



Town of Bowden - Regular Council Meeting

AGENDA

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 - 20th Avenue, Bowden,
on **Monday, September 14th, 2026, 7:00 pm**

- 1. CALL TO ORDER**
1.a tbd.
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
2.a Agenda (Adopt).
- 3. ADOPTION OF PREVIOUS MINUTES**
3.a Regular Council Meeting (August 24th, 2026) (Adopt).
- 4. PUBLIC HEARING**
4.a None scheduled.
- 5. DELEGATIONS**
5.a Long Range Planning Services / Land / Planning (Review) / **CLOSED SESSION.**
Municipal Government Act, s. 197; Access to Information Act, ss. 19 (Business Interests of a Third Party), 29 (Advice from Officials), and 30 (Economic and Other Interests of a Public Body); AND Current Planning Services / Municipal Services Agreement (2015 - 2026) Red Deer County (Review and request renewal).
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
6.a Council Resolutions Follow-Up Action (Information).
6.b Key Dates (Information).
- 7. BYLAWS & POLICIES**
7.a Municipal Lands Parks Special Events Policy 02-2026 DRAFT(s) (Review).
7.b Strategic Plan 2026-2030 (Review Final Draft / Approve).
- 8. NEW BUSINESS**
8.a Land Acknowledgement Revision (Review).
8.b Live Barn 6-year Agreement (Review).
- 9. FINANCIAL**
9.a Fortis Franchise fee update August 25, 2026 (Information/Review).
- 10. CORRESPONDENCE**
10.a Correspondence (Information).
- 11. REPORTS**
11.a CAO's Report (Information).
11.b Council Committee Reports (Information).
11.c Society & Other Reports (Information).
- 12. CLOSED SESSION**
12.a As required.
- 13. ADJOURNMENT**
13.a Move.



Agenda

Regular Council Meeting: 2026-09-14	Agenda Item: 2
Prepared by: CAO	Approved By: Mayor
Report Type: RFD	Attachment(s): Agenda September 14 th , 2026.

2.a Agenda.

2.a

Administration submits to Council the Agenda for Regular Council Meeting Monday, September 14th, 2026.

2.a

Adoption of the Agenda.

Council is requested to pass a motion to adopt the agenda as presented and printed.

Recommended Motion:

Motion 2.a

MOVED by Councillor _____ that Council adopts the agenda, as presented and printed, for the Regular Council Meeting of September 14th, 2026.

Regular Council Meeting: 2026-09-14	Agenda Item: 3.a
Prepared by: CAO	Approved By: CAO
Report Type: RFD	Attachment(s): Minutes August 24 th , 2026, Regular Meeting.

3.a Minutes.

3.a

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

- Monday, August 24th, 2026.

3.a

Adoption of Minutes of Previous Minutes:

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

Recommended Motion:

Motion 3.a

MOVED by Councillor _____ that Council adopts the minutes, as presented and printed, for the Regular Council Meeting of August 24th, 2026.

Town of Bowden - Regular Council Meeting

MINUTES

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 - 20th Avenue, Bowden,
on **Monday, August 24th, 2026, 7:00 PM**

1. CALL TO ORDER

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

PRESENT	Mayor	Laurie Miller
	Deputy Mayor	Randy Brown
	Councillor	Ryan Howlett
	Councillor	Cam Morrison (regrets)
	Councillor	Amanda Peffers
	Councillor	Carol Pion
	Councillor	Marietta Tuckwell
	CFO	Jacqui Molyneux (regrets)
	CAO	Christiaan Liebenberg (Recorder)

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

2.a Agenda.

Motion 2.a

MOVED by Deputy Mayor Randy Brown that Council adopt the agenda for the August 24th, 2026, Regular Council Meeting as presented and amended with the following addition: Item 8.c Park Use.

CARRIED

3. ADOPTION OF PREVIOUS MINUTES

3.a Regular Council Meeting (August 10th, 2026).

Motion 3.a

MOVED by Councillor Ryan Howlett that Council adopt the minutes, as presented and printed, for the Regular Council Meeting of August 10th, 2026.

CARRIED

4. PUBLIC HEARING

None scheduled.

5. DELEGATIONS

5.a None scheduled.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.a Council Resolutions Follow-Up Action.

Motion 6.a

MOVED by Councillor Carol Pion that Council accepts the Council Resolutions Follow Up Action Report as information.

CARRIED

6.b Key Dates.

Motion 6.b

MOVED by Councillor Marietta Tuckwell that Council accepts agenda item 6.b amended Key Dates as information. **CARRIED**

7. BYLAWS & POLICIES

7.a Healthy Workplace Air Policy 01-2026.

Motion 7.a

MOVED by Councillor Marietta Tuckwell that Council receive, accept and approve the Healthy Workplace Air Policy 01-2026 with revisions: section 4 replace "limiting" with "eliminate" and remove all "strongly" from all "strongly scented". **CARRIED**

8. NEW BUSINESS

8.a AB Muni's Committee Nomination.

Motion 8.a

MOVED by Deputy Mayor Randy Brown that Council receive, accept and approve Councillor Carol Pion's request to apply to be nominated for an AB Muni's committee - The Weekly August 6th, 2026. **CARRIED**

8.b Traffic Signage Proposal.

Motion 8.b

MOVED by Councillor Carol Pion that Council receive, accept and approve the traffic signage as presented on all of the Westview Crescent loop: 30km/h (x 6 signs) and direct Administration to investigate the funding options available for the purchase and installation of a solar cross walk to replace the existing crosswalk on Westview Crescent. **CARRIED**

8.c Land Acknowledgment Review.

Motion 8.c

MOVED by Councillor Ryan Howlett that Council receive the Land Acknowledgment submission as information and direct Administration to revise the current Land Acknowledgement for Council review at the next available Regular Council Meeting. **CARRIED**

8.d Park Use (no motions made).

Motion 8.d (i)

MOVED by Councillor Amanda Peffers at 7:56 PM that Council moves into a closed session to discuss the Park Use AND the Waste / Organics Collection Cost Review and Service Delivery Options as per ATIA ss. 19/29 and 30. **CARRIED**

9. FINANCIAL

9.a Waste and Organics Cost Estimates 2026 – due October 1, 2026. CLOSED SESSION ATIA ss. 19/29 and 30.

Motion 9.a (i)

MOVED by Councillor Amanda Peffers at 8:23 PM that Council return to an "open meeting" of Council. **CARRIED**

Motion 9.a.(ii)

MOVED by Councillor Ryan Howlett that Council receive, accept and approve the Waste / Organics Collection Cost Review and Service Delivery Option RFP 1: Empringham Disposal: Bowden Proposal Final.

CARRIED**9.b Fortis Franchise Fee 2027.****Motion 9.b**

MOVED by Deputy Mayor Randy Brown that Council receive and accept as information the Annual Franchise Fee Calculator for 2027 = \$142,159.00 and the Town of Bowden Franchise Fee remain at 15%.

CARRIED**9.c Bowden Daze Parade and Escape Room Revenue & Donations 2026.****Motion 9.c**

MOVED by Councillor Marietta Tuckwell that Council receive, accept and approve the 2026 Bowden Daze Costs submitted and approve the following donations from the Escape Room 2026 profits with an accompanying thank you card:

- Bowden Town Theatre = \$100.
- Thrift Store = \$100.
- Bowden Friendship Club = \$100.

CARRIED**10. CORRESPONDENCE**

10.a Canada Housing Infrastructure Fund Letter (August 10th, 2026).

10.b EOEP Courses for Council This Fall (email August 19th, 2026).

Motion 10

MOVED by Deputy Mayor Randy Brown that Council accepts all the correspondence presented as information.

CARRIED**11. REPORTS**

11.a CAO's Report.

Motion 11.a

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

CARRIED

11.b Council and Council Committee Reports.

A. Council Reports:

- i. Mayor Laurie Miller.
- ii. Deputy Mayor Randy Brown.
- iii. Councillor Ryan Howlett.
- iv. Councillor Cam Morrison.
- v. Councillor Amanda Peffers.
- vi. Councillor Carol Pion.
- vii. Councillor Marietta Tuckwell.

B. Committee Reports:

- viii. Special Events Committee Meeting August 17th, 2026.

Motion 11.b

MOVED by Councillor Amanda Peffers that Council accept all the Council Committee Reports for July 2026 as submitted for information.

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

- i. Bowden Agricultural Society.
-
- ii. Parkland Foundation.
-
- iii. Expanding Horizons.
- *CFEP Grant Application Status Update (email Mayor August 14th, 2026).*
- iv. Chinook Edge School Division.
-
- v. FCSS Community Navigator Report.
- *July/August 2026 (email August 19th, 2026).*
- vi. Bowden Friendship Centre.
-
- vii. Red Deer County.
- *Enforcement Report July 2026 (letter received August 12th, 2026).*

Motion 11.c

MOVED by Councillor Carol Pion that Council accept all the submitted society and other reports as information.

CARRIED**12. CLOSED SESSION****Motion 12.a (i)**

MOVED by Deputy Mayor Randy Brown that Council moves into closed session at 9:07 PM pursuant to section 197 of the Municipal Government Act to discuss volunteer board and committee applications, as the discussion involves personal information of identifiable individuals and is subject to the personal privacy exception under Alberta's access and privacy legislation.

CARRIED**Motion 12.a. (ii)**

MOVED by Councillor Amanda Peffers that Council returns to open session at 9:08 PM.

CARRIED**Motion 12.a. (iii)**

MOVED by Councillor Amanda Peffers that Council receive, accept and approve the Volunteer application received August 7th, 2026, and Council authorize the mayor inform the applicant of the approval.

CARRIED**13. ADJOURNMENT****Motion 13**

MOVED by Councillor Carol Pion at 9:09 PM to adjourn the meeting.

CARRIED

Minutes signed by:

Mayor
Laurie Miller

CAO
Christiaan Liebenberg

Regular Council Meeting: 2026-09-14	Agenda Item: 5.a
Prepared by: CAO	Approved By: CAO
Report Type: RFD / Information	Attachment(s): Long Range Planning Services Review (from December 2025) as well as Current Planning Services Review (from September 2026) to be included in new updated Municipal Services Agreement (2015-2026) with Red Deer County. See proposed email for summary.

5.a Delegations: CLOSED SESSION OF COUNCIL (Confidential)

Long Range Planning Services Review & Current Planning Services Review to be included in new updated Municipal Services Agreement with Red Deer County (MSA 2016-2025).

Reason for Closed Session: Administration will present confidential financial analysis, procurement considerations, contractor pricing information, and strategic recommendations relating to LAND USE PLANNING services. Public disclosure at this stage could prejudice the Town's negotiating position and affect the business interests of third parties.

Municipal Government Act, s. 197 – authorizes Council to close all or part of a meeting when the matter falls within an exception in the ATIA. **ATIA s. 29** – Advice from Officials, where Administration is presenting recommendations, analysis, options, or negotiation strategies to Council. Section 29 specifically protects advice, recommendations, analysis, policy options, and positions developed for contractual negotiations. **ATIA s. 30** – Disclosure Harmful to the Economic and Other Interests of a Public Body, where disclosure could prejudice the Town's financial or negotiating position in relation to waste collection contracts or procurement. & **ATIA s. 19** – Disclosure Harmful to Business Interests of a Third Party, if contractor pricing, proprietary methodologies, or confidential commercial information will be discussed. This section is commonly relied upon for procurement and contract matters

5.a Long Range Planning and Current Planning Services Review September 2026.

Recommended Motion(s):

Motion 5.a (i)

MOVED by Councillor _____ at _____ am/pm that Council moves into a closed session to discuss the Planning Services Review and Service Delivery Options.

Motion 5.a (ii)

MOVED by Councillor _____ at _____ am/pm that Council return to an “open meeting” of Council.

Motion 5.a.(iii)

MOVED by Councillor _____ that Council receive, accept and/or approve the proposal from Vicinia Planning & Engagement Inc.: an updated hourly fee proposal for all Long-Range Planning Services as presented in writing by the consultant. Council also receive, accept, approve and authorize the CAO to reply to the September 1st, 2026, communique from Red Deer County with the Town of Bowden formally requesting the renewal and potential update of the existing Municipal Services Agreement (2016-2025) to include all Current Planning Services.

(see RDC email Sept 1st and anticipated Bowden CAO reply email based off Sept 2nd & 4th discussion).



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta

SUBDIVISION & DEVELOPMENT APPEAL BOARD BYLAW

06 /2019

Whereas the Municipal Government Act, RSA2000, Chapter M-26 (as amended) section 625 provides that a Council may by bylaw authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal service agency, to which the municipality may delegate any of its subdivision authority or development authority powers, duties or functions.

And whereas, the Town of Bowden and Red Deer County have entered into a Municipal Services Agreement whereby Red Deer County has agreed to provide Subdivision and Development Appeal Board services to the Town of Bowden.

Now therefore, the Municipal Council of the Town of Bowden hereby enacts as follows;

1 SHORT TITLE

This Bylaw may be known as and cited as the "Subdivision & Development Appeal Board Bylaw"

2 PURPOSE

- 2.1 The Subdivision and Development Appeal Board is established by this Bylaw pursuant to the Municipal Government Act.
 - 2.2 Pursuant to the provisions of the Municipal Government Act, Council hereby appoints the Subdivision and Development Appeal Board to hear appeals in accordance with the Town of Bowden Land Use Bylaw and the Act
-

3 DEFINITIONS

In this Bylaw the following definitions apply;

Act

Act is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.

Agreement

Agreement is the Addendum to Municipal Services Agreement between Red Deer County and the Town of Bowden.

Board

Is the Town of Bowden's Subdivision and Development Appeal Board.

Land Use Bylaw

Is the Town of Bowden's Land Use Bylaw including any amendments to the Land Use Bylaw.

4 MEMBERSHIP

The Board shall consist of all the members of the Red Deer County Subdivision and Development Appeal Board with any two (2) members constituting a quorum.

5 CLERK OF THE BOARD

- 5.1 The position of Clerk of the Board is a Designated Officer authorized to carry out the functions of Clerk to the Board pursuant to this Bylaw and the Act.
- 5.2 The individual who performs the duties of Clerk of the Board will have satisfied the training requirements pursuant to Alberta Regulation 195-2017 and shall be appointed by Red Deer County from its administrative staff.
-

6 SEVERABILITY

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

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

7 BYLAW PRECEDENCE

This Bylaw supersedes and takes precedence over all previously passed Bylaws and amendments that are referred to as the Subdivision and Development Appeal Board Bylaw.

Bylaw **03 / 2015** and **7 / 95** and **04 / 95** and all amendments thereto are hereby repealed.

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

Read a first time in open council this 9th day of December 2019,

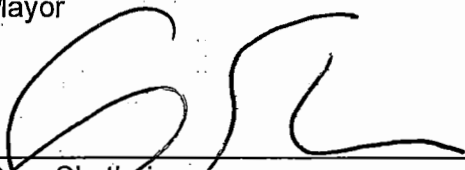
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and finally passed by unanimous consent of the councillor's present.

Read a third time in open council this 9th day of December 2019,



Robb Stuart
Mayor



Greg Skotheim
Chief Administrative Officer



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta SUBDIVISION & DEVELOPMENT APPEAL BOARD BYLAW 06 /2019

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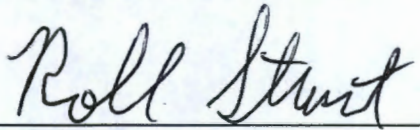
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Read a first time in open council this 9th day of December 2019,

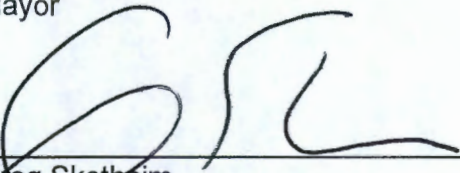
Read a second time in open council this 9th day of December 2019,

and finally passed by unanimous consent of the councillor's present.

Read a third time in open council this 9th day of December 2019,



Robb Stuart
Mayor



Greg Skotheim
Chief Administrative Officer



Business Arising (1) Council Resolutions

Regular Council Meeting: 2026-09-14	Agenda Item: 6.a
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): Council Resolutions.

6.a Council Resolutions Requiring Follow Up Action Report.

An up-to-date summary of past Council resolutions that require follow-up action is attached for information.

6.a Matters arising from past minutes (2026).

Also consider under item 11.b - i) CAEP membership recommendation from Economic Development Committee meeting August 25th, 2026, to not renew the membership for 2027 = \$1,125.00 annually ii) as well as joining Innisfail Chamber of Commerce for \$175 annually.

Recommended Motions:

Motion 6.a

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

Town of Bowden

COUNCIL RESOLUTIONS & FOLLOW UP ACTION

(updated comments in red - updated 2026-09-10)

Meeting Date	Resolution	Action By Whom	Date back to Council
26 Jan 26	Agenda Item 10.h – Brownlee – Emerging Trends in Municipal Law. Follow-up for offering later in the year.	CAO	Pending
26 Jan 26	Agenda Item 12.a – Strategic Planning. Administration to engage McCarroll Consulting to provide ½ day workshop to the council. Determine availability for either February 20 or 21. Tabled for review with LUB/MDP. Consultant advised of Graphics approval and Comms has provided the image folder after Aug 10 th RCM.	CAO/Council	Pending Sept 28 th
23 Feb 26	Agenda Item 11.a – ATCO Process for Renewal. March 23 RCM: 1 st reading of by-law 03-2026: Done Step 10 Send Proof & Feedback to ATCO 2026-06-25: Done (Proof of Publication, Public Feedback & Confirmation of Advertising): Done Step 11: next step: Responsibility ATCO: Apply to AUC for renewal and fee rate: ToB awaits this step now. 45 days	CAO	In progress
23 Mar 26	Agenda Item 6.b – MDP – LUB. April 20: drafts reviewed, waiting on second draft. Final Draft will be shared in November 2026 – images has been provided by Comms for input into MDP and LUB late July / Aug 10 RCM.	CAO	Pending Sept 28 th
23 Mar 26	Agenda Item 11.a – Solar Energy Projects. New CAO to investigate full cost/benefit report.	CAO	Pending
27 Apr 26 25 Aug 26	Agenda Item 8.a – CAEP Membership 2027 EDC discussed this item August 25th 7pm and proposed: to not renew CAEP membership (\$1152) April 1 st , 2027. See Item 11.b (viii). EDC also discussed and actioned the Town of Bowden joining the Innisfail Chamber of Commerce as a member = \$175 annually. Council to deal with these two items under 11.b - EDC minutes August 25 th and it's part of Committee reports. The proposed motions are provided under agenda item 11.b.	CAO	Pending
24 Aug 26	Waste & Organics New Services Agreement Roll Out October 1st, 2026. Legal Counsel has provided a service agreement template (on service provider's request) and is drafting it on behalf of the Town of Bowden – see their email August 26 th , 2026 – confidential please.	CAO	In progress

Regular Council Meeting: 2026-09-14	Agenda Item: 6.b
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): as presented below.

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

September 1	Bowden Public Library Board 4:15 PM.
September 3	CAEP Mayors and Reeves Roundtable 9:30 AM - Innisfail Public Library.
September 8	Expanding Horizons.
September 9	CAEP Lunch and Learn.
September 9	Mountain View Regional Water Services Commission.
September 10	FCSS.
September 14	South Red Deer Regional Waste Commission.
September 14	RCM 7:00 PM Council Chambers.
September 16	Central Alberta Mayors & Reeves Ranch House Red Deer 5:15 PM.
September 17	Parkland Library Board Meeting.
September 17	Community Showcase Night FCSS Arena 3 – 8:00 PM.
September 22	Bowden Grandview School.
September 22	RCMP Division K Tour @ 10:00 AM: Edmonton.
September 24	Bowden Friendship Club 7:00 PM.
September 23-25	AB Munis Fall Conference: Edmonton Convention Centre.
September 28	RCM 7:00 PM Council Chambers.

OCTOBER 2026

October 1	Parkland Foundation Management Body (Housing).
October 5	Special Events Committee 6:30 PM.
October 6	FCSS.



Business Arising (2) Key Dates

October 7	South Red Deer Regional Waste Commission Elected Officials/CAO's Meeting 7:00 PM Innisfail Public Library.
October 8	CAEP Lunch & Learn 12:00 - 1:00 PM Microsoft Teams
October 13	RCM 7:00 PM Council Chambers.
October 13	Expanding Horizons.
October 19	Economic Development Committee 7:00 PM Council Chambers.
October 26	Organizational Meeting 6:30 PM Council Chambers.
October 26	RCM 7:00 PM Council Chambers.

NOVEMBER 2026

November 10	Expanding Horizons.
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Recommended Motion:

Motion 6.b

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

Regular Council Meeting: 2026-09-14	Agenda Item: 7.a
Prepared by: PA Julie Howlett	Approved by: CAO
Report Type: RFD	Attachment(s): Drafts 1 and 2 Bowden Municipal Lands Parks Special Events Policy.

7.a Bowden Municipal Lands Parks Special Events Policy Drafts Options 1 and 2.

- For review.

Recommended Motion:

Motion 7.a

MOVED by Councillor _____ that Council receive, accept and approve the Municipal Lands Parks Special Events Policy 02-2026 Draft __ OR accept as information with the following revisions to be presented at the next RCM for approval:



Draft 1

TOWN OF BOWDEN**Municipal Lands, Parks & Special Events Policy**

Policy Number: 02-2026

Approved By: Council

Effective Date: September 14th, 2026

Review Date: August 2030

1. PURPOSE

This policy governs the use of municipal lands, parks, trails and public spaces and establishes requirements for special events to protect public safety and reduce municipal liability.

2. SCOPE

Applies to all Town-owned lands, parks, playgrounds, trails, sports fields and public open spaces.

3. GENERAL USE

Public spaces shall be used respectfully and in compliance with Town bylaws, policies and applicable legislation.

4. DOGS AND ANIMAL TRAINING

Commercial dog training, bite training, protection training, agility courses, and organized training classes are prohibited unless approved in writing by Council with accompanying \$5 million insurance.

5. ALCOHOL

Alcohol beverages are prohibited on all municipal lands and parks.

6. FIREWORKS

Consumer fireworks are prohibited on municipal lands. Any fireworks display requires written approval, permits and insurance.

7. SPECIAL EVENTS

Special events require Council approval, insurance, naming the Town as additional insured, safety plans, and compliance with all permit conditions.

8. HOURS OF USE AND NOISE

Parks are open from 6:00 a.m. to 11:00 p.m. Amplified music is permitted only between 8:00 a.m. and 10:00 p.m. Sunday to Thursday and 8:00 a.m. to 11:00 p.m. Friday and Saturday unless otherwise approved by Council.

9. INSURANCE AND INDEMNITY

Event organizers shall maintain liability insurance (\$5 million) and indemnify the Town against claims arising from the event.

10. ENFORCEMENT

The Town may suspend permits, remove users, recover damages, and refuse future applications for non-compliance.

Approved by Council: September 14th, 2026.

Date: September 14th, 2026.

Policy Number: 02-2026



Draft 2

TOWN OF BOWDEN

Municipal Lands, Parks & Special Events Policy

Policy Number: 02-2026

Approved By: Council

Effective Date: September 14th, 2026

Review Date: August 2030

1. PURPOSE

The purpose of this Policy is to:

- a. Ensure the safe, orderly, and equitable use of municipal lands, parks, trails, open spaces, and public facilities;
- b. Protect municipal assets and reduce risk and liability to the Town of Bowden;
- c. Establish requirements and conditions for special events held on municipal property;
- d. Protect the enjoyment of public spaces by residents;
- e. Regulate activities that may create safety, environmental, nuisance, or liability concerns.

2. SCOPE

This Policy applies to:

- All Town-owned lands;
 - Parks and green spaces;
 - Playgrounds;
 - Trails and pathways;
 - Municipal reserves;
 - Sports fields and recreation areas;
 - Municipal parking lots used for events;
 - Any other public lands under the control of the Town
-

3. DEFINITIONS

Alcohol means beer, wine, spirits, cannabis beverages, or any intoxicating substance regulated under provincial legislation.

CAO means the Chief Administrative Officer or designate.

Event Organizer means the person, organization, business, society, or group responsible for an event.

Municipal Lands means all publicly owned lands under the authority of the Town.

Special Event means any organized gathering that:

- Is open to the public;
- Has more than 50 attendees;
- Uses amplified sound;
- Includes food vendors;
- Includes alcohol service;
- Restricts normal public access;
- Requires municipal support.

Town means the Town of Bowden.

4. GENERAL USE OF MUNICIPAL LANDS

Municipal lands shall remain open for public enjoyment unless otherwise restricted.

Users shall:

- Respect public property;
- Follow posted signs;
- Avoid damage to vegetation, infrastructure, and facilities;
- Comply with applicable bylaws and legislation;
- Leave sites in a clean condition.

The Town may close any land or facility:

- Due to weather;
- Public safety concerns;
- Maintenance requirements;
- Emergencies;
- Special events.

5. PERMITTED ACTIVITIES

The following activities are generally permitted unless otherwise posted:

- Walking;
- Passive recreation;
- Picnics;
- Organized sports approved by the Town;
- Community celebrations with approval;
- Family gatherings.

The Town may impose additional conditions where necessary.

6. PROHIBITED ACTIVITIES

The following activities are prohibited unless specifically authorized by the Town:

6.1 Damage and Nuisance

- Defacing municipal property;
- Removal of trees, vegetation, soil, or landscaping;
- Littering or dumping;
- Excessive noise;
- Activities creating hazards to others.

6.2 Motorized Vehicles

No person shall operate:

- ATVs;
- Dirt bikes;
- Snowmobiles;
- Motorcycles;
- Off-road vehicles;

on municipal lands except in designated areas or for authorized maintenance purposes.

6.3 Commercial Activities

No commercial activity may occur without written approval, including:

- Sales;
 - Advertising;
 - Product promotion;
 - Filming for commercial purposes.
-

7. DOGS AND ANIMAL TRAINING

7.1 General

Dogs shall be controlled at all times in accordance with applicable animal control bylaws.

Owners must immediately remove animal waste.

7.2 Dog Training Restrictions

To limit municipal liability and protect public access:

The following activities are prohibited on municipal lands unless specifically approved by the CAO:

- Commercial dog training;
- Protection training;
- Bite training;
- Guard dog training;
- Agility courses;
- Organized animal behavior classes;
- Off-leash group training sessions.

A temporary approval may be granted where:

- Appropriate insurance is provided;
- Public safety measures are implemented;
- The activity does not interfere with public use.

7.3 Dangerous Animals

Animals demonstrating aggressive behavior may be removed from municipal lands immediately.

8. ALCOHOL

Alcohol possession, consumption, sale, or distribution on municipal lands is prohibited except where:

- a. Approved in writing by the Town;
- b. Required provincial permits have been obtained;
- c. Event insurance acceptable to the Town is provided;
- d. Responsible service practices are implemented.

The Town may impose additional conditions including:

- Security requirements;
- Controlled access areas;
- Additional insurance;
- Damage deposits.

The Town reserves the right to deny any alcohol-related event application.

9. FIREWORKS

No person shall possess, ignite, discharge, or display fireworks on municipal lands without:

- Council or CAO approval;
- Required provincial permits;
- Proof of insurance satisfactory to the Town;
- Compliance with fire regulations.

The Town may require:

- Fire Department attendance;
- Site safety plans;
- Qualified operators.

Consumer fireworks are prohibited on municipal lands.

10. FIRES AND OPEN FLAMES

No person shall ignite:

- Campfires;
- Bonfires;
- Fire pits;
- Open flame devices;

on municipal lands except in designated locations or with written authorization.

All fire bans shall be strictly observed.

11. SPECIAL EVENTS

11.1 Permit Requirement

A Special Event Permit is required for:

- Public festivals;
- Markets;
- Concerts;
- Fundraisers;
- Sporting tournaments;
- Weddings in parks;
- Cultural celebrations;
- Events involving food vendors;
- Events requiring road or park closures.

Applications shall be submitted at least:

- 30 days before events under 250 attendees;
- 60 days before events over 250 attendees.

Late applications may be rejected.

11.2 Town Approval Requirements

The Town may require:

- Event plans;
 - Site maps;
 - Safety plans;
 - Emergency response plans;
 - Security plans;
 - Parking plans;
 - Waste management plans.
-

11.3 Insurance

Event organizers shall provide Commercial General Liability Insurance:

- Minimum \$2,000,000 coverage;
- Higher limits may be required based on risk.

The Town of Bowden shall be named as an Additional Insured.

Proof of insurance must be provided before permit issuance.

11.4 Indemnification

Event organizers shall indemnify and save harmless the Town of Bowden, its Council, employees, volunteers, and agents from claims arising from the event.

12. HOURS OF USE

Unless otherwise authorized:

Municipal parks are open:

6:00 a.m. to 11:00 p.m.

No person shall remain in a park outside operating hours unless expressly authorized.

13. AMPLIFIED MUSIC AND NOISE

To protect nearby residents and reduce nuisance complaints:

Standard Hours

Amplified music, speakers, public-address systems, concerts, and live entertainment are permitted only:

- Between 8:00 a.m. and 10:00 p.m. Sunday through Thursday;
- Between 8:00 a.m. and 11:00 p.m. Friday and Saturday.

Special Events

The CAO may approve extended hours where:

- Community benefit is demonstrated;
- Adequate notice is provided to nearby residents;
- Security and supervision measures are in place.

No amplified sound shall be permitted beyond:

- Midnight without Council approval.

The Town may require sound reduction or termination where complaints or public disturbances occur.

14. SECURITY AND PUBLIC SAFETY

The Town may require:

- Security personnel;
- Peace officers;
- Traffic control;
- Crowd management;
- First aid services.

Failure to comply may result in immediate closure of an event.

15. DEPOSITS AND COST RECOVERY

The Town may require:

- Damage deposits;
- Cleanup deposits;
- Staff cost recovery;
- Utility charges;
- Barricade and equipment charges.

Actual costs exceeding deposits may be recovered from organizers.

16. ENFORCEMENT

The Town may:

- Suspend permits;
- Remove participants;
- Require activities to cease;
- Recover damages;
- Refuse future applications.

Serious or repeated violations may result in temporary or permanent prohibition from use of municipal lands.

17. DELEGATION OF AUTHORITY

The CAO is authorized to:

- Approve routine park bookings;
- Approve standard special events;
- Impose conditions;
- Require insurance;
- Refuse applications where safety risks exist.

Events involving:

- Fireworks;
- Road closures;
- Significant alcohol service;
- Expected attendance over 1,000 persons;

may be referred to Council.

18. POLICY EXCEPTIONS

The CAO may authorize exceptions where it is determined that:

- Public safety is maintained;
 - Municipal liability is adequately mitigated;
 - Adequate insurance is provided;
 - The exception serves a public benefit.
-

Approved by Council: September 14th, 2026.

Date: September 14th, 2026.

Policy Number: 02-2026



Bylaws & Policies (2) Strat Plan

Regular Council Meeting: 2026-09-14	Agenda Item: 7.b
Prepared by: CAO	Approved by: CAO
Report Type: RFD	Attachment(s): email from Consultant Sept 1 st and the final copy of the plan.

7.b Town of Bowden Strategic Plan 2026-2030 for Council review & approval.

- For review.
- See the Final Draft.
- See earlier Draft for comparison.

Recommended Motion:

Motion 7.b

MOVED by Councillor _____ that Council receive, accept and approve the Town of Bowden Strategic Plan 2026-2030 OR accept the Final Draft presented here in writing by the consultant as information with the following revisions to be presented at the next RCM for approval:



Outlook

Strategic plan for your review & input

From Lindsay Humber <lindsay@tiliaconsulting.ca>**Date** Tue 9/1/2026 10:47 AM**To** CAO <cao@bowden.ca>**Cc** [REDACTED]

1 attachment (9 MB)

TownOfBowden_StrategicPlan_083126.pdf;

Hello,

Attached is the designed Strategic Plan for your review and input! We'd love to hear how it lands and whether there's anything you'd like to see shifted or adjusted in the design.

Take a look when you have a chance and send any feedback our way. Once we've heard from you, we can make any final adjustments and get everything wrapped up.

Thanks so much!

Warmly,

Lindsay Humber, CP3, CPF, CTF

she/her

www.tiliaconsulting.ca

Want to meet? Check out my calendar & book a time to connect [here](#).

I honour and respect boundaries around personal time, caretaking and rest. If this email arrives while you are doing any of these, please protect your time and wait to respond until you are back at work or at your computer. Let's shape a culture that prioritizes joy and well-being.

On Tue, Aug 11, 2026 at 10:53 AM CAO <cao@bowden.ca> wrote:

Hi Lindsay

Hope you well.

So, Council approved the \$2,400 cost last night for the graphic design component.

BOWDEN

BOWDEN. AIMS. HIGH.

STRATEGIC PLAN
2026-2030





WHO WE ARE

Bowden is a small town with strong values, deep roots, and a welcoming spirit. We are a community that cares about our neighbours, takes pride in our spaces, and works together to build a positive future.

We are growing, thoughtfully and steadily, while protecting the small-town character that makes Bowden special.

OUR RENEWED VISION

BOWDEN. AIMS. HIGH.

This guiding vision reflects our commitment to setting bold goals, making responsible decisions and continuously enhancing the services we provide to residents and businesses.

OUR MISSION

Bowden is a family oriented, friendly and caring community that capitalizes on its strategic location to combine small town charm with big city access.

Our mission guides how Council and Administration work on behalf of residents. It reflects our responsibility to provide essential services, manage public resources wisely, and support a safe and welcoming community.



LOOKING TOWARDS 2030

This planning process helped define key priorities and create a shared vision for the future of our community.

THE VISION:

- A town that is growing in a balanced and thoughtful way
- Clear and open communication with residents
- Safe and reliable roads, water, and community spaces
- Strong local businesses and new opportunities
- A community where people feel connected, proud, and supported

PLANNING FRAMEWORK: 2026-2030

Every term brings new opportunities and new challenges. We are eager to work collaboratively to embrace these opportunities and meet these challenges head on. This 2026 to 2030 Strategic Plan builds on past work while responding to current needs. It focuses on practical action, responsible planning, and steady progress toward our long-term vision.

OUR STRATEGIC PRIORITIES

To move toward this vision, Council has organized its work into four strategic pillars.

1. Community Wellbeing
 2. Infrastructure and Asset Management
 3. Communications
 4. Economic Development
- 

1

COMMUNITY WELLBEING

ENHANCED COMMUNITY WELLBEING

Bowden should be a place where people feel safe, active, and connected. We will continue to support social programming, parks, recreation, green spaces, and community events that bring residents together. Investing in public spaces and recreation supports both health and community pride.

ENHANCED POLICING & BYLAW SERVICES

Safety and respect for shared spaces are essential. Council will continue working to ensure effective policing, bylaw services, and animal control measures that contribute to a welcoming environment for all residents.

2

INFRASTRUCTURE & ASSET MANAGEMENT

PROACTIVE ESSENTIAL INFRASTRUCTURE MANAGEMENT

Maintaining the essential infrastructure that keeps Bowden running every day. This includes roads, water, sewer systems, public buildings, parks and recreation facilities.

Taking a proactive long-term approach to infrastructure by planning for timely repairs and replacements, ensuring services remain reliable and sustainable. This includes continued investments in water and sewer systems, road infrastructure and strategic life cycle planning for the community facilities.

RESPONSIBLE MANAGEMENT OF TOWN FINANCES

Carefully and responsibly managing the town's finances which includes reducing debt where possible, growing revenue in sustainable ways and making spending decisions that reflect community priorities. Our goal is to protect Bowden's long-term financial health.

3

COMMUNICATIONS

TRANSPARENT, TWO-WAY COMMUNICATION

Council is committed to clear honest and respectful communication with our residents through town channels such as surveys, newsletters, town halls, digital platforms and social media.

Strengthening our communication tools and information sharing will create stronger regional partnerships.

4

ECONOMIC DEVELOPMENT

BALANCED DEVELOPMENT

We want Bowden to grow in a way that meets the needs of our residents – families, seniors, youth and individuals. This includes exploring a mix of housing options and business development that will support our residential growth.

Planning tools like the Municipal Development Plan and Land Use Bylaw will help guide this growth in a clear and coordinated way.

COMMUNITY HEALTH CARE

Explore possibilities to attract primary care services.

ESSENTIAL GOODS & SERVICES

We want Bowden to be a place where businesses can succeed and where residents can find services close to home by promoting opportunities that make Bowden welcoming and distinctive. Economic growth will be balanced, practical, and aligned with community character.



MOVING FORWARD

This Strategic Plan provides direction
for 2026-2030.

Council will review progress regularly and adjust
as needed to respond to changing circumstances.
By staying focused on our targeted priorities and
working together, Bowden will continue to aim high
and move toward a welcoming, bright future.

FOR MORE INFORMATION VISIT [BOWDEN.CA](https://www.bowden.ca)

Previous Draft

Town of Bowden

2026–2030 STRATEGIC PLAN



Who We Are

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This guiding vision reflects our commitment to setting bold goals, making responsible decisions and continuously enhancing the services we provide to residents and businesses.

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This planning process helped define key priorities and create a shared vision for the future of our community.

The vision:

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- Strong local businesses and new opportunities
- A community where people feel connected, proud, and supported

Our Strategic Priorities

To move toward this vision, Council has organized its work into four strategic pillars.

- Community Wellbeing
- Infrastructure and Asset Management
- Communications
- Economic Development

1. COMMUNITY WELLBEING

Enhanced Community Wellbeing

Bowden should be a place where people feel safe, active, and connected. We will continue to support social programming, parks, recreation, green spaces, and community events that bring residents together. Investing in public spaces and recreation supports both health and community pride.

Enhanced Policing & Bylaw Services

Safety and respect for shared spaces are essential. Council will continue working to ensure effective policing, bylaw services, and animal control measures that contribute to a welcoming environment for all residents.

2. INFRASTRUCTURE & ASSET MANAGEMENT

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Transparent, Two-Way Communication

Council is committed to clear honest and respectful communication with our residents through town channels such as surveys, newsletters, town halls, digital platforms and social media.

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Balanced Development

We want Bowden to grow in a way that meets the needs of our residents – families, seniors, youth and individuals. This includes exploring a mix of housing options and business development that will support our residential growth.

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Moving Forward

This Strategic Plan provides direction for 2026–2030.

Council will review progress regularly and adjust as needed to respond to changing circumstances. By staying focused on our targeted priorities and working together, Bowden will continue to aim high and move toward a welcoming, bright future.

For more information visit: www.bowden.ca

Regular Council Meeting: 2026-09-14	Agenda Item: 8.a
Prepared by: CAO	Approved By: Mayor
Report Type: Information/RFD	Attachment(s): Land Acknowledgment Revision Review & Options 1-3 for review.

8.a Land Acknowledgment Revision Review.

As per Council direction from August 24th meeting.

Recommended Motions:

Motion 8.a

MOVED by _____ that Council receive, accept and approve the **ratepayer-inclusive** OR **community focused** land acknowledgement version as presented in writing.



Land Acknowledgement Options

Purpose: Land Acknowledgement options for consideration as per RCM August 24th.

Option 1: Traditional Land Acknowledgement

"The Town of Bowden acknowledges that we are gathered on the traditional and ancestral lands of the Indigenous Peoples of this region. We recognize and respect the enduring relationships that First Nations, Métis, and Inuit Peoples have with these lands and waters, and we commit to fostering understanding, respect, and reconciliation."

Option 2: Land Acknowledgement with Reference to Residents and Ratepayers

"The Town of Bowden acknowledges that we live and work on the traditional lands of Indigenous Peoples who have cared for and stewarded this area for generations. We recognize their enduring connection to the land and honour their histories, cultures, and contributions. As Council, we also acknowledge our responsibility to serve the residents, businesses, and ratepayers of Bowden today, working together to build a respectful, thriving, and inclusive community for current and future generations."

Option 3: Alternative Community-Focused Version

"The Town of Bowden acknowledges the Indigenous Peoples whose historic presence and stewardship helped shape this region. We recognize the importance of the land to all who call this community home today and reaffirm our commitment

to serving Bowden's residents and ratepayers while promoting respect, understanding, and responsible stewardship for future generations."

Recommended Bylaw (04-2025) Framework

Land Acknowledgement

"The Chair may provide a land acknowledgement at the commencement of any Council meeting. The acknowledgement shall be in a form approved by Council and may be amended by resolution of Council from time to time."

Administration Recommendation

For a small Alberta municipality such as Bowden, the **ratepayer-inclusive** version or the **community-focused** version provides a balanced approach by recognizing Indigenous history while acknowledging Council's responsibility to serve current residents, businesses, and ratepayers.

Current Version Used in Minutes and Agenda

1.a Land Acknowledgement.

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



Land acknowledgement

From Mayor <mayor@bowden.ca>

Date Tue 8/25/2026 9:06 AM

To CAO <cao@bowden.ca>

FYI info – here is the background for proceeding with a rewrite.

If Council Chooses to Retain an Acknowledgement

- Our reference to Métis Nation of Alberta, Region 3 should be verified. I suggest Administration seek confirmation directly from the Otipemisiwak (Oh-TIP-eh-MEE-see-wahk or Oh-teh-pim-swak) Métis Government / Métis Nation of Alberta regarding the current and geographically appropriate terminology for Bowden.
- We could also consider making the second portion more forward-looking, with emphasis on learning from one another, working together, strengthening relationships and building community together.
- Any revised wording should be researched, understood and formally adopted by Council.

The Otipemisiwak has 5 territories and 22 administrative districts. The Battle River Territory covers Central Alberta. I can help draft a letter to them if you want.

General & Central Contact Information

For overall administrative assistance, registry help, or general inquiries, you can reach the provincial headquarters directly:

- **Location:** [Delia Gray Building](#), #100, 11738 Kingsway Avenue NW, Edmonton, AB, T5G 0X5
- **Phone:** 780-455-2200
- **Toll-Free:** 1-877-454-0684
- **General Email:** mna@metis.org

Or

- **District Name:** [Red Deer Métis District \(District 3\)](#)
- **District Captain:** **Bernie Ouellette** (Sworn in as the district's first-ever Captain)
- **Citizens' Representative:** **Joe Chodzicki**
- **Local Office Address:** [5212 48 Street, Red Deer, AB, T4N 7C3](#)
- **Local Phone Number:** 403-396-5356

Suggested wording for the second paragraph that I read last night:

We honour the Indigenous Peoples who have cared for this land and all those who have contributed to the community we share today. We look forward to learning from one another, working together, and building community for future generations.

This doesn't try to equate different histories. Indigenous peoples retain their particular place in the acknowledgement, while the next phrase opens the circle to everyone who subsequently contributed to

Regular Council Meeting: 2026-09-14	Agenda Item: 8.b
Prepared by: CAO	Approved By: CAO
Report Type: Information/RFD	Attachment(s): Live Barn agreement and terms 6 years. Free installation, Starlink required at cost, \$20 a month subscription Town gets 30%.

8.b Live Barn Agreement.

- As per CAO report from August 24th meeting.
- Also see steps 1-4 from Live Barn August 25th and 26th – step 1 to be completed here.
- Inspiris Recommend Option 2 August 26th.
- Inspiris has been in communication with Live Barn (week August 25th) to resolve all the technical aspects and Inspiris visited the Arena August 26th hence the Option 2 recommendation.

Recommended Motions:

Motion 8.b

MOVED by Councillor _____ that Council receive, accept and approve the Town of Bowden Rogers Wi-Fi upgrade Options & Live Barn at the Arena and authorize the CAO sign the six-year agreement.

VENUE AGREEMENT

DATE:

BETWEEN: LIVEBARN INC. ("LiveBarn")

and

_____ ("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Ice Rink Sheet described in the attached Schedule "A" (each being an "Ice Rink Sheet") a fully automated sports broadcasting system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Broadcast Service");

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

1 AUTOMATED ONLINE BROADCAST SERVICE

1.1 LiveBarn shall, at its own expense, install and maintain all hardware and software required for the operation and maintenance of the Automated Online Broadcast Service in regards to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal broadcast quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one TV which will display a combination of LiveBarn highlights and a live feed, as well as additional LiveBarn information.

1.3 Title to all hardware, software, and wiring shall remain in the name of LiveBarn.

1.4 Venue Owner will be responsible for the cost and installation of a dedicated internet connection with a minimum of 25MBS upload per Ice Rink Sheet. LiveBarn will work together with Venue Owner in facilitating this process, and LiveBarn will be provided with internet account access for troubleshooting.

1.5 All content broadcast using the Automated Online Broadcast Service, including the video and audio relating to all sports and recreational activities occurring on each Ice Rink Sheet (collectively, the "Content"), will be made available to LiveBarn's subscribers on a monthly subscription basis, subject to sections 1.8 and 1.9 below. LiveBarn will determine the pricing for its offerings of the Automated Online Broadcast Service. From time to time LiveBarn may provide a free trial at its discretion.

1.6 Revenue generated from the Automated Online Broadcast Service will be the property of LiveBarn; however, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay Venue Owner thirty percent (30%) of the revenues generated from these memberships over the full lifetime of these memberships, during the term of this Agreement. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. This code will track the memberships generated by Venue Owner on a quarterly basis. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter together with a corresponding revenue statement. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.

1.7 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to broadcast the Content for all purposes and in any manner it determines in its sole discretion, including by providing its broadcast signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the Automated Online Broadcast Service, subject to sections 1.8 and 1.9 below.

1.8 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner in its discretion to "blackout" any particular dates or time periods from being broadcast on any selected Ice Rink Sheet (the "Blackout Restrictions").

1.9 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any broadcasts from its Venue to a pre-selected potential audience for privacy purposes.

VENUE AGREEMENT

1.10 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.

1.11 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

2 TERM AND TERMINATION

2.1 The term of this Agreement commences on the date hereof and continues until the six year anniversary of the Latest Install Date (the "Term"), and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.

2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.

2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.

2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

3 EXCLUSIVITY

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for the initial period of six (6) years, and all renewal periods, from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to broadcast Content from each of the Ice Rink Sheets using unmanned operated cameras. For greater certainty, the said exclusivity shall apply for the six (6) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Broadcast Service and that LiveBarn would not have entered into this Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease

operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.

3.3 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Subsection 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

4 SUPPLY OF AUTOMATED ONLINE BROADCAST SERVICE

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Broadcast Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Broadcast Service.

4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Broadcast Service upon giving Venue Owner notice. This would occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.

4.3 The Venue Owner agrees to notify LiveBarn by email to venuesupport@livebarn.com as soon as it becomes aware of any interruption or malfunction with the Automated Online Broadcast Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.

4.4 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue. Venue Owner will be responsible to supply such person when necessary.

5 NOTICE TO PUBLIC

5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Ice Rink Sheet, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during its initial installation and reserves the right to modify the

VENUE AGREEMENT

language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn broadcasting at the Venue and requiring such parties to notify all their users of the Venue of this.

6 MARKETING

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue's best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with Venue Owner's unique code described in Subsection 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use their facility.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

7 GENERAL

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn hereby represents that it maintains \$5,000,000 of General Liability Insurance, \$2,000,000 in Media Coverage Insurance and \$2,000,000 in Cyber Insurance, and that upon execution of this Agreement Venue Owner will become a Certificate Holder, with its name and location included.

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at venuesupport@livebarn.com, fmiller@livebarn.com, ray@livebarn.com, and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties, and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the Province of Alberta. Any disputes shall be heard in the courts of the city of Calgary.

7.10 Each party shall keep the terms contained herein confidential and neither of its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.

7.11 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

(Signature page to follow)

VENUE AGREEMENT

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.

Per: _____

VENUE OWNER

Per: _____

Print Name:

Date:

SCHEDULE A (REQUIRED)

Venue Name and Address:

We require points contact to initiate communication with each venue. This person will receive a request to complete an online form that gathers information about the venue and additional points of contact.

Name of Each Rink:

(i.e. Rink #1 or Main Rink)

Primary Contact - Venue General
Manager or Decision Maker:

Name:

Work Number:

Cell Phone:

Email Address:

Secondary Contact -

Name:

Work Number:

Cell Phone:

Email Address:

Regular Council Meeting: 2026-09-14	Agenda Item: 9.a
Prepared by: PA Julie Howlett	Approved By: CAO
Report Type: RFD / Information	Attachment(s): Franchise Fee Update email August 25, 2026.

9.a Fortis Franchise Fee Update.

August 25th email Fortis provides further explanation – even if the AER approves the 1.84% increase as per Fortis application the Town of Bowden rate will remain at 15%.

Town of Bowden has been 15% since 2017.

Comparatives.

Innisfail	Olds	Penhold	Didsbury
= 18%	= 20%	= 19%	= 17%

Recommended Motions:

9.a Fortis Franchise Fee Update.

Motion 9.a

MOVED by Councillor _____ that Council receive the Fortis Franchise Fee update from August 25, 2026, as information. OR increase the 2027 Proposed Franchise Percentage from 15% (since 2017) to ____%.



RE: [CAUTION] Re: Bowden on Monday

From Chris Burt <chris.burt@fortisalberta.com>

Date Tue 8/25/2026 9:39 AM

To CAO <cao@bowden.ca>

No, the franchise fee would remain at 15%. This little example shows what happens:

Franchise Fee Revenue = Transmission & Distribution Revenue x Franchise Fee Percentage

So, if T&D Revenue is \$100/month then

$$\$15.00 = \$100.00 \times 15\%$$

If rates increase 1.84% (assuming consumption is constant) then

$$\$15.28 = \$101.84 \times 15\%$$

Resulting in a very minor increase to franchise fees. Keep in mind that T&D Revenue = Rate x Consumption. Often changes in consumption can have a greater impact on franchise fees than rate changes. For example – if winters are very cold, or summers very hot, we see increased consumption – and the resulting franchise fees collected go up. Same is true if winters are warm and summers are cool, consumption drops and franchise fees go down.

Hope this helps!

Chris Burt

Chris Burt | Stakeholder Relations Manager, Municipalities

FortisAlberta | 100 Chippewa Road, Sherwood Park, T8A 4H4 | p: 780-464-8377 | c: 780-288-4719



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

From: CAO <cao@bowden.ca>
Sent: Tuesday, August 25, 2026 8:54 AM
To: Chris Burt <chris.burt@fortisalberta.com>
Subject: Re: [CAUTION] Re: Bowden on Monday

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing. If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Cheers

If the 1.84% is approved will Bowden rate franchise fee percentage go from 15% to 16.84% or how does that work?

Get [Outlook for iOS](#)

From: Chris Burt <chris.burt@fortisalberta.com>
Sent: Tuesday, 25 August 2026 08:50:15
To: CAO <cao@bowden.ca>
Subject: RE: [CAUTION] Re: Bowden on Monday

Great meeting you for a few minutes yesterday, Christiaan! We will have to schedule a time for lunch.

Hope things went well with Council last night, is there any information I can provide you with on the franchise agreement or fees?

Thanks,

Chris Burt | Stakeholder Relations Manager, Municipalities

FortisAlberta | 100 Chippewa Road, Sherwood Park, T8A 4H4 | p: 780-464-8377 | c: 780-288-4719



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

Regular Council Meeting: 2026-09-14	Agenda Item: 10.a
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): Correspondence received.

10.a Correspondence.

Content:

- 10.a** AB Muni's Prepare to Vote September 23rd to 25th.
(email August 20th, 2026).
- 10.b** AB Muni's RCMP CO meeting request September 23rd to 25th.
(email August 17th, 2026).
- 10.c** Alberta Rural Connectivity Forum, September 17th – 18th in Red Deer County.
(email August 21st, 2026).
- 10.d** Fortis Alberta Customer Reception Invitation September 23rd @ Fairmont 7-10pm.
(email shared August 26th, 2026).
- 10.e** Associated Engineering Invitation September 23rd @ 5 pm.
(email shared August 27th, 2026).
- 10.f** AB Muni's Transportation Economic Corridors (TEC) meeting request September 23 & 24.
(email September 4th, 2026).

Recommended Motion:

Motion 10.a

MOVED by Councillor _____ that Council accepts all the correspondence presented as information.

AND/OR

Motion 10.f

MOVED by Councillor _____ that Council request a meeting with TEC for September 23/24 discussing the following topics:



FW: Prepare to Vote on Resolutions At ABmunis' Convention

From Mayor <mayor@bowden.ca>

Date Thu 8/20/2026 9:37 AM

To Amanda Peffers <amandapeffers@bowden.ca>; Cam Morrison <cammorrison@bowden.ca>; Carol Pion <carolpion@bowden.ca>; Marietta Tuckwell <mariettatuckwell@bowden.ca>; Randy Brown <randybrown@bowden.ca>; Ryan Howlett <ryanhowlett@bowden.ca>

Cc CAO <cao@bowden.ca>

1 attachment (51 KB)

Template - Briefing note on ABmunis 2026 Resolutions Book_0.docx;

I'm sure you have all received this email, however, if you have comments or concerns regarding the resolutions you wish to discuss prior to convention, let myself and Christiaan know and we can add to the Sept 14 agenda.

I've attached a briefing note for your reference.

Thank you.



Mayor Laurie Miller

Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Email: mayor@bowden.ca

Phone: 403 224 3395

Cell: 587-321-7495

From: Executive Assistant on Behalf of Dana Mackie <ea_dmackie@abmunis.ca>

Sent: August 20, 2026 9:11 AM

To: Mayor <mayor@bowden.ca>

Subject: Prepare to Vote on Resolutions At ABmunis' Convention

Dear Mayors, Councillors, and CAOs,

On July 29, 2026, we [announced the release](#) of the 19 resolutions and one emergent resolution that members will vote on at the 2026 ABmunis Convention in Edmonton, September 23-25, 2026. The resolutions process is a vital component of our annual convention because it is your municipality's opportunity to give us direction on which issues we invest our time and resources in advocating on your behalf.

Each resolution is brought forward by a member municipality that deems the issue to be important and seeks approval from the membership for ABmunis to take action. Each elected official of a Regular Member municipality who is registered for Convention has the right to vote on each resolution.

What can you do to prepare for Convention?

If you are sending one or more delegates to this year's Convention, we highly encourage your council to:

1. Review the [2026 Resolutions Book](#) together.
 - To support municipalities in reviewing and preparing for resolutions, we have created a template briefing note on the 2026 Resolutions Book that can be downloaded and used in full or in part. The template is available in the *Resource* section of the [resolutions webpage](#).
2. Discuss if your council supports or disagrees with the proposed call to action in each resolution.
 - Each elected delegate may vote at their discretion, so discussing within your council is beneficial to ensure your representative(s) at Convention are fully aware of your council's perspective on each resolution.
 - If there are questions about a resolution issue, ask your CAO or contact the municipality that has sponsored the resolution. You will find contact details at the bottom of each resolution in the Resolutions Book.
3. If a representative of your municipality plans to speak for or against a resolution at Convention, please consider the following tips:
 - The timer starts as soon as you introduce yourself at the microphone and will automatically mute after 90 seconds.
 - Sometimes members run out of time because they use part of their time to extend thanks or make remarks unrelated to the resolution. We encourage you to practice your address, including everything you want to say within 90 seconds.

For a detailed description of the rules of our resolution process, please refer to our [Resolutions Policy AP002](#).

Voting Credentials

Approximately one week prior to Convention, elected officials will receive an email to the email address provided at registration, from Data on the Spot with your voting credentials. The email will contain a link to a test vote. It is imperative that test votes are completed prior to Convention. Please note, you must have access to that email address while onsite at Convention to be able to vote. If the test vote is sent to the wrong email address, please email registration@abmunis.ca to update that information.

We look forward to hosting you at the Convention and facilitating a healthy debate of the resolutions that have been put forward by your peers. If you have any questions, please email resolutions@abmunis.ca.

Sincerely,

Dana Mackie MBA | Chief Executive Officer

D: 780.431.4535 | C: [780.271.7251](tel:780.271.7251) | E: DanaM@abmunis.ca

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca





Alberta Rural Connectivity Forum - Program

Day	Time	Topic
Sept. 17	9:10 – 9:30	Land Acknowledgement & Opening Remarks
	9:30 – 10:40	ARCF Keynote Speaker - Lyle Fabian (Katlotech)
	10:40 – 11:20	Coffee/Networking Break
	11:15 – 12:30	Panel: AI & Data Centres
	12:30 – 1:30	Lunch
	1:30 – 2:00	Connectivity Impact Story - Raymond Miller
	2:00 – 3:15	Panel: Economic and Community Impact of Connectivity
	3:15 – 3:45	Coffee/Networking Break
	3:45 – 4:15	Updates from the Technology and Innovation
	4:15 – 4:45	Connectivity Impact Story - Brent Williams (Town of Olds)
	4:45 – 5:15	Updates on Federal Policy and Mobile Connectivity
Sept. 18	9:00 – 10:00	ISP Panel
	10:00 – 10:30	Satellites and Rural Connectivity
	10:30 – 10:50	Coffee/Networking Break
	10:50 – 11:10	Connectivity Impact Story - Jeff Bourne (Village of Delburne)
	11:10 – 12:15	Panel: Advancing Alberta's Digital Future
	12:15 – 12:30	Connectivity Data Integrity and Sovereignty
	12:30 – 1:30	Lunch with open discussion – What's Next for Connectivity in Alberta
	1:30 – 1:40	Closing Remarks

Confirmed Speakers & Panelists

- Marc Kronewitt (Denvr)
- Ashiq Rahman (City of Calgary)
- Warren Noga (RMA)
- Brett Sheehan (Westlock Libraries)
- Dr. Gregory Taylor (Univ. of Calgary)
- Derrick Houle (SSCI)
- Chris Wescott (Edgar Highspeed)
- Dr. Michael B. McNally (Univ. of Alberta)

Conference Website: <https://www.ruralconnectivity.ca/arcforum>

Registration Link: <https://www.eventbrite.ca/e/alberta-rural-connectivity-forum-2026-tickets-1990908611250>



On behalf of FortisAlberta

**ALBERTA MUNICIPALITIES
CUSTOMER RECEPTION**

We would like to invite you to join us.

Wednesday, Sept. 23, 2026

7 – 10 p.m.

Drinks & Hors d'oeuvres

Dress: Business Casual

Fairmont Hotel Macdonald,
Empire Ballroom
10065 100 Street NW, Edmonton, AB

**FORTIS
ALBERTA**

**FORTIS
ALBERTA**

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.

Associated Engineering's

CLIENT RECEPTION

We invite you and your Council to join us for an evening of connection, conversation, and great views of the Edmonton River Valley!



Wednesday
September 23, 2026



Riverside Bistro -
Courtyard Marriott
Edmonton, AB



5:00 PM START



Associated
Engineering

Please RSVP before September 16, 2026

See you there!



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



Platinum
member

100% Canadian, Employee-Owned

Associated Engineering respectfully acknowledges that
the lands on which we live and work are the ancestral

Regular Council Meeting: 2026-09-14	Agenda Item: 11.a
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): as listed

11.a CAO Report September 14th, 2026.

CAO

- Operational items: Office Roof and Library Damages due to August 23 storm: PW cleaned up twice that week inside and outside cleared downpipes for roof water as well. New larger downpipes = \$895 to be installed towards end of September. Insurance did visit both sites week after and has declined the claim – email September 2nd.
- E3 Lithium accepted the invitation to Sept 17 Community Showcase joining the Town of Bowden table.
- The Alberta Advantage Immigration Program (AAIP) – Rural Renewal Stream (RRS) Program: the Community Endorsement List required and requested for Town has been submitted on September 4th.
- Here is the new website design link: <https://catalis-presentations.com/bowden-ab> (Ctrl/click, click X2).

Operations

- Roof and downspout repairs at office and library. Spruce Trees will come down.



- Porta Potty is now in Park at Arena.

Training

- Inspiris Cyber security training in progress. Sept 2 received \$13,125 annual estimate from Absorb for video micro staff monthly training around DEI, Intercultural Competence and other similar modules.
- Live Barn – step 1 required – sign the agreement 6 years.

Housekeeping: Meetings

- Aug 25th** met Planning Consultant. Once again, the LUB and MDP updates as well as Old Nursery Site zoning is priority – Council should consider Direct Control as a legitimate district which means all development and land applications comes before council for decision regardless. **Sept 2nd** met with RDC about renewing MSA 2015-2026. They a lot happier with current workings.

Staffing

- Summer Students have now completed their work for the season, and their last day were August 26th.
- Submitted an ACP grant application for financial intern August 26th = \$62,500. 18 months our contribution = \$27,000 over this period. Org discussion July 28th follow on action.
- Bylaw has stated that due to number of files (50+) they will present proposal to work a full day (7h).

Recommended Motion:

Motion 11.a

MOVED by Councillor _____ that Council accept the submitted CAO report as information.

Regular Council Meeting: 2026-09-14	Agenda Item: 11.b
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): As listed below.

11.b Council and Council Committee Reports.

A. Council Reports:

- i. Mayor Laurie Miller.
- ii. Deputy Mayor Randy Brown.
- iii. Councillor Ryan Howlett.
- iv. Councillor Cam Morrison.
- v. Councillor Amanda Peffers.
- vi. Councillor Carol Pion.
- vii. Councillor Marietta Tuckwell.

B. Committee Reports:

- viii. Economic Development Committee Meeting August 25th, 2026.
- ix. Bowden Public Library Board September 1st, 2026.

Council to provide reports on their committee engagements, meetings and other commitments – this can be a combination of verbal and or written reports or individual reports from specific meetings like minutes. To be accepted as information.

Recommended Motion:

Motion 11.b

MOVED by Councillor _____ that Council accept all the Council & Committee Reports as submitted for information.

AND/OR

Motion 11.b (i)

MOVED by Councillor _____ that Council do not renew the CAEP membership for 2027 OR table this item until March 2027.

AND/OR

Motion 11.b (ii)

MOVED by Councillor _____ that Council authorize the mayor to sign up for Innisfail Chamber of Commerce membership on behalf of the Town at a cost of \$175 annually OR _____



Council Updates - Councillor Reports
August 2026

MEETING DATE:	September 14 th , 2026
PRESENTED BY:	Mayor Laurie Miller
REPORT TYPE:	Information
ATTACHMENTS:	None

Committees:

- Municipal Planning Commission
- Emergency Advisory Committee
- Special Events & Cultural Committee
- Weed Control Act – Appeals Committee
- Intermunicipal Development Committee
- Economic Development Committee
- Governance & Priorities Committee

Other Bodies & Organizations

- Bowden & District Agricultural Society
- Expanding Horizons Cultural Enhancement Society
- Bowden Friendship Club

Purpose:

For members of council to provide a written update of participation in council activities such as board/committee meetings, conferences, training sessions, intergovernmental meetings, etc.

Meetings:

Aug 10 Regular Council Meeting.

Aug 24 Regular Council Meeting.

Events:

None

Other Meetings/Activities:

Aug 11 Meet residents – commission documents.

Aug 17 Special Events Committee

Aug 25 Economic Development Committee

Aug 27 Albertan interview – Doug Collie

Upcoming Items:

Aside from RCM and committee meetings; key items in September include the newly formatted Community Showcase, our tour of the K-Division Headquarters and Ops Centre, and ABmunis fall conference. Also in September: CAEP Mayors and Reeves Roundtable and the quarterly Central Alberta Mayors meeting.

General:

Hard to believe we're already approaching our one-year mark. It's been a busy first year, with lots of learning and plenty of work underway. I'm looking forward to what the next year brings and to continuing to work together for our community.



Council Updates
Councillor Reports August 2026

MEETING DATE:	September 14, 2026
PRESENTED BY:	Deputy Mayor Randy Brown
REPORT TYPE:	Information
ATTACHMENTS:	N/A

Committees: • Municipal Planning Commission • Emergency Advisory Committee • Special Events & Cultural Committee • Weed Control Act – Appeals Committee • Governance & Priorities Committee • Economic Development Committee	Other Bodies & Organizations • Mountain View Regional Water Services Commission • South Red Deer Regional Wastewater Commission Alternate: • CAEP
--	--

Purpose:

For members of council to provide a written update of participation in council activities such as board/committee meetings, conferences, training sessions, intergovernmental meetings, etc.

Meetings:

August 10 - Regular Council Meeting.

August 17 - Special Events Meeting

August 24 - Regular Council Meeting.

August 25 - Economic Development Committee

Events: None

Other Meetings: tbd

Upcoming Items: AB Munis Conference Sept 22-25/26.



Council Updates
Councillor Reports August 2026

MEETING DATE:	September 14, 2026
PRESENTED BY:	Councillor Ryan Howlett
REPORT TYPE:	Information
ATTACHMENTS:	N/A

Committees: • Municipal Planning Commission • Emergency Advisory Committee • Special Events & Cultural Committee • Weed Control Act – Appeals Committee • Governance & Priorities Committee • Intermunicipal Development Committee	Other Bodies & Organizations • Central Alberta Regional Waste Management Commission • Red Deer & District FCSS • Bowden Historical Society Alternate: • Bowden & District Agricultural Society
--	--

Purpose:

For members of council to provide a written update of participation in council activities such as board/committee meetings, conferences, training sessions, intergovernmental meetings, etc.

Meetings:

August 10th - Regular Council Meeting.

August 17th – Special Events Meeting

August 24th - Regular Council Meeting.

HISTORICAL SOCIETY

Meeting date June 25th

- Canada Day plans finalized.
- Upcoming events planned with FCSS youth.
- Brands are up from Lions Hall. Eric is looking to make centerpiece.
- Stove has been purchased.

Discussions

- To remove QR Codes from inside museum to encourage visitors to stay off phones.
- What to do with the pews.
- How to restart accessioning all items.

Meeting date August 3rd

- Canada Day event was a success.
- Hood needs to be purchased to accompany stove. Board will attempt to reuse exhaust port from original curling rink kitchen.
- Look into if town sprayed for ants and weeds around property.

- Kids from the FCSS event enjoyed the museum and coloring books made from museum Pictures.
- Grant Hengstler Tuesday Sept 15th @ 6:30 at the museum to talk and present about Brands in Calgary and Edmonton area.
- A showing of original footage of the Bowden School that burned town will be displayed on Oct 13th 6:30 at the museum.
- Creating more hands-on exhibits.

Discussions

- Getting volunteers for the offseason once a month to assist in organization and presentations.
- Extra storage:
 - Sea can.
 - Mezzanine above workshop.

SPECIAL EVENTS

Meeting date August 17th

- Success includes.
 - Volunteer and Sponsor Recognition.
 - All sponsors were mentioned and thanked on social media.
 - Naming parks.
 - 15% of people are engaged.
 - Lots of great suggestions will be displayed at upcoming events.
 - Escape room.
 - How to expand next time?
 - Adding volunteers?
- Bowden Daze 2027.
 - Should we increase our budget to \$5000.
 - Added funds would be used for entertainment value in the parade.
 - What themes should we do?
 - Circus.
 - Western.
 - Central Alberta Partners.
- Plans to have Council at community showcase on September 17th at the Igloo.
- Fall event 2026
 - This has been tabled until next year due to budget and timing.
 - Next year ideas include:
 - Haunted house.
 - Spooky Museum tours.
 - Pumpkin carving contest.
- Christmas event 2027.
 - Continuing with Christmas light competition, advertisement, early.
 - Additional Christmas lights for the tree at the igloo.
 - Work with Tim Hortons again to sponsor drinks and snacks for the event.

Events: as above.

Other Meetings: as scheduled.

Upcoming Items: AB Munis Conference Sept 22-25/26.



Council Updates
Councillor Reports August 2026

MEETING DATE:	August 24 th , 2026
PRESENTED BY:	Councillor Cam Morrison
REPORT TYPE:	Information
ATTACHMENTS:	N/A or Minutes or Agenda / Other

Committees: • Municipal Planning Commission • Emergency Advisory Committee • Special Events & Cultural Committee • Weed Control Act – Appeals Committee • Governance & Priorities Committee • Bowden & District Cemetery Association	Other Bodies & Organizations Alternate: • Central Alberta Regional Waste Management Commission • Bowden Friendship Club
--	--

Purpose:

For members of council to provide a written update of participation in council activities such as board/committee meetings, conferences, training sessions, intergovernmental meetings, etc.

Meetings:

August 10 - Regular Council Meeting.

August 17 - Special Events Meeting

August 24 - Regular Council Meeting.

Events: None

Other Meetings: None

Upcoming Items: AB Munis Conference Sept 22-25/26 (possibly)



Council Updates
Councillor Reports August 2026

MEETING DATE:	September 14, 2026
PRESENTED BY:	Councillor Amanda Peffers
REPORT TYPE:	Information
ATTACHMENTS:	N/A

Committees: • Municipal Planning Commission • Emergency Advisory Committee • Special Events & Cultural Committee • Weed Control Act – Appeals Committee • Governance & Priorities Committee • Public Library Board • Bowden & District Cemetery Association	Other Bodies & Organizations • Parkland Regional Library Board Alternate: • Parkland Foundation Management Body • Bowden Historical Society
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Purpose:

For members of council to provide a written update of participation in council activities such as board/committee meetings, conferences, training sessions, intergovernmental meetings, etc.

Meetings:

August 10 - Regular Council Meeting.

August 17 - Special Events Meeting

August 24 - Regular Council Meeting.

Events: None

Other Meetings: Parkland Library Board Sept 17 / Parkland Foundation Oct 1.

Upcoming Items: AB Munis Conference Sept 22-25/26.



Council Updates
Councillor Reports August 2026

MEETING DATE:	September 14, 2026
PRESENTED BY:	Councillor Carol Pion
REPORT TYPE:	Information
ATTACHMENTS:	N/A

Committees: • Municipal Planning Commission • Emergency Advisory Committee • Special Events & Cultural Committee • Weed Control Act – Appeals Committee • Governance & Priorities Committee • Economic Development Committee	Other Bodies & Organizations • Bowden Grandview School • CAEP Alternate: • Mountain View Regional Water Services Commission
---	--

Purpose:

For members of council to provide a written update of participation in council activities such as board/committee meetings, conferences, training sessions, intergovernmental meetings, etc.

Meetings:

August 10 - Regular Council Meeting.

August 17 - Special Events Meeting

August 24 - Regular Council Meeting.

August 25 - Economic Development Committee

Events: None

Other Meetings: tbd

Upcoming Items: AB Munis Conference Sept 22-25/26.



Council Updates
Councillor Reports August 2026

MEETING DATE:	September 14, 2026
PRESENTED BY:	Councillor Marietta Tuckwell
REPORT TYPE:	Information
ATTACHMENTS:	N/A

Committees:

- Municipal Planning Commission
- Emergency Advisory Committee
- Special Events & Cultural Committee
- Weed Control Act – Appeals Committee
- Governance & Priorities Committee
- Public Library Board
- Economic Development Committee
- Intermunicipal Development Committee

Other Bodies & Organizations

- Parkland Foundation Management Body

Alternate:

- Bowden Grandview School Council
- Expanding horizons, cultural enhancement, society
- Parkland regional library board
- Red Deer & District FCSS

Purpose:

For members of council to provide a written update of participation in council activities such as board/committee meetings, conferences, training sessions, intergovernmental meetings, etc.

Meetings:

August 10 - Regular Council Meeting.

August 17 – Special Events Meeting

August 24 - Regular Council Meeting.

Events: None

Other Meetings: None

Upcoming Items: AB Munis Conference Sept 22-25/26.

Town of Bowden Economic Development Committee Meeting

Tuesday August 25, 2026, at 7:00 pm
Council Chambers

PURPOSE

Establishing first meeting protocols

AGENDA

Call to Order by Mayor Miller at 7:04 PM

PRESENT: Mayor Laurie Miller (Recorder)
Councillor Randy Brown
Councillor Carol Pion
Councillor Marietta Tuckwell (Regrets)
CAO Christiaan Liebenberg

Adoption of Agenda

- Councillor Randy Brown moved to adopt the agenda as presented.

CARRIED

Adoption of Previous Meeting Minutes

- None - first meeting of new committee; no previous minutes available.

New Business

- Appointment of Committee Chair
 - To be reviewed at Organizational Meeting in October.
- Appointment of Committee Recorder
 - As above.
- Review of ED Committee Policy & Procedure
 - Ensure that roles and duties are clear under the Terms of Reference in the Council Committee Bylaw.
 - Committee to get work and strategy underway before considering members at large.
 - All work to be focused on the strategic plan priorities. Communicate that the town is ready for investment.
 - Action item(s):
 - Inventory lands, identify available and potential resources for collaboration (economic groups, chambers, etc.).
 - Create a pamphlet to promote the community.
- CAEP - Fractional Shared EDO
 - Committee agreed that the cost presented in the July 8th email was outside of our budget.
- Central AB Regional Connector - Economic or Business Development Initiatives
 - This item was accepted as information as Administration continues to review all opportunities for economic or business development initiatives.



- General discussion/ideas
 - CAEP Membership: committee discussed the cost vs benefit of ongoing membership. Noted by committee that Red Deer County and Olds are issued withdrawal notice. **Post meeting note:** Last invoice was \$1209.60 for April 26/26 to March 27/27.
 - Action item(s):
 - CAO to communicate with CAEP to announce withdrawal at end of this term.
 - Business support and engagement: want to recognize our business base and encourage our home-based organizations. Consider a showcase (trade show) in late Winter/early Spring where all can attend and promote their goods and services. Look at the town promoting business through initiatives such as "Business of the Month" in the newsletter, website and socials.
 - Action item(s):
 - Administration to ensure that master mailing list created for Christmas Card mailout is updated to include any new business licenses registered in 2026.
 - Chair to send an email introducing EDC to all licensed businesses and seek to determine level of interest in a showcase.
 - As per the Strategic Plan: Topics to explore further:
 - Downtown Business Attracting and Retention Strategy (opportunities to attract new businesses, support existing businesses and address vacant commercial properties).
 - Highway 2A and Regional Tourism Opportunities (avenues for tourism promotion, partnerships, events and strategies to increase visitation to Bowden).
 - Industrial and Commercial Land Development Opportunities (review available lands, infrastructure readiness, investment attraction strategies, zoning options).

Next Meeting

- Monday, October 19, 2026, at 7:00 PM
 - Action item(s):
 - CAO to invite Innisfail and District Chamber as delegate.

Adjournment

- Meeting adjourned at 8:10 PM



AGENDA ITEM REFERENCE MATERIALS:

- CAEP Fractional EDO

On Jul 8, 2026, at 4:31 PM, Paul Salvatore <psalvatore@investcentralalberta.ca> wrote:

Hi there.

As we get into Summer I wanted to circle back to CAEP members (and prospective members) to discuss the potential to bring on a shared EDO (Economic Development Officer) amongst several communities.

My initial thoughts around this were to the effect that each partner would contribute about the equivalent of a 0.25 FTE for the cost of hiring an economic development consultant (I would put cost per community at around \$25,000 per year) and CAEP would coordinate the selection of the individual, help with determining focus and goal setting so that results are in sync with expectations.

I've received an expression of interest from the Town of Bowden and the Village of Big Valley at this point - and happy to shop this around some more if there are any other CAEP member communities that are interested.

Please confirm that you are still interested and if you have had any discussions with other communities that you think would be a good fit for the program.

Thanks.

Paul

Paul Salvatore, BA, ALUP, CLGM
Executive Director
Central Alberta Economic Partnership
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Psalvatore@investcentralalberta.ca



- Central Alberta Regional Connector – Economic or Business Development Initiatives

From: Jennifer Hartigh <Jennifer.Hartigh@gov.ab.ca>

Sent: July 24, 2026 11:53 AM

To: Jennifer Hartigh <Jennifer.Hartigh@gov.ab.ca>

Subject: July 2026 Central Alberta Regional Connector

---Greetings, Central Alberta Economic Development Champions!

Below and attached are highlighted current programs and services that may be of interest to you. Please contact me directly if I can give you a hand with anything or if you have information on economic or business development initiatives that you would like me to share.

1. **Investment Data Hub: See attached info sheet**

Now accepting members to the Login Portal that includes a Regional Comparison Tool to compare provinces and municipalities across Canada to one another and to U.S. states and cities across a range of metrics to assess their relative strengths and weaknesses. Economic developers and municipalities can request access to the portal by emailing economiclink@gov.ab.ca. An account will be set up with the email provided and a temporary password to login will be shared.

2. **Business Input Needed!!**

Red Deer Polytechnic, Central Alberta First and the Red Deer & District Chamber have partnered on a project to identify emerging workforce trends, evolving skills needs, and technology impacts to inform future opportunities and initiatives for Central Alberta, and your help is needed to engage businesses to support this important regional project. The survey can be completed online [HERE](#) or businesses can sign up to be interviewed by a representative from Red Deer Polytechnic [HERE](#)

3. **Pre-IRAP Program:**

This is a new program to assess and develop pre-IRAP clients, especially those who may or may not be IRAP-eligible, may not be ready/qualify for other funding programs or have questions around commercialization, market, or strategy. MBA-level student teams (with executive oversight) work with the company to produce a focused IRAP readiness gap analysis, and address business innovation challenges. The service is **free** for the company and they retain any IP created. For more information or to refer clients to the program, email innovation@rdpolytech.ca.

4. **Rocky Mountain Equipment “2026 Right By You” Ag Society Grant: Apply before July 30!**

Agricultural societies with projects that will be completed in under 2 years, may receive one of four \$10K grants.



5. **Catalyst Incubator: Apply Now for Fall 2026**
Are you or someone you know an entrepreneur with an early stage idea? Join the 9-week free program!
6. **Free Virtual Panel for Alberta's Aerospace and Defence Innovators: Aug 14 from 11:30 AM – 1:30 PM**
Supports available to help scale the development of aerospace, defence, or dual-use technologies - explore funding, commercialization pathways, procurement, and partnership opportunities for Alberta companies operating in aerospace, advanced manufacturing, autonomy, cybersecurity, and dual-use innovation.
7. **Indigenous Business Development – Access to Business Opportunities Funding: Call for Proposals Open until Oct 31**
This funding is for regional initiatives that will provide tools and support to foster Indigenous entrepreneurship and is open to First Nation communities, Indigenous owned organizations and associations, labour organizations, and postsecondary institutions.
8. **Indigenous Reconciliation Initiative: Closes Sept 15**
Funding to support reconciliation through indigenous-led cultural and economic development projects.
9. **CIP Organizational Development and Collaboration Grant: Closes Oct 15**
Individual Organizations Grant - up to \$50K to single non-profit organizations for organizational development activities
Collaboratives Grant - up to \$100K to address regional or sector-wide needs
10. **Travel Alberta- Signature Investment Fund: Open for Expressions of Interest**
This fund is designed to bring high-potential tourism developments to life in Alberta. Signature Investments strengthen itineraries, close critical supply gaps, and create more reasons for visitors to stay longer, spend more, and explore year-round.
11. **CanExport SMEs: Application Deadline Extended to Aug 31**
This program offers competitive funding to help eligible Canadian small and medium-sized enterprises expand into new international markets.
12. **Learning Opportunities:**
 - **Community Futures Launchpad Courses for Entrepreneurs**
 - **Regional Business Support Network Biz Bite Video Library**
 - **AB Community Development Summer 2026 Courses**
 - **Startup Global: 90 minute webinars focused on scaling beyond borders**



- [Alberta's Wood & Forestry Industry: Tariffs and Supports](#): Webinar hosted by EMC at 11:30 AM on Aug 12
- [Cybersecurity for Non-Tech Business Owners](#): Free webinar hosted by RBSN on Aug 18 at 11 AM
- [Canada Alberta Productivity Grant Info Webinar](#): Aug 18 from 1:30 – 3 PM
- [The Case for Reconnecting Canada's Manufacturing Economy](#): EMC Webinar on Aug 19 at 11 AM
- [Alberta Venture Finance Education Series: Fundraising for Startups](#) - Sept 21 – 24
- [Alberta Venture Finance Education Series: Angel Investing](#) - Sept 28 – Oct 1
- [EmpowRize Program for BIPOC Founders](#): Oct 23-25, Nov 6, 7, 13 & 14

13. Upcoming Events:

- [Red Deer Regional Airshow](#): July 25-26, Red Deer Regional Airport
- [Alberta Open Farm Days](#): August 15-16, Alberta
- [EDAC 2026 Annual Conference](#): Sept 14-17, Moncton
- [Alberta Corridor Technical Symposium](#): Sept 17, Calgary
- [2026 Work First Alberta Summit](#): Sept 23-24, Edmonton
- [RhPAP Conference](#): Oct 6-8, Peace River
- [National Housing Day Conference](#): Nov 12, Virtual

14. Resources (Attached)

- Latest Weekly Economic Briefing
- First Nations, Metis & Inuit Bursary
- June 2026 Highlights of the Alberta Economy
- June 2026 Technology Newsletter
- Work Sharing & Workforce Retention Grant Handout
- Snapshot of Alberta's Economic Development Resources

Jennifer Hartigh

Regional Economic Development Specialist | Central Region

Jobs, Economy and Trade

Cell: 587.447.7225

Regular Council Meeting: 2026-09-14	Agenda Item: 11.c
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): Items as listed or verbal or no report yet still listed.

11.c Other Bodies and Organizations.

- i. Bowden & District Agricultural Society.
- ii. Bowden Grandview School Council (September 22nd).
- iii. CAEP (September 3rd & 9th). September 3rd Mayor's meeting notes & Business Plan 2026-2028.
- iv. Central Alberta Regional Waste Management Commission.
- v. Expanding Horizon's (September 8th).
- vi. Mountain View Regional Waste Services Commission (September 9th).
- vii. South Red Deer Regional Wastewater Commission (September 14th).
- viii. Parkland Foundation Management Body (September 17th).
- ix. Parkland Regional Library Board.
- x. FCSS August 2026 Community Navigator Report.
- xi. Bowden Friendship Centre (September 24th).
- xii. Bowden Historical Society.
- xiii. Red Deer County Enforcement Report August 2026.

Note:

All meeting minutes where submitted should be assumed to be "unapproved". If there are verbal reports available on the night those can be presented and accepted as information. Standard monthly reports are for Information.

Recommended Motion:

Motion 11.c

MOVED by Councillor _____ that Council accept all the submitted society and other reports as information.



CAEP - Sept 14 discussion for agenda

From Mayor <mayor@bowden.ca>

Date Thu 9/3/2026 4:23 PM

To CAO <cao@bowden.ca>

 2 attachments (261 KB)

2026-09-03 CAEP Mayors Reeves Roundtable.docx; CAEP Three-Year Business Plan - May 2026 (2).pdf;

As discussed here is the **three year business plan** as well as **my summary of today's meeting to** be included in the package.



Mayor Laurie Miller

Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Email: mayor@bowden.ca
Phone: 403 224 3395
Cell: 587-321-7495

CAEP – Mayors and Reeves Roundtable

Thursday, September 3 2026 at 9:30 am
Innisfail Public Library

Report to Council

Purpose of Meeting

- CAEP convened mayors and reeves for a frank discussion about the organization's future and financial sustainability following the loss of provincial operating funding.
- The timing was intentional, recognizing that municipalities will soon be entering budget discussions and making decisions regarding continued CAEP membership.
- CAEP advised that some significant municipal members are considering whether to continue their membership.
- Municipalities were strongly encouraged to review CAEP's three-year business plan/roadmap when considering future membership.

CAEP Status and Three-Year Business Plan

- Provincial operating funding has been eliminated for all Regional Economic Development Alliances (REDAs).
- The Province appears to be moving away from funding operating costs toward project-based funding, with an emphasis on measurable outcomes.
- Economic development grant funding has also been substantially reduced. It was noted that funding was reduced by approximately \$2.3 million last year, while approximately \$2 million in the current year was directed to Calgary and Edmonton, leaving considerably less available to rural Alberta.
- CAEP has responded to the funding loss by:
 - reducing staffing from approximately four positions to 1.25;
 - leveraging technology and existing relationships;
 - developing alternative revenue and partnership opportunities;
 - seeking greater industry participation, with a goal of approximately 30% industry funding;
 - working toward having 100% of operational costs funded from non-government sources by the end of Year 2.
- CAEP will continue reviewing its funding structure, including membership fee models, fee-for-service opportunities, regional business licensing and other potential revenue sources.
- Increased membership fees in the range of \$1.65 to \$2.40 per capita were discussed. Municipal representatives emphasized that CAEP will need to clearly demonstrate value through advocacy, marketing and business-development programs to support higher fees.

Team Central Alberta / Regional Approach

- CAEP is repositioning itself around a "Team Central Alberta" approach, with greater emphasis on promoting Central Alberta collectively rather than municipalities competing individually.

- Red Deer City is already recognized as the regional hub, but participants emphasized that economic growth in one part of Central Alberta can create benefits throughout the region.
- Several communities noted the challenges of being located away from the Highway 2 corridor. CAEP can potentially provide these municipalities with a stronger collective voice by representing 25–30 communities rather than each municipality attempting to attract investment independently.
- Regional collaboration was discussed as a way of addressing interconnected issues such as:
 - housing availability;
 - land availability for residential versus industrial/commercial development;
 - business attraction and retention;
 - competition with larger urban centres;
 - workforce attraction; and
 - regional investment.
- There was support for a shift away from municipalities competing with one another toward identifying opportunities where communities can complement each other.

Municipal Membership Considerations

- Several municipalities are actively evaluating the value of REDA memberships, particularly where they belong to more than one regional organization or are developing economic-development capacity in-house.
- One participant who had been hesitant about renewal indicated the new emphasis on regional promotion and partnerships could support continuing membership for another year.
- Another municipality belonging to three REDAs noted that increased fees across all three may require difficult membership decisions.
- Municipalities developing in-house economic-development services questioned whether membership dollars might instead be directed internally.
- Conversely, several participants identified considerable value in CAEP for smaller municipalities that do not have dedicated economic-development staff.
- CAEP was asked to consider what its financial viability would look like should major members such as Red Deer City or Red Deer County withdraw.
- CAEP asked municipal leaders to advocate for continued participation while the new business plan is implemented.

Value of Participation

- A CAEP board member stressed that municipalities must actively participate to receive value from membership.
- The analogy used was fly fishing: CAEP can provide the tools, but municipalities still need to put their “line in the water.”
- Simply holding a membership without attending meetings, developing relationships and using CAEP resources will significantly limit the benefit received.
- Municipalities were encouraged to remain involved over the coming years so the three-year plan has an opportunity to demonstrate results.

Programs, Tools and Opportunities

- CAEP is working with CityViz to provide participating communities with economic-development/data dashboards containing key community economic information, drawing from municipal development information and sources such as Statistics Canada.
- CityViz was particularly recommended as a useful tool for municipalities without their own economic-development departments.
- Fall “Secret Sauce” Economic Development Workshops are planned for members.
- CAEP is exploring a regional grant-application process that could assist all member municipalities.
- Greater industry partnerships and participation in international trade missions are planned through Team Central Alberta.
- CAEP intends to pursue opportunities that align with federal funding priorities, including green energy and alternative-resource projects.
- Municipal Experts, operated by Paul and Marta, was identified as a resource focused on helping municipalities determine how economic-development dollars can be spent for greatest benefit.

Governance / Upcoming Meeting

- Changes to CAEP’s articles are being considered to increase the Board from 15 to 17 members and strengthen political and business representation.
- Municipalities were reminded that participation in CAEP meetings is not limited to formally appointed Council representatives; additional Council members are welcome and encouraged to attend.
- CAEP is seeking board members for its November 18 general meeting.
- The November meeting will focus on developing new markets and promoting Central Alberta nationally and internationally, including positioning the region for federal funding opportunities.

Key Takeaway for Council

CAEP is undergoing a significant transition from a provincially supported REDA toward a more self-sustaining, partnership- and project-based regional economic-development organization. Municipalities are being asked to assess membership not solely on the basis of the proposed fee increase, but against CAEP’s three-year business plan and the potential value of collective regional advocacy, investment attraction, economic data, grant opportunities, industry partnerships and national/international promotion.

The central question for municipalities will be whether the Team Central Alberta approach can demonstrate sufficient measurable value to justify continued membership as CAEP moves toward financial independence from government operating funding.

Central Alberta Economic Partnership Three-Year Business Plan 2026-2028

Introduction

This Three-Year Operational Plan (2026-2028) provides the strategic roadmap for CAEP to transition from a government-subsidized body to a self-sustaining, member-valued organization that can attract significant investment from the 25+ communities and industry partners it serves.

The details of this plan were developed from CAEP documents, consultations with leadership, and best-practice literature in community economic development. The plan is organized around five Strategic Objectives, each supported by key activities, performance indicators, and a clear theory of change.

Core Proposition

CAEP is the connective tissue of Central Alberta's economy. Individually, it is difficult for the 25 communities, towns and counties to compete with larger centres. Together, they are Alberta's third-largest regional economy, with 300,000 people, 25,000 businesses, and 175 elected officials speaking with one amplified voice. The purpose of this plan is to realize the potential of this voice, converting it into meaningful, sustainable community development.

Purpose Statement

CAEP exists to accelerate shared economic prosperity across Central Alberta by building the regional capacity, connectivity and credibility that enables participating communities to compete in the global marketplace.

- **Capacity** — CAEP builds the skills, tools, data, and infrastructure that allow smaller communities to respond to investment opportunities with the speed and sophistication of much larger centres.
- **Connectivity** — CAEP is the broker, the convener, and the relationship-builder that connects communities to investors, communities to each other, and the region to provincial and federal governments.
- **Credibility** — CAEP gives the region a unified voice, a coherent brand, and a demonstrated track record that investors, site selectors, and senior government officials take seriously.

Theory of Change

CAEP's theory of change is straightforward: when communities invest in shared infrastructure for economic development, they reduce their individual costs, increase their collective reach, and improve outcomes for all. The literature on regional economic development organizations consistently demonstrates that inter-municipal collaboration produces measurable gains in investment attraction, workforce development, and policy influence, particularly in non-metropolitan regions (Markey et al., 2012).

The specific mechanism by which CAEP creates value is serving as a backbone organization for Central Alberta's economy, promoting collective impact (Kania & Kramer, 2011). Collective impact is a structured form of collaboration in which multiple stakeholders coordinate their activities around a shared agenda, common measurement system, and mutually reinforcing activities.

Value Proposition

CAEP offers member communities five streams of value that would be difficult for them to achieve independently:

1. *Investment Readiness Infrastructure*: Plug-and-play community investment profiles, sector data, land availability, labour market analytics and quality-of-life indicators. Members can respond like major urban centres, not small towns.
2. *Collective Advocacy & Government Relations*: Access to 175 elected officials across the region amplifies the impact of any single community's advocacy. CAEP's curated relationship with government officials turns member priorities into policy outcomes.
3. *Economic Intelligence & Trend Analysis*: Access to national-calibre economic data, sector trend analysis and an online dashboard of economic data that helps members anticipate change and position themselves for opportunities proactively.
4. *Professional Economic Development Capacity*: Shared access to economic development expertise and advice, training and workshops, and other professional development opportunities.
5. *The Network Effect*: CAEP's most valuable asset is its network. Connections to municipal, provincial and federal government officials, industry partners, post-secondary institutions and regional innovators significantly shorten the path to investment. This network compounds in value as CAEP's membership and reputation grow.

Environmental Context

Central Alberta is one of Canada’s most undervalued regional economies. Positioned between Calgary and Edmonton, two of Canada’s fastest-growing metropolitan areas, Central Alberta anchors Alberta’s agribusiness, advanced manufacturing, logistics, energy transition, and emerging technology sectors. As the province of Alberta pursues economic diversification and rural development, the region is well-positioned to capture investment, workforce, and supply chain opportunities that are being priced out of the major metropolitan areas.

The challenge is not the region’s assets; it is the region’s collective capacity to present those assets coherently, consistently, and compellingly to the investors and decision-makers who can partner with the communities to best use them. This is the gap that CAEP fills.

The Regional Economic Development Landscape

CAEP operates within a complex ecosystem of economic development organizations, each with distinct mandates. Understanding and clearly articulating CAEP's niche is essential to member confidence and investor credibility.

Organization	Focus	Relationship to CAEP
Invest Alberta / Invest Canada	Mega-projects >\$50M	Complementary — CAEP feeds pipeline & supports readiness
DRIVE (City of Red Deer)	Red Deer city-level economic development	Strategic partner — collaborate on regional initiatives
Chambers of Commerce	Local business advocacy & support	Complementary — CAEP focuses on inter-municipal and external
Community Futures	Small business lending & rural enterprise	Complementary — CAEP focuses on investment attraction & capacity

Red Deer Polytechnic	Post-secondary education & applied research	Strategic partner — MOU, workforce development, innovation
Other Post-Secondary Institutions	Post-secondary education	Regional partner — explore opportunities to work together
Municipal Planning Depts.	Development control & local planning	Complementary — CAEP provides regional context, not local control
Provincial and federal economic development departments (JETI, Prairies Can)	Regional economic development	Regional partner — explore opportunities to work together on regional initiatives

Key Strategic Challenges

The following challenges must be directly addressed by the 3-year business plan:

- **Reputational repair:** Trust must be rebuilt with member communities through consistent delivery, transparent reporting, and visible wins.
- **Funding transition:** The elimination of provincial operational funding requires replacing it with revenue from membership growth, project fees, and diversified grants.
- **Membership value gap:** Some members question whether CAEP's value justifies increasing fees. These questions must be answered by linking CAEP activities to measurable community outcomes.
- **Staff capacity:** A lean professional team must be deployed strategically, with clear priorities and adequate administrative support to avoid burnout and service gaps.
- **Co-opetition navigation:** The competitive dynamics among communities for investment, talent, and projects require careful management to prevent the regional agenda from being captured by individual communities' interests.

Strategic Objectives

The following five Strategic Objectives form the core of CAEP's 2026-28 Business Plan. Together, they constitute a mutually reinforcing system in which progress on one objective accelerates progress on the others.



Strategic Objective 1: Build Trust & Deliver Visible Wins

Rationale: Year 1 is the credibility-building year. Every commitment must be kept, every deliverable completed on time, and every member must see tangible evidence that CAEP, under new leadership, is a different organization that can deliver value.

Key Activities

- Conduct a comprehensive CAEP member survey and value assessment in Q3 of Year 1 to establish a clear baseline of member needs, satisfaction, and service priorities. The survey will be conducted annually to track progress in those 4 areas.
- Develop and implement a structured CAEP Report Card presented at the Spring and Fall General Meetings, providing transparency on all KPIs to the Board and members.
- Complete the Regional Land Development and Investment Attraction Strategy Phase 1 workshops within Year 1.
- Deliver at least five member-facing programming events in Year 1, including the Secret Sauce Economic Development workshop series and EDA courses.
- Publish an Annual CAEP Report that demonstrates quantified ROI, distributed to CAEP members, industry partners, government, and media.

- Modernize CAEP's Articles of Association and governance structure to reflect its new independent identity.
- Formalize the MOU with Red Deer Polytechnic.
- Visit every CAEP municipal member in person within the first 18 months: the **Coffee with CAEP** member engagement tour.

Key Performance Indicators

- Member satisfaction score: baseline established in initial member survey results; target 75%+ satisfaction at the end of Year 2.
- Member engagement completed: 100% of municipal members visited within the first 18 months.
- Update of CAEP's Articles of Association and governance structure completed by end of Year 1.

Strategic Objective 2: Build a Regional Intelligence and Data Infrastructure

Rationale: In contemporary economic development, data is the currency of credibility. Site selectors, investors, and senior government officials make decisions based on the quality and accessibility of economic intelligence. CAEP's ability to provide current, investor-grade data for its municipal members is among its most impactful value propositions.

Key Activities:

- Launch the enhanced CAEP Members Economic Data Portal in April 2026, with the most current regional economic indicators, demographic trends, sector analytics, and community profiles.
- Develop sector-specific market research briefs for CAEP's five priority sectors: advanced manufacturing, agribusiness, logistics, energy transition, and emerging technology.
- Establish a partnership with Red Deer Polytechnic's applied research capabilities for ongoing data analysis and economic modelling support.

Key Performance Indicators

- Data portal launch: April 2026
- Portal usage target: 80% of member communities reporting they are actively using the portal within the first year
- Sector briefs published: 5 briefs by the end of Year 2.

Strategic Objective 3: Activate Team Central Alberta as the Regional Investment Attraction Engine

Rationale: Team Central Alberta (TCA) is CAEP's most strategically important initiative. It represents the evolution from a membership services organization to a proactive

investment attraction engine, a shift that directly addresses the funding gap left by provincial withdrawal and dramatically increases CAEP's value to industry partners and municipalities alike. Studies of successful non-metropolitan regional development organizations identify collaborative investment attraction, in which regions compete as unified units rather than individual communities, as one of the highest-leverage activities available to such organizations (Markey et al., 2012).

Key Activities

- Develop a regional investor-grade investment prospectus with business cases highlighting investment opportunities by Year 2.
- Establish the TCA Industry Partnership Program: recruit a minimum of 10 industry partners by end of Year 1, growing to 25 by Year 3, each contributing to the CAEP revenue base.
- Participate in two to three national or international site selector events per year, with a structured follow-up process for all leads generated.
- Develop a Central Alberta International Market Development Strategy in Year 2, targeting priority markets aligned with regional sector strengths.
- Collaborate with DRIVE initiative to establish a deal-flow tracking system to document leads generated, proposals submitted, investments secured, and jobs created attributable to CAEP and DRIVE partnership activities.
- **Note:** developing the Regional Land Development and Investment Attraction Strategy, with Phase 1 workshops will also contribute to this objective, by identifying investment-ready sites, commercial real estate opportunities, and affordable housing conditions.

Key Performance Indicators

- Develop a regional investor-grade investment prospectus by Year 2.
- Industry partners recruited: 10 by Year 1; 18 by Year 2; 25 by Year 3
- Site selector events attended: minimum 2 per year
- Grant applications submitted: minimum 2 per year; target \$100K+ secured by Year 3

Strategic Objective 4: Build Member Capacity & Strengthen the Regional Economic Development Ecosystem

Rationale: CAEP's long-term sustainability depends not only on what it delivers to members, but on how well it builds members' own economic development capabilities. The most effective backbone organizations in the collective impact literature are those that strengthen the capacity of the entire system, rather than just providing services at the centre (Kania & Kramer, 2011; Turner et al., 2012). In Central Alberta, where many member communities have limited economic development staff, CAEP's capacity-building function

is especially critical. The goal is to ensure that every member community is positioned to respond to investment opportunities with speed and sophistication, regardless of its size.

Key Activities

- Based on the CAEP Member Survey, identify priority economic development training needs.
- Deliver economic development capacity-building training and workshops for elected officials, administrators, and economic development staff — including the signature Secret Sauce workshop series.
- Develop an economic development advisory services offering for members who require tailored support with specific challenges (grant applications, business case development, site marketing).
- Partner with EDAC and EDA to provide members with access to professional development pathways.
- Host semi-annual General Meetings in the spring and fall to bring together all member communities, industry partners, government, and investors to address membership association requirements, with enhanced networking, expert speakers, and strategic dialogue.

Key Performance Indicators

- Economic development training priorities identified by Q4 Year 1
- Training events delivered: Minimum 5 per year
- Workshop participants: Target 100 Year 1; 125 Year 2; 150 Year 3

Strategic Objective 5: Achieve Financial Sustainability Through Diversified Revenue and Demonstrated Return on Investment

Rationale: Every other Strategic Objective depends on CAEP having the resources to employ professional staff, develop and maintain systems, attend events, and invest in member services. CAEP's targeted growth in revenue is ambitious, but achievable within the framework of this plan, provided that CAEP systematically demonstrates ROI, actively cultivates new municipal members, and successfully diversifies its revenue through growth in industry partnerships, event revenues, and grant funding.

Key Activities

- Develop and adopt a new Membership Investment Model with strong incremental increases in Year 2 and 3 that bring per capita membership fees in line with membership models used by other successful Alberta economic development organizations.

- Implement a structured annual membership renewal process that includes a Year-in Review report for each member, documenting the specific benefits received and the attributed value of CAEP activities.
- Grow the industry partnership revenue stream through Team Central Alberta: target minimum 10 partners at Year 1 growing to 25 at Year 3.
- Develop a project-based consulting fee schedule for advisory services provided to member and non-member communities.
- Continue to grow event registration and sponsorship revenues.
- Actively pursue federal and provincial grant programs (PrairiesCan, NRED, Canada-Alberta Joint Economic Development Initiative) to co-fund major projects.
- Add 2 new member communities per year, expanding the base over which fixed costs are distributed.
- Publish an Annual CAEP Report that demonstrates quantified ROI across all five value categories.

Key Performance Indicators

- Membership revenue: Baseline of \$.90 per capita maintained Year 1; increase to \$1.65 per capita in Year 2; increase to \$2.40 per capita in Year 3
- Industry partner revenue: Growth trajectory established Year 1 and reported annually
- New members added: target 2 per year
- Operating cost coverage from non-government sources: 50% Year 1; 100% Year 2; expand operating budget in Year 3 (target TBA).

References

- Kania, J., & Kramer, M. (2011). Collective Impact. *Stanford Social Innovation Review*, 9(1).
- Markey, S., Halseth, G., & Manson, D. (2012). *Investing in Place: Economic Renewal in Northern British Columbia*. Vancouver: UBC Press.
- Turner, S., Merchant, K., Kania, J., & Martin, E. (2012). Understanding the Value of Backbone Organizations in Collective Impact. *Stanford Social Innovation Review*.f



Outlook

August RCM FCSS Report

From Bowden FCSS <fcss@bowden.ca>

Date Tue 9/1/2026 1:54 PM

To CAO <cao@bowden.ca>

 1 attachment (224 KB)

August 2026 FCSS Community Navigator Report.pdf;

Hello,

Attached is the **August FCSS Community Navigator report**. As always, please let me know if there are any questions.

Thank you,

Jade Scott

FCSS Community Navigator

Town of Bowden

Call or text: 403-224-2207

Bowden.ca



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FCSS Community Navigator Report August 2026

Community:

- **Community Garden** – It is nearly harvesting time! The garden is starting to show signs of fall just around the corner. The flowers are still blooming, and the sweet peas are still fragrant. FCSS has dedicated countless hours in August to keeping the garden shared areas watered & weed free as well assisting others with care and upkeep. The garden has received a multitude of compliments this year and has been a real gem in the park. If you haven't had a chance, come check it out before the first frost hits. We have so much to see!
- **2026 Community Showcase Night & BBQ** – We have been busy with registration and planning for this event. We currently have 36 vendor tables and counting booked for the event. Other highlights include: a giant games area, a firetruck from Station 7 (Bowden Fire), student council bottle drive fundraiser on site and more!
- **FCSS has partnered with Mountain View Emergency Shelter Society** for regular drop-in services at Park Place on the first Wednesday of each month starting September 2. It will also be hosting a "Safety Planning" session here on September 22nd to help people feel more prepared, supported and in control.
- **Partnership activities with Bowden Pioneer Museum** & Curator continue to take shape. Research and sharing on our History Walk through Centennial Park for our regional project is coming along nicely and we hope to have it ready to be revealed by mid-end September.

Food Security Support (ongoing):

- **The Good Food Box** - The August order had 17 boxes, including 1 sponsored family, 2 donation boxes and 2 deliveries.

Seniors Programs:

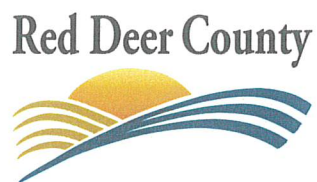
- **Tech Time** – Tech Time with Henday Association starts September 9th from 10-Noon at Park Place. The program will be offered the second Wednesday morning of each month through until December. Drop-in's welcome.
- **Golden Circle Outreach Bowden** – September 2nd is the first Golden Circle Outreach of the fall sessions. It will take place 2x per month at Park Place, alternating mornings and afternoons on the 1st and 3rd Wednesday of each month. Older adults are welcome to drop in.

Youth Programs:

- Although no youth programs happened in August, we are excited to see what September partnerships will bring. Groups like Bowden Keystone (Youth HQ) and Y.E.S. will be collaborating for use of Park Place and after school activities soon!

Other Happenings:

- **AHS Mental Health Group** – hosts its meetings at Park Place in partnership with FCSS. In August we did a choose your own craft and painting afternoon.
- **Through a Red Cross initiative**, FCSS has acquired a large supply of youth and adult size N95 and regular face masks to distribute to the public for wildfire smoke protection. They arrived too late in the season to be used this year but will still be distributed to our facilities for folks to access at no cost.
- **FCSS** spent an afternoon cleaning and organizing its shared sea can for events supplies storage.
- **Public Works/Parks** came to lend a hand scraping and sweeping away the large amount of sediment and silt that gathers around Park Place walkways. Each time there is a large rain the walkways here washout with debris from Heritage Drive & 17th Ave.
- **Quarterly Report** for FCSS was submitted to the City of Red Deer (April 1 to June 30).
- **Social Media** – FCSS has been scheduling posts and working to increase its visibility online. We received a decent 20,025 views on our shared content throughout the month of August!



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

September 1, 2026

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

Sent Via Email to: cfo@bowden.ca

Attention: Chief Administrative Officer

Dear Sir/Madam:

Re: August 2026 Enforcement Contract

Please be advised for the month of August, Red Deer County Patrol Officers spent 10 hours and 1 minute in the Town of Bowden.

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

- Fail to Produce Registration
- Fail to Stop at Stop Sign

There were no occurrences generated during the month of August.

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

Sincerely,

Brandon Rempel
A/Patrol Manager
Red Deer County, Protective Services