



**Town of Bowden - Regular Council Meeting**

**AGENDA**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday, June 8, 2026, 7:00 pm**

- 1. CALL TO ORDER**
  - 1.a** Land Acknowledgement
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**
  - 3.a** Regular Council Meeting (May 25, 2026)
- 4. PUBLIC HEARING**
  - None scheduled.
- 5. DELEGATIONS**
  - None Scheduled
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
  - 6.a** Council Resolutions Follow-Up Action
    - CAO recruitment
    - Green bins
  - 6.b** Key Dates
- 7. BYLAWS & POLICIES**
  - 7.a ATIA Policy & Bylaw
  - 7.b Council Procedural Bylaw
  - 7.c Document Retention Policy
- 8. NEW BUSINESS**
  - 8.a** Community Beautification Challenge
- 9. FINANCIAL**
  - None submitted.
- 10. CORRESPONDENCE**
  - None submitted.
- 11. REPORTS**
  - 11.a** CAO's Report (Verbal presentation)
  - 11.b** Council Committee Reports.
  - 11.c** Society & Other Reports.

## **12. CLOSED SESSION OF COUNCIL**

### **12.a Local Public Body Confidences – MVRWSC Council Representative Report**

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of the Access to Information Act. Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 28 "local public body confidences".

### **12.b Local Public Body Confidences – Staffing**

This is a closed meeting of Council as permitted by section 197 of the MGA.

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

### **12.c Local Public Body Confidences – FCSS Council Representative Report**

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of the Access to Information Act. Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 28 "local public body confidences".

## **13. MEETING ADJOURNMENT**

Minutes

<b>Special Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 3.a
<b>Prepared by:</b> Laurie Miller	<b>Approved By:</b> Mayor
<b>Report Type:</b> RFD	<b>Attachment(s):</b> As per content

**Content:**

**3.a**

Administration submits to Council the minutes of the previous Regular Council Meeting held on:

- Monday, May 25, 2026

**3**

**Adoption of Minutes of Previous Minutes:**

Council is requested to pass a motion to adopt the minutes of the previous meetings (as attached).

**Recommended Motion:**

**Motion 3.a**

Motion by Councillor \_\_\_\_\_ that Council adopts the minutes, as presented, for the Regular Council Meeting of May 25, 2026.

**MINUTES (unapproved)**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on Monday, May 25, 2026, 7:00 pm

**1. CALL TO ORDER**

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

<b>PRESENT</b>	Mayor	Laurie Miller
	Councillor	Ryan Howlett
	Councillor	Amanda Peffers
	Councillor	Carol Pion
	Councillor	Marietta Tuckwell (attended via Teams)
	Councillor	Cam Morrison
	A/CAO	Jacqui Molyneux (Recorder)
	Delegate	S/Sgt. Jamie Day, Olds RCMP Detachment.

**1.a Land Acknowledgement**

We respectfully acknowledge that we are gathered on the traditional territories of the Treaty 7 First Nations — including the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina Nation, and the Îyârhe Nakoda Nations — as well as the homeland of the Métis Nation of Alberta, Region 3.

We honour the Indigenous Peoples who have cared for this land, and we are grateful to live, learn, and build community on this land.

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

**Motion 2**

Motion by Councillor Carol Pion that Council adopt the agenda as presented.

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**3.a Regular Council Meeting (May 11, 2026)**

**Motion 3.a**

Motion by Councillor Ryan Howlett that Council adopts the minutes, as presented, for the Regular Council Meeting of May 11, 2026.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

None scheduled.

**5. DELEGATIONS**

**5.a** S/Sgt. Jamie Day, Detachment Commander NCO i/c, Olds RCMP Detachment

S/Sgt. Day's presentation included points such as:

- Four property incidents attributed to Bowden.
- Traffic mostly related to Highway 2.
- Policing area: Olds, Bowden, Red Deer County, Mountain View County, and Kneehill County.
- Follow-up regarding presentation at school for anti-bullying with Officer Gabriel and advisor.
- Presence at Bowden Grandview School 2 times a week. That will increase with Olds funding a school resource/community resource officer who will visit all schools. In summer that member will be at community events.
- Bottom line: Bowden is a great community.

**Motion 5.a**

Motion by Councillor Amanda Peffers that Council accept the presentation as information and include the Olds Provincial Detachment Crime Statistics Report presented at the meeting with the minutes.

**MOTION CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**6.a** Council Resolutions Follow-Up Action

- CAO recruitment
- Strategic planning workshop (June 9 – 7:00pm)
- Green bins (June 8 – RCM)

**Motion 6. a**

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

**MOTION CARRIED UNANIMOUSLY**

**6.b** Key Dates**Motion 6.b**

Motion by Councillor Cam Morrison that Council accepts agenda item 6.b as amended.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

None submitted.

**8. NEW BUSINESS**

None submitted.

**9. FINANCIAL**

None submitted.

**10. CORRESPONDENCE**

**10.a** Matthewson & Co.

- 2026-05-13 Email: training opportunity
- Governance Training Tear Sheet

**Motion 10**

Motion by Councillor Marietta Tuckwell that Council accepts agenda item 10.a as information.

**MOTION CARRIED UNANIMOUSLY**

## **11. REPORTS**

### **11.a CAO's Report (Verbal presentation)**

CAO Molyneux's presentation included points such as:

- Just returned from vacation.
- Preparing MPC for June 8.

#### **Motion 11.a**

Motion by Councillor Ryan Howlett that Council accepts the CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

### **11.b Council Committee Reports.**

#### **i. Special Events Committee**

- Minutes: 2026-05-19

### **11.c Society & Other Reports.**

#### **i. Alberta Counsel**

- The News, Issue 247 May 2026
- Session 2 Summary, Alberta 31<sup>st</sup> Legislature (May 4 to 7)
- Session 2 Summary, Alberta 31<sup>st</sup> Legislature (May 11 to 14)

#### **ii. Bowden Agricultural Society**

- Minutes: 2026-04-22

#### **Motion 11.b / 11.c**

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

**MOTION CARRIED UNANIMOUSLY**

## **12. CLOSED SESSION OF COUNCIL**

### **Motion 12**

Motion by Councillor Carol Pion at 8:29 pm that Council moves to an "in-camera" session.

**MOTION CARRIED UNANIMOUSLY**

### **12.a Local Public Body Confidences – FCSS Council Representative Report**

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 28 "local public body confidences".

#### **Motion 12.i**

Motion by Councillor Amanda Peffers at 8:46 pm that Council return to an "open meeting" of Council.

**MOTION CARRIED UNANIMOUSLY**

#### **Motion 12.a**

No motions were made in respect of this closed session item.

## **13. MEETING ADJOURNMENT**

### **Motion 13**

Motion by Councillor Cam Morrison at 8:49 pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting adjourned.**

**Minutes signed by:**

\_\_\_\_\_  
**Mayor  
Laurie Miller**

\_\_\_\_\_  
**A/CAO  
Jacqui Molyneux**



**Olds Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2022 - 2026**

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	0	0	1	-50%	N/A	-0.2
Drug Enforcement - Trafficking		0	3	1	0	0	N/A	N/A	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>-50%</b>	<b>N/A</b>	<b>-0.5</b>
Cannabis Enforcement		1	1	0	0	0	-100%	N/A	-0.3
Federal - General		0	0	1	3	0	N/A	-100%	0.3
<b>TOTAL FEDERAL</b>		<b>3</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>-67%</b>	<b>-67%</b>	<b>-0.5</b>
Liquor Act		1	6	2	4	0	-100%	-100%	-0.4
Cannabis Act		2	0	0	1	0	-100%	-100%	-0.3
Mental Health Act		6	9	5	3	9	50%	200%	0.0
Other Provincial Stats		18	12	13	9	13	-28%	44%	-1.3
<b>Total Provincial Stats</b>		<b>27</b>	<b>27</b>	<b>20</b>	<b>17</b>	<b>22</b>	<b>-19%</b>	<b>29%</b>	<b>-2.0</b>
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		3	2	1	0	2	-33%	N/A	-0.4
<b>Total Municipal</b>		<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>-50%</b>	<b>N/A</b>	<b>-0.6</b>
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		6	6	5	3	7	17%	133%	-0.1
Property Damage MVC (Reportable)		86	68	70	38	26	-70%	-32%	-15.0
Property Damage MVC (Non Reportable)		27	9	22	18	14	-48%	-22%	-1.7
<b>TOTAL MVC</b>		<b>119</b>	<b>83</b>	<b>98</b>	<b>59</b>	<b>47</b>	<b>-61%</b>	<b>-20%</b>	<b>-16.8</b>
Roadside Suspension - Alcohol (Prov)		3	2	4	3	2	-33%	-33%	-0.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>521</b>	<b>266</b>	<b>374</b>	<b>249</b>	<b>304</b>	<b>-42%</b>	<b>22%</b>	<b>-45.1</b>
<b>Other Traffic</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.6</b>
<b>Criminal Code Traffic</b>		<b>11</b>	<b>11</b>	<b>8</b>	<b>8</b>	<b>3</b>	<b>-73%</b>	<b>-63%</b>	<b>-1.9</b>
<b>Common Police Activities</b>									
False Alarms		3	2	2	1	3	0%	200%	-0.1
False/Abandoned 911 Call and 911 Act		4	4	1	4	1	-75%	-75%	-0.6
Suspicious Person/Vehicle/Property		15	23	17	10	9	-40%	-10%	-2.5
Persons Reported Missing		1	3	1	0	1	0%	N/A	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		22	1	7	5	3	-86%	-40%	-3.4
Form 10 (MHA) (Reported)		0	0	2	0	1	N/A	N/A	0.2



**Olds Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2022 - 2026**

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		5	2	1	0	0	-100%	N/A	-1.2
Other Sexual Offences		6	0	0	0	1	-83%	N/A	-1.0
Assault		14	4	7	3	6	-57%	100%	-1.7
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		2	3	2	2	3	50%	50%	0.1
Uttering Threats		5	2	3	1	3	-40%	200%	-0.5
<b>TOTAL PERSONS</b>		<b>33</b>	<b>11</b>	<b>13</b>	<b>7</b>	<b>13</b>	<b>-61%</b>	<b>86%</b>	<b>-4.4</b>
Break & Enter		12	12	3	0	2	-83%	N/A	-3.2
Theft of Motor Vehicle		4	4	2	4	3	-25%	-25%	-0.2
Theft Over \$5,000		0	2	0	3	1	N/A	-67%	0.3
Theft Under \$5,000		20	10	5	4	4	-80%	0%	-3.8
Possn Stn Goods		11	3	1	1	0	-100%	-100%	-2.4
Fraud		6	7	6	4	3	-50%	-25%	-0.9
Arson		2	0	0	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		18	5	3	2	5	-72%	150%	-2.9
Mischief - Other		4	4	2	1	3	-25%	200%	-0.5
<b>TOTAL PROPERTY</b>		<b>77</b>	<b>47</b>	<b>22</b>	<b>19</b>	<b>21</b>	<b>-73%</b>	<b>11%</b>	<b>-14.0</b>
Offensive Weapons		5	2	0	2	5	0%	150%	0.0
Disturbing the peace		1	2	1	1	1	0%	0%	-0.1
Fail to Comply & Breaches		2	0	1	3	2	0%	-33%	0.3
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>-83%</b>	<b>-50%</b>	<b>-0.9</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>14</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>9</b>	<b>-36%</b>	<b>13%</b>	<b>-0.7</b>
<b>TOTAL CRIMINAL CODE</b>		<b>124</b>	<b>63</b>	<b>39</b>	<b>34</b>	<b>43</b>	<b>-65%</b>	<b>26%</b>	<b>-19.1</b>

<b>Regular Council Meeting:</b> 2026-05-27	<b>Agenda Item:</b> 6.a
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b> Mayor
<b>Report Type:</b> Information	<b>Attachment(s):</b>

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.

#### **Recommended Motions:**

#### **Motion 6.a**

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



**Town of Bowden**  
**COUNCIL RESOLUTIONS & FOLLOW UP ACTION**  
 (updated comments in red - updated 2026-06-03)

Meeting Date	Resolution	Action By Whom	Date back to Council
23 June 25	<b>Role of the Chief Administrative Officer</b> Motion 8.g Revision of Council Procedural Bylaw This will also include amendments that are now required following the repeal of the FOIP Act. The MAP audit requires an update to this bylaw. <i>Being presented at RCM June 8</i>	CAO	Complete
24 Nov 25	<b>Agenda item 8.a</b> Administration to adopt a scent-free environment policy. OHS tasked to complete.	CAO	Progress
12 Jan 26	<b>Agenda Item 12.a – Recruitment</b> Motion 12.a Recruitment Committee work ongoing.	Cttee	Progress
26 Jan 26	<b>Agenda Item 10.h – Brownlee – Emerging Trends in Municipal Law</b> Follow-up for offering later in the year.	CAO	Pending
26 Jan 26	<b>Agenda Item 11.c – Enhance Volunteerism</b> Council requested that Administration forward the mayor's report and JustServe PowerPoint to FCSS for research about the program and report back. Presentation 2026-03-09: CAO/FCSS to update website with volunteer opportunities similar to comparable sites. 2026-04-07 Work has begun, waiting on system upgrades and consultations; schedule update for RCM 2026-06-08. <i>Update attached in reports.</i>	CAO	Complete
26 Jan 26	<b>Agenda Item 12.a – Strategic Planning</b> Administration to engage McCarroll Consulting to provide ½ day workshop to the council. Determine availability for either February 20 or 21. Tabled for review with LUB/MDP. <i>2026-05-25 – Scheduled special meeting for review on June 9.</i>	CAO/Council	Pending
23 Feb 26	<b>Agenda Item 11.a – ATCO Renewal</b> To be reviewed at March 23 RCM. 2026-03-23: 1 <sup>st</sup> reading of by-law. Application submitted to ATCO <i>2026-06-03 CAO working with ATCO representative to finalize.</i>	CAO	Pending
23 Mar 26	<b>Agenda Item 6.b – MDP – LUB</b> April 20: drafts reviewed, waiting on second draft.	CAO	Pending
23 Mar 26	<b>Agenda Item 11.a – Solar Energy Projects</b> New CAO to investigate full cost/benefit report.	CAO	Pending
27 Apr 26	<b>Agenda Item 8.a – CAEP Membership</b> <i>Table for February 2027.</i>	CAO	Pending
11 May 26	<b>Agenda Item 11.a – Green Bin Service</b> CAO to investigate costs and logistics of possibly adding green bin service. <i>2026-06-03 CAO waiting for response.</i>	CAO	Pending

<b>Regular Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 6.b
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b>
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**6.b Key Dates** *(for information)*
**JUNE 2026**

<b>June 1</b>	<b>Bowden Public Library Board 4:15 PM</b>
<b>June 2</b>	<b>FCSS Committee Expanding Horizons</b>
<b>June 8</b>	<b>Parkland Foundation Management Body RCM 7:00 PM Council Chambers</b>
<b>June 9</b>	<b>Strategic Planning Workshop 7:00 PM Council Chambers</b>
<b>June 16</b>	<b>Special Events Committee 6:30 PM Council Chambers</b>
<b>June 17</b>	<b>Bowden Agricultural Society</b>
<b>June 18</b>	<b>Bowden Friendship Club Central Alberta Mayors</b>
<b>June 22</b>	<b>RCM 7:00 PM Council Chambers</b>
<b>June 23</b>	<b>Expanding Horizons</b>
<b>June 30</b>	<b>Bowden Historical Society</b>

**JULY 2026**

<b>July 10-12</b>	<b>Bowden Daze</b>
<b>July 13</b>	<b>RCM 7:00 PM Council Chambers</b>
<b>July 27</b>	<b>RCM 7:00 PM Council Chambers</b>

**AUGUST 2026**

<b>August 10</b>	<b>RCM 7:00 PM Council Chambers</b>
<b>August 24</b>	<b>RCM 7:00 PM Council Chambers</b>



**Business Arising (2)**

**SEPTEMBER 2026**

- September 1**      **Bowden Public Library Board 4:15 PM**
- September 7**      **RCM 7:00 PM Council Chambers**
- September 8**      **Expanding Horizons  
FCSS**
- September 17**      **Parkland Regional Library Board 10:00 AM**
- September 21**      **RCM 7:00 PM Council Chambers**

**OCTOBER 2026**

- October 13**      **RCM 7:00 PM Council Chambers**
- October 26**      **Organizational Meeting 6:30 PM Council Chambers  
RCM 7:00 PM Council Chambers**

**Recommended Motion:**

**Motion 6.b**

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

<b>Regular Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 7.a
<b>Prepared by:</b> Jacqui Molyneux	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> RFD	<b>Attachment(s):</b> ATIA Policy 02/2026 ATIA Bylaw 07/2026

## 1 Access to Information Bylaw #/2026

### 7.a Background:

The Government of Alberta recently enacted comprehensive modernization reforms to provincial access to information and privacy legislation, introducing the Access to Information Act (ATIA) and the Protection of Personal Privacy Act (POPA) to replace the historical *Freedom of Information and Protection of Privacy (FOIP) Act*. Under this updated legislative framework, all Alberta municipalities are legally mandated to establish and operate a comprehensive Privacy Management Program (PMP). The statutory deadline for full provincial compliance and implementation is June 11, 2026.

To meet this provincial deadline, Administration has developed a phased implementation schedule designed to establish the necessary legal, governance, and policy foundations required by the new legislation.

#### ATTACHMENT(S)

Draft policy Access to Information and Privacy Policy 02/2026  
Draft bylaw Access to Information and Privacy Bylaw 07/2026

### 7.a Recommended Action:

#### Recommended motions:

Motion by Councillor \_\_\_\_\_ that Council approve the Access to Information Policy 02/2026

Motion by Councillor \_\_\_\_\_ that Council gives first reading to Access to Information and Privacy Bylaw 07/2026

Motion by Councillor \_\_\_\_\_ that Council gives second reading to Access to Information and Privacy Bylaw 07/2026

Moved by Councillor \_\_\_\_\_ that Council unanimously considers a third reading of Access to Information and Privacy Bylaw 07/2026

Motion by Councillor \_\_\_\_\_ that Council gives third and final reading to Access to Information and Privacy Bylaw 07/2026 and is adopted accordingly and made effective once duly signed.



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

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## Town of Bowden – Province of Alberta Policy Document (02 / 2026) ACCESS TO INFORMATION AND PRIVACY POLICY

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### 1 POLICY (GENERAL)

#### 1.1 Purpose

The purpose of this policy is to ensure that the Town of Bowden meets its statutory obligations respecting access to information and protection of personal information under Alberta's Protection of Privacy Act (POPA) and the Access to Information Act (ATIA), and to establish expectations for the Town employees, elected officials, and contractors regarding the confidentiality, collection, use, disclosure, retention, and safeguarding of information.

The Town is committed to protecting the privacy of individuals whose personal information is in its custody or control and ensuring transparency and accountability through lawful access to records.

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### 2 DEFINITIONS

#### Access Request

Means a request for records made under the Access to Information Act.

#### Access to Information Act (ATIA)

Is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions.

#### Chief Administrative Officer (CAO)

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Town.

#### Confidential Information

Means information that is restricted from disclosure by law, contract, or this Policy, including personal information and records subject to mandatory or discretionary exceptions under ATIA.

#### Custody or Control

Has the same meaning as under section 4 of ATIA, including records held by Town employees, contractors, or service providers on behalf of the Town.

#### Office of the Information and Privacy Commissioner (OPIC)

Is an independent Officer of the Legislature of Alberta responsible for overseeing compliance with access to information and privacy requirements.

**Personal Information**

Has the same meaning as defined in section 1 of the Protection of Privacy Act, including information about an identifiable individual.

**Privacy Breach**

Means the unauthorized, collection, use, disclosure, access to, or destruction of personal information.

**Privacy Officer**

Is the person designated by the Town of Bowden to support accountability under the Privacy Management Program required by section 25 of the Protection of Privacy Act (POPA), including training, compliance, and monitoring.

**Protection of Privacy Act (POPA)**

Is legislation that governs how public bodies collect, use, disclose, and protect personal information.

**Record**

Has the same meaning as defined in section 1 of the Access to Information Act and includes recorded information in any form.

**Words (interpretation)**

- a) "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- b) "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- c) "shall" is to be interpreted as "must".
- d) "should" is to be interpreted as a recommended (desirable, not required to conform).
- e) "including but not limited to" means when listing a number of items, does not limit the policy term to only those words or those items listed.

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## 3 POLICY & GUIDELINES

### 3.1 Roles and Responsibilities:

**Council**

Council is responsible for supporting compliance with POPA and ATIA and ensuring appropriate governance oversight for privacy and access matters.

**Chief Administrative Officer (CAO)**

The CAO is responsible for ensuring the implementation and enforcement of this Policy, designating a Privacy Officer, and authorizing the release of records where required under legislation or policy.

**Privacy Officer**

The designated Privacy Officer is responsible for coordinating access requests under ATIA, ensuring compliance with POPA requirements. All access requests under ATIA must be submitted in accordance with Town procedures and coordinated by the Privacy Officer or designate. The Privacy Officer will also provide advice to staff on privacy and access obligations and manage privacy breaches and reporting obligations.

**Employees and Authorized Users**

All employees and authorized users are responsible for protecting personal and confidential information, accessing information only as required to perform assigned duties, and complying with this Policy and all related procedures.

### **3.2 Guidelines:**

#### **3.2.1 Confidentiality and Information:**

All information obtained by an employee or authorized user in the course of their employment by the Town of Bowden is deemed to be confidential and must be handled in accordance with POPA, ATIA, and this Policy.

Information shall not be disclosed to any individual or organization outside the Town of Bowden unless:

- i. The disclosure is authorized by legislation;
- ii. The disclosure is required to fulfill the Town's mandate; or
- iii. Approval has been granted by the CAO or designate.

#### **3.2.2 Internal Sharing of Information:**

Personal or confidential information may be shared internally only where reasonably necessary for the performance of an employee's duties and on a need-to-know basis, consistent with section 12 of POPA.

#### **3.2.3 Reports and Records:**

All reports prepared by Town employees during the course of the employee's employment are considered to be property of the Town of Bowden.

Reports prepared by Town employees are considered to be confidential unless released to the public pursuant to ATIA, by resolution of the Mayor and Council or by authorization of the Chief Administrative Officer or designate.

#### **3.2.4 Protection and Safeguards:**

The Town of Bowden shall make reasonable security arrangements to protect personal information against unauthorized access, use, disclosure, or destruction in accordance with section 10(1) of POPA.

Employees must comply with administrative, technical, and physical safeguards established by the Town of Bowden.

#### **3.2.5 Records Retention and Disposal:**

Records shall be retained and disposed of in accordance with the Town of Bowden's approved records retention and disposition schedules and applicable legislation.

#### **3.2.6 Privacy Breaches:**

Any suspected or actual privacy breach must be reported immediately to the CAO or Privacy Officer.

The Town of Bowden will investigate and respond to breaches in accordance with POPA, including notification requirements where applicable.

#### **3.2.7 Duty to Assist:**

The Town of Bowden shall make every reasonable effort to assist applicants with access requests openly, accurately, and completely, without unreasonable delay, in accordance with the Access to Information Act.

#### **3.2.8 Fees:**

Fees for access requests shall be assessed, calculated, and collected in accordance with the Town of Bowden Access to Information and Privacy Bylaw and the Access to Information Act and its regulations.

**3.3 Compliance Note:**

Failure to comply with this Policy, POPA, or ATIA may result in disciplinary actions, up to and including termination of employment and may expose the individual and the Town of Bowden to legal and regulatory consequences.

Nothing in the Policy limits the rights of individuals under POPA or ATIA, nor the authority of the Office of the Information Privacy Commissioner of Alberta.

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Policy No. 01-2026 adopted at Council on June 8, 2026

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**Mayor, Laurie Miller**

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**A/CAO, Jacqui Molyneux**



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

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**Town of Bowden – Province of Alberta**  
**ACCESS TO INFORMATION AND PRIVACY BYLAW**  
**07 / 2026**

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**Being** a Bylaw of the Town of Bowden, in the Province of Alberta, the purpose of this Bylaw is to designate the Head and set fees and charges for the purpose of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

**Whereas** Section 7 (a) of the Municipal Government Act, Revised Statutes of Alberta 2000, c M-26 amended, Council may pass bylaws for municipal purposes respecting the following matter of safety, health and welfare of people and the protection of people and property;

**Whereas** under the authority and subject of the provisions of the Access to Information Act, Statutes of Alberta, 2024 c A-1.4 and the Protection of Privacy Act, Statutes of Alberta, 2024 c P-28.5, Council is required to designate a person or group of persons as the Head of local public body pursuant to section 98(a) of the Access to Information Act for the purpose of those Acts;

**And whereas** pursuant to section 96 of the Access to Information Act, Statutes of Alberta, 2024, Chapter A-1.4, and subject to the Access to Information Act Regulation, Council may set any fees the local body requires to be paid, which must not exceed the fees provided for in the regulations;

**Now therefore**, the Municipal Council of the Town of Bowden in the Province of Alberta, duly assembled in Council, enacts as follows:

---

**1 SHORT TITLE**

This bylaw may be known as, and cited as, the "ATIA Bylaw."

---

**2 PURPOSE**

The purpose of this Bylaw is to establish fees and related administrative requirements for access to information requests made pursuant to the Access to Information Act and the Protection of Privacy Act.

---

**3 DEFINITIONS**

In this bylaw the following definitions apply:

**Access to Information Act (ATIA)**

Is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions.

**Chief Administrative Officer (CAO)**

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

**Head**

Means the Head of the public body as designated under the Access to Information Act and the Protection of Privacy Act.

**Municipal Government Act (MGA)**

Means the Alberta legislation, Chapter M-26, RSA 2000, that governs the incorporation, governance, powers, and administration of municipalities and municipal authorities in Alberta.

**Protection of Privacy Act (POPA)**

Is legislation that governs how public bodies collect, use, disclose, and protect personal information.

**Town of Bowden**

Includes any board, committee or commission, panel, agency or corporation that is created or owned by the Town of Bowden and all members of which are appointed by the Town of Bowden.

**Words (interpretation)**

- i. "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- ii. "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- iii. "shall" is to be interpreted as "must".
- iv. "should" is to be interpreted as a recommended (desirable, not required to conform).
- v. "including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

**4 DESIGNATED HEAD****4.1**

For the purposes of the Access to Information Act and the Protection of Privacy Act, the Chief Administrative Officer is designated as the Head of the public body.

**4.2**

The Head of the public body is hereby authorized to delegate to any person any duty, power or function of the Head except the power to further delegate.

**5 FEES****5.1**

Fees charged under this bylaw shall be assessed in accordance with section 96 of the Access to Information Act and the regulations made under that Act, as amended from time to time, or any successor legislation or regulations.

**6 ENACTMENT****6.1**

This Bylaw comes into effect on the date of the final passing thereof.

**Read a first time in open council this 8<sup>th</sup> day of June 2026.**

**Read a second time in open council this 8<sup>th</sup> day of June 2026,**

**and**

**Read a third time in open council this 8<sup>th</sup> day of June 2026.**

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Laurie Miller, Mayor

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Jacqui Molyneux, A/CAO

<b>Regular Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 7.b
<b>Prepared by:</b> Jacqui Molyneux	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1. Council Procedural Bylaw 06/2026

## Council Procedural Bylaw 06/2026

### 1 Background:

The attached draft Council Procedural bylaw is submitted to Council as a Request for Decision.

### 2 Justification

The existing Council Procedural Bylaw requires updating to reflect the new privacy act requirements. All changes have been highlighted in yellow text.

### 4 Request:

Administration requests that Council by resolution adopt the Council Procedural Bylaw 06/2026.

### 5 Recommended Action:

That Council:

- i. grants first reading to Council Procedural Bylaw 06/2026 as presented,
- ii. grants second reading to Council Procedural Bylaw 06/2026 as presented,
- iii. after second reading unanimously vote in favour of allowing a third reading,
- iv. adopt Council Procedural Bylaw 06/ 2026.

## Council Procedural Bylaw 06/ 2026

### 7 Suggested Motions:

Motion by Councillor \_\_\_\_\_ that Council gives first reading to Council Procedural Bylaw 06/2026.

Motion by Councillor \_\_\_\_\_ that Council gives second reading to Council Procedural Bylaw 06/2026.

Moved by Councillor \_\_\_\_\_ that Council unanimously considers a third reading of Council Procedural Bylaw 06/2026.

Motion by Councillor \_\_\_\_\_ that Council gives third and final reading to Council Procedural Bylaw 06/2026 and is adopted accordingly and made effective once duly signed.



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

---

**Town of Bowden – Province of Alberta**  
**COUNCIL PROCEDURAL BYLAW**  
**06 / 2026**

---

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, for the purpose of regulating the procedure of Council and Council Committee Meetings.

**Whereas** section 145 of the Municipal Government Act, RSA2000, Chapter M-26 states that a council may pass bylaws in relation to procedures to be followed by council, council committees and other bodies established by the council,

**Now therefore**, the Council of the Town of Bowden hereby enacts as follows:

---

**1 SHORT TITLE**

This bylaw may be known as, and cited as, the "Council Procedural Bylaw."

---

**2 PURPOSE**

To provide a standard format for conducting meetings and to provide members of Council, Council Committees, Town Administration and the public with an understanding of the process by which Council meetings are conducted and how decisions are made.

---

**3 DEFINITIONS**

In this bylaw the following definitions apply:

**Adjournment**

Means to set the time to which the meeting shall adjourn.

**Agenda**

Is a statement of the order of business for a meeting including any documents and reports that form part of the agenda.

**Chair**

For Council means the Mayor, or,

For a Council Committee, the individual appointed as Chair pursuant to the Town of Bowden Council Committee Bylaw, or,

Means the person presiding at a meeting who is responsible for making sure that each meeting is conducted according to any regulatory or policy requirements and for ensuring that meeting matters are dealt with in an orderly manner.

**CAO (Chief Administrative Officer)**

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

**Council**

Means the duly elected Municipal Council of the Town of Bowden.

**Councillor**

Persons elected to represent the municipality and includes the chief elected official (the Mayor).

**Council Committee**

Means a committee, or other bodies established by bylaw under section 145 of the Municipal Government Act, to provide advice and make recommendations to Council.

**Delegation**

Means a person or group of persons that has permission of Council to appear before Council or a Council Committee to provide pertinent information or views on a specific matter or matter for discussion.

**Division of Question**

Is where a motion is used to separate a main motion or amendment into parts to be voted on individually.

**Electronic Means**

Means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

**Enactment**

Means an Act or a regulation or any portion of an Act or regulation

**ATIA/POPA**

Means Access to Information Act and Protection of Privacy Act.

**Emergent Items**

Are items that require immediate attention & discussion. They are added to the agenda on a motion of two-thirds of the Councillors present

**Limit Debate**

Means to reduce or increase the number and length of speech permitted or limit the length of debate on a specific question.

**Member**

Means either a Councillor or a "person at large" appointed by Council to a Council Committee.

**Meetings**

Means open public meetings of Council or Council Committee held in accordance with sections 192 to 200 of the Municipal Government Act, RSA2000, Chapter M-26.

**MGA**

Means the Municipal Government Act, RSA2000, Chapter M-26.

**Minutes**

Means to accurately record the decisions, actions, motions and recommendations of a meeting.

**Motion**

A motion is a formal request made by a Councillor (or member) for a matter to be discussed at a meeting and following debate for a decision to be made.

**Municipality**

Means the Town of Bowden, a municipal corporation within the Province of Alberta.

**MGA**

Means the Municipal Government Act, RSA2000, Chapter M-26, and any regulations made thereunder.

**Notice of Motion**

Is the presentation of a motion for consideration and debate of business at a meeting.

**Person**

Means any of the following:

- i. an individual
- ii. a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation
- iii. a trustee, executor, administrator, agent, legal representative, or employee of either a) or b)

**Point of Order**

Is where the "Chair" enforces the rules of procedure.

**Postpone the Matter to a Certain Time**

Means to delay the consideration of a matter to either a definitive time (when further information is to be obtained) or indefinitely.

**Public Hearing**

Means an open hearing where members of the public must be invited in accordance with statutory legislation. A public hearing under Part 17 of the MGA must allow for electronic meetings to be held.

A public hearing is a Council Meeting (Regular or Special).

**Public Meeting**

Means an open meeting where members of the public are invited to attend the meeting. The public can attend either in person or electronically at the discretion of Council.

All Council meetings and Council Committee Meeting are public meetings.

**Question of Privilege**

Means to bring an urgent request to the meeting relating to the comfort, dignity, safety, or rights of either the assembly or an individual up for immediate consideration.

**Quorum**

Means the majority of all the Councillors that comprise the Council.

**Recess**

Means a short interruption which does not close the meeting.

**Resolution**

Means a record of a decision or of the wishes of Council including passing bylaws, establishing policies, formulating strategies, planning and routine administrative matters.

**Special Resolution**

Means a resolution passed by two-thirds of all members present.

**Table the Matter**

Means a motion to delay consideration of a matter in order to deal with more pressing matters does not set a time to resume consideration of the matter.

**Terms of Reference**

Is a statement of the purpose and procedures of a Council Committee as defined in the Council Committee Bylaw.

**Town**

Means the municipal corporation of the Town of Bowden.

**Words (interpretation)**

- i. "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- ii. "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- iii. "shall" is to be interpreted as "must".
- iv. "should" is to be interpreted as a recommended (desirable, not required to conform).
- v. "including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

## 4 STRUCTURE OF COUNCIL

### 4.1

The Council of the Town of Bowden shall consist of seven elected officials.

### 4.2

Council will be elected by a vote of the electors within the Town of Bowden.

### 4.3

The chief elected official (the Mayor) shall be elected by a separate vote of the electorate.

### 4.4

The position of Deputy Mayor will be agreed upon by Council in the annual organizational meeting of Council or at any time upon resolution of Council.

## 5 STATUTORY NOTICES

Section 606 of the MGA sets out the requirements for the advertising of statutory notices.

Statutory notices must be advertised in accordance with the Town of Bowden Advertising Bylaw.

Statutory notices are, including but not limited to:

- bylaws,
- resolutions,
- meetings (Regular Council Meetings, Special Council Meetings, Organizational Meetings, Council Committee Meetings),
- changes and cancellation of meetings,

- public hearings,
- other matters as required by the MGA (including development & planning applications, hearings, and appeals),
- other matters as required by other enactments including, for example, the requirements of the Local Authorities Election Act:
  - LAEA section 26 Notice of Nomination Day.
  - LAEA section 35 Notice of Election.
  - LAEA section 53.01 Proof of elector eligibility.
  - LAEA section 74 Notice of Advance Vote.

## **6 MEETINGS**

### **6.1 Regular Council Meetings**

#### **6.1.1**

Regular Council meetings shall be held in accordance with section 193 of the MGA.

The date, time and location of Regular Council Meetings will be determined by Council during the annual Organizational Meeting of Council and will be posted on the Town of Bowden website.

Once published, notice of regularly scheduled Council meetings need not be given.

If, however, there is a change in the meeting date, time or location the CAO will deliver notice to all members of the Council and to the public at least 24 hours prior to the day of the rescheduled Regular Council Meeting.

Public notices will be advertised in accordance with the Town of Bowden Advertising Bylaw.

#### **6.1.2**

Any meeting that goes past three hours must obtain unanimous consent of Council.

Failure to achieve unanimous consent, the meeting shall resume at 7:00 pm the next evening unless Council through a majority decision consents to an alternate evening.

#### **6.1.3**

The Mayor shall preside over all Regular Council Meetings.

In the absence of the Mayor, the Deputy Mayor will be appointed chair.

In the absence of both the Mayor and the Deputy Mayor, the CAO must assume the chair and call for nominations of Council members in attendance to conduct a vote to elect a chair.

### **6.2 Special Council Meetings**

#### **6.2.1**

Special Council meetings shall be held in accordance with section 194 of the MGA which states:

- i. Special Council meetings are held whenever the Mayor considers it appropriate to do so.*
- ii. the Mayor must call a Special Council Meeting if a written request is received, stating its purpose, from the majority of the Councillors.*
- iii. A Special Council Meeting must be held within 14 days of receipt of the written request.*
- iv. At least 24 hours' notice shall be provided in writing to each Councillor and in writing to the public stating the purpose of the meeting and the date, time and location at which the Special Council Meeting shall be held.*

- v. *A Special Council Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least ⅔ of the whole Council agrees to this in writing before the beginning of the meeting.*
- vi. *No matter, other than that specifically stated as the purpose for holding the meeting, may be discussed at that meeting unless the whole Council is present at that meeting and Council agree by resolution to deal with the matter in question.*

Written notice of a Council Special Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

### **6.2.2**

The Mayor shall be appointed as chair of Special Council Meetings.

In the absence of the Mayor, the Deputy Mayor shall be appointed chair.

In the absence of both Mayor and Deputy Mayor, the CAO shall assume the chair and call for nominations of Council members in attendance to conduct a vote to elect a chair.

## **6.3 Organizational Meetings**

### **6.3.1**

Organizational Meetings shall be held in accordance with section 192 of the MGA which states, "*that a Council must hold an Organizational Meeting, annually, not later than 14 days after the third Monday in October*".

### **6.3.2**

In the case where a new Mayor has been elected immediately preceding the organizational meeting the CAO will call the meeting to order and will preside over the meeting until every member of Council has made the official oath of office as prescribed by the Oath of Office Act.

### **6.3.3**

The Organizational Meeting will deal with matters of Council business as follows:

- i. Agenda and adoption of the agenda for the Organizational Meeting,
- ii. the administration of the oath and introduction of new members if the meeting immediately follows a municipal election,
- iii. date, time and location of Regular Council Meetings for the following 12-month period,
- iv. Council Per Diems & Expenses,
- v. appointment of Deputy Mayor, or Deputy Mayor List
- vi. Council Committee appointments,
- vii. banking services,
- viii. other matters,
- ix. adjournment (of meeting).

## **6.4 Council Committee Meetings**

### **6.4.1**

Council Committees are established by the Council Committee Bylaw under section 145 of the MGA.

### **6.4.2**

Council Committee functions (terms of reference) are defined by the Town of Bowden Council Committee Bylaw.

**6.4.3**

Council may by bylaw delegate any of its powers, functions and duties to a Council Committee, the CAO or a designated officer unless the MGA or any other bylaw or enactment provides otherwise, (section 203(2) of the MGA provides exceptions to this).

**6.4.4**

A schedule of times for the meeting of Council Committees shall be defined within the terms of reference for each Council Committee.

**6.4.5**

Council Committees may consist, (section 146 of the MGA):

- i. *entirely of Councillors,*
- ii. *of a combination of Councillors and other persons,*
- iii. *of persons who are not Councillors.*

**6.4.6**

Council Committee meetings shall be held in accordance with section 195 of the MGA which states that *"the Municipality must give at least 24 hours' notice of a Council Committee Meeting (including date, time and location) to members of the Council Committee and to the public"*.

Written notice of a Council Committee Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

**6.4.7**

The Mayor is "ex officio" (by virtue of office), a member of all Council Committees.

**6.4.8**

If the Mayor is present at a Council Committee meeting (ex officio) the Mayor forms part of the quorum and when present is entitled to vote.

**6.4.9**

The Mayor has all of the rights and privileges of the other Council Committee members.

**6.4.10**

A Council Committee does not have the power to commit the Municipality to any action, or financial or legal liability, contract or agreement.

**6.4.11**

Council Committees may not pass resolutions in contravention of term 6.4.10, but may pass a resolution to report to, or make recommendations to, Council for debate at a regular or special meeting of Council.

Any action required following a recommendation made by Council Committee must be discussed as a separate business item (or Notice of Motion) at a Regular or Special Council Meeting and any decision made can only be passed by resolution of Council.

**6.4.12**

Written reports or minutes of Council Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council

or

as defined within the terms of reference for each Council Committee.

These should be submitted to the CAO for inclusion in the agenda package prior to a meeting of Council.

Minutes that are unapproved should be marked as such.

**6.4.13**

Council Committee meetings are meetings which are open to the public. Where a meeting or part of the meeting is closed to the public members of the Council Committee may only deliberate and must not make any decisions.

**6.4.14**

A Council Committee meeting may at its discretion permit members of the public to address the Council Committee when it is deemed appropriate and in the context of the business of the Council Committee.

Members of the public do not have a right to speak at a Council Committee meeting unless the Council Committee wishes to hear from them. This request should be addressed through the meeting Chair.

**6.4.15**

A Councillor (except the Mayor) who is not appointed as a member of a Council Committee does not have any special right to attend or address that Council Committee. They may attend as an observer only and are not entitled to vote on any matter.

**7 CANCELLATION OF MEETINGS****7.1**

Regular Council meetings may be cancelled (and / or rescheduled):

- i. by a majority consent of Councillors at a previous meeting,
- ii. with consent of a majority of Councillors provided that 24 hours' notice was given to all Councillors and the public.

**7.2**

Special Council meetings may be cancelled (and / or rescheduled) by the Mayor provided that 24 hours' notice was given to all Councillors and the public

**7.3**

Council Committee meetings may be cancelled (and / or rescheduled) by the meeting chair provided that 24 hours' notice was given to all members and the public

**7.4**

Written notice of the cancellation of the meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

**8 HEARINGS****8.1 Public Hearings**

Council will hold a public hearing whenever the MGA or another enactment or policy requires.

Public hearings must satisfy (including but not limited to) the requirements of:

- i. section 199 of the MGA (meetings by electronic means),
- ii. section 216(1) of the MGA (public participation policy),
- iii. section 216(4) of the MGA (when to hold a public hearing),
- iv. section 692(1) of the MGA (planning bylaws).

Where a public hearing is held on a proposed bylaw or resolution the MGA states that:

*"when this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution the public hearing must be held, unless another enactment specifies otherwise:*

- (a) before second reading of the bylaw or*
- (b) before council votes on the resolution"*

**8.2**

Council by resolution will set a time, date and location of a public hearing.

**8.3**

A typical order of business for a public meeting or public hearing may be:

- i. Chair to declare meeting open,
- ii. Chair to provide background as to purpose of the meeting and of any bylaw or resolution proposed by Council (ie, the purpose of the public hearing),
- iii. Town Administration statement, (by the CAO),
- iv. Town representative statement, (by Red Deer County Development Officer),
- v. presentations by those in favour,
- vi. presentations by those opposed,
- vii. any person affected who wishes to be heard (who has complied with the procedures outlined by the Chair, or this bylaw),
- viii. any other person who wishes to be heard and whom Council agrees to hear.

If a public hearing is being held the meeting Chair will provide guidelines at the beginning of the meeting as to the meeting rules including procedures necessary in terms of disconnection or technical issues.

**8.4**

The Mayor (or meeting Chair) may allow questions after each presentation.

**8.5**

Persons speaking will be given the opportunity to speak only once, however the Mayor (or meeting Chair) may allow a concluding statement from those that have made a presentation.

**8.6**

After all presentations have been made the Mayor (or meeting Chair) will declare the hearing closed.

**8.7**

No verbal or written submissions may be received after the public hearing is closed unless otherwise agreed by resolution of Council.

**8.8**

Section 216(5) of the MGA states:

*After the close of the public hearing Council may:*

- i. pass a bylaw or resolution,*
- ii. further debate the bylaw or resolution and either:*
  - a. make any further amendment to the bylaw or resolution it considers necessary,*
  - b. proceed to pass the bylaw or resolution without further public hearing,*
- iii. defeat the bylaw or resolution,*

and in accordance with any requirement of the MGA or any other regulation or bylaw.

**9 PUBLIC PRESENCE AT MEETINGS****9.1**

Section 197 of the MGA applies which states:

- i. All Council and Council Committee meetings must be held in public unless subsection (ii), (iii) or (iv) applies below.
- ii. Councils and Council Committees may close all or part of their meetings to the public ("in camera" sessions) if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of the Access to Information Act, Chapter A-1.4.
- iii. A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under part 17 (of the MGA) may deliberate and make its decisions in meetings closed to the public.
- iv. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve
  - (a) the part of the meeting that is to be closed, and
  - (b) The basis on which, under an exception to the disclosure of Division 2 of the Access to Information Act, Chapter A-1.4.

## 9.2

Everyone has a right to be present at Council and Council Committee meetings conducted in public, unless the person chairing the meeting expels a person for improper conduct (section 198 of the MGA).

## 9.3

A Council or Council Committee may require a person appearing before it or making any claim or submission to it, to do so under oath (section 200 of the MGA applies).

## 9.4

When a meeting is closed (in camera) to the public, the majority of members present may at their discretion invite any person or persons to attend that closed session.

The minutes of the meeting must show the names of the additional persons attending the closed session and the reason for that person(s) be present.

## 9.5

The media and the general public cannot attend a closed session but are permitted to return to the meeting following the closed session.

## 9.6

Where a Council Meeting (or part of a meeting) is closed to the public no resolution may be passed at that closed meeting or session, other than a resolution to revert back to an open meeting held in public.

If direction is given or a decision is reached (in a closed meeting) then a resolution must be made in the open meeting so that the Council's direction is subsequently recorded (prior to being acted on).

## 9.7

### 9.7.1

Closed session discussions will not be recorded, or any notes taken as these could form part of a future closed session of Council.

### 9.7.2

All members are required to keep matters discussed in a closed session in confidence until the matter is discussed at an open meeting or a meeting held in public.

### 9.7.3

The Access to Information Act and Protection of Privacy Act (ATIA/POPA) defines items that allows Council to conduct a closed meeting.

The basis under which part of a meeting is held under closed session must be given (as follows):

Exception to disclose under Division 2 of the Access to Information Act, Chapter A-1.4 (as amended over time) is stated as:

- 19 Disclosure harmful to business interests of a third party
- 20 Disclosure harmful to personal privacy
- 21 Disclosure harmful to individual or public safety
- 22 Confidential evaluations
- 23 Disclosure harmful to law enforcement
- 24 Workplace investigations
- 25 Disclosure and complaints
- 26 Disclosure harmful to intergovernmental relations
- 27 Cabinet and Treasury Board confidences
- 28 Local public body confidences
- 29 Advice from officials
- 30 Disclosure harmful to economic and other interests of a public body
- 31 Testing procedures, tests and audits
- 32 Privileged information
- 33 Disclosure harmful to conservation of heritage sites, etc.
- 34 Information that is or will be available to the public

Reference to the ATIA/POPA is necessary for the specific details of each of the sections listed above.

## 9.8

The use of digital, audio, and video recording devices by meeting members (including Town Administration staff, the press or members of the public) is prohibited at all Council meetings unless authorized by the Mayor, or the Chair of the meeting (with the exception of public hearings on planning and development matters).

## 10 MEETING THROUGH ELECTRONIC COMMUNICATION

### 10.1

Council may elect to hold a Council meeting by electronic means.

Section 199 of the MGA states that:

- i. A council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

### 10.2

Council must hold a public hearing by electronic means under Part 17 to be conducted by electronic means.

Part 17 of the MGA is specific to Planning and Development.

### 10.3

Electronic will be by means of a communications platform that allows users to connect with video, audio and chat. The chosen platform will either be Zoom Communications or MS Teams. This requires the user to have an internet connection and a supported device. This is the responsibility of the user.

### 10.3

Councillors must give prior notice of their intention to attend electronically.

Councillors must declare a conflict of interest or pecuniary interest at least 6 hours before attending a meeting electronically in order that the meeting Chair can establish procedures for efficient and consistent handling of the meeting.

#### 10.4

Councillors participating in a meeting held by means of an electronic communication facility are deemed to be present at the meeting.

However, a Council meeting must have the required number of Councillors present in person in the meeting to meet the requirements of a Quorum.

#### 10.5

Where a Councillor attends a meeting remotely and part of that meeting is held in closed session the Councillor must ensure that they are alone when communicating by electronic means.

A Councillor will be required to identify themselves (by video) at the time of joining a meeting or when a vote is cast or when joining a closed session.

#### 10.6

A person wishing to attend a public hearing electronically must register for participation at least 24 hours prior to the meeting commencement time.

A request should be submitted to: [communications@bowden.ca](mailto:communications@bowden.ca).

#### 10.7

All persons attending a public hearing by electronic means must adhere to any guidelines issued by the meeting Chair.

#### 10.8

Notice of a public hearing conducted by electronic means will be advertised in accordance with the Town of Bowden Advertising Bylaw.

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## 11 QUORUM

### 11.1

Section 167 of the MGA applies which states that:

*"The quorum of a council (for a Council Meeting or Special Council Meeting) is defined as the majority of all the Councillors that comprise the Council".*

### 11.2

If a quorum is not present within fifteen minutes after the time fixed for a meeting, the meeting Chair will record the names of the members present and the meeting will stand adjourned until the next regular meeting date.

The only action that can be taken in the absence of quorum is to fix a time to which to adjourn, decision to recess (allow more time to achieve the quorum), or to take measures to obtain a quorum.

### 11.3

If a quorum is lost after the meeting has been called to order, the meeting will be suspended until quorum is obtained. If a quorum cannot be obtained, then the meeting must be adjourned.

**11.4**

The CAO must record (minute) attendance at Council meetings and record details whenever a meeting was either adjourned or recessed.

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**12 DELEGATIONS & REQUESTS TO COUNCIL****12.1**

A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council must request a Delegation Request Form from Town Administration.

The form must clearly set out the matter at issue (or the request being made) and be completed in full outlining the subject to be discussed and any other specific request to Council.

**12.2**

The Delegation Request Form must be signed by the legal name of the person(s) completing the form and must include the full address of the person completing the form and the name of any organization they represent.

**12.3**

The Delegation Request Form must be received by the CAO by 1:00 pm on a business day at least five (5) calendar days immediately preceding the meeting, at which it is to be presented. If the person wishes to appear before Council on the matter, it must be stated on the form.

**12.4**

The Delegation Request Form must make reference to all any supporting documents that will be presented at the meeting.

**12.5**

All documents to be submitted at a public hearing must be submitted in accordance with section 12.3 of this bylaw.

This is to allow the documents to be included in the agenda package and made available for public scrutiny before the meeting commences.

**12.6**

Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the Delegation Request Form. Where the meeting Chair determines that additional time shall be granted to a delegation the length of the extension shall be specified, and the meeting Chair may set a limit to this time.

**12.7**

A delegation request to Council may be refused if the subject involves current or pending litigation, insurance claims, matters beyond jurisdiction of Council or matters protected by protection of information statutes or regulation.

**12.8**

Delegations will conduct themselves in an orderly manner. Only delegates listed on the Delegation Request Form may address Council.

Only the meeting Chair may provide an exception to this.

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## **13 AGENDA AND ORDER OF BUSINESS**

### **13.1**

Prior to each Council meeting the CAO will prepare an agenda (statement of the order of business) of all matters to be brought before Council.

The agenda package will include reports from Council Committees, reports from Town Administration and any other relevant or supporting documentation.

A Request for Decision document should be prepared for Council by Administration on matters that require resolution.

Administration may prepare a suggested choice of the recommended / alternative resolution(s).

### **13.2**

In order to enable the CAO to do so, all appropriate supporting documents, correspondence and delegation notices intended to be submitted to the Council should be received by the CAO no later than 1:00 pm on a business day at least five (5) calendar days before the meeting.

### **13.3**

The CAO shall place at the disposal of each Council member a copy of the agenda and all supporting materials not later than 5:00pm three (3) calendar days before the meeting.

### **13.4**

Only items listed in the agenda and documents submitted within the deadlines noted in sections 13.2 and 13.3 of this bylaw may be discussed at a meeting, unless a resolution to add an item to the agenda is passed by a majority of members present.

### **13.5**

Generally, the order and content of the agenda will be:

- i. Call to Order,
- ii. Additions / Deletions to the Agenda (eg: urgent business & emergent items),
- iii. Adoption of the Agenda,
- iv. Adoption of Previous Minutes,
- v. Business Arising from the Minutes,
- vi. Public Hearings,
- vii. Delegations,
- viii. Bylaws & Policies,
- ix. New Business,
- x. Financial,
- xi. Correspondence,
- xii. Reports
  - a. CAO's Report,
  - b. Council Committee Reports,
  - c. Society & Other Reports.
- xiii. "In Camera" matters,
- xiv. Adjournment.

The Chair of the meeting must review and approve the order and content of the agenda prior to distribution and public release.

"In Camera" agenda items can appear on the agenda in any order as deemed appropriate or deemed practical to do so.

**13.6**

The general order of business of the agenda items will apply to all Council and Council Committee meetings unless as otherwise determined by a majority vote of the members present.

**13.7**

Any vote upon a matter of priority of business shall be decided without debate.

**13.8**

Submitted reports to Council may be presented in a "closed session" of Council if deemed necessary to protect the privacy of the information contained within.

All members are required to keep the content of all submitted private reports presented in a closed session in confidence until the report is made available at an open meeting or the report is placed in the public domain by the report's authors.

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**14 URGENT BUSINESS****14.1**

A member may move to discuss a matter of urgent public importance without Notice of Motion during the Additions / Deletions to the Agenda period of the meeting.

**14.2**

A motion to bring a matter before Council as urgent business must satisfy the following conditions:

- i. the matter proposed for discussion is urgent requiring immediate attention,
- ii. the matter is not one which should have been dealt with by giving written notice of motion,
- iii. the matter does not require substantial review or reference to written documents, enactments, legal documents or be of a complex nature (eg, planning).

---

**15 NOTICE OF MOTION****15.1 Notice of Motion Prior to Council Meeting**

- i. a member who wishes to present a written notice of motion to Council must submit the motion to the CAO not later than 1:00 pm on a business day at least five (5) calendar days before the Council meeting,
- ii. the notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determine and evaluated,
- iii. the notice of motion must include sufficient detail about the motion's proposed action,
- iv. the notice of motion must be made without comment or debate by any other member but may include supporting documentation,
- v. the member who submitted the motion must be present during the reading of the motion,
- vi. if a notice of motion is given in accordance with this section, the motion will be added to the agenda for the Council or Standing Committee meeting on the date specified in the motion.

**15.2 Notice of Motion during a Council Meeting**

- i. a member who wishes to present a notice to Council during a meeting may do so only if Council (by majority) agrees to waive the requirements set out in section 15.1 of this Bylaw.

**16 MINUTES****16.1**

The minutes of Council Meetings and Council Committee Meetings form the legal record of the resolutions and actions made during the meeting.

The CAO must ensure that all minutes of Council Meetings and Council Committee Meetings are made in accordance with the requirements of the MGA.

**16.2**

A Council may act only by resolution or bylaw that is passed at a public meeting.

Council's direction to Town Administration (via the CAO) shall be enacted by Council resolution.

Where a resolution creates an action for Administration the resolution must provide clear direction in order that there is no ambiguity or need to conjecture or interpret the intent.

**16.3**

The legislative, recording and procedural requirements for recording the minutes of Council meetings are determined by the Town of Bowden, Minutes of Council Meetings Policy.

**17 PROCEEDINGS AT MEETINGS****17.1**

Duties of the meeting Chair include:

- i. the Chair will preside over the conduct of the meeting including the preservation of good order & decorum, ruling on points of order, replying to points of procedure, and deciding on all questions relating to the procedure of the meeting,
- ii. the Chair will make all reasonable effort, including the calling of a recess, to ensure all members in attendance at the meeting are present while a vote is being taken, unless a member is excused from voting under the MGA, or any other enactment.

**17.2 Question of Privilege**

- i. a meeting member who wishes to permanently leave a meeting prior to its adjournment will advise the chair, by means of a Question of Privilege. Their departure time must be recorded in the minutes of the meeting,
- ii. a member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the members collectively, or of themselves as members, will be permitted to raise a Question of Privilege,
- iii. a Question of Privilege will take place over all other matters. After the ruling of the Chair on the matter the meeting will resume immediately back to the pending matter or debate.

**17.3 Appeal**

- i. all decisions of the Chair will be final, subject to an immediate challenge (appeal),
- ii. the Chair will give reasons for the ruling and the members will decide the outcome that will be final and binding on the meeting,
- iii. if the decision is challenged, then the chair will put the appeal to the members present,
- iv. the decision will be decided by the majority vote of members present without debate.

**17.4**

Cell phones (or other electronic communication devices) may be referenced to during meetings provided they are set to mute and do not disturb or record the proceedings of the meeting and providing the meeting Chair has not ruled out their use.

**18 RULES GOVERNING DEBATE****18.1**

Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.

**18.2**

All questions or debate will be directed through the meeting Chair.

Through the Chair a member may ask:

- i. questions of another member (or of administrative staff) on a "point of information" relevant to the business in hand, and,
- ii. a question to obtain information relating to the minutes presented to the meeting, or any clause contained therein.

**18.3**

The meeting Chair, with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by this bylaw or by the Chair.

**18.4**

Supplementary questions, or a series of questions relating to the matter before the meeting may be raised by a member, but each question requires the consent of the Chair.

**18.5**

After any question is finally put to the Chair no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.

**18.6**

A motion does not require a seconder.

**18.7**

A motion may be withdrawn at any time before voting subject to no objection being raised by any member.

**18.8**

The following are not debatable by members of a meeting:

- i. adjournment,
- ii. to take a recess,
- iii. a question of privilege,
- iv. point of order,
- v. to limit debate on a matter before members,
- vi. on division of a question,
- vii. postpone the matter to a certain time,
- viii. to table the matter,
- ix. quorum.

**18.9**

Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the meeting Chair so directs.

**18.10**

Whenever the meeting Chair is of the opinion that a motion is contrary to the rules and privileges of Council, the Chair will inform the member immediately and will provide reasons applicable to the case without argument or comment, unless otherwise decided by a majority of members present who shall determine to uphold the ruling of the Chair or not as the case may be.

**18.11****18.11.1**

The meeting Chair has the authority to set a time limit that a member may speak on the same question or resolution, with regard to the importance of the matter.

**18.11.2**

The meeting Chair has the authority to determine the number of times that a matter may be brought to Council with regard to the importance of the matter or additional information received since the time of last debate.

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**19 VOTING****19.1**

Unless otherwise stated in this bylaw or an enactment, Council may act by bylaw or motion passed by a majority vote (quorum)

A Council Committee may only act by motion passed by a majority vote (quorum)

**19.2**

Section 183 of the MGA applies which states that,

*"every member attending a Council or Council Committee meeting shall vote on every matter, unless the member is required or permitted to abstain from voting under this or any enactment".*

**19.3**

When the meeting chair ascertains that no further information is required or debate forthcoming on a motion, the meeting Chair will immediately submit the motion to a vote of the members present and no further discussion will take place until the vote has been completed.

**19.4**

All elected officials (Council) shall cast a vote on every voting matter unless they are excused by resolution from voting or unless disqualified from voting by reason of pecuniary interest / conflict of interest.

**19.5**

Voting shall be made by the raising of hands as directed by the meeting Chair and in such a clear manner that they may be easily counted by the chair.

**19.6**

An equality of votes (a tied vote) on any matter, resolution or bylaw shall be deemed to be decided as defeated.

**19.7**

The Chair is responsible for the recording of votes, if requested, as set out in section 185 of the MGA.

The minutes must show the names of the members voting for or against all motions and those who were absent or abstained from the vote. The minutes must specify for each voter whether they voted "for" or "against" the proposal or "abstained". The motion outcome will be recorded as "carried" or "defeated". A tied vote is a defeated vote.

**19.8**

Councillors must declare if they have a pecuniary interest in a matter and / or a conflict of interest in a matter.

A Councillor is deemed to have a conflict of interest in a matter if it could affect a private interest of the Councillor or an employer of the Councillor or the Councillor knows or should know that the matter could affect a private interest of the Councillors family.

If a Councillor believes they have a conflict of interest or a perceived conflict of interest they must disclose the general nature of that conflict prior to or during any discussion on that matter.

If the Councillor makes such a disclosure, they must abstain from voting on any question relating to the matter

The Councillor should leave the room in which the meeting is being held until the discussion is concluded.

### **19.9**

The CAO (or recorder) shall record in the minutes each time a member of Council makes a disclosure by reason of "pecuniary interest" or conflict of interest.

The CAO (or recorder) shall record in the minutes each time a member of Council excuses themselves from a meeting by reason of "pecuniary interest" or conflict of interest.

The minutes of the meeting will indicate the declaration of disclosure, the time at which the member left the meeting and the time the member returned.

### **19.10**

The behavior and conduct of Council members is covered by the Town of Bowden, Councillors Code of Conduct Bylaw.

The applicable procedures prescribed by the Councillors Code of Conduct Bylaw should apply equally to those members at a Council Committee meeting.

## **20 BYLAWS & POLICIES**

### **20.1**

The CAO must review and approve the final draft of every proposed bylaw or policy prior to its submission to Council.

### **20.2**

All proposed bylaws must have a bylaw number and concise title assigned to it.

### **20.3**

Council shall vote on the motion for the first reading of a proposed bylaw without amendment or debate.

After a first reading Council may:

- i. debate the content of the proposed bylaw,
- ii. propose amendments to the proposed bylaw,
- iii. refer by motion that Administration provides further information prior to second reading.

### **20.4**

Council may decide to submit a proposed bylaw for public participation engagement if deemed appropriate.

Reference to the procedures contained within the Town of Bowden Public Participation Policy should be made.

**20.5**

When all amendments (if any) have been accepted the motion for second reading of the bylaw as presented or amended shall be considered.

If there are any further amendments to a proposed bylaw all Councillors must be given an opportunity to review the full text of the amendments prior to the third reading.

**20.6**

All aspects of passage of a bylaw at second reading shall apply to the third reading of a bylaw.

**20.7**

Council may not give a proposed bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote on a motion in favour of allowing a third reading at that meeting.

**20.8**

The Mayor and CAO must sign the bylaw as soon as practicably possible after the third reading has passed and shall declare the bylaw adopted and enacted with immediate effect unless the bylaw itself provides otherwise.

**20.9**

A bylaw can only be amended or repealed by another bylaw made in the same way as the original bylaw.

**20.10**

Council may consolidate a bylaw by incorporating all amendments into a single revised bylaw.

**20.11**

Resolutions (motions passed) shall come into effect as soon as they are passed unless they contain a specific (deferred) implementation date.

**20.12**

A Council Policy after being presented for discussion can be passed by simple majority vote of Councillors and shall come into effect as soon as the policy is passed by motion unless the policy contains a deferred implementation date.

**20.13**

Upon being passed a Council Policy must be signed by the CAO and by the chair of the meeting at which it was passed.

**20.14**

A signed copy of all Town of Bowden bylaws and Council policies must be:

- i. kept in the Bylaws & Policies folders maintained by the CAO,
- ii. digitally filed in the Bylaws and Policies folder within the Towns data server,
- iii. posted on the Town's web site.

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**21 APPLICABILITY****21.1**

This bylaw applies to all Council and Council Committee meetings.

This bylaw applies to all persons attending Council meetings and Council Committee meetings.

**21.2**

This bylaw sets the rules and regulations for the order and conduct of business in all meetings of Council, Council Committee meetings, public hearings and any other meetings directed by Council.

**21.3**

A procedural provision contained within this bylaw may be waived if approved by the majority of members in a meeting. Any waiver can only be made effective for that meeting in which the motion was passed.

Note: any enactment or statute contained within the Municipal Government Act cannot be waived.

**21.4**

The precedent of rules governing the procedure of meetings is:

- i. the Municipal Government Act of Alberta, RSA 2000 Chapter M-26 (as amended over time)
- ii. any other applicable legislation or enactment
- iii. this bylaw and the Councillor Code of Conduct Bylaw
- iv. Roberts Rules of Order (at the discretion of the chair).

**21.5**

Where a Council Committee contains members that are not appointed Councillors:

- i. the applicable procedures prescribed by this bylaw will apply equally to those members,
- ii. the applicable procedures prescribed by the Councillors Code of Conduct Bylaw will apply equally to those members.

**21.6**

Nothing in this bylaw (either by inclusion or omission) exempts or relieves any person from any statutory enactment, regulation, code, bylaw, policy, or Ministerial Order including, but not limited to the:

- i. Municipal Government Act, RSA2000 Chapter M-26,
- ii. \* Access to Information Act and Protection of Privacy Act (ATIA/POPA),
- iii. Revision to Advertising Bylaw 06 / 2024,
- iv. Council Committee Bylaw 06 / 2023,
- v. Councillor Code of Conduct Bylaw 07 / 2022,
- vi. CAO Bylaw 08 / 2022,
- vii. Minutes of Council Meetings Policy 02 / 2020,
- viii. Public Participation Policy 1900 02.

**21.7**

All references in this bylaw to an act, statute, regulation, or other Town of Bowden bylaw refer to the current version of that enactment, as amended or replaced from time to time including all successor legislation.

**22 SEVERABILITY**

Every provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

Nothing in this bylaw relieves a person from complying with the provision of any federal, provincial, or municipal law or regulation or any requirement of any lawful permit, order, or enactment.

The Municipal Government Act (as amended over time) prevails at all times.

**23 SCHEDULES**

Schedules attached to this bylaw:

**Schedule A**

Section 169 MGA	Definitions
Section 170 MGA	Pecuniary interest and conflict of interest
Section 171 MGA	Bylaw requiring statement of disclosure
Section 172(1) MGA	Disclosure of Pecuniary Interest
Section 172(1)1 MGA	Disclosure of conflict of interest or perceived conflict of interest
Section 172(2) MGA	No review of Councillors Decision
Section 173 MGA	Effect of pecuniary interest on agreements

**24 BYLAW PRECEDENCE**

This bylaw supersedes and takes precedence over all previously passed bylaws relating to the procedure of Council meetings.

Bylaw **08 / 2020** and all amendments thereto are hereby repealed.

This bylaw will come into effect on the final day of passing and signature thereof.

**Read a first time in open council this 8<sup>th</sup> day of June 2026.**

**Read a second time in open council this 8<sup>th</sup> day of June 2025,**

**and**

**Read a third time in open council this 8<sup>th</sup> day of June 2025.**

\_\_\_\_\_  
Laurie Miller, Mayor

\_\_\_\_\_  
Jacqui Molyneux, A/CAO

**SCHEDULE A**

**Extracts from the Municipal Government Act (MGA) current as of January 1, 2025**

**Division 6 – Pecuniary Interest and Conflict of Interest of Councillors**

**Sections 169 to 173.**

<b>Regular Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 7.c
<b>Prepared by:</b> Jacqui Molyneux	<b>Approved by:</b> Mayor Laurie Miller
<b>Report Type:</b> RFD	<b>Attachment(s):</b> Records Retention and Disposition Policy 01/2026

## 1 Retention and Disposition Policy 01/2026

### 7.c Background:

Is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions. This provides a direction on how long records must be kept.

### 7.c. Legislative Authority:

This Policy is enacted under the authority of the Protection of Privacy Act, Statutes of Alberta, 2024, c. P-28.5, and the Access to Information Act, Statutes of Alberta, 2024, c. A-1.4. This Policy is intended to support compliance with the provisions governing the collection, use, disclosure, and protection of personal information under POPIA, as well as the right of access to records, the duty to assist applicants, and the application of exceptions under ATIA.

This Policy also supports the Town's general authority and responsibilities under the Municipal Government Act (MGA), revised Statutes of Alberta, 2000, c. M-26.

### 7.b Recommended Action:

#### Recommended motion:

Motion by Councillor \_\_\_\_\_ that Council approve the Retention and Disposition Policy 01/2026



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

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## Town of Bowden – Province of Alberta Policy Document (01 / 2026) RECORDS RETENTION AND DISPOSITION POLICY

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### 1 POLICY (GENERAL)

#### 1.1 Purpose

The purpose of this Policy is to ensure that records of the Town of Bowden are created, managed, retained, and disposed of in a consistent and systematic manner in accordance with organizational, legislative, operational, and historical requirements. This Policy supports compliance with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) by ensuring that records are retained for appropriate periods and disposed of securely and lawfully.

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### 2 DEFINITIONS

#### Access to Information Act (ATIA)

Is the Alberta legislation that provides the public with a right of access to records in the custody or control of public bodies, subject to limited and specific exceptions.

#### Chief Administrative Officer (CAO)

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Town.

#### Council

Means the duly elected Municipal Council of the Town of Bowden.

#### Custody or Control

Has the same meaning as under section 4 of ATIA, including records held by Town employees, contractors, or service providers on behalf of the Town.

#### Personal Information

Has the same meaning as defined in section 1 of the Protection of Privacy Act, including information about an identifiable individual.

#### Privacy Officer

Is the person designated by the Town of Bowden to support accountability under the Privacy Management Program required by section 25 of the Protection of Privacy Act (POPA), including training, compliance, and monitoring.

#### Protection of Privacy Act (POPA)

Is legislation that governs how public bodies collect, use, disclose, and protect personal information.

**Record**

Has the same meaning as defined in section 1 of the Access to Information Act and includes recorded information in any form.

**Records Hold**

Means a requirement to suspend the destruction or disposition of records due to an access request, investigation, audit, litigation, or other legal or regulatory matter.

**Retention Schedule**

Means an approved schedule that identifies how long records must be retained and the authorized method of disposition.

**Words (interpretation)**

- a) "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- b) "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- c) "shall" is to be interpreted as "must".
- d) "should" is to be interpreted as a recommended (desirable, not required to conform).

"including but not limited to" means when listing a number of items, does not limit the policy term to only those words or those items listed.

**3 POLICY & GUIDELINES****3.1 Roles and Responsibilities:****Chief Administrative Officer**

The Chief Administrative Officer is responsible for overall accountability for the Town's records management, privacy, and access to information obligations. This includes ensuring that appropriate policies, procedures, and resources are in place, and designating a Privacy Officer to administer POPA and ATIA requirements

The CAO retains authority for approving exceptional disclosures, resolving matters not contemplated by this Policy, and ensuring corrective actions where systemic noncompliance is identified.

**Privacy Officer**

The Privacy Officer is responsible for overseeing compliance with the Protection of Privacy Act and the Access to Information Act as they relate to records retention, access, and disposition. This includes providing guidance to staff, ensuring proper handling and secure destruction of records containing personal information, and acting as the primary point of contact for privacy-related matters.

**Director**

Directors are responsible for ensuring that records within their departments are created, maintained, retained, and disposed of in accordance with this Policy, approved retention schedules, and guidance issued by the Privacy Officer. Directors are also responsible for ensuring staff compliance within their areas of responsibility.

**Employees**

All employees of the Town of Bowden are responsible for creating, managing, retaining, and disposing of records in accordance with this Policy, approved retention schedules, and any related procedures. Employees shall not destroy, alter, remove, or conceal records except as authorized.

## **3.2 General:**

### **3.2.1 Ownership and Custody of Records:**

All records created or received by employees of the Town of Bowden, or individuals, or organizations contracted to the Town, in the course of Town business are property of the Town.

All records are under the custody or control of the Town of Bowden, and the Town has the authority to manage records throughout their lifecycle including creation, their use, disclosure, retention, storage, and disposition.

The Town of Bowden retains custody or control of all records unless explicitly stated otherwise in a contract or agreement approved by the Town.

### **3.2.2 Protection of Personal Information:**

Personal information must be protected in accordance with the Protection of Privacy Act. The Town of Bowden shall make reasonable administrative, technical, and physical safeguards to protect personal information against unauthorized access, use, disclosure, or destruction, as required under section 10(1) of POPA.

Personal information shall be collected directly from the individual where practical, authorized purposes and disclosed only as permitted under POPA or other applicable legislation.

### **3.2.3 Records and Retention Review:**

All bylaws, financial records, minutes, policies and electronic records shall be reviewed and retained in accordance with Schedule A, titled "Retention and Scheduling of Municipal Records," as published by Alberta Municipal Affairs, which shall be reviewed periodically to ensure ongoing legislative and operational compliance.

A record shall be maintained of all records destroyed, including the date of destruction, description of records, and authority for destruction.

### **3.2.4 Confidentiality and Disclosure:**

All Town of Bowden employees shall refrain from discussing confidential or personal information except where required to perform their duties or where disclosure is authorized by law.

Directors must verify the identity and authority of any individual requesting employment-related information prior to disclosure.

Disclosure of employee information shall not occur without the individual's consent unless authorized under POPA or another applicable Act or Regulation.

Employment references for former employees shall be provided only for one year after the termination of their employment with the Town of Bowden.

If circumstances not contemplated by this Policy arise, the release of information must be approved by the Chief Administrative Officer or designate.

## **3.3 Compliance Note:**

Failure to comply with this Policy, POPA, ATIA, or related Town procedures may result in disciplinary action up to and including termination of employment. Improper retention, destruction, or disclosure of records may also expose the individual and the Town to legal or regulatory consequences.

Nothing in this Policy limits the rights of individuals under the Access to Information Act or the Protection of Privacy Act, nor does it limit the authority of the Office of the Information and Privacy Commissioner of Alberta.

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## **4 LIMITATIONS / SCOPE**

### **4.1 Scope:**

This Policy applies to all records created, received, or maintained by the Town of Bowden, regardless of format or storage medium, including paper records, electronic records, emails, data bases, text messages, photographs, audio and video recordings, and recordings held by third parties on behalf of the Town.

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## **5 AUTHORITY / RESPONSIBILITIES**

### **5.1 Legislative Authority:**

This Policy is enacted under the authority of the Protection of Privacy Act, Statutes of Alberta, 2024, c. P-28.5, and the Access to Information Act, Statutes of Alberta, 2024, c. A-1.4. This Policy is intended to support compliance with the provisions governing the collection, use, disclosure, and protection of personal information under POPA, as well as the right of access to records, the duty to assist applicants, and the application of exceptions under ATIA.

This Policy also supports the Town's general authority and responsibilities under the Municipal Government Act (MGA), revised Statutes of Alberta, 2000, c. M-26.

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Policy No. 01-2026 adopted at Council on June 8, 2026

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**Mayor, Laurie Miller**

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**A/CAO, Jacqui Molyneux**



## Deputy Mayor Appointments

<b>Organizational Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b> Mayor
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> n/a

### 8.a Community Beautification Challenge

Councillor Howlett received comments from residents that they would welcome an event like communities in bloom to showcase people who go above and beyond to beautify their yards.

A community initiative celebrating the people, properties, businesses, and volunteers who help make Bowden a welcoming and beautiful place to live.

### Suggested Motion(s)

Motion by Councillor \_\_\_\_\_ that Council \_\_\_\_\_.

<b>Regular Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Jacqui Molyneux	<b>Approved by:</b> Mayor
<b>Report Type:</b> Information	<b>Attachment(s):</b>

### CAO's Report

Foliage issues, I have sent our bylaw the pictures for the private properties and have also asked that a drive around is done so other property owners with the same issue can be addressed.

The 26 Ave entrance to 2A with it being on a curve makes it difficult our lift station is there and there is nothing we can do about this unless we move it which would be very expensive. The other direction there really isn't an issue with the trees as they are far enough back and that people should be able to see.

There are two options for this intersection 1 being they come to a complete stop and then creep forward looking for oncoming traffic or option 2 we close the access to 2A completely.

MPC working on the compliance issue with property on main street.

Trailer, we ordered and were going to have delivered was stolen from the business we were going to buy it from that they had custom ordered this to our specs. The owner of the business however has given us a loaner until the new one comes in again, so the cemetery has been cleaned up as of last week and grass and trimming done.

Complaint from Westview drive of spraying being done as thought it was our company which they have not been in town as of yet and they always inform us of them being in town to spray and put signs out that this has been done, so the conclusion that this was private people having spraying done on their properties causing the issue.

Working to get policies and bylaw in place for this council to be in compliance with AB government on the new privacy act.

Summer student has started in Public Works on a part time basis which is helping get grass cut and trimming done. Hanging buckets have arrived and have been hung and placed around town so watering with commence with this.

**Recommended Motion:**

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

<b>Regular Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 11.b / 11.c
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b>
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

**Content:****Agenda Item 11.b Council Committee Reports**

None submitted.

**Agenda Item 11.c Other Bodies and Organizations**

- i. Alberta Counsel
  - The News, Issue 248 May 2026
- ii. Central Alberta Economic Partnership (CAEP)
  - Councillor Report: AGM 2026-05-08
- iii. Bowden Grandview School Council
  - Councillor Report: 2026-05-26
- iv. Parkland Regional Library System
  - 2025 Return on Investment (ROI) report
- v. Chinook's Edge School Division
  - 2026-05-26 Board Highlights
  - Budget Media Release Link:  
<https://www.cesd73.ca/about/news/post/chinook-s-edge-school-division-approves-151-million-budget-for-2026-2027>
- vi. Parkland Foundation – Housing for Seniors
  - 2026-05-07 Agenda/Notes
- vii. Bowden Agricultural Society
  - 2026-05-20 Councillor Report
- viii. Bowden Historical Society
  - 2026-05-26 Councillor Report
- ix. FCSS
  - 2026-06-02 Councillor Report
  - FCSS Community Navigator Report May 2026

- x. Expanding Horizons
  - 2026-04-13 Minutes
  - 2026-06-02 Mayor Report
  
- xi. Red Deer County Protective Services
  - 2026-06-01 Letter: May 2026 Enforcement Report

**Note:**

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

**Motion 11.b / 11.c****Recommended Motion:**

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

# THE NEWS

from ALBERTA COUNSEL

Alberta's Premier Review of  
Politics and Government Vitality



ALBERTA COUNSEL

Senior Editor: Mackenzie Blyth  
Publisher: Alberta Counsel

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The News from Alberta Counsel is Alberta's premier review of provincial politics and government vitality. As an original source of political news and commentary, The News will provide a fresh look at legislation, policy, committee debates, the civil service, along with party updates and events.

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## A PIPELINE AT LAST? OR A PLAN FOR A PLAN?

Mackenzie Blyth

For the first time in years, Alberta appears closer to achieving what conservatives have been demanding since taking office: a real pathway toward a new West Coast oil pipeline.

Whether that pathway ultimately results in shovels in the ground remains uncertain. But politically, the agreement signed last week between Premier Danielle Smith and Prime Minister Mark Carney marks a significant shift in tone, direction, and federal-provincial relations.

Ottawa has committed to treating the pipeline as a potential project of national interest by October 1, 2026 (the month as the potential referendum) while Alberta is expected to submit its proposal to the federal Major Projects Office by July 1. If approvals proceed according to schedule, construction authorization could arrive by September 1, 2027, a month before the next provincial election.

For the UCP, the dates matter almost as much as the project itself. Smith has spent years arguing that Ottawa's regulatory environment has made energy infrastructure effectively impossible to build. The inclusion of written timelines and a streamlined "one project, one review" framework allows her government to argue something tangible has finally changed.

"That's why we have got dates written in ink and signed by both myself and the Prime Minister," Smith told columnist Rick Bell following the agreement.

The deal also represents an opportunity to lower the temperature of Alberta's separatist movement. Smith herself acknowledged that reality directly, arguing the agreement would help "a group of folks who are disaffected because of economic issues."

The calculation is understandable. Much of the separatist frustration in Alberta has been rooted in the belief that the province's energy sector has been systematically constrained by Ottawa. A federally supported pipeline to tidewater directly addresses one of the movement's core grievances. But whether it will actually calm separatist sentiment is another matter entirely.

Almost immediately after The Globe and Mail published Smith's comments suggesting the deal would ease concerns among disaffected Albertans, separatist activist David Parker dismissed the idea outright.

"No, it won't," Parker wrote bluntly on X.

For many separatists, this agreement is not viewed as a breakthrough, but as another promise contingent on future approvals, future consultations, future investors, and future governments. In other words, it's a plan for a plan for a plan.

Despite the celebratory tone surrounding the announcement, there is still no private-sector proponent attached to the project. No final route has been selected. No investors have formally committed capital. The British Columbia NDP government remains resistant. Several First Nations have signalled opposition. And the entire project remains heavily dependent on the successful completion of the long-delayed Pathways carbon capture initiative.

Even the federal concessions, though significant, reveal the political balancing act at the centre of the agreement.

Under the new framework, the industrial carbon tax will be substantially reduced from the previous Trudeau-era trajectory. Instead of reaching \$170 per tonne by 2030, the carbon price will now rise more gradually, reaching \$130 per tonne by 2035.

For industry, that reduction represents a meaningful concession and greater certainty. Alberta estimates the agreement could save industry partners approximately \$250 billion through 2050. Collectively, they represent one of the most substantial retreats from the Trudeau-era climate framework seen to date. But not everyone is satisfied.

Conservative leader Pierre Poilievre continues to argue the industrial carbon tax should be zero. And among Alberta separatists, even a reduced price on carbon remains unacceptable. To many of them, the issue isn't only the rate of the tax, but the principle itself: continued federal influence over Alberta's energy sector.

The agreement is designed to demonstrate that cooperation with Ottawa can produce tangible gains for Alberta. But every compromise required to achieve that cooperation risks alienating the very voters she is attempting to win back from



## MACKENZIE BLYTH

Associate

Mackenzie Blyth is an Associate, External Relations at Alberta Counsel, where he supports clients through strategic communications, stakeholder engagement, and government relations initiatives. Mackenzie brings extensive experience working within Alberta politics, having worked in communications roles with the United Conservative Government Caucus and as Press Secretary in multiple ministries.

Prior to joining Alberta Counsel, Mackenzie worked as Manager of Strategic Communications for the UCP Government Caucus, overseeing media monitoring, message development, and communications coordination with elected officials. His background includes drafting speeches and communications products, staffing cabinet ministers at events and announcements, and collaborating closely with policy advisors and department staff to deliver accurate messaging on complex and time-sensitive issues.

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separatist movements.

The NDP, meanwhile, has attempted to frame the agreement very differently.

Naheed Nenshi acknowledged that the deal creates "some forward movement" and called it "good news, and necessary." But he also argued that Alberta is now "exactly where it was when the UCP took power, at the starting line to get things built." In his view, seven years were wasted fighting with Ottawa instead of building the partnerships required to move projects forward.

"Business needs stability and certainty," Nenshi said. "Who is going to invest billions of dollars in a pipeline if they don't even know what country that pipeline will be in?"

Nenshi's broader criticism is that major projects require stability, certainty, and long-term relationships with industry, Indigenous communities, and local stakeholders, conditions he argues the UCP has weakened.

Even as Smith and Carney attempt to project certainty, the project remains surrounded by political volatility. The legal uncertainty surrounding Alberta's separatist movement, tensions with First Nations, unresolved questions around routing through British Columbia, and the absence of a committed private-sector builder all continue to cloud the path ahead.

And yet, despite all those caveats, the agreement still represents something politically significant.

For the first time in years, Ottawa is not simply tolerating Alberta's energy ambitions, it is actively participating in them. The federal government is now publicly attached to the success of a West Coast pipeline in a way that would have been difficult to imagine under Justin Trudeau.

Whether that ultimately leads to construction is still unknown.



Source: Jeff McIntosh/The Canadian Press

# THE NEWS

from ALBERTA COUNSEL



## AILEEN BURKE

Director of Nonprofit and Voluntary Sector

Aileen is an experienced lobbyist, researcher, facilitator, and communicator. She has been a part of creating and adapting policy and procedure, and complex problem solving. She has significant knowledge of the non-profit industry, with more than 15 years of front-line, management, and volunteer experience in the non-profit sector. Aileen pursued her master's degree in political science from the University of Lethbridge, where her work focused on public policy and systems integration as it relates to the Housing First philosophy. Aileen has put her expertise in political advocacy into action with a run for office at the municipal, provincial, and federal levels.

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## CLIENT SPOTLIGHT

### ABDA: SUPPORTING ALBERTA'S RECYCLING NETWORK

Across Alberta, bottle depots are a familiar part of everyday life. But behind that network is an organization working to ensure the province's recycling system remains effective, accessible, and sustainable for the communities that rely on it.

The Alberta Bottle Depot Association (ABDA) is the trusted advocate and representative for Alberta's network of more than 200 privately owned bottle depots. Working alongside industry stakeholders, regulators, and government partners, ABDA supports depot operators while helping strengthen one of the most successful beverage container recycling systems in North America.

The organization provides guidance, operational support, and industry advocacy for depot owners across the province, while also participating in broader discussions around policy, infrastructure, and the future of Alberta's recycling system.

That system has become a national leader in beverage container recovery. In 2024 alone, Alberta's deposit return system collected approximately 2.2 billion beverage containers, achieving an 83.1 per cent return rate. Nearly 90 per cent of collected containers are recycled by North American processors and repurposed into new products, supporting Alberta's growing circular economy.

Bottle depots contribute directly to local economies and communities across the province. Nearly 1,200 Albertans are employed through depot operations, while more than \$600,000 in deposits is returned to Albertans every day. Through fundraising initiatives and community partnerships, Alberta depots also help raise more than \$30 million annually for charities, schools, sports teams, and local causes.

With more than 200 depots operating across over 160 communities, the network provides accessible recycling services to the vast majority of Albertans, including many rural and smaller communities where local infrastructure is essential.

ABDA's work also reflects the evolution of recycling itself. As consumer habits, environmental priorities, and regulatory expectations continue to shift, the organization has remained focused on supporting innovation across the depot system. From operational improvements and digital technologies to system planning and public awareness, ABDA works to ensure Alberta's recycling network remains efficient, adaptable, and community-focused.

In a time when sustainability and resource management are increasingly important, the Alberta Bottle Depot Association continues to play a critical role in supporting a recycling system that delivers measurable environmental, economic, and community benefits across the province.



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-  Designing/Editing Creative for all Platforms
-  Registration and Logistical Campaign Set-Up
-  Ad Targeting
-  Website Design
-  Ad Reporting/Website Analytics



## POLITICAL EVENTS

### Sarah Hoffman's Annual Lobsterfest

Sat, May 23 – 5:30–9pm

Location: Woodcroft Community League, Edmonton

- Edmonton-Glenora MLA Sarah Hoffman will host her annual Lobsterfest fundraiser in support of the Alberta NDP's upcoming election campaign.
- The event will feature networking opportunities, auctions, and engagement with party supporters and representatives.

### A Conversation with Hon. Grant Hunter, Minister of Environment and Protected Areas

Tues, May 26 – 11:45am–2pm

Location: Hyatt Regency Calgary

- The Calgary Chamber will host Environment and Protected Areas Minister Grant Hunter for a discussion on Alberta's environmental and regulatory priorities.
- The event will focus on provincial and federal policy developments, including regulatory reform, red tape reduction, and implications for Alberta's business and energy sectors.

### Calgary Reception with Danielle Smith and Ric McIver

Thurs, June 11 – 5–8pm

Location: The Commons Collective (Hemingway Room), Calgary

- UCP Leader Danielle Smith and MLA Ric McIver will host a fundraising reception in support of the Calgary-Hays UCP Constituency Association.
- The event will provide an opportunity for attendees to connect with party representatives and discuss provincial priorities in an informal networking setting.

### Defence Procurement Summit

Tues, June 16 – 9am–5pm

Location: World Trade Centre Edmonton

- The Edmonton Chamber of Commerce, in partnership with the Department of National Defence and the Canadian Armed Forces, will host a summit focused on defence procurement opportunities for Alberta businesses.
- The event will feature procurement training, buyer engagement sessions, and discussions on federal contracting opportunities across sectors including construction, IT, logistics, manufacturing, and professional services.

THE NEWS  
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**STEPHEN BLANCHETTE**  
Associate

Stephen Blanchette brings a results-driven background in real estate, public policy, and strategic communications to his role as an Associate Lobbyist with AB Counsel. He spent five years in the real estate sector as a valuation and property tax consultant, progressing from appraisal work to senior consulting roles. In 2025, Stephen transitioned into politics full-time, first managing a federal election campaign and later supporting an Indigenous self-government in the Northwest Territories, where he contributed to executive operations and communications strategy.

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Source: LinkedIn

### KEY INFLUENCER PROFILE

## DEVERY CORBIN

CHIEF OF STAFF, ALBERTA NDP CAUCUS

Mackenzie Blyth

Devery Corbin has served as Chief of Staff to Alberta's NDP Caucus since July 2025. In this role, she is responsible for overseeing caucus operations, coordinating political strategy, managing stakeholder and intergovernmental relationships, and supporting Opposition Leader Naheed Nenshi and the broader caucus leadership team as the party prepares for the next provincial election.

Corbin entered provincial politics following a lengthy career in municipal government and strategic management. Prior to joining the Alberta NDP, she spent nearly eight years in senior leadership roles with the City of Calgary, including serving as Chief of Staff during Naheed Nenshi's tenure as mayor from 2018 to 2021. In that position, she worked closely with Nenshi on city governance, intergovernmental relations, strategic planning, and stakeholder engagement during a period marked by economic volatility, infrastructure debates, and the COVID-19 pandemic.

Earlier in her municipal career, Corbin served as Manager of Intergovernmental and Corporate Strategy for the City of Calgary, along with several senior planning, strategic services, and capital management roles. Her experience reflects a strong background in organizational leadership, long-range planning, and navigating complex government environments.

Following her departure from the City of Calgary, Corbin worked as an executive management and government relations consultant, advising organizations on strategic planning and stakeholder engagement. She also served on the Board of Directors for Headwater Exploration Inc., providing her with exposure to corporate governance and Alberta's energy sector.

Corbin's appointment is notable because, while she has extensive experience managing and advising Naheed Nenshi, much of her professional background has been rooted in municipal administration and executive management rather than partisan caucus operations. Her transition into a senior political role within the Alberta NDP reflects both Nenshi's preference for trusted senior advisors and the party's effort to blend political strategy with institutional and governance experience.

Corbin holds a Master's degree in Urban and Regional Planning from Queen's University and completed executive leadership training through the Bloomberg Harvard City Leadership Initiative. As the Alberta NDP attempts to position itself as a government-in-waiting, Corbin will play a central role in shaping caucus operations, strategic direction, and the party's approach to stakeholder and intergovernmental engagement.

# THE NEWS

Alberta's Premier Review of  
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**PASCAL RYFFEL**  
Senior Vice President

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

#### **Smith and Carney Announce Pipeline Deal**

Prime Minister Mark Carney and Alberta Premier Danielle Smith have announced a new climate and energy agreement that could pave the way for the construction of a major oil pipeline to Canada's West Coast beginning as early as 2027. The deal builds on a memorandum of understanding signed last November and includes a slower increase to Alberta's industrial carbon price, reaching an effective price of \$130 per tonne by 2040. However, no private-sector proponent or confirmed pipeline route has been identified.

Smith described the agreement as a "good day for Alberta and a good day for Canada." B.C. Premier David Eby criticized the proposed arrangement, arguing it could give Alberta an unfair advantage. "We will not be in a competitive position if Alberta has a special federal carbon price the rest of us don't have access to in the rest of Canada," Eby said.

#### **Judge Overturns Alberta Separation Petition**

An Alberta judge has quashed a separatist referendum petition backed by Stay Free Alberta, ruling that the provincial government failed in its duty to consult First Nations before issuing the petition. Justice Shaina Leonard stated the petition should never have been approved, agreeing with arguments from several Alberta First Nations that separation efforts could violate treaty rights and constitutional obligations. The separatist group claimed to have gathered nearly 302,000 signatures, well above the required threshold.

Premier Danielle Smith says her government will appeal the ruling. "This is a decision by one judge," Smith said. "We think that this decision is incorrect in law and anti-democratic, and we will be appealing it as a result."

#### **Continued Investments in Affordable Housing**

Alberta and the federal government are investing \$323 million through the Affordable Housing Partnership Program to build more than 3,600 affordable housing units and over 70 shelter spaces across the province. The funding will support 41 projects in communities including Calgary, Edmonton, Lethbridge, Red Deer and Grande Prairie, with at least 10 per cent of units designed to be accessible. The initiative aims to provide safe and stable housing for vulnerable Albertans.

Minister of Assisted Living and Social Services, Jason Nixon, commented: "You can't have strong communities without places for people to live. That's why we're building affordable housing in every corner of this province, and we're doing it by partnering with the people on the ground who know their communities best and how to deliver real results."

#### **Support for Skilled-Trades Career Pathways at NAIT**

Budget 2026 includes a \$384 million investment to expand apprenticeship training at NAIT through the creation of the Advanced Skills Centre, one of the largest skilled trades infrastructure investments in Alberta's history. The new 625,000 square-foot facility, expected to open in fall 2030, will support 5,500 additional apprentices each year across 29 programs. This investment reflects the province's broader aim to prioritize careers in high-demand sectors such as construction, transportation, manufacturing and energy.

Laura Jo Gunter, President and CEO of NAIT, stated: "NAIT applauds the Government of Alberta for this historic investment in the skilled trades. The Advanced Skill Centre will ensure more Albertans – 5,500 extra annually – get industry-leading training so they are job-ready to build the next generation of economic opportunities."



## ALEXANDRA BALLOS

Associate

Alexandra Ballos is a public affairs professional, researcher, facilitator, and communicator with a strong understanding of Alberta's political landscape. Born and raised in Alberta, she is deeply passionate about provincial politics and brings particular knowledge of rural Alberta, municipal issues, and the complex narratives that shape public policy and decision-making across the province. She helps clients navigate government, understand stakeholder dynamics, and approach complex issues with clarity, strategy, and strong relationship-building.

Her background spans public and government affairs, political research, stakeholder engagement, and strategic communications. She has worked on municipal campaigns and worked with provincial elected officials outside the election period, giving her firsthand experience navigating both campaign and non-campaign political environments. She approaches challenges with a multi-partisan perspective, focused on finding common ground across perspectives.

In addition to her professional work, Alexandra is the Founder and Executive Director of the Gravel Road Civics Project and a co-founder of Municipal YYC, reflecting her strong commitment to civic participation and community leadership. She holds a First-Class Honours BA in Political Science from the University of Alberta, where she worked on the Common Ground Initiative research team, and is completing a Master of Arts in Political Science at the University of Calgary.

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# PRICED OUT OF HOMES: ALBERTA'S POLITICAL DIVIDE ON HOUSING

Alexandra Ballos

Alberta has long sold itself through a simple promise: come here, work hard, and build an affordable life. That promise still attracts families, workers, students, and newcomers looking for opportunity, space, and a lower cost of living than in many other provinces; however, as the effects of recent population surges are felt and housing supply struggles to keep pace, the gap between Alberta's reputation for affordability and the reality facing households is becoming harder to ignore.

The numbers explain why housing has become central to Alberta's political debate. Alberta's Budget 2026 forecasts housing starts falling to 40,000 units, a 27 per cent decline from the 2025 peak, while the province continues to experience rapid population growth. Between October 2024 and October 2025, Alberta grew by 83,796 people, the fastest rate in Canada, meaning the province must build not only for current residents but also for tens of thousands of new arrivals each year.

Still, Alberta's housing story is not only one of crisis. Calgary and Edmonton remain expensive for many families, but they continue to be more affordable than several other major Canadian cities. According to the Fraser Institute, a typical family in 2023 needed 17.5 months of income for a 20 per cent down payment in Calgary and 12.5 months in Edmonton, with mortgage payments consuming 45.1 per cent of after-tax income in Calgary and 32.2 per cent in Edmonton. Yet Calgary and Edmonton still ranked 8th and 14th out of 36 major cities for affordability, showing that Alberta's relative advantage remains, even as it feels less secure.

This tension now defines Alberta's housing debate: the province is still comparatively affordable, but many Albertans no longer feel that affordability is reliable.

For the United Conservative Party, the path back to affordability is primarily supply driven. The UCP argues that when population growth outpaces available housing, prices and rents rise because too many people are competing for too few homes. As noted by Minister of Municipal Affairs, Dan Williams "Bill 28 is paving the way for more efficient homebuilding across our province..." Its solution is to build faster, reduce regulatory delays, lower development barriers, and make approvals more predictable so projects can move from proposals to construction more efficiently.

Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026, reflects this approach by requiring public reporting on municipal permit timelines, clarifying off-site levy costs, supporting automated permitting tools, creating a framework for "Automatic Yes" approvals, and allowing community design codes to streamline projects that meet local standards. The government has also committed \$768 million over three years through the Affordable Housing Partnership Program, which supports affordable housing through partnerships with municipalities, non-profits, housing providers, and community organizations.

The NDP, however, argues that more construction alone will not solve the problem if the homes being built remain out of reach. Its approach focuses more directly on low-income renters, first-time buyers, seniors, people experiencing homelessness, and Albertans who need accessible or supportive housing. NDP Housing Critic Janis Irwin has welcomed new housing starts but argued that market construction does little for those already priced out, emphasizing that thousands of Albertans still lack safe and affordable housing. That said a fulsome policy on housing is yet to be released by the opposition.

Both arguments respond to real pressures. Alberta needs more homes, and faster construction can help ease demand; however, new supply does not automatically guarantee affordability for households already under strain. The UCP is betting that construction, efficiency, and reduced barriers will restore affordability over time, while the NDP argues that targeted supports and public investment are needed now. Beneath the partisan divide, the shared goal is clear: Albertans want the Alberta advantage back, where stable housing and a realistic path forward feel within reach again.



Committee Report - Central Alberta Economic Partnership (CAEP) Annual General Meeting on May 8.

Submitted by: Carol Pion

Attended by: Mayor Laurie Miller, Councillor Carol Pion

Location: Wolfcreek Golf Course - Ponoka

The day brought together municipal leaders, industry partners, economic development professionals and regional stakeholders for a practical conversation about where Central Alberta is heading — and what we need to do together to keep building investment momentum.

The AGM included strong conversations around what it takes for Central Alberta communities to be ready when opportunity knocks.

The message was clear: **Central Alberta is strongest when we act as one region.**

CAEP's work continues to centre on *Empowering Investment Attraction in Central Alberta*. That means building the tools, partnerships, data and regional alignment that help our member communities compete with confidence. As outlined at the AGM, CAEP is a catalyst for regional competitiveness, investment readiness and attraction, representing 30+ municipal and industry members, 300,000 Central Albertans, 175 elected officials and 25,000 businesses.

## **New Tool: CAEP's Economic Development Data Platform**

A major AGM highlight was the introduction of the new **CityViz economic development data platform** for CAEP members.

This platform will help CAEP member communities build a more cohesive investment attraction story. It provides regional and community-level data on population, labour force, business counts, transportation, broadband, social infrastructure, power infrastructure and other key indicators. It also includes report-building tools that can generate charts, maps, data tables and investment packages.

It will help members:

- Respond faster to investor questions
- Build stronger investment packages
- Use consistent and current data

- Compare opportunities across the region
- Support community profiles, grant applications and business cases

Action item: Lunch and Learn sessions are scheduled to access the program for members.

### **Three-Year Business Plan: Moving from Vision to Delivery**

At the AGM, CAEP presented its **Three-Year Business Plan for 2026–2028**.

The plan is designed to help CAEP transition from a government-subsidized organization to a self-sustaining, member-valued regional economic development organization. Its purpose is to accelerate shared economic prosperity by building the regional **capacity, connectivity and credibility** that help members compete in the global marketplace.

The plan is built around five strategic objectives:

1. **Build trust and deliver visible wins**
2. **Build a regional data hub**
3. **Attract investment through Team Central Alberta**
4. **Build member capacity and strengthen the regional economic development ecosystem**
5. **Become financially independent**

Action item: To keep this work accountable, CAEP will introduce a Report Card at future Spring and Fall General Meetings. We will also launch an annual member survey starting in Fall 2026 to help track satisfaction, value and service priorities.

### **Team Central Alberta: Building the Regional Investment Engine**

Team Central Alberta will be a major focus in the year ahead.

Through this initiative, CAEP will work with regional partners to expand industry participation, build stronger investment relationships and create opportunities in sectors where Central Alberta has clear advantages.

Priority sectors include:

- Transportation and logistics
- Agriculture, agtech and agri-food

- Energy and carbon capture
- Advanced manufacturing
- Digital infrastructure
- Construction, financial services, technology and other enabling sectors

Our next steps include recruiting industry partners, developing a regional investment prospectus, participating in site selector events and supporting an international market development strategy aligned with regional strengths.

### **Member Spotlight: Immigration as Economic Development**

Thank you to Immigration Care for joining us at the AGM and sharing a practical primer for economic developers.

The presentation made an important point: immigration is not just a workforce issue. It is an economic development tool.

For Central Alberta, immigration can support labour shortages, entrepreneur attraction, business succession, investment growth and specialized skills needs. The session also highlighted that immigration policy is changing quickly, and communities and businesses need to plan earlier, document carefully and know which pathways may apply before a need becomes urgent.

### **What Happens Next**

**CAEP is already moving AGM priorities into action.**

In 2026–2027, members can expect:

- Continued expansion of Team Central Alberta
- Lunch and Learns on the new economic data platform
- Regional Land Development and Investment Attraction Strategy workshops
- Continued delivery of *The Secret Sauce* workshop for elected officials
- New EDA workshops and member learning opportunities
- Development of a CAEP members-only website portal
- A digital marketing plan to strengthen CAEP communications
- Completion of an MOU with Red Deer Polytechnic
- Ongoing government relations work
- Modernization of CAEP's Articles of Association

CAEP's role is to help Central Alberta compete as one region. With stronger data, clearer priorities, deeper partnerships and a growing Team Central Alberta network, we are building the foundation for the next phase of regional economic development.

## Mayor

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**From:** Carol Pion  
**Sent:** May 26, 2026 1:34 PM  
**To:** CAO; Mayor  
**Subject:** School Council Meeting - May 26 to be added to next RCM please

BGS Committee Report  
May 26 via Teams

BGS - Principal Lockhat

Since last meeting BGS had Teacher/Buss drivers appreciation week/Mental health week/resilience speaker in Olds, Let's Chalk About It - messages chalked on sidewalks

Hula Hoop Circus k-6

Grad cap & gown banquet

HS track & field

Gr 10 Orientation

PAT exams

Field trips

Principal Lockhat Since last would like to extend a big thank you to Kole and TOB public works for helping move some benches quickly that would have taken awhile going through CESD maintenance so thank you. I mentioned to contact admin if there are other TOB public works need for helps. Not full time but if we can work together and have time - appreciated!

CESD - Linda

Transportation fees will remain the same for 2026/27

There will be a transportation give away draw for 2026/27 available for Bowden - Check CESD for details

Oct 19 is a non instructional day due to election

These committee meetings will be changed to evenings starting September dates to follow

Town of Bowden - Carol

- Congratulations to the 2026 Bowden Grads

- Special Events Committee - working hard on parade. Encouraging any clubs, committees, students to participate. Music being a big part of the theme if any knows of school bands either Bowden or other school programs that would like to be a part of the parade/day please pass Bowdens Website along so they can register. If you can spread the word or if you know of any contacts please pass them on to me or admin

- Start with free breakfast at the Igloo, followed by the parade at 11 then Fortis free smokies lunch again at the Igloo. I've passed on the event poster please share

- new event this year is a all age Escape Room more information and tickets are coming out soon I will share when available or checkout our website

- CAO search is ongoing and hopefully have a new CAO in place for the start of the new school year.

Admin will make sure there are introductions and hopefully get Principal Lockhat an invitation to Town of Bowden council meeting.

- will look forward to evening meetings starting September

Have a great summer!!

Councillor Carol Pion

Town of Bowden

FCSS- Jade

Community garden open all plots rented she is busy daily planting getting water totes hooked up and planting annuals

Grade 2 had reward day hosted by FCSS at Park Place games, chips and ice cream

Kindergarten - Gr 7 have been booking time at FCSS for bbq and splash park. Last week of June annual events

Summer daze - YES/FCSS have started planning for summer daze activities museum visits, movie and pizza parties, splash park advertising will go in junes newsletter

Community Showcase set for Sept 17 at school. It was mentioned by Principal Lockhart that there are some funds available for school council /leadership driven activities involving/focusing on students that maybe able to be used for the bbq part of the event.

Jade is developing a community volunteer website so if there are any Bowden or surrounding area organizations that would like to be added to the website contact Jade

FOG - Lisa - report

Flower fundraiser went well

Casino night in October needing volunteers

Need breakfast club volunteers- looking to see how we can add community volunteers

Looking for more parents be involved with FOG

New business - as mentioned these meeting to be moved to evenings so hopefully more participants can attend. New dates and times to follow

Next meeting - September 2026 schedule



# Town of Bowden

2025 Return on Investment

## Benefits to your Library

**Total Financial Benefits**

**\$156,886.09**

**Return on Investment**

**\$1.00 = \$12.49**

Based on a population of **1,280**, the cost of membership to the Parkland Regional Library System for the Town of Bowden was **\$12,556.80** in 2025.

### Cost benefits of PRLS services

The **direct financial return** as a result of membership to Parkland Regional Library System to Bowden Public Library:

2025 materials allotment	\$	1,446.40
Rural Library Services Grant	\$	15,321.60
Allotment from Red Deer County 1	\$	3,217.11
Computers for library use	\$	-
Software & Licensing	\$	3,164.17
SuperNet Connection	\$	6,483.60
Items borrowed from other libraries 2	\$	85,344.00
Digital items borrowed from PRLS 3	\$	41,909.21
<b>Combined Savings</b>		<b>\$ 156,886.09</b>

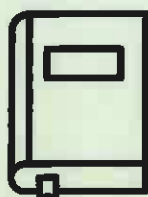
1 Red Deer County assigned a rural population of 2,847 to the Town of Bowden

2 Average price of an item \$48.00

3 Average price of an eBook \$45.82, average price of an eAudiobook \$86.37



## 2025 Quick Facts



**613,251** items  
in the collection



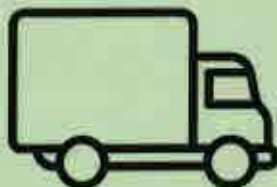
**1,159,357** physical items  
circulated



**50,302** items added  
to the catalog



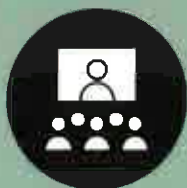
**34,679**  
cardholders



**921,533** items  
sent on van runs



**1,741** consulting  
sessions



**142** attendees at  
the 2025 PRLS  
Conference



**1,510,864** Wifi  
usages



**199,695** digital items  
circulated



**64,569** eLibrary  
sessions

### Other Parkland Facts:

- Provides access to virtual materials across the province through TRAC.
- Provides training for libraries, boards, friends' groups and more.
- Provides centralized IT support on hardware, software, internet, SuperNet.
- Provides access to shared regional collections of books, tech, program kits, and much more.



# Board Highlights

May 26, 2026

## 2026-2027 Budget Approval

The Board approved the 2026-2027 Budget. See [Media Release](#).

## Roy E. Cope Award

The Roy E. Cope Award will be awarded to Angela Eadie-Gyori, current Principal of École Steffie Woima Elementary School. The award recognizes those who have made an outstanding contribution to the educational well-being of students in the Division, and it will be presented at the CESD Celebrations banquet in the fall.

## Key Updates to CESD Education Plan

Chinook's Edge School division conducted a strategic listening tour to enhance stakeholder engagement and help form the strategic direction for the division.

The division is examining operational efficiencies to ensure the maximum resources are in schools supporting student learning.

"Social Emotional Well-Being" goal shifting to "Supporting Complex Classrooms and Learner Needs".

## Community Learning Campus (CLC) Annual Update

CLC Facilities (Ralph Klein Centre, Fine Arts & MultiMedia Centre, eLearning, Carpentry Lab, Sports Fields, etc.) have a positive impact on CESD and communities as a whole.

Olds College of Agriculture & Technology and Chinook's Edge School Division continue to lead provincially in Dual Credit programming, with strong alignment to K-12 curriculum and post-secondary pathways.

Central Alberta Collegiate Institute (CACI) partnership between CAREERS, Chinook's Edge, Olds College of Agriculture & Technology, Red Deer Catholic Regional Schools, Red Deer Polytechnic, Red Deer Public Schools, and Wolf Creek Public Schools, continues to expand opportunities for students within Chinook's Edge School Division and across all of Central Alberta.

## Recognition of Student Excellence

The Board congratulated CESD graduates Eythan Young and Sam Botheras on their outstanding achievements on their Diploma exams in their graduating year.

Eythan Young achieved 100% on his Biology Diploma exam and said the sheer amount of time spent studying was the secret to his success. Eythan graduated from Delburne Centralized School, where he started a 3D printing club to ensure students had the knowledge to use the school's 3D printer after he graduated. He was a recipient of the Schulich Leader Scholarship.

Sam Botheras from Sundre High School achieved 100% on his Math, Chemistry, and Physics Diploma exams. Botheras thanked his teachers for supporting him and said he "got lucky," while teacher Kris Kowalluk said it was not a case of luck. Botheras' advice to students is, "Read more." (Photos attached.)

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**Chinook's Edge School Division Board of Trustees will next meet: June 23, 2026**

**MEDIA - For more information, please contact:**

Shanna Doupe, Communications | 403-227-7085 Dr. Ryan Sawula, Superintendent | 403-227-7070

## AGENDA

1.	Call to Order	✓
2.	Review of Agenda	✓
3.	Approval of Minutes - March 26, 2026 Regular meeting	✓
4.	Correspondence	✓
a.	CMR Approved Budget 2026-27	✓
b.	2026 DORF and Lodge Reserve Contribution	✓
c.	2026 Housing Income Thresholds	✓
5.	Reports	
a.	Financial Reports – for the 3 months ending March 31, 2026	✓ Reviewed
b.	Occupancy Stats to April 30, 2026	✓
c.	CAO Report	✓
6.	New Business	
a.	Business Plan review	✓
b.		
7.	Next Meeting - Thursday June 18, 2026 at 10:00 am	- in person.
8.	Adjournment / tour of Lodge to follow meeting	✓

Lodge tour was a success -

Caring Communities

## MINUTES

Board Members	Carly Hansen Red Deer County	Ken Denson Town of Penhold	Gail Moise Village of Elnora
	Lyle McKellar Town of Innisfall	Amanda Peffers Town of Bowden	Kathy Faulk Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations
	Vern Woltas Finance and Payroll		
Metrix Group	Curtis Freisen		

1.	<p><b>Call to Order</b></p> <p>The meeting was called to order at 10:00 am by Chair Ken Denson.</p>
2.	<p><b>Review of Agenda</b></p> <p><b>PF 26-03-01      MOVED by K. Faulk to Approve the March 26, 2026 Agenda as presented.</b> <b>CARRIED</b></p>
3.	<p><b>Delegation – Metrix Group presentation of the 2025 Audited Financial Statements</b></p> <p>Curtis Friesen of Metrix Group presented the audit findings and financial statements.</p> <p>Books and records are in good shape, testing went well, documentation provided and a clean audit opinion is provided.</p> <p>Statement of financial position shows an increase to the cash balance. Deferred contributions are related to the SSC program.</p> <p>Statement of operations revenue in accommodations show a 7% increase with higher rates and occupancy. LAP funding is lower as fewer residents qualified. Interest income is lower in line with rates.</p> <p>Expenses – Overall close to the previous year, lower utilities with carbon taxes removed in April 2025.</p> <p>Separate schedules for lodge and social housing (SSC) are included. The surplus in the lodge program was \$178,212.</p>

4.	<p><b>Approval of Minutes</b></p> <p><b>PF 26-03-02      MOVED by G. Moise to Approve the February 5, 2026 Regular Meeting Minutes as presented.      CARRIED</b></p> <p><i>Chair Denson and CEO Beck approved the use of electronic signature for the minutes.</i></p>
5.	<p><b>Correspondence</b></p>
	<p>a.      <b>ALSS 2026 Budget Letter</b></p>
	<p><b>PF 26-03-03      MOVED by K. Faulk to accept the correspondence as information. CARRIED</b></p>
6.	<p><b>Reports</b></p>
	<p>a.      <b>Financial Reports – for the 2 months ending February 28, 2026</b></p> <p>Lodge: Non-resident fees are for meals on wheels lower due to timing of Invoicing - program is well used. We are early in this budget year but revenue and expenses tracking fairly close to budget in the lodge program.</p> <p>SSC: Rental revenue strong with higher than budget occupancy. All other items tracking as expected.</p> <p><b>PF 26-03-04      MOVED by A, Peffers to accept the financial report as presented. CARRIED</b></p>
	<p>b.      <b>Occupancy Report to February 28, 2026</b></p> <p>100% in Autumn Grove and strong occupancy in SSC.</p> <p><b>PF 26-03-05      MOVED by G. Moise to accept the occupancy report as presented. CARRIED</b></p>
	<p>c.      <b>CAO Report</b></p> <p>ASCHA provincial budget analysis. The lodge assistance grant has increased to \$23.50 per day for those residents earning less than \$34,770 and residing in the lodges as of February 28. The social housing budget remained the same to the previous year. CMR announcements have not been made.</p> <p>Lodge manager has returned to work the week of March 23.</p> <p>Resident meetings at the lodge on April 17. SSC meetings for the Fall will be shared.</p> <p>Lodge event pictures and a reminder to please follow the Autumn Grove Facebook page to see more photos of activities at the lodge.</p> <p>All Capital projects are completed.</p> <p>Waitlist – Autumn Grove 65 applications, SSC 50 applications.</p> <p>Lodge scoring priority ratings updates from government have been implemented.</p>

		<p>Spring/summer menus at the 30-day resident review and feedback stage, will launch on Mother's Day.</p> <p>ASCHA conference assignment of ballots. Lyle and Gall will each be assigned one ballot vote.</p> <p>EDI activities.</p> <p>Recognition of former Board Member Tim Wilson.</p> <p><b>PF 26-03-06 MOVED by K. Faulk to accept the CAO report for information. CARRIED</b></p>																		
<b>7.</b>	<b>New Business</b>																			
	<b>a.</b>	<p><b>Audit Planning and Response letter</b></p> <p>See Delegation for presentation notes.</p> <p><b>PF 26-03-07 MOVED by C. Hansen to approve the 2025 Audited Financial statements as presented. CARRIED</b></p> <p><i>Chair Denson and Carly will be sent the audit items for docuSign. .</i></p>																		
	<b>b.</b>	<p><b>SSC Max Rents and Power Changes</b></p> <p>Rent ceiling are reviewed annually in line with Open Alberta average market rents.</p> <p><b>PF 26-03-08 MOVED by L. McKellar to approve the Seniors Self-contained Maximum Rent charges effective July 1, 2026 as follows:</b></p> <table border="1" data-bbox="641 1129 1104 1465"> <thead> <tr> <th>Building Name</th> <th>Rent 2026</th> </tr> </thead> <tbody> <tr> <td>Westview Manor / Bowden</td> <td>\$ 789.00</td> </tr> <tr> <td>Bow-Glen Court / Bowden</td> <td>\$ 789.00</td> </tr> <tr> <td>Dodds Lake Manor / Innisfail</td> <td>\$ 902.00</td> </tr> <tr> <td>Penhold Royal Manor / Penho</td> <td>\$ 759.00</td> </tr> <tr> <td>Jubilee</td> <td>\$ 525.00</td> </tr> <tr> <td>Pioneer</td> <td>\$ 525.00</td> </tr> <tr> <td>Elk Haven</td> <td>\$ 600.00</td> </tr> <tr> <td>Autumn Grove SSC</td> <td>\$ 902.00</td> </tr> </tbody> </table> <p><b>CARRIED</b></p> <p><b>PF 26-03-09 MOVED by L. McKellar to approve the monthly power charges, effective July 1, 2026 as follows: Westview Manor \$50, Dodds Lake Manor \$42 and Penhold Royal Manor \$49. CARRIED</b></p>	Building Name	Rent 2026	Westview Manor / Bowden	\$ 789.00	Bow-Glen Court / Bowden	\$ 789.00	Dodds Lake Manor / Innisfail	\$ 902.00	Penhold Royal Manor / Penho	\$ 759.00	Jubilee	\$ 525.00	Pioneer	\$ 525.00	Elk Haven	\$ 600.00	Autumn Grove SSC	\$ 902.00
Building Name	Rent 2026																			
Westview Manor / Bowden	\$ 789.00																			
Bow-Glen Court / Bowden	\$ 789.00																			
Dodds Lake Manor / Innisfail	\$ 902.00																			
Penhold Royal Manor / Penho	\$ 759.00																			
Jubilee	\$ 525.00																			
Pioneer	\$ 525.00																			
Elk Haven	\$ 600.00																			
Autumn Grove SSC	\$ 902.00																			
<b>8.</b>	<b>Next Meeting</b>	<p>Regular Meeting Thursday May 7, 2026 at 10:00 am at Autumn Grove, with facility tour.</p>																		

## 2026 Income Thresholds

### Description

The Community Housing program provides subsidized rental housing to low-income families, seniors and individuals with special needs, as applicable, who cannot afford private sector accommodations. The Seniors Self-Contained program offers subsidized rental housing to seniors with similar affordability concerns. Applicants whose income falls below local income thresholds are eligible to apply to either program.

### ALBERTA 2026 INCOME THRESHOLDS

MUNICIPALITY	BACHELOR \$	1 BEDRM \$	2 BEDRM \$	3 BEDRM \$	4+ BEDRM \$
Calgary	57,500	65,000	77,000	87,500	98,500
Edmonton	46,000	54,000	66,000	76,000	84,000
Lethbridge	50,000	58,000	71,500	73,500	92,500
Medicine Hat	43,000	49,500	52,000	66,500	66,500
Blackfalds	37,500	43,500	50,000	58,000	67,500
Brooks	44,500	52,500	60,000	64,500	75,000
Camrose	47,500	55,000	58,000	67,500	78,500
Canmore	68,500	79,000	105,000	105,000	122,000
Cold Lake	38,000	44,000	54,000	57,000	66,500
Grande Prairie	46,500	52,000	61,000	66,000	89,500
High River	42,500	49,000	50,500	78,000	90,500
Lacombe	46,000	53,000	62,500	72,500	84,500
Lloydminster	40,000	49,500	56,000	63,000	73,500
Okotoks	61,000	71,000	82,000	90,500	105,000
Red Deer	44,000	47,000	54,000	71,000	82,500
Strathmore	44,000	51,000	64,500	64,500	72,000
Sylvan Lake	48,500	56,000	60,000	66,000	77,000
Wetaskiwin	38,500	42,000	55,500	70,500	82,000
Wood Buffalo	43,000	50,500	60,000	70,000	81,000
Other Smaller Communities – Central	32,500	44,500	52,000	55,500	68,500
Other Smaller Communities - North	32,500	42,500	52,000	59,000	69,500
Other Smaller Communities - South	42,000	42,000	48,500	60,500	60,500
Other Smaller Communities - South Central	39,000	42,000	47,500	57,500	71,500

<b>MUNICIPALITY</b>	<b>BACHELOR</b>	<b>1 BEDRM</b>	<b>2 BEDRM</b>	<b>3 BEDRM</b>	<b>4+ BEDRM</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>NON-MARKET NORTH *</b>	NA	91,000	106,000	121,000	131,000
<b>NON-MARKET SOUTH*</b>	NA	89,000	102,000	115,000	123,500

\* Non-market areas are rural municipalities that have no private rental market in the area or in its proximity, e.g. Fort Chipewyan in the North and Coutts in the South.

Regions (Central, North, South, and South Central) are calculated using averages from communities within each respective region.

A comprehensive breakdown of income threshold by community follows.

**ALBERTA 2026 INCOME THRESHOLDS**  
**(Listed by municipality)**

MUNICIPALITY	BACHELOR \$	1 BDRM \$	2 BDRM \$	3 BDRM \$	4 BDRM \$
ACME	39,000	42,000	47,500	57,500	71,500
AIRDRIE	57,500	65,000	77,000	87,500	98,500
ALIX	39,000	42,000	47,500	57,500	71,500
ALLIANCE	NA	89,000	102,000	115,000	123,500
AMISK	NA	89,000	102,000	115,000	123,500
ANDREW	32,500	44,500	52,000	55,500	68,500
ANZAC	43,000	50,500	60,000	70,000	81,000
ARDMORE	38,000	44,000	54,000	57,000	68,500
ASHMONT	32,500	44,500	52,000	55,500	68,500
ATHABASCA	32,500	44,500	52,000	55,500	68,500
BALZAC	57,500	65,000	77,000	87,500	98,500
BANFF	52,500	66,000	90,500	90,500	123,500
BARNWELL	42,000	42,000	48,500	60,500	60,500
BARONS	42,000	42,000	48,500	60,500	60,500
BARRHEAD	32,500	44,500	52,000	55,500	68,500
BASHAW	39,000	42,000	47,500	57,500	71,500
BASSANO	42,000	42,000	48,500	60,500	60,500
BEARSPAW	57,500	65,000	77,000	87,500	98,500
BEAUMONT	46,000	54,000	66,000	76,000	84,000
BEAVERLODGE	32,500	42,500	52,000	59,000	69,500
BEISEKER VILLAGE	57,500	65,000	77,000	87,500	98,500
BENTLEY	39,000	42,000	47,500	57,500	71,500
BERWYN	32,500	42,500	52,000	59,000	69,500
BETULA BEACH	46,000	54,000	66,000	76,000	84,000
BEZANSON	32,500	42,500	52,000	59,000	69,500
BIG VALLEY	39,000	42,000	47,500	57,500	71,500
BLACK DIAMOND	42,000	42,000	48,500	60,500	60,500
BLACKFALDS	37,500	43,500	50,000	58,000	67,500
BLAIRMORE	42,000	42,000	48,500	60,500	60,500
BLUE RIDGE	32,500	44,500	52,000	55,500	68,500
BLUESKY	32,500	42,500	52,000	59,000	69,500
BON ACCORD	46,000	54,000	66,000	76,000	84,000
BONNYVILLE	32,500	44,500	52,000	55,500	68,500
BOW ISLAND	42,000	42,000	48,500	60,500	60,500
BOWDEN	39,000	42,000	47,500	57,500	71,500
BOWELL	43,000	49,500	52,000	68,500	66,500
BOYLE	32,500	44,500	52,000	55,500	68,500
BRAGG CREEK	57,500	65,000	77,000	87,500	98,500

MUNICIPALITY	BACHELOR	1	2	3	4
	\$	BDRM	BDRM	BDRM	BDRM
	\$	\$	\$	\$	\$
BRETON	32,500	44,500	52,000	55,500	68,500
BROOKS	44,500	52,500	60,000	64,500	75,000
BRUDERHEIM	32,500	44,500	52,000	55,500	68,500
CADOTTE LAKE	NA	91,000	106,000	121,000	131,000
CALAHOO	46,000	54,000	66,000	76,000	84,000
CALGARY	57,500	66,000	77,000	87,500	98,500
CALLING LAKE	NA	91,000	106,000	121,000	131,000
CALMAR	46,000	54,000	66,000	76,000	84,000
CAMROSE	47,500	55,000	58,000	67,500	78,500
CANMORE	68,500	79,000	105,000	105,000	122,000
CARDSTON	42,000	42,000	48,500	60,500	60,500
CARMANGAY	42,000	42,000	48,500	60,500	60,500
CAROLINE	39,000	42,000	47,500	57,500	71,500
CARSELAND	39,000	42,000	47,500	57,500	71,500
CARSTAIRS	39,000	42,000	47,500	57,500	71,500
CASTOR	39,000	42,000	47,500	57,500	71,500
CEREAL	39,000	42,000	47,500	57,500	71,500
CHAMPION	42,000	42,000	48,500	60,500	60,500
CHAUVIN	NA	89,000	102,000	115,000	123,500
CHESTERMERE	57,500	65,000	77,000	87,500	98,500
CHIGWELL	44,000	47,000	54,000	71,000	82,500
CHIPEWYAN LAKE	NA	91,000	106,000	121,000	131,000
CHIPMAN	32,500	44,500	52,000	55,500	68,500
CLAIRMONT	46,500	52,000	61,000	68,000	89,500
CLARESHOLM	42,000	42,000	48,500	60,500	60,500
CLIVE	44,000	47,000	54,000	71,000	82,500
CLYDE	32,500	44,500	52,000	55,500	68,500
COALDALE	42,000	42,000	48,500	60,500	60,500
COALHURST	50,000	58,000	71,500	73,500	92,500
COCHRANE	57,500	65,000	77,000	87,500	98,500
COLD LAKE	38,000	44,000	54,000	57,000	66,500
COLINTON	32,500	44,500	52,000	55,500	68,500
CONKLIN	NA	91,000	106,000	121,000	131,000
CONRICH	57,500	65,000	77,000	87,500	98,500
CONSORT	39,000	42,000	47,500	57,500	71,500
CORONATION	39,000	42,000	47,500	57,500	71,500
COUTTS	NA	89,000	102,000	115,000	123,500
CREMONA	NA	89,000	102,000	115,000	123,500
CROSSFIELD	57,500	65,000	77,000	87,500	98,500
CROWSNEST PASS	42,000	42,000	48,500	60,500	60,500
CZAR	NA	89,000	102,000	115,000	123,500

MUNICIPALITY	BACHELOR	1	2	3	4
	\$	BDRM	BDRM	BDRM	BDRM
	\$	\$	\$	\$	\$
DARWELL	32,500	44,500	52,000	55,500	68,500
DAYSLAND	39,000	42,000	47,500	57,500	71,500
DE WINTON	57,500	65,000	77,000	87,500	98,500
DELACOUR	57,500	65,000	77,000	87,500	98,500
DELBURNE	39,000	42,000	47,500	57,500	71,500
DELIA	39,000	42,000	47,500	57,500	71,500
DERWENT	32,500	44,500	52,000	55,500	68,500
DEVON	46,000	54,000	66,000	76,000	84,000
DEWBERRY	32,500	44,500	52,000	55,500	68,500
DIAMOND CITY	50,000	58,000	71,500	73,500	92,500
DIDSBURY	39,000	42,000	47,500	57,500	71,500
DONNELLY	32,500	42,500	52,000	59,000	69,500
DRAYTON VALLEY	32,500	44,500	52,000	55,500	68,500
DRUMHELLER	39,000	42,000	47,500	57,500	71,500
DUCHESS	44,500	52,500	60,000	64,500	75,000
DUNMORE	43,000	49,500	52,000	66,500	66,500
EAGLESHAM	NA	91,000	106,000	121,000	131,000
ECKVILLE	39,000	42,000	47,500	57,500	71,500
EDGERTON	39,000	42,000	47,500	57,500	71,500
EDMONTON	46,000	54,000	66,000	76,000	84,000
EDSON	32,500	44,500	52,000	55,500	68,500
ELK POINT	32,500	44,500	52,000	55,500	68,500
ELNORA	39,000	42,000	47,500	57,500	71,500
ENILDA	32,500	42,500	52,000	59,000	69,500
ENTWISTLE	32,500	44,500	52,000	55,500	68,500
EVANSBURG	32,500	44,500	52,000	55,500	68,500
FAIRVIEW	32,500	42,500	52,000	59,000	69,500
FALHER	32,500	42,500	52,000	59,000	69,500
FAUST	32,500	42,500	52,000	59,000	69,500
FERINTOSH	39,000	42,000	47,500	57,500	71,500
FOREMOST	42,000	42,000	48,500	60,500	60,500
FORESTBURG	39,000	42,000	47,500	57,500	71,500
FORT ASSINIBOINE	32,500	44,500	52,000	55,500	68,500
FORT CHIPEWYAN	NA	91,000	106,000	121,000	131,000
FORT MACLEOD	42,000	42,000	48,500	60,500	60,500
FORT MCKAY	NA	91,000	106,000	121,000	131,000
FORT MCMURRAY	43,000	50,500	60,000	70,000	81,000
FORT SASKATCHEWAN	46,000	54,000	66,000	76,000	84,000
FORT VERMILLION	NA	91,000	106,000	121,000	131,000
FOX CREEK	32,500	42,500	52,000	59,000	69,500

MUNICIPALITY	BACHELOR	1	2	3	4
	\$	BDRM	BDRM	BDRM	BDRM
	\$	\$	\$	\$	\$
GALAHAD	39,000	42,000	47,500	57,500	71,500
GIBBONS	48,000	54,000	66,000	76,000	84,000
GIROUXVILLE	32,500	42,500	52,000	59,000	69,500
GLEICHEN	42,000	42,000	48,500	60,500	60,500
GLENDON	32,500	44,500	52,000	55,500	68,500
GOLDEN DAYS	46,000	54,000	66,000	76,000	84,000
GRAND CENTRE	38,000	44,000	54,000	57,000	66,500
GRANDE CACHE	32,500	42,500	52,000	59,000	69,500
GRANDE CACHE CO-OPS	NA	91,000	106,000	121,000	131,000
GRANDE PRAIRIE	46,500	52,000	61,000	66,000	89,500
GRANUM	42,000	42,000	48,500	60,500	60,500
GRIMSHAW	32,500	42,500	52,000	59,000	69,500
GROVEDALE	48,500	52,000	61,000	66,000	89,500
GUNN	32,500	44,500	52,000	55,500	68,500
GWYNNE	36,500	42,000	55,500	70,500	82,000
HANNA	39,000	42,000	47,500	57,500	71,500
HARDISTY	39,000	42,000	47,500	57,500	71,500
HEISLER	42,000	42,000	48,500	60,500	60,500
HIGH LEVEL	32,500	42,500	52,000	59,000	69,500
HIGH PRAIRIE	32,500	42,500	52,000	59,000	69,500
HIGH RIVER	42,500	49,000	50,500	78,000	90,500
HINES CREEK	32,500	42,500	52,000	59,000	69,500
HINTON	32,500	44,500	52,000	55,500	68,500
HOLDEN	32,500	44,500	52,000	55,500	68,500
HUGHENDEN	NA	89,000	102,000	115,000	123,500
HYTHE	32,500	42,500	52,000	59,000	69,500
INNISFAIL	39,000	42,000	47,500	57,500	71,500
INNISFREE	32,500	44,500	52,000	55,500	68,500
IRMA	39,000	42,000	47,500	57,500	71,500
IRRICANA	57,500	65,000	77,000	87,500	98,500
IRVINE	43,000	49,500	52,000	66,500	66,500
ISLAY	32,500	44,500	52,000	55,500	68,500
ITASKA BEACH	46,000	54,000	66,000	76,000	84,000
JACKSON	44,000	47,000	54,000	71,000	82,500
JANVIER	NA	91,000	106,000	121,000	131,000
JARVIE	32,500	44,500	52,000	55,500	68,500
JASPER	72,500	72,500	80,000	80,000	84,000
JOFFRE	44,000	47,000	54,000	71,000	82,500
JOSEPHBURG	46,000	54,000	66,000	76,000	84,000
KAPASIWIN	46,000	54,000	66,000	76,000	84,000

MUNICIPALITY	BACHELOR	1	2	3	4
	\$	BDRM \$	BDRM \$	BDRM \$	BDRM \$
KEOMA	57,500	65,000	77,000	87,500	98,500
KILLAM	39,000	42,000	47,500	57,500	71,500
KINUSO	NA	91,000	106,000	121,000	131,000
KITSCOTY	32,500	44,500	52,000	55,500	68,500
LA CRETE	NA	91,000	106,000	121,000	131,000
LA GLACE	NA	91,000	106,000	121,000	131,000
LAC LA BICHE	32,500	42,500	52,000	59,000	69,500
LACOMBE	46,000	53,000	62,500	72,500	84,500
LAKEVIEW	46,000	54,000	66,000	76,000	84,000
LAMONT	32,500	44,500	52,000	55,500	68,500
LEDUC CITY	48,000	54,000	66,000	76,000	84,000
LEGAL	48,000	54,000	66,000	76,000	84,000
LESLIEVILLE	NA	89,000	102,000	115,000	123,500
LETHBRIDGE	50,000	58,000	71,500	73,500	92,500
LINDEN	39,000	42,000	47,500	57,500	71,500
LLOYDMINSTER	40,000	49,500	56,000	63,000	73,500
LOMOND	42,000	42,000	48,500	60,500	60,500
LOTTIE LAKE	32,500	44,500	52,000	55,500	68,500
LYALTA	57,500	65,000	77,000	87,500	98,500
MAGRATH	50,000	58,000	71,500	73,500	92,500
MALLAIG	32,500	44,500	52,000	55,500	68,500
MANNING	32,500	42,500	52,000	59,000	69,500
MANNVILLE	32,500	44,500	52,000	55,500	68,500
MARLBORO	32,500	44,500	52,000	55,500	68,500
MARWAYNE	32,500	44,500	52,000	55,500	68,500
MAYERTHORPE	32,500	44,500	52,000	55,500	68,500
MCLENNAN	32,500	42,500	52,000	59,000	69,500
MEDICINE HAT	43,000	49,500	52,000	66,500	86,500
MILK RIVER	NA	89,000	102,000	115,000	123,500
MILLET	32,500	44,500	52,000	55,500	68,500
MIRROR	39,000	42,000	47,500	57,500	71,500
MOOSE LAKE	32,500	44,500	52,000	55,500	68,500
MORINVILLE	48,000	54,000	66,000	76,000	84,000
MORRIN	39,000	42,000	47,500	57,500	71,500
MUNDARE	32,500	44,500	52,000	55,500	68,500
NAMAO	46,000	54,000	66,000	76,000	84,000
NAMPA	32,500	42,500	52,000	59,000	69,500
NANTON	42,000	42,000	48,500	60,500	60,500
NEW BROOK	32,500	44,500	52,000	55,500	68,500
NEW NORWAY	39,000	42,000	47,500	57,500	71,500
NEW SAREPTA	46,000	54,000	66,000	76,000	84,000

MUNICIPALITY	BACHELOR	1	2	3	4
	\$	BDRM	BDRM	BDRM	BDRM
	\$	\$	\$	\$	\$
NISKU	46,000	54,000	66,000	76,000	84,000
NOBLEFORD	50,000	58,000	71,500	73,500	92,500
OHATON	47,500	55,000	58,000	67,500	78,500
OKOTOKS	61,000	71,000	82,000	90,500	105,000
OLDS	39,000	42,000	47,500	57,500	71,500
ONOWAY	32,500	44,500	52,000	55,500	68,500
OYEN	39,000	42,000	47,500	57,500	71,500
PEACE RIVER	32,500	42,500	52,000	59,000	69,500
PEERLESS LAKE	NA	91,000	106,000	121,000	131,000
PELICAN NARROWS	38,000	44,000	54,000	57,000	66,500
PENHOLD	39,000	42,000	47,500	57,500	71,500
PICTURE BUTTE	50,000	58,000	71,500	73,500	92,500
PINCHER CREEK	42,000	42,000	48,500	60,500	60,500
PLAMONDON	32,500	42,500	52,000	59,000	69,500
POINT ALISON	46,000	54,000	66,000	76,000	84,000
PONOKA	39,000	42,000	47,500	57,500	71,500
PRENTISS	44,000	47,000	54,000	71,000	82,500
PRIDDIS	57,500	65,000	77,000	87,500	98,500
PROVOST	39,000	42,000	47,500	57,500	71,500
RADWAY	32,500	44,500	52,000	55,500	68,500
RAYMOND	42,000	42,000	48,500	60,500	60,500
RED DEER	44,000	47,000	54,000	71,000	82,500
REDCLIFF	43,000	49,500	52,000	66,500	66,500
REDWATER	46,000	54,000	66,000	76,000	84,000
RIMBEY	39,000	42,000	47,500	57,500	71,500
RIVIÈRE QUI BARRE	46,000	54,000	66,000	76,000	84,000
ROCKY MTN HOUSE	39,000	42,000	47,500	57,500	71,500
ROCKY RAPIDS	32,500	44,500	52,000	55,500	68,500
ROCKY VIEW	57,500	65,000	77,000	87,500	98,500
ROCKYFORD	42,000	42,000	48,500	60,500	60,500
ROSEMARY	44,500	52,500	60,000	64,500	75,000
ROYTAL	43,000	49,500	52,000	66,500	66,500
RYCROFT	32,500	42,500	52,000	59,000	69,500
RYLEY	32,500	44,500	52,000	55,500	68,500
SANDY LAKE	NA	91,000	106,000	121,000	131,000
SANGUDO	32,500	44,500	52,000	55,500	68,500
SEBA BEACH	46,000	54,000	66,000	76,000	84,000
SEDGEWICK	39,000	42,000	47,500	57,500	71,500
SEVEN PERSONS	43,000	49,500	52,000	66,500	66,500
SEXSMITH	32,500	42,500	52,000	59,000	69,500
SHAUGHNESSY	50,000	58,000	71,500	73,500	92,500

MUNICIPALITY	BACHELOR \$	1 BDRM \$	2 BDRM \$	3 BDRM \$	4 BDRM \$
SHERWOOD PARK	46,000	54,000	66,000	76,000	84,000
SLAVE LAKE	32,500	42,500	52,000	59,000	69,500
SMITH	NA	91,000	106,000	121,000	131,000
SMOKY LAKE	32,500	44,500	52,000	55,500	68,500
SPEDDEN	32,500	44,500	52,000	55,500	68,500
SPIRIT RIVER	32,500	42,500	52,000	59,000	69,500
SPRING LAKE	46,000	54,000	66,000	76,000	84,000
SPRUCE GROVE	46,000	54,000	66,000	76,000	84,000
ST. ALBERT	46,000	54,000	66,000	76,000	84,000
ST. ISIDORE	32,500	42,500	52,000	59,000	69,500
ST. PAUL	32,500	44,500	52,000	55,500	68,500
STANDARD	42,000	42,000	48,500	60,500	60,500
STAVELY	42,000	42,000	48,500	60,500	60,500
STETTLER	39,000	42,000	47,500	57,500	71,500
STIRLING	50,000	58,000	71,500	73,500	92,600
STONY PLAIN	46,000	54,000	66,000	76,000	84,000
STRATHMORE	44,000	61,000	64,500	64,500	72,000
STROME	39,000	42,000	47,500	57,500	71,500
SUNDANCE BEACH	46,000	54,000	66,000	76,000	84,000
SUNDRE	39,000	42,000	47,500	57,500	71,500
SWAN HILLS	32,500	42,500	52,000	59,000	69,500
SYLVAN LAKE	48,500	56,000	60,000	66,000	77,000
TABER	42,000	42,000	48,500	60,500	60,500
TEMPEST	50,000	58,000	71,500	73,500	92,500
THERIEN	32,500	44,500	52,000	55,500	68,500
THORHILD	32,500	44,500	52,000	55,500	68,500
THORSBY	46,000	54,000	66,000	76,000	84,000
THREE HILLS	39,000	42,000	47,500	57,500	71,500
TILLEY	44,500	52,500	60,000	64,500	75,000
TOFIELD	32,500	44,500	52,000	55,500	68,500
TORRINGTON	39,000	42,000	47,500	57,500	71,500
TROCHU	39,000	42,000	47,500	57,500	71,500
TROUT LAKE	NA	91,000	106,000	121,000	131,000
TURNER VALLEY	42,000	42,000	48,500	60,500	60,500
TUTTLE	44,000	47,000	54,000	71,000	82,500
TWO HILLS	32,500	44,500	52,000	55,500	68,500
VALLEYVIEW	32,500	42,500	52,000	59,000	69,500
VAUXHALL	42,000	42,000	48,500	60,500	60,500
VEGREVILLE	32,500	44,500	52,000	55,500	68,500
VERMILION	32,500	44,500	52,000	55,500	68,500
VETERAN	39,000	42,000	47,500	57,500	71,500

MUNICIPALITY	BACHELOR \$	1 BDRM \$	2 BDRM \$	3 BDRM \$	4 BDRM \$
VIKING	32,500	44,500	52,000	55,500	68,500
VILLENEUVE	46,000	54,000	66,000	76,000	84,000
VILNA	32,500	44,500	52,000	55,500	68,500
VIMY	32,500	44,500	52,000	55,500	68,500
VINCENT LAKE	32,500	44,500	52,000	55,500	68,500
VULCAN	42,000	42,000	48,500	60,500	60,500
WABAMUN	46,000	54,000	66,000	76,000	84,000
WABASCA	NA	91,000	106,000	121,000	131,000
WAINWRIGHT	39,000	42,000	47,500	57,500	71,500
WARBURG	46,000	54,000	66,000	76,000	84,000
WARNER	NA	89,000	102,000	115,000	123,500
WASKATENAU	32,500	44,500	52,000	55,500	68,500
WEMBLEY	32,500	42,500	52,000	59,000	68,500
WESTLOCK	32,500	44,500	52,000	55,500	68,500
WETASKIWIN	36,500	42,000	55,500	70,500	82,000
WHITECOURT	32,500	42,500	52,000	59,000	69,500
WHITELAW	32,500	42,500	52,000	59,000	69,500
WILDWOOD	32,500	44,500	52,000	55,500	68,500
WOOD BUFFALO	43,000	50,500	60,000	70,000	81,000
WORSLEY	32,500	42,500	52,000	59,000	68,500

The following items are provided in summary of key activities at Autumn Grove Lodge and Parkland Foundation Housing:

***Staffing and Labour Relations***

Ronda Sandeski, Manager of the Lodge, has recently returned to her role and was warmly welcomed back by both residents and staff. Her return was met with genuine excitement and a strong sense of appreciation, reflecting the positive impact she has on the Lodge community. Ronda's leadership, familiarity with the residents, and dedication to creating a supportive and engaging environment are highly valued, and her presence has already brought renewed energy and enthusiasm to the team.

***Resident Spring Meetings***

During this session, we reviewed and discussed the results of our recent resident surveys. This provided a valuable opportunity to share "what we heard" directly from residents—their experiences, feedback, and suggestions.

We took time to thoughtfully reflect on this input and identify areas where meaningful improvements can be made. We also engaged in open and transparent discussion around items that may not be within our ability to change, ensuring residents understood the context, limitations, and rationale behind those decisions.

This conversation was an important part of our ongoing commitment to listening, learning, and continuously enhancing the quality of life for those we serve.

***CMR 2026***

At this time, we did not receive any additional CMR funding for either the Lodge or our housing portfolio.

We remain appreciative of the ongoing support provided by the Government of Alberta, particularly in responding to emergent and unplanned capital needs. Their continued commitment to funding urgent repairs ensures that we are able to address critical issues in a timely manner and maintain safe, functional environments for our residents.

Administration will continue to monitor infrastructure needs closely, seek out future funding opportunities, and advocate for investment that supports the long-term sustainability of our buildings and the quality of life of those we serve.

***Lodge Events***

Our team had the opportunity to participate in the Innisfail Trade Show this past month, which proved to be a highly successful and well-attended event. The strong turnout created an excellent environment for engagement, allowing our team to connect with a wide range of community members, partners, and stakeholders.

**Occupancy/Walklist**

For Selected Properties  
Date From: 04/01/2025 to 04/30/2025

Building Name	Type	Town	No. of Units	Move Out	Move In	Vacant Units	Current Avg. Age	Current Gender	Avg. Length of Stay (Years)	Occupancy
AUTUMN GROVE LODGE	Lodge	INNISFAIL	60	0	2	3	85	42 FEMALE 22 MALE	2	98%
BOWDEN RAN	Rural and Native	BOWDEN	2	0	0	1	33	1 FEMALE 1 MALE	4	50%
Bow Glen Court	Senior Self Contained	BOWDEN	10	0	1	1	77	5 FEMALE 4 MALE	6	90%
Wesblew Manor	Senior Self Contained	BOWDEN	20	0	0	2	73	12 FEMALE 8 MALE	4	90%
ELK HAVEN	Senior Self Contained	DELBURNE	12	0	0	1	77	5 FEMALE 7 MALE	3	92%
JUBILEE MANOR	Senior Self Contained	ELNDORA	4	0	0	0	74	1 FEMALE 3 MALE	3	100%
PIONEER MANOR	Senior Self Contained	ELNDORA	4	0	0	0	78	0 FEMALE 4 MALE	4	100%
AUTUMN GROVE SSC	Senior Self Contained	INNISFAIL	30	0	0	1	79	25 FEMALE 13 MALE	3	97%
Dodds Lake Manor	Senior Self Contained	INNISFAIL	32	1	1	1	78	28 FEMALE 5 MALE	5	97%
Penhold Royal Manor	Senior Self Contained	PENHOLD	6	0	0	0	81	4 FEMALE 4 MALE	7	100%
<b>Totals</b>			<b>382</b>	<b>1</b>	<b>4</b>	<b>10</b>	<b>74</b>	<b>123 FEMALE 71 MALE 1 UNSPECIFIED</b>	<b>4</b>	

**Total Albertans Served**

Program Type	Child (Under 18)	Adult (18 - 64)	Senior (65+)
Trips	0	0	64
Bed and Bath	0	2	0
Senior Self Contained	0	3	125
<b>Total</b>	<b>0</b>	<b>5</b>	<b>189</b>

1 unit @ Bowden Court has had external update, staining windows i term all replaced.

Bowden Glen - Stehrs Amanda will address next meeting. Provide photo

Throughout the event, we had many meaningful conversations, providing information about our programs and services while also gaining valuable insights into the needs and perspectives of the community. It was a great opportunity to increase awareness of the work we do, strengthen existing relationships, and build new connections that support our ongoing efforts. Overall, the event was a positive experience and a valuable platform for both information sharing and community engagement.



Residents thoroughly enjoyed celebrating Easter at the Lodge, with this year's festivities highlighted by a special visit from the Easter Bunny. The event was met with great enthusiasm, bringing smiles, laughter, and a strong sense of community throughout the building.

Opportunities like this play an important role in enhancing resident well-being, providing not only entertainment but also meaningful social engagement. Staff put considerable effort into creating a warm and festive atmosphere, ensuring the celebration was inclusive and enjoyable for all. Overall, the event was very well received and contributed positively to resident morale and quality of life



### **Waitlist Information**

Autumn Grove Lodge: 62 Applications

Parkland Housing: 49 Applications

### **ASCHA**

A convention report has been attached for information. Lyle shared these remarks after the convention - *"Thank you to you and the Parkland Foundation for the opportunity to attend the ASCHA 2026 Conference. I found it very informative and truly enjoyed the experience. As a new board member, it provided a strong foundation and valuable perspective moving forward. I would certainly encourage any board member who hasn't attended to consider doing so."*

The ASCHA 2025 Annual Update can be accessed [here](#).

Join ASCHA on Jun. 15 at 2:00 PM for a Housing 101 webinar designed for board members, those new to the housing sector, or anyone who wants to learn more about the broader community and seniors housing systems. This session provides a practical overview of how Alberta's community and seniors housing systems work, including roles across government, housing providers, and municipalities, and how these connect to board governance.

ASCHA's goal is to support participants in gaining a clear understanding of how housing is delivered and funded across the continuum, including community housing, rent assistance, and seniors' programs such as lodges, Seniors Self-Contained (SSC), and continuing care.

Meeting Registration - Zoom - *Amanda will attend and report back to council*

### **EDI**

On April 28<sup>th</sup> we recognized the National Day of Mourning. It's a day dedicated to honouring workers who lost their lives due to work-related illnesses or injuries. Every loss has a profound impact on families, friends, employers, co-workers and communities. Lives forever changed. This year, we commemorate 144 individuals who passed away from work-related illness or injury in 2025.

We also recognized National Laundry and Linen Week (April 19–25), taking the opportunity to express our appreciation for the dedicated staff who work diligently behind the scenes to ensure our residents remain comfortable, cared for, and well supported each day.

## 2026 ASCHA Conference Summary

Thank you for the opportunity to attend the ASCHA conference April 12-15 in Edmonton.

**Board members that attended:**

Sharon Mickla – TBG

Maxine Steil – FRHG

Mona Mah – FRHG

Tracey Hallman – Lacombe Foundation

Laura Svab – Lacombe Foundation

Lyle McKellar – Parkland Foundation

Gall Moise – Parkland Foundation

Barry Clarkson – WALA

In addition to myself, Shannon Holtz, Tena Lansing and Lisa Unteriner attended from Senior Leadership.

*This was my first time attending the ASCHA conference, and I found it very interesting how issues overlapped between health and housing. – Lisa Unteriner, Director of Health*

*I enjoyed the conference. I think all board members should attend at least once during their time on the board. Thank you for the opportunity to attend – Tracey Hallman, Board member Lacombe Foundation*

Sunday April 12

A presentation to the ASCHA board members from the Community Housing Transformation Center Lisa Ker discussing the results of their recent jurisdictional scan of community housing systems structure and functionality.

ASCHA Pre conference Board meeting was an opportunity for the board to gather and discuss the logistics of the event.

Followed with a Meet the ASCHA Board Welcome reception.

Monday April 13

**Opening Ceremony and Plenary Speaker:** Minister of Assisted Living and Social Services Jason Nixon and Toby Schneider Acting CEO of Assisted Living Alberta. This year I found Minister Nixon's remarks less substantive than the past. He focused on the big numbers, so many new units and spending cumulative over the years rather than what is upcoming over the next 18 months. He did briefly comment that a 10-year capital plan for continuing care would be released "this spring". Acting CEO Schneider asked for continued patience as ALA works through "the clunks" in the system. I was able to ask a question about Adult Day support programming and the submissions that previously had been made. His response was that ALA will have to do a better job responding to any Expressions of Interest in a more-timely manner.

**Education Session 1: Continuing Care Transformation Assisted Living Framework :** Carmen Grabusic, Executive Director of Continuing Care Branch and Andrew Pillman, Executive Director of Licensing and Compliance Monitoring. This presentation was a bit dry, reading from a larger general report and did not really highlight any of their goals over the next 18 months.

**Fireside Chat with the Premier of Alberta Danielle Smith:** The last time a Premier attend the convention was 15 years ago. After her opening remarks, she sat with the ASCHA president and answered a few questions that had been provided in advance. She spoke of the importance of wrap around supports and the challenges around those who are "hard to house" .



**Plenary Panel Meeting Tomorrows Housing Needs:** This was a good discussion around where the sector needs to go. On the senior's side, the residents and clients of today will not be the same as those in 2040. How are we building to meet not just increased demand of the baby boomers but of the wide variety of supports that need to be addressed. On the affordable/community housing side, we were reminded that we need to operate in a "not for loss" mindset instead of a not for profit one. It is important to charge realistic rents and take profits to reinvest into more units in a more sustainable manner. One speaker spoke about concerns of cross subsidies that support some people very well but limit how many people can be supported overall.

**Trade Show Opening Reception:** 80 vendors booths were present this year. Great to see the support from the businesses that our organizations work with. Nice that the trade show was available both Monday and Tuesday, allowed for more time to converse with vendors.

**Banquet:** A very fun night! A magician was the entertainment and it was something I hadn't seen before and was a real treat.

**Tuesday April 14**

**Trade Show Morning:** Continued opportunity to chat with vendors.

**Education Superstations** offered in 20-minute segments during the trade show. I enjoyed the presentation on Music Therapy.

**Housing 101 for Governing Officials:** Discussion on the continuum of housing and supports in Alberta. I believe all of the board members attended this session. ASCHA should be announcing a date soon for a virtual session for any interested elected officials

**5. Completion of an Amenities, Furniture, Fixtures and Equipment Assessment of the SSC buildings.**

- The Amenities, Furniture, Fixtures and Equipment (FF&E) Assessment for Autumn Grove Lodge has been completed and provides a clear roadmap for future enhancements to the site.
- At this time, no significant upgrades or changes have been implemented. However, the assessment has been carefully reviewed, and planning is underway to prioritize and align recommended improvements with available funding and upcoming capital initiatives.
- This measured approach ensures that future investments will be thoughtful, strategic, and focused on enhancing the overall comfort, safety, and experience of residents.

## Outcome #2 – The Resident Experience

- 1. Engage with and survey residents to identify improvement area and identify successes**
  - Resident surveys were completed December 2025, reflecting on their experiences in 2025.
  - Surveys were electronically submitted. The Lodge Manager was available during the survey period with an I-pad to assist with access.
  - Survey results were reviewed with the residents during the 2026 Spring Tenant meetings.
- 2. Participation in Quality Improvement Initiatives**
  - Admission and Move-Ins: A Welcoming Experience
  - Lodge resident welcome book updates are underway and nearing completion.
- 3. Build on work of previous QI projects (2024 Meal-Time Experience)**
  - A 30-day review period for the seasonal menu changes has given residents the opportunity to provide their feedback.
- 4. Review of health, wellness and social activities offered at Autumn Grove**
  - The health, wellness, and social activities offered at Autumn Grove Lodge continue to evolve in meaningful ways, with a strong focus on resident engagement, inclusion, and overall well-being.
  - Our Activity Coordinator, Katrina, has demonstrated a strong commitment to professional growth and enhancing programming. She participated in the Activity Coordinator Symposium on September 26, 2025, gaining valuable insights and ideas to bring back to the lodge.
  - These efforts reflect our ongoing commitment to providing a diverse range of meaningful health, wellness, and social opportunities that enrich the lives of our residents.
- 5. Staffing recruitment and retention plans support a well-trained and stable workforce that is invested in the well-being of the residents**
  - Our staffing levels have consistently remained strong, which has been a key factor in supporting a stable and well-trained workforce. This stability allows our team to focus their time and energy on what matters most—the well-being and quality of life of our residents—rather than being driven primarily by task completion.
  - Our approach to recruitment and retention emphasizes hiring individuals who are not only qualified, but who are also genuinely committed to resident-centered care. By maintaining

adequate staffing levels, we are able to support ongoing training, foster meaningful relationships between staff and residents, and create a positive work environment where employees feel valued and engaged.

- As a result, our workforce remains invested, consistent, and dedicated to providing compassionate, high-quality care.

## Outcome #3 – Community Connections

### 1. Optimizing home care services at Autumn Grove

- Assisted Living Alberta is the organization responsible for continuing care. This division reports to the Ministry of Assisted Living and Social Services and could provide opportunities for improved co-ordination of the delivery of services. Assisted Living Alberta was officially created on April 1, 2025.
- Implementation of the new Continuing Care Act April 1, 2024 with lodges defined as supportive living within the Act.

### 2. Pursue Adult Support programming to be offered at Autumn Grove

- Advocating with Assisted Living Alberta

### 3. Options to Integrate DSL units into possible future expansion

- The board identified funds to be set aside in Budget 2024 to engage a consultant for the initial investigation of a project at the lodge site.

### 4. Collaboration with municipal led housing needs assessments

### 5. Maintaining Relationships with local Community Support Services

- Home Care
- Innisfail FCSS
- Community Partners in Action
- Innisfail Seniors Drop-In Centre
- Henday Learning – working with residents of Dodd's Lake
- Village of Delburne Town office/FCSS
- DEEP
- Golden Circle

## Outcome #4 Sustainable Operations

### 1. Costs and Inflation: Considerations to maximize revenue and stabilize expenses

- Seniors guaranteed disposable income amount increased to \$372 per month Jan 2026
- Lodge Service package fees will increase by \$15 to \$915 per month effective July 1, 2026.

# Business Plan

## 2026-2028

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Parkland Foundation



PARKLAND   
FOUNDATION

## **EXECUTIVE SUMMARY**

The top three priorities of the Parkland Foundation are:

1. **Work with Assisted Living Alberta to establish a community hub at Autumn Grove to provide enhanced services to residents and community members.**
2. **Assess the recommendations of the forthcoming Lodge Program Review report, and advocate for sustainable and fair funding for the lodge program.**
3. **Collaborate with municipal, provincial and community agency partners to determine community needs that could be supported through further development adjacent to Autumn Grove.**

## **ACCOUNTABILITY STATEMENT**

This Business Plan was prepared under the direction of the Board of Directors of the Parkland Foundation in accordance with legislation and associated ministerial guidelines, and in consideration of all policy decisions and material, economic or fiscal implications of which the Board is aware. This business plan was approved by the Board of Directors June 19, 2025.

## **PARKLAND FOUNDATION**

Parkland Foundation operates pursuant to the Alberta Housing Act under the purpose to enable the efficient provision of a basic level of housing accommodations for persons, who because of financial, social or other circumstances require assistance to obtain or maintain housing accommodation.

- **Member municipalities are Red Deer County, Town of Bowden, Town of Innisfail, Town of Penhold, Village of Delburne, and the Village of Elnora.**
- **Parkland Foundation operates Autumn Grove, an integrated lodge and seniors self-contained apartment building in Innisfail. Opened in 2020, Autumn Grove offers 54 single lodge suites, 6 couples lodge suites and 30 suites of SSC. In the social housing portfolio, there are six more Seniors Self Contained Apartment Buildings with 90 units in Bowden, Delburne, Elnora, Innisfail and Penhold and 2 Family Housing Units in Bowden. All properties are owned by the Province of Alberta through the Alberta Social Housing Corporation.**
- **Resident Profile and Waiting Lists - Current Average Age at the Autumn Grove is 86. The Lodge operates at full capacity with a current waiting list of 36 applicants. The average age in the Seniors apartments is 76 and the average stay is currently 4 years. The seniors' apartment portfolio has a waiting list of 53 applicants.**

- **Staffing Profile and Organizational Structure** - Parkland Foundation directly employs 26 permanent and 6 casual staff for the lodge and maintenance services. The Foundation also uses shared positions with The Bethany Group for operational efficiency. The Bethany Group acts as the Chief Executive Officer per the Ministerial Order; working with local resources to provide support to the Board of Directors and in any of the following areas: Business Planning, Management & Administration, IT Systems, Financial Services, Property Assessment & Management, Payroll, Workplace Health & Safety, Human Resources and Education.
- **Financial Profile and Budgets** - The 2025 Parkland Foundation operating budget for the Seniors Lodge is \$1.68 million with revenues generated from accommodation charges of \$1.2 million, the provincial lodge assistance program of \$329,595 and municipal contributions from member municipalities of \$280,000 by way of Municipal Requisitions. Resident rents are calculated by Rent Geared to Income plus service package formula. The social housing portfolio operated by the Foundation has an operating budget for 2025 of \$1,043,00 which is offset with rent recovered based on income and provincial deficit funding of \$110,814 through the annual budget approval process. The annual local payroll is \$1.58 million.

## **INSTITUTIONAL CONTEXT**

The Parkland Foundation enjoys a positive relationship with The Bethany Group and the other Housing Management bodies that use The Bethany Group as CEO. Parkland Foundation is a member of the Alberta Seniors and Community Housing Association. The Foundation participates in various community-led committees in order to build relationships and identify opportunities with community-based organizations.

## **PLAN DEVELOPMENT**

Activities undertaken by the Board in development of this plan:

- > Business planning session May 1, 2025

Member communities provide the following documents, plans or activities in support of local affordable housing initiatives or seniors support services:

- > Town of Innisfail Housing Needs Assessment 2023
- > Town of Innisfail Housing Action Plan 2024
- > Innisfail Age Friendly Community Action Plan 2023-2025
- > Red Deer County Aging in Place Strategy

Member communities have the following committees/supports that may deal with issues related to Parkland Foundation and its services and are open to potential collaborations:

- > Age Friendly Community Committee, Town of Innisfail
- > Community Partners in Action – Dementia Friendly Community Initiative
- > Red Deer County Seniors Community Support worker/FCSS Community Navigators
- > Joint Ad hoc seniors housing committee in Delburne and Elnora
- > Active Seniors groups and drop-ins in Bowden, Delburne, Innisfail and Penhold.
- > Golden Circle Seniors Resource Center

## **ENVIRONMENTAL SCAN AND STRATEGIC CONTEXT**

The primary impacts on our strategic environment are:

- > Establishment of Assisted Living Alberta (ALA), under the Ministry of Assisted Living and Social Services
- > Implementation of the Continuing Care Act 2024
- > 2021 Stronger Foundations Affordable Housing Strategy
- > 2024/2025 Lodge Program Review
- > Continuing Care – Capital now under the Ministry of Assisted Living and Social Services
- > Health Care System Refocusing Initiative has led to delays in decision making
- > Participation in the Continuing Care Alliance
- > Participation in ASCHA Seniors Housing and Continuing Care Task Force and the Affordable Housing Task Force
- > Participation in industry, provincial and community-based consultations and committees
- > Impact of tariffs, and other factors that impact provincial and federal economic outlooks
- > Federal and Provincial governments both highlighting the need for affordable housing, but needing clarity and improved coordination of available programs and supports
- > Limited grant opportunities for affordable housing (% of support for capital construction) that impact the ability to create a sustainable operating model while providing achievable affordable rental rates
- > Inflationary Pressures on organizations and individuals
- > Household Income and Housing Affordability
- > Availability of Affordable Housing and of deep subsidy housing units
- > Availability of Rental Assistance Benefits
- > Pressure on market housing availability
- > Capital Maintenance and Renewal and needing to protect, maintain and upgrade existing assets
- > Local Demographic information with the next federal Census occurring in 2026
- > Aging population and shifts to home and community care
- > Government is looking to operators and associations for solutions
- > Workforce issues including recruitment and retention. Potential increases to WCB costs related to psychological health and safety and long covid
- > Municipal Elections in October 2025 and changes to board members

## STRATEGIC RISKS AND OPPORTUNITIES

The primary impacts on the strategic environment for the Parkland Foundation are:

- > Waiting for the release of the Lodge Program review and its recommendations. Plans for implementation and preparation for any province-wide changes will have to be considered by the board once the review is released.
- > Successful completion of Autumn Grove in 2020. The new facility has maintained high occupancy.
- > Aging population and population growth in the Parkland Foundation catchment area, putting pressure on existing facilities.
- > Impacts on Lodge operations due to increases in Home Care assistance for seniors to remain in their homes. Individuals are delaying entry into the lodge environment resulting in residents of more advanced age and higher degrees of frailty.
- > Growing demand for services that support Age in Place philosophies and strong desire for seniors to remain in their community. [REDACTED]
- > Growing demand for mixed work/living offerings. [REDACTED]
- > Strong collaborative approaches to senior housing and services issues within the catchment area.

## STRATEGIC PRIORITIES

Parkland Foundation has identified the following strategic priority areas:

1. CMR and New Capital
2. The Resident Experience
3. Community Connections
4. Sustainable Operations

The development of this business plan is in keeping with the Purpose of the Alberta Housing Act and the obligations of the Board of Directors of the Parkland Foundation pursuant to the Management Body Operations and Administration Regulation.

## OUTCOMES, KEY STRATEGIES AND PERFORMANCE MEASURES

### Outcome One: CAPITAL MAINTENANCE & RENEWAL AND NEW CAPITAL

Housing Accommodations operated by the Parkland Foundation will meet or exceed minimum housing standards.

### Key Strategies:

#### 1.1 Improve and maintain the condition of existing Affordable Housing

### Performance Measures and Indicators

- Parkland Foundation will work with Alberta Social Housing Corporation to determine the best ownership arrangement for the vacant lands adjacent to Autumn Grove in support of future phases of development at the site.
- Parkland Foundation will develop a plan for expansion at the Autumn Grove site, based on community need and dependent on Provincial funding support.
- Funding is approved by the Ministry of Assisted Living and Social Services for the items requested under the 3-Year Capital Maintenance and Renewal List for the Seniors Apartments and Social Housing operated by the Parkland Foundation.

- Completion of an Amenities, Furniture, Fixture and Equipment assessment of the Seniors Self-contained apartments. We will proactively ensure that buildings are modernized and maintained to align with the evolving needs and standards.
- All capital projects are completed in accordance with: approved standards, scope and specifications; on time; and on budget.

### Outcome Two: THE RESIDENT EXPERIENCE

Residents of Lodge Accommodations offered by Parkland Foundation have access to programs and services that enhance and enrich their quality of life and promote maximum independence within the supported living environment.

Residents of Housing Accommodations offered by Parkland Foundation will have access to community services and supports for a robust living experience.

### Key Strategies:

- 2.1 Identify needs based on the resident input
- 2.2 Staff training and support
- 2.3 Monitor industry trends

### Performance Measures and Indicators

- Parkland Foundation will engage with and survey residents to identify improvement opportunities and to identify successes.
- Parkland Foundation will engage in new Quality Improvement Initiatives, as identified through consultative processes.
- Parkland Foundation will build on the work of the previous QI assessments (e.g., meal time experience and Move-Ins)
- Staffing recruitment and retention plans will support a well-trained and stable workforce that is invested in the well-being of the residents.
- Parkland Foundation will complete a review of the health, wellness and social activities offered at Autumn Grove to ensure a multi-faceted, rich resident experience that meets the residents' identified needs.

### Outcome Three: COMMUNITY CONNECTIONS

The operations of the housing accommodations and support programs offered by Parkland Foundation allows residents to easily access services that enable them to be affordably and safely housed, as well as successfully transition out of the system when necessary or able. Parkland Foundation will be a trusted partner of Assisted Living Alberta, member municipalities and other community organizations.

### Key Strategies:

- 3.1 Enable transitions through the continuum of housing and supports
- 3.2 Support the desire of Albertans to age in their community

### Performance Measures and Indicators

- Parkland Foundation will explore the options to optimize home care services in the Autumn Grove Lodge by pursuing a direct contract with Assisted Living Alberta.
- Parkland Foundation will pursue an Adult Day Support program to be offered at Autumn Grove.
- Parkland Foundation will explore options with Assisted Living Alberta to integrate Designated Supportive Living spaces into the planning for a Phase 2 development.
- Parkland Foundation will collaborate with and support any municipalities or organizations that are leading a housing or community needs assessment process to develop a business case for new local affordable housing or supportive living projects.
- Parkland Foundation will participate in community-based committees and working groups in the service area.

## Outcome Four: SUSTAINABLE OPERATIONS

The operations of the housing accommodations and support service programs that are mindful of resident needs, respectful of costs, flexible and responsive.

The Governance model of Parkland Foundation is sustainable based on competency and collaboration. The financial operations of Parkland Foundation are sustainable based on predictable funding, stewardship and innovative funding models.

### Key Strategies:

- 4.1 Understand the regulatory framework to support equitable treatment and housing stability
- 4.2 Improve System access and navigation
- 4.3 Promote enhanced understanding of and coordinated response to rural and urban needs
- 4.4 Support operational and environmental sustainability of affordable housing projects
- 4.5 Partner with other governments to support a sustainable system and meet the housing and support needs of Albertans
- 4.6 Improve the knowledge of the housing and support needs of Albertans

### Performance Measures and Indicators

- Parkland Foundation will evaluate costs related to inflationary pressures and will maximize revenues and stabilize expenses where possible.
- Parkland Foundation will review the findings of the Lodge Program review once it is released and create strategies for implementation of its recommendations.
- Parkland Foundation will maintain occupancy levels at an average of 95% in the lodge program.
- Parkland Foundation will maintain occupancy levels at an average of 95% in the Seniors Self-Contained and social housing program.
- Parkland Foundation will advocate for changes to the Lodge Assistance Grant program to be more consistent and predictable and to better reflect the needs of rural lodges.
- Parkland Foundation will advocate for local projects based on identified community need, innovation in the delivery model, reflection of the unique needs of rural communities and collaboration with other organizations and levels of government.
- An Orientation plan and educational supports for board members to increase understanding of both the lodge program and the social housing program will be available.
- Parkland Foundation board members will have tools and supports to advocate for the lodge program and the residents within the large ministry that holds both housing and assisted living.

## **APPENDICES**

- **Appendix A – Board Skills Matrix**
- **Appendix B – Non-Schedule A (no submission)**
- **Appendix C – Financial Budget and Forecasts Y1**
- **Appendix D – Capital Maintenance and Renewal**
- **Appendix E – Federal Funding and Capital Priorities (no submission)**
- **Appendix F – Asset Management (no submission)**
- **Appendix G – Capital Assets**



# BOWDEN AG Society

## MEETING AGENDA

Report By Ryan Howlett

May 20 7:00pm

Bowden Ag Grounds – Bowden Ab

Start at 7:00

Attended

Ian Marshall, Rob Stuart, Ky Marshall, Blake Willert, Garnet Marshall, Ryan Howlett, Brad Dallas, Keith Bailey, Julie Brewster, Jesse Miller, Ab Brewster, Len Anderson, Dani Marshall

## New Business

### A ) New Hire Summer Worker

Allie MacDonald

### B ) Toilets

New hot water heater is needed and looking into benefits of hot water on demand for the grounds. Toilets to be improved for Female washroom to assist quicker water return to reduce the issue of lower water, resulting in clogged toilet during busy times.

### C)Big Bang

Big Bang barrel racing is coming back from Aug 4-9<sup>th</sup>. Discussions about using this to open beer gardens or beef on a bun for a fundraiser. Caesar bar was a hit from events passed with this demographic.

### D) Arena Mods.

Looking to revise gates and panels permanently to make a safer riding entrance and exit for barrel racing. Wader panels would allow consistent grading with equipment.

## BOWDEN DAZE Rodeo

### A)Sponsorship

Still looking for sponsors and Lamlees is looking to join the rodeo in 2027

### B) Promo Items

Hats and hoodies are in. Frisbees were a hit and will get restocked.

### B)Work B

Work B Wednesdays are on, and folks are encouraged to come help for an hour in the evening on minor fixes.

## Other business

Bands and security are booked and online tickets are live.

Casino fund raiser looking to book volunteers for July 4<sup>th</sup> and 5<sup>th</sup>

Prepared by Councillor Howlett

# BOWDEN historical Society

## MEETING REPORT

May 26 7:00pm  
Museum – Bowden Ab

Report By Ryan Howlett

Start at 7:00

## Old Business

### **A) Install of brands with history.**

Looking for interactive ways to view brands. Having a “how to read” brands and then a work sheet do “find the brand”

### **B) Tourism booth**

Looking at getting brochures of local interest and Angela to look into Provincial gov for grant or approval.

### **C) Web site update.**

Still a work in progress to have web site up and social media for the museum.

### **D) QR Codes.**

Trying to determine how to get the most out of it in a museum. Should they go to videos, links stories or interviews.

### **E) Passwords for google has been solved.**

Completed

### **F) Results to wine and cheese.**

Was a success. Would have been nice to have some rep's from the school attend to discuss day trips or shared activities.

## New Business

### **A) Purchase material for museum steps**

Look at what is needed for shelving.

### **B) Employment of Brody**

Brody was offered Saturdays for the month of June and contract to reassess for remainder of the season.

### **C) Parade participation.**

Looking to see what is needed/available from previous years.

### **D) Piano tuning**

Eric is still working on it.

### **E) Canada Day**

Larger cake is needed from last year and cant find large coffee pot.

Prepared by Councillor Howlett

# FCSS RM/Finance/Indigenous Advisory Committee

## MEETING REPORT

**June 2 5:00pm  
Red Deer Ab**

Report By Ryan Howlett

Start at 5:00

Call to Order

Approval of Agenda

Approval of the June 2, 2026 Meeting Agenda

Approval of Minutes

Approval of the May 5, 2026 Meeting Minutes

Closed Meeting

2027-

2029 FCSS Grant Application Process (GAP) Recommendations - ATIA Sections 28 Local public body confidences and 29 Advice from officials

*All recommended funding allocations were approved by the board.*

Business Arising from Closed Meeting

Reports Carry Forward Allocation

\$15462.39 to be presented in other funding requests for a max of \$5k per application

Next meeting is Sept 8<sup>th</sup>

## FCSS Community Navigator Report May 2026

### Community:

- **Community Garden** – Garden work continues; before the rain, PW & FCSS worked together adding new cedar mulch to the front of the building & garden pathways. It looks and smells amazing! There are still a few garden plots & beds that need to be planted, with the rain we receive it should make ideal conditions to get growing. Annuals have been planted around the building in raised beds and planters & are starting to fill in nicely. Each year the Community Garden receives a donation from Eagle Creek Farms of started tomatoes, a variety of seed potatoes and a selection of herbs. Thank you Eagle Creek Farms. We also received additional donations of standard variety of seed potatoes and garden seeds from staff & residents. **Thank you to everyone for playing a part in the success of the Community Garden!**
- FCSS held a meeting with Countryside Homes & RV of Bowden on May 21, and its owner Al is preparing to sponsor and donate a new shed for the Community Garden! It will be 8x12 to meet the conditions of the Land Use Bylaw that cannot exceed 100 sq ft before a permit is required. We are very excited to have a large, sturdy shed with solid roof. Weather permitting, the construction will start in the next week or so and be delivered once complete.
- **Volunteer Database** – Email requests have gone out to the organizations shared with Council in March to invite them to share its information with us for the database. So far, only a few have submitted information. FCSS has also added some general information for the piece. With a little work, and some follow-up, we hope that it can go live to the website. Even if there are only a few, it could encourage others to participate once they see it in action. F Currently there are 7 listings with full information:
  1. Bowden Play & Learn
  2. Bowden Pioneer Museum & Historical Society
  3. Paterson Community Centre & Expanding Horizons
  4. Community Volunteer Income Tax Program (CVITP)
  5. Drive Happiness
  6. Community Lending Shelf
  7. Bowden School Council & Friends of Grandview (FOG)
- **Community Showcase** – Planning has begun for the September event. The date of the event will be Thursday, September 17<sup>th</sup> at the Bowden Grandview School. FCSS will coordinate the vendor showcase and FOG will provide its fundraising BBQ. This event is not just registration; it is a showcase of all Bowden & Area serving organizations. Last year we hosted 33 different organizations at the event.

### Food Security Support (ongoing):

- **The Good Food Box** -The May order had 21 boxes, including 3 sponsored families, 2 donation boxes and 2 deliveries.

### Seniors Programs:

- **Tech Time** – Ongoing monthly program. The May session included 5 drop-ins. Henday Association for Lifelong Learning celebrated its 50-year anniversary on May 7<sup>th</sup>. FCSS attended as a guest to its celebration.
- **Healthy Aging Alberta Regional Gathering** – was held in Innisfail at the Library Learning Center on May 12. FCSS attended for information and networking opportunities. It was a “sold out” event with many area supports & providers in attendance. We had some great sessions and presentations with a focus on “Aging in Place”.
- **Golden Circle Outreach Bowden** – The May Golden Circle Outreach was cancelled due to staff absences. There is one drop-in scheduled for June before summer break in program.

- **Seniors Week 2026** – Is happening in Bowden on June 3 & 4 – **June 3** FCSS and the Historical Society are partnering for its "Ice Cream Social" at the Museum that was such a big hit in 2025.  
**June 4** - The Alzheimer Society of Alberta and Northwest Territories will be at Park Place for its presentation "Understanding Dementia and Alzheimer Disease". FCSS will provide snacks & drinks for the occasion.

#### Youth Programs:

- **YES & FCSS** –Had 2 dates in May for its "TOTE-ALLY Awesome" workshop with Grade 6 & 7. That's a wrap for afterschool programs until the 2026/27 school year.
- We now switch our focus to the "Summer Daze" youth day camp for grade 4-6 (9 to 12yrs) that will take place the week of July 13 – 16 and will include Park Splash, Museum Day Tour & Ice Cream, Movie & Pizza Day and likely a floor sports day in the Igloo if available. There are 12 spots available for youth.
- **Keystone Youth BGC** – May 11<sup>th</sup> was the last Keystone Bowden day for the school year. It will resume program in October. Red Deer BGC hosts camp Alexo for all Red Deer & Area youth (including Bowden) for the summer months. Register with Youth HQ.
- **BGC Olds & Area & FCSS** are planning for Babysitters & Home Alone Courses at Park Place. We have chosen a couple dates in July; however, they are waiting for a restock on its resources needed to teach the program. If it doesn't happen in July, we will aim for fall sessions when school is back in.
- **Innisfail FRN** - hosted its "Little Moments" at Park Place on May 14<sup>th</sup>. This is a program for parents/guardians of kids 0-6 (and up) to meet and socialize.

#### Other Happenings:

- **AHS Mental Health Group** – hosted its meeting at Park Place in partnership with FCSS. We offered BINGO for the group in May; one date was rescheduled due to staff absence.
- **FCSS** attended the Bowden Grandview School Council meeting.
- **FCSS** supported the Community Lending Shelf for its Fashion Show with some event decorations and supplies that it has in its storage. (Nothing new was purchased).
- **Jade** emceed the Bowden Town Theatre Dinner Theatre performance "Farce of Habit" on May 1 & 2 as a volunteer.

#### May Park Place users & activities included the following organizations:

- Keystone Youth BGC – Red Deer Youth HQ
- AHS Mental Health Group
- Bowden Lions Club –Regular Meeting location
- Bowden AA Sunday Night Group
- Henday Association for Lifelong Learning – Tech Time
- Innisfail FRN

Expanding Horizons: Bowden Cultural Enhancement Society  
Regular Meeting, April 13, 2026

Call to Order: President Brad Dallas called the meeting to order at 7:08 pm. Members present were: Debbie Bailey, Jessica Cardwell, Sheila Church, Brad and Kathy Dallas, Karen Fagan, Tara Rankin, Jade Scott, Rob and Sandra Wilcox, Sterling Wood, Dawn Zimmerman. Hall manager Tanisha Street was also in attendance.

Agenda: Rob Wilcox moved the agenda be adopted as presented: seconded by Jessica Cardwell. Carried.

Minutes of the March meeting: Sterling Wood moved the minutes be adopted as presented. Carried.

Business Arising from the Minutes:

1) Trike Races:

- suggested we not limit racers on posters.
- PM Liquor store offered a good deal on prices so it was suggested that the Bowden Liquor store be asked to match the prices if they wanted to continue as an alternate liquor source.
- try to find a sponsor for T-shirts or hats to award to racers.
- check the dates to avoid conflicts with other events.

2) Dinner Theatre:

- Set up on Thursday, April 30 at 6:00 pm. Tables will still be set up from the Volunteer Supper, but volunteers still needed to set the tables etc.
- Door: Terry, with Karen Fagan as backup.
- Liquor: Rob and Sandra, and they will bar tend on Friday night. Brad will ask Annika and Tammy for Saturday night.
- Liquor ticket sales: Sterling and Brad
- Raffle Ticket Sales: Sandy Gamble on Friday, Debbie Bailey on Saturday.
- Draw will be made at the intermission on Saturday.
- Reminder that all volunteers enjoy a free meal.
- Louise is short two kitchen workers if anyone can volunteer.
- Ticket sales to date: Friday – 131, Saturday – 103.

3) Rubber coating at front entry will be installed when warm weather allows. A three-week window of no foot traffic is needed for curing.

## New Business:

1) Cleaning Supplies. The new cleaners can get supplies cheaper than our current source. Rob Wilcox moved that we have the new cleaners purchase supplies for us. Seconded by Jessica Cardwell. Carried.

2) Hall Manager's Report, Tanisha Street:

- From May to December we have 23 open weekends. Sena Urichuk moved that we advertise a 10% discount on hall rental for any **local** person who buys a \$5.00 membership in Expanding Horizons. Seconded by Kathy Dallas. Carried. Suggested that this be locally advertised.

Jessica Cardwell volunteered to investigate the possibility of the hall being part of party bus tours.

- Question of table cloth charges. Sterling Wood suggested that we not make a separate charge for table cloth rentals, but just raise the rental price and include them in the rental.
- Tanisha pointed out that we are losing money on rentals to groups such as 4-H for whom we charge \$150.00. Sterling Wood moved that we increase that price to \$500.0, including table cloths, with the group recognizing Expanding Horizons as a sponsor. Seconded by Kathy Dallas. Carried.
- Tanisha also pointed out that \$500.00 is not enough rental for the markets. After cleaning costs etc. our profit is minimal. Sheila Church moved that we increase the rental to \$1250.00 plus a refundable damage deposit. Seconded by Debbie Bailey. Carried.
- There are discrepancies on the Web Site about the cost of cleaning. Tara Rankin moved that one price for cleaning and taking down the tables and chairs be set at \$400.00. Seconded by Debbie Bailey. Carried.
- Tara Rankin moved that we set a charge of \$200.00 to set up tables and chairs, with no discount for funerals, and that the usual daily rental rates apply to funerals. Seconded by Sterling Wood.
- The daily rental times be set at 8 am to 8 pm.
- Replacement tiles for the stained ones are no longer stocked. Brad Dallas will check to see if Lorne Bradshaw has some in storage.

**Financials:**

- General Account: \$714.84
- Casino Account: \$65.72
- Benevolent Account: \$26 41131
- Dinner Theatre Account: \$70 224.24
- Operating Account: \$26 342.25

The Trike Races made a profit of \$1065.96

The Bingo made a profit of \$399.94

Sena Urichuk moved the financial be adopted as presented. Seconded by Sandra Wilcox. Carried.

**Next Meeting:** June 2, 7:00 pm, Paterson Community Centre

**Adjournment:** Tara Rankin moved the meeting adjourned at 8:37 pm.

## Meeting

### Expanding Horizons

Tuesday, June 2, 2026 (7:00 PM)

The minutes of the previous meeting (April 13, 2025) are attached.

#### Key items:

##### Raffle:

- Theme was established for the raffle for 2027 dinner theatre.
- Research availability for another WestJet raffle opportunity for separate fundraiser.

##### Parking Lot/Rubber Coating:

- Group was given contractor information for paving. If CFEP grant is approved, this company will be contacted to provide a quote.
- Rubber coating written quote is required. If CFEP is not approved, Board can decide on proceeding with coating the area surrounding the main entrance.

##### Maintenance Items:

- New ladder required
- Check soffit on the west side of the building
- Check attic for leaks

##### Town update

- Provided update regarding Bowden Daze planning and the introduction of the Escape rooms. Was advised that Devin Bradshaw creates escape rooms in Red Deer.
- Group asked for list of items need for escape room set up.
- Group suggested that a list of volunteer requirements be sent to them and to Principal Lockhat at the school.
- Discussed the various groups working together as we have a limited number of volunteers working to provide events and fundraising opportunities to a limited audience. (i.e. Town Special Evens discussing a fall drive-in with the Ag Society; working with Lions and Ag Society on Bowden Daze).
- Advised that FCSS is working on a volunteer page for the website to include all groups, with a description of each group; list volunteer opportunities and contact information.
- Advised that members of Council have expressed interest in working with groups to cover casino requirements.

##### Manager's Report:

- New organizers announced for future markets.
- Review of upcoming rentals.
- Waiting response from Town Communications re newsletter ad.
- Discussed concerns regarding locks on garbage bins.

##### Other:

- New rates have been posted to the website..

- Coordination and dates of Rustic Country Market and Christmas Party discussed.
- Meeting dates from present to AGM in April 2027 proposed and accepted.
- Financials were discussed and accepted.

Adjourned 8:30pm

Next meeting: Tuesday, June 23 at 7pm.

Prepared by:  
Laurie Miller, Mayor



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

June 1, 2026

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

Sent Via Email to: [cfo@bowden.ca](mailto:cfo@bowden.ca)

Attention: Chief Administrative Officer

Dear Sir/Madam:

**Re: May 2026 Enforcement Contract**

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

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

- Speeding x 2
- Operate Motor Vehicle without Licence in Possession
- Fall to Stop at Stop Sign

There were no occurrences generated during the month of May.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Irv Heide', written over a light blue horizontal line.

Irv Heide  
Patrol Manager  
Red Deer County, Protective Services

<b>Regular Council Meeting:</b> 2026-06-08	<b>Agenda Item:</b> 12
<b>Prepared by:</b> Laurie Miller	<b>Approved by:</b> Mayor

### CLOSED SESSION OF COUNCIL (“in camera”)

Those present in this closed session of Council are reminded that items discussed herein are required to be kept in confidence and that they can only be discussed after the items are openly discussed at a meeting held in public.

#### **Motion 12**

Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_ am/pm that Council moves to an “in-camera” session.

#### **12.a Local Public Body Confidences – MVRWSC Council Representative Report**

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of the Access to Information Act. Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 28 “local public body confidences”.

#### **12.b Local Public Body Confidences – Staffing**

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of the Access to Information Act. Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 20 “harmful to personal privacy”.

#### **12.c Local Public Body Confidences – FCSS Council Representative Report**

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of the Access to Information Act. Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 28 “local public body confidences”.

#### **Motion 12.i**

Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_ am/pm that Council return to an “open meeting” of Council.

#### **Motion 12.a**

Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_ am/pm that Council \_\_\_\_\_

#### **Motion 12.b**

Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_ am/pm that Council \_\_\_\_\_

#### **Motion 12.c**

Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_ am/pm that Council \_\_\_\_\_

OR

No motions were made regarding these closed session items.