

AGENDA

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday January 12, 2026, 7:00 pm**

1. CALL TO ORDER

1.a Land Acknowledgement

2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**3. ADOPTION OF PREVIOUS MINUTES**

3.a Regular Council Meeting (December 22, 2025)

4. PUBLIC HEARING

None scheduled.

5. DELEGATIONS

5.a Paul Leussink – 1849791 Alberta Inc.

CLOSED SESSION OF COUNCIL

Property Development (Confidential)

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 32 "privileged information".

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.a Council Resolutions Follow Up Action

6.b Key Dates

7. BYLAWS & POLICIES

7a None

8. NEW BUSINESS

8.a Amendment to Council Committee Appointment

8.b Volunteer Application Form

9. FINANCIAL

9.a SCM scheduled for January 13, 2026

10. CORRESPONDENCE

10.a → 10.h

11. REPORTS

11.a CAO's Report (verbal report for meeting).

11.b Council Committee Reports.

11.c Society & Other Reports.

12. CLOSED SESSION OF COUNCIL

12.a Legal (Confidential) Contracting - Recruitment.

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 23 "local public body confidences".

12.b Legal (Confidential) Contracting – Strategic Planning.

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 23 "local public body confidences".

12.c Property Development (Confidential) Contracting – Planning Services

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 32 "privileged information".

13. MEETING ADJOURNMENT



Town of Bowden - Regular Council Meeting

MINUTES (unapproved)

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday December 22, 2025, 9:00 am**

1. CALL TO ORDER

Mayor Laurie Miller called the meeting to order at 09:03 am.

PRESENT	Mayor	Laurie Miller
	Councillor	Randy Brown
	Councillor	Ryan Howlett
	Councillor	Cam Morrison
	Councillor	Amanda Peffers
	Councillor	Carol Pion
	A/CAO	Jacqui Molyneux

1.a Land Acknowledgement

We respectfully acknowledge that we are gathered on the traditional territories of the Treaty 7 First Nations — including the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina Nation, and the Îyârhe Nakoda Nations — as well as the homeland of the Métis Nation of Alberta, Region 3.

We honour the Indigenous Peoples who have cared for this land, and we are grateful to live, learn, and build community on this land.

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

Motion 2

Moved by Councillor Randy Brown that Council adopts the agenda as amended to include 12.a.1 Staffing in closed session.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

3.a Special Council Meeting (December 3, 2025)

Motion 3.a

Moved by Councillor Randy Brown that Council adopts the minutes of the Special Council Meeting of December 3, 2025, amended as required to reflect correct time of day.

MOTION CARRIED UNANIMOUSLY

3.b Regular Council Meeting (December 8, 2025)

Motion 3.a

Moved by Councillor Carol Pion that Council adopts the minutes of the Regular Council Meeting of December 8, 2025, amended as required to reflect correct time of day.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

None scheduled.

5. DELEGATIONS

None scheduled.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.a Council Resolutions Follow Up Action

Motion 6.a

Moved by Councillor Ryan Howlett that Council accepts the Council Resolutions Follow Up Action Report as information.

MOTION CARRIED UNANIMOUSLY

6.b Key Dates

Motion 6.b

Moved by Councillor Carol Pion that Council accepts agenda item 6.b as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

None scheduled for review.

8. NEW BUSINESS

None submitted.

9. FINANCIAL

9.a 2026 Operating Budget - A/CAO provided update on status of budget review. Extra time is required because of CAO transition.

Motion 9.a.i

Moved by Councillor Cam Morrison that Council adopts a 2026 Interim Operating Budget based on the 2025 Operating Budget until such time as the full 2026 Operating Budget is passed by Council.

MOTION CARRIED UNANIMOUSLY

Motion 9.a.ii

Moved by Councillor Amanda Peffers that a Special Council Meeting be scheduled for January 13, 2026 at 7:00 pm to review the draft 2026 Operating Budget.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE

- 10.a Mayor, Red Deer
- 10.b Red Deer County – November Enforcement Contract
- 10.c Parkland Regional Library System
- 10.d Alberta Emergency Management Agency Newsletter
- 10.e Municipal Information Network
- 10.f Alberta Counsel report on Alberta 31st Legislature
- Session 2 Summary, December 1 to 5
- 10.g Alberta Railway

Motion 10.a → 10.g

Motion by Councillor Carol Pion that Council accepts agenda items 10.a to 10.g as information.

MOTION CARRIED UNANIMOUSLY

11. REPORTS

12.

11.a CAO's Report: Verbal report given outlining activities since assuming the Acting assignment on December 3.

- maintaining CFO responsibilities
- discussions with Red Deer County
- managing staffing issues
- daily liaison with Mayor

Motion 11.a

Moved by Councillor Amanda Peffers that Council accept the CAO report as information.

MOTION CARRIED UNANIMOUSLY

11.b Council Committee Reports.
None submitted.

11.c Society & Other Reports.

Bowden & District Agricultural Society

- Minutes – 2025-11-19

Expanding Horizons Society

- Minutes - 2025-11-25

Mountain View Regional Water Services Commission (MVRWSC)

- Director's Information Bulletin - November 2025

The News – Alberta Counsel

- Issue 237, December 2025

Motion 11.b / 11.c

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

MOTION CARRIED UNANIMOUSLY

Mayor Laurie Miller called for a 15-minute recess at 09:40 am.

12. CLOSED SESSION OF COUNCIL

Motion 12

Moved by Councillor Randy Brown at 09:54 am that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.i

Moved by Councillor Ryan Howlett at 11:05 am that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

12.a Staffing (Confidential).

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 20 "harmful to personal privacy".

There was no motion made with respect to Agenda item 12.a.

12.a.i Staffing (Confidential).

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 20 "harmful to personal privacy"

Motion 12.a.i

Moved by Moved by Councillor Randy Brown at 11:05 am that Council amends the offer of employment as discussed and forward the revised offer to the interim CAO.

MOTION CARRIED UNANIMOUSLY

12.b Property Development (Confidential).

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 32 "privileged information"

Motion 12.b

There was no motion made with respect to Agenda item 12.b.

12.c Legal (Confidential). – SRDRWC – Summary of Proceeding

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 23 "local public body confidences".

Motion 12.c

There was no motion made with respect to Agenda item 12.c.

13. MEETING ADJOURNMENT

Motion 13

Motion by Councillor Carol Pion at 11:08 am to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Report to use for your Council's

AUC Proceeding 30345 SRDRWC v. City of Red Deer

Procedural Background

1. April 8, 2025

1.1. RDRWC issued a Notice of Dispute and Request for Mediation under the Wastewater Services Agreement.

2. October 2, 2025

2.1. AUC registered Proceeding 30345 (Application 30345-A001).

3. October 6, 2025

3.1. AUC issued its Notice of Application and invited Statements of Intent to Participate (SIPs)

4. October 17, 2025

4.1. City of Red Deer filed is SIP

5. October 31 November 20, 2025

5.1. AUC conducted a jurisdiction phase and issued a ruling confirming that the Commission has broad jurisdiction under MGS s. 602.14 to hear and determine the dispute.

Key Messages:

- The AUC has confirmed they have jurisdiction to hear the SRD/City file
- The record is currently being created with information provided by the City as per the AUC requirements. We are now in the "discovery phase" of the AUC process.
- SRD is confident in our ability to move forward to resolution through the AUC process.

Water Forum

- Beginning in October 2024, SRD has played a leadership role in working with other Regional Service Commissions, and the province, to elevate the governance, operations and long-term financial sustainability of water and wastewater commissions.
- The first initiative was co-hosting the inaugural Alberta Water Forum held on November 18th, 2025 at Government House in Edmonton.

- Representatives from 23 of the 39 commissions attended as well as Ministers Dreeshan and McIver, along with senior staff from Alberta Transportation, Municipal Affairs, Environment and Protected Areas, and Agricultural and Irrigation.
- Based on the work done at the Forum, SRD and Ace Water Commission applied for a special study grant through the Minister of Transportation and Economic Corridors (TEC).
- On September 4th, 2025, SRD and the co-partner ACE Water Corporation, were provided with a \$500,000 grant for Phase 1 of the project with a target completion date of March 31st, 2026. This project will entail data gathering, analysis and recommendations to the Minister regarding 5 areas of general concern; Operational Models and Rate Recovery Strategies, Hub Facility Governance, Long Term Financial Planning and Grants, Water Supply and Emergency Preparedness, and Future Collaboration and Jurisdictional Review.
- The province provided a special grant agreement, supported by a Terms of Reference outlining the deliverables of the project. The Regional Water and Wastewater Assessment Initiative (RWWAI) will be led by a steering committee with Associate Minister of Water Grant Hunter appointed the Chair. SRD's Chair, Angela Aalbers and ACE Chair Don Gulayec are part of the Steering Committee.
- Requests have been made as of December 4th to all water and wastewater commissions for data relevant to the study. A 2-day workshop will be held on December 15/16.

Regular Council Meeting: 2026-01-12	Agenda Item: 5.a
Prepared by: Laurie Miller	Approved By: Mayor Laurie Miller
Report Type: RFD / Information	Attachment(s): Land & Property Rights Tribunal (LPRT) Letter & Report (includes 2025-11-26 Order in Council) North Bowden Industrial/Commercial Area Structure Plan

CLOSED SESSION OF COUNCIL (“in camera”)

Those present in this closed session of Council are reminded that items discussed herein are required to be kept in confidence and that they can only be discussed after the items are openly discussed at a meeting held in public.

Although Alberta Government guidelines recommend that contentious or sensitive local issues such as Bylaw Amendments (Land Use) or Subdivision Proposals must not be discussed in closed session these matters are still deemed to be at a private / confidential stage of negotiation.

Motion 5.a

Moved by Councillor _____ at _____ am/pm that Council moves to an “in-camera” session.

Delegations

5.a Paul Leussink – 1849791 Alberta Inc.

CLOSED SESSION OF COUNCIL

Property Development (Confidential).

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 32 “privileged information”.

Motion 5.a.i

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

Motion 5.a.ii

Moved by Moved by Councillor _____ at _____ am/pm that Council

Broken history



[Johnnie Bachusky](#)

Jan 2, 2018 12:00 AM



Paul Leussink in front of the abandoned Bowden nurseries building with smashed windows in the background.

BOWDEN – Brie Leussink and her cousin Matthew Klassen spent countless hours inside the town's old abandoned nursery last month cleaning up the damage.

Vandals found a way in last September and repeatedly smashed everything in sight at the closed business, formerly known as Alberta Nurseries and Seeds Ltd. and other names over its long history that began in 1922 with the Berggren family. For most of its history the nursery was the economic nerve centre of the town; its largest and most respected employer.

"Everybody in Bowden worked there, a lot of people from my generation," said 68-year-old Sandy Hengstler, who was raised in Bowden and worked full time at the nursery from 1975 to 1977. "After school a lot of kids would work there. It was generational. There were three sisters from one family I knew, mothers and daughters."

But for almost the past four years the old nursery was forgotten, until vandals busted in to break windows, office equipment and most of the light fixtures.

"They just wanted to smash, smash and smash everything for no reason," said Brie, 20, whose home is in Sundre.

While the Innisfail RCMP pursues the culprits, the beat-up Bowden nursery is set to soon rise from the ashes, thanks to Brie's father Paul Leussink who purchased the site, along with 90 nearby acres, for an undisclosed price in 2016.

Although the elder Leussink is a Sundre-area grain farmer, he is no stranger to the Bowden and Innisfail areas. He was the last owner of the now closed Innisfail Truck Ranch. Leussink is convinced he can make the derelict nursery work with a new business plan, which includes turning it into a dog kennel and pet resort. He also has plans to develop much of the 90 acres he purchased along Highway 2 into a highway-commercial zone that could see a full service truck stop and gas station. When both plans are realized it could mean dozens of new jobs for Bowden and area residents, he said.

But first Leussink has to clean up the vandalized mess, which caused at least \$50,000 damage.

"They (vandals) went in on the September 15 weekend and smashed more than 20 windows, smashed out all the lights," he said. "They (vandals) have since broke into it several more times and done more vandalism, overturning shelves, throwing printers down the stairs and busted fluorescents out of the ceiling.

"We've already had several calls from kids who actually participated in the vandalism and basically turned themselves in and turning in the rest of the group," he added. "There are probably close to a dozen kids involved. There were basically two or three ringleaders."

In the meantime, Innisfail RCMP Staff Sgt. Chris Matechuk said the investigation into the vandalism is continuing but added he did not know details of the culprits' contact with the owner.

As the Leussink family continues the cleanup, members of the Bowden Pioneer Museum concede they have received a glorious opportunity to learn more about the nursery's past.

They were invited by Leussink family members last month to retrieve any historical items at the nursery that could be salvaged and forever preserved.

Hengstler and her husband Grant, both volunteers at the Bowden Pioneer Museum, said they were grateful the museum was able to retrieve artifacts, which included an old hauler machine and packing crates that will fit well with the museum's old nursery mail order catalogues and old news articles and photos.

"The winter when I went there, I was in the main building where there was 125 people working in there," said Sandy, recalling the importance of the nursery's mail order business to the community. "Because of the volume of mail that went out of there, as it was all mail order at that time, it was why Bowden got a new post office (1970) because of the volume of mail that went out."

She said the donated items will go nicely into the museum's planned display about the nursery in the summer of 2019.

In the meantime, Hengstler said she's pleased the site will once again rise to become an essential part of Bowden.

"I am glad it is being used for something. I would hate to see it just fall into the ground," she said. "I hope these people make a go of it. I know there is lots of demand for dog kennels."

Sandy Hengstler, volunteer at the Bowden Pioneer Museum

"The winter when I went there I worked in the main building where there was 125 people working in there. Because of the volume of mail that went out of there, as it was all mail order at that time, it was why Bowden got a new post office (1970) because of the volume of mail that went out."



About the Author: Johnnie Bachusky

[Read more](#)

Comments (0)



2nd Floor, Summerside Business Centre
1229 – 91 ST SW
Edmonton, AB T6X 1E9

Tel (780) 427-2444
Email lprr.appeals@gov.ab.ca
Website www.lprr.alberta.ca

LPRT File: AN23/BOWD/T-01

November 27, 2025

Arno Glover
Chief Administrative Officer
Town of Bowden
2101 20th Avenue, PO Box 338
Bowden, AB T0M 0K0

Curtis Herzberg
County Manager
Red Deer County
38106 Range Road 275
Red Deer County, AB T4S 2L9

Re: Annexation Order – Town of Bowden

Enclosed is a copy of Order in Council No. 364/2025, dated November 26, 2025 annexing land from the Town of Bowden to Red Deer County.

The annexation was approved by the Lieutenant Governor in Council after a process involving public consultation and a public hearing before the Land and Property Rights Tribunal. Enclosed is a copy of the Tribunal's recommendation, which informed decision on the Order in Council. The recommendation will also be published at: <https://www.alberta.ca/annexation-board-orders>.

Should you have any questions regarding this annexation or require further details, please contact me at sandy.choi@gov.ab.ca or 780-422-8652.

Yours truly,

Sandy Choi

Sandy Choi
Case Manager

Enc.

cc: Affected Landowners
Affected Local Authorities
Other Affected Persons



Province of Alberta
Order in Council

O.C. 364 /2025

NOV 26 2025

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Order Annexing
Land from Red Deer County to the Town of Bowden set out in the attached
Appendix.

CHAIR

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 125)

Municipal Government Act
ORDER ANNEXING LAND FROM RED DEER
COUNTY TO THE TOWN OF BOWDEN

1 In this Order,

- (a) “annexed land” means the land described in Schedule 1 and shown on the sketch in Schedule 2;
- (b) “Town of Bowden Land Use Bylaw” means the Town of Bowden Land Use Bylaw 04/2021 as amended or replaced from time to time.

2 Effective January 1, 2026, the annexed land is separated from Red Deer County and annexed to the Town of Bowden.

3 Any taxes owing to Red Deer County at the end of December 31, 2025 in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of Bowden together with any lawful penalties and costs levied in respect of those taxes, and the Town of Bowden on collecting those taxes, penalties and costs must pay them to Red Deer County.

4(1) For the purpose of taxation in 2026 and subsequent years, up to and including 2036, the annexed land and the assessable improvements to it must be assessed by the Town of Bowden on the same basis as if they had remained in Red Deer County, and must be taxed by the Town of Bowden in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by Red Deer County.

(2) Where in 2026 or any subsequent taxation year, up to and including 2036, a portion of the annexed land

- (a) becomes a new parcel of land created at the request of or on behalf of the landowner
 - (i) as a result of subdivision,

– 2 –

(ii) as a result of separation of title by registered plan of subdivision, or

(iii) by instrument or any other method,

or

(b) is redesignated at the request of or on behalf of the landowner, under the Town of Bowden Land Use Bylaw to another designation,

subsection (1) ceases to apply at the end of that taxation year in respect of that portion of the land and the assessable improvements to it.

(3) After subsection (1) ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town of Bowden.

Schedule 1**DETAILED DESCRIPTION OF THE LAND SEPARATED
FROM RED DEER COUNTY AND ANNEXED TO THE
TOWN OF BOWDEN**

COMMENCING AT A POINT ON THE NORTHERN
BOUNDARY OF THE NORTHEAST QUARTER OF SECTION
TWENTY-THREE (23), TOWNSHIP THIRTY-FOUR (34),
RANGE ONE (1), WEST OF THE FIFTH (5) MERIDIAN THAT
IS 1650 FEET WEST OF THE NORTHEAST CORNER OF SAID
QUARTER SECTION,

THENCE NORTHERLY TO A POINT ON THE NORTH
BOUNDARY OF THE SOUTHEAST QUARTER OF SECTION
TWENTY-SIX (26), TOWNSHIP THIRTY-FOUR (34), RANGE
ONE (1), WEST OF THE FIFTH (5) MERIDIAN THAT IS 1650
FEET WEST OF THE NORTHEAST CORNER OF SAID
QUARTER SECTION,

THENCE EASTERLY ALONG THE NORTHERN BOUNDARY
OF THE SOUTHEAST QUARTER OF SECTION TWENTY-SIX
(26), TOWNSHIP THIRTY-FOUR (34), RANGE ONE (1), WEST
OF THE FIFTH (5) MERIDIAN TO THE NORTHWEST
CORNER OF LOT 1, BLOCK 1, PLAN 821 1459,

THENCE SOUTHERLY ALONG THE WESTERN BOUNDARY
OF LOT 1, BLOCK 1, PLAN 821 1459 TO THE SOUTHWEST
CORNER OF LOT 1, BLOCK 1, PLAN 821 1459,

THENCE EASTERLY ALONG THE SOUTHERN BOUNDARY
OF LOT 1, BLOCK 1, PLAN 821 1459 AND THE EASTERLY
PRODUCTION OF SAID SOUTHERN BOUNDARY OF LOT 1,
BLOCK 1, PLAN 821 1459, TO A POINT ON THE EASTERN
BOUNDARY OF THE ORIGINAL GOVERNMENT ROAD
ALLOWANCE ADJACENT TO THE WEST BOUNDARY OF
THE SOUTHWEST QUARTER OF SECTION TWENTY-FIVE
(25), TOWNSHIP THIRTY-FOUR (34), RANGE ONE (1), WEST
OF THE FIFTH (5) MERIDIAN,

THENCE SOUTHERLY ALONG THE EASTERN BOUNDARY
OF THE SAID GOVERNMENT ROAD ALLOWANCE TO THE
INTERSECTION OF THE NORTHWEST BOUNDARY OF
ROAD PLAN 041 2345 WITH THE EASTERN BOUNDARY OF
THE SAID GOVERNMENT ROAD ALLOWANCE,

- 4 -

THENCE EASTERLY, PERPENDICULAR TO THE EASTERN BOUNDARY OF THE SAID NORTH-SOUTH GOVERNMENT ROAD ALLOWANCE, TO A POINT ON THE EASTERN BOUNDARY OF ROAD PLAN 941 1946,

THENCE SOUTHERLY ALONG THE EASTERN BOUNDARY OF ROAD PLAN 941 1946 TO THE INTERSECTION OF THE SOUTHEASTERLY PROJECTION OF THE EASTERN BOUNDARY OF ROAD PLAN 941 1946 AND THE SOUTHERN BOUNDARY OF ROAD PLAN 1348 JK,

THENCE WESTERLY ALONG THE SOUTHERN BOUNDARY OF ROAD PLAN 1348 JK TO THE EASTERN BOUNDARY OF ROAD PLAN 1051 IX,

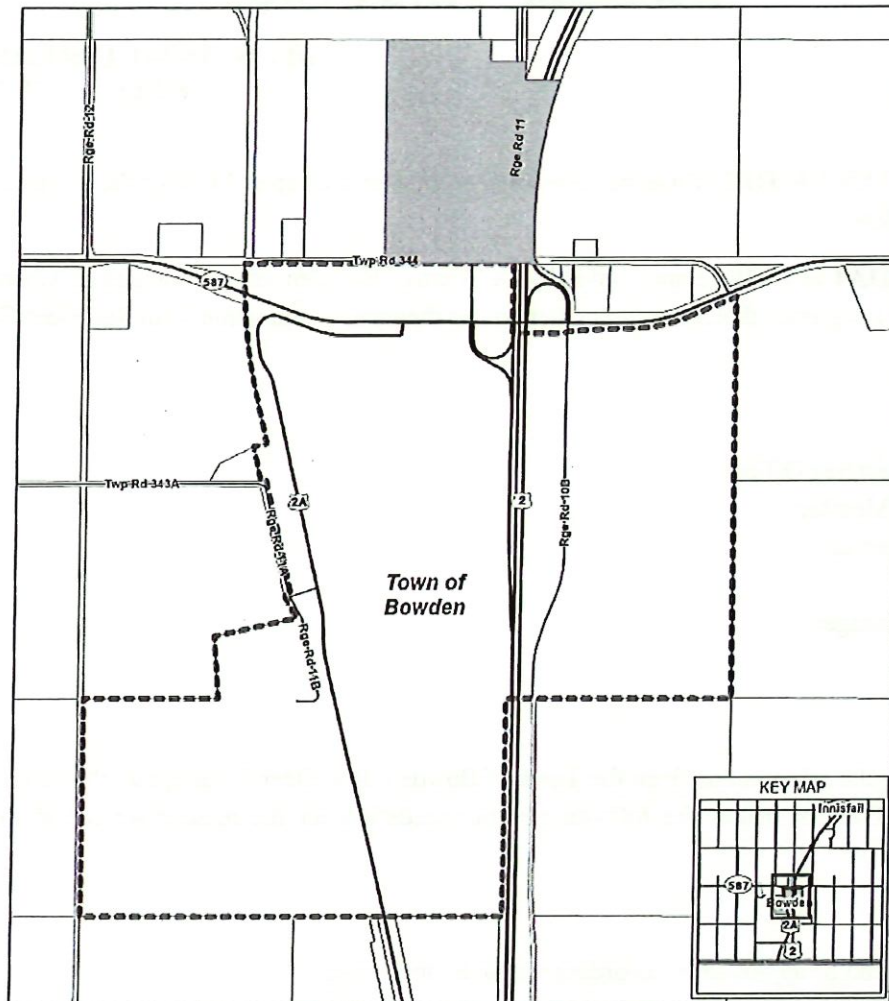
THENCE NORTHERLY ALONG THE EASTERN BOUNDARY OF ROAD PLAN 1051 IX TO THE INTERSECTION OF THE EASTERN BOUNDARY OF ROAD PLAN 1051 IX WITH THE SOUTHERN BOUNDARY OF THE EAST-WEST GOVERNMENT ROAD ALLOWANCE ABUTTING THE SOUTHWEST QUARTER OF SECTION TWENTY-FIVE (25), TOWNSHIP THIRTY-FOUR (34), RANGE ONE (1), WEST OF THE FIFTH (5) MERIDIAN,

THENCE WESTERLY ALONG THE SAID SOUTHERN BOUNDARY OF THE EAST-WEST GOVERNMENT ROAD ALLOWANCE TO THE POINT OF COMMENCEMENT.



- 5 -

Schedule 2

**SKETCH SHOWING THE GENERAL LOCATION OF THE LAND
SEPARATED FROM RED DEER COUNTY AND
ANNEXED TO THE TOWN OF BOWDEN**



Legend

-  Existing Municipal Boundary
 Proposed Annexation Area



DECISION NO. LPRT2025/MG0717
FILE: AN23/BOWD/T-01

IN THE MATTER OF THE *Municipal Government Act* being Chapter M-26 of the Revised Statutes of Alberta 2000 (*Act*).

AND IN THE MATTER OF an application by the Town of Bowden, in the Province of Alberta, to annex certain territory lying immediately adjacent thereto and thereby its separation from Red Deer County.

BEFORE:

Members:

H. Williams, Presiding Officer

G. Newcombe, Member

P. Yackulic, Member

K. Lau, Case Manager

SUMMARY

After examining the submissions from the Town of Bowden, Red Deer County, and the parties who filed objections, the Tribunal makes the following recommendation for the reasons set out in the report in Schedule 3.

Recommendation

That the annexation be approved in accordance with the following:

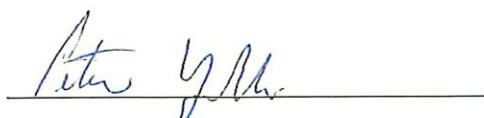
The Lieutenant Governor in Council orders that

- 1 In this Order,
 - a. "annexed land" means the land described in Schedule 1 and shown on the sketch in Schedule 2;
 - b. "Town of Bowden Land Use Bylaw" means the Town of Bowden Land Use Bylaw 04/2021 as amended or replaced from time to time.
- 2 Effective January 1, 2026, the annexed land is separated from Red Deer County and annexed to the Town of Bowden.

- 3 Any taxes owing to Red Deer County at the end of December 31, 2025 in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of Bowden together with any lawful penalties and costs levied in respect of those taxes, and the Town of Bowden on collecting those taxes, penalties and costs must pay them to Red Deer County.
- 4 (1) For the purpose of taxation in 2026 and subsequent years, up to and including 2036, the annexed land and the assessable improvements to it must be assessed by the Town of Bowden on the same basis as if they had remained in Red Deer County, and must be taxed by the Town of Bowden in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by Red Deer County.
- (2) Where in 2026 or any subsequent taxation year, up to and including 2036, a portion of the annexed land
- (a) becomes a new parcel of land created at the request of or on behalf of the landowner
 - (i) as a result of subdivision,
 - (ii) as a result of separation of title by registered plan of subdivision, or
 - (iii) by instrument or any other method,
 - or
 - (b) is redesignated at the request of or on behalf of the landowner, under the Town of Bowden Land Use Bylaw to another designation,
- subsection (1) ceases to apply at the end of that taxation year in respect of that portion of the land and the assessable improvements to it.
- (3) After subsection (1) ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town of Bowden.

DATED at the City of Edmonton, in the Province of Alberta, this 31st day of October 2025.

LAND AND PROPERTY RIGHTS TRIBUNAL



P. Yackulic, Member

Schedule 1**DETAILED DESCRIPTION OF THE LAND SEPARATED
FROM RED DEER COUNTY AND ANNEXED TO THE
TOWN OF BOWDEN**

COMMENCING AT A POINT ON THE NORTHERN BOUNDARY OF THE NORTHEAST QUARTER OF SECTION TWENTY-THREE (23), TOWNSHIP THIRTY-FOUR (34), RANGE ONE (1), WEST OF THE FIFTH (5) MERIDIAN THAT IS 1650 FEET WEST OF THE NORTHEAST CORNER OF SAID QUARTER SECTION,

THENCE NORTHERLY TO A POINT ON THE NORTH BOUNDARY OF THE SOUTHEAST QUARTER OF SECTION TWENTY-SIX (26), TOWNSHIP THIRTY-FOUR (34), RANGE ONE (1), WEST OF THE FIFTH (5) MERIDIAN THAT IS 1650 FEET WEST OF THE NORTHEAST CORNER OF SAID QUARTER SECTION,

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THENCE SOUTHERLY ALONG THE WESTERN BOUNDARY OF LOT 1, BLOCK 1, PLAN 821 1459 TO THE SOUTHWEST CORNER OF LOT 1, BLOCK 1, PLAN 821 1459,

THENCE EASTERLY ALONG THE SOUTHERN BOUNDARY OF LOT 1, BLOCK 1, PLAN 821 1459 AND THE EASTERLY PRODUCTION OF SAID SOUTHERN BOUNDARY OF LOT 1, BLOCK 1, PLAN 821 1459, TO A POINT ON THE EASTERN BOUNDARY OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE ADJACENT TO THE WEST BOUNDARY OF THE SOUTHWEST QUARTER OF SECTION TWENTY-FIVE (25), TOWNSHIP THIRTY-FOUR (34), RANGE ONE (1), WEST OF THE FIFTH (5) MERIDIAN,

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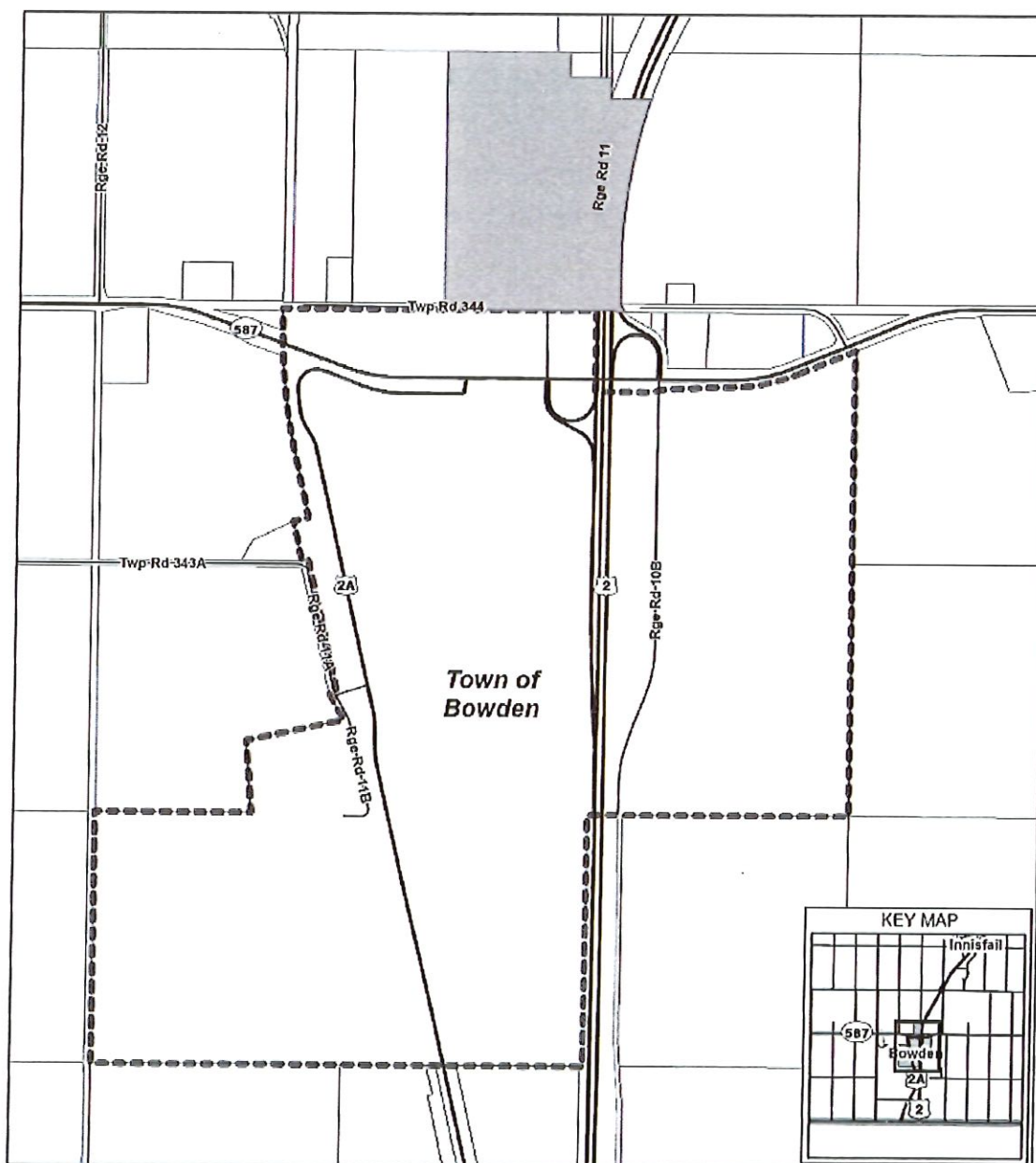
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THENCE WESTERLY ALONG THE SAID SOUTHERN BOUNDARY OF THE EAST-WEST GOVERNMENT ROAD ALLOWANCE TO THE POINT OF COMMENCEMENT.



Schedule 2

**SKETCH SHOWING THE GENERAL LOCATION OF THE LAND
SEPARATED FROM RED DEER COUNTY AND ANNEXED TO
THE TOWN OF BOWDEN**



Legend

- Existing Municipal Boundary
Proposed Annexation Area

Schedule 3

**LAND AND PROPERTY RIGHTS TRIBUNAL REPORT TO THE
MINISTER OF MUNICIPAL AFFAIRS
RESPECTING THE TOWN OF BOWDEN PROPOSED ANNEXATION OF TERRITORY
FROM RED DEER COUNTY**

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Acronyms/Abbreviations

The following table lists acronyms and abbreviations used in this recommendation.

Acronym/Abbreviation	Full Description
<i>Act</i>	<i>Municipal Government Act</i>
Annexation Landowner	The owner of the property in the proposed annexation area
ASP	North Bowden Industrial/Commercial Area Structure Plan
ATEC	Alberta Transportation and Economic Corridors
County	Red Deer County
County LUB	Red Deer County Land Use Bylaw
County MDP	Red Deer County Municipal Development Plan
IDP	Red Deer County and Town of Bowden Intermunicipal Development Plan
LGC	Lieutenant Governor in Council
Minister	Minister of Municipal Affairs
Notice	Notice of Intent to Annex
ROW	Highway 2 Right-of-Way
Rules	LPRT Annexation Procedure Rules
Town	Town of Bowden
Town LUB	Town of Bowden Land Use Bylaw
Town MDP	Town of Bowden Municipal Development Plan
Tribunal or LPRT	Land and Property Rights Tribunal

EXECUTIVE SUMMARY

[1] The Town of Bowden (Town) submitted an application to the Land and Property Rights Tribunal (LPRT) to annex approximately 46.63 hectares (115.23 acres) from Red Deer County (County). The two municipalities have negotiated an agreement between themselves, and the owner of the land to be annexed supports the application. However, an affected person who owns agricultural land adjacent to the proposed annexation area raised concerns about the potential effects that development in the proposed annexation area may have on his land. Given this objection, the LPRT concluded there was no general agreement as to the proposed annexation. In such cases, the LPRT is required to hold a public hearing and submit a report to the Minister of Municipal Affairs with its recommendation and findings. The LPRT's public hearing was held on July 15, 2025, and this report outlines its recommendation and findings.

Recommendation

[2] The Tribunal recommends the following:

- Annexation of the area requested by the Town, with an amendment to the legal description to ensure the area reflects the agreement between the municipalities and Alberta Transportation and Economic Corridors (ATEC) to include the Highway 2 right-of-way along the eastern side of the annexation area,
- Tax transition provisions requiring the Town to assess and tax property in the annexed area as though it were in the County for 10 years, or until it is subdivided or redesignated under the Town's Land Use Bylaw (Town's LUB) and,
- Effective date of January 1, 2026.

Major Issues and Considerations

[3] In making its recommendation, the LPRT was guided by the annexation principles summarized by its predecessor, the Municipal Government Board (MGB), in Board Order MGB 123/06, as well as the issues and concerns identified by the parties. To reduce repetition, these principles and issues have been addressed under the following broad headings: consultation, land use planning, infrastructure, financial matters and effective date.

Consultation

[4] Negotiations between the Town and the County were satisfactory. The County supported the application. No outstanding issues between the municipalities were identified.

[5] The Town conducted an appropriate consultation process with the public, the annexation landowner, adjacent landowners, and affected agencies. Consultation included an open house, opportunities for direct discussions, and correspondence. The Tribunal is satisfied the process meets the *Act's* requirements for public participation and open communications.

Land Use Planning

[6] The purpose of the proposed annexation is to provide the Town with a commercial and industrial land inventory to attract new economic activity, support the long-term viability and sustainability of the community, and meet the growing needs of the central Alberta region and Highway 2 corridor.

[7] Transferring land to the Town in this area for commercial and industrial uses is in keeping with the Town and County's Intermunicipal Development Plan (IDP). An Area Structure Plan (ASP) was prepared and adopted specifically to address the development of the annexation area.

[8] The Tribunal considers the annexation to conform with the IDP and ASP and good land use planning practices.

Services and Infrastructure

[9] The Town's existing services, including water, sewer and related infrastructure can be extended to the Annexation Area.

Financial Matters

[10] The financial impact on both municipalities is low, and the County agreed that no compensation is necessary.

Effective Date

[11] The effective date of January 1, 2026, as requested by the municipalities is appropriate.

Conclusion

[12] The Tribunal finds that the proposed annexation complies with the *Act* and addresses the 15 annexation principles established by Board Order MGB 123/06. The municipalities demonstrated a significant level of intermunicipal collaboration and cooperation. The annexation area is logical; the amount of land is reasonable and is in line with municipal planning documents and objectives. There will be no significant impact on municipal finances, and the municipalities have adequately addressed and planned for the provision of services and public infrastructure. The conditions of annexation are certain, unambiguous, enforceable, and time specific.

[13] The concerns raised by the affected person who filed an objection relate to the effects of potential development in the annexation area rather than the annexation itself. These effects may still be addressed through future land use planning steps or mechanisms – for example, through participation in the application processes for subdivision and development approvals, and public hearings that may be required for future LUB and statutory plan amendments.

I INTRODUCTION

[14] The Town is on Highway 2, about 35 kilometres south of the City of Red Deer. Most of the Town lies west of Highway 2 and south of Highway 587. As of 2024, the Town's population was 1,316.

[15] In 2019 Red Deer County adopted an Area Structure Plan (ASP) for land north of the Town to be developed for commercial and industrial use. The municipalities' Intermunicipal Development Plan (IDP) stated the land was to be incorporated into the Town when it was required for development.

[16] The Town initiated annexation of the ASP area with the required Notice in November 2023 and submitted their application to the LPRT in October 2024. The Town obtained the County's consent; however, an affected person who owns land adjacent to the annexation area objected, based on concerns about the future commercial land use in the Annexation Area and its potential negative impact on their agricultural property. Given the objection, the LPRT found there was not general agreement with the Annexation proposal, which required it to hold a public hearing and prepare a report for the Minister with its findings and recommendation.

[17] This report describes the role of the Tribunal and the Lieutenant Governor in Council, summarizes the public hearing process and submissions received by the Tribunal, and provides the Tribunal's recommendations and reasons. This report fulfills the Tribunal's responsibility under the *Act* regarding this annexation.

II ROLE OF THE TRIBUNAL, THE MINISTER, AND THE LIEUTENANT GOVERNOR IN COUNCIL

[18] The Tribunal is an independent and impartial quasi-judicial board established under the *Act* to make decisions about land-use planning and assessment matters. Section 488(1)(f) of the *Act* gives the Tribunal the authority to "deal with annexations". Section 6 of the Land and Property Rights Tribunal Act allows the Tribunal to "make rules respecting its practice and procedures." The *LPRT Annexation Procedure Rules (Rules)* have been adopted to provide information about annexation hearings, ensure a fair, open and accessible process, and increase the efficiency and timeliness of annexation proceedings. These *Rules* recognize that municipalities and persons affected by a proposed annexation should have a fair opportunity to voice their concerns to the Tribunal before it makes its recommendation to the Minister of Municipal Affairs (Minister).

[19] Pursuant to s. 116 of the *Act*, a municipality initiates the annexation process by sending a Notice of Intent to Annex (Notice) to the municipal authority from which the land is to be annexed, the Minister, the Tribunal, and all other local authorities having jurisdiction to operate or provide services in the initiating municipality or in the municipality from which the land is to be annexed. The Notice must describe the land proposed for annexation, identify the reasons for the proposed annexation, and include proposals for consulting with the public as well as meeting with the affected landowners. Once the Notice has been filed, the municipalities involved with the proposed annexation are required to meet and

negotiate in good faith. If the municipalities are unable to reach an agreement, they must attempt mediation to resolve any outstanding matters.

[20] At the conclusion of the consultation process and the intermunicipal negotiations, the initiating municipality is required to prepare a negotiation report. In accordance with s. 118 of the *Act*, the negotiation report is required to include a description of the public and affected landowner consultation process, as well as provide a summary of the views expressed during this process. The negotiation report must also include a list of issues that have been agreed to by the municipalities and identify any matters the municipalities have not been able to agree upon. If the municipalities were unable to negotiate an annexation agreement, the negotiation report must state what mediation attempts were undertaken or, if there was no mediation, give reasons why. The negotiation report is then signed by both municipalities. Should one of the municipalities not wish to sign the negotiation report, it has the option of including its rationale for not signing.

[21] The negotiation report is then submitted to the Tribunal. If the initiating municipality requests the Tribunal to proceed, pursuant to s. 119 of the *Act*, the report becomes the annexation application. If the Tribunal is satisfied that the affected municipalities and public are generally in agreement, the Tribunal may notify the parties of its findings and state that unless objections are filed by a specific date, the Tribunal will make its recommendation to the Minister without holding a public hearing. If an objection is filed or if the Tribunal is not satisfied all parties are in agreement with the proposed annexation, the Tribunal must conduct one or more public hearings. If the Tribunal is required to conduct a hearing, s. 122(1) of the *Act* specifies the Tribunal must publish a notice of hearing at least once a week for two consecutive weeks in a newspaper or other publication circulating in the affected area, the second notice being not less than six days before the hearing.

[22] The Tribunal's role is to investigate, analyze, and make findings of fact about the annexation, including the probable effect on local authorities and on the residents of an area. If a public hearing is held, the Tribunal must allow any affected person to appear and make a submission. After reviewing the evidence and submissions from the parties, the Tribunal is to prepare a written report of its findings and recommendations and send it to the Minister. The Minister has the authority to accept in whole or in part or completely reject the findings and recommendations made by the Tribunal. The Minister may bring a recommendation forward for consideration to the Lieutenant Governor in Council (LGC). After considering the recommendation, the LGC may order the annexation.

III ANNEXATION PROCEEDINGS

[23] The following section provides an overview of the annexation process as well as a summary of the oral and written submissions received by the Tribunal during the proceedings.

Process Overview

[24] The Town filed a Notice with the Tribunal dated November 28, 2023. The Notice stated the annexation proposal had been provided to the County and that the Town would be engaging with the

County, affected landowners, agencies, and the general public before submitting the application. Comments were solicited as to the potential impacts of the change in municipal boundaries.

[25] The Town proceeded with their consultation and engagement program and submitted their annexation application to the LPRT on October 25, 2024. The proposed annexation consists of the area north of the Town included in the North Bowden Commercial/Industrial Area Structure Plan (ASP). The landowner adjacent to the west raised concerns related to the effects of commercial land use on the use and enjoyment of their property; therefore, the Tribunal concluded there was no general agreement with the annexation and initiated the public hearing process, as required under s. 121 of the *Act*.

[26] In accordance with s. 122 of the *Act*, the Tribunal published notices of hearing in newspapers circulating in the Bowden area - the Albertan and Red Deer County News – for the weeks of June 9, 16, 23 and 30, 2025. Although not required by the *Act*, the Tribunal also mailed notices of hearing on May 22, 2025, to those persons who had filed objections with the Tribunal as well as those who the Town had identified as part of its consultation process. Both the letter and newspaper notices stated anyone wishing to attend and/or make an oral submission during the public hearing should register and provide any written submissions with the Tribunal by July 8, 2025. The notices stated the public hearing would begin at 9:00 am on July 15, 2025, and be conducted via videoconference.

Summary of Submissions Made to the Tribunal

[27] During its proceedings, the Tribunal received written and oral submissions from the affected parties, the Town, and the County.

Affected Person's Submissions

[28] The affected persons, T. Girletz and B. Girletz, own 24 hectares (60 acres) of land in Red Deer County abutting the west boundary of the annexation area. They purchased the land in 2023 and built a house in 2024. They reside on the land and pursue agricultural activities. The land is used for hay and livestock (horses and cattle).

[29] The Girletzes oppose the annexation owing to uncertainty about the land use following annexation. They advised that they were not familiar with the IDP or ASP. However, they note that the proposal has been the subject of rumors as to the proposed use, including the potential of low-income housing, hotels, restaurants, and campgrounds. They expressed that it is unclear how an annexation can be determined to be beneficial for the Town when the intended use is left unknown.

[30] They anticipate that annexation will result in increased traffic on the road passing their property, and potential trespass on their land. The absence of fencing between their property and the annexation lands could result in conflicts with their livestock. Increased traffic would present a hazard to their children's use of the road and introduce nuisance into their quiet neighborhood.

[31] They were also concerned there were no proposals on how the land was to be provided with services, and that the Town of Bowden does not have the resources to complete the annexation project if it were to become unfunded part way through development.

[32] The Girletzes proposed that their land be included in the annexation area or that their property be purchased.

The Annexation Landowner's Submissions

[33] The Annexation Landowner (1849791 Alberta Inc.) owns all of the land within the Annexation Area. They did not provide a submission for the hearing. The Town advised that they had initiated the annexation at this landowner's behest, to facilitate development of the area.

The Town's Submissions

[34] The following paragraphs summarize the Town's annexation application as well as the submissions received during the hearing. An overview of the intermunicipal negotiations, public consultation, proposed annexation area, infrastructure and servicing are provided below.

[35] The Town is actively seeking to increase commercial and industrial development. The owners of other undeveloped land within the Town are not pursuing development of their land at this time. The owner of the area to be annexed has proposed to develop those lands in accordance with the IDP and ASP. The IDP requires the land to be annexed prior to development beyond the initial level.

Intermunicipal Negotiations

[36] The application is a result of ongoing intermunicipal collaboration. The Town and the County are parties to an IDP and were both engaged in the preparation of the ASP for the annexation land. The annexation area is within the Future Town Boundary shown in the IDP and reflects a logical step towards the agreed future vision. The North Bowden Industrial/Commercial ASP was prepared to guide the development of the annexation area under the auspices of both municipalities.

[37] The Town and County agreed as follows:

- The lands requested to be annexed to the Town are as indicated in the application.
- The effective date of the annexation will be January 1, 2026.
- The Town will provide the landowner a ten-year transition period for assessment and taxation, to be varied should subdivision or LUB redesignation take place.
- The County is not seeking compensation for the loss of municipal property tax revenue.
- The County is not seeking compensation for capital improvements in the annexation area.

[38] All matters related to the proposed annexation were agreed between the Town and County; mediation and dispute resolution efforts were not required.

Consultation with the Affected Landowner and Public

[39] Consultation was initiated by the annexation landowner in 2018 during preparation of the ASP. Engagement was ongoing, with discussions towards the realization of the projects provided in the ASP. The landowner supports the annexation.

[40] Public notice of the annexation proposal was provided by direct mail, newspaper advertisements, social media, and a notice on the Town's webpage. The annexation proposal was available for review on the Town's webpage.

[41] An open house was held March 14, 2024. The open house provided a forum to discuss any concerns related to the proposal. A list of frequently asked questions about the annexation was subsequently compiled, answered, and posted on the Town's webpage. The questions were generally requesting clarification of the proposal, and did not identify any opposition to the annexation.

[42] The affected persons who filed an objection (Girletzes) did not own land in the area at the time, and did not attend the open house.

Consultation with Agencies and Stakeholders

[43] Notice of the proposal was provided to 49 agencies and stakeholders considered by the Town or the *Act* to be affected. No letters of objection were submitted.

[44] The Town and County had prior direct consultation with ATEC. The focus of the consultation was the ASP as it related to the future interchange of Highways 2 and 587. The land uses, road network, and right of way requirements were considered in discussions.

[45] The Town submitted it exceeded the minimum requirements for effective consultation.

Annexation Area and Planning Document Compliance

[46] The Town stated the proposed annexation area is consistent with the IDP and the ASP and fulfills their policy objectives to provide for industrial and commercial use. The IDP's Map 1- Future Land Uses and Policy Areas - identifies the Long Term Growth Boundary of the Town, which includes the proposed annexation area. Map 1 also shows the future land uses for the affected area as being commercial and industrial.

[47] The Town advised that the ASP was a collaborative work between the County, Town, and landowner. The ASP was prepared to comply with the IDP and directed towards the annexation of the land by the Town. The Town's Design Guidelines were incorporated in the ASP in anticipation of annexation.

[48] The Town acknowledged that the ASP was adopted by the County, and that amendments to the ASP and the Town's MDP may be required to ensure the alignment of the planning documents. They noted that amendment of the Town's LUB would also be required to facilitate the development contemplated in the ASP.

Infrastructure and Services

[49] Municipal water and sanitary sewage services do not currently extend to the annexation area. However, these utilities will be extended from the Town as development progresses, at the expense of the benefiting developer, and will be owned and operated by the Town.

[50] The County currently provides fire, rescue, weed control, road maintenance and bylaw enforcement services to the Town through inter-municipal agreements, which will continue in the annexation area.

[51] Similarly, the Municipalities have agreed the County will continue to maintain the portions of Township Road 344 and Range Road 11 within the Annexation Area. The construction of new or the upgrading of existing roads will be at the expense of the developer.

Land Requirements and Growth Projection/Accommodation

[52] The IDP shows the future Town Boundary (IDP Map 1) that is planned to encompass sufficient land for a Town population of up to 9000, with a build out between 2081 and 2107. To accommodate growth without premature conversion of land uses, the IDP proposes that periodic annexations should take place as the Town boundary adjusts for growth.

[53] The Town did not provide current growth projections; however, they noted that serviced industrial and commercial land is not readily available, and that the annexation would address this, allowing for growth of the community.

Financial Considerations

[54] The Town and County have reviewed and considered the potential financial impact of annexation. The assessed value of the area is \$889,730. The tax reduction to the County is \$6211.52 (2023 taxation year). The impact on the County is small and considered inconsequential. Similarly, the impact on the Town is minor. The value to the Town will be found in the future benefit of expanded commercial and industrial development.

[55] The County is not requesting tax compensation from the Town.

[56] The County is not requesting compensation for infrastructure from the Town.

IV TRIBUNAL RECOMMENDATION

[57] The Tribunal recommends approval of the annexation area as requested by the Town. The recommended effective date is January 1, 2026.

V REASONS

[58] When making an annexation recommendation, the Tribunal considers the annexation principles summarized by Board Order MGB 123/06 as well as the issues identified by the municipalities and affected persons. To reduce repetition, these principles and issues have been addressed under the following broad headings: intermunicipal collaboration, land use planning, infrastructure and servicing, financial matters and effective date.

Intermunicipal Collaboration

[59] The Tribunal accepts that the Town and the County demonstrated a significant level of intermunicipal collaboration in crafting the ASP and adopting the updated IDP. It is clear from the submissions that both Councils support the annexation application.

Public Consultation

[60] The Tribunal finds that the public engagement was thorough and in accordance with the requirements of the *Act*. Opportunities were available through the Open House and direct contacts to discuss the proposal and its potential impacts. The affected persons who filed an objection did not own the land when the planning documents that established the future use of the land were adopted - though this information was available at the time of their purchase. They may also have missed communications from the Town that were made before they moved to their property in 2024. While unfortunate, these circumstances do not show that the Town failed to undertake an appropriate consultation program.

Land-Use Planning Matters

[61] The land-use planning matters examined by the Tribunal included an assessment of the area and a review of the annexation's compliance with statutory plans. The LPRT finds the annexation is consistent with the Town and County's planning documents.

[62] The identification of the land for annexation and its future use has been established in the IDP for about sixteen years. The IDP identifies the area for commercial and industrial uses. The proposed uses are clearly identified within the IDP.

[63] Section 3.3.8 of the IDP provides that subdivision of the land within the Future Town Boundary as shown on Map 1- Future Land Uses and Policy Areas for more than a first parcel out is not allowed until the land is annexed to the Town. This would allow the initial change of land use from agricultural to the proposed commercial and industrial uses to proceed prior to annexation, regardless of the municipal

jurisdiction (Town or County). The annexation in itself does not affect the land use that may impact adjacent owners.

[64] The initial change of land use from agricultural to the proposed commercial and industrial uses would be able to proceed regardless of the municipal jurisdiction (Town or County).

[65] The ASP clearly identifies the proposed development of the area and the potential uses. Preparation of the ASP demonstrated commitment to intermunicipal cooperation and the planning principles of the municipalities. The required amendment of the Town LUB to facilitate implementation of the ASP will allow affected parties an opportunity to address planning issues that may arise.

[66] Post annexation development of this land will take place under the Town's MDP and LUB. Provisions for nuisance mitigation in these documents exceed those found within the County's documents. It is likely that the impacts of development of the annexation lands will be less than if the lands remained within the County and developed for similar uses.

[67] Although the Girletz's land is identified in the IDP for future annexation, there is no proposed or pending development of this land that would trigger its annexation or inclusion in the current process. Should the Girletzes or subsequent owners take steps to develop their land in the future, its annexation may be in order at that time, assuming the Town agrees to make the application. However, annexation of additional land at this time would be premature.

Infrastructure and Services

[68] The Tribunal finds that the Town can readily provide necessary services to the annexation area. The Town's requirement that the owner/developer pay the costs of servicing is consistent with land development practices and does not unduly expose the Town to risk.

[69] The Tribunal finds that the Town can readily provide necessary services to the annexation area. The ASP clearly outlines the need for service extensions to the area, and the contemplated routing.

[70] The municipalities agree that Range Road 11 and Township Road 344 should form part of the Annexation area, and that the County will continue to maintain them pursuant to a service agreement. The LPRT accepts this is an appropriate arrangement, but notes that section 141(2) of the *Act* states:

(2) Where the boundary of a municipality is described by reference to the boundary of a township or section of surveyed land along which a road allowance runs, **the boundary is the side of the road allowance on which monuments or posts are placed under a survey**, except in the case of correction lines or where the description otherwise specifies. **(Emphasis added)**

Further, s. 25(2) of the *Surveys Act*, RSA 2000 c S-26 states

(2) The monuments shall, **on the north-south lines, be placed on the west limit of the road allowances**, and on east-west lines, on the south limit of road allowances, and in all cases shall fix and govern the position of the boundary corner between the adjoining townships, sections or quarter sections on the opposite side of the road allowance. **(Emphasis added)**

[71] Since the above provisions might otherwise be interpreted excluding part of Range Road 11 by default, the LPRT requested the municipalities to review the map and legal description to ensure the boundary reflects their intent. After consultation with ATEC, the municipalities provided an amended map and description to clarify that the annexation area should extend to the eastern Highway 2 right-of-way boundary. The LPRT accepts this solution as appropriate, given that the Highway 2 road plan registered with Land Titles does not delineate the west highway right-of-way from the Range Road 11 right-of-way. ATEC retains direction, management and control of Highway 2, and the municipalities and ATEC are in agreement.

Financial matters

[72] The financial impact of the annexation is minimal for both the Town and the County.

Effective Date

[73] The Tribunal recommends the effective date of January 1, 2026, identified by the municipalities, as it will be tied to the assessment period which starts at January 1.

CONCLUSION

[74] The Tribunal finds that the proposed annexation complies with the *Act* and addresses the 15 annexation principles established by Board Order MGB 123/06, with specific regard to improving efficiency of municipal governance. The municipalities demonstrated a significant level of intermunicipal collaboration and cooperation. The Town conducted activities to engage the affected persons, and the public.

[75] The concerns raised by the Girletzes are related to land use planning matters that were considered in prior proceedings (ASP adoption and redesignation proceedings) and are not affected by the municipal boundary's location.

[76] The annexation area is logical, and the amount of land is acceptable. The conditions of annexation are certain, unambiguous, enforceable, and time specific. Therefore, the Tribunal recommends the annexation.

North Bowden Industrial/Commercial

Area Structure Plan

Approved by Red Deer County Council

Bylaw 2018/3

September 3, 2019

1849791 Alberta Inc.

BYLAW NO. 2018/3

A BYLAW OF RED DEER COUNTY, IN THE PROVINCE OF ALBERTA, TO ADOPT AN AREA STRUCTURE PLAN FOR Pt SE 26-34-1-5 AND LOT A, PLAN 2878JK, SE 26-34-1-5.

Pursuant to the authority conferred upon it by the Municipal Government Act, the Council of Red Deer County hereby enacts that **Bylaw No. 2018/3** be adopted as the **North Bowden Commercial/Industrial Area Structure Plan** for lands located within Pt SE 26-34-1-5 and Lot A, Plan 2878JK, SE 26-34-1-5 as attached hereto and marked as Schedule "A" to this bylaw.

FIRST READING: JANUARY 9, 2018
SECOND READING: MARCH 6, 2018
THIRD READING: SEPTEMBER 3, 2019


MAYORDate Signed: *September 3, 2019*
COUNTY MANAGERDate Signed: *September 3, 2019*

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1.0 Introduction

1.1 PURPOSE AND AREA STRUCTURE PLAN LOCATION

The purpose of the *North Bowden Industrial/Commercial Area Structure Plan (ASP)* is to describe the vision, development objectives, proposed land use, engineering, and phasing for a portion of the southeast quarter Section 26, Township 34, Range 01, West of the 5th Meridian. The Plan Area is legally described as the easterly 1650 feet of the southeast quarter Section 26, Township 34, Range 01, West of the 5th Meridian excepting therout all registered plans and Lot A, Plan 2878 JK. The North Bowden Industrial/Commercial Plan Area is located in Red Deer County, north of the Town of Bowden, west of Highway 2 along the Calgary-Edmonton corridor. This location provides many opportunities for commercial development due to the high level of passing travelers.

The North Bowden Industrial/Commercial is 37.59 ha (92.89 ac) in size and is shown on **Figure 1 - Location Plan**. The legal boundaries of the Plan Area are shown on **Figure 2 – Legal Boundary**.

The North Bowden Industrial/Commercial is intended to support the existing vision of the *Red Deer County and Town of Bowden Intermunicipal Development Plan* and *Red Deer County Municipal Development Plan*. As per these existing planning documents, the Plan Area is intended to provide industrial and commercial opportunities for the Central Alberta region. This ASP has been prepared in accordance to the policies of the *Red Deer County Municipal Development Plan* which are described in **Section 2.1 Statutory Plans**.

1.2 LAND OWNERSHIP

The North Bowden Industrial/Commercial Plan Area is owned by 1849791 Alberta Inc. This ASP is a result of collaboration between the landowner, Stantec Consulting Ltd, Red Deer County, and the Town of Bowden.

1.3 PLANNING PROCESS

Reflective of the Plan Area's location in the jurisdiction of Red Deer County, within the Town's Intermunicipal Development area, the North Bowden Industrial/Commercial ASP has been created through a collaborative process with representatives from both Red Deer County and the Town of Bowden. All meetings held throughout the planning process were intended to ensure the ASP and proposed development would be respectful of both municipalities.

1.3.1 Annexation

In consultation with both Red Deer County and the Town of Bowden, a unique approval process has been identified for the North Bowden Industrial/Commercial ASP.

To facilitate the approval and development of this area, the Developer has submitted a request for annexation to both Red Deer County and the Town of Bowden. While the annexation process is happening, the Town of Bowden has agreed to review the North Bowden Industrial/Commercial ASP with the intent that the Plan Area will be under the County's jurisdiction at the time of its approval.

1.3.2 Administrative Review

In accordance with the County's planning procedures, a completed ASP is submitted for review to the County's planning staff who may request additional information for clarification and further studies depending on site-specific circumstances. Once received, the ASP will be reviewed to ensure it conforms to the Municipal Development Plan and Intermunicipal Development Plan. A thirty-day circulation will be undertaken for both internal review and external review (ie Town of Bowden Council, local school boards, health care districts, Alberta Transportation, etc) to receive comment.

1.3.3 Public Consultation

Following Administration's review, the Developer will work with the Town of Bowden and Red Deer County to organize and facilitate a public information session to share the ASP with the general public. The purpose of this session is to provide information to the both County and Town residents and provide an opportunity for comments and questions to be addressed. Input received at the information session may be used to modify the ASP.

After all input regarding the ASP has been received by the County and Town, the Developer will respond to the input and there may be alterations to the Plan to accommodate any concerns that have arisen.

1.3.4 Plan Approval

Following confirmation of compliance by the County's planning department, the ASP shall be referred to the Red Deer County Council for eventual approval as a bylaw. The process required to pass a bylaw is governed by the Municipal Government Act of Alberta which dictates a bylaw must have 3 distinct and separate readings by Council; a process intended to give members of Council and the public a chance to influence the proposed bylaw and allow time for revisions. After each reading, Council may request more information from administration, accept the information and vote to move forward to an additional reading, or defeat the bylaw.

The 1st reading of the ASP before Council is generally intended to introduce the information to Council. The 2nd reading of the ASP can occur only following a public hearing, held on the same day of its reading, to allow members of the general public to share their opinions on the proposed ASP in front of Council. Following the public hearing, Council may give 2nd reading to the bylaw. The ASP then goes forward to the 3rd and final reading by Council, which represents formal approval of the bylaw.

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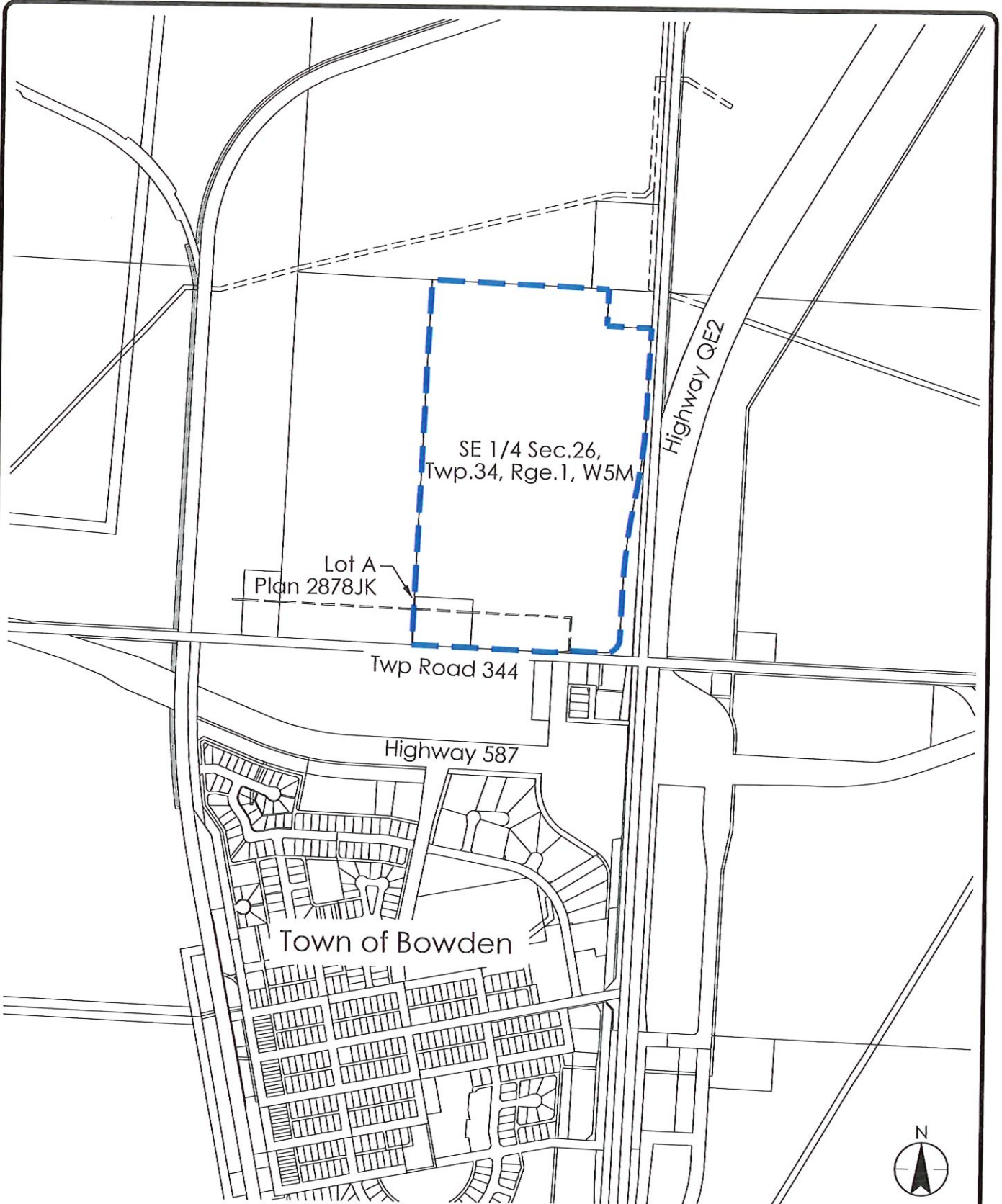


Figure 1.0
Location Plan
Red Deer County

Legend

— Plan Boundary

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August, 2017

Updated 17/08/29, 1:27 P., SSTAFFORD

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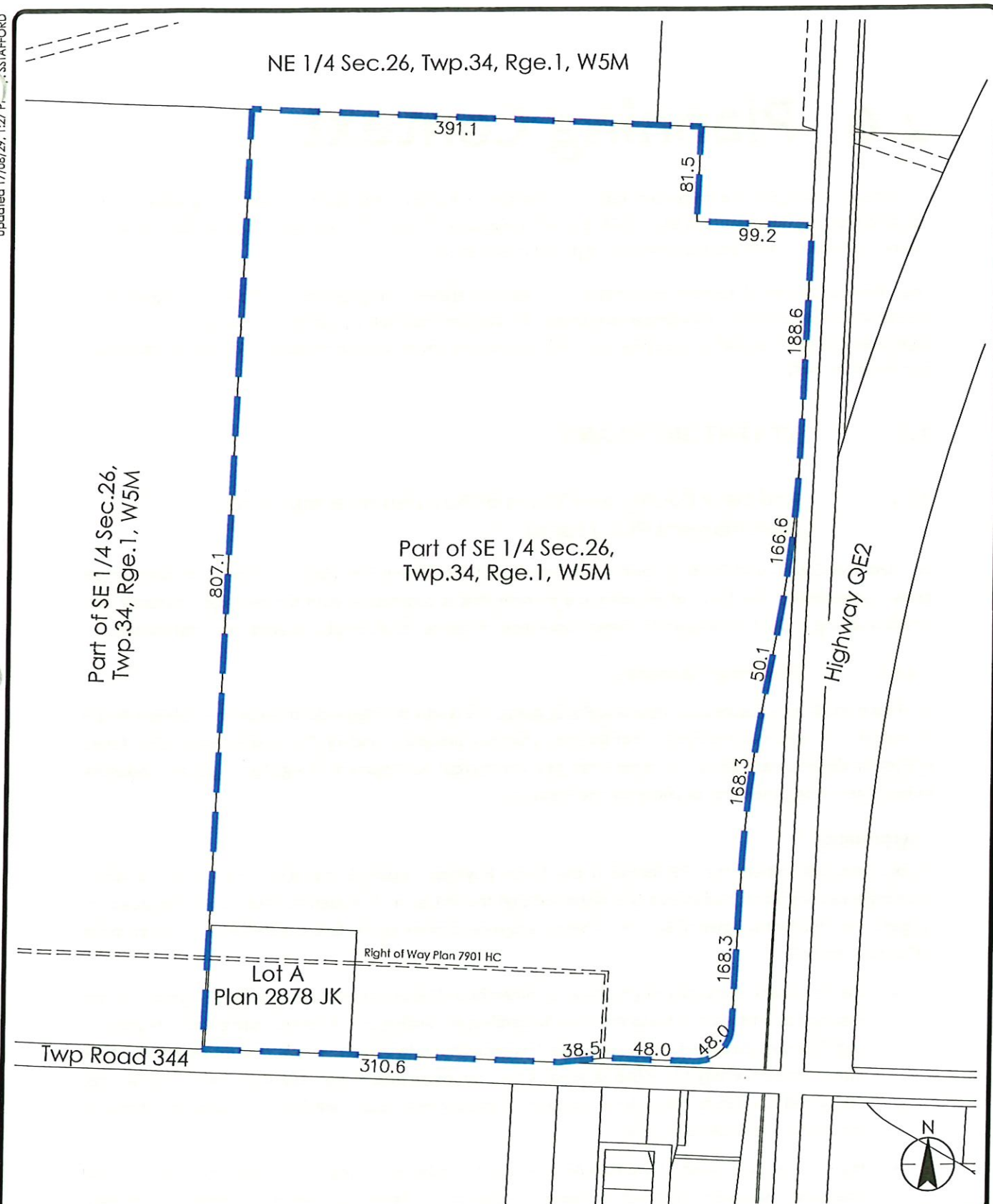


Figure 2.0
Legal Conditions
Red Deer County

Legend

— Plan Boundary

Prepared for:
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August, 2017

2.0 Planning Context

As a statutory plan, the North Bowden Industrial/Commercial ASP must align with all currently approved and adopted planning documents of the Province of Alberta and the Town of Bowden; as such, this ASP has been created to function with and respect existing planning documents.

The following relevant documents have been reviewed and referenced in preparation of the North Bowden Industrial/Commercial ASP. Notwithstanding other plans as identified below, the ASP will conform to applicable provincial legislation including but not limited to the *Environmental Protection and Enhancement Act* and the *Water Act*.

2.1 STATUTORY PLANS

2.1.1 Red Deer County and Town of Bowden Intermunicipal Development Plan (2009)

The *Red Deer County and Town of Bowden Intermunicipal Development Plan (IDP)* is intended to direct future growth surrounding the Town of Bowden in a manner that is compatible with the heritage, character, and physical setting of the Plan Area and minimize potentially negative social, fiscal, and environmental impacts.

2.1.1.1 Planning Elements

As shown on [Map 1 – Future Land Uses and Policy Areas](#), the North Bowden Industrial/Commercial Plan Area is identified in the IDP as within the Town of Bowden's future municipal boundary. This area is identified for future residential development along Township Road 344, commercial development along Highway 2, and industrial development along the north boundary of the Plan Area.

Interpretation

As previously described, the IDP intended the North Bowden Industrial/Commercial Plan Area for future residential development; however, it is understood that the inclusion of residential uses within this area is no longer supported by the Town of Bowden. There are several reasons for the land use discrepancy shown in the IDP versus the ASP:

- The Plan Area is surrounded by highway commercial and industrial type uses including Highway 2 to the east, and a commercial farm to the west. Regardless of existing use, the surrounding lands are zoned I1 Light Industrial to allow for industrial uses. It is generally understood that industrial uses are not suitable within close proximity to residential area as they can cause potentially negative impacts such as large vehicle traffic volumes, higher levels of noise often outside of regular waking hours, security lighting, or the creation of smoke or smells.
- The lands located south of the Plan Area, across Township Road 344, are zoned as I1 Light Industrial under the *Town of Bowden Land Use Bylaw*. This area is currently being used to accommodate a nursery; however, the Light Industrial zoning could allow for a variety of industrial uses. To minimize potentially

negative land use conflicts associated with this industrial zoning, the North Bowden Industrial/Commercial Plan Area has not been proposed for residential use.

- The existing areas of residential development in the Town of Bowden are located south of Highway 587, east of the railway. As the Town has grown, residential uses have extended south. The introduction of residential uses within the North Bowden Industrial/Commercial Plan Area would fragment the continuity of the community and not support walkability for future residents.

To facilitate the approval of the North Bowden Industrial/Commercial ASP, an IDP amendment may be required to reflect the uses proposed in this ASP.

2.1.1.2 Applicable Policies

A variety of policies are identified in the IDP for integration into subsequent planning documents including the *Town of Bowden Municipal Development Plan*.

Specific policies identified in the IDP for application in North Bowden Industrial/Commercial include the following:

- 3.3.1 Commercial areas identified on Map 1 shall be used for a variety of commercial activities over the long term.*

Commercial land uses proposed for the Bowden development are further described in **Section 4.2.1 Commercial**.

- 3.3.2 Industrial areas identified on Map 1 shall be used for a variety of industrial activities over the long term. This includes business agriculture type uses.*

Industrial land uses proposed for the North Bowden Industrial/Commercial are further described in **Section 4.2.2 Industrial**.

- 3.5.3 A regional trail network connecting points of interest within the Town and County to major concentrations of residential development shall be addressed as part of any new area structure plan and is encouraged for any existing development areas.*

As described in **Section 4.2.4 Municipal Reserve**, no trails have been proposed for inclusion in the North Bowden Industrial/Commercial; however, mobility and connectivity throughout the Plan Area are further described in **Section 5.0 Transportation Network**.

- 3.5.5 Environmentally significant areas and features shall be inventoried and identified for preservation, where warranted, through the process of preparing area structure plans.*

Existing conditions and environmentally significant areas located in the Plan Area are further described in **Section 3.1 Natural Features**.

- 6.4 As subdivision occurs, lands required for future major transportation corridors as identified in a transportation plan accepted by both municipalities, shall be protected.*

External roadway upgrades surrounding the North Bowden Industrial/Commercial, and their anticipated impact on the Plan Area, are further described in **Section 5.0 Transportation Network**.

2.1.2 Red Deer County Municipal Development Plan (2012)

The Red Deer County Municipal Development Plan (MDP) is intended to provide a framework for the future growth and development of Red Deer County. The MDP identifies requirements for all ASPs to consider, including reports required to support development; as such, the North Bowden Industrial/Commercial ASP has been prepared in accordance to these guidelines.

2.1.2.1 Planning Elements

As shown on Map 1 – Future Land Uses and Policy Areas, the North Bowden Industrial/Commercial Plan Area is identified in the Red Deer County MDP as within the Town of Bowden's future municipal boundary. This area is identified for future residential development along Township Road 344, commercial development along Highway 2, and industrial development along the north boundary of the Plan Area.

As previously discussed, the MDP intended the North Bowden Industrial/Commercial Plan Area for future residential development; however, it is understood that the inclusion of residential uses within this area is generally not supported by the Town of Bowden. To facilitate the approval of the North Bowden Industrial/Commercial ASP, an IDP amendment may be required to reflect the uses proposed in this ASP.

2.1.2.2 Applicable Policies

A variety of policies are identified in the MDP for integration in all statutory planning documents including North Bowden Industrial/Commercial ASP.

6.1.3 Industrial and Commercial Subdivisions

Industrial and commercial subdivisions shall comply with the following criteria:

- a. *the subdivision, meeting Provincial standards, is serviced by the following: (Bylaw 2013/17)*
 - i. *Municipal Services wherever possible; or*
 - ii. *Municipal Services developed as a condominium may only be considered on an interim basis in areas where regional service lines are proposed until such time as connection to regional service lines can be made (note: landowners will be required to connect to regional lines at their own expense); or*
 - iii. *Individual on-site water and wastewater systems may only be considered if the development is for the sole purpose of developing new sites, redeveloping or infilling of existing industrial or commercial areas contained within County approved plans;*

Proposed servicing for the development are described in **Section 6.0 Infrastructure and Servicing**.

- b. *that access roads to subdivisions, and internal subdivision roads, be paved; and*
Access to the proposed development is described in **Section 5.0 Transportation Network**.
- c. *stormwater management plans shall be prepared and approved by the County as a condition of approval for subdivision or development permit approvals.*

Proposed stormwater management is described in **Section 6.3 Drainage and Detention**.

2.1.3 Town of Bowden Municipal Development Plan (2011)

The Town of Bowden Municipal Development Plan (MDP) is intended to provide a framework for the future growth and development of Bowden.

2.1.3.1 Planning Elements

As shown on Map 2 – Future Land Use Concept, the Bowden Plan Area is identified for future residential development along Township Road 344, commercial development along Highway 2, and industrial development along the north boundary of the Plan Area. The future uses proposed in the Town of Bowden MDP correspond with the *Red Deer County and Town of Bowden Intermunicipal Development Plan*.

Interpretation

As previously described, the MDP intended the North Bowden Industrial/Commercial Plan Area for future residential development; however, it is understood that the inclusion of residential uses within this area is generally not supported by the Town of Bowden. To facilitate the approval of the North Bowden Industrial/Commercial ASP, an IDP amendment may be required to reflect the uses proposed in this ASP.

2.1.4 Red Deer County Land Use Bylaw

The *Red Deer County Land Use Bylaw (LUB)* describes all available land use districts to be utilized throughout the County. The North Bowden Industrial/Commercial Plan Area is currently zoned with two different land use districts from the Red Deer County LUB, as shown on the Land Use District Map of the *Red Deer County Land Use Bylaw* and listed below.

A Agricultural District

The Agricultural District is intended to accommodate the agricultural industry and rural lifestyles.

As presented in this ASP, the existing land use districts zoning the Plan Area will be replaced with those proposed in **Section 4.2 Land Uses** through a land use redesignation process. This process will take place on a phased basis following the ASP's approval.

Interpretation

As previously described, the North Bowden Industrial/Commercial Plan Area is currently zoned using the Red Deer County LUB; as such, it will be redesignated using the governing municipality's LUB following ASP approval. Land use districts proposed are described in **Section 4.2 Land Uses**.

2.1.5 Red Deer County Growth Management Strategy

The *Red Deer County Growth Management Strategy* (2006) provides strategic direction to the County on development and land use to ensure growth and change occur in a manner that is agriculturally, environmentally, socially, financially, and economically responsible. As shown on Figure 9 – Recommended Growth Strategy for Red Deer County, the North Bowden Industrial/Commercial Plan Area is not located within one of Red Deer County's growth areas; however, the Town of Bowden is identified for continued industrial growth.

2.2 NON-STATUTORY DOCUMENTS

2.2.1 Red Deer County Environmentally Significant Areas Management Plan

The *Red Deer County Environmentally Significant Areas Management Plan* (2010) was prepared to assist in the protection of environmentally significant features located in Red Deer County and the environmental integrity of rivers, streams, and lakes.

As shown on [Figure 4-1: Environmentally Significant Areas](#), no environmentally significant areas are identified near the Plan Area.

2.2.2 Red Deer County Open Space Master Plan

The *Red Deer County Open Space Master Plan* (2009) is intended to inventory existing recreation and open spaces and provide conceptual planning for future open spaces that can be enjoyed by all County residents.

To assist in the identification of open space project opportunities, the County was divided into seven “project zones” with open space projects recommended for each zone. The North Bowden Industrial/Commercial Plan Area falls within the Bowden Dickson Project Zone which recommended two key mid-term project areas:

- recreational development at Silver Lagoon/Red Lodge, and
- trails at the Gleniffer Reservoir.

Both projects recommended within the Bowden Dickson Project Zone are located surrounding the Gleniffer Reservoir, approximately 25km northwest of the Plan Area. Although the development of the North Bowden Industrial/Commercial does not directly support the development of these open space projects, Policy 2 for the Bowden Dickson Project Zone suggests acquisition strategies be used to acquire land in these two key project areas. As further described in [Section 4.2.4 Municipal Reserve](#), the North Bowden Industrial/Commercial has dedicated its required Municipal Reserve to the County via cash-in-lieu to support funding this land acquisition.

As shown on the [Bowden Dickson Project Zone Concept Diagram](#), the TransCanada Trail is shown along the east boundary of the Bowden Plan Area connecting the Town of Bowden to the Town of Innisfail. It is understood that this trail is intended to follow Range Road 11 and has been considered during the development of the Plan Area.

2.2.3 Town of Bowden Design Guidelines

The *Town of Bowden Design Guidelines* detail the Town’s standards regarding subdivision design, roadway design, servicing, and the construction approval processes. As the North Bowden Industrial/Commercial is intended to be annexed into the Town of Bowden, the North Bowden Industrial/Commercial will be designed in accordance to the Town’s Design Guidelines rather than those held by Red Deer Count.

2.3 SUPPORTIVE STUDIES

2.3.1 Highway 2:22, 2A:14 & Highway 587:03 Interchange Upgrade Bowden

The *Highway 2:22, 2A:14 & Highway 587:03 Interchange Upgrade Bowden* (2012), prepared by Alberta Transportation, was completed to illustrate the future interchange at Highway 2 and Highway 587 at the Town of Bowden. As shown on [Sheet 03](#), the design of the future interchange will require additional land along the

southeast corner of the Plan Area. To prevent future conflict between the North Bowden Industrial/Commercial development and highway upgrades, the North Bowden Industrial/Commercial concept has been designed using the right-of-way proposed in the study.

As an impacted stakeholder of the North Bowden Industrial/Commercial development, the North Bowden Industrial/Commercial ASP will be circulated to Alberta Transportation for comment during Red Deer County's exterior circulation process, prior to ASP approval.

Proposed access to the Plan Area is described in Section 5.0 Transportation Network.

2.3.2 Phase One Environmental Site Assessment

A Phase One Environmental Site Assessment (ESA) was completed for the North Bowden Industrial/Commercial Plan Area by Parkland Geotechnical Consulting Ltd in June 2017. The potential environmental risk for the Property was rated as moderate to high based on the site inspection and historical site use. The Phase One ESA identified the following potential on-site environmental concerns which require further environmental investigation prior to development.

- Existing buildings.
 - » Due to the age of the existing buildings, a hazardous building materials survey should be conducted prior to any major renovations or demolitions. Hazardous building materials noted during the Phase 1 ESA included: mercury containing thermostats in the industrial building, as well as in the packaging and processing building, potential asbestos containing insulation, pipe wrap, tile and stucco, potential lead paint and water damage/mold.
- Staining was seen on a wooden deck near an x-ray machine was observed west of the seed storage building.
- Burn pits consisting of mostly wooden materials were located north of the developed area and clean-up was on-going to remove debris from inside the buildings.
 - » After the burn sites and debris are removed, composite surficial samples should be collected to confirm there are no remaining impacts.
- A hill was located on the north central portion and historically clay was borrowed and used as fill to construct Highway 2. Presently a few containers of unknown substances were located near the crest of the hill, and some stressed vegetation was observed.
- Aboveground fuel storage tanks were formerly located north of the warehouse; however, it was reported that they were removed in the 1980s or 1990s.

The Environmental Site Assessment was submitted to Red Deer County under a separate cover.

2.3.3 Bowden North Development Servicing Report

Stantec Consulting Ltd. completed servicing plans for water, wastewater infrastructures, and stormwater management for the proposed North Bowden Industrial/Commercial in July 2017. The objective of this study is summarized as follows:

- Determine serviceability of the Plan Area
- Document design parameters used in modeling analysis
- Determine water and wastewater pipe sizes, connection location to the existing infrastructures
- Identify required upgrades on existing water and wastewater infrastructures
- Ensure the proposed stormwater management facilities meet Alberta Environment and Parks (AEP) criteria for permissible release rate and water quality improvement
- Outline cost feasibility of servicing the Plan Area.

Findings of the Servicing Report are summarized in **Section 6.0 Infrastructure and Servicing**.

3.0 Natural, Historical, and Constructed Features

The majority of the North Bowden Industrial/Commercial Plan Area is currently utilized as a nursery. A variety of buildings are constructed along the south boundary of the Plan Area, previously used for the business as well as a house and out buildings within the southwest parcel.

3.1 NATURAL FEATURES

As shown on **Figure 3 - Existing Conditions**, there are a variety of areas across the Plan Area that have organized vegetation which are associated with the site's historic use as a nursery. There are also dense areas of vegetation surrounding the acreage in the northeast corner of the Plan Area and existing buildings along the south boundary of the Plan Area. Several low areas are also noted throughout the Plan Area.

The GeoDiscover Alberta Map Viewer identifies a variety of marsh lands located across the Plan Area. As these marsh lands have not been ground verified; additional geotechnical investigation is required prior to development.

3.1.1 Soil

As identified by the Canada Land Inventory's Land Capability for Agriculture mapping, the Plan Area can primarily be described as having moderately severe limitations to agriculture due to topography. The south, southwest, and northeast portions of the Plan Area can be described as having no significant limitations to agriculture.

3.1.2 Topography and Drainage

As described in the Phase One ESA, much of the Plan Area is relatively level with a hill on the central north portion of the property. One wetland area was identified in the southwest portion of the Plan Area, with a dugout

immediately east of the wetland. A couple smaller man made ponds were seen on the north portion of the Plan Area.

Surface water drains towards low areas located throughout the Plan Area and is multi-directional around the hill.

3.2 HISTORICAL FEATURES

The Plan Area was registered by the HBC in November 1887; it has been historically used for agricultural purposes. Alberta Nurseries and Seeds Ltd. operated a nursery on the site from 1927 to 2012 when it went bankrupt. The majority of the land was used for growing plants, shrubs, and trees; however, the south portion of the Plan Area was developed with buildings for the nursery business, constructed over 60 years ago.

The Alberta Listing of Historic Resources (April 2017) did not identify the Plan Area as having any historical resources; regardless, a Historic Resource Act Clearance was obtained from the Alberta Government for this area. The Historical Resource Act Clearance for this development was submitted under separate cover to Red Deer County.

3.3 CONSTRUCTED FEATURES

3.3.1 Existing Buildings

As described in the Phase One ESA, the south portion of the Plan Area was developed with buildings used during the operation of the garden and nursery centre. These buildings include the following: a main building, seed storage and sheds, warehouse and lubricant shed, barn and water well shed, and industrial building. As noted in **Section 2.3.2 Phase One Environmental Site Assessment**, a hazardous building materials survey should be conducted due to the age of these structures prior to any major renovations or demolition.

3.3.2 Utility Rights-of-Way & Pipelines

There is one utility right-of-way running through the south portion of the Plan Area as shown on **Figure 3 - Existing Conditions**. This right-of-way, 7901HC, runs parallel to Twp Rd 344 and is registered to Canadian Western Natural Gas Company. There is no record of any pipeline being within this right of way.

3.3.3 Wells

As identified by the Alberta Energy Regulator's Alberta Abandoned Well Locations map viewer, there are no existing wells within the Plan Area.

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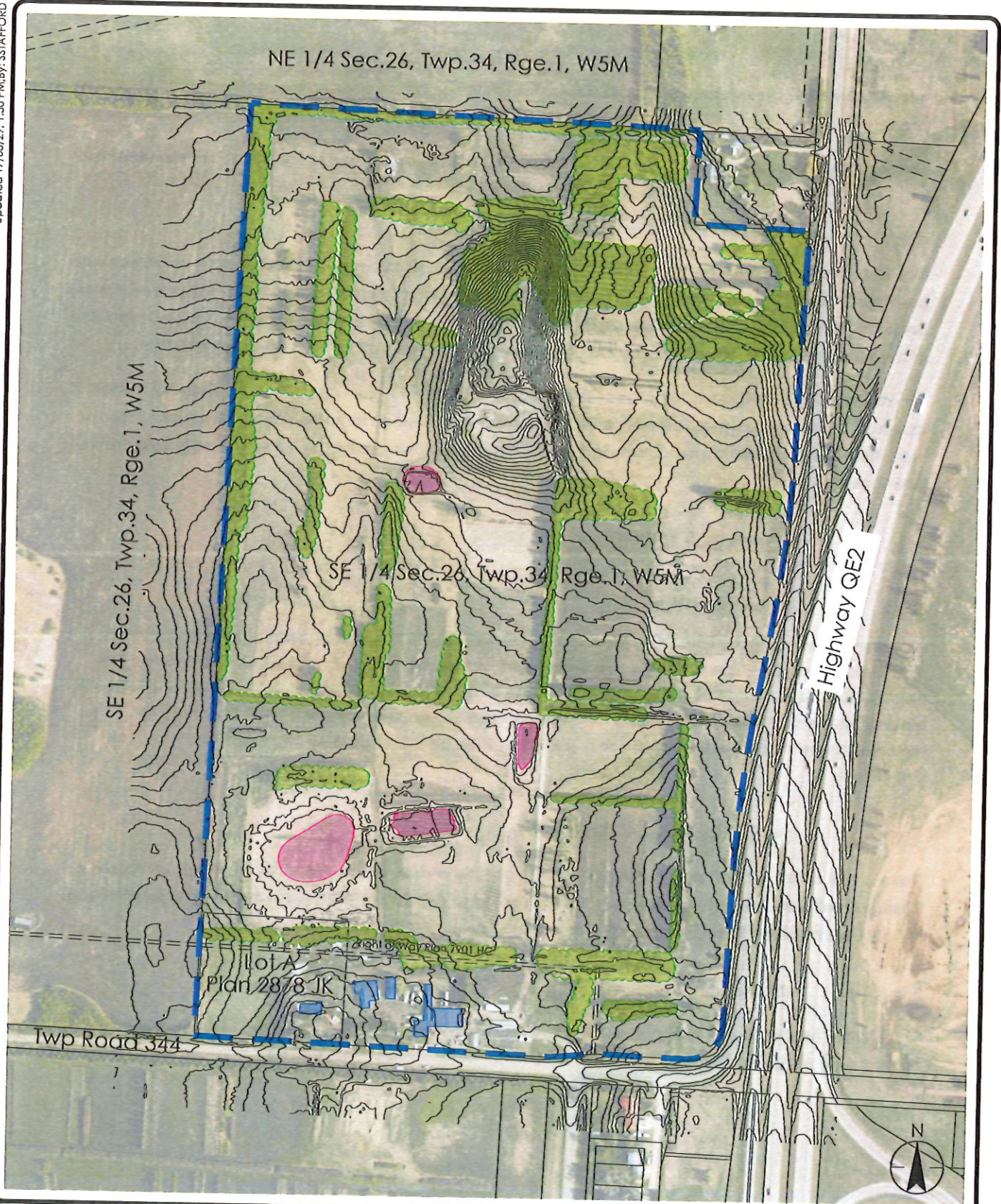


Figure 3.0
Existing Conditions
Red Deer County

Legend

- Building
- Trees
- Low Area
- Contour Line
- Plan Boundary

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PROJECT #: 112849593

August, 2017

3.4 SURROUNDING DEVELOPMENT

The majority of the North Bowden Industrial/Commercial Plan Area is surrounded by a variety of different uses, as described below.

West

Land west of the Plan Area is agricultural land currently used for a residential purpose and the business Bowden Farm Fresh Chicken. Access to this property is from Twp Rd 344.

North

Lands north of the Plan Area are primarily utilized for agricultural development with on acreage northeast of the Plan Area along Range Road 11. There is a Parkland refill rail terminal located north of the Plan Area, associated with the track that runs west of the Plan Area.

East

Lands east of the Plan Area are utilized for Highway 2 which creates a firm divide between the Plan Area and lands further east.

Range Road 11

Range Road 11 runs along the east boundary of the North Bowden Industrial/Commercial Plan Area. This roadway provides a main access to the Parkland Refinery and the Parkland refill rail terminal both located north of the Plan Area. The Road Network and Future Regional Wastewater Line and Road Improvements figure in the Red Deer County MDP identifies this roadway as a paved surface roadway. Range Road 11 is also anticipated to include a TransCanada Trail connection, as identified in the *Red Deer County Open Space Master Plan*.

Highway 2

Highway 2 runs parallel to the east boundary of the North Bowden Industrial/Commercial Plan Area, currently constructed using a 106.0m wide right-of-way. As described in *Plans and Profiles of Project No Hwy 2:22 – Highway 2:22, 2A:14 & Highway 587:03 Interchange Upgrade Bowden* (2012), the Highway 2/ Highway 587 intersection is proposed for a major upgrade. This intersection is located southeast of the Plan Area; however, the proposed interchange will have an impact on the Plan Area through the proposed realignment of Range Road 11. The realignment of Range Road 11 is a result of the increased Highway 2 right-of-way.

South

All lands south of the Plan Area are located in the Town of Bowden's municipal boundary. There three home sites located southeast of the Plan Area, across of Township Road 344. The remainder of the lands south of the Plan Area are undeveloped and utilized for the tree nursery, zoned as I1 Light Industrial.

Township Road 344

Township Road 344 runs along the south boundary of the North Bowden Industrial/Commercial Plan Area from the CP Track west of the Plan Area to Range Road 11; this roadway does not continue past these boundaries. The primary function of this roadway is to provide access to the properties along the road and as a connection to Range Road 11.

4.0 Concept Plan

4.1 PLANNING OBJECTIVES

In accordance with the *Red Deer County / Town of Bowden Intermunicipal Development Plan*, the North Bowden Industrial/Commercial will contribute to the overall industrial and commercial growth in Red Deer County and the Town of Bowden. To achieve the overall goals of the ASP, the following are identified as objectives for the Plan Area.

Promote commercial visibility from Highway 2.

Alberta Transportation recorded the average traffic along the Bowden stretch of Highway 2 at 31,010 vehicles per day in 2015¹. This stretch of roadway is one of the busiest in the province and, as such, presents an incredible opportunity for businesses to achieve high levels of visibility by the travelling public.

Facilitate the continued and unencumbered use of Highway 2.

Due to the Plan Area's location immediately adjacent Highway 2, a critical transportation route in Alberta, it is important that any development not impede the continued use of the highway. To facilitate the continued future use of Highway 2, existing planning for Highway 2 has been utilized to determine any future expansion requirements that may be needed.

Introduce additional industrial development to the Town of Bowden and Red Deer County.

The North Bowden Industrial/Commercial Plan Area presents a logical extension of industrial development in the Red Deer County/Town of Bowden area due to the location of the Parkland Refinery located northeast of the Plan Area.

Preserve existing vegetation.

Due to the Plan Area's historic use as a tree farm, there are several areas of mature vegetation throughout the Plan Area. To preserve existing vegetation, the proposed commercial and industrial lots should take care to minimize tree removal where possible.

4.2 LAND USES

As shown on **Figure 4 - Concept Plan** and **Figure 5 - Concept Plan with Aerial**, the land use concept identified for the North Bowden Industrial/Commercial Plan Area includes industrial and commercial uses. The linear layout of the Plan Area allows for industrial access by large vehicles and facilitates the preservation of existing tree stand areas. In addition, this design allows commercial tenants to purchase one or more lots and expand their businesses as required through consolidation or further subdivision.

4.2.1 Commercial Area

¹ Permanent Automated Traffic Recorder Sites Average Annual Daily Traffic, 2015. Alberta Transportation.

Commercial development has been identified in the southern portion of the Plan Area. Due to the Plan Area's proximity to Highway 2, commercial lots along the east boundary of the Plan Area are considered suitable for businesses that cater to the travelling public; whereas, areas located further away from the highway may be more suitable for office type uses. To facilitate the development of these various uses, the North Bowden Industrial/Commercial's commercial areas will be zoned using the governing municipality's most applicable commercial land use district.

Fifteen commercial lots have been shown within the Plan Area ranging from 1.5 acre to 15 acres in size to accommodate a range of potential uses. The lot layout shown is for information purposes only and lot size and count may vary at the time of subdivision depending on the current needs. The eastern commercial lots will be accessed via Range Road 11. In areas located further away from Highway 2, lots will be accessed via the development's internal roadway network.

4.2.2 Industrial Area

The north portion of the Plan Area has been identified for the development of light industrial uses. This type of use will transition better with the heavier industrial areas located north of the Plan Area including the CP track and Parkland Refinery, and will provide some separation between these higher intensity industrial areas and the Town of Bowden.

Although only one industrial lot has been identified, this area could be subdivided into smaller parcels to suit the needs of potential businesses. This area will be zoned using the governing municipality's most applicable industrial land use district.

Access to the industrial area will be from Range Road 11 and internal roadways.

4.2.3 PUL - Public Utility Lot

One public utility lot has been identified in the northeast corner of the Plan Area for the development of a stormwater management facility. This pond will handle the stormwater servicing for the development and act as a buffer between the development and the northeast Out Parcel.

4.2.4 MR - Municipal Reserve

In accordance with the Red Deer County MDP, a full 10% of Net Developable Area is required as Municipal Reserve either through land dedication or cash-in-lieu. As the majority of the North Bowden Industrial/Commercial is proposed as a non-residential subdivision, Municipal Reserve dedication will be provided in the form of cash-in-lieu. As described in **Section 2.2.2 Red Deer County Open Space Master Plan**.

As shown in **Table 1 – Municipal Reserve Dedication**, a cash dedication will be made in-lieu of the required 3.76 ha (9.29 ac) Municipal Reserve dedication.

Table 1 - Municipal Reserve Dedication

Land Description	Hectares	Acres	% of Net Developable Area
Gross Plan Area	37.59	92.89	
Environmental Reserve	0.00	0.00	
Net Developable Area	37.59	92.89	100.0%
10% Required MR Dedication	3.76	9.29	10.0%

4.2.5 Land Use Area Calculations

Table 2 - North Bowden Industrial/Commercial Plan Area Land Use Calculations

Land Description	Hectares	Acres	% of Net Developable Area
Gross Plan Area	37.59	92.89	
Environmental Reserve	0.00	0.00	
Net Developable Area	37.59	92.89	100.0%
Industrial	5.37	13.26	14.3%
Commercial	27.16	67.12	72.3%
Public Utility Lot	2.30	5.69	6.1%
Roadways	2.76	6.82	7.3%
Internal Roadways	2.50	6.17	6.6%
Roadway Widening – Hwy 2 & RR 11	0.27	0.66	0.7%

4.3 TRAFFIC, INDUSTRIAL, AND COMMERCIAL NOISE

To minimize any potential nuisance created by traffic, industrial, or commercial noises associated with the proposed development; screening and buffering may be required surrounding the acreage located in the northeast corner of the Plan Area.

Updated 17/08/29, 1:30 PM:By: SSTAFFORD

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Figure 4.0
Concept Plan
Red Deer County

Legend

- Industrial
- Commercial
- Roadway
- Public Utility Lot
- Storm Water Pond
- Plan Boundary

Note: Lot layout and sizes are for illustrative purposes only.

Prepared for:
1849791 Alberta Ltd.

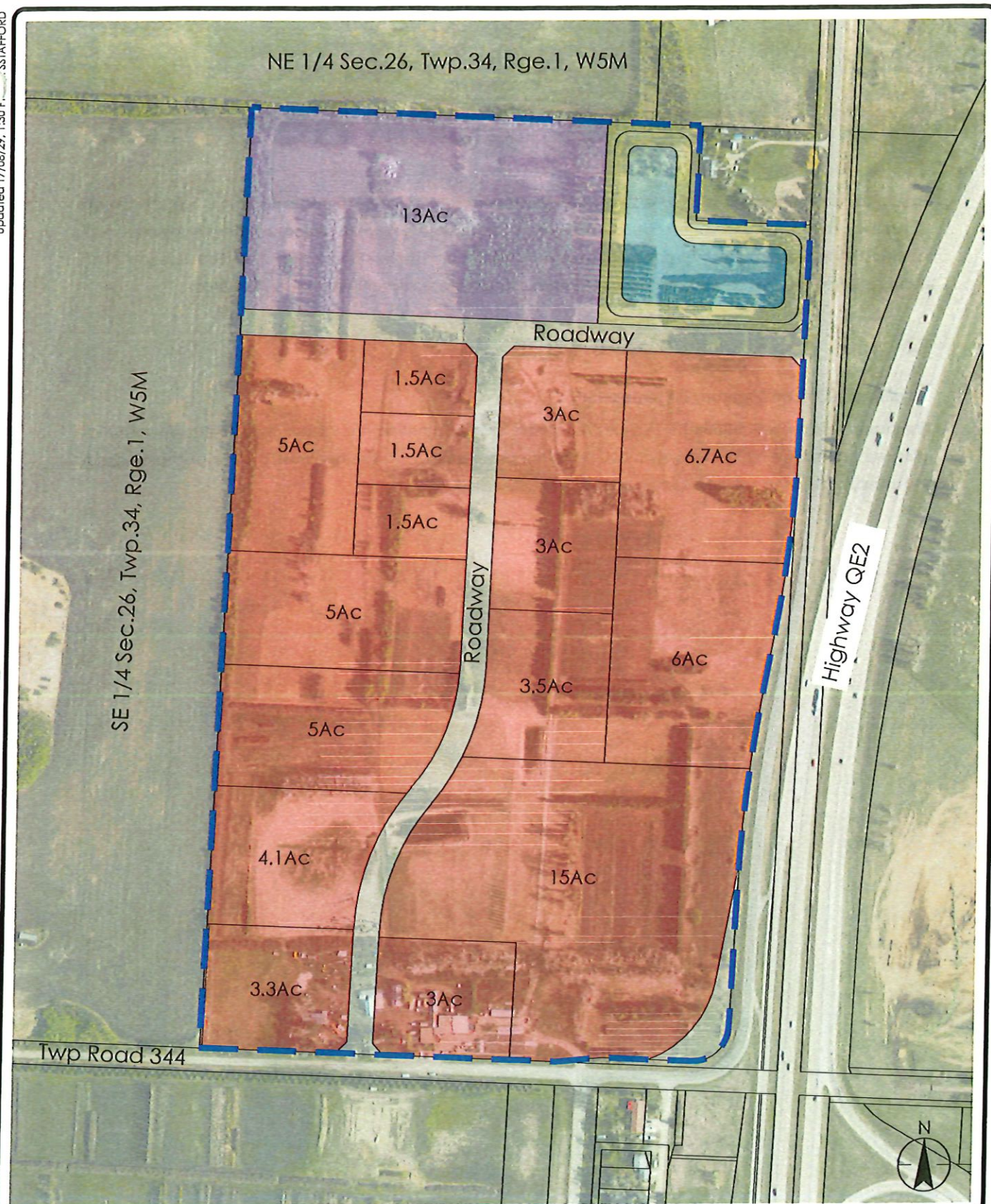


DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 112849593

August, 2017

Updated 17/08/29, 1:30 P. STAFFORD

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5.0 Transportation Network

Access to the development will be via the existing surrounding roadways, Township Road 344 along the south boundary and Range Road 11 along the east boundary. As shown on **Figure 6 - Transportation Network**, a local commercial/industrial roadway is proposed to run north and south through the centre of the Plan Area providing a connection to the east to west roadway leading into future development west of the Plan Area.

5.1 STREET CLASSIFICATION

Local Road (Urban Commercial/Industrial)

The proposed road will follow the Town of Bowden's existing standard for a Urban Industrial roadway which utilizes a 22.0m wide right-of-way with two 3.5m wide travel lanes, one in either direction. The precise design of the collector roadway will be determined during Detailed Design.

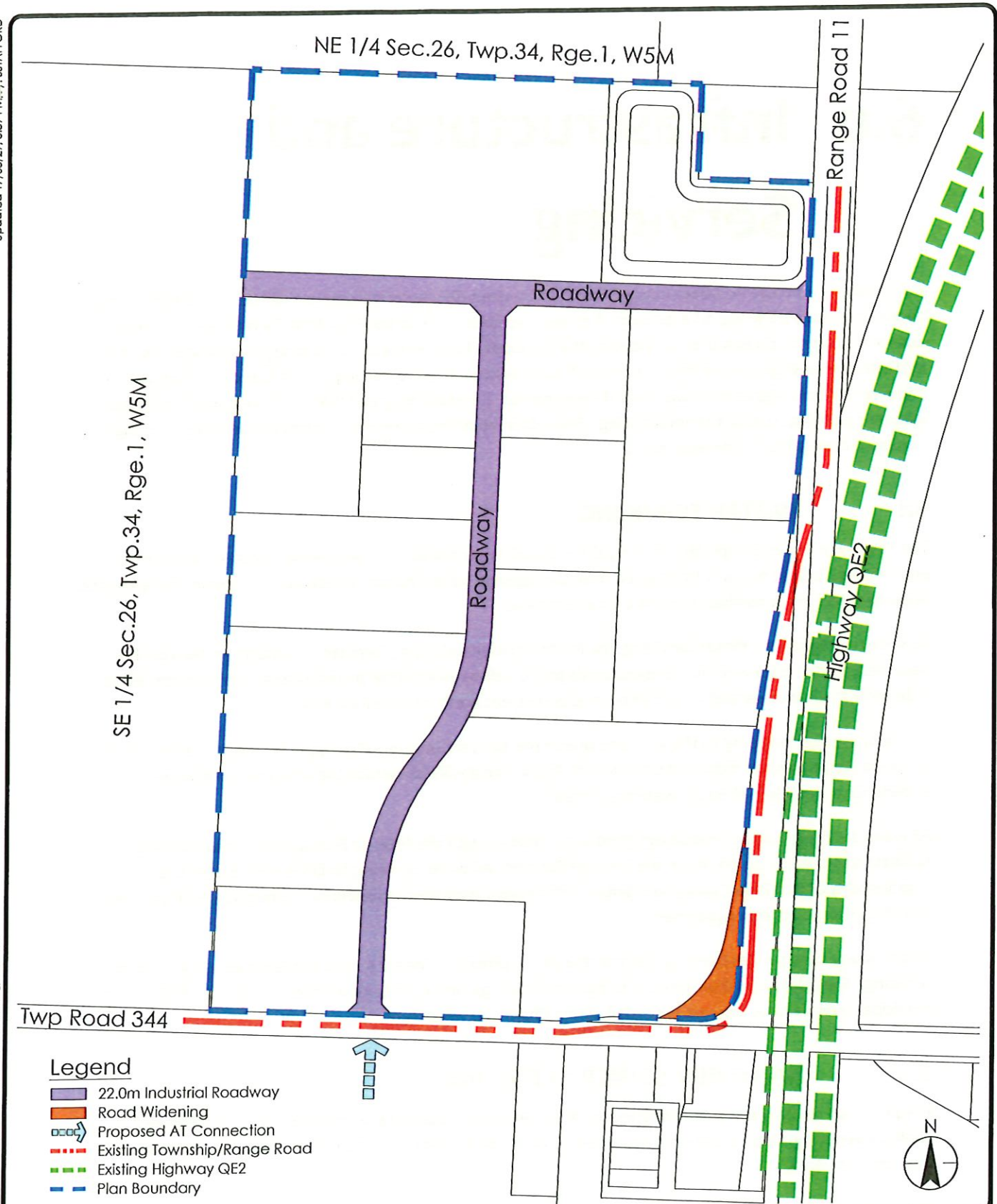


Figure 6.0
Transportation Network
Red Deer County

Prepared for:
1849791 Alberta Ltd.

Stantec
#1150, 4700-50th Street, Red Deer, AB T4N 1K7
Ph: (403) 243-3320 Fax: (403) 243-0149

DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 112849593

August, 2017

6.0 Infrastructure and Servicing

In accordance with the Red Deer County / Town of Bowden IDP, municipal services will be extended into the development using the logical extension of existing services south of the Plan Area. Development levies or equivalent contributions will be provided by the Developer to cover these costs. External upgrades required to facilitate the development of the Plan Area will be undertaken by the Developer and reimbursed through an Endeavor to Assist Agreement with new developments. It has been agreed that the development of Phase 1 would be permitted using interim servicing. These lots would then connect to municipal services once they are extended during Phase 2 development.

6.1 WATER SERVICING

The Town of Bowden is supplied water by the regional water line located approximately 200 m west of 20th St and 21st Ave. Potable water is transferred from the regional water line to the reservoir and pump house located approximately 135 m northeast of 24A Cres and 21st Ave.

As shown on **Figure 7 – Water Servicing**, the North Bowden Industrial/Commercial watermain network has been designed to align with the development's proposed roadways. One 300 mm trunk main is proposed to extend from the intersection at 22nd Street and 20A Street north into the Plan Area.

Two loops, one connecting to the west and one to the east, are proposed to supply sufficient fire flow of 150 L/s in the North Bowden Industrial/Commercial. This looping will also reduce the total area which may experience a water loss should a watermain break.

All water servicing facilities will be designed in accordance with the *Town of Bowden Design Standards* to facilitate its future inclusion within the Town of Bowden. All water servicing facilities will become the responsibility of Red Deer County to maintain after a pre-determined maintenance period as identified in the Plan Area's Development Agreement.

As previously noted, it has been agreed that the development of Phase 1 would be permitted using interim servicing. These lots would be serviced using onsite storage tanks. They would then be required to connect to municipal services once they are extended during Phase 2 development.

6.2 SANITARY SEWER SERVICING

The proposed sanitary sewer servicing for the North Bowden Industrial/Commercial is shown on **Figure 8 – Sanitary Servicing**. One lift station is proposed at northeast corner of the Plan Area which will collect all flows from the Plan Area.

As described in **Section 3.1.2 Topography and Drainage**, a relatively small hill is located in the north central portion of the Plan Area, west of the proposed lift station. To facilitate use of gravity sewer servicing, this hill

6.4 SHALLOW UTILITIES, POWER DISTRIBUTION, ETC.

Shallow utility services will be provided using the logical extension of existing lines.

6.5 EMERGENCY RESPONSE

Red Deer County provides residents and businesses a with law enforcement through relationships with various RCMP detachments throughout the region. The Town of Bowden is serviced by the Innisfail RCMP detachment.

6.5.1 Fire Management

The County operates Fire Station 7 located on 20th Avenue in Bowden which will provide emergency fire response to the Plan Area. In addition to the nearby fire station, fire suppression will be further augmented by fire hydrants which will be provided within the road right-of-way; full fire flow will be provided to these hydrants.

6.6 OTHER

6.6.1 Snow Removal

Snow clearing of public roadways within the Plan Area will be the responsibility of Red Deer County; however, snow clearing in Red Deer County can be difficult due to the number of roads requiring clearing. After snowfall events the County plows roads in order of priority based on enhancing safety. All private roadways will be the responsibility of tenants.

will be removed during the onsite grading program. It is likely that the material obtained from this grading will be used to in the low-lying areas along the north boundary of the Plan Area.

An approximate 1.7 km 200 mm forcemain is proposed to discharge the sanitary flows from the lift station to the existing wastewater collection system at 22nd Street and 21st Ave. This lift station, known as the North Lift Station, is current being upgraded with larger pumps which were utilized to determine the Town's capacity to handle new flows resulting from proposed North Bowden Industrial/Commercial. All contributing sanitary flows from the Town are discharged to the Bowden Regional Lift Station, located at TWP RD 343 west of 20th Street.

A future hydraulic model scenario has been developed to analyze the remaining capacity of the downstream sewer trunk with consideration of future flows from the proposed development. As described in the *North Bowden Development Servicing Study*, only minor surcharging is anticipated along the downstream sewer trunk; as such, the study concluded the proposed wastewater servicing proposed is reasonable and will not cause major system constraints downstream.

All sanitary sewer facilities will be designed in accordance with the *Town of Bowden Design Standards* to facilitate its future inclusion within the Town of Bowden. All sanitary sewer facilities will become the responsibility of Red Deer County to maintain after a pre-determined maintenance period as identified in the Plan Area's Development Agreement.

As previously noted, it has been agreed that the development of Phase 1 would be permitted using interim servicing. These lots would be serviced using onsite storage tanks to be emptied and trucked to a local disposal site. They would then be required to connect to municipal services once they are extended during Phase 2 development.

6.3 DRAINAGE AND DETENTION

As shown on **Figure 9 – Stormwater Servicing**, one detention pond is proposed for the North Bowden Industrial/Commercial, designated as a Public Utility Lot. The stormwater runoff will drain, via ditches and culverts, to this pond. In accordance to the Alberta Guidelines for Stormwater Management, the North Bowden Industrial/Commercial will be constructed as a wet pond to detain the stormwater from events up to a 1:100-year design storm.

The pond will be controlled by an orifice in a control structure set at NWL and a weir set at HWL in order to accommodate levels in the pond greater than the 1:100 year storm event. The pond will then discharge to the existing drainage course to the northeast out of the study area at the predevelopment rate of 3.0 L/s/ha.

6.3.1 Erosion and Sediment Control

The stormwater management facility will be the primary water quality treatment mechanism for this development. Alberta Environment and Parks requires at least 85 % of the sediment contained in the stormwater that is greater than or equal to 75 microns ($\geq 75 \mu\text{m}$) is to be removed prior to discharging to receiving watercourses. In addition to the quality control for post-development conditions, it is equally important to practice temporary sediment and erosion controls during construction of the new developments.

Typical ditch and culvert design will accommodate overland flows from this Plan Area and direct all the runoff to the proposed pond.

Updated 17/08/29, 4:20 P., SSTAFFORD

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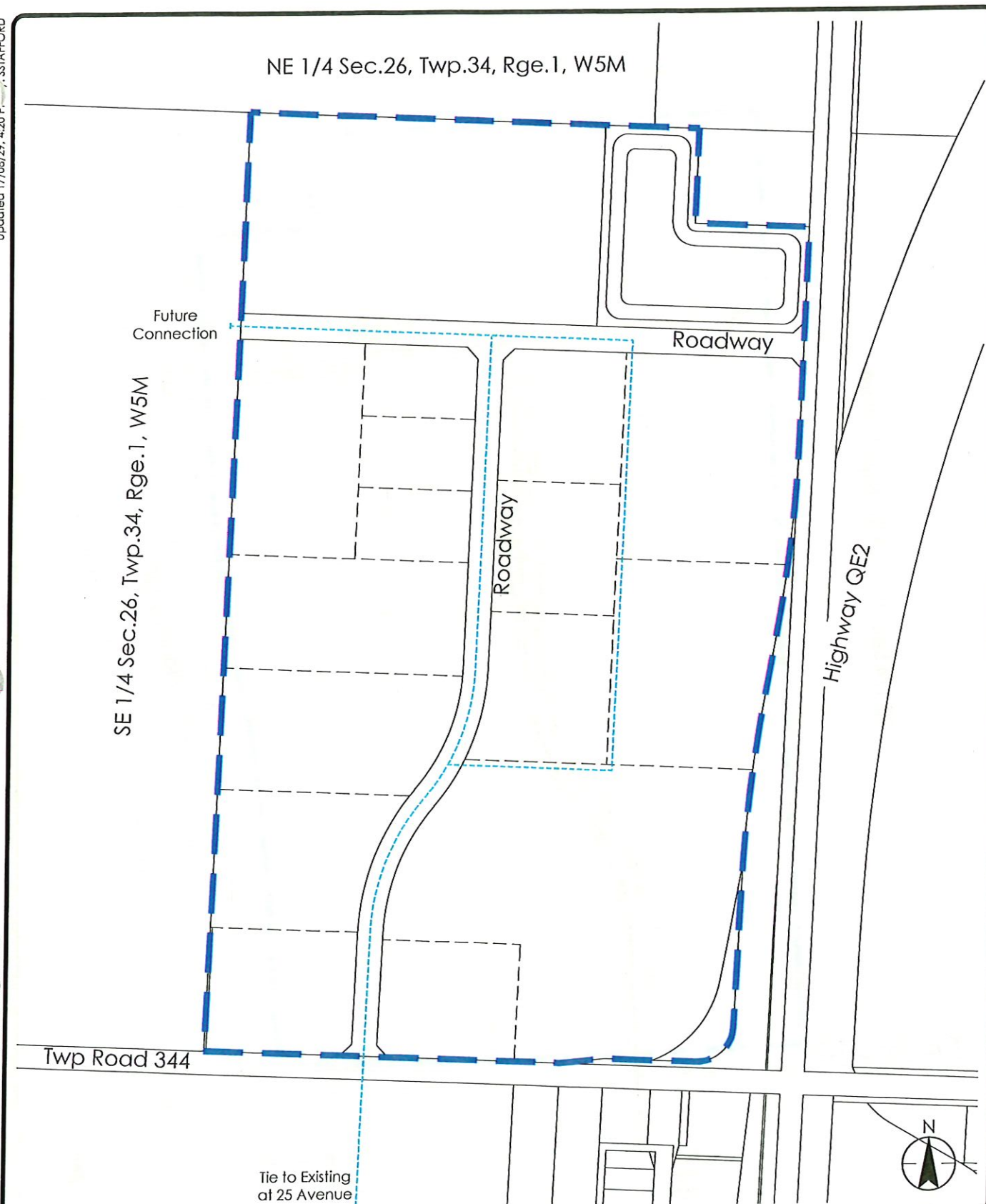


Figure 7.0
Water Servicing
Red Deer County

Legend

- Water Servicing
- Plan Boundary

Prepared for:
1849791 Alberta Ltd.

Stantec

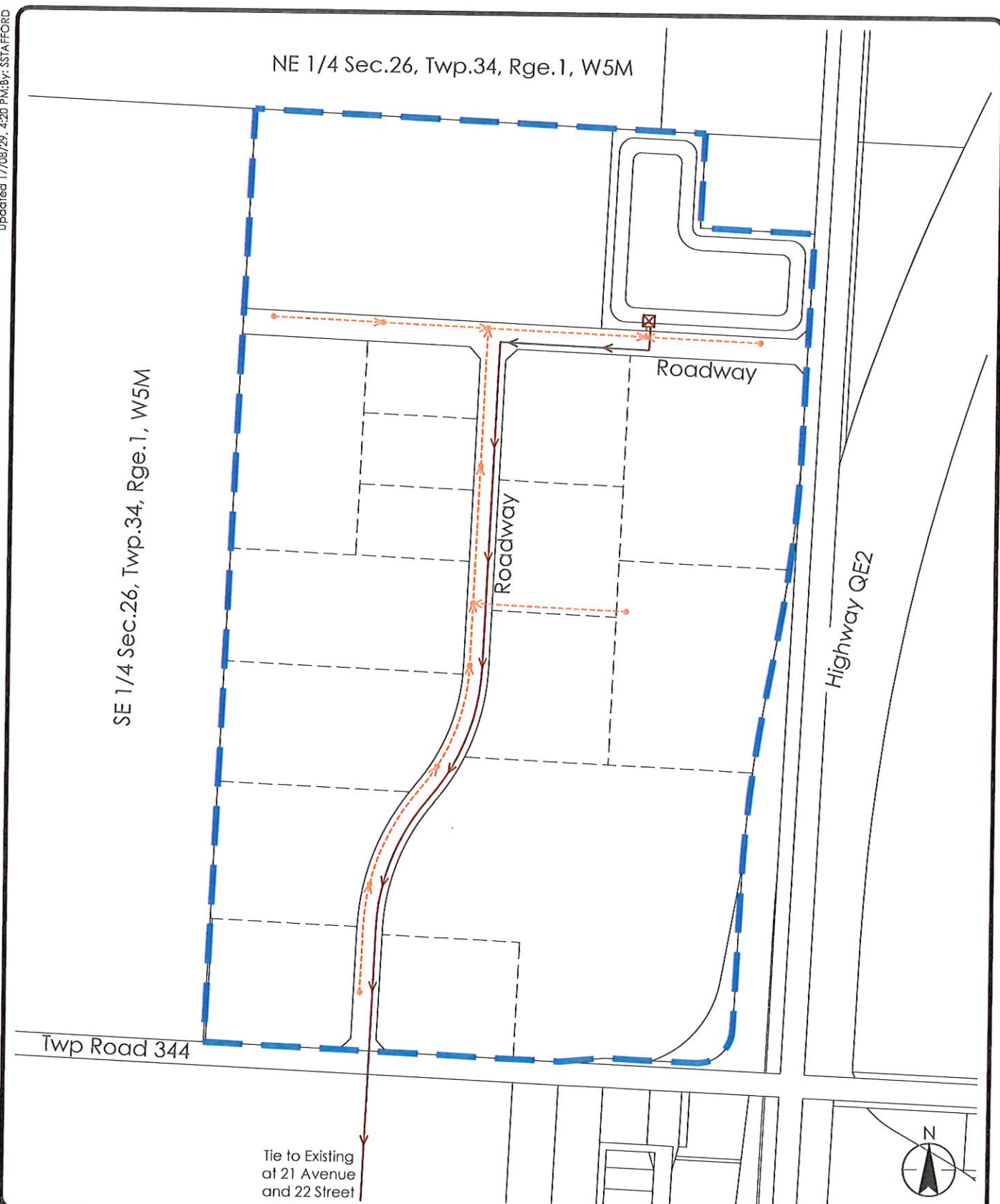
#1100, 4500-50th Street, Red Deer, AB T4N 1K7
Ph: (403) 341-3320 Fax: (403) 342-0147

DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 112849593

September, 2017

Updated 17/08/29, 4:20 PM:By: STAFFORD

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Prepared for:
1849791 Alberta Ltd.

Stantec
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 CHECKED BY: GCL
 SCALE: NTS
 PROJECT #: 112849593

September, 2017

Updated 17/08/29, 4:20 P.M. STAFFORD

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Figure 9.0

Storm Servicing
Red Deer County

Legend

- Overland Drainage
- - - Storm Servicing
- Public Utility Lot
- Storm Water Pond
- Plan Boundary

Prepared for:
1849791 Alberta Ltd.

Stantec

#1100, 4700-50th Street, Red Deer, AB T4N 1K7
Tel: (403) 241-3320 Fax: (403) 242-6848

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CHECKED BY: GCL
SCALE: NTS
PROJECT #: 112849593

September, 2017

7.0 Implementation and Phasing

7.1 PHASING

As shown on **Figure 10 - Phasing Plan**, the first phase of the North Bowden Industrial/Commercial development is anticipated to begin in the south portion of the Plan Area and continue north in the future. The phasing boundary is shown conceptually and may vary when redesignation and subdivision applications are made.

7.2 REDESIGNATION & SUBDIVISION

Redistricting and subdivision applications, to conform to the land use designations described in this ASP, will be undertaken as necessary. Guided by the North Bowden Industrial/Commercial ASP, redesignation and subdivisions must conform to the governing municipality's Land Use Bylaw and all applicable statutory plans at the time of subdivision, in addition to the informational requirements necessary for each application.

7.3 AMENDMENTS

A formal amendment process will be required for all major amendments of this ASP. Per Red Deer County's Area Structure Plan approval process, all amendments will require consultation with the governing municipality and approval via its Council. Major amendments may include roadway alignment modifications and major land use changes. No amendments will be necessary due to servicing revisions, minor land use boundary changes, or adjustments to road cross-sections.

7.4 PLAN INTERPRETATION

The North Bowden Industrial/Commercial ASP is intended to guide development within the Plan Area; all images as shown in this ASP have been included for visioning purposes only and should not be used to identify exact locations.

Updated 17/08/29, 4:07 PM, STAFFORD

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Business Arising (1)

Regular Council Meeting: 2026-01-12	Agenda Item: 6.a
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s): Council Resolutions Follow Up Action Report

Matters arising from past minutes.

6.a Council Resolutions Requiring Follow Up Action Report

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

Recommended Motions:

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



Town of Bowden
COUNCIL RESOLUTIONS & FOLLOW UP ACTION
 (updated comments in red - updated 2026-01-05)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	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. Latest MGA is now published dated May 15, 2025. The requirement for an ICF is now a relevant statute.	CAO	progress
7 Nov 25	CAO emailed RDC requesting meeting – no response received to date		
23 June 25	Role of the Chief Administrative Officer Motion 8.g Revision of Council Procedural Bylaw This will also include amendments that are now required following the repeal of the FOIP Act. The MAP audit requires an update this bylaw.	CAO	progress
22 Sept 25	Agenda item 6.c Bowden Grandview School Scholarship Awards Criteria Council to review and determine a revised criteria for the award of the scholarship.	Council	progress
27 Oct 25	Agenda item 10.a Golf Sponsorship Request by Bowden Hi-Way Golf	CAO	RCM Feb 8, 2026
10 Nov 25	Agenda item 5.a Council to consider request made by Expanding Horizons re financial assistance for parking lot project	Council	progress
24 Nov 25	Agenda item 8.a Administration to adopt a scent free environment policy.	CAO	Progress
08 Dec 25	Agenda item 5 Establish Committee as a Whole for review of Land Use Bylaw.	CAO	Progress
08 Dec 25	Agenda item 10.a Council asked Administration to seek a delegation in the new year from Bowden Historical Society. A/CAO has requested the delegation.	CAO	Progress

08 Dec 25	Agenda Item 11.a Annual staff appraisals to be completed with the interim CAO.	CAO	Pending
22 Dec 25	Agenda Item 9.a Motion 9.a.1 Council to adopt a 2026 Interim Operating Budget based on the 2025 Operating budget until such time as the full 2026 Operating Budget is passed by Council.	CAO/CFO	Pending
22 Dec 25	Agenda Item 12.a.1 Motion 12.a.1 Motion that Interim CAO offer is amended as discussed and forwarded to the candidate. <i>Update: 2026-01-01 – Candidate confirmed acceptance of the offer.</i>	Mayor	Pending

Regular Council Meeting: 2026-01-12	Agenda Item: 6.b
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s):

6.b Key Dates *(for information)*

JANUARY 2026

January 12	Meeting with Minister Dreeshen 6:30pm Council Chambers
January 12	Regular Council Meeting 7:00pm Council Chambers
January 13	Special Council Meeting to discuss budget 7:00pm Council Chambers
January 21	Alberta Emergency Management Agency Training Mandatory training for all elected officials Innisfail Library 9:00am to 3:00pm
January 26	Regular Council Meeting 7:00pm Council Chambers

FEBRUARY 2026

February 9	Regular Council Meeting 7:00pm Council Chambers
February 12	Council Open House (Bowden Event Centre)
February 23	Regular Council Meeting 7:00pm Council Chambers
TBC	Strategic Planning Meeting
TBC	Special Events Meeting (Rodeo)

Recommended Motion:

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

Regular Council Meeting: January 12, 2026	Agenda Item: 8.a
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller
Report Type: RFD	Attachment(s):

8.a Amendment to Council Committee Appointment

Administration requests that Council pass a resolution to amend an appointment to the Parkland Regional Library Board that was made during the Organizational Meeting of Council on October 27, 2025.

The revision is as follows:

Councillor Amanda Peffers will be the regular member and Councillor Marietta Tuckwell is to the alternate member.

Administration will update and prepare a revision to the document that details Council committee appointments.

Recommended Motion

Moved by Councillor _____ that Council appoints Councillor Amanda Peffers as the regular member of the Parkland Regional Library Board and Councillor Marietta Tuckwell will serve as alternate.



2025
Revised List of:
Council Committee & Appointments
&
Appointment of Elected Officials to other Bodies & Organizations
 (as approved during the Organizational Meeting of Council of October 27, 2025).

Council Committees	Chairperson	Appointed Members		
Municipal Planning Commission (MPC)	Carol Pion	All Council Members		
Emergency Advisory Committee	Mayor	All Council Members		
Special Events & Cultural Committee	Mayor	All Council Members		
Weed Control Act – Appeals Committee	Mayor	All Council Members		
Intermunicipal Development Committee (3 Councillors)	Mayor	Carol Pion	Ryan Howlett	Marietta Tuckwell
Economic Development Committee	Mayor	Carol Pion	Randy Brown	Marietta Tuckwell
Governance & Priorities Committee	Mayor	All Council Members		
Public Library Board (2 Councillors)	Appointed by Board	Marietta Tuckwell	Amanda Peffers	Term of Office 1 Year
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Appointed by Board	Cam Morrison	Amanda Peffers	n/a

Other Bodies & Organizations		
	Regular	Alternate
Bowden & District Agricultural Society	Laurie Miller	Ryan Howlett
Bowden Grandview School Council	Carol Pion	Marietta Tuckwell
Central Alberta Economic Partnership (CAEP)	Carol Pion	Randy Brown
Central Alberta Regional Waste Management Commission	Ryan Howlett	Cam Morrison
Expanding Horizons Cultural Enhancement Society	Laurie Miller	Marietta Tuckwell
Mountain View Regional Water Services Commission	Randy Brown	Carol Pion
South Red Deer Regional Wastewater Commission	Randy Brown	Cam Morrison
Parkland Foundation Management Body	Marietta Tuckwell	Amanda Peffers
Parkland Regional Library Board	Amanda Peffers	Marietta Tuckwell
Red Deer & District Family and Community Support Services	Ryan Howlett	Marietta Tuckwell
Bowden Friendship Club	Laurie Miller	Cam Morrison

Regular Council Meeting: 2026-01-12	Agenda Item: 8.b
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller
Report Type: RFD	Attachment(s): <ul style="list-style-type: none"> - Email – Councillor Tuckwell - Volunteer Application Form

8.b Volunteer Application

8.b.i

Councillor Tuckwell submits to Council a Volunteer Application Form for the Bowden Public Library Board.

Note: Personal details on the Volunteer Application Form are redacted for privacy reasons.

8.b.ii

Council may make a decision regarding the application to the Special Events & Cultural Committee.

8.b.iii

Council are required to make a decision (by resolution) regarding the application to the Bowden Public Library Board.

However:

a

Reference should be made to the membership requirements of the Bowden Public Library Board as set out in the Council Committee Bylaw.

b

Reference should be made to any other relevant enactment (Libraries Act or Library Board bylaws).

c

The term of office for the appointment must be determined (as required by the Libraries Act) and stated in the Council resolution when appointing a member to the Board.

It is recommended that Council refer this application to the Bowden Public Library Board for review and ratification.

Agenda Item 8.b (continued) – Volunteer Application**Suggested Motions****Motion**

Moved by Councillor _____ that the application by Evelynnn Zimmerman to become a volunteer on the Public Library Board.

OR

Motion

Moved by Councillor _____ that the application by Evelynnn Zimmerman to become a volunteer on the Bowden Public Library Board is referred to the chair of the Public Library Board for review and approval and confirmation of any decision (and the term of office) is provided to the CAO.

OR

Motion

Moved by Councillor _____ that _____.

Mayor

From: Marietta Tuckwell
Sent: December 9, 2025 10:28 AM
To: Mayor
Subject: Student volunteer application for the library board.
Attachments: DOC120925.pdf

Good morning, Laurie

It was decided by the library board that it would be a benefit to have a young person (high school student) on our library board. I had left a Town Of Bowden volunteer application for principal Lockhat, and asked for a recommendation of a suitable high school student that might be interested.

I do realize the Council needs to approve the application and it is attached.

Personally, I'd like to see more information about the student, her age & her grade and any personal experience that she's had with libraries in the past.
 For example, did she frequent libraries when she was a child, does she read books herself and does she frequently use the school or town library? As a young person what does she feel she could bring to the library board that would be of benefit?

Please let me know how to go forward with this application.

Marietta Tuckwell
 Bowden Town Counsellor

Begin forwarded message:

From: Deen Lockhat <dlockhat@cesd73.ca>
Date: December 9, 2025 at 8:18:54 AM MST
To: Marietta Tuckwell <mariettatuckwell@bowden.ca>
Subject: Fwd: Send data from MFP13719115

Good morning,

Here is the application from one of our students, Evelyn Zimmerman, to volunteer for the library board. Please let me know if there's anything else you need. Thanks.

----- Forwarded message -----

From: **Bowden School** <donotreply@cesd73.ca>
 Date: Tue, Dec 9, 2025 at 8:14 AM
 Subject: Send data from MFP13719115
 To: Deen Lockhat <dlockhat@cesd73.ca>

Scanned from MFP13719115

Date:12/09/2025 08:19

Pages:1

Resolution:600x600 DPI

--

Deen Lockhat

Principal

Bowden Grandview School

<https://www.bowdengrandview.ca/>

T: 403-224-3250

he/him/his

BOWDEN

TOWN OF BOWDEN

Volunteer Application Form

(CONFIDENTIAL)

Please download this form, complete, and deliver in person to the Town Office or scan and email to: info@bowden.ca

Name: Evelyn Zimmerman

Address: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Occupation: N/A

Hobbies / Interests:

Architecture, engineering, crafts, puzzles, reading, nuclear energy.

Which Council Committee(s) or Board(s) are you interested in?

Library board

How did you learn of this volunteer opportunity?

Through my school, Bowden Grandview. It was offered to me.

Please list any other community organizations you are involved with in a volunteer capacity and tell us what you find satisfying and /or challenging about your role: (optional)

Signature: [Signature]

Date: 05/12/25

The personal information on this form is collected under the authority of Section 32(c) of the Freedom of Information and Protection of Privacy Act and is used solely for the purpose of carrying out the volunteer program within the Town of Bowden.

Questions about collection of this information can be directed to the Chief Administrative Officer at:
Box 338, 2101 20 Avenue, Bowden, Alberta, T0M 0K0 or email CAO@bowden.ca

Regular Council Meeting: 2026-01-12	Agenda Item: 10.a to 10.h
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s): As per content listing

Agenda item 10

Content:

- 10.a** Chief Samuel R.C. Crowfoot – Siksika Nation Administration
- letter of introduction
- 10.b** Honourable Mike Ellis, Deputy Premier of Alberta, Minister of Public Safety & Emergency Services
- email: Update on Changes to Alberta's Police Funding Model
- 10.c** Dylan Bressey, President, ABMunis
- email: ABMunis Statement on the Renewed Police Funding Model
- 10.d** Chinook's Edge Board of Trustees
- email: e-news December 17, 2025
- 10.e** Altalink
- letter of congratulations – request opportunity to meet re Wildfire Mitigation Plan
- 10.f** STARS
- letter seeking support
- 10.g** Red Deer Polytechnic (RPD)
- email: invite to RDP Impact Breakfast on January 29 (**Note:** RSVP by January 15).
- 10.h** Honourable Ric McIver, ECA, MLA Speaker of the Legislative Assembly of Alberta
- letter of congratulations

Suggested Motion(s)

Motion 10

Motion by Councillor _____ that Council accepts agenda items 10.a to 10.g as information.

AND/OR

Motion 10.e

Motion by Councillor _____ that Council Invite AltaLink to present at a future meeting.

Motion 10.f

Motion by Councillor _____ that Council direct Administration to send contribution to Stars _____.

Motion 10.g

Motion by Councillor _____ that Council direct Administration to send contribution to Stars _____.

Motion 10

Motion by Councillor _____ that Council accepts agenda items 10a. to 10.e and 10 _____ as information.



SIKSIKA NATION ADMINISTRATION

THE OFFICE OF OHKINNIINAA & NINAAKS

December 18th, 2025

Laurie Miller
Mayor

Town of Bowden
Mayor and Council
PO Box 338
Bowden, Alberta, T0M 0K0

Oki, Mayor Miller,

On behalf of the Siksika Nation Chief and Council, it is with great honour and respect that we formally introduce the newly elected Chief and Council of the Siksika Nation for the 2025–2028 term, under the distinguished leadership of Chief Samuel Crowfoot.

Rooted in our culture with an eye toward the future, we are committed to serving our people with integrity, vision, and dedication, ensuring the protection of our rights, the preservation of our language and way of life, and the advancement of our collective prosperity.

The Siksika Nation Chief and Council 2025–2028 comprises:

Chief Samuel Crowfoot, Owen Crane Bear, Ike Solway, Kendell Panther Bone, Carlon Big Snake, Stephen Yellow Old Woman, Romeo Crowchief, Darrell Daniels, Candace Backfat, Lenora Rabbit Carrier, Louise Doore, Jamie Spring Chief, and Tracy McHugh.

We look forward to fostering meaningful, collaborative, and enduring relationships with you, Mayor Miller and Council, built on mutual respect, shared priorities, and a steadfast commitment to the well-being of our respective communities.

For further information on our leadership, please visit: <https://siksikanation.com/chief-and-council/>.

With the highest respect and esteem,

On behalf of the Siksika Nation Chief and Council

Chief Samuel R.C. Crowfoot, J.D.
Siipiinaomahka (Night Traveller)



Mayor

Subject: FW: On behalf of the Siksika Nation Chief and Council
Attachments: Mayor, Laurie Miller.pdf

From: Ola Koleoso <OlaK@siksikanation.com>
Sent: December 18, 2025 3:27 PM
To: CAO <cao@bowden.ca>
Cc: Jacqui Molyneux <cfo@bowden.ca>
Subject: On behalf of the Siksika Nation Chief and Council

December 18th, 2025

Laurie Miller
 Mayor
 Town of Bowden
 Mayor and Council
 PO Box 338
 Bowden, Alberta, T0M 0K0

Oki, Mayor Miller,

On behalf of the Siksika Nation Chief and Council, we are honoured to introduce our newly elected leadership for the 2025–2028 term under Chief Samuel Crowfoot (please see the attached for details). We look forward to working together, in partnership with you and Council, to advance shared priorities and strengthen our communities.

With the highest respect,
On behalf of the Siksika Nation Chief and Council

With reverence and gratitude,
 Ola Koleoso - Certified, Chartered, and Fellow (CA, US, AU, NZ, GB).
 External Ninnaiks Liaison, Office of Ohkinniinaa Ki Ninnaiks | Office of the Chief and Council
 C: (780) 394-2018 | E: OlaK@siksikanation.com
 Website: siksikanation.com

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SIKSIKA NATION TRIBAL ADMINISTRATION



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Jacqui Molyneux

From: CAO
Sent: December 18, 2025 9:17 AM
To: Mayor
Subject: FW: Update on Changes to Alberta's Police Funding Model

Laurie

This email is an update on the Police funding we pay every year. The first three years the municipality absorbed this but the last 2 years we have had to put it into our tax assessment. I have heard this will increase at least by 15% next year and have implemented this into our tax income. With our MAP audit, we now must put this into our municipal tax mill rate, not sure in our accounting system if I can break this out on a separate line as we have done in the past. Talking to Riley our assessor he said he has other towns that are not complying with this and still having a separate line on the tax billing.

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



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From: PSES Minister <PSES.Minister@gov.ab.ca>
Sent: December 18, 2025 7:31 AM
Subject: Update on Changes to Alberta's Police Funding Model

Dear colleagues,

I am writing to update you on changes to Alberta's Police Funding Model (PFM) that will affect your municipality beginning on April 1, 2026. The changes resulted from recommendations arising from the independent review of the PFM conducted by MNP LLP during spring and summer 2025, which included comprehensive stakeholder engagement. The changes to the PFM are designed to create a more equitable, transparent, and sustainable approach to funding front-line policing services for communities policed under the Provincial Police Service Agreement (PPSA).

Background

Since 2020, the Police Funding Regulation has enabled communities policed under the PPSA to contribute toward front-line policing costs. This has supported 285 additional Royal Canadian Mounted Police (RCMP) officers and 244 civilian staff to RCMP units across Alberta. However, the original model tied contributions to

2018 policing costs (\$252.3 million) rather than current expenditures. The costs of the PPSA have risen over time to well over \$380.5 million for 2025-26. This increase is due to RCMP contracted salary adjustments and inflation, as well as the additional positions enabled by the PFM.

As Minister, I held the costs to municipalities at approximately 19% of front-line policing costs (which is below the intended 30%), and the province contributed a higher shared of the cost in order to allow for the review of the PFM to occur.

With the review complete, and the Police Funding Regulation expiring in March 2026, Alberta is now updating the model to ensure it reflects the real cost of policing today while maintaining predictability for municipal budgeting.

.../2

Key Changes to the Funding Model

Phased Cost Sharing Implementation

Beginning on April 1, 2026, municipal contributions will increase to 22% of current front-line policing costs, gradually reaching 30% over the next five years. This phased approach ensures predictable increases that support local fiscal planning. Importantly, contributions will now be based on actual front-line policing costs from the most recently completed fiscal year, rather than historical fixed costs.

To provide flexibility and to address unique circumstances, the Minister will have regulatory discretion to cap costs, remove significant one-time expenditures from municipal obligations, and provide targeted discounts to municipalities facing exceptional or substantial cost increases.

Modernized Funding Formula

The formula for calculating municipal contributions is being updated to better reflect actual demand for policing services. The base formula updates will be phased-in, with changes to weighted occurrences beginning on April 1, 2028, and reaching full implementation by April 1, 2030. Once complete, the formula will be calculated based on:

- 50% population;
- 30% equalized assessment (reduced from 50%); and
- 20% weighted occurrences (calls for service).

This phased timeline allows the province to work with the RCMP and municipalities to refine the underlying data and ensure it reliably informs the model. The introduction of weighted occurrences reflects actual policing workload and demand which reduces reliance on property values alone.

Revised Modifiers and Subsidies

Several adjustments are being made to improve equity and better reflect service delivery realities:

- **Removing inequitable subsidies:** The Crime Severity Index and detachment subsidies are being eliminated, as they were widely viewed as unbalanced and not aligned with actual service levels.
- **Updating shadow population:** The shadow population approach has been revised to subtract eligible shadow population directly from total population in calculations, rather than applying it as a separate subsidy (previously up to 5%).
- **New vacancy subsidy:** A vacancy modifier will provide discounts to municipalities experiencing RCMP staffing vacancies higher than the provincial average, acknowledging potential reduced service levels.

- **New population density subsidy:** This subsidy will reduce contributions for rural and remote municipalities with significantly lower than average density, recognizing these unique policing challenges and higher associated costs in these communities.

Enhanced Transparency and Accountability

A new annual public reporting process will be introduced, providing clear visibility into:

- Amounts collected from municipalities under the model;
- How funds collected under the model are allocated; and
- How reinvestments support front-line policing capacity across Alberta.

The province will continue to look for opportunities to enhance transparency, including through collaboration with the Provincial Police Advisory Board. All funds collected through the PFM will continue to be invested in front-line policing provided under the PPSA to support ongoing costs and future growth where possible.

Next Steps

Further details regarding implementation timelines and specific impacts to your municipality will be provided in the coming weeks. We are committed to working collaboratively with municipalities throughout this transition to ensure an effective implementation process.

Should you have questions or require additional information, please contact my ministry at abpfm@gov.ab.ca.

Thank you for your continued partnership in maintaining safe and well-served communities across Alberta.

Sincerely,

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Classification: Protected A

Mayor

From: Dylan Bressey <president@abmunis.ca>
Sent: December 19, 2025 10:56 AM
To: Mayor
Subject: ABmunis Statement on the Renewed Police Funding Model

Dear Mayors, Councillors and CAOs,

ABmunis just released an initial statement on the renewed Police Funding Model.

We remain focused on highlighting the fiscal challenges all municipalities face due to the escalating costs of policing and other essential services our members provide with limited resources. We also highlight the opportunity to invest in prevention/Family and Community Support Services (FCSS) that, over the long term, will increase community safety and well-being and reduce high-cost interventions such as policing.

Over the next while, ABmunis will conduct a deeper analysis of the impact of the PFM and will continue our advocacy for an equitable funding model that reflects demand for services and ability to pay, strengthens oversight and accountability, and reinvests all funds raised back into frontline policing and public safety. We will keep members up to date through our Weekly newsletter as our work progresses and host a session on policing at our Municipal Leaders Caucus scheduled to take place March 26 and 27 in Edmonton. Additionally, your Board representatives and I are always grateful to hear directly from you if you have questions or feedback.

If you have not taken a look, please check out our Property Taxes Reimagined project. It highlights the cumulative impacts of many decisions successive governments have made to decrease revenue, increase costs, and remove property tax room from municipalities. Changes to the PFM are the latest example of this trend. The Property Taxes Reimagined campaign was created to highlight the challenges local councils are facing as they work hard to stretch every dollar, so that Albertans can have informed conversations about how local services and infrastructure should be funded. In the New Year, we will roll out additional phases and strongly promote this work. But we need your help to make it successful. Please consider sharing relevant parts of this campaign with your residents and MLAs.

On behalf of the ABmunis Board, I would like to wish you Happy Holidays. We look forward to engaging you further in the New Year.

Dylan Bressey | 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.

Jacqui Molyneux

From: lwoodward@cesd73.ca on behalf of Board Of Trustees <boardoftrustees@cesd73.ca>
Sent: December 18, 2025 5:00 PM
To: Laurette Woodward
Subject: Chinook's Edge Board e-News December 17, 2025

The Board of Trustees for Chinook's Edge School Division has [approved financial statements](#) for the year ending August 31, 2025. The division's revenues were \$147.4 million and expenses were \$148.2 million for the 2024-25 school year. The reserves, as of August 31, 2025, were \$2.7 million in operations and \$1.6 million in capital. The financial statements can be viewed [here](#).

Also at its November 25 meeting, the Board also [approved](#) the Annual Education Results Report (AERR) for the 2024-25 school year. The Board, Superintendent and other leaders sincerely thanked staff for their work and [commitment to students](#). The AERR can be viewed on the division's website [here](#). A few highlights in the report include:

- 85% of Chinook's Edge students are completing high school (within 3 years of beginning grade 10) compared to 81% of students provincially
- 85% of Grade 12 students pass their diploma exams, which is higher than the provincial rate (82%)
- 87% of parents, students and staff are pleased with the quality of education in Chinook's Edge
- 98% of young readers are at grade level as demonstrated on the Early Years Literacy Assessments
- 85% of students are satisfied with access to appropriate supports and services at school
- Students accessed 1,673 career pathway learning experiences, up by 457 compared to 2023-24

The Board is pleased to see how a [\\$100,000 grant](#) from Alberta Education has been used to support learning. The [Dual Credit Enhancement Grant](#) was announced two years ago. Since that time, the school division has purchased equipment for high school shops and it is [now in place](#) in all 13 of the division's high schools and K-12 schools. [The equipment](#) was one part of a plan to ensure students receive the introductory experiences in Career and Technology Studies classes, in their schools, that prepare them for post-secondary dual credit learning.

Trustees are pleased to see a [new hockey class](#) at H.J. Cody High School has been successful in its first year. The school intended to [create stronger connections](#) with students, and a deeper sense of belonging through their love of hockey. Students are reporting their appreciation for the class.

Trustees send their congratulations to [Alexandra Dennis](#), who was recently named one of Central Alberta's [Top 40 under 40](#), by the United Way. Dennis is a teacher at Olds Koinonia Christian School.

The Board is watching, with interest and appreciation, many service projects underway in the school division during December. One example is the work of the [H.J. Cody Interact Club](#). Interact is a part of Rotary International, and seeks to build leadership capacity and service opportunities for youth. The [H.J. Cody Interact Club](#) has recently completed a number of community service projects.

Trustees are pleased to see staff working together, and recently observed the [Teachers Matter Committee](#) meeting. One of the main focuses of the meeting was teachers providing insights to Superintendent Ryan Sawula, who is conducting a listening tour in the school division. Support Staff Matter also met recently and also shared their thoughts with the Superintendent. The Board thanks all of the staff who are collaborating in this meaningful way.

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You received this message because you are subscribed to the Google Groups "Municipal List for Brd eNews" group.



2611 3rd AVE SE, CALGARY, ALBERTA, T2A 7W7
WWW.ALTALINK.CA

December 1, 2025

Dear Mayor,

On behalf of AltaLink's management team and board of directors, congratulations to you and your fellow council members on your election to serve your municipality. Your constituents have entrusted the future of the municipality to you, and we look forward to the positive impact your voice will bring to your municipality.

AltaLink is Alberta's largest regulated electricity transmission company, and is the essential link that connects homes, farms, businesses and industries to the electricity generated across the province. With more than 650 employees, we are committed to maintaining reliable, affordable, safe and secure electrical transmission services for Albertans and providing innovative technical and financial solutions to enable Alberta's growing electricity market.

The electricity sector is fundamental to Alberta's continued economic growth and prosperity, and it is essential electricity policies be thoughtfully planned and look to balance affordability, reliability, and competitiveness across all regions of our province.

Alberta's electrical infrastructure faces increasing threats from natural disasters, including wildfires, severe storms, and flooding, all of which can significantly impact service reliability and infrastructure integrity. The cost and social disruption caused by the catastrophic wildfires in Jasper and Fort MacMurray, and the 2013 Calgary flood underscore the significance of this growing issue in this province.

Since 2019, AltaLink has had a Wildfire Mitigation Program in place with the goal of minimizing potential fire ignition risk from our infrastructure to keep the communities we serve safe. AltaLink is committed to working with our municipalities to align emergency response plans to ensure when disaster happens, there is existing relationships and coordination between AltaLink and officials from the local municipalities.

As your point of contact with AltaLink, I will ensure that you and council have timely updates on AltaLink projects and activities that may occur within your municipality. Should you or a member of council have questions about Alberta's electricity industry or AltaLink, please do not hesitate to contact me.

Once again, congratulations on your successful election campaign. We wish you and council all the best as you begin your important work for your municipality. We would also welcome the opportunity to meet with council and present information about AltaLink and our Wildfire Mitigation Plan.

All the best,

Colin Harvey
Municipal and Community Relations Manager, AltaLink



December 15, 2025

Mayor Laurie Miller and Council
Town of Bowden
Attn: Arno Glover, CAO
Sent via email: cao@bowden.ca

Dear Mayor Laurie Miller and Council,

Every second counts. The first moments in a time-critical situation can be the difference between life and death, permanent damage or full recovery.

STARS is a registered not-for-profit organization dedicated to saving lives. We celebrate 40 years of serving Albertans, more than 65,000 missions flown and maintain a charitable model with no cost to the patient. Your residents have access to STARS wherever they may travel, work and play across Western Canada. Today, STARS operates six bases located in Calgary, Edmonton, Grande Prairie, Saskatoon, Regina and Winnipeg, and averages 10 missions per day. Last fiscal year, STARS flew a total of 3,694 missions.

In Alberta, it costs \$12.2 million per base, with three bases, totalling \$36.6 million in direct operating costs annually. We are grateful to the Alberta provincial government that provides \$15M of these operational costs annually, while we rely on donations and our Alberta Lottery to cover the remaining 59% of costs through fundraising.

STARS is a respected innovative leader as the first civilian organization in Canada (2003) to fly at night, with 50% of call volumes occurring at night. STARS was the first in North America (2013) to carry life-saving universal blood onboard. Our new Massive Hemorrhage Protocol is another Canadian first, to enhance critical care for patients that are at high-risk of bleeding out. STARS continues to strive for leading-edge advancement in our delivery of providing critical care, anywhere.

We are here today because of the unwavering generosity of longstanding partners. Municipalities are a significant part of STARS history with 95% of Alberta's rural sector providing annual support for STARS through a fixed rate or per capita amount included in annual budgets. These municipalities view STARS as an essential service for rural residents. Over 75% of rural and urban municipalities are **Regional Leaders**, contributing a minimum \$2 per capita per year. Many municipalities, round up to a fixed rate of support annually, to provide ease of process for administration and ensure sustainability for STARS.

OUR REQUEST

- Voluntary annual contribution (based on \$1-\$2 per capita) OR
- Fixed rate of support (based on minimum \$2 per capita annually) and recognized as a Regional Leader
- 4-Year Pledge of support – 2026, 2027, 2028, 2029 (in conjunction with present council term)

Thank you for your kind consideration to join Alberta's leaders. Together, we safeguard rural healthcare for all.

Sincerely,

Mackenzie Wood
Development Coordinator
(403) 516 4823
STARS Foundation

Glenda Farnden
Sr. Municipal Relations Liaison,
Alberta and British Columbia



403-295-1811



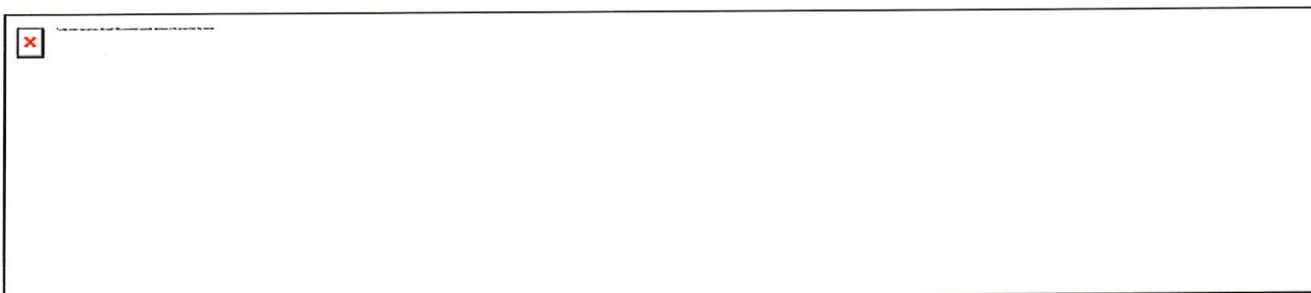
1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7



info@stars.ca | stars.ca

Jacqui Molyneux

From: Red Deer Polytechnic President's Office <presidentsoffice@rdpolytech.ca>
Sent: December 10, 2025 10:37 AM
To: Laurel Corbiere
Cc: Barb Dixon
Subject: You're Invited to RDP's Impact Breakfast



Red Deer Polytechnic invites you to our **2026 Impact Breakfast**, a focused gathering that recognizes the progress shaping RDP's future and strengthening central Alberta.

Thursday, January 29, 2026 | 7:30 - 9 AM | Cenovus Energy Learning Common
Tours for Municipal Leaders & Chiefs will be held from 9 – 11 am

This annual event brings our community together to:

1. Spotlight key areas of focus driving RDP's strategic direction, including advanced manufacturing, healthcare & health technology, energy innovation and social innovation.
2. Share how RDP's work is supporting growth across the region.
3. Connect industry partners, alumni, community leaders and government representatives in one collaborative setting.

We will look back at the past year's accomplishments and outline what lies ahead as we continue building momentum for central Alberta.

We kindly ask that you RSVP by January 15, 2026



Honourable Ric McIver, ECA, MLA
Calgary-Hays

December 16, 2025

To All Newly Elected Municipal Councils,

I am pleased to extend my warmest congratulations to both new returning councilors on your election to municipal office this past October. Serving your communities is both a privilege and a profound responsibility, and I commend you for stepping forward to represent the residents who have placed their trust in you.

As someone who previously had the honour of serving as on a municipal council and as Minister of Municipal Affairs, I want to express my deep appreciation for the dedication demonstrated by municipal leaders across our province. It was truly an honour working with you, and I remain grateful for the important role you play in strengthening local governance and improving the quality of life for your communities. Municipal governance is often closest to the day-to-day needs of residents. The decisions you make—whether related to infrastructure, community safety, local services, or neighbourhood development—have a direct and immediate impact on the lives of the people you serve. I encourage you to continue working with the new minister in this endeavor.

As we enter the Christmas season, I extend my heartfelt wishes to you, your councils, and your families for a joyful and peaceful Christmas, and a healthy and prosperous New Year. May the months ahead be filled with success as you carry out the vital work of serving your residents.

Sincerely,

Honourable Ric McIver, ECA, MLA
Speaker of the Legislative Assembly of Alberta
Calgary-Hays

**CAO's Report**

Regular Council Meeting: 2026-01-12	Agenda Item: 11.a
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s):

CAO's Report

During this transition period, the CAO report will be provided verbally at the January 12, 2026 meeting.

Recommended Motion:

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

Regular Council Meeting: 2026-01-12	Agenda Item: 11.b / 11.c
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s): As per content

Agenda Item 11.b / 11.c

Content:

11.b Council Committee Reports

None submitted

11.c Other Bodies and Organizations

Expanding Horizons Society

- Mayor's Report - 2025-12-16

Bowden & District Agricultural Society

- Mayor's Report – 2025-12-17

FCSS

- 2025-12-03 Council Update
- 2025 December – FCSS Community Navigator Report

The News – Alberta Counsel

- Issue 237, December 2025

Note:

All meeting minutes where submitted should be assumed to be “unapproved”.

Recommended Motion:

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

Annual General Meeting

Expanding Horizons Society

Tuesday, December 16, 2025

Mayor Miller attended the regular meeting. The minutes of the meeting are to follow.

Post Meeting Comments:

Christmas Party: Attendance: 93 (from 160 last year)ed the Code of Conduct. Profit seen.

Dinner Theatre:

- Need committee for silent auction
- Discussion on menu and catering.
- Discussion on ticket pricing and possibility of a two tier pricing (dinner and play vs just play). It was decided by motion that ticket sales and menus will remain the same in the future.

A report was given regarding the deep clean of the kitchen. A volunteer assumed the role to ensure that regular cleaning takes place. (Dedicate 3-5 hours cleaning every 6 months).

CFEP submission completed regarding parking lot paving – expect response in April or May. Require 80% of \$103k ask to proceed.

Review of hard costs vs income.

Staffing required for Hall Manager and Custodian. Committee formed to create job descriptions.

Options were discussed regarding sidewalk coatings. Paint is slippery. Rubber coatings are expensive.

Suggestion put forward to obtain sponsors for the planters at the front of the building. Volunteer will pursue this idea.

Next Meeting: January 7 at 7pm.

Prepared by:

Laurie Miller, Mayor

Annual General Meeting

Bowden Ag Society

Wednesday, December 17, 2025

Mayor Miller attended the social, AGM and brief regular meeting. The minutes of the meeting are to follow.

Post Meeting Comments:

AGM Notes:

Their new bylaw and code of conduct were distributed. Members signed the Code of Conduct.

It was noted the their last Strategic Plan (2019) requires review and update.

The Treasurer present their financial report (YE September 30). Noted some key changes to government changes to collection of GST (i.e. on bar and ticket sales).

The society held their election of officers:

- President: Keith Bailey
- Vice President: Garnett Marshall
- Treasurer: Len Anderson
- Secretary: Dani Marshall

As per the updated bylaw the Directors of the Board will consist of 12 members. Names to follow in minutes listing the duration of their terms.

Regular Meeting Notes:

As per the Ag Society Act, a motion was required to direct the Treasurer to pay bills as they are received.

Round table items:

- Casino should be in quarter 2 or 3.
- Suggestion to partner with the doc training school for a demonstration during the rodeo.
- Outgoing Secretary thanked everyone for their support.
- General messages of thanks to everyone involved in 'the best organization in Bowden'.

Prepared by:

Laurie Miller, Mayor

Mayor

From: Bowden FCSS
Sent: December 3, 2025 9:55 AM
To: Marietta Tuckwell; Carol Pion; Ryan Howlett; Cam Morrison; Amanda Peffers; Randy Brown; Mayor
Subject: Council Follow Up
Attachments: Before and After School Program registration Sept 2025.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Mayor & Council,

After my presentation to Council, I realized that I forgot to include some key organizations:

1. **Olds BGC (Boys & Girls Club)** - They have a space in Bowden Grandview School and handle the before and after school care program. They run occasional after school programs throughout the year for kids 5-12 years. In addition, they also offer the Babysitters Course & Home Alone Course here at Park Place, generally once a year. They are booked for both in July 2026.
2. **Family School Wellness** - Has its office in Bowden Grandview School. Offers supports, referral & counseling to Bowden Grandview School students and Families. FCSS & FSW often share mutual clients through outreach.
3. **Community Lending Shelf/Coats for Everyone** - This organization is based out of Olds but has volunteers and clients that live in Bowden & Area. This is a completely FREE resource open to our residents. Children, Adults & Seniors of all sizes can visit the Lending Shelf during its open hours and shop for clothing at no cost. This includes shoes and outer wear. FCSS has partnered with the Lending shelf to assist with donation sorting, ad sharing & volunteer support where possible.

If you have any questions about the three organizations, or any of the other programs that were presented, please reach out any time.

Thank you,

Jade Scott
 FCSS Community Navigator
 Town of Bowden
 FCSS: 403-224-2207
 Cell: 403-586-5028
 Fax: 403-224-2244
 Email: fcss@bowden.ca



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Before & After School Program

OPEN FOR
REGISTRATION

GRADES
K-5

THE DETAILS!

BGC Olds and Area has been providing licensed before and after school care programs for children in Olds and surrounding communities for the past 38 years!

Our program provides children with a safe place to go in the out of school hours where they can have fun, interact with their peers, and develop skills that will last a lifetime.

Before School - \$250

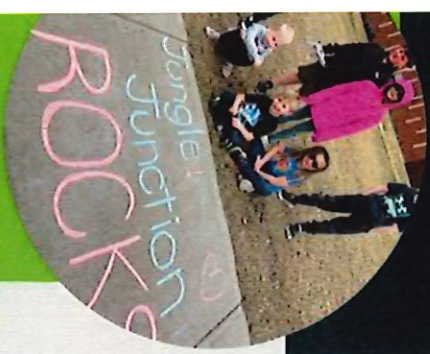
After School - \$310

Full time - \$380

Before and after kindergarten - \$175

Drop in \$20/segment

****Subsidies are available through the Government of Alberta for families with a combined annual household income of less than \$90,000*****



FCSS Community Navigator Report *December 2025*

Community:

- **Lions Holiday Hamper Program** – On Saturday, December 13, the Lions and FCSS sent out 47 Holiday Hampers to Bowden & Area residents. This represents 106 people in total. There were 17 deliveries, and 30 pick-ups. Thank you to Bowden Lions for all its hard work in organizing the food & hampers. Thank you to Bowden Grandview Student Council for sorting the 47 hampers. Thank you to Bowden Figure Skating & Pacy Sparks for delivering. Thank you to Tristan Besner (Grade 10 student) for hauling the pick-ups out to vehicles all day while -20 outside. Thank you to ALL the organizations who support the program with food & monetary donations. It is amazing to see such wonderful support for our area residents.
- **AHS Mental Health** – In November we met and worked on Holiday Rocks – festive theme rock painting and conversations.

Food Security Support (ongoing):

- **The Good Food Box** program continues to gain participants. The December order had 22 boxes, including 3 sponsored families, 2 donation boxes and 2 deliveries.

Seniors Programs:

- **Tech Time** – continues to be popular at Park Place. Henday Association comes monthly to assist older adults and seniors with their devices. We consistently have 4 or 5 drop-ins for each session. In the New Year Tech Time will start on January 14.
- **Golden Circle Outreach Bowden** – Hosted by Gemma from the Golden Circle at Park Place. The Golden Circle workers are often in our community outside of the "Outreach" drop-ins. The next date for Golden Circle is January 21, 2026.

Youth Programs:

- **YES & FCSS** – December brought FCSS & YES back together for some Grade 4-6 Holiday Fun! We did 2 sessions with "Elf Yourself", and this past Monday we tackled making mini snowmen decorations. This week we have our Festive Factory set for a school-wide day of hot chocolate, holiday card making and photo booth all day long. We will have approximately 220 students participating.
- **BGS & FCSS** – Tues, Dec. 16. FCSS will partner with the school and have some popcorn, hot chocolate & photobooth fun with the Elementary School Christmas Dance & Jr/Sr High warm up station. Generally, 160 + students are involved with the dance, this year we hope all the jr/sr will stop by for some Hot Chocolate too!
- **Innisfail FRN** – Will have a new Coordinator for Bowden in the New Year. FRN will be announcing its new Bowden programs when staff are hired for the role.
- **Red Deer BGC** – Keystone Youth hosted its December programs & wrapped with a Holiday Potluck at Park Place on the 12th. FCSS provided a few snacks for the occasion.

Other: Red Deer Polytechnic, Practicum Student – FCSS & Kiana have been working to keep all programs running smoothly. In the New Year we will begin our focus on the Community Volunteer Income Tax Program (CVITP) and planning towards the Volunteer Appreciation Supper.

December Park Place users & activities included the following organizations:

- Keystone Youth BGC – Red Deer Youth HQ
- Bowden Lions Club – Holiday Hamper Program home base + Regular Meeting location
- Bowden AA Sunday Night Group – Meeting location 52 weeks a year
- Golden Circle – Bowden Outreach Senior Supports
- Henday Association for Lifelong Learning – Tech Time
- Innisfail Family Resource Network – Kindermusik & Healthy Living
- AHS Mental Health Group

PARK PLACE & FCSS will be closed for the season starting at the end of day Friday, December 19th and will return on Monday, January 5th.

Happy Holidays & New Year to the Mayor & Council members! See you next year!

Regular Council Meeting: 2026-01-12.	Agenda Item: 12.a / 12.b / 12.c
Prepared by: Laurie Miller	Approved by: Mayor Laurie Miller

CLOSED SESSION OF COUNCIL (“in camera”)

Those present in this closed session of Council are reminded that items discussed herein are required to be kept in confidence and that they can only be discussed after the items are openly discussed at a meeting held in public.

Although Alberta Government guidelines recommend that contentious or sensitive local issues such as Bylaw Amendments (Land Use) or Subdivision Proposals must not be discussed in closed session these matters are still deemed to be at a private / confidential stage of negotiation.

Motion 12

Moved by Councillor _____ at _____ am/pm that Council moves to an “in-camera” session.

MOTION CARRIED NANIMOUSLY

12.a Legal (Confidential) Contracting - Recruitment.

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 23 “local public body confidences”.

12.b Legal (Confidential) Contracting – Strategic Planning.

This is a closed meeting of Council as permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 23 “local public body confidences”.

12.c Property Development (Confidential) Contracting – Planning Services

An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of: Section 32 “privileged information”.

Motion 12.i

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

MOTION CARRIED NANIMOUSLY

Motion 12.a /12.b / 12.c

Motion(s) (if applicable)