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**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 8 September 2025, 7:00pm.**

- 1. CALL TO ORDER**
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**  
3.a August 25, 2025, Regular Council Meeting.
- 4. PUBLIC HEARING**  
None scheduled.
- 5. DELEGATION**  
5.a Acting S/Sgt Jamie Day, Detachment Commander, Olds RCMP.
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**  
6.a Council Resolutions Follow Up Action.  
6.b Key Dates.  
6.c Revised List of Council Committees & Appointments  
6.d Meeting Request with Minister Williams
- 7. BYLAWS & POLICIES**  
No agenda item.
- 8. NEW BUSINESS**  
8.a Off Site Levies  
8.b Fortis Alberta Electric Distribution Franchise Fee for 2026  
8.c ATCO Gas Distribution Franchise Fee for 2026
- 9. FINANCIAL**  
No agenda item
- 10. CORRESPONDENCE**  
10.a Red Deer County Protective Services  
10.b Expanding Horizons Letter of Request
- 11. REPORTS**  
11.a CAO's Report.  
11.b Council Committee Reports.  
11.c Society & Other Reports.
- 12. MEETING ADJOURNMENT**



**Town of Bowden – Regular Council Meeting  
held on Monday August 25, 2025  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

**PRESENT**

Deputy Mayor  
Councillor  
Councillor  
Councillor  
Councillor

Randy Brown  
Paul Webb  
Wayne Milaney  
Deb Coombes  
Sandy Gamble

**ADMINISTRATION CAO**

Arno Glover

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

**Motion 2.a**

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

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Wayne Milaney that Council adopts the minutes of the Regular Council Meeting of August 11, 2025, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. URGENT BUSINESS**

**Agenda item 4.a Chief Elected Official (Elected) Vacancy**

The CAO received notification from Mayor Robb Stuart on Wednesday August 20, 2025, of his decision to resign as Mayor of the Town of Bowden.

Section 163 of the Municipal Government Act (MGA) requires that the vacancy be filled.

In view of the fact that there is a municipal election in less than 12 months from the date of resignation Council have the option to appoint a Councillor to hold the office of Mayor.

Administration requested that Council appoint a new Mayor.

The term of office is effective until the date of the next Organizational Meeting of Council.

**Motion 4.a**

Moved by Councillor Deb Coombes that Council appoints by resolution Councillor Randy Brown to be Mayor of the Town of Bowden with immediate effect ending at 6:30pm on Monday October 27, 2025.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 4.b Chief Elected Official Oath of Office**

The Official Oath of Office was taken by Mayor Randy Brown witnessed by Councillor Paul Webb.

**Agenda item 4.c Appointment of Deputy Mayor**

The appointment of Councillor Randy Brown to the office of Mayor required that Council appoint a new Deputy Mayor.

Two names were put forward for consideration (Councillor Paul Webb and Councillor Deb Coombes).

A vote was taken by Council in favour of Councillor Deb Coombes.

This term is effective until the date of the next Organizational Meeting of Council.

**Motion 4.c**

Moved by Councillor Sandy Gamble that Council appoints Councillor Deb Coombes to be Deputy Mayor of the Town of Bowden with immediate effect ending at 6:30pm on Monday October 27, 2025.

**MOTION CARRIED**

**Agenda item 4.d Deputy Mayor Oath of Office**

The Official Oath of Office was taken by Deputy Mayor Deb Coombes witnessed by Mayor Randy Brown.

**Agenda item 4.e Appointments to Council Committees**

The resignation of Robb Stuart as an elected official created a number of vacancies on committees and other bodies that required Council to appoint members to those organizations in order to provide continuity and representation.

**4.e.i Inter Municipal Development Committee****Motion 4.e.i(a)**

Moved by Councillor Sandy Gamble that Council appoints by resolution Councillor Deb Coombes to be the third Council member of the Inter Municipal Development Committee effective immediately, ending at the date of the next Organizational Meeting of Council scheduled for Monday October 27, 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 4.e.i(b)**

Moved by Councillor Paul Webb that Council appoints by resolution Mayor Randy Brown to be the Chairperson of the Inter Municipal Development Committee effective immediately, ending at the date of the next Organizational Meeting of Council scheduled for Monday October 27, 2025.

**MOTION CARRIED UNANIMOUSLY**

**4.e.ii Bowden & District Agricultural Society****Motion 4.e.ii**

Moved by Councillor Deb Coombes that Council appoints by resolution Councillor Wayne Milaney to be the alternate member of the Bowden & District Agricultural Society effective immediately, ending at the date of the next Organizational Meeting of Council scheduled for Monday October 27, 2025.

**MOTION CARRIED UNANIMOUSLY**

**4.e.iii Mountain View Regional Water Services Commission****Motion 4.e.iii(a)**

Moved by Councillor Sandy Gamble that Council appoints by resolution Councillor Deb Coombes to be the regular representative to the Mountain View Regional Water Services Commission effective immediately, ending at the date of the next Organizational Meeting of Council scheduled for Monday October 27, 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 4.e.iii(b)**

Moved by Councillor Sandy Gamble that Council appoints by resolution Councillor Paul Webb to be the alternate representative to the Mountain View Regional Water Services Commission effective immediately, ending at the date of the next Organizational Meeting of Council scheduled for Monday October 27, 2025.

**MOTION CARRIED UNANIMOUSLY**

**5. PUBLIC HEARING**

There was no public hearing.

**6. DELEGATION**

There was no delegation.

**7. BUSINESS ARISING FROM PREVIOUS MINUTES****Agenda item 7.a Council Resolutions Requiring Follow Up Action**

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

**Motion 7.a**

Moved by Councillor Deb Coombes that Council accepts the Resolutions Follow Up Action Report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 7.b Key Dates**

Administration provided Council with forthcoming key dates.

**Motion 7.b**

Moved by Councillor Paul Webb that Council accepts agenda item 7.b as information.

**MOTION CARRIED UNANIMOUSLY**

**8. BYLAWS & POLICIES**

There was no agenda item.

**9. NEW BUSINESS****9.a Appointments to Public Library Board**

Due to an oversight there was no resolution by Council to appoint Shawna MacDonald and Justina Klassen-Fehr on the Public Library Board beyond October 31, 2024.

Administration sought clarification from the Library Legislative Advisor (Alberta Public Library Services Branch) as to what is required in order to rectify the matter.



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Town Council was requested by resolution to appoint the 2 members to the Public Library for the remaining period of their term of office, that is from 25<sup>th</sup> August 2025 to 31<sup>st</sup> October 2025.

**Motion 9.a**

Moved by Councillor Paul Webb that Council appoints Shawna MacDonald and Justina Klassen-Fehr to the Town of Bowden Public Library Board for a 10-week term effective August 25, 2025, until October 31, 2025.

**MOTION CARRIED UNANIMOUSLY**

**10. FINANCIAL**

There was no agenda item.

**11. CORRESPONDENCE**

**Agenda item 11.a Municipal Affairs Canada Community Building Fund Letter**

**Agenda item 11.b Municipal Affairs Engagement Team**  
**re: AB Munis meeting with Minister of Municipal Affairs**

**Agenda item 11.c Canadian Pacific Kansas City correspondence re: Rail Safety Week**

Notes:

CAO Arno Glover stated that a rail safety poster would be included in the Town's September edition of the Community Newsletter.

Council requested that the Municipal Affairs Engagement Team correspondence be brought back to Council for review and consideration at the next Regular Council Meeting.

**Motion 11.a**

Moved by Councillor Sandy Gamble that Council accepts the items of correspondence as information.

**MOTION CARRIED UNANIMOUSLY**

**12. REPORTS**

**Agenda item 12.a CAO's Report**

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

**Motion 12.a**

Moved by Councillor Wayne Milaney that Council accepts the submitted CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 12.b Council Committee Reports**

There were no reports submitted

**Agenda item 12.c Society & Other Reports**

- i. Red Deer County FCSS Report (Trends in Review 2025)
- ii. Alberta Counsel News (August 2025)

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**Motion 12.c**

Moved by Councillor Paul Webb that Council accepts the society & other reports as information.

**MOTION CARRIED UNANIMOUSLY**

**13. MEETING ADJOURNMENT**

**Motion 13.a**

Moved by Councillor Wayne Milaney at 7:34 pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Minutes signed by:**

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**Mayor**  
**Randy Brown**

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**CAO**  
**Arno Glover**

<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 5.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> Mayor Randy Brown
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Quarterly Community Policing Reports Qtr 1 – April to June 2025.

### 5.a. Delegation

#### Acting S/Sgt Jamie Day - Detachment Commander Olds RCMP

Acting S/Sgt Jamie Day (Detachment Commander Olds RCMP) will present the quarterly policing report to Council.



2025-08-10

Robb Stuart  
Mayor  
Town of Bowden, Alberta

Dear Mayor Stuart,

Please find attached the quarterly Community Policing Report covering the period from April 1<sup>st</sup> to June 30<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Olds RCMP Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Acting S/Sgt. Jamie Day  
Chief of Police  
Olds RCMP Detachment







## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Olds

**Detachment Commander**

Acting S/Sgt. Jamie Day

**Report Date**

August 10, 2025

**Fiscal Year**

2025-26

**Quarter**

Q1 (April - June)

### Community Priorities

#### Priority #1: Town of Bowden Priorities

**Updates and Comments:**

Olds Provincial members were dispatched to 16 domestic-related files throughout the detachment area, with 3 of those occurring in the Town of Bowden. Members demonstrated strong documentation practices, completing 5508 forms over the reporting period. A total of 9 theft files were generated, with no thefts reported within the Town of Bowden.

The Crime Reduction member remained proactive in implementing prevention strategies aimed at reducing rural crime in surrounding areas. Road safety was also a focus, with members conducting 64 traffic enforcement actions and removing 6 impaired drivers from the road.

Members continued their involvement in community policing initiatives, including participation in school visits, parades, and local events. The Olds Detachment also remained actively engaged with Town Council and key stakeholders throughout the reporting period.





## Community Consultations

### Consultation #1

<b>Date</b>	<b>Meeting Type</b>
April 16, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Regular reporting information sharing(3): Youth	
<b>Notes/Comments:</b>	
Olds members Joined the Olds Minor Hockey Board to connect with youth and families in minor hockey	

### Consultation #2

<b>Date</b>	<b>Meeting Type</b>
April 17, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Annual Planning(3): Property Crime	
<b>Notes/Comments:</b>	
Det Commander providing fraud prevention workshop to senior men's group known as the "Men's Shed" at the Elks Hall.	

### Consultation #3

<b>Date</b>	<b>Meeting Type</b>
April 22, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Annual Planning(3): Property Crime	
<b>Notes/Comments:</b>	
Det Commander provided fraud prevention workshop to mixed group of seniors known as the "Joy Fellowship Club" at the First Olds Baptist Church.	





## Consultation #4

<b>Date</b>	<b>Meeting Type</b>
May 1, 2025	Meeting with Elected Officials
<b>Topics Discussed</b>	
(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing	
<b>Notes/Comments:</b>	
NCO i/c attended Council meeting and introduced himself while explaining policing priorities	

## Consultation #5

<b>Date</b>	<b>Meeting Type</b>
May 14, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Crime Reduction Initiatives(3): Youth	
<b>Notes/Comments:</b>	
Members attended and completed presentations all day. Members also participated in the scenario presented to the high school students.	

## Consultation #6

<b>Date</b>	<b>Meeting Type</b>
May 21, 2025	Community Connection
<b>Topics Discussed</b>	
(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing	
<b>Notes/Comments:</b>	
Olds NCO i/c and Olds member attended Shelter foundation	





## Consultation #7

**Date**

May 22, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

NCO i/c attended local radio show and interviewed on local policing priorities

## Consultation #8

**Date**

May 22, 2025

**Meeting Type**

Meeting with Stakeholders

**Topics Discussed**

(1): Education Session(2): Annual Planning(3): Regular reporting information sharing

**Notes/Comments:**

Olds member attended MVREMA Exercise

## Consultation #9

**Date**

May 27, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

(1): Education Session(2): Regular reporting information sharing(3): Crime Reduction Initiatives

**Notes/Comments:**

NCO i/c introduced himself and spoke about policing priorities with the CAO





**Consultation #10****Date**

May 30, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Regular reporting information sharing(3): Youth

**Notes/Comments:**

Reviewing Officer of Royal Canadian Air Cadet Squadron #185 @ Olds Sportsplex and Royal Canadian Legion – Reviewed cadets at their final annual event (full squadron inspection wearing review order). Attended banquet, final speaker during head table address, awarded the "Dedication & Enthusiasm" award)

**Consultation #11****Date**

May 30, 2025

**Meeting Type**

Meeting with Stakeholders

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

NCO i/c met with Alberta Sheriffs SCAN to build partnership to provide policing services to Olds and surrounding communities.

**Consultation #12****Date**

May 31, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Regular reporting information sharing(3): Youth

**Notes/Comments:**

Olds member attended in Red Serge Duty at Olds High School Grad Ceremony



**Consultation #13****Date**

June 2, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

NCO i/c and Olds member partnered with Olds emergency services and helped serve seniors at the breakfast for seniors week.

**Consultation #14****Date**

June 3, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Youth

**Notes/Comments:**

Olds members attended Ecole Deer Meadow and played basketball with youth

**Consultation #15****Date**

June 4, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Youth

**Notes/Comments:**

Olds members attended Ecole Olds elementary school and participated in their sports day





## Consultation #16

**Date**

June 5, 2025

**Meeting Type**

Meeting with Stakeholders

**Topics Discussed**

(1): Education Session(2): Regular reporting information sharing

**Notes/Comments:**

NCO i/c and Olds member attended MVREMA Functional Exercise

## Consultation #17

**Date**

June 5, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

NCO i/c attended and met with CAO and Director of emergency services. NCO i/c spoke about information sharing and policing priorities

## Consultation #18

**Date**

June 6, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Youth

**Notes/Comments:**

NCO i/c and Olds member attended Ecole Deer Meadow on bike patrol to assist with youth safety for their triathlon.





## Consultation #19

**Date**

June 8, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives

**Notes/Comments:**

Olds member attended Olds College Convocation.

## Consultation #20

**Date**

June 9, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

Olds member attended Council meeting. Q4 stats presentation to Town of Olds mayor & council. Fielded questions regarding MAS and other community concerns from councilors including traffic initiatives, etc.

## Consultation #21

**Date**

June 12, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

Olds member attended MVC delegation with Sundre NCO i/c to review Q4 stats with Reeve and council. Fielded questions regarding MAS and other community concerns from councilors including APP priorities, potential wildfire deployments and joint enforcement initiatives, etc.







## Consultation #22

**Date**

June 12, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Youth

**Notes/Comments:**

Olds members participated in a dodgeball game with youth at Holy Trinity School

## Consultation #23

**Date**

June 17, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Youth

**Notes/Comments:**

Olds member hosted elementary kids from Koinonia for a detachment tour

## Consultation #24

**Date**

June 18, 2025

**Meeting Type**

Meeting with Stakeholders

**Topics Discussed**

(1): Education Session(2): Annual Planning(3): Regular reporting information sharing

**Notes/Comments:**

NCO i/c and Olds member attended Red Deer County Emergency Management Functional Exercise





## Consultation #25

**Date**

June 21, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

Olds members attended MS Bike Tour - Airdrie to Olds 2025 at the Olds college

## Consultation #26

**Date**

June 22, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

Olds members attended MS Bike Tour - Airdrie to Olds 2025

## Consultation #27

**Date**

June 23, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

Olds NCO i/c attended with K Division for their presentation and information to Council.





## Consultation #28

**Date**

June 24, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

NCO i/c attended Council meeting.

## Consultation #29

**Date**

June 30, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Regular reporting information sharing

**Notes/Comments:**

NCO i/c complete an interview with the local radio station. Policing priorities discussed

## Consultation #30

**Date**

June 30, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

(1): Education Session(2): Crime Reduction Initiatives(3): Youth

**Notes/Comments:**

Olds members and NCO i/c attended water park and handed out freebies to youth and connected with parents about policing priorities





### Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	5	5	1	0
Detachment Support	2	2	0	0

**Notes:**

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

**Comments:**

Police Officers: Of the five established positions, five officers are currently working with one on Leave Without Pay. The position has been backfilled to ensure coverage. There is currently no hard vacancy.

Detachment Support: There are two established positions that are currently filled with no resource on special leave. There is no hard vacancy at this time.







## Olds Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	1	0	0	1	-50%	N/A	-0.3
Other Sexual Offences		0	0	0	0	2	N/A	N/A	0.4
Assault		16	15	4	5	10	-38%	100%	-2.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	1	0	0	0	N/A	N/A	-0.1
Criminal Harassment		1	5	2	1	3	200%	200%	0.0
Uttering Threats		2	1	2	2	0	-100%	-100%	-0.3
<b>TOTAL PERSONS</b>		<b>21</b>	<b>23</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>-24%</b>	<b>100%</b>	<b>-2.5</b>
Break & Enter		9	11	2	8	2	-78%	-75%	-1.7
Theft of Motor Vehicle		4	9	6	7	1	-75%	-86%	-0.8
Theft Over \$5,000		1	2	1	7	1	0%	-86%	0.5
Theft Under \$5,000		9	15	7	16	11	22%	-31%	0.5
Possn Stn Goods		4	2	0	2	2	-50%	0%	-0.4
Fraud		2	4	6	6	5	150%	-17%	0.8
Arson		0	0	1	1	1	N/A	0%	0.3
Mischief - Damage To Property		12	11	9	8	9	-25%	13%	-0.9
Mischief - Other		1	5	4	0	5	400%	N/A	0.3
<b>TOTAL PROPERTY</b>		<b>42</b>	<b>59</b>	<b>36</b>	<b>55</b>	<b>37</b>	<b>-12%</b>	<b>-33%</b>	<b>-1.4</b>
Offensive Weapons		1	1	0	0	1	0%	N/A	-0.1
Disturbing the peace		1	0	4	3	1	0%	-67%	0.3
Fail to Comply & Breaches		2	2	4	1	2	0%	100%	-0.1
<b>OTHER CRIMINAL CODE</b>		<b>2</b>	<b>2</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>0%</b>	<b>-75%</b>	<b>0.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>6</b>	<b>5</b>	<b>13</b>	<b>12</b>	<b>6</b>	<b>0%</b>	<b>-50%</b>	<b>0.7</b>
<b>TOTAL CRIMINAL CODE</b>		<b>69</b>	<b>87</b>	<b>57</b>	<b>75</b>	<b>59</b>	<b>-14%</b>	<b>-21%</b>	<b>-3.2</b>



## Olds Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Trafficking		0	2	0	3	0	N/A	-100%	0.1
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
<b>Total Drugs</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.3</b>
Cannabis Enforcement		2	1	0	0	0	-100%	N/A	-0.5
Federal - General		1	2	1	0	0	-100%	N/A	-0.4
<b>TOTAL FEDERAL</b>		<b>5</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-1.2</b>
Liquor Act		5	0	0	0	3	-40%	N/A	-0.4
Cannabis Act		3	1	0	0	0	-100%	N/A	-0.7
Mental Health Act		9	13	17	2	10	11%	400%	-0.9
Other Provincial Stats		29	19	17	27	15	-48%	-44%	-2.0
<b>Total Provincial Stats</b>		<b>46</b>	<b>33</b>	<b>34</b>	<b>29</b>	<b>28</b>	<b>-39%</b>	<b>-3%</b>	<b>-4.0</b>
Municipal By-laws Traffic		1	1	0	3	0	-100%	-100%	0.0
Municipal By-laws		9	5	5	2	1	-89%	-50%	-1.9
<b>Total Municipal</b>		<b>10</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>-90%</b>	<b>-80%</b>	<b>-1.9</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		5	3	9	6	6	20%	0%	0.5
Property Damage MVC (Reportable)		44	62	39	27	27	-39%	0%	-6.9
Property Damage MVC (Non Reportable)		4	10	5	11	5	25%	-55%	0.3
<b>TOTAL MVC</b>		<b>53</b>	<b>75</b>	<b>53</b>	<b>44</b>	<b>38</b>	<b>-28%</b>	<b>-14%</b>	<b>-6.1</b>
Roadside Suspension - Alcohol (Prov)		3	0	1	4	5	67%	25%	0.8
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>839</b>	<b>383</b>	<b>337</b>	<b>403</b>	<b>356</b>	<b>-58%</b>	<b>-12%</b>	<b>-94.6</b>
<b>Other Traffic</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.2</b>
<b>Criminal Code Traffic</b>		<b>12</b>	<b>8</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>-8%</b>	<b>0%</b>	<b>0.1</b>
<b>Common Police Activities</b>									
False Alarms		2	3	1	3	0	-100%	-100%	-0.4
False/Abandoned 911 Call and 911 Act		6	8	10	6	5	-17%	-17%	-0.4
Suspicious Person/Vehicle/Property		30	21	17	21	5	-83%	-76%	-5.0
Persons Reported Missing		1	2	1	2	1	0%	-50%	0.0
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		10	9	2	2	8	-20%	300%	-1.1
Form 10 (MHA) (Reported)		0	2	3	0	1	N/A	N/A	0.0

**Agenda item 5.a Delegation (continued)****Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the RCMP Community Policing reports as information.

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

Matters arising from past minutes.

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

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

## Town of Bowden

### COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION

(updated comments in red - updated 28 August 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23        9 July 2025	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines Municipal Services Agreement (planning services) with RDC expires 31 December 2025 ICF changes to be introduced into the MGA reference Bill 50. Current ICF expired in December 2022 – the provincial government 2-year moratorium expired in December 2024. Email sent to CAO of RDC to commence planning / discussions. No response to date. Latest MGA is now published dated May 15, 2025. The requirement for an ICF is now a relevant statute.	Council / CAO	progress
26 Aug 24	<b>Firehall Flag Poles</b> Motion 8.c Administration to liaise with RDC Protective Services This may form part of the future discussion on firehall building updates.	CAO	progress
23 June 25	<b>Role of the Chief Administrative Officer</b> Motion 8.g Revision of Council Procedural Bylaw No progress to date This will also include amendments that are now required following the repeal of the FOIP Act.	CAO	progress
25 Aug 25	<b>Agenda item 11.b</b> Municipal Affairs Engagement Team correspondence <b>Resubmitted to Council RCM 8 September 2025</b>	Council	progress



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

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

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

## 6.b Key Dates *(for information)*

### SEPTEMBER

September 17	Bowden Community Showcase 5:00pm to 7:00pm Bowden Grandview School
September 22	Nomination Day - Municipal Election (12 noon deadline) (last day for submission of candidate nomination forms)
September 22	Regular Council Meeting 7:00pm Council Chambers

### OCTOBER

October 13	Regular Council Meeting 7:00pm Council Chambers
October 20	Municipal General Election
October 27	Organizational Meeting of Council 6:30pm Council Chambers Regular Council Meeting 7:00pm Council Chambers
October 28	Elected Officials Education Program Regional Orientation Session hosted by Town of Blackfalds with George Cuff

### NOVEMBER

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

November 12	Alberta Municipalities Convention and Trade Show  (Calgary TELUS Convention Centre) Hotel reservations have been made for 7 Councillors for the nights of Tuesday 11 <sup>th</sup> November to Thursday 13 <sup>th</sup> November (3 nights) at Hyatt Regency Calgary ABMunis registrations have been made for 7 elected officials.
November 26	Legal Seminar hosted by Town of Blackfalds conducted by Reynolds Mirth 1:00pm until 4:00pm. Topics to include: <ul style="list-style-type: none"> <li>• Pecuniary interest and conflict of interest</li> <li>• Public hearings/statutory hearings (and engaging with the public)</li> <li>• Council as an employer (and corresponding obligations to the CAO)</li> <li>• Enforcement of municipal bylaws (and Council's role in that process)</li> <li>• Process for passing and amending bylaws in relation to Land Use Planning</li> </ul>

### DECEMBER

December 12	Christmas Special Event Igloo Arena (tbc)
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**Recommended Motion:**

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

<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 6.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 List of Council Committees & Appointments

Matters arising from past minutes.

### 6.c Revised List of Council Committees & Appointments

In view of the changes made during the RCM of August 25, 2025, Administration provides Council with a revised and updated list of the appointments made to Council Committees.

**2025**  
**Revised List of:**  
**Council Committee & Appointments**  
**&**

**Appointment of Elected Officials to other Bodies & Organizations**

(as approved during the October 28, 2024, Organizational Meeting of Council),

(\* and as amended during July 14, 2025, Regular Council Meeting).

(\*\* and as amended during July 28, 2025, Regular Council Meeting).

(\*\*\* and as amended during August 25, 2025, Regular Council Meeting).

Council Committees	Chairperson	Appointed Members		
Municipal Planning Commission (MPC)	Paul Webb	All Council Members		
Emergency Advisory Committee	Mayor	All Council Members		
Special Events & Cultural Committee	Mayor	All Council Members		
Weed Control Act – Appeals Committee	Mayor	All Council Members		
Intermunicipal Development Committee (3 Councillors)	Randy Brown***	Deb Coombes***	Randy Brown	Paul Webb
Public Library Board (2 Councillors)	Appointed by Board	Randy Brown	Deb Coombes	Term of Office 1 Year
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Appointed by Board	Wayne Milaney	Deb Coombes	n/a

**Other Bodies & Organizations**

	Regular	Alternate
Bowden & District Agricultural Society	Paul Webb	Wayne Milaney***
Bowden Grandview School Council	Deb Coombes	Wayne Milaney
Central Alberta Economic Partnership (CAEP)	Paul Webb	Randy Brown
Central Alberta Regional Waste Management Commission	Sandy Gamble	Wayne Milaney
Expanding Horizons Cultural Enhancement Society	Sandy Gamble*	Deb Coombes**
Mountain View Regional Water Services Commission	Deb Coombes***	Paul Webb***
South Red Deer Regional Wastewater Commission	Randy Brown	Wayne Milaney
Parkland Foundation Management Body	Sandy Gamble	Deb Coombes
Parkland Regional Library Board	Deb Coombes	Paul Webb
Red Deer & District Family and Community Support Services	Sandy Gamble	Marie Flowers
Bowden Friendship Club	Wayne Milaney*	Paul Webb**



**Agenda item 6.c Revised List of Council Committees & Appointments (continued)****Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the Revised List of Council Committees and Appointments as information.

<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 6.d
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Email correspondence received from Municipal Affairs dated August 13, 2025.

Matters arising from past minutes.

#### **6.d Meeting Request with Minister Williams (AB Munis Convention)**

With regard to the request made by Council during the RCM of August 25, 2025, Administration resubmits the correspondence received from Municipal Affairs regarding future participation in a meeting with the Minister of Municipal Affairs during the 2025 AB Munis Convention.

The deadline for requesting a meeting and for submitting topics for discussion is Friday, September 12, 2025.

**From:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Sent:** August 13, 2025 8:53 AM  
**To:** MA Engagement Team  
**Cc:** Ijeoma Okolo  
**Subject:** Invitation to meet with Minister Dan Williams  
**Attachments:** 2025 ABmunis Meeting Template.xlsx

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Calgary TELUS Convention Centre from November 12-14, 2025. These meetings will be in person at the convention centre, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca **no later than September 12, 2025**. The meeting request template is attached.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  - Please ensure details on the discussion topics are provided.
- **Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.**

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for **approximately 15 minutes**. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Thank you.

**Engagement Team**  
**Municipal Services Division**  
**Municipal Affairs**

Classification: Protected A

## Meeting Request: Alberta Municipalities Fall 2025 Convention

If you have questions, require support and to submit form, please email:

[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)

### Municipal Information

Municipality Name: \_\_\_\_\_

### Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

### Meeting Participants

- 1 \_\_\_\_\_ Mayor/Reeve
- 2 \_\_\_\_\_ Chief Administrator
- 3 \_\_\_\_\_ Councillor
- 4 \_\_\_\_\_ Councillor
- 5 \_\_\_\_\_ Councillor
- 6 \_\_\_\_\_ Councillor
- 7 \_\_\_\_\_ Councillor
- 8 \_\_\_\_\_ Councillor
- 9 \_\_\_\_\_ Councillor

**Agenda item 6.d Meeting Request with Minister Williams (AB Munis Convention)  
continued**

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Administration submits a request to Municipal Affairs for a meeting with Minister Dan Williams at the AB Munis 2025 Convention as detailed by Council to include topics as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and participants as follows:

\_\_\_\_\_

<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 MER Report dated August 22, 2025 2 Tagish Engineering 2007 Offsite Levy Program Report 3 Town of Bowden Off Site Levies Bylaw 001 / 2008 4 Alberta Government Discussion Guide dated July 2025 reference Off Site Levies.

## 8 Off Site Levy Bylaw

### 8.a.i Background (reproduced from the CAO's Report from the RCM of August 11, 2025)

#### 8.1

*The Municipal Government Act allows a municipality to provide for the imposition of an off-site levy in respect of land that is to be sub divided or redeveloped.*

*The Off-Site Levy Bylaw (OSL) is a regulation that sets the charges for developers' fees for infrastructure improvements in accordance with a methodology for calculating those fees and a schedule of any differing rates for different types of development / infrastructure.*

*The Town's OSL bylaw was passed in February 2008.*

*The current levy per hectare is \$15,000.00 (1 hectare = 1000 square metres or 2.47 acres).*

#### 8.2

*Administration has contracted with Municipal Engineering Risk Management (MER) to provide consultancy services in order to review the Off-Site Levy Bylaw.*

*This will involve:*

- *meeting with representatives of the Town and Vicinia Planning to understand current needs,*
- *analysis of the OSL against the current Municipal Government Act,*
- *provision of a technical report outlining the findings and recommendations.*

*There is no date set for this however it is likely to be sometime in late August / early September.*

#### 8.3

*A municipal Off-Site Levy program (bylaw) should support and compliment the Town's development strategies as outlined within a Municipal Development Plan.*

*A review of the Town's OSL bylaw is prudent in anticipation of the future need to update and revise both the Municipal Development Plan and Land Use Bylaw.*



**8.a.ii**

Administration submits to Council the report produced by Municipal Engineering Risk Management (MER) for review.

Page 4 of the report provides a number of logical and clear recommendations.

These recommendations are based on the study of the 2007 Off Site Levy report produced by Tagish Engineering, the Town of Bowden Off Site Levy Bylaw 001 / 2008 and the requirements of the Municipal Government Act.

**8.a.iii**

Administration recommends that Off Site Levies Bylaw 001 / 2008 be rescinded.

**8.a.iv**

Administration request that Council consider whether to implement an interim policy on Off Site Levies as recommended on page 4 of the MER report.

Memorandum			
Date:	August 22, 2025	Attention:	Arno Glover
Phone:	(403) 224 3395	Email:	<a href="mailto:cao@bowden.ca">cao@bowden.ca</a>
		From:	Mark Ruault, P.Eng.
Phone:	(587) 227-7484	Email:	<a href="mailto:mark@mermanagement.ca">mark@mermanagement.ca</a>
Copy To:	Liz Armitage <a href="mailto:liz@viciniaplanning.com">liz@viciniaplanning.com</a>		

## BACKGROUND

The Town of Bowden Off Site Levy (OSL) program was developed in 2007 and was implemented in 2008 with Town of Bowden Bylaw 001/2008. The Town is unsure of the need and or effectiveness of their OSL. As such, the Town has engaged MER Management's Mark Ruault, P. Eng. to review both the OSL program and bylaw to recommend the next steps.

## METHODOLOGY

MER reviewed the 2007 Offsite Levy Program prepared by Tagish Engineering, December 2007 and Town of Bowden Bylaw 001/2008. A Microsoft team meeting with Town Administration was held on August 20, 2025 to review the current issues and needs and gather any additional information that may be available (i.e. development permits since 2007, capital projects completed since 2007, OSL payments, other plans, etc.). The compiled data was then analysed against the current Municipal Government Act (MGA) Section 648-649, Off-Site Levies Regulation, Alta Reg. 187/2017 and OSL Best Management Practices.

## REVIEW

The following is a summary of the findings of the document review.

### ***The Town of Bowden – 2007 Offsite Levy Program***

- Program was based on 2004 Municipal Development Plan (MDP)
- Program was for expected major infrastructure in next 10 years (2007-2017) for three growth areas
- Identified and costed 6 water project and 5 sanitary projects for a total potential OSL cost of \$5,078,810 in 2007 \$
- Discussion about Regional Wastewater vs stand-alone system which would impact some of the sanitary projects listed

- Identified Development Area Benefit
  - E. Hwy 2 - W 24-34-1-5
  - N. SH 587 in Town limits -N 23-34-1-5
  - N. SH 587 N. of Town limits S 26-34-1-5
  - S. of 13 Avenue -NE 14-34-1-5
  - Undeveloped Core - E 23-34-1-5
- Levy per equivalent Dwelling unit and which land use type it applies to.
- Identified the following rates
  - Residential Water OSL \$ 7,740/ha
  - Commercial Water OSL \$19,288/ha
  - Industrial Water OSL \$ 7,690/ha
  - Residential Sanitary OSL \$16,350/ha to \$ 9,090/ha (depending on status of regional)
  - Commercial Sanitary OSL \$23,438/ha to \$14,363/ha (depending on status of regional)
  - Industrial Sanitary OSL \$18,750/ha to \$11,490/ha (depending on status of regional)

***Town of Bowden Bylaw 001/2008***

- Bylaw allows for OSL for Water, Sanitary, Storm, Roads; however, only had backing for Water and Sanitary
- Bylaw has one Levy Per Hectare rate for Residential, Commercial and Industrial of \$15,000/ha
- Included a method to convert Levy Per Hectare rate to equivalent dwelling unit.

***August 20, 2025 Meeting with Administration on OSL***

The following is a summary of the items from the meeting:

- Administration has confirmed that the Bylaw and associated OSL Program has not been reviewed for at least the last 12 years
- Administration has reviewed their financial records along with knowledge of the long-term staff and confirm that within the last 12 years there are no documented OSL payments
- The Town is in the process of updating the Town's strategic documents including Strategic Plan, Municipal Development Plan, Intermunicipal Development Plan, and Land Use Bylaw
- The current MDP is from 2012 and is expected to be reviewed in 2026.
- The current Land Use Bylaw is currently under review.
- Most undeveloped lands within the Town are owned by two owners
- The Town does not have any plans for new infrastructure projects that are required for growth at this time

## ANALYSIS

The existing documents, and the background information from the meeting with Town Administration was analysed against current best practices, Municipal Government Act (MGA) and OSL Regulations. Based on this high level review the following was identified:

- The 2007 OSL background report completed by Tagish OSL rates do not match rates in Bylaw 001/2008.
- The Tagish report provided various rates based on the type of development (Residential, Commercial, Industrial), for Water and Sanitary, and for specific Areas within the Town and generated a per hectare cost for each category. However, the Bylaw provides a generic per hectare cost based for the whole town on type of development use only and is not consistent with Tagish report. The MGA requires OSL funds collected can only be used for the purpose for which the funds were collected for (Section 648(5), MGA) and that each type of OSL (water, sanitary, stormwater, transportation, fire facilities, police facilities, or recreation facilities) be accounted for separately as per section 648(5)(a), MGA. Bylaw 001/2008 does not meet this requirement.
- The report and bylaw are dated 2007 and 2008 with no known update. Section 5(3), Off-Site Levies Regulation, requires ongoing review and reporting on OSL and to keep the information used to calculate an OSL current.
- The Tagish report identified a 10-year planning horizon which would have been 2007 to 2017. As it now 2025 this planning horizon is likely no longer valid.
- The Tagish report identified infrastructure required to support the 2004 MDP which is out of date, based on current 2012 MDP.
- The cost within the Tagish report is in 2007\$ and do not reflect 2025\$
- There is no known record of the Town ever receiving any OSL payment from developers in the last 12 years.



## RECOMMENDATIONS

The fundamental purpose of a municipal's OSL is to provide municipalities a funding tool to enable specific types of new and expanded infrastructure to support strategic growth goals of the community. The Town of Bowden is currently in the process of updating their strategic documents (Strategic Plan, Municipal Development Plan and Intermunicipal Development Plan, Land Use Bylaw, Master Infrastructure Plans) which will likely take several years. Without these strategic plans updating the OSL Bylaw currently is premature.

Based on the review of the supplied documentation and the meeting with Administration on current OSL Bylaw 001/2008 against the MGA and OSL Regulation, it is our professional opinion that existing OSL Bylaw 001/2008 is invalid (as it does not meet several requirements outline in the MGA and OSL Regulations) and would likely not survive a challenge by a developer or landowner. As such, we recommend that that **Bylaw 001/2008 be rescinded**.

Once the strategic documents are adopted, the Town should investigate if there is a need for a new OSL bylaw or any other tools available within the MGA to enable the implementation of the Town's strategic goals. The Town may consider an interim policy for the next few years until the strategic documents are completed, that states developers will pay the full infrastructure costs associated with their developments.

Prepared by:

<p><b>MER MANAGEMENT LTD.</b></p>  <p>Mark E. Ruault, P. Eng.</p> <p>2025-08-22</p>	<p><b>PERMIT TO PRACTICE</b> <b>MER MANAGEMENT LTD.</b></p> <p>RM SIGNATURE: </p> <p>RM APEGA ID #: <b>P15279</b></p> <p>DATE: <b>2025-08-22</b></p> <p><b>PERMIT NUMBER: P015279</b> The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</p>
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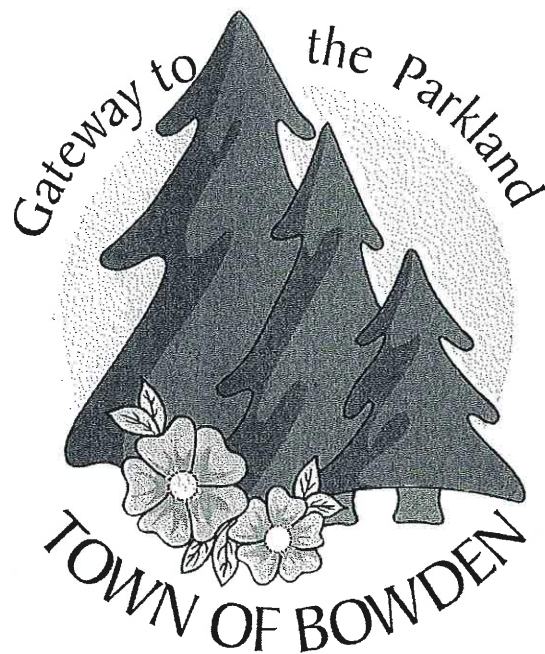
### Statement of Limitations

This document has been prepared by MER Management Ltd. (MER) for the exclusive use and benefit of Town of Bowdon. No other party is entitled to rely on any of the conclusions, data, opinions, or any other information contained in this document.

This document represents MER's best professional judgement based on the information available at the time of its completion and as appropriate for the project scope of work. Services performed in developing the content of this document have been conducted in a manner consistent with the level and skill ordinarily exercised by member of the engineering profession currently practising under similar conditions. No warranty, express or implied, is made.

### Revision History

Revision #	Date	Status	Revision	Author
0	Aug 21, 2025	Draft	Issue for Comment	MER
1	Aug 22, 2025	Issued	Final	MER



## 2007 OFFSITE LEVY PROGRAM

Prepared by:

**TAGISH**  
ENGINEERING  
LTD

December 2007  
BN28

LC



## 1.0 Introduction

The Town of Bowden ("Town") commissioned Tagish Engineering Ltd. ("TEL") to develop an Offsite Levy Program. The purpose of the Program is to generate development funds to cover the cost of major infrastructure expansion required to service growth over the next 10 years. This growth is identified primarily by three separate areas on the Town's June 2004 Municipal Development Plan; firstly, annexation lands in the west half of Sec 24-34-1-W5; secondly, lands north of Secondary Highway 587 in the north half Section 23-34-1-5 and south half of Section 26-34-1-5; and thirdly lands in the NE Section 14-34-1-5. Also included is a small area of potential infill in the existing Town core in the east half of Section 23-34-1-5 south of Secondary Highway 587.

## 2.0 Methodology

### 2.1 Authority to Collect Offsite Levies

The Alberta Municipal Government Act, Division 6 Section 648, provides that a local authority can by bylaw, impose a levy for:

- a) New or expanded facilities for the supply, storage, treatment, transmission, and distribution of water;
- b) New or expanded facilities for the collection, disposal and treatment of sanitary sewerage;
- c) New or expanded storm sewer drainage facilities;
  - c.1) New or expanded roads required for or impacted by a subdivision or development;
- d) Land required for or in connection with any facilities described in clauses (a) to (c).

In addition, Council may, per Section 650 (1) of the Municipal Government Act, impose upon a developer at the development permit stage, or by agreement, a requirement to construct, or pay cash-in-lieu of, roads, trails, and pedestrian walkways that are required for access to the development.

### 2.2 Location of Levy Areas

Figure 1 shows specific development areas, based on the Town's Future Growth Assessment Report And Sanitary Sewer Collection System. Table 1 summarizes offsite levies for water and sanitary sewer infrastructure for all existing and future development areas within and north and east of the current Town of Bowden boundary.

### 2.3 Derivation of Offsite Levies

Tables 1 and 1A summarize infrastructure improvements benefiting the specific development areas, the anticipated equivalent dwelling units in the development areas, and the estimated cost of the improvements. These Tables also summarize the recommended offsite levies applied to the development areas outlined on Figure 1. Figure 1 illustrates the MDP Future Land Use Concept Plan, from which the infrastructure servicing needs were generated.

The base unit of application is a single family dwelling unit or its equivalent. Highway Commercial and Industrial land uses are converted to equivalent single family dwelling units (EDU's) for calculation of the offsite levy, but are represented in terms of gross developable area. School Reserves, Municipal Reserves, Arterial Road and pipeline rights-of-way are included in the development area calculations. Environmental Reserves are not included.

The area of benefit is then calculated for each applicable parcel or development area by multiplying designated parcel areas by the designated land use density (i.e. 22.5 Ha parcel x 10 SFU/Ha yields 225 lots).

### 2.4 Determination of Offsite Levy Unit of Measurement

Offsite levies for water and sanitary sewer are based on the single family dwelling unit or equivalent dwelling units (EDU's) for multi-family, commercial and industrial uses. Typical single family development yields 8 lots per hectare. The Town's MDP suggests an overall future average should reach 10 – 12.5 units per hectare. This report uses 10 units per hectare as a single family EDU base.

- Residential Single family – 10 EDU's per Ha – 2.4 people per lot
- Residential (High Density) – 12.5 EDU's per Ha – 2.4 people per lot
  - Equivalencies:
    - Duplex lot – 2 EDU
    - Townhouse – 1 EDU
    - Triplex – 3 EDU
    - Fourplex – 4 EDU
    - Apartments – 0.5 EDU per suite
- Highway Commercial – 2 lots per Ha – 12.5 EDU's per Ha
- Industrial – 2 lots per ha – 10 EDU's per Ha
- Institutional – 10 EDU's per Ha

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## THE TOWN OF BOWDEN - 2007 OFFSITE LEVY PROGRAM

December 2007

## 3.0 Infrastructure Improvements

Table A illustrates the capital infrastructure improvements required to service the anticipated growth over the next 10 years.

TABLE A - CAPITAL INFRASTRUCTURE COSTS					
Infrastructure Improvements	Reason for Proposed Improvements	Cost Estimate (2007 \$)	Status	Offsite Levy Program	Town
<b>WATER SYSTEM</b>					
Residential Sump Pump Prog.	Reduce Inflow and Infiltration	\$31,250	Estimated		\$31,250
Hydrant - 5 locations	Provide Minimum Coverage	\$31,250	Estimated		\$31,250
Pumphouse Upgrades, VFD, Bypass Mod	Accommodate new growth	\$125,000	Estimated	\$125,000	
22 Street- Ext north of 587	Accommodate new growth to north	\$338,400	Estimated	\$338,400	
20 Ave -Ext north along CRR under 587	Accommodate new growth to north	\$420,000	Estimated	\$420,000	
East Industrial - 300mm Ext across Hwy 2	Accommodate new growth to east	\$271,080	Estimated	\$271,080	
- 250mm (17 Ave) Ext across Hwy 2	Accommodate new growth to east	\$271,080	Estimated	\$271,080	
- 300mm SW Cor. Industrial to Golf course	Accommodate new growth to east	\$125,640	Estimated	\$125,640	
<b>Water Total</b>		<b>\$1,613,700</b>		<b>\$1,551,200</b>	<b>\$62,500</b>
<b>SANITARY SEWER SYSTEM</b>					
5 Manhole repairs on Westview Drive (est)	Street Rehabilitation	\$40,000	Estimated		\$40,000
Lagoon Lift Station Upgrades	Accommodate new growth overall	\$782,000	Estimated	\$782,000	
Lagoon Storage Pond	Accommodate new growth overall	\$1,690,000	Estimated	\$1,690,000	
SW Industrial Outlet to golf course corner	Accommodate new growth to east	\$246,960	Estimated	\$246,960	
N. 20 St. Trunk Sanitary	Eliminate 26 Ave L/S and Accommodate Growth N. of SH 587	\$739,000	Estimated	\$332,550	\$406,450
Hwy 2 - Westview Dr Trunk Oversize to 300 mm	Accommodate growth to east	\$476,100	Estimated	\$476,100	
<b>Sanitary Sewer Total</b>		<b>\$3,974,060</b>		<b>\$3,527,610</b>	<b>\$446,450</b>
Reg'l Sewer Connection	Mandatory Conn to new Reg'l System	\$410,400	Estimated	\$410,400	
Lagoon Reclamation costs	Conn to Reg'l System	\$249,000	Estimated	\$249,000	
<b>Reg'l Sanitary Sewer</b>		<b>\$659,400</b>		<b>\$659,400</b>	
<b>INFRASTRUCTURE TOTAL (not incl. Reg'l)</b>		<b>\$5,587,760</b>		<b>\$5,078,810</b>	<b>\$508,950</b>

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#### 4.0 Regional Sanitary Sewage Disposal

The Central Alberta Regional Wastewater (CARWW) South Leg preliminary design contemplates a regional wastewater collection system that will convey sewage from Olds, Bowden, Penhold, and Innisfail to an enhanced Red Deer Wastewater Treatment facility over the next 25 years. The pipeline connecting these communities is anticipated to vary in size from 675 mm to 1050 mm for a total length of approximately 80 kilometres.

Comparison was made between the cost of connecting to the proposed CARWW South Leg and the cost of an upgraded stand-alone system to accommodate the growth projected in the MDP.

Tables 1A and 2A contemplate a connection to the Regional System which will include an upgraded "contributing" lift station. The estimated cost to the Town based on population serviced by the system at 2031, and a 90% Provincial Grant, is \$410,400. Additional costs related to this option are the reclamation of the existing lagoons, estimated at \$2.49 million. The estimated cost to the Town assuming a 90% Provincial Grant is \$249,000. The key issue to the Regional Connection is the reduction of the Town's infiltration and inflow (I and I) by 75% over the next 5 -10 years, through extensive rehabilitation of the sanitary sewer system. There is also the need for a major shift in how residential drainage is discharged. It is currently pumped to the sanitary system. The reduction of the I and I is crucial to minimizing excess transmission costs in the CARWW System.

Tables 1 and 2 contemplate an upgraded stand-alone system. This would include upgrades to the existing lagoon Lift Station estimated at \$782,000, along with a new Lagoon Storage pond at an estimated cost of \$1.69 million.

This comparison may be academic if the Province requires mandatory connection to the CARWW South Leg system. However, there is likely at least five years before the Regional system would be fully operational.

#### 5.0 Recommended Offsite Levies

Tables 1 and 1A represent a summary of the infrastructure cost, the benefiting area, the equivalent number of dwelling units per benefiting area and the resulting levy for water and sanitary sewer. Tables 2 and 2A show the benefiting areas, actual area of each land use and the levy per equivalent dwelling unit for the specific area. To calculate the levy for a specific parcel east of Highway 2 for example; determine the parcel's designated land use and multiply the physical area by the EDU's per hectare from Section 1.4, and multiply that product by the levy per equivalent dwelling unit in Table 2. (e.g. E. Hwy 2 COM 3 parcel @ 10.99 Ha x 12.5 EDU's/Ha x \$2,331/EDU = \$320,221).

It is recommended that the Town proceed with an Offsite Levy Bylaw using the levies derived from the scenario "Without a Regional Sewer Connection". This will allow the

Town to collect levies in the short term until the Regional Connection is operational, at which time the Bylaw can be amended.

### **6.0 Comparison of Offsite Levies**

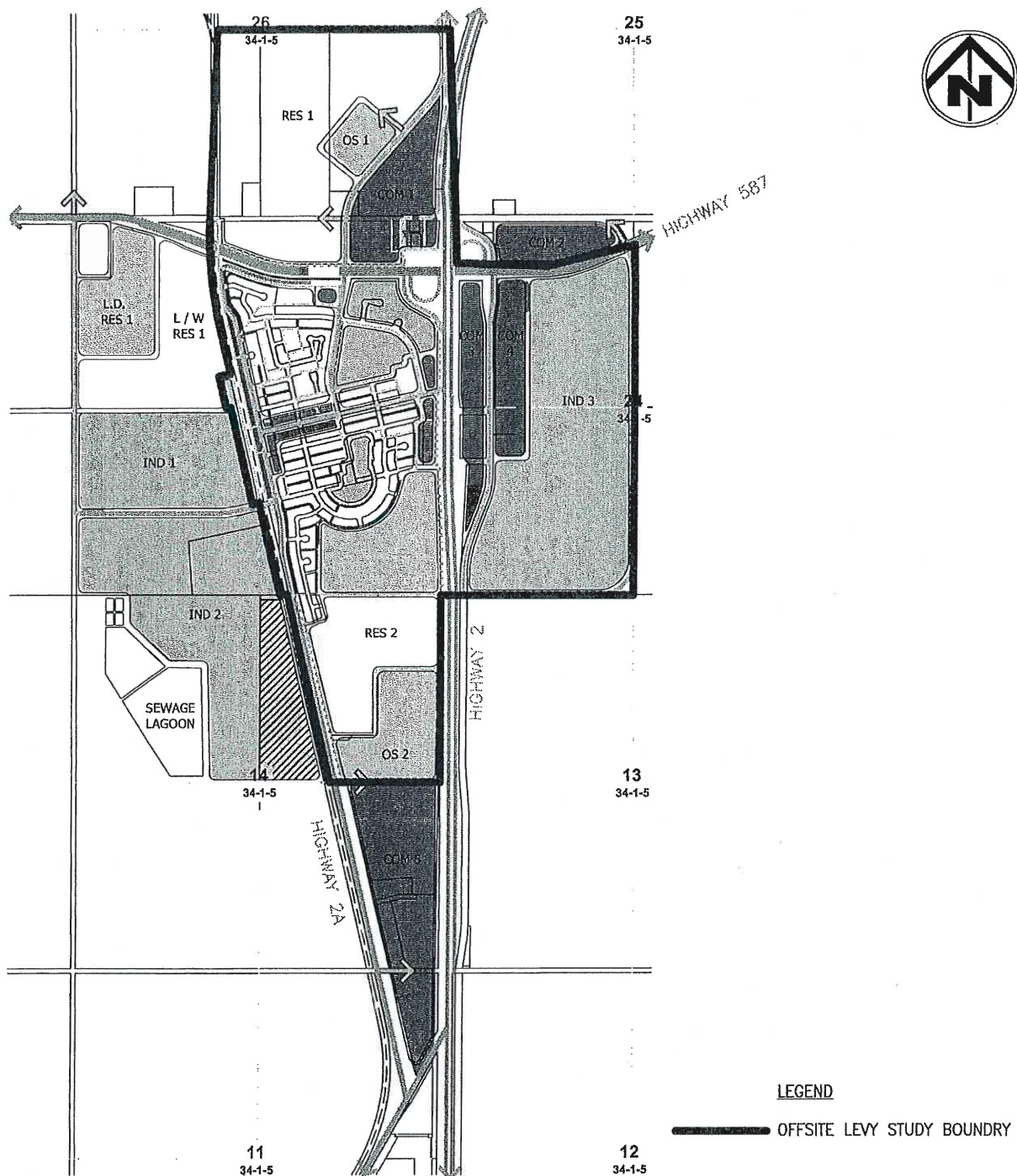
Table 3 shows a comparison of Offsite Levies for Central Alberta municipalities. The proposed levies for the Town of Bowden "With a Regional Sewer Connection" compare favourably with the noted municipalities and would therefore be a reasonable marketing feature for future Development in the Town. The levies "Without a Regional Sewer Connection" are higher because of the upgrades required to the existing Lagoon and related systems to accommodate the projected growth.

### **7.0 Recommended Offsite Levies Outside of Town Boundaries**

Occasionally requests come forward from proponents outside the Town's Boundaries wishing to connect to the Town's infrastructure. These areas are considered premature in terms of Town growth and have not been included in any infrastructure expansion plans by the Town or any associated cost recovery programs for the infrastructure expansion. Proponents currently outside of Town Boundaries wishing to connect to the Town's infrastructure should prepare a feasibility study illustrating the impact on the Town's infrastructure. The proponent would then be directly responsible for the cost of all downstream infrastructure upgrades, which are not included in the offsite levies improvements, but are required to accommodate its proposal. The only other charges applicable to such developments would be development fees in place at the time of the application.

**Tagish Engineering Ltd**





**TAGISH**  
ENGINEERING  
LTD.  
Consulting Engineers

G4, 5550 - 45 St.  
RED DEER, AB T4N 1L1  
Ph: (403) 346-7710  
Fax: (403) 341-4909  
E-mail: admin@tagish-engineering.com

Client  
**TOWN OF BOWDEN**

Project  
**OFFSITE  
LEVIES**

Drawing  
**MUNICIPAL DEVELOPMENT  
PLAN WITH OFFSITE LEVY BOUNDARY**

Drawn: PM	Scale: 1:25000
Designed:	Date: Sep 7, 2007
Checked: JD	File No.: BN28_BOW-MDPSEP0707.dwg
Approved: WWW	Project No.: BN28

Drawing No.  
**FIG.1**



20

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Town of Bowden  
2007 Offsite Levies

TABLE 1 OFFSITE LEVY BENEFITTING AREA CALCULATIONS WITHOUT REGIONAL SEWER					
INFRASTRUCTURE IMPROVEMENTS	COST	DEVELOPMENT AREA BENEFIT	NUMBER OF EQUIVALENT DWELLING UNITS	LEVY PER EQUIVALENT DWELLING UNIT	LAND USES APPLIED TO**
<b>Water</b>					
Pumphouse Upgrades	\$125,000	W 24-34-1-5	1031	\$121	I/C
22 Street 300 mm Ext N of SH 587	\$338,400	N 23-34-1-5	161	\$345	R/C
		S 26-34-1-5	819		
20 Ave 250mm Ext N of SH 587 at CPR	\$420,000	N 23-34-1-5	161	\$429	R/C
		S 26-34-1-5	819		
East Industrial - 300 mm Hwy 2 crossing	\$271,080	W 24-34-1-5	1031	\$263	I/C
- 250mm (17 Ave) Hwy 2 crossing	\$271,080	W 24-34-1-5	1031	\$263	I/C
- 300mm SW Cor Hwy 2 crossing	\$125,640	W 24-34-1-5	1031	\$122	I/C
<b>Water Total</b>	<b>\$1,551,200</b>				
<b>Sanitary Sewer</b>					
(1) Lagoon L.S. Upgrades	\$782,000	W 24-34-1-5	1031	\$313	R/I/C
		N 23-34-1-5	161		
		S 26-34-1-5	819		
		NE 14-34-1-5	402		
		E 23-34-1-5	84		
(2) Lagoon Add'l Storage Pond	\$1,690,000	W 24-34-1-5	1031	\$677	R/I/C
		N 23-34-1-5	161		
		S 26-34-1-5	819		
		NE 14-34-1-5	402		
		E 23-34-1-5	84		
(3) East Indust SW Corner Hwy 2 crossing	\$246,960	W 24-34-1-5	1031	\$240	I/C
(4) N. 20 St Trunk - 60% Town; 40% New Dev't; Full Estimate - \$739,000	\$332,550	S 26-34-1-5	819	\$313	R/I/C
		N 23-34-1-5	161		
		E 23-34-1-5	84		
5) Hwy 2 to Westview Dr. Sanitary Trunk - Oversize to 300mm	\$476,100	W 24-34-1-5	1031	\$332	R/I/C
		NE 14-34-1-5	402		
<b>Sanitary Subtotal</b>	<b>\$3,527,610</b>				
** Land Uses: R = Residential; I = Industrial; C = Highway Commercial					

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Town of Bowden  
2007 Offsite Levies

TABLE 1 A  
OFFSITE LEVY BENEFITTING AREA CALCULATIONS WITH REGIONAL SEWER SYSTEM

INFRASTRUCTURE IMPROVEMENTS	COST	DEVELOPMENT AREA BENEFIT	NUMBER OF EQUIVALENT DWELLING UNITS	LEVY PER EQUIVALENT DWELLING UNIT	LAND USES APPLIED TO**
<b>Water</b>					
Pumphouse Upgrades	\$125,000	W 24-34-1-5	1031	\$121	I/C
22 Street 300 mm Ext N of SH 587	\$338,400	N 23-34-1-5	161	\$345	R/C
		S 26-34-1-5	819		
20 Ave 250mm Ext N of SH 587 at CPR	\$420,000	N 23-34-1-5	161	\$429	R/C
		S 26-34-1-5	819		
East Industrial - 300 mm Hwy 2 crossing	\$271,080	W 24-34-1-5	1031	\$263	I/C
- 250mm (17 Ave) Hwy 2 crossing	\$271,080	W 24-34-1-5	1031	\$263	I/C
- 300mm SW Cor Hwy 2 crossing	\$125,640	W 24-34-1-5	1031	\$122	I/C
<b>Water Total</b>	<b>\$1,551,200</b>				
<b>Sanitary Sewer</b>					
(1) East Indust SW Corner Hwy 2 crossing	\$246,960	W 24-34-1-5	1031	\$240	I/C
(2) N. 20 St Trunk - 60% Town; 40% New Dev't; Full Estimate - \$739,000	\$332,550	S 26-34-1-5	819	\$313	R/I/C
		N 23-34-1-5	161		
		E 23-34-1-5	84		
(3) Hwy 2 to Westview Dr. Sanitary Oversize to 300mm	\$476,100	W 24-34-1-5	1031	\$332	R/I/C
		NE 14-34-1-5	402		
<b>Reg'l System Components</b>					
(4) Reg'l Sewer Connection	\$410,400	W 24-34-1-5	1031	\$164	R/I/C
		N 23-34-1-5	161		
		S 26-34-1-5	819		
		NE 14-34-1-5	402		
		E 23-34-1-5	84		
(5) Lagoon Reclamation Costs from Reg'l Conn (Stantec Est \$2.49 mil - assume 90% grant)	\$249,000	W 24-34-1-5	1031	\$100	R/I/C
		N 23-34-1-5	161		
		S 26-34-1-5	819		
		NE 14-34-1-5	402		
		E 23-34-1-5	84		
<b>Sanitary Subtotal</b>	<b>\$1,715,010</b>				
** Land Uses: R = Residential; I = Industrial; C = Highway Commercial					

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Town of Bowden  
2007 Offsite Levies

TABLE 2 OFFSITE LEVY BENEFITING AREAS WITHOUT REGIONAL SEWER					
LOCATION	AREA (Ha)	EQUIVALENT DWELLING UNITS		LEVY PER EQUIVALENT DWELLING UNIT	
		MDP Land Use	Per Development Plan	WATER	SANITARY
E. Hwy 2					
W 24-34-1-5	75.06	IND 3	751		
	11.47	COM 4	143		
	10.99	COM 3	137		
<b>Subtotal</b>	<b>97.52</b>		<b>1031</b>	<b>\$769</b>	<b>\$1,562</b>
N. SH 587 in Town limits					
N 23-34-1-5	9.84	RES 1	98		
	5.01	COM 1	63		
<b>Subtotal</b>	<b>14.85</b>		<b>161</b>	<b>\$774</b>	<b>\$1,303</b>
N. SH 587 N. of Town limits					
S 26-34-1-5	58.76	RES 1	588		
	13.36	COM 1	167		
	6.46	OS 1	65		
<b>Subtotal</b>	<b>78.58</b>		<b>819</b>	<b>\$774</b>	<b>\$1,303</b>
S. of 13 Avenue					
NE 14-34-1-5	23.60	RES 2	236		
	16.59	OS 2	166		
<b>Subtotal</b>	<b>40.19</b>		<b>402</b>	<b>\$0</b>	<b>\$1,322</b>
Undeveloped Core					
E 23-34-1-5	8.4	RES	84		
<b>Subtotal</b>	<b>8.4</b>		<b>84</b>	<b>\$0</b>	<b>\$1,303</b>

LC

Town of Bowden  
2007 Offsite Levies

TABLE 2A OFFSITE LEVY BENEFITING AREAS WITH REGIONAL SEWER					
LOCATION	AREA (Ha)	EQUIVALENT DWELLING UNITS		LEVY PER EQUIVALENT DWELLING UNIT	
		MDP Land Use	Per Development Plan	WATER	SANITARY
E. Hwy 2					
W 24-34-1-5	75.06	IND 3	751		
	11.47	COM 4	143		
	10.99	COM 3	137		
<b>Subtotal</b>	<b>97.52</b>		<b>1031</b>	<b>\$769</b>	<b>\$836</b>
N. SH 587 in Town limits					
N 23-34-1-5	9.84	RES 1	98		
	5.01	COM 1	63		
<b>Subtotal</b>	<b>14.85</b>		<b>161</b>	<b>\$774</b>	<b>\$1,351</b>
N. SH 587 N. of Town limits					
S 26-34-1-5	58.76	RES 1	588		
	13.36	COM 1	167		
	6.46	OS 1	65		
<b>Subtotal</b>	<b>78.58</b>		<b>819</b>	<b>\$774</b>	<b>\$1,351</b>
S. of 13 Avenue					
NE 14-34-1-5	23.60	RES 2	236		
	16.59	OS 2	166		
<b>Subtotal</b>	<b>40.19</b>		<b>402</b>	<b>\$0</b>	<b>\$596</b>
Undeveloped Core					
E 23-34-1-5	8.4	RES	84		
<b>Subtotal</b>	<b>8.4</b>		<b>84</b>	<b>\$0</b>	<b>\$577</b>

Town of Bowden  
2007 Offsite Levies

TABLE 3 OFFSITE LEVIES COMPARISON					
Municipality	Water	Sanitary Without Regl Conn*	Sanitary With Regl Conn*	Total Per Ha Without Regl Sewer	Total Per Ha With Regl Sewer
<b>Bowden</b>					
Residential	\$7,740	\$16,350	\$9,090	\$24,090	\$16,830
Commercial	\$19,288	\$23,438	\$14,363	\$42,726	\$33,651
Industrial	\$7,690	\$18,750	\$11,490	\$26,440	\$19,180
<b>Sylvan Lake</b>					
Residential	\$11,800	\$10,880		\$22,680	
Commercial	\$16,225	\$19,470		\$35,695	
Industrial	\$11,800	\$6,048		\$17,848	
<b>City of Red Deer</b>	\$9,440	\$13,190		\$22,630	
<b>Blackfalds</b>	\$9,226	\$10,516		\$19,742	
<b>Lacombe</b>	\$27,010	\$14,884		\$41,894	
<b>Ponoka</b>					
Residential	\$4,000			\$4,000	
Commercial	\$53,797			\$53,797	
Industrial	\$53,797			\$53,797	
<b>Innisfail</b>					
Residential	\$8000/Ha + \$750/u x 8u/Ha			\$14,000	
Commercial	\$8000/Ha + \$4000/u x 2u/Ha			\$16,000	
Industrial	\$8000/Ha + \$4000/u x 2u/Ha			\$16,000	
<b>Red Deer County South Hills</b>					
Phase 1	\$19,879	\$3,892		\$23,771	
Phase 2	\$27,020	\$3,892		\$30,912	
Phase 3	\$13,492	\$0		\$13,492	
<b>Olds</b>					
Less than 6.1 Ha	\$6,422	\$6,422		\$12,844	
6.1 Ha or Greater	\$4,446	\$4,446		\$8,892	
(At time of Dev Agmt Execution)					
<b>Sundre</b>					
Residential	\$18,564	\$13,926		\$32,490	
Industrial	\$11,460	\$8,594		\$20,054	

\* Represents rate from weighted average of rates x development plan units on Tables 2 and 2A

**TOWN OF BOWDEN  
BYLAW 001/2008**

**A BYLAW TO ESTABLISH OFF-SITE LEVIES IN THE TOWN OF BOWDEN,  
PROVINCE OF ALBERTA**

**WHEREAS** pursuant to Section(s) 648 and 649 of the Municipal Government Act, 2000 Chapter M - 26, Council deems it expedient to provide for the imposition and payment of a levy, to be known as an "off-site levy", in respect of land that is to be developed or subdivided; and

**WHEREAS** Council deems it expedient to authorize an agreement to be entered into in respect of the payment of the levy.

**NOW THEREFORE** the Council of the Town of Bowden, in the Province of Alberta duly assembled, enacts as follows:

1. For the purposes of the Bylaw the following definitions apply:
  - a. "Act" means The Municipal Government Act, 2000 chapter M-26.
  - b. "Development" means:
    - i. an excavation or stock pile in the creation of either of them;
    - ii. a building or an addition to, or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
    - iii. a change of use of land or a building or an act done in relation to land or a building that results in, or is likely to result in a change in the use of the land or building, or;
    - iv. a change in the intensity of use of land, or a building, or an act done in relation to land or a building, that results in or is likely to result in a change in the intensity of use of the land or building.
  - c. "Excess Capacity" means any capacity in excess of that required for a proposed Development or Subdivision;
  - d. "Improvement" means:
    - i. a facility or land referred to in section 2, or
    - ii. a road, pedestrian walkway, utility or facility referred to in Section 650(1) or 655(1)(b) of the Act
 whether or not located on the land to be developed or subdivided, and whether or not constructed at the time of Development or Subdivision approval.
  - e. "Subdivision" means the division of a parcel of land by an instrument and "subdivided" has a corresponding meaning.
2. This Bylaw may be cited as the "Off-Site Levies Bylaw."

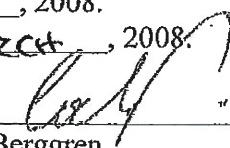


3. There is imposed an off-site Levy to be used only to pay for all or part of the Capital cost of any or all of the following:
  - a. new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - b. new or expanded facilities for the treatment, movement or disposal of sanitary sewage.
  - c. new or expanded storm sewer drainage facilities;
  - d. new or expanded roads required for or impacted by a Subdivision or Development.
  - e. land required for or in connection with any facilities described in clauses 3.a. through 3.d.
4. The Levy for Development shall be as set out in Schedule 'A' attached hereto and forming a part of this Bylaw.
5. The Levy as set out in Section 4 shall be paid to the Town of Bowden on the following terms and conditions:
  - a. where land is to be subdivided, subdivision approval shall be subject to each landowner affected entering into a Development Agreement with the Town of Bowden, with respect to payment of the Levy.
  - b. where land is to be developed, Development Permit approval shall be subject to the developer paying the Off-Site Levy to the Town of Bowden.
6. An Agreement referred to in Section 5 may require the applicant for a Development Permit or subdivision approval to construct or pay for all or a portion of an Improvement with an Excess Capacity.
7. That this Bylaw shall come into effect upon third and final reading with exception of those subdivision applications made prior to this date.

Read for a first time this 11 day of FEBRUARY, 2008.

Read for a second time this 10 day of MARCH, 2008.

Read for a third and final time this 10 day of MARCH, 2008.

  
 Mayor Cody Berggren

  
 Chief Administrative Officer

**TOWN OF BOWDEN  
PROVINCE OF ALBERTA**

**BYLAW 001/2008  
SCHEDULE 'A'**

To calculate the levy for a specific parcel:

1. Determine the parcel's physical area in Hectares (Ha), designated land use.
2. Multiply the physical area in Hectares (HA) and the designated land use Levy amount Per Ha as listed in the Table below:

Table 1

Designated Land Use	Levy Per Hectare (HA)
Residential	\$15,000
Commercial	\$15,000
Industrial	\$15,000

3. By way of example the Off-Site Levy for a 10.99 Ha Commercial.

$$10.99 \text{ Ha} \times \$15,000/\text{Ha} = \$164,850$$

4. To determine the Levy Per Equivalent Dwelling Units (EDU) for the designated land use. Divide the Levy amount Per Ha as identified in the Table 1 by the EDU per hectare in Table 2

Designated Land Use	Equivalent Dwelling Units (EDU)
Residential Single Family	10.0 EDU/Ha
Residential (High Density)	12.5 EDU/Ha
Duplex Lot	2.0 EDU/Ha
Townhouse	1.0 EDU/Ha
Triplex	3.0 EDU/Ha
Fourplex	4.0 EDU/Ha
Apartments	0.5 EDU/Ha per suite
Commercial	12.5 EDU/Ha
Industrial	10.0 EDU/Ha
Institutional	10.0 EDU/Ha

5. By way of example the Off-Site Levy for Commercial. Per EDU

$$\$15,000/\text{Ha} / 12.5 \text{ EDU/Ha} = \$1,200$$

# Enabling Growth and Housing Affordability

## Off Site Levies

### Discussion Guide

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#### Preamble

Municipal Affairs is exploring concerns and opportunities to amend off-site levies (OSLs) to balance the ability of municipalities to levy for critical infrastructure and facilities and provide certainty for developers. This discussion builds on previous conversations under the Enabling Growth and Housing Affordability engagement and seeks targeted input from key stakeholders to inform potential policy considerations.

#### Background

Under the *Municipal Government Act (MGA)* Section 648(2.1) and the OSL Regulation, Section 6(1), off-site levies are designed to enable efficient, cost-effective infrastructure. The City Charter regulations provide for these authorities for the cities of Calgary and Edmonton.

Some members of the development industry raised concerns with a lack of guidance for 'overbuilding' public facilities under the off-site levies provisions, or inclusion of items that are not core infrastructure (i.e., enhanced architectural design or construction features, public art, rolling stock, furnishings, books, revenue generating retail spaces, or other operational elements). Similar concerns were raised about the inclusion of upgrades for existing infrastructure. This creates cost disparities for building similar infrastructure between different municipalities; as well as adding costs to new housing.

Some developers called for more clarity for calculating the degree of benefit and benefitting area for off-site levies (i.e., standards for service response times), and greater transparency regarding municipal collection of and reporting on off-site levies. Questions were also raised for discussion about how to treat facilities and infrastructure that will not be built in the foreseeable future (i.e., recreation centres with no planned development dates).

#### Purpose

Municipal Affairs is seeking to better understand off-site levies challenges and is carefully considering areas where additional guidance or regulatory adjustments may be needed to clarify eligible levy costs, support consistent practices across municipalities, and balance stakeholders' concerns with municipal infrastructure needs and public interests.

#### Discussion Questions

The following questions are intended to guide the discussion and gather valuable insight that will help in refining the development process in Alberta, especially regarding the application of OSLs and the alignment of municipal requirements with provincial goals for process efficiency and clarity.

## Introduction

1. Within the province, what best practices and case studies offer lessons for the successful application of offsite levies? Are these lessons scalable across the province?

## Levied Costs

The Offsite Levies Regulation states that “(4) A municipality must not compel an applicant for a development permit or subdivision approval to fund the cost of the construction of infrastructure, transportation infrastructure or facilities to be funded by an off-site levy beyond the applicant’s proportional benefit.”

Under the City Charters, the council for the city may, by bylaw, define the infrastructure for which an off-site levy will be imposed. The levy payment must be fairly determined and reasonably proportionate to the degree of benefits from the construction of infrastructure, transportation infrastructure, or facilities.

1. Do current definitions within the legislation adequately define what constitutes leviable infrastructure, transportation infrastructure, or facilities? If not, what ambiguities exist?
  - a. Should legislation differentiate between the core function of infrastructure, transportation infrastructure, and facilities; and auxiliary considerations such as design, façade, and enhanced architecture?
    - i. What would be defined as enhanced architecture? What do municipalities consider when levying for these charges?
    - ii. Do municipalities consider public art in offsite levies? If yes, what types of public art would typically be considered in-scope for OSLs (i.e., incorporation into facility design/architecture, standalone projects like statues or monuments, art within a facility, etc.)?
    - iii. How are factors such as rolling stock, equipment, furnishings, books, or other operational elements considered when calculating OSLs?
    - iv. Are commercial spaces within public infrastructure included in OSLs? If yes, what do municipalities consider when levying for these charges?
2. Would clearer provincial guidance on eligible and ineligible costs help provide greater consistency to plan and finance core infrastructure?

## Calculating Benefitting Areas and Degree of Benefit

Under the MGA, Section 648.2(1)-(2), as amended by the *Municipal Affairs Statute Amendment Act (MASAA)*, 2025, municipalities are permitted to determine the methodology for calculating off-site levies. The methodology must:

- Take into account criteria such as area, density, or intensity of use.
- Recognize variation among infrastructure, facility, and transportation types.
- Be consistent across the municipality for each infrastructure type.
- Be clear and reasonable.



Additionally, municipalities are required to publicly disclose (MGA, Section 648.2(6)):

- The information, data, and assumptions used in the levy calculation.
- The calculations performed to determine the levy amount.
- Any other information necessary to replicate the calculation.

Some developers expressed concerns that municipalities may be applying these calculations too broadly or inconsistently. They called for more prescriptive provincial guidelines on how benefitting areas and degrees of benefit should be calculated, citing a need for increased transparency, fairness, and consistency.

In the City Charters, consultation is required for OSLs. Consultation must be undertaken in good faith when determining the methodology and calculation on which to base an OSL.

1. How do municipalities and developers consult on off-site levies? Are there ways to improve this collaboration?
2. How do municipalities currently define benefit areas when calculating the degree of benefit to developments? Are there best practices that could be shared across the province?
3. How are contingency costs established? What level of contingency costs are typically included in OSL calculations (per cent)? What happens when contingency costs are unexpended?
4. How are alternate funding and revenue sources for developments considered when calculating offsite levies (i.e., provincial or federal grant funding for infrastructure)?
5. Are there any additional mechanisms that could be put in place to ensure transparency and accountability for the calculation, collection, and use of off-site levies (i.e., auditing, public reporting, etc.)?
6. Are there ways to verify the off-site chargers ended up being directly proportional to the actual impact of new developments on infrastructure needs?
7. How do municipalities consider cost-effectiveness when determining OSLs?
8. How is existing infrastructure considered in calculating OSLs (i.e., maintenance, improvements, replacement, and optimizing existing)?

**The above questions are merely designed to guide the conversation. Other questions will arise as the discussions progress and will be welcomed.**

**Please send any written feedback to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).**

**Agenda Item 8a (continued) Off Site Levy Bylaw****Recommended Motion**

Moved by Councillor \_\_\_\_\_ that Council rescind the Town of Bowden Off Site Levies Bylaw 001 / 2008.



<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 8.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1. Fortis Alberta update email. 2. Fortis Alberta revenue fee calculator 3 Fortis Alberta residential estimate

**Content:**

**8.a Fortis Alberta Electric Distribution Franchise Fee for 2026**

Administration has received an email from Kelsey Nixon of Fortis Alberta for Council to confirm the electric franchise distribution fee for 2026.

The current percentage is **15%** (this rate has remained unchanged since 1<sup>st</sup> January 2017)

The estimated revenue to the Town for 2025 is \$141,037.00

The forecast revenue for 2026 is \$144,800.00 based on an unchanged 15% percentage rate.

For analysis purposes the following changes in the percentage rate would return estimated forecasted revenues as given:

<b>Rate %</b>	<b>Revenue forecast *</b>
15%	\$144,800.00
16%	\$154,453.00
17%	\$164,106.00
18%	\$173,760.00
19%	\$183,413.00
20% <b>max</b>	\$193,066.00

**Note:**

1  
All figures\* are estimates only and are provided using the franchise fee calculator spreadsheet provided by Fortis.

2  
Revenue forecasts are subject to change dependent on several factors including but not limited to changes in electricity usage (either increasing or decreasing) and changes made by Fortis to Transmission and / or Distribution rates.

3  
Any proposed rate changes require approval by Alberta Utilities Commission

4  
The franchise fee cap is 20%

5  
Any proposed increase or decrease in the franchise fee must be advertised in the local press for 2 consecutive weeks.

## CAO

**From:** Kelsey Nixon <kelsey.nixon@fortisalberta.com> on behalf of Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>  
**Sent:** August 27, 2025 11:52 AM  
**Cc:** Chris Burt; Dora LHeureux; Sunny Parmar; Cody Webster; Nicole Smith  
**Subject:** RE: "IMPORTANT" Update to franchise fee calculator worksheet  
**Importance:** High

Good afternoon, hope everyone had a good summer!

We have an important update to the franchise fee calculator worksheet. In our efforts to provide you with the calculator, we inadvertently did not correctly update the "Residential Bill Impact" tab with the correct values. The correct values are shown below, highlighted in green:

Existing (Current) Typical Residential Customer Monthly Costs					
<b>Rate 11 (Effective Jan.1, 2025) Distribution Tariff Estimated Rate Filing) Based on Current 0% Franchise Fee</b>					
<b>Delivery Service Charge</b>					
All kWh Delivered	\$	0.076776	625 kWh		\$47.99
Basic Daily Charge	\$	1.013751	30 Days		\$30.41
					<b>\$78.40</b>
<b>Current Franchise Fee</b>					<b>\$0.00</b>
			GST	5.0%	\$3.92
					<b>\$82.32</b>
<b>Current Annual Franchise Fee Costs: \$0 * 12 = \$0</b>					

Proposed Residential Customer Monthly Costs					
<b>Rate 11 (Proposed January 2026 Estimated Distribution Tariff) Based on NEW 0% Franchise Fee</b>					
<b>Delivery Service Charge</b>					
All kWh Delivered*	\$	0.076717	625 kWh		\$47.95
Basic Daily Charge*	\$	1.040007	30 Days		\$31.20
					<b>\$79.15</b>
<b>Estimated Proposed Franchise Fee</b>					<b>\$0.00</b>
			GST	5.0%	\$3.96
					<b>\$83.11</b>
<b>Proposed Annual Franchise Fee Cost: \$0 * 12 = \$0</b>					
<b>* Includes estimated Rate changes.</b>					

For those who may be changing their franchise fees for 2026, please update your worksheet with the values highlighted in green to see the residential impact. This information is required in the "Notice of Application."

For all others, this worksheet shows the estimated ongoing impact to an average residential customer of maintaining the franchise fee in 2026.

Please contact your Stakeholder Relations Manager for any questions or assistance.

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Thank you,



The line that connects us all

We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

2025 Current Franchise Fee		15.00%
Franchise Fee Cap		20%
2025 Estimated Revenue \$		141,037
2026 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$		144,800
Franchise Fee Calculator Changes:		
Yellow area is to calculate different franchise fee.		
2026 Proposed Franchise Percentage		16.00%
2026 <b>Estimated</b> Franchise Fee Revenue if your Percentage is changed \$		154,453
Difference in Franchise Fees Collected from 2025 to 2026 with Proposed D&T Rate Changes.		\$ 13,416

**Please note:** All proposed changes are estimated and have not been approved by the Alberta Utilities Commission (AUC). The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the number of customer sites within the municipality and/or the electricity usage increasing or decreasing, and changes to the Transmission or Distribution rates, which could be impacted by current economic conditions.



Franchise Fee Estimating Tool is For Information Purposes Only

This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption 640 kWh  
Billing Period 30 Days

#### Existing (Current) Typical Residential Customer Monthly Costs

##### Rate 11 (Effective Jan.1, 2025) Distribution Tariff Estimated Rate Filing) Based on Current 15% Franchise Fee

###### Delivery Service Charge

All kWh Delivered	\$	0.076776	640 kWh	\$49.14
Basic Daily Charge	\$	1.01375	30 Days	\$30.41
				<u>\$79.55</u>
<b>Current Franchise Fee</b>				<b>15.00%</b>
				<b>\$11.93</b>
GST 5.0%				<u>\$4.57</u>
				<u><b>\$96.06</b></u>

Current Annual Franchise Fee Costs:  $\$11.93 \times 12 = \$143.18$

#### Proposed Residential Customer Monthly Costs

##### Rate 11 (Proposed January 2026 Estimated Distribution Tariff) Based on NEW 16% Franchise Fee

###### Delivery Service Charge

All kWh Delivered*	\$	0.076717	640 kWh	\$49.10
Basic Daily Charge*	\$	1.04001	30 Days	\$31.20
				<u>\$80.30</u>
<b>Estimated Proposed Franchise Fee</b>				<b>16.00%</b>
				<b>\$12.85</b>
GST 5.0%				<u>\$4.66</u>
				<u><b>\$97.80</b></u>

Proposed Annual Franchise Fee Cost:  $\$12.85 \times 12 = \$154.17$

\* Includes estimated Rate changes.

**Alternative Motions:**

Motion by Councillor \_\_\_\_\_ that the decision of Council is to increase the Fortis Alberta Electric Distribution Fee percentage from 15% to \*\*% effective January 1, 2026, subject to approval from the Alberta Utilities Commission.

**or**

Motion by Councillor \_\_\_\_\_ that the decision of Council is to maintain the Fortis Alberta Electric Distribution Fee percentage at 15% for 2026.



<b>Regular Council Meeting:</b> September 8, 2025	<b>Agenda Item:</b> 8.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 ATCO Gas correspondence dated August 26, 2025

## 8.c ATCO Gas Distribution Franchise Fee

### 8.c.i

Administration has received correspondence from ATCO Gas regarding the Natural Gas Distribution Franchise Agreement.

Please refer to the attached correspondence dated August 26, 2025, received from Kyla Belich, Senior Manager, Red Deer Operations.

ATCO Gas require notification if the Town wishes to change the franchise fee rate for 2026.

If required notification must be given prior to October 31, 2025. Any proposed increase in the franchise will require approval from the Alberta Utilities Commission (AUC). Administration is not aware of the timescales or additional requirements imposed by a re-approval process.

The gas franchise fee is based on a percentage of the delivery tariff revenues.

The current percentage is 22%.

The forecast revenue for 2026 is \$78,790.00 based on an unchanged 22% percentage rate.

For analysis purposes the following provides an indication of revenues received since 2021.

<b>Year</b>	<b>Franchise Fee Percentage Rate</b>	<b>\$ Revenue</b>
2021	22%	\$67,561.00
2022	22%	\$84,390.93
2023	22%	\$72,635.00
2024	22%	\$77,829.00

### Notes

Actual delivery tariff revenues (in \$ value) received are variable subject to total gas usage (by customers) and the gas charge rate made by ATCO Gas to its customers.

ATCO Gas revenues reported to Council within the Income & Expenditure Report are net of the revenue due to the Town for Municipal Taxes (approximately \$16,000.00 per annum).

### 8.c.ii

Administration requests that Council provides an indication as to whether the franchise fee be increased for 2026.

August 26, 2025

Town of Bowden  
PO Box 338  
Bowden, AB, T0M 0K0

**Attention: Mr. Arno Glover, Chief Administrative Officer**

**Re: Natural Gas Franchise Fee Estimate for 2026 - Bowden**

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO) and the Town of Bowden, ATCO pays the Town of Bowden a franchise fee. The franchise fee is calculated as a percentage of ATCO's revenue derived from the delivery tariff and is collected from gas customers within Bowden.

The franchise agreement requires that we provide ATCO's total revenues derived from the delivery tariff within Bowden for 2024 and an estimate of total revenues to be derived from the delivery tariff within Bowden for 2026. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2026 calendar year.

ATCO's Delivery Tariff Revenue in 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$351,974	\$358,136	22%	\$78,790

Please note that the estimated delivery tariff revenue for 2026 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2026 delivery rates; however, they have not yet been approved by the Alberta Utilities Commission (AUC). ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Town of Bowden has the option of changing the franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by AUC Rule 029, which mandates specific steps to take, timelines, and a new public notice template to be used for advertising. We will guide you through the process and will file the application with the AUC for approval. **A request to change the franchise fee must be made in writing to ATCO before the end of October 2025.**

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at [kyla.belich@atco.com](mailto:kyla.belich@atco.com) or at 587-679-1423.

Yours truly,



Kyla Belich  
Senior Manager, Red Deer Operations  
ATCO Gas & Pipelines Ltd.

**Alternative Suggested Motions**

Motion by Councillor \_\_\_\_\_ that Council wishes the ATCO Gas Franchise Fee Percentage Rate to remain at 22% for 2026.

or,

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

<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 10.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Information	<b>Attachment(s):</b> as per content

**Agenda item 10****Content:**

**10.a Red Deer County Protective Services (August Enforcement Contract)**

**10.b Expanding Horizons Community Support Letter of Request**



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

September 2, 2025

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: August Enforcement Contract**

Please be advised for the month of August, Red Deer County Patrol Officers spent 10 hours and 6 minutes in the Town of Bowden.

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

- Operate a Motor Vehicle w/o Licence
- Unregistered Motor Vehicle

During the month of August, one bylaw complaint was received regarding a resident burning garbage, and one CVSA inspection was conducted.

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

Sincerely,

  
Stephen Poburan (Sep 3, 2025 10:43:51 MDT)

CPO Stephen Poburan  
A/Patrol Manager,  
Red Deer County, Protective Services

CC: Sgt. Irv. Heide

Town of Bowden  
Box 338  
Bowden, AB, T0M 0K0

Expanding Horizons  
Bowden Cultural Enhancement Society  
Box 342  
Bowden, AB, T0M 0K0  
September 5, 2025

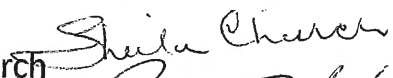

Dear Mayor and Councillors,  
Expanding Horizons is engaging in another project to improve the facilities at the Paterson Community Centre, Bowden. For the past eight years, the parking lot of the center has been gravel, which has been satisfactory during dry weather, but very problematic during winter snow, spring thaw, and rainy weather.

Therefore, during the time since the hall opened, we have been fund-raising with the objective of paving the lot, and are now in a position to apply for a matching grant through the Province's Community Facilities Enhancement Program. Part of the requirements to qualify for this grant is that we can demonstrate community support.

We are therefore asking for your support in the form of a letter stating how paving the lot will benefit the citizens of Bowden. We suggest that you might specify several activities, for varying age groups, that take place throughout the year, and how a paved lot would provide a cleaner, and more welcoming environment. If it is more convenient than regular mail, you may reply by email to [smchurch29@gmail.com](mailto:smchurch29@gmail.com).

Thank you for your anticipated support.

Yours truly,

Sheila Church   
Pat Filipenko 

Grant Coordinators



**Agenda item 10 (continued)****Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted items of correspondence as information and that the Town provides the Bowden Cultural Enhancement Society with a letter of support regarding their application for a Community Facilities Enhancement Program (CFEP) grant.

**Reports (1)**

<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Information	<b>Attachment(s)</b> 1 CAO's Report

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

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

## **CAO's Report**

Many projects remain ongoing and are currently work in progress.

More details will be provided in a future CAO's report as projects are completed and / or significant progress is made.

The following provides a brief update on matters.

## **1 Municipal Elections Update**

### **1.1**

Candidates who have submitted their nomination papers for the forthcoming election are as follows:

- Mayor 1 candidate
- Councillor 7 candidates

Further details are available on the Town's web site.

### **1.2**

Section 26(1) of the Local Authorities Election act states:

#### **Notice of nomination day**

**26(1)** *The returning officer shall give notice of nomination day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.*

**(2)** *On complying with subsection (1), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.*

Notice of Nomination Day has been made:

- in the September Town Newsletter,
- as a flyer insert / email attachment in the September utility billings,
- on the notice boards posted in the Town Administration Office, Town Library and Post Office,
- on the Town's web site.

## **2 Capital Projects Update**

### **2.1 Wastewater Infrastructure**

The Cured-In-Place Pipe (CIPP) relining work on 26<sup>th</sup> Avenue / 25<sup>th</sup> Avenue / 21<sup>st</sup> Street / 17<sup>th</sup> Avenue will commence mid September.

There will be no road closures – only partial road closures.

**2.2 Picnic Shelter / Gazebo**

Work on the construction of the concrete slab foundation is complete.

An onsite inspection was arranged with the supplier of the structure to ensure that the anchors were position correctly prior to installation. This proved to be successful.

The structure will be installed in October as originally estimated by the supplier.

Public Works have replaced all the wood on the existing benches / tables within the proximity of the gazebo. Other benches / tables in public spaces have been sanded and will receive a timber oil water proofing coating.

Additional furniture is required for the Arena Park and the Walking Trail (Work in Progress).

**2.3 Paving Contractor**

Asphalt paving will commence mid September (this is a revised estimate).

**3 Municipal Affairs – Municipal Accountability Program (MAP) Audit**

The MAP program set out to ensure that the Town achieve legislative compliance with the Municipal Government Act and other legislation.

Municipal Affairs has now reached out to Administration regarding the 2025 MAP Audit and has set a date for the review.

A meeting is scheduled for September 25, 2025.

Prior to this date the Town has to submit documentation to demonstrate compliance with statutory requirements as part of the preliminary audit requirements.

The availability of information on the Town's web site has assisted in part however a further 32 documents have been requested.

A draft report has been prepared that provides supplementary information in support of the requested audit documentation.

The report and the provision of data to Municipal Affairs is not complete – remaining items are:

- 3 Year Operating Plan
- 5 Year Capital Budget.

These two items do not currently exist and cannot therefore be provided without a large degree of time and resource being allocated to this task.

On completing the audit Municipal Affairs will provide a report documenting deficient areas.

Municipal Affairs will work with the Administration to remediate areas of noncompliance and to ensure that these are addressed in a timely manner.

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

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

**Reports (2)**

<b>Regular Council Meeting:</b> September 8, 2025.	<b>Agenda Item:</b> 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

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

No reports submitted

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

- i. FCSS Community Navigator Report (August 2025)  
*(report submitted by Jade Prefontaine)*
- ii. Alberta Counsel News (Issue 230 August 2025)  
*(report submitted by CAO Arno Glover)*
- iii. Alberta Municipalities Report Card on 2024 Active Resolutions (August 2025)  
*(report submitted by CAO Arno Glover)*
- iv. Alberta Municipalities Recommendations on Implementation of Bill 50 Changes (August 26, 2025)  
*(report submitted by CAO Arno Glover)*

**Note:**

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



## FCSS Community Navigator Report August 2025

### Community:

- **Community Garden** – The garden was a target for some unfortunate vandalism. Thankfully, there is a large support system for the garden and its members, and the gardeners can source replacement harvest from the FCSS plots and other generous community donations. We have so many positive things to share about the garden, we won't let one incident get us down.
- **Bowden Community Showcase** will be Wednesday, September 17<sup>th</sup>. Planning with the BGS school staff has started, and the poster and invitations have been sent out! Last year the event included a BBQ, Grad bottle drive, GAGA Ball Pit Grand Opening and more. We are hoping for the same level of participation and events.
- **FCSS** has received several requests for assistance with the new AISH "Canada Disability Benefit" application that has a government deadline of September 2025.

### Food Security Support (ongoing):

- **The Good Food Box** program continues to gain participants. The September order has 18 boxes, including 2 sponsored families, 3 donation boxes and 3 delivery boxes.
- **Food Security** resources continue to be in high demand. FCSS is thankful for the partnerships that support our community.

### Seniors Programs:

- **DRIVE HAPPINESS** – Has booked Park Place for an orientation session next week. Hopefully this is a good sign that folks are signing up to be volunteer drivers.

### Youth Programs:

- **Innisfail FRN** – has a new coordinator for its Bowden programs. They will be running "Kindermusik" in September. We are excited to have a little music program in Bowden.

### Other:

- **AHS Mental Health Group** – Meets every 2 weeks at Park Place. FCSS often joins the group and helps to provide meaningful activities that are appropriate for all abilities.

FCSS had 2 weeks of holiday, so this month's report is condensed. We look forward to a busy September! Thank you.



ALBERTA COUNSEL

Senior Editor: Aaron Singleton  
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**LEDGEVIEW BUILDING**

800, 9707-110 Street NW

Edmonton AB T5K 2L9

P: 780-652-1311

F: 780-652-1312

E: [info@albertacounsel.com](mailto:info@albertacounsel.com)

[www.AlbertaCounsel.com](http://www.AlbertaCounsel.com)

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## FROM CARLETON TO CROWFOOT: PIERRE POILIEVRE'S BY-ELECTION WIN IN RURAL ALBERTA

Chloe Malo

Pierre Poilievre will be returning to the House of Commons in September following his win in the Battle River-Crowfoot federal by-election on Monday, August 18th. The Conservative leader, who lost his seat in his long-held Carleton riding during April's general election, now re-enters the House as the representative for one of the safest Conservative ridings in the country. The result, though unsurprising, carries significance both for Poilievre's personal political future and for the broader federal landscape.

Poilievre captured just over 80% of the vote, securing over 41,000 ballots in his favour, a commanding win by any measure, but hardly extraordinary in Battle River-Crowfoot. The riding has delivered Conservative candidates with similar victories in nearly every election since 2004. In fact, the only Conservative candidate to receive under 80% of the vote for over 20 years was incumbent Damien Kurek, who received 71% of the vote in 2021 but went on to garner 83% during the 2025 general election. Poilievre's win in the riding was necessary to allow him to continue his political career as a Member of Parliament, but to stay on as the Conservative Party of Canada's leader, a decisive victory in the riding was a key benchmark. By matching the traditional margin of victory, Poilievre has proven that his leadership remains attractive to Conservative voters.

The second-place candidate, independent Bonnie Critchley, garnered nearly 10% of the vote—almost doubling that of the Liberal candidate. A former military intelligence officer and long-time resident of the riding, Critchley ran a protest campaign against what she described as Poilievre's opportunistic candidacy. While her message resonated with thousands of voters, especially those who felt disillusioned by Pierre Poilievre's lack of connection to the region and that his candidacy in the riding was more about protecting his own political standing rather than giving a voice to the residents of the region, it was ultimately not enough to change the outcome significantly. Critchley received 5,000 votes and, though not insignificant, the vast difference between first and second place highlights the limited appetite for alternatives to Conservative dominance in rural Alberta.

The result of the by-election neutralizes what had been one of the most immediate threats to Poilievre's leadership. Losing two elections in a single year—first in Carleton, then in Battle River-Crowfoot—would have certainly resulted in his replacement as leader of the Conservative Party. Instead, his decisive victory restores some measure of stability heading into the mandatory leadership review in January of 2026. While recent polling done by the Angus Reid Institute shows strong support for Poilievre to remain leader, with 68% of Conservative members backing his bid to continue his leadership of the party, the same survey also showed more worrying answers from those who considered voting Conservative but ultimately did not. A clear majority of these key swing voters do not support Poilievre as leader with just 36% agreeing that he should lead the party into the next election, an early indication that keeping him at the helm may not be the party's safest route towards future electoral success. The leadership review will take place on January 25th, 2026, in Calgary and while current prospects look good for Poilievre—especially as a Calgarian himself—the political landscape can change quickly. For now, however, it seems unlikely that his performance within the Battle River-Crowfoot by-election will be the issue to undermine him.

Still, questions linger about the implications of Poilievre representing a seat in rural Alberta. Since April, discussion on the issue of separation has grown increasingly more popular amidst a population which has felt overlooked and/or taken advantage of by the federal government; this discussion is especially true within more rural and conservative communities like Battle River-Crowfoot. Having the leader of a major political party as a representative could help to serve as a counterweight. It signals that the riding's priorities, such as agriculture and energy development, will be voiced in Parliament at the highest levels. Businesses and local community leaders may also find it easier to gain attention for regional projects, leveraging Poilievre's political status to push their agendas in Ottawa. In this sense, the riding's influence could extend far beyond what its population would normally command.

At the same time, there is the possibility that Poilievre's national responsibilities will overshadow his local duties. Constituents will likely notice if he spends little time in the riding, especially in a region where grassroots connection is key and skepticism of Ottawa runs deep. If residents begin to feel as though they are being used as a political base, as suggested by many of Poilievre's political opponents, disillusionment could harden and feed into the alienation driving





**CHLOE MALO**  
Intern

Chloe Malo has recently completed a Bachelor of Arts Honours program in Political Science as well as a Certificate in Globalization and Governance at the University of Alberta. She has also gained diverse political experience through work on electoral campaigns and with various nonprofit organizations.

[c.malo@albertacounsel.com](mailto:c.malo@albertacounsel.com)

separatist sentiment.

Ultimately, Pollièvre's victory in Battle River-Crowfoot was never in doubt, but it still holds implications which stretch beyond a single by-election. It puts him back in the House of Commons, gives his new riding unusual visibility at a key moment, and buys him breathing room ahead of the January leadership review. The next few months will be critical for the opposition leader while he attempts to both dispel the critiques of opponents who insist that he does not value the riding's constituents, and win yet another election, which would guarantee his leadership within the Conservative Party for the foreseeable future.

**What We Can Do For You**

Alberta Counsel is a full service law firm (excluding criminal) with experience arguing at all levels of court.

Our services include:

- Business Law
- Governance
- Corporate
- Tax
- Commercial Services
- Land Use, planning, and development
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- Administrative Tribunals
- Municipal Law
- Professional Liability
- Wills & Estates
- Family Law
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**What We Can Do For You**

Alberta Counsel is the largest multi-partisan government relations firm in the province. Our areas of expertise include municipal, health, Indigenous, Non-Profit, Technology & Innovation, Energy, and Agriculture.

Our services include:

- Advocacy/Lobbying
- Political Audits
- Strategic Planning
- Digital Strategy
- Campaign Support
- Fund Development
- Indigenous Relations
- Non-Profit Support

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**Lobby**

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## POLITICAL EVENTS

### NDP – Better Together Calgary

**September 8th @ 6:30PM**

Location: TBD

- Join the Alberta NDP for a free townhall on issues facing Albertans.
- Tix: Free ([albertandpcaucus.ca/events](http://albertandpcaucus.ca/events))

### UCP – An Evening with Mike Ellis & Mickey Amery

**Wednesday, September 17th @ 6:30PM**

Location: Canadian Brewhouse (Calgary Harvest Hills)

- Join Mike Ellis and Mickey Amery for a casual social evening.
- Tix: \$150 ([unitedconservative.ca/events](http://unitedconservative.ca/events))

### NDP – Ask Me Anything Townhall

**September 25th @ 7:15PM**

Location: Arbour Lake Residents Association

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

### UCP AGM

**November 28th – 30th, 2025**

Location: Edmonton Expo Centre

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



**SCOTT RATCH**  
Grant Writing Associate

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

[s.ratch@albertacounsel.com](mailto:s.ratch@albertacounsel.com)



ALBERTA COUNSEL



Source: Global News

### KEY INFLUENCER PROFILE

## BRUCE MCALLISTER

AB PREMIER'S EXECUTIVE DIRECTOR

Scott Ratch

Bruce McAllister is a seasoned strategist and communicator, who currently serves as the moderator for the Alberta Next Panel. The panel is hosting a series of town halls to engage Albertans in discussions about enhancing the province's sovereignty and economic security within Canada. It consists of 15 members, including Premier Danielle Smith, provincial cabinet ministers, MLAs, and Indigenous and industry stakeholders.

McAllister has previous experience in media, elected office, and public affairs. He served as the MLA for Chestermere-Rocky View from 2012-2015 with the former Wildrose Party, before crossing the floor to the Progressive Conservative caucus in 2014. After leaving office, he founded a public affairs and communications firm called Right Angle Communications and Consulting. He currently serves in the Premier's Office as the Executive Director, where he plays a key role in driving major policy initiatives and strategic communications.

Before entering politics, McAllister held several roles in broadcast journalism, including as an anchor for Global Television Calgary. He earned a diploma in broadcast journalism from Loyalist College in Ontario and recently obtained an Executive MBA from the University of Fredericton.



## AT A GLANCE

### In the Media



#### **PASCAL RYFFEL**

VP of Corporate  
Development and  
Government Relations

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

[pr@albertacounsel.com](mailto:pr@albertacounsel.com)



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#### **Pierre Poilievre Wins Alberta By-election**

Federal Conservative leader Pierre Poilievre won the August 18th by-election held in Battle River-Crowfoot with just over 80 per cent of the vote. He will return to Parliament in the fall and resume his role as Leader of the Official Opposition. The by-election was triggered after incumbent Conservative MP Damien Kurek resigned his seat, paving the way for Poilievre's return to the House of Commons. A record of 214 candidates ran in the riding – most of them organized by the Longest Ballot Committee, an organization that advocates for electoral reform.

Poilievre expressed gratitude to voters in the riding on election night: "Getting to know the people in this region has been the privilege of my life." Prime Minister Mark Carney congratulated Poilievre, stating: "Working together, Canada's new government will keep building a stronger future for all Albertans and Canadians."

#### **New Investments for First Nations Student Mental Health**

Alberta is allocating up to \$4.6 million for the 2025-26 school year to provide specialized learning and mental health support for students in on-reserve schools. Funding has been awarded to 27 First Nations across the province, supporting services like occupational therapy, family-school liaisons, wellness coaches and counsellors. Additionally, as part of Budget 2025, nearly \$94 million is being allocated to public school boards to support First Nations, Métis, and Inuit students.

"This funding ensures that resources are going where they're needed most – into the hands of communities who know their students best. By supporting specialized learning and mental health initiatives, we're helping First Nations students thrive in school and beyond. These grants reflect our commitment to building brighter futures for Indigenous youth across Alberta," stated Minister of Indigenous Relations, Rajan Sawhney.

#### **Continued Support for Child Advocacy Centers**

The province is boosting funding by 10 per cent to its child and youth advocacy centres, representing an increase to \$3.7 million in 2025. There are eight provincially funded advocacy centres across the province, offering integrated services spanning mental health, medical, and legal support for children and youth experiencing abuse and neglect.

Minister of Children and Family Services, Searle Turton, commented: "Alberta has been a leader in creating safe places for children and youth who have experienced abuse. Centres like Zebra Centre and Luna Centre were among the first of their kind in Canada, and they continue to give hope and healing to thousands of children, youth and their families. This new funding will help them, and six other centres across Alberta, keep providing the critical support to protect children and youth."

#### **Growing Alberta's Skilled Childcare Workforce**

Alberta, in partnership with the federal government, is investing \$3.3 million through the Canada-Alberta Early Learning and Child Care Agreement to launch a new Early Childhood Educator Bursary Program. Managed by Northquest College, the program will offer up to 300 one-time bursaries of \$10,000 each over the next three years to eligible students enrolled in approved early learning and childcare certificate programs across 20 post-secondary institutions. Since 2021, Alberta has increased its number of early childhood educators by more than 13,000, reaching a total of 31,200.

Minister of Education and Childcare, Demetrios Nicolaides, commented: "Alberta families deserve high-quality child care and we know quality care begins with a skilled workforce. As part of our ongoing commitment to grow the child-care workforce and retain the highly skilled staff we already have, we are making it easier than ever to pursue a rewarding career in this dynamic sector."



## AARON SINGLETON

Associate - Digital Campaigns

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

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

[a.singleton@albertacounsel.com](mailto:a.singleton@albertacounsel.com)



ALBERTA COUNSEL

# TOP 5 TIPS TO PREPARE FOR THE UPCOMING FALL SESSION <sup>84</sup>

Aaron Singleton

As we find ourselves in the dog days of summer in Alberta, the time has come to begin thinking more seriously about your organization's government relations strategy for the fall. MLAs will return to the Legislature on Monday, October 27th for what many are expecting to be the beginning of a brand-new session. If this happens, the current Order Paper will be "killed", and the Legislature will commence a new session with a speech from the throne.

Although the start of session is still two months away, this is an important time for organizations to ensure they are prepared for a short but busy session prior to the winter break in December. Today, we want to share our top five tips on what your organization can do in the coming weeks to set yourself up for success for the remainder of 2025 and beyond.

## 1. Review Your Government Relations Strategy

This one may go without saying, but it is an important enough action that we would be remiss if we did not include it.

In the world of politics, the landscape can shift dramatically in very short order. It is critically important to take some time to sit down with your team to see what parts of your government relations strategy might need revamping before things kick off in October. Are there specific ministers/MLAs you need to connect with? Do you need to any public relations tools to your strategy? Should you reach out to the official opposition?

Our expert government relations associates are always ready to help you find the answers to questions like these and to help you revamp your strategy to improve the odds of success.

## 2. Follow Up on Summer Contacts

If your organization was out on the barbeque circuit over the summer, you likely spent considerable time connecting with elected officials and allied stakeholders. It is one thing to go out and make introductions/shake hands, but the most important part of networking is the follow up.

If you have not already done so, now is an excellent time to begin going through that stack of business cards you collected at the Calgary Stampede and other events and reaching out to your new contacts. As you can imagine, people that attend these mixer-style events meet dozens (if not more) people and organizations from across the province, so it is important to make yourself stand out.

## 3. Revise Leave-Behind Documents

This is good practice regardless, but it is especially important before session starts up in the fall. As things change rapidly in politics, so can they change with the issues organizations advocate on. Perhaps there has been new data released since the last time you refreshed your one-pager documents or your organization has developed new key messages for your government relations efforts.

It is always worth spending a little time reviewing your leave-behind documents to ensure consistency in messaging and data when you are meeting with government and other decision makers.

## 4. Catch Up on Summer News

Government news doesn't stop over the summer months just because MLAs aren't sitting in the Legislature. Since session ended, government has made numerous announcements that may have some impact on the work your organization does or on issues you are advocating for. Make sure to touch base with your government relations associate to ensure you are going into the next session with eyes wide open.

Additionally, it is worth scanning other jurisdictions across Canada for an understanding of how the political landscape is shifting elsewhere. Sometimes, like-minded organizations in other provinces may be working on similar issues with their provincial government which can often be an indicator of the way the wind could blow here. It can also provide local organizations a sense of what tactics and strategies were/were not successful in similar efforts.

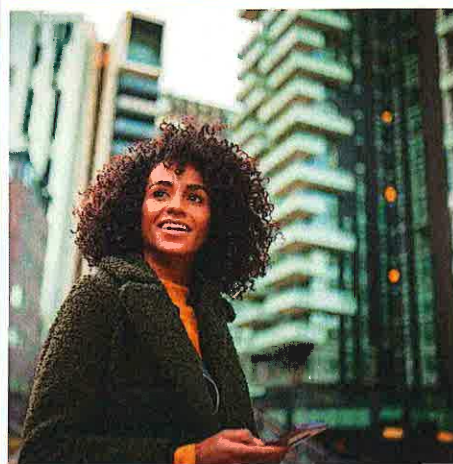
## 5. Hire Alberta Counsel to Support Your Government Relations Efforts

For those of you who read The NEWS by Alberta Counsel but are not yet clients of our firm, we hope you will consider us to support you and your organization's government relations goals. We have a strong multi-partisan team that brings expertise on a variety of issues ranging from the nonprofit and voluntary sector (NVPS) to energy and everything in between that can help you.

We also offer services to develop digital campaigns and public relations that add another tool to your bag if and when you may need them. We can assist with organizing media events, provide advice on social media strategies, and support the development of key messages in a way that speaks to both government and the general public.



# Report Card on 2024 Active Resolutions



 **Alberta  
Municipalities**  
Strength  
In Members

August 2025

## About Resolutions

Alberta Municipalities (ABmunis) conducts an annual resolutions process that enables member municipalities to identify and prioritize common issues and solutions and give direction to Alberta Municipalities' Board of Directors to advocate to the federal and provincial governments on members' behalf.

This process includes a resolutions session at ABmunis' annual Convention where Regular Members vote on submitted resolutions. When members adopt a resolution, ABmunis takes action to develop and implement an advocacy strategy for each resolution.

Given the scope, complexity, and volume of issues facing municipalities, ABmunis uses a [prioritization framework](#) to determine the degree of resources that are invested in advocacy for each resolution.

More information is available on ABmunis' [resolutions webpage](#).

## About this Report Card

Adopted resolutions are considered active for three years.

This Report Card summarizes the status of all 2024 resolutions, which are considered active at the time of reporting.

## Category B:

## Issues Related to Alberta Municipalities' Strategic Initiatives

#	Resolution Information	Active Clause	Status and ABmunis' Actions
B1	<p><b>Resolution Name</b>  <a href="#">Independent Office of Integrity for Local Government</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of Rocky Mountain House</li> <li>Town of Sylvan Lake</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Municipal Governance</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate for the provincial government to establish an Independent Office of Integrity to serve the public, elected officials and local government officials in an advisory, educational and investigative role in the application and enforcement of council code of conducts.</p>	<p><b>Government Response</b>  Municipal Affairs engaged with stakeholders in summer and fall 2024 on the role, scope, and funding of a provincial integrity commissioner. In May 2025, the province passed Bill 50, the <i>Municipal Affairs Statutes Amendment Act, 2025</i>, that removes the ability for municipalities to have a council code of conduct but the province communicated that it intends to consult on the potential creation of a municipal ethics commissioner.</p> <p><b>ABmunis' Rating of the Government's Response</b>  Intent not met – further action will be taken at a high level of engagement.</p> <p><b>ABmunis' Notes and Actions</b>  In October 2024, ABmunis participated in Municipal Affairs' working group discussion and made a written submission. Based on new information shared by the Ministry, ABmunis provided additional written input on the issue in December 2024. When Bill 50 was introduced in April 2025, ABmunis expressed concerns to the Minister. After collecting further input from members in June 2025, ABmunis is now awaiting the province's consultation on a potential ethics commissioner.</p>
B2	<p><b>Resolution Name</b>  <a href="#">Allowance of Automated Vote Counting Systems in Municipal Elections</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of St. Albert</li> <li>Town of Rocky Mountain House</li> </ul> <p><b>ABmunis Committee</b></p>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to permit municipalities to utilize the vote counting system of their choice in the operation of their local elections, including automated vote counting systems, to ensure accurate, cost-effective and timely results for Albertan voters.</p>	<p><b>Government Response</b>  The November 2024 letter from the Minister of Municipal Affairs communicated that:</p> <ul style="list-style-type: none"> <li>Eliminating the use of electronic tabulators will give confidence to Albertans that their votes are being counted correctly.</li> <li>Having returning officers hand count and verify paper ballots is intended to build public trust.</li> <li>Elections Canada does not use electronic methods, such as tabulators, for casting or counting ballots in federal elections.</li> </ul>

Security classification: Public

## Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
	<ul style="list-style-type: none"> <li>Municipal Governance</li> </ul>		<p><b>ABmunis' Rating of the Government's Response</b> Intent not met – further action will be taken at a medium level of engagement</p> <p><b>ABmunis' Notes and Actions</b> To inform a review of this issue after the 2025 municipal election, ABmunis is encouraging our members to:</p> <ul style="list-style-type: none"> <li>track their costs to run their 2025 municipal election and how that compares to past elections.</li> <li>track the time required to manually count votes in comparison to previous elections using tabulators.</li> </ul>
B3	<p><b>Resolution Name</b> <a href="#">Provincial Education Property Tax Reform</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of St. Albert</li> <li>Town of Penhold</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Municipal Governance</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to action the Minister of Municipal Affairs' mandate letter from the Premier, to review the provincial education property tax to assist municipalities with retaining more funding for local priorities, with the outcome being that municipalities receive provincial funding for municipal infrastructure equal to or greater than what is collectively requisitioned in provincial education property tax on an annual basis for the Government of Alberta.</p>	<p><b>Government Response</b> The November 2024 letter from the Minister of Municipal Affairs communicated that a review was conducted leading the Government of Alberta to:</p> <ul style="list-style-type: none"> <li>Provide a full exemption of non-profit affordable housing from property taxation, including education property tax.</li> <li>Expand the criteria of the Community Revitalization Levy program to support capital costs of privately owned affordable housing.</li> </ul> <p>At ABmunis Spring 2024 Municipal Leaders' Caucus and 2024 Convention, the Minister of Municipal Affairs stated that he did not intend to make changes to education property taxes because that would interfere with the constitutional rights of Protestant and Roman Catholic citizens' minority rights to a separate education system.</p> <p><b>ABmunis' Rating of the Government's Response</b> Intent not met – further action will be taken at a high level of engagement.</p> <p><b>ABmunis' Notes and Actions</b> This issue has been ongoing for many years so ABmunis plans to use our new research project to increase public awareness about property taxes charged by the province. <a href="#">ABmunis provided a brochure</a> for municipalities to use and other findings will be released later in 2025.</p>



# Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
B4	<p><b>Resolution Name</b>  <a href="#">Restoring Provincial Grants in Place of Taxes (GIPOI) Funding</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of High Prairie</li> <li>Town of Mayerthorpe</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Municipal Governance</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate for the reinstatement of full funding, at a minimum to the 2019/20 funding level of \$60 million, for all properties that are eligible for GIPOI.</p>	<p><b>Government Response</b>  In Budget 2025, the province made a commitment to fully fund GIPOI within two years. In 2025, municipalities with provincial properties will receive funding equivalent to 75% of the assessed value and 100% of the assessed value in 2026.</p> <p><b>ABmunis' Rating of the Government's Response</b>  Accepts government response – no further action required.</p> <p><b>ABmunis' Notes and Actions</b>  ABmunis has advocated on this issue since the funding cuts made in 2019. With the advocacy by ABmunis and many municipalities, ABmunis appreciates that the province has restored funding to the GIPOI program.</p>
B5	<p><b>Resolution Name</b>  <a href="#">Small and Remote Municipalities Need Regional Economic Development Alliances (REDAs) to Thrive</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of Mayerthorpe</li> <li>Town of Coalhurst</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Economic Strategy</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Minister of Jobs, Economy and Trade and the Government of Alberta as a whole to implement measures for the provision of continuous, stable funding for the nine existing REDAs, supporting each with a budget of \$225,000 per year consisting of \$125,000 per year in operational funding and \$100,000 per year in project funding.</p> <p><b>IT IS FURTHER RESOLVED THAT</b> Alberta Municipalities advocate for a Memorandum of Understanding between the Government of Alberta and the current REDA Chairs to develop a clear purpose and program structure for the REDAs, inclusive of a stable, long-term, collaborative approach to funding.</p>	<p><b>Government Response</b>  In a November 2024 letter, the Minister of Jobs, Economy and Trade (JET) stated "JET is shifting away from offering [REDAs] operating funding, to a competitive, project based economic development model. Please note that no other economic development organization in Alberta received direct operating funding like the REDA organizations do.</p> <p>For each REDA organization to become operationally self sufficient, transitional funding is available of up to a maximum of \$125,000 per year over three years through matching membership revenue. By 2026/2027 a minimum of 50 per cent of JET's funding is required to be directed to projects."</p> <p><b>ABmunis' Rating of the Government's Response</b>  Intent not met – further action to be taken at a medium level of engagement.</p> <p><b>ABmunis' Notes and Actions</b>  The resolution builds on an RFD which was passed by members at the 2024 Spring MLC. The Minister met with the Economic Strategy committee on April 17, 2025. At that meeting he expressed the Government of Alberta's</p>

## Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
B6	<p><b>Resolution Name</b>  <a href="#">Family &amp; Community Support Services (FCSS)</a>  <a href="#">Funding Increase</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of Airdrie</li> <li>Town of Crossfield</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Safe &amp; Healthy Communities</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to immediately increase provincial funding for Family and Community Support Services commensurate to population growth and annual inflation rates, which would currently amount to funding of \$161.5 million in 2025, to adequately and sustainably fund necessary prevention programs and services in communities across Alberta.</p>	<p>commitment to rural economic development but reiterated the decision has been made move away from providing operating funding to REDAS.</p> <p><b>Government Response</b>  In a December 2024 letter, the Minister of Seniors, Community and Social Services' stated that:</p> <ul style="list-style-type: none"> <li>"Budget 2024 maintained FCSS funding at \$105 million to ensure services remain available for people in need of assistance."</li> <li>"We are interested in learning more about how local FCSS programs are introducing efficiencies and working collaboratively to develop innovative approaches to providing cost effective programming."</li> </ul> <p>In Budget 2025, the province maintained FCSS funding at \$105 million for the third straight year.</p> <p><b>ABmunis' Rating of the Government's Response</b>  Intent not met – further action will be taken at a high level of engagement.</p> <p><b>ABmunis' Notes and Actions</b>  The ABmunis Board has directed ABmunis to work with the Family and Community Support Services Association of Alberta (FCSSAA) to promote their new website, <a href="https://impact.fcssaa.org/">https://impact.fcssaa.org/</a>, and boost key messaging around the value and impact of FCSS programming. In May 2025, ABmunis and the FCSSAA met with the Minister to discuss this issue. This summer, ABmunis will be working with Ministry staff, RMA, and FCSSAA on a submission to Treasury Board that outlines the rationale for increased FCSS funding.</p>
B7	<p><b>Resolution Name</b>  <a href="#">Alberta First Responders Radio Communications System Equipment Funding</a></p> <p><b>Sponsors</b></p>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate for the Government of Alberta to provide financial support for municipalities with a population of less than 3,000, and for regional groups, to obtain equipment necessary to participate in the Alberta First Responders Radio Communications System (AFRRCS).</p>	<p><b>Government Response</b>  In April 2025, the Minister of Public Safety and Emergency Services communicated that "some agencies face financial hurdles to participating in AFRRCS, as hardware costs can be a barrier to entry. The Government of Alberta does not have a grant program specific to support the purchase of AFRRCS equipment; however, this equipment is an eligible expense under the Local Government Fiscal Framework (LGFF) capital program."</p>



## Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
	<ul style="list-style-type: none"> <li>Town of Strathmore</li> <li>Village of Rockyford</li> <li>Town of Mayerthorpe</li> </ul> <b>ABmunis Committee</b> <ul style="list-style-type: none"> <li>Safe &amp; Healthy Communities</li> </ul>		<p><b>ABmunis' Rating of the Government's Response</b> Intent not met – further action will not be taken.</p> <p><b>ABmunis' Notes and Actions</b> ABmunis Board does not intend to advocate on this resolution further because the issue is a low priority per our Advocacy Prioritization Framework, AFRRCS equipment is an eligible purchase under the LGFF capital program and advocating for separate funding for items already eligible under LGFF Capital risks diluting our capacity and advocacy on overall infrastructure funding.</p>
B8	<p><b>Resolution Name</b> <a href="#">Declining Fire Department Services Across Alberta</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of</li> <li>Town of</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Infrastructure</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT Alberta Municipalities:</b></p> <ol style="list-style-type: none"> <li>advocate to the Government of Canada to create a business tax credit for businesses that allow employees who are volunteer firefighters to attend calls during business hours; and</li> <li>advocate to the Government of Canada to reinstate the Joint Emergency Preparedness Program.</li> </ol>	<p><b>Government Response</b> The Government of Canada has not yet responded to this resolution.</p>
B9	<p><b>Resolution Name</b> <a href="#">Preventative Psychological Services Support for Municipal First Responders and Emergency Dispatchers</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of St. Albert</li> <li>Town of Mayerthorpe</li> </ul> <p><b>ABmunis Committee</b></p>	<p><b>IT IS THEREFORE RESOLVED THAT Alberta Municipalities</b> advocate to the Government of Alberta to provide a grant or funding mechanism to municipalities to provide preventative psychological services to municipal first responders and emergency dispatchers to reduce the risk of psychological injury and the associated burden on taxpayers to treat such injuries, in addition to bolstering emergency medical services response services in Alberta.</p>	<p><b>Government Response</b> The Minister of Municipal Affairs' November 2024 response to the resolution states that the Government of Alberta currently delivers the Supporting Psychological Health in First Responders Grant Program, which offers grants to provide or improve services for first responders living with or at risk for post-traumatic stress injuries (PTSI). Municipalities can also use Local Government Fiscal Framework (LGFF) Operating funding and Fire Services Training Program funding to support their local fire services.</p> <p><b>ABmunis' Rating of the Government's Response</b> Intent partially met – further action will be taken at a medium level of engagement.</p> <p><b>ABmunis' Notes and Actions</b></p>

#	Resolution Information	Active Clause	Status and ABmunis' Actions
	<ul style="list-style-type: none"> <li>Safe &amp; Healthy Communities</li> </ul>		<p>The ABmunis Board directed staff to take the following actions:</p> <ul style="list-style-type: none"> <li>Share this resolution at the upcoming engagements on health care refocusing.</li> <li>Share the resolution at the Alberta Emergency Medical Services Standing Committee table.</li> <li>Share this resolution at engagements for the upcoming Fire Services Review, in partnership with ABmunis' Infrastructure Committee.</li> <li>Monitor funding allocations for the Supporting Psychological Health in First Responders Grant Program and notify members when intakes for new rounds of grant funding open.</li> <li>Create a page on the ABmunis website that compiles mental health resources for members and first responders.</li> </ul>
B10	<p><b>Resolution Name</b>  <a href="#">Establishing a Provincial Level of Service for Emergency Social Services</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of Grande Prairie</li> <li>Town of Wembley</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Infrastructure</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate for a provincial Level of Service for Emergency Social Services as a framework for providing support to external communities from other jurisdictions in Alberta or from out of province.</p> <p><b>FURTHER BE IT RESOLVED THAT</b> the proposed provincial Level of Service for Emergency Social Services include schedules that indicate services that are considered Basic Survival Needs, and which services are Discretionary; with identification of what costs are eligible for cost recovery.</p> <p><b>FURTHER BE IT RESOLVED THAT</b> the proposed provincial Level of Service for Emergency Social Services acknowledge that the host municipality is providing a Fee for Service and that they will directly invoice the home jurisdiction, or the Government of</p>	<p><b>Government Response</b>  In April 2025, the Minister of Public Safety and Emergency Services communicated that the province has updated the Alberta Emergency Social Services (ESS) Framework. This Framework is expected to be released in early 2025.</p> <p><b>ABmunis' Rating of the Government's Response</b>  Intent partially met – further action will be taken at a medium level of engagement.</p> <p><b>ABmunis' Notes and Actions</b>  ABmunis awaits the release of the new Framework to inform our next steps.</p>

# Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
B11	<p><b>Resolution Name</b>  <a href="#">Provincial Emergency Shelter Strategy</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of Red Deer</li> <li>Town of Hinton</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Safe &amp; Healthy Communities</li> </ul>	<p>Alberta and will not be required to apply for Disaster Recovery Program funding to recover their costs.</p> <p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta and the Minister of Seniors, Community and Social Services to create a comprehensive emergency shelter strategy for the entire province. This detailed strategy will provide a vision, guiding principles, objectives, definitions, project management governance, and role clarity for provincial and municipal governments and applicable community stakeholders.</p>	<p><b>Government Response</b>  A December 2024 letter from the Minister of Seniors, Community and Social Services indicates that the province provides over \$116 million in funding for around 4,800 year-round spaces in 34 shelters to operate 24/7. The response also notes that "local municipalities play the primary role in determining shelter locations and ensuring sites meet municipal zoning and building requirements to operate a shelter. Alberta's government continues to work with municipal partners to coordinate shelter responses to meet community needs and to support a robust housing-focused, recovery-oriented system of care."</p> <p>The Minister also mentions that the Government of Alberta provides a total of \$101.5 million for housing and supports programs delivered in the seven major cities in Alberta (Calgary, Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, and Red Deer). The Minister did not respond directly to the request to create a provincial strategy.</p> <p><b>ABmunis' Rating of the Government's Response</b>  Intent not met – further action will be taken at a medium to high level of engagement.</p> <p><b>ABmunis' Notes and Actions</b>  The ABmunis Board has directed staff to explore opportunities for joint advocacy with RMA on expanding access to shelters outside of urban areas, including developing a joint submission to the newly established provincial expert panel on homelessness.</p>
B12	<p><b>Resolution Name</b>  <a href="#">Permanent Supportive Housing Capital and Operational Funding</a></p> <p><b>Sponsors</b></p>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta and the Government of Canada to increase capital and operational funding for municipalities in Alberta for permanent supportive housing to ensure appropriate housing options are available for</p>	<p><b>Government Response</b>  The December 2024 response from the Minister of Seniors, Community and Social Services states that the province "maintains annual funding of \$101.5 million to support local programs designed to move people out of homelessness and into stable housing." Additionally, the Minister refers to the Affordable Housing Partnership Program, introduced in 2022, which provides capital funding for affordable housing. Under this program to date,</p>

## Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
	<ul style="list-style-type: none"> <li>City of Red Deer</li> <li>Village of Delburne</li> </ul> <b>ABmunis Committee</b> <ul style="list-style-type: none"> <li>Safe &amp; Healthy Communities</li> </ul>	<p>individuals experiencing chronic homelessness.</p>	<p>the province has invested approximately \$189 million to support over 1,500 housing units and over 300 shelter spaces in 15 communities. 12 projects providing 412 permanent supportive housing units in four communities have been funded through the program so far. The Minister does not respond directly to the request to increase capital or operational funding for permanent supportive housing.</p> <p><b>ABmunis' Rating of the Government's Response</b> Intent not met – further action will be taken at a medium to high level of engagement.</p> <p><b>ABmunis' Notes and Actions</b> The ABmunis Board has directed staff to explore opportunities for joint advocacy with the Alberta Seniors and Community Housing Association, including developing a joint submission to the newly established provincial expert panel on homelessness.</p>
B13	<p><b>Resolution Name</b> <a href="#">Full-Time 24-Hour Home Care Support in Lodges/ Supportive Living Accommodations</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of Tofield</li> <li>Town of Vegreville</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Safe &amp; Healthy Communities</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate for the Government of Alberta to provide funding for full-time, 24-hour, 7 days a week home care services in lodges and supportive living environments.</p>	<p><b>Government Response</b> The Minister of Seniors, Community and Social Services' December 2024 response does not address the resolution and simply refers to the ongoing health care system reorganization.</p> <p><b>ABmunis' Rating of the Government's Response</b> Intent not met – further action will be taken at a low level of engagement.</p> <p><b>ABmunis' Notes and Actions</b> The ABmunis Board has directed staff to take the following actions:</p> <ul style="list-style-type: none"> <li>Upon the release of the Seniors Lodge Review Panel report, assess the degree of alignment between the report's recommendations and this resolution. Should there be significant misalignment, the committee may consider further action.</li> <li>Share the resolution at the upcoming engagements on health care system refocusing and with the new Assisted Living Alberta agency.</li> </ul>
B14	<p><b>Resolution Name</b></p>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate for the Government</p>	<p><b>Government Response</b></p>



#	Resolution Information	Active Clause	Status and ABmunis' Actions
	<p>Attraction and Retention Strategy for Rural Health Care Professionals</p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of Hinton</li> <li>Village of Boyle</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Small Communities</li> </ul>	<p>of Alberta to develop a Rural Health Care Professionals Attraction and Retention Strategy that focuses on increasing the total number of health care professionals in rural Alberta.</p>	<p>In the December 2024 response from the Government of Alberta, they acknowledge the need for health care professionals in rural areas and list several initiatives they are undertaking to improve and increase this number. Included in these initiatives are:</p> <ul style="list-style-type: none"> <li>Medical school training centres in Lethbridge and Grande Prairie.</li> <li>Improved registration policies for international medical graduates in partnership with the College of Physicians and Surgeons.</li> <li>The <a href="#">Rural Capacity Investment Fund</a>, which supports the recruitment, retention and relocation of health care professionals.</li> <li>The <a href="#">Rural Remote Northern Program</a> which compensates physicians who practice in underserved areas of Alberta.</li> </ul> <p>Although these initiatives are vital to improving the current state of access to medical care in rural areas, the resolution calls for a specific strategy to be developed. A coordinated effort to increase the total number of health care professionals in specifically rural areas was not mentioned in the government's response.</p> <p><b>ABmunis' Rating of the Government's Response</b></p> <p>Intent not met – further action to be taken at a medium level of engagement.</p> <p><b>ABmunis' Notes and Actions</b></p> <p>The Small Communities Committee met with a representative of Alberta Health in April 2025 to discuss strategies which would engage smaller communities more with the Rural Health Action Plan (RhPAP). As well, they spoke to ways in which RhPAP and ABmunis can collaborate to attract and retain healthcare professionals in underserved communities.</p>
B15	<p><b>Resolution Name</b></p> <p><a href="#">Creation of a Wildfire Prevention Committee</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of Hinton</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to establish a "Wildfire Prevention Committee" consisting of industry, municipal and provincial subject matter experts, elected officials, and senior municipal administrators.</p>	<p><b>Government Response</b></p> <p>In March 2025, the Minister of Municipal Affairs announced the launch of a Provincial Fire Liaison Committee.</p> <p><b>ABmunis' Rating of the Government's Response</b></p> <p>Intent partially met – further action will be taken at a high engagement level.</p>

## Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
	<ul style="list-style-type: none"> <li>Town of Coronation</li> <li><b>ABmunis Committee</b></li> <li>Infrastructure</li> </ul>		<p><b>ABmunis' Notes and Actions</b> ABmunis Board of Directors has appointed a representative to the Provincial Fire Liaison Committee. Meeting reports will be shared with the Infrastructure Committee. The opportunity to participate on this committee was also shared with members via <a href="#">The Weekly</a>.</p>
B17	<p><b>Resolution Name</b> <a href="#">Federal Funding for Compressed Natural Gas, Hydrogen, and Clean Diesel Buses</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of Red Deer</li> <li>Town of Innisfail</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Infrastructure</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to work with the Government of Canada to return to a federal funding program that accepts purchases of compressed natural gas, hydrogen, and clean diesel buses until 2035, which will allow municipalities to transition their fleets in an efficient and realistic manner.</p>	<p><b>Government Response</b> A response was received from Alberta Transportation and Economic Corridors in December 2024. The response highlighted federal support for transit projects through the Canada Public Transit Fund and the Zero Emission Transit Fund.</p> <p><b>ABmunis' Rating of the Government's Response</b> Intent partially met – further action will be taken at a medium level of engagement.</p> <p><b>ABmunis' Notes and Actions</b> While the Zero Emission Transit Fund does not support the purchase of CNG or Clean Diesel Buses, the Canada Public Transit Fund does allow for the purchase of these buses if the municipality is already invested in this type of bus and is planning to transition to a lower emission alternative in the coming years. ABmunis will continue to promote the Canada Public Transit Fund as a viable opportunity for the purchase of CNG, hydrogen and clean diesel buses.</p>
B18	<p><b>Resolution Name</b> <a href="#">Provincial Support for Watershed Management</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of St. Albert</li> <li>Town of Gibbons</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Sustainability &amp; Environment</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to direct resources to bolster the application of the Water Act and the Environmental Protection and Enhancement Act through increased enforcement, data collection and information sharing with municipalities, and biodiversity assessments for all municipalities located on all rivers and watersheds in the Province – including but</p>	<p><b>Government Response</b> The December 2024 response from the Minister of Environment and Protected Areas indicates that existing reporting and data collection through the 19 tributary stations, Alberta River Basins tools, and Water Survey of Canada data are sufficient. However, the response did not address the broader concerns raised in the resolution, including the need to meet the goals and objectives of watershed management plans under the Water for Life Strategy.</p> <p><b>ABmunis' Rating of the Government's Response</b> Intent not met – further action will be taken at a medium engagement level.</p>



## Report Card on ABmunis' 2024 Active Resolutions

#	Resolution Information	Active Clause	Status and ABmunis' Actions
		not limited to engagement with municipalities on Water Act permit approvals to enable alignment with municipal statutory plans – to achieve the goals of the Water for Life Strategy.	<p><b>ABmunis' Notes and Actions</b></p> <p>ABmunis is following up with Environment and Protected Areas to discuss ways to better support the goals and objectives of watershed management plans under the Water for Life Strategy.</p>
B19	<p><b>Resolution Name</b>  <a href="#">Goldfish Infestation and Emergency Approval of Powder-Form Rotenone Pesticide</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of Sylvan Lake</li> <li>Town of Bentley</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Sustainability &amp; Environment</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta for emergency approval of the dry form Rotenone to address invasive aquatic species infestation in stormwater pond systems.</p>	<p><b>Government Response</b></p> <p>The December 2024 response from the Ministry of Environment and Protected Areas mentioned that they align with our concerns, but Health Canada's Pest Management Regulatory Agency indicates that exposure was not within acceptable limits to allow the emergency use registration to proceed, as powders create substantially increased risk for exposure to the applicators compared to liquid formulations.</p> <p>However, as of June 2025, production of liquid rotenone has resumed and is expected to be more accessible for municipal use.</p> <p><b>ABmunis' Rating of the Government's Response</b></p> <p>Intent partially met – further action will be taken at a medium engagement level.</p> <p><b>ABmunis' Notes and Actions</b></p> <p>ABmunis sent a letter to Health Canada's Pest Management Regulatory Agency highlighting the concerns regarding the limited supply of liquid form Rotenone and that emergency use of dry form is greatly needed.</p> <p>In July 2025, ABmunis published a <a href="#">newsletter article</a> about the new access to liquid rotenone and how municipalities can learn more about that option.</p>

## Category C:

# Other issues of potential interest to municipalities in Alberta

#	Resolution Information	Active Clause	Status and ABmunis' Actions
C1	<p><b>Resolution Name</b>  <a href="#">Financial Disclosure of Asset Retirement Obligations</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>▪ Town of Coronation</li> <li>▪ Town of Hinton</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>▪ Municipal Governance</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta for financial support and tools to support municipalities to comply with PS 3280 in the most cost-efficient manner possible.</p>	<p><b>Government Response</b>  The November 2024 response from the Minister of Municipal Affairs communicated that:</p> <ul style="list-style-type: none"> <li>• The Government of Alberta had no role in developing the new asset retirement obligation (ARO) accounting requirements as those are controlled by the national Public Sector Accounting Board.</li> <li>• Municipal Affairs provided supports through its Fall 2023 Municipal Affairs Administrator's Training Initiative (<a href="#">2024 video recording</a>) and a <a href="#">fact sheet and decision tree document</a>.</li> <li>• Asset management planning by municipalities would allow municipalities to identify assets that are close to retirement.</li> <li>• The Government of Alberta already provides funding for municipalities to: <ul style="list-style-type: none"> <li>○ Gather data for ARO and contracted planning services through the Local Government Fiscal Framework Operating program.</li> <li>○ Invest in asset management through the Local Government Fiscal Framework Capital program and the Canada Community-Building Fund.</li> </ul> </li> </ul> <p><b>ABmunis' Rating of the Government's Response</b>  Intent partially met – further action will be taken at a medium level of engagement.</p> <p><b>ABmunis' Notes and Actions</b>  ABmunis sent a letter to the Federation of Canadian Municipalities to request action to inform and encourage the Public Sector Accounting Board to consider the experiences and costs on small municipalities when new accounting standards are considered.</p>

C3	<p><b>Resolution Name</b>  <a href="#">Fires on Frozen Lakes</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>Town of Sylvan Lake</li> <li>Summer Village of Jarvis Bay</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Sustainability &amp; Environment</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to develop, implement, and enforce, a regulation that mandates fires be contained within raised containers to mitigate the risk of debris contamination and to prevent environmental damage caused by fires directly lit on the surface of frozen lakes.</p>	<p><b>Government Response</b>  In May 2025, the Minister of Environment and Protected Areas wrote that “The Government of Alberta will take this under consideration on how best to regulate the use of raised containers for fires on frozen lakes. Currently, the <i>Environmental Protection and Enhancement Act</i> includes rules that apply. For example, it prohibits disposing of waste on public land unless placed in a proper container, and it prohibits disposing of waste on, in, or under water or ice.”</p> <p>Any burning of prohibited debris may be reported at any time to the Environment and Dangerous Goods Emergencies at 1-800-222-6514.</p> <p><b>ABmunis' Rating of the Government's Response</b>  ABmunis' Sustainability and Environment Committee will categorize the government's response at their next meeting.</p>
C4	<p><b>Resolution Name</b>  <a href="#">Increase Capital Funding for Accessible Playgrounds for All New, Replacement or Renovated Alberta Public Schools with K-6 Programming</a></p> <p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of Spruce Grove</li> <li>Village of Amisk</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Infrastructure</li> </ul>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta to increase capital funding for all new, replacement, or renovated public schools with K-6 programming to enable the construction of accessible playgrounds to ensure that students with disabilities have equal development opportunities.</p>	<p><b>Government Response</b>  The Minister of Infrastructure's January 2025 response indicated that a review of funding levels for playgrounds would be taking place in early 2025.</p> <p><b>ABmunis' Rating of the Government's Response</b>  Intent partially met – further action will be taken at a medium level of engagement.</p> <p><b>ABmunis' Notes and Actions</b>  If possible, ABmunis will provide input to the review of playground funding levels being undertaken by the Ministry of Infrastructure and Ministry of Education.</p>
C5	<p><b>Resolution Name</b>  <a href="#">Doubling Speed Fines in Playground Zones and School Zones</a></p>	<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act to improve safety within designated school zones and playground zones through measures such as double</p>	<p><b>Government Response</b>  The Minister of Transportation and Economic Corridors' January 2025 response to the resolution states that ABmunis resolution will be considered in any future reviews of provincial traffic fine offences. The Minister also communicated that current penalties for exceeding the speed limit in a school or playground zone include:</p>

<p><b>Sponsors</b></p> <ul style="list-style-type: none"> <li>City of Calgary</li> <li>Village of Duchess</li> </ul> <p><b>ABmunis Committee</b></p> <ul style="list-style-type: none"> <li>Safe &amp; Healthy Communities</li> </ul>	<p>finer for speeding offenses or adjusting demerits to encourage improved compliance.</p>	<ul style="list-style-type: none"> <li>Fines ranging from \$81 to \$495; and</li> <li>Demerit points ranging from two to six, depending on how many kilometres over the speed limit the driver is convicted of travelling.</li> </ul> <p>“A driver convicted of exceeding the speed limit by 10 kilometres per hour faces a \$110 fine and two demerit points. Drivers charged with exceeding the speed limit by more than 50 kilometres per hour may be required to appear before a justice and, if convicted, could face a fine of up to \$2,400 and/or incarceration for up to six months, as well as a driver's licence suspension of up to three months, or six demerit points if no suspension is ordered.”</p>
<p><b>ABmunis' Rating of the Government's Response</b></p> <p>Intent not met – further action will not be taken.</p> <p><b>ABmunis' Notes and Actions</b></p> <p>Doubling fines and increasing demerit points for speeding in school and playground zones would make Alberta the province with the highest penalties for these offences in Canada.</p> <p>In considering ABmunis' <a href="#">advocacy prioritization framework</a>, this resolution is deemed a low priority as:</p> <ul style="list-style-type: none"> <li>The current government has signaled a less restrictive approach to traffic safety and speed enforcement, <a href="#">prohibiting the use of photo radar</a> on all provincial highways and requiring municipalities to obtain provincial approval for photo radar locations in their communities. As a result, advocating for heavier penalties (especially when compared to other provinces) is unlikely to be successful and risks depleting ABmunis' political capital.</li> <li>Road safety in sensitive zones is not a key strategic priority for ABmunis, so advocacy on this issue will reduce capacity to advocate on other priorities.</li> </ul>	<p><b>Government Response</b></p> <p>In December 2024, the Minister of Agriculture and Irrigation indicated that “When the opportunity arises to review this legislation, department staff will engage Alberta Municipalities further on this matter...I have forwarded your correspondence to department staff for further consideration”.</p>	<p><b>Resolution Name</b></p> <p><a href="#">Review of Provincial Animal Protection Act</a></p> <p><b>Sponsors</b></p>
<p><b>IT IS THEREFORE RESOLVED THAT</b> Alberta Municipalities advocate to the Government of Alberta for a comprehensive review and update of Alberta's Animal Protection Act.</p>	<p><b>Resolution Name</b></p> <p><a href="#">Review of Provincial Animal Protection Act</a></p> <p><b>Sponsors</b></p>	<p><b>Government Response</b></p> <p>In December 2024, the Minister of Agriculture and Irrigation indicated that “When the opportunity arises to review this legislation, department staff will engage Alberta Municipalities further on this matter...I have forwarded your correspondence to department staff for further consideration”.</p>

<div><div><div>City of Airdrie</div><div>Town of Didsbury</div><div><b>ABmunis Committee</b></div><div>Economic Strategy</div></div></div>	<div><p>On May 7, 2025 Alberta Agriculture and Irrigation announced they are reviewing the <i>Animal Protection Act</i> and Animal Protection Regulation and considering legislative updates to bring them in line with other Alberta legislation, other Canadian jurisdictions and accepted business practices. The first consultation session was held on May 28, 2025 with further details expected to be announced in Fall 2025.</p><p><b>ABmunis' Rating of the Government's Response</b> Intent not met – further action will be taken at a medium level of engagement.</p><p><b>ABmunis' Notes and Actions</b> Minister of Agriculture and Irrigation RJ Sigurdson met with ABmunis Economic Strategy Committee on April 17. This resolution was part of the conversation at that meeting.</p></div>
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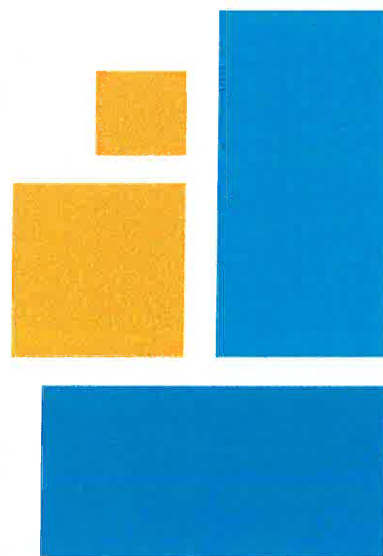
# Alberta Municipalities

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### **Connect**

300, 8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431 ■ 310.MUNI

[abmunis.ca](http://abmunis.ca)





# Recommendations on Implementation of Bill 50 Changes



**Submitted to Alberta Municipal Affairs**

**August 26, 2025**

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## Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' August 15, 2025 discussion guide questions on potential considerations to implement changes to the *Municipal Government Act* made by Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025* regarding proposals to:

- Require the CAO to report to council on the use of natural person powers.
- Set standard procedures for councils to manage conflict in council meetings.
- Improve rules for managing information requests by councillors.

## Natural Person Powers

### Background from Municipal Affairs

The 2025 MGA amendments initially required CAOs to provide notice, in writing and to council, within 72 hours of exercising any Natural Person Powers. Based on feedback from municipal stakeholders, this section was amended to remove the reference to 72 hours, establish regulation making authority, and delay these sections coming into force until proclamation to ensure sufficient time to put clear rules in place.

A potential policy approach is to create a very limited scope of CAO use of Natural Person Powers that would need to be reported. Issues that would **not** need to be reported to council are matters that are:

- Authorities contained in the CAO bylaw,
- Addressed in the emergency management bylaw,
- Previously approved by council in the budget, and
- Human resources matters, including seeking legal advice regarding personnel issues.

### 1.1. Would this scope ensure that only significant, “out of the norm” actions are reported to council?

ABmunis remains concerned that the proposal to mandate CAO reporting on the use of natural person powers opens the door for red tape and inefficient use of government workers' time. It may be time-consuming for municipal administrators to continually cross-reference the details of the CAO bylaw and emergency management bylaw and annual budget to determine if the exact situation they are facing is required to be reported to council within the timelines that are prescribed in the regulation. This is an inefficient use of time, particularly if the matter is of little importance or relevance to council's role in governance.

The term ‘natural person powers’ is not well understood and generally requires legal advice as to whether an action by the municipality is a use of natural person powers. Administrators that are new to the municipal sector will not understand if an action by the municipality is a use of natural person powers and may then feel the need to go through the extra effort of reporting a matter to council regardless of its importance, just to avoid breaking the law.

#### **ABmunis recommends that:**

The province repeal this provision from the MGA and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting of their CAO. This would then be managed through any policies or agreements that relate to the performance of the CAO such as the CAO bylaw, employment contract, or performance plan instead of legislation that applies to every CAO and council.

## Recommendations on Implementation of Bill 50 Changes

### ***Alternative Option***

If the Government of Alberta is committed to legislating irregular situations where the CAO must report to council, ABmunis would recommend excluding matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw.

To help strengthen the relationship between CAOs and councils, ABmunis and the Rural Municipalities of Alberta are collaborating to develop resources for municipalities. This includes:

- A guide on best practices for CAO-council relationships.
- Launch a new course through the Elected Officials Education Program focused on Council's Role in the Employment of the CAO.

### **1.2. Given the scope, would reporting of such uses of Natural Person Powers within 72 hours be attainable? Why or why not?**

In larger municipalities, the CAO may delegate the reporting function to other staff and it may be challenging to track every instance where natural person powers are used and where front-line staff may not recognize the time urgency to report those instances to council.

In smaller municipalities, the CAO may be the only office administrator where a 72-hour deadline may not be possible because the CAO works part time.

In addition, there are challenges with long weekends or circumstances where there are a variety of factors competing for the CAO's time such as higher priority issues, off-site events, or personal circumstances.

It may be challenging to determine what triggers the start of the 72 hours and would some councillors weaponize this against the CAO? For example, is it when the municipality has exercised those powers or when the CAO becomes aware of the use of those powers?

### ***ABmunis recommends that:***

If the province is committed to legislating reporting on the use of natural person powers, then councils should be required to pass a bylaw that prescribes the time period that the CAO must report to council to ensure the time period works based on their local circumstances.

### **1.3. Would it be practicable to allow written notice of Natural Person Power use to be given by electronic methods such as email? Why or why not?**

Yes, but some municipalities may prefer other communication methods such as text or a written memo that is published in the council agenda for transparency for the public.

# Councillor Information Requests

## Background from Municipal Affairs

The 2025 MGA amendments established that CAOs must share information with a councillor as soon as practicable once the information has been requested. If information is not shared due to personal privacy or confidentiality reasons, the reason for not sharing must be provided to all councillors. Information must be provided to all other councillors within 72 hours of the information being provided to the requesting councillor.

An approach to ensure guardrails are in place would be to delineate between information that is readily available within the administration, versus information that will require staff time to conduct research and analysis. Requests for new information that require significant staff time would need to be conducted through a council resolution.

### 2.1. Is it feasible to distinguish between 'readily available' and 'new information'? Why or why not?

Yes, the policies used by some municipalities (e.g. City of Edmonton, City of Calgary, and City of Lethbridge) demonstrate that it's feasible to distinguish when an information request exceeds a reasonable cost to the municipality and when that is triggered, that council is required to approve the information request before administration takes action. The cost of the information request can be measured based on the estimated time and/or direct costs for staff to research and analyze the issue and prepare the information for the councillor.

### 2.2. Do you have any additional thoughts or concerns about the approach?

Experience has shown that some councillors may regularly ask for information that can create a burden on municipal administration, without the support of the majority of council. Therefore, there is merit in requiring municipalities to pass a bylaw or policy that prescribes how information requests by a councillor are handled and when the request warrants approval by the majority of council.

This may include defining:

- The process to submit a request.
- What criteria will trigger the need for a councillor's individual request for information to be approved by council.
- The period that administration has to complete the request or explain why a request cannot be met within the standard time period.

### 2.3. Should there be a requirement for a formal request for information by a council meeting resolution, decision of council, or request of council?

While some cities use a threshold of \$2,000 to determine when council must approve an information request, a lower amount would be more appropriate for smaller municipalities.

#### ***ABmunis recommends that:***

That the MGA require municipalities to have a policy or bylaw for how councillor information requests are handled and that the policy/bylaw should define when a request needs to be approved by council. This ensures that the process works based on each municipality's administrative capacity and each council's expectations for how information requests by a councillor are handled.



## Council Meeting Procedures

### Background from Municipal Affairs

The MGA establishes that a council may, by bylaw, establish functions and procedures for council and council committee meetings. Many municipalities have opted to pass a meeting procedures bylaw because it establishes processes and clarifies expectations for council, administration, and the public. Items typically seen in municipal procedural bylaws include procedural rules, committee membership, public hearings, quorum, absences, and electronic meetings.

Recent amendments to the MGA allow the Minister of Municipal Affairs to establish standard meeting procedures through Ministerial Order. A policy approach would be to only establish procedures to affirm the authority of the chair to deal with councillor behaviour within a council meeting.

### 3.1. Could adding responsibility for the mayor/reeve to ensure meeting procedures are followed and in-meeting disputes are addressed help address councillor conflict? Why or why not?

It would be important to define if the special responsibilities will be specific to the mayor/reeve or apply to whoever is serving as the chair. In some cases, mayors or reeves are not the chair of each council committee and having additional authorities outside of being a member of the committee could create additional conflicts.

If the reference to mayor/reeve is to their role as chair, there are many existing best practices within parliamentary procedures that outline the role of the chair. Within Roberts Rules of Order, the chair is seen as a facilitator of discussion and decision-making process, not the sole decision maker. The core responsibilities of the chair include opening and closing meetings, announcing business, recognizing speakers, amongst many other responsibilities that ensure the fair, efficient and clear management of meetings.

A key part of this responsibility of the chair is to ensure procedures are followed, decorum is maintained, and in-meeting disputes and behaviour are managed according to the agreed to procedures. Chairs are regularly called on to rule on procedure. There is also usually a way for members to challenge these rulings, if a member of the assembly (council or committee) does not agree with the ruling, and ultimately it is up to the assembly to vote on whether to uphold the decision of the chair.

Currently there is the ability of each municipality to develop a procedures bylaw if they deem necessary, and this enables each municipality to develop procedures that reflect their unique needs, the size of their council, and past precedence built up over many years.

#### ***ABmunis recommends that:***

Mandate that each municipality's procedural bylaw include:

- A procedure for the chair to manage in-meeting disputes, including the ability of the chair to rule on procedure (e.g., points of privilege, points of order, out of order motions, etc.), and
- The ability of the council or committee to appeal the chair's rulings if they deem necessary.

### 3.2. How should council meeting procedures address situations when the mayor/reeve is part of the conflict?

As noted above, often councils have existing procedural bylaws or apply parliamentary procedures such as Roberts Rules. There are common rules that enable council and/or committees to keep a balance between the power of the chair (mayor/reeve) and the members of council or committee as a whole. This includes the ability to challenge the ruling of the chair by the wider assembly which is important to ensure the chair is not overstepping in their role.



## Recommendations on Implementation of Bill 50 Changes

The chair is meant to maintain impartiality and if there is a conflict of which the chair is a party to, the assembly can temporarily appoint a different member as the presiding officer and/or the chair can pass the role to another member for the duration of the item where there is a conflict.

### ***ABmunis recommends that:***

Municipal Affairs require that each municipality's procedural bylaw either defer to Robert's Rules of Order or include a procedure for when a chair is directly involved in an in-meeting conflict.

### **3.3. Should the meeting chair have the authority to eject a councillor from a meeting? If so, should this require a supermajority vote of council (a specified proportion of votes greater than a simple majority)?**

There are existing options for how to manage the potential need to eject a member of council from a meeting if deemed necessary. Given the role of council and the elected nature of these roles, it is important to have clear steps to outline how to and why a member of council could be ejected. For example, it should not be for expressing an opinion that is different from others in the meeting, but amount to harassment or something more concerning and ejection should be considered only as a last resort. It is important if the chair has the power to eject a member of council, that the decision is appealable by the assembly. This would be in line with Roberts Rules ability to challenge or appeal the decision of the chair. Given the need to ensure this power is not overly used or abused, Municipal Affairs provide guidance on the limitations of when this power to eject members be used. Given that some councils can have as few as three members a supermajority should not be required in any appeal of the chair's ruling.

### ***ABmunis recommends that:***

Municipal Affairs require that each municipality's procedural bylaw include a procedure for managing the temporary ejection of a councillor when there is a serious breach of conduct that is threatening to members of council or the proceedings of council business. Municipal Affairs should ensure that this decision by the chair is able to be appealed by council or committee and provide clear guidance on when this power should be exercised by the chair.

### **3.4. Are there other elements that could be added to council meeting procedures to prevent, mitigate, or address councillor conflict?**

Sometimes the issue is not the exact procedure, but rather the capacity of each council to manage conflicts. Rather than focusing on specific procedures, councils could benefit from training on general parliamentary procedures. This could demystify meeting procedures and clarify that even a motion such as appealing a ruling of the chair does not have to be combative but rather is another step in good governance.

Alberta's Elected Officials Education Program already offers a course on Effective Meetings. With financial support, the curriculum of this course could be updated to include additional guidance on managing conflicts. In addition, ABmunis would be open to working with Municipal Affairs and other municipal associations on a procedural bylaw guide to support municipalities in adopting practical and effective meeting procedures and practices.

### **3.5. Are there other common elements of meeting procedures which should be standardized across the province to reduce the potential for councilor conflict?**

Rather than standardizing specific procedures it might be more effective to outline the requirement to have a procedural bylaw and what elements must be included in these bylaws. This would enable municipalities to have procedural rules that meet their needs based on the unique size of each council.

Experience has shown that conflict and misconduct take place inside and outside of council meetings and therefore, a procedural bylaw for how council meetings are run will only address part of the issue. We note that our recommendations are made based on the expectation that the Government of Alberta will follow

## Recommendations on Implementation of Bill 50 Changes

through on its commitment to engage on the creation of an independent municipal ethics commissioner to assist councils to manage cases of serious misconduct by councillors.

Again, a guide that includes examples of best practices and lessons learned may be more effective at enhancing the capacity of municipalities to adopt effective procedural bylaws than overly prescriptive legislation that may not meet the needs of Alberta's diverse municipalities.

## Final Thoughts

### Timelines for Engagement

ABmunis strongly encourages Alberta Municipal Affairs to provide materials for engagements at least one week prior to any meetings.

For context, Municipal Affairs provided the discussion guide questions on a Friday afternoon for a meeting being held on the following Monday, giving less than 8 hours of regular office hour time for review on matters that will have a significant impact on the operations of all municipal governments. The discussion guide included questions that had not been previously considered by ABmunis and therefore offered minimal time for evaluation with members and subject matter experts.

ABmunis encourages Alberta Municipal Affairs to consider what processes or capacity challenges can be improved to provide adequate time for municipalities and partners to meaningfully participate in engagements and come to the table with valuable solutions.

## Summary of Recommendations

### Reporting on the Use of Natural Person Powers

1. That the province repeal this provision and maintain the status quo by deferring to the authority of councils to determine the expected scope and timeliness of reporting by their CAO.
2. If the province is committed to legislating reporting on the use of natural person powers, then ABmunis recommends that:
  - a. The province exclude reporting for matters where the CAO/administration has authority based on any council approved policy or bylaw, not just the CAO bylaw and emergency management bylaw. Matters that were approved in the budget and human resources matters should also be excluded from reporting by the CAO unless the CAO sees merit in communicating with council.
  - b. Each council should prescribe the time period that the CAO must report to council to ensure alignment with each municipality's administrative capacity and local context.
  - c. Each council should prescribe the form in which the CAO must report to council on the use of natural person powers (e.g. text, email, memo, etc.).

### Councillor Information Requests

3. That the province require municipalities to have a policy or bylaw that defines:
  - a. How a councillor must submit an information request,
  - b. What criteria will trigger the need for a councillor's request for information to be approved by council, and
  - c. The time period that administration has to complete the request and the process for reporting to council when a request cannot be met within the standard time period.

**Council Meeting Procedures**

4. If the province is committed to creating standardization across council meeting procedures, ABmunis recommends that Municipal Affairs require that procedure bylaws be created by each municipality and include specific types of procedures that must be included but not specify the procedures themselves.

The required procedures in the bylaw could include, but are not limited to:

- a. The role of the chair in managing an in-meeting conflict, including how the council or committee can appeal the ruling of the chair.
- b. When the chair must cede the chair to another member due to their involvement in an in-meeting conflict.
- c. If, when and how a member could be ejected from a meeting for misconduct, including that the chair's decision to eject a councillor be appealable by council, and provide clear guidance on the limited situations when this power should be used.

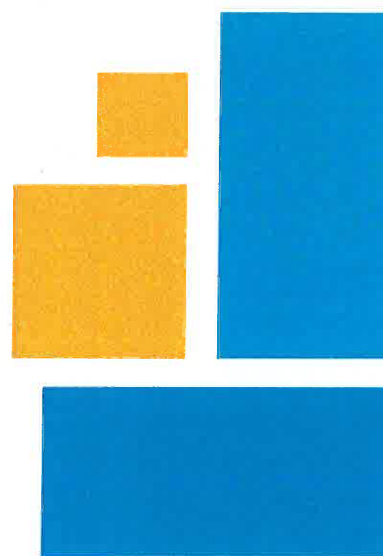


# Alberta Municipalities Strength In Members

## **Connect**

300, 8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431 ■ 310.MUNI

[abmunis.ca](http://abmunis.ca)



Agenda item 11 (continued)

**Recommended Motion:**

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