

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

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday 24 March 2025**, at 7:00pm.

- 1. CALL TO ORDER**
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**  
3.a March 10, 2025, Regular Council Meeting
- 4. PUBLIC HEARING**  
None scheduled.
- 5. DELEGATION**  
No delegation scheduled.
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**  
6.a Council Resolutions Follow Up Action Summary  
6.b Key Dates.
- 7. BYLAWS & POLICIES**  
7.a Rates, Fees, Charges & Penalties Bylaw 03 / 2025
- 8. NEW BUSINESS**  
No agenda item
- 9. FINANCIAL**  
9.a Bowden Community Support Society
- 10. CORRESPONDENCE**  
As per content page
- 11. REPORTS**  
11.a CAO's Report  
11.b Council Committee Reports.  
11.c Society & Other Reports.
- 12. MEETING ADJOURNMENT**

**Pages**



**Town of Bowden – Regular Council Meeting  
held on Monday March 10, 2025  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

**PRESENT**

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

**ADMINISTRATION**

CAO

Arno Glover

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

**Motion 2.a**

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

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Marie Flowers that Council adopts the minutes of the Regular Council Meeting of February 24, 2025, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There was no public hearing.

**5. DELEGATION**

**S/Sgt Warren Wright (Olds RCMP Detachment Commander)**

**Agenda item 5.a** RCMP Crime Stats & Community Report.

S/Sgt Warren Wright provided an overview of the Community Policing Report and Quarterly Crime Statistics for the period October 1 to December 31, 2024.

S/Sgt Warren Wright stated that Body Worn Camera's had now been introduced.

**Motion 5.a**

Moved by Councillor Randy Brown that Council accepts the RCMP Crime Statistics and Provincial Policing Report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 5.b** RCMP Municipal Policing Priorities.

Town Council was requested to identify the policing priorities for 2025 / 2026.

**Motion 5.b**

Moved by Councillor Marie Flowers that Council set the policing priorities for 2025 / 2026 as follows:

- 1 Police Visibility
- 2 Crime Reduction
- 3 Traffic Safety

**MOTION CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES****Agenda item 6.a Policing Matter (Confidential)****CLOSED SESSION OF COUNCIL ("in camera")**

*Section 197(4) of the MGA applied: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 20 "harmful to law enforcement".*

**Agenda item 6.b Property Matter (Confidential)****CLOSED SESSION OF COUNCIL ("in camera")**

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

**Motion 6.a**

Moved by Councillor Paul Webb at 7:14 p.m. that Council moves to an "in-camera" session.

**MOTION CARRIED UNANIMOUSLY**

**Motion 6.b**

Moved by Councillor Marie Flowers at 7:32 p.m. that Council return to an "open meeting" of Council.

**MOTION CARRIED UNANIMOUSLY**

In response to correspondence received from Alberta Infrastructure, Council was requested to make a decision regarding the purchase of the land on the former Bowden Hotel site. Alberta Infrastructure stated that, *"the purchase could only be for municipal purpose and could not include private development or resale"*.

**Motion 6.c**

Moved by Councillor Paul Webb that Council instruct Administration to inform Alberta Infrastructure that the Town does not have interest in purchasing the property at 1905H, Block 2, Lots 1-3.

Councillor Wayne Milaney requested a recorded vote.

Recorded vote FOR	5	Mayor Robb Stuart Councillor Randy Brown Councillor Paul Webb Councillor Sandy Gamble Councillor Marie Flowers
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Recorded vote AGAINST	2	Councillor Wayne Milaney Councillor Deb Coombes
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**MOTION CARRIED**

**Agenda item 6.c Key Dates**

Administration provided Council with forthcoming key dates.

MPC Chair, Councillor Paul Webb confirmed that the date for the next Municipal Planning Commission (MPC) meeting will be Monday March 24<sup>th</sup> at 6:30pm in Council Chambers.

**Motion 6.c**

Moved by Councillor Paul Webb that Council accepts agenda item 6.c as information.

**MOTION CARRIED UNANIMOUSLY**

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

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

With reference to Motion 5.c of the RCM of February 10, 2025, CAO Arno Glover stated that representatives from Alberta Environment are scheduled to visit the Town on March 24. The resolution progress indicator would therefore be amended from "completed" to "ongoing".

**Motion 6.d**

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.e FCSS Rebranding**

Administration informed Council that the cost of the new signage for FCSS was \$375.00. A request for this information was made by Council in the RCM of February 10, 2025.

There was no disagreement on this proposed expenditure.

**Motion 6.e**

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

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

**Agenda item 7.a Borrowing Bylaw 02 / 2025**

Administration submitted to Council a revised Borrowing Bylaw as a Request for Decision.

Borrowing Bylaw 01 / 2025 was passed by Council during the RCM of 24<sup>th</sup> February. This contained an error with regard to the lending interest rate.

There was a requirement to resubmit a revised bylaw to Council with a revised rate.

The lending interest rate was amended from: prime minus 0.25% to: prime plus 1%.

This bylaw requires updating annually to approve the operating loan facility provided by ATB Financial and in accordance with the requirements of section 256 of the MGA.

**Motion 7.a** Moved by Councillor Paul Webb that Council gives first reading to Borrowing Bylaw 02 / 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.b** Moved by Councillor Marie Flowers that Council gives second reading to Borrowing Bylaw 02 / 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.c** Moved by Councillor Randy Brown that Council give consideration to a third reading of Borrowing Bylaw 02 / 2025.

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.d** Moved by Councillor Sandy Gamble that Council gives third and final reading of Borrowing Bylaw 02 / 2025.

**MOTION CARRIED UNANIMOUSLY**

Borrowing Bylaw 02 / 2025 received third reading of Council and was passed accordingly.

Borrowing Bylaw 01 / 2025 is therefore repealed.

**8. NEW BUSINESS****Agenda item 8.a Elected Officials Orientation Training**

Administration provided Council with details of courses offered through the Alberta Elected Officials Education Program (EOEP) that satisfy the legislative requirements for elected officials training.

For 2025 there is a new requirement that all elected officials (new or returning) attend a councillor training course prior to or on the same day as the organizational meeting following a municipal election.

An in-person course is being held in Olds on November 2<sup>nd</sup>, however the next Organizational Meeting of Council is scheduled for October 27, 2025.

Administration is requested to investigate the availability of other options for the required training.

**Motion 8.a**

Moved by Councillor Randy Brown that Council accepts agenda item 8.a as information.

**MOTION CARRIED UNANIMOUSLY****9. FINANCIAL**

There was no agenda item.

**10. CORRESPONDENCE****Agenda item 10.a Correspondence.**

Ric McIver, Minister, Municipal Affairs (Letter dated February 26, 2025)

Ric McIver, Minister, Municipal Affairs (Letter dated February 27, 2025)

Red Deer County Protective Services (February Enforcement Contract)

**Motion 10.a**

Moved by Councillor Marie Flowers that Council accepts the submitted items of correspondence as information.

**MOTION CARRIED UNANIMOUSLY****11. REPORTS****Agenda item 11.a CAO's Report**

CAO Arno Glover provided Council with an overview of the items included within the CAO's report.

**Motion 11.a**

Moved by Councillor Paul Webb that Council accepts the submitted CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

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

- i. Bowden Public Library (Board Minutes February 19, 2025)

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

- i. Parkland Regional Library Board (Board minutes November 14, 2025)
- ii. Parkland Regional Library Board (Budget Update Year End December 31, 2024)
- iii. Bowden Grandview School Council Meetings (x3)
- iv. South Red Deer Regional Wastewater Commission (February analysis)
- v. Alberta Counsel (Legislative Session Summary)

**The following report was provided under separate cover (confidential)**

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 applies on the basis of: Section 27 "deemed to be privileged information".

- vi. Bowden Friendship Club (Board Meeting Minutes February 20, 2025)

**Motion 11.b**

Moved by Councillor Paul Webb at 8:35 p.m. that Council moves to an "in-camera" session.

**MOTION CARRIED UNANIMOUSLY**

**Motion 11.c**

Moved by Councillor Deb Coombes at 8:53 p.m. that Council return to an "open meeting" of Council.

**MOTION CARRIED UNANIMOUSLY**

**Motion 11.d**

Moved by Councillor Sandy Gamble that Council accepts the submitted Council Committee report and the Society & Other Reports as information.

**MOTION CARRIED UNANIMOUSLY**

**12. MEETING ADJOURNMENT****Motion 12.a**

Moved by Councillor Wayne Milaney at 8:53 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

\_\_\_\_\_  
Mayor  
Robb Stuart

\_\_\_\_\_  
CAO  
Arno Glover



<b>Regular Council Meeting:</b> March 24, 2025.	<b>Agenda Item:</b> 6.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Council Resolutions Follow Up

Matters arising from past minutes.

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

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

Administration submits the revised document for Council to review.

## Town of Bowden

### COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION

(updated 21 March 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	ongoing
26 Jun 23	<b>Water &amp; Wastewater Connections</b> Matter to be b/fwd in future discussions on capital asset planning	CAO	ongoing
25 Jun 24	<b>Bylaw Enforcement</b> Motion 6.c Administration to explore further options regarding bylaw enforcement Target date for new agreement Quarter 2, 2025	CAO	ongoing
26 Aug 24	<b>Firehall Flag Poles</b> Motion 8.c Administration to liaise with RDC Protective Services	CAO	ongoing
27 Jan 25	<b>Emergency Management Bylaw</b> Motion 8.e an updated bylaw is to be submitted to Council	CAO	ongoing
10 Feb 25	<b>Property Matter</b> Motion 5.c CAO to contact Red Deer County and Alberta Environment. Red Deer County to be present at RCM of 24 February. Alberta Environment (meeting scheduled for 24 March)	CAO	ongoing
10 Mar 25	<b>Property Matter</b> Motion 6.c Administration to inform Alberta Infrastructure of Council's intentions reference the property at 1905H, Block 2, Lots 1-3. Email and letter sent March 11, 2025	CAO	completed
10 Mar 25	<b>Elected Officials Orientation Training</b> Council requested that Administration investigate the possibility of other options for the required training	CAO	ongoing



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

Motion by Councillor \_\_\_\_\_ that Council accept agenda item 6.a as information.

<b>Regular Council Meeting:</b> March 24, 2025.	<b>Agenda Item:</b> 6.b
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**Content:****6.b Key Dates** *(for information)*

**April 14**                      **Regular Council Meeting (7:00pm Council Chambers)**  
**Delegation to Council BDO Canada (Auditors)**

**April 15**                      **Emergency Advisory Committee (7:00pm Council Chambers) tbc**

**April 29**                      **19<sup>th</sup> Annual Central Alberta Mayor's Prayer Breakfast**

**Administration requests that Council provides and indication of the numbers attending for registration and payment.**

**Date tbc**                      **RCMP Open House**

**Alberta Municipalities**

<b>May 1 &amp; 2, 2025</b>	<b>Public Risk Conference (Location TBD)</b>
<b>June 11, 12, 25 &amp; 26, 2025</b>	<b>Summer Municipal Leaders Caucuses (Various locations)</b>
<b>November 12 to 14, 2025</b>	<b>Alberta Municipalities Convention and Trade Show (Calgary TELUS Convention Centre)</b>

**Recommended Motion:**

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

**Mayor**

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**From:** Success Builders <mayorprayer-gmail.com@shared1.ccsend.com>  
**Sent:** March 20, 2025 8:16 AM  
**To:** Mayor  
**Subject:** 19th Annual Central Alberta Christian Mayor's Prayer Breakfast

Dear Mayor Robb,

We are pleased to extend an invitation to you and your team to join us at the 19th Annual Central Alberta Mayor's Prayer Breakfast. Many of you have participated in previous years, and we would be delighted to welcome you back. For those who have not yet attended, we look forward to hosting you.

**Date: Tuesday, April 29th**

**Location: Pidherney Centre in Red Deer (Red Deer Curling Club)**

**Doors open: 6:15 am**

**Grace: 6:30am**

**Program starts: 7:00am and concludes at 8:45am**

Each year all of the Central Alberta Mayors/Reeves and Elected Officials in attendance are introduced. We would love for you to be included this year!

***Please reply to this email, call, or text me personally at (403) 318-2349 to confirm your attendance so that our team can have your seats ready for you in the VIP RESERVED SECTION!***

**Table of 8: \$300  
Single tickets: \$39**

Yours Truly,

Deb Shenner  
VIP Guest Coordinator  
Mayor's Prayer Breakfast Team

**Buy Your Tickets Here**

Home Church | 37557 Hwy 2A | Red Deer County, AB T4E 1S2 CA

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<b>Regular Council Meeting:</b> March 24, 2025.	<b>Agenda Item:</b> 7.a
<b>Prepared by:</b> CAO: Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Rates, Fees, Charges & Penalties Bylaw 03 / 2025

## 1 Rates, Fees, Charges & Penalties Bylaw 03 / 2025

### 7.a.i Background:

The attached draft Rates, Fees, Charges & Penalties Bylaw is submitted to Council as a Request for Decision.

This bylaw repeals Rates, Fees, Charges & Penalties Bylaw 01 / 2024.

The bylaw has been updated to reflect the decision of Council during passing of the 2025 Operating Budgeting in the Regular Council Meeting of January 13, 2025.

### 7.a.ii Past History of Amendments made to the Rates & Fees Bylaw

#### Arena

Arena rates were increased by 5% in 2023 and 10% in 2024.

Arena rates prior to 2023 had remained (on the whole) unchanged since provision revisions made in 2016.

#### Cemetery

Cemetery rates were increased by 10% in 2024.

The sale price for plots has not increased during the period 2007 to 2013.

The fee for the preparation of plots had increased by approx. 66% (2007 to 2013)

#### Animal Licencing

A licence fees for a Dangerous Dog was increased from \$250.00 to \$300.00.

#### Hobby Licence

A hobby licence was increased from \$50.00 to \$100.00.

### 7.a.iii Amendments

Revisions within this draft 2025 bylaw (highlighted in yellow) are as follows:

#### Schedule D – Utilities

The water consumption rate (per m<sup>3</sup>) has increased from \$3.18 to \$3.33.

The sanitary sewer usage fee has increased from \$3.31 to \$3.42.

These increases represent a cost recovery of the charges levied by the utility commissions.

The monthly service charge for water and wastewater has increased from \$10.00 to \$15.00.

The connection fee for new utility account set up is now \$50.00.

**7.a.iv Dog Licencing (discussion item)****Proposal**

Administration wishes to change the manner in which dogs are licenced from that of an annual basis to an alternative permanent basis.

This means that each dog would be licenced once, permanently, and the tag assigned would be valid for the life of the dog.

The proposed cost of each permanent tag be set at \$30.00 commencing January 1, 2026.

The Town would continue with the policy of providing a free (permanent) dog licence during the month of December 2025.

Replacement tags would be set at \$10.00.

**Benefit**

The purpose behind the proposed change is to implement a licencing system that encourages all dog owners within the Town to register their animals, so as to ensure that the Town creates an up to date and comprehensive animal record database.

The primary benefit is to have all dogs licenced is to assist in bylaw control by ensuring that dogs can be easily reunited with their owners if they stray or become lost.

Administration submits to Council the following data for information and consideration.

1				Revenue
	2022	Dog licences issued (total number full year)	178	\$3175.00
	2023	Dog licences issued (total number full year)	189	\$2235.00
	2024	Dog licences issued (total number full year)	265	\$735.00
	2025	Dog licences issued to date (free in December 2024)	189	\$465.00 YTD

2 The operating budget for 2025 provides a revenue for dog licences of \$700.00.

3 The purchase cost to the Town for the 2025 year dated dog tags was \$240.00.

4 The change in policy (if adopted) would not have a material affect on revenues.

5 This proposal was previously submitted to Council on June 12, 2023.

6 With regard to all of the provisions within the Town of Bowden Animal Bylaw these will remain unchanged. For example, this proposal will not change the number of animals permitted per household or change the stated fine for not having a licenced dog.



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

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## **Town of Bowden – Province of Alberta RATES, FEES, CHARGES, & PENALTIES BYLAW 03 / 2025**

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A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta,

**Whereas** the Municipal Government Act, RSA2000, Chapter M-26 Part 2 Bylaws, Section 7 provides that Council may pass bylaws for municipal purposes respecting:

- i. the services provided by or on behalf of the municipality,
- ii. the enforcement of bylaws including fines & penalties.

**And whereas** the Municipal Government Act, RSA2000, Chapter M-26 Part 2 Bylaws, Section 8 provides that Council may pass bylaws for municipal purposes respecting, including but not limited to:

- i. the provision of a system of licences, permits or approvals,
- ii. the establishment of taxes for the purpose of raising revenue,
- iii. the establishment of fees for persons or businesses who do not reside or maintain a place of business within the municipality,
- iv. intermunicipal licensing programs.

**And whereas** the Council of the Town of Bowden wishes to incorporate in one bylaw rates, fees, charges, levy's, fines, and penalties so as to facilitate a regular review, appraisal and public transparency of such rates, fees, charges, levy's fines, and penalties.

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

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### **1 SHORT TITLE**

This bylaw may be known as and cited as the "Rates & Fees Bylaw".

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### **2 PURPOSE**

The purpose of this bylaw is to set rates, fees, charges, levies, fines, and penalties that will be charged for the services provided by the Town.

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### 3 DEFINITIONS

In this bylaw (and the attached Schedules) the following definitions apply:

**Bylaw**

Means this bylaw and all other Town bylaws made pursuant to the authority of the MGA, and includes any regulation, enactment or policy made pursuant to the authority of this or any other Town bylaw.

**CAO (Chief Administrative Officer)**

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

**Council**

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

**Municipality**

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

**MGA**

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

**Occupant**

A person (other than an owner) occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings (not owned by the Municipality) either as a tenant or lessee for the purpose of residential or commercial activity under agreement with the owner of the land or property or buildings.

**Owner**

Means a person who is one or more of the following:

- a) the registered / legal owner of the property,
- b) recorded as the owner of the property on the assessment roll of the Town,
- c) an authorized occupier of a property or premise,
- d) the person who has lawful possession of a property or premise,
- e) the person who has the right to exercise control over a property or premise,
- f) in control or development of a property or premises under construction.
- g) a person who is in control of an animal or vehicle or equipment

**Person**

Means any of the following:

- a) an individual (resident / non-resident or visitor),
- b) a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation,
- c) a trustee, executor, administrator, agent, or employee of either a) or b),
- d) unless the context otherwise requires, this does not include the Town.

**Premise**

Means any of the following:

- a) private land
- b) any building or a structure (either occupied or unoccupied)
- c) both or part of a) & b)

In addition, any building or structure or any part or portion of a building or structure, including any land used in connection with that building or structure for the purposes of:

- a) providing parking for vehicles,
- b) displaying or storing vehicles, equipment or other articles or things,
- c) enhancing the appearance or use of the building or structure,
- d) carrying out activities that are ancillary to the activities carried in or on that building or structure.

**Property**

Means any of the following:

- a) any public or private land,
- b) any building or structure (either residential or non-residential / occupied or unoccupied),
- c) a parcel of land as registered with Alberta Land Titles.
- d) both or part of a) & b),

situated within the Municipality.

**Pursuant to**

Means to execute, carry out or investigate an activity in accordance with the requirements of a statute, ruling, policy, order, or request.

**Reasonably Practicable**

Means fulfilling a legislative or practical obligation in a way that:

- a) is feasible given the circumstances and,
- b) would be considered appropriate by a reasonable person in similar circumstances.

**Red Deer County**

Means the municipal corporation of Red Deer County in the Province of Alberta.

**Remedial Order**

An order to remedy contraventions issued in accordance with section 545 of the MGA.

**Resident**

Means a person who resides within a Town of Bowden address (postal code T0M 0K0), or an organization that is based within the Municipality, or any person, group or team as determined by the CAO as being a "resident" at the sole discretion of the CAO (on a case-by-case basis, without setting of any precedent).

**Residential**

Means a premise where no commercial activity or business is carried out (unless authorized by permit through a Business Licence).

**Specific Penalty**

Means an amount payable in respect of offences in accordance with this bylaw.

**Town**

Means the municipal corporation of the Town of Bowden.

**Words (interpretation)**

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

## **4 DESIGNATION OF AUTHORITY**

### **4.1 Authority of Council**

Council will set rates, fees, charges, levies, penalties, and fines as set out within this bylaw.

### **4.2 Authority of the CAO**

#### **4.2.1**

Council authorizes the CAO to conduct all actions necessary in order to fulfill the responsibilities and duties legislated under any statutory enactment, regulation, order, this bylaw, or any other Town bylaw.

#### **4.2.2**

Without limitation, the CAO is empowered to provide for:

- i. administering or enforcing the provisions of this bylaw,
- ii. facilitating the billing and collecting of fees & penalties,
- iii. granting licences, approvals and permissions as set out in this bylaw,
- iv. approving exemptions to this bylaw or waiving penalties where appropriate or necessary,
- v. imposing additional costs or penalties associated with the collection of unpaid rates, fees, charges, and fines,
- vi. the recovery of any unforeseen costs associated with the provision of Town services,
- vii. any action or decision deemed as being reasonably practicable.

#### **4.2.3**

The provisions within any section of this bylaw where relevant do not apply in cases where there is a temporary relaxation of any provision made by the CAO due to special circumstances or other special arrangements.

#### **4.2.4**

The CAO has the authority to make an exception to any rates, fees, or charges contained within this bylaw without precedent in response to abnormal circumstances or needs or situation at the time (eg: an emergency action).

#### **4.2.5**

The CAO has the authority to impose unspecified fines, or penalties without precedent, dependent upon the context, nature, and severity of a matter or the specific nature of a bylaw offence.

#### **4.2.6**

Where rates have not been established for a specific service within this bylaw, the CAO may establish and levy charges for services for other administrative / operational services provided by the Town.

#### **4.2.7**

##### **(i)**

The CAO may issue a written warning that:

- i. directs a person to take action to remedy any contravention of this bylaw,
- ii. states the action the Town will take to remedy the contravention.

##### **(ii)**

This may lead to the issue of:

- i. a written warning,
- ii. a specific penalty for contravention of a provision or for an offence as identified within this or any other Town bylaw,
- iii. an unspecified penalty of not less than \$50.00 up to a maximum of \$10,000.00 for any offence,
- iv. the issue of a remedial order to remedy the infraction (in accordance with Part 13, Division 4, Enforcement of Municipal Law of the MGA),
- v. civil proceedings through the courts,
- vi. any or all of i) to v) above.

**4.2.8**

The CAO may delegate powers to Designated Officers as deemed appropriate or necessary.

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**5 LIABILITY & APPEAL****5.1**

No action for damages shall be taken against the Town or any Designated Officer acting under the authority of this bylaw or the enforcement of the provisions of this bylaw or any other statutory enactment or order.

**5.2**

Any penalty or order issued under this bylaw shall not affect or remove in full or part any liability for claims or damages that may arise under a civil action brought to a Court in relation to an offence committed under this bylaw or any other enactment.

**5.3 Right of Appeal**

Any person who considers themselves to be aggrieved by a decision of the CAO (or a Designated Officer of the Town) made under this bylaw may appeal the decision in accordance with the appeal procedures stated within Bylaw Enforcement Policy 05 / 2023.

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**5 APPLICABILITY****5.1**

This bylaw applies to all persons, owners, occupants, residents, customers, and businesses within the Town of Bowden municipal boundaries.

**5.2**

General Sales Tax (GST) will be applied in accordance with the statutory requirements of the Canada Customs and Revenue Agency (CRA) where applicable.

**5.3**

Nothing in this bylaw (either by inclusion or omission) exempts or relieves any person from:

- i. complying with the provision of any federal, provincial, enactment, code, or regulation,
- ii. any requirement of any lawful permit, order, or licence,
- iii. any fine, charge, fee or rate charge made by any other federal or provincial legislation or regulatory body.

**5.4**

The rates, fees, charges, levy's, fines and penalties stated within this bylaw may be enforced by the provisions contained within the Municipal Government Act (Part 13, Division, 4 Enforcement of Municipal Law), the Provincial Offences Procedures Act, R.S.A. 2000 C. P-24, or any other Provincial or Federal regulation where valid and enforceable.

**5.5**

Exceptions (either permanent or temporary) to any provision within this bylaw:

- i. can be made by the CAO, due to special circumstances, arrangements or need,
- ii. are as stated in this bylaw,
- iii. may apply to any Designated Officer or person acting under authority, or agreement or in the normal course of their official duties, for example: Peace Officers, RCMP, Fire Department.

**5.6**

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

## 6 SEVERABILITY

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

The addition or amendment of a rate, fee, charge, levy, order, fine or penalty in any section of this bylaw shall only affect that particular section of this bylaw and all other sections shall remain in full force and effect.

## 7 SCHEDULES

### 7.1 Schedules attached to this bylaw:

Schedule A	Business Licence
Schedule B	Recreation (Arena)
Schedule C	Planning / Development & Property Tax
Schedule D	Utilities
Schedule E	Cemetery
Schedule F	Animal Licensing
Schedule G	Bylaw Control & Enforcement Penalties

### 7.2

All schedules attached to this bylaw form part of this bylaw.

## 8 BYLAW PRECEDENCE

This bylaw (and the attached schedules) supersedes and takes precedence over all previously passed bylaws that make reference to, or include specific fees, charges, rates, levies, fines or penalties.

Bylaw **01 / 2024** and all amendments thereto are hereby repealed.

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

**Read a first time in open council this 24<sup>th</sup> day of March 2025,**

**Read a second time in open council this 24<sup>th</sup> day of March 2025,**

**and finally passed by majority consent of the Councillor's present.**

**Read a third time in open council this 24<sup>th</sup> day of March 2025.**

\_\_\_\_\_  
Robb Stuart  
Mayor

\_\_\_\_\_  
Arno Glover  
Chief Administrative Officer

## SCHEDULE A Business Licence

Service Description	Unit of Measure	\$ (GST included)
<b>Licence Fee</b>		
Business Licence - resident	Per calendar year	\$25.00
Business Licence - non-resident	Per calendar year	\$100.00
Business Licence - resident (after Aug 31 <sup>st</sup> )	Per month pro rata	\$5.00
Business Licence - non-resident (after Aug 31 <sup>st</sup> )	Per month pro rata	\$10.00
Business Licence - resident (temporary) ❶	Per licence	\$25.00
Business Licence - non-resident (temporary) ❶	Per licence	\$50.00
<b>Penalties</b>		(no GST)
Breach of Business Licence Bylaw	Per occurrence	\$250
Breach of Business Licence Bylaw	Repeat offence(s)	\$500

### Notes

❶ A temporary Business Licence is valid for a period of two weeks only.



## SCHEDULE B Recreation (Arena)

Service Description	Unit of Measure	\$ (plus GST)
<b>Winter Ice Rental Rates<sup>❶</sup></b>	Minimum time charged 1 hour	
<b>Prime time (4:00pm until closing &amp; weekends)</b>	Additional time charged per ½ hour	
Resident (youth team or group)	Per hour	\$99.00
Non-Resident (youth team or group)	Per hour	\$143.00
Resident (adult)	Per hour	\$154.00
Non-Resident (adult)	Per hour	\$176.00
<b>Non-Prime time</b>	additional time charged per ½ hour	
Youth	Per hour	\$93.50
Adult	Per hour	\$121.00
Bowden School	Per student per rental time slot	\$1.16
Upstairs lobby	Per event / booking	\$27.50
<b>Arena – Summer Rental Rates</b>		
Youth	Per hour	\$71.50
Adult	Per hour	\$93.50
Resident “non profit”	Per day	\$419.27
Resident “commercial event”	Per day	\$489.10
Non-Resident “commercial event”	Per day	\$628.90

### Notes

- ❶ An interest penalty of 2% per month will be levied on all outstanding balances.

## SCHEDULE C Planning / Development & Property Tax

Service Description	Unit of Measure	\$ (GST not included)
<b>Property Tax</b>		
Tax Certificate	Per roll number	\$25.00
Assessment Appeal Submission Fee	Per appeal	\$50.00
Tax Penalties (section 344 MGA applies)		
Current Year (as per Taxation & Property Assessment Notice)	Payment in full by June 30 <sup>th</sup> (or by Tax "TIPPS" program)	No penalty
Current Year (as per Taxation & Property Assessment Notice)	Later than June 30 <sup>th</sup> deadline	12%❶
Tax Arrears	All outstanding balances	15%❷
Appeal of Property Assessment	Residential	\$50.00
	Commercial	\$300.00
General Administration Fee	Per hour	\$25.00
Landowner Assessment Record / Tax Searches		\$20.00
<b>Land Use Bylaw</b>		
Off Site Levy	Residential (per Hectare)	\$15000
	Commercial (per Hectare)	\$15000
	Industrial (per Hectare)	\$15000
<b>Land Use Planning &amp; Development</b>		
Planning & Development Service Fees	rates determined by Red Deer County ❸	
<b>Land Use Bylaw</b>		
Penalties for specified offences under the Land Use Bylaw	First Offence	Written Warning
	Second Offence	\$250.00
	Third Offence	\$500.00
	Fourth Offence	\$1000.00
Penalties for unspecified offences under the Land Use Bylaw	Not less than	\$250.00
	Not more than	\$10000.00

### Notes

❶ Tax payment must be made in full by June 30<sup>th</sup>. A penalty of 12% will be levied on the amount of any remaining balance.

❷ Current year taxes and penalties (combined) that remain unpaid by December 31<sup>st</sup> within any tax year become "tax arrears" and are subject to a further tax penalty of 15% effective January 1<sup>st</sup>.

Property Owners who default on payments under the monthly Tax Payment Program (TIPPS) will incur tax penalties as set out in ❶ above and ❷.

❸ Red Deer County is the approved Development Authority under a Municipal Services Agreement between the Town of Bowden and Red Deer County. Please refer to the Planning & Development page of the Red Deer County web site.

<http://www.rdcountry.ca/170/Planning-Development>

**SCHEDULE D Utilities**

<b>Specific Services &amp; Penalties</b>	<b>Unit of Measure</b>	<b>\$ (GST included)</b>
<b>Water Supply &amp; Services</b>		
Water meters & radio readers	Per meter / radio reader	Cost (plus 10%)
Meter inspection & testing (refunded only if meter is faulty)	Deposit	\$400.00
Utility connection fee (new account set up)	Per occurrence	\$50.00
Utility reconnection fee	Per occurrence (plus cost)	\$55.00
Tampering with or operating utility shut-off valve	Per occurrence	\$300.00
Penalty for utility account arrears	all outstanding balances	Monthly 2%
Service charge per account per month	Monthly	\$15.00
Water consumption	Actual per cubic meter (1m <sup>3</sup> )	\$3.33
Bulk Water	Actual per cubic meter (1m <sup>3</sup> )	\$7.00
<b>Sanitary Sewer (wastewater)</b>		
Service charge per account per month	Monthly	\$15.00
Usage fee (calculated pro rata on metered water)	Per cubic meter (1m <sup>3</sup> )	\$3.42
Flat rate fee per business <sup>①</sup> (where applicable)	Monthly	\$50.00
<b>Garbage &amp; Recycling</b>		
Solid Waste Cart Collection <sup>②</sup> (max 3 carts per property)	Monthly per cart	\$11.00
Recycling Cart Collection <sup>②</sup> (max 3 carts per property)	Monthly per cart	\$11.00
Cart replacement	Per cart	Cost (plus 10%)

**Notes**

- ① A Flat rate fee will be levied on commercial businesses, to cover wastewater charges, where no water meter is connected but sanitary sewer service is provided.
- ② Residential participation is mandatory – commercial participation is optional.

## SCHEDULE E Cemetery

Service Description	Unit of Measure	\$
<b>Sale of Plots</b>		(plus GST)
Resident		
Grave Plot	Per plot	\$330.00
Field of Honour	Per plot	\$165.00
Non-Resident <sup>①</sup>		
Grave Plot	Per plot	\$1100.00
Field of Honour	Per plot	\$165.00
<b>Preparation of Plots</b>		
Monday to Friday 8.00am to 3.30pm		
Open & Closure of burial plot (casket)	Per plot	\$660.00
Open & Closure of burial plot (cremains)	Per plot	\$275.00
After 3.30pm on weekdays, weekends, Stat Holiday <sup>②</sup>		
Open & Closure of burial plot (casket)	Per plot	\$825.00
Open & Closure of burial plot (cremains)	Per plot	\$385.00
<b>Vaults (for cremains)</b>	Per unit	\$165.00 (no GST)
<b>Columbarium</b>		(plus GST)
Niche (Resident) (includes first opening & plaque installation)	Per unit	\$990.00
Niche (Non Resident) (includes first opening & plaque installation)	Per unit	\$1540.00
Niche (Veteran or Veteran's spouse) (includes first opening & plaque installation)	Per unit	\$495.00
Second & subsequent opening (Mon to Fri 8.00am to 3.30pm)	Per opening	\$110.00
Second & subsequent opening (after normal working hours)	Per opening	\$165.00
Memory Wall or Niche Plaques (rates as per Nelson Granite)	Per plaque	variable
Installation of Memory Wall Plaques	Per installation	\$57.75
<b>Disinterment</b> (by agreement with CAO)		variable

### Notes

① Non-Resident is defined as an individual who has never resided in either the Town of Bowden or Red Deer County.

② Where a lot is either opened or closed (in part) after 3.30pm or at a weekend or on a statutory holiday or when hard frost conditions persist then the higher rate applies.

**SCHEDULE F Animal Licencing**

Specific Fees	Unit of Measure	\$ (GST included)
<b>Licence Fee</b>		
<b>Licence purchased after April 1 prior to November 30 2025</b>		
Spayed or neutered dog	8 months / or part of	\$30.00
Unaltered dog	8 months / or part of	\$40.00
Vicious or dangerous dog ❶ (subject to Court Order)	8 months / or part of	\$300.00
<b>Licence purchased during month December 2025</b>		
Spayed or neutered dog	Permanent	No Fee
Unaltered dog	Permanent	No Fee
Vicious or dangerous dog ❶ (subject to Court Order)	Permanent	\$300.00
<b>Licence purchased January 1, 2026 and thereafter</b>		
Spayed or neutered dog	Permanent	\$30.00
Unaltered dog	Permanent	\$30.00
Vicious or dangerous dog ❶ (subject to Court Order)	Permanent	\$300.00
<b>Other Fees</b>		
Hobby Licence (purchased anytime)		\$100.00
Service or guide dog (Owner has Service Dog Identification Card)		No Fee
Replacement tag	Per request	\$10.00
Impoundment and capture fees	Cost recovery basis	variable
Veterinary fees	As incurred	cost

**Notes**

❶ As defined and subject to the provisions contained within the Town of Bowden Animal Control Bylaw.

## **SCHEDULE G Bylaw Control & Enforcement Penalties**

### **G1**

Reference should be made to all Town of Bowden bylaws for any other applicable rates, fees, and charges that are not specifically contained within this bylaw.

### **G2**

Reference should be made to all Town of Bowden bylaws for any other fines or penalties that are not specifically contained within this bylaw, but which are associated specifically with the contravention of a provision within that bylaw.

### **G3**

Reference should be made to the provisions set out in this bylaw specifically in terms 4.2.4, 4.2.5, and 4.2.6 with regard to ad-hoc, exceptional or additional rates, fees, charges, levies, fines, or bylaw control or enforcement penalties.



**1 Rates, Fees, Charges & Penalties Bylaw 03 / 2025 (continued)****7.a.v Alternative Motions:**

Motion by Councillor \_\_\_\_\_ that Council give first reading to Rates, Fees, Charges & Penalties Bylaw 03 / 2025.

Motion by Councillor \_\_\_\_\_ that Council give second reading to Rates, Fees, Charges & Penalties Bylaw 03 / 2025.

Moved by Councillor \_\_\_\_\_ that Council unanimously give consideration to a third reading of Rates, Fees, Charges & Penalties Bylaw 03 / 2025.

Motion by Councillor \_\_\_\_\_ that Council give third and final reading to Rates, Fees, Charges & Penalties Bylaw 03 / 2025 and is adopted accordingly and made effective once duly signed.

or,

Motion by Councillor \_\_\_\_\_ that Council give first reading to Rates, Fees, Charges & Penalties Bylaw 03 / 2025.

Moved by Councillor \_\_\_\_\_ that Council direct Administration to make amendments to Rates, Fees, Charges & Penalties Bylaw 03 / 2025 as follows, \_\_\_\_\_

**7.a.vi Future Actions:**

1

Upon adoption of the bylaw, Administration to publish a copy of the bylaw on the Towns' website.

2

The revised utility rates and monthly service charges will be applied to the utility billings (invoiced in April) if the bylaw receives three readings during this RCM.

<b>Regular Council Meeting:</b> March 24, 2025	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 ATB Remittance

### 1 Background

Administration met with representatives of the Bowden Community Support Society (Larry & Shirley Adams) to discuss the closing of the society's bank account and for advice as to how to distribute the funds.

ATB bank has closed the bank account of the Bowden Community Support Society, and the funds have been transferred to the Town's bank account on a temporary basis.

The trustees of the Bowden Community Support Society have requested that the funds be divided between the Town's two community centres namely Paterson Community Hall and the Bowden Event Centre.

### 2 Future Actions

Administration requests that Council approve by motion the payment of monies (equal share of \$920.54) to the two aforementioned organizations.



ATB Financial  
Olds  
4905 - 50th Avenue  
Branch Transit No: 852

29

CAD BRANCH DRAFT ▶

701219302

Date: 07-MAR-2025  
Payable to: Town of Bowden  
Payee Address:

Amount: CAD 1,841.08  
Name of Purchaser: BOWDEN COMMUNITY SUPPORT SOCIETY  
Address of Purchaser: c/o Shirley PO Box 279  
Bowden, AB  
T0M 0K0

In the event of loss, ATB Financial cannot guarantee refund or replacement.

Form 30020 (Rev. 12/04)

## ATB Financial

ATB Financial  
Olds  
4905 - 50th Avenue

CAD BRANCH DRAFT ▶

701219302

07-MAR-2025  
DATE

PAY TO THE ORDER OF

\*\* Town of Bowden \*\*

\$1,841.08 \*\*

THE SUM OF

\*\* One Thousand Eight Hundred Forty-One Dollars 08/100 \*\*

CANADIAN DOLLARS

ATB Financial

  
Authorized Signing Officer

⑈ 701219302 ⑈ ⑆ 07219 ⑈ 219 ⑆ 0181234 ⑈ 24 ⑈

**Agenda item 9.a (continued)****Recommended Motion**

Motion by Councillor \_\_\_\_\_ that Council instructs Administration to make two payments each of the sum of \$920.54 to the Paterson Community Hall and the Bowden Event Centre.

<b>Regular Council Meeting:</b> March 24, 2025.	<b>Agenda Item:</b> 10
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> as per content

**Agenda item 10****Content:**

**10.a** Ric McIver, Minister, Municipal Affairs (Letter dated March 14, 2025)

**10.b** Curtis Zablocki Assistant Deputy Minister, Alberta Public Safety & Emergency Services

- Letter dated February 27, 2025
- Commonly Asked Questions



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR118482

March 14, 2025

Dear Chief Elected Officials:

As you know, my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, tabled *Budget 2025* in the Alberta Legislature on February 27. I am writing to share further information regarding *Budget 2025* as related to education property tax (EPT).

*Budget 2025* takes an important step toward stabilizing operational funding for education systems across Alberta. Historically, approximately one-third of operational funding for Alberta Education came from the EPT municipalities collect from their rate payers on behalf of the province. In recent years, the proportion that EPT contributes to funding the operations of Alberta Education has decreased to less than 30 per cent. Through *Budget 2025*, the Government of Alberta is increasing the proportion of Alberta Education's operating budget covered by EPT to 31.6 per cent in 2025/2026 and back to 33 per cent in 2026/2027.

To provide Alberta's public education system with a stable and sustainable source of funding and meet the demands of increased student enrollment, EPT revenue will increase by 14 per cent from last year, to a total of \$3.1 billion. This increase will be reflected on the property tax bills that municipalities send to property owners in 2025.

The Ministry of Municipal Affairs sent EPT requisitions to all municipal administrations, informing them of their share of the provincial EPT. For more information on EPT, including a fact sheet (Attachment 1) and the EPT Requisition Comparison Report (Attachment 2), please visit [www.alberta.ca/property-tax](http://www.alberta.ca/property-tax) and click on "Education property tax."

Municipalities across Alberta can inform residents that a portion of their property taxes goes directly to the provincial government to help pay for the operations of Alberta's education system. Many municipalities do this by adding a note to their property tax bills sent through the mail.

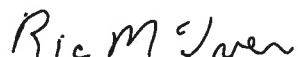
.../2



- 2 -

*Budget 2025* is meeting the challenge of the cost of living by helping families keep more money in their pockets with lower personal income taxes and continuing investments in education and health care. I look forward to working together over the next year as we build strong and vibrant communities that make Alberta the best place in Canada to live, work, and raise a family.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver  
Minister

Attachments:

1. Education Property Tax Fact Sheet (2025)
2. Education Property Tax Comparison Report (2025)

# Education Property Tax

## Fact Sheet

### Highlights of the 2025-26 provincial education property tax

Budget 2025 will see an increase to the education property tax rates after being frozen in 2024-25. The higher rates, along with rising property values and increased development, are expected to raise the education property tax requisition from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26.

The share of education operating costs funded by the education property tax will increase to 31.6 per cent in 2025-26, following historic lows of about 28 per cent in 2023-24 and 29.5 per cent in 2024-25. This will enhance Alberta's ability to fund school operations, leading to better educational outcomes as student enrolment continues to grow.

Education property taxes provide a stable source of revenue and equitable funding that supports K-12 education, including teachers' salaries, textbooks and classroom resources. They are not used to fund government operations, school capital costs or teachers' pensions.

Under the provincial funding model, all education property taxes are pooled by Alberta Education through the Alberta School Foundation Fund and distributed to public and separate school boards on an equal per-student basis.

### How education property tax is calculated for municipalities

All municipalities collect an equitable share of the provincial education property tax in proportion to their total taxable property assessments, which are equalized across the province. The equalization process ensures owners of properties of similar value and type across the province pay similar amounts of education property taxes. For more details on this process, refer to the [Guide to Equalized Assessment](https://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf) ([www.municipalaffairs.alberta.ca/documents/as/guide\\_to\\_equalized\\_assessment.pdf](https://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf)) on the Alberta website.

The provincial equalized assessment base used to determine education property taxes this year reflects 2023 property values.

In 2025, the education property tax will be calculated at a rate of \$2.72 per \$1,000 of the total residential/farmland equalized assessment value. The non-residential rate will be set at \$4.00 per \$1,000 of equalized assessment value. Most property owners will see a change to their education tax bill due to increasing mill rates and assessment values. Individual properties are taxed based on the local education property tax rate set by the municipality.

### How much Calgary and Edmonton contribute to education property tax

Based on this formula, Calgary taxpayers will contribute \$1.037 billion in education property tax in 2025. Edmonton taxpayers will contribute \$575 million in education property tax in 2025. Funding for Calgary and Edmonton school boards will be based on the published profiles expected to be released by the end of March 2025.

### Declaration of faith

The Canadian Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith, so their education property tax dollars can be directed to those separate school jurisdictions.

### Education system benefits everyone

Alberta's education system plays a crucial role in shaping a skilled workforce, driving economic growth and fostering the social well-being of individuals and the province as a whole. It serves as a cornerstone for personal and collective prosperity, benefiting all Albertans—regardless of age, marital status or parental responsibilities.

Questions about financial assistance for seniors or the Seniors Property Tax Deferral program can be directed to the Alberta Supports Contact Centre at 1-877-644-9992 (in Edmonton - 780-644-9992).

**2025 Education Property Tax Requisition Comparison Report**

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Thorhild County	\$1,143,781	\$1,245,132	9%	\$1,296,708	\$1,416,297	9%	\$2,440,489	\$2,661,429	9%
Vulcan County	\$2,024,349	\$2,444,881	21%	\$1,564,558	\$1,747,180	12%	\$3,588,907	\$4,192,061	17%
Westlock County	\$2,255,121	\$2,557,655	13%	\$564,510	\$633,448	12%	\$2,819,632	\$3,191,102	13%
Wheatland County	\$4,122,594	\$4,828,880	17%	\$6,645,007	\$7,303,042	10%	\$10,767,601	\$12,131,922	13%
Woodlands County	\$2,041,854	\$2,309,541	13%	\$3,290,161	\$3,692,933	12%	\$5,332,015	\$6,002,475	13%
Yellowhead County	\$4,577,378	\$4,859,162	6%	\$22,438,768	\$25,332,759	13%	\$27,016,146	\$30,191,921	12%
<b>Town</b>									
Town of Athabasca	\$673,705	\$737,486	9%	\$407,866	\$427,792	5%	\$1,081,571	\$1,165,279	8%
Town of Banff	\$5,452,073	\$6,139,710	13%	\$4,891,651	\$7,239,681	48%	\$10,343,724	\$13,379,391	29%
Town of Barrhead	\$974,653	\$1,089,113	12%	\$450,923	\$495,890	10%	\$1,425,576	\$1,585,002	11%
Town of Bashaw	\$156,921	\$181,407	16%	\$67,935	\$80,469	18%	\$224,866	\$261,876	16%
Town of Bassano	\$233,950	\$263,839	13%	\$113,893	\$138,615	22%	\$347,843	\$402,454	16%
Town of Beaverlodge	\$596,683	\$648,163	9%	\$244,276	\$272,598	12%	\$840,959	\$920,760	9%
Town of Bentley	\$250,394	\$276,434	10%	\$57,414	\$59,363	3%	\$307,809	\$335,797	9%
Town of Blackfalds	\$3,261,920	\$3,712,428	14%	\$611,935	\$706,756	15%	\$3,873,855	\$4,419,184	14%
Town of Bon Accord	\$385,872	\$408,266	6%	\$28,429	\$32,741	15%	\$414,300	\$441,007	6%
Town of Bonnyville	\$1,519,070	\$1,574,566	4%	\$1,317,668	\$1,376,262	4%	\$2,836,738	\$2,950,828	4%
Town of Bow Island	\$373,506	\$404,338	8%	\$183,991	\$206,498	12%	\$557,497	\$610,836	10%
Town of Bowden	\$271,677	\$305,287	12%	\$58,369	\$64,180	10%	\$330,046	\$369,467	12%
Town of Bruderheim	\$363,604	\$398,261	10%	\$70,745	\$78,521	11%	\$434,349	\$476,782	10%
Town of Calmar	\$618,465	\$672,762	9%	\$187,788	\$214,536	14%	\$806,253	\$887,298	10%
Town of Canmore	\$23,913,325	\$27,778,702	16%	\$6,438,454	\$7,999,686	24%	\$30,351,778	\$35,778,387	18%
Town of Cardston	\$898,811	\$997,958	11%	\$180,488	\$214,989	19%	\$1,079,299	\$1,212,947	12%
Town of Carstairs	\$1,910,780	\$2,235,333	17%	\$255,532	\$284,693	11%	\$2,166,312	\$2,520,025	16%
Town of Castor	\$162,370	\$181,011	11%	\$53,449	\$60,928	14%	\$215,819	\$241,939	12%
Town of Claresholm	\$1,069,376	\$1,246,100	17%	\$381,473	\$423,148	11%	\$1,450,849	\$1,669,249	15%
Town of Coaldale	\$2,761,332	\$3,260,084	18%	\$673,399	\$837,833	24%	\$3,434,732	\$4,097,917	19%
Town of Coalhurst	\$797,268	\$914,316	15%	\$55,482	\$61,675	11%	\$852,750	\$975,991	14%
Town of Cochrane	\$16,990,384	\$21,325,962	26%	\$2,577,223	\$2,880,699	12%	\$19,567,606	\$24,206,661	24%
Town of Coronation	\$142,829	\$158,116	11%	\$83,519	\$92,592	11%	\$226,348	\$250,708	11%
Town of Crossfield	\$1,389,235	\$1,697,192	22%	\$717,281	\$834,122	16%	\$2,106,516	\$2,531,315	20%
Town of Daysland	\$194,940	\$216,695	11%	\$28,246	\$29,904	6%	\$223,185	\$246,599	10%
Town of Devon	\$2,127,248	\$2,380,509	12%	\$492,293	\$524,496	7%	\$2,619,541	\$2,905,006	11%
Town of Diamond Valley	\$2,208,310	\$2,764,092	25%	\$316,360	\$364,689	15%	\$2,524,671	\$3,128,780	24%
Town of Didsbury	\$1,521,057	\$1,737,458	14%	\$307,636	\$356,979	16%	\$1,828,694	\$2,094,437	15%
Town of Drayton Valley	\$1,775,121	\$2,025,777	14%	\$1,714,259	\$1,921,015	12%	\$3,489,381	\$3,946,792	13%
Town of Drumheller	\$1,814,112	\$2,062,736	14%	\$877,638	\$995,066	13%	\$2,691,750	\$3,057,802	14%
Town of Eckville	\$247,955	\$267,636	8%	\$80,853	\$92,285	14%	\$328,809	\$359,921	9%
Town of Edson	\$2,243,943	\$2,441,048	9%	\$1,512,476	\$1,669,593	10%	\$3,756,419	\$4,110,641	9%
Town of Elk Point	\$269,770	\$281,227	4%	\$159,710	\$170,692	7%	\$429,480	\$451,919	5%
Town of Fairview	\$571,989	\$604,192	6%	\$250,629	\$275,678	10%	\$822,618	\$879,870	7%
Town of Falher	\$145,054	\$157,251	8%	\$100,790	\$111,257	10%	\$245,844	\$268,508	9%
Town of Fort Macleod	\$869,224	\$1,017,081	17%	\$526,464	\$608,171	16%	\$1,395,688	\$1,625,252	16%

Requisitions are actuals, subject to revision  
Classification: Public





**Public Security Division**  
10th Floor, John E. Brownlee Building  
10365 97 Street  
Edmonton, Alberta, Canada T5J 3W7  
Telephone: 780-427-3457

February 27, 2025

Mr. Arno Glover  
Chief Administrative Officer  
BOWDEN  
PO Box 338, Bowden, AB T0M0K0

Dear Mr. Glover:

This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2024-25. Total revenue generated is estimated to be \$67,189,720 and will be reinvested in Alberta policing initiatives. For fiscal year 2025-26 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Ann Chen at [ann.chen@gov.ab.ca](mailto:ann.chen@gov.ab.ca). Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at [lisa.gagnier@gov.ab.ca](mailto:lisa.gagnier@gov.ab.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "C. Zablocki".

C.M. (Curtis) Zablocki, O.O.M.  
Assistant Deputy Minister  
Director of Law Enforcement  
Public Security Division

### Cost Breakdown

The provincial payment generating \$67,189,720 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

### *Provincial Data*

Revenue Generated 2024-25 after modifiers	Total Municipal Affairs Population (2023)	Total Equalized Assessment (2025)	Total Revenue Base Estimate
\$67,189,720	834,259	359,176,224,029	\$69,800,000

### *Municipal Data*

<b>BOWDEN</b>	<b>Data/Cost Breakdown</b>
2023 Population	1,280
2025 Equalized Assessment	\$130,503,026
Equalized Assessment per capita	\$101,955
Population % of total for PFM	0.15%
Equalized Assessment % of total for PFM	0.04%
Amount based on 50% Population (A)	\$53,547
Amount based on 50% Equalized Assessment (B)	\$12,679
Total share policing cost C = (A + B)	<b>\$66,226</b>
<b>Less modifiers:</b>	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$0
Subsidy from Shadow Population (variable %) (Note 2)	\$0
5% for No Detachment Subsidy (Note 3)	\$3,311
Total share with modifiers D= C-note 1- note 2 -note 3	<b>\$62,915</b>

#### Notes

Population estimate is based on 2023 Municipal Affairs Population List.

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

**Note 1:** CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

**Note 2:** Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

**Note 3:** No detachment subsidy provided if town/municipality does not have access to a detachment.

## Commonly Asked Questions

The Government of Alberta is enhancing civilian governance of RCMP-policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions that were asked during the information sessions, which were held Dec. 17 and 18, 2024. Where appropriate, we have included updated information to reflect the current state and provide an accurate response.

### Information Session 1: Municipal Population over 15,000

Will there be any further regulation change or direction on structure/operations of the committees forthcoming?

The act and the regulations came into force March 1, 2025. Further amendments or new regulations are not anticipated in the short term.

Is there an expectation as to when the committees need to be operational?

Due to the development of a new enhanced security check process for police governance bodies, most committees will experience delays in their appointment process. However, the expectation is that municipalities are taking all necessary steps to establish their bylaws and recruit/appoint members, as quickly as possible.

Municipal elections are happening in the fall. Could we delay appointing committee members until after the election?

As above, the legislation and accompanying regulations are in force. The expectation is that municipalities take all necessary steps to establish their committees, or appoint members, as soon as possible.

Why was the timeline for implementation so tight?

We recognize some communities may need more time to determine the best approach and to develop and pass a bylaw. We will remain connected with individual communities to gauge their progress towards implementing the bylaw and appointing committee members.

Our policing committee has a committee member code of conduct that has been established in the bylaw. Can that stay or does it have to be removed?

The legislation sets out a minimum standard. Municipalities may wish to ensure they have a suite of policies governing their policing committee and a code of conduct is highly recommended.

Does the act require that the committee be established through bylaw?

The committee would be established through the municipality's usual bylaw channels. Training materials are available through the Government of Alberta's Police Governance E-Learning Training Program. Bylaw templates and other useful resources are available on the Alberta Association of Police Governance's website: [aapg.ca](https://aapg.ca).

We recognize that passing bylaws can take time and may require community consultation.

Can you elaborate on the process of a ministerial appointment to the committees? What will be the process? What will be the criteria for selection? Does a municipality have any input on this?

Ministerial appointments to committees follow the appointment process for agencies, boards and commissions coordinated by the Government of Alberta. There are a few methods for provincial appointments to municipal governance bodies. The Minister may choose to appoint members either directly or through an open competition or a combination of these two methods.

Provincial appointments will proceed in a manner that ensures the best representation on the governance bodies.

The Government of Alberta recognizes the critical importance of local oversight and input to policing. It is important to ensure community and municipality-specific concerns and trends are not overlooked, particularly for areas that have diverse and geographically dispersed populations and demographics.

The new model, consisting of a mixture of municipal and provincial appointments, ensures sufficient representation from both local and provincial government while allowing the municipalities to hold the majority of representation. This brings Alberta into alignment with other jurisdictions in Canada that facilitate provincial appointments to governance bodies.

Will the provincial appointments be limited to residents of the municipality for which the policing committee is set up?

Currently, municipal and provincial appointments are not restricted to residents of the municipality establishing the municipal policing committee.

Is it counter-intuitive to have the creation of municipal policing committees to enhance community input and involvement, while allowing for the GOA ministerial appointment of committee members?

Provincial appointees are subject to the individual bylaws of the police governance body to which they are appointed. The Minister of Public Safety and Emergency Services is responsible for ensuring that adequate and effective police services are provided across the province, and the decision to mandate provincial appointees on police governance bodies is a logical extension of the minister's mandate.

It is common practice to have provincial appointees on police boards and commissions across Canada, including B.C., Ontario, Manitoba, New Brunswick and Nova Scotia.

Our municipality has a policing committee that consists of nine members, do we need to reduce that number down to seven to align with this new regulation?

The Police Governance (Ministerial) Regulation states that a municipal policing committee shall consist of not fewer than three members and not more than seven members appointed by the municipality's council. To align with the regulation, the municipality would have to reduce the size of the municipal policing committee to seven. The minister may also make appointments to the committee.

The regulation states that if a municipal policing committee consists of:

- (a) three members, the Minister may appoint one member to the committee,
- (b) four to six members, the Minister may appoint up to two members to the committee, or,
- (c) seven members, the Minister may appoint one member for each group of three members appointed to the committee, including any remaining group that is fewer than three members.



Why are chief elected officials not allowed to chair the committee?

This provision has been in the *Police Act* since the inception of governance bodies in the legislation. Further, the legislation also states that elected officials, mayors, and vice mayors cannot be elected as a vice chair, demonstrating the committee or commission is operating outside the normal course of political influence.

Is it a correct reading of the regulations to state that a committee could, potentially, consist of only council members?

While the legislation in its current form does not explicitly require community representation on all committees – and this may allow for some committees to be composed solely of council members - the intended purpose of these requirements to ensure community representation on every committee.

The Ministry is currently reviewing this aspect of the regulation to ensure consistency across police governance bodies and to support strong community and civilian involvement in policing oversight.

For municipal policing committees, the municipality typically conducts a recruitment process to engage interested community members. Regional policing committees may also follow a similar approach or may choose to appoint a council member as their representative, based on what they determine best represents their interests at the regional level.

Public access was indicated during municipal police committee meetings - is creating public access a requirement?

Public access is a feature of police governance that creates transparency and builds the public trust. There is latitude for a municipality to decide what an appropriate level of public involvement should be. By being present and observing / participating members of the community can better understand the purpose and scope of the municipal policing committee, thereby increasing engagement, public interest and input. Typically, the structure of meetings of police governance bodies involves a public portion and a private or "in-camera" portion of meetings. In-camera portions of meetings typically are set aside for official matters having to do with personnel or detachment issues that may be sensitive or confidential in nature.

Are committee members compensated for attending meetings? Are the provincially appointed members going to be compensated?

Municipal policing committees are formed under municipal bylaw and remain a municipal responsibility, meaning that municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees. This also applies to provincially appointed members who are expected to participate at the same level.

Municipalities do have the option of using a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

Can you explain the expectations and standards surrounding the new required community safety plans?

The act creates a requirement for police governance bodies to create, maintain and submit community safety plans to the Ministry of Public Safety and Emergency Services. In the coming months, more information, tools, training and templates will be made available to support committees with this responsibility.

Will there be a standardized template for municipal police committee annual reporting?

Wherever possible and as deemed useful to municipalities and governance bodies, the Ministry will work with municipalities and the Alberta Association of Police Governance to provide templates for those plans that are submitted to the Ministry in order to provide for consistency.

Were municipalities directly consulted in the creation of the committee requirement and what feedback did they give?

Albertans shared their thoughts on policing and their experiences with the police through an online survey from Dec. 3, 2020 to Jan. 4, 2021. In late 2020 and early 2021, government officials met with stakeholders, including police associations, First Nations, community leaders, municipalities, and culturally and ethnically diverse communities.

Following the proclamation of the *Police Amendment Act, 2022* a series of amendments were set to come into force over the next three years. The ministry engaged with municipalities, municipal associations and the RCMP about RCMP governance bodies, their composition, roles, and functions during January and February of 2024. The feedback helped to inform the Police Governance Regulation and the Police Governance (Ministerial) Regulation that were enabled by the *Police Amendment Act 2022*.

## Information Session 2: Regional Policing Committees

What is the composition of a regional policing committee?

Regional policing committees will consist of at least one member appointed by each municipality (with an MPSA) for a period of two to three years. They can also include additional members appointed by municipalities with the agreement of all the municipalities in the region where the municipality is located.

The four regions are: Central Alberta; Southern Alberta; Eastern Alberta and Western Alberta and utilize the regional boundaries of the Alberta RCMP in Alberta.

If we currently have a policing committee, do we have to still get ministerial approval to maintain this?

If a municipality between 5,000 and 15,000 population, with a Municipal Police Service Agreement (MPSA), currently has a policing committee and wishes to continue with that committee, they may elect to opt out of the regional policing committee.

To opt out of the regional policing committee, a municipality must seek ministerial approval by writing to the Minister to request permission to continue operating their municipal policing committee and confirming the municipal policing committee bylaw will align with the Police Governance Regulation and the Police Governance (Ministerial) Regulation.

Is there a notification or application process opt out of the regional committee. Are there certain requirements or criteria that a municipality has to meet in order to be considered?

To initiate the process of obtaining ministerial approval, a municipality should make a motion in council to opt out of the regional committee and write to the Minister requesting approval to establish their own municipal policing committee.

There is no requirement or criteria; a municipality must simply identify its intentions and the benefits to the community and confirm that the municipal policing committee bylaw will align with regulations.

In terms of regional committees, will the province designate the regions or are they leaving it up to the municipalities to decide on the size of the committee or region?

As identified above, the regions are aligned with the current RCMP Districts (east, west, central and south). We recommend that municipalities within a region connect with each another, so they are actively and collectively aware of which communities intend to opt out and which ones want to remain in the regional committee.

Can MPSA municipalities and Provincial Police Service Agreement (PPSA) municipalities form a regional committee?

Communities policed by the PPS do not have a requirement to form a police governance body. All PPSA communities fall under the purview of the Provincial Police Advisory Board.

Informal police advisory committees or regional police advisory committees continue to exist and collaboration amongst neighboring communities is recognized as being valuable. Although these advisory groups are not recognized in legislation an MPSA community along with neighboring PPSA communities may collaborate to form an informal police advisory committee. There is more information on this topic in section 3.

What is the reasoning for requiring an enhanced security clearance as opposed to reliability status?

A modern, robust security clearance framework will help ensure the integrity of appointees, as well as information, infrastructure and reputation of the committees.

All appointees should be properly vetted to ensure public trust in government institutions and processes, which in turn would improve public safety. Security incidents within Canada's public service community, including law enforcement, have demonstrated the importance of strong vetting practices reflected in the enhanced security clearance process.

Have there been discussions on the anticipated impacts on detachment commanders to be able to support the number of committees they may have to support?

The Ministry of Public Safety and Emergency Services engages in regular meetings with Alberta RCMP K Division and remains in close contact with the division during the implementation of these governance bodies. There will be impacts, as there are with most shifts in policy at a provincial level, but the RCMP have pledged to work collaboratively with all partners to ensure the transition to this new governance framework is successful. RCMP detachments have always worked together with municipalities; the shift to this governance model is just a more formalized way of doing this. The ministry welcomes feedback from the RCMP and municipalities with respect to the new governance structures.

The same detachments will be required to align with municipal, regional, and the provincial police oversight bodies. How will conflicting priorities among these groups be handled and who ultimately directs the detachment priorities?

Alberta RCMP leadership and the RCMP Districts will determine the best way to address their participation in municipal and regional policing committees. Any issues encountered will be managed through regular meetings between the ministry and Alberta RCMP K Division.

## Information Session 3: Provincial Police Advisory Board (PPAB)

Do we have to pass a bylaw if we fall under the PPAB?

PPSA communities who fall under the purview of the Provincial Police Advisory Board are not required to form a governance body and are not required to establish any formal bylaws at the community/municipal level. Small and rural communities with populations under 5,000 including municipal districts and counties who are policed by the RCMP will be represented by the Provincial Police Advisory Board (PPAB). The PPAB is established by the Government of Alberta.

How will representatives be selected within the four divisions?

The Minister will appoint 15 representatives following the existing appointment process to agencies, boards and commissions coordinated by the Government of Alberta. The Minister can appoint in three ways: via a direct appointment, an open competition or a combination of these methods. The act and regulations are prescriptive about the composition of the PPAB, so these requirements must be met. For the First Nations and Metis Settlements' representations, these nominations will come from the communities themselves.

As provided for in the *Police Act* and Police Governance Regulations, the PPAB will include:

- First Nations representation: The *Police Act* prescribes at least one member from a First Nation, nominated by the First Nation, and the regulation includes two additional First Nations representatives. The regulations make allowance for additional First Nations members.
- At least one member from a Metis Settlement or community, nominated by the Metis Settlement or community.
- Two Rural Municipalities of Alberta representatives.
- Two Alberta Municipalities representatives.
- Four representatives, one from each RCMP district, who are members of the community (not RCMP members).
- Three other representatives with consideration given to geographic representation, expertise and other desirable attributes that will contribute to the PPAB's ability to serve the 280+ small and rural communities it represents.

Why just three Indigenous representatives when there are four RCMP divisions?

The three Indigenous representatives are not bound by geographic districts. These representatives would serve in the broader interest of the board and may be nominated by their Nation to act in respect of the interests of all indigenous communities.

The First Nations communities policed by the RCMP are not considered municipalities and are not among the PPSA communities that fall under the *Police Act*. Instead, these communities are part of a framework agreement with the Government of Canada. Existing Community Consultative Groups apply in some of the RCMP-policed First Nations communities.

For municipal representation, does the legislation specify that PPAB membership be elected officials, or can they be community members at large?

The PPAB will be a blend of elected officials and residents from communities across Alberta.

How can PPSA communities ensure their local priorities and concerns are heard?

Communities should establish strong communication networks and channels with the PPAB to ensure their interests are represented to the ministry and Alberta RCMP. In addition, communities should expect that the PPAB will, in turn, represent information to them from the Ministry and Alberta RCMP.

The PPAB will help advance the interests of small and rural RCMP-policed communities by:

- Advising and supporting collaboration between the RCMP, communities and community agencies on integrated community safety planning.
- Representing the interests of communities served by the RCMP under a provincial police service agreement.
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives.
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

What is the mandate of the Provincial Police Advisory Board?

As per the roles and functions mentioned above, the PPAB will help foster effective communication and collaboration between the RCMP and the Ministry of Public Safety and Emergency Services with communities on matters of public safety or issues affecting their Alberta's small and rural communities.

What if the policing priorities identified by these existing regional advisory committees clash with those identified by the new PPAB?

The PPAB will represent the collective interests of small and rural communities across Alberta. Given the diverse needs of different regions, some variation in priorities is natural. The board will work to foster collaboration and ensure local concerns are heard, bringing key issues to the attention of the Government of Alberta and the RCMP.

How many meetings does the detachment commander have to go to?

Detachment commanders do not attend meetings of the PPAB. The PPAB will establish a regular meeting cycle with senior leadership at Alberta RCMP, including the commanding officer and representatives from the Ministry of Public Safety and Emergency Services. The PPAB may convene meetings on its own for its membership in deliverance of its mandate. Police members are not appointed to the PPAB.

If we have an enhanced agreement for a Community Peace Officer - does that have any impact?

The PPAB operates at a provincial level. Community Peace Officer programs are managed locally by municipalities and do not fall under the purview of the PPAB.



How is the PPAB envisioned to work with communities that have RCMP detachments that are under an MPSA for the urban portion and a portion of PPSA for the smaller rural component?

Currently, the structure for RCMP governance bodies in legislation is based upon the type of agreement via which a municipality receives policing services. PPSA communities are not required to have police governance bodies. MPSA communities do have governance obligations in administering their agreement and a responsibility to the communities they serve.

PPSA communities may form informal police advisory groups with neighbouring PPSA communities to develop a regional police advisory approach to priority setting and community safety planning. Detachments do participate in local advisory committees with the communities represented. This local advisory approach is outside the scope of legislation but has seen success over the years in Alberta communities.

Do we have to stop having our own meetings with the RCMP (where they report to council on stats, and allow council to ask questions)? What is the status of local police advisory committees?

It is recommended that municipalities' with locally established advisory groups (advisory committees) for informal regional collaborations continue current practices, as these advisory groups add value and facilitate communication within and across communities.

Many of these local and regional advisory groups have been successfully operating in the province for years. For example, Red Deer County operates a Regional Police Advisory Committee for PPSA neighbouring communities, often including other municipal representation. This configuration has proven effective in this jurisdiction as it offers excellent information sharing and engagement opportunities with the local communities and the police. It is recommended that these informal configurations continue.

Given the intent of the legislation is to promote community engagement with the RCMP, could you explain the rationale that municipalities under a PPSA cannot join a joint municipal police committee with a municipality under a MPSA.

While geographically adjacent communities served by the same RCMP detachment may benefit from collaboration, formal governance structures differ based on the type of policing agreement. The legislation does not intend to disrupt effective informal arrangements between communities. If your municipality has established informal collaboration mechanisms that are working well, we recommend maintaining these practices to continue meeting your communities' needs. The formal distinction between governance bodies exists primarily for administrative purposes but should not prevent practical cooperation that serves citizens effectively.

Municipalities under an MPSA have statutory authority over policing, including setting priorities and monitoring performance, while PPSA municipalities provide input through advisory groups without formal oversight powers. This distinction requires separate governance structures but does not prevent informal collaboration. Municipalities are encouraged to maintain any existing cooperative arrangements that effectively support local policing needs.

Can an MPSA municipality fall under the PPAB or does it have to be represented under a regional committee?

Communities with populations over 5,000 that have MPSAs must join a regional committee or have their own municipal policing committee. The PPAB is limited to only serving the needs of those policed by the PPS in an advisory capacity.

Will those interested in participating in the PPAB apply through the GOA's agencies, boards and commissions process? Will opportunities be posted publicly?

Any municipality with an interest in serving as a member on the PPAB should express their interest in writing to the Minister or through their preferred association – Rural Municipalities of Alberta or Alberta Municipalities.

Can municipalities recommend members to the PPAB for ministerial approval?

Municipalities may recommend or nominate an individual to be considered for appointment to the PPAB by writing to the Ministry to advocate on behalf of a person. Communities may also make representation through Rural Municipalities of Alberta and Alberta Municipalities on behalf of someone they feel is an excellent candidate.

Will there be a change in the legislation to recognize the configuration of MPSA and PPSA?

As with any policy change, the ministry will work with municipalities over time to assess what is working well and where adjustments may be needed. Feedback on the new RCMP governance bodies is welcome and can be shared directly with the Minister, through the PPAB, or via [albertapolicegovernance@gov.ab.ca](mailto:albertapolicegovernance@gov.ab.ca).

Were the Alberta Summer Villages Association (ASVA) engaged to provide input into the process?

An invite to the stakeholder sessions would likely have been provided by the Rural Municipalities of Alberta. They should liaise with the RMA in connection with both this matter and future engagements.

Who is responsible for costs associated with the PPAB?

All the costs related to the Provincial Police Advisory Board are borne by the province. There will be no cost to municipalities in terms of the establishment or ongoing operations of this advisory board.

Who can municipalities contact with questions about the new civilian governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at [AlbertaPoliceGovernance@gov.ab.ca](mailto:AlbertaPoliceGovernance@gov.ab.ca) with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the [Police Act](#), [Police Amendment Act](#) and in the [Police Governance Regulation](#) and [Police Governance \(Ministerial\) Regulation](#), found at Alberta King's Printer.



**Agenda item 10 (continued)****Recommended Motion:**

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

## Reports (1)

<b>Regular Council Meeting:</b> March 24, 2025.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s)</b> 1 CAO's Report

**Content:**

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

<b>Regular Council Meeting:</b> March 24, 2025	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

## CAO's Report

### 1 Fire Inspection

Red Deer County Protective Services conducted a fire code inspection of the Town buildings on Tuesday March 11 (7 in total).

There were no contraventions of the National Fire Code. Compliance Certificates have been issued for all of the buildings.

### 2 Road Traffic Incident (update)

With regard to the road traffic incident involving a town vehicle by the cemetery.  
(no progress since last report).

### 3 Community Engagement Software Application (update)

Administration has reviewed the layout of the test version of the application. We are waiting to have the software made available on a test environment.

### 4 Firehall

The appointed structural engineer has completed his investigation.  
(no progress since last report).

### 5 Land Use Bylaw / MDP

Administration has received a cost estimate from ISL engineering.  
We are waiting for a second proposal to be formally submitted.

### 6 Capital Budget 2025.

The Town of Bowden Accounting & Financial Controls Policy states that capital budgeting discussions with Council will commence in March.

Administration requests that these discussions commence in April during the next Regular Council Meeting.

We are still waiting for quotations to be submitted for:

- concrete work (1 quotation received),
- wastewater pipe relining,
- the outdoor picnic shelter.

## 7 Water Main Breaks

The Town experienced two water main breaks in the past two weeks. These were:

- i. on 21<sup>st</sup> Avenue - the main regional water line that supplies water to the Town reservoir,
- ii. on 20<sup>th</sup> Avenue – part of the water distribution system.

In both cases the cause was due to corrosion in pipes constructed of steel / cast iron.

A report on the Regional Water Line water main break is attached to this report.

The corrosion in the water main on 20<sup>th</sup> Avenue required a new section of pipe to be fitted. A sleeve could not be fitted due the proximity of the fracture to the pipe joint.

In all cases flushing of the system is required after a repair has been made. In total 52m<sup>2</sup> of water was flushed through the Bowden meter in the pumphouse. This amount will be credited back to the Town. The full cost of the remedial work will be recharged to MVRWSC.

The flushing of the system on 20<sup>th</sup> Avenue created a secondary problem in the pumphouse. The additional volume of waterflow through the hydrant required that the pressure reducing valve situated at the distribution point in the pumphouse fully opens to meet the flow demand. However, this valve then remained in a fully open state resulting in an increase of water pressure from 40psi to 58psi at the distribution point. Manual override adjustments in the SCADA system were immediately made to reduce pressure within the pump header system thereby reducing the water pressure at the distribution point. Emergency repairs to the valve were carried out on Friday morning (21 March). The valve had large build ups of calcium and other deposits within its inner workings. These were cleaned out and new seals and gaskets fitted.

20<sup>th</sup> Avenue (6" cast iron pipe)



**8 Ongoing Tasks**

An update on ongoing tasks is provided below:

- i. Emergency Response Plan for Arena (ABSA audit requirement), **WIP**,
- ii. Compilation of a register of residential addresses (for submission to Elections Alberta), **submitted**
- iii. Liaison with Structural Engineer(s) - various projects. **WIP**.
- iv. Meeting with Alberta Environment
- v. Completion of 3 Year Financial Plan **WIP**



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

Friday March 14, 2025.

## **WATER SERVICE REPORT**

### **Service Interruption on 21<sup>st</sup> Avenue**

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On Monday March 10, the Town commenced work on 21<sup>st</sup> Avenue to repair what was originally thought to be a leak in a Town water main this having been identified by a small stream of water appearing on the road surface (at this time there were no abnormalities or excess flow reported by the SCADA system in the pumphouse).

External contractors (excavators & hydrovac services) were employed to provide the necessary equipment to excavate and expose a pipe that is buried more than 9 feet underground.

However, the excavation revealed that the leak was in the lateral water line that provides treated water to the Town's reservoir from the regional water line.

Line breaks / leaks tend to occur relatively infrequently but when they do, they must be repaired to prevent water loss, water shortages or any risk to water quality. In this case the cause was a corrosion leak in a 50-year-old steel pipe despite the pipe being protected by a "yellow jacket" polyethylene external coating that provides protection against long term corrosion.

Once it was positively identified that this was not municipal infrastructure, control and management of the matter was handed over to the Director of Operations of Mountain View Regional Water Commission.

The immediate task was to control the water loss by fitting a steel collar around the section of broken pipe. This was a temporary repair until a new section of pipe could be fitted. Fitting a new section of pipe means longer service downtime and more complex water management operations. The specific action taken in all cases is determined, however, by the circumstances of each incident.

Prior to any repair being made it is important to keep the system pressurized to prevent contaminated water from entering the distribution system. This intentional task inevitably leads to additional water loss but maintains the integrity of the water distribution system.

By close of play on Monday evening the temporary repair was completed.

Alberta Environment was notified as per the requirements of the Alberta Potable Water Regulation and an Environmental Protection Officer is allocated to the incident.

Mountain View Regional Water Commission were then concerned with ensuring that all Towns and facilities affected by the leak receive notice of the event and the fact that at some point



water supplies would be shut down through the use of isolation valves. The immediate task was to "top up" all of the affected reservoirs prior to isolation of the supply of water.

The Bowden reservoir is normally maintained at 75% capacity this providing 12 days supply of water at normal flow rates. The capacity of the reservoir was filled to 90% prior to isolating the water supply. This therefore provided sufficient water to meet many days demand.

On Thursday March 13, contractors arrived on site with the necessary equipment and supplies to commence the removal of the affected section of pipe and to install (weld) new pipe and flange fittings.

At this point the water within the regional line was slowly drained and the water supply isolated (closed off). This affected all customers who receive water from the Anthony Henday Water Treatment Plant on this segment of line including the Town of Olds.

At approximately 1:00 pm the new section of pipe was fitted however additional time was needed for the seals and coatings to cure.

Water supplies were gradually introduced at a slow rate so as not to create a large pressure difference within the system. At this point the water supply to the Bowden reservoir remained isolated.

The water line was then flushed to remove any contaminated material that may have been introduced into the system. At the end of the flushing process chlorine and turbidity tests are made and bacteriological samples are taken for laboratory analysis.

Please note that it was not necessary at any time to issue water advisories or restrictions to Town residents as the water supply within the Town's distribution system was not affected.

Work continued on Friday to backfill the trench with compacted gravel and clay.

As per the requirements of the Code of Practice, Mountain View Regional Water Commission will submit a written report to Alberta Environment providing details on the cause of the break and all actions taken to remediate the matter.

Please note that further remedial work will be required in the summer to repair the concrete curb and to add an asphalt layer to the road surface. Contractors have been appointed to carry out this work later this year.

Finally, I apologize for any inconvenience caused particularly to residents who live immediately near the site of the excavation. I would like to personally thank those residents for their patience and understanding, particularly throughout the extended period of construction and for the disruption of access to their properties.

Regards,



**Arno Glover**  
**CAO**



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

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

<b>Regular Council Meeting:</b> March 24, 2025.	<b>Agenda Item:</b> 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

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

No reports submitted.

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

- i. Alberta Munis Presidents Summit (March 5, 2025)  
*(report submitted by Mayor Robb Stuart)*
- ii. Alberta Munis Leadership Caucus (March 6, 2025)  
*(report submitted by Mayor Robb Stuart)*
- iii. Community Navigator Report FCSS (March 2025)  
*(report submitted by Jade Prefontaine)*
- iv. Alberta Munis (Highlights from 2025 Spring Municipal Leaders Caucus)  
*(report submitted by CAO Arno Glover)*
- v. Alberta Counsel (Legislative Session Summary March 17 to 20)  
*(report submitted by CAO Arno Glover)*
- vi. Alberta Counsel News (March edition)  
*(report submitted by CAO Arno Glover)*

## PRESIDENT'S SUMMIT

### March 5

Tyler Gandam-President welcome and introduction of new CAO Dana Mackie

Theme Fostering a culture of respect

Presenter Dr. Jared Wesley University of Alberta

Common ground toolkit Town Square board game

Breakout session- Mastering conflict in local government

Know your boundaries – what can and should you influence

Try to highlight and make the public aware of positives

Wait until council makes a decision – Do not make pro and con statements before

AI can record a council meeting and graph who spoke and for how long

Recommend writing notes after review of council package- Come prepared. Know pros and cons of motions and speak with facts.

Speaker has thirty years of experience doing council workshops and has never seen more diversity and discord.

Do not goggle information during a council meeting. Recommend no cell phone use during a council meeting.

Incumbents should set a higher standard for new candidates.

Realize the time commitment and the stress on you and your family.

Canadian Barometers Project

Annual survey for municipalities over 3,000 population. 230 responses.

Opportunity for smaller municipalities to “opt in” (public opinion).

Strong mayor’s legislation in Ontario.

Harassment Panel-Steve Christie (Canadian Standards Association)

Michael Solowan (Lawyer) Trevor Daroux (RCMP Deputy Commissioner)

Public harassment-take detailed notes including day and time.

Council infractions-Try to minimize and not be too sensitive.

Province will look at setting up an Integrity Commissioner to deal with Code of Conduct complaints.

Preparing Future Municipal Leaders

Panel Rudy Friesen LGAA, Mayor and councilor from Chestermere.

Chestermere had a complete council turnover for three terms.

New council wants to rebuild community trust and reenergize city

## LEADERSHIP CAUCUS

### March 6

Presidents welcome

Largest number of attendees for sessions

Minister McIver

Looking forward to continuing to work together- Strong response on Tariffs. Increase by 13% (\$20 million) in LGFF. Increase by 25% in Grants in Place of Taxes (GIPOT). Relax red tape on government grants. If you have requested a permit and have not heard back in ninety (90) days, then the permit has been approved. The province will be making some amendments to the Local Authorities Election Act. There will be changes to the Intermunicipal Collaboration Frameworks (ICF). The province will send a form letter regarding that education tax increase. Local authorities will be eligible for a better borrowing rate.

FCM First Vice-President (Tim Tierney)

Working on preparation for upcoming federal election and tariffs

RMA President (Kara Westerlund)

Appreciate being able to speak at Alberta Municipalities and the working relationship. RMA working on asset management strategy and linear assessment model review. Starting a wildfire working group focusing on rural fire response.

Trump panel

No way to predict what Trump will do or say. Be adaptive. There will be Impacts to municipalities on procurements (parts and materials).

Alberta better positioned than most provinces to deal with fallout.

Opposition Remarks NDP Sherwood Park MLA (Kyle Kasawski)

Thirty-seven NDP's in opposition party. UCP have done a bad job especially with Bills 18 and 20.

Request for Decision Session

RFD 1-

Request the province to increase authority for bylaw officers to access information and remove vehicles, etc.

Carried 88% in favor

RFD 2

Allow students to self-fund COP training

Carried 95% in favor

## Minister's Dialogue Session

Mike Ellis, Nate Horner, Mickey Amery, Devin Dreesen, Dan Williams,  
RJ Sigurdson, Demetrios Nicolaides, Dale Nally

Q-Lloydminster Reducing red tape A Making progress – 90 day permit approval

Q-Cold-Lake-Hwy 28 A-Budget concerns but work is in progress

Q Olds-Public transport grant A- Transit grants for rural transit

Q-Delburne-Delay in federal funding A-Province has tough decisions

Q-Grande Prairie-High electrical rates A-Nathan Nuedorf working on it

Q-Morinville Rural policing and equitable funding A-Police funding review

Q-Court backlogs A-trying to streamline and modernize-Hiring new staff

Q-Nuclear power supply A-Comes under federal ruling – Trying to solve

Q-Jasper-Child care subsidy A-Federal delays and red tape

Q-Capital school funding A-Cost justification-New vs refurbishing

Q-Lacombe- Senior continuing care A-Demands exceed ability to fund

Q-Vegerville- Q-Lottery/casino funding A-Doing a review-Hope for this year

Q-20 million cut in mental health A Demand has increased and revamping

Q-Sundre-Rural mental health accessibility A-Working on improving options

Q-Grand Prairie-Urban vs rural taxation A- Will work on verifying difference

Q-Lloydminster-More funding for Northern area A- Already receiving fair share

Q-Grande Prairie-Property/education tax A-Specific tax for specific projects

Premier Smith

Always a pleasure to speak at Alberta Municipalities and appreciates the feedback and the cooperation that is provided. Working on increasing FCSS funding and Southern Alberta health care.

Panel on police governance and funding Mike Ellis and Alberta Police Assoc.

Changes to improve trust and accountability. Four regional boards to work with the four new provincial districts. Member municipalities will be responsible for cost. Can access support grant. New system will take affect in June, 2025. Alberta sheriffs will be enhanced and will contact municipalities.

Website AAPG.ca-Alberta Association of Police Governance

**Community:**

- **Community Volunteer Income Tax Program (CVITP)** – Its first session was held at Park Place on March 14. The volunteers had a full day of bookings, along with a few drop-ins. We are filling up fast for April 5<sup>th</sup> date. In addition, the volunteers are busy with other CVITP files that they complete outside program dates. FCSS has also acted as a drop-off and pick-up point for the program.
- **RETRO BINGO** – Continues to be a success in Bowden. Bingo is a great way to introduce people to new friends and connections, it builds intergenerational relationships, allows for a low-cost barrier free activity for everyone to participate and brings a little laughter to those who attend and are subject to ridiculous puns along the way.
  - FCSS was invited by the Vice Principal to host a team building Retro Bingo at BGS with staff and administrators on March 4<sup>th</sup>. From that event, FCSS has been asked to come into the classrooms for grade 8, 9 & 10 prior to Spring Break in April. This is a valuable way to connect with the older youth.
  - The Retro Bingo at Paterson Hall in partnership with Expanding Horizons drew a crowd of 80 people on March 20. It is our best attendance yet, many repeat attendees from past bingos, several brought new friends and family to join in. All ages 10+ gathered to have some fun prizes and a chance to win an Easter basket!
- **Community Garden** – planning and registration is in full swing. Most of the plots & raised beds have been rented by returning & new gardeners without any advertising for the initiative. We anticipate that the garden will be full by the end of the month. FCSS is working with Public Works to get some compost for soil improvement early this spring.
- **Volunteer Appreciation Supper 2025** – Will be held on Wednesday, April 30<sup>th</sup> at the Paterson Hall. Posters have been created, and invitations have been sent to Bowden & Area non-profit organizations and dignitaries. The caterer is booked, and the theme and décor are in the works. FCSS applied for a grant through Volunteer Alberta to assist with the costs of this large event.

**Food Security Support (ongoing):**

- **The Good Food Box** program has nearly doubled its participation since February. FCSS created an ad campaign to build awareness for the program in 2025 and now has 16 GFB orders in place for the April delivery.
- **Other food resources** continue to get more use, and demand is steadily increasing as costs go up and political/national insecurities keep inflation at a max for groceries.
- **FCSS** has a new partnership with the **Bowden Museum Thrift Store** to help connect local folks with food outreach & support. They are great to work with. Thank you to the volunteers that help each Friday to make it a success.

**Seniors Programs:**

- **Tech Time** for older adults was held on March 5<sup>th</sup>, thank you to Henday Association for Lifelong Learning (Innisfail Library Learning Centre) for its continued programs in Bowden.
- **Golden Circle Seniors Outreach Bowden** was hosted March 5<sup>th</sup> and 19<sup>th</sup>. Seniors attended and learned about housing options and application form requirements for lodge & long-term care accommodation. Thank you to Gemma & Maureen from the Golden Circle who have been assisting older adults in our community connect with supports & services needed.
- **Coordinated Community Response to Elder Abuse** – FCSS attended its quarterly meeting in Innisfail. Bowden is in partnership with Innisfail FCSS, Red Deer District FCSS and other senior serving organizations collaborate to raise awareness and education in regard to Elder abuse. We also use the sessions to support each other through complex cases of Senior abuse including financial, mental and physical abuse in each of our communities.

**Youth Programs:**

- **'Its Gough Time'** painting class with FCSS & Youth Empowerment Supports (YES) at BGS is every Monday after school through March. Grade 5/6 students are learning to paint fireworks over water in this series.
- **Innisfail FRN "Bowden Youth"** was hosted at Park Place on March 21. The FRN also hosts "Playschool Pals" and "Homeschool Happenings" here in Bowden at the Bowden Event Centre on a regular basis too.
- **Keystone Youth** (Red Deer BGC & Youth HQ) continue to have its club at Park Place on Monday evenings with great attendance by the 13-17yr old youth.

**Red Deer Polytechnic Practicum**

- MJ and I are currently working on the following projects together:
  - Volunteer Appreciation Supper 2025 planning.
  - AHS Mental Health "Make it Macrame" is coming up at Park Place on March 25.
  - Instagram positive sharing and Bowden interest posts continue.

**Other:**

- **FCSS** toured the "Sheldon Kenedy Centre for Excellence" in Red Deer on March 6<sup>th</sup> with the Red Deer County Child & Youth Interagency. The tour included the Central Alberta Child Advocacy Centre and its facilities to help families dealing with child sexual violence and court proceedings.

**Olde Library Users & Groups in March included:**

- |                    |                        |                        |
|--------------------|------------------------|------------------------|
| -Youth HQ/Keystone | -Golden Circle Seniors | -Sunday Night Group/AA |
| -Innisfail FRN     | -Bowden Lions Club     | -CVITP                 |

## HIGHLIGHTS FROM 2025 SPRING MLC

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[← News](#)

More than 400 municipal elected officials and senior administrators met at Alberta Municipalities' two-day Spring Municipal Leaders' Caucus (MLC) in Edmonton last week to discuss key issues, share perspectives, expand professional networks and hear from provincial cabinet ministers.

### **Advocacy win: GIPOT**

During the event, we thanked the provincial government for its partial restoration of Grants In Place of Taxes (GIPOT) in Budget 2025. This year's increase is a significant step in the right direction, and the provincial government's commitment to fully restore this funding in 2026-27 is deeply appreciated. We are grateful that the provincial government heard our 264 members when they called for GIPOT funding to be fully reinstated as soon as possible.

"We are pleased whenever our members feel their concerns have been heard by the provincial government, especially as municipalities' needs are being challenged by international politics," said ABmunis' President Tyler Gandam. "There's strength in working together to overcome shared challenges."

### **Dealing with U.S. tariff threat**

We heard from an expert panel, as well as Premier Danielle Smith and Municipal Affairs Minister Ric Molver, on the unsettling topic of American tariffs and their potential impact on municipalities. Premier Smith called on our member communities to adjust their municipal procurement policies so they "buy local" and "buy Albertan" as much as possible in response to ongoing American efforts to impose tariffs on a wide range of products. Most municipalities are already doing this, so they do not need to change their procurement practices. Alberta Municipalities stands shoulder-to-shoulder with the provincial government on this important issue.

### **Population growth adds pressure to perennial challenges**

We also spent some time discussing the added pressure many of our member communities are experiencing because of Alberta's unprecedented population growth. Our province's population grew by about 550,000 people from 2019 to 2024. More vehicles on our roads means aging municipal infrastructure is wearing out more quickly than ever before. More people in our communities means family and community preventative services are in high demand. The provincial government acknowledged these growth-related issues in Budget 2025, but it neither increased the base funding amount for its Local Government Fiscal Framework (LGFF) nor increased Family



and Community Support Services (FCSS) funding beyond the usual \$105 million a year. We intend to continue advocating for funding increases for both.

We thank Premier Smith and the nine cabinet ministers who spoke at this year's Spring MLC for finding time in their busy schedules to address our delegates and respond to their questions. We look forward to working closely with the Government of Alberta in the weeks and months ahead to tackle the numerous challenges Albertans face. Together, we can weather any storm.

**Mar 11**

2025

Year in Review: Take a look back at our 2023 successes

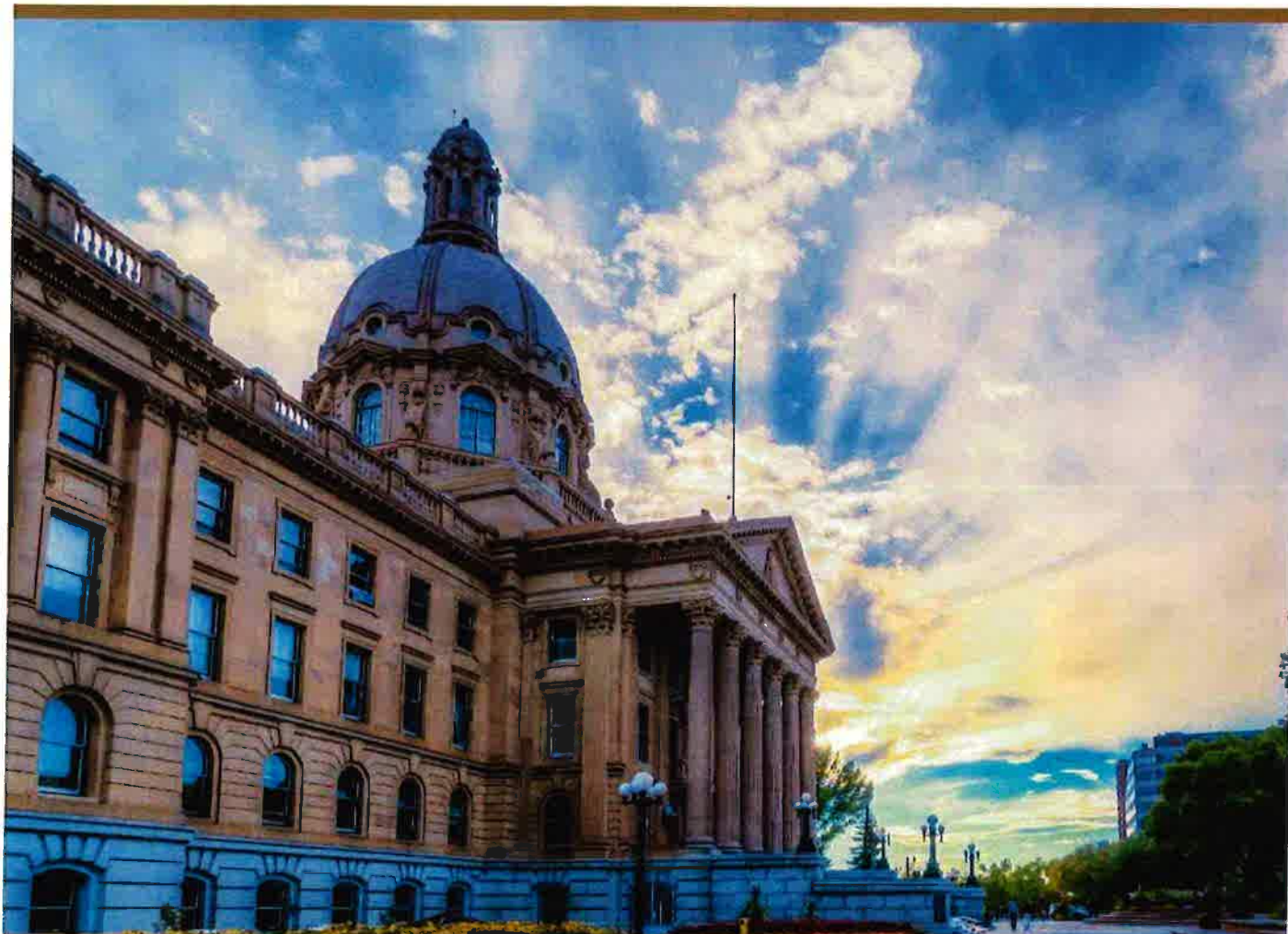
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Alberta 31<sup>st</sup> Legislature, Session 1 Summary  
March 17<sup>th</sup> to 20<sup>th</sup>

## Alberta 31<sup>st</sup> Legislature, Session 1 Summary: March 17 to 20, 2025

### Bill Updates

#### Government Bills

- **Bill 37: Mental Health Services Protection Amendment Act, 2025:** proposes revisions to the existing *Mental Health Services Protection Act*. Key changes include updating definitions related to services and service providers, removing certain compliance requirements, and modifying the licensing provisions for specified service providers. Additionally, the bill amends the authority of directors to publish information about service providers, aiming to enhance clarity and oversight within Alberta's mental health services framework.

**Status:** Adjourned during Second Reading

Bill text: [Bill 37: Mental Health Services Protection Amendment Act, 2025](#)

GOA overview: [Updating Regulation, Licensing of Addiction Treatment](#)

- **Bill 38: Red Tape Reduction Statutes Amendment Act, 2025:** proposes changes to multiple Alberta statutes to streamline administrative processes. Notable amendments include transferring certain ministerial powers under the Charitable Fund-raising Act to a Director of Charitable Fund-raising, revising reporting requirements in the Child and Youth Advocate Act, and updating procedures in the Post-secondary Learning Act to facilitate amalgamations of student associations with societies. Additionally, the bill introduces provisions in the Residential Tenancies Act to allow electronic service of notices under specific circumstances.

**Status:** Adjourned during Second Reading

Bill text: [Bill 38: Red Tape Reduction Statutes Amendment Act, 2025](#)

GOA overview: [RTR Bill Improves Housing, Trades, and Charities](#)

- **Bill 39: Financial Statutes Amendment Act, 2025 (\$):** serves as Alberta's *Budget 2025* bill, introducing amendments to various financial statutes. It adjusts corporate and personal tax provisions, including extending reassessment periods for corporate tax in specific cases and updating income tax brackets based on inflation. The bill also modifies the *Sustainable Fiscal Planning and Reporting Act*, revising how funds are allocated to the Alberta Heritage Savings Trust Fund.

**Status:** Passed First Reading

Bill Text: [Bill 39: Financial Statutes Amendment Act, 2025 \(\\$\)](#)

GOA Overview: [Helping Alberta Meet the Challenge](#)

- **Bill 40: Professional Governance Act:** establishes a framework for regulating professional regulatory organizations in Alberta. It defines how organizations can be designated, sets governance and accountability standards, and outlines procedures for professional registration, competency requirements, and reinstatement. The bill also includes provisions for regulatory body amalgamations and name changes. These measures standardize the oversight of professional organizations across various fields.

**Status:** Passed First Reading

Bill Text: [Bill 40: Professional Governance Act](#)

GOA Overview: [Modernizing Alberta's Professional Regulatory Laws](#)

## Government Bills Continued

- **Bill 41: Wildlife Amendment Act, 2025:** updates the *Wildlife Act* to refine definitions and clarify regulatory provisions. Key changes include revising the definition of "resident" to specify residency requirements for hunting and trapping, expanding the meaning of "tag" to include electronic tags, and clarifying the definition of "trap" and "vehicle" in relation to wildlife management. The bill also reinforces that ownership of wildlife remains with the Crown unless legally transferred and updates licensing provisions to streamline regulatory language. These amendments aim to modernize and improve the administration of Alberta's wildlife laws.

**Bill Status: Passed First Reading**

Bill Text: [Bill 41: Wildlife Amendment Act, 2025](#)

GOA Overview: [Modernizing Hunting and Trapping Legislation](#)

- **Bill 44: Agricultural Operation Practices Amendment Act, 2025:** updates the *Agricultural Operation Practices Act* to refine terminology and adjust regulations related to organic material management. The bill replaces references to "composting materials" with "organic materials," expands the definition of composting, and formally defines "digestate" as a by-product of anaerobic digestion. It establishes a legal framework for diverting agricultural organic waste to biogas plants, which process it into energy or renewable natural gas. The legislation replaces an existing memorandum of understanding between government agencies with formal regulations, providing clearer guidelines for biogas operations. Additionally, the bill outlines conditions for storing and using digestate as a soil amendment, incorporating it into farm operations as an alternative to synthetic fertilizers.

**Bill Status: Passed First Reading**

Bill Text: [Bill 44: Agricultural Operation Practices Amendment Act, 2025](#)

GOA Overview: [Growing the Agricultural and Biogas Industries](#)

- **Bill 45: Critical Infrastructure Defence Amendment Act, 2025:** updates the *Critical Infrastructure Defence Act* to expand the definition of "essential infrastructure" and clarify its application. The amendments add all land within two kilometers of Alberta's border with the United States to the list of protected infrastructure. The bill also includes facilities involved in bitumen, crude oil, and natural gas extraction, processing, and refining, as well as the head offices of companies operating such facilities. Additionally, the Act is amended to explicitly apply to the Government of Canada to limit federal jurisdiction over critical infrastructure in Alberta.

**Bill Status: Passed First Reading**

Bill Text: [Bill 45: Critical Infrastructure Defence Amendment Act, 2025](#)

GOA Overview: [Protecting Alberta from Unconstitutional Federal Overreach](#)

- **Bill 46: Information and Privacy Statutes Amendment Act, 2025:** updates the *Access to Information Act* and *Protection of Privacy Act* to clarify data management and disclosure rules. It introduces provisions allowing the Lieutenant Governor in Council to make regulatory amendments to align with legislative changes. The bill also formalizes the role of the Office of Statistics and Information, specifying that certain data-sharing and privacy rules do not apply to it. Additionally, it adjusts provisions related to judicial records, data matching, and non-personal data disclosure, ensuring consistency between the *Access to Information Act* and *Protection of Privacy Act*.

**Bill Status: Passed First Reading**

Bill Text: [Bill 46: Information and Privacy Statutes Amendment Act, 2025](#)

GOA Overview: [Updates to Privacy and Access Legislation](#)

### Session Transcripts

Monday, March 17, 2025, Afternoon: [Transcript](#)

Tuesday, March 18, 2025, Afternoon: [Transcript](#)

Wednesday, March 19, 2025, Afternoon: [Transcript](#)

Thursday, March 20, 2025, Afternoon: [Transcript](#)





## ALBERTA COUNSEL

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Publisher: Alberta Counsel

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## SESSION RESUMES WITH A BANG

Aaron Singleton

There are a number of ways we could go with our feature article this week, and this writer grappled with it. We could have focused on the contents of the budget bill tabled this week, but we also could have focused on Premier Danielle Smith's back and forth with Ontario Premier Doug Ford with respect to the prospect of applying an export tax to oil and gas shipments to the United States.

For this week, we will instead focus on three of the stories that made waves throughout the province in an incredibly tumultuous news cycle.

### Alberta's Tariff Response

After being an early contrarian to other first ministers across the country, Premier Danielle Smith has finally begun to put retaliatory measures in place against the ongoing tariff and other economic threats being spewed by President Donald Trump.

The province is implementing four measures in response to tariff threats. Those are:

- Shifting procurement policies to ensure government agencies, school boards, Crown corporations, and municipalities prioritize purchasing goods and services from Alberta companies, Canadian companies, or nations with free trade agreements that Canada upholds;
- Alberta Gaming, Liquor and Cannabis has been directed to suspend purchases of U.S.-made alcohol and video lottery terminals (VLTs) until further notice;
- The province will work with grocers and retailers to label Canadian products and encourage them to purchase from Alberta, Canada, and outside of the United States; and
- Alberta will enter into free trade and labour mobility agreements with any province willing to do so.

Although the President implemented yet another pause to his general tariffs (at least on some items), Alberta's Premier confirmed that the province will "be moving forward with our tariff response until these questions have been adequately dealt with."

At this week's conversation with the Council of the Federation, Premier Smith reiterated that she will continue to focus primarily on diplomatic relations between Alberta and the United States but will respond as necessary.

"It is clear that the American public opinion, industry and U.S. leaders are opposing a continued trade dispute with Canada more and more with each passing day. We therefore need to avoid escalation, play the long game and focus on getting to a mutually beneficial trade resolution with our American neighbours."

**"It is clear that the American public opinion, industry and U.S. leaders are opposing a continued trade dispute with Canada more and more with each passing day. We therefore need to avoid escalation, play the long game and focus on getting to a mutually beneficial trade resolution with our American neighbours."**

Premier Danielle Smith

In addition to the seemingly perpetual tariff threats from the United States, Alberta is expected to feel significant impact from China's recent 100% tariff on Canadian canola in response to our nation's EV tariff on the world's most populous country. They are also imposing a 25% tariff on pork and aquatic products.

"New tariffs from China on Canadian canola oil and meal will have a devastating impact on canola farmers and the broader value chain at a time of increased trade and geopolitical uncertainty," says Chris Davison, Canola Council of Canada (CCC) President & CEO. "We urge the federal government to immediately engage with China, with a view to resolving this issue."





## AARON SINGLETON

Associate-Digital Campaigns

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

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

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### Pete Guthrie Placed on Probation

Following his surprise resignation as Infrastructure Minister at the end of February, MLA Pete Guthrie has been placed on probation from the United Conservative Party Caucus. He published a letter on social media in conjunction with his resignation citing numerous concerns he had with procurement practices following the filing of the lawsuit by former AHS CEO Athana Mentzelopoulos.

According to reports by CBC News, Guthrie confirmed that he has been barred from attending caucus meetings and government committee meetings since February 26th. His probationary period is expected to last for at least thirty days. Next steps following the probationary period are not publicly available.

In an interview with Cochrane Now, a media outlet based in his home riding, MLA Guthrie said he believes he will still be able to be effective in his backbencher capacity.

"There are different rules when you're a cabinet minister and voicing opposition, especially publicly, to some of the elements, like in the budget, is frowned upon. As an MLA, I'm more free to be able to do that. The things I would like to do is one, voice my opinion, and two, work with groups and organizations to help them find their voices."

He also indicated he still supports the UCP.

### Scott Sinclair Removed from UCP Caucus

Another UCP MLA has made headlines recently. Following a social media post indicating concerns with the recently tabled provincial budget for his riding, the MLA for Lesser Slave Lake has been removed from his party's caucus and will now sit as an Independent MLA.

On March 1, Sinclair published a post raising concerns about the \$5.2 billion deficit in the budget that has "money being funneled into Edmonton and Calgary", citing a number of funding lines in both of those cities.

"I don't know who this budget is meant for, but if Trudeau's former cabinet minister, Edmonton Mayor Amarjeet Sohi, is thrilled about it— then it's probably not for Northern Alberta. It's certainly not for our riding, and it's definitely not for the majority of Albertans who love this province. This budget is indefensible for the Lesser Slave Lake Constituency, and I will not support or vote for it "as is" without significant changes. I'll have more to say in the coming days."

Sinclair indicated that he was voted out during a caucus meeting on March 7.

In an appearance on Real Talk with Ryan Jespersen on Tuesday, Sinclair cleared the air and offered clarity on a few items since he was removed from caucus.

- He reiterated that he did not vote against the budget and was disappointed to be removed prior to the budget vote even took place;
- He does not intend on crossing the floor to the Alberta NDP; and
- He would welcome a reunion with the UCP Caucus in the future.

In a follow-up post on his social media, MLA Sinclair wrote that "I want everyone to know that my family and I are grateful for all of the overwhelming support from the riding and across the province. I tried to read every text, email, [Facebook] message of support from everyone and it's definitely helped me feel better about what I think is doing the right thing.

In a statement by the UCP Caucus, it was said that "MLA Sinclair has made it clear, both in his social media posts and in his conversations with colleagues, that he intends to vote against the budget. As an elected MLA he has that right, but may not do so as a member of the government caucus."



Photo Credit: Brendan Brown

## POLITICAL EVENTS

### UCP – Fireside Chat with Danielle Smith

**Tuesday, March 25th @ 6:00PM**

Location: Festival Place, Sherwood Park

- Join Danielle Smith and Nate Glubish for a fireside chat in Sherwood Park.
- Tix: \$22([unitedconservative.ca/events](https://unitedconservative.ca/events))

### UCP – Edmonton Leader's Dinner

**Wednesday, March 19th @ 6:00PM**

Location: Edmonton Convention Centre

- Join Danielle Smith and the UCP for an evening dinner featuring remarks from the Premier.
- Tix: \$350 ([unitedconservative.ca/events](https://unitedconservative.ca/events))

### NDP– Convention 2025

**May 2nd – May 4th**

Location: Edmonton Convention Centre

- Join the Alberta NDP for their 2025 convention. You must be a member to attend.
- Tix: \$150+ ([albertandp.ca/convention](https://albertandp.ca/convention))

### Alberta Counsel – Non-Profit Day 2025

**June 17th @ 6:00PM**

Location: Fantasyland Hotel, Edmonton

- Join Alberta Counsel and ECVO for the third-edition of Non-Profit Day! We will host a day of informative breakout sessions and Inspiring speakers designed to help non-profit leaders from across Alberta.
- Tix: \$150 Early Bird ([nonprofitday.ca](https://nonprofitday.ca))

THE <sup>68</sup>NEWS  
from ALBERTA COUNSEL



### AILEEN BURKE

Director of Non-Profit and Voluntary Sector

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

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Source: [unitedconservative.ca/aus](https://unitedconservative.ca/aus)

### KEY INFLUENCER PROFILE

## MARTIN LONG

MINISTER OF INFRASTRUCTURE

Aaron Singleton

Martin Long's roots are in Canada's East Coast, but his career took shape in Alberta's heartland. Originally from Liverpool, Nova Scotia, he spent nearly a decade working as an operator at a pulp and paper mill in Whitecourt and on oil and gas drilling sites. He also earned certification as a Class III power engineer. These hands-on roles gave Long a grassroots understanding of the province's resource-driven economy, a perspective he later carried into public service. He believes wholeheartedly in community service and remains active in local initiatives outside of his work life.

Long entered politics in 2019, winning election as the Member of the Legislative Assembly for West Yellowhead under the United Conservative Party. He first served as the Parliamentary Secretary for Small Business and Tourism and later for Rural Health. After being re-elected in 2023, Long was sworn in as Alberta's Minister of Infrastructure in February following the Cabinet resignation of MLA Pete Guthrie.

# THE NEWS

from ALBERTA COUNSEL

Alberta's Premier Review of  
Politics and Government Vitality



## PASCAL RYFFEL

VP of Corporate  
Development and  
Government Relations

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

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## AT A GLANCE

### In the Media

#### **RCMP to Investigate Alberta Health Services**

Alberta RCMP has announced that an investigation has formally begun into allegations of political interference and conflicts of interest revolving around Alberta Health Services (AHS). "Following a review, the RCMP has begun an investigation into the matter. As this is an ongoing investigation, no further details are available at this time," read the public statement. Former AHS CEO Athana Mentzelopoulos "welcomes news of the RCMP investigation," according to her lawyer.

#### **Tumultuous Tariffs**

In response to the United States' blanket imposition of 25% tariffs on Canadian goods and 10% on energy, the Government of Alberta announced a comprehensive four-pronged strategy. The plan includes directing government bodies to source all goods and services from within Canada or countries that have free trade agreements with Canada, as well as ending Alberta Gaming, Liquor and Cannabis's procurement of American products.

Additionally, the province will launch a campaign to label and promote Albertan and Canadian goods while also pursuing free trade and labour mobility agreements with other willing Canadian provinces. However, on Thursday, the U.S. administration signaled a delay in the implementation of tariffs by another month, now set to take effect on April 2nd.

#### **Investments in Downtown Edmonton**

A memorandum of understanding has been signed to provide \$106 million for redevelopment in downtown Edmonton. "Alberta's government is proud to be partnering with the City of Edmonton and OEG Sports & Entertainment on this exciting plan to support world-class facilities and services and revitalize downtown Edmonton.

This agreement would ensure that Edmonton continues to be one of Canada's and North America's leading entertainment and event districts," stated Premier Danielle Smith. All three partners will invest a combined \$408.2 million in the project, which will include an event park, housing development, and other additions to the Edmonton ICE District.

#### **Tax Exemption Coverage Increased for Municipalities**

The Government of Alberta is increasing the total Grants in Place of Taxes (GIPOT) allocated to municipalities by \$17 million. "We heard clearly from municipalities that they need more stable funding to deliver local services effectively while avoiding property tax increases. Boosting GIPOT shows how our government is doing its part to help our municipal partners fund the municipal services their residents rely on," stated Minister of Municipal Affairs Ric McIver. The GIPOT was awarded across 167 different municipalities in place of property taxes on provincially owned properties.





**JUSTIN  
GOTFRIED**  
Senior Associate

Justin is a qualified government relations strategist with a decade of experience building connections within municipal, provincial, and federal government. He previously held roles on Parliament Hill and with the Legislative Assembly of Alberta, in addition to managing winning campaigns at the federal & provincial level. Justin holds a Master of International Business from Queen's University, a Diploma in International Trade via the Forum for International Trade Training, a BBA in International Business from Mount Royal University, and is currently pursuing the Certified International Trade Professional designation.

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## CANADA'S NEXT PRIME MINISTER

70

**Aaron Singleton**

For the first time in Canada's history, we will have a Prime Minister that calls Edmonton home.

As you have already heard, Mark Carney has successfully won the leadership of the Liberal Party of Canada and will become the 24th Prime Minister in our country's history when he is officially sworn in.

There is speculation at the time of writing that event will happen on Friday, meaning that Justin Trudeau's official resignation is expected to happen very soon.

The political winds have shifted in this country. Even as recently as a few months ago, the thought of any result other than a Conservative majority would have been viewed as a farcical prediction at best. Now, the Liberals have appeared to ride a wave of momentum that began earlier this year which makes the outcome less certain.

### Who is Mark Carney?

Mark Carney is no stranger to Albertans. Born in Fort Smith, Northwest Territories, and raised in Edmonton, Carney has deep roots in Western Canada. He studied at Harvard and Oxford before embarking on a successful career in global finance, including his tenure as Governor of the Bank of Canada during the 2008 financial crisis. More recently, Carney has been a prominent advocate for climate-conscious finance, a stance that has made him both a respected and controversial figure in Alberta's political landscape. Of course, he also served as the Governor of the Bank of England.

His career trajectory has given him credibility on Bay Street and in international economic circles. However, it remains to be seen whether his technocratic background and policy focus will resonate with everyday Albertans, particularly those in the energy industry who have felt sidelined by the Trudeau government's policies.

### A Path to Rebuilding Liberal Support in Alberta?

The Liberal Party has long struggled to gain electoral traction in Alberta. In the 2021 federal election, the Liberals won just two of the province's 34 seats. While Trudeau's initial 2015 victory included some inroads in Calgary and Edmonton, Liberal support has eroded significantly since then.

Carney's leadership could present an opportunity to change that dynamic—if he can craft a message that appeals to Albertans who feel neglected by federal policies. His economic credentials could help counter Conservative narratives and push back against President Donald Trump's economic attacks, while his Western roots could offer a more relatable figure than Trudeau in Alberta.

Still, Carney faces an uphill battle. The United Conservative Party remains dominant at the provincial level, and Pierre Poilievre's federal Conservatives continue to lead in Alberta polling by significant margins. For Carney to make gains in the Wild Rose province, he will need to demonstrate that his policies will support the growth of our province's energy industry, while also offering solutions to affordability concerns that resonate across party lines.

With all of that said, the Liberal's path to another term once is paved out east.

### Election Timing?

Earlier this year, the federal NDP promised to bring down the existing minority government at the first opportunity following prorogation later this month. Now, we would put the betting odds on the Prime Minister-designate may walk over to Rideau Hall and ask Governor General Mary Simon to dissolve Parliament for a spring election himself.

Elections are rarely defined by any one thing, but two major factors that often make a considerable difference are timing and momentum.

**Timing** – Canada finds itself in the middle of a trade war with President Donald Trump that have included more than mere musings about annexation of the great white north. Canadians from coast to coast to coast are growing increasingly patriotic and slogans that suggest the country is broken are less well received now than they were even six months ago.

**Momentum** – For much of 2025, the Conservatives have been experiencing a rapid decline in the polls. On the other hand, the Liberals seem to be experiencing a resurgence since the Liberal leadership race began with much of the centre-left vote consolidating with the Grits.

As it stands, it is too difficult to say how the federal election may turn out if it indeed is called later this month. While campaigns only last a little over a month federally, each day brings with it potential for major momentum swings as the electoral landscape changes. All this writer feels comfortable saying is that this election is not a foregone conclusion and should not be treated as a coronation for any party.

**Agenda item 11.b / 11.c (continued)****Recommended Motion:**

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