

**Town of Bowden - Regular Council Meeting**  
**AGENDA**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday 23 June 2025, 7:00pm.**

- 1. CALL TO ORDER**
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**  
3.a June 9, 2025, Regular Council Meeting.
- 4. PUBLIC HEARING**  
None scheduled.
- 5. DELEGATION**  
5.a Devin Dreesen MLA - Minister of Transportation and Economic Corridors.  
5.b Acting S/Sgt Jamie Day, Detachment Commander, Olds RCMP.
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**  
6.a Council Resolutions Follow Up Action.  
6.b Key Dates.
- 7. BYLAWS & POLICIES**  
No agenda item.
- 8. NEW BUSINESS**  
8.a Library Board Appointments.  
8.b Access to Information Act & Regulation.  
8.c Level of Service Engagement – Fire Services.  
8.d Alberta Government Real Property Governance - Schools.  
8.e Fortis Alberta AMI Program.  
8.f Subdivision & Development Appeal Board Hearing – Administration Report.  
8.g MGA Change – Role of the Chief Administrative Officer.
- 9. FINANCIAL**  
No agenda item
- 10. CORRESPONDENCE**  
10.a Fuzail Beriwal  
Request for Amendment of the RDC / Town of Bowden Intermunicipal Development Plan
- 11. REPORTS**  
11.a CAO's Report.  
11.b Council Committee Reports.  
11.c Society & Other Reports.
- 12. MEETING ADJOURNMENT**



**Town of Bowden – Regular Council Meeting  
held on Monday June 9, 2025  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

Mayor Robb Stuart called the meeting to order at 7:00pm.

**PRESENT**

Mayor  
Councillor  
Councillor  
Councillor  
Councillor  
Councillor  
Councillor

Robb Stuart  
Paul Webb  
Deb Coombes  
Randy Brown  
Sandy Gamble  
Marie Flowers  
Wayne Milaney

**ADMINISTRATION    CAO**

Arno Glover

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

**Motion 2.a**

Moved by Councillor Randy Brown that Council adopts the agenda as presented.

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Sandy Gamble that Council adopts the minutes of the Regular Council Meeting of May 26, 2025, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There was no public hearing.

**5. DELEGATION**

There was no delegation.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Agenda item 6.a Council Resolutions Requiring Follow Up Action**

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

**Motion 6.a**

Moved by Councillor Deb Coombes that Council accepts agenda item 6.a as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.b Key Dates**

Administration provided Council with forthcoming key dates.

**Motion 6.b**

Moved by Councillor Sandy Gamble that Council accepts agenda item 6.b as information.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES****Agenda item 7.a Municipal Emergency Management Bylaw 06 / 2025**

Administration submitted a revised emergency management bylaw to remove the provision set out in schedule A of the bylaw that stated that the Director of Emergency Management is the Chief Administrative Officer.

In the revised bylaw the Director of Emergency Management is appointed by Council resolution.

Other amendments were introduced to bring the bylaw up to date as a process of continuous review of completeness and relevancy to ensure that the bylaw remains appropriate and meaningful.

**Motion 7.a.i** by Councillor Randy Brown that Council give first reading to Municipal Emergency Management Bylaw 06 / 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.a.ii** by Councillor Paul Webb that Council give second reading to Municipal Emergency Management Bylaw 06 / 2025

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.a.iii** by Councillor Sandy Gamble that Council unanimously give consideration to a third reading of Municipal Emergency Management Bylaw 06 / 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.a.iv** by Councillor Deb Coombes that Council give third and final reading to Municipal Emergency Management Bylaw 06 / 2025.

**MOTION CARRIED UNANIMOUSLY**

Municipal Emergency Management Bylaw 06 / 2025 received third reading of Council and was passed accordingly.

**8. NEW BUSINESS****Agenda item 8.a Library Board Appointments**

The Bowden Public Library Board has requested that Council approve by resolution the reappointment of the following members to the board.

Shawna MacDonald  
Justina Klassen-Fehr

**Motion 8.a**

Moved by Councillor Deb Coombes that Council approves the appointment of Shawna MacDonald and Justina Klassen-Fehr for a 2-year term effective November 1, 2025 until October 31, 2027.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.b Bowden Pioneer Museum Canada Day Celebration**

The Bowden Pioneer Museum submitted details of an event that is being held at the Bowden Pioneer Museum on July 1, Canada Day.

**Motion 8.b**

Moved by Councillor Paul Webb that Council accepts agenda item 8.b as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.c Municipal Election 2025 Update**

The Returning Officer submitted a notice received from Municipal Affairs with regard to a new requirement made in the Election Statutes Amendment Act 2025 regarding Pre-Election Disclosures.

Further election information was submitted as provided by the Alberta Government.

**Motion 8.c**

Moved by Councillor Paul Webb Brown that Council accepts agenda item 8.c as information.

**MOTION CARRIED UNANIMOUSLY**

**9. FINANCIAL**

There was no agenda item.

**10. CORRESPONDENCE****Agenda item 10.a Red Deer County Protective Services May Report**

Council reviewed the submitted item of correspondence.

**Motion 10.a**

Moved by Councillor Randy Brown that Council accepts the submitted item of correspondence as information.

**MOTION CARRIED UNANIMOUSLY**

**11. REPORTS****Agenda item 11.a CAO's Report**

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

**Motion 11.a**

Moved by Councillor Deb Coombes that Council accepts the submitted CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 11.b Council Committee Reports**

- i. Bowden Public Library Report (Meeting Minutes May 28, 2025).

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

- i. Parkland Regional Library System (Quick Facts Year 2024)
- ii. Bowden Grandview School Council (Meeting May 20, 2025)
- iii. Parkland Foundation (Business Plan & Report)
- iv. Red Deer & District FCSS Report (May – June 2025)
- v. Central Alberta Regional Waste Management Commission Reports
- vi. Alberta Counsel News (June, 2025)

**Motion 11.c**

Moved by Councillor Paul Webb that Council accepts the submitted report in Agenda item 11.b and the submitted reports in agenda item 11.c as information.

**MOTION CARRIED UNANIMOUSLY**

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**Mayor Robb Stuart called for a brief recess at 8:09 p.m.**

**Mayor Robb Stuart called the meeting back to order at 8:15 p.m.**

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Mayor Robb Stuart requested that Council move into closed session.

**12. CLOSED SESSION OF COUNCIL**

**Agenda item 12.a Personnel (Confidential). CLOSED SESSION**

*Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 "is deemed to be privileged information".*

**Motion 12.a**

Moved by Councillor Paul Webb at 8:16 p.m. that Council moves to an "in-camera" session as per section 27 of the FOIP Act.

**MOTION CARRIED UNANIMOUSLY**

**Motion 12.b**

Moved by Councillor Randy Brown at 8:50 p.m. that Council return to an "open meeting" of Council.

**MOTION CARRIED UNANIMOUSLY**

There was no motion made with regard to Agenda Item 12.a

**13. MEETING ADJOURNMENT****Motion 13.a**

Moved by Councillor Marie Flowers at 8:52 pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting adjourned.**

**Minutes signed by:**

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**Mayor  
Robb Stuart**

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**CAO  
Arno Glover**

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 5.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Mandate issued to Minister of Transportation & Economic Corridors 2 Quarterly Community Policing Reports January 1, 2025 to March 31, 2025.

## 5.a. Delegations

### 5.a.i Devin Dreeshen MLA – Minister of Transportation & Economic Corridors

Council is provided the opportunity to meet the Minister.

Attached is the mandate issued to the Minister of Transportation & Economic Corridors by the Premier of Alberta – this is for information only.

### 5.a.ii Acting S/Sgt Jamie Day - Detachment Commander Olds RCMP

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





Premier of Alberta

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

July 11, 2023

The Honourable Devin Dreesen  
Minister of Transportation and Economic Corridors

Dear Minister:

I want to thank you for your service to this government, and for your continued service as Minister of Transportation and Economic Corridors.

Our Cabinet is made up of talented, diverse, and experienced leaders and I am proud to share with you our responsibility to fulfill the mandate given to us by Albertans. We all love this beautiful province and want the best for our families and our future. Over the next four years, we will take clear and decisive action to grow and diversify our economy while ensuring our health, education and other core social programs are world class.

I have full confidence that our team will build on our solid foundation of stability, informed decision-making, and good governance to improve the lives of Albertans and help our province realize its potential.

Our province requires world-class transportation networks, infrastructure and economic corridors to grow our economy, improve Albertans' quality of life and attract the best and brightest from around the world.

Under your leadership as Minister of Transportation and Economic Corridors, I expect you to work closely with your Cabinet and Caucus colleagues and the public service through the committee, Cabinet and legislative processes to deliver on our election platform commitments, including taking the lead in finalizing a provincial investment of up to \$300 million for road and bridge construction, LRT connection, site utilities, site reclamation and other supportive infrastructure to support the development of the new Calgary arena and entertainment district.

This should include a partnership with the city, with an additional contribution of up to \$30 million, to build a new 1,000-seat community arena neighbouring the main arena that will serve youth and amateur hockey.

In addition, I expect you to work on several ongoing and new initiatives to develop Alberta's transportation infrastructure and economic corridors, including:

- Expanding and improving major highways and roadways in the greater Edmonton and Calgary areas, including the Anthony Henday Drive and Deerfoot Trail.
- Developing an integrated water program that facilitates increased water treatment and distribution for residential, industrial and agricultural water use across Alberta.



## Premier of Alberta

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- Focusing on expanding economic corridors across the province and country to increase employment, economic growth and non-renewable resource revenue for Albertans. This should include working to secure corridor agreements with provincial, territorial, and Indigenous partners to Hudson Bay, the Pacific and the Arctic. Also, to improve Highway 686 to better connect Alberta's northwestern and northeastern economic regions.
- Working through the Alberta, Saskatchewan and Manitoba Memorandum of Understanding (MOU), to prioritize interprovincial infrastructure projects and to align regulation with a view towards a more prosperous transportation and logistics industry. In addition, work should include expanding economic corridor MOUs to include British Columbia and territorial partners.
- As lead, collaborating with the President of Treasury Board and Minister of Finance to explore cost-sharing arrangements with the private sector and/or municipalities that support economic investment in Alberta's transportation network, including public transit, heavy rail and bridge infrastructure that better connects the Calgary and Edmonton airports to their downtowns, regional communities to Calgary and Edmonton, and Calgary to the province's Rocky Mountains parks system. This must initially include completing the Blue Line link to the Calgary airport.
- Examining the feasibility of a province-led Metrolinx-like model for commuter rail service using heavy rail on the Canadian Pacific rail line from Airdrie to Okotoks and the Edmonton International Airport to downtown Edmonton, with a view to developing a commuter rail system that can expand as Alberta grows. Part of the feasibility study should include the use of hydrogen-powered trains.
- Building a safer transportation system and a more efficient network in Alberta that embraces technology and innovative products and reduces the regulatory burden on commercial carriers, drivers and other users.
- As lead, working with the Minister of Jobs, Economy and Trade to facilitate the growth and development of Alberta's airports, with special attention to regional airports (i.e., Grande Prairie, Fort McMurray, Lethbridge and Medicine Hat) that can help Albertans connect themselves and their goods to major international airports and increase Alberta's economic competitiveness.
- Collaborating with the Minister of Indigenous Relations to explore ways to work with Indigenous and Métis people for transportation-related prosperity-sharing, water management, emergency mitigation and recovery.
- As lead, working with the Minister of Indigenous Relations to implement the First Nations Regional Drinking Water Tie-In Program.
- In cooperation with the Minister of Infrastructure, accelerating priority infrastructure investments identified by Cabinet and Caucus.





Premier of Alberta

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- Working with the Minister of Jobs, Economy and Trade, assist in designing a ministry-specific job-attraction strategy to raise the awareness of young Albertans (aged 16 to 24), and adults changing careers, of the skilled trades and professions available in each economic sector, including pathways for education, apprenticeship, and training.
- Working with municipalities to assess and improve strategic bridge infrastructure.

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

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

Together with you and our Caucus and Cabinet colleagues, I look forward to serving all Albertans to ensure our province remains one of the best places on earth to live, work and raise a family.

Thank you,

A handwritten signature in black ink, reading "Danielle Smith". The signature is written in a cursive, flowing style.

Danielle Smith  
Premier of Alberta



May 13, 2025

Robb Stuart  
Mayor  
Bowden, AB

Dear Mayor Stuart,

Please find attached the quarterly Community Policing Report covering the period from January 1<sup>st</sup> to March 31<sup>th</sup>, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Olds RCMP Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

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

Best regards,

Acting S/Sgt. Jamie Day  
Detachment Commander  
Olds RCMP



# RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Olds

**Detachment Commander**

Acting S/Sgt. Jamie Day

**Report Date**

March 31, 2025

**Fiscal Year**

2024-25

**Quarter**

Q4 (January - March)

### Community Priorities

**Priority #1: Property - Theft**

**Updates and Comments:**

Enforcement activities with and without Joint Force Operations with District Rural Crime Reduction Unit towards Curfew & Compliance Checks, Warrant Round Ups, Drug Enforcement projects, and Stolen Property projects met target.

**Priority #2: Police / Community Relations - Police Visibility**

**Updates and Comments:**

Community events, presentations, and school visits for the purpose of enhancing public confidence and community safety throughout the year met target.

**Priority #3: Violence - Violence in Relationships**

**Updates and Comments:**

Number of workshops and related community events within the Detachment area specifically focused on awareness and education of issues linked to domestic violence and mental health met target.





ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

**Priority #4: Traffic - Safety (motor vehicles, roads)****Updates and Comments:**

Number of enforcement initiatives with and without Joint Forces Operation CPO's, focusing on young drivers, enforcement of provincial traffic laws and impaired drivers met target.





## Community Consultations

### Consultation #1

**Date**

January 15, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

Crime Reduction Initiatives, Education Session, Mental Health

**Notes/Comments:**

Members delivered a fraud prevention workshop to a group of local seniors.

### Consultation #2

**Date**

February 24, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

Information Sharing

**Notes/Comments:**

Olds RCMP presented Q3 (2024/25) Municipal Policing Report to Town of Olds Mayor, Council, and administration.

### Consultation #3

**Date**

February 25, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

Information Sharing, Crime Reduction Initiatives, Annual Planning

**Notes/Comments:**

Olds, Three Hills, Beiseker and Drumheller RCMP Detachment Commanders gave annual presentation to Kneehill County Reeve, Council and Administration.







## Consultation #4

**Date**

March 6, 2025

**Meeting Type**

Town Hall

**Topics Discussed**

Information Sharing, Annual Planning, Victim Services

**Notes/Comments:**

Olds, Didsbury & Sundre Detachments held a joint Town Hall for Mountain View County (West) residents.

## Consultation #5

**Date**

March 7, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

Diversity, Annual Planning

**Notes/Comments:**

Detachment Commander attended the Mountain View and Neighbours Women in Business lunch and awards banquet.

## Consultation #6

**Date**

March 11, 2025

**Meeting Type**

Meeting with Elected Officials

**Topics Discussed**

Information Sharing, Annual Planning

**Notes/Comments:**

Detachment Commander presented the Q3 (2024/25) Provincial Policing Report to The Town of Bowden Mayor, Council and administration.



### Consultation #7

**Date**

March 19, 2025

**Meeting Type**

Community Connection

**Topics Discussed**

Education Session, Property Crime, Mental Health

**Notes/Comments:**

Detachment Commander provided a fraud prevention and internet safety workshop to the Special Family Voices society at the Nazarene Church.

### Consultation #8

**Date**

March 21, 2025

**Meeting Type**

Meeting with Stakeholders

**Topics Discussed**

Annual Planning, Information Sharing, Crime Reduction Initiatives

**Notes/Comments:**

Detachment Commander and Crime Reduction Unit member attended the Olds & District Rural Crime Watch Annual General Meeting in support of their continuing efforts.





### Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	5	4	1	1
Detachment Support	2	2	0	0

**Notes:**

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

**Comments:**

Police Officers: Of the five established positions, four officers are currently working. There is one officer on Leave without Pay and the position has been backfilled to ensure coverage. There is one hard vacancy at this time.



























Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is no hard vacancy at this time.



**Olds Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2021 - 2025**

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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	1	0	0	0	-100%	N/A	-0.3
Robbery		1	0	0	0	0	-100%	N/A	-0.2
Sexual Assaults		2	5	2	1	0	-100%	-100%	-0.8
Other Sexual Offences		0	6	0	0	0	N/A	N/A	-0.6
Assault		6	14	4	7	2	-67%	-71%	-1.5
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		1	2	3	2	1	0%	-50%	0.0
Uttering Threats		5	5	2	3	0	-100%	-100%	-1.2
<b>TOTAL PERSONS</b>		<b>16</b>	<b>33</b>	<b>11</b>	<b>13</b>	<b>4</b>	<b>-75%</b>	<b>-69%</b>	<b>-4.4</b>
Break & Enter		10	12	12	3	0	-100%	-100%	-2.9
Theft of Motor Vehicle		5	4	4	2	3	-40%	50%	-0.6
Theft Over \$5,000		9	0	2	0	2	-78%	N/A	-1.4
Theft Under \$5,000		22	20	10	5	4	-82%	-20%	-5.1
Possn Stn Goods		4	11	3	1	1	-75%	0%	-1.6
Fraud		9	6	7	6	2	-78%	-67%	-1.4
Arson		1	2	0	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		24	18	5	3	2	-92%	-33%	-5.9
Mischief - Other		5	4	4	2	1	-80%	-50%	-1.0
<b>TOTAL PROPERTY</b>		<b>89</b>	<b>77</b>	<b>47</b>	<b>22</b>	<b>15</b>	<b>-83%</b>	<b>-32%</b>	<b>-20.3</b>
Offensive Weapons		3	5	2	0	0	-100%	N/A	-1.1
Disturbing the peace		5	1	2	1	1	-80%	0%	-0.8
Fall to Comply & Breaches		7	2	0	1	2	-71%	100%	-1.1
<b>OTHER CRIMINAL CODE</b>		<b>3</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>-33%</b>	<b>0%</b>	<b>-0.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>18</b>	<b>14</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>-72%</b>	<b>25%</b>	<b>-3.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>123</b>	<b>124</b>	<b>63</b>	<b>39</b>	<b>24</b>	<b>-80%</b>	<b>-38%</b>	<b>-28.3</b>



## Olds Provincial Detachment Crime Statistics (Actual) January to March: 2021 - 2025

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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	2	0	0	0	N/A	N/A	-0.2
Drug Enforcement - Trafficking		0	0	3	1	0	N/A	-100%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		0	2	3	1	0	N/A	-100%	-0.1
Cannabis Enforcement		0	1	1	0	0	N/A	N/A	-0.1
Federal - General		2	0	0	2	3	50%	50%	0.4
<b>TOTAL FEDERAL</b>		2	3	4	3	3	50%	0%	0.2
Liquor Act		1	1	6	2	3	200%	50%	0.5
Cannabis Act		1	2	0	0	0	-100%	N/A	-0.4
Mental Health Act		12	6	9	5	3	-75%	-40%	-1.9
Other Provincial Stats		14	18	12	13	9	-36%	-31%	-1.5
<b>Total Provincial Stats</b>		28	27	27	20	15	-46%	-25%	-3.3
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		1	3	2	1	0	-100%	-100%	-0.4
<b>Total Municipal</b>		1	4	2	1	0	-100%	-100%	-0.5
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		4	6	6	5	3	-25%	-40%	-0.3
Property Damage MVC (Reportable)		46	86	68	70	30	-35%	-57%	-4.8
Property Damage MVC (Non Reportable)		10	27	9	22	18	80%	-18%	1.1
<b>TOTAL MVC</b>		60	119	83	98	51	-15%	-48%	-3.9
Roadside Suspension - Alcohol (Prov)		6	3	2	4	2	-67%	-50%	-0.7
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		761	521	266	374	239	-69%	-36%	-119.1
Other Traffic		1	2	2	2	0	-100%	-100%	-0.2
Criminal Code Traffic		10	11	11	8	6	-40%	-25%	-1.1
<b>Common Police Activities</b>									
False Alarms		4	3	2	2	1	-75%	-50%	-0.7
False/Abandoned 911 Call and 911 Act		7	4	4	1	4	-43%	300%	-0.9
Suspicious Person/Vehicle/Property		27	15	23	17	10	-63%	-41%	-3.2
Persons Reported Missing		2	1	3	1	0	-100%	-100%	-0.4
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		7	22	1	6	4	-43%	-33%	-2.2
Form 10 (MHA) (Reported)		2	0	0	2	0	-100%	-100%	-0.2





Collator Code : K3272

Fiscal Year: 2025 - 2026

Olds Mun Detachment

**District / Detachment Information - Renseignements sur le district ou le détachement**

Fiscal Year - Année financière: 2025 - 2026

RCMP Active Cost Centre Hierarchy

C

BATTLE RIVER DISTRICT

OLDS

Olds Municipal

Olds Mun Detachment

**Community Name(s) - Nom(s) de la(des) collectivité(s)**

1. Town of Bowden

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

**Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité**

1. Property - Theft
2. Police / Community Relations - Police Visibility
3. Violence - Violence in relationships
4. Traffic - Safety (motor vehicles, roads)

**District / Detachment Commander - Chef de district / détachement**

Acting Detachment Commander S/Sgt. Jamie Day

District / Detachment Commander

Signature - Signature

MAY 27, 2025

Date

**Community Representative - Représentant(e) de la collectivité**

Mayor Robb Stuart

Name - Nom

Signature - Signature

May 26, 2025

Date

CAO Arno Glover

Name - Nom

Signature - Signature

26 MAY 2025

Date

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 6.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Council Resolutions Follow Up 2 Munis 101 Course Schedule

Matters arising from past minutes.

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

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

With reference to the Elected Officials Orientation Training:

1

The schedule for elected officials' orientation training as provided by the Alberta Elected Officials Education Program is re submitted to Council for review.

The cost \$295.00 per delegate.

2

Alternatively, there is a Regional Orientation Session that the Town of Blackfalds is hosting on Tuesday October 28, 2025 with George Cuff. The Town of Blackfalds has confirmed that they can accommodate 8 persons from the Town of Bowden.

The anticipated cost is \$200.00 per delegate and includes a catered lunch.

Administration requests that Council provide a decision in order that confirmed reservations can be made.

**Town of Bowden**  
**COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION**  
 (new comments in red - updated 19 June 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines Municipal Services Agreement (planning services) with RDC expires 31 December 2025 ICF changes to be introduced into the MGA reference Bill 50. Current ICF expired in December 2022 – the provincial government 2-year moratorium expired in December 2024. Email sent to CAO of RDC to commence planning / discussions. No response to date. Latest MGA is now published dated May 15, 2025.	Council / CAO	progress
26 Aug 24	<b>Firehall Flag Poles</b> Motion 8.c Administration to liaise with RDC Protective Services This may form part of the future discussion on firehall building updates.	CAO	progress
10 Mar 25	<b>Elected Officials Orientation Training</b> Council requested that Administration investigate the possibility of other options for the required training. Olds Event cancelled due to lack of interest A meeting of the local Returning Officers in Innisfail may lead to a development. On Line Training (optional dates October 25 / 26 / 27) Regional Orientation Session Tuesday 28 <sup>th</sup> Oct at Town of Blackfalds	CAO	ongoing

# Munis 101

## Learn the foundations of serving on municipal council

Recent changes to the *Municipal Government Act* ([section 201.1](#)) now mandate that every municipal elected official must attend orientation training on key topics that are essential to serving on council. All new and returning municipal elected officials must complete orientation training per the following timelines after being elected:

Part A Before or on the same day as the first organizational meeting after the election	Part B Before or on the same day as the first regularly scheduled council meeting*
<ul style="list-style-type: none"> <li>▪ Role of municipalities</li> <li>▪ Municipal organization and function</li> <li>▪ Roles and responsibilities of council</li> <li>▪ Roles and responsibilities of councillors</li> <li>▪ Code of conduct</li> <li>▪ Roles and responsibilities of the CAO and staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Key municipal plans, policies and projects</li> <li>▪ Budgeting and financial administration</li> <li>▪ Public participation</li> <li>▪ Any other topic prescribed by the regulations</li> </ul> <p>*A council may pass a resolution to extend the time for Part B training by up to 90 days.</p>

**EOEP's one-day Munis 101 course meets all legislative requirements for the MGA's mandated post-election training.**

The Munis 101 course, offered through Alberta's [Elected Officials Education Program](#) (EOEP), is designed to provide the fundamental information that any new or returning municipal elected official needs to govern their community. You can pre-register your council for any of the Munis 101 courses that will be held immediately after the election and then supplement that training with information that is unique to your own organization (e.g. local plans and policies).

### Munis 101 Course Schedule in 2025 (subject to change)

Date in 2025	Day	Location	Time
September 13	Saturday	Online – Summer Villages	9:00 am – 4:00 pm
October 4	Saturday	Online – Acclaimed Councils	9:00 am – 4:00 pm
October 25	Saturday	Online	9:00 am – 4:00 pm
October 26	Sunday	Online	1:00 pm – 8:00 pm
October 27	Monday	Online	9:00 am – 4:00 pm
October 30	Thursday	Fort Saskatchewan	9:00 am – 4:00 pm
November 1	Saturday	Lethbridge	9:00 am – 4:00 pm
November 1	Saturday	Grande Prairie	9:00 am – 4:00 pm
November 14-15	Friday & Saturday	Calgary – ABmunis Convention	Friday 2:00 pm – 5:00 pm Saturday 8:00 am – 12:00 pm
November 17	Monday	Edmonton – RMA Convention	8:30 am – 4:00 pm

The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.

## Quality Content

All EOEP courses are developed using subject matter experts from the municipal sector and reviewed by Alberta Municipalities and Rural Municipalities of Alberta.

## Experienced and Independent Instructors

Take advantage of having councillors learn from independent instructors who are experienced in the municipal sector and reinforce concepts without any perception of bias. EOEP instructors represent a mix of individuals from consulting firms, law firms, and current and retired municipal staff and elected officials.

### Cost Per Person

Online: \$295 + GST  
In-Person: \$395 + GST

### What you receive

Each participant will receive a course workbook, presentation materials, and the ability to ask questions during the course.

## Other Benefits

One of the key benefits of Munis 101 is the opportunity to connect with peers from municipal councils across Alberta. This course not only provides valuable knowledge but also creates a space for networking and collaborative discussions, allowing attendees to share experiences and build relationships that will support them throughout their council term.

## Can administrators take Munis 101?

Yes! CAOs and senior administrators can benefit from taking the course to understand the concepts being taught to your council so you can be on the same page.

## Special offer for CAOs

The CAO or one senior administrator is eligible for **free registration** when you register your full council for a Munis 101 session before June 30, 2026. This offer supports stronger post-election orientation by giving administrators direct access to the course content their councils are learning

## Request to Host a Course in Your Region

If you are looking for greater flexibility in scheduling, our [Hometown EOEP](#) program gives you the option to bring expert training directly to your council at a time and location of your convenience. Choose from online or in-person delivery and you can invite neighbouring municipalities to share the experience and cost.

## Questions and to Register for Munis 101

Visit [eoep.ca](https://eoep.ca) or email [Registrar@eoep.ca](mailto:Registrar@eoep.ca).

*The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.*





## What is covered in the Munis 101 course?

Munis 101 meets all legislative requirements for mandatory post-election training by offering essential strategies and concepts for effective municipal governance.

### Role of Municipalities

- The purpose and autonomy of municipalities
- Provincial authority over municipal governments
- Introduction to the *Municipal Government Act*
- Types of municipalities and structures

### Key Plans, Policies & Projects

- Policy frameworks for service delivery
- Managing key municipal plans, policies and projects
- Introduction to planning & development processes
- Hierarchy of planning documents and structures

### Municipal Organization & Function

- The municipality's role in delivering service
- Governance structure and council proceedings
- Decision making processes
- Understanding actions of council including voting and in camera sessions

### Budgeting & Financial Administration

- Funding sources: assessment, taxation, grants and user fees
- Responsibilities of elected officials and administration in financial oversight
- Key components of municipal finances, including asset management, business plans, operating and capital budgets

### Roles & Responsibilities of Council, Councillors, CAOs, and Staff

- Roles and responsibilities of council as a whole
- Duties of individual councillors, including pecuniary interest and disqualification
- Roles and mandated duties of the CAO
- Council's role as an employer
- Understanding council/staff relationships and dynamics to promote accountability and collaboration
- Building an effective council and CAO relationship

### Public Participation

- Importance and value of public engagement to build trust and foster collaboration with residents and taxpayers
- Differences between communication and engagement
- The role of elected officials in public engagement processes

The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.

**Agenda item 6.a Council Resolutions (continued)****Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council instruct Administration to make confirmation bookings for Councillor Orientation Training on \_\_\_\_\_

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 6.b
<b>Prepared by:</b> CAO Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b>

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

### JUNE

June 23	Special Events Meeting (6:30pm Council Chambers) Regular Council Meeting (7:00pm Council Chambers)
June 25	Sub Development Appeal Board Hearing (Red Deer County 1:30pm)
June 26	Alberta Municipalities Summer Municipal Leaders Caucuses (Town of Devon) Councillor Paul Webb / CAO Arno Glover attending

### JULY

July 12	Bowden Daze Rodeo Parade
July 15	Annexation Public Hearing (9:00am by WebEx)
July 21 to 25 July 28	CAO on vacation (Council agenda to be prepared by Administration) Regular Council Meeting (7:00pm Council Chambers)

### OCTOBER

October 25 - 27 October 28	Elected Officials Education Program (online sessions 7 hours duration) Regional Orientation Session hosted by Town of Blackfalds with George Cuff
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November 12 November 14	Alberta Municipalities Convention and Trade Show (Calgary TELUS Convention Centre)
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**Hotel reservations have been made for 7 Councillors for the nights of Tuesday 11<sup>th</sup> November to Thursday 13<sup>th</sup> November (3 nights) Hyatt Regency Calgary**

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

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

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Email dated 13 June 2025 received from Ken Allan – Government of Alberta

**Content:****8.a Library Board Appointments**

With reference to the attached email received from the Library Legislative Advisor, Government of Alberta, Administration now requests that Council provide a revised resolution regarding the appointment of members to the Town of Bowden Public Library Board.

**Recommended Motion**

"Moved by Councillor \_\_\_\_\_ that Council appoints Shawna MacDonald and Justina Klassen-Fehr to the Town of Bowden Public Library Board for a 2-year term effective November 1, 2025 until October 31, 2027."

**CAO**

---

**From:** Ken Allan <Ken.Allan@gov.ab.ca>  
**Sent:** June 13, 2025 10:45 AM  
**To:** Bowden Library; CAO  
**Cc:** spud954@gmail.com  
**Subject:** RE: Town of Bowden Library Board Appointments

Hi Julie and Arno (and Shawna),

Thanks very much to you Arno and village council for your work on this motion, and to Julie for sending it along. Unfortunately, this isn't quite what we're looking for.

Motion 8.a in the June 9 council minutes says that council "approves the appointment" of Shawna MacDonald and Justina Klassen-Fehr to the library board. Library board member appointment motions should use the word "appoint", and not "approves the appointment" "accepts the appointment", or similar words. The only body that can appoint or unappoint members to a municipal library board is the municipality that formed that board by council motion. This means that only the Town of Bowden can appoint members to the Town of Bowden Library Board. Council does not "approve the appointment" of these members. It appoints them, because it's the only body that can do so.

The motion also doesn't specifically name the library board. It's also best that the motion clearly appoint the members to the library board, though this is implied from context.

A sample motion that meets these requirements might read. "Moved by Councillor [NAME] that Council appoints Shawna MacDonald and Justina Klassen-Fehr to the Town of Bowden Library Board for a 2-year term effective November 1, 2025 until October 31, 2027."

Is there some way to adjust the appointment motion for Shawna and Justina in a future council meeting? Let me know if you have any questions about this. Thanks again for your help with this matter and have a good day.

Ken A

--

**Ken Allan** (he/him)  
Library Legislative Advisor  
Public Library Services Branch  
Government of Alberta

Tel 780-641-9363  
Cell 780-292-2228  
[ken.allan@gov.ab.ca](mailto:ken.allan@gov.ab.ca)  
[www.albertalibraries.ca](http://www.albertalibraries.ca)

I respectfully acknowledge that I work and live in Treaty Six territory and the traditional homeland of the Métis Nation.

Classification: Protected A



<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 8.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Memorandum received from Dale Nally, Minister of Service Alberta and Red Tape Reduction 2 Email dated June 20, reference establishing a Privacy Officer Directory

**Content:**

**8.b Access to Information Act & Regulations**

**8.b.1**

Administration submits a memorandum received from Dale Nally, Minister of Service Alberta and Red Tape Reduction for information.

Administration submits an email reference the appointment of a Privacy Officer.

**8.b.ii**

The current Town of Bowden Designated Officer Bylaw refers to the appointment of a FOIP Coordinator.

**A4 FOIP Coordinator**

*The FOIP Coordinator is the designated officer appointed under section 95 of the Freedom of Information and Protection of Privacy Act, RSA 2000 Chapter F-25 (as amended over time) and has the responsibility for the execution of duties and obligations as defined and imposed by the Act.*

*The position of FOIP Coordinator is appointed by the CAO.*

**8.b.iii**

Designated Officer Bylaw 04 / 2020 will require updating and repeal.

The appointment of a Privacy Officer will be made subject to the provisions within the updated bylaw.

# Memorandum

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**From:** Dale Nally  
Minister of Service Alberta and Red  
Tape Reduction  
103 Legislature Building

**Our File Reference:** 50402

**Your File Reference:**

**Date:** June 12, 2025

**To:** Public Bodies

**Telephone:** 780-422-6880

**Subject:** Proclamation of the Access to Information Act and Regulations

The *Access to Information Act* (ATIA) was proclaimed on June 11, 2025, along with its regulations. With the proclamation of the ATIA and its regulations, the *Freedom of Information and Protection of Privacy* (FOIP) Act has officially been repealed.

There are two regulations that establish the administrative and procedural requirements of the ATIA:

- Access to Information Regulation, authorized by the Lieutenant Governor in Council, which integrates access to information related provisions from the FOIP Regulation and incorporates new and revised provisions to provide clarity and outline additional information to support the updated legislative requirements under the ATIA.
- Designation of Public Bodies Regulation, under the authority of the Minister of Service Alberta and Red Tape Reduction, is a list of entities that may not definitively meet the requirements established in the ATIA definition of a “public body” and need to be explicitly designated (i.e., by name) as a public body in this regulation.

The ATIA and its regulations incorporate both existing provisions that were in the FOIP Act, as well as new or revised provisions that focus on increased clarity, regulatory accountability, and administrative updates.

To support public bodies and Albertans with the implementation of the new ATIA and regulations, Service Alberta and Red Tape Reduction has created an ATIA website at <https://alberta.ca/access-to-information-act>, which contains resources such as fact sheets, an ATIA Guide, and eCourses, as well as other resource materials regarding transitioning from the FOIP Act to the ATIA.

The Government of Alberta will also be hosting townhalls later this summer regarding this new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely

Honourable Dale Nally  
Minister of Service Alberta and Red Tape Reduction

**CAO**

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**From:** owner-fcgov@gov.ab.ca on behalf of GoA Privacy Outreach  
<GOA.privacyoutreach@gov.ab.ca>  
**Sent:** June 20, 2025 10:14 AM  
**To:** fcgov  
**Subject:** Establishment of a Privacy Officer Directory

Hello public body member,

The *Protection of Privacy Act* (POPA) and regulations are now in force. Within the new Protection of Privacy Ministerial Regulation, a public body must designate or identify a privacy officer as part of the establishment of a privacy management program (PMP).

A privacy officer is responsible to:

- Ensure the public body's compliance with the POPA;
- Develop, implement and maintain the public body's PMP;
- Ensure tasks and responsibilities set out in the PMP are incorporated in the organizational structure; and
- Report back to senior leadership on compliance with the POPA and any privacy risks and mitigation strategies.

While POPA does not require a public body to establish a PMP for one year, Technology and Innovation (TI), the ministry responsible for administering the POPA, is looking to develop a Privacy Officer Directory and network to support implementation of POPA. This directory will help Albertans find contact information for privacy officers in all public bodies, and serve as a communication tool for TI to share POPA-related news and updates with Alberta's public bodies.

To establish contacts for the Privacy Officer Directory, TI is reaching out using the former FOIP Coordinator Directory - now the [ATI Coordinator Directory](#) - as the default source for your public body's privacy officer contact. If you would prefer to designate a different contact, whether an individual or a business area, please email us with the updated information. This should include a name or area title, address, phone number, and email. TI requires all updates to the directory by **July 4, 2025**.

If you have any questions, please feel free to [contact us](#).

Privacy Outreach  
Technology and Innovation  
Government of Alberta

Classification: Protected A

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

**8.b Access to Information Act & Regulations (continued)**

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted memorandum and email as information.

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 8.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Level of Service Discussion Guide 2 Engagement email dated June 18, 2025

**Content:****8.c Level of Service Engagement – Fire Services**

Administration submits information received from the Alberta Government with regard to an engagement survey to establish a level of service for fire services.

## Level of Service Engagement Discussion Guide

### Objective

To collect input on potential policy changes with respect to whether requiring municipalities to establish a level of service is a viable outcome to support fire services and communities across Alberta and what materials or support would best assist municipalities in developing their level of service.

As Metis Settlements are impacted by provincial legislation and have their own fire service, Municipal Affairs is inviting Metis Settlements to participate in engagement. It is the intention of Municipal Affairs that any additional materials, documents, or guidelines are inclusive to all fire services across the province.

### Background

A fire service level of service encompasses a series of documents based on and including a community risk assessment of the community's response needs and clearly defines the minimum response level. The level of service directly correlates to the community's responsibility to adequately staff, equip, and train its fire service members to meet those minimum response levels. Essentially, a level of service is a council-approved mandate for their fire service.

While fire is a municipal service, the Government of Alberta provides support to fire service stakeholders through the Office of the Fire Commissioner in Municipal Affairs. Municipal Affairs recently completed the Fire Service Review in which stakeholders expressed a desire for more leadership and advice to local fire services. A potential level of service requirement also addresses some stakeholders' request for legislation to provide the fire service with clear goals, a framework to reference when requesting funding, clear guidelines for training requirements, and guidance for fire service responsibilities.

### Considerations

- The ministry is seeking input regarding if requiring municipalities to establish a level of service is a viable outcome to support fire services and communities across Alberta.
- The ministry is seeking input around potential supports or guidance that Municipal Affairs could provide to support municipalities and Metis Settlement in the development of a level of service for their communities.

### Out of scope:

- The engagement will not consider:
  - Additional dedicated funding to support establishing a level of service;
  - Other actions/outcomes from the Fire Service Review;
  - Fire service resourcing;
  - Wildfire management both inside and outside forest protection areas; and/or
  - Any issues/concerns not related to the fire service.



**Expectations**

The input received during the engagement will be considered in the development of options moving forward. It is important to note that engagement, or its results, will be used to inform policy decisions and may not necessarily result in guaranteed, or prompt, action.

**Questions**

- 1) Would mandating a level of service be valuable to and viable within your municipality? What impacts would a mandated level of service have on your municipality and your fire service?
- 2) How prepared is your municipality/Metis Settlement to conduct a community risk assessment and establish a level of service?
- 3) A level of service could support council's decisions regarding planning, budgeting, and resourcing of their fire service based on the community risk assessment. What barriers would your municipality/Metis Settlement face as you implement the outcomes of the determined level of service?
- 4) Recognizing that a new level of service could lead to decisions to upgrade existing training and/or equipment, establish a mutual aid agreement with neighboring communities, or change a service (e.g.: moving to defensive or exterior attack only instead of interior fire attack), what supports or guidance would your municipality/Metis Settlement need to develop and implement a level of service?
- 5) How would Council and/or the Chief Administrative Officer actively engage and solicit community input in the development and implementation of the level of service?

**From:** [MA Engagement Team](#)  
**Cc:** [Fire Comm](#)  
**Subject:** Clarification around the Level of Service Engagement  
**Date:** June 18, 2025 4:21:17 PM  
**Attachments:** [image001.png](#)  
[Level-of-Service Discussion-Guide Jun2025.pdf](#)

---

Good afternoon,

Municipal Affairs has received questions around the recent invite to engage, and this follow-up email is intended to provide additional clarification:

### **Who is leading this engagement?**

Municipal Affairs is conducting this engagement as a follow up to the Municipal Affairs-led 2024 Fire Service Review. Stakeholders engaged during the Fire Service Review included: municipalities, Rural Municipalities of Alberta, Alberta Municipalities, Alberta Fire Chiefs Association (AFCA), the Alberta Professional Fire Fighters and Paramedics Association (APFFPA), Metis Settlements, First Nations, regional fire services, and the Industrial Fire Services Management Association.

### **Who is this engagement targeting?**

The engagement sessions are targeting local municipalities (Chief Administrative Officers or equivalent), the Rural Municipalities of Alberta Association, the Alberta Municipalities Association, and the fire service through representation by AFCA and APFFPA. Locally elected officials are also welcome to attend.

The [Engagement Survey](#) is aimed at reaching a broader audience and we encourage sharing with interested elected officials and fire service members to provide a comprehensive response. This will enable Municipal Affairs to make recommendations to the Minister of Municipal Affairs that reflect the needs of Alberta's communities. The engagement survey has been extended to now close on July 11, 2025.

### **Will this engagement lead to a province wide minimum standard for a level of service?**

This engagement will collect input on whether mandating municipalities to establish a level of service is a viable outcome to support fire services and communities across Alberta and what supporting materials or support, municipalities would need in developing their level of service. Most municipalities in Alberta already have a defined level of service.

Attached is a Discussion Guide to help provide additional information and give insight

into the questions that will be asked during the engagement session.

**If my municipality already has a level of service, should we participate in the engagement session?**

Municipalities which already have a level of service have unique perspectives and insights from developing their own level of service which will be valuable in assisting Municipal Affairs in developing proposed policy changes.

**I am unable to attend the engagement session. Is there going to be another opportunity to engage?**

Municipal Affairs is pleased to share we will be adding an additional engagement session on July 9, 2025, from 9 a.m. to 12 p.m.

To best facilitate discussion, Municipal Affairs is asking attendees to RSVP:

- June 24, 2025: [here](#).
- July 9, 2025 [here](#)

If you are unable to attend either engagement session, you are welcome to provide written input based on the questions found in the attached Discussion Guide to Municipal Affairs. If you wish to provide written input, please ensure input is sent to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) with a cc to [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca) by no later than Friday July 11, 2025.

We also encourage you to complete the [Level of Service Survey](#) which closes Friday July 11, 2025.

**Why are Metis Settlements invited to this engagement?**

While requirements for Metis Settlement fire services are beyond the scope of the *Municipal Government Act* changes being discussed in this engagement, changes to requirements for municipalities could potentially impact Metis Settlements whose fire services are provided by a neighbouring municipality. Thus, we are inviting Metis Settlements to participate in engagement activities, either through the survey or the scheduled engagement session. Additionally, it is the intention of Municipal Affairs that any additional materials, documents, or guidelines are inclusive to all fire services across the province.

Thank you for your interest in this engagement, and we look forward to discussing with you soon. Again, please RSVP to the June 24, 2025 session [here](#) or the July 9, 2025 session [here](#).

If you have any further questions about the engagement, or the information provided above, please let us know through [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca)

Thank you,

Municipal Affairs



Classification: Protected A

**8.c Level of Service Engagement – Fire Services (continued)**

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted discussion guide and email as information.

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 8.d
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Email received from AB Munis 2 Alberta Government Fact Sheet 3 Alberta Government Discussion Guide

**Content:****8.d Alberta Government Real Property Governance - Schools**

Administration submits information received from the Alberta Government and Alberta MUNIS with regard to ownership of real property related to new schools.



**CAO**

---

**From:** info  
**Sent:** June 18, 2025 8:03 AM  
**To:** CAO  
**Subject:** FW: Feedback on School Site Ownership  
**Attachments:** K-12 School Ownership –word version of survey.docx; Discussion Guide.pdf; Real Property Governance Fact Sheet.pdf

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

**BOWDEN**

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

**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** June 17, 2025 1:33 PM  
**To:** info <info@bowden.ca>  
**Subject:** Feedback on School Site Ownership

Dear Mayors, Councillors, and CAOs:

Alberta Municipalities would like to hear your municipality's perspective on the Government of Alberta's decision to take ownership of real property related to new schools.

**Background**

Alberta Infrastructure invited municipalities to participate in a stakeholder session on Real Property Governance, which took place on June 12. The purpose of the session was to discuss how recent changes to the Municipal Government and Education Acts enable the province to own all land including buildings, playgrounds, sports fields, and parking lots related to new, or replacement schools announced in Budget 2025 onwards. The attached fact sheet and discussion guide shared by the province provide further details.

**Feedback requested**

Following the session, Alberta Infrastructure distributed a [survey](#) requesting feedback by June 27~~2~~. The ABmunis Board meets that day and will consider a submission and advocacy approach on this topic. What follows is our administration's initial high-level assessment of the issue. We would like your feedback to validate this assessment and, in particular, your thoughts on the potential impacts of the new ownership model – positive or negative. **Share your perspective with us by emailing [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca) with “School Site Ownership” in the subject line.** To further our understanding of the impact on municipalities, we have attached a word version of the electronic survey to allow you to share your response to the online survey with us.

### Initial Analysis

- Municipalities understand that schools are essential to thriving communities. Municipal governments should receive greater recognition for the role they play in supporting schools in their communities.
- The province’s decision to take over ownership of school sites does nothing to address the challenges that municipalities have been flagging for years, namely the need for:
  - Better coordination in site [selection and servicing](#) (with resolutions on this topic going back to 2009).
  - Funding support for [site servicing](#) as well as [playgrounds](#).
- It would be helpful for the province to provide a clear rationale behind the decision to take ownership of school sites and how this will tangibly benefit schools, municipalities, and the communities they serve.
- Municipalities and School Boards are investing time and resources in the development of [Joint Use Planning Agreements \(JUPA’s\)](#). Some JUPAs are complete while others are in progress ahead of the June 2026 deadline. The province indicates that municipalities and school boards should continue to develop JUPAs as currently legislated. It is unclear how the new ownership will impact planning and use of school sites. ABmunis emphasizes that municipalities will need support and guidance to make any necessary updates to JUPAs.
- It is essential that municipalities be fairly compensated for any costs incurred in land acquisition for schools.
- One size does not fit all. This mantra applies to school sites, which apply to a wide variety of different contexts, especially in relation to who builds, operates and manages use of playgrounds, sports facilities and other community amenities.
- Municipalities were not consulted in advance of the legislative changes to the school ownership model, but must be meaningfully consulted on the development of regulations the Minister of Infrastructure has been granted authority to develop related to:
  - Ownership transfer of newly built school properties
  - Compensation related to transfers and
  - Leasing school properties to school jurisdictions.

Again, we welcome your feedback on our initial analysis, as well as any additional insights you can share. We also welcome your feedback in the current review on setting a level of service for fire services.

Email [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca) with feedback on either or both engagements.

**Tyler Gandam** | President

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
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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.*

# Real Property Governance

## Fact Sheet

Alberta Infrastructure is responsible for ensuring all government-owned and leased real property are effectively and transparently managed for the benefit of Albertans. Real property includes facilities, buildings, and titled land.

Modernizing governance of all government-owned and leased real property will provide greater accountability to taxpayers by ensuring these assets are handled in a uniform manner and allow government the option to hold onto real property that have strategic value. Streamlining sales helps support priority projects across government, create revenue and reduce red tape.

### Real Property Governance

Real Property Governance (RPG) refers to the modernization of the way real property assets are managed with the intent to improve accountability and transparency. The overall objective for RPG is strengthening the government's ability to support program delivery to Albertans.

#### A. Real Property Governance Act

The Alberta government enacted the *Real Property Governance Act* (RPGA) to legislate a centralized approach to manage its real property inventory. The centralized approach creates more efficiencies across government and maximizes asset value to the benefit of Albertans.

The RPGA received Royal Assent on May 16, 2024, streamlining the real property inventory and disposals of surplus real property. The RPGA applies to all government ministries and consolidated entities such as government organizations, school jurisdictions and charter schools, post-secondary institutions, health authorities and other entities as listed in Alberta's financial statements.

The RPGA excludes the Office of the Legislative Assembly, Offices of the Legislature, Regulated Funds, and Government Business Enterprises. It takes precedence over conflicting legislation, except for the *Freedom of Information and Protection of Privacy Act*, ensuring consistent governance of public real estate assets.

#### Requirements of the RPGA

##### Centralized Inventory System

- Government ministries and consolidated entities must report all owned and leased real property information to Infrastructure, which will then be consolidated it into a centralized inventory system.

- This provides a centralized view of the government's owned and leased real property portfolio which ensures informed and efficient decision making.

##### Offer to Transfer

- When a government ministry or consolidated entity deems real property surplus or no longer required for program use, it must be offered to Infrastructure at net book value. Infrastructure determines whether to accept the offer or reject it, allowing the ministry or consolidated entity to dispose of the real property.
- The RPGA applies to all government ministries and consolidated entities, however, some entities or land are not subjected to Offer to Transfer:
  - Land that does not have a Certificate of Title under the *Land Titles Act* (however, once a title is created, the RPGA will apply).
  - Land currently being used by ministries or consolidated entities for program purposes.
  - Caveats registered on land titles that restricts use of the land will be honoured.

##### Scope of Regulations

- Regulations may be created to define any term used but not defined in the RPGA and to address any confusion or difficulty in applying the provisions of this act.
- Regulations necessary to exempt specific real property and for the administration of the act may be created.

## B. Government Assets Ownership

The overall objective of Real Property Governance is strengthening the government's ability to support program delivery to Albertans. This is achieved through awareness of all assets, holistic decision making, and simplified ownership.

Real property that Infrastructure has acquired, built or owns will be leased to consolidated entities, which will operate and maintain the real property.

### Health Facilities Ownership

In April 2025, health facility ownership under Infrastructure was fully implemented. Infrastructure now owns all health facilities previously owned by Regional Health Agencies and leases the facilities to the appropriate health agency for operation and maintenance.

### K-12 School Ownership

Bill 50 *Municipal Affairs Statutes Amendment Act*, 2025 and Bill 51 *Education Amendment Act*, 2025 received Royal Assent on May 15, 2025, enabling the Government of Alberta to own all new Kindergarten to Grade 12 (K-12) school real property. This property will be leased to school jurisdictions, including public, separate, francophone and charter, for operations and maintenance.

#### Ownership Model:

- Infrastructure will own all newly constructed K-12 school real property, including buildings and facilities, playgrounds, sports fields, and parking lots.
- The change in ownership is on a go-forward basis only and will not be applied retroactively.

#### School Reserve Transfers:

- The transfer of ownership will occur once provincial funding to design and/or build a new school is secured and written notice is provided by the Minister of Infrastructure.

#### Leasing and Operations:

- New schools will be leased to school jurisdictions to operate and maintain.



# Real Property Governance (RPG)-School Ownership

## Discussion guide

### Background

Bill 50 Municipal Affairs Statutes Amendment Act, 2025, and Bill 51 Education Amendment Act, 2025, received royal assent on May 15, 2025, enabling the province to own all new Kindergarten to Grade 12 (K-12) real property related to new or replacement school projects. The real property includes land, buildings, playgrounds, sports fields, and parking lots. New schools also include buildings that are repurposed as a new school. The legislation will take effect for projects announced in Budget 2025 and onwards.

Infrastructure will assume ownership of all new and replacement K-12 school real property and then lease the property to school jurisdictions (including public, separate, francophone, and charter schools) for operation and maintenance. The transfer of ownership will occur once provincial funding to design and/or build the school is secured, and written notice is provided by the Minister of Infrastructure.

Infrastructure will be responsible for overseeing the transfer of ownership and managing leasing these properties, ensuring better oversight, transparency, and strategic use of assets in alignment with broader government priorities. The separation of ownership and operations allows Infrastructure to use its expertise in real estate, construction, and managing public infrastructure, allowing school jurisdictions to focus on delivering education and maintaining the schools with their specialized knowledge.

Through discussions with impacted stakeholders, Infrastructure is seeking to better understand the potential impacts related to the implementation of the new ownership model. While Infrastructure will own school real property, school jurisdictions will continue to be responsible for the operation and maintenance of the properties through a leasing arrangement.

The legislative amendments introduced through the Municipal Affairs Statutes Amendment Act, 2025 (Bill 50), and the Education Amendment Act, 2025 (Bill 51), provide the framework to implement the new ownership model for all new and replacement K–12 schools.

Bill 50 amendments:

- Clarify definitions including, “Crown”, and align with terms in the *Education Act*.
- Define “school building project” and “school division” consistent with the *Education Act*.
- Exclude Crown land (with school board leasehold interest) from off-site levies.
- Exempt land transfer from school boards to the Crown from public hearing requirements.

Bill 51 amendments:

- An approved new school project provides scope of the project types:



- new and replacement schools; and
- repurposing of an existing building into a new school
  - All other school building projects are out of scope, including modernizations and renovation.
- New school real property refers to the parcel of land that will be transferred to the province.
  - The Minister of Infrastructure is required to provide written notice of transfer when transfer conditions are met.
  - Upon transfer to the province, the registrar removes the reserve designation from title.
  - The Minister must offer a leasehold interest in the new school to the appropriate board.
- Regulatory Authority is provided to the Minister of Infrastructure as required:
  - ownership transfer of newly built school properties;
  - compensation related to transfers; and
  - leasing school properties to jurisdictions.

The legislative changes do not alter the educational responsibilities of school authorities, which will continue to deliver education programming and operate schools. The legislative changes do not impact existing schools or properties owned by school authorities. They apply only to schools that received capital funding in Budget 2025 and onward.

Site servicing, day-to-day implementation and other operational frameworks of the agreements will continue to be between municipalities and school boards. Joint Use and Planning Agreements (JUPAs) will continue to be developed between municipalities and school jurisdictions as required under legislation.

This session will provide stakeholders with information regarding ownership and leasing changes, clarify roles and responsibilities, and allow Infrastructure to understand potential impacts and consequences that will need to be considered throughout implementation.

This guide outlines background and context, the key elements of RPG School Ownership and a framework for discussions. The guide is meant to support stakeholders' understanding in preparation for the session.

#### *Objectives:*

- Communicate the change in school real property ownership for new and replacement K-12 schools beginning in 2025 and going forward.
- Understand implementation challenges/concerns and identify opportunities for an effective and seamless implementation of the new ownership model that does not impact the operations or maintenance of schools.

### **What is Changing?**

- Infrastructure will own all new K-12 school real property (land, buildings, parking lots, playgrounds, sports fields) and lease to school jurisdictions for operation and maintenance.
- The transfer of ownership will occur once provincial funding to design and/or build the school is secured, and written notice is provided by the Minister of Infrastructure.

- The ownership policy is **not retroactive**; existing school properties and school capital projects that received capital funding approval prior to Budget 2025 will remain unaffected.

### **Key Discussion Themes**

As Infrastructure transitions to the new model for K-12 school ownership, we aim to gather feedback and insights to inform the implementation process. The goal is to ensure that the transition to the new ownership model is smooth, efficient, and in alignment with broader government objectives regarding the management of the public real estate portfolio.

The following themes are designed to better understand the practical implications of the transition and guide the development of a successful implementation strategy. We encourage stakeholders to reflect on each theme to help us identify key considerations and potential challenges as we move forward.

### **Ownership Changes:**

This ownership model will not remove the ability for school jurisdictions to operate, hire teachers, plan for future school sites, and assess the education needs for the children of Alberta.

We anticipate questions and discussion on:

- future planning and reserve designations
- scope and timing of the ownership changes, including the written notice provided by the Minister of Infrastructure
- impacts on school construction process
- partnership space ownership and funding responsibilities

### **Leasing:**

Infrastructure will manage lease agreements with school jurisdictions, offering a leasehold interest structure. The lease will include provisions around operations, maintenance, usage, and other responsibilities.

We anticipate discussion and questions on:

- Maintenance and renewal funding
- Insurance and liability responsibilities
- Length and termination provisions
- Joint usage or ability to sub lease

### **Legislative and other amendments to enable ownership model:**

Amendments to the *Education Act* and *Municipal Government Act* enable the proposed change in ownership and provide the overall framework to operationalize the new ownership model. These changes will require further consideration to ensure the appropriate scope is implemented.

We anticipate discussion and questions on:

- the definitions of new school real property
- compensation

- Joint Use and Planning Agreements (JUPAs) between school jurisdictions and municipalities

**Overall implementation:**

This guide is not intended to be exhaustive of all the implementation requirements. If you wish to submit additional themes for discussion in advance of the session, please email at [infra.policy@gov.ab.ca](mailto:infra.policy@gov.ab.ca) by June 12, 2025. Additional time will also be provided during the session to address further implementation considerations related to the new ownership model.

Thank you for reviewing this guide prior to our session.

## K-12 School Ownership –Alberta Municipalities Feedback

This is a word version of a electronic [survey](#) distributed by Alberta Infrastructure to seek implementation considerations related to Real Property Governance – K-12 School Ownership Implementation.

ABmunis is distributing this word version to make it easier for members to draft your response. In addition we welcome you to share your responses with us ([advocacy@abmunis.ca](mailto:advocacy@abmunis.ca)) to inform our own submission on this topic.

1. First and Last Name

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2. Name of Municipality

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3. Ownership Model: What aspects of the ownership model may require further clarification to ensure smooth implementation?

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4. Ownership Model: Are there specific challenges your organization foresees with the timing or process for transferring land title?

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5. Ownership Model: Are there aspects of municipal zoning, planning, and/or site servicing responsibilities prior to the transfer of ownership that we need to be aware of with respect to implementation?\*

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6. What aspects of the leasing structure (e.g., lease length, sub-leasing, termination), including roles and responsibilities, may require consideration or clarification to support operational stability?

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7. What aspects of insurance responsibilities do we need to consider with respect to implementation of the ownership model and leasing to school jurisdictions?\*

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8. What implications do you foresee for partnerships (e.g., partnership with School Boards) under the new ownership model that may need to be considered for implementation?

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9. What implications do you foresee for partnerships (e.g., partnership with School Boards) under the new ownership model that may need to be considered for implementation?

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10. What additional clarity is needed on the legislative amendments (i.e., Education Act, Municipal Government Act) to ensure implementation meets the legislative requirements?

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11. What documents and/or existing processes may be impacted by the ownership change that we need to be aware of?

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12. Additional Comments: What else needs to be addressed to support your jurisdiction's readiness to implement the new ownership model?

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13. What tools, resources, or communications would help support your organization during the transition?

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14. Are there any other comments or recommendations your organization would propose to support a seamless implementation?

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**8.d Alberta Government Real Property Governance - Schools (continued)****Recommended Motion:**

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

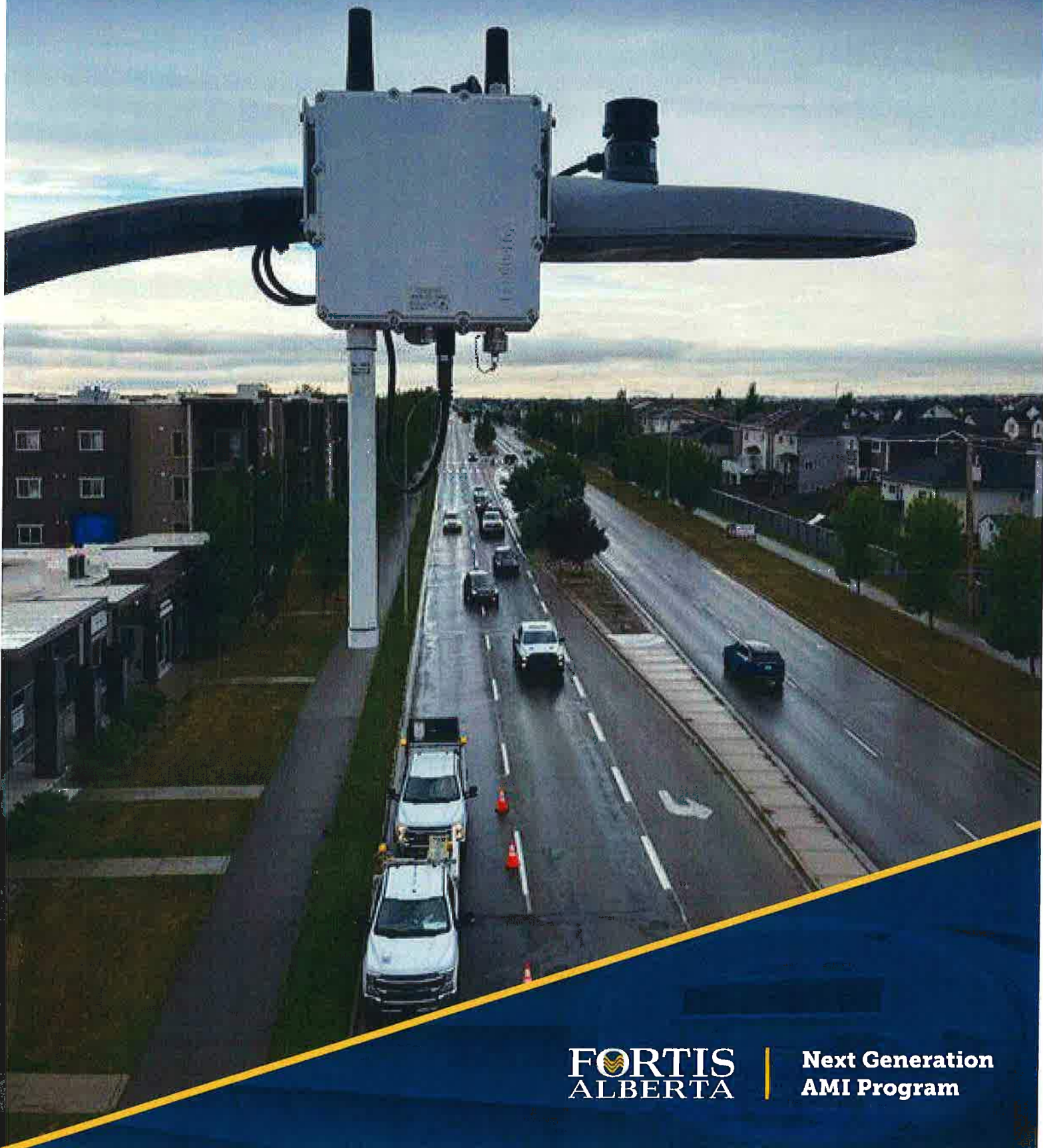
<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 8.e
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Fortis Alberta document reference Next Generation Advanced Metering Infrastructure (AMI).

**Content:****8.e Fortis Alberta AMI Program**

Administration submits information received from Fortis Alberta with regard to the installation of AMI Network Equipment and a number of home and business meters during the period August 2025 to December 2029.

# AMI Network Installation Information Package

June | 18 | 2025



**FORTIS**  
ALBERTA

**Next Generation  
AMI Program**

June 18, 2025

Town of Bowden  
Attn: Arno Glover, Chief Administrative Officer  
2101 – 20 Avenue  
Bowden, AB T0M 0K0

**FortisAlberta electricity network and meter upgrade in Bowden**

Dear Arno,

FortisAlberta is excited to announce our Next Generation Advanced Metering Infrastructure (AMI) program. We will install new network equipment and upgrade the electricity meters in your community. As with any technology, upgrades are essential to meet evolving needs and requirements. AMI metering technology is becoming the standard throughout North America with a proven record of increasing sustainability, reliability and being a cost-effective choice for customers.

In the coming weeks, FortisAlberta technicians will begin installing AMI network equipment (gateways, routers and streetlight controllers) on poles and streetlights owned and operated by FortisAlberta. We will also replace a series of home and business meters in select locations to establish the AMI network.

Following the AMI network equipment installation, FortisAlberta will begin the mass installation of AMI electricity meters for all homes and businesses across our service territory. This process will start in the fall of 2025 and continue through the end of 2029. Most of these meter exchanges will be performed by Olameter Inc., FortisAlberta's AMI mass meter installation vendor. We will provide additional information on future mass meter installations and timelines three months before work begins in your community.

**Approximate timeline:**

- » **Network equipment installation:** August 4 through September 1, 2025
- » **Mass Meter Installation:** October 2025 through December 2029

The new AMI meters use radio frequency (RF) waves or cellular communication to transmit data automatically from the installed AMI meters.

If you have further questions or concerns, please contact me directly at (780) 288-4719, or [Chris.Burt@fortisalberta.com](mailto:Chris.Burt@fortisalberta.com).

Thank you for your cooperation in making this project a success. We appreciate your ongoing support and understanding as we make this upgrade to improve the electricity service experience in Bowden.

Sincerely,

Chris Burt, Stakeholder Relations Manager  
Stakeholder Engagement  
**FortisAlberta Inc.**

## AMI Network Installation in Bowden

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### What it means for Bowden?

- » Network equipment will be installed on poles and streetlights owned and operated by FortisAlberta.
- » No digging or other ground disturbance is required.
- » Limited traffic disruptions for very short durations.
- » Meter exchanges only on select homes and businesses to establish the network.
- » Mass meter installation timelines will be provided before work begins.

### What it means for customers?

- » Fewer future visits to their homes or businesses to change or read meters.
- » Improved electricity grid reliability.
- » Faster detection of meter tampering or electricity theft.
- » Ability to accommodate future programs that may help better manage electricity usage.

### What to expect?

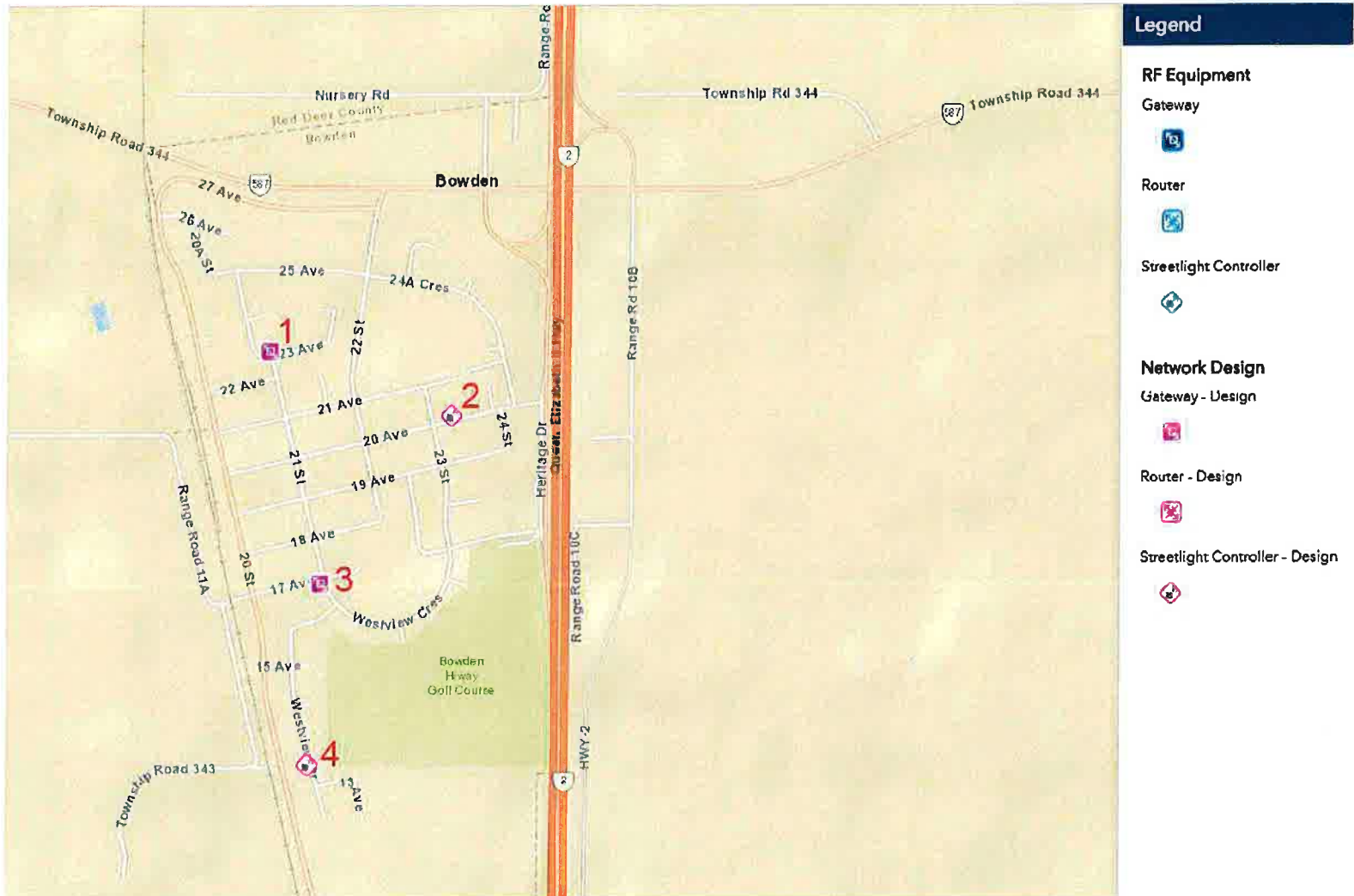
- » FortisAlberta crews will install new AMI network equipment and then install select AMI meters over the coming weeks.
- » Once the AMI network is established, the remainder of the community will be transitioned to the upgraded technology by the end of 2029.
- » FortisAlberta employees will perform all network equipment and select meter installations. They will carry ID and use identifiable FortisAlberta clothing, trucks and equipment.
- » The AMI mass meter installs will be performed by a mix of FortisAlberta employees, and our installation vendor Olameter Inc. Additional information will be provided three months before mass meter installations begin in the area.

### Who to Contact?

- » If you have questions or concerns, please contact me, at (780) 288-4719, or Chris.Burt@fortisalberta.com.



## AMI Network Installation Map

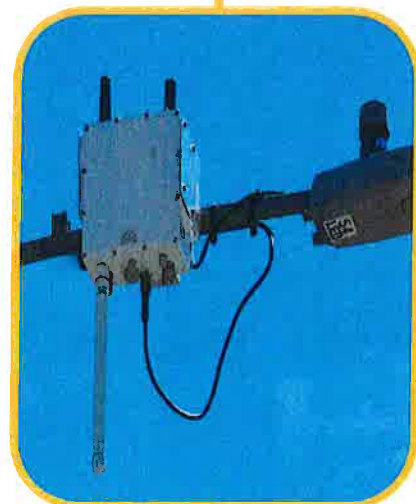




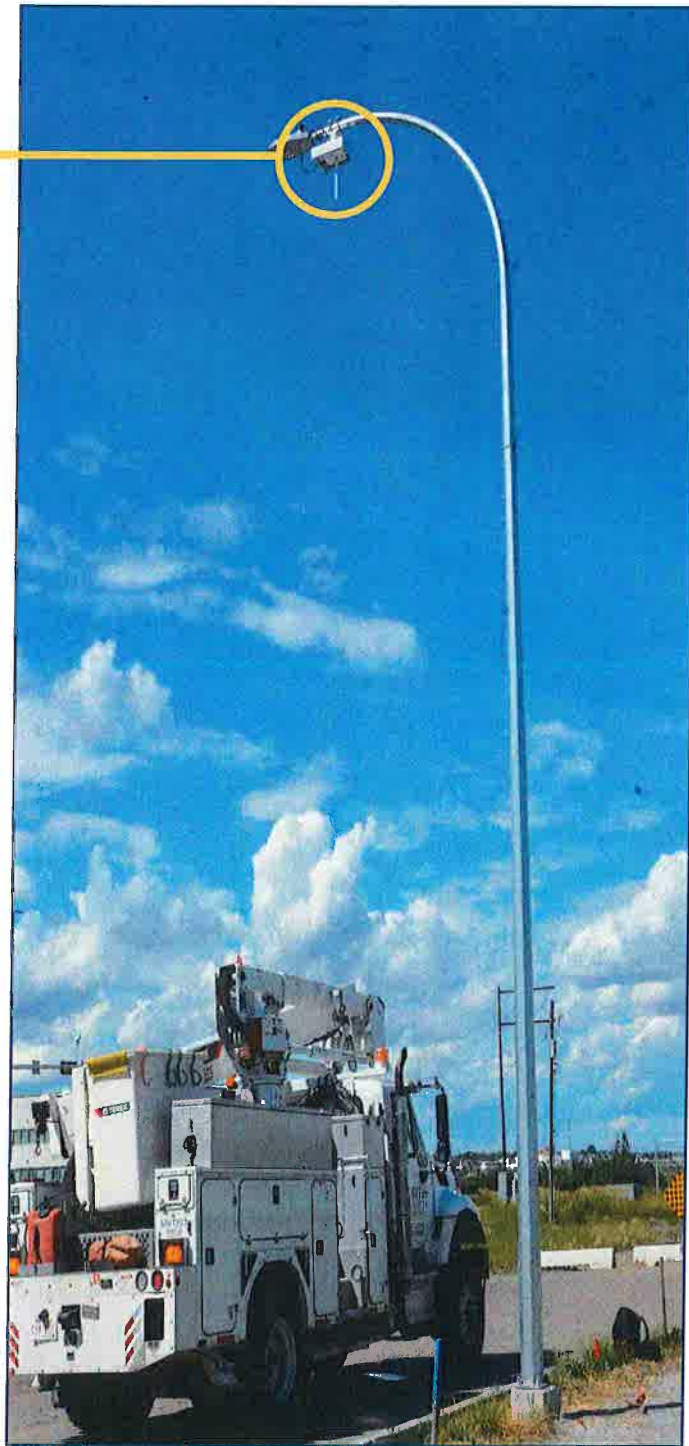
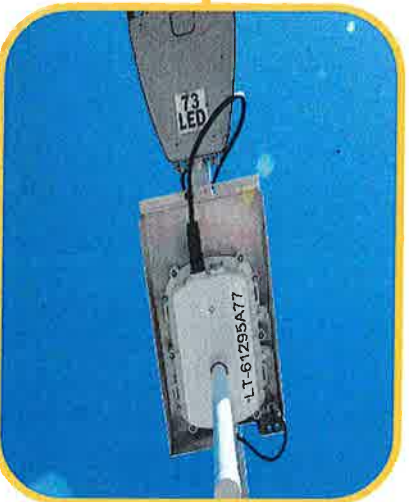
## AMI Network Installation Table

Map Points	Municipal Code	Municipal Code - Text	Device Type	FID	FID Latitude	FID Longitude
1	02-0040	Bowden	Gateway	2003834635	51.935058	-114.035553
2	02-0040	Bowden	SLC	7126907	51.933622	-114.029087
3	02-0040	Bowden	Gateway	6395046	51.929981	-114.033742
4	02-0040	Bowden	SLC	6698915	51.926055	-114.034185

## AMI Gateway Pictures



## AMI Router Pictures





## AMI Streetlight Controller Pictures



**8.e Fortis Alberta AMI Program (continued)**

**Recommended Motion:**

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

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 8.f
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 SDAB Administration Report

**Content:****8.f Subdivision & Development Appeal Board Hearing – Administration Report**

Administration submits the Administration Report reference the SDAB appeal scheduled to be held on Wednesday June 25, 2025 at 1:30pm at Council Chambers, Red Deer County.

Administration has with the consent of the Mayor and the MPC Chair informed the Board that the Town will have representation at the hearing (to include the MPC Chair & the CAO).

**Memo To:** Subdivision and Development Appeal Board  
**From:** Planning & Development Services  
**Subject:** Lot 33, Block 18, Plan 781 0671 / Manufactured Home District (R3) / DB-25-004  
**Roll No.** 43200

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## 1.0 PURPOSE:

To provide the Subdivision and Development Appeal Board information with regard to an appeal of the Notice of Decision dated May 27, 2025, appealing the decision of the Municipal Planning Commission.

## 2.0 SCHEDULES:

- 1 Notice of Appeal
- 2 MPC Report
  - Schedule "A" – Referral Letter (Mapping, Site Plan, and Elevations)
- 3 Site Photos
- 4 Development Permit Application
- 5 Copy of Land Titles

## 3.0 BACKGROUND:

- On April 17, 2025, administration received an application for the construction of an Accessory Building (detached garage).
- On May 1, 2025, the application for an Accessory Building requiring variances was referred to External Agencies, Town of Bowden Administration, Red Deer County Planning & Development and to the neighbouring parcels Lot 32 & 34, Block 18, Plan 781 0671, for comments and concerns.
- On May 26, 2025, the application was presented to the Town of Bowden Municipal Planning Commission and was denied for the following reason.
  - The proposed development does not meet the regulations within the Land Use Bylaw, Bylaw No. 04-2021.
- On May 27, 2025, the Notice of Decision was sent to the applicant.
- On June 6, 2025, the Appellant (the applicant) submitted an appeal with the Subdivision & Development Appeal Board for Bowden.
- The Subdivision & Development Appeal Board for Bowden notified The Town of Bowden Planning and Development Contracted Services, Red Deer County, of the Notice of Appeal on June 13, 2025.

## 4.0 DISCUSSION:

- The subject parcel is located on 20A Street within the Manufactured Home District (R3).
- The Applicant proposed to construct a permitted use Accessory Building requiring relaxations.
  - The proposed Accessory Building will be accessed from the rear lane.



- Land Use Bylaw, Section B1.1, indicates that when the overhead door faces the lane the rear yard setback is to be 3.0 m (10 ft).
  - Bylaw requires 3.0 m (10 ft)
  - Proposed distance 2.28m (7.48 ft)
  - Relaxation 0.72 m (2.36 ft)
- The applicant is requesting a rear yard setback relaxation due to parcel shape. The parcel is a pie-shaped lot with the primary dwelling set back due to the narrow frontage. And to accommodate three overhead doors the doors must face the lane.
- The proposed placement allows a 1.21 m (3.96 ft) distance from the principal dwelling.
- Land Use Bylaw, Section B1.1, indicates that the maximum height is 4.5 m (14.8 ft).
  - Bylaw requires 4.5 m (14.8 ft)
  - Proposed height 4.78m (15.68 ft)
  - Relaxation 0.28 m (0.92 ft)
- The applicant is requesting a relaxation to the maximum height of an Accessory Building to accommodate 3.05 m (10 ft) high walls in the garage and to allow for a side-to-side gable to eliminate the need for engineered headers for the overhead doors. The proposed roof would have a 4/12 pitch roof, which is a minimum roof pitch for the area's snow load.
- Land Use Bylaw, Section B1.1, indicates that an Accessory Building height shall not exceed the height of the main building.
  - Main building 4.27 m (14 ft)
  - Proposed height 4.78m (15.8 ft)
  - Relaxation 0.51 m (1.67 ft)
- The applicant is requesting a relaxation to exceed the height of the main building as the primary dwelling is a manufactured home. Manufactured homes are narrow and have low pitched roof slopes.
- The surrounding parcels are designated as Manufactured Home District (R3) and General Residential (R2).
- The application was referred to External Agencies, Town of Bowden Administration, Red Deer County Planning & Development and to the neighbouring parcels Lot 32 & 34, Block 18, Plan 781 0671, for comments and concerns. To date no concerns have been received.

## 5.0 PLANNING DOCUMENTS:

### Town of Bowden Land Use Bylaw No. 04-2021

#### Definitions

##### Accessory Building

Means a building or use which is subordinate, incidental, and directly related to the principal use of the premises, building or site. An accessory building or use must be located on the same site as the principal use and shall not precede the development of the principal building.

#### Section B1 Buildings

##### B1.1 Accessory Building or Use

##### In Residential Districts:

- ii. an accessory building on an interior parcel shall be situated so that the exterior wall is at least m (3.3 ft.) from the side and rear boundaries of the parcel.
- iii. an accessory building shall not be more than 4.5 m (14.8 ft.) in height and shall not exceed the height of the main building

- vii. a detached garage with its vehicle door facing the lane in which case a minimum rear yard setback of 3 m (10 ft) is required

## **6.10 Development Variance**

### **6.10.1**

The list of discretionary uses for any land use district shall be deemed to include any use that is, in the opinion of the Development Authority, consistent with the overall intent of the land use district and similar in character and purpose to a listed Permitted or Discretionary use.

### **6.10.2**

The Development Officer may allow a variance in in regard to height, front and rear and side yard setbacks of up to 15%.

### **6.10.3**

The Municipal Planning Commission may consider allowing a variance of any standard prescribed by this Bylaw.

### **6.10.4**

A variance may only be granted if, in the opinion of the Development Authority the subject site has irregular lot lines of shape which creates difficulties in siting a structure within the required setbacks, in which case the Development Authority may permit the development and vary the setback or average the setbacks, such that the proposed variance will not result in a development that will,

- i. restrict safe passage for pedestrians and vehicles on adjoining sidewalks and roadways,
- ii. unduly interfere with or affect the use, enjoyment, or value of neighboring parcels of land; and
- iii. the proposed development conforms to the use prescribed in this Bylaw.

### **6.10.5**

The Development Authority may approve an application for a development permit that does not comply with this Bylaw if, in the opinion of the Development Authority:

- i. the proposed development would not:
    - a. unduly interfere with the amenities of the neighborhood; or
    - b. materially interfere with or affect the use, enjoyment, or value of neighboring properties,
 and
  - ii. the proposed development conforms to the use prescribed for the land or building in this Bylaw.
- A 0.72 m (2.36 ft) relaxation, from 3.0 m (10 ft) to 2.28 m (7.48 ft) to the minimum rear yard setback is a 24% relaxation.
  - A 0.28 m (0.92 ft) relaxation, from 4.5 m (14.8 ft) to 4.78 m (15.68 ft) to the allowable maximum height is a 6% relaxation.
  - A 0.51 m (1.67 ft) relaxation, from 4.27 m (14. ft) to 4.78 m (15.68 ft) to exceed the height of the main building is a 12% relaxation.

## 6.0 BASIS FOR THE MUNICIPAL PLANNING COMMISSION DECISION:

The Municipal Planning Commission denied the permitted use for the following reason.

- The proposed development does not meet the regulations within the Land Use Bylaw, Bylaw No. 04-2021.

## 7.0 ALTERNATIVES

- 7.1 If the Subdivision and Appeal Board revoke the decision of the Town of Bowden Municipal Planning Commission and allow the development, the Town of Bowden requests that the following conditions be applied:

### Specific conditions

- a) All development must conform to the conditions of this Development Permit and the approved plans, dated May 26, 2025, and any revisions thereto as required pursuant to this approval. Any revisions to the approved plans must be approved by the Development Authority
- b) A development permit shall not be issued and construction of the development shall not proceed until all conditions, except those conditions of a continuing nature, have been met or fulfilled.
- c) The developer must ensure there will be positive drainage away from the foundation in all directions and that water from the surrounding land does not get trapped by the grading of the foundation/build area. The subject development shall not alter the existing drainage where water drains onto neighbouring properties. It will be the developer's responsibility to provide corrective drainage structures, including retaining walls, to divert water from neighbouring properties.
- d) The approval of the Accessory Building does not include the operation of any business activities or the storage of any business-related equipment.
- e) The approval of the Accessory Building does not include a garden suite
- f) Any contamination of environment resulting from the Applicant's activities shall be remediated at the developers cost.
- g) Failure to comply with the aforementioned conditions will result in Development Permit revocation and the issuance of a stop order pursuant to the Municipal Government Act.

THIS IS NOT A BUILDING PERMIT.

### NOTES:

- a) Construction must not commence until the issuance of a building permit.
- b) The Development must meet the minimum Safety Code requirements.
- c) The Applicant is required to obtain Safety Codes Permits. It is the responsibility of the Applicant to ensure they obtain a Building Permits from Red Deer County Safety Codes Department Contracted Services for the Town of Bowden. Please be aware that these permits are required for your project in accordance with the Safety Codes Act of Alberta. Please call 403.350.2170 for more information.

- d) The Applicant shall provide to the Town of Bowden a copy of the required Roadside Development Permit from Alberta Transportation under the Public Highways Department Act for all developments within 800 meters of a Provincial Highway.  
<https://www.alberta.ca/roadside-development-permits.aspx>
- e) The applicant is responsible for ensuring the subject development shall not disturb, affect or alter conditions of all utilities and appurtenances, drainage right of way, and access right of way, as they exist, over, under, or through the Lands.
- f) The applicant is responsible for ensuring all development is outside active utility right of ways.
- g) The applicant is responsible for making suitable arrangements with the utility companies for provision of services and/or necessary easements.
- h) A 2 meter separation shall be provided between the water table and footings for the buildings.
- i) Approval of this permit and compliance with the requirements of this permit and the Land Use Bylaw does not exempt any person from the requirements of, or excuse or authorize the violation of any regulation, by-law, or act administered by this or any other agencies or levels of government that may affect the proposed project.
- j) Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.
- k) In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial and other municipal legislation.

7.2 Confirm the decision of the Town of Bowden Municipal Planning Commission, which denies the development, stating reasons.

7.3 Vary the decision of Town of Bowden Municipal Planning Commission.

Prepared by: Kimberly Dallaire, Development Officer

Reviewed by: Beth McLachlan, Senior Development Officer

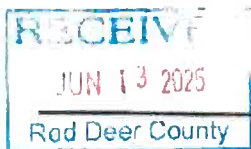
Reviewed by: Treena Miller, Director of Planning and Development

Approved by: Arno Glover, Chief Administrative Officer

**SCHEDULE 1**  
**NOTICE OF APPEAL**

**SUBDIVISION & DEVELOPMENT**  
**APPEAL BOARD of Bowden**

38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Email: [legislative@rdcounty.ca](mailto:legislative@rdcounty.ca)  
p: 403.350.2152



June 11, 2025

**NOTICE OF APPEAL HEARING TO:**

**APPELLANT**

Chris Fieguth  
PO Box 931  
2518 20A Street  
Bowden, AB T0M 0K0

Via email: [chrisfieguth@live.ca](mailto:chrisfieguth@live.ca)  
(paper copy to follow)

**DEVELOPMENT AUTHORITY**

Planning & Development  
38106 Rge Rd 275  
Red Deer County, AB T4S 2L9

Via email: [kdallaire@rdcounty.ca](mailto:kdallaire@rdcounty.ca)  
[development@rdcounty.ca](mailto:development@rdcounty.ca)  
(paper copy to follow)

This is to notify you of a hearing for the appeal filed with the Subdivision & Development Appeal Board (Board) against a decision of the Municipal Planning Commission to deny a development permit described as follows:

Accessory Building – permitted use  
Lot 33, Block 18, Plan 781 0671  
2518 20A Street  
Zoned Manufactured Home District (R3)

Requested Relaxations			
	LUB requires	Proposed	Relaxation
Rear Yard	3.0 m (10 ft)	2.28m (7.48 ft)	0.72 m (2.36 ft) a 24% relaxation
Maximum Height – accessory building	4.5 m (14.8 ft)	4.78m (15.68 ft)	0.28 m (0.92 ft) a 6% relaxation
Maximum Height – main building	4.27 m (14.0 ft)	4.78m (15.8 ft)	0.51 m (1.67 ft) a 12% relaxation

The hearing will be held on:

Wednesday, June 25 2025 at 1:30 p.m.  
Council Chambers, Red Deer County Centre  
38106 Range Rd 275, Red Deer County

The Board may alter hearing procedures to best suit the matters before it. However, the procedure used most often is outlined below.

1. Call to Order
2. Introductions and review of hearing procedures
3. Preliminary matters (if any)
4. Development Authority presentation
5. Appellant presentation
6. Interested parties
7. Closing Remarks (Development Authority then Appellant)
8. Adjournment

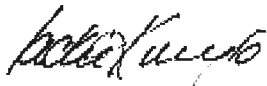
**SUBDIVISION & DEVELOPMENT  
APPEAL BOARD of Bowden**

38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Email: [legislativeservices@rdcounty.ca](mailto:legislativeservices@rdcounty.ca)  
p: 403.350.2152

Procedural fairness compels disclosure of information (arguments) between the Parties. You are instructed to provide; no later than noon on Friday, June 20, 2025; to the opposing party (contact information above) and the Board (c/o the Clerk) any written argument you intend to present at the hearing in sufficient detail to allow the other Party to respond to or rebut the evidence at the hearing.

Please be advised any written material you provide will become a matter of public record, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Any questions in relation to this Notice can be directed to the Clerk of the Subdivision and Development Appeal Board.



J. Kurylo, Clerk  
Subdivision and Development Appeal Board  
of Town of Bowden

SCHEDULE "2"MPC REPORT**REQUEST FOR DECISION**

**Date:** May 26, 2025

**Memo To:** Municipal Planning Commission

**From:** Planning & Development Services

**Subject:** File: DB-25-004/ Lot 33, Block 18, Plan 781 0671/ R3 District

**1.0 PURPOSE**

To consider a permitted use development permit for an Accessory Building (detached garage), requiring three relaxations, to be located at Lot 33, Block 18, Plan 781 0671, zoned Manufactured Home District (R3). The relaxations to the Accessory Building are as follows:

1. A 0.72 m (2.36 ft) relaxation, from 3.0 m (10 ft) to 2.28 m (7.48 ft) to the minimum rear yard setback.
2. A 0.28 m (0.92 ft) relaxation, from 4.5 m (14.8 ft) to 4.78 m (15.68 ft) to the allowable maximum height; and
3. A 0.51 m (1.67 ft) relaxation, from 4.27 m (14. ft) to 4.78 m (15.68 ft) to exceed the height of the main building.

**2.0 SUMMARY**

- The parcel is located on 20A Street.
- The proposed Accessory Building will be accessed from the rear lane.
- Land Use Bylaw, Section B1.1, indicates that when the overhead door faces the lane the rear yard setback is to be 3.0 m (10 ft).
  - Bylaw requires 3.0 m (10 ft)
  - Proposed distance 2.28m (7.48 ft)
  - Relaxation 0.72 m (2.36 ft)
- The applicant is requesting a rear yard setback relaxation due to parcel shape. The parcel is a pie-shaped lot with the primary dwelling set back due to the narrow frontage. And to accommodate three overhead doors the doors must face the lane.
- The proposed placement allows a 1.21 m (3.96 ft) distance from the principal dwelling.
- Land Use Bylaw, Section B1.1, indicates that the maximum height is 4.5 m (14.8 ft).
  - Bylaw requires 4.5 m (14.8 ft)
  - Proposed height 4.78m (15.68 ft)
  - Relaxation 0.28 m (0.92 ft)
- The applicant is requesting a relaxation to the maximum height of an Accessory Building to accommodate 3.05 m (10 ft) high walls in the garage and to allow for a side to side gable to eliminate the need for engineered headers for the overhead doors. The proposed roof would have a 4/12 pitch roof, which is a minimum roof pitch for the area's snow load.
- Land Use Bylaw, Section B1.1, indicates that an Accessory Building height shall not exceed the height of the main building.
  - Main building 4.27 m (14 ft)
  - Proposed height 4.78m (15.8 ft)
  - Relaxation 0.51 m (1.67 ft)



- The applicant is requesting a relaxation to exceed the height of the main building as the primary dwelling is a manufactured home. Manufactured homes are narrow and have low pitched roof slopes.
- The surrounding parcels are designated as Manufactured Home District (R3) and General Residential (R2).
- The application was referred to External Agencies, Town of Bowden Administration, Red Deer County Planning & Development and to the neighbouring parcels Lot 32 & 34, Block 18, Plan 781 0671, for comments and concerns. The referral letter is included in Schedule "A" of this report. To date no concerns have been received.

### 3.0 ALTERNATIVES

3.1 That the Municipal Planning Commission approve the permitted use of an Accessory Building, with a 0.72 m (2.36 ft) relaxation, 3.0 m (10 ft) to 2.28 m (7.48 ft) to the rear yard setback, a 0.28 m (0.92 ft) relaxation, 4.5 m (14.8 ft) to 4.78 m (15.68 ft) to the allowable maximum height, and a 0.51 m (1.67 ft) relaxation, 4.27 m (14 ft) to 4.78 m (15.68 ft) to exceed the height of the main building, to be located at Lot 33, Block 18, Plan 781 0671, zoned Manufactured Home District subject to the following conditions being met to the satisfaction of the Development Officer:

- h) All development must conform to the conditions of this Development Permit and the approved plans, dated May 26, 2025, and any revisions thereto as required pursuant to this approval. Any revisions to the approved plans must be approved by the Development Authority
- i) A development permit shall not be issued and construction of the development shall not proceed until all conditions, except those conditions of a continuing nature, have been met or fulfilled.
- j) The developer must ensure there will be positive drainage away from the foundation in all directions and that water from the surrounding land does not get trapped by the grading of the foundation/build area. The subject development shall not alter the existing drainage where water drains onto neighbouring properties. It will be the developer's responsibility to provide corrective drainage structures, including retaining walls, to divert water from neighbouring properties.
- k) The approval of the Accessory Building does not include the operation of any business activities or the storage of any business-related equipment.
- l) The approval of the Accessory Building does not include a garden suite
- m) Any contamination of environment resulting from the Applicant's activities shall be remediated at the developers cost.
- n) Failure to comply with the aforementioned conditions will result in Development Permit revocation and the issuance of a stop order pursuant to the Municipal Government Act.
- o) The decision being advertised on the Town of Bowden's website and no appeal against said decision being successful.

### THIS IS NOT A BUILDING PERMIT.

#### NOTES:

- l) Construction must not commence until the issuance of a building permit.
- m) The Development must meet the minimum Safety Code requirements.
- n) The Applicant is required to obtain Safety Codes Permits. It is the responsibility of the Applicant to ensure they obtain a Building Permits from Red Deer County Safety Codes

Department Contracted Services for the Town of Bowden. Please be aware that these permits are required for your project in accordance with the Safety Codes Act of Alberta. Please call 403.350.2170 for more information.

- o) The Applicant shall provide to the Town of Bowden a copy of the required Roadside Development Permit from Alberta Transportation under the Public Highways Department Act for all developments within 800 meters of a Provincial Highway.  
<https://www.alberta.ca/roadside-development-permits.aspx>
- p) Applicant is responsible for ensuring the subject development shall not disturb, affect or alter conditions of all utilities and appurtenances, drainage right of way, and access right of way, as they exist, over, under, or through the Lands.
- q) Applicant is responsible for ensuring all development is outside active utility right of ways.
- r) Applicant is responsible for making suitable arrangements with the utility companies for provision of services and/or necessary easements.
- s) A 2 metre separation shall be provided between the water table and footings for the buildings.
- t) Approval of this permit and compliance with the requirements of this permit and the Land Use Bylaw does not exempt any person from the requirements of, or excuse or authorize the violation of any regulation, by-law, or act administered by this or any other agencies or levels of government that may affect the proposed project.
- u) Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.
- v) In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial and other municipal legislation.

**OR:**

3.2 Postpone the application pending further information; or

3.3 Deny, stating reasons.

#### **4.0 RECOMMENDATIONS**

Approve the permitted use of an Accessory Building, with relaxations, to be located at Lot 33, Block 18, Plan 781 0671, subject to the conditions listed in Alternatives #3.1.

Prepared by: Kimberly Dallaire, Development Officer

Reviewed by: Treena Miller, Director of Planning and Development

Reviewed by: Arno Glover, Chief Administrative Officer

**SCHEDULE A**  
**REFERRAL LETTER**



May 01, 2025

File:DB-25-004

«Owner»  
«Address1»«Address2»«Address3»  
«City», «Province» «PostalCode»

**Legal Description:** Lot 33; Block 18; Plan 781 0671  
**Landowner/Applicant:** Fieguth, Christopher  
**Civic Address:** 2518 20A Street  
**Subject:** Rear Yard and Height Relaxations

This letter is being sent to inform you that Red Deer County on behalf of the Town of Bowden has received a *permitted use development permit application requiring relaxations for an Accessory Building (detached garage). The subject parcel is zoned Manufactured Home District (R3).*

- Relaxation to a rear yard
  - Bylaw requires 3.0 m (10 ft)
  - Proposed distance 2.28m (7.48 ft)
  - Relaxation 0.72 m (2.36 ft) – a 24% relaxation
- Relaxation to the maximum Accessory Building height
  - Bylaw requires 4.5 m (14.8 ft)
  - Proposed height 4.78m (15.68 ft)
  - Relaxation 0.28 m (0.92 ft) – a 6% relaxation
- Relaxation to exceed the height of the main building
  - Main building 4.27 m (14.0 ft)
  - Proposed height 4.78m (15.8 ft)
  - Relaxation 0.51 m (1.67 ft) – a 12% relaxation

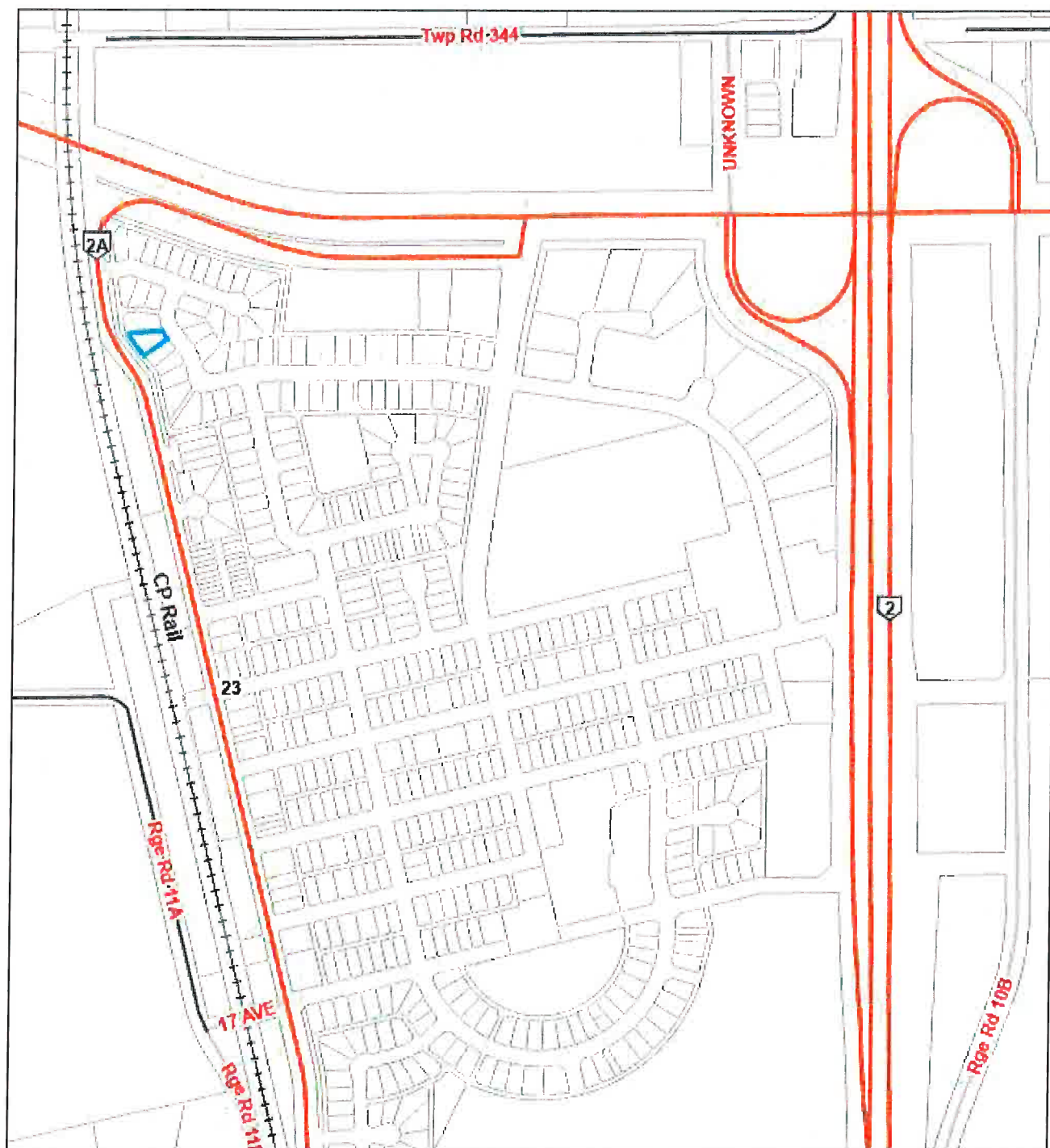
If you have any comments or concerns regarding this proposal, please submit them in writing by quoting **File: DB-25-004** prior to **May 19, 2025**. Your comments will be included with the administration report when this application is considered by the Municipal Planning Commission.

Please note that Red Deer County Administration on behalf of the Town of Bowden is not able to respond, on an individual basis to feedback received. Should you require further information or clarification on this application please contact Red Deer County. Red Deer County's office between 8:30 am – 4:30 pm Monday to Friday at 403-350-2170.

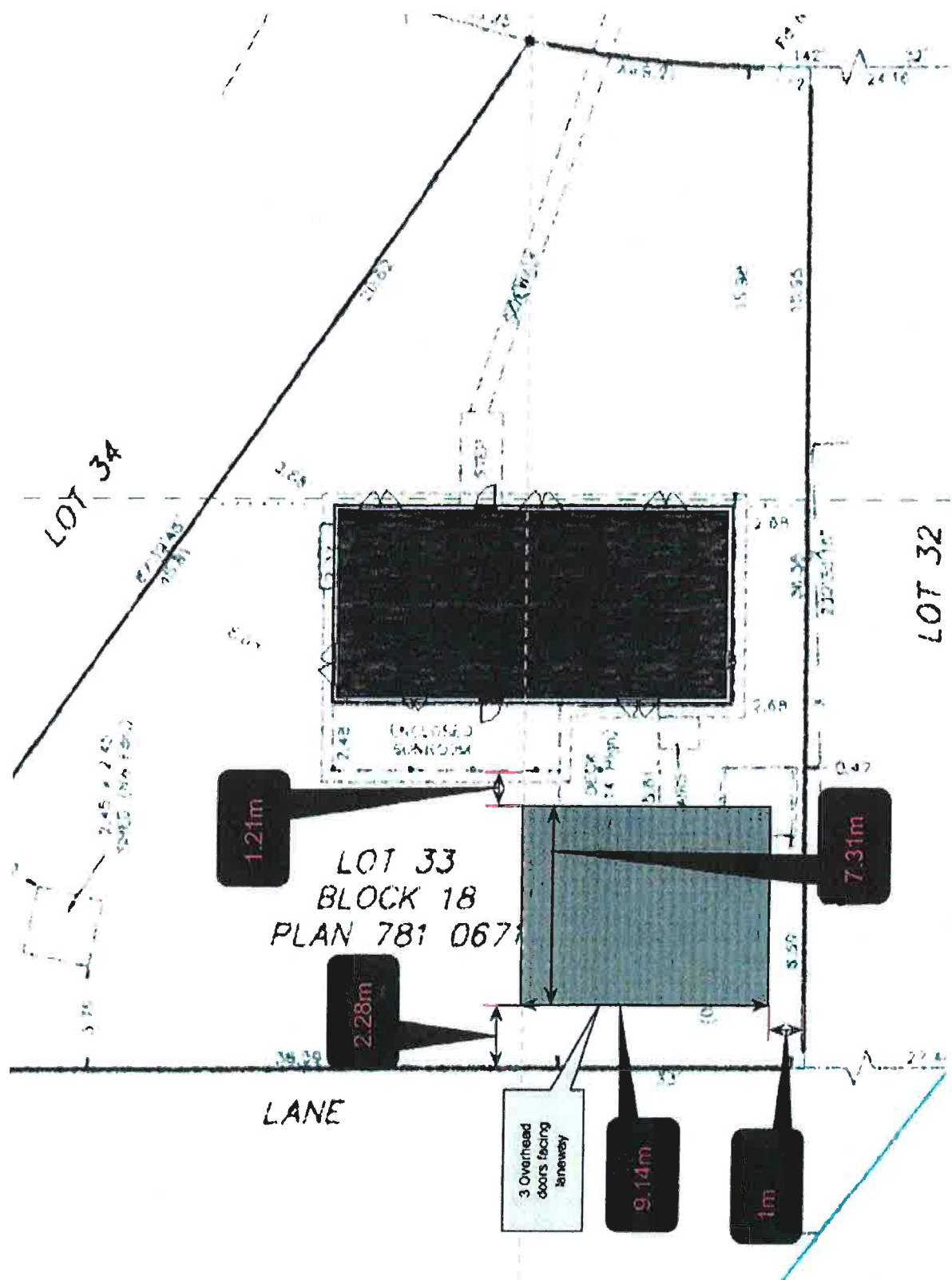
Municipal Planning Commission (MPC) meetings are open to the public and you are welcome to attend. Once made, the decision on this application will be posted on the Town of Bowden's website at [www.bowden.ca/p/developments-permits](http://www.bowden.ca/p/developments-permits)

**Town of Bowden**  
**Planning & Development Contract Services**  
**Red Deer County**

**Kimberly Dallaire**  
**Development Officer**  
[referrals@rdcounty.ca](mailto:referrals@rdcounty.ca)

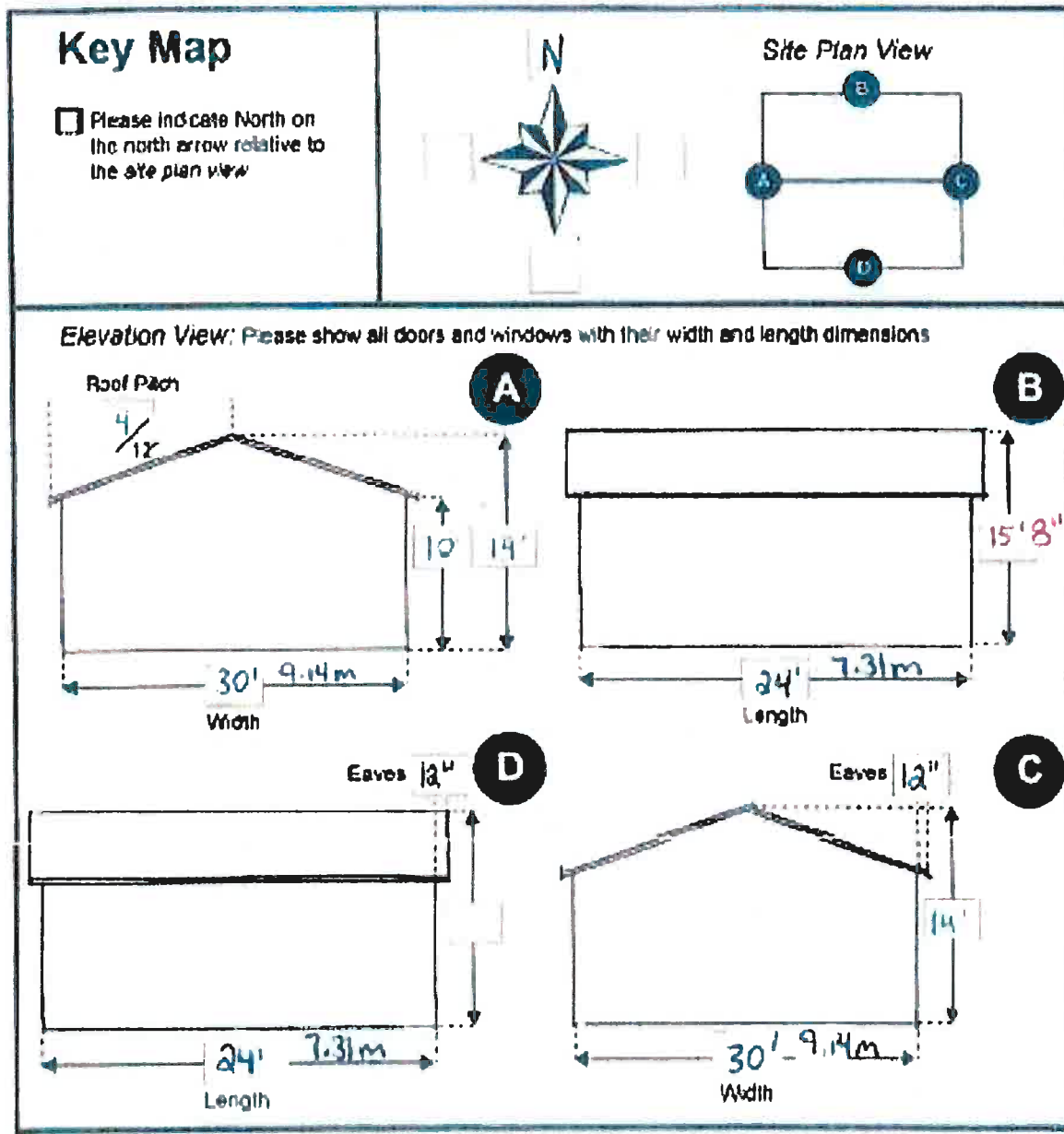
**LAND LOCATION MAP & AERIAL MAP**

## SURVEY PLAN



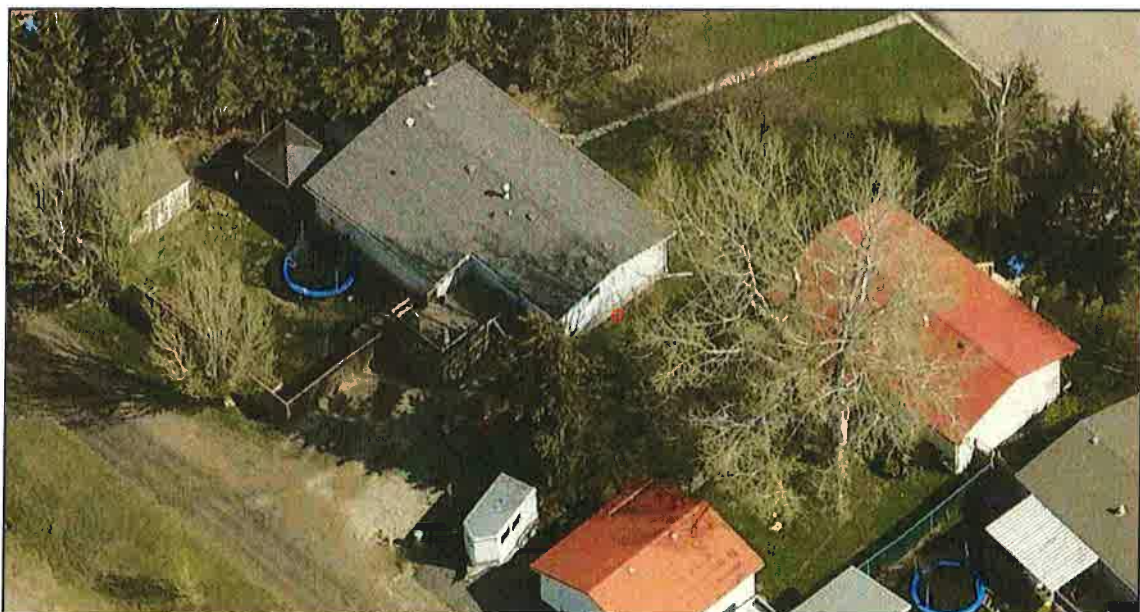


## ELEVATION PLAN



The main Building is 14ft above grade and the Garage will be at most 15' 8" above grade

**SCHEDULE "3"**  
**SITE PHOTOS**





# **SCHEDULE 4** **DEVELOPMENT PERMIT APPLICATION**

**Red Deer County**



**PLANNING & DEVELOPMENT SERVICES**  
**DEVELOPMENT PERMIT – PAGE 2**

## **DEVELOPMENT PERMIT APPLICATION**

### **SECTION A – CONTACT INFORMATION**

Permit Applicant: ☒ Owner ☐ Applicant  
 Applicant Name: Christopher Fieguth  
 Mailing Address: PO Box 931  
 City: Baden Province: AB Postal Code: T0M 0K0  
 Phone: 403-559-7868 Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: chrisfieguth@live.ca \*By providing an e-mail address you consent to electronic communication

Landowner Name (if Applicant is not the landowner): \_\_\_\_\_

PLEASE NOTE: when your permit is ready, you will receive an electronic copy. Please contact the Planning and Development Desk if you require more information.

### **SECTION B – SITE INFORMATION**

Street/Rural Address: 2518 20A St Lot: 33 Block: 18 Plan: 7810671  
 Legal Subdivision Part of: ☐ NE ☐ NW ☐ SE ☐ SW ¼ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_ M  
 Land Use District: R3 Parcel Size: \_\_\_\_\_ Ha \_\_\_\_\_ Acres

### **SECTION C – DEVELOPMENT DETAILS**

☒ Residential ☐ Commercial/ Industrial/ Institutional (complete page 4) Is demolition required? ☒ Yes ☐ No  
☐ New Construction ☐ Addition to existing building ☐ Manufactured dwelling ☐ Secondary Suite ☐ Garden Suite ☐ Deck  
☒ Accessory Building ☐ Park Model (maximum 50 m²) ☐ Demolition ☐ Shed < 360 sq ft ☐ Home Based Business

Describe the proposed development (i.e., single family dwelling, accessory building, demolition, etc.):

Removal of Deck and portion of rear fence & construction of detached garage

Existing buildings & present use (required): \_\_\_\_\_

Approx Value of Proposed Development \$ 20,000 Size: 30' x 24' ☒ Sq ft ☐ Sq m

If the development is a Manufactured home, please provide the following (Please Note: If manufactured home is greater than 5 years old, provide pictures):

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ CSA/CAN # \_\_\_\_\_ Year: \_\_\_\_\_

### **SECTION D – GEOGRAPHIC INFORMATION**

Are any of the following within ½ mile of the proposed development?

Landfill or garbage disposal site	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Confined livestock operation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sewage treatment plant or lagoon	<input type="checkbox"/> Yes <input type="checkbox"/> No	Multi lot residential subdivision	<input type="checkbox"/> Yes <input type="checkbox"/> No
River or water body	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provincial Highway	<input type="checkbox"/> Yes <input type="checkbox"/> No
Slopes of 15% or greater	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sour gas well, pipeline & abandoned wells	<input type="checkbox"/> Yes <input type="checkbox"/> No

### **SECTION E – ABANDONED WELL INFORMATION**

All development permit applications REQUIRE a printout of a map from Alberta Energy Regulator (AER, previously known as ERCB). This can be obtained via website, phone, email, fax or mail.

- > Is there an abandoned well on the property? ☐ YES ☒ NO
- > If no abandoned well is present, you must still provide a printout from the AER website
- > If yes, please identify it on your site plan and provide the Name of Licensee
  - o Licensee Name: \_\_\_\_\_
- > We require a printout of the map from the AER website which can be obtained by going to: [www.aer.ca](http://www.aer.ca)
- > If you require any assistance or do not have access to the internet please contact AER at 1.855.287.8311
- > The location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites must be shown on all applications. Please note: The Development Authority cannot approve a development application if the lot(s) does not comply with the setback directed by the ERCB Directive 079. Abandoned well site information must be provided by the applicant and can be obtained by contacting Alberta Energy Regulator.

Red Deer County


**PLANNING & DEVELOPMENT SERVICES**  
**DEVELOPMENT PERMIT – PAGE 3**
**SECTION F – LAND TITLE CERTIFICATE**

All development permit applications **REQUIRE** a copy of the Land Title Certificate no older than 30 days from the date of submission. This can be obtained at a provincial registry office or online. Online information can be found at <https://www.alberta.ca/find-land-titles-documents-plans>.

If the land title shows that a transaction is pending but the title has not yet been updated, transfer of land documents must be provided as well, signed by both parties of the transaction.

**SECTION G – RURAL ADDRESSING**

Describe in writing, the distance (in meters or feet) from a known point, such as an intersection or quarter section line, to the approach, indicating the direction and side of the road the approach is on. This description should correspond with an accompanying site plan.

**SECTION H – FINAL AUTHORIZATION**

By submitting an application for development, I am allowing right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

<u>Chris Fieguth</u>	<u>Chris Fieguth</u>	<u>April 10, 2025</u>
Applicant's Name (print)	Applicant's Signature	Date
<u>Alison Fieguth</u>	<u>Chris Fieguth</u>	<u>April 10, 2025</u>
Owner Name	Owner Signature	Date
Owner Name	Owner Signature	Date

**PAYMENT INFORMATION**

☐ Cash ☐ Debit ☐ Credit Card ☐ Cheque No.: \_\_\_\_\_ ☐ Please call for payment (credit card only)

Credit Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature of Card Holder: \_\_\_\_\_

**FOR OFFICE USE ONLY**

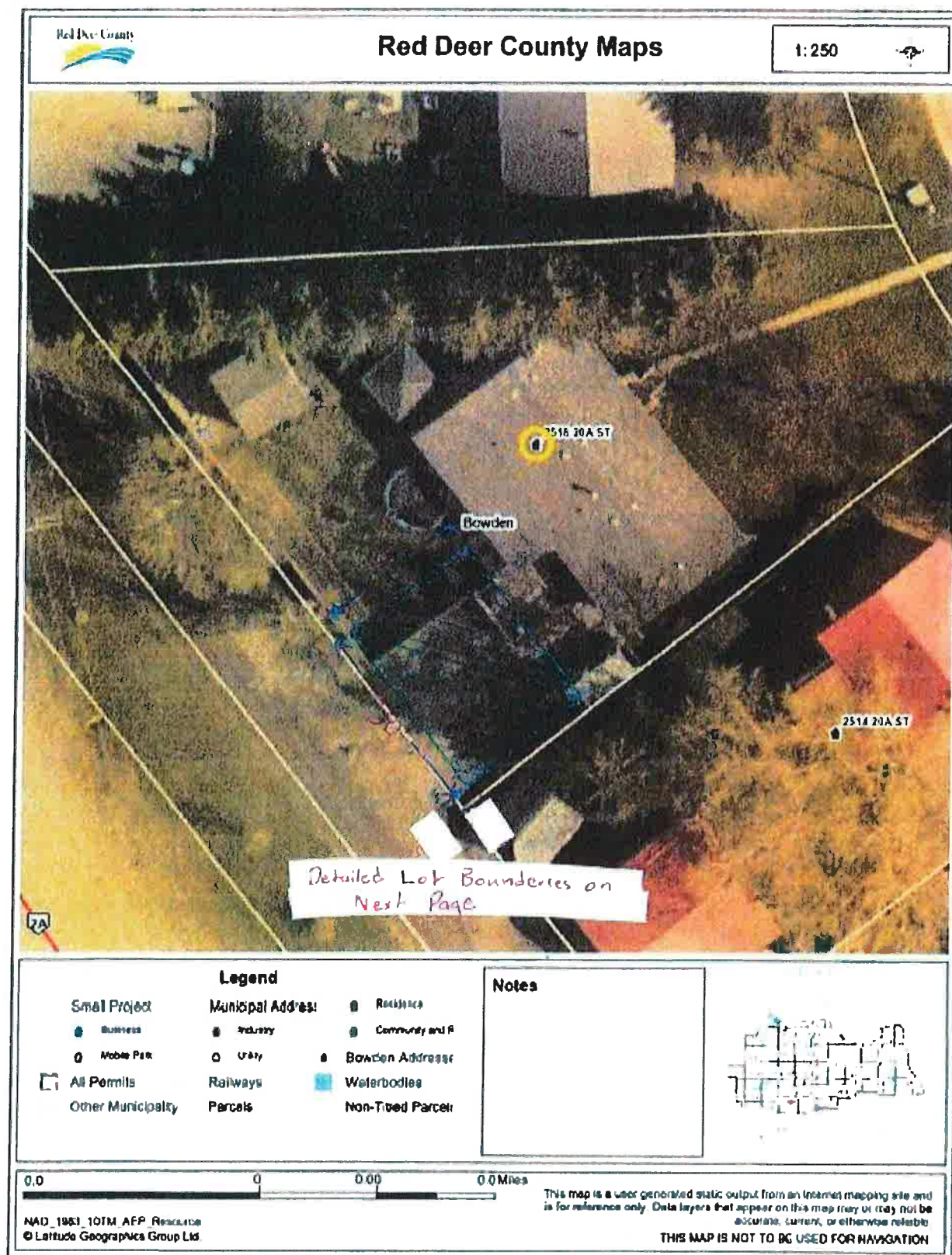
Date Received: <u>April 28, 2025</u>	File Number: <u>DB-25-004</u>	Legal File No: <u>LND-12-34-1-W5</u>
Application Fee: <u>\$400.00</u>	Diamond No.: <u>22581</u>	Line No.: _____
Roll No.: <u>43200</u>	Receipt No.: <u>368700 &amp; 369132</u>	Region: <u>5</u> Division: <u>4</u>

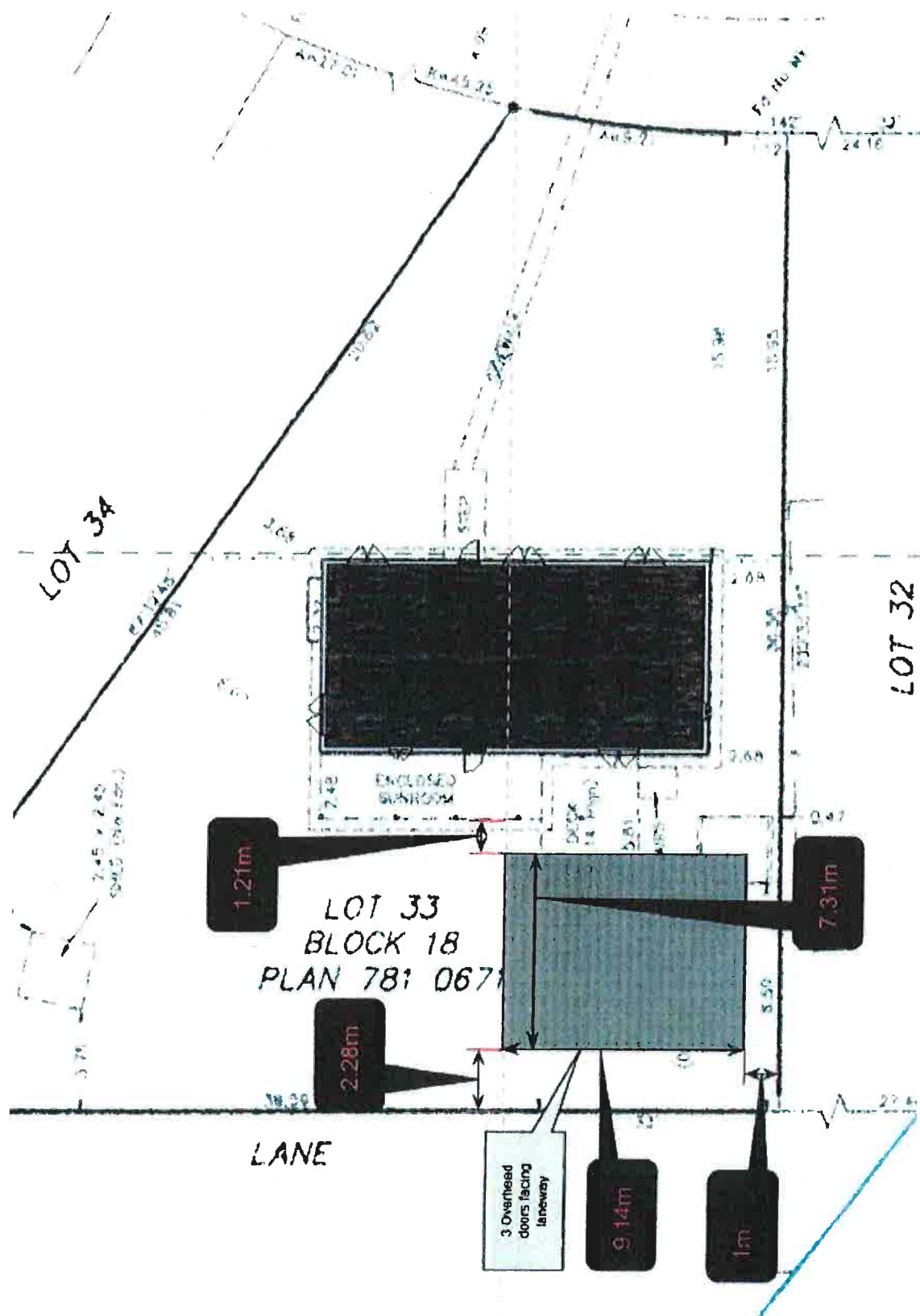
**Please Note:** The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County's Planning & Development processes. The information will be used by the County staff and representative contact information. If you have questions regarding FOIP, please phone 403.350.2150 and ask for the FOIP Coordinator.

Development Officer Area; Kimberly D

Assigned to: Kimberly







# Red Deer County



## ACCESSORY BUILDING

PERMIT NO.: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

To be completed and attached to the Building Permit Application Form

<h3>Key Map</h3> <p><input type="checkbox"/> Please indicate North on the north arrow relative to the site plan view</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>N</p> </div> <div style="text-align: center;"> <p>Site Plan View</p> </div> </div>
<h3>Elevation View: Please show all doors and windows with their width and length dimensions</h3> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p><b>Roof Pitch</b> 4/12"</p> <p><b>A</b></p> </div> <div style="width: 50%;"> <p><b>B</b></p> </div> <div style="width: 50%;"> <p><b>D</b></p> </div> <div style="width: 50%;"> <p><b>C</b></p> </div> </div>	

The main Building is 14ft above grade and the 12' 10" HT  
Garage will be at most 15' 8" above grade

Red Deer County Centre, 38106 Range Road 275, Red Deer County, AB T4S 2L9  
Ph: 403.754.6371, [www.rdcounty.ca](http://www.rdcounty.ca), [inspections@rdcounty.ca](mailto:inspections@rdcounty.ca)



## Red Deer County



## ACCESSORY BUILDING

PERMIT NO: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

To be completed and attached to the Building Permit Application Form

**ROOF:**  
Asphalt shingles 3/8" OSB roof sheathing  
pre-manufactured engineered trusses @  
24" o.c. spaced as per manufacturer's  
specifications

**HEIGHT:**  
Applies to the  
Land Use  
Bylaw

**WALLS:**  
Cladding  
Building paper  
3/8" OSB wall sheathing  
2 x 4 @ 16" or 24" o.c.

**FOUNDATION OPTIONS:**  
1. Accessory buildings up to 592 sq. ft. 4" concrete slab or preserved mud sill  
2. Accessory buildings up to 728 sq. ft. 4" concrete slab 25 MPa with 12" x 12" slab thickening around perimeter placed on undisturbed clay or compacted gravel base 3 rows of 15 m rebar  
3. Maximum size of detached garage on a slab thickening foundation is 728 sq. ft. with truss span not exceeding 32 feet. Oversized garage will require review and approval by a Building Safety Codes Officer. Foundation other than footing & frost wall requires an engineered design.

**EAVES:**  
-No closer than  
450mm to side yard  
-Non vented soffits  
are required if closer  
than 1.2 m to side  
yard  
**CLEARANCE:**  
6" minimum  
untreated wood to  
grade

Please check off garage construction details as listed below.

**Roofing Material**

- ☒ Asphalt Shingles  
☐ Cedar, Pine Shakes/Shingles  
☐ Metal Roofing  
☐ Other Specify: \_\_\_\_\_

**Roof Sheathing**

- ☒ Min. 3/8" OSB or plywood  
 NOTE: OSB or plywood less than 1/2" requires it clips and ridge  
 blocking

- ☐ 1/2" OSB or plywood  
☐ Other Specify: \_\_\_\_\_

**Roof Framing**

- ☒ Pre-manufactured Engineered Truss  
☐ Stick Build Rafters (provide details)

**Exterior Finish**

- ☒ Vinyl Siding  
☐ Stucco  
☐ Metal Siding  
☐ Other Specify: \_\_\_\_\_

**Foundation**

- ☒ 4" Slab with Thickened Edges  
☐ Sill footing & 4" frost wall

**Interior Development**

NOTE: A separate permit is required for each of these items (if applicable)

- ☒ Electrical ☒ Gas  
☐ Plumbing ☐ Other (specify) \_\_\_\_\_

**Wall Sheathing**

- ☒ 3/8" OSB  
☐ 3/8" plywood  
☐ 1/2" plywood  
☐ 1/2" OSB  
☐ Other Specify: \_\_\_\_\_

**Wall Framing**

- ☐ 2 x 4 @ 16" o.c.  
☐ 2 x 4 @ 24" o.c.  
 \*Max wall height 10ft (3.05 m)  
☒ 2 x 6 @ 10"/24" o.c.  
☒ Insulated walls & ceiling

**Accessory Building Door Beam** 3x

- Length: 8'      # of Pys: 3  
 Depth: 1.5"      ☒ Built Up      ☐ Engineered

**Accessory Building Door Size:****Direction of Trusses**

- ☒ Trusses parallel to overhead door  
 Opening  
☐ Trusses perpendicular to overhead  
 door opening

- ☐ Other Foundation (provide details, engineering)  
☐ On Skids

**Please Note:**

Windows cannot be placed in a wall  
 that is closer than 8 feet to neighbours  
 property.

If the roof framing members transfer  
 roof loading to the overhead garage  
 door beam please specify the size of  
 the garage door beam

Large opening size (doors over  
 20 feet wide) garage door beams  
 without roof loading must be minimum  
 size 2 - 2 x 12 c/w a minimum of  
 3" bearing.

Walls to be secured to slab with  
 anchor bolts at 8' on center maximum

Walls greater than 10 ft requires  
 review and approval from a Building  
 Safety Codes Officer.

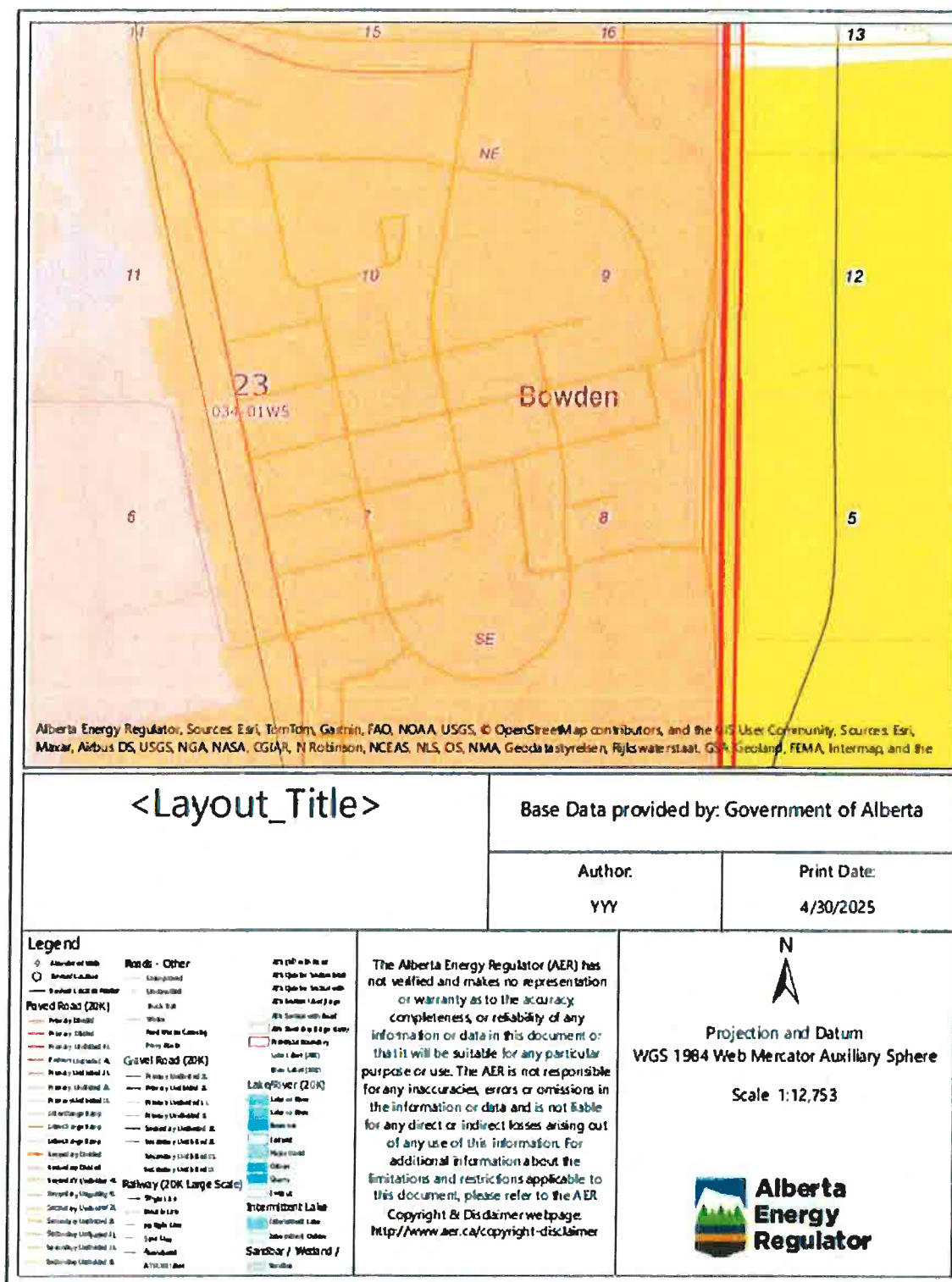
Cannot build over an underground gas  
 line.

Electrical &  
 Gas to be submitted with Building permit

Red Deer County Centre, 38106 Range Road 275, Red Deer County, AB T4S 2L9

Ph: 403.754.6371, www.rdcountry.ca, inspections@rdcountry.ca





**SCHEDULE "5"**  
**COPY OF LAND TITLE**



**LAND TITLE CERTIFICATE**

<b>S</b>		
<b>LINC</b>	<b>SHORT LEGAL</b>	<b>TITLE NUMBER</b>
0017 540 643	7810671;18;33	071 004 873

**LEGAL DESCRIPTION**  
**PLAN 7810671**  
**BLOCK 18**  
**LOT 33**  
**EXCEPTING THEREOUT ALL MINES AND MINERALS**  
**AND THE RIGHT TO WORK THE SAME**

**ESTATE: FEE SIMPLE**  
**ATS REFERENCE: 5;1;34;23;N**

**MUNICIPALITY: TOWN OF BOWDEN**

**REFERENCE NUMBER: 051 263 339**

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
071 004 873	04/01/2007	TRANSFER OF LAND	\$149,900	\$149,900

**OWNERS**

**CHRISTOPHER FIEGUTH**

**AND**

**ALISON C FIEGUTH**

**BOTH OF:**

**GENERAL DELIVERY**

**BOWDEN**

**ALBERTA TOWN OKO**

**AS JOINT TENANTS**

**ENCUMBRANCES, LIENS & INTERESTS**

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
201 111 544	23/06/2020	MORTGAGE MORTGAGEE - BANK OF MONTREAL. MORTGAGE SERVICE CENTRE

( CONTINUED )

## ENCUMBRANCES, LIENS &amp; INTERESTS

PAGE 2

# 071 004 873

## REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
		865 HARRINGTON COURT BURLINGTON ONTARIO L7N3P3 ORIGINAL PRINCIPAL AMOUNT: \$152,000

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 1 DAY OF MAY,  
2025 AT 08:11 A.M.

ORDER NUMBER: 53568936

CUSTOMER FILE NUMBER: Dev



\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

**8.f Subdivision & Development Appeal Board Hearing Administration Report (continued)****Recommended Motion:**

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

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 8.g
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Alberta Government MGA Change Summary "Role of the Chief Administrative Officer" 2 Councillor Request Form 3 Council Briefing Form

## Content:

### 8.g MGA Change – Role of the Chief Administrative Officer

#### 8.g.i

Sections 208.1(1) to (4) of the revised MGA (current as of May 15, 2025) are reproduced below:

**208.1(1)** *Subject to subsection (2) and the regulations, if any, where a councillor requests information referred to in section 153(d) from the chief administrative officer or a person designated by the chief administrative officer, the chief administrative officer or a person designated by the chief administrative officer must provide the information as soon as is practicable.*

**(2)** *Where the requested information is personal or confidential information, the chief administrative officer or a person designated by the chief administrative officer may refuse to provide the information after considering the following factors:*

- (a) *whether the information is required by the councillor to perform the councillor's duties under this Act;*
- (b) *whether a public body would be authorized or required to disclose the information if it were contained in a record requested under section 7(1) of the Freedom of Information and Protection of Privacy Act;*
- (c) *if the information is personal information, whether the use or disclosure of the information is authorized by the Freedom of Information and Protection of Privacy Act;*
- (d) *any other relevant factor;*
- (e) *any additional factors set out in the regulations.*

**(3)** *Where the chief administrative officer or a person designated by the chief administrative officer provides information referred to in section 153(d) to a councillor, the chief administrative officer or a person designated by the chief administrative officer must provide the information to all other councillors within 72 hours of the information being provided to the councillor.*

**(4)** *The chief administrative officer or a person designated by the chief administrative officer must provide reasons to all councillors for refusing to provide the information requested under subsection (1).*

(5) *The Minister may make regulations respecting*

- (a) *procedures for the provision of information referred to in section 153(d) to a councillor under this section;*
- (b) *additional factors for the purposes of subsection (2)(e).*

A Councillor now has the right to ask questions of Administration through the CAO.

### **8.g.ii**

Administration proposes to introduce two forms to assist in meeting this obligation.

The use of a form to document a Councillor request is fundamental to good governance, record keeping and the maintenance of positive relationships and interaction between Council and Administration.

### **8.g.iii Councillor Request Form**

Requests made to the CAO could typically be:

- a simple enquiry to gather information (in advance of a Council meeting or Council Committee Meeting),
- to raise a concern,
- to enquire on a service.

The reason or purpose behind the request must be stated.

The request form must be submitted by email to: [cao@bowden.ca](mailto:cao@bowden.ca).

The CAO will respond to the request, to all elected officials, within 6 days.

One Councillor cannot individually instruct the CAO to action a request or direct the work of Administration.

For example: A Councillor may request what is being done about potholes in the Town but cannot instruct the CAO to repair a pothole outside the Councillors house.

It is important to remember that the new Provincial Privacy Enactments will apply to a Councillor Request.

For example: Council may be told that an investigation is ongoing, but no details of the investigation will be provided.

If the CAO declines to provide the requested information the CAO will provide all elected officials with reasons for not providing the information.

If the response to the request is deemed to be unsatisfactory, the Councillor may submit a Notice of Motion at the next Regular Council Meeting / Special Council Meeting in order to advance the matter.



**8.g.iv Council Briefing Form**

A Council Briefing Form will be used to inform all Councillors of the request made.

This form could also be used to proactively inform Council of an issue or matter that the CAO is aware of and feels should be communicated however the matter / subject in hand does not require review, debate, or a decision by resolution (for example notification of a road closure or water main break).

**8.g.v**

Administration proposes to implement these changes with immediate effect.

These procedures will however be formally submitted to Council for approval in the near future as a revision to the Councillor Procedural Bylaw.

## Municipal Government Act Change Summary

### Municipal Affairs Statutes Amendment Act, 2025 (MASAA 2025)

#### Role of Chief Administrative Officer

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between this fact sheet and the legislation, the legislation prevails.

#### Relevant *Municipal Government Act* sections

- Section 202(1);
- Section 205(2);
- Section 206(1.1) and (1.2);
- Section 208.1; and
- Section 208(3).

#### Previous *Municipal Government Act* requirements

The *Municipal Government Act* was not clear on certain matters related to the role of the chief administrative officer (CAO), including procedures for responding to information requests from councillors, reporting the use of natural person powers, and limitations on the appointment or revocation of the position.

#### What has changed?

The *Municipal Government Act* has been updated to specify that municipal councils can only appoint one individual as CAO and that councils can make, suspend, or revoke the appointment of a CAO only through a simple majority of council. Municipal councils cannot vary this requirement through bylaw and any portion of a bylaw that does so is considered void.

The Act also now includes further clarifications on the duty of the CAO to provide information to councillors, and a new requirement to report to council on use of natural person powers by the CAO.

#### What does it mean?

CAOs are now required to provide information to a councillor upon request. The CAO must provide requested information unless it meets specific criteria, such as personal or confidential information subject to privacy legislation. Where a CAO declines to share the requested information, the CAO must provide council with reasons for not providing the information.

Furthermore, where a CAO shares information with a councillor, that information must now be shared with all other members of council within 72 hours.

The MGA now also includes provisions requiring CAOs who exercise the municipality's natural person powers under Section 202(1) to report this to council. These provisions have not come into effect, and will not come into effect until a regulation has been developed and approved to provide greater clarity about this requirement.

#### What do municipalities have to do?

Municipalities should review their current CAO bylaw to ensure it does not conflict with the legislative amendments.

CAOs must adjust their practices to ensure compliance with the new requirements for sharing information with council members and/or reporting to council.

#### Effective date

These changes took effect upon MASAA 2025's royal assent in the legislature.

#### Resources

To learn more, please refer to:

- [Municipal Affairs Statutes Amendment Act, 2025](#)
  - [Amendment Summary for MASAA 2025](#)

#### Contact us

Phone: 780-427-2225  
 Toll-free in Alberta: 310-0000  
 Email: [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca)

<b>Date:</b>	
<b>Submitted by:</b>	
<b>Attachments:</b>	
<b>Please submit to:</b>	cao@bowden.ca

### Background

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

### Request

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Date:	
Submitted by:	CAO
Attachments:	

### Background

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

### Request

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

### Response

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

**8.g MGA Change – Role of the Chief Administrative Officer (continued)****Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council adopts the new procedures and forms as presented in agenda item 8.g subject to future review and discussion by Council through the procedures to be followed to revise and repeal Council Procedural Bylaw 04 / 2025.

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 10.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Correspondence dated June 13, 2025 2 Extracts from the IDP

**Agenda item 10.a****10.a Fuzail Beriwal****Request for Amendment to Subdivision Policy for Lands within Future Town Boundary****10.a.i**

Administration submits to Council for review correspondence received dated June 13, 2025.

**10.a.ii Notes:**

1

The Red Deer County / Town of Bowden Intermunicipal Development Plan was passed by resolution of Council as Bylaw 05-2009 on May 25, 2009.

2

Page 10 of the bylaw (attached) states,

*Land uses within the Town boundaries will be based on the Town's Municipal Development Plan and approved area structure plans.*

*The IDP defers to the Town's Municipal Development Plan and the direction it provides for future land uses in this area.*

*Land uses shown on Map 1 account for a substantial amount of future growth within the plan area over the next 75 to 100 years.*

*The Long-Term Town Boundary encompasses lands that could accommodate a future Town population of 8,000 to 9,000.*

*Expansion of the Town of Bowden to take in all of the lands shown within the Long-Term Town Boundary is expected to take many years.*

*Numerous periodic annexations will occur before the Town boundary expands to what is shown on Map 1.*

3

Pages 12, 13 and 14 (Section 3.0 Land Use Concepts and Policy Areas) of the Intermunicipal Development Plan are reproduced in full as these pages are reference to within the submitted correspondence.

4

Map 1 within the Intermunicipal Development Plan is reproduced and attached.

5

The Intermunicipal Development Plan (Bylaw 05 2009) in full, can be found on the Town's web site.



**10.a.iii**

Prior to the submission of the correspondence conversations took place between:

- i. Fuzail Beriwalla and Red Deer County Planning Officers,
- ii. Fuzail Beriwalla and Town Administration,
- iii. Town Administration and Red Deer County Planning Department,
- iv. Town Administration and the Mayor & MPC Chair.

The purpose of these conversations was to:

- seek understanding on the subject matter,
- seek clarification on the request being made,
- gain an understanding of the viewpoint held by Red Deer County,
- confirm the status of the Intermunicipal Development Plan,
- briefly discuss the viability, assessment and future review of the content of the Intermunicipal Development Plan and the Municipal Development Plan.

June 13, 2025

To,  
Town of Bowden

Dear Members of the Council,

**Subject: Request for Amendment to Subdivision Policy for Lands within Future Town Boundary**

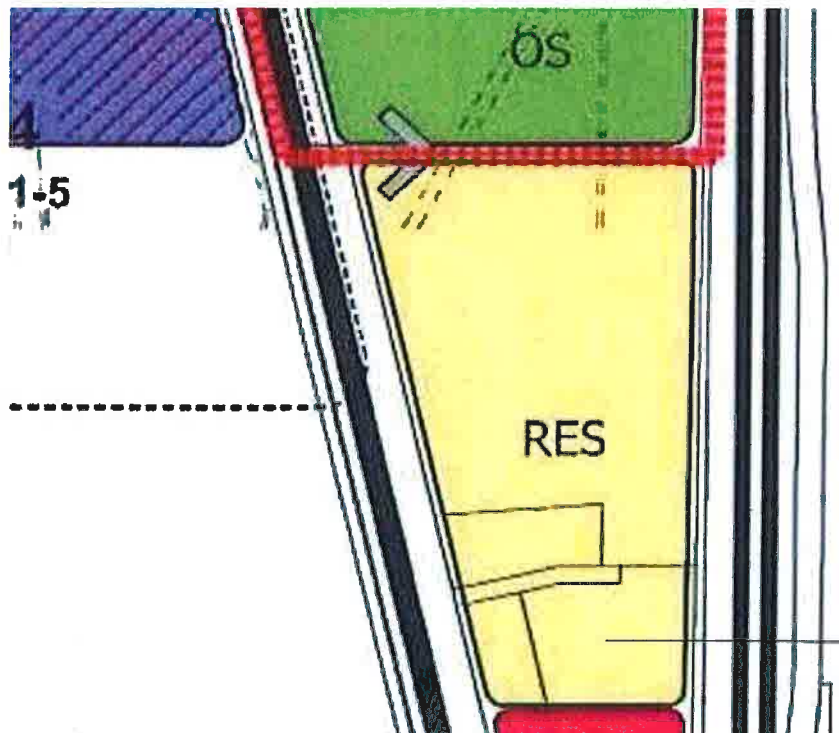
I hope this letter finds you well. I am writing to request potential amendment of the policy currently governing the subdivision of lands within the Future Town Boundary, as outlined on Map 1 of the inter-municipal development plan.

I am located at 105 – 34213 Hwy 2A, Red Deer County T0M 0K0. I understand that the town has no plan to annex the land south of Bowden Rodeo. Under the IDP, half of my land is drawn out as future residential and half as commercial.

North side of the property to be potentially subdivided into country residential, and the south side to be left as commercial.

Below is taken from MDP showing half of land -

<https://bowden.ca/Home/DownloadDocument?docId=afe57cd6-a60a-4fb2-be83-b33136c148e8>



1. For Residential - Based on the location of the my land, there is already acreages present on 34213, and policy 3.2.5, considers urban-style subdivision, can I request to include country residential as part of this policy, or provide exception to this property.

**3.2.4** On the lands within the Future Town Boundary shown on Map 1 and Town residential growth, residential subdivision for more than a first not be allowed until the land is annexed into the Town.

**3.2.5** Notwithstanding 3.2.4, a quarter section identified for residential use Future Town Boundary may be considered for urban-style subdivision if conditions specified in 8.4.11 is, in the opinion of both r

2. For the commercial – As 3.3.3 states that commercial development may occur in future county growth area, however can we get an amendment or exception to allow commercial part to be separated out from residential.

**3.3.3** Commercial and industrial development may occur in the Future Coi area. Commercial and industrial development will be discouraged in area.

**3.3.8** On the lands within the Future Town Boundary shown on Map 1 and future Town industrial and commercial growth, subdivision for more t out shall not be allowed until the land is annexed into the Town.

**3.3.9** Notwithstanding 3.3.8, a quarter section may be considered for urba subdivision if conditions specified in 8.4.11 is. in the opinion of both r

I firmly believe this change would also benefit the Town and County at large by promoting development that complements the broader regional planning goals. I am hopeful that the Town will consider this proposal and work towards an amendment that balances both growth and development.

Thank you for your time and consideration.

Sincerely,

**Fuzail Beriwal**  
[fuzail.b@gmail.com](mailto:fuzail.b@gmail.com)

587-897-5425

density commercial development such as highway commercial along Highways 2 and 587. Neighbourhood commercial sites, due to their small size, are not shown and will be identified in more detailed plans.

Industrial areas reflect both light and heavy industrial uses and show the locations this type of use is considered appropriate. The distinction between light and heavy industrial areas will be clarified through more detailed planning.

Residential areas shown on Map 1 illustrate the location of existing and future neighbourhoods. While residential uses such as detached homes and multi-attached dwellings will be the main types of use, small-scale neighbourhood commercial and institutional uses typically found in residential neighbourhoods, such as schools and religious assemblies, may also be located in these areas. More detailed plans are expected to provide more direction on the design of future neighbourhoods.

The recreational/open-space areas shown on Map 1 represent the major areas that make up some of the elements of a long-term park and trail system. The recreation use category represents major private recreation facilities such as the Hi-way Golf Course. Local parks and trail connections are not shown on Map 1 as these facilities are expected to be identified in more detailed plans.

The Rural Policy Area is that area where land uses will be guided by the Red Deer County Municipal Development Plan. Land uses that could occur include predominantly agricultural and related uses such as farmsteads and single country residential parcels. Other uses, such as multi-lot country residential development, may occur subject to the County Municipal Development Plan policies.

The Future County Growth area shown on Map 1 is intended to accommodate primarily commercial and industrial forms of development subject to a County approved area structure plan.

As new area structure plans are prepared and adopted it is intended that their land use patterns will start with the general patterns shown on Map 1. Once a new plan is adopted Map 1 will be changed to reflect the name, location and area covered by the more detailed plan.

Land uses within the Town boundaries will be based on the Town's Municipal Development Plan and approved area structure plans. The IDP defers to the Town's Municipal Development Plan and the direction it provides for future land uses in this area.

The major/arterial road system and relation to the Provincial highway system is shown on Map 1 to understand the relation between concentrations of land use and the need to accommodate the movement of people and goods.

Land uses shown on Map 1 account for a substantial amount of future growth within the plan area over the next 75 to 100 years. The Long Term Town Boundary encompasses lands that could accommodate a future Town population of 8,000 to 9,000. Expansion of the Town of Bowden to take in all of the lands shown within the Long Term Town Boundary is expected to take many years. Numerous periodic annexations will occur before the Town boundary expands to what is shown on Map 1.

### 3.2 RESIDENTIAL USES

**Goal:**

To provide opportunities for residential development within the Bowden area which are responsive to a variety of market preferences and directed to suitable locations.

**Objectives:**

1. To identify areas appropriate for residential development in urban and rural settings.
2. To allow for the replacement of existing dwellings.

**Policy Directions:**

- 3.2.1 Residential areas identified on Map 1 shall be used predominantly for residential purposes over the long-term. Agricultural, local commercial, open space, recreational, institutional and resource extraction uses may also be present based on the detailed land use concept of an approved area structure plan.
- 3.2.2 First parcel out and farmstead removal subdivisions may be allowed in all residential areas and the rural policy area shown on Map 1 where they meet the requirements of the County Municipal Development Plan.
- 3.2.3 Within the Rural policy area, residential subdivision greater than a first parcel out may be allowed in accordance with the County's Municipal Development Plan.
- 3.2.4 On the lands within the Future Town Boundary shown on Map 1 and identified for Town residential growth, residential subdivision for more than a first parcel out shall not be allowed until the land is annexed into the Town.
- 3.2.5 Notwithstanding 3.2.4, a quarter section identified for residential uses within the Future Town Boundary may be considered for urban-style subdivision prior to annexation if conditions specified in 8.4.11 is, in the opinion of both municipalities, complied with and is mutually agreed to by both municipalities.
- 3.2.6 Subdivision and development of residential areas shown on Map 1 and multi-lot country residential subdivision in the rural policy area shall be preceded by the preparation and adoption of an area structure plan as required under the respective municipality's Municipal Development Plan.

### 3.3 COMMERCIAL AND INDUSTRIAL USES

**Goal:**

To promote well planned commercial and industrial development that serves local residents and contributes to regional and local economic development.

**Objectives:**

1. To ensure there is an adequate supply of commercial and industrial land available and capable of meeting a variety of needs.
2. To identify areas where commercial and industrial activities can prosper and maximize their contribution to the local area economy.
3. To reduce the potential for conflict between commercial uses, industrial uses and other uses.
4. To ensure that other uses do not place restrictions on the development of commercial and industrial areas.

**Policy Directions:**

- 3.3.1 Commercial areas identified on Map 1 shall be used for a variety of commercial activities over the long term.
- 3.3.2 Industrial areas identified on Map 1 shall be used for a variety of industrial activities over the long term. This includes business agriculture type uses.
- 3.3.3 Commercial and industrial development may occur in the Future County Growth area. Commercial and industrial development will be discouraged in the rural policy area.
- 3.3.4 Subdivision and development of commercial and industrial areas shown on Map 1 beyond the Town boundaries shall be preceded by the preparation and adoption of an area structure plan.
- 3.3.5 Developments shall follow the highest standard set by the Highway 2/2A Corridor Design Guidelines or the respective municipality's Land Use Bylaw.
- 3.3.6 Buffers or similar mechanisms to mitigate potential conflict between commercial, industrial and other uses shall be used where needed.
- 3.3.7 Whenever reasonable to do so, uses and developments that may pose limitations on future commercial and industrial activities shall be directed away from lands identified for commercial or industrial uses.



**3.3.8** On the lands within the Future Town Boundary shown on Map 1 and identified for future Town industrial and commercial growth, subdivision for more than a first parcel out shall not be allowed until the land is annexed into the Town.

**3.3.9** Notwithstanding 3.3.8, a quarter section may be considered for urban-style subdivision if conditions specified in 8.4.11 is, in the opinion of both municipalities, complied with and is mutually agreed to by both municipalities.

### **3.4 PUBLIC AND INSTITUTIONAL USES**

#### **Goal:**

To ensure locations are available to provide public and institutional services to Plan Area residents.

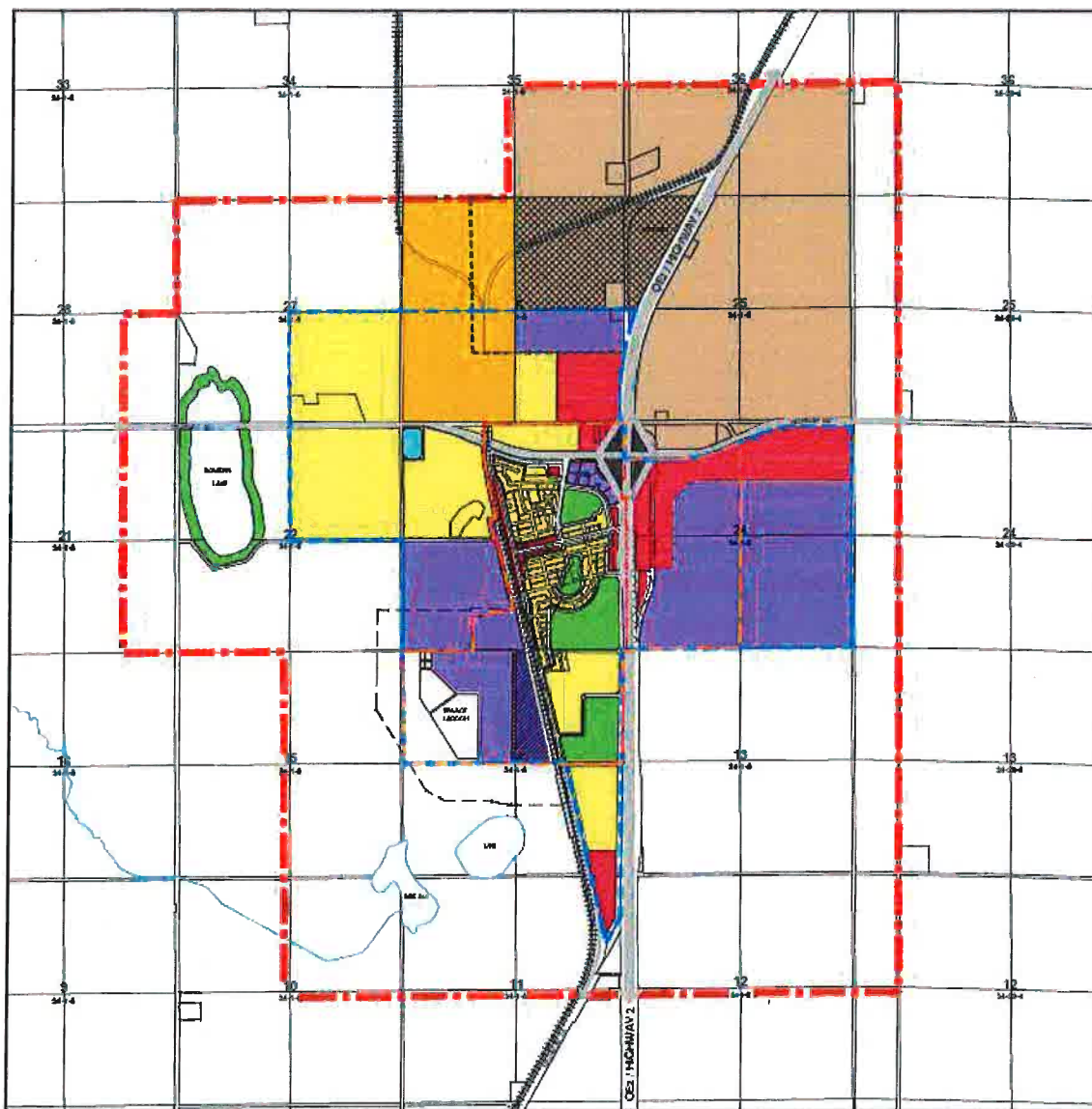
#### **Objectives:**

1. To accommodate public and institutional uses which serve the Plan Area population.
2. To provide for essential public and private utility services serving the Plan Area population.

#### **Policy Directions:**

- 3.4.1 Public and institutional uses commonly considered compatible with and complementary to residential uses may be allowed within the areas identified for agricultural use on Map 1.
- 3.4.2 Public and institutional uses commonly considered compatible with and complementary to residential uses may be allowed within the areas identified for residential use on Map 1.
- 3.4.3 Public and institutional uses commonly considered compatible with and complementary to commercial and industrial uses may be allowed within the areas identified for commercial and industrial use on Map 1.
- 3.4.4 Essential public and private utility services may be allowed throughout the Plan Area based on the optimal location(s) to provide the desired level of service to the Plan Area. An adopted area structure plan is not required for the development of essential public services or private utility services.

## APPENDIX 1 – Future Land Uses and Policy Areas



**BOWDEN - RED DEER COUNTY**  
**INTERMUNICIPAL DEVELOPMENT PLAN**  
**MAP 1 - FUTURE LAND USES AND POLICY AREAS**

- EXISTING TOWN BOUNDARY
- IDP PLAN AREA
- HIGHWAY
- CANADIAN PACIFIC RAILWAY
- FUTURE TOWN BOUNDARY
- FUTURE COUNTY GROWTH
- RURAL POLICY AREA

**PARLAMENTARY COMMUNITY PLANNING SERVICES**  
 JANUARY 2009  
 AMENDED MARCH 6, 2018

- RESIDENTIAL LAND USE
- COMMERCIAL LAND USE
- INDUSTRIAL LAND USE
- PUBLIC (CEMETERY)
- RECREATIONAL / OPENSACE
- SUBJECT TO RESTRICTIONS ON LANDFILL REDEVELOPMENT
- DEVELOPMENT RESTRICTION (SEWAGE LAGOON / FORMER LANDFILL SITE SETBACKS)
- 1000 FT SETBACK (HEAVY INDUSTRIAL USE)
- JOINT DEVELOPMENT AREA

### Notes:

1. This map shows the generalized indications of land uses and major roads. It is not intended for scaling or detailed design.
2. The land use patterns and concepts must be interpreted with the text of this plan. More detailed and precise boundaries between land uses will be established through area structure plans, outline plans and land use bylaw designations.
3. Parcel information supplied by Red Deer County. Information valid as of July 2007.

**Agenda item 10.a (continued)**

Administration requests that Council considers the request made to amend the provisions contained within the Intermunicipal Development Plan as requested by the correspondent.

Administration requests that Council provide a response to the correspondent.

**Recommended Motions:**

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

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s)</b> 1 CAO's Report

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

<b>Regular Council Meeting:</b> June 23, 2025	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

## CAO's Report

### 1 Janitorial Service Contract.

#### 1.1

Administration has prepared a draft contract for the Town's cleaning contractor.

The contract is for a period of 1 year and covers the Town Administration Office, FCSS and the Library.

The contract now includes terms stating contractual hours and stipulated tasks and the frequency to be completed. In addition the contract states that there will be quarterly review of the service levels.

#### 1.2

Administration met with the contractor on Friday May 20, 2025 to review the extended and revised contract.

The Contractor visited the Library building and met with the Library Manager.

The Contractor will review the draft contract with the aim of having a signed agreement in place by July 1<sup>st</sup>.

### 2 Bylaw Enforcement

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

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

Administration is currently working on redrafting the Traffic Bylaw.

### 3 Occupational Health & Safety

Administration will meet with a representative from Occupational Health & Safety on Tuesday 24<sup>th</sup> June in order to conduct a review of OHS policy and procedures.

This meeting was requested by OHS.

### 4 Firehall Roof

Administration has obtained quotes for all of the work required:

- to complete all of the necessary repairs,

- for building use improvements, ie: to remove the kitchen and to construct a utility washroom for clothing & equipment in accordance with current Red Deer County Fire Station standards.

Administration will have further discussion with Red Deer County in order to review the scope of the project and how the costs will be divided through a cost sharing agreement.

## **5 Emergency Management**

### **5.1**

The Town completed the emergency management tabletop exercise (TTX) on Tuesday May 27, 2025.

There were 10 attendees at this event including representatives from MWRWSC, Alberta Emergency Management Agency and Red Deer County Protective Services.

### **5.2**

The Director of Emergency Management and the CAO attended the regional functional exercise on June 18<sup>th</sup> at Red Deer County.

The Director of Emergency Management assumed the role of Logistics Director  
The CAO assumed the role of Services Director.

This was a large-scale exercise and was completed in accordance with the Incident Command System procedures.

Many agencies were involved.

## **6 Cemetery**

### **6.1**

With reference to the vehicle damage at the cemetery earlier this year a new cemetery gate has now been fitted and a new replacement headstone installed.

### **6.2**

Administration has met with a representative from the Bowden & District Cemetery Association with reference to the installation of the remaining ornamental border fence panels.

In 2024 the Town purchased and donated 14 powder coated steel fence panels at a cost of \$20,500.00.

A number of panels were installed last year. There was however an issue with the installation of some of the panels with regard to the offset required in some panels to accommodate the difference in height on sloping ground. In addition, further discussion was required regarding the siting of the panels on the east side of the cemetery entrance due to the proximity of grave plots to the fence line.

The work to install the remainder of these fence panels will be completed in the summer.

As a matter of record please note:

Public Works will provide the labour and equipment (without cost).

This work will only be completed under the direction and control of a member Bowden & District Cemetery Association who must be present when this work is carried out.

Administration is not responsible for any decision made regarding the survey and siting of each panel and its corresponding panel posts.

Administration is not responsible for the cost of rework of any panels that do not fit correctly.



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

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

<b>Regular Council Meeting:</b> June 23, 2025.	<b>Agenda Item:</b> 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

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

- i. Bowden Cemetery Association (Meeting Minutes March 11, 2025)  
*(report submitted by Councillor Deb Coombes)*
- ii. Bowden Cemetery Association (Meeting Minutes May 7, 2025)  
*(report submitted by Councillor Deb Coombes)*

**Society & Other Reports**

- i. FCSS (Monthly report for June)  
*(report submitted by CAO Arno Glover)*
- ii. Alberta Counsel News (Issue 225 June, 2025)  
*(report submitted by CAO Arno Glover)*

**Note:**

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

# Bowden Cemetery Association Meeting of March 11 2025

In Attendance: Don Peterson, Chris Helm, Deb Coombes, Marg Westman, and Sandy Gamble

Call to Order: 7PM

Approval of the Agenda: Marg Westman approved the agenda.  
Carried

Approval of Minutes of Feb 5/2025. Deb Coombes approved the minutes. Carried

Old Business:

Don presented an update on the fence panels. He feels that we need a 12 foot panel to go over the graves on the east side. Wayne Jason and Don will measure.

We will need to look at the lilac trees to see how they have faired.

Need to check into how many Cremin containers are in storage and if we order more or are people now using the columbarium instead.

The Memorial Tree Garden does need to have some attention.

Need to have a look at what should be done with the rock that Mabel Hamilton has donated.

D Day Celebration and maybe have a fly over as we had done previously. Sandy will need to contact Bill Cocke or maybe Brad Dallas. We could maybe have the coffee purchased at Tim Hortons, and obtain chairs from the Museum. Chris has a truck and would help with that.

NEW BUSINESS:

There has been damage done to the gate at the front of the Cemetery and to one head stone. Arno Glover the town CAO and the Insurance Company will have it repaired.

As some of the large spruce trees had to be removed we will need to look into replacing them. Don feels that at least 3 were removed. Once they are installed they will require watering every day.

Need to have an AGM.

We will do a tour of Cemetery on April 2 2025 to see what work needs to be completed this year.

Troy had purchased a chemical to remove the mold from the head stones last year and we need to find out where is being stored.

When we do a clean up of the cemetery, we will need to place an add in the town news letter so people will be informed.

Need to have a date set for the Penitentiary Crew. Could purchase the coffee from Tim Hortons as the Reddi Mart always supplied it in the past.

Financials: Marg Westman presented the financials. Carried

Next Meeting: April 2 2025 at the Cemetery at 10 AM

Adjournment: Don Peterson adjourned the meeting at 7:32 PM  
Carried

## BOWDEN CEMETERY AND DISTRICT ASSOCIATION

MAY 7, 2025

Don Peterson, Sandy Gamble, Deb Coombes met at the cemetery.

Inspection of the memorial area. Found that many family trees have died.

? Should families be notified.

The lilacs that border the memorial area are dead. MOTION 1: to leave them and have the natural border line remain. M/S/C

MOTION 2: To create a map of trees in the memorial area M/S/C

Don spoke to the fencing, awaiting the powder coating.

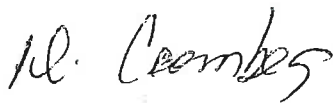
ACTION NEEDED: Need to talk to the town regarding more Ribbons

: Eva Christina Bergman Plaque LOOSE

: Plan Aug 14, 80 years ago, the war with Japan ended.

..see attachment

Respectfully Submitted,



Deb Coombes

In the 1930s, Japan engaged in expansionist moves, seizing Chinese territory and ultimately going to war with China in 1937. In 1940, it joined Germany and Italy, becoming one of the Second World War's Axis powers.

In December 1941, Japan fully entered the war, attacking British, American and Dutch targets in Asia and the Pacific. Fighting on the Allied side, Canada contributed military units and personnel to the war against Japan.



## FCSS Community Navigator Report June 2025

### Community:

- **Community Garden** – The garden is well on its way. Thanks to a local donation from Fern K. we have 2 more large rain totes. Hopefully the bases will be built, and the totes will be connected in the coming weeks. It will give a large volume of rainwater storage. We will be able to catch 3000L when in place.  
Thank you also to Eagle Creek Farms for its lovely donation of 20 started tomato plants and many bags of seed potatoes to the garden. Most gardeners took advantage of the donation, and the few remaining were planted into the community berry plot for sharing with garden members.
- **Bowden Community Showcase** will be Wednesday, September 17<sup>th</sup>. Invitations and ads will be sent out in the coming months to get the gym full of Bowden serving agencies and community groups. This event is held in partnership with the school and generally involves the graduating class, Friends of Grandview & School Council. We encourage all types of participation, not only registration for athletics.

### Food Security Support (ongoing):

- **The Good Food Box** program continues to gain participants. The July order will go in with 20 boxes.
- **Food Security** resources continue to be in high demand. FCSS is thankful for the partnerships that support our community.

### Seniors Programs:

- **Seniors Week – Ice Cream Social** – Bowden Pioneer Museum & FCSS partnered to create this event. It was a wonderful success. **32 participants** enjoyed Sundaes and tours of the museum. This is nearly double the attendance of the past few years of Seniors' Week activities. We even had unexpected guests join us from the UK on their holiday. They stopped in because their last name was BOWDEN – and they wanted to visit the town that has ties to its name.  
According to Bowden Pioneer History book, the town has 3 likely ties to its namesake. Potentially named after the Town of Bowden near the city of Manchester England. Also thought to be named from Bowden pronounced "Bough-den" in Melrose municipality, Scotland. The third is that it was named by an early CPR official, that called the rail siding after his wife's family name of Bowden!
- **DRIVE HAPPINESS** – We have reserved the tentative date of July 23 for the organization to have an information and sign-up session here in Bowden. We are working together to secure space at the Hi-Way Golf Course for the drop-by session.
- **Tech Time** last date before summer break was hosted at Park Place on June 4<sup>th</sup>. Thank you to Henday Association for Lifelong Learning (Innisfail Library Learning Centre) for its continued programs in Bowden. We hope to plan fall dates to start up in September.
- **Golden Circle Seniors Outreach Bowden** was hosted June 18<sup>th</sup> with its last date before summer break. Seniors attend to learn about support for aging in place. Thank you to Gemma & Maureen from the Golden Circle who have been assisting older adults in our community with the support & services needed.

### Youth Programs:

- **Make it Macrame** – Y.E.S. & FCSS hosted 2 after school sessions through June. Kids made colorful hanging macrame projects for their room décor.
- **SUMMER DAZE** – Y.E.S. & FCSS will host youth Grade 4-6 (Ages 9-12) to Park Place July 14-17. Activities will include Art in the Park, Movie & Pizza Day, Igloo Sports, Explore the museum with Ice cream, Sour challenge, Park Splash Day and more! 12 spots available, and only 2 spots are left!
- **Field Days** – June 23, 24 & 25 will be BGS Field days at Park Place. Many of the BGS elementary classes attend Park Place. Grade 1 – 7 will attend over the 3 dates for a combination of BBQ, fire pits, park splash, giant games and more!
- **K-6 Elementary Dance and the Jr/Sr. High School Carnival** – took place on June 19<sup>th</sup>. FCSS was invited to participate and handed out popcorn to all the kids and staff. Over 150 kids and youth participated. FCSS also created a photo booth and provided glow sticks to the littles for its black light dance! This is such a valuable way to grow connections with the youth, and to involve the Town in school events. They are very thankful for our continued partnership.

### Other:

- **AHS Mental Health Group** – Meets every 2 weeks at Park Place. FCSS often joins the group and helps to provide meaningful activities that are appropriate for all abilities. We are planning a tie dye session for early in July. Activities that engage our "right brain" such as imaginative thinking, artistic expression and processing emotions are very beneficial to mental health and emotional well-being.

### Olde Library Users & Groups in June included:

- Golden Circle Seniors      -Sunday Night Group/AA
- Innisfail FRN                -Bowden Lions Club
- AHS Mental Health Group
- South Red Deer Regional Water Services Commission
- Henday Association for Lifelong Learning.



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## SUN, STAMPEDE, AND (POLITICAL) STORMS – WHAT TO EXPECT FROM SUMMER 2025

Aaron Singleton

Alberta's MLAs have officially been out of the Legislature following the end of spring sittings in mid-May, but that does not mean there is a lack of important stories to discuss. After all, the next time we publish *The NEWS*, three by-elections will have concluded in our province and the time to break down how each campaign went will begin.

But before we dive into who will be the three newest MLAs in Alberta, we want to take a look at the summer ahead as we approach the halfway mark of the 31st Legislature term.

### The Calgary Stampede – Alberta's Political Petting Zoo

If you were able to join our Stampede 101 webinar at the beginning of June, you would have heard former MLA and current senior advisor for Alberta Counsel, Richard Gotfried, refer to Stampede as a "petting zoo" for politicians. After all – Stampede is the largest political networking event in the country each year, so the analogy is apt.

But in all seriousness, Stampede is an incredibly important time of year for MLAs, political staffers, municipal election candidates, and the organizations that have government relations goals they wish to achieve.

If you missed the webinar, we encourage you to check out the recording available at <https://www.albertacounselnews.com/webinars>.

From pancake breakfasts and industry events to hospitality suites and rodeo grandstands, there's a good chance the person you want to speak with will be there. With that said, it is important for organizations to maximize the limited time they have to speak with elected officials and their staff at stampede events throughout the fortnight.

1. **Don't** come with a briefing binder or one-pager.

**Do** come with business cards and a friendly demeanour.

2. **Don't** do a deep dive into your issue/concern.

**Do** tell them who you are and what you're working on.

3. **Don't** try to steal all their time/attention.

**Do** set up a follow-up with their staffer for a later date.

This year, you can expect Stampede events to be as busy as ever. In addition to the usual political nature of Stampede, this is also a municipal election year – meaning that council hopefuls in Calgary will be out in full force for the entire two weeks as well.

To make the most of the festivities, it would be wise for organizations that dabble in both provincial and municipal affairs to come prepared to speak with both orders of government. Of course, there are always federal politicians and staff that attend so it never hurts to have a plan in place for all three. Many Indigenous leaders attend the same Stampede events, so that presents a fantastic opportunity to build relationships with nations across the province.

### Alberta and the G7 Meetings

Although our provincial government is not hosting the long-anticipated G7 Summit in Kananaskis Country, there is no question that the province will have an important role to play in the event. As delegate planes arrived at the Calgary International Airport, Premier Danielle Smith joined Mayor Jyoti Gondek and others to welcome world leaders as they stepped onto the tarmac.



## AARON SINGLETON

Associate - Digital Campaigns

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

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

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While Alberta is not "officially" a host, the Premier is looking forward to the province being the stage G7 leaders will use for their business.

"I'm pretty excited about the fact that Alberta is the showcase for the G7," she said, "especially as we're going through having a recalibration and conversation about the role of traditional energy in the energy mix."

"I'm really hopeful that the G7 come together and have a positive statement about the role Alberta and Canada can play in providing global energy security on reducing emissions, as well as making sure we're reducing global energy poverty."

According to reports from CBC, Premier Danielle Smith was scheduled to host a reception with non-member leaders also in Alberta during the summit, but details of who will be attending were not available at the time of writing this article.

Opposition leader Naheed Nenshi issued a statement welcoming G7 leaders on behalf of the Alberta NDP.

"This summit comes at a time of global uncertainty, but also of great opportunity. Alberta knows a thing or two about both. We've seen how progress is built through resilience, innovation, and collaboration—values that are deeply reflected in the work ahead."

### By-Election Update

On June 23rd, residents of three Alberta ridings will vote on who they will send to the Legislature when MLAs return at the end of October. We did a deep dive into the by-elections in the last issue of The NEWS – [you can read that article here](#).

We are not in the business of predicting election results, and we shall not begin that practice here. However, it is a safe statement to say that the most important race to watch is happening in south Edmonton.

In Edmonton-Ellerslie, former MLA Rod Loyola resigned his seat in the Alberta Legislature to run in the federal election. The Alberta NDP has held the seat since the 2015 "Orange Wave" and earned 61.75% of the popular vote in the 2023 general election.

The last non-NDP MLA to hold the seat is Naresh Bhardwaj – and he is running in this by-election for the UCP. He previously served with the Progressive Conservatives as the Associate Minister of Persons with Disabilities. He held the seat from 2008-2015.

There are also candidates running for four other parties, but the race is expected to remain mostly between the UCP and incumbent NDP (now represented by Gurtej Singh Brar). And for both parties, the by-election stakes are highest in this riding.

For the NDP, securing Edmonton-Ellerslie means they will continue to be the only party to hold a seat in Alberta's capital after MLA Nathan Ip defeated former cabinet minister Kaycee Madu in Edmonton-South West in 2023.

For the UCP, a win in Ellerslie would represent an important breakthrough for conservatives in the city. While the city is represented almost entirely by Conservative MPs federally, Edmonton has been challenging for the UCP to win in. It would also represent the first by-election loss for an incumbent party since the Progressive Conservatives lost Calgary-Foothills to the Wildrose in 2015.

In the final two weeks of campaigning, expect both parties to put significant resources into the battleground riding. Whatever the result is in this race, it will mark an important victory for the winner. Both parties have sent MLAs to the riding to help shore up whatever support they can before advanced voting begins this week and leading up to next week's election day.

**"I'm really hopeful that the G7 come together and have a positive statement about the role Alberta and Canada can play in providing global energy security on reducing emissions, as well as making sure we're reducing global energy poverty."**

Premier Danielle Smith

**"This summit comes at a time of global uncertainty, but also of great opportunity. Alberta knows a thing or two about both. We've seen how progress is built through resilience, innovation, and collaboration—values that are deeply reflected in the work ahead."**

Naheed Nenshi





Photo credit: Brendan Brown

## POLITICAL EVENTS

### UCP – South Calgary Stampede Breakfast

Thursday, July 3rd @ 9:00AM

Location: Fresh & Local (Avenida Village), Calgary

- Join south Calgary UCP MLAs for a free pancake breakfast.
- Tix: Free ([unitedconservative.ca/events](https://unitedconservative.ca/events))

### NDP– Garden Party

Sunday, July 13th @ 1:00PM

Location: Lady Flowers Gardens, Edmonton

- Join Naheed Nenshi and Heather Sweet for an afternoon garden party fundraiser.
- Tix: \$125 ([albertandp.ca/events](https://albertandp.ca/events))

### UCP AGM

November 28th – 30th, 2025

Location: Edmonton Expo Centre

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

THE NEWS  
from ALBERTA COUNSEL



### SCOTT RATCH

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

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### KEY INFLUENCER PROFILE

## GREG SMITH

CHIEF OF STAFF TO THE MINISTER OF MUNICIPAL AFFAIRS

#### Scott Ratch

Greg Smith is Alberta's current Chief of Staff to the recently appointed Minister of Municipal Affairs, Dan Williams. He succeeds Hillary Cleminson, who will continue to serve as Chief of Staff to Ric McIver in his new role as Speaker of the Legislative Assembly. Smith will be responsible for overseeing the Minister's office operations, coordinating policy initiatives, and liaising with stakeholders and municipal leaders across the province.

Smith is an experienced manager and administrator, having held various roles in both the provincial government and non-profit sectors. Within the Government of Alberta, he has served as a ministerial assistant, press secretary, executive advisor, and manager of issues and operations. In 2022, he also served as Chief of Staff to Minister McIver during his tenure at Municipal Affairs.

Smith has been actively involved in Alberta's political landscape, serving as a Legislative Coordinator for the United Conservative Caucus from 2019 to 2020. He holds a Bachelor of Arts degree in Political Science from the University of Calgary.



**PASCAL RYFFEL**  
VP of Corporate  
Development and  
Government Relations

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

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## AT A GLANCE

### In the Media

#### **G7 Summit Comes to Alberta**

The G7, a conference of the world's leading democratic economies, is scheduled to be held in Kananaskis from June 15th to 17th. While the focus will be on national-level diplomacy, Alberta is pledging to use the opportunity to promote the province's economic and energy opportunities to Canada's G7 peers.

"As we welcome world leaders to Alberta for the G7 Leaders' Summit, we will showcase exactly why Alberta is the answer to achieving global energy security," stated Premier Danielle Smith in the leadup to the summit. Similarly, Smith has expressed intentions to promote agri-business, tourism, AI, and technology innovation as globally competitive Albertan industries.

#### **Drilling Accelerator Program**

Minister of Environment and Protected Areas Rebecca Shulz announced that the province will be allocating \$20 million in funds collected from the TIER program to establish a new Alberta Drilling Accelerator program. The program will focus on bringing new drilling techniques and technologies to market-ready status.

"Drilling technology is highly relevant to Emissions Reduction Alberta's mandate, as it offers a potential pathway to direct emissions reduction in the oil and gas sector while also playing a critical role in commercializing technologies in emerging areas like geothermal and critical minerals extraction," stated Justin Reimer, CEO of Emissions Reduction Alberta. The program is expected to formally launch in the autumn of 2025.

#### **New Direction for Oil Sands Innovation**

The Oil Sands Mine Water Steering Committee has submitted a report outlining viable options for improving mine water and tailing pond management in Alberta. The recommendations aim to improve oil sands water management by keeping clean water separate from tailings, promoting water-sharing to limit Athabasca River withdrawals, containing mine water within watersheds, using deep well disposal only for small volumes of untreatable water, and developing standards to measure naphthenic acids for treatment assessment.

Chair of the steering committee and MLA for Fort McMurray-Wood Buffalo Tany Yao commended that these recommendations "will help Alberta better manage and reduce mine water while still delivering the most responsible energy in the world." The Government of Alberta has announced it has accepted the committee's findings and will immediately begin exploring viable methods of implementation.

#### **Northern Alberta to Pacific Coast Economic Corridor Update**

The Government of Alberta has announced ongoing efforts to join British Columbia's Port of Prince Rupert and Alberta's Industrial Heartland. "Together, we launched a study utilizing the Port of Prince Rupert.

The Alberta Forum forms a common group for producers, shippers, businesses and communities to share ideas about leveraging and enhancing the economic corridor from Alberta through to Prince Rupert port, and ultimately improving export opportunities for Alberta businesses through the port," stated Minister of Transportation and Economic Corridors Devin Dreeshen. Half-way through the study, a final report will be released at the end of 2025 with the forum seeking to further incorporate the views of regional stakeholders.





**CODY MACOWAY**  
Researcher

Cody has earned a Bachelor of Arts from the University of Alberta in Political Science and History in addition to a Certificate in International Learning. He has experience as a researcher in politics and policy, previously working in government relations

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ALBERTA COUNSEL



## THE FIGHT FOR CITY HALL: A LOOK AT THE CALGARY MAYORAL RACE

**Cody Mackoway**

Calgary's next mayoral election has shaped up to be a highly contested event. With the Government of Alberta's imposition of new electoral reforms, which include the introduction of municipal political parties, the contest is wide open. Voters are scheduled to cast their ballots on October 20th, 2025, so let's look into who is most likely to lead Calgary for the upcoming four years.

The development of municipal political parties has so far seen higher levels of organization in Calgary than in Edmonton. At present, there are three major political parties, two of which are affiliated with a mayoral candidate's campaign. In combination with the Independents, there are five major contenders for the office of mayor.

### **Jyoti Gondek**

First on our list is Jyoti Gondek, Calgary's current mayor and the incumbent in the race. Despite months of rumours debating whether she would run for the position again, Gondek announced her intention to run again in late November of 2024. Her candidacy will remain independent, not tied to a formal political party or slate of councillor candidates. In describing the provincial move towards electoral reforms, she described political parties as "the kiss of death for local representation." Her campaign has centred around fighting against a trend towards the passing down of responsibilities from federal and provincial governments to municipalities, often without necessary financial support.

### **Jeromy Farkas**

Former Calgary City Councillor Jeromy Farkas is a strong challenger for incumbent Gondek. Serving on the council from 2017 to 2021, and coming in second to Gondek in the 2021 mayoral election, Farkas is offering to focus on tackling "household costs, jobs, and safety." Farkas has also chosen to run as an independent and does not have the backing of an organized political party. Farkas is looking to expand upon the 30 per cent of the popular vote he earned in 2021 to secure the mayoralty. Given the relatively high number of well-organized candidates in the running for 2025, a strong plurality of votes will likely be sufficient.

### **Sonya Sharp**

Sonya Sharp is a current single-term councillor, currently representing Ward 1. Having previously worked in city administration, Sharp has been a strong critic of the perceived ineffectiveness of Calgary's current council and mayor. She has joined three other councillors, Andre Chabot, Dan McLean and Terry Wong, to form the Communities First party. A major focus of Sharp and Communities First is opposition to the controversial blanket rezoning policy, which passed in 2024.

### **Brian Theissen**

Unlike the other four candidates, Theissen has not been an elected official at the municipal level in Calgary. Rather, he draws from a background in law, chairing the Calgary Police Commission, and his tenure as President of the provincial-level Alberta Party. Theissen is self-branded as a political centrist and has established the Calgary Party in turn. Promises include "making Calgary safer, more inclusive, and more responsive to the needs of its residents." Alongside Theissen will be a group of councillor candidates running under the Calgary Party banner.



**Jeff Davison**

Jeff Davison served as Councillor for Ward 6 from 2017 to 2021 and unsuccessfully ran for mayor in 2021, placing third. He has also chosen to run as an independent and has not aligned with a slate of like-minded councillor candidates. His signature campaign promise is to impose a four-year freeze on property tax increases in Calgary.

**What is at Stake?**

Provincial reforms to municipal politics, including the introduction of political parties, were largely framed as a response to the perceived chaos and ineffectiveness of the city council. The resulting makeup of City Hall following the 2025 election will test these reforms. Additionally, parties like A Better Calgary, without an attached mayoral candidate, pose to reshape council dynamics, separate from whoever is chosen to be the city's next mayor. While a unified council of like-minded candidates may result, the enduring strength of the independent campaigns will be tested.

The race has largely centred on candidate's responses to rising property taxes, housing affordability, public safety, and urban growth. Transit expansion, municipal-provincial relations, and cost-of-living pressures have also emerged as dominant issues. In the race for mayor, confidence in a candidate's ability to respond to a crisis may also be an important theme, as conflicts with the provincial government over issues like the Green Line LRT expansion and the 2024 Bearspaw waterline break have greatly impacted the city throughout the past term.

As autumn approaches, candidates will continue to make their pitch to voters. Calgary Stampede, in particular, is likely to see a heightened presence of municipal candidates who will all be vying for community visibility and support. Keeping abreast of the race is important, as its outcome may dramatically reshape how Alberta's largest city acts and operates, setting a new relationship of either cooperation or opposition to the Government of Alberta.

**Agenda item 11.b / 11.c (continued)**

**Recommended Motion:**

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