subject: Parkland Regional Library System 2026 Proposed Budget
Attachments: Proposed Budget 2026 - Full Budget Notes.pdf

Importance: High

Good afternoon,

In accordance with the Parkland Membership Agreement, I have attached to this email a copy of the 2026 proposed budget for the Parkland Regional Library System

Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. Please respond with your council's decision regarding the 2026 per capita requisition **as soon as possible**.

The next meeting of the Parkland Library Board is on November 27th where the results of the municipal vote will be reviewed.

Parkland's Director, Ron Sheppard, is available to speak to your council or administration regarding the budget upon request. Please contact Parkland if you have any questions. We can be reached at 403-782-3850 or by email at administration@prl.ab.ca

Thank you,

Kara Hamilton

Office Administrator

Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2
403.782.3850 ext 232 | 1.800.567.9024.ext 232 | prl.ab.ca

Libraries – Value Beyond Words



Proposed BUDGET 2026

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

		Present Budget	Proposed Budget
		2025	2026
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,178,075	2,234,174
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	67,500	50,000
TOTAL Income		3,900,392	3,938,991
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
PRLS Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Professional Development Materials (formerly reference)	2,600	3,600
TOTAL Support Materials & Services Direct to Libraries		1,423,188	1,451,466
Cost of Services			
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)		3,900,392	3,938,991
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.81	9.99

Notes for the Parkland Regional Library System Budget 2026

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.

8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2026, there is an eighteen-cent increase to the municipal per capita requisition to \$9.99. This amounts to a \$0.18 or 1.84% increase in the requisition.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of \$4.75 per capita and the rural library services grant will remain at \$5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 0.99% in 2026.
- For 2026, seventeen expense lines are projected to remain unchanged from 2025, thirteen will see increases, and eight will decrease.
- The budget for 2026 is based on a new population figure of 223,641.
- Interest income is down because of a sharp decline in interest paid on Parkland's current bank account (line 1.5).
- The Cooperative Collection has been reduced by \$5,000 to pay for additional eContent (line 2.4).
- eContent platform fees have been increased by \$6,150 to cover cost increase for existing products (line 2.5).
- Internet connection fees are also down. Parkland's network infrastructure department had set aside funds for an increase in bandwidth it does not judge as necessary (line 2.8).
- Library Services tools have increased slightly due to an increase in the cost of one of Parkland's frequently used survey tools (line 2.9).
- Outlet contributions have dropped slightly since by 2026. The library in Nordegg will no longer be a Parkland service point (line 2.12).
- Line 2.13 has been eliminated with the funds added to line 2.22.
- The Workshop and Training lines have been increased slightly to cover the increased costs for Parkland's in-person conference which was reinstated in 2024 (line 2.17).
- eContent has been increased by \$10,000 due to requests made by a few libraries for more eContent. (line 2.19).
- Audit fees are down slightly because 2024 had a Local Authorities Pension Plan audit in addition to Parkland's regular audit – LAPP audits only occur every third year (line 3.1).
- The salaries line (3.9) has increased to accommodate eligible employees moving up a step on the salary grid.
- The Supplies/Stationery/Building line (line 3.12) has been reduced by \$7,600 and Supplies Purchased (line 2.15) increased by the same amount to reflect the inventory items purchased for member libraries.
- The Telephone line (line 3.13) has increased due to the number of staff who now require multi-factor authentication as part of their job with Parkland. Staff receive a \$50 per month subsidy towards their phone plan.
- Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

At the end of the budget, is the Budget Supplement. In this section the board pre-approves purchases from reserves for the upcoming year and known transfers between reserves. In 2026, Parkland will be purchasing at least one new vehicle (estimated at \$65,000). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a Return on Municipal Levy document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 91% of the 2026 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2026 Budgeted Amounts

2026

Materials Allotment for Libraries	(Books, DVD's, audiobooks, etc.)	\$ 253,392
Cooperative Collection Fund		\$ 25,000
Technology	(Hardware – budget plus reserves)	\$ 161,092
Postage	(Reimbursement for Interlibrary Loan)	\$ 2,300
Software	(For computers, ILS, etc.)	\$ 242,398
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$ 25,600
Internet	(Connectivity provided to member libraries)	\$ 9,600
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$ 158,000
Vehicle Expense		\$ 58,000
Marketing/Advocacy		\$ 20,000
Workshop/Training		\$ 16,000
Cataloguing Supplies		\$ 34,600
Contribution to Outlet Libraries*	(\$200 each for Brownfield, Spruce View and Water Valley)	\$ 600
Materials Discount	(34% in 2024)	\$ 224,997

Additional Services/Funding Available to Parkland Libraries:

Rural Libraries Services Grant	(Given to PRLS and distributed directly to libraries)	\$ 452,928
SuperNet	(Fiber Optic connection provided by GOA)	\$ 370,022

Sub-Total	\$ 2,054,529
Requisition	\$ 2,234,174
	91%
Difference Between Levy & Direct Return	\$ 179,645

**Parkland Regional Library System
Requisition Comparison for 2026 TO PREVIOUS 2025 YEAR**

18

	2026		2025		Requisition change based on 9.99 2025 to 2026
	billing population	per capita 9.99	billing population	per capita rate \$9.81	
ALIX	783	7,822.17	774	7,592.94	229.23
ALLIANCE	166	1,658.34	166	1,628.46	29.88
AMISK	219	2,187.81	219	2,148.39	39.42
BASHAW	848	8,471.52	848	8,318.88	152.64
BAWLF	412	4,115.88	412	4,041.72	74.16
BENTLEY	1,042	10,409.58	1,042	10,222.02	187.56
BIG VALLEY	331	3,306.69	331	3,247.11	59.58
BIRCHCLIFF SV	211	2,107.89	211	2,069.91	37.98
BITTERN LAKE	216	2,157.84	216	2,118.96	38.88
BLACKFALDS	11,415	114,035.85	10,470	102,710.70	11,325.15
BOWDEN	1,280	12,787.20	1,280	12,556.80	230.40
CAMROSE	18,772	187,532.28	18,772	184,153.32	3,378.96
CAMROSE COUNTY	8,504	84,954.96	8,504	83,424.24	1,530.72
CARSTAIRS	5,313	53,076.87	4,898	48,049.38	5,027.49
CASTOR	803	8,021.97	803	7,877.43	144.54
CLEARWATER M D*	12,335	123,226.65	11,865	116,395.65	6,831.00
*Plus population of Caroline					
CLIVE	775	7,742.25	775	7,602.75	139.50
CORONATION	868	8,671.32	868	8,515.08	156.24
CREMONA	437	4,365.63	437	4,286.97	78.66
CZAR	248	2,477.52	248	2,432.88	44.64
DAYSLAND	789	7,882.11	789	7,740.09	142.02
DELBURNE	919	9,180.81	919	9,015.39	165.42
DIDSBURY	5,070	50,649.30	5,070	49,736.70	912.60
DONALDA	226	2,257.74	226	2,217.06	40.68
ECKVILLE	1,014	10,129.86	1,014	9,947.34	182.52
EDBERG	126	1,258.74	126	1,236.06	22.68
ELNORA	288	2,877.12	288	2,825.28	51.84
FLAGSTAFF COUNTY	3,660	36,563.40	3,694	36,238.14	325.26
FORESTBURG	807	8,061.93	807	7,916.67	145.26
GULL LAKE	226	2,257.74	226	2,217.06	40.68
HALF MOON BAY SV	65	649.35	65	637.65	11.70
HARDISTY	548	5,474.52	548	5,375.88	98.64
HAY LAKES	456	4,555.44	456	4,473.36	82.08
HEISLER	135	1,348.65	135	1,324.35	24.30
HUGHENDEN	213	2,127.87	213	2,089.53	38.34
INNISFAIL	7,985	79,770.15	7,985	78,332.85	1,437.30
JARVIS BAY SV	213	2,127.87	213	2,089.53	38.34
KILLAM	918	9,170.82	918	9,005.58	165.24
LACOMBE	14,258	142,437.42	14,258	139,870.98	2,566.44
LACOMBE COUNTY	10,283	102,727.17	10,283	100,876.23	1,850.94
LOUGHEED	225	2,247.75	225	2,207.25	40.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	127,343.61	2,336.58
NORGLNWOLD SV	306	3,056.94	306	3,001.86	55.08
OLDS	9,209	91,997.91	9,209	90,340.29	1,657.62
PAINT EARTH COUNTY	1,990	19,880.10	1,990	19,521.90	358.20
PARKLAND BEACH SV	168	1,678.32	168	1,648.08	30.24
PENHOLD	3,484	34,805.16	3,484	34,178.04	627.12
PONOKA	7,331	73,236.69	7,331	71,917.11	1,319.58
PONOKA COUNTY	9,998	99,880.02	9,998	98,080.38	1,799.64
PROVOST	1,900	18,981.00	1,900	18,639.00	342.00
PROVOST MD	2,071	20,689.29	2,071	20,316.51	372.78
RED DEER COUNTY	19,933	199,130.67	19,933	195,542.73	3,587.94
RIMBEY	2,470	24,675.30	2,470	24,230.70	444.60
ROCHON SANDS SV	97	969.03	97	951.57	17.46
ROCKY	6,765	67,582.35	6,765	66,364.65	1,217.70
ROSALIND	162	1,618.38	162	1,589.22	29.16
SEDGEWICK	761	7,602.39	761	7,465.41	136.98
STETTLER	5,695	56,893.05	5,695	55,867.95	1,025.10
STETTLER COUNTY	5,666	56,603.34	5,666	55,583.46	1,019.88
SUNBREAKER COVE SV	131	1,308.69	131	1,285.11	23.58
SUNDRE	2,672	26,693.28	2,672	26,212.32	480.96
SYLVAN LAKE	16,275	162,587.25	15,995	156,910.95	5,676.30
WHITE SANDS	174	1,738.26	174	1,706.94	31.32
	223,641	2,234,173.59	222,026	2,178,075.06	56,098.53

Brief Notes – September 2026

INCOME

- 1.1 The Provincial Operating grant remains the same, as per notification from statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.99 population is based on 2024 Alberta Municipal Official Population List
- 1.4 Based on notifications from PLSB and calculated at \$5.60 per capita
- 1.5 Decreased - reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection. Reduced by \$5,000 to pay for additional eContent (line 2.19)
- 2.5 This line increased by \$6,150 to cover cost increase for existing products
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2025 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Line reduced as bandwidth increase is deemed unnecessary
- 2.9 Increased slightly to \$8,000 – Tools to assist with cataloguing library materials
- 2.10 Held at 2025 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Increased slightly as this is based on current population at \$0.30 per capita
- 2.12 Decreased to \$600 - operating funding provided to PRLS' three outlet libraries (Nordegg no longer a Parkland service point)
- 2.13 Line eliminated with funds added to line 2.22
- 2.14 Held at 2025 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services - used for purchasing library material

processing items such as laminated book covers, cataloguing records, library cards and multimedia cases

- 2.16 Held at 2025 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Increased by \$2,000 with funds taken from line 3.11 to cover increased cost for Parkland's in-person conference - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS CIRCULATING COLLECTIONS

- 2.18 Held at 2025 level \$5,000
- 2.19 Increased \$10,000 due to demands by libraries and renewal of license agreements. Some funds coming from line 2.4 -includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2025 level \$12,000
- 2.21 Held at 2025 level \$5,000
- 2.22 Increased to \$3,600 from funds from eliminated line 2.13

COST OF SERVICES

- 3.1 Decreased as no LAPP audit required in 2026
- 3.2 Reduced slightly to \$1,200 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2025 level of \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$27,250 - actual costs reviewed plus an estimated increase in the building requiring more service calls
- 3.5 Held at 2025 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Held at \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$38,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Held at 2025 level – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Decrease \$2,000 based on actual expenses
- 3.12 Decreased \$7,600 going to line 2.15 to reflect inventory items that were for library support - based on a five-year review
- 3.13 Increase to \$11,000 based on review - includes line charges, toll free number, mobile telephones, long-distance costs, staff phone reimbursement

- 3.14 Held at 2025 level – since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses
- 3.15 Held at 2025 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2025 of \$34,000 - based on review of actual costs and estimated increases

At the end of the budget documents, you will find the Budget Supplement which indicates planned purchases from reserves. The largest planned purchase is for computer hardware from the Technology Reserve, most of which is for member libraries. Expenditures are projected to be valued at \$169,250. Parkland will also need to replace at least one vehicle in 2026 which is reflected by a planned expenditure of \$65,000 from the Vehicle Reserve. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Also included is a "Return on Municipal Levy" document. It is based on comparing the amount of the municipal levy to items of direct financial benefit to member libraries. For 2026, it is projected an equivalent of 91% of the levy is returned in tangible form. This return is before considering the services provided by Parkland or taking into account the cost of running Parkland's system headquarters.

Another document has been included comparing the change in requestion paid by each municipality in 2025 and 2026.

Complete Notes to the 2026 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,178,075	2,234,174
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	67,500	50,000
TOTAL Income	3,900,392	3,938,991

Income – Line Details

1.1 Provincial Operating Grant

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is potentially subject to change annually

1.2 On Reserve, On Settlement Grant

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6

- 1.3 Membership Fees** \$9.99 per capita requisition to municipalities to balance the budget, an eighteen-cent increase per capita using the 2024 Municipal Affairs Population List
- 1.4 Alberta Rural Library Services Grant** grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries
- 1.5 Interest Income** reduced in 2026 - estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account; the budgeted amount is reflective of the anticipated return on investments

Support Materials & Services Direct to Libraries

		2025	2026
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	3,600
TOTAL		1,423,188	1,451,466

Support Materials & Services Direct to Libraries - Line Details

2.1 Alberta Rural Library

Services Grant

a \$5.60 per capita provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income

**2.2 Allotment Funds Issued
to Libraries**

reflects materials allotment rate of \$1.13 per capita – using 2024 Municipal Affairs Population

**2.3 Computer Maint. Agree.
Software Licenses**

Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners

2.4 Cooperative Collection

decreased by \$5000 - designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection

**2.5 eContent Platform fees
and Subscription fees**

increased by \$6150 – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for Ancestry Library Edition along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines

**2.6 On Reserve, On
Settlement Grant Exp**

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves

2.7 Freight

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2025 level

**2.8 Internet Connection
Fees**

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ

2.9 Library Services Tools	increased, based on increase in actual costs – includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData
2.10 Marketing/Advocacy	amount held at the same level as 2025 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
2.11 Member Library Computers	slight increase based on system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita
2.12 Outlet - Contribution to Operating	decrease to \$600 - funds for Parkland’s three outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.
2.13 Periodicals	line eliminated; funds added to line 2.22
2.14 ILL Postage Reimbursement for Libraries	held at 2025 level - based on actual and estimates – reimbursement for items interlibrary loaned (ILL) by member libraries and ILLs sent for libraries from Parkland
2.15 Supplies purchased Cataloguing/Mylar	increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services funds for direct support items being included here – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases, barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries
2.16 Vehicle Expense	held at 2025 level – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles). Also includes tire replacements

- 2.17 Workshop/Training** increased by \$2000 with funds coming from the Staff Development line (3.11) - includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations

PRLS Circulating Collections

- 2.18. Audiobook Materials** held at 2025 level – used to support the physical audiobook collection
- 2.19 eContent** increased 10,000 due to demands for additional content by libraries and renewal of license agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent
- 2.20 Large Print Books** held at 2025 level to help refresh the collection
- 2.21 Programming Kits** held at 2025 level - to build new programming kits and replace consumables in current kits for programming in member libraries
- 2.22 Reference Materials** increased by \$1000 due to line 2.13 being eliminated – to purchase limited amounts of reference material for use by member libraries and PRLS staff, and periodicals. eResources for reference and professional development purposes can also be purchased using this budget line

Cost of Services

		2025	2026
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL		2,477,204	2,487,525

Cost of Services – Line Details

3.1 Audit	decreased - three-year quote for audit services with MNP - no LAPP audit required this year, includes costs for an annual letter from PRLS' lawyers required for the audit process
3.2 Bank Expenses	decreased based on actual - to cover the cost of enhanced electronic banking services and cheques
3.3 Bank Investment Fees	fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2025 level.
3.4 Building-Repair/Maintenance	held at 2025 level – based on actual costs as reviewed

3.5 Dues/Fees/ Memberships	held at 2025 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
3.6 Insurance	held at 2025 level - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs
3.7 Janitorial/Outdoor Maint. Expense	increased slightly to \$38,000 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal
3.8 Photocopy	reflects fees for photocopiers and estimated usage, based on 3-year average costs
3.9 Salaries	reflects current staffing levels and includes a step up the grid for qualifying staff
3.10 Salaries-Employee Benefits	reflects predicted costs for employer contributions and staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross, WCB
3.11 Staff Development	funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items and activities- reduced to \$18,000
3.12 Supplies/Stationery/ Building	reduced - direct library supplies costs moved to line 2.15- includes, but not limited to, book processing-related supplies, building and stationery supplies
3.13 Telephone	increased slightly - includes line charges, toll free number, mobile telephones, long-distance costs, and mobile phone reimbursement for staff. Based on actual costs.

- 3.14 Travel** held at 2025 level - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.57 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense** accounts for a 10-member Executive Committee and a 6-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2025 level
- 3.16 Utilities** held at 2025 level - based on multi-year review of actual expenses

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
TOTAL Income	3,900,392	3,938,991
TOTAL Support Materials & Services Direct to Libraries	1,423,188	1,451,466
TOTAL Cost of Services	2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)	3,900,392	3,938,991
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.81	9.99

Budget Supplement

Explanation points to the 2026 Budget dealing with Capital Assets, Amortization, and Reserves

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing at least one new vehicle in 2026 (estimated at \$65,000). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2026

Explanation points to the 2026 Budget dealing with Capital Assets, Amortization and Reserves.

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2026	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$89,810	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$65,000	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$132,250 -B)</i>	\$169,250	
	<hr/> \$324,060	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$10,000	C
	<hr/> \$10,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$75,763	B
Current Year Amortization estimated - PRLS Assets	\$56,487	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		

Vehicle Reserve

Proceeds from the sale of vehicles

\$10,000 C

*(actual amounts will be based on exact selling price in the year)***Technology Reserve**

Budgeted for member library computers

\$67,092

\$209,342

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building

\$89,810 A

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building

\$78,939

(actual amount will be affected by asset disposals during the year)

\$168,749

Agenda Item 8.a (continued) Parkland Regional Library System 2026 Proposed Budget

Motion

Moved by Councillor _____ that Council _____

Regular Council Meeting: October 14, 2025.	Agenda Item: 8.b
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: RFD	Attachment(s): 1 Volunteer Application Form

8.b Volunteer Application – Special Events Committee

Administration submits a Volunteer Application Form.

Note: Personal details are redacted for privacy reasons.



TOWN OF BOWDEN
Volunteer Application Form
(CONFIDENTIAL)

37

Please download this form, complete, and deliver in person to the Town Office or scan and email to: info@bowden.ca

Name:

Anaya Lea

Address:

Phone num

Occupation:

Retired

Hobbies / Interests:

Weaving gardening travel

Which Council Committee(s) or Board(s) are you interested in?

Special Events

How did you learn of this volunteer opportunity?

Community Showcase

Please list any other community organizations you are involved with in a volunteer capacity and tell us what you find satisfying and /or challenging about your role:
(optional)

Signature:

Anaya Lea

Date:

Sept 17/25

The personal information on this form is collected under the authority of Section 32(c) of the Freedom of Information and Protection of Privacy Act and is used solely for the purpose of carrying out the volunteer program within the Town of Bowden.

Questions about collection of this information can be directed to the Chief Administrative Officer at:
Box 338, 2101 20 Avenue, Bowden, Alberta, T0M 0K0 or email CAO@bowden.ca

Special Events & Cultural Committee:

The Special Events and Cultural Committee exists to organize, coordinate, and promote recreational and cultural community events within the Town, eg: Canada Day, Movie in the Park, Igloo Daze, etc. In addition, the Committee assists other organizations (eg: The Ag Society) in the planning and coordination of their community events and programs in the Town.

Bowden & District Cemetery Association:

The Bowden & District Cemetery Association exists to ensure that the Bowden & District Cemetery is controlled, managed, and maintained through a program of perpetual care (preservation, improvement, embellishment, and maintenance). Another part of its remit is to liaise and communicate with Council, residents, and community groups regarding any programs or initiatives concerning the operation and management of the Cemetery.

Bowden Public Library Board:

The purpose of the Public Library Board is to ensure the effective management, regulation and control of the Town library and its services (and to ensure that library services are conducted in accordance with the policy and directives of the Parkland Regional Library Board).

The Board will liaise and communicate with residents and community groups regarding any programs concerning the operation, management, or control of the Town library or any revisions to service levels or fees.

Agenda Item 8.b (continued) – Special Events Committee**Motion**

Moved by Councillor _____ that Council _____

Regular Council Meeting: October 14, 2025.	Agenda Item: 8.c
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: RFD	Attachment(s): 1 CARARB Letter dated October 6, 2025

8.c Central Alberta Regional Assessment Review Board (CARARB)

The CARARB has requested a volunteer to participate on the committee.

Details as to the requirement are provided in the attached letter.

The deadline date to reply is October 17, 2025.



Date: October 6, 2025

From: Jessica Robinson Designated Officer, Central Alberta Regional Assessment Review Board

To: All Chief Administrative Officers

RE: **Request for Volunteer – Regional Board Review Committee**

As outlined in the Regional Assessment Review Services Agreement between the City of Red Deer and your municipality, a Regional Board Review Committee must be established. This committee is to be composed of five administrators who volunteer from the partner municipalities.

To date, we have only received volunteers from two municipalities. We are now seeking a representative from your municipality to participate on the committee.

Committee Details:

- **Purpose:** To review applications from individuals seeking appointment as Board Members and to make recommendations to the Designated Officer.
- **Who:** Any municipal staff member may participate, but ideally someone with experience in assessment or legislative services.
- **Time Commitment:** Approximately 1–2 hours to review application materials, plus a 1–2 hour virtual meeting.
- **Timeline:** Meeting to be held in early November (date to be confirmed).
- **Format:** Virtual

Please confirm your municipality's volunteer **by October 17, 2025.**

If we do not receive the required number of volunteers by this date, we will be obligated to appoint additional members from the City of Red Deer to ensure the committee is formed in accordance with the agreement and bylaw.

Looking ahead, the governing bylaw will be reviewed and amended in 2026 to support a more sustainable committee structure. We will share further details at that time.

Thank you for your continued partnership and support.



If you have any questions regarding the foregoing, please contact the Board Clerk at (403) 342-8132 or via email at RegionalARB@reddeer.ca.

Sincerely,

A handwritten signature in blue ink, appearing to be "Jessica Robinson", written over a horizontal line.

Jessica Robinson Designated Officer,

Central Alberta Regional Assessment Review Board

Agenda Item 8.c (continued) Central Alberta Regional Assessment Review Board

Motion

Moved by Councillor _____ that Council _____

Regular Council Meeting: October 14, 2025.	Agenda Item: 10.a / 10.b / 10.c / 10.d
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: Information / RFD	Attachment(s): 1 RDC Protective Services September Contract 2 Email from Bowden Grandview School 3 Email from CUPW 4 Premier of Alberta letter dated Sept 22, 2025

Agenda item 10

Content:

- 10.a Red Deer County, Protective Services**
September 2025 Enforcement Contract Report
- 10.b Bowden Grandview School (email dated September 26, 2025)**
Email notifying Council of the date and timings of the Remembrance Day Ceremony.
Mayor & Councillors are invited to the event.
Email makes a request for a response.
- 10.c Canadian Union of Postal Workers (email dated September 26, 2025)**
The National President of CUPW requests that Council review the attached enclosure and pass a resolution asking for a delay on the mandate review.
- 10.d Alberta Government – Premier of Alberta**
Correspondence to the Minister of Municipal Affairs (Hon. Dan Williams) from the Premier of Alberta (Hon Danielle Smith).



45

PROTECTIVE SERVICES
38106 Range Road 275
Red Deer County, AB T4S 2L9
Phone: 403.343.6301

October 2, 2025

Town of Bowden
2101 – 20 Avenue,
Box 388
Bowden, AB T0M 0K0

Sent Via Email to: cfo@bowden.ca

Attention: Chief Administrative Officer

Dear Sir/Madam:

Re: September 2025 Enforcement Contract

Please be advised for the month of September, Red Deer County Patrol Officers spent 10 hours and 5 minutes in the Town of Bowden.

Four tickets were issued during patrols conducted between 0600-2100:

- Speeding
- Operate a Motor Vehicle while Unauthorized
- Unregistered Motor Vehicle

There were no occurrences generated during the month of September.

I trust you will find the foregoing satisfactory, if you have any questions, please feel free to contact our office.

Sincerely,

Sgt. Irv Heide
Patrol Manager,
Red Deer County, Protective Services

CAO

From: info
Sent: September 26, 2025 8:29 AM
To: CAO
Subject: FW: Remembrance Day Ceremony

FYI

Jacqui Molyneux
CFO
Phone 403-224-3395
Fax 403-224-2244



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

From: Karen Lentz <klentz@cesd73.ca>
Sent: September 25, 2025 5:24 PM
To: info <info@bowden.ca>
Subject: Remembrance Day Ceremony

Bowden Town Council,

It's that time of year again and Bowden Grandview School is planning a Remembrance Day ceremony on **Wed. Nov. 5, 2025 at 10:30am**. The ceremony is for the students of Bowden Grandview School, as well as the community, and honored guests. It will be held in our school gymnasium. We would like to invite Bowden's mayor and town councillors to participate in our ceremony by marching in the Color Party with the veterans/representatives, dignitaries, etc. We would also like to invite you to lay a wreath, in memory of the fallen. (We can provide the wreath). If possible, we would like those participating in the Color Party to arrive at the school by 10:10am. We look forward to hearing from you.

Thank you,
Karen Lentz
Bowden Grandview School

CAO

From: Mayor
Sent: September 26, 2025 8:42 AM
To: CAO
Subject: FW: Letter from CUPW | Canada Post Mandate Review
Attachments: 2025-09-09_Resolution Municipalities_EN.pdf

From: Marty Le Gallez <mlegallez@cupw-sttp.org>
Sent: September 24, 2025 1:46 PM
To: Mayor <mayor@bowden.ca>
Subject: Letter from CUPW | Canada Post Mandate Review

BY EMAIL AND MAIL

September 24, 2025

Mayor Robb Stuart
 Town of Bowden
 PO Box 338
 Bowden AB T0M 0K0
mayor@bowden.ca

Dear Mayor Stuart,

Re: Upcoming Mandate Review of Canada Post Could Affect Jobs and Services in Your Community

I am writing you to let you know that the Federal Government is planning a mandate review of Canada Post from October 2025 to March 2026. At this time, we do not have details regarding the format, process or terms of reference. We are very concerned that there is no guarantee of public or stakeholder consultation ([please see enclosure](#)).

I had written you earlier this year about the Industrial Inquiry Commission (IIC) launched to review negotiations between Canada Post and our union. Unfortunately, it examined issues that were beyond collective bargaining and made some recommendations for drastic service cuts. Notably, these were in the form of post office closures and to resume conversion to community mailboxes – something the first Liberal Government after Harper was elected to stop.

CUPW's recommendations for expanded services, including things like postal banking, seniors check ins, community hubs, the reinstatement of an improved Food Mail Program, were rejected as a means to immediately address the financial challenges faced by Canada Post. This, despite the fact that many individuals, municipalities and organizations have supported our efforts over the years.

Canada Post also used the IIC to set up its demands for regulatory changes that could form the basis of the mandate review. We believe that regulatory changes should only be examined after Canada Post returns to stabilized operations, the full impact of the January 2025 stamp price increase is realized, and when parcel volumes reflect sectoral demand.

Canadians deserve to have their say on a public service they own. Our Federal Government must respect their voice, their needs, their communities, including those in rural, remote and Northern locations, workers and their rights, and safeguard public services and jobs – not try to quietly erode them.

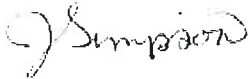
I am asking your municipality to:

- 1) Pass a resolution asking for a delay on this mandate review,
- 2) Ask the Government to commit to a fully transparent, public process involving input and hearings from all stakeholders in all regions, and;
- 3) Make a written and/or oral submission to the upcoming mandate review – if you have the capacity and depending upon how the review is structured.

Should you have any questions or concerns, please feel free to reach out to me via Vanessa Murenzi at vmurenzi@cupw-sttp.org

Thank you for your attention to this matter.

Sincerely,



Jan Simpson
National President
Canadian Union of Postal Workers

Encl.

PS - We are pleased to see some municipal-level pushback around the unilateral change in delivery practice for the red flags on rural mailboxes. This has raised concerns, in particular for elderly residents and those with mobility issues, who now have to go to their mailbox to check for mail.

C.C.:

National Executive Board
Regional Executive Committees
CUPW Locals
CUPW Specialists

/mlg cope 225

Appendix A

Canada Post Corporation Review

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.

Source: Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

Federal Government Plan: Canada Post Corporation Review

WHEREAS the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.¹

WHEREAS the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

WHEREAS the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

WHEREAS it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

THEREFORE, BE IT RESOLVED that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

THEREFORE, BE IT RESOLVED that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

THEREFORE, BE IT RESOLVED that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

¹ Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

September 22, 2025

The Honourable Dan Williams
Minister of Municipal Affairs

Dear Minister:

Thank you for your continued service to the people of Alberta and for your leadership within our government.

Albertans have entrusted us with a clear mandate: to deliver results, strengthen our communities, and build a future rooted in prosperity, opportunity, and responsible governance. Our government was elected to get the job done – and that is exactly what we will do.

Your ministry has had great success and accomplished several important milestones that reflect your commitment to serving Albertans. Some of these include:

- Strengthening local governance and updating local election rules with amendments to the *Municipal Government Act*, *Local Authorities Election Act* and the Local Political Parties and Slates Regulation.
- Enhancing construction safety and quality standards for newly built homes with changes to *New Home Buyer Protection Act* and the *Safety Codes Act*.

These achievements have laid a strong foundation for the work ahead and demonstrate your team's ability to turn vision into action.

Under your leadership as Minister of Municipal Affairs, I expect you to work closely with your Cabinet and Caucus colleagues and the public service through the Committee, Cabinet, and legislative processes to deliver on the following commitments to support Albertans, including:

- Maintain and build relationships of trust, partnership, and open dialogue with municipal leaders across the province and bring feedback and solutions from these discussions with municipal leaders to Caucus and Cabinet for timely consideration and action.
- Continue working with municipalities and local businesses to benchmark, measure and reduce the time it takes to approve permits to create a more attractive business investment environment.
- Work collaboratively with municipalities to eliminate conflicts between provincial policy and municipal bylaws and policy.
- Review and engage on how the government can support urban development that meets young Albertans' goals of home ownership in safe, affordable, attractive, livable family-friendly communities that reflect Alberta's distinct values and heritage.



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

- Review and make recommendations to strengthen Alberta's municipalities to ensure all Albertans are served by strong viable communities with the appropriate capacity to efficiently and effectively deliver necessary services.
- In consultation with municipalities and the business community, explore and make recommendations for ways to limit excessive municipal property tax increases for businesses and residents.
- Develop and implement a strategy to protect Albertans from specialized municipal taxes directed at homes that are not a primary residence.
- Complete development of an 'Automatic Yes' permitting program which will set shortened approval timeframes for all permitting overseen by the Ministry of Municipal Affairs coupled with an automatic approval for applications that are not rejected prior to the lapse of the maximum allowable assessment period.
- Streamline approval processes and reduce impediments for all permitting overseen by the Ministry of Municipal Affairs to enable the timely development of affordable housing.
- Complete work on a universal code of conduct for elected municipal officials and senior municipal staff that strengthens decorum and protects the freedom of speech of elected members, while ensuring an elected member cannot be impeded from fulfilling their duties as an elected representative by their elected colleagues.
- Review and provide recommendations regarding how to strengthen the role of elected municipal officials as the key policy and decision makers and supervisors of unelected municipal officials in municipal governments.
- Conduct a review of compensation and benefits for municipal officials to ensure taxpayer dollars are being respected and compensation levels are commensurate with time commitment and responsibility, including through the establishment of a municipal salary disclosure.

In addition, I expect you to provide support on further initiatives overseen by your colleagues:

- In coordination with the Minister of Transportation and Economic Corridors, who is lead, and the Associate Minister of Water, accelerate the development of an integrated water program that facilitates increased water treatment and distribution for residential, industrial, and agricultural water use across Alberta.

I direct you to work closely with the public service, including your Deputy Minister and other senior officials in your ministry, to support the priorities outlined in this letter with the highest standard of professionalism, integrity, and creativity.

I also expect you to regularly and proactively reach out to all ministry-related stakeholders in order to take feedback and identify potential solutions on issues of importance to them, including finding ways our government can reduce burdensome and unnecessary red tape and barriers that are hurting their members' ability to grow the economy and improve quality of life for the Albertans



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Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

they serve.

Together with you and our Caucus and Cabinet colleagues, I look forward to continuing the important work we have started and to get the job done.

Sincerely,

A handwritten signature in black ink that reads "Danielle Smith". The signature is written in a cursive style with a large, stylized "D" and "S".

Hon. Danielle Smith
Premier of Alberta

Agenda item 10 (continued)

Motion:

Motion by Councillor _____ that Council _____

Regular Council Meeting: October 14, 2025.	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: Information	Attachment(s) 1 CAO's Report

Content:**Agenda item 11.a (CAO's Report)**

Regular Council Meeting: October 14, 2025	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: Information	Attachment(s):

CAO's Report

The capital projects remain ongoing and are currently work in progress.

A summary of all of the capital projects will be provided to Council later in the year once complete. This will include a statement of project costs (actual v estimate).

The following provides a brief update on other matters.

1 Municipal Elections Update

1.1 Notice of Election

The Notice of Election provides notice to residents of election dates, voter eligibility and identification requirements. It has been advertised as follows:

- The Albertan Newspaper (7 & 14 October editions),
- The Town Newsletter (October edition),
- The Town's web site (as a notice and as a digital email to subscribers of e-news),
- The Town's social media account,
- Town Administration Office (Notice Board / Front Door / Front Reception desk),
- Town Library / Post Office Community Notice Board,
- As an attachment to the September utility billing.

With the ongoing postal worker's dispute, it is unsure as to whether some forms of advertising will reach all the intended / potential audience however other forms of social media, election signage and door to door canvassing will all contribute to making residents aware of the election and the dates for voting.

1.2 Election Worker Training

Election workers have received training to cover the election day processes and procedures.

This training took place on Monday 6th October and Tuesday 7th October.

Each worker has been allocated a specific role. A schedule has been compiled that provides a rotation of election workers.

1.3 Elections Database Training

The CAO has now completed all three modules of the Elections Database Training in addition to the webinar course provided by Alberta Municipal Affairs in April.

1.4 Election Results

The Returning Officer will publish the unofficial election results on Tuesday October 21, 2025, on:

- the Towns web site,
- in the Town Administration Office.

Official results will be declared no later than 12 noon on Friday October 24, 2025.

1.5 Councillor Training (reproduced from CAO's report of September 22, 2025)**1.5.1**

Administration provides the following information for election candidates with regard to the mandatory training required for all elected officials.

Section 201.1 of the Municipal Government Act states:

201.1(1) *A municipality, in accordance with the regulations, must offer, and each councillor must attend, orientation training*

(a) on the following topics, to be held prior to or on the same day as the first organizational meeting following a general election required by section 192, or in the case of a councillor elected at a by-election, on or before the day that councillor takes the oath of office:

- (i) role of municipalities in Alberta;*
 - (ii) municipal organization and function;*
 - (iii) roles and responsibilities of council and councillors*
 - (v) roles and responsibilities of the chief administrative officer and staff,*
- and*

(b) on the following topics, to be held prior to or on the same day as the first regularly scheduled council meeting, or in the case of a councillor elected at a by-election, within 90 days after that councillor takes the oath of office:

- (i) key municipal plans, policies and projects;*
- (ii) budgeting and financial administration;*
- (iii) public participation;*
- (iv) any other topic prescribed by the regulations.*

This training is scheduled for Tuesday October 28th hosted by the Town of Blackfalds with George Cuff presenting (more details to follow in due course). This is a 9:00am to 4:00pm event.

Election Candidates should make note of this date and make appropriate provisions in order to attend.

If an elected official does not attend the scheduled training alternative plans must be made by the Municipality.

The Munis 101 course offered by Alberta's Elected Officials Education Program will run in late October and November (dates tbc).

1.5.2 Legal Seminar

In addition to the mandatory training an optional legal seminar hosted by the Town of Blackfalds conducted by Reynolds, Mirth & Farmer LLP is scheduled for Wednesday November 26th from 1:00pm until 4:00pm.

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.

Election Candidates should make note of this date

1.5.3 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.

I have requested that a Field Officer from the Alberta Emergency Management Agency (AEMA) attends the Town Administration Office to provide this training in person. Attendees will also include the Director of Emergency Management and the Deputy Director of Emergency Management.

It is proposed that this training day can also be used to cover other aspects of emergency management specific to the Town of Bowden including:

- the Regional Joint Emergency Plan that we are members of and,
- the requirements for Emergency Support Services.

The Government of Alberta has not yet set standards for the specific training requirement set out within the legislation.

Despite this I hope to have a date scheduled for training sometime later in December or in January of next year.

2 Community Action Park (Skateboard Park)

Public Works have:

- replaced the siding on the north side of the shed,
- replaced the sponsor signage,
- repaired damaged panels and trim,
- cleaned up the horseshoe pits.

Further remedial work has been identified that will be addressed next year.

3 Cemetery Ornamental Fencing

A date was set for a meeting (September 26) on site at the cemetery to assess / install the remaining border fence panels (there are currently 6 panels in storage at the Public Works shop). This meeting did not occur.

Administration has subsequently received (via a member of the Bowden & District Cemetery Association) a quotation from Command Gate for \$5160.00. for an additional 62 feet of matching ornamental fencing.

Administration requests that the Bowden & District Cemetery Association provide Council with direction as what their future intentions are.

4 Letter of Support (Expanding Horizons)

Administration has provided a letter of support to the Expanding Horizons Committee in support of the CFEP Grant application.

5 Appointment of Detachment Commands (Olds RCMP)

Administration has received confirmation that a decision has not yet been made with regard to the permanent appointment of a Detachment Commander.

There was no indication provided as to when a decision will be made.

6 Bylaw Enforcement

Reproduced from CAO's report (RCM June 9, 2025).

Administration has signed a two-year Intermunicipal Agreement for Bylaw Advisory Services with the Town of Olds. The Town of Olds will provide a service to the Town through its designated Community Peace Officer(s).

In accordance with the agreement these services include:

- Interpretation and clarification of existing municipal bylaws to residents 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.

The next scheduled meeting with the contracted Bylaw Enforcement Officer is on Wednesday June 11, 2025.

Reproduced from CAO's report (RCM June 23, 2025).

Administration has spent 12 hours with the Bylaw Enforcement Officer to:

- complete the Oath of Office,
- conducts patrols, and make observations,
- investigate 6 public complaints,
- issue compliance orders,
- implement a system on the file server for the digital filing of case records,
- redesign the Municipal Enforcement Ticket Form,
- design a Notice to Remedy document template,
- design a Notice of Entry document template.

Administration is currently working on redrafting the Traffic Bylaw.

Reproduced from CAO's report (RCM July 14, 2025).

Work is required to update the Traffic Bylaw and the Nuisance Bylaw in order to provide the Bylaw Enforcement Officer with a more effective suite of bylaws.

Administration is proposing to create a new bylaw covering all forms of vegetation titled, "Trees, Grass, Weeds, Parks & Green Waste Bylaw.

The Bylaw Enforcement Officer returns from vacation on Thursday October 16 after a three-week absence.

In either late October or early November Administration will provide Council with:

- an update on bylaw enforcement matters including statistics (Bylaw Enforcement Officer to attend),
- a copy of the current Bylaw Enforcement Policy (dated August 2023) for discussion and review.

7 Alberta Municipalities 2025 Resolutions Book

The 2025 Resolutions Book dated September 12, 2025, was emailed to Town Administration.

This book is not available on the ABMunis web site.

A copy (44 pages) has been printed.

This can be found on the Councillor desk in the Town administration Office.

8 Financial Operating Report (3rd Quarter 2025)

Administration will provide Council with an Operating Statement for the third quarter of 2025 at the Regular Council Meeting of October 27, 2025.

9 Bowden Grandview School

Public Works assisted the school in:

- repainting the basketball courts, tennis courts and pickleball courts,
- rebuilding with new wood the two benches at the entrance to the school.

The materials and labour were provided at no cost to the school.

Agenda item 11.a CAO's Report (continued)**Recommended Motion:**

Motion by Councillor _____ that Council accepts the submitted CAO Report as information.

Reports (2)

Regular Council Meeting: October 14, 2025.	Agenda Item: 11.b / 11.c
Prepared by: Arno Glover	Approved by: Mayor Randy Brown
Report Type: Information	Attachment(s): As per content

Agenda Item 11.b / 11.c
Content:
Council Committee Reports
11.b

- i. Bowden Public Library Report (September 24 Meeting)
(report submitted by Councillor Deb Coombes)

Society & Other Reports
11.c

- i. Parkland Regional Library System Board Talk (September 11 Board Meeting)
(report submitted by CAO Arno Glover)
- ii. FCSS Annual Report 2024
(report submitted by CAO Arno Glover)
- iii. Alberta Munis News (meeting with Minister of Municipal Affairs)
(report submitted by CAO Arno Glover)
- iv. Alberta Counsel News (Issue 232 September 2025)
(report submitted by CAO Arno Glover)

Note:

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

**Bowden Public Library
Meeting Minutes**

Date: September 24, 2025

Attendees: Shawna MacDonald, Caroline Furman, Justina Klassen-Fehr, Tina Von Hatten, Deb Coombes, Julie Hamblin (Librarian), Marietta Tuckwell (left at 7: pm)

Absent: Randy Brown

	Item	Description	Action	Motion	Decision
1	Call to Order	Shawna called us to order at 6:40		Shawna called the meeting to order	carried
2	Adoption of Agenda			Justina moved to adopt as amended	carried
3	Adoption of Previous Minutes		-question on cleaning (approved by town but issue was with contractor) -question on signees	Deb moved to adopt	carried
4	Business Arising	Review financial statement	-Questions on when grants come in vs spending -painting kit program success -suggestion for paint night (fund raiser?) -book club? (Sheila Church was suggested)	Deb moved to approve, Caroline seconded	carried
5	New Business	Possible event with Museum	Shawna suggested a tea with the museum - sponsor it, so it's free. Shawna will be talking to Sandy (chair at museum); Christmas/Nov11	Deb moved that we contribute up to \$50; Shawna seconded	carried
		Christmas party for board	Shawna suggested a potluck after a board meeting - allergies a problem - bring your own?	Justina moved that we do a Christmas social with food	carried
		Credit card for Canada Post	Caroline will check with Sylvan Lake Library about their credit card.		
		Wednesday Nights	Staff can't work Wednesdays anymore. Would it be better to pause Wednesday evening hours and revisit in the spring?	Deb moved that we pause Wednesday nights until the end of March. Shawna seconded.	carried
6	Next Meeting (Organizational)	Nov. 5 @ 6:30		Justina moved to accept	carried
7	Motion to Adjourn	7:25		Shawna moved to adjourn	



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 11, 2025

2026 Budget

The board approved the draft 2026 budget. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. The first budget scenario provided eligible staff a step up the salary grid while the second scenario provided a step and COLA. The board decided to approve the budget scenario granting staff a step up the grid but not COLA. Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641
- Provincial grants amount to approximately 41% of Parkland's total income.

The Parkland budget with full notes will be sent to municipalities for approval next week.

Board Members Representing Multiple Municipalities

At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove.

The board discussed whether these board members should have one vote per represented municipality or continue to have one vote per board member. The board ultimately decided to continue with the practice of one vote per board member.

Advocacy & Marketing Report

Social Media Strategy

Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals, target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from member public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Election Advocacy

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards.

Provincial Advocacy

Parkland has continued to have a prominent role in provincial advocacy. The Town of Stettler was involved in creating a resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, on Friday, September 12th, representatives from Calgary Public Library and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

2026 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2026 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 26, May 21, September 17, and November 19, 2026. The board discussed holding one board meeting in-person next year, most likely in May.

Committee News from Trustees

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books on horseback to select patrons and schoolchildren in grades 4-6.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

Stettler Public Library is working with the local museum, the town, County of Stettler, and Board of Trade to present a number of indigenous activities on Saturday September 13th at the Stettler museum for Culture Days. In addition, the Friends of the Library are holding their Spooktacular book sale on October 11th.

Penhold and District Public Library has a "Power Hour" utility presentation for seniors. Also, their summer reading club tracker necklaces was, as always, very popular. They gave away 432 necklaces, and 3,445 beads (worth 20 minutes reading each), and there were 445 entries for their contest prizes. 68,900 minutes were read all together. In addition, their summer reading program held 37 programs for 407 children.

Cremona Municipal Library On August 18th, Calgary Public Library, Mountain View County, and the Cremona Recreation Board sponsored 4-time World champion Dallas Marchand, a First Nations hoop dancer, to perform for residents of Cremona.

Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

2025 Board Survey

The Parkland board evaluated itself with three survey questions:

Do you believe you have a good understanding of Parkland's role and services? 25 out of 25 people said yes.

By the end of a board meeting, do you believe you have received the information you need to be able to speak to council about what transpired? 22 out of 25 people said yes.

Would you willingly come back to serve another year on the Parkland Board? 18 out of 25 said yes.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Absent

Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Absent with Regrets

Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Guests

Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill

MAILING INFORMATION

- 1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at

<https://www.ourcommons.ca/Members/en>

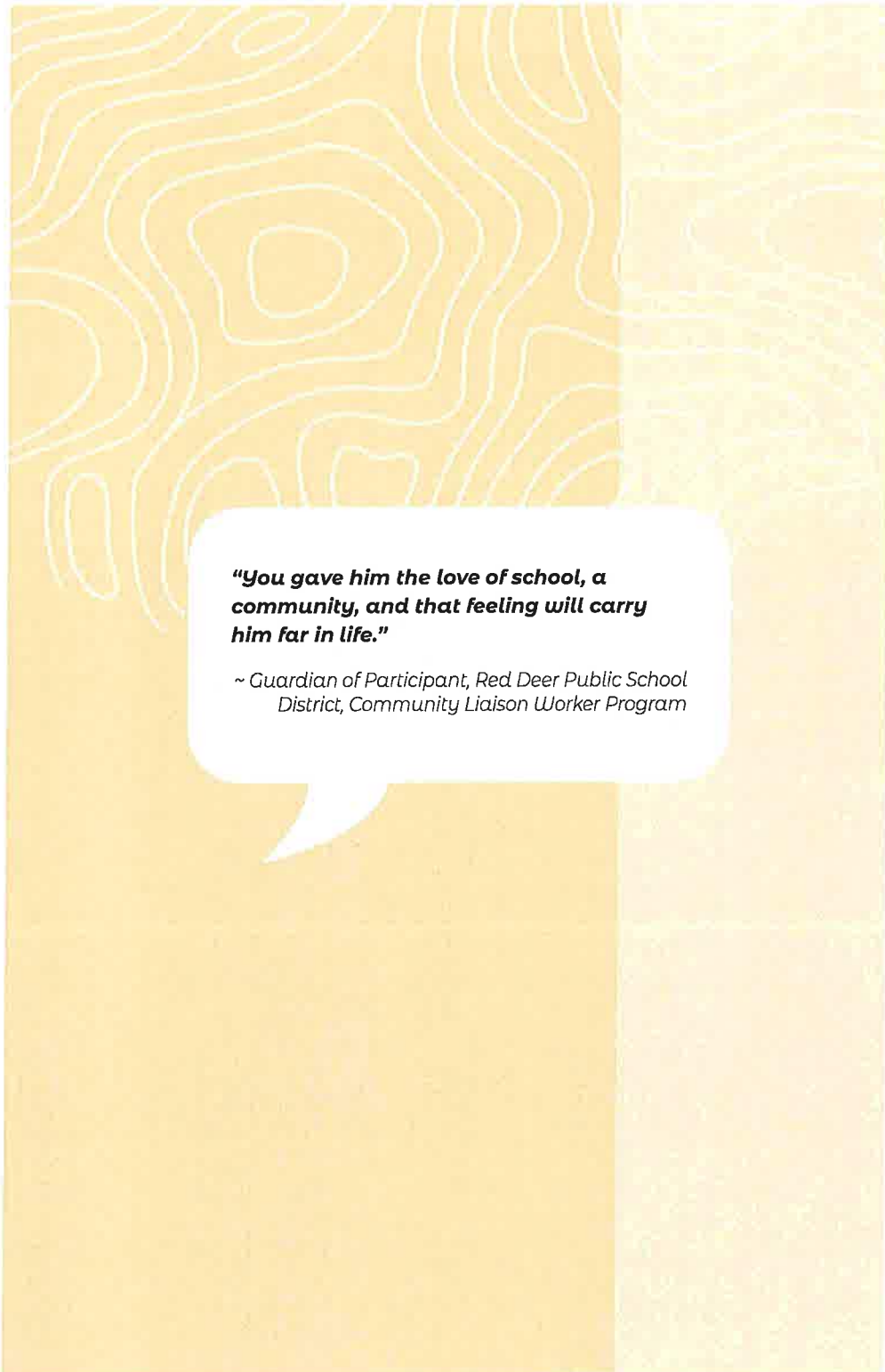
- 2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3

2024

FC SS ANNUAL REPORT





"You gave him the love of school, a community, and that feeling will carry him far in life."

~ Guardian of Participant, Red Deer Public School District, Community Liaison Worker Program

Overall

TOTAL PARTICIPANTS

35,927

TOTAL % POSITIVE
CHANGE (AVERAGE)

43%

People Served

Internally and externally funded projects

MUNICIPALITY	PEOPLE SERVED
Town of Bowden	2,536
Village of Delburne	1,744
Village of Elnora	283
Town of Penhold	3,310
Red Deer County	6,638
The City of Red Deer	10,972
Other / Not Reported	10,444
Total	35,927

Volunteers

TOTAL

HOURS

1506

32,938

VOLUNTEER CONTRIBUTION

\$658,760

(calculated at \$20/hr)

Child and Youth Programs

TOTAL REACHED

12,802

AVG. % INCREASE
IN SELF-ESTEEM

46%

"It not only helped me gain confidence and perseverance, it also left me with memories I will have forever. It really encouraged me to get out of my bubble and meet new friends. I am forever thankful to the sponsors for helping me experience this opportunity."

*~ Youth HQ Participant,
Boys and Girls Club of Red Deer & District*

"Being at Club, I've seen all these people that care about me and they believe in me, and they've supported me my entire school career... it makes me really happy to know that I will be able to move on to great things in the future"

*~ Youth HQ Participant,
Boys and Girls Club of Red Deer & District*

PROJECTS FUNDED**Youth HQ**

Big Brothers and Big Sisters of Red Deer
& District

Youth HQ

BCG of Red Deer & District

Central Alberta Refugee Effort (CARE)

Immigrant Youth Program

Chinook's Edge School Division

Family School Wellness Program

Red Deer Catholic Regional Schools

Family School Enhancement Counsellors

Red Deer Public School District

Community Liaison Workers

Town of Penhold

Penhold Youth Club

Village of Elnora

Elnora Youth Centre

Benalto Playschool Society

Benalto Playschool

Bowden Play and Learn

Bowden Playschool

Delburne Playschool Society

Delburne Playschool

Elnora Playschool Society

Elnora Playschool

Spruce View Rural Child Care Society

Spruce View Playschool

Adult Programs

TOTAL REACHED

6,122

AVG. % INCREASED

24%

PROJECTS FUNDED

Shalom Counselling Centre of Alberta

Red Deer Family Services Bureau
Counseling

"I was informed of one specific individual who felt absolutely helpless in dealing with their trauma. As they began opening up to our counsellor, they realized that they had the necessary tools and resources that allowed for them to feel victorious right from the onset. As this understanding and realization became more evident, the individual began to trust themselves more, and gain the necessary self confidence. This individual has since moved past the need for counselling, and has made necessary changes in their life to improve their overall health and Shalom (inner peace and joy)."

*~ Program Operator,
Shalom Counselling Centre of Alberta*

Senior Programs

TOTAL REACHED

4,036

AVG. % INCREASED

50%

PROJECTS FUNDED

Circle of Red Deer Senior's Society
Urban and Rural Outreach

Red Deer Family Services Bureau
Home Support

Red Deer Meals on Wheels

"We have witnessed the resiliency of older adults as they continue to be committed to their social wellbeing by participating in their local seniors groups and taking care of each other. They are accepting diversity of newcomers, interacting with younger people through intergenerational programs, and they are asking for more help. Older adults are reaching out and recognizing that they need supports, as well as challenging each other to do so as well."

*~ Program Operator,
Circle of Red Deer Senior's Society, Rural Outreach*

Indigenous Programs

TOTAL INDIGENOUS PARTICIPANTS

(Across All Funded Projects)

931

AVG. % INCREASE IN SELF-ESTEEM

48%

PROJECTS FUNDED

Red Deer Indigenous Dance Troupe

Urban Indigenous Voices Society

"This program fosters a deep sense of belonging, pride, and identity by allowing youth to develop their talents, express themselves, and strengthen their cultural knowledge. Through dance performances, community gatherings, and mentorship, youth build confidence and resilience, ensuring that Indigenous traditions continue to thrive in modern spaces."

*~ Program Operator,
Red Deer Indigenous Dance Troupe*

Funding

SOURCE OF FUNDING	AMOUNT
Province of Alberta	\$3,356,396
Town of Bowden	\$13,470
Village of Delburne	\$15,309
Village of Elnora	\$15,811
Town of Penhold	\$35,935
Red Deer County	\$195,922
The City of Red Deer	\$562,652
TOTAL FUNDING	\$4,195,495

FUNDING CATEGORY	AMOUNT
Administration	\$339,023
Adult	\$338,000
Children & Youth	\$1,450,062
Indigenous Community	\$199,834
Seniors	\$592,065
Reconnect	\$54,377
Sub Total	\$2,973,361
Community Development Initiatives	\$1,162,950
FCSS Regional Projects	\$17,493
Sub Total	\$1,180,443
Spark (Neighbourhood Grants)	\$19,360
Agency Capacity Building	\$22,330
Sub Total	\$ 41,690
TOTAL	\$4,195,495

2024 FCSS Board Members

Councillor Jeff Bourne, *Village of Delburne*

Councillor Lisa Ferguson, *Village of Elnora*

Councillor Cameron Galisky, *Town of Penhold*

Councillor Sandy Gamble, *Town of Bowden*

Councillor Cindy Jefferies, *City of Red Deer*

Councillor Chad Krahn, *City of Red Deer*

Councillor Philip Massier, *Red Deer County*

Councillor Dana Depalme, *Red Deer County*

Councillor Christine Moore, *Red Deer County*

Richard Lemke, *Citizen Representative*

Sheyi Olubowale, *Citizen Representative*

Gordon Thomas, *Citizen Representative, Vice-Chair*

Milt Williams, *Citizen Representative, Chair*

Anyawa Okpo, *Citizen Representative*

ABMUNIS MEETING WITH MINISTER WILLIAMS ON MANDATE LETTER

[Home](#) / [News](#) / [ABmunis Meeting With Minister Williams on Mandate Letter](#)

[← News](#)

Alberta Municipalities' (ABmunis) President Tyler Gandam and CEO Dana Mackie had a cordial and frank meeting with the Minister of Municipal Affairs, Dan Williams on Monday, September 29. They discussed several topics presented in the mandate letter Minister Williams received from the Premier including:

- Property Taxes
- Respecting Municipal Autonomy
- Recognizing the varying needs of municipalities; and
- Effective Permitting and Approval Framework

ABmunis is pleased that the Minister Williams was able to meet with us so soon after receiving the mandate letter and provide us some clarity about the government's intentions. We have always welcomed working in collaboration with the Government of Alberta in support of our member-municipalities. We remain committed to advocating for you as you face simultaneous challenges like, rapid population growth, increasing demand to provide social services, increasing cutbacks to infrastructure funding, and extraordinary inflationary pressures.

Property Taxes

We shared our concerns around property taxes and informed the Minister we are launching our "Property Taxes Reimagined" Information project this week as we endeavor to open a conversation with Albertans about the future of property taxes. This is an important conversation since the provincial government raised its portion of property taxes by 14% this year and will continue raising them 10% per year in 2026 and beyond. We are keen to work with Minister Williams to ensure the best results for all Albertans, especially those feeling the compounding burden of rising prices.

Respecting Municipal Autonomy

We explained that local governments must be permitted to maintain local autonomy so they can continue to make the best decisions for their respective communities. It's simply the way local democracy works. Just as the province insists on respect from the Government of Canada, our members expect to be respected by the Government of Alberta.

Recognizing Varying Needs of Municipalities

The importance of recognizing the varied needs and expectations that exist among Alberta's many villages, towns, and cities was part of this conversation. Applying solutions to all municipal governments based on the actions of a few individuals does not always achieve the intended outcomes. In addition, municipalities need to be empowered to develop innovative solutions to meet challenges facing their communities, such as the lack of affordable housing. The province needs to support communities in exploring and evaluating various tools rather than limiting options.

Effective Permitting and Approval Framework

ABmunis also offered to work with the ministry to explore practical solutions to ensure Alberta has an increasingly effective permitting and approval framework. We were pleased to hear Minister Williams acknowledge municipalities in Alberta are already leading Canada in housing development. While concepts like 'Automatic Yes' sound compelling, we are concerned about the unintended consequences that may come from a simplistic "yes-or-no" approach to permitting as it may not meet the unique needs of communities.

Furthermore, there are significant issues facing municipalities that are not addressed in the mandate letter. ABmunis will continue drawing attention to issues such as unpaid oil and gas taxes and the need to provide guidance on new intermunicipal collaboration provisions to support the efficient and effective use of regional resources. It is important that provincial and municipal capacity be available to focus on these priority issues.

We look forward to partnering with Alberta Municipal Affairs in determining the next steps so that Alberta's local governments can continue working in the best interests of their residents, the voters of Alberta.

Sep 30

2025



ALBERTA COUNSEL

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ALBERTA'S TIER REGULATION MODERNIZATION: ATTEMPTING TO BALANCE COMPETITIVENESS, INFRASTRUCTURE INVESTMENTS, AND EMISSIONS REDUCTION

Quinn Heffron

This fall, the Government of Alberta will introduce amendments to its Technology Innovation and Emissions Reduction (TIER) Regulation, one of the province's most important tools for managing industrial greenhouse gas emissions. The proposed changes reflect a desire to keep Alberta industries globally competitive, attract investment, and protect jobs. These changes will be aimed at strengthening incentives for a company's own on-site emissions reductions by allowing industry to allocate up to 90% of their compliance obligations toward emissions-reduction investments.

Framed as both an environmental and economic measure, the proposed updates underscore the province's belief that emissions policy can serve as a lever to achieve multiple objectives at once: lowering emissions intensity, encouraging innovation, and safeguarding Alberta's role as a reliable energy producer.

What is the TIER System?

The TIER system, established in 2007, was the first program of its kind in North America. It was designed to create a regulatory framework for industrial emitters, ensuring that facilities with significant emissions played a leading role in Alberta's emissions reduction response.

Under the current rules, facilities emitting 100,000 tonnes or more of greenhouse gases annually must meet emissions benchmarks either by:

- Improving their own performance,
- Using compliance credits (offsets, performance credits, or sequestration tonnes), or
- Paying into the TIER fund at a rate of \$95 per tonne of emissions.

According to statistics published by the Ministry of Environment and Protected Areas, TIER covers 62.5% of Alberta's total emissions and the fund has invested over \$2.8 billion in technology and innovation.

Since 2019, roughly \$1.6 billion from the TIER fund has been invested in clean energy technologies such as hydrogen, geothermal, energy storage, methane reduction, and carbon capture projects. These investments are expected to reduce approximately 70 million tonnes of emissions by 2030 and support over 21,000 jobs across the province.

What is Changing?

The government's newly announced amendments introduce two major changes designed to improve flexibility and reduce costs, particularly for smaller operators.

First, the TIER program will now recognize on-site investments made by companies who directly advance emissions-reduction technology within their own facilities. This move expands compliance options for industry beyond paying into the TIER fund or purchasing credits. By allowing up to 90% of compliance costs to be used in this way, the measure aims to reward innovation and local reinvestment, encouraging firms to develop solutions that are tailored to their operations.

Second, the proposed TIER modernization will permit greater flexibility for smaller facilities by allowing those who are presently participating in TIER to leave or opt out for this year, to lower costs and red tape. The government argues that the current structure can impose disproportionate costs on operations just above the regulatory threshold.

By permitting smaller manufacturers and rural operators to redirect resources toward emissions investments or other



QUINN HEFFRON
Associate

Quinn is a public policy and government relations professional specializing in energy policy, with expertise in legislative affairs, regulatory analysis, and stakeholder engagement. He holds a Master of Public Policy from the University of Toronto's Munk School of Global Affairs and Public Policy, specializing in energy policy, and an Honours Bachelor of Social Science in Political Science from the University of Ottawa.

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ALBERTA COUNSEL

operational improvements, the government aims to reduce red tape and protect jobs. Together, these reforms are intended to provide industry with more tools to manage costs while maintaining Alberta's commitment to reducing emissions.

Government Rationale and Framing

Premier Danielle Smith emphasized that TIER has always been about proving Alberta can grow its economy, expand energy production, and reduce emissions at the same time. She framed the amendments as a natural evolution:

"These amendments build on that success by giving industry the certainty and flexibility they need to invest right here at home. We know this work is not finished. We will continue to press the federal government to match Alberta's leadership with realistic policies and timelines so that together we can keep building an economy that is strong and ready for the future."

Environment and Protected Areas Minister Rebecca Schulz also highlighted the competitiveness angle:

"We are committed to ensuring our industry remains competitive and can once again bring in the capital investment needed to deliver safe, affordable and reliable energy to Canadians and the rest of the world. Enabling them to reinvest their dollars into their own facilities will be good for the environment while growing our economy and creating jobs."

Similarly, Energy and Minerals Minister Brian Jean stressed that Alberta's approach is aligned with the province's broader Emissions Reduction and Energy Development Plan, which envisions Alberta as a global leader in both responsible production and emissions management.

Industry Response

The announcement received broad support from industry associations that have long argued for greater flexibility in compliance pathways. For example, the Explorers and Producers Association of Canada (EPAC) welcomed the government's recognition of competitiveness concerns:

"Today's announcement recognizes industry concerns around competitiveness and signals that the province is moving forward to support emissions reduction in a way that helps companies reduce emissions, compete for investment, and create jobs for Albertans. EPAC believes provinces are best positioned to lead on climate policy, and we look forward to continued work with Alberta."

Pathways Alliance, representing Canada's largest oil sands producers, also expressed support:

"Direct investment through the TIER system is expected to encourage continued investment in emission reduction technologies and advance innovative infrastructure." – Kendall Dilling, President.

The consensus among industry groups appears to be that the changes strike a balance between emissions reduction and cost management, while also strengthening Alberta's investment climate.

Broader Implications for Alberta's Economy

1. Investment Climate

Alberta has positioned itself as a destination of choice for global investment in energy and resource development. By providing more compliance options and lowering costs for smaller operators, the updated TIER system may help attract new capital, particularly in emissions-reduction technologies.

2. Job Creation and Retention

The government has explicitly linked the reforms to job creation. By enabling companies to invest directly in their facilities, dollars remain in Alberta to support local construction, engineering, and technology firms rather than being paid into a central fund and dispersed back to industry.

3. Alignment with Federal Policy

The Smith government continues to emphasize that Ottawa must adopt "realistic policies and timelines." This highlights ongoing tensions between provincial and federal approaches to climate policy. While Alberta stresses flexibility and competitiveness, federal policy has at times prioritized more rigid timelines for emissions reduction.

4. Innovation and Technology Development

Direct compliance through facility-level investments could accelerate the development of emerging emissions technologies, from carbon capture and storage to advanced energy efficiency systems. This has the potential to position Alberta not only as a resource leader but also as a technology exporter in the low-carbon economy.



AARON SINGLETON

Associate - Digital Campaigns

Aaron brings years of political experience to our already strong government relations team. He leads Alberta Counsel's digital campaign portfolio which has quickly grown to include public relations support on issues ranging from the grassroots level to national reach. Having been trained by a leading digital organizer in the United States, he is well-equipped to take your digital campaigns to the next level by supporting clients' existing government relations objectives.

He earned a BA in Political Science from the University of Alberta and brings additional experience supporting progressive campaigns at both the provincial and federal level since 2011.

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Critiques and Considerations

While the proposed changes have been broadly welcomed, there are also potential critiques worth noting. With this added program flexibility, it will be safe to assume that TIER fund revenue will be lower, potentially limiting the government's ability to fund large-scale province-wide initiatives. Additionally, exempting smaller facilities will likely weaken the program's overall emissions coverage, even if those smaller firms' individual contributions are modest. Lastly, concerns about verifying on-site emissions reduction and the prevention of double counting carbon credits were raised by the Pembina Institute, a climate-focused think tank, advocating for clear rules and oversight to avoid unintended loopholes.

The announcement also received criticism from Nagwan Al-Guneld, the MLA for Calgary-Glenmore and NDP energy critic, stating that the consultation process was selective, not as thorough as it should have been, and that the updates were worryingly vague.

Conclusion

The modernization of the TIER regulation represents an incremental but significant shift in Alberta's emissions policy. By broadening compliance options and lowering burdens for smaller facilities, the government aims to strike a balance between emissions reduction, competitiveness, and investment growth.

Supporters argue that the changes will reinforce Alberta's leadership in climate policy while keeping investment and jobs in the province. At the same time, careful implementation will be required to ensure that on-site investments deliver measurable emissions benefits and that exemptions for smaller facilities do not dilute the system's overall effectiveness.

As global markets continue to demand oil and gas commodities at growing rates, investments towards lower-carbon intensity energy will position Alberta as a sustainable, reliable, and trusted supplier of energy products for global markets. Whether these amendments succeed in maintaining Alberta's leadership role will depend on the province's ability to combine flexibility, accountability, and encourage innovation in the years ahead.

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Photo credit: Brendan Brown

POLITICAL EVENTS

UCP – Fir and Friends Reception

Monday, September 29th @ 5:30PM

Location: Ranchmen's Club, Calgary

- Join Tanya Fir for a fundraiser
- Tix: \$250 (unitedconservative.ca/events)

NDP – Ask Me Anything Townhall

September 25th @ 7:15PM

Location: Arbour Lake Residents Association

- Join Court Ellingson for a free townhall event.
- Tix: Free (albertandpcaucus.ca/events)

NDP – Nenshi's Novemberfest

Saturday, November 8th @ 6:30PM

Location: Hazeldean Community League, Edmonton

- Join Naheed Nenshi for a fundraiser.
- Tix: \$200 (albertandpcaucus.ca/events)

UCP AGM

November 28th – 30th, 2025

Location: Edmonton Expo Centre

- Join the United Conservative Party for their annual general meeting.
- Tix: \$119-\$999 (unitedconservative.ca/events)

THE **NEWS**
82
from ALBERTA COUNSEL



SCOTT RATCH
Grant Writing Associate

Scott has recently completed a Bachelor of Arts degree in political science at the University of Alberta. While at university, he completed a co-op term as a Student Policy Analyst with the Government of Canada and served as an editor for the Political Science Undergraduate Review (PSUR).

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Source: United Conservative Party

KEY INFLUENCER PROFILE

TARA SAWYER

MLA FOR OLDS-DIDSBURY-THREE HILLS

Scott Ratch

Tara Sawyer recently joined the UCP caucus as the newly elected MLA for Olds-Didsbury-Three Hills, following her by-election victory in June 2025. She succeeds Nathan Cooper, who stepped down to serve as Alberta's Senior Representative to the United States. A farmer, business owner, and recognized national leader in the agriculture sector, Sawyer brings extensive experience and a strong rural voice to the

Legislature.

Throughout her career, Sawyer has served on a range of provincial and national agricultural boards, establishing herself as a respected leader in policy, sustainability, and market access. She made history as the first woman to serve as Chair of Grain Growers Canada, where she advanced the interests of Alberta and Canadian farmers at home and on the international stage. Sawyer has also participated in international trade missions to Asia, Africa, and the Gulf region.

Sawyer was raised in Calgary and studied at the Southern Alberta Institute of Technology. She now resides on her family farm in Acme, Alberta, with her husband Matt and three adult children. She is an active member of her community, volunteering in schools, coaching soccer, and leading 4-H activities. Her family's contributions to the agricultural sector have been widely recognized, including being named Alberta's Outstanding Young Farmers in 2011.



PASCAL RYFFEL
VP of Corporate
Development and
Government Relations

After completing his MA in Media and International Development, Pascal spent four years with the Alberta NDP Caucus. Pascal has been directly involved in Alberta politics for almost two decades, including as a candidate in 2008, and has a deep and current knowledge of Alberta politics. Pascal has been with Alberta Counsel since 2015.

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AT A GLANCE

In the Media

Transforming Employment Services In Alberta

The Alberta government is launching WorkFirst Alberta, a new employment services program to better connect job seekers with employers and support those facing barriers to workforce entry. With an investment of \$185 million under Budget 2025, the Initiative will provide reskilling opportunities, workshops, career planning, and supports such as childcare, transportation, and mental health.

"WorkFirst is about transforming lives. It will help job seekers become employees, support employers in finding the right talent and empower the dedicated service providers who make these connections possible. We are united in our goal to help Albertans connect to secure jobs where they can build a strong and prosperous future," commented Minister of Assisted Living and Social Services, Jason Nixon.

Alberta to Modernize TIER

Alberta plans to update its Technology Innovation and Emissions Reduction (TIER) system to boost the competitiveness of large industrial facilities, support job protection, and encourage on-site emissions reduction investments. Key proposed changes include allowing firms to reduce emissions directly through technology upgrades rather than only buying credits or paying into the TIER fund.

"We are committed to ensuring our industry remains competitive and can once again bring in the capital investment needed to deliver safe, affordable and reliable energy to Canadians and the rest of the world. Enabling them to reinvest their dollars into their own facilities will be good for the environment while growing our economy and creating jobs," stated Minister of Environment and Protected Areas, Rebecca Schulz.

Alberta to Increase Training for Veterinary Workforce

Alberta is growing its veterinary workforce through a \$68.5 million investment in the University of Calgary's new Veterinary Learning Commons at the Spyhill campus. With this expansion, the University of Calgary Faculty of Veterinary Medicine will increase its annual

enrolment from 50 to 100 students, starting this year.

Minister of Advanced Education, Myles McDougall, commented: "This expansion marks a significant milestone for Alberta. From updating classroom spaces to developing new student gathering places, the grand opening of the new Veterinary Learning Commons will create more opportunities for Albertans to study veterinary medicine right here in Alberta, providing a high-quality and accessible learning experience for our future veterinarians."

New Investments in Youth Employment

The provincial government is launching a new \$8 million Alberta Youth Employment Incentive, providing grants to help employers hire, train, and employ young people aged 15-24. Beginning in October 2025, the program is intended to support approximately 2,500 youth and 1,000 businesses.

"Investing in young Albertans is instrumental to building a stronger future for everyone. The Alberta Youth Employment Incentive will not only open opportunities for youth, but also support fresh, young talent entering the province's business and professional marketplace. Our goal is to ensure all Albertans, including youth, have the training, skills and support they need to thrive and be active contributors in Alberta's workforce," commented Minister of Jobs, Economy, Trade and Immigration, Joseph Schow.

Alberta to Add Citizenship to Licenses

Alberta will become the first province in Canada to display citizenship status directly on driver's licenses and provincial ID cards. New legislation to be introduced this fall will authorize the change, with rollout schedules for fall 2026 on all new and renewed cards.

Alberta Premier Daniele Smith stated: "This is about more than convenience, it's about trust. With a single, secure card proving both identity and citizenship, Albertans will face fewer hurdles when applying for government services. This will also strengthen the integrity of elections and other systems that rely on proof of citizenship."



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AT A GLANCE

In the Media

Alberta Advances West Coast Pipeline Proposal

Alberta is taking the lead as the proponent of a proposed West Coast crude oil pipeline, forming a technical advisory group comprising industry and Indigenous participants. The province will submit a formal application under the Building Canada Act to the Federal Major Projects Office. The pipeline would increase market access for Canadian oil, especially toward Asian markets.

"This project application is about more than a pipeline; it's about unlocking Canada's full economic potential. By doing this the right way from Day 1 with Indigenous partners and industry expertise, we will deliver a proposal that proves this project is undeniably in the national interest. Together, we are charting a path to secure Canada's energy future for generations while bringing the world's most ethically and responsibly produced energy to market," commented Alberta Premier Danielle Smith.

Teachers' Strike Looms After Contract Rejection

Alberta teachers have voted against a proposed four-year agreement, leaving the Alberta Teachers' Association (ATA) in a position to strike as early as October 6th. Close to 90 per cent of members who voted declined the province's most recent offer. Unlon president Jason Schilling noted that a strike could cause challenges for families but emphasized the need for meaningful progress in education.

The provincial government is preparing support measures in the event of a strike. Parents of students in public, separate or francophone schools would be eligible to receive \$150 per week, beginning October 31st. To help maintain student learning, the government has launched a free online toolkit aligned with the K-12 curriculum with resources in core subjects.

Province Expands Community Partnership Program

The Government of Alberta has opened a new intake for the Alberta Community Partnership (ACP) program, providing \$13.4 million to support municipalities and Métis Settlements. The ACP promotes intermunicipal cooperation, restructuring, dispute resolution, and leadership development. For 2025, new features include a municipal asset management stream and expanded funding for restructuring, mediation, and cooperative projects.

"Albertans benefit when their communities work together to overcome differences, build partnerships and face challenges. The Alberta Community Partnership helps us build a strong, prosperous province by supporting this collaboration and gives opportunities to future leaders through meaningful internships," commented Minister of Municipal Affairs, Dan Williams.

Alberta Retinal Program Goes Permanent

Starting October 1st, Alberta will make permanent its retinal treatment program, evolving from the previous RAPID pilot project. The new Alberta Retinal Treatment Program expands eligibility to about 2,000 more Albertans, increases the number of drugs offered, and allows any ophthalmologist in the province to participate. Under the program, patients receive vision-preserving intraocular injections at no cost, regardless of whether they have private or government drug coverage.

"With more seniors in our province every year, getting timely vision-protecting treatment is more important than ever. This new program builds on the pilot's success and offers even more benefits for Alberta," stated Minister of Primary and Preventative Health Services, Adriana LaGrange.



MICHAELA FREY
Senior Advisor

Michaela is a skilled advocate and communicator dedicated to helping clients tell their stories. With over a decade of experience across public, private, and non-profit sectors, she has secured funding, influenced policy, and advised top officials. She served as an MLA for Brooks-Medicine Hat and as Senior Advisor and Chief of Staff in Premier Danielle Smith's office. Michaela holds a BA in Political Science and is completing an MA in Communications.

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EVERY DROP COUNTS: ALBERTA'S WATER FUTURE

Michaela Frey

You know what they say – Whiskey is for drinkin' but water.. that's for fightin'! As sure as the day is long, the debate about how to manage Alberta's precious water resource has been central to Alberta's prosperity and public policy discussions -- from supporting vital prairie irrigation a century ago, to sustaining today's cities, industries, and ecosystems. The province's primary water law, the *Water Act* laid the foundation for how water is allocated and licensed, maintaining the century-old first-in-time, first-in-right (FITFIR) system while introducing conservation measures, game changing for its time.

In 2003, Alberta introduced the *Water for Life* strategy to guide policy beyond licensing and allocation. Its vision emphasized safe drinking water, healthy aquatic ecosystems, and reliable supplies for a sustainable economy. *Water for Life* stressed the importance of partnerships, watershed planning and conservation. It is worth noting that these ideas complemented, but did not alter, the Act's legal framework.

Fast forward to 2025 and Alberta faces a new set of challenges and opportunities. Population growth, industrial demands and recurring droughts (to name just a few things) are straining the system and acting as a catalyst for further discussion. With new industries coming online and demands for more water usage swirling, the provincial government launched a consultation process in late 2024 focused on water management and water availability.

Phase 1: Led by the Ministry of Environment and Protected Areas, the Ministry hosted townhalls and consultations from November 2024 to January 2025. Minister Rebecca Schulz invited Albertans to share ideas on water availability. Participants highlighted issues like conservation, efficiency, licensing flexibility, and the potential use of alternative water sources such as rainwater or treated wastewater.

Phase 2: Running through spring 2025, the phase presented specific proposals for amending the Act. These included streamlining transfers, expanding reporting requirements, introducing "good standing" provisions and more. Importantly, the government pledged not to alter the FITFIR priority system or introduce water pricing—changes that many stakeholders had voiced concern over.

I attended an industry specific session in Lethbridge during stage two of the consultation process. If one thing was for certain it is this: Albertans, and especially agricultural producers, are passionate about water management. While reactions to the government's proposals have been mixed, it was clear, at the session that I attended, that the Government of Alberta has eased some concerns, especially with the preservation of FITFIR and pledging to protect current license holders from claw backs on current or historic allocations.

Groups such as the Environmental Law Centre and Southern Alberta Group for the Environment argue the proposed changes focus too heavily on increasing water availability, with a question about commodification of a precious resource, with less-than-ideal safeguards for rivers and aquatic ecosystems. They have called for a Water Commissioner role to enforce instream flow protections and ensure ecological integrity is not sacrificed.

This debate illustrates the enduring tension at the heart of Alberta's water management: balancing economic growth and existing water rights with the need to protect fragile river systems, while respecting the rights of irrigators, municipalities and Indigenous communities. While the *Water Act* provides the legal backbone, and *Water for Life* offers a complimentary guiding vision, the 2025 consultations represent an opportunity to align the two more closely, moving forward.

It's also worth mentioning that, in the spring of 2025, Premier Danielle Smith signalled an emphasis on water. With a dedicated associate ministry of Water, located within the ministry of Environment and Protected Areas, Grant Hunter (MLA for Taber-Warner) was brought back into the cabinet room, taking on this most important file. While his mandate letter is forthcoming, one can assume that he will play a key role in any coming legislation or further consultation, moving forward.

With the fall sitting of the Alberta Legislature on the horizon, and a Speech from the Throne coming on October 23 signalling the government's upcoming priorities, Albertans will be watching with anticipation. The question remains whether Alberta will seize this chance to modernize its water governance for a hotter, drier future, or whether incremental adjustments will be made, leading to further discussion and, you guessed it, more consultation.

Agenda item 11.b / 11.c (continued)**Recommended Motion:**

Motion by Councillor _____ that Council accepts the submitted reports as information.

Regular Council Meeting: October 14, 2025.	Agenda Items: 12.a / 12.b / 12.c
Prepared by: Arno Glover	Approved by: Mayor Randy Brown

Agenda item 12
CLOSED SESSION OF COUNCIL ("in camera")

Motion 12.a

Moved by Councillor _____ at _____pm that Council moves to an "in-camera" session.

Agenda item 12.a Property Development (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 32 "privileged information".

Agenda item 12.b 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".

Agenda item 12.c SRDRWC (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 28 "local public body confidences".

Motion 12.b

Moved by Councillor _____ at _____pm that Council return to an "open meeting" of Council.

Motion 12.c

Resolution(s) (if applicable)