

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 11 August 2025, 7:00pm.**

- 1. CALL TO ORDER**
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**
3.a July 28, 2025, Regular Council Meeting.
- 4. PUBLIC HEARING**
None scheduled.
- 5. DELEGATION**
None scheduled.
- 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 Chief Elected Official (elected) Vacancy.
- 9. FINANCIAL**
No agenda item.
- 10. CORRESPONDENCE**
10.a Red Deer County Protective Services
10.b Municipal Affairs
10.c Alberta RCMP
10.d Ministry of Agriculture & Irrigation
10.e Alberta Municipalities
- 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 July 28, 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

Robb Stuart
Paul Webb
Wayne Milaney
Deb Coombes
Randy Brown

ABSENT

Councillor

Sandy Gamble

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 Wayne Milaney that Council adopts the minutes of the Regular Council Meeting of July 14, 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 Randy Brown that Council accepts the Resolutions Follow Up Action Report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.b Key Dates

Administration provided Council with forthcoming key dates.

Motion 6.b

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

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

There was no agenda item.

8. NEW BUSINESS**8.b Council Committee Appointments**

Administration provided Council with an updated list of Council Committee Appointments following the resignation of Councillor Marie Flowers.

Administration requested that Council appoint alternates to the:

- Expanding Horizons Cultural Enhancement Society, and the,
- Bowden Friendship Club.

Motion 6.a

Moved by Councillor Randy Brown that Council appoints Councillor Deb Coombes as the alternate to the Expanding Horizons Cultural Enhancement Society and Council appoints Councillor Paul Webb as the alternate to the Bowden Friendship Club.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

There was no agenda item.

10. CORRESPONDENCE**Agenda item 10.a Letter of Request received from Mrs. V Dye, Bowden Grandview School**

Administration resubmitted correspondence from the RCM of July 14, 2025, for Council to consider the request made for a 2025 scholarship award.

Council was requested to consider both the amount of the award and the criteria for the award, this currently being stated as, "this scholarship is available to Bowden Grandview graduates who are entering in studies in either administrative or non-administrative areas of municipal careers".

Motion 10.a

Moved by Councillor Paul Webb that Council provides a scholarship award for the sum of \$500.00 for the Bowden Grandview School Awards program by means of the existing qualification criteria.

MOTION CARRIED UNANIMOUSLY

Agenda item 10.b Letter from Commanding Officer, Alberta RCMP

Administration submitted correspondence received from Trevor Daroux, Deputy Commissioner, Commanding Officer Alberta RCMP.

Motion 10.b

Moved by Councillor Paul Webb that Council accepts the correspondence as information.

MOTION CARRIED UNANIMOUSLY

11. REPORTS

There were no reports as an agenda item.

12. MEETING ADJOURNMENT

Motion 12.a

Moved by Councillor Wayne Milaney at 7:43 pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Minutes signed by:

Mayor
Robb Stuart

CAO
Arno Glover

Town of Bowden

COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION

(new comments in red - updated 7 August 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23 9 July 2025	Intermunicipal Collaboration Framework Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines Municipal Services Agreement (planning services) with RDC expires 31 December 2025 ICF changes to be introduced into the MGA reference Bill 50. Current ICF expired in December 2022 – the provincial government 2-year moratorium expired in December 2024. Email sent to CAO of RDC to commence planning / discussions. No response to date. Latest MGA is now published dated May 15, 2025. The requirement for an ICF is now a relevant statute.	Council / CAO	progress
26 Aug 24	Firehall Flag Poles Motion 8.c Administration to liaise with RDC Protective Services This may form part of the future discussion on firehall building updates.	CAO	progress
23 June 25	Role of the Chief Administrative Officer Motion 8.g Revision of Council Procedural Bylaw No progress	CAO	progress
14 July 25	Summer Get Together Event Village of Delburne Motion 10.b Administration to confirm attendees at this event All elected officials (6) are registered to attend	CAO	confirmed
14 July 25 28 July 25	Correspondence received from Bowden Grandview School Motion 10.c Administration to resubmit item of correspondence at a future Regular Council Meeting Motion to provides a scholarship award for the sum of \$500.00 for the Bowden Grandview School Awards program under the existing qualification criteria. Email confirmation sent to Bowden Grandview School	CAO	completed

Regular Council Meeting: August 11, 2025.	Agenda Item: 6.b
Prepared by: CAO Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s):

6.b Key Dates *(for information)*

AUGUST

- August 20** Summer Get Together 5:00pm
Delburne Community Hall, Village of Delburne
- August 25** Regular Council Meeting 7:00pm Council Chambers
- August 28** MVRWSC Annual Golf Tournament (RSVP by August 22)

SEPTEMBER

- September 17** Bowden Community Showcase 5:00pm to 7:00pm Bowden Grandview School
- September 22** Nomination Day - Municipal Election (12 noon deadline)

OCTOBER

- October 20** Municipal General Election
- October 28** Elected Officials Education Program
Regional Orientation Session hosted by Town of Blackfalds with George Cuff

-
- November 12** Alberta Municipalities Convention and Trade Show
 - November 14** (Calgary TELUS Convention Centre)

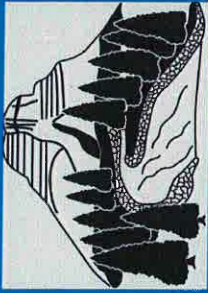
Hotel reservations have been made for 7 Councillors for the nights of Tuesday 11th November to Thursday 13th November (3 nights) Hyatt Regency Calgary

ABMunis registrations have been made for 7 elected officials.

- December 12** Christmas Special Event Igloo Arena (tbc)

Recommended Motion:

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



Mountain View Regional Water Services Commission

Annual Golf Tournament

Place: Bowden Hi-Way Golf Course
Date: August 28, 2025
Registration: 1:30pm
Tee Off: Shot Gun Start 2:00pm
Format: Four Person Texas Scramble
Dinner: 5:00pm Bowden Hi-Way Golf Course

RSVP by Aug 22/25
Wes Olstad
(403) 348-6553
wo.mtn@telus.net

Regular Council Meeting: August 11, 2025.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s):

Content:**8.a MGA Chief Elected Official (Elected) Vacancy****8.a.i**

In view of the announcement made in the August Town Newsletter, Administration provides Council with a copy of the regulation contained within the Municipal Government Act.

Section 163 states:

163 *If the chief elected official is elected by a vote of the electors of the whole municipality and the office becomes vacant, the vacancy must be filled*

(a) if on the date the vacancy occurs there are 12 months or more before a general election, by a by-election, or

(b) if on the date the vacancy occurs there are less than 12 months before a general election, either by a by-election or by council appointing at the next council meeting one or more councillors as chief elected official so that

(i) only one councillor holds that office at any one time, and

(ii) the office is filled all the time.

8.a.ii

If the Deputy Mayor is elected to the position of Mayor, then Council must also appoint a new Deputy Mayor.

8.a.iii

The position of Mayor (and if relevant the position of Deputy Mayor) will require an Oath of Office to be sworn.

Recommended Motion

"Moved by Councillor _____ that Council accepts agenda item 8.a as information.

Regular Council Meeting: August 11, 2025.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): as per content

Agenda item 10**Content:**

- 10.a Red Deer County Protective Services (July Enforcement Contract)**
- 10.b Municipal Affairs – Municipal Accountability Program Schedule**
- 10.c Alberta RCMP (Olds Detachment) 2024 Crime Severity Index**
(Statistics received by email from Acting S/Sgt Jamie Day Detachment Commander Olds RCMP).
- 10.d Ministry of Agriculture & Irrigation re: Land Annexation**
(email received from the Honourable RJ Sigurdson, Minister of Agriculture & Irrigation).
- 10.e Alberta Municipalities re: Rules for Recall of Elected Officials**
(email received from Tyler Gandam, President of ABmunis).



10

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

August 1, 2025

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

Sent Via Email to: cfo@bowden.ca

Attention: Chief Administrative Officer

Dear Sir/Madam:

Re: July Enforcement Contract

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

1 ticket was issued during patrols conducted between 0600-2100:

- 2025-07-13 at 1205 hrs – Fail to Produce Insurance

There were no occurrences generated.

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

Sincerely,

Sgt. Irv Heide
Patrol Manager,
Red Deer County, Protective Services



Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR119086

July 14, 2025

Mr. Arno Glover
Chief Administrative Officer
Town of Bowden
PO Box 338
2101-20 Avenue
Bowden AB T0M 0K0

Dear Mr. Glover:

Subject: Municipal Accountability Program Review Schedule for 2025/26

The Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in municipalities. Municipal accountability advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities in achieving legislative compliance. The process enables chief administrative officers to confirm areas of strength and receive guidance on areas for improvement.

Since 2018, 214 municipalities have participated in the MAP, resulting in 263 reviews completed to date. The program is mandatory for municipalities with populations of 2,500 or less, with eligible municipalities scheduled for review once over a five-year cycle.

I am pleased to advise that your municipality has been selected to participate in a MAP review during the 2025/26 program year. As your municipality may have previously undergone a MAP review, you may already be familiar with the program. To ensure the MAP continues to provide value to municipalities, the program has been revised to include areas of legislation not previously addressed and to support understanding and awareness of recent legislative changes.

The MAP process will involve a meeting with you to review municipal documents and discuss policies, procedures, and processes. A report will be provided, identifying areas of legislative compliance and any gaps. To assist you in addressing areas of non-compliance, the report will also include tailored recommendations and resources for each identified gap.

.../2

- 2 -

It is my expectation that the report generated will be shared with council at a public council meeting to inform their understanding of the areas requiring further action.

A municipal accountability advisor will contact you shortly to provide program details, discuss requirements, and schedule the review. Scheduling will take into consideration your workload and availability.

If you have questions or concerns, please contact a Municipal Affairs municipal accountability advisor toll-free by dialing 310-0000, then 780-427-2225, or by email at map@gov.ab.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jonah Mozeson', with a stylized flourish at the end.

Jonah Mozeson
Deputy Minister

Attachment: Municipal Accountability Program Summary

2025-2026 Municipal Accountability Program

What is the Municipal Accountability Program?

The Municipal Accountability Program (MAP) collaboratively supports municipal governments by helping them to understand and achieve legislative compliance with the *Municipal Government Act (MGA)* and any associated regulations.

To ensure that the program retains its value through each cycle, the program has been updated to include additional areas of the Act. Each review will revisit some of the mandatory provisions and examine the requirements associated with discretionary powers of municipalities within legislation.

These discretionary areas are not implemented by all municipalities; therefore, each review will address only those items relevant to the municipality being reviewed.

Municipalities with populations of 2,500 or less are automatically scheduled for a MAP review throughout a five-year cycle. Ministry staff and chief administrative officers (CAOs) work together, resulting in a report provided to the CAO identifying areas of strength and issues of legislative non-compliance.

Each MAP report includes recommendations and resources to assist in remedying identified concerns. Municipal Affairs maintains contact with CAOs to provide support as required.

The goal is to facilitate well-managed municipalities and foster strong collaborative relationships between the CAO and the ministry.

MAP Cycle Changes

The MAP program year has been modified to match the provincial fiscal year, from April 1 through March 31. Therefore, a municipality

scheduled for the 2025 program year may see its review conducted in early 2026.

How is the MAP conducted?

The focus of the MAP is compliance with legislative requirements. The process includes document reviews and a meeting with the CAO.

The MAP is an administratively focused process and does not include matters related to the governance of the municipality and does not involve the public.

What is reviewed in 2025-2026?

The following is a list of the legislative areas reviewed under the program (please note that this list is subject to change pending any future legislation or program changes):

- Signing of municipal documents – MGA 213
- Disposal of land – MGA 70, 606, 606.1
- Delegation of authority – MGA 203
- Meetings and meeting procedures – MGA 193
- Special meeting procedures – MGA 194
- Organizational meeting – MGA 150, 152, 192
- Closed meetings – MGA 197
- Public hearings – MGA 216.4
- Recording of pecuniary interest – MGA 172
- Meetings through electronic communications – MGA 199
- Procedural bylaw – MGA 145
- Code of conduct bylaw – MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017
- CAO bylaw and appointment – MGA 205
- Bylaw enforcement officer bylaw – MGA 555-556
- Face mask and proof of COVID-19 vaccination bylaw – MGA 7.1
- Fees and charges bylaw – MGA 8(1)(c), 61
- Consolidation of bylaws – MGA 69(1)
- Firearm bylaws – MGA 74.1

- Road closure – MGA 22
- Advertising bylaw – MGA 606.1
- Utility services bylaws – MGA 33,45,46
- Operating and capital budgets – MGA 242-246, 248.1
- Three-year operating and five-year capital plans – MGA 283.1, Municipal Corporate Planning Regulation 192/2017
- Auditor appointment, audited financial statements, salary and benefits disclosure, and auditor report – MGA 276, 280-281, 217, Supplementary Accounting Principles and Standards Regulation 313/2000
- Investments – MGA 250
- Borrowing bylaws – MGA 251-259, Debt Limit Regulation 255/2000
- Loans – MGA 264-265
- Loan guarantees – MGA 264-265
- Assessment of property – MGA 284.2(1), 297
- Assessment notices – MGA 303, 308-3011
- Assessment review board MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017
- Property tax bylaw content – MGA 361(1)(a) 353-357, Matters Relating to Assessment Sub-classes Regulation 202/2017
- Tax notices – MGA 329, 333-336, 357
- Supplementary assessments – MGA 313, 315, 316
- Supplementary tax bylaw – MGA 369, 369.1
- Tax payment and tax penalty bylaws – MGA 339, 340, 344(1), 345(1), 357(1.1)
- Brownfield tax incentives – MGA 364.1
- Non-residential tax incentives – MGA 364.2
- Tax agreements (utilities/linear property) – MGA 360
- Business tax – MGA 369.1, 371-379
- Community revitalization levy – MGA 381.1-381.5
- Special tax – MGA 382-387
- Local improvement tax – MGA 391-409
- Clean energy improvement tax – MGA 390.1-390.9
- Other taxes – MGA 388, 409.1
- Adding amounts to the tax roll – MGA 553 (for discussion only)
- Tax arrears list and tax recovery – MGA 412, 418, 436.03, 436.08
- Tax agreements – MGA 418(4), 436.09(4)
- Tax recovery auctions (land) – MGA 418-422
- Tax recovery auctions – designated manufactured homes – MGA 436.08-436.13
- Municipal development plan – MGA 230, 606, 632, 641, 692
- Land use bylaw – MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002
- Subdivision and development appeal board – MGA 627-628, Subdivision and Development Appeal Board Regulation 195/2017
- Off-site levies – MGA 648, 648.2
- Municipal planning commission – MGA 625
- Area structure plans – MGA 633
- Area redevelopment plans – MGA 634, 635, 647
- Joint use and planning agreements – MGA 670.1, 672-673, *Education Act* 53.1
- Reserve lands – MGA 664.1(1), 666(1), 667(1), 669(1), 672(1), 673(1), 674(1), 676(1)

Contact Us

To speak with a Municipal Accountability Advisor, call toll-free at 310-0000, then 780-427-2225, or email map@gov.ab.ca.

Olds Provincial Detachment - 2024 Crime Severity Index**2025/07/22**

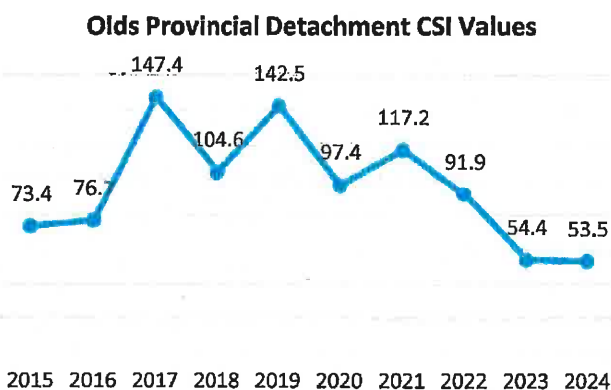
On July 22, 2025 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2024*. One portion of this report contained the calculated CSI values for 2024, as well as revised values for 2023.

CSI Values

The Olds Provincial Detachment's 2024 CSI value is 53.5. This is a decrease of 1.6% when compared to the newly revised 2023 CSI value of 54.4.

The overall CSI in Alberta for 2024 was 95.6, a 9% decrease when compared to 2023.

The chart to the right shows the CSI values for the Olds Provincial Detachment from 2015 to 2024.

**Main Contributors and Drivers to CSI**

The table below contains the top 10 contributors to the Olds Provincial Detachment's CSI in 2024.

Top 10 Contributors to CSI - 2024		
Crime Category	% of CSI	# of Offences
Break & Enter	30.9%	28
Theft Over \$5,000	10.1%	14
Sexual Assaults	7.8%	4
Fraud	7.0%	15
Other Criminal Code Offences	6.9%	23
Criminal Code Traffic	6.4%	29
Theft of Motor Vehicle	6.3%	15
Theft Under \$5,000	5.5%	35
Drug Enforcement - Trafficking	4.0%	3
Assault	3.3%	14
Total for Top Ten	88.1%	180

In 2024 Break & Enter Offences accounted for 30.9% of the Olds Provincial Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 88.1% of the Olds Provincial Detachment's CSI.

The largest driver to the decrease in CSI from 2023 to 2024 was a decrease in Fraud offences. There were 15 less in 2024 than in 2023. This caused a CSI decrease of 4 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2023 to 2024		
Crime Category	CSI Change	Offence Diff
Fraud	-4.0	-15
Assault	-2.1	-11
Other Sexual Offences	-1.7	-1

Top 2 CSI Increases from 2023 to 2024		
Crime Category	CSI Change	Offence Diff
Theft Over \$5,000	3.4	9
Other Criminal Code Offences	2.0	6

CAO

From: AGRIC Minister <AGRIC.Minister@gov.ab.ca>
Sent: July 21, 2025 10:54 AM
To: CAO
Subject: Town of Bowden Land Annexation

Dear Arno Glover:

Thank you for your email sharing the Notice of Annexation and the Negotiation Report in Support of Uncontested Annexation (September 9, 2024) proposed by the Town of Bowden. Agriculture and Irrigation has no concerns with the proposed annexation as the land in question is contained within the North Bowden Industrial/Commercial Area Structure Plan and is not currently used for agriculture.

I trust that any other issues of concern to Albertans or the general public will be captured by the Land and Property Rights Tribunal process and the report and recommendations that you will submit to the Minister of Municipal Affairs.

Sincerely,

Honourable RJ Sigurdson
Minister, Agriculture and Irrigation
AR87484

Classification: Protected A

CAO

From: info
Sent: July 21, 2025 11:43 AM
To: CAO; Jacqui Molyneux
Subject: FW: ABmunis updated recommendations on recall rules
Attachments: ABmunis Recommendations on Recall of a Municipal Elected Official 20250630.pdf

Jen Masching
 Tax & Utility Administrator
 Phone: 403-224-3395
 Fax: 403-224-2244
 Email: reception@bowden.ca



From: Tyler Gandam <president@abmunis.ca>
Sent: July 21, 2025 11:40 AM
To: info <info@bowden.ca>
Subject: ABmunis updated recommendations on recall rules

Dear Mayors, Councillors, and CAOs:

We are pleased to share Alberta Municipalities updated recommendations on how the province can improve the rules for recall of a municipal elected official (attached). We had shared our initial recommendations with you in early June but after speaking with members at our Summer Municipal Leaders' Caucus last month, ABmunis' Board has expanded our recommendations. Many municipalities have not experienced a recall petition so we are sharing this information to help your council respond to Municipal Affairs' [online survey](#) that was sent out to municipalities on July 18, 2025.

What has ABmunis added to its recommendations?

1. Change the signature threshold for a recall petition to be 40% of eligible voters (except for summer villages).
2. If the number of required signatures is greater than 15,000 then allow 90 days for the organizer to collect signatures. Otherwise, maintain the time period at 60 days.
3. Municipal governments should have zero involvement in the management of a recall petition due to the power structure between council and municipal staff and the related challenges with public perception. All aspects of a recall petition should be managed by an independent body similar to how the Chief Electoral Officer manages all aspects of recall of MLAs.
4. Require the petition organizer to provide a written statement on the reasons for recall and allow the elected official to provide a statement in response that is printed on the petition form.
5. Require petition canvassers to register and follow a code of conduct guideline (same as MLA recall).

6. Create a regulatory framework for advertising, fundraising, and financial disclosures.
7. Create a regulatory framework that prevents local political parties, slates, candidates, and third-party advertisers from launching a recall petition or fundraising from a recall petition.

ABmunis has sent a total of 16 recommendations to Municipal Affairs. The complete list is included in our attached report. Many of our recommendations are designed to create greater consistency between the rules for recalling a municipal official and recall of an MLA.

We encourage you to review our recommendations and complete the province's survey to inform their next steps on recall rules. Thank you to all members that have provided input to us through various meetings throughout the last year.

Any questions about our recommendations can be sent to our Advocacy team at advocacy@abmunis.ca.

Tyler Gandam | President

E: president@abmunis.ca
 300-8616 51 Ave Edmonton, AB T6E 6E6
 Toll Free: 310-MUNI | 877-421-
 6644 | www.abmunis.ca



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

Recommendations on Recall of a Municipal Elected Official



 **Alberta
Municipalities**
Strength
In Members

Submitted to Alberta Municipal Affairs

June 30, 2025

Recommendations on Recall of a Municipal Elected Official

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Recommendations on Recall of a Municipal Elected Official

Executive Summary

In May 2025, Alberta Municipal Affairs began engagements on potential improvements to the rules for recall of a municipal elected official as prescribed in the *Municipal Government Act* (MGA). This report represents Alberta Municipalities' recommendations to Municipal Affairs based on the input we have collected from our member municipalities since the inception of recall in 2023. Our recommendations are based on the premise that recall represents the undoing of a democratic election. Therefore, the framework and processes for a municipal recall petition should be structured to provide the same standard of trust and transparency for the public.

Recommendations to Improve Municipal Recall

Alignment with the Recall Act

Transparency and Trust in the System	
1. Appoint the Minister of Municipal Affairs, a municipal ethics commissioner, or other independent body to manage all activities related to municipal recall petitions. The municipal government and municipal staff should have zero involvement in the management of a recall petition due to the perception and power structure between municipal elected officials and municipal government staff.	✓ (Elections Alberta)
2. Require the petition application and petition form to include a written statement by the organizer explaining why the municipal elected official should be recalled.	✓
3. Require the petition form to include a written statement by the targeted elected official, if provided by the official within the prescribed time period.	✓
4. Require the independent body to vet the rationale for a recall petition to ensure it meets a test of reasonability before approving the petition application. This provides an opportunity to clarify information and a possible resolution prior to a full recall petition process.	No
5. Require the petition organizer to submit the petition at the end of the petition period regardless of how many signatures are collected.	✓
6. Require petition canvassers to register and follow a code of conduct guideline.	✓
7. Prescribe penalties if recall rules are not followed.	✓
Threshold of Signatures Required	
8. Change the threshold for a successful recall petition to be based on signatures from 40 per cent of eligible voters (except for summer villages).	No
Process for Municipal Recall Petitions	
9. Change the eligible period to launch a recall petition to open one year after election and close the eligible period one year prior to the general municipal election.	✓
10. Maintain the current requirement that signatures must be collected within 60 days for all municipal recall petitions. Or set the default to 60 days and increase to 90 days only when a recall petition requires more than 15,000 signatures.	Partial
11. Require the petition organizer to remove a signature if requested by the signatory.	No
Finances Related to Municipal Recall Petitions	
12. Create rules to prevent the offering of gifts and financial incentives to petition signatories.	✓
13. Create rules for advertising, fundraising, and an expense limit for municipal recall petitions. The rules should apply to petition organizers and the targeted elected official.	✓
14. Create a regulatory framework that prevents local political parties, slates, candidates, and third-party advertisers from launching a recall petition or fundraising from a recall petition.	
15. Create rules for petition organizers to disclose finances related to a recall petition.	✓
16. Create rules that prescribe what a petition organizer must do with any surplus funds after a recall petition has been submitted.	✓

Recommendations on Recall of a Municipal Elected Official

Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' May 2025 discussion guide questions on potential improvements to the *Municipal Government Act* relating to the recall of a municipal elected official. ABmunis prepared for this engagement by:

- Meeting with administrators from most municipalities that have managed a recall petition.
- Conducted a comprehensive workshop with ABmunis' Municipal Governance Committee in February 2025.
- Collected input from municipalities during ABmunis' Summer 2025 Municipal Leaders' Caucus.

Comparison of Recall of MLAs versus Municipal Officials

In May 2025, the Government of Alberta amended the *Recall Act* to update the rules for recall of an MLA. The following table summarizes some of the differences in rules for recall of an MLA versus the recall of a municipal elected official.

	Recall of an MLA	Recall of a Municipal Elected Official
Recall Period – Start	12 months after being elected.	18 months after an election.
Recall Period – End	12 months prior to a general election.	January 1 of a general election year.
Signature Collection Timeframe	90 days	60 days
Recall Threshold	60 per cent of the total number of electors who voted in the electoral district in the most recent election	40 per cent of the population of a municipality or ward. For summer villages, it is 50 per cent of the number of residences.
Reasons for recall stated on the petition	Up to 100 words	Not required
Response from the targeted official stated on the petition	Up to 100 words MLA has 7 days to provide a response.	Not required
Petition verification timelines	Determine if requirements have been met within seven days. Verify within 21 days whether a recall is authorized. Report the recall petition results within seven days of completing the verification.	45 days after the date on which a recall petition is filed, determine whether the recall petition is sufficient.
Outcome if the petition is successful	Residents of the division will vote on whether to recall the MLA. The vote must be held within six months from the date on which the successful petition results are published. If the vote is successful, then a by-election must be held.	Elected official is immediately removed from office. The municipality must hold a by-election in accordance with section 162 or 163 of the MGA as applicable. The recalled official may run in the by-election.
Fundraising	An individual in the division may contribute up to \$4,000.	No provisions.
Expense limit	A petitioner organizer may spend up to \$23,000 on a recall petition.	No provisions.

Recommendations on Recall of a Municipal Elected Official

1. Alignment with the Recall Act

The *Recall Act* provides a much more comprehensive set of rules for how recall petitions should be conducted for MLAs compared to the provisions in the *Municipal Government Act* for municipal elected officials. In many cases, there is merit for municipal recall rules to be aligned with the *Recall Act*; however, there are some areas where recall rules need to differ for municipalities because of the differences in:

- The number of people in electoral divisions (small and large communities).
- Municipal governments have financial and human resource capacity challenges to run by-elections.
- The frequency that municipal officials are acclaimed to office.

Areas where MLA and municipal recall rules should be aligned

- An independent body oversees the recall process.
- The reasons for recall must be stated on the petition form in less than 100 words.
- The targeted official's response to those reasons must be stated on the petition in less than 100 words.
- The period for when a recall petition may be launched.
- Rules for advertising, fundraising, and expense limits for a petition.
- Rules for petition canvassers.
- Rules for collection and use of personal information collected on a petition.
- Penalties for violating the rules.

Areas where municipal recall rules should differ for municipal governments

- Threshold used to determine the number of signatures required for a successful recall petition.
- Timeframe to collect the required number of signatures.

2. Threshold of Signatures Required

Background

Section 240.5 (a) of the MGA establishes that a recall petition must be signed by eligible voters representing at least 40 per cent of the municipality or ward's population for municipalities other than summer villages.

2.1. Should the threshold to recall a councillor be lower, higher, or the same as the current threshold? Why?

A recall petition represents the undoing of a democratic election.

Alberta's municipal elections are run in a manner where people have sufficient time to:

- research the issues and the candidates, and
- vote in privacy without the threat of undue influence.

However, when petition organizers approach voters at their home or at events, there are opportunities for residents to feel unsafe or pressured to sign the petition in the moment without sufficient knowledge or consideration of the matter.

Therefore, to undo the results of an election, the Government of Alberta should ensure that the signature threshold continues to be a high bar to meet, regardless of the metric that is used. Particularly since a municipal recall petition results in the immediate removal from office.

We also note a successful recall petition also creates a significant expense for the municipality in the form of a by-election. It requires indirect costs in the form of a reallocation of staff time from other priorities, training of the returning officer (if necessary), and direct costs to run the election.

Recommendations on Recall of a Municipal Elected Official

Outcome of Past Recall Petitions

We note that some recall proponents suggest that the reason all but one of the recall petitions have failed is because the signature threshold is too high. However, the Government of Alberta should consider the reasons that each petition was brought forward. It's possible that those petitions failed, not because of the high threshold, but because the public saw insufficient justification on why that elected official should be removed from office. In addition, organizers of failed petitions have not been transparent about the number of signatures they received, so it's impossible to gauge the impact that a reduced, but still reasonable threshold would have had in those petitions.

2.2. What population should the recall threshold percentage be based on?

- a) Percentage of people that voted in the last general election.
- b) Percentage of eligible voters in the municipality or ward.
- c) Percentage of population.

ABmunis recommends that the signature threshold metric be changed to option B, percentage of eligible voters in the municipality or ward. This recommendation is based on our concerns with options A and C.

Concern with Option A: Percentage of people that voted in the last general election

- Just because a person didn't vote in the last election doesn't mean they aren't eligible or motivated to sign a petition.
- Voter turnout can be lower in elections when there is no contest for the mayor's seat, thereby artificially lowering the threshold for that term.
- If council is acclaimed, there is no voting data available and using voter turnout numbers from prior elections may be problematic if the council or the elected official has been acclaimed for several elections and the population of the municipality has changed since then.

Concern with Option C: Percentage of population (current system)

- Potentially unfair threshold to meet if the community has a high number of ineligible voters (e.g. children and permanent residents without citizenship).

Our recommendation is based on the assumption that the recall threshold for summer villages will remain unchanged using the number of residences.

2.3. Based on your answer to 2.2, what should the percentage be?

40 per cent of eligible voters.

Acclamations

In 2013, 37 per cent of candidates ran uncontested and were acclaimed.
In 2017, 28 per cent of candidates ran uncontested and were acclaimed.
In 2021, 26 per cent of candidates ran uncontested and were acclaimed.

2.4. In the event of an uncontested election where the candidate is acclaimed, what population should be considered? Note: option 2.2a would not be applicable.

This problem is overcome if the threshold is based on a percentage of eligible voters.

Recommendations on Recall of a Municipal Elected Official

Tiered Threshold

- 2.5. In the large municipalities there are significant logistical challenges with collecting the volume of signatures required within the petition timeframe. Should there be a tiered threshold for municipalities over a specific population size? Why, or why not?

No, a recall petition represents the undoing of an election so the threshold should be the same regardless of the size of the municipality. However, refer to question 3.10 regarding our recommendation for a tiered approach for the time available to collect signatures.

- 2.6. If tiers of thresholds were considered based on population size, what population level should be considered for tiers?

No comment.

3. Process to Recall a Municipal Elected Official

Stakeholders have expressed concerns with the current process to recall a municipal elected official related to:

- ability to use financial incentives to sign a petition;
- advertising rules;
- fundraising;
- protection of personal information;
- failure for petition organizers to submit a recall petition;
- timelines;
- requirements for recall petition information to be completed on each page of the petition; and
- potential requirement for a rationale for recall.

Section 240.95 of the MGA allows the Lieutenant Governor in Council to make regulations modifying provisions of the LAEA and its regulations for the purposes of a recall petition. There are currently no regulations in place.

- 3.1. Did your municipality develop/implement any internal policies/procedures to support the recall petition validation process?

Recall is a provincial initiative whereby the sufficiency of a petition is determined by the Minister of Municipal Affairs. Therefore, the Government of Alberta should be responsible for all policies, procedures, and end-to-end operations of all recall petition issues.

Residents who are motivated to recall a municipal elected official may perceive that the CAO and municipal administration are not independent of council and will take all orders from the elected official who is the target of a recall petition. This creates an environment for distrust in the system.

For example, the current municipal recall system is structured in a manner that is equivalent to requiring a deputy minister and staff to manage the recall petition of the minister of their department. This context is not present in the provincial recall system because Elections Alberta ensures that there is a separation of powers, but that is not present in the municipal system.

Recommendations on Recall of a Municipal Elected Official

Recommend Independent Body to Manage all Recall Activities

To build trust in government systems, a municipality should have zero involvement in the management of a recall petition. It should be the responsibility of Municipal Affairs, a municipal ethics commissioner, or other appointed body to manage the operations of recall including:

- Prescribe all policies and procedures for recall petitions.
- Provide the template forms and guide to be used by petition organizers.
- Manage all questions and operational matters in the lead up to a recall petition being considered and approved.
- Determine the number of signatures required.
- Oversee all activities during a recall petition.
- Collect the petition and verify if the petition is successful.
- Manage all communications with the petition organizer and to the community.

The municipality's only role should be to direct residents to the independent body that manages recall petitions.

Financial incentives or gifts to sign a petition

Municipal Affairs has been directed to ensure that financial incentives or gifts to sign a councillor recall petition are prohibited.

As a reference, Section 55(1)(c) of the *Recall Act*, which applies to MLAs only, establishes recall petition offences, including when a person in any manner exerts undue influence on an individual in respect of the signing of a recall petition. Section 63(1) of the *Recall Act* outlines that a person who contravenes any of the provisions of the Act is guilty of an offence and liable to: (a) in the case of an individual, a fine not to exceed \$10,000, or (b) in the case of a corporation, unincorporated organization or association, a fine not to exceed \$100,000.

3.2. What mechanisms should be in place to prohibit financial incentives or gifts?

The provisions in the *Recall Act* should also apply to municipal recall petitions and the Government of Alberta's guide should provide examples of activities that would be considered "undue influence".

Advertising for a recall petition

3.3. Should there be rules established around advertising recall petitions? If 'yes', what should be included?

Yes, but ABmunis does not have any specific recommendations and would need additional time to understand what advertising rules apply for recall of an MLA.

Fundraising for a recall petition

3.4. Should fundraising be permitted during a recall petition?

Yes, but there should be a maximum expense limit and any surplus funds must be returned to the contributor or transferred to a charity.

Fundraising by the Petition Organizer and Prevention of Campaigning

ABmunis is concerned about how fundraising for a recall petition could be intertwined with fundraising for an election campaign, particularly since candidates, local political parties, and third-party advertisers can fundraise and spend money in non-election years. Allowing fundraising for a

Recommendations on Recall of a Municipal Elected Official

recall petition creates an opportunity for a local political party, slate, or candidate to collaborate with an individual to launch a recall petition with the alternative motive of using the recall petition to raise funds and indirectly use those funds in ways that will support their own election or issues campaign.

To overcome this, the Government of Alberta will need to prescribe a detailed regulatory framework to prevent the use of recall petitions as a fundraising and campaign strategy.

Fundraising by the Targeted Elected Official

In addition, the elected official who is the target of the petition may be motivated to fundraise to conduct their own campaign to counter or respond to the information being shared by petition organizers. Therefore, fundraising rules should be clear for both parties.

3.5. If fundraising is permitted, should there be rules established around fundraising for recall petitions? If 'yes', what should be included?

- Clear rules to prevent funds from a recall petition being used for any other purpose (e.g. future election campaign, or issues campaign).
- Prescribe a maximum amount that a petition organizer may spend on a recall petition. (e.g. the *Recall Act* limits expenses on a recall petition to \$23,000). Since municipalities are different sizes, the expense limit should be set on a per capita basis.
- Requirement to submit a financial report to the authority that oversees recall.
- Donations may only be accepted from individuals that are eligible to sign the petition.
- Prescribe what the petition organizer must do with any surplus funds remaining after the recall petition has been submitted. For example, the funds must be returned to the contributor(s) or gifted to a registered charity.

Use of personal information for purposes other than the recall petition

Section 226.2(1) (a) and (b) of the MGA establishes that personal information contained in a petition must not be disclosed to anyone except the CAO or their delegate(s) and must not be used for any purpose other than validating the petition. Section 240.2(1)(4) of the MGA states that personal information gathered in a petition must not be disclosed, except to the Minister, the CAO or their delegate(s), as necessary for administration or enforcement of the process, or for judicial review.

3.6. Should penalties be established for misuse and/or unauthorized sharing of personal data collected during the recall process?

Yes. The current system provides an opportunity for petition organizers to use a recall petition to discredit a mayor/councillor to build support for a future election campaign and as such, there may be motivations to use a recall petition to collect personal information of voters for the purposes of future campaigning.

The MGA should prescribe the penalties that apply towards the petition organizer or persons found guilty of the offence. The legislation should be clear that the Minister, not the municipality, is responsible for imposing the penalty.

3.7. What security measures should be mandated for storing personal data collected for recall petitions?

We recommend consulting with data security experts.

Recommendations on Recall of a Municipal Elected Official

- 3.8. Should there be a reporting mechanism for individuals who suspect their data has been misused? If yes, who should oversee this investigation?

Similar to our previous recommendations, investigations should be managed by the appointed body (e.g. Minister, municipal ethics commissioner, other independent body) outside of the municipality.

Timelines

Bill 54 received Royal Assent on May 15, 2025, and upon proclamation will amend the provincial *Recall Act* for Members of the Legislative Assembly (MLAs). The proposed changes will allow that recall petitions can only begin 12 months after an MLA is elected and may not be issued 12 months before a set date general election. Bill 54 also proposed to extend the recall petition signature collection timeline to 90 days.

- 3.9. Should the timeline to submit a recall petition be amended to align with the changes to the *Recall Act* under Bill 54?

Yes, ABmunis is supportive of reducing the wait period from 18 months to 12 months after the election for when a recall petition may be launched. It is also reasonable to change the closing period of municipal recall petitions to be consistent with the *Recall Act*, as it would only reduce the eligible recall window by three months.

- 3.10. Should the recall petition signature collection timeline be extended to 90 days to align with the proposed changes to the *Recall Act* under Bill 54?

Strain on Municipal Government Resources & Progress

Past recall petitions have shown that the time period that a recall petition is open presents a significant strain on municipal administrative resources. For example, it demands time for staff to:

- Respond to media.
- Respond to questions and complaints from residents who have been approached by petition canvassers.
- Answer questions from the petition organizer.
- General management of the issue amongst other operational priorities.

While having an outside body manage a recall petition would mitigate some of the administrative burden, the municipality would likely still need to field questions from the public and media.

A recall petition can also cause the council to feel that they must delay decisions on important matters until the recall petition is resolved. This results in delays in government decision-making which can have adverse effects on the future of the community.

Strain on Mental Health

The time period that a recall petition is open also places a significant burden on the mental health of the targeted elected official as well as the staff involved, particularly when the petition is unjustified or based on misinformation.

At least one municipality who managed a recall petition noted that the recall petition and resulting conversation in the community impacted staff morale resulting in some staff resigning, which created a further challenge for the municipality.

Recommendation

Therefore, ABmunis recommends maintaining the petition period at 60 days to limit the costs and impact on the municipality and community; however, if the Minister determines that 60 days is an

Recommendations on Recall of a Municipal Elected Official

insufficient period to collect the required number of signatures in a large municipality, then the legislation should be drafted to:

- set the default time period to 60 days, and
- increase to 90 days when a recall petition requires more than 15,000 signatures.

Failure to submit a petition as required

Section 240.9 of the MGA establishes that if a recall petition is insufficient or if no recall petition is submitted to the Minister before the end of the recall petition signature period, the Minister must declare the recall petition is insufficient, provide the declaration, and direct the CAO to publish the declaration of insufficiency on the municipality's website no later than seven days after the declaration is provided.

3.11. Should Section 240.9 of the MGA be modified to ensure all recall petitions are submitted, even in cases of insufficient signatures?

Yes, requiring the petition to be submitted is important for several reasons:

- Transparency of information for the media and community to verify the number of signatures the petition received versus relying on a statement by the organizer where there is potential for misinformation.
- Gives confidence to the signatories that their personal information was not collected for alternative motives.
- Provides an opportunity to repair the reputation of the elected official if the number of signatures is low.

Municipalities have reported that petition organizers have not submitted the petition because of concerns that the council or administration will then see the names of signatories and seek retribution. This has a notable context in small communities where most people are known to one another and may impact personal relationships and businesses. This demonstrates the value in removing the municipality from any process associated with a recall petition and require the petition to be submitted directly to the Minister or municipal ethics commissioner where the use and reporting of information will be seen as independent and unbiased.

3.12. Should there be consequences if a petitioner fails to submit a recall petition, even in cases of insufficient signatures? If yes, what kind of legal and/or financial consequences should be in place?

Yes, there should be a financial penalty similar to other offences in the MGA. The Minister or appointed body responsible for managing recall should be responsible for issuing and enforcing the penalty.

3.13. Should there be guidelines and training on the process for filing a recall petition and the roles and responsibilities of the petitioners, the CAO, and the ministry of Municipal Affairs in a recall petition process? If yes, what types of guidelines or training would be beneficial?

ABmunis is recommending that the municipality have no role in the management of a recall petition so that it is seen as independent. Therefore, municipalities would require no training other than knowing where to direct residents who are interested in launching a recall petition.

Recommendations on Recall of a Municipal Elected Official

Potential for requiring grounds for rationale for recall

Section 2(2)(c) of the *Recall Act* for MLAs establishes that the notice of the recall petition must include a statement not exceeding 100 words, and set out why, in the opinion of the applicant, the elected official should be recalled. The targeted MLA then has the option to provide a written response of no more than 100 words. Both statements must be printed on the petition.

3.14. Should a rationale statement be a requirement to submit a councillor recall petition? Why or why not?

Yes, the rules should mirror the *Recall Act* whereby both the petition organizer and the elected official provide a statement that is printed on each page of the petition. This provides transparency of information for residents when considering whether to support the petition.

It also provides an opportunity for the targeted official to correct misinformation.

3.15. Should there be criteria to determine whether the rationale for a recall petition is valid (i.e., legal violation, ethical misconduct, policy failures)? If yes, why should criteria be added?

Yes, the Minister or appointed independent body should be responsible to vet the rationale for each petition application and rule on whether the recall petition can proceed. This process would enable an opportunity to:

- Educate the petition organizer to overcome any potential confusion or misinformation on a matter before the organizer launches a petition.
- Offer an informal resolution process for frivolous matters prior to going through a recall petition process.

This will save time and money for all involved.

Prevention of Unjustified Recall Petitions

There should be guardrails that prevent a resident from launching a recall petition for unjustified and spurious reasons or due to a lack of understanding of how municipal government operates.

Examples of unjustified recall petitions may include:

- Decisions of a previous council.
- A petition that targets the mayor or a minority group of council members instead of all councillors that voted in favour of a decision that is the cause for concern by the petitioner.
- Differing political views.
- Personal grudge towards a member(s) of council.

Justified Recall Petitions

The MGA should define the criteria for which a recall petition may be launched. Suggestions include:

- Found to be in contravention of the *Municipal Government Act* or *Local Authorities Election Act*.
- Found guilty of fraud, assault, or other criminal offence that is unjust of the office.
- Ethical misconduct as determined by an independent ethics commissioner or panel.
- Inadequate performance (missing multiple board or committee meetings).

4. Other Recommendations

4.1. Do you have any other suggestions related to recall thresholds or processes?

Code of Conduct for Petition Canvassers

There should be a requirement for canvassers to understand the rules by which they can operate to collect signatures from residents. For example, the *Recall Act* prescribes that every petition canvasser must register as a canvasser and read and sign a code of conduct guideline and they are liable for a fine of up to \$10,000 for violating the rules.

Removal of a Signature from a Petition

The MGA should define that the petition organizer must remove a person's signature if requested by the signatory. Currently, the MGA only prescribes how a signatory can request removal from a petition after the petition has been submitted.

Responsibility for Enforcement

The MGA includes many provisions related to fines for people who are guilty of an offence under the MGA but it is not always clear whether it is the Minister's responsibility or the municipality's responsibility to enforce those fines. Any amendments to prescribe fines and offences should also prescribe who is responsible to enforce those fines.

Consequences for Violating the Rules

A recall petition carries significant importance as it represents the undoing of a democratic election. Therefore, there should be significant consequences when rules are not followed including fines and potential imprisonment. However, fines may not always serve as an effective deterrent and there should be consideration of what rules are important enough that if violated it would result in a recall petition being declared null and void. For example, the collection of signatures by persons that are not approved canvassers should void the petition.

Resources to Manage a Recall Petition

ABmunis shares the following information to create awareness of the time invested by a municipality when managing a recall petition:

- Clerks/CAO communicate with the applicant about requirements.
- Clerks/CAO communicate with the petition organizer to answer questions about the interpretation of recall rules and any concerns with activities related to the petition.
- Communications staff/CAO manage inquiries by the media.
- Front line staff/CAO manage inquiries by residents about the issues.
- Front line staff/CAO manage complaints from residents about activities by petition canvassers, if necessary.
- Senior management's time invested to adjust schedules for other project work due to the recall petition work.
- If staff need to be hired to verify the petition signatures, then human resources and management need to invest time to write a job description, advertise, interview, hire, and conduct orientation and training for the new staff.

Agenda item 10 (continued)**Alternative Motions:**

Motion by Councillor _____ that Council accepts the submitted items of correspondence as information.

Reports (1)

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

Content:

Agenda item 11.a (CAO's Report)

Regular Council Meeting: August 11, 2025	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 Firehall - cost breakdown

CAO's Report

1 Occupational Health & Safety

Administration met with a representative from Alberta Occupational Health & Safety on Wednesday August 6, 2025 to conduct a review of public park and lawn maintenance operations.

The OHS inspector reviewed:

- workplace hazard assessments,
- worker training,
- first aid requirements,
- Personal Protective Equipment,
- noise exposure and assessment reports.

The review was satisfactory. There are no Orders in place or outstanding.

The OHS inspector stated in his report:

There appears to be no other work locations or activities to inspect under this initiative. OHS will close your assignment under the initiative. Any future OHS interaction will be from other initiatives or complaints received.

Thank you for your time during this initiative. Please ensure your health and safety program is maintained and continually reviewed and improved.

This completes the inspection of all of the Town's workplaces (6 in total).

2 RV Sanitary Dump

The RV Sanitary Dump has now been repaired.

This required the replacement of the yard hydrant, (a faucet connected to a long standpipe that extends deep into the ground).

This involved the hydrovac of material down into the well, installation of a new hydrant and backfill with gravel.

The cause of the problem was corrosion in the drain valve at the base of the standpipe (a feature of a yard hydrant is its ability to drain itself when the faucet is turned off so as to prevent freezing in cold weather).



3 Meetings Attended

The CAO attended the following meetings:

- i. Annexation Public Hearing with LPRT,
- ii. Planning & land use meetings & discussions with Vicinia Planning,
- iii. Meeting with Drayton Bussiere, Deputy Director of Emergency Management, re: Firehall building,
- iv. Meetings with ISL engineering to review,
 - Wastewater Capital Project
 - Arena Roof Capital Project
- v. Occupational Health & Safety (numerous meetings),
- vi. Meeting with the developer regarding the apartment buildings on Highway 2a,
- vii. Weed Control Inspector (numerous meetings).

4 Municipal Elections Update

4.1

Administration has received the first version of the Municipal Electors Register from Elections Alberta.

A full-page notice has appeared in the June, July & August editions of the Town Newsletter encouraging residents to use the Voterlink web portal to ensure that they are registered to vote.

In addition a flyer will be inserted into the July utility billings.

There will be no further automatic updates to the Municipal Electors Register after August 31.

4.2

The Towns web site now has 6 web pages providing information on the 2025 Municipal Election.

There are currently 3 declared candidates.

Office of Mayor	Paul Webb
Office of Councillor	Deb Coombes Marietta Tuckwell

4.3

The Returning Officer is registered for the three Election Database Training sessions provided by Alberta Municipal Affairs throughout August, September and October.

5 Cleaning Contract

Administration is in the final stages of have a contract in place for office cleaning to include the Administration Office, Library & FCSS buildings.

The contract stipulates a requirement for both the number of hours worked and the service requirement.

The initial start date is September 1, 2025, for a three-month trial period.

6 Capital projects Update

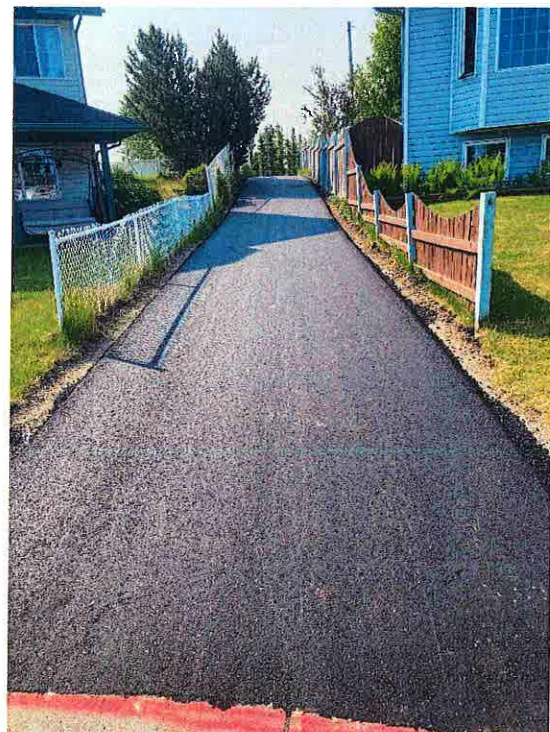
Progress on capital projects is as follows:

6.1 Walking Trail

Phase 1 (21 Avenue to 25 Avenue) of the walking trail and the additional spur into 23 Avenue Close is complete, subject to final sign off and holdback release.

The alley to the west of the walking trail has received additional gravel.

Public works will add painted stop lines in due course.



6.2 Wastewater Infrastructure

Work commenced in late July to replace the wastewater pipe situated along 23 Avenue Close.

Work to replace the wastewater pipe situated in 21A Street Close will commence on Monday August 11.

Border Paving is contracted to prepare the road surface with a sub grade prior to overlay by asphalt.

This work and the road resurfacing work is scheduled for late August (subject to change).

In September the appointed contractor will commence with the Cured-In-Place Pipe (CIPP) relining work on: 26th Avenue / 25th Avenue / 21st Street / 17th Avenue

6.3 Arena Roof Resistograph Testing

Administration met with representatives from ISL Engineering in the Arena on July 18, to review the scope of the project and to plan the work schedule.

This work will commence on Monday August 18, 2025.

An IML Resistograph is a specialized tool designed for non destructive wood testing that measures resistance encountered as a drill penetrates the wood. This allows an assessment to be made of the condition of the wood.

As a deliverable ISL will provide:

- i. a report on the condition of the roof trusses,
- ii. a Conceptual Development Plan (CDP).

The CDP is an additional item requested by Administration in order to provide an answer to the question of *"where do we go next"*?

6.4 Picnic Shelter / Gazebo

6.4.1

Following several conversations with the supplier of the outdoor shelter regarding the engineering of the concrete slab foundation, Administration has now received a revised engineering specification.

An agreement with a concrete specialist has been made to construct the base.

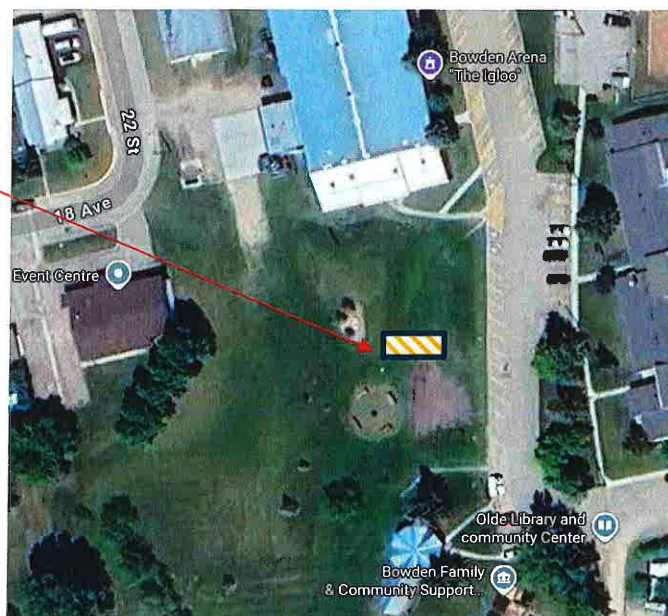
As reported to Council in the RCM of 28 July the cost of the slab is \$17,560.00 which exceeds the amount stated in the Business Case Form (\$10,000.00) submitted to Council during capital budget deliberations.

The revised cost of this project is \$76,640.00. An application to amend the MSI grant funding request has been made (but not yet approved).

This cost does not include furniture.

6.4.2

The proposed location of the structure is shown opposite.



7 Public Works Outstanding Projects

7.1 Cemetery Border Fence

Administration received notice from the Bowden & District Cemetery Association that a meeting will take place later in August to review the cemetery fencing project and thereafter to arrange a date for the installation of the remaining ornamental border fence panels.

7.2 Museum Cladding

The east side of the museum requires new cladding in order to complete the project (estimate September).

7.3 Road Line Painting

This work will commence after all of the road asphalt work is complete (estimate September).

7.4 Grading of Back Alleys

This work will commence in August (w/c Monday 18th).

7.5 Tree Pruning

This work will commence in the fall.

7.6 Tree Transplants

The work to transplant trees from the old landfill site to the arena park will commence in the fall.

8 Off Site Levy Bylaw

8.1

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

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

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

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

8.2

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

This will involve:

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

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

8.3

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

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

9 Repeal of the FOIP Act

9.1

As reported to Council during the RCM of June 23, 2025, the FOIP Act has been replaced by two pieces of legislation:

1. Protection of Privacy Act (including the Protection of Privacy Regulation).
2. Access to Information Act.

Administration has obtained copies of the new legislation and copies of all available user guides / facts sheets (17 in total).

9.2

The Government of Alberta held its first "townhall" on August 6, 2025. The CAO attended this online meeting.

9.3

To comply with the legislation Administration must:

- appoint a Privacy Officer who will be listed on a Provincial (public) database,
- establish and implement a Privacy Management Program (PMP) consisting of documented policies and procedures that promote the Town's compliance with duties under the legislation.

The key purpose of a PMP include:

- to establish responsibilities,
- specify safeguards to protect information,
- to establish processes to proactively mitigate privacy risk,
- the integration of privacy controls into day-to-day operations.

Security arrangements have to include:

- administrative safeguards – policies, procedures and practices,
- physical safeguards – protection of physical assets including computers and unauthorized intrusion,
- technical safeguards – measures to protect electronic information and to control access to it.

A PMP must be:

- made available to the public on request or be made publicly available on the Town's website,
- regularly reviewed, assessed and updated by the Town to ensure continued compliance.

The Town must implement a PMP within 1 year of enactment of the legislation (by June 11, 2026).

10 Drinking Water Safety Plan

Administration has reviewed and updated the Drinking Water Safety Plan (DWSP). This document is reviewed annually to ensure that the contents remain current and up to date.

This comprehensive document is a requirement set out in the Alberta Government, Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.

The DWSP and all operating procedures are audited by Alberta Environment.

10 Weed Inspection Reports

Alberta's Weed Control Act states that prohibited noxious weeds must be destroyed and noxious weeds must be controlled.

The Town has received 7 Weed Inspection Reports that have identified areas that require remedial action.

These areas are:

- i. the ditch east of highway 2A alongside the walking trail,
- ii. a parcel of land adjoining the walking trail between Westview Crescent and the Arena Park,
- iii. land to the west of the rail tracks (old landfill site, grazing lands and sewage lagoons),
- iv. around the advertising billboards west of Highway 2,
- v. land around the Quonset,
- vi. Destination Green,
- vii. the vacant lot north of highway 587.

Items (i) and (ii) were cleared of noxious weeds by Public Works.

Items (iii) to (v) have been sprayed by Red Deer County (ie: by a certified pesticide personnel).

Items (vi) and (vii) require remediation by the landowner.

12 Firehall**12.1 Remedial Work Outstanding**

Maintenance of the Firehall building is the Town's responsibility as this is a Town asset.

In the 2025 Operating Budget a budget provision of \$5000.00 was made for firehall repairs & maintenance.

Following the structural failure of the roof the cost of remedial work to date is \$15989.92.

This covers the:

- installation of new Laminated Veneer Lumber (LVL) ledgers on the east wall,
- a new bearing wall structure on the west wall (as this could not support a LVL ledger),
- installation of ties to all the trusses (both the flat roof and pitched roof trusses) to prevent lateral movement (it was noted by the structural engineer that the later addition of the peaked roof when constructed was not anchored to the wall assembly). All trusses are now anchored using Simpson anchors and threaded bolts.

Both roof structures are now structurally safe and have been certified by a structural engineer.

Remaining remedial work is required as follows:

- installation of insulation, vapor barriers and drywall to the new bearing wall,
- installation of new suspended ceiling tiles & suspension framing,
- installation of a new commercial grade vinyl plank floor.

The suspended ceiling was part damaged in the original structure failure. Additional parts of the suspended ceiling were removed in order to carry out the shoring and for the remedial work. A completely new suspended ceiling is now required.

12.2 Additional Work Required

The floor is in poor condition particularly on the north side of the meeting room. This is a result of water ingress from windows.

All 4 of the windows in the meeting room / office facility are in poor condition and should be replaced.

The north rear door is in poor condition. The metal frame and metal door are twisted and as a result the door cannot be opened / closed easily.

The proposal submitted by the contractor includes pricing to replace these building components.

12.3 Building improvements

Red Deer County have identified further improvements to the building to be considered as upgrades / enhancements. Primarily this is the removal of the kitchen and for the construction of a utility washroom for clothing & equipment.

I attended a meeting with Drayton Bussiere, Red Deer County Deputy Director of Emergency Management on Wednesday July 30, 2025.

The purpose of the meeting was to review the costings submitted within the proposal document and to discuss the breakdown of the costs between building remedial work (Town responsibility) and the building enhancement work (RDC responsibility).

A tentative agreement was reached regarding cost sharing as per the attached summary attached to this report.

The cost sharing proposal will be submitted to each respective Council for approval.

12.4 Remedial Costs

Irrespective of any approval by Red Deer County (RDC) to carry out the building enhancement work further cost is necessary to bring the building up to a standard for it to be fit for reuse as a training room / office.

Provision of funds for this work must either be:

- financed by reserves,
- included as a budgeted cost in the 2026 Operating Budget.

Any decision to proceed with the remedial work cannot be made until the Town receives approval or otherwise from RDC with regard to the building enhancements ie: the remedial work cannot continue as it cannot precede the alteration work.

12.5 Provision of Training Room Facility

In the interim period Administration has continued with the agreement to use Council Chambers as the training room for the Fire Department.

Firehall Cost Proposal (v1 July 30, 2025)

Red Deer County Improvements
Town of Bowden Remediation
Proposal Cost

Camdon Construction		\$	\$	\$	Ratio
General Conditions	Permits / Insurance / Safety / Inspections / Supervision / Clean Up / Project Management	20699.50	10349.75	10349.75	50/50
Concrete work	Cutting of Concrete Floor for underground plumbing / new concrete	1750.00	0.00	1750.00	100%
Carpentry	Removal of existing cabinets, flooring, etc	5750.00	0.00	5750.00	100%
Thermal & Moisture Protection	Demolition of ceiling & partition wall / install new door / new stud wall / ceiling tiles	21850.00	6555.00	15295.00	30/70
Doors & Windows	Steel door / Internal door / removal of windows / new windows	20963.00	20963.00	0.00	100%
Finishes	Stud framing / drywall / suspended ceiling / commercial grade vinyl plank floor	9775.00	4887.50	4887.50	50/50
Mechanical	New plumbing / HVAC ventilation /	10350.00	0.00	10350.00	100%
Electrical	Existing Offices / Washroom	8855.00	0.00	8855.00	100%
TOTAL (per proposal)		99992.50	42755.25	57237.25	

Getting to know the Protection of Privacy regulations

Understand your rights under Alberta's new public sector privacy law.

The *Protection of Privacy Act* went into effect in June 2025. It modernizes the province's public sector privacy laws by introducing the strongest protections and strictest penalties to protect Albertans and their personal information.

Two new regulations that build on the Act also went into effect. The Act and regulations work together to provide detailed, practical guidance to help public bodies implement the new rules. The Protection of Privacy Regulation provides definitions for terms captured in the *Protection of Privacy Act* and the Protection of Privacy Ministerial Regulation provides specific requirements for concepts captured in the Act, like the privacy management program and privacy impact assessments.

This document provides information about the new requirements outlined in the regulations and how they support a higher standard of privacy for Albertans.

The Act defines a public body as:

- a government department, branch or office;
- an agency, board or commission;
- an educational body like a school board or postsecondary institution; or
- a local government body, such as a municipal government, police service, or library.

Privacy Management Programs

Public bodies are required to establish a privacy management program that includes documented policies and procedures to address duties under the act that is proportionate to the sensitivity and volume of the personal information the body holds.

Privacy management programs must also include:

- designation or identification of a privacy officer,
- mandatory staff training,
- establishment of a security classification system,
- information about how breaches are managed,
- information about how complaints are handled, and
- timelines for periodic review, assessment and update of their privacy management program.

Public bodies must provide a copy of their privacy management program to anyone who requests it or make it publicly available. Specific contents of the program may not be available to not compromise security.

Breach management

A public body must notify an individual if their personal information is involved in a privacy breach with a real risk of significant harm such as identity theft or financial loss. The public body must also notify the Office of the Information and Privacy Commissioner and the Minister of Technology and Innovation.

The notification must explain what happened, what information was involved, and how the breach is being managed.

Privacy Impact Assessments

Public bodies are now required to complete a privacy impact assessment before launching new programs or changing existing programs that collect, use, or disclose personal information. The assessment must:

- describe the project,
- identify any risks to privacy, and
- explain how risks will be managed.

Privacy impact assessments must be submitted to the Office of the Information and Privacy Commissioner under certain circumstances, like when two or more public bodies share data with each other.

Data Matching

New rules for data matching limit its use to research, planning, and service delivery. Data matching is the practice of linking personal information between two or more sources under the control of different public bodies.

Strict security measures must be applied to the resulting data, and data must be destroyed once it is no longer needed. Data created through data sharing can only be shared when specific conditions are met.

Creating and Sharing Non-Personal Data

New rules are in place for creating and sharing non-personal data, which is information with personally

identifying details removed so individuals cannot be identified.

Non-personal data can be shared between public bodies for research and planning, but strict safeguards must be in place to prevent reidentification.

Public bodies must keep records explaining how non-personal data was created. They must also ensure external parties receiving the data sign an agreement outlining use restrictions and requirements for destruction.

Definitions

New definitions for key terms help public bodies determine whether they have reasonable grounds to take a particular action or appropriate safeguards in place to protect the different kinds of data they hold.

Collection

Public bodies must clearly identify the following in the collection notice when using and disclosing personal information:

- what personal information the consent relates to,
- how it will be used or whom it may be disclosed to,
- how long consent lasts.

Extra care must be taken when obtaining consent from youth to ensure they understand what they are agreeing to.

POPA also allows public bodies to use personal information in specific circumstances, including if the individual consents to the information being used for a purpose other than why it was collected.

Other changes

Other changes resulting from the regulations include:

- Public bodies must apply reasonable security arrangements, including physical, technical, and administrative safeguards based on the sensitivity of the personal information or non-personal data they hold.
- Public bodies must regularly log system activity, conduct security assessments, and train employees on data protection.
- Special considerations apply when using artificial intelligence or other automated systems involving personal information.

Getting to know the *Protection of Privacy Act*

The *Protection of Privacy Act* enhances public sector privacy rules.

In December 2024, Alberta's government passed legislation to repeal the *Freedom of Information and Protection of Privacy* (FOIP) Act and split it into two pieces of legislation – one dealing with protection of privacy and the other dealing with access to information. The acts and associated regulations came into force in June 2025.

The *Protection of Privacy Act*, led by Technology and Innovation, offers stronger privacy protections, maintains public trust, and improves public bodies' ability to deliver services and programs. The *Access to Information Act*, led by Service Alberta and Red Tape Reduction, enhances access to information rights to align Alberta's practices with global best practices.

The *Protection of Privacy Act* applies to about 1,200 public bodies, like school districts, post-secondary institutions, and municipalities.

This fact sheet provides a high-level summary of the *Protection of Privacy Act* and explains how Albertans' personal information is protected.

Albertans should have confidence that their personal information is protected. With the *Protection of Privacy Act*, Alberta's government has implemented the strongest privacy protections and the strictest penalties in Canada.

Strongest privacy protections

The *Protection of Privacy Act* enhances privacy protections by requiring that public bodies adopt a "privacy by design" approach to their programs and services. This means public bodies must consider the privacy implications of how they manage personal information when they do business and create or make changes to their programs, services, and systems.

The act also introduces some new rules:

- Public bodies cannot sell personal information in any circumstance or for any purpose, including marketing and advertising.
- Public bodies must notify Albertans if their information is used in an automated system to

generate content or make decisions, recommendations, or predictions.

- Albertans must be notified about a privacy breach where there is a real risk of significant harm (e.g., bodily harm, financial loss, identity theft, fraud, blackmail). When Albertans are aware of a breach of their personal information, they can take actions to further protect themselves.

These changes mandate global best practices that many Alberta public bodies already had in place prior to the introduction of the legislation.

Privacy Management Programs

Albertans are increasingly aware of their privacy rights and expect organizations to ensure their personal information is secure and protected against data breaches. This is why Alberta's government made it mandatory for public bodies to establish and implement a privacy management program. Public bodies must document policies and procedures that outline their privacy practices, foster a culture of privacy, and promote compliance with legislation. Albertans will be able to request a copy of any public body's program.

Privacy Impact Assessments (PIAs)

PIAs are tools used to ensure programs and services comply with privacy legislation, identify and address privacy risks, and put in place safeguards to protect personal information. PIAs help organizations analyze how personally identifiable information is collected, used, shared, and maintained.

The act makes PIAs mandatory for Alberta public bodies before they launch new programs or change existing ones that collect, use, or disclose personal information. This new requirement is considered best practice and is already required under the *Health Information Act*.

New data rules

The *Protection of Privacy Act* improves public bodies' ability to deliver programs and services by including rules around data use. Public bodies may create, use, and disclose non-personal data only for research, analysis, or program and service design and delivery purposes. Non-personal data means data that has

been altered to remove personally identifiable details like name or contact information. Common uses for such data include analysis to identify trends (e.g., how many people from different demographics are using a service) or to improve the services provided.

The act empowers public bodies to link personal information between sources under the control of different public bodies, a practice called data matching. For example, two government ministries align their datasets to assess program eligibility for an applicant. These activities are only permitted for specific purposes and public bodies.

'Common sense' changes

The *Protection of Privacy Act* includes other common-sense changes. For example:

- Public bodies will have clear rules for when and how to share information with each other to provide a common or integrated service, so the right information can be in the right place at the right time to ensure the best possible service delivery for Albertans. For example, during emergencies, Albertans could be assessed quickly for eligibility for supports that are provided by various public bodies.
- Clarifying in collection notices that Albertans can contact public bodies by email not just by mail or phone, and that a collection notice does not need to be repeated if information is collected from the same person for the same reason.
- Requiring regular review of the act.

The Office of the Information and Privacy Commissioner (OIPC)

The OIPC continues to oversee public sector privacy under the new legislation, which clarifies some elements of the Commissioner's role to empower public bodies to resolve issues. For example:

- A person must first try to address the complaint with the public body before submitting it to the OIPC.
- The OIPC now has discretion to not pursue an inquiry if it does not make sense to do so, such as when the matter is already settled.

The OIPC now also can issue an order:

- related to the new data provisions and to ensure the OIPC can properly perform its regulatory functions. If a public body is using non-personal data outside of the allowed purposes, the OIPC can investigate and enforce compliance, and

- requiring a public body to provide a copy of their privacy impact assessments or privacy management program to the OIPC.

New penalties

The *Protection of Privacy Act* has the strictest penalties in Canada that courts can impose for the misuse of Albertans' personal information and data. Penalties vary based on the offense and whether it was done by an organization or an individual.

Offenses	Individual	Organization
<i>Personal information</i>	Up to \$125,000	Up to \$750,000
<i>Data and non-personal information</i>	Up to \$200,000	Up to \$1 million

An example of personal information misuse by an individual is if an employee was to intentionally use a client's personal information to cause the client harm, or if a public body were to knowingly disclose personal information to another public body without authority. An example of misusing data is if a research partner who received non-personal data from a public body knowingly re-identified non-personal data.

Protection of Privacy Regulations

Two regulations came into force to support the *Protection of Privacy Act* in June 2025. They set out detailed but practical expectations to help public bodies protect Albertans' privacy, build public trust, and strengthen accountability.

For more information about the regulations supporting the *Protection of Privacy Act*, visit alberta.ca/protection-of-privacy-act.

Agenda item 11.a CAO's Report (continued)

Recommended Motion:

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

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

Agenda Item 11.b & 11.c

Content:

Council Committee Reports

No reports submitted

Society & Other Reports

11.c

- i. Mountain View Regional Water Services Commission (meeting of July 9, 2025)
(report submitted by Mayor Robb Stuart)
- ii. FCSS Report for July 2025
(report submitted by Jade Prefontaine)
- iii. Alberta Counsel New (July 2025)
(report submitted by CAO Arno Glover)

Note:

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

Minutes

Mountain View Regional Water Services Commission
Regular Meeting – Anthony Henday Water Treatment Plant

July 9, 2025

9:00 A.M.

Members Present:

Chairman – Michael Knight – Town of Crossfield
Wanda Blatz – Town of Olds
Gavin Bates – Town of Innisfail
Bill Windsor – Town of Didsbury
Jerry Roberts – Town of Carstairs Alternate
Deb Coombes – Town of Bowden Alternate

Staff Present:

John Van Doesburg – CAO
Samantha Lafontaine – Finance Manager
Tim Ainscough – Operations Director
Wes Olstad – Technical Manager

1. Call to Order

Chairman Michael Knight called the meeting to order at 9:01 a.m.

2. Adoption of Agenda

Bill Windsor moved to accept the July 2025 agenda with the addition of the Town of Didsbury's Request for Funding.

Carried

3. Approval of the June 2025 Regular Meeting Minutes

Wanda Blatz moved to accept the April 2025 Meeting Minutes as presented.

Carried

4. Reports

Chairman Mike Knight presented the Chairman's Report

Tim Ainscough presented the Director of Operations Report.

Wes Olstad presented the Technical Manager's Report.

John Van Doesburg presented the Administrative Report.

Samantha Lafontaine presented the Financial Report.

Gavin Bates moved to accept the reports presented as information.

Carried

5. Business Arising from Minutes

a) Drought Committee – Flow Updates

Tim Ainscough presented the updated Red Deer River Flow Charts.

b) Line Leak Update

John Van Doesburg and Tim Ainscough presented the Line Leak update.

c) Lateral Lines Costing

John Van Doesburg reviewed the Lateral Lines Costing.

Wanda Blatz moved to accept for information.

Carried

6. New Business

a) ISO 14001 Plant Tour – Board Members

Board members toured the plant after adjournment.

b) In Camera – Personnel

FOIP Sec. 17 – Disclosure harmful to personal privacy

FOIP Sec. 24 – Advice from Officials

Bill Windsor moved to go in camera at 10:39 a.m.

Carried

Deb Coombes moved to come out of camera at 10:50 a.m.

Carried

7. Information

a) Protection of Privacy Act - Memo

8. Next Regular Meeting – Sept 10, 2025

9. Adjournment

Jerry Roberts moved to adjourn the meeting at 10:52 a.m.

Carried

Chairman

Manager

FCSS Community Navigator Report July 2025

Community:

- **Community Garden** – The garden is lovely and lush. With so much rain, it has been a challenge to keep up with weeding and other maintenance. The cooler temperatures have certainly slowed veggie growth, hopefully with some sunshine next week it will get a boost.
- **Bowden Community Showcase** will be Wednesday, September 17th. Planning with the BGS school staff has started, and the poster and invitations have been sent out! Last year the event included a BBQ, Grad bottle drive, GAGA Ball Pit Grand Opening and more. We are hoping for the same level of participation and events.
- **FCSS** has received several requests for assistance with the new AISH "Canada Disability Benefit" application that has a government deadline of September 2025.

Food Security Support (ongoing):

- **The Good Food Box** program continues to gain participants. The August order has 17 boxes, including 2 sponsored families, 3 donation boxes and 3 delivery boxes.
- **Food Security** resources continue to be in high demand. FCSS is thankful for the partnerships that support our community.

Seniors Programs:

- **DRIVE HAPPINESS** – Was in Bowden on Wednesday, July 23. They set up at the Bowden Hi-Way Golf Course with coffee and refreshments. There were a couple of applications filled out for our area. This is a great start to having the service become viable in our area.

Youth Programs:

- **SUMMER DAZE** – Y.E.S. & FCSS was a success! We had 12 kids sign up for the week, and everyone had a great time. The youth enjoyed yard games competitions, park splash, make it macrame, chip challenge, Igloo sports (thank you Cody for having it ready), taste test challenge, Museum Tour & Ice Cream sundaes, Station 7 (Bowden Fire) interactive presentation, park play, sour challenge, minute to win it competition and movie and pizza day! Thank you to Bowden Museum & Historical Society (Angela & Brodie) and to Station 7 Fire Department members (Steve, Laurie & Cody) for spending the afternoon with us!

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. At the July 22 meeting we hosted a collaborative BBQ for the members.

Olde Library Users & Groups in July included:

- Sunday Night Group/AA
- Bowden Lions Club
- AHS Mental Health Group



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TURNING THE PAGE: ALBERTA'S NEW SCHOOL LIBRARY STANDARDS

Aileen Burke

On July 10, 2025, Alberta's Ministry of Education and Childcare enacted Ministerial Order 30/2025, a sweeping directive establishing province-wide standards for the selection, availability, and access of school library materials. This Order, binding on all school authorities, comes in response to the results of the School Library Standards Engagement Survey—particularly those deemed sexually explicit or age-inappropriate—within K–12 libraries across the province.

The Ministerial Order is both a policy statement and a regulatory framework. It mandates the development and enforcement of content selection procedures, parental notification systems, and cataloguing transparency measures. Taken together, these measures represent a significant shift in the relationship among school libraries, families, and provincial oversight.

Definitions That Matter

The Order outlines key definitions to execute the Standards. Key definitions to be aware of include:

- **Depiction:** Means a written passage, illustration, photographic or digital image, video or audio file.
- **Explicit Sexual Content:** Means content containing a detailed and clear depiction of a sexual act, but does not include non-sexual content, non-explicit sexual content, or any depiction of any nature contained in religious texts or scriptures.
- **Non-explicit Sexual Content:** Means content containing a depiction of a sexual act that is not detailed or clear but does not include non-sexual content or any depiction of any nature contained in religious texts or scriptures.
- **Non-sexual Content:** Means content that is not sexual in nature and includes but is not limited to depictions of bodies, body parts, or physical contact related to medical conditions, examinations, or treatment, related to biological functions, depiction in an informative, not narrative, manner, kissing or handholding, or indirect references to sexual acts.

Core Requirements of the Ministerial Order

At its core, the Order lays out a multi-tiered standard for school boards and education authorities. Key elements include:

- **Selection and Evaluation Criteria:** All materials must be assessed for their educational relevance, developmental appropriateness, and alignment with curriculum objectives. Evaluation must include consideration of language, themes, and depictions of sexuality or violence. Notably, the Order mandates that:
 - o Bans all materials containing explicit sexual content
 - o No child or student below grade 10 has access to materials containing non-explicit sexual content
 - o School authorities may permit students in grade or above to access materials that contain non-explicit sexual content if such content is developmentally appropriate
 - o Schools review their collections of materials continuously to ensure compliance
 - o Schools establish and maintain a publicly available listing of all materials
 - o A staff member must supervise the access of all materials to ensure appropriate access
 - o In the case where, during the school day, a student may have access to materials outside of the school library, a staff member must supervise such access to ensure that students do not access materials that they would not otherwise have access to in the school library
- **Parental Rights and Opt-Out Mechanisms:** Schools must notify parents when materials with sexual content are added to the library. Parents have the right to limit their child's access to such content.
- **Transparent Cataloguing:** School authorities are required to maintain accessible, categorized records of all library holdings. Books flagged for sexual or sensitive content must be identified with standardized age-appropriateness markers.
- **Inclusive Selection Policies and/or Procedures:** School authorities are required to have publicly available policies



AILEEN BURKE
Director- Nonprofit and
Voluntary Sector (NPVS)

Aileen holds an MA in Political Science and has been a part of creating and adapting policy and procedure, complex problem solving, and has significant knowledge of the non-profit industry and municipal politics. Aileen has run for all levels of government and has significant experience working on election campaigns.

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ALBERTA COUNSEL

and/or procedures relating to the selection, availability, and access of school library materials that comply with the standards laid out in the Order no later than January 1, 2026. These processes must include a mechanism through which students, school employees, parents, the school council, or community members with a direct connection to the school can request that the school authority review, change access to, reconsider or remove specific school library materials.

The Order also allows the Minister to issue guidelines and directives as necessary to ensure compliance and consistency across jurisdictions. School authorities will be required to report annually on their adherence to these standards.

Implementation Roadmap

The Department of Education and Childcare has indicated that implementation will be phased in throughout the 2025–2026 academic year. School authorities will receive detailed selection guidelines in the fall of 2025, alongside templates for cataloging, age rating, and parental notification.

Authorities are expected to submit annual compliance reports beginning in 2026, which may be used to assess system-wide adherence. The Minister retains the authority to conduct reviews or issue further directives where necessary.

Public Engagement: Nearly 80,000 Respondents

Ministerial Order 30/2025 was informed by an extraordinary level of public engagement. In May and June 2025, the Government of Alberta conducted a province-wide online survey to solicit feedback from parents, educators, and community members. The response was overwhelming: over 196,000 Albertans began the study, and 77,395 completed responses were deemed valid.

Though 61% of respondents said they have never been concerned about a book in a school library being inappropriate for a specific age group due to sexually explicit content, the survey results revealed clear trends:

- 42% of respondents stated that students should never have access to sexually explicit content in school libraries.
- 94% agreed that elementary school students (under age 12) should not access such content.
- A majority emphasized the importance of parental oversight, with 62% supporting a parent-driven complaint process.
- Respondents indicated the highest levels of trust in teachers, librarians, and parents to make decisions about age-appropriateness, while expressing lower trust in government or political decision-makers.

The Political Landscape

The release of Ministerial Order 30/2025 reflects the current Alberta government's broader emphasis on parental rights, transparency in education, and safeguards against ideological exposure in schools.

In announcing the policy, Education Minister Demetrios Nicolaides stated that the Order “strikes the right balance between giving students access to quality materials while respecting the role of parents and the maturity level of children.” The Department has positioned the Order as a protective measure—not a restriction on knowledge—but rather, an assurance that library content will reflect community standards and age-appropriate pedagogy.

Alberta's framework is unique in its attempt to codify detailed implementation procedures through a Ministerial Order, rather than legislation, thereby allowing for more flexible and responsive administrative control, while simultaneously raising concerns about transparency.

While several parent advocacy organizations have come out in support of this Order, and some educators have expressed appreciation for the increased clarity, several criticisms of the Order have also been voiced.

Some literary advocacy groups have criticized the Order, labelling it a de facto book ban and warning that it sets a dangerous precedent. They argue that assigning bureaucratic criteria to literary content—especially those related to identity, gender, and sexuality—could lead to the exclusion of important narratives from marginalized voices.

Moreover, these groups caution that Alberta may be following a pattern seen in parts of the United States, where similar policies have led to the mass removal of books and a narrowing of student exposure to literature.

Finally, some educators and librarians have expressed concern about the administrative burden this Order introduces. Concerns about how school staff, already stretched thin, will be expected to implement the standards.

Conclusion: Balancing Access and Accountability

Ministerial Order 30/2025 is both a response to public pressure and a proactive attempt to create uniformity in an area long characterized by local discretion. While it aims to protect children and empower families, it also enters into sensitive territory, where issues of censorship, academic freedom, and social inclusion intersect.

Its long-term success will depend on careful implementation, ongoing consultation with educators and communities, and a willingness to refine the framework as needed. For now, the policy reflects Alberta's evolving view on what it means to provide not just access to education, but controlled, transparent, and accountable access to the content students encounter along the way.



POLITICAL EVENTS

UCP – Martin Long Golf Tournament

Friday, August 15th @ 10:00AM

Location: Whitecourt Golf & Country Club

- Join the West-Yellowhead UCP for their annual golf tournament.
- Tix: \$245 (unitedconservative.ca/events)

NDP – Ask Me Anything Townhall

September 25th @ 7:15PM

Location: Arbour Lake Residents Association

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

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)



KEY INFLUENCER PROFILE

JONATHAN CARLZON

COMMISSIONER, COMPASSIONATE INTERVENTION COMMISSION

Aileen Burke

Jonathan Carlzon is the inaugural Commissioner of Alberta's Compassionate Intervention Commission, bringing 23 years of experience in legal and public service to the role. His career spans administrative and ethics law, litigation, adjudication, and policy development within Alberta's recovery-oriented system of care.

Source: Sherwood Park Alliance Church

Currently serving as Director of Executive Operations and Chief of Staff in the Deputy Minister's Office at the Department of Justice, Carlzon provides strategic legal advice on legislation and ministry priorities. He previously held senior roles with Alberta Health Services (AHS), including Senior Advisor, Ethics and Compliance (2017–2023) and Senior Counsel, Litigation (2015–2017). His past public service includes positions with the Alberta Court of Appeal, the Office of the Child and Youth Advocate, and the Alberta Human Rights Commission.

Carlzon's experience extends internationally through pro bono work on child justice initiatives with the Canadian Bar Association, the UN, and civil society groups in Malaysia, Kenya, and Tanzania. He has delivered legal training on child advocacy to lawyers, nonprofits, and judiciary members abroad.

A graduate of the University of Alberta's J.D. program, he also holds an M.A. in Leadership, Theology, and Society from Regent College and a Certificate in International Law from the Organization of American States in Brazil.

He has served on the boards of organizations including Crossroads International and the John Howard Society of Alberta. Carlzon begins his three-year term as Commissioner on August 11, 2025.



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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ALBERTA COUNSEL

THE NEWS

from ALBERTA COUNSEL

Alberta's Premier Review of
Politics and Government Vitality



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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ALBERTA COUNSEL

AT A GLANCE

In the Media

New MOUs Signed with Ontario and Saskatchewan

Alberta and Ontario welcomed Saskatchewan into a new tripartite Memorandum of Understanding (MOU) to collaboratively develop pipelines and trade infrastructure across provincial borders. This initiative aims to deliver Western Canada's oil and gas to southern Ontario refineries and establish a new deep sea port in James Bay, alongside rail links from Ontario's Ring of Fire to Western ports. The agreement builds on earlier MOUs signed between Alberta and Ontario that set the stage for deeper interprovincial energy and trade collaboration.

Alberta Premier Danielle Smith stated: "We're taking action to grow our economy, build real infrastructure and get major projects moving. Alberta is proud to lead the way in uniting with provinces that share a vision for responsible development, economic freedom and common sense. We're standing up for our oil and gas sector and making sure our world-class resources reach the markets that need them. Together, Alberta, Ontario and Saskatchewan are showing what's possible when provinces step up."

Increased Primary Care Options for Rural Albertans

Alberta is investing in rural primary health care through two new funding initiatives. A \$16 million bursary pilot program will support 74 family medicine residents placed in rural communities through 2027. Additionally, the Rural Team Recruitment Grant will invest \$6 million over two years into rural primary care clinics to hire nurses, pharmacists, and physiotherapists. These efforts, part of Alberta's Rural Health Action Plan, aim to build sustainable, team-based care that ensures faster local access to health services.

Minister of Primary and Preventative Health Services, Adriana LaGrange, commented: "This is a great example of how we're delivering real improvements in primary health care. Our bursary program will help bring more family doctors to rural communities, and the team-based care grants mean Albertans will have better access to health professionals who can support their needs."

Alberta's Adds \$2.8 Billion to the Heritage Fund

Alberta has deposited an additional \$2.8 billion into its Heritage Savings Trust Fund, bringing the total to a record \$30 billion – up from \$27.2 billion the prior

year. The province aims to grow the fund to \$250 billion by 2050, enabling it to draw on investment income to help stabilize resource revenue, invest in infrastructure, support public services, and maintain low taxes.

"Alberta is turning resource strength into lasting financial security. By growing the Heritage Fund, we're strengthening core services like health care and education, while preserving the low-tax Alberta advantage. This \$2.8-billion boost to the Heritage Fund is a bold step that sets the province on the path to success and puts Albertans first," commented Premier Danielle Smith.

Alberta Leads in Housing Construction

Alberta remains the national leader in housing construction, according to a recent report by the Canada Mortgage and Housing Corporation (CMHC). New CMHC data reveals that the province is on pace to surpass its record-breaking performance in 2024, with 27,902 housing starts recorded in the first half of 2025 – a 30% increase compared to the same period last year.

"Alberta's record housing starts are a clear sign that our approach is working. While other jurisdictions are falling behind, Alberta continues to step up – leading the way in housing construction, cutting red tape and delivering results that matter. This is what it looks like when a government does what it takes to get shovels in the ground and homes built," commented Minister of Assisted Living and Social Services, Jason Nixon.

New Investments in Waste Reduction and Resource Transformation

Alberta is investing up to \$49 million from the industry-funded Technology Innovation and Emissions Reduction (TIER) program to support 18 projects aimed at waste reduction and resource transformation. These initiatives are expected to create about 1,600 jobs and inject \$233 million into the provincial economy. Key areas of focus include waste management, carbon utilization, critical minerals, energy storage, geothermal energy, and recycling systems. It will also create the province's first recycling system for agricultural plastics and a facility that converts construction wood waste into building materials.

"Manufacturing is a pillar of our economy, employing tens of thousands of Albertans and solving real-world challenges. This funding will help manufacturers do more with the resources we already have, producing the goods Albertans rely on while strengthening the province's global competitiveness, creating more jobs and protecting the environment," stated Minister of Environment and Protected Areas, Rebecca Schulz.



SCOTT RATCH
Grant Writing Associate

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

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ALBERTA COUNSEL

PIERRE POILIEVRE EYES COMEBACK IN ALBERTA BY-ELECTION

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Scott Ratch

On August 18th, residents in Battle River-Crowfoot will return to the polls in a federal by-election, setting the stage for Conservative Leader Pierre Poilievre's potential return to the House of Commons. The by-election was triggered following the resignation of incumbent MP Damien Kurek, who stepped aside to clear the way for Poilievre's candidacy.

Spanning nearly 53,000 square kilometers, Battle River-Crowfoot includes the communities of Camrose, Drumheller, Wainwright and Stettler. It is widely regarded as one of the safest Conservative seats in the country. Still, challenges from Alberta's separatism movement and the Longest Ballot Committee are leading to a more complicated race.

Poilievre is seeking a seat in the House of Commons following his upset loss to Liberal MP Bruce Fanjoy in Carleton back in April – a riding he held since 2004. Without a seat, Poilievre cannot serve as Leader of the Official Opposition and participate in question period. Former Conservative leader Andrew Scheer was selected by the party to serve in the role temporarily. Poilievre stated that as an MP for Battle River-Crowfoot, he will continue “fighting for oil and gas, low taxes, free enterprise, a strong defense and respect for the West.”

Challenges from the Alberta Separatism Movement

Although a decisive Conservative victory is expected, Poilievre's decision to run in Alberta is not without political risks. Separatist sentiments are on the rise in the province following the federal Liberals' victory last spring, despite lagging in the polls for months. A [recent poll](#) by Janet Brown suggests that one-third of Albertans believe the province would be better off if it were to separate from Canada.

Alberta Premier Danielle Smith says she's “never seen such a high level of separatist sentiment” across the province. During a provincial by-election held earlier this month in Olds-Didsbury-Three Hills, a separatist political party received almost 18 per cent of the vote. It is unclear whether a separatist candidate will run in the Battle River-Crowfoot by-election, potentially syphoning votes from Poilievre.

While Poilievre has expressed support for national unity, he has also acknowledged the provinces' frustrations with Ottawa. During a press conference on Parliament Hill, Poilievre stated that “Albertans want to be part of a united Canada, but they deserve to be treated with respect, and they deserve to be honoured for the immense contribution to this country.”

The issue may prove challenging to the Conservative leader's prospects nationally. Kory Teneyck, a conservative strategist, commented that Poilievre is about to be dragged into a debate that is “entirely unhelpful for the federal Conservative party.” While Poilievre must appeal to his base in the West, being drawn into separatist debates could weaken his standing in the vote-rich provinces of Ontario and Quebec. It will be difficult to remain silent on the issue as an Alberta-based MP, navigating regional tensions while building a national platform.

Record number of candidates running

The by-election will also break the record for the number of candidates registered on a federal ballot in Canadian history. The Longest Ballot Committee has registered over 200 independent candidates in the riding. The organization has been fielding dozens of candidates in certain races over the past years as a coordinated effort to protest the first-past-the-post system.

The protest group registered 91 candidates in Poilievre's former riding of Carleton last spring, resulting in meter-long ballots and significant delays in vote counting. In this by-election, there are more than 200 names registered.

In response, Elections Canada announced that it will use an adapted ballot in the upcoming by-election, allowing voters to write in the name of their preferred candidate. Poilievre has expressed frustration with the initiative, calling for a bill to be introduced in Parliament to curb the long ballot protests. “We have to take action because this is a scam. It is unfair, it is unjust and it must stop,” Poilievre stated while speaking at a town hall meeting in the riding.

Another challenge for Poilievre is attempting to match the impressive 83 per cent of the vote Kurek secured in the last election. By-elections typically generate low turnout, and voters may feel disengaged, having to return to the polls shortly after a federal election.

Other candidates have accused Poilievre of not understanding the unique needs of the riding, having resided in Ottawa for most of his political career. Liberal candidate Darcy Spady claims that he has encountered frustration over Kurek's resignation while door-knocking. “It comes up almost every single time that people are kind of angry that the previous representative got switched on them,” Spady commented.

While the degree of enthusiasm for Poilievre remains to be seen, amid challenges from separatist sentiments and protest candidates, Poilievre will be eager to secure a seat in the House of Commons and reclaim his visibility in the national spotlight.

Agenda item 11.b & 11.c (continued)

Recommended Motion:

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