

### **AGENDA**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 - 20<sup>th</sup> Avenue, Bowden,  
on **Tuesday October 13<sup>th</sup>, 2026, 7:00 PM**

**1. CALL TO ORDER**

**1.a** Land Acknowledgement.

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

**2.a** Agenda (Adopt).

**3. ADOPTION OF PREVIOUS MINUTES**

**3.a** Regular Council Meeting (September 28<sup>th</sup>, 2026) (Adopt).

**4. PUBLIC HEARING**

**4.a** None scheduled.

**5. DELEGATIONS (if required)**

**5.a** Community Christmas Lunch 2026 Donation **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);

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**6.a** Council Resolutions Follow-Up Action (Information).

**6.b** Key Dates (Information).

**7. BYLAWS & POLICIES**

**7.a** Procedural Bylaw 09-2026 / MAP review September 2026 (RFD).

**8. NEW BUSINESS**

**8.a** Bowden Infrastructure Projects tied to MSI, LGFF and CCBF funding. (Information/RFD).

**8.b** Friends of Grandview Registered Society: 2026 Donation (RFD).

**9. FINANCIAL**

**9.a** 5 Year Capital Plan 2027-2031 / MAP review September 2026 (RFD).

**10. CORRESPONDENCE**

**10.a** Correspondence (Information).

**11. REPORTS**

**11.a** CAO's Report (Information).

**11.b** Council Reports - September 2026 (Information).

**11.c** Other Bodies & Organizations (information).

**12. CLOSED SESSION**

**12.a** Beauty of Bowden Photo Contest - Winner Swag Bag.

**13. ADJOURNMENT**

**13.a** Move.

|                                            |                                                                  |
|--------------------------------------------|------------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 2.a                                          |
| <b>Prepared by:</b> CAO                    | <b>Approved By:</b> Mayor                                        |
| <b>Report Type:</b> RFD                    | <b>Attachment(s):</b><br>Agenda October 13 <sup>th</sup> , 2026. |

## 2.a Agenda.

### 2.a

Administration submits to Council the Agenda for Regular Council Meeting Monday, October 13<sup>th</sup>, 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 October 13<sup>th</sup>, 2026.

|                                            |                                                                                      |
|--------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 3.a                                                              |
| <b>Prepared by:</b> CAO                    | <b>Approved By:</b> CAO                                                              |
| <b>Report Type:</b> RFD                    | <b>Attachment(s):</b><br>Minutes September 28 <sup>th</sup> , 2026, Regular Meeting. |

### 3.a Minutes.

#### 3.a

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

- Monday, September 28<sup>th</sup>, 2026.

#### 3.a

##### **Adoption 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 September 28<sup>th</sup>, 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 - 20<sup>th</sup> Avenue, Bowden,  
on **Monday, September 28<sup>th</sup>, 2026, 7:00 PM**

#### 1. CALL TO ORDER

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

|                |              |                                                            |
|----------------|--------------|------------------------------------------------------------|
| <b>PRESENT</b> | Mayor        | Laurie Miller                                              |
|                | Deputy Mayor | Randy Brown                                                |
|                | Councillor   | Ryan Howlett                                               |
|                | Councillor   | Cam Morrison                                               |
|                | Councillor   | Amanda Peffers                                             |
|                | Councillor   | Carol Pion                                                 |
|                | Councillor   | Marietta Tuckwell                                          |
|                | CAO          | Christiaan Liebenberg (Recorder).                          |
|                | Delegate     | S/Sgt Jamie Day Detachment Commander Olds RCMP Detachment. |

##### 1.a Land Acknowledgement.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

#### 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 September 28<sup>th</sup>, 2026, Regular Council Meeting as presented and printed with the following amendments: additions: Item 6.b Key Dates i) October 15<sup>th</sup> Red Deer City Council Invite Community Investment Day Meet & Greet AND remove item 11.b from this agenda as there is no committee reports.

**CARRIED**

#### 3. ADOPTION OF PREVIOUS MINUTES

##### 3.a Regular Council Meeting (September 14<sup>th</sup>, 2026).

##### Motion 3.a

MOVED by Councillor Carol Pion that Council adopt the minutes, as presented and printed, for the Regular Council Meeting of September 14<sup>th</sup>, 2026.

**CARRIED**

#### 4. PUBLIC HEARING

None scheduled.

#### 5. DELEGATIONS

##### 5.a Olds RCMP Detachment Q1 2026/2027 Community Policing Report.

##### Motion 5.a

MOVED by Councillor Amanda Peffers that Council receive and accept as information the Q1 2026/2027 Community Policing Report Olds RCMP Detachment as presented.

**CARRIED**

**5.b Land Discussion CLOSED SESSION OF COUNCIL.** ATIA s. 29 - Advice from Officials, where Administration is presenting recommendations.

**Motion 5.b (i)**

MOVED by Councillor Marietta Tuckwell at 7:56 PM that Council moves into a closed session to discuss Development Matters ATIA s. 29.

**CARRIED**

**Motion 5.b (ii)**

MOVED by Councillor Amanda Peffers at 8:08 PM that Council return to an "open meeting" of Council.

**CARRIED**

**Motion 5.b (iii)**

MOVED by Councillor Ryan Howlett that Council receive and accept his verbal presentation as information.

**CARRIED**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

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

**Motion 6.a**

MOVED by Councillor Ryan Howlett that Council accepts the Council Resolutions Follow Up Action Report as information with the addition of the Bowden Arena as a capital budget/planning discussion for deliberations October through December 2026.

**CARRIED**

**6.b Key Dates.**

**Motion 6.b**

MOVED by Councillor Cameron Morrison that Council accepts agenda item 6.b Key Dates as information with the following corrections and additions: September 29<sup>th</sup> Bowden Historical Society; October 6<sup>th</sup> Public Library Board; October 14<sup>th</sup> Expanding Horizon's (not the 13<sup>th</sup>); October 16<sup>th</sup> is a regular South Red Deer Regional Waste Commission meeting at 9:00 AM and November 3<sup>rd</sup> FCSS.

**CARRIED**

**7. BYLAWS & POLICIES**

**7.a MAP review and gap updates from September 2026 (Information/RFD).**

**Motion 7.a**

MOVED by Deputy Mayor Randy Brown that Council receive and accept as information the MAP update September 2026.

**CARRIED**

**7.b Council Briefing - ATIA and POPA.**

**Motion 7.b**

MOVED by Deputy Mayor Randy Brown that Council receive and accept as information the mayor's written briefing on ATIA and POPA.

**CARRIED**

**7.c SDAB Bylaw 08-2026.**

**Motion 7.c (i)**

MOVED by Deputy Mayor Randy Brown that Council gives first reading to Bylaw No. 08-2026.

**CARRIED**

**Motion 7.c (ii)**

MOVED by Councillor Ryan Howlett that Council gives second reading to Bylaw No. 08-2026.

**CARRIED**

**Motion 7.c (iii)**

MOVED by Councillor Amanada Peffers that Council gives agreement to consider third and final reading of Bylaw No. 08-2026.

**CARRIED**

**Motion 7.c (iv)**

MOVED by Councillor Carol Pion that Council gives third and final reading to Bylaw No. 08-2026.

**CARRIED**

**7.d** Public Participation Policy 1900-02 (2018) Council 4-year review (MAP report 2025/Sept 2026 gap 3).

**Motion 7.d**

MOVED by Councillor Carol Pion that Council receive, accept and approve the review of the Public Participation Policy 1900-02 (2018) and duly authorize the Chief Administrative Officer signs off on the 2026 review with updated logo and dates.

**CARRIED**

**8. NEW BUSINESS**

**8.a** Live Barn.

**Motion 8.a**

MOVED by Councillor Ryan Howlett that Council receive, accept and approve Live Barn at the Igloo Arena and authorize the Chief Administrative Officer sign the six-year agreement. Council authorizes a new budget line item specifically for Live Barn Arena Revenue.

**CARRIED**

**9. FINANCIAL**

**9.a** None scheduled.

**10. CORRESPONDENCE**

**10.a** Town's West Summer Update.  
(email received September 11<sup>th</sup>, 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 Amanda Peffers that Council accepts the submitted CAO report as information.

**CARRIED**

**Motion 11.a (i)**

MOVED by Councillor Carol Pion that Council receive, accept and approve the new website (design) as presented.

**CARRIED**

**11.b** Council Committee Reports: None scheduled.

**11.c Other Bodies & Organizations:** None scheduled.

**12. CLOSED SESSION**

**Motion 12.a (i)**

MOVED by Councillor Ryan Howlett that Council moves into closed session at 8:36 PM pursuant to section 197 of the Municipal Government Act 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 Ryan Howlett that Council returns to open session at 8:49 PM.

**CARRIED**

**13. ADJOURNMENT**

**Motion 13**

MOVED by Councillor Ryan Howlett at 8:52 PM to adjourn the meeting.

**CARRIED**

**Minutes signed by:**

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**Mayor  
Laurie Miller**

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**CAO  
Christiaan Liebenberg**

|                                            |                                                                                          |
|--------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 5.a                                                                  |
| <b>Prepared by:</b> CAO                    | <b>Approved By:</b> CAO                                                                  |
| <b>Report Type:</b> RFD                    | <b>Attachment(s):</b> Edie Sale: Community Christmas Lunch donation request = \$2,622.48 |

## 5.a Delegations.

### 5.a Community Christmas Lunch CLOSED SESSION OF COUNCIL

**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, analyses, 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

### Recommended Motion(s):

#### Motion 5.a (i)

MOVED by Councillor \_\_\_\_\_ at \_\_\_\_\_ am/pm that Council moves into a closed session to discuss Third Party Matters (ATIA s. 30).

#### 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 approve the following amount of \$\_\_\_\_\_ for the 2026 Community Christmas Lunch.

## Business Arising (1) Council Resolutions

|                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 6.a                    |
| <b>Prepared by:</b> CAO                    | <b>Approved by:</b> CAO                    |
| <b>Report Type:</b> Information            | <b>Attachment(s):</b> 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).

### 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 2026-10-08)

| Meeting Date                                                 | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action By Whom | Date back to Council                                                             |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------|
| 26 Jan 26                                                    | <b>Agenda Item 10.h – Brownlee – Emerging Trends in Municipal Law.</b><br>Follow-up for offering later in the year.                                                                                                                                                                                                                                                                                                                             | CAO            | Pending                                                                          |
| 23 Feb 26                                                    | <b>Agenda Item 11.a – ATCO Process for Renewal.</b><br>March 23 RCM: 1 <sup>st</sup> reading of by-law 03-2026: <b>Done</b><br><b>Step 10 Send Proof &amp; Feedback to ATCO 2026-06-25: Done</b><br>(Proof of Publication, Public Feedback & Confirmation of Advertising): <b>Done</b><br><b>Step 11: next step:</b> Responsibility ATCO: Apply to AUC for renewal and fee rate: ToB awaits this step now. <b>45 days</b>                       | CAO            | In progress                                                                      |
| 23 Mar 26<br>August 26<br>Sept 14-26<br>Oct 5-26<br>Oct 9-26 | <b>Agenda Item 6.b – MDP – LUB rewrite(s).</b><br>April 20: drafts reviewed, waiting on second draft. <b>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. October 5<sup>th</sup> and October 9<sup>th</sup> Council met with Vicinia Planning to review the potential updates. The final documents are likely to be presented for approval in March 2027.</b> | CAO            | In progress                                                                      |
| 23 Mar 26                                                    | <b>Agenda Item 11.a – Solar Energy Projects.</b><br>New CAO to investigate full cost/benefit report. Meeting scheduled for Oct 16 with Vendor.                                                                                                                                                                                                                                                                                                  | CAO            | Pending                                                                          |
| 28 Sept 26<br>14 Sept 26<br>10 Aug 26                        | <b>Live Barn installation at the Bowden Arena.</b>                                                                                                                                                                                                                                                                                                                                                                                              | CAO            | Installation in Progress                                                         |
| 2025<br>Sept - 26                                            | <b>Municipal Accountability Review – gap updates Sept 28.</b><br><b>Council has been presented with the MAP gap updates that has to be addressed, and item was actioned at Sept 28, 2026, RCM. See RCM September 28 minutes.</b>                                                                                                                                                                                                                | CAO            | In progress                                                                      |
| Sept 28-26<br>Oct 13-26                                      | <b>Financials:</b> as part of the MAP gaps identified September 2026 Council must approve a 5-year capital plan (2027-2031), which had been discussed between administration and municipal affairs. The capital plan presented under Item 9 has now been approved by Municipal Affairs – see their email under Item 9 and Administration needs an accompanying motion which will be sent through so as to close this MAP gap.                   | CAO            | Council to action in resolution in principle as required and addressing MAP gap. |
| 24 Aug 26                                                    | <b>30km/h Traffic Signage Westview – First Calls are still 20-30 days out (as of Oct 5) – the signs arrived mid Sept so as soon as first calls are done can be installed.</b>                                                                                                                                                                                                                                                                   | CAO            | Upcoming                                                                         |
| Sept 14-26                                                   | <b>Municipal Services Agreement Renewal with Red Deer County renewal</b> and as per Current Planning and Long-Range Planning Direction Sept 14 RCM – <b>CAO met with Red Deer County Oct 1 1.30pm at County to discuss Planning Services in more detail. RDC are very specific about the governance portion around communications and the chain of command especially when it comes to MPC – there is no</b>                                    | CAO            | In progress<br>completion Dec 2026                                               |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>desire to have Bowden MPC chair/members to discuss planning matters with RDC Planning staff – all communications should go to CAO and then to RDC planning staff – RDC confirmed Oct 2 that the CAO is the signing authority for all planning matters not RDC staff. The SDAB bylaw has been amended as requested. The proposed agreement will be signed for one year only to ensure the governance piece / chain of command is adhered to. Planning Staff has reiterated their great appreciation for the excellent work Jacqui has done over the last few months to address the “creep” and are fully appreciative of Bowden Town Staff doing or answering as much planning work as possible. RDC has been informed about Vicinia Planning Long Range Planning Contract and vice versa – Vicinia has also confirmed that private planning work will not be done to avoid any conflict of interest as it pertains to Bowden Long Range or other Planning work.</p> <p>RDC has also reached out Oct 7 about the renewal of the ICF (Inter Municipal Collaboration Frameworks) agreements and will send through a draft shortly that will ultimately have to be approved by Council – for the most part RDC will do the footwork and draft agreements and have Bowden Council review and approve.</p> |  |  |
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|                                            |                                           |
|--------------------------------------------|-------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 6.b                   |
| <b>Prepared by:</b> CAO                    | <b>Approved by:</b> CAO                   |
| <b>Report Type:</b> Information            | <b>Attachment(s):</b> as presented below. |

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

- September 22** Bowden Grandview School to be rescheduled as per RCM September 28.
- September 28** RCM 7:00 PM Council Chambers.
- September 29** Historical Society.

**OCTOBER 2026**

- October 1** Parkland Foundation Management Body (Housing).
- October 5** Vicinia Planning MDP and LUB draft review. 5:30 PM Chambers.
- October 6** FCSS.
- October 6** Public Library Board.
- 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 8** Special Events Committee 6:30 PM.
- October 9** Vicinia Planning MDP and LUB draft review. 5:30 PM Chambers.
- October 13** RCM 7:00 PM Council Chambers.
- October 14** Expanding Horizons.
- October 15** Red Deer City Council Community Investment Day Meet & Greet Council Chambers second floor 1 to 4.30 PM.  
*RSVP'd September 29<sup>th</sup> all of Council to attend.*
- October 16** South Red Deer Regional Waste Commission 9:00 AM.
- October 19** Economic Development Committee 7:00 PM Council Chambers.
- October 26** Organizational Meeting 6:30 PM Council Chambers.



## Business Arising (2) Key Dates

**October 26**                      **RCM 7:00 PM Council Chambers.**

### **NOVEMBER 2026**

**November 3**                      **FCSS.**

**November 9**                      **RCM 7:00 PM Council Chambers.**

**November 10**                      **Expanding Horizons.**

**November 23**                      **RCM 7:00 PM Council Chambers.**

**November 24**                      **Corporate Services Chinook's Edge School Division Dinner Invite at Division Board Office.**

*RSVP'd provisionally September 29<sup>th</sup> all of Council to possibly attend deferred decision until October 13<sup>th</sup> – will send final confirmation October 14<sup>th</sup>.*

### **DECEMBER 2026**

**December 9**                      **Bowden Ag, AGM.**

### **Recommended Motion:**

#### **Motion 6.b**

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

|                                            |                                                                                                                                                                                                                                                                         |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 7.a                                                                                                                                                                                                                                                 |
| <b>Prepared by:</b> CAO                    | <b>Approved By:</b> CAO                                                                                                                                                                                                                                                 |
| <b>Report Type:</b> RFD                    | <b>Attachment(s):</b> Please see the revised Procedural Bylaw 09-2026 as per MAP review Sept 2026 the ("matching") Bylaw 06-2026 that was read at RCM June 22, 2026, had some additional edits required which has now been completed and approved. See MAP email reply. |

**7.a MAP Legislative Gap 2: Procedural Bylaw 06-2026 to be rescinded and new corrected Procedural Bylaw 09-2026 adopted as per MAP direction in September 2026.**

**7.a** Procedural Bylaw 06-2026 was adopted at the June 22<sup>nd</sup>, 2026, RCM but apart from the wrong date on signing page there was also information that was still required in Bylaw 06/2026:

- i.e. section 6.4.7 must state when the CEO is appointed to a board, committee, or subdivision and development authority under Part 17 of the MGA, Section 154(3) of the MGA requires the person be appointed to in their own name
- and in addition, bylaw 06-2026 section 21.6(v) has not been removed as this pertains to the councillor code of conduct bylaw 07/2022 which has been repealed by provincial legislation.

All these corrections have now been made with guidance of MAS (see their emails) and the new bylaw as required is presented here for all the required readings.

**Recommended Motion(s):**

**Motion 7.a**

MOVED by \_\_\_\_\_ that Council gives first reading to Bylaw No. 09-2026.

MOVED by \_\_\_\_\_ that Council gives second reading to Bylaw No. 09-2026.

MOVED by \_\_\_\_\_ that Council gives agreement to consider third and final reading of Bylaw No. 09-2026.

MOVED by \_\_\_\_\_ that Council gives third and final reading to Bylaw No. 09-2026.




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**RE: Town of Bowden Municipal Accountability Program - 1 Year Reminder**


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**From** Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

**Date** Fri 10/2/2026 2:48 PM

**To** CAO <cao@bowden.ca>

**Cc** Jacqui Molyneux <cfo@bowden.ca>

Hi again,

Yes, I can definitely confirm that all gaps have been addressed and 6.48 with (ex-officio) can stay as is. Bylaw 09-2026 is ready for town council.

Priscilla

Classification: Protected A

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**From:** CAO <cao@bowden.ca>

**Sent:** Friday, October 02, 2026 1:55 PM

**To:** Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

**Cc:** Jacqui Molyneux <cfo@bowden.ca>

**Subject:** Re: Town of Bowden Municipal Accountability Program - 1 Year Reminder

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Thanks - please see attached the revised Procedural Bylaw 09-2026 for Oct 13 RCM - could you please confirm it addresses all the gaps? Also confirm 6.48 is correct it makes some reference to ex officio too and all the MAP gaps are addressed please do so as soon as possible as our package goes out Wed noon Oct 7 that is. On the 3 last page I also have the bylaw06-2026 rescinded - please confirm its correct. Thanks, you



Christiaan Liebenberg, RPP, MCIP, CLGM

Chief Administrative Officer

Town of Bowden

Box 338, 2101 20<sup>th</sup> Ave

Bowden, Alberta, T0M 0K0.

Tel: 403 224 3395

Cell: 403 586 2824

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**From:** CAO <[cao@bowden.ca](mailto:cao@bowden.ca)>

**Sent:** Monday, September 28, 2026 11:27 AM



## FW: Town of Bowden Municipal Accountability Program - 1 Year Reminder

**From** Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

**Date** Fri 10/2/2026 9:57 AM

**To** CAO <cao@bowden.ca>

**Cc** Jacqui Molyneux <cfo@bowden.ca>

📎 2 attachments (1 MB)

2. Council Procedural Bylaw 06 2026 RFD from Dec 8 2025 Item 7 Mayor presenting to Council all the bylaw changes required.pdf; 2. Council Procedural Bylaw 06 2026 Minutes from Dec 8 2025 Motion 7 changes recieved.pdf;

Good morning Christiaan,

Unfortunately, the documents you have provided above still does not make bylaw 06-2026 compliant. The procedural bylaw 06-2026 you sent on September 11, 2026, was approved by council on June 8, 2026, even though there is a typo using the year 2025. This bylaw still has the gaps as listed below. As I mentioned on September 29, 2026, the only means of amending a bylaw is by a bylaw. It's the same for any policy or document originally reviewed and approved by council – only council re-review and re-approve it.

On bylaws, the *MGA* is very specific: 191(2) "The amendment or repeal must be made in the same way as the original bylaw." Any other means of changing a bylaw is contrary to the *MGA* and calls into question whether the contents of any bylaw were as approved by council.

In order for any bylaw to be legislatively compliant, it must be prepared and presented to council for three readings. Once adopted, the only way that changes can be made is by bylaw.

A resolution to accept something as information, or the presentation of an RFD, is not sufficient.

Edits cannot be made to any text or part of a bylaw after it is adopted.

All bylaw changes require a bylaw. Given the weight that bylaws have in municipal governance (taxation, penalties, bylaw enforcement), it is understandable why the *MGA* is so specific in this area.

It would be a matter of significant concern were it possible for the text of bylaws to be changed outside of the legally mandated processes. Doing so could expose the municipality to considerable liability.

If you have any questions, please let me know.

Thanks kindly,

*Priscilla Sorochan*

Municipal Accountability Analyst

Municipal Affairs

Municipal Sustainability & Accountability Unit

17<sup>th</sup> Floor, Commerce Place

10155 – 102 Street

Edmonton, AB T5J 4L4

Classification: Protected A

**From:** CAO <cao@bowden.ca>

**Sent:** Thursday, October 01, 2026 8:53 AM

**To:** Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

**Cc:** Jacqui Molyneux <cfo@bowden.ca>

**Subject:** Re: Town of Bowden Municipal Accountability Program - 1 Year Reminder

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Thank you very much for your help on the PPP policy - much appreciated Priscilla -



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

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## **Town of Bowden – Province of Alberta**

### **COUNCIL PROCEDURAL BYLAW**

### **09 / 2026**

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

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

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

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#### **1 SHORT TITLE**

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

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#### **2 PURPOSE**

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

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#### **3 DEFINITIONS**

In this bylaw the following definitions apply:

##### **Adjournment**

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

##### **Agenda**

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

##### **Chair**

For Council means the Mayor, or,

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

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

**CAO (Chief Administrative Officer)**

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

**Council**

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

**Councillor**

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

**Council Committee**

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

**Delegation**

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

**Division of Question**

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

**Electronic Means**

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

**Enactment**

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

**ATIA/POPA**

Means Access to Information Act and Protection of Privacy Act.

**Emergent Items**

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

**Limit Debate**

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

**Member**

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

**Meetings**

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

**MGA**

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

**Minutes**

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

**Motion**

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

**Municipality**

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

**MGA**

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

**Notice of Motion**

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

**Person**

Means any of the following:

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

**Point of Order**

Is where the “Chair” enforces the rules of procedure.

**Postpone the Matter to a Certain Time**

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

**Public Hearing**

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

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

**Public Meeting**

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

All Council meetings and Council Committee Meeting are public meetings.

**Question of Privilege**

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

**Quorum**

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

**Recess**

Means a short interruption which does not close the meeting.

**Resolution**

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

**Special Resolution**

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

**Table the Matter**

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

**Terms of Reference**

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

**Town**

Means the municipal corporation of the Town of Bowden.

**Words (interpretation)**

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

**4 STRUCTURE OF COUNCIL****4.1**

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

**4.2**

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

**4.3**

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

**4.4**

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

**5 STATUTORY NOTICES**

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

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

Statutory notices are, including but not limited to:

- bylaws,
- resolutions,
- meetings (Regular Council Meetings, Special Council Meetings, Organizational Meetings, Council Committee Meetings),

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

## **6 MEETINGS**

### **6.1 Regular Council Meetings**

#### **6.1.1**

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

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

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

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

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

#### **6.1.2**

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

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

#### **6.1.3**

The Mayor shall preside over all Regular Council Meetings.

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

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

### **6.2 Special Council Meetings**

#### **6.2.1**

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

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

- v. *A Special Council Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least  $\frac{2}{3}$  of the whole Council agrees to this in writing before the beginning of the meeting.*
- vi. *No matter, other than that specifically stated as the purpose for holding the meeting, may be discussed at that meeting unless the whole Council is present at that meeting and Council agree by resolution to deal with the matter in question.*

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

### **6.2.2**

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

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

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

## **6.3 Organizational Meetings**

### **6.3.1**

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

### **6.3.2**

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

### **6.3.3**

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

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

## **6.4 Council Committee Meetings**

### **6.4.1**

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

### **6.4.2**

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

**6.4.3**

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

**6.4.4**

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

**6.4.5**

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

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

**6.4.6**

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

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

**6.4.7**

The Mayor is a member of all Council Committees. When the CEO is appointed to a board, committee, or subdivision and development authority under Part 17 of the MGA, Section 154(3) of the MGA requires the person to be appointed to in their own name.

**6.4.8**

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

**6.4.9**

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

**6.4.10**

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

**6.4.11**

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

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

**6.4.12**

Written reports or minutes of Council Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council or as defined within the terms of reference for each Council Committee. These should be submitted to the CAO for inclusion in the agenda package prior to a meeting of Council.

Minutes that are unapproved should be marked as such.

**6.4.13**

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

**6.4.14**

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

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

**6.4.15**

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

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

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

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

**7.2**

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

**7.3**

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

**7.4**

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

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

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

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

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

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

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

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

**8.2**

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

**8.3**

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

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

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

**8.4**

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

**8.5**

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

**8.6**

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

**8.7**

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

**8.8**

Section 216(5) of the MGA states:

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

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

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

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

Section 197 of the MGA applies which states:

- i. All Council and Council Committee meetings must be held in public unless subsection (ii), (iii) or (iv) applies below.*

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

## 9.2

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

## 9.3

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

## 9.4

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

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

## 9.5

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

## 9.6

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

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

## 9.7

### 9.7.1

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

### 9.7.2

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

### 9.7.3

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

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

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

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

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

## **9.8**

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

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## **10 MEETING THROUGH ELECTRONIC COMMUNICATION**

### **10.1**

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

Section 199 of the MGA states that:

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

### **10.2**

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

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

### **10.3**

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

### **10.3**

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

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

**10.4**

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

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

**10.5**

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

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

**10.6**

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

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

**10.7**

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

**10.8**

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

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**11 QUORUM****11.1**

Section 167 of the MGA applies which states that:

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

**11.2**

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

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

**11.3**

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

**11.4**

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

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## **12 DELEGATIONS & REQUESTS TO COUNCIL**

### **12.1**

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

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

### **12.2**

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

### **12.3**

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

### **12.4**

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

### **12.5**

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

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

### **12.6**

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

### **12.7**

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

### **12.8**

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

Only the meeting Chair may provide an exception to this.

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

### **13.1**

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

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

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

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

### **13.2**

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

### **13.3**

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

### **13.4**

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

### **13.5**

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

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

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

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

### **13.6**

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

### **13.7**

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

**13.8**

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

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

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

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

**14.2**

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

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

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

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

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

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

**16 MINUTES****16.1**

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

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

**16.2**

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

Council's direction to Town Administration (via the CAO) shall be enacted by Council resolution. Where a resolution creates an action for Administration the resolution must provide clear direction in order that there is no ambiguity or need to conjecture or interpret the intent.

### **16.3**

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

## **17 PROCEEDINGS AT MEETINGS**

### **17.1**

Duties of the meeting Chair include:

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

### **17.2 Question of Privilege**

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

### **17.3 Appeal**

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

### **17.4**

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

## **18 RULES GOVERNING DEBATE**

### **18.1**

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

### **18.2**

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

Through the Chair a member may ask:

- i. questions of another member (or of administrative staff) on a "point of information" relevant to the business in hand, and,

- ii. a question to obtain information relating to the minutes presented to the meeting, or any clause contained therein.

**18.3**

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

**18.4**

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

**18.5**

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

**18.6**

A motion does not require a seconder.

**18.7**

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

**18.8**

The following are not debatable by members of a meeting:

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

**18.9**

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

**18.10**

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

**18.11****18.11.1**

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

**18.11.2**

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

## **19 VOTING**

### **19.1**

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

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

### **19.2**

Section 183 of the MGA applies which states that,

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

### **19.3**

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

### **19.4**

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

### **19.5**

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

### **19.6**

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

### **19.7**

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

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

### **19.8**

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

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

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

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

### **19.9**

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

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

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

#### **19.10**

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

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

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## **20 BYLAWS & POLICIES**

### **20.1**

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

### **20.2**

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

### **20.3**

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

After a first reading Council may:

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

### **20.4**

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

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

### **20.5**

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

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

### **20.6**

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

### **20.7**

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

**20.8**

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

**20.9**

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

**20.10**

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

**20.11**

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

**20.12**

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

**20.13**

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

**20.14**

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

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

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**21 APPLICABILITY****21.1**

This bylaw applies to all Council and Council Committee meetings.

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

**21.2**

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

**21.3**

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

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

**21.4**

The precedent of rules governing the procedure of meetings is:

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

**21.5**

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

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

**21.6**

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

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

**21.7**

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

**22 SEVERABILITY**

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

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

The Municipal Government Act (as amended over time) always prevails.

**23 SCHEDULES**

Schedules attached to this bylaw:

**Schedule A**

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

**24 BYLAW PRECEDENCE**

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

**Bylaw 08 / 2020 and Bylaw 06-2026** 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 this 13<sup>th</sup> day of October 2026.

READ a second time this 13<sup>th</sup> day of October 2026.

Given Unanimous consent to go to third reading on this 13<sup>th</sup> day of October 2026.

READ a third and final time on this 13<sup>th</sup> day of October 2026.

SIGNED this 13<sup>th</sup> day of October 2026.

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Laurie Miller  
Mayor

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Christiaan Liebenberg  
Chief Administrative Officer

## **SCHEDULE A**

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

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

**Sections 169 to 173.**

|                                            |                                                                                                                                                                                                                                                                  |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 8.a                                                                                                                                                                                                                                          |
| <b>Prepared by:</b> CAO                    | <b>Approved By:</b> Mayor                                                                                                                                                                                                                                        |
| <b>Report Type:</b> Information/RFD        | <b>Attachment(s):</b> ISL Road and Underground Work 2027 = \$819,624.44 & 21 <sup>st</sup> Avenue Drainage = \$121,287.60 Igloo Arena Projections 2027-2031 (2027 possible work = \$270,000.00 likely \$70,000 in 2027) and Library Roof Repairs = \$159,377.40. |

### 8.a Bowden Infrastructure Projects tied to MSI, LGFF and CCBF funding.

- ISL Road and Underground Work 17<sup>th</sup> & 19<sup>th</sup> Avenue = \$819,624.44.
- 21<sup>st</sup> Avenue Back Alley Drainage = \$121,287.60
- Igloo Arena Projections 2027-2031 focus on 2027 front remediation and roof repairs = \$270,000.00. (At least \$70,000.00 for 2027 depending on Road/Underground Work).
- Library Roof Repairs = \$159,377.40.

Total projected expenses = \$1,170,289.44

Administration recommends the 17<sup>th</sup>, 19<sup>th</sup> and 21<sup>st</sup> Avenue work be done in 2027 and a project submission to LGFF be made and submitted as priority. For the Arena at least \$70,000 front entrance in 2027. And also, Library Roof repairs a must.

Total funding available:

- LGFF Cap = \$388,583.00 + \$400,010.00 + \$425,515.00 = \$1,214,108.00
- LGFF Op = \$71,000 (unpaid)
- MSI (2023)
- CCBF

### Recommended Motions:

#### Motion 8.a

MOVED by Councillor \_\_\_\_\_ that Council receive, accept and approve the proposed capital infrastructure project submissions for 2027 presented in writing:

- ISL Road and Underground Work 17<sup>th</sup> /19<sup>th</sup> Avenue = \$819,624.44 & 21<sup>st</sup> Avenue Back Alley Drainage = \$121,287.60
- Igloo Arena Scope of Work focus on 2027 front remediation and roof repairs = \$270,000.00.
- Library Roof Repairs = \$159,377.40.

### OR

MOVED by Councillor \_\_\_\_\_ accept the submitted capital infrastructure project submissions for 2027 as information.

2026 Estimate Roadworks for 2027 Capital Budget (Project 17th and 19th Avenue) Town of Bowden  
FORM OF TENDER

SCHEDULE OF QUANTITIES

| Schedule | Estimated Construction Cost | Contingency (10%) | Engineering  | Subtotal      | GST (5%)     | Total         |
|----------|-----------------------------|-------------------|--------------|---------------|--------------|---------------|
| A        | \$ 140,250.00               | \$ 14,025.00      | \$ 7,012.50  | \$ 161,287.50 | \$ 8,064.38  | \$ 169,351.88 |
| A2       | \$ 85,500.00                | \$ 8,550.00       | \$ 4,275.00  | \$ 98,325.00  | \$ 4,916.25  | \$ 103,241.25 |
| A3       | \$ 206,758.00               | \$ 20,675.80      | \$ 10,337.90 | \$ 237,771.70 | \$ 11,888.59 | \$ 249,660.29 |
| B1       | \$ 105,580.00               | \$ 10,558.00      | \$ 5,279.00  | \$ 121,417.00 | \$ 6,070.85  | \$ 127,487.85 |
| B2       | \$ 140,690.00               | \$ 14,069.00      | \$ 7,034.50  | \$ 161,793.50 | \$ 8,089.68  | \$ 169,883.18 |
| Summary  | \$ 678,778.00               | \$ 67,877.80      | \$ 33,938.90 | \$ 780,594.70 | \$ 39,029.74 | \$ 819,624.44 |

Schedule A: 17th Avenue Underground = \$169K

Schedule A2: 17th Avenue Concrete = \$103K

Schedule A3: 17th Avenue Roadworks = \$249K

Schedule B1: 19th Avenue Underground = \$127K

Schedule B2: 19th Avenue Roadworks = \$169K

## Road Work 17<sup>th</sup> / 19<sup>th</sup> Avenue

| Scope of Work                                | Proposed Year | Approximate Budget |
|----------------------------------------------|---------------|--------------------|
| Front Entrance Remediation & general repairs | 2024          | \$70,000.00        |
| Structural Testing and Design                | 2025          | \$90,000.00        |
| Area Roof Replacement                        | 2026          | \$750,000.00       |
| Potential Structural Remediation Costs       | 2026          | \$850,000.00       |
| Arena Roof Insulation Replacement            | 2027          | \$500,000.00       |
| Front Entrance Roof Replacement              | 2028          | \$200,000.00       |
| Exterior Siding Replacement                  | 2029          | \$750,000.00       |

### ■ 5.0 Conclusion

ISL recommends a phased approach for the Bowden Igloo Arena roofing and structural remediation over five years. This includes addressing insulation and plumbing lines in the front entrance attic, repairing damaged cladding, conducting comprehensive materials testing of the arena roof, starting on design, and costing for the eventual Arena roof replacement in the first year. Subsequent phases involve replacing the arena roof, reinforcing the structure, and upgrading exterior cladding. recommendations aim to spread costs and minimize disruptions to operations, ensuring the Town can budget accordingly without incurring upfront costs. This approach also maintains the integrity of the rink as an icon and hub for the town.

## Igloo Arena Front Entrance and Roof Remediation

### Igloo Arena 2027-2031

| Scope of Work Bowden Capital Plan 2027-2031  | Proposed Year | Approximate Budget |
|----------------------------------------------|---------------|--------------------|
| Front Entrance Remediation & general repairs | 2027          | \$70,000.00        |
| Structural Testing and Design                | 2028          | \$90,000.00        |
| Area Roof Replacement                        | 2030          | \$750,000.00       |
| Potential Structural Remediation Costs 2026  | 2031          | \$850,000.00       |
| Arena Roof Insulation Replacement 2027       | 2028          | \$500,000.00       |
| Front Entrance Roof Replacement 2028         | 2027          | \$200,000.00       |
| Exterior Siding Replacement 2029             | 2029          | \$750,000.00       |

#### ADDITIONAL INFO

Town Office Building

| PRODUCT / SERVICE | DESCRIPTION                                                                                                                                                                                                                                     | QTY      | AMOUNT              |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------|
| Framing           | Supply and install new gabled roof system onto existing flat roof building.<br>Includes truss package, engineering, all material, crane and telehandler.<br><br>**Subject to change when truss package is checked with existing building plans. | 1        | 81,342.00           |
| Framing           | Supply and install new venting for existing roof top unit, and AC units.<br>Includes electrical relocates and AC unit relocates. Position to be determined.<br><br>**Pricing subject to change with final truss package.                        | 1        | 37,341.00           |
| Siding            | Supply and install new siding on gables ends. Colour and style to be determined.<br>Includes building wrap, all trims and flashings.<br>Includes soffit and fascia.                                                                             | 1        | 11,285.00           |
| Eavestrough       | Supply and install 5" continuous eavestrough along new eave sides of new roof.<br>Includes downspouts.                                                                                                                                          | 1        | 3,820.00            |
| New Roof          | Supply and install asphalt shingle roof. Includes underlay, ice & water protection, flashings, vents etc.                                                                                                                                       | 1        | 18,000.00           |
| GST No. 815963053 |                                                                                                                                                                                                                                                 | SUBTOTAL | 151,788.00          |
|                   |                                                                                                                                                                                                                                                 | GST @ 5% | 7,589.40            |
|                   |                                                                                                                                                                                                                                                 | TOTAL    | <b>\$159,377.40</b> |

### Roof Repairs Library

# Local Government Fiscal Framework – Capital Funding

| Local Government                  | 2025 Allocation <sup>1,2</sup> | 2026 Allocation <sup>1,2</sup> | 2027 Allocation <sup>1,2</sup> |
|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>Charter Cities<sup>3</sup></b> |                                |                                |                                |
| CALGARY                           | \$254,980,948                  | \$249,394,219                  | \$282,494,728                  |
| EDMONTON                          | \$179,067,590                  | \$173,721,890                  | \$191,211,911                  |
| <b>Charter Cities Sub-total</b>   | <b>\$434,048,538</b>           | <b>\$423,116,109</b>           | <b>\$473,706,639</b>           |
| <b>Other Cities<sup>4</sup></b>   |                                |                                |                                |
| AIRDRIE                           | \$9,323,778                    | \$9,423,380                    | \$12,119,603                   |
| BEAUMONT                          | \$2,743,339                    | \$2,830,373                    | \$3,192,531                    |
| BROOKS                            | \$2,100,833                    | \$2,085,971                    | \$2,346,534                    |
| CAMROSE                           | \$2,815,477                    | \$2,746,762                    | \$3,086,905                    |
| CHESTERMERE                       | \$2,661,954                    | \$2,754,423                    | \$3,841,928                    |
| COLD LAKE                         | \$2,411,348                    | \$2,426,514                    | \$2,676,797                    |
| FORT SASKATCHEWAN                 | \$3,905,018                    | \$3,958,594                    | \$4,641,484                    |
| GRANDE PRAIRIE                    | \$9,140,129                    | \$8,317,332                    | \$10,193,958                   |
| LACOMBE                           | \$2,054,696                    | \$2,024,408                    | \$2,280,515                    |
| LEDUC                             | \$5,350,363                    | \$5,537,435                    | \$6,332,796                    |
| LETHBRIDGE                        | \$14,272,235                   | \$14,337,752                   | \$16,297,974                   |
| LLOYDMINSTER                      | \$3,025,206                    | \$2,951,126                    | \$3,358,628                    |
| MEDICINE HAT                      | \$9,461,402                    | \$9,217,417                    | \$10,496,478                   |
| RED DEER                          | \$15,330,053                   | \$14,806,087                   | \$16,750,245                   |
| SPRUCE GROVE                      | \$4,929,748                    | \$5,145,270                    | \$5,866,038                    |
| ST. ALBERT                        | \$9,257,152                    | \$9,222,073                    | \$10,985,372                   |
| WETASKIWIN                        | \$1,873,886                    | \$1,810,879                    | \$2,095,993                    |
| <b>Towns<sup>4</sup></b>          |                                |                                |                                |
| ATHABASCA                         | \$575,400                      | \$538,366                      | \$590,172                      |
| BANFF                             | \$1,486,202                    | \$1,373,563                    | \$1,539,199                    |
| BARRHEAD                          | \$853,040                      | \$782,052                      | \$917,431                      |
| BASHAW                            | \$300,508                      | \$317,976                      | \$351,726                      |
| BASSANO                           | \$385,143                      | \$384,842                      | \$414,446                      |
| BEAVERLODGE                       | \$493,622                      | \$463,394                      | \$507,141                      |
| BENTLEY                           | \$345,214                      | \$344,190                      | \$360,863                      |
| BLACKFALDS                        | \$1,579,440                    | \$1,562,613                    | \$1,867,808                    |
| BON ACCORD                        | \$422,612                      | \$393,889                      | \$424,515                      |
| BONNYVILLE                        | \$1,178,996                    | \$1,141,923                    | \$1,309,503                    |
| BOW ISLAND                        | \$561,243                      | \$567,132                      | \$609,386                      |
| <b>BOWDEN</b>                     | <b>\$388,583</b>               | <b>\$400,010</b>               | <b>\$425,824</b>               |
| BRUDERHEIM                        | \$369,868                      | \$327,311                      | \$353,922                      |
| CALMAR                            | \$457,052                      | \$441,445                      | \$483,354                      |
| CANMORE                           | \$2,277,648                    | \$2,440,166                    | \$2,775,364                    |

| Local Government                 | 2025 Allocation <sup>1,2</sup> | 2026 Allocation <sup>1,2</sup> | 2027 Allocation <sup>1,2</sup> |
|----------------------------------|--------------------------------|--------------------------------|--------------------------------|
| EAST PRAIRIE                     | \$241,963                      | \$217,370                      | \$226,945                      |
| ELIZABETH                        | \$251,066                      | \$279,090                      | \$297,436                      |
| FISHING LAKE                     | \$243,376                      | \$239,972                      | \$252,758                      |
| GIFT LAKE                        | \$289,985                      | \$285,827                      | \$305,131                      |
| KIKINO                           | \$309,759                      | \$362,542                      | \$392,748                      |
| PADDLE PRAIRIE                   | \$240,551                      | \$269,745                      | \$286,763                      |
| PEAVINE                          | \$244,945                      | \$234,104                      | \$246,057                      |
| <b>Rest of Alberta Sub-total</b> | <b>\$386,325,924</b>           | <b>\$376,595,490</b>           | <b>\$421,623,711</b>           |
| <b>Total</b>                     | <b>\$820,374,462</b>           | <b>\$799,711,599</b>           | <b>\$895,330,350</b>           |

## Notes:

1. Amounts above show what local governments will be entitled to in the specified years based on the *Local Government Fiscal Framework Act* and the approved allocation formula for the Local Government Fiscal Framework, subject to Ministerial commitments of the allocations.
2. 2025 allocations are based mainly on 2022 data, 2026 allocations are based on 2023 data, and 2027 allocations are based on 2024 data.
3. LGFF Capital allocations for the Charter Cities of Calgary and Edmonton are calculated using a formula based on population (48%), education tax requisitions (48%) and length of local roads (4%).
4. LGFF Capital allocations for local governments other than Calgary and Edmonton are calculated using a formula based on population (65%), tangible capital assets (15%), average cumulative amortization (10%) and length of local roads (10%). In addition, each local government receives base funding and those with a population less than 10,000 and a limited local assessment base receive needs-based funding on top of their regular allocation.
5. Local governments with no resident population are not eligible for LGFF Capital funding. Based on the 2023 and 2024 Municipal Affairs Population Lists, I.D. No. 12 (Jasper National Park) had no population and is not entitled to LGFF Capital funding in 2026 and in 2027.

|                                            |                                                                                                              |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 8.b                                                                                      |
| <b>Prepared by:</b> CAO                    | <b>Approved By:</b> CAO                                                                                      |
| <b>Report Type:</b> RFD                    | <b>Attachment(s):</b> Friends of Grandview receive Tim Horton's Cookie Day – see email Sept 24 <sup>th</sup> |

### 8.b Friends of Grandview – Tim Horton's Cookie Day.

#### Recommended Motions:

##### Motion 8.b

MOVED by Councillor \_\_\_\_\_ that Council receive, accept and approve the donations from the Tim Horton's Cookie Day to Friends of Grandview a registered society.

|                                            |                                               |
|--------------------------------------------|-----------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 9.a                       |
| <b>Prepared by:</b> CFO                    | <b>Approved By:</b> CFO/CAO                   |
| <b>Report Type:</b> RFD / Information      | <b>Attachment(s):</b> Capital Plan 2027-2031. |

## 9.a Capital Plan 2027-2031 as per the MAP requirements Sept 2026.

### Recommended Motions:

#### 9.a

#### Motion 9.a

**MOVED** by Councillor \_\_\_\_\_ that Council receive, accept and approve the Town of Bowden Capital Plan 2027-2031 as presented in writing by Administration.

 Outlook

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**RE: Town of Bowden Municipal Accountability Program - Five-Year Capital Plan**

---

**From** Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>  
**Date** Tue 10/6/2026 8:53 AM  
**To** CAO <cao@bowden.ca>  
**Cc** Jacqui Molyneux <cfo@bowden.ca>

Hello,

The Five-Year Capital Plan is ready to go to council for approval. Once council has approved the plan, could you please send me a copy of the minutes? If you need help filling in the numbers based on your grant allocations, I can put you in contact with our finance person to give you a hand. Would that work for you?

Priscilla

Classification: Protected A

---

**From:** CAO <cao@bowden.ca>  
**Sent:** Monday, October 05, 2026 2:00 PM  
**To:** Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>  
**Cc:** Jacqui Molyneux <cfo@bowden.ca>  
**Subject:** Re: Town of Bowden Municipal Accountability Program - Five-Year Capital Plan

 Outlook
 



**Priscilla Sorochan**  
 RE: Town of Bowden Municipal Accountability Program - Five-Year Capital Plan  
 This is the one. 😊

 Delete
  Flag
  Dismiss

**Sent:** Tuesday, September 22, 2026 12:26 PM

**To:** CAO <[cao@bowden.ca](mailto:cao@bowden.ca)>; Municipal Accountability Program <[MAP@gov.ab.ca](mailto:MAP@gov.ab.ca)>; info <[info@bowden.ca](mailto:info@bowden.ca)>

**Subject:** RE: Town of Bowden Municipal Accountability Program - 1 Year Reminder

Hello Christiaan,

Please see my comments below for each non-compliant item.

1. Auditor, Audited Financial Statements, Financial Information Return – **Gap closed**
  
2. Procedural Bylaw – Bylaw 06/2026 section 6.4.7 must state when the CEO is appointed to a board, committee, or subdivision and development authority under Part 17 of the *MGA*, Section 154(3) of the *MGA* requires the person be appointed to in their own name. In addition, bylaw 06-2026 section 21.6(v) has not been removed as this pertains to the councillor code of conduct bylaw 07/2022 which has been repealed by provincial legislation. **Gap still open**
  
3. Public Presence at Meetings and Public Participation - **Gap still open**
  


---

4. Three-Year Operating and Five-Year Capital Plans - The municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years. This would be the next five financial years 2027 to 2031 not including 2026. **Gap still open**
  
5. Property Tax Bylaw - The police funding model must not be listed as a requisition within the tax rate bylaw, and rates of taxation for DIP must match the rate set by Ministerial Order to meet legislative requirements. **Gap still open**
  
6. Capital Budget - The town must adopt the capital budget prior to January 1 each year. **Gap still open**

If you have any questions, please let me know.

Thanks kindly,

*Priscilla Sorochan*

Municipal Accountability Analyst

Municipal Affairs

Municipal Sustainability & Accountability Unit



**Town of Bowden**  
**5 Year Capital Plan (2027 - 2031)**

|                                              | 2027                | 2028                | 2029                | 2030                | 2031                |
|----------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                              | Actual              | Plan                | Plan                | Plan                | Plan                |
| <b>RESERVES</b>                              |                     |                     |                     |                     |                     |
| RESERVES (opening balance)                   | 1,183,458.14        | 1,043,869.50        | 970,219.50          | 867,860.14          | 798,155.56          |
| ALLOCATION TO CAPITAL PROJECTS               | -114,211.35         | -73,650.00          | -75,000.00          | -100,000.00         | -100,000.00         |
| ALLOCATION TO CAPITAL PROJECT (ARENA)        | -80,000.00          |                     |                     |                     |                     |
| TRANSFER FROM OPERATING BUDGET               | 47,152.71           | 0.00                | 5,800.00            | 30,295.42           | 33,883.42           |
| TRANSFER TO OPERATING BUDGET                 | 0.00                | 0.00                | -33,159.36          | 0.00                | 0.00                |
| ASSET DISPOSAL INCOME                        | 7,470.00            | 0.00                | 0.00                | 0.00                | 0.00                |
| <b>TOTAL</b>                                 | <b>1,043,869.50</b> | <b>970,219.50</b>   | <b>867,860.14</b>   | <b>798,155.56</b>   | <b>732,038.98</b>   |
| <b>REVENUES</b>                              |                     |                     |                     |                     |                     |
|                                              | \$                  |                     |                     |                     |                     |
| <b>PROVINCIAL GRANTS</b>                     |                     |                     |                     |                     |                     |
| MSI / LGFF (carry forward from 2023)         | 1,016,556.00        | 833,100.00          | 448,513.00          | 248,523.00          | 73,523.00           |
| MSI / LGFF                                   | 362,245.00          | 388,583.00          | 400,010.00          | 425,000.00          | 450,000.00          |
| CCBF (carry forward from 2023)               | 295,765.00          | 420,334.00          | 548,077.00          | 379,077.00          | 513,077.00          |
| CCBF                                         | 124,569.00          | 127,743.00          | 131,000.00          | 134,000.00          | 137,000.00          |
| <b>TOTAL</b>                                 | <b>1,799,135.00</b> | <b>1,769,760.00</b> | <b>1,527,600.00</b> | <b>1,186,600.00</b> | <b>1,173,600.00</b> |
| <b>CAPITAL INCOME</b>                        |                     |                     |                     |                     |                     |
| NEW CAPITAL LOANS                            | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| TRANSFER FROM RESERVES                       | 114,211.35          | 73,650.00           | 75,000.00           | 100,000.00          | 100,000.00          |
| TRANSFER TO CAPITAL FROM OPERATING BUDGET    | 0.00                | 0.00                | 0.00                | 0.00                | 0.00                |
| <b>TOTAL</b>                                 | <b>114,211.35</b>   | <b>73,650.00</b>    | <b>75,000.00</b>    | <b>100,000.00</b>   | <b>100,000.00</b>   |
| <b>TOTAL (GRANT &amp; CAPITAL REVENUES)</b>  | <b>1,913,346.35</b> | <b>1,843,410.00</b> | <b>1,602,600.00</b> | <b>1,286,600.00</b> | <b>1,273,600.00</b> |
| <b>EXPENDITURES</b>                          |                     |                     |                     |                     |                     |
|                                              | \$                  |                     |                     |                     |                     |
| CAPITAL PROJECTS (MSI / LGFF) FUNDED         | 557,402.00          | 773,170.00          | 600,000.00          | 600,000.00          | 600,000.00          |
| ALLOCATION TO CAPITAL PROJECT (ARENA)        | 80,000.00           |                     |                     |                     |                     |
| ALLOCATION FROM RESERVES                     | 114,211.35          | 73,650.00           | 75,000.00           | 100,000.00          | 100,000.00          |
| CAPITAL PROJECTS FUNDED BY CCBF              | 0.00                | 0.00                | 300,000.00          | 0.00                | 0.00                |
| <b>TOTAL</b>                                 | <b>751,613.35</b>   | <b>846,820.00</b>   | <b>975,000.00</b>   | <b>700,000.00</b>   | <b>700,000.00</b>   |
| <b>TOTAL (PLANNED CAPITAL EXPENDITURES )</b> | <b>751,613.35</b>   | <b>846,820.00</b>   | <b>975,000.00</b>   | <b>700,000.00</b>   | <b>700,000.00</b>   |
| <b>BUDGET SURPLUS FUNDS</b>                  | <b>1,161,733.00</b> | <b>996,590.00</b>   | <b>627,600.00</b>   | <b>586,600.00</b>   | <b>573,600.00</b>   |

Capital Projects 2027 - 2031 subject to Council decision

Projects to include:

Road Asphalt Repairs / Concrete Sidewalk Repairs / Wastewater Cured Pipe Relining / Replacement Water Truck)

|                                            |                                                   |
|--------------------------------------------|---------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 10.a                          |
| <b>Prepared by:</b> CAO                    | <b>Approved by:</b> CAO                           |
| <b>Report Type:</b> Information            | <b>Attachment(s):</b><br>Correspondence received. |

### 10.a Correspondence.

#### Content:

- 10.a** AB Muni's Gas Aggregation.  
(email received September 28<sup>th</sup>, 2026).
- 10.b** CAEP Fee's No change Announcement.  
(email received September 17<sup>th</sup>, 2026).
- 10.c** Canada Post letter.  
(received September 18<sup>th</sup>, 2026).
- 10.d** Chinook's Edge Board Highlights September 22<sup>nd</sup>.  
(email received September 24<sup>th</sup>, 2026).
- 10.e** Webinar Police Funding Model October 28<sup>th</sup> 6pm.  
(email received September 17<sup>th</sup>, 2026).
- 10.f** Regional Relations & Recreational Rivalries: Join Us October 20 Town of Penhold.  
(email received October 6<sup>th</sup>, 2026). RSVP October 15<sup>th</sup>.

#### Recommended Motion:

##### Motion 10.a

**MOVED** by Councillor \_\_\_\_\_ that Council accept all the correspondence presented as information.

##### Motion 10.a (i)

**MOVED** by Councillor \_\_\_\_\_ that Council approves attendance for the Regional Relations & Recreational Rivalries October 20 for the following elected officials.




---

**Re: Alberta Municipalities Gas Aggregation**


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**From** CAO <cao@bowden.ca>  
**Date** Tue 10/6/2026 10:27 AM  
**To** Brittany Derricott <Brittany@abmunis.ca>  
**Cc** Jacqui Molyneux <cfo@bowden.ca>

Your confirmation is required in order for Alberta Municipalities to proceed with including your organization in the aggregation procurement process for the August 1, 2028, to December 31, 2029, contract term. **CONFIRMED**

If you are comfortable proceeding, please reply to this email with your approval of the proposed volumes at your earliest convenience. **APPROVED**



Christiaan Liebenberg, RPP, MCIP, CLGM  
 Chief Administrative Officer  
 Town of Bowden  
 Box 338, 2101 20<sup>th</sup> Ave  
 Bowden, Alberta, T0M 0K0.

Tel: 403 224 3395  
 Cell: 403 586 2824

---

**From:** Brittany Derricott <Brittany@abmunis.ca>  
**Sent:** Monday, October 5, 2026 3:35 PM  
**To:** CAO <cao@bowden.ca>  
**Cc:** Jacqui Molyneux <cfo@bowden.ca>  
**Subject:** Re: Alberta Municipalities Gas Aggregation

Hello,

I hope you are doing well.

I wanted to follow up on the email below regarding Alberta Municipalities' upcoming Natural Gas Aggregation RFP for members with contracts ending in 2026 and 2027.

We recently requested your review and approval of the proposed natural gas volumes assessment for the Village of Delia. I wanted to check in to see if you have had an opportunity to review the

information and whether you have any questions regarding the proposed volumes or the RFP process.

Your confirmation is required in order for Alberta Municipalities to proceed with including your organization in the aggregation procurement process for the August 1, 2028, to December 31, 2029 contract term.

If you are comfortable proceeding, please reply to this email with your approval of the proposed volumes at your earliest convenience. If additional time is needed or you would like to discuss the recommendation in more detail, I would be happy to arrange a call.

Thank you, and I look forward to hearing from you.

Kind regards,

Security Classification: Private

**Brittany Derricott MAL** | Regional Manager, Business Development

D: 780.431.4547 | C: 587.985.3736 | E: [Brittany@abmunis.ca](mailto:Brittany@abmunis.ca)  
 300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
 Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

**From:** Brittany Derricott <Brittany@abmunis.ca>  
**Sent:** Monday, September 28, 2026 8:59 AM  
**To:** Greg Skotheim <cao@bowden.ca>  
**Subject:** Alberta Municipalities Gas Aggregation

Good morning

I hope you are having a great week!

Alberta Municipalities is currently preparing our upcoming Natural Gas Aggregation RFP for all our members with contracts ending in 2026 and 2027. We have compiled the forecasted natural gas volumes for your organization, based on the last 18 months of usage. Please find attached the recommended volumes assessment for your organization. We are proposing that we procure a block coverage level of 90% of your forecasted needs for 2028 and 2029 and we will procure the remaining 10% from the open market if required.



Outlook

## Alberta Municipalities Gas Aggregation

**From** Brittany Derricott <Brittany@abmunis.ca>

**Date** Mon 9/28/2026 9:13 AM

**To** CAO <cao@bowden.ca>

1 attachment (58 KB)

NG Aggregation - Town of Bowden - Analysis.pdf;

Good morning

I hope you are having a great week!

Alberta Municipalities is currently preparing our upcoming Natural Gas Aggregation RFP for all our members with contracts ending in 2026 and 2027. We have compiled the forecasted natural gas volumes for your organization, based on the last 18 months of usage. Please find attached the recommended volumes assessment for your organization. We are proposing that we procure a block coverage level of 90% of your forecasted needs for 2028 and 2029 and we will procure the remaining 10% from the open market if required.

**Action Required:** We kindly ask that you review the attached information and confirm your approval of the proposed volumes. If you are in agreement, please email me back to let me know before October 2, 2026.

[Bowden Model is not changing so CAO replied Oct 6 to confirm approval.](#)

Upon receiving your email confirmation, the following steps will take place:

1. You and any additional contacts you wish to include will receive an email from **Alberta Municipalities Energy Contracts via Conga Sign** ([sign@na1.conga-sign.com](mailto:sign@na1.conga-sign.com)). The designated signing authority will be required to open the email and electronically sign the Participation Aggregation Agreement documents to confirm participation in the RFP. This email will also identify the maximum acceptable bid rate, ensuring that any awarded rate will not exceed that amount. Our objective is to secure the most competitive natural gas pricing possible through the aggregation procurement process.
2. Alberta Municipalities will conduct the RFP on your behalf to obtain pricing for a two-year natural gas supply contract covering the period from January 1, 2028, to December 31, 2029.
3. Following completion of the RFP, you and any additional contacts you have identified will receive a second email from **Alberta Municipalities Energy Contracts via Conga Sign** ([sign@na1.conga-sign.com](mailto:sign@na1.conga-sign.com)). This email will contain the Transaction Confirmation Agreement.

The designated signing authority will be required to review and electronically sign the agreement, which will confirm the pricing obtained through the RFP process.

AMSC conducts procurement through a fair, transparent, and competitive process designed to deliver the best value for our members. We provide equal opportunity to qualified suppliers, evaluate submissions using established criteria, and award contracts based on overall pricing, capability, and performance.

Please let me know if you have any questions.

Sincerely,

Security Classification: Private

**Brittany Derricott MAL** | Regional Manager, Business Development

---

D: 780.431.4547 | C: 587.985.3736 | E: [Brittany@abmunis.ca](mailto:Brittany@abmunis.ca)

300, 8616 51 Ave NW Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

## Customer Natural Gas Forecast Dashboard

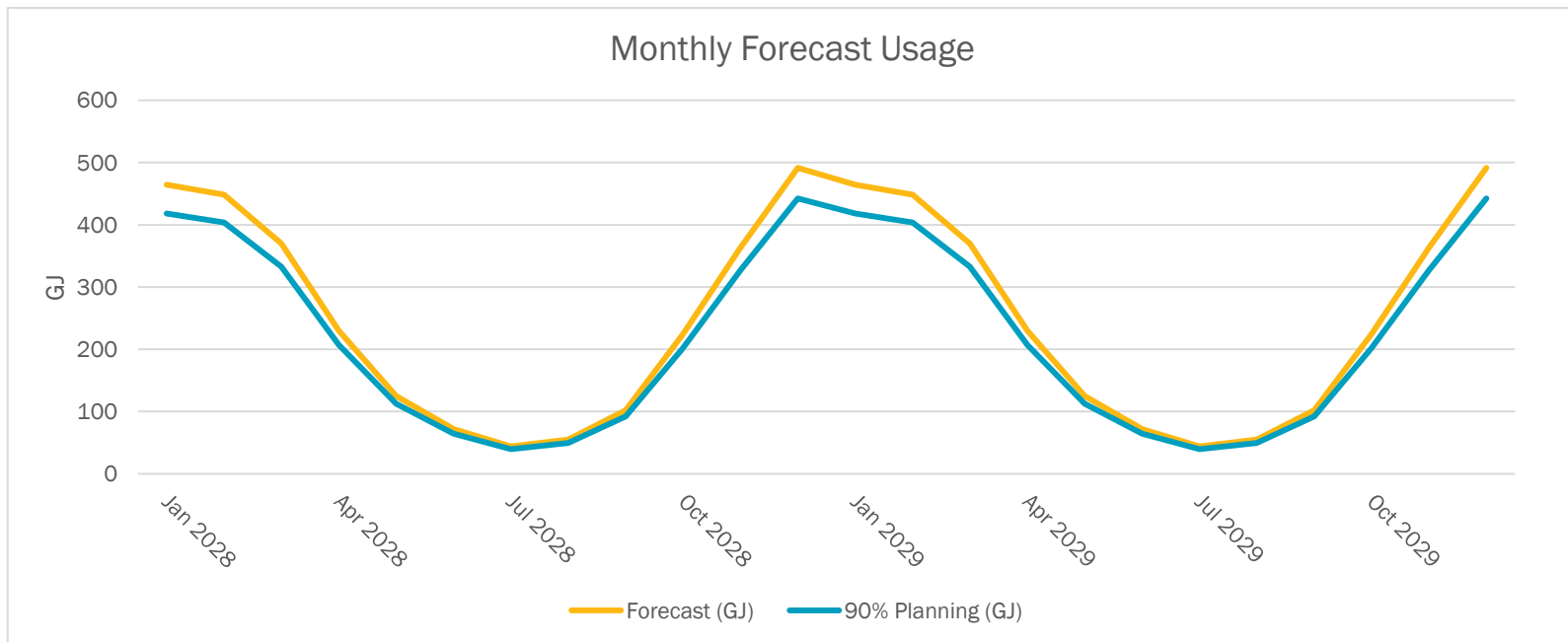
Customer summary of contract-period forecast load, 90% planning usage, and model fit through 2029.

### Customer Information

Customer: **Town of Bowden**      Customer #: **14347**      Weather Station: **RED DEER REGIONAL A**

| Contract End Date | 2028 Forecast Load | 2029 Forecast Load | Model Fit             |
|-------------------|--------------------|--------------------|-----------------------|
| 12/31/2027        | 2,991<br>GJ        | 2,991<br>GJ        | 97%<br>R <sup>2</sup> |

| Contract Start Date | 2028 Block Volumes | 2029 Block Volumes | Estimated Coverage |
|---------------------|--------------------|--------------------|--------------------|
| 1/1/2028            | 2,692<br>GJ        | 2,692<br>GJ        | 90.0%              |





CANADA POST  
2701 RIVERSIDE DRIVE SUITE B320  
OTTAWA ON K1A 0B1  
CANADAPOST.CA

POSTES CANADA  
2701 PROM RIVERSIDE BUREAU B320  
OTTAWA ON K1A 0B1  
POSTESCANADA.CA

Late Addition after RCM Oct 13 page 55 (i)

September 18, 2026

Laurie Miller  
MUNICIPALITY OF BOWDEN  
BOX 338  
2101 20 AVENUE  
BOWDEN ALBERTA T0M 0K0

**Re: Proposed adjustment to Bowden post office's hours**

Dear Mayor Laurie Miller,

I'm writing to inform you of a proposed adjustment to the hours of operations for the Bowden Post Office. A recent review found very few customers using the location's services during certain times of the day. As a result, Canada Post is proposing a change to the location's hours of operations.

Before making any change, we plan to consult with the bargaining unit representing the location's employees in Bowden. We will keep you updated on the results of those consultations and the proposed adjustment.

Canada Post remains committed to delivering more for Canadians and businesses in your community and across the country. As their needs evolve, we are continually reviewing and adjusting our operations to ensure we are delivering a service they can count on.

Please do not hesitate to contact me at [katherine.jensen@canadapost.ca](mailto:katherine.jensen@canadapost.ca) or 587-228-0120 if you have any questions.

Sincerely,

*Kathy Jensen*

Kathy Jensen  
Area Superintendent

|                                            |                                 |
|--------------------------------------------|---------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 11.a        |
| <b>Prepared by:</b> CAO                    | <b>Approved by:</b> CAO         |
| <b>Report Type:</b> Information            | <b>Attachment(s):</b> as listed |

## 11.a CAO Report October 13<sup>th</sup>, 2026.

### CAO

- Fall work continuing.
- Operational items: Office Roof estimates still awaiting final three estimates for roof and library repairs.
- Tree work at office now completed. Stumps next year. Other Tree work will commence soon.
- Organizational Meeting 2026 in preparation.
- Budget 2027 in preparation.

### Operations

- Fall work continuing – all back alleys grading and gravel.
- Arena Ice now in operation.
- Stop signs Westview – First Calls are still a few weeks 20 days out so once that is done and weather holds up.

### Training

- Inspiris Cyber security training in progress. In discussion with Inspiris on how to incorporate personnel training into this platform based on their suggestion so this part of staff training is in progress.
- Live Barn installations in progress.

### Housekeeping: Meetings

- To meet with School Division / Superintendent Oct 28<sup>th</sup> at Town Office – **is there any information or requests or Council thoughts to be conveyed?**

### Staffing

- Submitted an ACP grant application for financial intern August 26<sup>th</sup> = \$62,500. 18 months our contribution = \$27,000 over this period. Municipal Affairs advised our population threshold too low, but we can partner up with neighbouring – no interest though. Had staff meeting Oct 2<sup>nd</sup> and will bring forward revised communication policy as well as post Legislative Coordinator position aiming for Nov 1.

### Emergency Management

- DEM is organization ICS 100 and 200 training for all staff here in Bowden – over the winter.
- CAO to take ICS 300 middle Dec or January 2027.

### Recommended Motion:

#### Motion 11.a

**MOVED by Councillor \_\_\_\_\_ that Council accept the submitted CAO report as information**

4. Three-Year Operating and Five-Year Capital Plans - The municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years. This would be the next five financial years 2027 to 2031 not including 2026.  
**Gap still open**
5. **Property Tax Bylaw - The police funding model must not be listed as a requisition within the tax rate bylaw, and rates of taxation for DIP must match the rate set by Ministerial Order to meet legislative requirements. Gap still open**
6. Capital Budget - The town must adopt the capital budget prior to January 1 each year. **Gap still open**

If you have any questions, please let me know.

Thanks kindly,

*Priscilla Sorochan*

Municipal Accountability Analyst  
Municipal Affairs  
Municipal Sustainability & Accountability Unit  
17<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L4

Classification: Protected A

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**From:** CAO <[cao@bowden.ca](mailto:cao@bowden.ca)>  
**Sent:** Friday, September 11, 2026 9:40 AM  
**To:** Municipal Accountability Program <[MAP@gov.ab.ca](mailto:MAP@gov.ab.ca)>  
**Subject:** Re: Town of Bowden Municipal Accountability Program - 1 Year Reminder

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good morning hope you well.

See attached - I'll check with Jacqui when she is back Monday on Item 4 with the Operating Plan as I could not locate it.

I'm unclear as to what is required for nr 3?

Hopefully that helps for now.

PO BOX 670  
PICTURE BUTTE, AB T0K 1V0  
(403) 732-4555

TAXATION NOTICE  
& PROPERTY ASSESSMENT

|                       |            |                        |           |      |     |                                          |     |     |                                       |             |
|-----------------------|------------|------------------------|-----------|------|-----|------------------------------------------|-----|-----|---------------------------------------|-------------|
| ROLL NO.              | PROP. SIZE | RIVER LOT              | QUAD PORT | QUAD | SEC | TWP                                      | RGE | MER | DATE OF MAILING                       | 2026-Jun-03 |
| 22000                 | 13093 SF   |                        |           |      | 0   | 0                                        | 0   | 0   | NOTICE OF ASSESSMENT                  | 2026-Jun-03 |
| SUBDIVISION NAME      |            |                        |           |      |     |                                          |     |     | DUE DATE                              | 2026-Jul-10 |
| CIVIC ADDRESS         |            | 625 CENTENNIAL AVE SOU |           |      |     |                                          |     |     | SCHOOL SUPPORT                        | DECLARED    |
| MORTGAGE NUMBER       |            | PLAN                   | BLOCK     | LOT  |     | (DECLARED BEFORE DEC. 31 OF PRIOR YEAR ) |     |     |                                       |             |
|                       | 7410684    | 1                      | 8         |      |     |                                          |     |     |                                       |             |
| MORTGAGE COMPANY NAME |            |                        |           |      |     |                                          |     |     | ASSESSMENT COMPLAINT MUST BE RECEIVED |             |
|                       |            |                        |           |      |     |                                          |     |     | ON OR BEFORE                          | 2026-Aug-09 |

PICTURE BUTTE, AB T0K 1V0  
Canada

| PREVIOUS ASSESSMENT |         | CURRENT ASSESSMENT   |         |
|---------------------|---------|----------------------|---------|
| DESCRIPTION         | AMOUNT  | DESCRIPTION          | AMOUNT  |
| SINGLE FAMILY RESID | 485,000 | SINGLE FAMILY RESIDE | 485,000 |
| TOTAL ASSESSMENT    | 485,000 | TOTAL ASSESSMENT     | 485,000 |
|                     |         | EXEMPT0TAXABLE       | 485,000 |

IMPORTANT PENALTY INFORMATION

A) AFTER JULY 10, 2026, THERE SHALL BE ADDED TO THE TAX ROLL A PENALTY OF 18%.

B) IF ANY TAXES REMAIN UNPAID AFTER DECEMBER 31, 2026, THERE SHALL BE A FURTHER PENALTY OF 18% ON JANUARY 1ST AND EACH SUCCEEDING YEAR AS LONG AS THE TAXES REMAIN UNPAID.

| EDUCATION TAXES            | TAX RATE    | % OF TOTAL | TAX AMOUNT |
|----------------------------|-------------|------------|------------|
| HOLY SPIRIT RCSRD #4       | 0.002713390 | 26.98797   | 1,315.99   |
| TOTAL 2026 EDUCATION TAXES |             |            | 1,315.99   |
| SUB TOTAL 2026 TAXES       |             |            | 1,315.99   |

| TAX INSTALLMENT PAYMENT PROGRAM                                 |            |
|-----------------------------------------------------------------|------------|
| CURRENT INSTALLMENT AMOUNT                                      | 0.00       |
| BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS | 406.350.00 |

| MUNICIPAL AND OTHER TAXES            | TAX RATE    | % OF TOTAL | TAX AMOUNT |
|--------------------------------------|-------------|------------|------------|
| FCSS                                 | 0.000057853 | 0.57545    | 28.06      |
| GREEN ACRES FOUNDATION               | 0.000142360 | 1.41585    | 69.04      |
| PROVINCIAL POLICING                  | 0.000385520 | 3.83454    | 186.98     |
| RESIDENTIAL                          | 0.006754920 | 67.18620   | 3,276.14   |
| TOTAL 2026 MUNICIPAL AND OTHER TAXES |             |            | 3,560.22   |
| SUB TOTAL 2026 TAXES                 |             |            | 4,876.21   |

|                                                                   |          |
|-------------------------------------------------------------------|----------|
| FOR COMPARISON 2025 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE | 4,794.92 |
|-------------------------------------------------------------------|----------|

|                                      |            |
|--------------------------------------|------------|
| TOTAL 2026 TAXES                     | 4,876.21   |
| CURRENT OUTSTANDING                  | (5,700.00) |
| TOTAL CURRENT TAXES PAYABLE FOR 2026 | (823.79)   |
| AMOUNT DUE AFTER JULY 10, 2026       | (823.79)   |
|                                      | 0.00       |

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

YOUR PROPERTY HAS BEEN ASSESSED AS SHOWN FOR THE ABOVE TAXATION YEAR. THE ASSESSMENT ROLL WILL BE OPEN FOR INSPECTION DURING OFFICE HOURS. IF YOU OR YOUR AGENT WISH TO FILE A COMPLAINT TO THE ASSESSMENT REVIEW BOARD, YOU MUST SUBMIT YOUR COMPLAINT IN WRITING, ACCOMPANIED BY A PAYMENT OF \$50.00 ON OR BEFORE AUGUST 9, 2026 TO THE CLERK OF THE ASSESSMENT REVIEW BOARD.

TOWN OF PICTURE BUTTE

PO BOX 670  
PICTURE BUTTE, AB T0K 1V0  
(403) 732-4555

|                          |
|--------------------------|
| ROLL NUMBER              |
| 22000                    |
| LAST DATE BEFORE PENALTY |
| 2026-Jul-10              |

2026

TAXATION NOTICE  
& PROPERTY ASSESSMENT

|                   |               |          |
|-------------------|---------------|----------|
| ARREARS OR CREDIT | CURRENT TAXES | NET DUE  |
| (5,700.00)        | 4,876.21      | (823.79) |

|                       |
|-----------------------|
| AMOUNT DUE PLEASE PAY |
| (823.79)              |
| AMOUNT PAID           |

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

PICTURE BUTTE, AB T0K 1V0  
Canada

|                                            |                                           |
|--------------------------------------------|-------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 11.b                  |
| <b>Prepared by:</b> CAO                    | <b>Approved by:</b> CAO                   |
| <b>Report Type:</b> Information            | <b>Attachment(s):</b><br>As listed below. |

### 11.b Council Committee Reports: September 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 Committee Reports: September 2026 as submitted for information.

##### Motion 11.b (i)

MOVED by Councillor \_\_\_\_\_ that Council approve the purchase and attendance for Business of the year 2026 for Mayor Laurie Miller and Councillor Carol Pion.

##### Motion 11.b (ii)

MOVED by Councillor \_\_\_\_\_ that Council accept as information OR approve a seniors FCSS organised trip to the Discovery Wildlife Park in Innisfail during November 2026.



Council Updates - Councillor Reports  
**September 2026**

|                      |                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b> | October 13 <sup>th</sup> , 2026                                                                                                                                                                                                                                                                                                                                                         |
| <b>PRESENTED BY:</b> | Mayor Laurie Miller                                                                                                                                                                                                                                                                                                                                                                     |
| <b>REPORT TYPE:</b>  | Information                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ATTACHMENTS:</b>  | <ol style="list-style-type: none"> <li>1. Report: 2026-09-03 CAEP Mayors &amp; Reeves Roundtable</li> <li>2. Report: RCMP K Division Tour</li> <li>3. Report: The Pulse Check: Where Municipalities Stand in a Refocused Health Care System</li> <li>4. Report: Yes! And Improv-ing your Way to Municipal Success</li> <li>5. Report: Round-table Discussion – Public Safety</li> </ol> |

|                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Municipal Planning Commission</li> <li>• Emergency Advisory Committee</li> <li>• Special Events &amp; Cultural Committee</li> <li>• Weed Control Act – Appeals Committee</li> <li>• Intermunicipal Development Committee</li> <li>• Economic Development Committee</li> <li>• Governance &amp; Priorities Committee</li> </ul> | <p><b>Other Bodies &amp; Organizations</b></p> <ul style="list-style-type: none"> <li>• Bowden &amp; District Agricultural Society</li> <li>• Expanding Horizons Cultural Enhancement Society</li> <li>• Bowden Friendship Club</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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:**

**Sep 14** Regular Council Meeting and Facility Tour

**Sep 28** Regular Council Meeting

**Events:**

**Sep 17** Community Showcase: Excellent turn-out in the new location. Kudos to town staff for all the work put into hosting this event.

## Other Meetings/Activities:

### **Sep 3** CAEP Mayors and Reeves Roundtable, Innisfail Public Library

- Participated in a regional discussion on the future of CAEP following the loss of provincial REDA operating funding. Discussion focused on CAEP's three-year business plan, membership sustainability and the new Team Central Alberta approach to strengthening regional collaboration, investment attraction and national/international promotion. Of particular interest for smaller municipalities are opportunities for a stronger collective regional voice, CityViz economic-data tools, regional grant support, industry partnerships and member economic-development workshops. Municipalities are being encouraged to review the three-year plan carefully as upcoming budgets and CAEP membership decisions are considered. Full report and business plan was submitted for council review at the September 14 RCM.

### **Sep 8** Expanding Horizons Cultural Enhancement Society

- Regular meeting: Review of parking lot paving and outdoor maintenance requirements preceded the meeting. Discussions around raffles and finding inventive ways to fundraise that are not labor intensive. Group was not successful in their bid for a CFEP grant. There were ideas brought forward for events that will be brought back to the table after further research. Contractor to be hired to do fall site maintenance. Casino is October 6 & 7. Manager's report indicated a very busy October booking schedule: Elections AB, Beef Supper, Market, Halloween party and others. November market is booking and will have a photographer doing Santa pictures. Manager will be preparing drone productions for a virtual walk-through of the facility as well as preparing options for lay-out for painting parking stalls. Retro Bingo on November 18.

### **Sep 10** Red Deer Regional Health Foundation - RDRHF (Zoom meeting)

- Christiaan and I met with Amber Aitken of the RDRHF. We were given an overview of the fundraising activities and the goal to partner with municipalities in the Region. They were interested in the demographics of the town and what are our priorities. Future plans will include a focus on diagnostics (CT, MRI) and placement in regional facilities. Notable items:
  - Foundation has funded the temporary cath lab opening at RDRH in March 2027. It is expected that 200 lives will be saved in this lab pending the opening of the permanent labs. The permanent labs are funded by the province and are to open in 2030.
  - This temporary lab will be repurposed following the opening of the permanent labs for stroke patient treatment.
  - The RDRH expansion also sees the addition of 200 beds in private rooms
  - 45% of patients do not reside in Red Deer.

- The foundation has purchased a Da Vinci Surgical robot that is primarily used for urology. The use of this robot typically reduces post surgery hospitalization from 6 days to 1 and overall increased recovery outcomes. RDRHF plans to purchase another Da Vinci unit.
- The foundation will be meeting with councils throughout the region in the coming months. CAO will coordinate for delegation.

**Sep 10** ABmunis lunch & learn: The Art of Chit Chat: Prep Tips for Networking at Convention

- Hosts: Jenn Schmidt Rempel (ABmunis Board Cities up to 500,00, Councillor-Lethbridge; Deborah Gunning, Marliss Weber of Parodos.ca. presented on methods to navigate the conference with intentionality. Key comments:
  - Be curious. Be genuine. Have thoughtful questions. Listen with intent. Follow through.
  - To connect with ministers, plan on 45 seconds max. Be concise, specific and inclusive.

**Sep 16** Central AB Mayors & Reeves meeting, Red Deer: The guest speaker was not in attendance, but had a great chance to catch up with the group. Had great conversations with many, but particularly with Reeve Northcott, Clearwater County and Mayor Ebdon, Eckville

**Sep 22** Tour: K-Division Headquarters, Real Time Operations Centre (RTOC) and Operations Communications Centre (OCC): Reports from Mayors from Calmar and Stettler had indicated that this was a must see. One of the key take aways to share with our residents is: **NO CALL IS TOO SMALL**. What you see and what you witness may be part of a bigger picture. Please report your observations. If the detachment is unaware of your concerns, they cannot respond and patrol. (Summary report attached.)

**Sep 23-25** AbMunis Fall Conference, Edmonton

Attending the fall ABmunis conference is a great opportunity for Council It gives us a chance to learn what other municipalities are working on, hear about current issues and ideas, and bring some of that information back to Bowden. We hear from and are given an opportunity to question provincial government on issues that matter to us. It's also a good opportunity to connect with other municipal leaders and share experiences.

**Sep 23** Abmunis Session- The Pulse Check:Where Municipalities Stand in a Refocused Healthcare System (1:15 PM)

Session featured senior provincial officials responsible for primary and preventative health, hospitals and surgery, mental health and addictions, and assisted living and social services.

The session focused on bringing more care into people's home communities through better coordinated primary care, home and community supports, seniors care, and mental health and addiction services. Discussion included the development of seven primary-care corridors, physician and nurse practitioner recruitment, seniors housing and social prescribing, community-based alternatives to hospital care, and partnerships with police and Recovery Alberta. A key message for municipalities was the value of providing local data on population growth, housing, travel patterns and development to support evidence-based provincial health planning and advocacy, particularly in rural communities. (Summary report attached.)

**Sep 24** ABmunis Session: Yes! And Improv-ing your Way to Municipal Success (9:00 AM)

I enjoyed attending an interactive professional development session presented by Atomic Improv's Donovan Workum and Chris Borger. Using applied improv exercises, the session explored three key principles for effective teamwork and communication: say yes more often, listen actively, and bring positivity and passion to the work. The exercises demonstrated how these practices can encourage people to contribute ideas, strengthen collaboration, improve communication, and create an environment where people feel heard and valued.

A particularly useful takeaway was the importance of approaching new ideas by first exploring why they could work, rather than immediately identifying reasons they will not. Other concepts included balancing enough context with concise communication, "making the other person look good," embracing failure as part of innovation, and breaking complex problems into smaller, manageable pieces. (Summary report attached.)

**Sep 28** MP Khanna, Shadow Minister for Justice & Attorney General of Canada, MP Blain Calkins, Ponoka Didsbury Suite 201, 5025 Parkwood Road, Blackfalds. Roundtable discussion on justice and public safety challenges facing our communities. (Summary report attached.)

**Sep 30** Bowden Agricultural Society: meeting to discuss a recap of the Bowden Daze rodeo, the return of the Big Bang Barrel Race event in 2027. Planning for the National Final Rodeo night in November. Also discussed sponsorship for Miss Rodeo Canada. Advised society of LiveBarn coming to arena and will provide updates.

**Upcoming Items:**

Aside from RCM and committee meetings, I'll have the honor of attending the Bowden Grandview School 67<sup>th</sup> Annual Awards Program, October 2. A few items for October: LUB/MDP workshops, October 5 and tentatively October 9, Special Events October 8, Expanding Horizons October 14. Red Deer City – Community Investment Day October 15. CAEP fall general November 18, CESD Supper Meeting November 24

**General:**

It has been a busy summer and looking forward to a busy October and seeing the completion of major guiding documents.

## **Round-table Discussion – Public Safety**

Monday, September 28, 2026 at 12:00 pm  
Blackfalds Constituency Office

### **Report to Council**

Hosts: MP Khanna, Shadow Minister for Justice & Attorney General  
MP Calkins, Ponoka-Didsbury

I participated in a roundtable discussion with federal representatives, municipal leaders, law enforcement, corrections personnel, victims and community partners regarding crime, policing, victim support and community safety in rural Alberta. Participants raised concerns about court delays and charges not proceeding, prolific and repeat offenders, cybercrime, correctional practices, offender releases and communication with affected communities. Considerable discussion focused on the pressures these issues place on police services and municipalities, particularly smaller communities, as well as increasing policing costs, recruitment and retention challenges and the need to ensure that legislative changes are supported by adequate resources for implementation.

The discussion also emphasized that enforcement alone cannot address community safety. Participants identified prevention, mental-health supports, early intervention with children and youth, rehabilitation and better coordination among corrections, police, municipalities and other levels of government as important parts of the solution. The roundtable provided an opportunity for those working directly in communities to share firsthand experiences and concerns for consideration in future federal justice and public safety discussions and advocacy.

## **Yes, And? Improv-ing Your Way to Municipal Success**

Thursday, September 24, 2026 at 9:00 am  
ABmunis Conference Session – Edmonton, AB

### **Report to Council**

Hosts: Atomic Improv: Donovan Workum and Chris Boger

#### Session Overview

This highly interactive session explored how techniques developed through improvisational theatre can be applied to professional communication, leadership, teamwork and problem-solving. The presenters distinguished between improv intended for performance and applied improv, where exercises and principles are used for professional development.

The workshop centred on three principles: say yes, actively listen, and be positive and passionate. Participants learned these concepts through exercises rather than through a traditional lecture.

#### Say Yes and Encourage Ideas

One of the strongest messages was the importance of creating an environment where people feel safe contributing ideas. When someone proposes something new, the natural reaction can be to identify the reasons it will not work. Repeatedly receiving that response can eventually cause people to stop contributing.

The presenters suggested reversing the process: rather than immediately finding five reasons an idea will fail, initially consider five reasons it could work. Exploring an idea does not mean it must ultimately be accepted. Even an idea that proves impractical may generate useful information or lead to another solution.

An idea that failed previously may also become viable later because technology, people, circumstances and culture change.

#### Saying Yes to Yourself

The 10 Things exercise required one participant to rapidly generate ideas while the other enthusiastically encouraged every response. It demonstrated how fear of being wrong or appearing foolish can inhibit participation.

An important extension of this lesson was that saying yes applies to ourselves as well as others. Often the first person to reject an idea or opportunity is the person who thought of it. Building confidence and reducing fear of failure can encourage greater participation and creativity.

#### Active Listening and Communication

The presenters emphasized that effective listening means more than waiting for someone to stop talking so that we can respond. Eye contact, body language, observation and remembering the key points being communicated all contribute to active listening.

The Advance/Expand exercise demonstrated the importance of providing the right amount of information. Participants told a story while their partner instructed them either to:

Advance – move forward and get to the point; or  
Expand – provide additional context, description or explanation.

The exercise illustrated a common communication challenge. Too little information can leave an audience confused, while too much detail can cause people to disengage. Presenters suggested reviewing presentations and communications through an “advance or expand” lens and watching the audience for cues about when additional explanation is required.

#### Collaboration – Bring a Brick, Not a Cathedral

Several exercises demonstrated collaborative thinking. In Best Friends Story, participants constructed a fictional shared experience by enthusiastically accepting and building upon each other's contributions.

The presenters contrasted this with continually responding “no,” which quickly brings collaboration to a stop.

A particularly useful analogy was:

When collaborating to build a cathedral, don't arrive with the cathedral already designed. Bring a brick.

Coming to a discussion with a complete predetermined solution can make genuine collaboration difficult. Bringing an idea or “brick” allows others to contribute their own ideas and collectively build the eventual solution.

The Word-at-a-Time Story exercise reinforced this lesson. Partners created a story while alternating only one word at a time. Neither participant could control where the story went. Success required listening carefully, relinquishing control and building upon what the other person actually contributed.

#### Make the Other Person Look Good

Another improv principle was “make the other person look good.” Successful teams support one another rather than focusing solely on individual success.

A related philosophy presented during the session was:

“It's not my fault, but it's my problem.”

An individual may not have caused a workplace problem, but as part of the larger organization or team they can still contribute to resolving it. This shifts attention away from assigning blame and toward collective responsibility and solutions.

Embrace the FailThe presenters encouraged participants to “embrace the fail.” Failure can mean that someone is trying something unfamiliar and pushing beyond what they already know.

Fear of failure can create two problems. Simple issues may not receive enough attention because they appear easy, while very complex issues may be avoided because they appear overwhelming.

For complicated challenges, the recommendation was to break the problem into smaller, manageable components, give each component appropriate attention and progressively build toward the larger solution.

### Adaptability

Later improv exercises and the performance portion of the session required participants and presenters to incorporate unexpected suggestions immediately. Exercises such as the Forehead Game demonstrated the ability to accept unexpected input and incorporate it rather than stopping to reject, correct or replace it.

The presenters also encouraged the use of “suddenly...” when a story became stalled—a simple improv technique for moving forward rather than becoming stuck.

The broader lesson was adaptability: circumstances do not always develop as anticipated, and effective teams need to respond constructively to what actually occurs.

### Municipal Leadership Application

The principles presented have practical application to municipal councils, committees and administration. Municipal decisions frequently involve complex issues where several perspectives and areas of expertise are required.

Creating space for ideas does not mean that every suggestion should be adopted or that legitimate concerns should be ignored. Rather, it means allowing an idea enough opportunity to be understood and explored before deciding whether it is workable.

The session reinforced several useful practices for municipal work: encourage people to contribute; listen to understand rather than simply to respond; provide enough context without overwhelming the audience; approach problems collaboratively; remain adaptable; support the success of colleagues; and recognize that unsuccessful attempts can still provide valuable learning.

### Overall Takeaway

“Yes, and...” is ultimately a collaborative mindset rather than simply an improv technique. It encourages people to listen to what has already been offered, acknowledge it, and determine what they can constructively add.

For municipal leadership, perhaps the most applicable lesson is that effective collaboration does not require everyone to arrive with the same idea. It requires an environment where people can contribute their individual “bricks” and work together to determine what should ultimately be built.

## **The Pulse Check: Where Municipalities Stand in a Refocused Healthcare System**

Wednesday, September 23, 2026 at 1:15 pm  
ABmunis Conference Session – Edmonton, AB

### **Report to Council**

#### **Presenters:**

Bryce Stewart – Deputy Minister, Hospitals and Surgery Health Services  
Evan Romanov – Deputy Minister, Mental Health and Addictions  
Matthew Hebert – CAO, Primary and Preventative Health Services  
David Williams – Assistant Deputy Minister, Assisted Living and Social Services

#### **Overview**

The session examined Alberta's refocused healthcare system and what the changes mean at the community level. Although responsibilities are now divided among specialized ministries and provincial health organizations, presenters emphasized that the intention remains one integrated health system, with clearer accountability and dedicated attention to primary care, acute care, continuing care, and mental health and addictions.

A recurring theme was reducing reliance on hospitals by strengthening care closer to home through primary and preventative health, home and community care, seniors supports, mental-health and addiction services, and other community-based alternatives.

#### **Primary and Preventative Health**

Matthew Hebert emphasized the priority of helping Albertans get care in their home communities. He discussed the creation of seven primary-care corridors, intended to work with existing primary-care organizations and provide more consistent coordination and planning.

Physician recruitment and retention remain significant concerns, particularly outside Edmonton and Calgary. Expansion of medical training in Grande Prairie and Lethbridge is intended to increase the likelihood of physicians training and ultimately practising outside the major urban centres. Changes to physician compensation are also intended to better recognize patient complexity and physician time.

The Nurse Practitioner Primary Care Program was highlighted as another means of increasing access. Hebert reported 104 nurse practitioners practising through the program, with approximately 60 more in the pipeline. During Q&A, he characterized the initiative as an ongoing program rather than simply a pilot, while stopping short of a formal announcement regarding its future status.

The 14 Regional Advisory Councils (RACs) are intended to provide two-way communication between communities and the provincial health system. Municipal representation has deliberately

been included. Municipalities wishing to connect with their RAC were directed to [health.rac@gov.ab.ca](mailto:health.rac@gov.ab.ca).

### Hospitals and Community-Based Care

Bryce Stewart described a shift toward reserving hospitals for higher-acuity and complex care while expanding appropriate services in community settings. Urgent-care centres, ambulatory surgical facilities and community diagnostic services were identified as examples that can potentially reduce pressure on emergency departments and hospitals.

Municipalities were specifically encouraged to provide information about population growth, travel patterns, housing and economic development, future development plans, land availability and transportation infrastructure. Municipalities often possess local knowledge that provincial datasets cannot fully capture.

Evidence-based advocacy was strongly encouraged. Requests supported by credible local data, regional cooperation and a clear business case were described as particularly helpful to provincial planning.

The refocused system also establishes separate budgets for acute care, primary care, continuing care, and mental health and addictions. This is intended to create clearer accountability and prevent acute-care pressures from continually drawing resources away from preventative and community-based services.

### Seniors, Continuing Care and Community Supports

David Williams emphasized that Alberta cannot address the growing seniors population simply by building additional facilities. Greater emphasis will be required on home and community care and on helping seniors remain independent for as long as possible.

This includes both health and non-medical supports. Williams discussed social prescribing and better connections between health, home and community services. Rural communities were recognized as having locally developed solutions that government should support rather than displace.

Greater transparency in seniors-lodge and capital planning was also emphasized, including providing communities with a clearer understanding of anticipated needs and timing. Government is examining the entire seniors-housing continuum, recognizing that appropriate downsizing and supportive housing options can allow seniors to remain in their communities while also freeing larger homes for workers and younger families.

Williams reported that the Seniors Lodge Review produced 19 recommendations, four of which had been implemented at the time of the presentation. Capital programs discussed included the Affordable Housing Partnership Program, Seniors Lodge Modernization Program and Community Care Capital Program.

### Mental Health, Addictions and Housing

Evan Romanov emphasized the connection among mental health, addictions, homelessness, housing and community safety. Responsibility for homelessness and housing supports has been brought more closely together with mental-health and addiction services, reflecting the need to address underlying issues and create pathways beyond shelters.

The Compassionate Intervention Act was described as a last-resort mechanism, with voluntary treatment remaining the preferred approach. Romanov reported substantial treatment capacity but identified awareness, referral and transportation as continuing barriers to getting people into available services. Municipalities and FCSS were identified as potential partners in improving those connections.

A major area of development is partnership with police, RCMP and Recovery Alberta. Integrated stabilization approaches are intended to connect individuals experiencing addiction, intoxication or mental-health crises with health interventions rather than relying solely on criminal-justice responses.

Questions from rural representatives also highlighted police-and-crisis/RPAC-type teams. Romanov indicated that expansion has sometimes been limited by difficulty recruiting qualified professionals rather than by available funding. Options include mental-health professionals supporting RCMP dispatch and stronger direct connections between police and Recovery Alberta.

### Municipal Perspective and Key Takeaways

The municipal Q&A highlighted recurring rural concerns: physician recruitment, housing and clinic space for healthcare professionals, seniors and continuing-care capacity, mental-health and addiction services, and the difficulty of delivering services across large geographic areas.

Presenters consistently emphasized that municipalities have an important role in planning, partnership and evidence-based advocacy, although municipalities are not responsible for delivering the provincial healthcare system.

Key opportunities for municipalities include maintaining relationships with Regional Advisory Councils and provincial health organizations; documenting local pressures with credible data; incorporating health needs into housing, land-use, transportation and economic-development planning; collaborating regionally where communities share health-service needs; and supporting connections among healthcare providers, FCSS, housing organizations and emergency services.

Overall, the session reinforced that the success of Alberta's healthcare refocusing will depend in significant part on whether its specialized organizations can work together effectively at the community level, including in smaller and rural Alberta.

### Concise Report:

Attended "The Pulse Check: Where Municipalities Stand in a Refocused Healthcare System," featuring senior provincial officials responsible for primary and preventative health, hospitals and surgery, mental health and addictions, and assisted living and social services.

The session focused on bringing more care into people's home communities through better coordinated primary care, home and community supports, seniors care, and mental health and addiction services. Discussion included the development of seven primary-care corridors,

physician and nurse practitioner recruitment, seniors housing and social prescribing, community-based alternatives to hospital care, and partnerships with police and Recovery Alberta. A key message for municipalities was the value of providing local data on population growth, housing, travel patterns and development to support evidence-based provincial health planning and advocacy, particularly in rural communities.

## RCMP K Division Tour

Tuesday, September 22, 2026 at 10:00 am  
Edmonton, Alberta

### Report to Council

Council had the opportunity to tour the RCMP 'K' Division Headquarters in Edmonton to see how their tech works behind the scenes. As someone who has unfortunately been a victim of property crime myself, it was a fascinating look at how a non-emergency call like mine actually filters through their system.

In my Council report, I noted the phrase 'no call is too small.' Seeing this facility made me realize that even a seemingly isolated local concern is a vital data point. It might just be the missing piece of a larger puzzle, helping analysts spot trends or solve crimes that span across several different communities.

Here is the quick breakdown of how those pieces pass the baton to one another to protect us:

- The OCC (Operational Communications Centre): This is the high-intensity dispatch floor and the first line of defence. Operators handle the emergency and non-emergency calls each day, quickly triaging crises and getting frontline units out the door. The big takeaway here is speed and data entry—this is where your initial report enters the system to become part of that larger picture.
- ATAК (Android Team Awareness Kit): This is their real-time mapping software. It acts like a live GPS for the entire province, showing exactly where every officer, K9 unit, and helicopter is on a single screen. For public safety, it means the RCMP, local city police, and Alberta Sheriffs can instantly coordinate during major, fast-moving emergencies with zero communication gaps.
- The RTOC (Real-Time Operations Centre): This is a 24/7 intelligence hub that takes over when a situation turns critical. Analysts use massive video walls to track suspects and gather live intelligence. The huge benefit here is that they beam this live data straight to officers' phones while they are rushing to a scene, so they know exactly what they're walking into. The centre is staffed by officers, crime analysts and call centre specialists.

Seeing it firsthand really showed me that whether it's a minor property crime report or a major critical incident, every single piece of data counts. It all feeds into a massive, interconnected network designed to keep our communities safe.

## 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.



Council Updates  
Councillor Reports September 2026

|                      |                                 |
|----------------------|---------------------------------|
| <b>MEETING DATE:</b> | October 13 <sup>th</sup> , 2026 |
| <b>PRESENTED BY:</b> | Deputy Mayor Randy Brown        |
| <b>REPORT TYPE:</b>  | Information                     |
| <b>ATTACHMENTS:</b>  | N/A                             |

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| <p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>• Municipal Planning Commission</li> <li>• Emergency Advisory Committee</li> <li>• Special Events &amp; Cultural Committee</li> <li>• Weed Control Act – Appeals Committee</li> <li>• Governance &amp; Priorities Committee</li> <li>• Economic Development Committee</li> </ul> | <p><b>Other Bodies &amp; Organizations</b></p> <ul style="list-style-type: none"> <li>• Mountain View Regional Water Services Commission</li> <li>• South Red Deer Regional Wastewater Commission</li> </ul> <p><b>Alternate:</b></p> <ul style="list-style-type: none"> <li>• CAEP</li> </ul> |
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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:**

**September 14** - Regular Council Meeting.

**September 28** - Regular Council Meeting

**Events:**

AB Muni's Sept 23-25

RCMP Division K Tour Sept 22.

September 17 Community Showcase

## AB Muni's Breakout Sessions

### Council CAO role Sept 23<sup>rd</sup>

#### **Key Points:**

- Council needs to understand their role once elected
- CAO is the only employee council has
- Council is no longer just a resident once elected
- Council should have their own governance document "Red Deer County has a good one that we should reach out to use as guide"
- Council acts as a whole, not as individual members.
- CAO needs to support council in chambers and their vision
- CAO and council need to stay respectful in and out of chambers
- Mayor should be having regular one on one meetings with councillors
- Council should have quarterly elected officials only meetings
- Council can ask CAO operational questions as long as they do not offer solutions
- Council needs to have a process for request for information
- Council should only communicate with the CAO not staff
- CAO and Council quarterly meeting in camera with CAO leading the meeting with information and concerns

**Other Meetings:** Mountain View Regional Water Services Commission Report September 9, 2026

#### **Key Points**

##### **Administrative:**

10-year Capital Budget - Ongoing gathering and updating information for the 10-year Capital Plan.

Operations Manual -Assisting Technical Services Coordinator with updating the documents.

Drought Committee - Assisting CAO as required - On Hold

Technical Committee - Drought Management Strategy was approved by the Board on April 9, 2025, and has been circulated to the communities - On Hold.

Water Sharing Agreement - Province had a meeting on August 18, 2026, to discuss the conditions in the basin sharing of information. MVRWSC will have a representative in attendance at these meetings.

#### Commission Communities:

Town of Innisfail - Meeting with Town to discuss 2027 projects and system operations.

Town of Bowden-Touch base with Town and no issues.

Town of Olds - Working with Olds College with possible expansion.

Town of Didsbury - New lateral line has been commissioned and is supplying water to the new reservoir. Currently waiting on the SCADA installation to be completed for the system to be fully operational.

Town of Carstairs - New lateral line has been commissioned and is supplying water to the new reservoir. Currently waiting on the SCADA installation to be completed for the system to be fully operational.

Town of Crossfield - Spoke with Town on August 20, 2026, and they have found another leak and have repaired it.

#### **Operations and Maintenance:**

Membrane Expansion - Associated Engineering are proceeding with the design of the Clarifier modifications for upgrading Trains 1 & 2 Membrane. Next Project meeting September 16, 2026.

Membrane Contract - New Membrane Contract with Veolia has been set-up and will start in January 2027.

Membrane Integrity Testing (MIT) - Working with Alberta Environment on Daily Integrity Testing notification requirements. All materials are onsite and construction will begin in September.

#### **Projects:**

**2025 Capital Program** - Will be completing several of the Capital Projects from the 2025 budget in 2026 construction season.

**Raw Water Storage Ponds** - Materials have been ordered for the new raw water lines from the existing line to the new ponds. Four Contractors have prequalified and will be invited to bid on the project.

**Asset Management** - ISL have added all downline building locations to the Model including the Midpoint Reservoir. Working to add all of the linear infrastructure to the Model. Next update in September 2026.

**Train B Mechanical Mixer** - Contractors are in the process of finalizing all of the materials and the project will kick off in September 2026.

**Electrical Room Upgrades** - The New Transformer and New Switch Gear packages have been awarded. Four Contractors have been prequalified and will be invited to bid on the project.

**SCADA Upgrades** - Operations continue to test the system and any issues identified will be addressed. Will begin replacement of the PLC in the WTP in 2027.

**WTP Windows** - The Windows have been replaced and the Back receiving door has been replaced. The Front Entrance door and Low lift Pump House overhead.

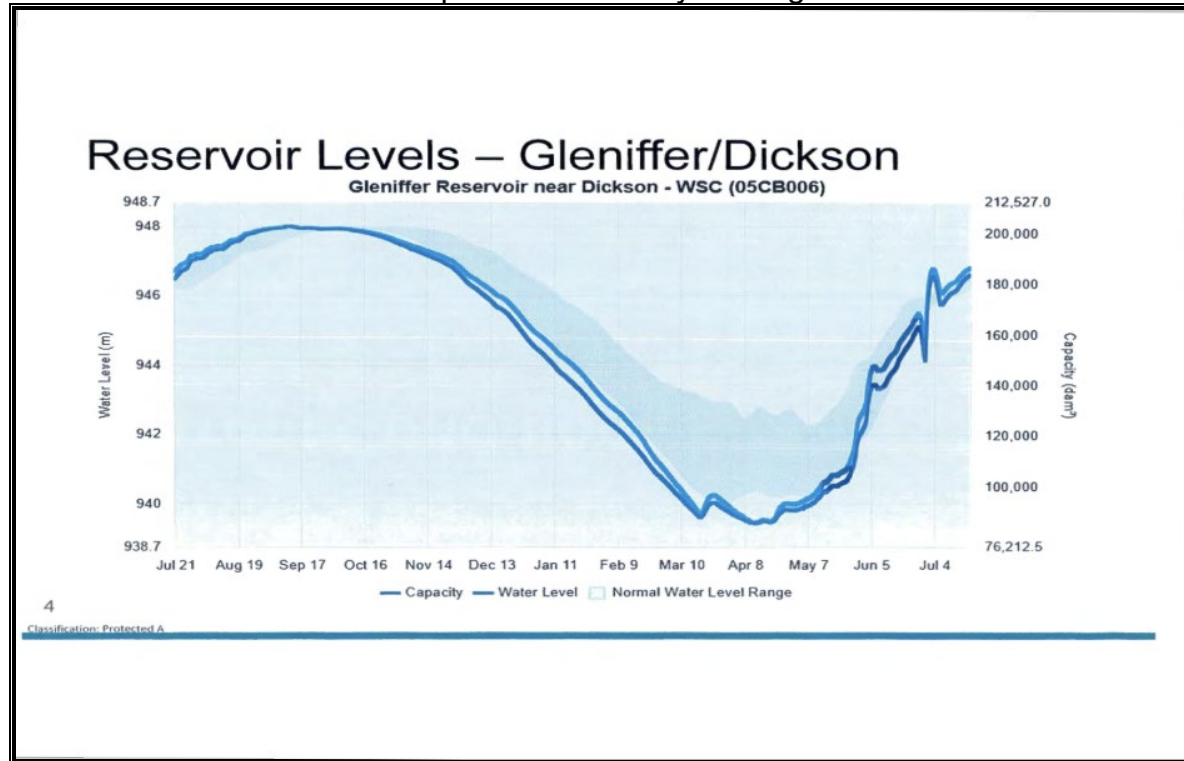
#### **Technical Services September 9/26**

Chlorination By-Product Testing, Results in July good, August results pending

Annual Service on Laboratory and On-line Instruments

Routine Site Visit with Town of Didsbury, Met with Alberta Environment Inspectors

- Upstream Tributary Testing



**Upcoming Items:** LUB and MDP review.



Council Updates  
Councillor Reports September 2026

|                      |                                 |
|----------------------|---------------------------------|
| <b>MEETING DATE:</b> | October 13 <sup>th</sup> , 2026 |
| <b>PRESENTED BY:</b> | Councillor Ryan Howlett         |
| <b>REPORT TYPE:</b>  | Information                     |
| <b>ATTACHMENTS:</b>  | N/A                             |

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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:

**RCM** September 14, 2026, RCM (Including Facility tour)

**RCM** September 28, 2026, RCM (Including Council Photos)

**Events:**

AB Munis Conference (see info below) Sep 23-25, 2026

**Other Meetings:**

**September 10, 2026** - Red Deer FCSS Meeting.

The Red Deer FCSS Board reviewed and discussed the resolution submitted by Red Deer regarding FCSS.

Board members questioned why the resolution was submitted before being presented to the board for review and discussion.

Following a review of the resolution and the proposed amendments from FCSSAA, the board considered whether more time was needed before taking a position. After open discussion, the board voted to support the amended resolution at the upcoming Muni's event.

### **September 27, 2026 - Bowden Historical Society**

- Discussions on improving the kitchen space.
- Accessioning program has been selected
- Sign for Bowden school has been made and would like to be erected.
- AB FCSS conference is in Edmonton on Nov. 25-27.
- New meeting MONDAY night FCSSAA 6:30pm.
- Oct 6<sup>th</sup> is the next meeting.

### **Other Events:**

#### **AB Munis**

Speakers included Danielle Smith, Eric Termuende & Dylan Bressey.

Break out sessions

Come Hail or high water (protecting yourself from natural disasters):

Discussed the several things that you can do to protect you home from disasters such as:

- Flooding
  - Check valves
  - Landscaping
  - Sub pumps
- Fires
  - Improved roofing
  - Improved siding
  - Removing vegetation/debris next to buildings
- Hail
  - Improved roofing
  - Improved siding

Some of these items can be expensive, but homeowner insurance can give discounts to these improvements that will help off set the cost.

Break out sessions

#### **Family and Community Support Services (FCSS)**

Most of this conversation was around knowing your audience when asking for funding support. We have 3 groups of people we are talking to, Supporters, Middlemen and Haters! It's important to focus the conversation on the Middlemen. Using scenarios instead of facts, stories people can relate to will assist in creating more supporters. If MLA and Premier only hear the message from existing supporters, it may not be heard like it should. The last 2 large increases in FCSS funding were done 3 months before the election. Showing that this support system is viewed by politicians as something that the public wants \$1.00 spent on preventative measures saves \$7-\$12.00 in intervention. We need to keep fcss's current funding towards the preventative measures and if we want to expand, we need to look for more funding.



Council Updates  
Councillor Reports September 2026

|                      |                                  |
|----------------------|----------------------------------|
| <b>MEETING DATE:</b> | October 13 <sup>th</sup> , 2026  |
| <b>PRESENTED BY:</b> | Councillor Cam Morrison          |
| <b>REPORT TYPE:</b>  | Information                      |
| <b>ATTACHMENTS:</b>  | N/A or Minutes or Agenda / Other |

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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:**

**Sept 14** - Regular Council Meeting.

**Sept 28** - Regular Council Meeting.

**Events:**

Showcase Sept 17.

**Other Meetings:**

tbd.

**Upcoming Items:**

LUB and MDP Review and Open House Oct and Nov.

Budget 2026 Nov.



Council Updates  
Councillor Reports September 2026

|                      |                                  |
|----------------------|----------------------------------|
| <b>MEETING DATE:</b> | October 13, 2026                 |
| <b>PRESENTED BY:</b> | Councillor Amanda Peffers        |
| <b>REPORT TYPE:</b>  | Information                      |
| <b>ATTACHMENTS:</b>  | N/A or Minutes or Agenda / Other |

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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:**

**Sep 14** Regular Council Meeting and Facility Tour.

**Sep 28** Regular Council Meeting.

**Events:**

AB Munis Sept 23-25 and Community Showcase September 17<sup>th</sup>.

**Other Meetings:**

Oct 7 – Innisfail Library 7:30 pm

**Upcoming Items:**

**Wildlife Discovery Center inquiry:** **Motion request:** Seniors Trip to Wildlife Discovery.

**Email sent to CAO** - forwarded to FCSS to be discussed at council.

It outlines the requirements and costs to book for the seniors' trip to the lights.

Sounds like 20% off per vehicle is the discount we would qualify for. \$6/person for carload of 4.

Anyone driving in by themselves would not get the free admission, but in November they would get 20% off so a vehicle with 8 people would be \$24 instead of \$30.

We only offer free admission to residents of actual senior lodges.

## **Sept 22 RCMP Edmonton Headquarters**

### **Tour of Command Center**

I had the opportunity to attend a tour of the Edmonton RCMP K9 Centre, which provided an informative look into the specialized services and resources that support RCMP operations.

The visit included a tour of the facility, including the RCMP K9 training and operational areas, as well as the 911 control room. It was valuable to see firsthand the coordination, training, technology, and personnel involved in responding to calls and supporting public safety.

The visit provided a greater understanding of the important work carried out by the RCMP and the various teams that contribute to emergency response and community safety, also showing a more in-depth look at where the funding from municipalities is spread across. It was also a great opportunity to learn more about the specialized role of RCMP police service dogs and the extensive training involved in preparing them and their handlers for operational duties.

Overall, it was an excellent educational experience and an opportunity to gain a better appreciation for the resources and partnerships that support public safety across Alberta.

One of the particularly interesting aspects of the visit was learning about the technology being utilized to support RCMP operations. We were able to see how technology and emerging tools, including artificial intelligence, are becoming increasingly important in areas such as information management, emergency response, communications, and operational support.

The visit provided an interesting perspective on how advancements in technology can help improve efficiency, assist personnel in managing large amounts of information, and support timely decision-making while maintaining the importance of human oversight and judgement.

Seeing these technologies in an operational environment was particularly valuable and provided insight into how public safety organizations are adapting to the rapidly changing technological landscape.

AB Munis:

### **Working Through Speedbumps Artificial Intelligence**

Keynote speaker Kris Andreychuick and the City of Edmonton AI team shared their AI projects that had failed, the content was mainly focused on larger municipalities like Calgary as they discussed how AI can assist with predetermining Potholes and asset roof assessments, this would not be something that would be applicable to a small municipality.

### **All Aboard addressing Rail safety in our communities – Breakout Session**

I attended the “All Aboard Addressing Rail Safety in Our Communities” session at the Alberta Municipalities conference. The session provided an overview of railway safety and the important role municipalities play in working with railway companies and other stakeholders to promote safe

and informed communities.

The presentation highlighted the importance of understanding the risks and responsibilities associated with railway infrastructure within and around our communities. Discussion included railway crossings, public awareness, emergency preparedness, and the importance of communication and coordination between municipalities, railway operators, emergency services and residents.

A key takeaway was the importance of continued public education around railway safety, particularly near railway crossings and railway rights-of-way. Municipalities can help support safety by ensuring residents are aware of appropriate crossing practices, maintaining clear communication with railway operators, and considering railway safety when planning infrastructure, development and community activities. Municipalities can send an email Look, Listen, Live for a free safety decal to prevent railway crossing incidents (Amanda has sent email to CAO), also, municipalities can email to request a speaker to come to their schools to do a rail safety talk (Amanda has emailed CAO)

The session also provided an opportunity to better understand the challenges municipalities may encounter when railway infrastructure intersects with local roads, pedestrian routes and future community development. Maintaining open communication with railway stakeholders and identifying concerns proactively can help municipalities address potential issues before they become larger safety or operational concerns.

Overall, the session was valuable in providing a greater understanding of rail safety considerations at the municipal level and reinforced the importance of collaboration, public awareness and proactive planning in keeping our communities safe.

**Parkland Foundation Meeting Minutes** is listed as an attachment.



Council Updates  
Councillor Reports September 2026

|                      |                       |
|----------------------|-----------------------|
| <b>MEETING DATE:</b> | October 13, 2026      |
| <b>PRESENTED BY:</b> | Councillor Carol Pion |
| <b>REPORT TYPE:</b>  | Information           |
| <b>ATTACHMENTS:</b>  | N/A                   |

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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:**

**Sep 14     Regular Council Meeting and Facility Tour.**

**Sep 28     Regular Council Meeting.**

**Events:**

**AB Munis** Sept 23-25 and Community Showcase September 17th.

**Events:**

Request **a motion from Council** to attend the business-of-the-year awards and function at Golf Club including approval of ticket expenses.

**Other Meetings:** tbd.

September 22

### **RCMP K9 Headquarters Tour - Incredibly informative and eye-opening tour.**

The visit provided an informative look at the important work taking place behind the scenes to support RCMP members and public safety.

During the tour, we learned about the role of Command Centre personnel in receiving information, coordinating resources, communicating with officers, and responding to incidents. It was impressive to see the level of teamwork, technology, and attention required to manage multiple situations efficiently.

The ATAC Command Centre demonstrated how information, intelligence, technology, and operational coordination come together during significant incidents and ongoing police operations. Seeing the facility firsthand provided a much greater appreciation for the planning and communication required to support frontline policing.

Overall, the tour was very informative and offered valuable insight into the people and systems that help keep RCMP operations organized, responsive, and effective.

Sept 23-25

AB MUNIS Conference - Long informative days but overall great conference.

### **Breakout session 1 – “Working Through the Speedbumps.”**

Presented by **Kris Andreychuk** and the **City of Edmonton's Applied AI team**, the session uniquely focused on **sharing lessons from three AI projects that failed**. Rather than just highlighting successes, the speakers provided a transparent look at where municipal AI initiatives can stumble—emphasizing the importance of defining the right problem, securing stakeholder ownership, and planning for operational change. The presentation drew heavily on the team's broader experience delivering nearly 80 AI solutions to give other local governments a practical roadmap for expanding their data-driven capabilities.

Although it was an interesting presentation the information provided was more relevant to larger cities like Edmonton. For example, one of the projects was using AI to set up an algorithm to project future potholes and then set up a work schedule for public works to be more efficient in the fixing of these potholes.

### **Breakout session 2 - All Aboard: Addressing Rail Safety in Your Communities**

Safe communities. Strong rail relationships. Better outcomes.

Councillor Amanda & I attended this session offered an opportunity to meet directly with rail industry leaders (including representatives from CN). The discussion centered around navigating the economic benefits of rail lines alongside local challenges like municipal transportation bottlenecks, emergency services coordination, and infrastructure maintenance. It also heavily focused on local rail safety and community advocacy.



Council Updates  
Councillor Reports September 2026

|                      |                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b> | October 13 <sup>th</sup> 2026                                                                                         |
| <b>PRESENTED BY:</b> | Councillor Marietta Tuckwell                                                                                          |
| <b>REPORT TYPE:</b>  | Information                                                                                                           |
| <b>ATTACHMENTS:</b>  | Hard Choices Clear Case, How to Build Affordable Housing, RCMP Services and Crime Prevention, Parkland Library Report |

|                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                       |
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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:**

**September 14** - Regular Council Meeting. Bowden Site Tour.

**September 28** - Regular Council Meeting.

**Events:**

**September 17** – Bowden Community Showcase

**Other Meetings:**

**September 17**- Parkland Library Meeting

**September 22** – RCMP Tour

**September 23-25** AB munis Fall Conference

# HARD CHOICES, CLEAR CASE

## Prevention When Priorities Compete

### Overview

The session focused on how municipal and community leaders can make a clear case for preventative services, particularly FCSS, when governments and communities face competing priorities.

The central message was that prevention is difficult to demonstrate because its greatest successes are often the crises that never happen.

### Key Takeaway

Prevention must be actively explained because its successes are often invisible.

When a crisis is prevented, there may be no emergency, eviction, homelessness crisis, or other event to point to.

The value of prevention should therefore be demonstrated through:

People + Stories + Evidence + Economic Impact + Consistent Messaging + Relationships

The case for prevention should be made before a program is threatened or funding is on the chopping block.

**When hard choices finally come, the case for prevention should already have been made.**

### Notes:

1. Prevention Is Difficult to See, but Its Impact Is Significant

Preventative programs support people before problems become crises.

Examples include emergency visits, evictions, homelessness, isolation, and other crises prevented through early support.

Because these crises never occur, prevention is harder to see and measure than visible projects or emergency responses. This makes explaining its value especially important.

## **2. FCSS Is an Investment in Prevention**

FCSS supports individuals, families, seniors, and communities before problems become more serious.

It can help reduce pressures on health care, housing and homelessness services, police, emergency services, and other crisis-response systems.

The key message is that early intervention can reduce the need for more costly intervention later.

## **3. The Challenge of Competing Municipal Priorities**

Councils must balance prevention with roads, infrastructure, policing, recreation, arenas, public spaces, capital projects, and other community priorities.

The challenge is demonstrating why preventative investment should remain a priority when competing with highly visible projects.

Prevention may be less visible, but its value is not less important.

## **4. Make the Message About People**

Keep coming back to people.

Statistics and financial information are important, but personal stories can demonstrate the human impact of preventative services more powerfully.

Effective advocacy combines human stories, evidence, statistics, financial information, and community outcomes.

## **5. Know Your Audience**

Different decision-makers respond to different information. Some focus on data, costs, community well-being, personal stories, or government responsibility.

The message should be presented in terms that are relevant to the person or audience being addressed.

## **6. Make the Message Simple and Repeatable**

Keep the advocacy message simple:

The Problem — What is happening?

The Risk — What happens if action is not taken?

The Solution — What can be done?

The Ask — What specifically are you asking the decision-maker to do?

The message should be simple enough for councillors, community leaders, residents, and advocates to repeat consistently.

## **7. Use Contrast to Explain the Choice**

When priorities compete, explain the consequences of the choices.

For example: We can invest earlier in prevention, or wait until a problem becomes a crisis requiring a more intensive response.

The purpose is to clearly explain what is at stake if preventative investment is not made.

## **8. Demonstrate the Economic Value of Prevention**

Prevention is both a community and economic issue.

Preventative services may help people avoid homelessness, emergency medical intervention, crisis services, family breakdown, isolation, and other costly interventions.

An important advocacy question is: Who pays for prevention, and who benefits from the savings when prevention works?

## **9. Bring Real People Into the Advocacy Process**

People who have personally experienced and benefited from services can make the impact of prevention tangible.

Their stories can complement statistics, annual reports, and presentations when meeting with MLAs, municipal decision-makers, constituency offices, the Legislature, and community leaders.

## **10. Build Relationships Before You Need Something**

Do not wait until funding is at risk to build relationships.

Decision-makers should already understand what FCSS does, what the community needs, what preventative programs accomplish, and why early intervention matters.

Relationships and communication should be established before a difficult funding decision arrives.

### **11. Develop Champions—but Do Not Depend Entirely on Them**

Champions such as MLAs, councillors, ministers, and community leaders can help advance prevention.

However, people change roles and elections change representation. Advocacy is stronger when there is broad understanding of why prevention matters rather than relying on only a few individuals.

### **12. Consistent Messaging Matters**

Everyone does not need to use exactly the same words, but everyone should understand the same fundamental message.

That message should be reinforced with councils, MLAs, ministers, community organizations, residents, colleagues, and community partners.

### **13. Advocacy Should Be Ongoing**

Advocacy is more than sending a letter or asking for funding when a program is threatened.

It is an ongoing process of education, relationship-building, communication, and sharing evidence.

Relationships should be established well before support is needed.

### **14. Timing Matters**

The presenters emphasized the importance of understanding governmental timing when advocating for increased investment.

They identified the period leading toward a provincial election as potentially important for advocacy, while stressing that relationships and a clear case should already be established.

### **15. Local Stories Strengthen the Provincial Case**

A strong provincial advocacy message should be supported by local evidence.

Municipal and community leaders can explain local needs, service gaps, increasing pressures, the consequences of insufficient prevention, and what FCSS has accomplished.

Local stories help decision-makers understand the real community impact of funding decisions.

# HOW TO BUILD AFFORDABLE HOUSING

## Funding, Partnerships and Practical Models

### SUMMARY:

Successful affordable housing projects require more than identifying a need. They require **land, planning, funding, financing, partnerships, community support and organizations** that are prepared to act when opportunities arise. The presentation demonstrated that **municipalities, governments, nonprofit housing providers, private developers and philanthropic organizations** can make projects viable by combining their resources and expertise.

### KEY TAKEAWAYS

1. Start with the housing need and clearly define the population, location and number of units required.
2. Identify municipal land and other assets that could support development.
3. Build partnerships early with governments, developers, nonprofit operators and philanthropy.
4. Consider adaptive reuse of existing buildings.
5. Understand the financing gap created by below-market rents.
6. Use early or catalytic funding to unlock larger sources of financing.
7. Share development, construction, financing and operating risks among capable partners.
8. Engage the community and use legitimate concerns to improve projects.
9. Maintain a project pipeline so the municipality can respond quickly to opportunities.
10. Plan for long-term operations, not just construction.

### CONCLUSION

Affordable housing is most achievable when municipalities, governments, developers, nonprofit housing providers, philanthropic organizations and community agencies work cooperatively.

The central lesson is simple: build the partnership and project plan before the funding opportunity appears. Being prepared allows communities to act quickly when land, funding, donors, developers or acquisition opportunities become available.

## **1. FUNDING, FINANCING AND PROJECT READINESS**

Affordable rents often do not generate enough revenue to cover land, construction, financing and operating costs. Projects may therefore require a combination of government grants, low-interest loans, conventional financing, municipal land or contributions, philanthropic funding, private investment and rental assistance.

Because funding sources rarely become available at the same time, organizations need to be project-ready. This means having a clear housing need and development plan, strong financial and governance practices, knowledge of funding programs, and established government and community relationships.

A clear plan should identify who will be housed, how many units are needed, where the project should be located, what it will cost, who will develop and operate it, and what funding and financing are required.

## **2. ADAPTIVE REUSE AND MUNICIPAL LAND**

Existing buildings can provide an alternative to new construction. One example involved purchasing a hotel that had closed during COVID-19 and converting it into seniors' supportive living by combining reserves, financing, government funding and donor support.

Municipalities and housing organizations should consider hotels, older apartment buildings, commercial properties and other suitable buildings for conversion.

Municipal land can also substantially reduce project costs. Options include a reduced-price sale, long-term lease, land contribution to a nonprofit partnership, or a request for proposals for affordable housing. Municipal land can serve as an equity contribution and help unlock additional financing.

## **3. PARTNERSHIP AND DEVELOPMENT MODELS**

Different organizations can lead different parts of a project. An experienced nonprofit can identify the need, secure funding and operate the housing. A municipality can contribute land and planning support while a developer manages construction. A developer may also build under a fixed-price purchase arrangement, allowing the housing provider to acquire and operate the completed property.

The key principle is to match each responsibility and risk with the partner best equipped to manage it.

## **4. SHARING RISK AND USING PHILANTHROPY**

Affordable housing becomes more achievable when risk is shared. Municipalities can provide land, planning and infrastructure; governments can provide grants and low-cost financing; developers can carry construction and development risk; nonprofits can provide housing operations and tenant services; and philanthropy can provide equity, pre-development funding, gap financing and tenant supports.

Pre-development costs—such as feasibility studies, design, engineering, legal work and planning—can prevent projects from getting started. Philanthropic funding can provide the early capital needed to move a project toward larger government or institutional financing.

Philanthropy can also support rental assistance, eviction prevention, first and last month's rent, and preservation of existing affordable housing.

## **5. MUNICIPAL LEADERSHIP AND COMMUNITY ENGAGEMENT**

Municipalities do not need to become housing developers to make a significant contribution. They can make land available, support appropriate zoning, streamline approvals, identify local housing needs, connect developers with nonprofit operators, participate in funding applications and provide planning or infrastructure support.

Community engagement is also important. Listening to concerns, explaining how a project will operate, incorporating legitimate feedback and demonstrating long-term accountability can improve projects and build community trust.

Partnerships should begin early and may include municipal, provincial and federal governments, CMHC, nonprofit housing providers, developers, philanthropic organizations and community agencies.

## **6. BUILD A PROJECT PIPELINE**

Rather than waiting until a project is ready for construction, organizations should maintain a pipeline: identify the housing need, plan, identify a site, develop the concept, complete pre-development, secure funding and financing, construct, occupy and operate.

A project pipeline allows funders and partners to contribute at the stage where their support is most useful. Organizations should also be able to clearly explain project costs, number of units, funding gaps, timelines, operating plans and how a contribution will leverage other resources.

## **7. WORKFORCE HOUSING AND COMMUNITY SUSTAINABILITY**

Housing affordability affects more than homelessness. In communities with high housing costs, it can affect employers' ability to attract and retain workers.

Affordable and attainable housing can therefore support workforce availability, local businesses, economic development, recruitment and retention, and overall community sustainability.

### **PRACTICAL MODEL FOR MUNICIPALITIES**

Municipality → Land, planning and local leadership

Government → Grants and low-cost financing

Developer → Construction and development expertise

Nonprofit housing provider → Operations and tenant services

Philanthropy → Equity, pre-development and gap funding

The objective is not for one organization to carry the entire project. Each partner contributes the resources and expertise it is best positioned to provide.

# **Parkland Regional Library System**

## **2027 Budget Restructure — Council Report Summary**

### **Purpose**

Parkland Regional Library System (PRLS) is proposing a restructuring of its reserve and capital budgeting approach. The proposal follows a request from the Board for low, medium and high budget scenarios, with the objective of strengthening reserves for future capital purchases and addressing amortization costs. PRLS staff have worked with MNP on the proposed reserve structure.

### **Current Financial Situation**

The document identifies a concerning decline in cash flow and continued decline in equity. Operating cash flow was negative in each of the three years shown:

- 2023: \$(106,648)
- 2024: \$(74,893)
- 2025: \$(162,217)

Equity declined from \$5.18 million in 2020 to \$4.43 million in 2025.

PRLS indicates that technology, amortization and capital costs have historically been funded through reserves without a corresponding actual inflow of funds. Reserve funding has largely depended on year-end surpluses, which have declined in recent years.

### **Existing Reserve Structure**

As of December 31, 2025, PRLS reported total reserves of \$1,098,035, consisting of reserves for vehicles, amortization, building, technology, contingent/consulting, and equipment/furnishings.

The document also identifies a \$66,961 shortfall in unrestricted reserves at the low-cash point of the year.

### **Proposed Restructure**

- \$60,000 — Contingent/Consulting Reserve
- \$300,000 — Technology Replacement Reserve
- \$250,000 — Facility/Building Maintenance Reserve
- \$250,000 — Capital Asset Replacement Reserve

- \$238,035 — Operating Reserve

Total proposed reserves: \$1,098,035. The proposal would also retain \$842,640 currently covered by RBC investments, with specified funds held in RBC investments and the operating reserve held in a separate high-interest account.

## **Proposed Financial Approach**

PRLS proposes establishing an Operating Reserve to protect investments and operating cash and provide funds when needed without having to cash in bonds. The proposal would also remove the separate amortization reserve, stop using the technology reserve to fund computers for member libraries, and develop a budget that more accurately reflects actual costs and planned capital purchases.

## **Council Consideration & Decision**

The proposed restructuring is intended to provide PRLS with a more sustainable reserve structure, better protect invested funds, and improve the alignment between operating costs, capital expenditures and reserve funding.

The Council motioned to accept the high budget scenario.

With the continued decline in equity and no financial “wins” given for the high budget scenario, I voted opposed. The high budget was passed

# **RCMP Services & Crime Prevention — Notes**

## **RCMP Website / Reporting**

- RCMP links on the municipality's website can provide access to integration maps and crime information/app resources.
- Report, report, report!
- 310-RCMP — non-emergency RCMP line in Alberta
- Crime Stoppers — anonymous crime reporting

## **Crime Reduction Units (CRU)**

- Focus on reducing crime through targeted enforcement and prevention.
- Rural Organized Crime Team (ROCT) — addresses organized crime affecting rural communities.

## **PROS Data Centre (PDC)**

- Provides administrative and support functions for front-line RCMP members.
- Helps reduce administrative workload for front-line officers.

## **Call Back Unit (CBU)**

- Handles non-urgent investigations.
- Reduces the workload on front-line police officers.

## **Regional Police and Crisis Teams (RPCT)**

- RCMP members work in partnership with mental-health clinicians.
- Provides a coordinated response to people experiencing mental-health or crisis situations.
- 16 teams across Alberta.

## **Strategic Analysis & Research Unit (SARU)**

- Data-driven approach to policing and crime prevention.
- Examines issues such as vulnerable people, hate crimes, and crime trends and patterns.

- Develops intelligence that can assist RCMP units and programs across the Division.

### **Crime Prevention Unit (CPL)**

- Reducing recurring incidents of property crime.
- Crime Prevention Through Environmental Design (CPTED).
- Community engagement.
- Researching and implementing crime-prevention initiatives.
- Rural Crime Watch, Citizens on Patrol, Crime Stoppers, and Alberta Community Crime Prevention Association (ACCPA).

### **Citizen-Led Community Groups**

- Steve Thackeray

### **Victim Services**

- Manager of Victim Services — Dana Overton

### **Youth Outreach**

- Works toward the prevention of youth involvement in criminal activity, including youth victimization.
- Connects and liaises with School Resource/Youth Officers, Detachments, Divisional Youth Managers, National Youth Services, and other community partners.
- Provides youth materials, resources, and presentations as needed.
- Researches, develops, and assists in implementing youth strategies, programs, and initiatives.
- Adeel Zaman — Youth Strategies Coordinator

## Reporting Crime

**Help keep our community safe by reporting crime and suspicious activity to the RCMP.**

If you are experiencing an emergency, a crime is in progress, or there is an immediate threat to life or public safety, **call 911**.

For non-emergency police matters, call **310-RCMP (7267)**.

Eligible non-emergency incidents can also be reported online through the **Alberta RCMP Online Crime Reporting** service or through the **Alberta RCMP app**, available for Apple and Android devices.

If you wish to provide information anonymously, contact **Crime Stoppers at 1-800-222-TIPS (8477)**, submit a tip online, or use the **P3 Tips app**.

### Helpful links:

- [Alberta RCMP — Report a Crime](#)
- [Online Crime Reporting](#)
- [Crime Stoppers Alberta](#)

|                                            |                                                                                                                                                                            |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Item:</b> 11.c                                                                                                                                                   |
| <b>Prepared by:</b> CAO                    | <b>Approved by:</b> CAO                                                                                                                                                    |
| <b>Report Type:</b> Information            | <b>Attachment(s):</b><br>Parkland Regional Library Board Budget 2027 & Red Deer County Enforcement Report September 2026 & FCSS Community Navigator Report September 2026. |

### 11.c Other Bodies and Organizations.

- i. Bowden & District Agricultural Society.
- ii. Bowden Grandview School Council.
- iii. CAEP.
- iv. Central Alberta Regional Waste Management Commission.
- v. Expanding Horizon's.
- vi. Mountain View Regional Waste Services Commission.
- vii. South Red Deer Regional Wastewater Commission.
- viii. Parkland Foundation Management Body.
- ix. Parkland Regional Library Board September 17<sup>th</sup> **Budget 2027.**
- x. FCSS Community Navigator Report **September 2026** & FCSS.
- xi. Bowden Friendship Centre.
- xii. Bowden Historical Society.
- xiii. Red Deer County Enforcement Report **September 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 receive and accept as information the Parkland Regional Library Board Budget 2027, the Red Deer County Enforcement Report September 2026 and the FCSS Community Navigator Report September 2026.



## Proposed BUDGET 2027

**PARKLAND REGIONAL LIBRARY SYSTEM****Proposed 2027 Budget****Salary uses current grid with step awarded**

|                                                                   |                                                         | Present          | Proposed         |
|-------------------------------------------------------------------|---------------------------------------------------------|------------------|------------------|
|                                                                   |                                                         | Budget           | Budget           |
|                                                                   |                                                         | 2026             | 2027             |
| <b>Income</b>                                                     |                                                         |                  |                  |
| 1.1                                                               | Provincial Operating Grant                              | 1,045,242        | 1,045,774        |
| 1.2                                                               | On Reserve, On Settlement Grant                         | 156,647          | 156,647          |
| 1.3                                                               | Membership Fees                                         | 2,234,174        | 2,485,636        |
| 1.4                                                               | Alberta Rural Library Services Grant                    | 452,928          | 386,652          |
| 1.5                                                               | Interest Income                                         | 50,000           | 46,000           |
| <b>TOTAL Income</b>                                               |                                                         | <b>3,938,991</b> | <b>4,120,709</b> |
| <b>Support Materials &amp; Services Direct to Libraries</b>       |                                                         |                  |                  |
| 2.1                                                               | Alberta Rural Library Services Grant                    | 452,928          | 386,652          |
| 2.2                                                               | Allotment Funds Issued to Libraries                     | 253,392          | 254,866          |
| 2.3                                                               | Computer Maint.Agree. Software licenses                 | 242,398          | 257,770          |
| 2.4                                                               | Cooperative Collection Fund                             | 25,000           | 25,000           |
| 2.5                                                               | eContent Platform fees, Subscriptions                   | 73,000           | 73,000           |
| 2.6                                                               | On Reserve, On Settlement Grant expenses                | 84,756           | 84,756           |
| 2.7                                                               | Freight                                                 | 1,200            | 1,200            |
| 2.8                                                               | Internet Connection Fees                                | 9,600            | 10,290           |
| 2.9                                                               | Library Services Tools                                  | 8,000            | 6,500            |
| 2.10                                                              | Marketing/Advocacy                                      | 20,000           | 20,000           |
| 2.11                                                              | Member Library Computers                                | 67,092           | 102,000          |
| 2.12                                                              | Outlets - Contribution to Operating                     | 600              | 600              |
| 2.13                                                              | ILL Postage for libraries                               | 2,300            | 1,950            |
| 2.14                                                              | Records purchased Cataloguing                           | 9,000            | 9,000            |
| 2.15                                                              | Supplies purchased (mylar, library supplies)            | 17,600           | 19,500           |
| 2.16                                                              | Vehicle expense                                         | 58,000           | 58,000           |
| 2.17                                                              | Workshop/Training expense                               | 16,000           | 16,000           |
| <b>PRL Circulating Collections</b>                                |                                                         |                  |                  |
| 2.18                                                              | Audio Book                                              | 5,000            | 5,000            |
| 2.19                                                              | eContent                                                | 85,000           | 90,000           |
| 2.20                                                              | Large Print                                             | 12,000           | 12,000           |
| 2.21                                                              | Programming Kits                                        | 5,000            | 5,000            |
| 2.22                                                              | Professional Development Materials (formerly reference) | 3,600            | 3,600            |
| <b>TOTAL Support Materials &amp; Services Direct to Libraries</b> |                                                         | <b>1,451,466</b> | <b>1,442,684</b> |
| <b>Cost of Services</b>                                           |                                                         |                  |                  |
| 3.1                                                               | Audit                                                   | 23,500           | 23,500           |
| 3.2                                                               | Bank expenses                                           | 1,200            | 1,000            |
| 3.3                                                               | Bank Investment Fees                                    | 4,700            | 5,000            |
| 3.4                                                               | Building-Repairs/Maintenance                            | 27,250           | 27,250           |
| 3.5                                                               | Dues/Fees/Memberships                                   | 13,000           | 13,000           |
| 3.6                                                               | Insurance                                               | 26,500           | 27,000           |
| 3.7                                                               | Janitorial/Snow removal/Outdoor maintenance expense     | 38,000           | 37,000           |
| 3.8                                                               | Photocopy                                               | 4,000            | 7,000            |
| 3.9                                                               | Salaries                                                | 1,844,451        | 1,877,500        |
| 3.10                                                              | Salaries - Employee Benefits                            | 391,024          | 390,000          |
| 3.11                                                              | Staff Development                                       | 18,000           | 18,000           |
| 3.12                                                              | Supplies/Stationery/Building                            | 21,400           | 20,275           |
| 3.13                                                              | Telephone                                               | 11,000           | 11,000           |
| 3.14                                                              | Travel                                                  | 3,500            | 3,500            |
| 3.15                                                              | Trustee expense                                         | 26,000           | 20,000           |
| 3.16                                                              | Utilities                                               | 34,000           | 34,000           |
| <b>TOTAL Cost of Services</b>                                     |                                                         | <b>2,487,525</b> | <b>2,515,025</b> |
| <b>TOTAL Expenses (library materials &amp; cost of service)</b>   |                                                         | <b>3,938,991</b> | <b>3,957,709</b> |
| <b>Capital expense</b>                                            |                                                         |                  |                  |
|                                                                   |                                                         |                  | 65,000 Van       |
|                                                                   |                                                         |                  | 60,000 HQ Comp.  |
|                                                                   |                                                         |                  | 30,000 Building  |
|                                                                   |                                                         |                  | 8,000 Equip.     |
| <b>TOTAL Capital Expense</b>                                      |                                                         |                  | <b>163,000</b>   |
| <b>AMOUNT PER CAPITA REQUISITION</b>                              |                                                         | <b>9.99</b>      | <b>11.05</b>     |

Population 224,945 times AMOUNT PER CAPITA

Pop increase of 1,774 over 2026

**Parkland Regional Library System  
Requisition Comparison for 2026 - 2027**

|                     | 2026                  |                    | 2027                  |                     | Requisition<br>change |
|---------------------|-----------------------|--------------------|-----------------------|---------------------|-----------------------|
|                     | billing<br>population | per capita<br>9.99 | billing<br>population | per capita<br>11.05 | 2026 to 2027          |
| ALIX                | 783                   | 7,822.17           | 783                   | 8,652.15            | 829.98                |
| ALLIANCE            | 166                   | 1,658.34           | 166                   | 1,834.30            | 175.96                |
| AMISK               | 219                   | 2,187.81           | 219                   | 2,419.95            | 232.14                |
| BASHAW              | 848                   | 8,471.52           | 848                   | 9,370.40            | 898.88                |
| BAWLF               | 412                   | 4,115.88           | 412                   | 4,552.60            | 436.72                |
| BENTLEY             | 1,042                 | 10,409.58          | 1,042                 | 11,514.10           | 1,104.52              |
| BIG VALLEY          | 331                   | 3,306.69           | 331                   | 3,657.55            | 350.86                |
| BIRCHCLIFF SV       | 211                   | 2,107.89           | 211                   | 2,331.55            | 223.66                |
| BITTERN LAKE        | 216                   | 2,157.84           | 216                   | 2,386.80            | 228.96                |
| BLACKFALDS          | 11,415                | 114,035.85         | 11,415                | 126,135.75          | 12,099.90             |
| BOWDEN              | 1,280                 | 12,787.20          | 1,280                 | 14,144.00           | 1,356.80              |
| CAMROSE             | 18,772                | 187,532.28         | 19,984                | 220,823.20          | 33,290.92             |
| CAMROSE COUNTY      | 8,504                 | 84,954.96          | 8,504                 | 93,969.20           | 9,014.24              |
| CARSTAIRS           | 5,313                 | 53,076.87          | 5,313                 | 58,708.65           | 5,631.78              |
| CASTOR              | 803                   | 8,021.97           | 803                   | 8,873.15            | 851.18                |
| CLEARWATER M D      | 11,865                | 118,531.35         | 12,335                | 136,301.75          | 17,770.40             |
| CLIVE               | 775                   | 7,742.25           | 775                   | 8,563.75            | 821.50                |
| CORONATION          | 868                   | 8,671.32           | 868                   | 9,591.40            | 920.08                |
| CREMONA             | 437                   | 4,365.63           | 437                   | 4,828.85            | 463.22                |
| CZAR                | 248                   | 2,477.52           | 248                   | 2,740.40            | 262.88                |
| DAYSLAND            | 789                   | 7,882.11           | 789                   | 8,718.45            | 836.34                |
| DELBURNE            | 919                   | 9,180.81           | 919                   | 10,154.95           | 974.14                |
| DIDSBURY            | 5,070                 | 50,649.30          | 5,070                 | 56,023.50           | 5,374.20              |
| DONALDA             | 226                   | 2,257.74           | 226                   | 2,497.30            | 239.56                |
| ECKVILLE            | 1,014                 | 10,129.86          | 1,014                 | 11,204.70           | 1,074.84              |
| EDBERG              | 126                   | 1,258.74           | 126                   | 1,392.30            | 133.56                |
| ELNORA              | 288                   | 2,877.12           | 288                   | 3,182.40            | 305.28                |
| FLAGSTAFF COUNTY    | 3,660                 | 36,563.40          | 3,660                 | 40,443.00           | 3,879.60              |
| FORESTBURG          | 807                   | 8,061.93           | 807                   | 8,917.35            | 855.42                |
| GULL LAKE           | 226                   | 2,257.74           | 226                   | 2,497.30            | 239.56                |
| HALF MOON BAY SV    | 65                    | 649.35             | 65                    | 718.25              | 68.90                 |
| HARDISTY            | 548                   | 5,474.52           | 548                   | 6,055.40            | 580.88                |
| HAY LAKES           | 456                   | 4,555.44           | 456                   | 5,038.80            | 483.36                |
| HEISLER             | 135                   | 1,348.65           | 135                   | 1,491.75            | 143.10                |
| HUGHENDEN           | 213                   | 2,127.87           | 213                   | 2,353.65            | 225.78                |
| INNISFAIL           | 7,985                 | 79,770.15          | 7,985                 | 88,234.25           | 8,464.10              |
| JARVIS BAY SV       | 213                   | 2,127.87           | 213                   | 2,353.65            | 225.78                |
| KILLAM              | 918                   | 9,170.82           | 918                   | 10,143.90           | 973.08                |
| LACOMBE             | 14,258                | 142,437.42         | 14,258                | 157,550.90          | 15,113.48             |
| LACOMBE COUNTY      | 10,283                | 102,727.17         | 10,283                | 113,627.15          | 10,899.98             |
| LOUGHEED            | 225                   | 2,247.75           | 225                   | 2,486.25            | 238.50                |
| MOUNTAIN VIEW COUNT | 12,981                | 129,680.19         | 12,981                | 143,440.05          | 13,759.86             |
| NORGLIWOLD SV       | 306                   | 3,056.94           | 306                   | 3,381.30            | 324.36                |
| OLDS                | 9,209                 | 91,997.91          | 9,209                 | 101,759.45          | 9,761.54              |
| PAINT EARTH COUNTY  | 1,990                 | 19,880.10          | 2,082                 | 23,006.10           | 3,126.00              |
| PARKLAND BEACH SV   | 168                   | 1,678.32           | 168                   | 1,856.40            | 178.08                |
| PENHOLD             | 3,484                 | 34,805.16          | 3,484                 | 38,498.20           | 3,693.04              |
| PONOKA              | 7,331                 | 73,236.69          | 7,331                 | 81,007.55           | 7,770.86              |
| PONOKA COUNTY       | 9,998                 | 99,880.02          | 9,998                 | 110,477.90          | 10,597.88             |
| PROVOST             | 1,900                 | 18,981.00          | 1,900                 | 20,995.00           | 2,014.00              |
| PROVOST MD          | 2,071                 | 20,689.29          | 2,071                 | 22,884.55           | 2,195.26              |
| RED DEER COUNTY     | 19,933                | 199,130.67         | 19,933                | 220,259.65          | 21,128.98             |
| RIMBEY              | 2,470                 | 24,675.30          | 2,470                 | 27,293.50           | 2,618.20              |
| ROCHON SANDS SV     | 97                    | 969.03             | 97                    | 1,071.85            | 102.82                |
| ROCKY               | 6,765                 | 67,582.35          | 6,765                 | 74,753.25           | 7,170.90              |
| ROSALIND            | 162                   | 1,618.38           | 162                   | 1,790.10            | 171.72                |
| SEDGEWICK           | 761                   | 7,602.39           | 761                   | 8,409.05            | 806.66                |
| STETTLER            | 5,695                 | 56,893.05          | 5,695                 | 62,929.75           | 6,036.70              |
| STETTLER COUNTY     | 5,666                 | 56,603.34          | 5,666                 | 62,609.30           | 6,005.96              |
| SUNBREAKER COVE SV  | 131                   | 1,308.69           | 131                   | 1,447.55            | 138.86                |
| SUNDRE              | 2,672                 | 26,693.28          | 2,672                 | 29,525.60           | 2,832.32              |
| SYLVAN LAKE         | 16,275                | 162,587.25         | 16,275                | 179,838.75          | 17,251.50             |
| WHITE SANDS         | 174                   | 1,738.26           | 174                   | 1,922.70            | 184.44                |
|                     | 223,171               | 2,229,478.29       | 224,945               | 2,485,642.25        | 256,163.96            |



# PRLS BOARD TALK

## Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 17, 2026

### 2027 Budget

The board approved the draft 2027 budget. At the May board meeting the board asked staff to bring three budgets back to the board at their September meeting. The first budget had no change in the per capita rate (for information only). Budget scenario 1 was made in the manner of Parkland budgets for the last 30 years (\$10.18). In this scenario, the requisition did not take into account collecting revenue to cover capital purchases. Budget scenario 2 was the same as budget scenario 1 with additions for capital purchases. (\$11.05).

Some points to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by \$1.06. This is primarily to allow the inclusion of actual capital required for maintaining current service structure.
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase.
- Computer Software License costs are increasing
- Internet Connection fees have increased slightly
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand

- The Member Library Computer line was changed to the actual cost of the computers needed for member libraries

Provincial grants amount to approximately 38.6% of PRLS' total income.

### Revised Approach to Capital Purchases

If Parkland doesn't do some financial preventative maintenance now, it will become less financially stable over time. Parkland is always within its budget for providing services and would post a surplus if it did not have to account for the depreciation of capital purchases. In the past, (because of policy) Parkland has not had the ability to include capital expenditures in the budget, except in the budget supplement which permitted staff to pull required funds from reserves. This is unsustainable – we can no longer afford to fund capital purchases (vans, computers, etc.) simply by using surpluses achieved in previous years. The situation, if it is allowed to continue, would be dire; staff want the board to be aware of and address the problem before it becomes catastrophic.

As presented at the board meeting, a three-pronged approach will correct Parkland's direction:

1. A realigning of the actual reserves that are held within Parkland's bond portfolio
2. The ability to create a separate reserve that is accessible and not locked in the form of bonds
3. A \$1.06 increase in the budget to allow Parkland to save for expected capital purchases

Staff believe that the proposed increase is modest given what it will achieve. Staff will continue in their constant quest to evaluate efficiencies in procedures; allowing Parkland to continue to be able to provide outstanding service in the face of ever-increasing costs.

### Licensing Costs for Microsoft

Since 2011, Parkland has maintained an agreement with Microsoft for the licensing of various software throughout the region. This year, we were informed that Parkland no longer qualifies under the existing agreement and that we must move toward a new agreement with different terms.

The renewal cost quoted was four times what we are currently paying. As a result, Parkland had no choice but to make changes to computer software throughout the region.

With the new agreement, Parkland's licensing fee will exceed \$58,800 despite the reduction of licenses.

## Parkland Website Project

Sitecore is the software platform Parkland's website is based on. This year, we received a new agreement with a significant increase to our licensing fee.

Tim Spark, Parkland's Manager of Technology Infrastructure, negotiated the cost down, however, due to Sitecore's 5% planned increase per year, compounded, Parkland is currently exploring different website platforms.

After some discussion, the board decided to wait until after Parkland has the chance to discuss the issue with member libraries to get an idea of their priorities and will revisit the issue at the November board meeting.

## CAP Libraries – New Libraries Regulation

A number of communications sent to all library boards by the Government of Alberta related to Bill 28 and the recent changes to the Alberta Libraries Act and Regulation.

There were two letters from the Coalition of Alberta Public Libraries (CAP) signed by Parkland Board Chair Barb Gilliat seeking clarification on a number of issues related to the new legislation. Gilliat's letter received an email response from Dan Williams, and a letter sent to Assistant Deputy Minister Ethan Baynes received a written response. As a result of the letter to Baynes, he invited the members of the CAP Steering Committee to a meeting on July 22<sup>nd</sup> by Zoom.

Subsequent to the meeting with the Assistant Deputy Minister, a meeting representing members of the broader public library community was held on July 30<sup>th</sup>. At the meeting, five working groups were established:

- **Principles to guide policy framework**
- **Policy framework for implementation**
- **Identify restricted works**
- **Manage restricted works**
- **Customer communications**

These groups are to work on those mechanisms for compliance with the legislation by January first. Parkland's Director sat on the first group "Principles to guide policy framework".

In addition to the passing of the changes to the Libraries Act and Regulation, the government indicated that operational guidelines will be provided to assist library boards obtain compliance with the new legislation, which was released on September 22<sup>nd</sup> and forwarded to libraries and their boards.

## News from Trustees

**Penhold & District Public Library** has a new library manager and would like to thank those that came to say goodbye to their now retired manager, Myra Binnendyk.

**Elnora Public Library** will start construction on a new building next month. The building will house the village office and the library. Big thanks to Tim Spark at Parkland for helping move the SuperNet.

## 2026 Board Survey

The Parkland board evaluated itself with three survey questions:

**Do you believe you have a good understanding of Parkland's role and services?** 30 out of 32 people said yes.

**By the end of a board meeting, do you believe you have received the information you need to be able to speak to council about what transpired?** 26 out of 32 people said yes.

**Would you willingly come back to serve another year on the Parkland Board?** 28 out of 32 said yes.



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

October 1, 2026

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

Sent Via Email to: [cfo@bowden.ca](mailto:cfo@bowden.ca)

Attention: Chief Administrative Officer

Dear Sir/Madam:

**Re: September 2026 Enforcement Contract**

Please be advised for the month of September, Red Deer County Patrol Officers spent 10 hours and 4 minutes in the Town of Bowden.

3 tickets were issued during patrols in September conducted between 0600-2100:

- Operate Uninsured Motor Vehicle
- Drive While Unauthorized
- Unregistered Motor Vehicle/Trailer

There were no occurrences generated during the month of September.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Irv Heide', with a stylized flourish at the end.

Irv Heide  
Patrol Manager  
Red Deer County, Protective Services

## FCSS Community Navigator Report September 2026

### Community

#### **Community Garden**

September was a quiet month for FCSS in the garden. We followed up with a few gardeners that needed weeding reminders and began fall harvest. The garden closes for the season on Thanksgiving weekend. We will be concentrating on preparing the garden for fall, winterizing the rain totes and cleaning up the space.

#### **2026 Community Showcase Night & BBQ**

- 45 vendor tables!
- Fire Truck,
- BBQ by FOG,
- 2027 Grad Bottle Drive,
- BGS Student Council youth,
- Giant Games area,
- Olympia on display,
- Grads helping with hauling vendor items, handing out popcorn and supervising the Giant Games area.
- It is estimated that we had easily **200 – 250+** attendees at the event. Although I don't have final numbers from BBQ served, we had 140 people alone enter for the FCSS door prizes. Event feedback was positive.
- Thank you to the members of Council & Administration that participated with its table at the event.
- Thank you to Kole & Steve from Public Works for its partnership & help with hauling nearly 50 tables and 100 chairs to and from the Ag Society and the Blackstone Grill to the Igloo at the last minute.
- Thank you to Annette & Cody for hosting our event in the Igloo, and for the time they spent ensuring that all the details were in place. The Igloo was spotless, and Annette participated in the evening with the Olympia ice machine on display and info table for the Igloo events. They also helped to haul the tables & chairs.

#### **Mountain View Emergency Shelter Society at Park Place**

- MVESS continues to host its regular drop-in services at Park Place on the first Wednesday of each month, started September 2.
- The "Safety Planning" session scheduled here for Sept. 22 was postponed and has been rescheduled for Thursday, Nov. 19 from 2:30 to 4:30 pm. Advertisements are already circulating on socials and will go out around town.
- FCSS wrote a letter of support for MVESS in its application for 2 grants including:
  - **Emergency Family Violence Services Grant Program – Individual Organizations Grant**
  - **CIP Organizational Development**

## **Bowden Pioneer Museum & Historical Society**

- FCSS attended the Sept. 29 board meeting at the Museum in support of an “Aging In Place” presentation given by Apryl Webb of Healthy Aging Alberta. Apryl spoke on the importance of social interaction for older adults and how it is a major determinante of health.
- The Historical Society is hosting “The Day the Bowden School Burned Down” The Video on Tuesday, Oct. 13<sup>th</sup> at 6:30pm at the museum. Video Footage of the fire taken March 1957 will be shown.
- FCSS & Angela Wilson, Museum Curator, have been working together on programs in our community. We are excited that she will be offering a Seniors Drop-in Coffee starting on Wednesday, Oct. 21<sup>st</sup>. from 2-4pm at the Pioneer Museum.

## **Food Security Supports**

### **The Good Food Box**

The September order was smaller. Sponsorship funding provided in 2025 for 3 families was used up. However, it still included 15 boxes, with 2 sponsored & 2 donation boxes and one delivery.

## **SENIORS**

### **Tech Time**

Tech Time with Henday Association started Sept. at Park Place. FCSS & 2 Henday staff welcomed 4 drop-ins with their devices. We have several regular participants who use the program.

### **Golden Circle Outreach Bowden**

Haley from the Golden Circle has received good attendance for its Outreach sessions. The Sept. dates brought 7 older adults & seniors into Park Place for assistance through the program.

## **YOUTH**

### **Youth Empowerment Supports (YES) & FCSS**

- Jade & Ireland met in September to plan its partnership activities to the end of 2026.
- October we will host “DIY Desk Upgrades” for Gr. 4,5,6 (Oct. 5 & 26) Modge podge clip boards and design your own pencil case are the projects that we will tackle.
- November has 2 programs:
  - “Busy Board Building” sensory learning for Gr. 3/4 (Nov. 2 & 9)
  - “Treat Yourself” youth in the kitchen for Gr. 6 to 8. (Nov. 16, 23 & 30). We will be creating “Simmer Pot Jars”, Mini Charcuterie Boards & Mini Pies over the 3 week course.
- December 16, we host the entire school K-12 in the YES room with “Festive Factory”. Classes book time to come in throughout the day and make ornaments/cards, drink hot chocolate & take fun pics at our photo booth.

## **Youth HQ/Red Deer BGC**

- Shae Kivlehan from BGC reached out to FCSS to get Bowden Keystone back in Park Place for its 2026/27 school season on Monday nights from 6:30 – 8:30 starting Nov. 9<sup>th</sup>.
- Youth HQ will be taking registered Bowden Keystone Youth to the Zed Haunted house on October 19<sup>th</sup>. Bus leaves Park Place at 5:00pm.

## **MISC**

### **AHS Mental Health Group**

Met at Park Place on Sept. 15 & 29 for its regular meetings. Members of the group painted Terra Cotta planters then planted Spider Plants in each one to take home. The group has around 10-12 participants most times.

### **FCSSAA Conference**

FCSS has registered for the annual FCSSAA Conference held in Nov. in Edmonton. This is an important opportunity to network and to explore what other FCSS across Alberta are offering for its programs & initiatives.

### **Social Media**

FCSS continues to work to increase its online presence. In September, our posts reached 22,898 views and saw an uptake of 91% in follows. Taking time to schedule posts minimizes the amount of time spent to advertise while reaching a broad engagement. We share many local Bowden & Area groups and non-profit organizations ads to help promote our community partners for their success in programs & events.

## **Park Place**

### **September Users**

- Golden Circle
- Henday Association for Lifelong Learning
- Community Volunteer Income Tax Program
- AHS Mental Health
- Mountain View Emergency Shelter Society
- Bowden Skating Club
- Bowden Lions Club
- Good Food Box Program
- South Red Deer Regional Wastewater Commission
- Bowden Town Theatre Group



## Closed Session

|                                            |                                                              |
|--------------------------------------------|--------------------------------------------------------------|
| <b>Regular Council Meeting:</b> 2026-10-13 | <b>Agenda Items:</b> 12.a                                    |
| <b>Prepared by:</b> CAO                    | <b>Approved by:</b> Mayor                                    |
| <b>Report Type:</b> RFD                    | <b>Attachment(s):</b><br>Beauty of Bowden Photo Contest 2026 |

### 12.a CLOSED Session of Council: Announce Winner of Beauty of Bowden Photo Contest.

#### Recommended Motion(s):

##### **Motion 12.a (i)**

MOVED by Councillor \_\_\_\_\_ that Council moves into closed session at \_\_\_\_\_ PM pursuant to section 197 of the Municipal Government Act to discuss personal information of identifiable individuals and is subject to the personal privacy exception under Alberta's access and privacy legislation.

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

MOVED by Councillor \_\_\_\_\_ that Council returns to open session at \_\_\_\_\_ PM.

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

MOVED by Councillor \_\_\_\_\_ that Council announce \_\_\_\_\_ as the Winner of the Beauty of Bowden Photo Contest and the Mayor deliver the swag bag prize.