



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Agenda for Regular Council Meeting RM.15.26
9:00 a.m., Wednesday, September 9th, 2026

The Regular Meeting of the Council of the Municipal District of Spirit River No. 133 will be held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on Wednesday, September 9th, 2026 beginning at 9:00 a.m.

1.	<u>CALL TO ORDER</u>	<u>PAGES</u>
2.	<u>AGENDA ADDITIONS</u>	
3.	<u>ADOPTION OF THE AGENDA</u>	
4.	<u>ADOPTION OF PREVIOUS MINUTES</u>	
A.	Adoption of Minutes from the August 12, 2026, 2026 Regular Meeting RM.14-26.	1 - 8
5.	<u>DECLARATION OF INTEREST</u>	
6.	<u>COUNCILLOR ABSENCES</u>	
7.	<u>PUBLIC HEARING</u>	
8.	<u>DELEGATIONS</u>	
A.	Alberta Sherriff's Police Service (ASPS) - Chief Parhar, Brian Kostyniuk	9
9.	<u>BUSINESS ARISING FROM MINUTES</u>	
10.	<u>REPORTS</u>	
A.	<u>PUBLIC WORKS REPORT</u>	10 - 13
B.	<u>AGRICULTURAL FIELDMAN REPORT</u>	14 - 15
C.	<u>FINANCE REPORT</u> <i>(no report for RM 15-26)</i>	NA
D.	<u>CAO REPORT</u>	16 - 18

E. COUNCIL REPORTS

- | | | |
|------|---|--------------------------|
| i. | PREDA (<i>Agenda for September 4th, 2026 Membership Meeting</i>) | 19 - 20 |
| ii. | Central Peace Fire and Rescue Commission (CPFRC)
(<i>Agenda Package from September 3rd, 2026 CPFRC meeting available for review</i>) | Verbal
Report |
| iii. | CENTRAL PEACE REGIONAL WATER SUPPLY SYSTEM PHASES 1, 2, and 3
PROJECT OVERVIEW: September 02, 2026 | 21 - 35 |
| iv. | FCSS - <i>postponed</i> | NA |

11. TABLED ITEMS AND OLD BUSINESS

12. RECOMMENDATIONS FROM COMMITTEES

13. NEW BUSINESS

- | | | |
|----|--|------------------|
| A. | RFD: Metrix Group LLP 2026 Audit Engagement Letter | 36 - 43 |
| B. | RFD: Bursary Approval for Verified Applicant | 44 |
| C. | RFD: Council Attendance to Fall 2026 RMA Convention | 45 - 48 |
| D. | RFD: G5 Newsletter Proposal | 49 - 51 |
| E. | RFD: Grade 4 Mustelid (Weasel) Field Trip Dunvegan | 52 - 70 |
| F. | RFD: ACP Grant - Regional Water Service Commission | 71 - 114 |
| G. | RFD: ACP Grant – 2026-2027 ACP Program: Intermunicipal Collaboration Stream | 115 - 117 |

14. BYLAWS

15. CORRESPONDENCE AND INFORMATION

- | | | |
|----|--|------------------|
| A. | INFORMATION: Government of Alberta 2026/2027 Alberta Community Partnership Launch | 118 - 123 |
| B. | INFO: ACP Grant – Regional Airport and Transportation Master Plan | 124 - 126 |
| C. | CORRESPONDENCE: Military Service Recognition Book and Certificate of Appreciation | 126 - 127 |

D. INFORMATION: RMA Newsletter August 7 th , 2026	128 - 133
E. INFORMATION: RMA Newsletter August 21 st , 2026	134 - 137
F. INFORMATION: RMA Newsletter August 27 th , 2026	138 - 142
G. INFORMATION: Peace Library System Open House Invitation <i>RSVP requested</i>	143
H. CORRESPONDENCE: Letter from Northern Sunrise County re: Notice of Termination of Assessment Services	144
I. INFORMATION: Community Rail Advocacy Alliance (CRAA) Monthly Roundup	145 - 148
J. CORRESPONDENCE: Thank you from Central Peace Health Centre Manager, and Welcome to New Physician, Dr. Chukwurah Ezealigo	149 - 151
K. CORRESPONDENCE: Alberta Rural Connectivity Forum Agenda and Conference Invitation	152 - 156
L. INFORMATION: Estate Planning Information Session	157
M. INFORMATION: RMA Submission: ISED Antenna Tower Siting Process Consultation	158 - 165
N. CORRESPONDENCE: Canadians for Safe Technology Cell Tower Antenna Siting Process & Land Use Authority Public Consultation Input	166 - 169
O. CORRESPONDENCE: Invitation to submit request to meet with Honourable Devin Dreeshan, Minister of Transportation and Economic Corridors at the Fall RMA Convention	170 - 171
P. CORRESPONDENCE: Letter to Saddle Hills County Council re: Alberta Traffic Safety Fund Funding and Partnership	172
Q. CORRESPONDENCE: Letter to Town of Spirit River Council re: Alberta Traffic Safety Fund Funding and Partnership	173
R. CORRESPONDENCE: Letter to Birch Hills County Council re: Alberta Traffic Safety Fund Funding and Partnership	174

S.	CORRESPONDENCE: Letter to Village of Rycroft Council re: Alberta Traffic Safety Fund Funding Request Consideration	175
T.	CORRESPONDENCE: Letter of Thanks from Bursary Recipient Colton Witts	176
U.	INFORMATION: Invitation to Attend the 2026 Alberta Tourism Economic Budget Forum Dinner & GRIT Awards	177 - 180
V.	CORRESPONDENCE: Invitation to attend K-Division Discussion	181
16.	<u>COUNCIL ISSUES AND CONCERNS</u>	
17.	<u>CLOSED MEETING (FORMERLY IN-CAMERA)</u> Closed Session as per <i>Municipal Government Act R.S.A. 2000, Section 197 (4)</i> to discuss:	
A.	Third Party Business Interests: (<i>Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests</i>)	182 - 193
18.	<u>ADJOURNMENT</u>	



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 Council
Minutes for Regular Council Meeting RM.14.26
9:00 a.m., Wednesday, August 12th, 2026

The Regular Meeting of the Council of the Municipal District of Spirit River No. 133 was held in the Council Chambers of the Municipal Office situated at 4202 50th Street in the Town of Spirit River in the Province of Alberta on Wednesday, August 12th, 2026 beginning at 9:00 a.m.

In attendance:

Council Members: Reeve Tony van Rootselaar
 Councillor Shelley Rozecki
 Councillor Evelyn Bzowy
 Councillor Bernie Schoorlemmer (*arrived 9:11 am*)

Absent: Deputy Reeve Dean Wark (*absent with regrets*)

Administration: Shirley Hayden, CAO
 Monty Bremont, Assistant CAO
 Dave Johnson, Public Works Supervisor
 Simon Amting, Agricultural Fieldman
 Elena De Leon, CFO
 Rebecca Fitzsimmons, Recording Secretary

1.

CALL TO ORDER

Regular Council Meeting RM 14-26 was called to order by Reeve van Rootselaar at 9:05 am on Wednesday, August 12th, 2026.

2.

AGENDA ADDITIONS

Requested by Councillor Bzowy to add Road Tour Action Items to Agenda under New Business;

Requested by Administration to add Additional FCSS Policies to the Agenda under Business Arising from the Minutes, a new motion is required to rescind the remaining FCSS policies that were missed at the July 8th, 2026 RM 13-26 Regular Council meeting;

Addition of Addendum Items:

New Business 13.D. RFD: Appointment of Board Members to the Peace Regional Subdivision and Development Appeal Board (PRSDAB)

New Business 13.E. RFD: Auditor Appointment

Correspondence and Information 15.S. CORRESPONDENCE: Town of Spirit River email and Council motion regarding Traffic Safety Fund Donation
 Closed Session as per *Municipal Government Act R.S.A. 2000, Section 197 (4)* to discuss:

17.1. Legal (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 27).

17.1. Land (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 20) and Legal (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 27).

3.

ADOPTION OF THE AGENDA

MOTION 360.08.12.26 Moved by Councillor Rozecki that Council adopt the agenda for Regular Council Meeting RM 14-26 with the following additions:

9. BUSINESS ARISING FROM THE MINUTES:

9. A. Additional Family and FCSS Policies to rescind, as follows:

15) FCSS Program 2-A Youth Programs

16) FCSS Program 2-B Seniors' Supports

17) FCSS Program 2-C Community Initiatives

18) FCSS Program 2-D Community Connections and Supports

19) FCSS Program 2-E Community Kitchen

20) FCSS Program 2-F Christmas Hamper

21) FCSS Program 2-G Helping Hands Home Support Program

21.1) FCSS Program 2-G a) Home Support Fee Payment Schedule

22) FCSS Program 2-H Meals on Wheels

13. NEW BUSINESS

13.D. RFD: Appointment of Board Members to the Peace Regional Subdivision and Development Appeal Board (PRSDAB)

13.E. RFD: Auditor Appointment

13.F. Road Tour Action Items

15. CORRESPONDENCE AND INFORMATION

15.S. CORRESPONDENCE: Town of Spirit River email and Council motion regarding Traffic Safety Fund Donation

17. CLOSED SESSION as per *Municipal Government Act R.S.A. 2000, Section 197 (4)* to discuss:

17.1. Legal (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 27).

17.1. Land (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 20) and Legal (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 27).

Carried unanimously.

4.

ADOPTION OF PREVIOUS MINUTES

A. MOTION 361.08.12.26 Moved by Councillor Bzowy that Council approve the minutes for the July 8th, 2026 Regular Council Meeting RM 13-26 as presented.

Carried unanimously.

B. MOTION 362.08.12.26 Moved by Councillor Bzowy that Council adopt the minutes for the July 17th, 2026 Special Council Meeting SM 02-26 as presented.

Carried unanimously.

5. DECLARATION OF INTEREST

6. COUNCILLOR ABSENCES

Deputy Reeve Dean Wark (*absent with regrets*)

7. PUBLIC HEARING

8. DELEGATIONS

9. BUSINESS ARISING FROM MINUTES

MOTION 363.08.12.26 Moved by Councillor Rozecki that Council rescind remaining Family and Community Support Services (FCSS) policies, as listed:

- 15) FCSS Program 2-A Youth Programs
- 16) FCSS Program 2-B Seniors' Supports
- 17) FCSS Program 2-C Community Initiatives
- 18) FCSS Program 2-D Community Connections and Supports
- 19) FCSS Program 2-E Community Kitchen
- 20) FCSS Program 2-F Christmas Hamper
- 21) FCSS Program 2-G Helping Hands Home Support Program
- 21.1) FCSS Program 2-G a) Home Support Fee Payment Schedule
- 22) FCSS Program 2-H Meals on Wheels

Carried unanimously.

10. REPORTS

A. AGRICULTURAL FIELDMAN REPORT

MOTION 364.08.12.26 Moved by Councillor Bzowy that Council accept Agricultural Fieldman Report RM 14-26 as presented by Agricultural Fieldman Simon Amting.

Carried unanimously.

B. PUBLIC WORKS REPORT

MOTION 365.08.12.26 Moved by Councillor Rozecki that Council accept the Public Works Report RM 14-26 as presented by Public Works Supervisor Dave Johnson.

Carried unanimously.

MOTION 366.08.12.26 Moved by Councillor Schoorlemmer that Council direct Public Works Supervisor Dave Johnson to coordinate for the sale of the two MD graders in the September 2026 auction sale.

Carried unanimously.

Public Works Supervisor Dave Johnson and Agricultural Fieldman Simon Amting left the meeting RM 14-26 at 10:18 am.

C. FINANCE REPORT

MOTION 367.08.12.26 Moved by Councillor Rozecki that Council accept the Finance Report RM 14-26 as presented by CFO Elena De Leon.

Carried unanimously.

Councillor Rozecki left meeting RM 14-26 at 10:43 am and returned to Council Chambers at 10:46 am.

D. CAO REPORT

Councillor Bzowy left meeting RM 14-26 at 10:56 am and returned to Council Chambers at 10:58 am.

Assistant CAO Monty Bremont left meeting RM 14-26 at 10:58 am and returned to Council Chambers at 11:01 am.

MOTION 368.08.12.26 Moved by Councillor Schoorlemmer that Council accept the CAO Report RM 14-26 as presented by CAO Shirley Hayden.

Carried unanimously.

E. COUNCIL REPORTS

MOTION 369.08.12.26 Moved by Councillor Rozecki that Council accept the Mighty Peace Watershed Alliance (MPWA) Report as presented by appointed MPWA member Councillor Schoorlemmer.

Carried unanimously.

MOTION 370.08.12.26 Moved by Councillor Rozecki that Council accept the Family and Community Support Services (FCSS) report as presented by appointed FCSS Board Member Councillor Bzowy.

Carried unanimously.

Reeve van Rootselaar recessed meeting RM 14-26 at 11:28 am, and reconvened the meeting at 2:05 pm.

11. TABLED ITEMS AND OLD BUSINESS

12. RECOMMENDATIONS FROM COMMITTEES

13. NEW BUSINESS

- A. **MOTION 371.08.12.26** Moved by Councillor Evelyn Bzowy that Council officially proclaim the week of September 21st to 27th, 2026, as Rail Safety Week in the Municipal District of Spirit River No.133.
Carried unanimously.
- B. **MOTION 372.08.12.26** Moved by Councillor Rozecki that Council adopt the amended Cemetery policy CEM.06 as presented, with the following amendments:
1. clear reporting requirements, including submission requirements of:
 - financial information;
 - updated cemetery records;
 - photographs;
 - updated cemetery map;
 2. define submission deadlines;
 3. clarification regarding documentation - must be relevant to immediately preceding calendar year;
 4. establishment of timing for annual release of funds;
 5. introduction / addition of standardized compliance checklist.
- Carried unanimously.*
- C. **MOTION 373.08.12.26** Moved by Councillor Rozecki that Council direct Administration to purchase a corporate table for the Friends of the Grande Spirit Foundation Harvest Dinner Fundraiser in the amount of \$850.00, and further that the tickets for the event be donated to residents of the Spirit River Pleasantview Lodge who may want to attend, and further that the Municipal District of Spirit River No.133 provide the MD Transit Bus service at no charge, for the purpose of ensuring the safe transportation of the ticket recipients to and return from the Grande Spirit Foundation Annual Harvest Dine and Dance event, where the MD transit bus costs may total up to \$750.00 including driver, to come from Reserves; and further that an item be donated to the GSF Harvest Dinner & Dance Silent Auction.
Carried unanimously.
- D. **MOTION 374.08.12.26** Moved by Councillor Schoorlemmer that Council appoint John Croken of MD 136 and Lynne Coulter of the Town of Fairview as temporary Members of the Peace Regional Subdivision and Development Appeal Board for the sole purpose of hearing Appeal Files No. 26PRSDAB001-A to 26PRSDAB001-E, effective August 11, 2026, with the appointments terminating upon the Board issuing its written decision in those appeals.
Carried unanimously.
- MOTION 375.08.12.26** Moved by Councillor Rozecki that Council approve the appointment of Mercedes Dolron of the Town of Fairview as a Member of the Peace Regional Subdivision and Development Appeal Board for a three-year term, effective August 11, 2026.
Carried unanimously.

- E. MOTION 376.08.12.26 Moved by Councillor Bzowy that Council award the Audit Contract for the years 2026 to 2028 to Metrix Group LLP in the amount of \$81,000.00 subject to execution and detailed review of the formal contract by Administration.

Carried unanimously.

- MOTION 377.08.12.26 Moved by Councillor Bzowy that Council direct Administration to draft a policy regarding standards for the construction of approaches and bring back to a future meeting for review.

Carried unanimously.

14. BYLAWS

15. CORRESPONDENCE AND INFORMATION

- MOTION 378.08.12.26 Moved by Councillor Rozecki that Council accept Correspondence and Information Items A through S for information.

Carried unanimously.

16. COUNCIL ISSUES AND CONCERNS

17. CLOSED MEETING (FORMERLY IN-CAMERA)

- MOTION 379.08.12.26 Moved by Councillor Bzowy that Council enter into closed meeting at 3:08 pm, as per *Municipal Government Act R.S.A. 2000, Section 197 (4)* for the purpose of discussing:

- A. Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)
- B. Intermunicipal Relations (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26*)
- C. Third Party Business Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 16, Third Party Business Interests*)
- D. Economic and Other Interests: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 30, Economic and Other Interests*)
- E. Advice from Officials: (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 24, Advice from Officials*)
- F. Intermunicipal Relations (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure ATIA Section 26*)
- G. Labour (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 19*)
- H. Legal (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 27*)
- I. Legal (*Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 27*)

3. Legal (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 27) and Land (Access to Information Act, Part 1, Division 2, Exceptions to Disclosure, ATIA, Section 20).

Carried unanimously.

Meeting RM 14-26 entered closed session at 3:08 pm.

- MOTION 380.08.12.26** Moved by Councillor Schoorlemmer to leave closed session at 4:27 pm.

Carried unanimously.

Regular Council Meeting RM 14-26 resumed at 4:27 pm.

- MOTION 381.08.12.26** Moved by Councillor Bzowy that Council direct Administration to proceed with IDP engagement with Town of Spirit River and Village of Rycroft as discussed.

Carried unanimously.

- MOTION 382.08.12.26** Moved by Councillor Rozecki that Council table the organizational review proposal to RM 15-26 on September 9th, 2026.

Carried unanimously.

- MOTION 383.08.12.26** Moved by Councillor Rozecki that Council award applicants Shaelyn Beaupre and Colton Witts \$1,000 each as per the 2026 Bursary Program.

Carried unanimously.

- MOTION 384.08.12.26** Moved by Councillor Schoorlemmer that Council table review of the CPP MD Resident survey results to a future meeting.

Carried unanimously.

- MOTION 385.08.12.26** Moved by Reeve van Rootselaar that Council direct Administration to draft the proposed changes to the Watertline Agreement as discussed, and further that Administration research and collect cost estimates for the project.

Carried unanimously.

- MOTION 386.08.12.26** Moved by Reeve van Rootselaar that Council recognize the significant long-term contributions of made by Ron Lindsay, and grant the full 20-year service award upon retirement, to come from the Employee Recognition/Human Resources Operating Budget.

Carried unanimously.

MOTION 387.08.12.26 Moved by Councillor Bzowy that Council approve the MD House Rental Agreement with the following amendment to Item 43.b. where "the smoking, vaping, ingestion, cultivation, processing, or use of cannabis (marijuana), whether for recreational or non-prescribed purposes, is strictly prohibited *on the Premises*" be amended to read "the smoking, vaping, ingestion, cultivation, processing, or use of cannabis (marijuana), whether for recreational or non-prescribed purposes, is strictly prohibited *inside the house*"; and further, that Council direct Administration to execute the Agreement.

Carried unanimously.

MOTION 388.08.12.26 Moved by Councillor Schoorlemmer to accept R360 contract for information.

Carried unanimously.

MOTION 389.08.12.26 Moved by Reeve van Rootselaar to enter into the agreement as presented.

Carried unanimously.

18.

ADJOURNMENT

Reeve van Rootselaar adjourned Regular Council meeting RM 14-26 at 4:28 pm.

These minutes approved this _____ day of _____, 2026.

Reeve
Tony Van Rootselaar

CAO
Shirley Hayden

Delegation: The Alberta Sheriff's Police Service (ASPS)

The Alberta Sheriff's Police Service (ASPS) is actively conducting an informational engagement and outreach tour across Alberta municipalities to pitch its local law enforcement services.

Following provincial legislation (Bill 15 / the Public Safety and Emergency Services Statutes Amendment Act, 2026), the province is transitioning its 1,200 sheriffs and support staff into a formal Crown Corporation. This structural shift gives municipalities a direct choice between continuing contract policing with the RCMP or opting for local policing through the newly formed ASPS.

Key Objectives of the Municipality Engagement

- **Presenting Local Policing Options:** Representatives from the ASPS are meeting with municipal councils—especially in smaller communities like [Rocky Mountain House](#)—to pitch the financial and operational benefits of transitioning to provincial policing.
- **Cost and Value Comparisons:** The tour outlines localized cost-benefit frameworks. Under proposed models, the ASPS focuses heavily on town limits while neighboring rural regions remain under RCMP jurisdiction, giving local governments alternative localized cost structures to weigh against traditional RCMP contracts.
- **Augmenting, Not Fully Replacing:** Presentation materials reinforce that the ASPS is designed to build additional policing capacity and work alongside existing municipal forces and rural RCMP detachments, rather than eliminating federal policing.
- **The agency uses this tour to gather distinct feedback from municipal and Indigenous community leaders to understand unique regional crime trends, response time requirements, and infrastructure priorities.**

Broader Context of Alberta Sheriff Programs

Beyond municipal consultation, provincial initiatives regarding the Alberta Sheriffs focus heavily on addressing regional crime and increasing technological transparency:

- **Rural Plainclothes Surveillance:** To combat rural property crime, fuel siphoning, and break-ins, the government utilizes specialized Alberta Sheriff plainclothes surveillance units that move between various rural RCMP detachments to assist local investigations.
- **Body-Worn Cameras:** The province is investing \$20 million into a digital evidence management system to support body-worn cameras across the service, standardizing transparency guidelines for sheriffs operating in municipal areas.



PUBLIC WORKS DEPARTMENT DIRECTOR'S REPORT

DATE: September 9th, 2026

Administrative	Sump & pump have been replaced in the Admin Building; Reynolds Plumbing has also scoped sewer lines & provided a depth; Door knobs replaced and curtains hung in MD House;
Grading	Grading is always ongoing task;
Plowing	
Gravel	Anticipate that the grading program will be completed for the year by the time Ron L. retires;
Culvert Installation/Repair	Continuing installation of a few culverts; Ongoing ditch maintenance, clean-up; We pulled the shoulders, repacked, cleaned ditches and replaced culverts on Range Road 70, between Township Roads 770 & 772;
Washouts	
Brushing	
Signage	Signage ongoing, replacing as needed;
Bridge Files	Griffin Contracting replaced piles and wing walls on bridge north of Highway 49 & Range Road 45;
Nardam	
Public Works Shop	
Equipment	The two older graders are at Weaver Auction; All other equipment is working well, no concerns;
Training	
Ratepayer Comments	
Miscellaneous	We are having a Retirement Lunch for Ron Lindsay on September 3 rd , 2026 at the Public Works shop;

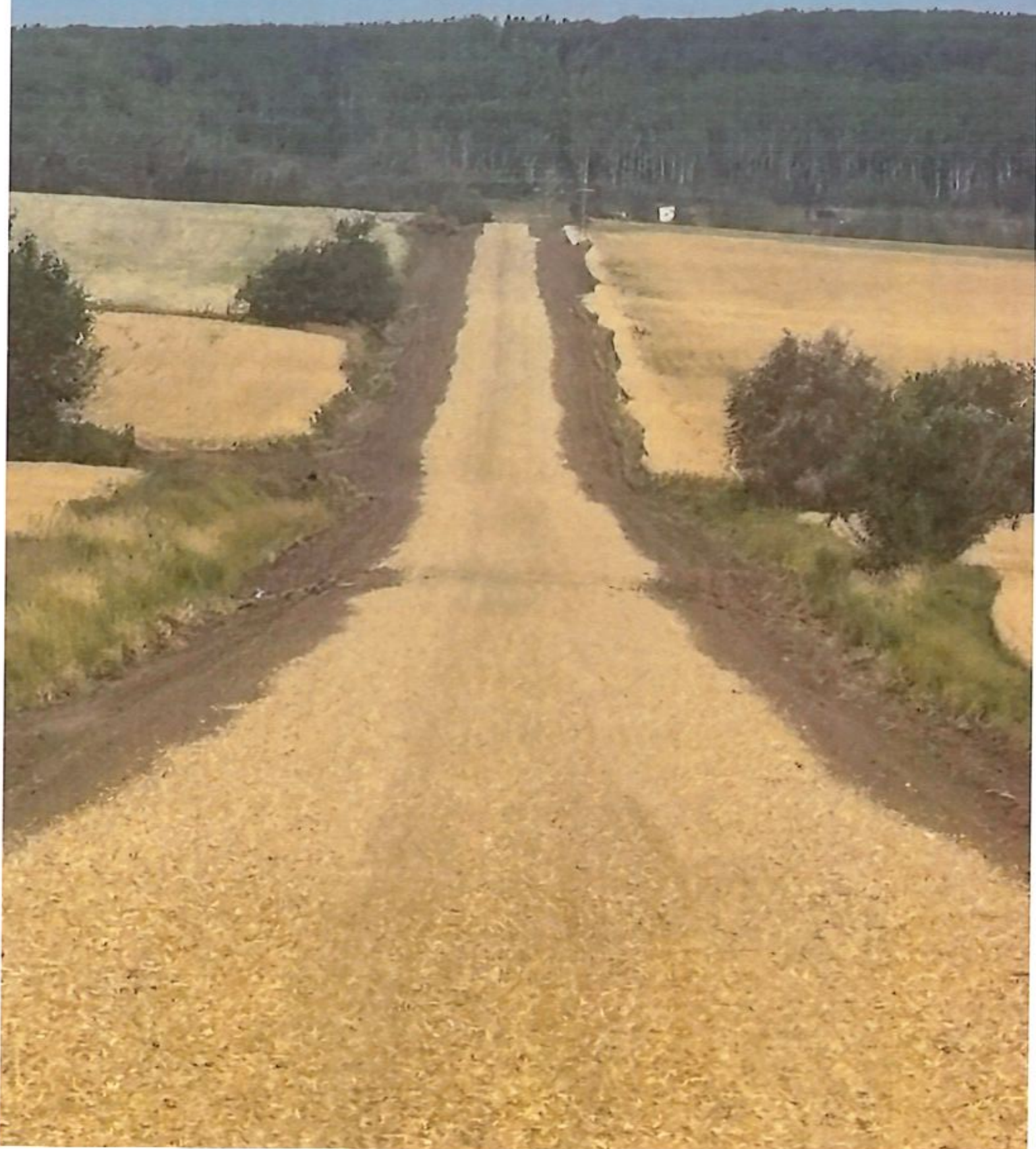
RR70



A photograph of a gravel road stretching into the distance. The road is covered in light-colored gravel and leads towards a horizon of rolling hills and fields. The landscape is rural, with golden-brown fields on the left and green fields on the right. There are some trees and bushes along the sides of the road. The sky is clear and blue. The text "RR70" is overlaid in the center of the image.

RR70

RR70



MD OF SPIRIT RIVER

AGRICULTURAL FIELDMAN REPORT

DATE: August 26th, 2026

SUBMITTED BY: Agricultural Fieldman, Simon Amting

ANNUAL OPERATING PROGRAMS, PROJECTS AND ACTIVITIES:

<i>Program/Activity/Project</i>	<i>Timeline</i>	<i>Comments</i>
PRAAAF Update & Outreach/ Extension		Chairs Meeting Aug 5 th was postponed till October Next ASB Meeting – Weds Sept 30 th (Pending) Succession planning Workshop with SHC – Nov 25 th PCBFA Market Rycroft Sept 16. PCBFA/ Sarda, Fieldman Zoom Meeting October 6 th
Roadside Mowing	Ongoing	Shoulder cut Completed Working on full cut on major Township roads and Range Roads.
General		
Weed Management & Pest Managment	Ongoing	Weed inspecting is wrapping up. Spraying is Ongoing 19 Canola Surveys and 3 Wheat head surveys were completed in August. Grasshopper Survey completed in August

Cemeteries	Ongoing	Ongoing Maintenance through out the season
Nardam Campsite	Ongoing	On average 5 campers at Nardam Ongoing Maintenance throughout the season Big fountain quit working 3 rd week in August. Will be removed and repaired for next year.
Seasonal Staff	Ongoing	One roadside Mower is still working, the rest of the Seasonals went back to School as of August 28 th

MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133**CAO Administrative & Operational Report****Reporting Period: August 8th - September 2nd, 2026****1. Central Peace Fire & Rescue Commission (Asset Management & Infrastructure)**

Asset Management (AM) Framework: Partnered with Town of Spirit River CAO and MD Consultant Joel Chaisson to develop an internal, cost-effective AM review framework. Avoids expensive external engineering firms by utilizing frontline fire management and crew as Subject Matter Experts (SMEs). Asset Inventory; (physical equipment), Financial Analysis (operating/lifecycle costs), and Qualitative Metrics (Level of Service, demand forecasting, risk management). To keep the review cost-effective and driven by operational expertise, data collection will be handled internally through the Fire Chief, and crew members, as they have been identified as the subject matter experts best suited to complete the detailed inventory.

- **September 3 Fire Meeting:** Data collection templates will be presented to the board.
- **Alberta Community Partnership (ACP) Grant:** CAOs are presenting an Intermunicipal Collaboration (IC) grant strategy (deadline: **October 1, 2026**) to hire a Project Manager for a proposed regional firehall.

2. Wildfire Cost-Recovery (GMD-004-24)

- Province issued an invoice of **\$76,867.70** under Section 6 of the *Forest and Prairie Protection Act* for mutual aid provided on August 24, 2024.
- Continue to work with Mike Kingsbury (Wildfire Prevention Officer, GP Area) via AEMA/Brenda Fioretti to pursue retroactive approval through a disaster recovery program

3. Cenera Policy & Privacy Compliance (ATIA / POPA)

- Partnering with Cenera to meet requirements under Alberta's *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA).
- Introduces ongoing administrative obligations including mandatory Privacy Impact Assessments (PIAs), breach protocols, data classification inventories, and staff training.

4. Assessment Services Transition (Northern Sunrise County)

- **Termination Notice:** Effective March 31, 2027, Northern Sunrise County will terminate assessment services for MD of Spirit River, Town of Spirit River, and Village of Rycroft (ending a 13-year partnership due to internal changes).
- **RFP Preparation:** Administration is drafting a Request for Proposals (RFP) to procure new assessment services prior to the deadline.

5. Intermunicipal Invitations,

- **R360 Delegation:** Grant Roswell (Site Manager, GP Area Landfills) confirmed for the **Sept. 23, 2026** Council meeting.
- **Organizational Meeting:** Proposed date: **October 28, 2026** (*seeking Council feedback*).
- **Invitation - Birch Hills County – K Division meeting: September 29th in Eaglesham**

G5 Council members are invited to attend an upcoming community meeting with K Division scheduled for Sept. 29th from 7-9pm. at Eaglesham Hall. The purpose of the meeting is for K Division to hear directly from residents and their respective councils about policing issues including the challenges of policing a large rural area. BHC has extended an invitation to MD Smoky River and McLennan as they share a detachment. Please advise who wishes to attend this important initiative, and I will forward to Larry Davidson, CAO for BHC

6. Professional Development & Staffing

- **Conference:** Attended the ARMAA (Alberta Rural Municipal Administrators Association) conference in Leduc (Aug 25–27, 2026).
- **Recruitment:** Job position posted for Public Works Administrative Safety Assistant.

ACP Grants

I am presently researching grants for IDP and Central Peace Fire Commission and learning about options. We have been collaborating with our neighbouring CAO's to review potential grants our municipalities can partner on together. Joint municipal grant applications are one of the most effective ways to secure funding, as governments and granting agencies often prioritize projects that demonstrate regional scale, shared efficiency, and strong intermunicipal cooperation. **Alberta Community Partnership Grant - Intermunicipal collaboration (IC)** The government provides funding to partnerships of 2 or more local governments to develop regional plans, service delivery frameworks and regional service delivery efficiencies that align with broader regional or municipal priorities. The deadline for 2026-27 IC applications is October 1, 2026.

Canadian Fiber Optic- Update

Jodi Bloomer is a Canadian executive and entrepreneur who co-founded Canadian Fiber Optics Corporation (CFOC) and its sister company, Northern Lights Fiber. She serves as an executive leader (co-founder and President of Business Development) for the company, which builds, owns, and operates high-speed fiber optic networks to bring broadband connectivity to rural and remote communities in Western Canada, particularly across Alberta and British Columbia. Johann Reimer is the Director of Sales & Marketing at Canadian Fiber Optics. He is a telecommunications industry veteran who previously served 16 years as a military army lineman before transitioning into telecom design, construction, and sales.

I have been in regular contact CFO since Feb 2026 with Cole Summach, commercial sales director for CFO requesting an update regarding MD residents who have signed land access agreements to facilitate the installation of Canadian Fiber Optics lines. I spoke with Cole in August; the company's plan is to resume construction in the area next spring/summer. They are starting from the west this year and moving east as they go.

As they are the two who head up those efforts as the Business Development team, Jodi Bloomer and Johann Reimer have agreed to do a delegation in person with MD Council this winter to provide an updated timeline and relay whether the MD residents who live along fiber lines are able to access the physical drop connections by the spring/summer of 2027.



Membership Meeting

Dates: Thursday, September 3rd, 2026 AND Friday, September 4th, 2026

Page 1 of 2

Location: Grande Cache Hotel

1701 Pine Plaza Road ([MapLink](#))

Video Connect: <https://meet.goto.com/584833773>

Phone-In: 1(647) 497-9373 Code: 584833773#

PREDA Help 780-527-6232 (Joni cell)

Thursday - September 3rd, 2026

Evening Social

7:00PM to 9:00PM

In partnership with the MD of Greenview Council, you are invited to a meet and greet to celebrate the opportunities emerging in the MD of Greenview and region.

Friday - September 4th, 2026

Membership Meeting

9:00AM to 3:00PM

9:00AM Call to Order / Welcomes Tom Burton – PREDA Chair (MD of Greenview)

Greetings: Reeve Ryan Ratzlaff – MD of Greenview

What's Happening? Larry Gibson - Manager of Economic Development, MD of Greenview

10:00AM PREDA's Future?

PREDA is one of 9 Regional Economic Development Alliances (REDA) originally launched by the Government of Alberta in 1998 with GOA staff managing each REDA. In 2011 the GOA withdrew staffing and all on-site operational supports (c.g. office space, equipment, phone, website, travel, etc ..).. In 2024 the REDAs were re-contracted for 3 years with the GOA under the caveat that as of March 2027 the GOA will discontinue all funding to the REDAs. Is there an alternative? Is there another pathway for the strong regional collaborations built through 30 years of REDAs in general? PREDA specifically?

12:00PM

LUNCH

The Beauty of Grande Cache and Area!

Kristina Hollack – Tourism Officer, MD of Greenview

Grande Cache Chamber of Commerce



Related Attachments are embedded within the Agenda

The COAL Industry 12:30PM to 2:00PM

Canadian Coal Association – Robin Campbell; President. Robin is no stranger to PREDA's membership. Initially elected as a Member of the Legislature of Alberta in 2008 (West Yellowhead); Robin was appointed as the Chair of the Northern Alberta Development Council that same year. In 2014 Robin was appointed Minister of Finance and President of the Treasury Board by Premier Jim Prentice. In 2015 Robin accepted the position of President of the Coal Association of Canada; a position he continues to hold to this day. Robin will provide an overview of the coal industry in Canada; its success and challenges as this vital source of energy and infrastructure continues its contribution to Canada's economy. Resources: Coal -Transport and Ports Advocacy for Critical Mineral Status

Confirmed

The Grande Cache Coal Mine - CST Canada Coal Limited will provide an update on the status of the Grande Cache Coal. Grande Cache has varied history with many players over the years. Today CST Canada Coal operates the mine which produces metallurgical coal (ie.. steel). CST is a Hong Kong-based company incorporated in the Cayman Islands. The coal extracted in Grande Cache is sold to Japan, Korea, and China.

IN PROGRESS

Open Discussion – Municipal Dissolution? 2:00PM to 3:00PM

Background: Northwest Alberta (Video 20m)

What happens when a municipality dissolves? At the request of the PREDA municipal membership, this section will be an open discussion on the process of dissolution. As more and more small urbans across Alberta witness closures of schools, banks, local retail, community airports, restaurants, GOA offices, and health services - all in tandem with population declines and hence declines in tax-payer revenues – being able to provide municipal services is increasingly difficult. In 2019 the Town of Grande Cache dissolved, becoming a hamlet of the MD of Greenview. In 2021 the Village of Hythe dissolved becoming a hamlet of the County of Grande Prairie. What is the legal process? Impact on residents? Small Businesses? How are assets shared (swimming pools, parks, ice rinks?)

Thank-you !



Related Attachments are embedded within the Agenda



a division of Englobe

CENTRAL PEACE REGIONAL WATER SUPPLY SYSTEM PHASES 1, 2, and 3

PROJECT OVERVIEW

September 02, 2026

NOTE: Sections that include notable updates are highlighted in bold text.

1. **Steel Pipe Contract for Peace River Valley Hill (Phase 1 & 2 Contract 2):** *The General Contractor for the Contract 2 work is Option Excavating Inc. Horizontal drilling of steel portion of the pipe was completed on February 04, 2025, which was then followed by reaming of the hole with a 26" reamer head. Reaming operations were completed and the 16" (400 mm) diameter steel pipe was successfully pulled back through the reamed drill passage on March 04, 2025. The total length of the HDD steel pipe installation was 1,770 m. The HDD Subcontractor, The Crossing Company, then demobilized their equipment off site. The transition of the pipeline material to high density polyethylene (HDPE) plastic at the top of the hill with installation of the section of HDPE pipe to reach the road allowance at the west end of the field (approximately 900 m) commenced in April 2025 and was completed in May 2025, installed by open cut trenching method of installation. Installation of a valve and temporary pig launch riser was completed in June 2025. Work remaining for the Contract 2 project includes the final installation of the pig launching/receiving concrete vault at the bottom of the hill on the steel pipe portion of the pipeline. The vault at the top of the hill was installed in April 2026. Re-mobilization of equipment to site for the vault installations occurred in February 2026. The concrete valve chamber vaults with long delivery dates were delivered to site on March 10, 2026. Installation of the pig launch/receiving vault at the top of the Valley hill together with the corresponding pipe connections were completed in April before the crew moved to the Dunvegan location to install the vault and balance of piping at the bottom of the Valley hill. The vault at the bottom of the hill was confirmed to be undersized to accommodate the higher-pressure valves so a larger vault has been ordered with delivery scheduled for autumn 2026. Coordination between the Contract 1 Contractor, Greenfield Construction, and the Contract 2 Contractor, Option Excavating, must be executed for sharing of the work area at the Dunvegan site during the lower vault installations. Option Excavating returned to site in June 2026 to temporarily move some of their materials to provide more working area for Greenfield Construction and to de-mobilize some of their equipment until their return to site later in the 2026 summer season. Another excavator was demobilized in August 2026 from the top of the Valley hill. Option Excavating shall coordinate installation of the bottom concrete valve chamber vault and the final sections of steel piping that connect into the vault structure following harvesting of the crop from the field at the top of the Valley hill by the farmer. The final pipe installations shall be followed by pipe flushing and leakage testing prior to winter freeze up. Tentative schedule for return to site is mid-September 2026. Final site restoration around the concrete vault locations will follow the installation work.*

2. River Intake and Raw Water Transfer Station (Phase 1 & 2 Contract 1): Greenfield Construction mobilized to the Dunvegan project site and commenced construction on site in July 2025 with the access road construction down the hill to the raw water transfer station location. Bulk excavation of the project site continued through the month of September 2025 and the access roadways were constructed including the access down to the River's edge for the temporary trestle bridge and river structures construction. A 275 Ton crane with 170 foot boom was utilized on the River for the assembly and disassembly of the temporary trestle bridge that provides access to the river intake structure. Construction of the trestle bridge was started in mid-October 2025 and was completed in November 2025. The decision was then made by the Contractor in November to cease further works on the water to avoid the risk of getting caught by the upcoming freezing of the River. Disassembly was completed of the trestle bridge deck platform in December 2025 to protect the structure from the impending high water ice forces of the freeze up and spring thaw ice floes. The driven pile supports for the trestle bridge were left in place for the winter. Assembly of a finger pier at the end of the trestle bridge was completed in June 2026 to provide additional working platform space adjacent to the river intake cofferdam following the re-assembly of the trestle bridge deck. Installation of the temporary sheet pile cofferdam isolation system for the river intake structure proceeded in July 2026. Work occurring from the trestle bridge deck was temporarily halted at various times during the month due to the high river water levels from the heavy rains that recurred throughout the entire month of July 2026. Work on the trestle bridge was performed during the intervals when the river level receded to safe levels. Installation of the sheet pile cofferdam was completed in August 2026 prior to checking for fish salvage from within the isolated area and pumped dewatering within the cofferdam interior. The excavation within the cofferdam has been commenced in preparation for the permanent river intake structure, however dewatering is persistent with high volume infiltration of river water into the cofferdam. The second 275 Ton crane is being utilized at the Raw Water Transfer Station wet well location. Excavation of the 28 m deep wet well within the secant pile wall shoring system was completed on October 27, 2025. Boring of the 42 inch diameter steel casing for the intake pipes was commenced on October 31, 2025 and was completed on November 27, 2025. Following their return to site from Christmas break in January to resume construction for the 2026 season, the initial work completed was the installation of the river intake piping (three individual pipes) within the previously installed 42 inch steel casing. The pipe sections were welded and then hydraulically pushed into the casing under the river bottom. All weld connections were radiographically inspected prior to acceptance. Following installation of the river intake piping the Contractor completed grout fill installation in the 42 inch steel casing during the week of April 06, 2026 to fill the spaces between the three river intake pipes and the casing. The Contractor then proceeded with contouring (machine grinding) of the interior concrete surfaces of the secant pile wall in advance of commencing construction of the concrete wet well tank structure within the perimeter of the secant pile wall shoring system. The remaining valleys between the secant piles were bridged by plywood backing strips and perimeter drainage panel material was installed between the secant pile wall and the concrete wet well interior structure. Following installation of the reinforcing steel (rebar) for the wet well base slab, the concrete pour for the base slab was completed on June 19, 2026. Construction of the wet well concrete walls then followed the base slab installation with the first section of the wall at the bottom of the wet well poured on July 13, 2026. A temporary working platform has been suspended into the wet well to facilitate the continuation of the concrete wall construction in 3 m vertical segments. Photos of the Phase 1 & 2 Contract 1 construction are attached. Construction completion of the Contract 1 facility remains scheduled for autumn 2027.

3. **HDPE Raw Water Transfer Piping Contracts (Phase 1 & 2 Contracts 3+):** The contracts for the balance of the raw water transfer pipeline that extends from the top of the river valley, south to the new Central Peace Regional Water Treatment Plant site are yet to be tendered. Working together with the County, the adjusted pipeline alignment has been determined, and the County is awaiting notification of additional grant funding from the Province. The design of the piping was re-started in April 2026 and is being finalized in anticipation of pending approval of funding, to prepare for tendering of the contract(s) in 2026 for construction.

4. **Electrical Service to the Pumping Station:** The route for servicing of the Raw Water Transfer Station facility shall be from the Village of Rycroft which is the nearest connection point for the required three-phase power supply. Representatives from the County and MPE met with ATCO in Edmonton on February 01, 2023 to review the potential for decreasing the high servicing cost for the Raw Water Transfer Station. An adjusted servicing amount was received from ATCO on March 10, 2023 with an 80% load investment from ATCO as an update on the previous 60% load investment resulting in a cost reduction of approximately \$184K to the previous cost proposal. ATCO has completed site review of the finalized routing of the power line to the River location. Further to meeting with ATCO on March 07, 2024 in Edmonton, a more detailed schedule of the pumping facility usage for the initial years of operation was forwarded to ATCO for re-assessment of the projected monthly billing charges. The County then received a more updated servicing proposal agreement from ATCO in November 2024. The servicing proposal from ATCO was accepted and executed by the County in 2025. The ATCO field crew confirmed their design assumptions on site during September 2025, and a project coordination meeting with ATCO, Saddle Hills County, and MPE Engineering was held on October 17, 2025. ATCO are presently in the process of acquiring regulatory approvals, crossing agreements, laydown areas, and land easements along their powerline route to the Dunvegan project site. A coordination meeting was held on April 01, 2026 between ATCO, Saddle Hills County, and MPE to coordinate details such as the transformer location and grounding requirements at the Dunvegan Raw Water Transfer Station site. The tentative schedule for provision of power service to the Dunvegan location is November 2026.

5. **Water Treatment Plant Site Raw Water Reservoirs (Phase 3 Contract 1A):** Award of the Contract by Saddle Hills County occurred in early March 2026 to the low bidder, Northern Road Builders, who then initially mobilized to the project site in late March 2026 with a limited contingent of heavy equipment to construct a temporary dugout to capture spring runoff water. Following completion of the temporary dugout excavation, the Contractor then de-mobilized from the project site to allow for the spring melt and runoff. The Contractor re-mobilized to site in mid May 2026 to commence construction of the raw water reservoirs. Topsoil stripping of the site was completed by late May 2026 and excavation of the reservoir cells and construction of the reservoir cells is continuing. Berm embankments for the reservoir cells were completed to their full height in late August 2026 and earthwork construction has shifted to excavation and construction of the clay floor liner for the reservoir cells. The Contractor also commenced installation of the underground piping for the Reservoir Cells in June 2026. Additional underground piping work that was added to the contract is also being undertaken. Photos of the Phase 3 Contract 1A construction are attached. Construction completion of the base Contract 1A work is scheduled for September 2026 with the additional underground piping work anticipated to be completed by October 2026. Further additional work items may be added to the scope of the original work.

6. **Project Budget:** An updated preliminary opinion of probable costs for the project was developed and provided to the County. The estimated costs had increased significantly since the 2018 Pre-Design Report and the County made a request to the Province for additional grant funding under the Water for Life program to make up the projected cost difference. The County had follow up meetings related to the grant request with representatives from the Province and had presented a cash flow projection to the Province that provided a schedule of expenditures over the course of the next three years as it relates to grant funding. The County met with the Province again in March 2024 and again in April 2024, and ultimately received formal response from the Province this June 2024 that confirmed additional grant amounts for the 2025 construction year. A subsequent meeting between the County and the Province for funding support occurred in early November 2024. More recently, the Grant Funding administrators for Alberta Transportation completed a tour of the project construction sites on October 02, 2025, together with the County and MPE Engineering. Saddle Hills County then had a meeting with the Provincial Minister on November 03, 2025 to review the upcoming grant requirements for the overall Central Peace Regional Water Supply System project. Updates to the previous grant applications were completed by the County and forwarded to the Province in November 2025. The County's most recent meeting with the Province to review grant funding direction took place on August 06, 2026.

NEXT STEPS

7. Continue with the construction for Phase 1 & 2 Contract 2, continue with construction for Phase 1 & 2 Contract 1, finalize the detailed design of the revised plan and profile drawings for the pipeline (Phase 1 & 2 Contract 3+), continue with construction for Phase 3 Contract 1A, proceed with additional work items at the raw water reservoir site, continue with regulatory approvals for final construction details, coordination with ATCO for power service to the Raw Water Transfer Station, assist the County to obtain Provincial support for the balance of grant funding for project ultimate completion.

Haj Oshiki, P.Eng.

Attachments:

1. Phase 1 & 2 Contract 1 Construction Photos (6 total photos)
2. Phase 3 Contract 1A Construction Photos (5 total photos)

1. Phase 1 & 2 Contract 1 River Intake and Raw Water Transfer Station - Temporary Sheetpile Cofferdam for River Intake



2. Dewatering Within Sheetpile Cofferdam



3. Installation of Reinforcing Steel for Wet Well Concrete Wall



4. Temporary Working Platform and Installation of Formwork for Wet Well Concrete Wall



5. Formwork for Wet Well Concrete Wall



6. Trench Excavation for Steel Raw Water Transfer Pipe Connection to Contract 2 Piping



7. Phase 3 Contract 1A Raw Water Reservoirs – View Looking Southwest



8. View Looking Northeast



9. Reservoir Cell 1 Construction



10. Reservoir Cell Floor Liner Excavation



11. Control Structure Underground Piping Installation



**MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133**

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 15-26
September 9th, 2026
Elena De Leon, Director of Corporate Services
Metrix Group LLP
2026 Audit Engagement Letter

BACKGROUND/PROPOSAL

Metrix Group LLP Chartered Professional Accountants have sent their Audit Planning Letter pertaining to the 2026 Audit of the Municipal District of Spirit River No. 133's & preparation of the financial statements for the year ending December 31, 2026. The letter sets out what the responsibilities of the auditors are and provides information about the planned scope and the timing of the audit.

RECOMMENDATION/RESOLUTION

Moved by XXXXX that Council approve the 2026 Audit Engagement Letter from Metrix Group LLP, pertaining to the Municipal District of Spirit River No. 133's 2026 Audit and preparation of financial statements for the year ending December 31, 2026.

Or

That Council direct Administration accordingly.



September 2, 2026

Municipal District of Spirit River No. 133
Box 389
4202 - 50 Street
Spirit River AB T0H 3G0

Attention: Elena De Leon, Director of Corporate Services

Dear Elena:

Re: Engagement letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Municipal District of Spirit River No. 133 for the fiscal year ending December 31, 2026. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Municipal District of Spirit River No. 133 which comprise the statement of financial position as at December 31, 2026, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Municipal District of Spirit River No. 133. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.



- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Reeve and Council of Municipal District of Spirit River No. 133

Opinion

We have audited the financial statements of Municipal District of Spirit River No. 133 ("the Municipal District"), which comprise the statement of financial position as at December-31-26, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipal District as at December 31, 2026 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipal District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipal District's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipal District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipal District's financial reporting

process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipal District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipal District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Municipal District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Municipal District of Spirit River No. 133 from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Municipal District of Spirit River No. 133 and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Municipal District of Spirit River No. 133.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that you and your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the *Municipal Financial Information Return*. Management will, on a timely basis, provide the information necessary to complete the return and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We estimate that our fees for these services will be \$23,500 for the Engagement (per our audit proposal of July 10, 2026), plus \$1,000 for the preparation of the Municipal Financial Information Return, plus applicable GST. Other fees are estimated to be \$1,500 for the Local Authorities Pension Plan agreed-upon procedures engagement. These fee estimates are based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that our responsibilities will be limited to the expression of an opinion on the Municipal District's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.00% per month or 12.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party *[not less than 30 calendar days before the effective date of termination]*. If early termination takes place, Municipal District of Spirit River No. 133 shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Municipal District of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Municipal District.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Municipal District of Spirit River No. 133 by:

Elena De Leon, Director of Corporate
Services

Reeve Tony van Rootselaar



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 15-26
September 9th, 2026
CAO, Shirley Hayden
Follow-up 2026 Bursary Program

BACKGROUND/PROPOSAL

Upon further review and receiving additional information, Administration confirms that the applicant Tyler Tomkow is eligible for the Municipal District of Spirit River No.133 2026 Bursary Program.

RECOMMENDATION/RESOLUTION

That Council direct Administration to award the 2026 Bursary Program funding to applicant Tyler Tomkow.



MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 15-26
September 9th, 2026
CAO
ATTENDANCE OF COUNCIL TO RURAL
MUNICIPALITIES (RMA) 2026 FALL CONVENTION

BACKGROUND/PROPOSAL

Council has the opportunity to attend the Rural Municipalities of Alberta conference two times each year. Attending the **Rural Municipalities of Alberta (RMA)** conference is a critical professional learning and networking opportunity for many Alberta reeves, mayors, and councillors. Held in the Spring and in the Fall, these conventions serve as the primary bridge between local rural governance and provincial leadership.

Fall Convention & Tradeshow

2026

About the Fall Convention

The RMA hosts two conventions per year, one in spring and one in fall, at the Edmonton Convention Centre in Edmonton, Alberta. Each convention sees a variety of plenary addresses and workshops, as well as the ministerial forum and resolutions session. In addition to these events, the fall convention hosts the opposition party leader panel, as well as our RMA Board elections. The RMA and Canoe Tradeshow is held during the fall convention to better serve our members as they go through the budget process within their municipalities.

The RMA 2026 Fall Convention and Tradeshow will take place November 2-5 at the Edmonton Convention Centre.

Registration is now open.

Note that five (5) hotel rooms have been secured in advance to ensure optimal logistical access, and these rooms cannot be cancelled for any reimbursement.



The benefits for elected officials can be categorized into four key areas:

1. Direct Access to Provincial Leadership: The RMA convention is one of the few venues where rural leaders have concentrated access to the provincial government. *Administration has requested a meeting with Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, to discuss priorities including the twinning of Highway 2, and the Dunvegan realignment.*

- **Ministerial Forums:** Officials can directly question the Premier and various Cabinet Ministers (such as the Ministers of Municipal Affairs, Transportation, and Environment) on issues specifically impacting their municipalities.
- **One-on-One Meetings:** Many councils pre-book private "bear-pit" sessions or informal meetings with Ministers to advocate for local projects, such as bridge funding or healthcare staffing.
- **Policy Updates:** It is the primary stage where the province announces new grants, legislative changes (like the *Municipal Government Act*), and funding formulas.

2. Advocacy and the Resolution Process: The RMA is a member-driven organization, and the conference is the legislative "engine room" for rural advocacy.

- **Voting on Resolutions:** Elected officials debate and vote on resolutions that direct the RMA's advocacy efforts for the coming year. These resolutions give the RMA a "unified voice" when lobbying the provincial and federal governments on topics like rural crime, broadband, and energy sector taxation.
- **Collective Bargaining:** By attending, officials ensure their municipality's specific challenges are part of a larger, more powerful provincial conversation.

3. Professional Development and Education: Through the **Elected Officials Education Program (EOEP)**, the conference provides structured training to help officials govern more effectively. *See next page for description and listing of Fall 2026 EOEP options.*

- **Governance Training:** Courses like "Munis 101" and "Council's Role in Strategic Planning" help both new and veteran councillors understand their legal roles and responsibilities.
- **Specialized Workshops:** Breakout sessions cover technical topics such as land-use planning, asset management, risk mitigation, and the latest trends in municipal insurance.
- **Risk Management:** Access to the **RMA Insurance** and **Canoe Procurement** sessions helps officials learn how to save taxpayer money through group buying and better risk assessment.

4. Networking and Knowledge Sharing: Rural municipalities often face unique challenges (e.g., small populations managing massive road networks) that urban centers do not.

- **Peer-to-Peer Learning:** Networking allows officials to discuss how neighboring counties are handling common issues like "zombie" oil wells, bridge maintenance, or physician recruitment.
- **Trade Show Access:** The convention hosts a massive trade show where officials can meet vendors specializing in rural infrastructure, heavy equipment, and municipal software, often during the crucial budget-planning season.



Elected Officials Education Program (EOEP) Courses

The EOEP offers Alberta's municipal elected officials professional development opportunities to help them effectively serve their communities.

With courses covering topics most relevant to elected officials, the EOEP ensures high-quality learning experiences. Each course is developed by subject matter experts and adult learning specialists, designed to provide valuable insights while respecting the limited time elected officials have for professional development.

The EOEP will offer the courses below during the RMA 2026 Fall Convention. When registering, select the applicable ticket type (EOEP Course Only or RMA Full Member & EOEP Course). Then you can select your desired courses when signing up for the convention.

For course attendance requirements and details on course registration cancellation policy, see the [EOEP attendance and cancellation policy](#).

This year's EOEP courses will be delivered on Monday, November 2, 2026.

+ Budgeting & Finance

+ Effective Meetings

+ Public Engagement

- Budgeting & Finance

Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.



— Effective Meetings

Council decisions come to life through meetings, making meeting effectiveness a critical skill for every elected official. This course explores how to prepare for and participate in meetings that are productive, transparent and respectful. Participants will learn strategies for agenda management, procedural rules, and decision-making, as well as how to handle challenging discussions and maintain decorum. The course also addresses the chair's leadership role, how to use procedure bylaws effectively and ways to ensure meetings support sound governance rather than hinder it.

— Public Engagement

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

RECOMMENDATION/RESOLUTION

That Council be authorized to attend the **Rural Municipalities of Alberta (RMA) 2026 Fall Convention** held from **Monday, November 2nd – Thursday, November 5th, 2026**, in Edmonton, Alberta;

Further, that basic RMA registration fees of \$820.00 be paid from Registration Fees GL, and per diems and expenses to come from Subsistence and Mileage;

Further that Council approve that attendance of any MD Councillor wishing to attend an Elected Officials Education Program (EOEP) course.

Or

That Council direct Administration accordingly.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 15-26
September 9th, 2026
CAO, Shirley Hayden
G5 Newsletter Proposal

BACKGROUND/PROPOSAL

Administration received an email requesting Council's consideration of participation in a G5 Newsletter to circulate amongst the five municipalities.

The MD has published our own monthly newsletter for approximately two years. The other local publication, the Central Peace Signal, has recently encountered challenges to producing their weekly newspaper, and the proposed G5 Newsletter would be a way to collectively and collaboratively address this gap. The proposed G5 newsletter would effectively render the MD newsletter redundant, if the MD were to participate in the G5 newsletter.

The MD newsletter is produced on a monthly basis and typically publishes eight pages each edition. Although the G5 newsletter option is potentially a reduced number of pages, the frequency of the publication would be weekly rather than monthly. The increased frequency would be of benefit to the MD residents, as the information and content would be more current, and there would be more opportunities for submissions relevant to the residents.

In addition, a number of the articles and a significant portion of the information included in a G5 newsletter is pertinent to residents outside of the MD boundaries, just as information from the adjacent municipalities would be of interest to MD residents. A G5 newsletter would promote collaboration, engender goodwill, and be of benefit to all parties.

The proposal received by Administration from Jenn vanRootselaar, Deputy Reeve of Saddle Hills County, follows:

From: JennvanRootselaar<jennvanrootselaar@saddlehills.ab.ca>
Sent: Wednesday, 26 August 2026 12:33:53
To: Shirley Hayden<cao@mdspiritrivier.ab.ca>
Subject: G5 Newsletter Proposal

Good afternoon.

Below is the breakdown of the newsletter cost I said I'd pass along. These figures are based on an eight-page newsletter. The five municipalities' page requirements add up to 7.5 pages. The other half page cost would be split evenly between everyone and contain a welcome-to-the-newsletter message, along with hopefully an advertisement or two. I will also provide the 12-page cost per page and per subscription, along with advertising costs. The advertising revenue would be split evenly between the five municipalities and come off their total owed. The page options for the newsletter are 4, 8, 12, 16, et cetera, so multiples of four.

Eight pages

Total approximate cost = \$4,692.95.
 Per page = \$294.02
 Per subscription = \$0.88

Saddle Hills County - three pages, 900 subscriptions, plus half page share = \$1,703.46
 MD of Spirit River - two pages, 300 subscriptions, plus half page share = \$881.44
 Town of Spirit River - one page, 560 subscriptions, plus half page share = \$816.22
 Village of Rycroft - ½ page, 400 subscriptions, plus half page share = \$528.41
 Birch Hills County - one page, 500 subscriptions, plus half page share = \$763.42

Twelve Pages

If we end up with enough content and enough advertising for 12 pages, the cost per page decreases. Your subscription cost will remain the same, but your page rate will decrease.

Total cost = \$5,461.95
 Per page = \$260.10
 Per subscription = \$0.88

2,660 subscriptions @ \$0.88 = \$2,340.80
 12 pages @ \$260.10 = \$3,121.20
 Total = \$5,462.00

Advertising

Full page ad = \$600 - 20% discount if placed weekly for a minimum of six weeks, 15% discount if placed every second week for six weeks

Half page ad = \$300 - 15% discount if advertising weekly for a minimum of six weeks, 10% discount if placed every second week for six weeks

Quarter page ad = \$150 - 10% discount if advertising weekly for a minimum of six weeks

3x2 or 2x3 ads = \$60

Announcements/obits etc. - \$5 a line with \$60 minimum. (three columns per page totalling approximately 150 lines of useable space)

For advertising, there would be a potential to make from approximately \$450 a page up to \$750 a page. If we went to a 12-page newsletter and we had two full page ads placed for the six-week minimum, that would be \$900 advertising income weekly to be split five ways, so it would reduce your weekly cost by about \$180.

The plan is to use the MD of Spirit River's editor and printing company. Everyone would still be in charge of their own content. The editor would be putting everything into the correct format and then making sure the newsletter flows well. If you submit a page of content, your content, if it's made up of several articles, may not be on the same page. It will still all be there, but it may be broken up throughout the newsletter to improve the flow and keep the newsletter from looking too disjointed between the five municipalities. A Word document with the proper margins will also be sent to each municipality so they know exactly how much content to submit.

If you could present this to your council at their next meeting and ask for a decision on a trial run of the newsletter beginning mid October, I would appreciate it. The idea would be to see how the first one goes and if everyone is happy. If so, we would slowly ramp up to a weekly newsletter, so by the beginning of next year, it would be a weekly newsletter. By then, ideally we would also have more advertising happening, which will bring down the overall cost for everyone.

If you have any questions, please feel free to reach out.

Thank you.

Jenn vanRootselaar

Saddle Hills County

RECOMMENDATION/RESOLUTION

That Council participates in the trial run of the G5 Newsletter as presented in the cost-sharing proposal submitted for review.

Or direct Administration accordingly, regarding the proposed G5 Newsletter participation.



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 15-26
September 9th, 2026
Administration
Grade 4 Mustelid (Weasel) Field Trip Dunvegan

BACKGROUND/PROPOSAL

Administration received an email request for donation to support a local field trip opportunity for Grade 4 students from local schools, copied below:

From: Cornelia Thomi
Sent: August 31, 2026 12:39 PM
To: MD of Spirit River 133 <mdsr133@mdspiritrivier.ab.ca>
Subject: Sponsor Questions for Oct 1- Grade 4 Mustelid (weasel) Field Trip Dunvegan

Good Day,

We are running an education module/ field trip at Dunvegan Historical Trading Post on Oct 1st for grade 4 (grade 3) students from 5-6 local schools. Rycroft, St. Marie, SRRA, possible Eaglesham, Savanna, and Bonanza. Students rotate through 6-7 stations where they spend 20-30 minutes speaking to skilled professionals, Indigenous Elders/ Knowledge Keepers or community members about a topic that relates to the Mustelid (weasel family) physiology/ fur trapping era.

We work outside the school board or division, yet we tie our program into the existing curriculum. We are a grassroot collective that involves the local community to bring more place based learned to students in the Peace Country. We have successfully run modules (K-12) in other communities- Dawson Creek, Hudson's Hope, Chetwynd, and Mackenzie on the same model. Our program is here: www.borealoutdooreducationschool.com

We have partial grant funding from Alberta Conservation Association for this field trip. We have asked Saddle Hills County and other local businesses for donations.

We are now wondering if the MD of Spirit River would like to provide some sponsorship for this event as well. What is the process for this?

Thank you,

Cornelia Thomi, RPF
Thomi Forestry

RECOMMENDATION/RESOLUTION

That Council direct Administration accordingly.



Support Our Programs

Your generosity helps bring experiential outdoor education to students within your local Boreal Forest Region.

[Home](#) / [Donations](#)

Make a Difference

Why Your Support Matters

The Boreal Outdoor Education School relies on the generous support of funders, partners, and community donors to deliver high-quality, experiential outdoor learning programs to students throughout the Boreal Forest Region.

Your donation directly supports:



Field Trip Transportation

Helping schools cover the cost of bus transportation to outdoor learning sites.



Learning Materials

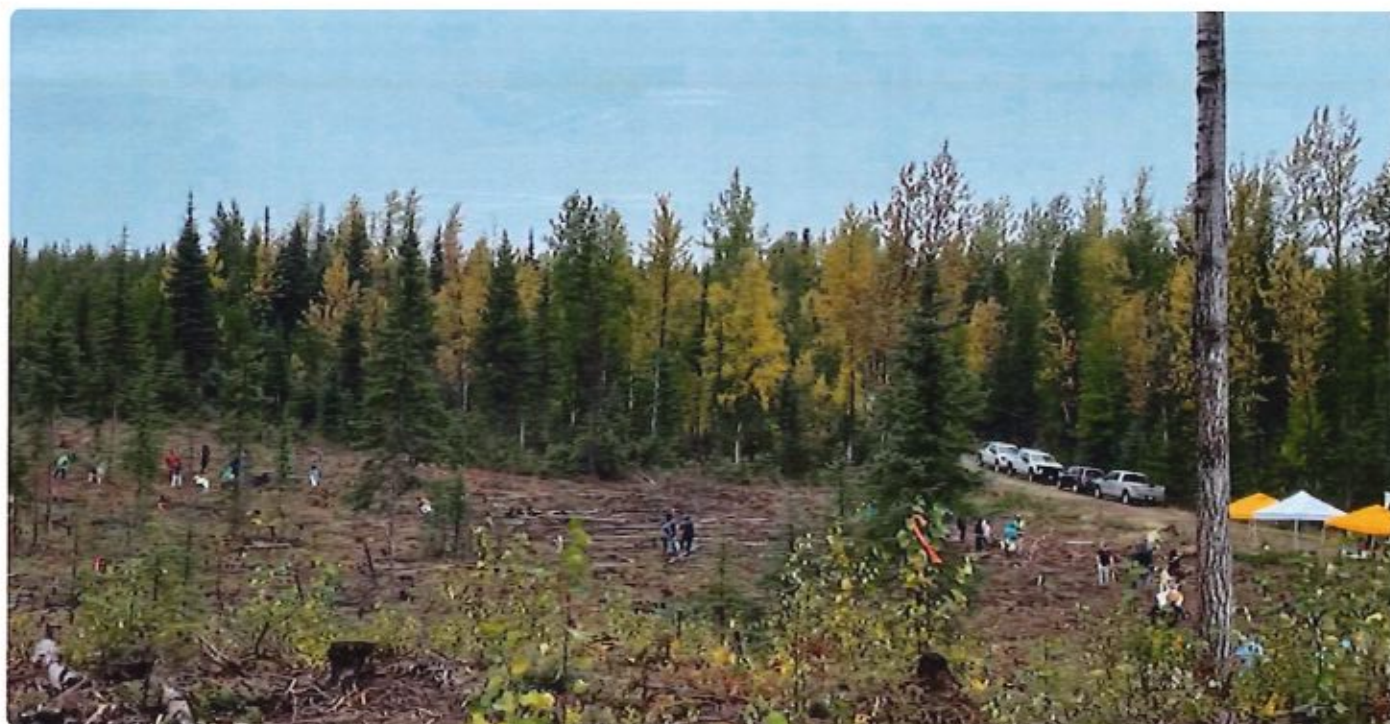
Providing hands-on learning supplies, field guides, and educational resources.



Compensating Indigenous Elders,
Knowledge Keepers, foresters, biologists,
and other professionals.



Creating new modules and updating existing
content to meet provincial standards.



Our Impact

With your support, we've provided outdoor education experiences to hundreds of students across Mackenzie, Hudson's Hope, Moberly Lake, Chetwynd, and Fort St James since 2025.

100% Community-Driven

We are a grass-roots organization run entirely by a team of dedicated professionals, local Indigenous Elders and Knowledge Keepers, and volunteers who are passionate about outdoor education.

Ways to Support



Monetary Donations

One-time or recurring financial contributions help us plan and deliver programs throughout the school year. Every dollar makes a difference.

[Donate Now](#)



Corporate Sponsorship

Partner with us as a funder or sponsor. Corporate partners receive recognition on our website, materials, and at community events.

[Become a Sponsor](#)



In-Kind Donations

Donate supplies, equipment, or services. We welcome field trip snacks, learning materials, printing services, and more.

[Contact Us](#)



Volunteer Your Time

Join our team of dedicated volunteers! Help with field trips, classroom presentations, event planning, or administrative tasks.

[Volunteer](#)



Share Your Expertise



Spread the Word



Are you a forester, biologist, or outdoor professional? Share your knowledge with students.

Get Involved

Help us reach more schools and communities by sharing our programs with educators, parents, and community organizations.

Learn More

56



Our Funders & Partners

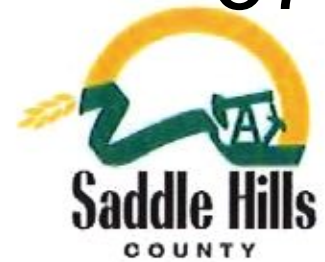
We gratefully acknowledge the support of our funders and community partners

Funders





Boreal Outdoor Education School



Partners



Community Donations

Thank you to our generous community donors



Hope 4 Health



Tsattine Nisk'a

Kelly Lake First
Nation



Volunteer Donations





Boreal Outdoor Education School



59



Ready to Make a Difference?

Contact us to discuss how you can support outdoor education in the Boreal Forest Region. Together, we can inspire the next generation of environmental stewards.

Contact Us



Thank You

Every contribution helps us bring outdoor education to more students across the Boreal Forest Region



Boreal Outdoor Education School

We are a grassroots collective whose mission is to provide experiential outdoor learning to existing organizations and schools within the boreal forest region. Through a team of skilled professionals, Indigenous Knowledge Keepers/Elders, experienced educators, administrators, and grant writers, we offer organizations the ability to bring place-based learning to their students, clients or employees at affordable costs and with little preparation time. We facilitate relationships between organizations and the local community to increase knowledge sharing.

Explore Resources

 Follow us on Facebook



Our Approach



Place-Based
Local & Community



Indigenous
Knowledge & Wisdom



Western
Science & Research



Relationships
Fostering & Collaborative

SCROLL DOWN





Land Acknowledgment

The Boreal Outdoor Education School would like to acknowledge that we are teaching this program within the traditional territory of Indigenous peoples across Canada. As a team of nature lovers, we are deeply grateful to all the First Nations, Métis, and Inuit people for being stewards of this land since time immemorial. We are honoured to work closely with the local Elders and Knowledge Keepers from Treaty 8: Tse'KHene, Dunne-za, and Cree, and Non-Treaty: Dakelh and Tsilhqot'in through our in-person presentations, field trips, and ongoing module creations.

Empowering Minds, Inspiring Lifelong Learning

The Boreal Outdoor Education Program was originally called the Williston School Ecology Program (WSEP) and has run in Mackenzie, BC and Moberly Lake, BC schools since 2014. In 2025, we expanded to include some of the schools within the neighbouring communities of Hudson's Hope, Chetwynd, and Fort St. James. In 2026, we are trialing a school in Dawson Creek, BC and another 1 or 2 schools in the Saddle Hills County of Alberta. Thank you to all who have helped make this expansion possible.

12

YEARS

4,426

STUDENTS

422

VOLUNTEER DAYS





Our Mission

We provide experiential, place-based outdoor learning for children, youth, and adults in the Boreal Forest Region, collaborating with local Indigenous Knowledge Keepers, Elders, educators, and skilled professionals to extend and enrich existing educational programs.



Our Vision

We envision a future where learners of all ages are deeply connected to the Boreal Forest region within their home communities, where Indigenous ways of knowing and being are fostered within local learning communities allowing for improved environmental stewardship, cultural understanding, and lifelong learning through authentic outdoor experiences.



Our Values

- Place-based learning
- Respect for Indigenous knowledge
- Community collaboration
- Accessibility & affordability
- Educational excellence
- Experiential learning
- Environmental stewardship

Featured Programs

Curriculum-aligned outdoor education modules for K-12 students, summer nature camps, and team building professional development for educators and organizations.



Boreal Outdoor Education Program

Place-based outdoor learning modules aligned with provincial curricula, delivered by local skilled professionals and local Indigenous Elders and Knowledge Keepers.



Primary K-Grade 3

Pond studies, nature exploration, birds, and hands-on forest connections.



Middle Grade 4-6

Forest values, aging, silviculture, Mustelids, and wetland ecosystems.



Junior Grade 7-9

Forest health, tree planting, soils, bark beetles, mycelium, and Indigenous perspectives.



Senior Grade 10-12

Wildfire management, sustainability science, Caribou Adaptions, and career exploration.

[Explore All Modules](#)

Additional Lesson Planning, Rubrics, Assessments can be found under The Boreal Outdoor Education Program's Teacher Pay Teacher Account.



Team Building Professional Development

Customized training for organizations, individuals, and educators to further your understanding of the Boreal Forest Region and the learning opportunities in your area. We tie in local professionals, Indigenous Elders and Knowledge Keepers to create tailored workshops for your team.

- ✓ Tailored to your organization's needs
- ✓ Expert presenters
- ✓ Local Elders and Knowledge Keepers
- ✓ Hands-on outdoor techniques
- ✓ Flexible scheduling options

[Inquire About Workshops](#)



Our team is offering 3-5 day nature camps for various age groups. Each will be tied to a specific theme found at the place of offering.

Example Camps:

- ✓ Age 7-11, Navigating Nature Camps
- ✓ Age 12-17, Survival Camps
- ✓ Adult, Rediscovering Nature Camps
- ✓ Multi-age camp, Indigenous Ways of Knowing

[Inquire About Camps](#)

Tribute to our Founders

Interview with original founder of the Williston School Ecology Program
Cornelia Thurni



Watch on



Interview with Jim Tuck

Listen to the full interview with one of our volunteers

0:00 / 0:00

Recording of volunteer Jim Tuck from the Boreal Outdoor Education Program

Picture Gallery

Photos from our field trips and outdoor education programs across the Boreal Forest Region





Exemplar Module: Junior - Forest Health

A comprehensive look at one of our curriculum-aligned modules combining classroom learning with hands-on field experiences

Classroom Components



Video Presentations



Educator Info Sheets



Boreal Outdoors Field Unit (Forester) and Janie Dubman (Biologist).

Pre-recorded presentations with video links by Cornelia Thoma (Forester) and Janie Dubman (Biologist).

Education Information sheets and/or video detailing activities, and providing educators with further resources to create research and other projects for students.

67



Lesson Plans

Additional lesson plans, worksheets, and assessments via rubrics available at Teacher Pay Teachers.

Field Trip Stations



Forest Diseases

Learn about tree diseases including rust and fungal agents with forest professionals.



Soils

Dig soil horizons and classify soils through hands-on texturing exercises.



Bark Beetles & Pests

Examine bark beetle damage and learn about forest insect pests in mature stands.



Mycelium & Macrofungi

Discover fungal networks and diverse mushroom types in forest ecosystems.



Indigenous Perspectives

Learn about reciprocity, interconnectedness, and traditional forest stewardship from local Elders and Knowledge Keepers.

[View All Modules](#)



Testimonials

What educators and community partners are saying about our programs

“

The Wildfire Management module is excellent and ties very well into the BC Grade 12 Specialized Science Sustainability Criteria. The added careers information makes this module very interesting for students, many of whom have inquired about summer jobs in the wildfire management industry.

Kyle Tapper

Senior High School Teacher, Mackenzie Secondary School

“

Our grade 5/6 class recently participated in the Forest Resource Values module, which included a field trip to the Little Prairie Community Forest followed by a classroom presentation. The experience was well organized, engaging, and educational. Students were immersed in hands-on learning led by knowledgeable volunteers, including Indigenous educators, and rotated through a variety of stations that deepened their understanding of forest ecosystems and conservation values.

Kristin Atherton

Principal, Peace Christian Academy

“

We appreciate the positive impact the program has had within our community and welcome its continued presence. The District of Hudson's Hope looks forward to seeing this program thrive and continue offering high-quality outdoor learning experiences for our youth.

District of Hudson's Hope

British Columbia

“

We strongly support the continuation of the Boreal Outdoors Education Program and the Wildfire Management and Careers Module at Chetwynd Secondary School. We believe this program plays an essential role in enriching our educational offerings and preparing students for future training, employment, and community involvement.



Katy Clarke B.ED, M.A.

Principal, Chetwynd Secondary School

“

For many of our students, these ecology program trips represent the only full-day field experiences they have during the school year. Given our small rural setting, access to such enriching experiences is limited, making these trips even more essential in broadening our students' horizons. The program encourages outdoor learning, helping students connect with nature while deepening their understanding of ecological principles.

Danielle House

Vice Principal, Morfee Elementary School

“

It is important to learn about the forest environment. It builds and deepens an understanding of nature-based learning, creates a deeper connection to the environment and provides hands-on experiences. As a classroom teacher our lesson plans barely scratch the surface of learning about nature in outdoor settings. I am hoping these types of programs grow and become implemented within all schools.

Anneli Duncan

Principal, Moberly School





Student Voices

"Dear Volunteers, Thank-you so much for giving us the opportunity to go on the field trip to learn about the forest."

- From the Grade 3/4 Class

Our Strengths

What sets our outdoor education programs apart



Place-Based Field Trips

Outdoor field trips with local Indigenous Elders, Knowledge Keepers, community members, and skilled professionals.



Curriculum-Aligned

All of our K-Grade 12 modules tie into specific provincial curricula for seamless classroom integration.



Educator Support

Additional supports include pre-recorded presentations, activities and education information sheets provided by biologists, foresters, Indigenous Elders, Knowledge Keepers, and other professionals.



Lesson Plans & Worksheets

Additional lesson plans and worksheets available at Teacher Pay Teachers to complement free website content.



Professional Development

Offer professional development training that can be tailored to specific



Affordable & Accessible

Place-based learning at affordable costs with little preparation time for



MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133

MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:

RM 15-26
September 9th, 2026
CAO, Shirley Hayden
G5 Regional Water Service Commission

BACKGROUND/PROPOSAL

Phases 1 & 2 of the Central Peace Regional Water Project includes the water intake, pumping station and a pipeline to the location of the reservoirs. The intake and pumping station is expected to be completed in the fall of 2027. At that stage, the project will start incurring operating costs. The project is nearing the stage to begin the process of establishing a Regional Water Service Commission to manage these costs.

To assist in this process, there is an Alberta Community Partnership (ACP) Grant that could provide funding of up to \$150,000 for Intermunicipal Collaboration projects, such as establishing a Regional Water Service Commission. The funding could be used to hire support to assist in the legal structure and negotiations required.

The application process will require motions of support from all municipalities involved in the project and the deadline for applications is October 1st, 2026.

Saddle Hills County Council and Administration are seeking support and motions from the G5 partner municipalities to apply for the ACP grant.

Based on the provided Request for Decision (RFD) briefing, the G5 municipalities require specialized municipal consulting assistance to formalize a legal regional entity. Motions of support are required from the G5 to satisfy the strict requirements of the Alberta Community Partnership (ACP) grant before the October 1st deadline.

Required Consulting Assistance

- **Governance & Legal Structure:** Drafting the official regulation, bylaws, and governance framework to legally establish the new Regional Water Services Commission under the *Municipal Government Act* (MGA).
- **Cost-Sharing Frameworks:** Modeling equitable funding formulas among the G5 partners to cover upcoming operational costs, specifically the imminent ATCO idle pumping station charges.
- **Regional Service Agreements:** Authoring the formal water supply, pricing, and infrastructure agreements between the commission and individual member municipalities.
- **Grant Management:** Completing the highly detailed project plan, budget breakdown, and financial documentation required for the \$150,000 Alberta Community Partnership (ACP) application.
- **Strategic Roadmap:** Designing an implementation timeline and operational transition plan for the Collaboration Committee as it shifts from a temporary committee to an active utility manager.

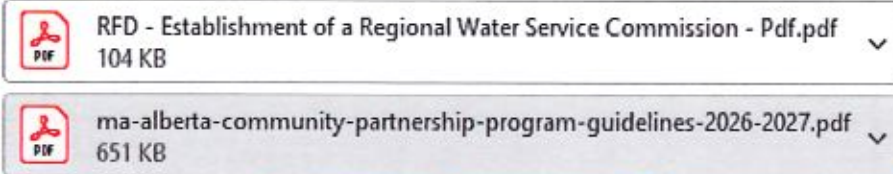
Fw: ACP Grant - Regional Water Service Commission



Shirley Hayden



11:20 AM



Start your reply all with:

[Yes, will do.](#)

[Yes, of course!](#)

[Yes, will do. Thanks!](#)

[Feedback](#)

Sent: Friday, 28 August 2026 11:17:18

To: Kevin Keller () <cao@rycroft.ca>; Shirley Hayden <cao@mdspiritrivier.ab.ca>; Larry Davidson <cao@birchhillscountry.com>; Keir Gervais (<cao@townofspiritrivier.ca>) <cao@townofspiritrivier.ca>

Subject: ACP Grant - Regional Water Service Commission

Good morning folks,

As we move along with the Central Peace Regional Water Project, we still need to move along with the Governance of a Regional Water Commission.

The Central Peace Regional Water System Collaboration Committee was established to work on the Governance aspect of the project.

At some point we will start incurring some operating costs next year related to the idle charge from ATCO at the pumping station.

I brought the attached RFD to Council this week and they passed the following motion:

456.08.25.26	That Council direct Administration to apply for an Alberta Community Partnership (ACP) grant to assist in the establishment of a Regional Water Services Commission and to reach out to the G5 municipalities for motions of support.
--------------	---

The deadline to apply is October 1st.

Funding is up to \$150,000 with a 10% municipal contribution. Looking to use the funds for consulting assistance.

Could you bring this to your respective Councils for consideration please. We require supporting motions from participating municipalities to apply.

Thank you.

Cary Merritt
Chief Administrative Officer

Saddle Hills County

Phone: (780) 864-3760 ext. 122

Cell: (780) 864-5587

www.saddlehills.ab.ca

Safe Strong Sustainable

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RECOMMENDATION/RESOLUTION

That Council formally support the application by Saddle Hills County for the Alberta Community Partnership (ACP) grant to assist with the establishment of the Central Peace Regional Water Services Commission in collaboration with the partner G5 municipalities: Saddle Hills County, Town of Spirit River, Village of Rycroft, Birch Hills County, and Municipal District of Spirit River No. 133.

REQUEST FOR DECISION



Meeting: Regular Council Meeting
Meeting Date: August 25, 2026
Presented By: Cary Merritt, Chief Administrative Officer
Title: Establishment of a Regional Water Service Commission

STRATEGIC ALIGNMENT:



Governance &
Leadership



Municipal Services
& Infrastructure



Environmental
Stewardship



Community
Development

BACKGROUND / PROPOSAL:

Phases 1 & 2 of the Central Peace Regional Water Project includes the water intake, pumping station and a pipeline to the location of the reservoirs. The intake and pumping station is expected to be completed in the fall of 2027. At that stage, the project will start incurring operating costs. The project is nearing the stage to begin the process of establishing a Regional Water Service Commission to manage these costs.

To assist in this process, Administration could apply for an Alberta Community Partnership (ACP) Grant. This grant will provide funding of up to \$150,000 for Intermunicipal Collaboration projects such as establishing a Regional Water Service Commission. The funding could be used to hire support to assist in the legal structure and negotiations required.

The application process will require motions of support from all municipalities involved in the project and the deadline for applications is October 1st, 2026.

Administration is seeking Council's approval to apply for the ACP grant and to reach out to the G5 Municipalities for their support and motions from their Councils.

OPTIONS & BENEFITS:

Option 1:

That Council direct Administration to apply for an Alberta Community Partnership (ACP) grant to assist in the establishment of a Regional Water Services Commission and to reach out to the G5 municipalities for motions of support.

Option 2:

That Council direct Administration accordingly.

COSTS & SOURCE OF FUNDING:

An Alberta Community Partnership (ACP) grant will fund a maximum of \$150,000 with municipalities contributing 10% of the project cost.

PUBLIC PARTICIPATION:

Inform (one way communication)

Goal: To provide balanced, objective information to citizens

Tools:

RECOMMENDATION:

That Council direct Administration to apply for an Alberta Community Partnership (ACP) grant to assist in the establishment of a Regional Water Services Commission and to reach out to the G5 municipalities for motions of support.

APPROVAL(S):

Justine Yanishewski, Legislative Coordinator
Cary Merritt, Chief Administrative Officer

Approved - 21 Aug 2026
Approved - 21 Aug 2026



2026-27 Alberta Community Partnership

Program Guidelines

Alberta 

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2026/27 Alberta Community Partnership Program Guidelines | Municipal Affairs

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Contents

Program Guidelines	6
1. Introduction	6
2. 2026-27 Program Updates	6
3. Key Dates and Contacts	7
4. Submission Method	7
4.1) Alberta Community Partnership Online (ACPO)	7
5. Program Objective	8
6. Funding Components	8
7. Eligibility Requirements	9
7.1) Eligible Applicants	9
7.2) Contributions to Other Entities	9
7.3) Eligible Projects	9
7.4) Ineligible Expenses	9
8. Application Process	9
8.1) Project Application	9
8.2) Review and Approval Process	10
9. Funding Agreement and Amendment Process	10
9.1) Conditional Grant Agreement (CGA)	10
9.2) Amending an Agreement	10
10. Time Period to Use Grant Funds	10
11. Use of Other Grant Funds	10
12. Requirement for Award of Contract	11
13. Payment Process and Reporting Requirements	11
13.1) Payments	11
13.2) Statement of Expenditures and Project Outcomes (SEPO)	11
13.3) Credit Items	11
13.4) Calculation of Income Earned	11
14. Site Visits	12
15. Communications and Project Recognition Requirements	12
Schedule 1A – Intermunicipal Collaboration	13
1. Objective	13
2. Eligible Entities	13
3. Eligible Projects	13
A) Itemized Expenditure Breakdown	16
B) Ineligible Project Costs	16
4. Application Process	16

5. Grant Amounts.....	17
6. Component Conditions	17
7. Payment of Funds.....	18
8. Time Period to Use Grant Funds	18
9. Reporting Requirements	18
Schedule 1B – Evaluation of IC Applications	19
Schedule 2 – Municipal Restructuring	24
1. Objective.....	24
2. Eligible Entities	24
3. Eligible Projects	24
Restructuring Study Stream	24
Transitional Stream (Post-Restructuring)	24
Infrastructure Stream (Post-Restructuring)	25
4. Application Process	25
5. Grant Amounts.....	25
A) Restructuring Study Stream	25
B) Transitional Stream (Post-Restructuring)	25
C) Infrastructure Stream (Post-Restructuring)	26
6. Component Conditions	26
7. Payment of Funds.....	26
8. Time Period to Use Grant Funds	27
9. Reporting Conditions	27
Schedule 3 – Mediation and Cooperative Processes	28
10. Objective.....	28
11. Eligible Entities	28
12. Eligible Projects	28
A) Mediation Stream	28
B) Cooperative Processes Stream	28
13. Application Process	29
14. Grant Amounts.....	29
15. Component Conditions	29
16. Payment of Funds.....	30
17. Time Period to Use Grant Funds	30
18. Reporting Conditions	30
Schedule 4 – Municipal Internship.....	31
1. Objective.....	31
2. Internship Workplan	31
3. Eligible Entities	32
4. Eligible Projects	33

A) Administrator	33
B) Finance Officer	33
C) Land-Use Planner	33
5. Application Process	33
6. Grant Amounts	34
7. Payment of Funds	34
8. Time Period to Use Grant Funds	34
9. Reporting Conditions	34
Schedule 5 – Asset Management Support	35
1. Objective	35
2. Eligible Entities	35
3. Eligible Projects	36
A) Infrastructure Audit Stream	36
B) Asset Management Planning Stream	36
C) Ineligible Project Costs	36
4. Application Process	36
5. Grant Amounts	37
6. Component Conditions and Recommendations	37
7. Payment of Funds	37
8. Time Period to Use Grant Funds	38
9. Reporting Conditions	38
Schedule 6 – Strategic Initiatives	39
1. Objective	39
2. Eligible Entities	39
3. Eligible Projects	39
4. Application Process	39
5. Grant Amounts	39
6. Component Conditions	39
7. Payment of Funds	39
8. Time Period to Use Grant Funds	39
9. Reporting Conditions	39

2026/27 Alberta Community Partnership Program Guidelines

1. Introduction

These guidelines are intended to assist applicants in completing Alberta Community Partnership (ACP) applications and financial reporting requirements for the current program year. Before applying, applicants should consider both the general program information in the main part of the guidelines and the component-specific information in the schedule(s).

Contact information for each component is provided in its respective schedule. After reviewing the guidelines, applicants are encouraged to reach out to the appropriate program area for further information or clarification, if needed.

2. 2026-27 Program Updates

The 2026-27 ACP program updates focus on refining funding parameters, strengthening alignment with core municipal priorities, and improving program accessibility and delivery. In particular, changes to the ACP Intermunicipal Collaboration (IC) component support continued alignment with government priorities and evolving municipal needs. A summary of these changes are outlined below, with further details included in Schedules 1A and 1B:

- **Intermunicipal Collaboration component**
 - Maximum provincial support per IC project reduced to \$150,000 (from \$200,000) to enable extended program reach.
 - A cost-share requirement introducing a 10 per cent municipal contribution toward total project costs.
 - Elimination of the 25 per cent grant holdback requirement, with full funding provided upon execution of the Conditional Grant Agreement (CGA).
 - Priority project areas include water, wastewater and stormwater, infrastructure/asset management with a focus on core infrastructure*, and emergency services, to align with core municipal responsibilities.
 - The cities of Calgary and Edmonton remain eligible project participants; however, managing partner roles are reserved for small and mid-sized local governments to support broader access to funding and project leadership.

*Core infrastructure asset management projects include roads and bridges, water, wastewater and storm water systems, emergency management, and disaster mitigation.

3. Key Dates and Contacts

Activity	Timeline	Questions? Contact:
Project Application Submission	Municipal Internship October 1, 2026 Intermunicipal Collaboration October 1, 2026 Municipal Restructuring January 15, 2027 Mediation and Cooperative Processes, Asset Management Support & Strategic Initiatives February 3, 2027	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Statement of Expenditures and Project Outcomes (SEPO)	Due within 60 days of project completion date identified in the conditional grant agreement.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Communication and Project Recognition	Please contact the Minister's Office at least 15 working days prior to an event or communication related to an ACP funded project.	Please refer to Section 15, Communications and Project Recognition Requirements, for additional information.

Contact Information

Alberta Municipal Affairs

Grants and Education Property Tax Branch
 Alberta Community Partnership Program
 15th Floor, Commerce Place
 10155 - 102 Street
 Edmonton AB T5J 4L4
 Phone: 780-422-7125 (toll-free: 310-0000)
 Email: acp.grants@gov.ab.ca

4. Submission Method

4.1) Alberta Community Partnership Online (ACPO)

ACPO is available through MAConnect. ACPO gives local governments the ability to:

- create, edit, and submit ACP applications online;
- view and track the status of ACP applications;
- view agreement, payment, and reporting summary information for projects funded under ACP;
- create, edit and submit ACP amendment requests; and
- create, edit, submit and track the status of ACP SEPOs.

Local governments that already use MAConnect can request staff access to ACPO through the local government's MAConnect Stakeholder Administrator. The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the local government through the MAConnect Stakeholder Agreement.

All current Stakeholder Administrators can submit an electronic request through their MAConnect dashboard to grant a staff member access to ACPO. If the local government needs to assign another Stakeholder Administrator, a request can be emailed to ACPOaccess@gov.ab.ca.

Local governments that do not have access to MACConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing ACPOaccess@gov.ab.ca or contacting 780-644-2413 (toll-free in Alberta by first dialing 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the local government will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO User Guide is available on the ACP program website at: www.alberta.ca/alberta-community-partnership.aspx.

Local governments are encouraged to confirm MACConnect and ACPO access in advance of all application deadlines to ensure there are no technical issues preventing a project submission.

5. Program Objective

The objective of the ACP program is to improve the viability and long-term sustainability of local governments by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support local governments in attaining the following key program outcomes:

- new or enhanced regional municipal services;
- improved municipal capacity to respond to municipal and regional priorities; and
- effective intermunicipal relations through joint and collaborative activities.

6. Funding Components

Project funding is administered under six distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-6.

Intermunicipal Collaboration (IC) (Schedules 1A and 1B)	• Develop regional plans, service delivery frameworks, and establish regional service delivery efficiencies.
Municipal Restructuring (MR) (Schedule 2)	• Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews.
Mediation and Cooperative Processes (MCP) (Schedule 3)	• Resolve intermunicipal conflict through dispute resolution alternatives and/or develop processes and protocols to enhance municipal collaboration.
Municipal Internship (MI) (Schedule 4)	• Provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.
Asset Management Support (AMS) (Schedule 5)	• Strengthen asset management practices through funding for infrastructure audits, regional asset management plans, policies and frameworks. (AMS application is by invitation—see Eligible Entities for details)
Strategic Initiatives (SI) (Schedule 6)	• Undertake unique or exceptional projects that have outcomes of strategic importance to the ministry or province, which typically have a regional focus.

7. Eligibility Requirements

7.1) Eligible Applicants

Applicant Type	Funding Components
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, Special Areas)	AI*
Improvement Districts	IC, MCP, AMS and SI
Metis Settlements	IC, MCP, AMS and SI
Townsite of Redwood Meadows Administration Society	IC, MCP, AMS and SI
Municipality-controlled planning service agencies	MI Land-Use Planner

* Eligibility under the MI and AMS streams is dependent on municipal population (see Schedules 4 and 5).

First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications. A band council resolution is required to confirm project participation.

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

7.2) Contributions to Other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional service commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

7.3) Eligible Projects

Eligible project information is provided in the component schedules.

7.4) Ineligible Expenses

The following expenses are ineligible for all components:

- existing and ongoing operational costs;
- floodway mapping costs;
- government advocacy activities;
- costs already funded under other grant programs; and
- Goods and Services Tax (GST).

8. Application Process

8.1) Project Application

A separate application form is required for each project submission.

An application to one component in a program year does not preclude a local government from applying to any other component in the same program year. Having an ongoing project from a previous program year does not disqualify a local government from submitting a new application in the current program year.

Project applications can be submitted any time prior to the deadlines specified in Section 3.

Applications submitted through ACPO contain a certification statement to be completed by the authorized user and do not require the submission of a signed hard copy application.

8.2) Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs.

All decisions by the Minister are final.

Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on criteria outlined in Schedule 1B, with scores assigned based solely on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

It is anticipated that local governments will be notified in writing of project funding decisions by the end of the program year, March 31, 2027.

9. Funding Agreement and Amendment Process

9.1) Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

9.2) Amending an Agreement

If the project scope or time period changes after project approval, a formal amendment request must be made to consider any changes to the existing agreement. An Amendment Request Form is available through ACPO. The amendment request should be submitted prior to the CGA project completion date and must provide detailed rationale to support the amendment request. Amendments are granted at the discretion of Municipal Affairs based on an assessment of the rationale for the request. Questions regarding project scope and time period changes can be directed to a Grant Advisor.

Municipal partners are strongly encouraged to complete partnership projects by the project completion date identified in the CGA, since the established project scope and time parameters align with the original municipal commitment to the project. Timely completion should help move the project forward from planning to implementation.

Program staff work with local governments to establish reasonable project timelines, and applicants are expected to honour the completion timelines set out in the application.

10. Time Period to Use Grant Funds

The ACP program year is based on the provincial fiscal year, which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1, 2026, unless otherwise stipulated in the executed CGA. Project costs will only be considered eligible up to the project completion date established in the CGA.

See component schedules for specific details regarding time periods to use grant funds.

11. Use of Other Grant Funds

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Other grant program funding may also be used toward the minimum municipal contribution for ACP components that require a cost-share commitment. Using ACP grant funds for costs covered by other programs, as per Section 7.4, is an ineligible use of ACP funds.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. ACP funding does not signify broader provincial support for any recommendation or outcome that might result from a project.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipal-grants-web-portal>.

12. Requirement for Award of Contract

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (www.newwestpartnershiptrade.ca), and the Canadian Free Trade Agreement (www.cfta-alec.ca/agreement-on-internal-trade). It is the managing partner's* responsibility to determine if the project's procurement approach aligns with best practices and obligations under trade agreements.

* The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes.

13. Payment Process and Reporting Requirements

13.1) Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically, the grant payment is made within four to six weeks following the execution of the CGA, unless stated otherwise.

13.2) Statement of Expenditures and Project Outcomes (SEPO)

The grant recipient must submit a SEPO for each project. Submission of the SEPO is through ACPO and is due 60 days following the project completion date established in the CGA. The SEPO includes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures, and any unspent income must be refunded.

The outcomes reporting portion of the SEPO collects information on whether the project was carried to completion, the outcomes achieved, plans for implementation, and includes a narrative on the project's impact on intermunicipal relations and/or municipal capacity to deliver regional services and address regional priorities.

The SEPO must be completed by the chief administrative officer or delegate, who certifies that the grant recipient complies with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the local governments for a minimum of three years following completion of the project.

The SEPO may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4) and may be required under other components.

13.3) Credit Items

Income earned on deposited or invested ACP grant funds must be reported under Credit Items on the SEPO.

Any income earned on the funds becomes part of the total grant funding available for the project; however, any unspent income must be refunded.

13.4) Calculation of Income Earned

The local government must maintain separate accounting records for the grant funds.

The local government is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account, by the average interest rate over those months.

14. Site Visits

Municipal Affairs may engage with local governments (virtually or in person) to gather feedback to inform continuous improvement, and, where appropriate, review completed ACP-funded projects.

15. Communications and Project Recognition Requirements

Local governments may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a local government initiates a communications event related to an ACP-funded project (e.g., news conference, advertisement in local or national newspaper, news release, celebratory event etc.), they are asked to advise Municipal Affairs of the proposed event a minimum of 20 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GoA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

The local government should email an invitation, including event details and proposed timelines, as well as project information (name of project, grant funding sources) to the Minister's Office general mailbox at minister.municipalaffairs@gov.ab.ca and copy the grant program area at: acp.grants@gov.ab.ca.

Schedule 1A – Intermunicipal Collaboration

1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal sustainability and collaboration by providing support to partnerships of two or more local governments to develop or enhance regional municipal service delivery plans and frameworks, including establishing regional service delivery efficiencies.

By having regional service delivery plans and frameworks in place, local governments lay the foundation to move from concept to implementation. The plans and frameworks will ensure that:

- roles and responsibilities have been defined;
- participating local governments are formally committed; and
- the partnership understands the time and shared resources needed to get their project off the ground.

2. Eligible Entities

The following entities are eligible grant recipients (managing partners) under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and
- Townsite of Redwood Meadows Administration Society.

First Nations are eligible to participate as non-managing, formal project partners on IC project applications.

3. Eligible Projects

Projects that directly support new or enhanced regional approaches to municipal service delivery are eligible under the IC component. Municipal partnerships are in the best position to consider projects that will provide regional benefits to their residents, businesses, and communities. Partnerships should consider how proposed projects align with broader regional or municipal initiatives, provincial priorities, and/or legislative regulatory requirements.

Regional initiatives may include:

- regional planning and governance projects – these focus on shared decision-making, coordination, and long-term alignment between municipal partners;
- shared service delivery projects – these focus on reducing costs, increasing efficiency, or improving service quality through collaboration (e.g., joint fire, emergency, or protective services, regional waste management or recycling programs, shared public works, etc.);
- regional infrastructure and capital planning projects – these focus on coordinated planning or feasibility for infrastructure that serves multiple municipalities (e.g., regional transportation and transit planning, shared water, wastewater, and stormwater systems, regional facilities planning, etc.); and
- community resilience projects – these focus on emergency management and disaster preparedness priorities that naturally cross municipal boundaries.

Provincial priorities include projects that focus on:

- water, wastewater, and storm water;
- infrastructure and asset management focused on core infrastructure*; and
- emergency services.

*Core infrastructure asset management projects include roads and bridges, water, wastewater and storm water systems, emergency management, and disaster mitigation. NOTE: Asset management projects should focus on one or more core infrastructure categories but may also include other asset management areas.

In addition, provincial priorities include innovative projects with the potential to be scaled, replicated, or adapted beyond the regional partnership, allowing for the broader application of effective service delivery approaches and enhanced knowledge sharing across municipalities.

These IC projects must produce plans, agreements, studies, or frameworks that the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery. A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a local government for the purpose of providing good government, facilities or other items that are necessary to develop and maintain safe and viable communities. Planning is considered a municipal service for the purpose of this component.

A partnership may undertake a regional service planning project to determine such factors as the costs, benefits, governance model options, revenue or cost-sharing arrangements, infrastructure priorities, or operational requirements for intermunicipal service delivery.

Applicant Guidance:

What kind of projects are eligible for the IC component?	• Projects that are eligible under this component result in regional municipal service delivery foundations or frameworks that align with broader regional or municipal priorities and initiatives. • These include new or enhanced regional emergency management frameworks, regional plans for emergency preparedness or disaster mitigation, and regional growth plans (see Schedules 1A and 1B)
--	--

Certain regional projects may be a better fit under other ACP components or grant programs, as outlined in the table below:

Regional Municipal Service Delivery – Development Phases

Phase	Examples Of Eligible IC Projects ¹	Eligible Under Other Funding Sources
Explore Opportunity To determine if a regional approach to municipal service delivery makes sense.	- Regional emergency preparedness, response, and risk mitigation e.g., regional storm water management plan. - Review and establish streamlined regional operational standards. - Asset management. - Evaluate and establish regional development and planning approvals. - Regional service needs or gaps assessment. - Regional service-specific feasibility study.	- Broad exploration of regional governance options (See MR component, Schedule 2). - Facilitator or dispute resolution specialist to prepare regional parties for regional service negotiations (See MCP component, Schedule 3).
Establish Scope Decision tools and guidance documents to determine the best approach to regional service delivery.	- Service-specific delivery options. - Regional service delivery expansion studies and needs assessments. - Regional service cost-sharing models. - Regional service-specific business plan or strategy, e.g., regional water engineering business plan or regional transit strategy. - Develop a regional growth plan. - Develop an approach or conduct a review of existing regional services to create operational efficiencies.	Regional governance study and/or business case (See MR component, Schedule 2).
Lay Groundwork Establish formal frameworks and agreements to prepare for implementation of cooperative and integrated services among partners.	- Establish or update regional emergency management frameworks. - Establish or update regional business continuity plans. - Legal framework for a regional service delivery authority. - Intermunicipal service sharing agreements (for instance, regional solid waste and recycling governance model and management system). - Develop a regional municipal service delivery business plan. - Conduct a cost and site location analysis. - Establish or update regional municipal service bylaws and service sharing agreements. - Develop cost- and revenue-sharing models.	- Cost and site location analysis (Local Government Fiscal Framework – Capital²). - Development of regional frameworks, land-use and other municipal, regional, and statutory plans, service sharing agreements and cost models, communication strategies, and cost and site location analysis (Local Government Fiscal Framework – Operating²).
Deliver Service Implementation and direct delivery of the regional service.	Capital projects and operating pilots are not eligible.	- Facility construction, equipment purchases (Local Government Fiscal Framework – Capital², Canada Community-Building Fund²). - Set up and ongoing regional service delivery costs (Local Government Fiscal Framework – Operating²).

¹Projects previously approved under the Alberta Community Partnership can be found at: <https://open.alberta.ca/publications/alberta-community-partnership-approved-projects>

² Information about these programs is available at <https://www.alberta.ca/municipal-affairs-funding-programs>

Applications will be reviewed to ensure that the project supports or creates arrangements for cooperative approaches to delivering services within the partnership, and that the project genuinely produces a regional result. If a project appears to benefit only the participants individually or if it is unclear how the project relates to supporting intermunicipal service delivery, the project may be deemed ineligible.

A) Itemized Expenditure Breakdown

Expenditures should be directly attributable to the project outcomes and may include contract and project management costs.

An itemized breakdown of all expenditure items and estimated project costs must be provided under the Budget section of the application form. The list of estimated project costs should specifically identify the types of consultant activities (e.g., development of specific plans, facilitation of stakeholder consultations, conducting a service inventory, consultant travel expenses, project management), and vendor costs (e.g., advertising, public consultation venue rental, and offsite printing).

If the budget expense item is general or vague, or if it is unclear how an expenditure item relates to the proposed regional service planning or development activities, the expenditure may be deemed ineligible.

B) Ineligible Project Costs

Capital expenditures, such as project costs associated with the construction, purchase, or betterment of capital assets or equipment.

Costs associated with direct implementation and ongoing operational costs to deliver regional or municipal services, including:

- hardware or software purchases, installation, or upgrades;
- hosting;
- municipal reimbursements (e.g., travel, meals, per diem);
- office set-up;
- ongoing or regular salaries;
- operational service pilots;
- overhead expenses;
- routine or regularly occurring data gathering;
- system updates or maintenance; and
- training.

4. Application Process

Applications under the IC component are due October 1 of the current program year. Late applications will not be accepted.

Only one application per managing partner per program year will be considered. If an applicant submits more than one grant application as a managing partner, the first submitted application will be evaluated for funding.

The evaluation of your grant application will be based only on the information submitted on the application form.

Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking. Please ensure that all relevant sections of the application form are completed prior to submission; incomplete applications may result in a lower score relative to other submitted grant applications.

Applicant Guidance:

What kind of questions are on the IC application form?	- The questions in the IC application are intended to allow the partnership to explain project details, benefits to the region, and how the project addresses the needs and circumstances of the partnership. - Answer the questions with details specific to your project and partnering local governments—tell us about your communities and why this work is important to your region.
How are IC applications evaluated?	- IC evaluation criteria reflect a strong focus on project outcomes and regional benefits. - For additional information to assist in completing a high-quality IC application, carefully review the evaluation criteria outlined in Schedule 1B, which includes specific information to consider when drafting your responses.

5. Grant Amounts

The maximum grant available per project is \$150,000.

6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined in the Eligible Entities section.

Eligible entities may participate in multiple project partnerships but may only be the managing partner* on one IC project per program year.

The IC component requires municipal partners to contribute a minimum 10 per cent of total project costs.

Examples:

- A project with \$150,000 in total eligible costs would receive up to \$135,000 in provincial funding, with a minimum municipal contribution of \$15,000.
- A project with \$166,667 in total eligible costs could receive up to \$150,000 in provincial funding (the maximum), with a minimum municipal contribution of \$16,667.
- A project with total eligible costs of \$175,000 could receive up to \$150,000 in provincial funding (the maximum), with a minimum \$25,000 municipal contribution.

Projects exceeding maximum grant amounts are expected to be funded through partner cost-sharing or other funding sources, including grants, for the remaining project costs.

The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

In the event of a change in project participants after the submission deadline, the managing partner must immediately notify Municipal Affairs. The removal of a primary project participant** will render the project ineligible. Any change to other project participants is considered a material change to the application and may impact eligibility.

If all council resolutions or motions are in place, the managing partner must indicate this on the application form. If council resolutions or motions are underway but will be passed after the application is submitted, the managing partner must confirm to Municipal Affairs that they have been passed by December 23, 2026. If council resolutions are not confirmed by December 23, 2026, the project will be removed from consideration. While a copy of the resolution or motion is to be retained for records, it does not need to be submitted unless requested by Municipal Affairs.

Projects that have all resolutions in place at the time of submission may be considered more project ready than applicants obtaining resolutions after the application deadline.

*The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants. Note: In 2026–27, the cities of Calgary and Edmonton remain eligible as project participants but are not eligible to act as managing partners, reserving that role for small and mid-sized local governments.

**A project participant is deemed "primary" when the partnership only has two participating local governments, the managing partner and primary participant.

Applicant Guidance:

How much should each municipal partner contribute to project matching costs?	- Municipal partners must determine how much each will contribute to project matching costs, and are encouraged to use a formula/model to ensure equity. For example: - Population-Based – Each partner contributes in proportion to its population. - Fiscal capacity/Assessment-Based – Contributions are weighted by tax base indicators (e.g. equalized assessment etc.) - Benefits Received – Each partner pays based on the direct benefit they will receive from the project.
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7. Payment of Funds

ACP funds will be paid following legislative approval of the provincial budget and is contingent on a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

When completing the application, select a reasonable project completion date that will allow sufficient time for the partnership to complete the project. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Municipal partnerships are strongly encouraged to complete projects by the completion date specified in the CGA, as delays can affect the project's scope, timeline, and intended outcomes.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Requirements

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

SEPOs must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the project completion date.

Reporting questions should be directed to ACP staff at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or at acp.grants@gov.ab.ca.

Applicant Guidance:

What are the managing partner's final reporting responsibilities for the IC component?	- The managing partner is responsible for monitoring reporting due dates and ensuring the timely submission of required reporting. - The managing partner will submit the SEPO through the ACPO platform within 60 days of the project completion date. - A grant advisor will contact the managing partner regarding SEPO corrections and/or questions.
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Schedule 1B – Evaluation of IC Applications

IC grant applications will be evaluated using the criteria outlined below to establish an initial ranking of projects based on demonstrated merit and alignment with current program priorities.

The supplementary information provided is intended to support applicant understanding of the high-level criteria but is not exhaustive and should not be interpreted as guarantees of scoring outcomes.

Applications must clearly demonstrate how the proposed project addresses the specific circumstances and priorities of the regional partnership. Responses are expected to be tailored to the individual project and partnering communities; generic or insufficiently customized responses may negatively affect scoring.

Funding recommendations are made by a panel of program staff. In addition to application scores, recommendations may consider other relevant factors, including but not limited to geographic distribution of funding, prior funding history, and the overall distribution of funds across service areas.

Assessment Considerations

Integrated Service Delivery Impacts

Applications are assessed on the extent to which their project improves integrated municipal service delivery at a regional level. Strong applications clearly describe what will change, who benefits, and how the project supports regional collaboration.

Maximum points: 25

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project results in clear, measurable improvements to how services are delivered regionally.	- A clear regional service outcome - Strong collaboration across partners - Outputs that will directly change or improve service delivery
Moderate	The project supports planning or analysis that informs future regional service delivery decisions.	- Clear regional relevance - Explanation of how findings will be used to advance collaboration
Low	The project has little connection to improving regional service delivery.	- Benefits are primarily local or informational - No clear pathway to regional service integration

Tips for Applicants – When drafting your response, clearly describe:

- How services will improve for the region, not just for individual municipalities.
- Specific outputs in detail (plans, frameworks, agreements, tools) and how they will be used.
- Shared benefits, collaboration, and readiness to move forward.

Regional Benefits

Applications are assessed on the extent to which the project delivers meaningful, shared benefits across the partnership and the wider region. Strong applications clearly explain who benefits, how benefits are shared, and why the project matters to this region and partnering communities. **Maximum points: 20**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project leverages regional strengths and opportunities and delivers significant benefits across the partnership and the broader region.	• Clear short-term and long-term benefits for the region • Benefits extend beyond participating municipalities • Outcomes contribute to regional efficiencies or economic development and growth
Moderate	The project offers regional benefits, but impacts are limited or not fully demonstrated.	• Some regional value is identified • Benefits are primarily focused on participating municipalities • Broader impacts are implied rather than clearly articulated
Low	The project primarily benefits individual municipalities, with little or no broader regional value.	• Outcomes are largely local in nature • Limited shared benefits

Tips for Applicants - When drafting your response, clearly describe:

- Short-term and long-term benefits for regional residents, businesses, and communities.
- How benefits will be shared among partners and, where relevant, other organizations.
- Outcomes that support efficiencies through shared services, or economic development and growth within the region.

Regional Project Priority

Applications are assessed on whether the proposed project has been clearly established as a priority for the region. Strong applications demonstrate alignment with formal regional, municipal, or provincial priorities and clearly explain why the project is important at this time. **Maximum points: 15**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project is clearly identified as a critical regional priority under a formal initiative.	• Explicit alignment with an adopted regional or municipal plan • Clear rationale for urgency or importance • Strong linkage to regional or provincial priorities
Moderate	The project has some alignment with regional priorities, but the connection is general or not well developed.	• Priority is implied rather than clearly demonstrated • Limited reference to formal plans or initiatives
Low	The project has not been clearly established as a regional priority.	• No evident link to formal plans, strategies, or priorities • Project appears to be of primarily local interest

Tips for Applicants - When drafting your response, clearly describe:

- How the project aligns with a regional, municipal, or provincial priority.
- Whether the project supports legislative or regulatory requirements, where applicable.
- Why the project is a priority for the region at this time, not just desirable.

Capacity-Related Need for Funding

Applications are assessed on the extent to which grant funding is needed to overcome capacity-related barriers and enable the partnership to undertake the project. Strong applications clearly explain why funding is required, what barriers exist, and what would happen without grant support. **Maximum points: 10**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	Grant funding supports timely and effective project delivery; without it, the project may face time or scale constraints.	• Clear explanation of capacity gaps (financial, expertise, and/or resources) • Evidence the project exceeds existing municipal capacity • Clear regional impact if the project does not proceed
Moderate	Grant funding provides added value but is not critical to project delivery.	• Some capacity constraints are identified • The project could reasonably proceed with adjustments or delays
Low	Grant funding is not needed to undertake the project.	• The partnership appears adequately resourced • Limited justification for financial support

Tips for Applicants - When drafting your response, clearly describe:

- The complexity and scope of the project and why it exceeds current capacity.
- Any financial, staffing, or expertise constraints faced by the partnership.
- The regional impact if the project cannot proceed or is significantly delayed without funding.

Partnership Engagement and Readiness

Applications are assessed on how effectively regional partners are engaged in project delivery and whether foundational partnership arrangements are in place to support project success. Strong applications demonstrate meaningful collaboration, shared decision-making, and clear approaches to managing conflict. **Maximum points: 15**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project is fully collaborative, with strong partnership foundations in place to support successful delivery.	• All participating municipalities can influence project outcomes (e.g., through an established steering committee and through use of established voting models) • Clear protocols or agreements support collaboration (e.g., Intermunicipal Collaboration Framework (ICF) or similar arrangements) • Defined processes for decision-making and conflict resolution (e.g. dispute resolution through an ICF structure).
Moderate	The project involves multiple partners, but engagement or governance arrangements are not well defined.	• Partner involvement is mentioned but not fully described. • Limited detail on how decisions will be made or disputes resolved

Low	It is unclear how municipal partners are meaningfully engaged in the project.	• Project delivery is primarily driven by a third party, or by one participating partner. • No clear partnership protocols or conflict-resolution processes are described
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Tips for Applicants - When drafting your response, clearly describe:

- How partners are engaged throughout project delivery.
- Protocols or agreements that support collaboration and clarify roles.
- Decision-making tools or structures used by the partnership.
- Dispute-resolution processes to manage potential conflict.

Project Planning and Readiness

Applications are assessed on how well the project has been planned and structured for successful delivery. Strong applications demonstrate readiness to proceed, with clear milestones, reasonable timelines, and careful consideration of risks. **Maximum points: 5**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	The project is well planned and ready to be delivered successfully.	• Clear, detailed project milestones or phases • Realistic timelines that supports on-time completion • Key risks identified (e.g., unclear objectives, scope creep, unclear roles and governance, procurement delays, etc.) • Practical mitigation strategies in place. (e.g., confirm intended outcomes with all key partners, develop detailed scope and out-of-scope definitions, document roles, responsibilities, and decision authorities, establish clear governance and escalation structures, etc.)
Moderate	Some planning information is provided, but project readiness is not fully demonstrated.	• High-level outline of activities or timing • Limited detail on risks or mitigation strategies
Low	Insufficient information is provided to assess project planning or readiness.	• No clear work plan or schedule • Risks and mitigation strategies are not addressed

Tips for Applicants - When drafting your response, clearly describe:

- Key project milestones or phases and when they will be completed. The number of milestones should be appropriate for the complexity and length of the project.
- Potential risks at each phase of the project.
- Strategies to mitigate risks that could affect timing, scope, or project outcomes.

Project Budget and Cost Support

Applications are assessed on whether project budget estimates are reasonable, well supported, and clearly linked to the proposed scope of work. Strong applications clearly explain what the funds will be used for, how costs were estimated, and why the requested grant amount is appropriate. **Maximum points: 10**

Assessment Scale

Score Range	What This Means	Assessment Considerations
High	Budget estimates are well supported and clearly justified.	• Detailed, itemized costs linked to project phases • Clear rationale for budget estimates (e.g., vendor quotes or comparable projects) • Requested funding aligns closely with the proposed scope of work
Moderate	Some budget information is provided, but support is limited.	• High-level cost estimates are included • Limited detail on how figures were developed or how costs link to activities
Low	Insufficient information is provided to assess the budget.	• Little or no explanation of cost estimates • Weak or missing link between costs and project scope

Tips for Applicants - When drafting your response, clearly describe:

- How budget estimates were developed, including vendor quotes or comparable project costs.
- Itemized project costs, organized by phase or activity.
- How proposed costs align with the project scope and work plan described elsewhere in the application.

Schedule 2 – Municipal Restructuring

1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution, or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure audits for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- critical infrastructure repairs and upgrades following a dissolution or amalgamation.

2. Eligible Entities

The following entities are eligible for funding under the MR component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas).

3. Eligible Projects

Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study involving two or more municipalities which must include the exploration of options that may lead to some form of municipal restructuring; and
- infrastructure audit (during viability reviews).

Transitional Stream (Post-Restructuring)

The Transitional Stream supports eligible projects following the effective date of dissolution or amalgamation related to integrating the administration, governance, and legislation of the restructured municipality.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- infrastructure audit or asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

Infrastructure Stream (Post-Restructuring)

The Infrastructure Stream supports repairs and upgrades to existing, municipally owned capital infrastructure assets. The receiving municipality or amalgamated municipality may apply for funds once needs are known and prioritized.

Examples of eligible projects include:

- repairs and upgrades for existing, municipally owned infrastructure based on an infrastructure audit, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed; and
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality.

4. Application Process

Applicants are encouraged to contact a municipal viability advisor prior to completing an application for regional governance and amalgamation studies. Please note, municipalities are no longer required to submit an application for infrastructure audits when the Minister has approved that a viability review be undertaken for transitional or infrastructure repairs and upgrades, where the Lieutenant Governor in Council has approved an Order-in-Council amalgamating or dissolving one or more municipalities.

For all MR funding streams, applications must be supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the municipality as managing partner (with a copy to partnering municipalities) that demonstrates support and includes a commitment to submit resolutions with anticipated timelines for submission.

All MR component applications are considered throughout the year until January 15 of the current program year.

Municipal viability advisors can be reached by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at viabilityreview@gov.ab.ca.

5. Grant Amounts

A) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream for infrastructure audits as part of a viability review is \$150,000.

The maximum amount available under the Restructuring Study Stream for a regional governance study and/or amalgamation study project is \$200,000, available in two phases: up to \$100,000 for a preliminary study (Phase 1), and the remainder to prepare a report on negotiations after one or more participating municipalities initiate amalgamation proceedings pursuant to the *Municipal Government Act* (Phase 2).

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of a regional governance study and/or amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities without unanimous agreement with the proposed partners, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards the project. If all the municipalities party to the project agree to request the remaining funding, then up to the remaining 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

B) Transitional Stream (Post-Restructuring)

The total amount available under the Transitional Stream following the effective date of the restructuring is a base amount of \$200,000 plus \$500 per capita (to a maximum of 500 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population (based on the 2025 Municipal Affairs Population List), not to exceed a maximum of \$450,000 in total funding.

C) Infrastructure Stream (Post-Restructuring)

The total amount available under the Infrastructure Stream, following the effective date of the restructuring, is a base amount of \$750,000 plus \$1,500 per capita (to a maximum of 500 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population (based on the 2025 Municipal Affairs Population List), not to exceed a maximum of \$1.5 million in total funding.

6. Component Conditions

General Conditions for all MR Component Grants:

- A council resolution from the applicant must be submitted with the application for all MR streams. Council resolutions from other municipalities that are participating in the project (e.g., regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g., receiving municipality) should be in place and a copy of the council resolution submitted with the application.
 - In the absence of council resolutions, an application may be submitted with a letter from the applicant as managing partner (with a copy to partnering municipalities) that demonstrates support and includes a commitment to submit resolutions with anticipated timelines for submission.
- Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.
- Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Conditions Specific to the Restructuring Study Stream (Infrastructure Audit):

- Applicants that receive funding are required to use the Viability Review Infrastructure Terms of Reference template as part of their procurement documentation. The template can be obtained by contacting a municipal viability advisor at 780-427-2225 (toll-free in Alberta by first dialling 310-0000), or by email at viabilityreview@gov.ab.ca.

Conditions Specific to the Transitional Stream (Post-Restructuring):

- All grant funding applied for under this stream must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the Conditional Grant Agreement (CGA).

Conditions Specific to the Infrastructure Stream (Post-Restructuring):

- Funding to be used for existing, municipally owned infrastructure projects is conditional upon the completion of an infrastructure audit/asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure audit, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure audit or an asset management plan.
- Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.
- All grant funding applied for under this stream must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the CGA.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

When approved applications exceed the current year's budget allocation for the Municipal Restructuring Component, the ministry reserves the right to provide an initial payment and, if budget permits, provide the remaining funding in the next fiscal year, at the discretion of the ministry and as described in the CGA.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current program year unless otherwise stipulated in the CGA. Infrastructure audits funded through the Restructuring Study stream must be completed within 12 months, while regional governance studies and post-restructuring projects must be completed within two years.

Funding that is not expended within the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

Upon completion, a copy of the infrastructure audit report or regional governance study funded under the Restructuring Study Stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at viabilityreview@gov.ab.ca.

Schedule 3 – Mediation and Cooperative Processes

1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to local governments to develop collaborative protocols and processes to proactively manage conflict, assist in the negotiation of service agreements, land-use disputes, annexations, Intermunicipal Collaboration Frameworks (ICF) or intermunicipal planning tools, such as an Intermunicipal Development Plan (IDP) or Joint-Use Planning Agreements (JUPA).

This enables local governments to rely on an agreed-upon process for collaboration. This component also supports local governments in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, as local solutions create options in the best interests of residents. This component is comprised of a Mediation stream and Cooperative Processes stream.

2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas);
- Improvement Districts;
- Metis Settlements; and
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

A) Mediation Stream

The Mediation stream funds a mediator or third-party facilitator's fees and travel costs to support mediation or facilitative services to develop solutions to conflicts local governments are having with their municipal neighbours, regional services commissions, or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more local governments, including ICF implementation or interpretation; and
- mediating conflict or facilitated negotiations between a local government and another entity. (e.g., regional services commissions, school boards, library boards, First Nations, or Metis Settlements etc.)

B) Cooperative Processes Stream

The Cooperative Processes stream provides proactive support to local governments for building relations and cooperative processes within and between local governments through the Collaborative Governance Initiative (CGI). There are three types of cooperative processes within this stream.

- **Protocol Development** funds a consultant or an appropriate expert's fees and travel costs to assist in creating collaborative principles, processes, and protocols using consensus. This may involve an internal process within one local government or an external process between multiple municipal entities.
 - **Internal process example for a single local government:** A local government has a lack of consensus, so a consultant is hired to help with development of council and staff protocols and procedures regarding meeting management, roles and responsibilities, and strategic direction.
 - **External or multi-party example for groups struggling to work collaboratively:** A consultant is hired to facilitate discussions between multiple municipal entities to assist with the development of cooperation protocols.
- **Protocol Implementation** funds the implementation of principles, processes, and protocols already created. This may include use of supports provided through the Protocol Development Stream. This includes piloting, testing, and adjusting the protocols to achieve the desired objective.

- **Intermunicipal Collaboration Framework Negotiation** funds a mediator or third-party facilitator's fees and travel costs to assist in the negotiation of ICFs, IDPs or other intermunicipal planning or service agreements (e.g., neighbouring local governments with contentious or complex negotiations that require a third party to renegotiate an eligible agreement).
 - The objective of this IDP and ICF funding support is to help local governments access third-party facilitators or mediators when they have a demonstrated need for such services during the implementation or interpretation of their agreements.

4. Application Process

Applications are typically completed after discussion with the ministry's Municipal Collaboration area. Staff can be reached at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or at municipalcollaboration@gov.ab.ca

For all MCP funding streams, applications must be supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting local government (with a copy to partnering local governments), that demonstrates support and is signed by the chief elected official.

All MCP component applications are considered throughout the year until February 3 of the current program year.

Decisions are based on information provided in the ACP application form regarding the project's complexity and the immediacy of need. The degree of complexity considers the number of issues, services, or factors to be negotiated and the number of local governments involved. The immediacy of need for facilitation or mediation assistance is based upon the following factors but not limited to:

- degree of conflict or disagreement;
- history of conflict between the local governments;
- capacity to facilitate or resolve the issues or to collaborate; and
- likelihood of conflict escalation.

5. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: \$20,000
- Cooperative Processes Stream:
 - Protocol Development: \$50,000
 - Protocol Implementation: \$30,000
 - Intermunicipal Collaboration Framework (ICF) Negotiation: \$50,000

The Minister may vary these maximum amounts and cost-share contributions in extraordinary or highly contentious projects (see Section 6 below).

6. Component Conditions

For projects involving cost-share or matching municipal contributions, the following verifiable in-kind expenses are eligible:

- costs to rent space for project-related meetings or stakeholder consultations;
- overtime hours for municipal staff dedicated to the project;
- additional costs for project-related meetings or stakeholder consultations, including the rental of specialized equipment;
- purchase of materials for meetings or stakeholder consultations;
- preparing reports, photocopying/preparation and distribution;
- travel/participation costs for specific groups (e.g., non-profits, community groups, marginalized communities); and
- travel costs for municipal staff to support meetings.

Additional verifiable in-kind expenses may be considered eligible. Applicants are encouraged to discuss in-kind expense options with a program advisor.

Conditions Specific to the Mediation Stream:

The Mediation stream grant of up to \$20,000 provides one-third of mediation costs and is conditional on the municipal partners contributing two-thirds of the total cost. For example, to receive a maximum mediation grant of \$20,000, the municipal partners would need to contribute an additional \$40,000, reflecting a total project cost of \$60,000.

Conditions Specific to the Cooperative Processes Stream:

Cooperative Processes stream grants are conditional upon the local governments matching the grant funding and can include verifiable in-kind contributions. For example, to receive a maximum ICF Negotiation grant amount of \$50,000, the municipal partners must contribute an additional \$50,000, reflecting a total project cost of \$100,000.

Local governments must complete all reporting requirements under Protocol Development prior to submitting an application for Protocol Implementation funding. The project reporting must demonstrate progress and reflect that grant funds have been fully expended, prior to submitting a Protocol Implementation application.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a conditional grant agreement (CGA) being duly executed; and
- for the Mediation stream, by way of instalment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs; or
- for the Cooperative Processes stream, by way of lump-sum payment.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current program year unless otherwise stipulated in the CGA. The project completion date will be determined in consultation with ministry staff and should ensure that it allows sufficient time for all reporting activities to be completed (typically one to two years). If the funding will not be expended by the project completion date reflected in the CGA, a time extension request must be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

Upon completion, a copy of the report or study funded under the Cooperative Processes stream must be submitted to the Municipal Capacity Services Unit of Municipal Affairs at municipalcollaboration@gov.ab.ca.

Schedule 4 – Municipal Internship

1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program is to provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so that they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.

Host organizations provide hands-on work experience, coaching, mentoring, and learning opportunities to their interns. To support hosts, the ministry provides a workplan template (see Section 2 below) customized to the organization's priorities and projects and grant funding to help cover the costs of hosting an intern. Both interns and hosts are supported by the ministry's program team, which provides learning resources, professional development opportunities, coaching, and program guidance.

Interns bring knowledge, energy, and desire to learn to their host organizations. Through their experience in the program, interns gain a broad understanding of municipal government and administration and develop technical skills and competencies in one of three program streams:

- **Administrator:** for post-secondary graduates from selected academic disciplines. An administrator intern is supervised by a senior member of the organization, participating in a wide variety of tasks and projects, and exploring potential career paths in their areas of interest. Interns in this stream will focus on building skills and knowledge in policy, management, and operations.
- **Finance Officer:** for post-secondary graduates from an accounting or finance discipline. A finance officer intern is supervised by a senior finance officer who supports them in their work in the finance department and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Chartered Professional Accountant designation.
- **Land-Use Planner:** for post-secondary graduates from a land-use planning or related program. Host organizations must undertake most land-use planning activities in-house. A land-use planner intern is supervised by a senior planner (on staff) who supports the intern in their work in the planning department, and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Registered Professional Planner (RPP) certification.

2. Internship Workplan

The Municipal Internship Workplan is designed to ensure a broad variety of experience for interns so they may start building a well-rounded understanding of municipal operations and management during their term. The workplan provides both a common structure and flexibility for customization so each host can create a plan that will best support its priorities and current activities and support the host's intern in their area of interest and education.

The workplan consists of six "core" learning areas in which all interns will gain work experience, skills, and knowledge, regardless of program stream:

- municipal government in Alberta (history, structure, and legislation);
- governance (council);
- management (administration);
- financial services;
- human resources; and
- land-use planning.

Finance officer and land-use planner interns will explore their respective department areas in more depth during their term.

The workplan provides further recommended activities and learning opportunities in other municipal functions to supplement the core areas. Host municipalities will determine which of these areas will be part of their intern's experience based on municipal priorities and projects, and their intern's skills, interests, education, and career goals.

These additional areas include (but are not limited to):

- agricultural services and agricultural services boards;
- assessment and taxation;
- communications;
- community services;
- economic development;
- emergency and protective services;
- infrastructure, public works, and transit;
- intergovernmental relations;
- legislative services; and
- public library services.

3. Eligible Entities

The following entities are eligible under the MI component:

- municipalities (cities, towns, villages, municipal districts, and specialized municipalities); and
- intermunicipal planning service agencies (Land-use Planner stream only).

Applicants must also meet specific population thresholds to be eligible (based on the 2025 Municipal Affairs Population List):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land-use Planner	Between 5,000 and 125,000

Required Host Characteristics:

To be considered as a host for an intern, the organization must demonstrate:

- a strong council-administration or board-administration relationship exists, and there is a strong commitment from both to have an intern;
- an organizational commitment to the internship program's goals and requirements of the *workplan*;
- a dedicated supervisor is appointed for the intern and an additional staff member is available as an alternate. The supervisor is to be the chief administrative officer or a senior manager (Administrator stream), a senior financial officer (Finance Officer stream), or a senior planner (Land-use Planner stream);
- the organization undertakes the majority of their planning in-house and has a senior planner on staff (preferably with a Registered Professional Planner (RPP) designation) (Land-use Planner stream only);
- Land-use Planner and Finance Officer Interns are supported to pursue their professional designations (RPP and Chartered Professional Accountant, respectively) should they wish to achieve these credentials;
- A sufficient commitment of resources, both financial and staff, can be made; and
- An ability to provide learning opportunities and hands-on experiences in a wide range of municipal management and operational tasks, and an interest in providing coaching, mentoring, and sharing of knowledge with an intern.

4. Eligible Projects

The MI component has three streams. An eligible municipality or organization can apply under any or all of the streams of this program component in a program term; however, the applicant must complete separate applications as each stream is evaluated separately.

Host municipalities are expected to dedicate sufficient time, support, and financial resources to the project, and demonstrate an organizational commitment to the vision and purpose of the Internship Program.

A) Administrator

The Administrator stream allows for the hosting of an intern for an 18-month term. An administrator intern is supervised by a senior member of the organization who supports the intern with developing competency in policy development and project management, as well as transferring knowledge about governance, management, and operations of municipalities. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government.

B) Finance Officer

The Finance Officer stream allows for the hosting of an intern for an 18-month term. A finance officer intern is supervised by a senior finance officer who supports the intern with developing competency in public sector accounting, budgeting, financial analysis, and financial reporting. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects, and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host municipalities are expected to support their intern in pursuing their Chartered Professional Accountant designation should the intern wish to do so.

C) Land-Use Planner

The Land-use Planner stream allows for the hosting of an intern for an 18-month term. Host organizations must undertake most land-use planning activities in-house. A land-use planner intern is supervised by a senior planner (on-staff) who supports the intern in their work in developing competency in the development and maintenance of statutory and non-statutory plans, development processes, and project management. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects, and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host organizations are expected to support their intern in pursuing their Registered Professional Planner accreditation should the intern wish to do so.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that cannot offer an intern experience in all functional areas are encouraged to partner with another municipality, a regional services commission, or an intermunicipal planning services agency to provide their intern with the relevant experience in that area. The lead, or 'managing partner' must be a municipality that meets the eligibility requirements in Section 3. This municipality submits the application, receives the grant funding, is responsible for ensuring the intern Workplan is implemented, and submits grant reporting.

Generally, the partnering municipalities share the intern's time (e.g., two or three months on a rotating basis) or the term may be split into two nine-month blocks. The partners also split the costs associated with hosting an intern. The name of the partnering municipalities and details of how the partnership is to be implemented are required in the Grant Application Form. Program staff can provide recommendations on partnership hosting arrangements.

5. Application Process

An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, a separate application is required for each stream. If selected, an applicant may only host one intern in one stream per program year.

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission.

Applications are due by October 1 of the current program year and are evaluated after the deadline. Host organizations are selected, and funding is awarded based on information provided in the application form up to the maximum number of internship positions available in the program year.

Applicant Guidance:

What is the program length for the MI component?	- The MI component has a standard 18-month term for all three internship streams (Administrator, Finance Officer, and Land-use Planner). - Although the length of the internship is 18 months, the program intake occurs annually, typically with a deadline for submissions in the fall (see Key Dates and Contacts, above).
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6. Grant Amounts

Grant funding of \$62,500 per host municipality is provided, and allocated as follows:

Compensation	Host municipalities are recommended to pay their intern in the range of \$48,000 to \$58,000 in salary per year (\$70,500 to \$85,500 for 18 months).
\$55,500	The grant will provide \$55,500 to each host municipality to cover some of the intern's salary, benefits, and other payroll deductions. As interns may not qualify for some benefit plans due to their temporary or contract status, the host municipality may consider offering a health spending or wellness account to their intern.

Expenses	Includes: recruitment, relocation, professional development, safety equipment, association membership fees, and electronic equipment. Costs for supervisors to attend in-person Internship workshops can also be allocated to this category.
\$7,000	

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures as per project timelines stipulated in the CGA. Interns may start their employment between April 27 – June 5, 2027. Internships are to be completed 18 months from the intern's start date.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2) through ACPO. Additionally, supporting documentation is required and includes a Workplan, an Intern Interim Report, a Supervisor Interim Report, an Intern Final Report, and a Supervisor Final Report, as per the CGA. These documents are submitted to municipalinternship@gov.ab.ca.

Schedule 5 – Asset Management Support

1. Objective

The Asset Management Support (AMS) component helps enhance municipal viability by assisting eligible local governments to improve their asset management practices. By investing in asset management, local governments can make informed decisions to deliver sustainable services, manage risk effectively, and maximize the value of their infrastructure investments.

AMS includes two streams: the Infrastructure Audit Stream and the Asset Management Planning Stream*.

The objective of AMS funding is to support local governments with limited capacity in addressing infrastructure management challenges by helping to offset the costs of:

- infrastructure audits for eligible local governments not currently under a viability review;
- asset management plans and policies; and
- frameworks that guide asset management practices.

*The Asset Management Planning Stream is currently being offered as a pilot; its effectiveness will be assessed to determine future availability and to ensure the best use of available funding.

2. Eligible Entities

The AMS component is available (by invitation) to local governments with populations under 5,000*, without an asset management plan.

In addition, the Infrastructure Audit Stream is intended for eligible municipalities that have triggered the Infrastructure Age and Investment in Infrastructure** sustainability indicators over multiple years. These indicators are calculated using data submitted to Municipal Affairs annually through audited Financial Statements and/or Financial Information Returns. More information on these indicators can be found on Alberta's municipal indicators webpage (<https://www.alberta.ca/municipal-indicators>). Special consideration will also be given to eligible Metis Settlements. The Minister may also consider unique needs, special circumstances, and/or inviting local governments beyond these criteria, if program budget allows.

The following local governments that meet the above criteria** are eligible managing partners and project participants:

- municipalities (towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and
- Townsite of Redwood Meadows Administration Society.

*Population thresholds are based on the 2025 Municipal Affairs Population List.

**See Applicant Guidance box below.

Applicant Guidance:

What are the Infrastructure Age and Investment in Infrastructure sustainability indicators, and how are they triggered?	• Infrastructure Age sustainability indicator is defined as the depreciated (amortized) value of tangible capital assets as a percentage of original cost. It is triggered when the net book value of the tangible capital assets is less than 40 per cent of the original cost. • Investment in Infrastructure sustainability indicator is defined as the ratio of new investment in capital assets compared to the depreciation (amortization of existing assets over 5 years). It is triggered if a municipality's capital spending is less than the depreciation of its assets, indicated by results less than 1.
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3. Eligible Projects

A) Infrastructure Audit Stream

The Infrastructure Audit Stream provides funding for infrastructure audits to eligible local governments that are not currently under a viability review.

B) Asset Management Planning Stream

The Asset Management Planning Stream provides funding for eligible local governments for projects that strengthen municipal asset management practices and capacity. Examples of eligible projects and expenditures include:

- needs assessments and gap analyses (e.g., software requirements);
- asset risk assessments;
- development of asset management policies, and/or upgrades to existing policies (e.g., financial policies, debt and reserve policies, service level policies, user fee policies);
- core infrastructure data collection and analyses;
- core infrastructure condition and site assessments, and energy efficiency analyses;
- core infrastructure upgrade and improvement cost models;
- updated 10-year capital plans;
- development of communications plans; and
- asset management training.

C) Ineligible Project Costs

Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment are ineligible.

Costs associated with the direct implementation or existing and ongoing operational costs related to the delivery of regional or municipal services are ineligible, including costs associated with:

- hardware or software purchases, installation, or upgrades;
- hosting;
- municipal reimbursements (e.g., travel, meals, per diem);
- office set-up;
- ongoing or regular salaries;
- operational service pilots;
- overhead expenses;
- routine or regularly occurring data gathering; and
- system updates or maintenance.

4. Application Process

AMS component applications will be made by invitation from the Minister based on identified need. The Minister will initiate the application process by inviting the local government or local governments within a region to apply. After receiving the application invitation, the local government will be provided with the Asset Management Application Form and instructions regarding the next steps for funding consideration. An invitation to apply does not guarantee that the project will be funded.

Eligible local governments will need to ensure that all applicable sections of the application form are completed prior to submission.

Eligible local governments not invited to apply under the AMS component may use annual allocations from Local Government Fiscal Framework (LGFF) Capital, LGFF Operating, and Build Communities Strong Fund – Community Stream (formerly the Canada Community-Building Fund), to support asset management costs. In addition, municipalities may pursue competitive funding through the Alberta Community Partnership Intermunicipal Collaboration (ACP-IC) component for eligible regional asset management initiatives undertaken in partnership with other municipalities.

5. Grant Amounts

A) Infrastructure Audit Stream

The maximum amount available within the Infrastructure Audit stream (for eligible local governments that are not currently under a viability review) is \$150,000.

B) Asset Management Planning Stream

The maximum amount available under the Asset Management Planning stream will be determined and evaluated for each participating local government or region.

The Minister may vary maximum amounts and cost-share contributions (see Section 6 below).

6. Component Conditions and Recommendations

General Conditions for all AMS component grants:

A council resolution or motion from the applicant is required to be in place and must be indicated on the application form. If a council resolution or motion is underway but will be passed after the application is submitted, the applicant must notify Municipal Affairs as soon as possible. While a copy of the resolution or motion is to be retained for records, it does not need to be submitted unless requested by Municipal Affairs.

Unused Infrastructure Audit grant funds cannot be applied to Asset Management Planning projects, and vice versa.

If the cost of a project exceeds the maximum grant amounts, the local government(s) involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Recommendations Specific to the Infrastructure Audit Stream:

While not required, applicants that receive funding are encouraged to use the Municipal Affairs Infrastructure Terms of Reference template as a resource as part of their procurement documentation. The template can be obtained by contacting a grant advisor by telephone at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or by email at acp.grants@gov.ab.ca.

Conditions Specific to the Asset Management Planning Stream:

Applications under this stream must involve a regional partnership of two or more eligible entities, as defined in the Eligible Entities section.

Asset Management Planning stream grants require municipal partners to contribute at least one-quarter of total project costs. The maximum grant amount available will be determined and evaluated for each participating local government or region.

Project participants must choose a managing partner to submit the grant application on behalf of the participants. The managing partner enters into the grant agreement, receives and manages the grant funds on behalf of the participants, coordinates cost-sharing contributions, and reports to the ministry on project expenditures, cost-sharing contributions, and outcomes. All other partners are referred to as project participants.

Program staff will establish regular check-ins with participating local governments and facilitate connections with relevant asset management-related industry associations. A working group may be formed to support collaboration, knowledge sharing, and alignment with best practices.

The managing partner and project participants must confirm their project involvement through council resolutions or motions, and the managing partner must indicate this on the application form. The resolutions or motions should confirm support for their involvement in the project and designate the managing partner. If council resolutions or motions are underway but will be passed after the application is submitted, the managing partner must notify Municipal Affairs as soon as possible. Copies of the resolutions or motions are to be retained but do not need to be submitted unless requested by Municipal Affairs.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use the Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

When completing the application, select a reasonable project completion date that will allow sufficient time for project completion. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the project or partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).

The SEPO must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the Project Completion date.

Schedule 6 – Strategic Initiatives

1. Objective

The Strategic Initiatives (SI) component provides grants for unique or exceptional projects that have outcomes of strategic importance to the ministry or province, often with a regional focus.

2. Eligible Entities

The following entities are eligible for grants under the SI component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements;
- Townsite of Redwood Meadows Administration Society; and
- municipal professional administrative organizations.

3. Eligible Projects

Eligible projects include:

- support for training and development for municipal professional administrative organization members and staff; and
- projects of provincial strategic significance that are deemed a ministry priority.

4. Application Process

Eligibility for the SI component is needs-based, and applicants should contact a grant advisor to discuss proposed SI projects. Grant advisors can be reached at 780-422-7125 (toll-free in Alberta by first dialing 310-0000) or at acp.grants@gov.ab.ca.

5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

6. Component Conditions

All projects funded through the SI component must demonstrate the unique or exceptional nature of the project, its strategic significance, and how it aligns with ministry or provincial priorities.

The Minister may modify program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs' priorities.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a conditional grant agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date to be specified in the CGA and should ensure that the project completion date allows sufficient time for all reporting activities to be completed. If the funds will not be expended by the project completion date in the CGA, a time extension request should be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit a SEPO (see main guidelines Sections 13.2).



MEETING:
MEETING DATE:
ORIGINATED BY:
TITLE:
BACKGROUND

RM 15-26
September 9th, 2026
Monty Bremont, Assistant CAO
2026-27 ACP Program

The objective of the Alberta Community Partnership (ACP) program is to improve the viability and long-term sustainability of local governments by providing support for regional collaboration and capacity building initiatives.

Key program outcomes include:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to priorities; and
- Effective intermunicipal relations.

In total, the 2026–27 ACP budget is \$10.6 million.

Eligible Projects and Components (Intermunicipal Collaboration - IC):

The government provides funding to partnerships of two or more local governments to develop regional plans, service delivery frameworks, and regional service delivery efficiencies that align with broader regional or municipal priorities and initiatives. Examples include new or enhanced regional emergency management frameworks, regional plans for emergency preparedness or disaster mitigation, and regional growth plans.

Administration is actively speaking with two planning consultants to provide proposals on performing various assessments that will help guide Intermunicipal Development Plan (IDP) discussions with the Town of Spirit River and the Village of Rycroft.

The ACP Intermunicipal Collaboration component would cover:

1. The assessments and studies required to draft the IDP; and
2. The drafting of the IDP itself.

Administration is proposing that the MD apply as the lead applicant and extend an invitation to the Town of Spirit River and the Village of Rycroft to partner as well.

The program guidelines introduce a cost-share requirement mandating a 10% municipal contribution towards total project costs. If applying for the maximum grant amount of \$150,000, the total municipal contribution required would be \$15,000. Administration could propose that this local contribution be split proportionately or equitably between the MD and the partnering municipalities.

Both planning consultants are currently working on project costs and should have these estimates finalized before the end of the month. Once received, the formal proposals and cost-sharing breakdown will be brought forward to Council at a future meeting for final review and approval.

Previous ACP Program Approvals:

116

Program Year	Project	Partner(s)	Lead Applicant	Grant Amount
2025/26	Regional Stormwater Management Plan	Town of Spirit River, MD of Spirit River	Town of Spirit River	\$200,000
2024/25	Regional Recreational Infrastructure Strategy	Town of Spirit River, MD of Spirit River	Town of Spirit River	\$200,000
2023/24	Regional Infrastructure Master Plan	Village of Rycroft, MD of Spirit River	Village of Rycroft	\$200,000
2023/24	Regional Asset Management Study	Town of Spirit River, MD of Spirit River	Town of Spirit River	\$200,000
2023/24	Regional Recreational Services and Facilities Study	Town of Spirit River, Village of Rycroft, MD of Spirit River	MD of Spirit River	\$200,000
2022/23	No applications			
2021/22	No applications			
2020/21	No applications			
2019/20	No applications			
2018/19	Stormwater Management Plan	Village of Rycroft, MD of Spirit River	Village of Rycroft	\$25,000
2018/19	Development of IDPs	Saddle Hills County, Birch Hills County, County of G.P.	Saddle Hills County	\$150,000
2017/18	Development of IDPs	Town of Spirit River, Village of Rycroft, MD of Spirit River	Town of Spirit River	\$130,000
2017/18	Fire Services Commission Structure, Fire Hall Feasibility Study, Legal Review, Procedure Updates	Town of Spirit River, Village of Rycroft, MD of Spirit River	MD of Spirit River	\$90,000

2016/17	No applications			
2015/16	Governance Model for Central Peace Health Centre	Village of Rycroft, Town of Spirit River, Saddle Hills County, Birch Hills County, MD of Spirit River	Village of Rycroft	\$150,000
2015/16	Potable Water Study	Saddle Hills County, Town of Spirit River, Village of Rycroft, Birch Hills County, MD of Spirit River	Saddle Hills County	\$250,000
2015/16	Progressive Seniors Housing Assessment	Saddle Hills County, Town of Spirit River, Village of Rycroft, Birch Hills County, MD of Spirit River	Saddle Hills County	\$250,000
2014/15	Fire Services Pilot Program	Town of Spirit River, Village of Rycroft, MD of Spirit River	MD of Spirit River	\$345,000

RECOMMENDATION/RESOLUTION

That Council approve Administration to apply as the lead applicant for the 2026-27 Alberta Community Partnership (ACP) grant under the Intermunicipal Collaboration component for the maximum amount of \$150,000, extending an invitation to the Town of Spirit River and the Village of Rycroft to partner on the application, pending cost estimate confirmations from planning consultants; and further, that Council authorize Administration to propose splitting the required 10% municipal cost-share contribution among the partnering municipalities.

Or

That Council directs administration accordingly.

FW: 2026/27 Alberta Community Partnership Launch



MD of Spirit River 133
To Rebecca Fitzsimmons



Wed 1:45 PM

From: acp.grants@gov.ab.ca <acp.grants@gov.ab.ca>
Sent: August 5, 2026 1:34 PM
To: MD of Spirit River 133 <mdsr133@mdspiritriver.ab.ca>
Subject: 2026/27 Alberta Community Partnership Launch

The Government of Alberta is committed to fostering strong, viable communities through collaborative and accountable local governance. The Alberta Community Partnership (ACP) helps local governments work together with neighbouring communities to address shared local and regional priorities. Through ACP funding, we support improved service delivery, strengthen municipal viability, and encourage regional cooperation. This collaboration is essential as we work together to drive economic growth in Alberta.

I am pleased to advise that applications are now being accepted for the components listed below under the 2026/27 ACP program. Applications must be submitted through ACP Online at www.maconnect.alberta.ca.

Please note the application deadlines for each component:

- Municipal Internship - October 1, 2026
- Intermunicipal Collaboration - October 1, 2026
- Municipal Restructuring - January 15, 2027
- Asset Management Support - February 3, 2027
- Mediation and Cooperative Processes - February 3, 2027
- Strategic Initiatives - February 3, 2027

The ACP remains a key tool for advancing regional collaboration, building capacity, and supporting long-term municipal sustainability. This year, the program continues to help local governments streamline service delivery, reduce costs and administrative burden, and improve the quality of local services.

Program updates for 2026/27 focus on refining funding parameters, strengthening alignment with core municipal priorities, and improving program accessibility and delivery. These changes support continued alignment with government priorities and evolving municipal needs.

Details of these changes, including updated guidelines, are available at [Alberta Community Partnership](#).

I look forward to continuing to work with you to strengthen Alberta's communities.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

Overview

The objective of the Alberta Community Partnership (ACP) program is to improve the viability and long-term sustainability of local governments by providing support for regional collaboration and capacity building initiatives.

Key program outcomes are:

- new or enhanced regional municipal services;
- improved municipal capacity to respond to priorities; and
- effective intermunicipal relations.

In total, the 2026-27 ACP budget is \$10.6 million.

2026-27 Program updates

The 2026-27 ACP program updates focus on refining funding parameters, strengthening alignment with core municipal priorities, and improving program accessibility and delivery. In particular, changes to the ACP Intermunicipal Collaboration (IC) component support continued alignment with government priorities and evolving municipal needs. A summary of these changes are outlined below, with further details included in the 2026-27 ACP Program Guidelines:

Intermunicipal Collaboration component

- Maximum provincial support per IC project reduced to \$150,000 (from \$200,000) to enable extended program reach.
- A cost-share requirement introducing a 10 per cent municipal contribution toward total project costs.
- Elimination of the 25 per cent grant holdback requirement, with full funding provided upon execution of the Conditional Grant Agreement (CGA).
- The component has been refocused to encourage projects related to water, wastewater and stormwater, infrastructure/asset management with a focus on core infrastructure*, and emergency services to align with core municipal responsibilities. Other project types remain eligible for funding.
- The cities of Calgary and Edmonton remain eligible project participants; however, managing partner roles are reserved for small and mid-sized local governments to support broader access to funding and project leadership.

*Core infrastructure asset management projects include roads and bridges, water, wastewater and storm water systems, emergency management, and disaster mitigation.

Eligible entities

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts and special areas)
- Metis Settlements
- Townsite of Redwood Meadows Administration Society
- Municipally controlled planning service agencies (eligible only under the Municipal Internship component to host a Land Use Planner intern)

Eligible projects and components

Intermunicipal collaboration (IC)

The government provides funding to partnerships of 2 or more local governments to develop regional plans, service delivery frameworks and regional service delivery efficiencies that align with broader regional or municipal priorities and initiatives. (For example, new or enhanced regional emergency management frameworks, regional plans for emergency preparedness or disaster mitigation, and regional growth plans. See ACP Guidelines, Schedule 1A for further examples).

IC evaluation criteria continues to reflect a strong focus on project outcomes and regional benefits. Additional information is available in Schedule 1B of the ACP Guidelines to assist in completing a high quality IC application.

The deadline for 2026-27 IC applications is October 1, 2026.

Municipal restructuring (MR)

The government provides funding to municipalities involved with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The deadline for 2026-27 MR applications is January 15, 2027.

Mediation and cooperative processes (MCP)

The government provides funding to local governments to develop collaborative protocols and processes, to proactively manage conflict, and to establish an agreed-upon process for collaboration.

The government provides funding to support local governments for mediation, facilitation or other dispute resolution alternatives to resolve intermunicipal conflict, and to assist with intermunicipal negotiations.

The deadline for 2026-27 MCP applications is February 3, 2027.

Municipal internship (MI)

The government provides funding to municipalities and planning service agencies to recruit, train and retain competent municipal employees who may pursue careers in municipal administration, finance or land-use planning.

Refer to the program guidelines for information regarding all program components.

The deadline for 2026-27 MI applications is October 1, 2026.

From: Trevor Siemens <trevor.siemens@mpe.ca>
Sent: Friday, August 28, 2026 9:29 AM
To: Shirley Hayden <cao@mdspiritriver.ab.ca>
Cc: Keir Gervais <cao@townofspiritriver.ca>
Subject: Regional Airport and Transportation Master Plan - ACP

Good morning Shirley,

Our Grant team was following up on various grant applications and were wondering if the MD was planning to submit the Regional Airport and Transportation Master Plan for reapplication to ACP. Just wanted to make you aware (you have likely received information on this already) that the ACP program has reduced its contribution amounts. See below for an explanation:

- The maximum grant amount is now \$150,000 (from \$200,000) per project with a minimum 10% municipal/partnership cost-share requirement.
 - If your total project exceeds \$166,667 all additional costs will be shifted to the municipal contribution.
 - For example:

Total Project Cost	Provincial Grant	Municipal Contribution
\$150,000	\$135,000	\$15,000
\$166,667	\$150,000	\$16,667
\$175,000	\$150,000	\$25,000*

*\$175,000 - \$166,667 equals \$8,333 that is a 100% municipal contribution.

- To optimize maximum provincial funding with the least impact to the required municipal/partnership contribution, it may be preferable to consider projects with a total project cost of \$166,667.
 - The current project budget of \$200,000 would be cost-shared at \$150,000 ACP grant and \$50,000 municipal contribution.

- Upon confirmation of the project budget amount, we can assist with drafting amended council resolutions.

Should the partnership choose to resubmit, responses or updated responses to the following questions would enhance application quality:

- historic, related municipal service concerns especially if it enhances rationale for project (e.g., impacts of adverse weather, boil water advisories, water bans, lack of infrastructure condition data/asset management strategy);
- anticipated regional benefits (e.g., service delivery efficiencies / improved quality of service; reduced costs, enhanced partnership relationships / governance, coordinated regional data);
- describe the processes for shared decision making and longer-term alignment between municipal partners;
- partnership or working committee configuration and roles and responsibilities;
- how will the partnership determine project feasibility (e.g., decision models, cost effectiveness);
- how does this project support coordinated planning or a feasibility assessment of infrastructure that serves multiple municipalities (e.g., regional transportation master plan, shared water/wastewater analysis, impacts of regional growth);
- how does the project impact future regional and capital planning; and
- any communications with, or support from the Government of Alberta.

Let me know if you would like any assistance with this or if the MD will be completing the reapplication on their own as you did last year.

Thank you,

Trevor Siemens, C.E.T.

Project Manager

Tel. (403) 3

Cel. (780) }

Email ts@mpe.ca

www.mpe.ca



THE ROYAL
CANADIAN
LEGION

ALBERTA-NWT
COMMAND



Military Service Recognition Book

Dear Valued Supporter,

Please find enclosed a Certificate of Appreciation acknowledging your organization's generous support for Volume XVIII of the **Alberta-NWT Command Legion's Annual digital Military Service Recognition Book**. This online publication recognizes Veterans in Alberta and the Northwest Territories who so valiantly served our Country.

Your advertisement appears in our digital Military Service Book, as a result of the support given during our 2025 Telephone appeal, as we always canvass one year ahead of our Annual Book. This Edition, and copies of past books, may be viewed on our website: www.abnwtlegion.com.

We have also provided a QR code below for your convenient access, along with a number of access cards for your use as well.

Your ongoing support for this important project is sincerely appreciated. Proceeds raised are used to fund bursaries, youth programs including cadets and of course the Legion's tireless support for Veterans and their families throughout Alberta and the Northwest Territories.

You may have recently been called or will receive a call in 2026 regarding this important Legion initiative.

Please do not hesitate to contact us at 1-800-506-1888, if we can be of assistance.

Once again, *thank you!*

Respectfully,

Dave Velichko

Dave Velichko
President



Legion 

Legion 

Certificate of Appreciation

☆☆☆ Presented to ☆☆☆

Municipal District of Spirit River No. 133

For supporting the **Military Service Recognition Book - Volume XVIII**, a digital guide by the Alberta-NWT Command of The Royal Canadian Legion. Your acknowledgement and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.

Dave Velichko

Dave Velichko
President

Tammy Wheeler

Tammy Wheeler
Executive Director

2026

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION

"LEST WE FORGET"



FEATURED:

Notice of Elections and Procedures for the 2026 RMA Board of Directors

The RMA 2026 Fall Convention will take place November 3-5, 2026, with three positions on the Board of Directors up for election: President, District 1 Director, and District 4 Director. Information pertaining to elections and procedures are now available.

[Learn more...](#)



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November 2-5, 2026

REGISTRATION NOW OPEN!

[Convention Info](#) | [R.W. Hay Award](#) | [Long Service Awards](#) | [In Memoriam Submissions](#)

MEMBER BULLETINS

Member bulletins are posted to RMAAlberta.com regularly each week.

Below is a list of all the member bulletins compiled from the past week.

2026 Resolution Status Update –
Volume 1 Now Available



The Resolution Status Update provides up-to-date information and progress updates for all active resolutions. Volume 1 for 2026 is now available.

[Learn more...](#)

Deadline Extended for Members to Apply for RMA's Justice Committee

RMA is accepting applications from members to participate on a member committee focused on recommending reforms to Canada's justice system through a rural lens. The deadline to apply has been extended to September 4, 2026.

[Learn more...](#)

RMA Seeking Member Feedback on Revised Tax Arrears Monitoring Program Methodology

RMA has raised concerns and questions regarding government's revised TAMP methodology and is seeking member input ahead of discussions with Alberta Municipal Affairs.

[Learn more...](#)

GOA Engagement on the Expedited 120-Day Approvals Act

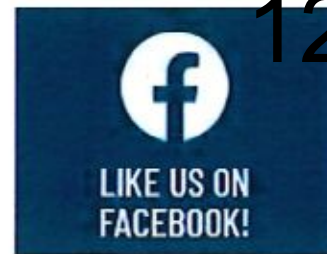
In October 2025, the Minister of Energy and Minerals was mandated to develop an expedited 120-day provincial approval process for priority projects designated to be in the provincial interest.

[Learn more...](#)

Reminder: Complete RMA's ICF Cost-Calculation Model Survey

Member input is critical to informing RMA's upcoming ICF Cost-Calculation Model resource. If you have not yet completed the survey, please check your email for RMA's July 31 survey link and submit your response as soon as possible.

[Learn more...](#)



129

AGRICULTURE UPDATE

**Moisture Situation Update,
July 30, 2026**

JOB POSTINGS

Rural Municipalities of Alberta

**General Manager of
Marketing &
Communications**

Tributary Public Risk
**Commercial Lines
Underwriter**

Tributary Public Risk
**Underwriting & Technical
Assistant**

Rocky View County
Regional Planner

Strathcona County
Mental Health Navigator

Parkland County
Municipal Land Advisor

Athabasca County
Response Officer

Village of Breton
Chief Administrative Officer

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REMINDERS

Opportunity to Provide Input on Two Sub-Regional Plans

The Government of Alberta (GOA) will complete planning for up to 14 sub-regions across the province. Feedback is being sought on the development of two sub-regional plans, the Caribou Mountains Sub-Regional Plan and Red Earth Sub-Regional Plan, until October 26, 2026.

[Learn more...](#)

Government of Alberta Releases New BIA Regulation

Municipal Affairs has recently released amendments to the Business Improvement Area (BIA) Regulation that will come into force on January 1, 2027.

[Learn more...](#)

TEC Bridge Inspection Manual and Bridge Management System Modernization Project

On July 28, Alberta Transportation and Economic Corridors (TEC) hosted a short webinar outlining their plans for a multi-year modernization of the provincial Bridge Information System and provincial bridge inspection standards. Find a link to the webinar, a one-page summary developed for RMA members, as well as access to an engagement survey that is open until August 18th.

[Learn more...](#)

Municipal Affairs Seeking Input on Councillor Accountability Framework Design

Alberta Environment and Protected Areas (EPA) is seeking municipal input on updates to the Code of Practice for Pits

Learn more
about the key
issues facing rural
Alberta by reading
our **position
statements.**

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(COPP). According to EPA, updates to the COPP will focus on implementing Bill 28 changes related to paramountcy of provincial approvals on aggregate pit applications, as well as recommendations from the recent provincial Sand and Gravel Task Force.

[Learn more...](#)

Monthly Resolution Update – July 2026

To improve reporting on resolution advocacy, the RMA is releasing a monthly bulletin highlighting recent actions undertaken on select active resolutions. The July 2026 monthly update is now available.

[Learn more...](#)

Extreme Weather Patterns Are Shifting. Is Your Municipality Ready?

Alberta's weather is becoming more unpredictable and more destructive. As of July 22, the province had recorded 24 confirmed tornadoes in 2026, compared with 15 in 2025. This bulletin outlines risk management considerations to help municipalities prepare for extreme weather and coordinate recovery efforts.

[Learn more...](#)

Harvest Traffic and Public Safety: A Risk Management Approach

This bulletin from RMA Insurance outlines risk management considerations to help municipalities support public safety, protect infrastructure, and reduce the risk of collisions during harvest season.

[Learn more...](#)

ANNOUNCEMENTS

2026 RMA Post-Secondary Scholarships

- Applications are now being accepted for RMA's post-secondary scholarship program. These awards are designed to recognize the importance of an

educated population to the future well-being of rural communities. We invite you to share within your networks and communities. **Full details here.**

Alberta Community Partnership Applications Now Open

- Applications are now open for the 2026/27 Alberta Community Partnership (ACP) program. ACP funding supports intermunicipal collaboration, municipal internships, asset management, restructuring, mediation, and other initiatives that strengthen local governance and regional cooperation. Application deadlines vary by funding stream between October 1, 2026, and February 3, 2027. **Learn more about the program and application requirements.**

CRTC Broadband Fund Application Deadline Extended

- The CRTC has extended the application deadline for Broadband Fund Call 4 to October 15, 2026. The funding program supports projects that improve access to reliable high-speed Internet and mobile wireless services in underserved communities across Canada. **Learn more.**

IN THE NEWS

- **Nursing vacancies normalize mandatory overtime at Cold Lake ER**
- **Justice committee will examine rural crime in Alberta**
- **Brake for snakes: Strathcona County hopes to prevent garter snake deaths on rural road**
- **Alberta government announces town hall series, new website on AI data centres**
- **Alberta minister says AI data centres not a threat to power grid**
- **Alberta mayors welcome more money for local housing infrastructure**
- **Saddle Hills County Health Clinic facing temporarily closure in September**

- Updated alerting system for storms, tornadoes expected as early as Tuesday

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FEATURED:

Government Accepts PTAS Recommendations in Principle

RMA has received a joint letter from Minister of Municipal Affairs Dan Williams and Minister of Energy and Minerals Brian Jean confirming that the Government of Alberta has accepted the Property Tax Accountability Strategy (PTAS) Working Group Final Report Recommendations in principle.

[Learn more...](#)



2026 CONVENTION

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November 2-5, 2026

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[2026 RMA Board of Director Election Information](#)

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Resolution Deadline for Fall 2026 Convention

Resolutions must be submitted by October 6 to be added to the Fall 2026 resolution order paper.

[Learn more...](#)

RMA Seeking Nominees to Participate on Safety Codes Council Fire Sub-Council

The Safety Codes Council (SCC) is a statutory corporation that oversees the development and administration of safety standards throughout the province. RMA's position on the sub-council has recently become vacant.

[Learn more...](#)

Engagement on Berland Sub-Regional Plan

The GOA has opened engagement on the draft Berland Sub-regional Plan, located in west-central Alberta, west of Hinton and east of Wilmore Wilderness Park.

[Learn more...](#)

Organizational Risk Appetite

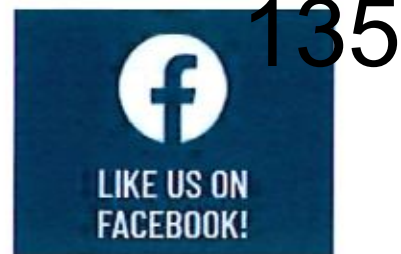
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AGRICULTURE UPDATE

Moisture Situation Update,
August 13, 2026

JOB POSTINGS

Rural Municipalities of Alberta
Legal Counsel

Westlock County
Manager of Finance

Starland County
IT/Communications Support

Beaver County
**General Manager of
Corporate Services**

MD of Taber
Administrative Assistant

Parkland County
Manager, Road Maintenance

County of Grande Prairie
**Risk Management and
Insurance Advisor**

Special Areas Board
Transport Officer

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RMA is accepting applications from members to participate on a member committee focused on recommending reforms to Canada's justice system through a rural lens. The deadline to apply has been extended to September 4, 2026.

[Learn more...](#)

Renewal Application Reminder

The team at RMA Insurance is reminding you that all renewal applications are due by August 31, 2026.

[Learn more...](#)

Learn more about the key issues facing rural Alberta by reading our **position statements**.

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ANNOUNCEMENTS

LAST CALL: 2026 RMA Post-Secondary Scholarships

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R.W. Hay Award - Recognizing Outstanding Rural Administrators

- Know of an outstanding rural administrator? Now is your opportunity to recognize them!

Less than a month remains to submit nominations for the 2026 R.W. Hay Award, which will be given out at the upcoming RMA 2026 Fall Convention and Trade Show in November! Any Chief Administrative Officer that served or is serving in the current

IN THE NEWS

- [Combatting human trafficking in Alberta | Government of Alberta Release](#)
- [Province wants leaseholder feedback on grassland management](#)
- [Cold Lake says \\$20 million at stake in longstanding dispute with federal government over CFB assessment](#)
- [Should Alberta take more control of immigration? This hyper-local rural program has some lessons](#)
- [Alberta grizzly bear deaths reach record low since being declared threatened](#)
- [Alberta government kicks off town hall tour on data centre development](#)
- [Western Canadian farmers fight heavy disease threat as harvest approaches](#)
- [Province points to new programs after WRRP funding ends](#)



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FEATURED:

RMA Assigns Statuses to Four Spring 2026 Resolutions

RMA has assigned statuses to four Spring 2026 resolutions which have received an initial response from government:

- 4-26S: *Electoral Boundary Redistribution to Protect Effective Representation in Rural Alberta*
- 5-26S: *Funding to Clean up Contaminated and Derelict Properties*
- 7-26S: *Remove Reference to Growth Management Boards from the Municipal Government Act*
- 8-26S: *Equitable Electricity Distribution Pricing Model*

[Learn more...](#)



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Board Elections:

[2026 RMA Board of Director Election Information](#)

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[Learn more...](#)

Late Participation Opened for AgriStability Program

The provincial and federal governments have opened late participation for the 2026 AgriStability Program to help producers manage business risks from wet conditions this season. Producers can now sign up for the program until October 1, 2026.

[Learn more...](#)

REMINDERS

Government Accepts PTAS Recommendations in Principle

RMA has received a joint letter from Minister of Municipal Affairs Dan Williams and Minister of Energy and Minerals Brian Jean confirming that the Government of Alberta has accepted the Property Tax Accountability Strategy (PTAS) Working Group Final Report Recommendations in principle.

[Learn more...](#)



AGRICULTURE UPDATE

**Moisture Situation Update,
August 20, 2026**

JOB POSTINGS

Rural Municipalities of Alberta
Legal Counsel

County of Vermilion River
**Manager of Planning and
Development**

Parkland County
**Advisor, Employee
Experience**

Strathcona County
**Department Purchasing and
Contract Administrator**

Municipal District of Lesser
Slave River
**Manager of Community
Services & Planning and
Development**

Leduc County
**Planner – Long Range
Planning (Term)**

Rocky View County
Development Planner

Wheatland County

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General Manager of
Transportation and
Agriculture

140

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Learn more about the key issues facing rural Alberta by reading our [position statements](#).

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ANNOUNCEMENTS

THREE WEEKS REMAINING: R.W. Hay Award Nominations

- Know of an outstanding rural administrator? Now is your opportunity to recognize them!

The 2026 R.W. Hay Award will be given out at the

upcoming RMA 2026 Fall Convention and Trade Show in November! Any Chief Administrative Officer that served or is serving in the current calendar year in an RMA member municipality is eligible to be nominated. [Learn more here.](#)

AMA Seeking Input on Rural Health Priorities

- In advance of their upcoming Representative Forum, the Alberta Medical Association's Section on Rural Medicine has requested input from RMA members on the most important health care issues facing their communities. Members are encouraged to share their perspectives by September 15. Comments may be submitted anonymously or attributed, based on preference. Submit your feedback to RuralMedicine@albertadoctors.org.

Alberta Rural Connectivity Forum Returns September 17-18

- The Alberta Rural Connectivity Forum will bring together leaders from government, industry, academia, and municipalities to discuss a range of topics currently facing rural communities. Warren Noga, RMA's Manager of Policy and Research, is among the confirmed speakers and panelists.

[View Confirmed Speakers & Topics | Learn More & Register](#)

New Guidebook Supports Climate Adaptation Planning in Forest-Based Communities

- Natural Resources Canada has released a new *Climate Change Adaptation Guidebook for Forest-Based Communities*. Designed for small and rural communities, the guidebook provides practical tools, resources, and examples to help assess climate risks, understand potential local impacts, and support community adaptation planning. [Learn more and access the guidebook.](#)

Alberta Climate Resilience Cohort: Applications Due August 31st!

- The Canadian Urban Institute and the Municipal Climate Change Action Centre invite Alberta communities and nonprofit housing providers to participate in a new Climate Ready Infrastructure Service (CRIS) cohort. This initiative supports local governments in advancing climate-resilient infrastructure and housing projects that address priority wildfire, smoke, drought, or extreme heat risks through expert guidance and collaborative learning. For more information, visit the **CRIS website** and be sure to submit before August 31, 2026!

IN THE NEWS

- **Athabasca County declares state of agricultural disaster**
- **Lacombe County joins call for oilfield water licence audit**
- **Danielle Smith rejects taxing oil exports, pushes increased diplomacy efforts with U.S.**
- **Regulator upholds sanctions against oilsands operator ordered to abandon operations**
- **MD of Taber welcomes Rural Municipalities of Alberta leadership**
- **Proposed Clive data centre under municipal review**
- **Greenview Industrial Gateway gets provincial designation**
- **How long can record cattle prices last? An analyst reads the signs**



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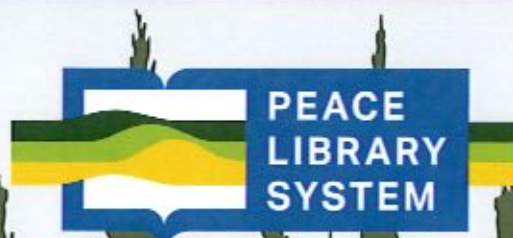
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past and present for an open house at our headquarters
in Grande Prairie as we celebrate 40 years of service
to our local public libraries!

11 AM - 3 PM
September 18, 2026



Please RSVP at: peace.fillout.com/t/9UVfZn6JzBus



August 11 2026

Reeve Tony van Rootselaar & Council
MD of Spirit River
Box 389
Spirit River, AB T0H 3G0

Email: tvanrootselaar@mdspiritriver.ab.ca
shayden@mdspiritriver.ab.ca

Dear Reeve and Council,

Re: Notice of Termination of Assessment Services, Effective March 31, 2027

At the regular meeting of Council on July 21, 2026, Council made the difficult decision to terminate the provision of Assessment Services with the MD of Spirit River, Town of Spirit River and the Village of Rycroft effective March 31, 2027.

This letter serves as formal notice, pursuant to section 18 of the Assessment Services Agreement between the County and the MD of Spirit River dated April 1, 2025, that Northern Sunrise County will no longer provide Assessment Services to the MD of Spirit River after March 31, 2027.

Northern Sunrise County values the partnership it has had with the MD of Spirit River over the last 13 years to provide assessment services. Decisions like these are difficult to make, however, there are changes within the department that will make it difficult to sustain these services.

Should you have questions or would like to discuss this, please contact Cindy Millar, Chief Administrative Officer at 780.624.0013 or cmillar@northernsunrise.net.

Sincerely,


Claude Rodrigue

Reeve, Northern Sunrise County





CRAA Monthly Roundup

Hi everyone,

On behalf of the CRAA Executive, we hope everyone is having a good summer. We appreciate that it's been busy for folks with a few different events and announcements happening across the province, not to mention the ongoing international implications across our economy and trade.

Heading into the fall, we're looking forward to ramping up our advocacy efforts. In Alberta, we're closing in on a year mark from the next provincial election, and federally, we're anticipating some important legislative changes from the Minister of Transport that will impact the rail sector.

We're actively working to secure another meeting with CN and had insightful conversations at the Pacific Northwest Regional Economic Conference in Edmonton with peers in Northern British Columbia who are actively exploring how to elevate their rail-related advocacy initiatives.

Looking ahead, we have scheduled an all-member meeting on Monday, September 28, from 9:00 a.m. to 10:00 a.m. This calendar invitation will be shared shortly; feel free to forward it to other folks from your organization who would like to join.

In the meantime, if you have any questions or know of any other municipalities looking to join the conversation, please send them our way.

Thanks,
Community Rail Advocacy Alliance Executive

Advocacy Round-Up

Over the past few weeks, the Community Rail Advocacy Alliance (CRAA) has continued to build momentum through strategic engagement with stakeholders and elected officials at both the provincial and federal levels.

Provincially, earlier this year, Alberta welcomed a new Minister of Agriculture and Irrigation. Now that

Minister Sawyer has settled into her role, CRAA is coordinating a meeting in September to raise awareness of the rail service challenges affecting Northern Alberta and beyond, and to discuss the significant impacts these issues have on municipalities, producers, and industry. Given Minister Sawyer's background in agriculture, we anticipate a productive discussion grounded in the realities facing rural communities. Looking ahead, with the next provincial election approximately one year away, CRAA will continue to identify opportunities to contribute to the conversation on economic corridors, market access, and rail development. Alberta has demonstrated strong leadership in advancing trade and market access, and we will continue to advocate for rail to remain a key part of that discussion.

Federally, members of CRAA's Executive met in June with the Regional Advisor (West & North) and a Senior Policy Advisor to the Minister of Transport. The meeting provided an important opportunity to discuss the Alliance's priorities, including the need for equitable and reliable rail service across Northern Alberta and British Columbia, and to gain insight into the federal government's policy direction. During the discussion, government representatives indicated that rail-related legislation was anticipated during the fall parliamentary session. Following the meeting, CRAA provided additional information to support the legislative development process and remains actively engaged, offering further expertise and insight as opportunities arise.

News, Data, and Insights

Below is a sampling of updates related to the rail sector and its implications. Please let us know if you have any insight from your community or industry's experience with rail.

U.S. company believes it can provide rail service between Squamish and 100 Mile House as CN pulls out, CBC News, July 14, 2026

- Small U.S. rail company Columbia Rail says it is interested in taking over operation of the rail line between Squamish and 100 Mile House. CN has said it is no longer interested in maintaining use of the corridor, and on July 11, 2026, it was allowed to officially begin advertising the rail line to other interested operators. The following day, the province committed to keeping rail service between the Interior and the Sea-to-Sky region operational and under public control. Local governments have been coordinating with one another and with First Nations to generate interest in the route. Experts say that while the province's commitment to keeping the rail line publicly owned is positive, the line still requires significant investment to remain operational. They add that the lease agreement may include language requiring CN to contribute to at least some of those costs, and federal grant money may cover a portion of them.

Federal government announces strategy for Port of Vancouver, The Western Producer, July 20, 2026

- The federal government has introduced its Port of Vancouver Gateway Strategy to achieve the ambitious goal of doubling exports to non-U.S. markets by 2035. In a press release, it emphasized that overcoming longstanding infrastructure challenges at the port is essential for Canada to diversify its trade. The cornerstone of this strategy is the Roberts Bank Terminal 2

(RBT2) project, a proposed three-berth container terminal designed to boost the port's container capacity by 50 per cent.

M.D. of Opportunity Council Discusses railway corridor, The Peterborough Examiner, July 22, 2026

- The M.D. of Opportunity Council unanimously passed a motion to provide a letter of support for federal grant applications to support a proposed Alaska-to-Alberta railway corridor. The proposed \$45-billion private project aims to connect eastern markets to Alaska ports, running directly through the M.D. of Opportunity.

CN agrees to end opposition to Union Pacific's railway mega-merger in U.S., Yahoo Finance, July 23, 2026

- CN and Union Pacific Corp are striking a deal that would end CN's opposition to that rival's proposal for a massive merger south of the border. The agreement, announced July 22, 2026, would grant CN more access in the U.S. Midwest in exchange for its tacit support of Union Pacific's proposed acquisition of Norfolk Southern Corp. CN will also gain more direct access to Mexico in a second, unrelated deal with its competitor.

CN says wildfires, tariff threats no barrier to growth as railway ups earnings target, Toronto Star, July 24, 2026

- CN executives believe that wildfires and tariff threats are unlikely to significantly impact shipping volumes this year. This confidence follows the railway's better-than-expected earnings for the quarter and an upward revision of 2026 financial forecasts. The positive outlook is supported by increased revenue from oil, as well as grain and fertilizer shipments in the second quarter. Together, these two sectors made up 42% of CN's freight income.

More and faster trains in new places are bound for rural Alberta, passenger plan session hears, Penticton Herald, July 28, 2026

- On July 23, 2026, Government of Alberta officials held an information session on the province's new passenger rail plan. The group took questions and emphasized the importance of consultation as Alberta builds out a plan across rural areas, connecting communities like Grande Prairie to the Edmonton-Red Deer-Calgary corridor.

Feds to spend \$1.9B to replace Via Rail locomotive fleet, build plant, CTV News, July 29, 2026

- The federal government plans to invest \$1.6 billion to replace 45 of Via Rail's outdated locomotives and an additional \$357 million to establish a new assembly and maintenance plant. The locomotives are expected to be North America's first hybrid trains. Switzerland-based Stadler will manufacture the trains, with the first nine assembled in Europe. The final 36 will be built in Canada once local workers are trained. Earlier this year, Canada's auditor general noted that Via

Rail's on-time performance plummeted to just 30 per cent in the first quarter of 2025, after nearly a decade of unsuccessful improvements.

CPKC Announces Retirement of Board Chair Isabelle Courville; Vice-Chair Gordon Trafton Appointed Chair of the Board, CPKC, July 29, 2026

- On July 29, 2026, the CPKC Board of Directors announced the retirement of its Chair, Isabelle Courville, and the appointment of her successor, long-time board member Gordon Trafton, effective immediately. Mr. Trafton has 33 years of industry experience in both the United States and Canada, and previously served as Vice-Chair.



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Fw: Dr. Ezealigo

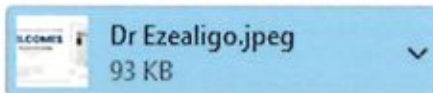


Shirley Hayden



Thu 08-20

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Good Afternoon, Mayors, Reeves, Councils and CAO's:

Thank you so much for all your support in bringing Dr. Ezealigo to the Clinic. We are extremely excited to officially welcome him to the team!

The generosity and support of the G5 communities are so greatly appreciated. So many people have stepped up and offered their assistance, and this is truly what makes our area a unique and desirable place to attract healthcare professionals.

Much like our municipal leaders, healthcare professionals are a team of dedicated people who work tirelessly every day to improve the lives of others, and it means so much to have that work recognized and supported. We are so grateful to be part of the communities that recognize the importance of healthcare and are willing to come together to help strengthen it.

I have attached a jpeg post suitable for social media, as well as a thank you post. Please feel free to share with people and pages that you feel are appropriate.

Thank you again for your continued support and all the help in making this exciting addition to our Clinic possible!

Lori



Lori Loset, Medical Office Manager

lori@borealispca.ca

Central Peace Health Centre

Dr. E. Kitagawa, Dr. D. Wolfaardt, Dr. A. Olaniyan, Dr. D. Funk



CENTRAL PEACE HEALTH CENTRE

WELCOMES

Dr. Chukwurah Ezealigo

FAMILY PHYSICIAN

Thank you so much for all your support and assistance in our efforts to bring Dr. Ezealigo to the Clinic.

We truly appreciate your help in making this opportunity possible.



www.cphcdr.com

CENTRAL PEACE HEALTH CENTRE

WELCOMES

Dr. Chukwurah Ezealigo

FAMILY PHYSICIAN

We're excited to have you on board.
Here's to new beginnings and great
things ahead!



www.cphcdr.com



WE THANK YOU FOR YOUR PATIENCE
AS WE WORK OUR EXTENSIVE WAITLIST

From: Darren Young <[redacted]@ruralconnect.ca>
Sent: September 1, 2026 2:05 PM
Subject: Invitation: Alberta Rural Connectivity Forum | September 17th & 18th

Hey again,

Summer's winding down, and we'd like to extend another quick invitation to something we've got on the calendar.

The 2026 Alberta Rural Connectivity Forum.

For a day and a half, Red Deer County will be full of people actually working on rural connectivity in Alberta. Municipal leaders, technology providers, broadband advocates, and industry experts from across the province will come together on **September 17th and 18th to talk about what's working, what's not, and what's next.**

We hope you'll consider joining us.

The Alberta Rural Connectivity Forum.

Curious about what's on the table?

- AI & Data Centres
- The Economic and Community Impact of Connectivity
- Federal Broadband Policy and Mobile Connectivity
- The Role of ISPs in Alberta's Digital Future
- Satellite and Rural Connectivity
- Data Integrity and Sovereignty
- Advancing Alberta's Digital Future
- What's Next for Rural Connectivity

You'll hear from representatives from Dnvr AI Platforms, The City of Calgary, Rural Municipalities of Alberta (RMA), The University of Calgary, SSCI, Edgar Highspeed, and The University of Alberta.

If you're wondering why you should come....

For municipalities, this isn't just a conversation about internet access. Reliable connectivity draws investment, keeps local businesses competitive, and gets better access to services, and makes sure your community isn't left behind as things move fast.

The Alberta Rural Connectivity Forum provides an opportunity to hear what is happening across the province, connect with the people working on these challenges, and contribute to the conversation about where we go from here.

When & Where

September 17th & 18th, 2026

Holiday Inn & Suites | 33 Petrolia Drive

Gasoline Aly E | Red Deer County | AB | T4E 1B3

Need a room?

We have a room block listed under Rural Connect with the Holiday Inn.

Please call 0 to speak directly to the front desk team at the Holiday Inn directly.

We'd be pleased to have you join us.

Register for the 2026 Alberta Rural Connectivity Forum:

<https://www.eventbrite.ca/e/alberta-rural-connectivity-forum-2026-tickets-199090861125>

Learn more about the Forum:

<https://www.ruralconnectivity.ca/arcforum>

Follow our socials:

LinkedIn | Facebook | Instagram

We hope to see you this month.

Darren Young MBA

General Manager

CONNECT

5815 42nd Street

PO Box 6195, Innisfail Stn Main, AB

Darren.Young@ruralconnect.ca | ruralconnect.ca

CONNECT



**High-Speed Fibre Optic
for Rural Alberta**

LEARN MORE



**ALBERTA RURAL
CONNECTIVITY FORUM**

2026 SEPTEMBER 17TH – 18TH 2026

Scan to Register!



FW: Time's Running Out — Register for the Albert...



MD of Spirit River 133



Mon 8:38 AM



AlbertaRuralConnectivityForum2026-Program1pager.pdf
147 KB

If your community is thinking about fibre, fixed wireless, or what it takes to close the connectivity gap, develop or defeat data centre or how to engage in AI or protect yourself from it, this is the event to be at.

There are still a couple of weeks left to register (if you haven't done so already) for the **Alberta Rural Connectivity Forum**, September 17–18 in Red Deer County. Two days built around practical takeaways: how other Alberta communities are funding, building, and operating broadband projects, what data centre investment can mean for local economies, and how to get your citizens the same access urban Canadians already have and how to improve the economic viability and wellbeing of your citizens.

This isn't just talk — it's real case studies, real numbers, and real people who've done it, sharing what worked and what they'd do differently.

 Full program with topics and speakers attached.

Register Now: use the QR code link below or go to
<https://www.ruralconnectivity.ca/arcforum>

Space is filling up— don't miss your chance to learn from those who have succeeded, those who have failed and those who are still trying.

See you there!!!

Darren Young MBA
General Manager

CONNECT

5815 42nd Street
PO Box 6195, Innisfail Stn Main, AB

g@ruralconnect.ca | ruralconnect.ca



Alberta Rural Connectivity Forum - Program

Day	Time	Topic
Sept. 17	9:10 – 9:30	Land Acknowledgement & Opening Remarks
	9:30 – 10:40	ARCF Keynote Speaker - Lyle Fabian (Katlotech)
	10:40 – 11:20	Coffee/Networking Break
	11:15 – 12:30	Panel: AI & Data Centres
	12:30 – 1:30	Lunch
	1:30 – 2:00	Connectivity Impact Story - Raymond Miller
	2:00 – 3:15	Panel: Economic and Community Impact of Connectivity
	3:15 – 3:45	Coffee/Networking Break
	3:45 – 4:15	Updates from the Technology and Innovation
	4:15 – 4:45	Connectivity Impact Story - Brent Williams (Town of Olds)
	4:45 – 5:15	Updates on Federal Policy and Mobile Connectivity
Sept. 18	9:00 – 10:00	ISP Panel
	10:00 – 10:30	Satellites and Rural Connectivity
	10:30 – 10:50	Coffee/Networking Break
	10:50 – 11:10	Connectivity Impact Story - Jeff Bourne (Village of Delburne)
	11:10 – 12:15	Panel: Advancing Alberta's Digital Future
	12:15 – 12:30	Connectivity Data Integrity and Sovereignty
	12:30 – 1:30	Lunch with open discussion – What's Next for Connectivity in Alberta
	1:30 – 1:40	Closing Remarks

Confirmed Speakers & Panelists

- Marc Kronewitt (Denver)
- Ashiq Rahman (City of Calgary)
- Warren Noga (RMA)
- Brett Sheehan (Westlock Libraries)
- Dr. Gregory Taylor (Univ. of Calgary)
- Derrick Houle (SSCI)
- Chris Wescott (Edgar Highspeed)
- Dr. Michael B. McNally (Univ. of Alberta)

Conference Website: <https://www.ruralconnectivity.ca/arcforum>

Registration Link: <https://www.eventbrite.ca/e/alberta-rural-connectivity-forum-2026-tickets-1990908611250>



ESTATE PLANNING

Information Session

Planning ahead isn't just for later in life.

Whether you're starting a family, buying a home, helping aging parents, or simply want to be better prepared, having a plan in place can make a difference.

Join us for a FREE Estate Planning Information Session and learn more about the important decisions you can make today to help protect yourself and the people you care about.

Spirit River Medical Centre

4410 – 50th Street

Please use the east-facing sliding doors

Thursday, September 24, 2026

6:00 - 8:00 p.m.

Everyone is Welcome

Space is limited to 20 attendees,
so early registration is encouraged.

Scan here to register



Free to attend / Registration required

By phone: 780.532.2929

OLIVER'S
Funeral Home



Meet Your Presenter

Tina Wolfe

Advance Planning Specialist



June 24, 2026

Innovation, Science and Economic Development Canada
Senior Director, Spectrum Operations Directorate, Spectrum Management Operations Branch
235 Queen Street (6th Floor, East Tower)
Ottawa ON K1A 0H5

Re: Canada Gazette, Part I, Volume 160, Number 21, May 23, 2026
Notice No. DGSO-001-26: Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences

The Rural Municipalities of Alberta (RMA) is pleased to provide Innovation, Science and Economic Development Canada (ISED) with the following comments in response to *Notice No. DGSO-001-26: Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences*, published in the Canada Gazette, Part I, May 23, 2026.

RMA thanks ISED for the opportunity to provide the rural municipal perspective on this important issue.

Sincerely,

A handwritten signature in black ink, appearing to read "Wyatt Skovron", with a horizontal line extending to the right.

Wyatt Skovron
General Manager of Policy & Advocacy
780.955.4096
[alberta.com](http://rma.alberta.com)



RMA Submission: ISED Antenna Tower Siting Process Consultation

Rural Municipal Perspectives

About the RMA

The Rural Municipalities of Alberta (RMA) advocates on behalf of Alberta's rural municipalities. RMA's membership consists of 63 municipal districts and counties, five specialized municipalities, and the Special Areas Board. The RMA's 69 members share several common characteristics, including large land masses, low population density, and the absence of a traditional "population center."

Alberta is unique in Canada in that municipalities govern land throughout the entire province from border to border, and RMA members provide municipal governance to approximately 85% of Alberta's land mass.

RMA's Existing Positions

RMA has several long-held positions that are directly or indirectly connected to Innovation, Science, and Economic Development (ISED) Canada's consultation on amendments to the antenna tower siting process. These include:

- ◆ Reliable broadband and cell service are essential for enabling rural participation in the digital economy. Providing these services in rural and remote areas requires innovative strategies, partnerships among multiple levels of government and non-profit organizations, and private sector internet service providers.
- ◆ Delivering services in rural areas likely looks different than in urban areas.
- ◆ Rural industries depend on strong infrastructure to thrive. Roads, bridges, water systems, and broadband are essential for moving goods, supporting resource development, and enabling digital connectivity.
- ◆ Rural municipalities oversee the vast majority of Alberta's land base, making them responsible for managing most of the province's agricultural production, industrial activity, and environmentally sensitive areas. This makes their role in planning and development not only critical for local communities but also essential to the overall sustainability and prosperity of Alberta.
- ◆ Rural municipalities face diverse planning realities depending on their location and circumstances. Some are experiencing rapid population growth and must manage pressures on housing, transportation, and services, while others are focused on stimulating new economic opportunities in remote or sparsely populated areas. This diversity highlights the need for flexible planning frameworks that respect local autonomy and allow municipalities to respond to their unique needs.
- ◆ Jurisdiction for local land-use planning must remain firmly with municipalities, as they are best positioned to understand community needs and make decisions that balance development with long-term sustainability. Shifting authority away from municipalities risks undermining local accountability and could create unintended consequences for communities, regions, and the province.

In addition to RMA's existing positions, at the 2023 Spring RMA Convention, RMA members passed **Resolution 5-23S: Access to Mobile Wireless (Cellular) Services**, which called on the RMA to engage with the Canadian Radio-television and Telecommunications Commission

(CRTC) to address the lack of reliable cellular network coverage for mobile wireless (cellular) service, as despite the CRTC's reports that more than 99% of Albertans have access to cellular services, the reliability of that coverage outside of urban centres is poor. While this resolution expired in Spring 2026, Resolution 5-23S informed the development of RMA's positions on this issue as well as previous RMA submissions regarding rural cellular network coverage and the expansion of rural cellular infrastructure.

In Fall 2024, RMA members also passed **Resolution 13-24F: Review of Broadband Funding Application Processes**, which calls on the RMA to advocate for the governments of Alberta and Canada accelerate the implementation of broadband infrastructure projects in rural Alberta and improve the quality of the National Broadband Internet Service Availability Map to reflect connectivity speeds actually experienced by rural residents and businesses. While Resolution 13-24F is not directly connected to cellular antenna tower siting, it does help inform RMA's positions for the purposes of this engagement.

This Submission

RMA's submission outlines each of ISED's questions, numbered one through eleven, with RMA's responses based on existing positions and impacts to rural municipalities.

Overall Feedback

Overall, while the proposed changes may reduce the regulatory burden on tower proponents and increase the amount of tower infrastructure being constructed, they also significantly reduce ISED's existing consultation processes and weaken the ability of municipalities to exercise their legislatively-mandated land use planning responsibilities. The proposed changes would make it harder for rural municipalities to gauge projects' local impacts, respond to residents' concerns, and ensure that tower sites align with local conditions and planning priorities.

While RMA agrees that aspects of the current process are outdated and could be modernized, the proposed amendments conflate two fundamentally different processes: public notification and consultation, intended to gather feedback from affected residents, and land-use authority consultation, which allows local governments to review whether a project works with respect to local plans and infrastructure and provide specific feedback to proponents.

Treating these processes so similarly risks narrowing the overall consultation framework in a way that diminishes the essential roles played by rural municipalities. Rather, a more balanced approach should be taken that maintains a distinct and robust municipal consultation process that reflects rural municipalities' unique responsibilities and local expertise.

RMA Responses to ISED Consultation Questions

Q1: ISED is seeking comments on its proposal to remove the requirement of providing paper notification packages and replacing it with an online portal contemplated as set out above.

RMA does not support removing paper notification packages as a mandatory component.

Existing issues with access to reliable broadband and cellular service in rural Alberta could prevent proper notification and consultation through QR codes on signage or other digital approaches. Additionally, as the population density of rural Alberta is significantly lower than other parts of Canada, the costs of mailing paper notification packages to residents and business within a radius equal to three times the height of the tower is likely to be less than the cost of constructing and installing signage that is adequate for public notification.

RMA suggests that digital notification be added as an option, rather than a replacement, for paper notification packages, as digital notifications are far more suited to urban or more dense municipalities than rural municipalities. RMA supports modernization where appropriate, but must not reduce accessibility or exclude rural residents who lack reliable connectivity.

Q2: ISED is seeking comments as to whether 30 days following notification is an appropriate timeframe for the public to communicate any reasonable and relevant concerns to a proponent regarding a proposed tower.

RMA does not support 30 day limits for public consultation.

Rural Alberta has a combination of dispersed residences, seasonal populations, and vast areas of unpopulated wilderness or agricultural land with limited access to reliable broadband and cellular coverage. Under the current rules, notification periods may be extended by land use authorities (LUAs), which RMA understands includes rural municipalities in Alberta's context, to reflect local realities; however, the proposed amendments remove this flexibility to account for local circumstances.

RMA suggests that municipalities continue to be able to extend notification periods to reflect local realities and conditions, but in the absence of individualized approaches, a minimum of 45 days should be required.

Q3: ISED is seeking comments on the list of questions that proponents must answer as part of the public notification process in the online portal, as well as any additional questions.

RMA supports the current questions required to be answered by proponents, which include:

- ◆ How will the tower improve telecommunication in the area?
- ◆ Why is the proponent not using an existing antenna system or structure (including listing nearby structures and explaining why they are not suitable)?
- ◆ What alternate sites were considered and why were they not selected?
- ◆ What is the proponent doing to ensure that the antenna system meets safety requirements, including aeronautical safety, radio frequency exposure limits, and restricted access to the general public?
- ◆ How is the proponent minimizing impacts to the environment and meeting statutory requirements under the federal *Impact Assessment Act*?
- ◆ How is the proponent trying to integrate the antenna into the local surroundings?

In addition to the list of questions above, RMA recommends adding the following to the list, as these additions generally reflect the types of concerns that rural municipalities are likely to encounter and currently have the authority to raise through consultation:

- ♦ Emergency management considerations, including access routes, wildfire risk, and the ability of emergency responders to safely reach the site during an emergency.

Q4: ISED is seeking comments on its proposal to require proponents to address only the concerns of those inhabiting within a radius of three times the height of the proposed tower.

Rural development patterns are different than urban ones. As a result of low density, it is foreseeable that a tower might be located in a rural area that does not have a residence within three times the height of the tower. While this siting is likely a positive outcome, at a minimum a separate engagement process should be developed by ISED for rural areas to allow opportunities for landowners and nearby residents to provide input. RMA would welcome the opportunity to help develop this process.

Q5: ISED is seeking comments on its proposal to require proponents to include physical signage on the site of the proposed antenna tower and the information that should be contained on the signage.

RMA supports the introduction of physical signage to be placed on site as a supplement to existing forms of notification, rather than a full replacement.

However, the proposed requirement to place signage only at the tower site is insufficient for rural contexts. In many cases, the base of the tower site may be remote, inaccessible, or not visible from a public roadway. A 15-foot sign placed on the ground at the base of a tower site may be completely invisible to the public, even though the tower itself could be visible for kilometres.

To ensure meaningful public awareness and notification, RMA recommends that signage be placed in multiple locations where the public is likely to encounter it, not solely at the tower site, which could be inaccessible or otherwise not visible from a public road. Signage should also be large enough and legible enough to be visible from adjacent public roads, and be required to remain in place for the full duration of the consultation period.

Q6: ISED is seeking comments on its proposal to remove the requirement for tower proponents to place a notification in the local community newspaper for tower proposals.

RMA does not support removing newspaper notices.

Many rural (and urban) residents rely on local newspapers as a primary source of community information. Eliminating this requirement provides minimal cost savings for proponents in exchange for disproportionate impacts on rural communities and reduced transparency.

If ISED intends to modernize notification requirements, the appropriate replacement for print newspaper notices is not to eliminate them entirely, but to allow or require proponents to publish equivalent notices in the digital editions of the same local newspapers. Many rural newspapers now operate both print and online platforms, and digital notices would align with ISED's broader shift toward digital notification while still ensuring that residents who rely on local media, whether in print or online, receive consistent and accessible information.

Q7: ISED is seeking comments on what concerns it should consider valid for an LUA to raise in support of its non-concurrence and which of those concerns proponents can be reasonably expected to accommodate.

RMA strongly opposes narrowing the list of valid concerns to the simple procedural compliance and safety/site access issues listed in the engagement documents.

Land use issues can vary from one rural municipality to the next, let alone from one province to another. Given rural municipalities' existing authority over land use within their jurisdictions, it is essential that rural municipalities retain the ability to raise substantive local concerns related to land use and community impacts.

Without providing an exhaustive list, additional valid grounds for LUAs to express their non-concurrence with a proposed tower should include:

- ◆ access and emergency response implications
- ◆ wildfire and emergency access considerations
- ◆ land-use compatibility and alignment with municipal development plans
- ◆ reasonable, relevant concerns that the proponent has not adequately addressed

Q8: ISED is seeking comments on its proposal to establish a 45 calendar day timeframe for LUA concurrence.

RMA does not support a fixed 45-day concurrence window.

Rural municipalities and LUAs differ in size, scope, and administrative capacity. In Alberta and across Western Canada, rural municipalities may cover a land mass large enough to have multiple tower projects being consulted on concurrently, with limited administrative capacity or infrequent council meeting schedules hampering proper engagement and consultation. In these circumstances, granting automatic approvals after 45 days undermines rural municipalities' authority and autonomy over land use within their bounds.

The existing 120-day window is more realistic, allowing rural municipalities with limited administrative capacity to meaningfully review multiple project packages that are happening concurrently or projects that have significant local impacts. However, should ISED be set on reducing the deadline to benefit industry, a more reasonably reduced deadline of 90 days could be suitable.

Q11: ISED is seeking comments on gaps and/or opportunities in CPC-2-0-03 that can be considered to facilitate small cell deployment.

RMA supports measures that facilitate small-cell deployment where they do not undermine municipal authority. Some of these opportunities include:

- ◆ Clearer guidance on small-cell installations on existing municipal and other infrastructure, such as power lines, streetlights, etc.
- ◆ Standardized agreements for utility pole attachments that function as templates that municipalities may adopt or adapt, rather than mandatory uniform contracts

- ◆ Improved coordination between carriers and municipalities to avoid redundant installations
- ◆ Requirements for proponents to notify LUAs even when formal consultation is not required

Final Thoughts

RMA remains committed to supporting the expansion of reliable cellular service across rural Alberta, as improved coverage is essential for public safety, economic activity, and the long-term viability of rural communities.

While many of the proposed amendments raise concerns related to municipal authority, consultation, and the consideration of local conditions, these concerns should not be interpreted as opposition to network growth. Rather, they reflect the need for a framework that enables further tower development while also ensuring that rural municipalities retain an appropriate role in decisions that affect their residents and local landscapes. As such, RMA will continue to advocate for policies that both advance rural connectivity and respect the responsibilities of local governments.

From: Canadians for Safe Technology <info@c4st.org>

Sent: August 24, 2026 7:24 PM

To: MD of Spirit River 133 <mdsr133@mdspiritrivier.ab.ca>

Subject: Time Sensitive. Request to submit comments regarding proposed changes to cell tower siting process

Dear Mayor, Members of Council and the Municipal Administration,

I am writing on behalf of Canadians for Safe Technology (C4ST) to draw your attention to an ongoing public consultation by the federal government on proposed changes to the current telecommunications (cell) tower antenna siting process. It appears that many municipalities and other land-use authorities (LUAs) were not directly informed of this consultation which closes on September 22, 2026. Only a small number of LUAs submitted comments so far, while major telecommunications companies like Bell Mobility, Rogers and TELUS have submitted detailed comments and recommendations supporting ISED's recommendation and asking for more concessions.

This imbalance matters because the proposed changes would directly affect LUAs as the changes are heavily weighted to benefit the telecommunications companies, while shifting the responsibility and workload to LUAs such as municipalities.

C4ST has been involved in cell tower siting situations for more than a decade and has seen first-hand the valuable contributions local residents and the municipalities provide in influencing cell tower decisions, including identifying alternate, more suitable sites while still satisfying the cell tower proponent's connectivity goals. We hope you agree that your local role should be retained.

The public consultation we are referring to is, Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences. DGSO-001-26. May 2026.

The proposed changes were initiated because of the federal government Red Tape Review. ISED states the proposed amendments are intended to "*reduce the regulatory and administrative burden on wireless communication operators*".

Reducing this "*burden*" for "*communication operators*," in effect, transfers the "*burden*" to LUAs such as municipalities and their constituents.

WHAT COULD CHANGE FOR YOUR MUNICIPALITY?

If ISED's proposed changes are adopted, there will be a significant reduction of municipal authority and local decision-making. For example:

- The revised CPC-2-0-03 would impose a **one-size-fits-all process** across Canada. All locally created antenna-siting processes, protocols and policies would be eliminated. We believe 50 LUA's across Canada have created their own, local process for cell tower siting.
- **Municipalities would be excluded from involvement** in the ISED approval process **for new cell towers less than 15 metres in height**. This exclusion now applies to non-commercial users such as Amateur Radio Operators. The proposed

amendment would extend this exclusion to broadcasters, third party- tower owners and telecommunications carriers such as Bell Mobility, Rogers and TELUS. The consequence is that these towers could be built almost anywhere if there is a "willing landlord." These excluded towers would not be entered into ISED's online portal because no LUA or public consultation would be required.

- For towers over 15 metres in height, LUAs such as municipalities would have **only 45 calendar days** to review proposals and consult residents, reduced from the current 120-day period. Failure to respond within that timeframe would result in **automatic approval** of the cell tower. The shortened timelines would make it much more difficult to identify and evaluate alternate sites, and for local elected officials and staff to become fully informed. Motivation for telecommunications companies to work collaboratively with LUAs to find an alternate site would be diminished.
- Municipalities would be **restricted to a narrow, federally prescribed set of reasons** when explaining a decision of non-concurrence (non-agreement).
- The **Dispute Resolution Process** would favour the cell tower proponents because the onus will be on the LUA to trigger the process although it is the cell tower proponent who is seeking the concurrence (agreement).

Our summary of these and other key issues can be read [HERE](#).

Several telecommunications-industry respondents are requesting further concessions, such as more exemptions from local consultation, reduced or less visible public notification requirements, and stricter limits on the concerns municipalities may consider. Following are three quotes from July 16, 2026 submissions about reducing the timeframe for considering an application from 120 days to 30 or 45 days, as well as increasing the height of cell towers that would be **excluded entirely** from municipality involvement and public notification and consultation as part of the approval process:

Bell Mobility: *"We recommend that ISED adopt a 30-calendar day timeframe for LUA concurrence."*
and *"... 15 metres . increase to 25 metres."*

Rogers: *" . supports a 30 calendar day timeline ."* and *" . support increasing the 15 metre threshold to 25 metres in height ."*

TELUS: *"Deemed concurrence should be the default: ISED should establish that an LUAs failure to respond within the 45-day window triggers "Deemed Concurrence," allowing proponents to proceed immediately to construction and deployment, "* and *"Extend the exclusion floor from 15 metres to 20 metres ."*

SUBMITTING A RESPONSE TO ISED'S PUBLIC CONSULTATION AND SENDING A MESSAGE TO MINISTER OF INDUSTRY MELANIE JOLY

Considering the magnitude of ISED's proposed amendments and the far-reaching local impacts, our recommendation to ISED is that no changes should be made to CPC-2-0-03 until a broad study is completed. This has been done before. In 2003/2004 the federal government held country-wide meetings gathering feedback from all stakeholders and

made changes to CPC-2-0-03 based on the 34 recommendations in the 250-page report, **The National Antenna Tower Policy Review (Townsend Report)**.

Although it seems clear that a proper comprehensive study should be conducted; we believe that is unlikely. Hence, it is important for municipalities to **submit a reply to ISED before September 22, 2026** in case such a study is not conducted and ISED does proceed with its changes. If these proposed changes are made to CPC-2-0-03, they will be difficult to undo.

As far as we know, after this consultation there will be no further formal opportunities for municipalities to give input on what the revised CPC-2-0-03 would contain, so it is critical that municipalities and other LUAs make their preferences known now.

The first stage of the public consultation closed on July 16, 2026 with submissions made by telecommunications companies, municipalities, the Federation of Canadian Municipalities and others.

The second stage, called Reply Comments, is open until September 22, 2026 and provides interested parties with an opportunity to review and respond to the comments already submitted.

Link to: **Comments received on Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences.**

We encourage you to read the following **submissions**:

- The Town of Penetanguishene, Ontario - provides concerns about the significant reduction of municipal and public involvement in decisions that have important local impacts;
- Mattamy Homes, based in Ontario and one of Canada's largest residential real estate developers - provides a post cell tower installation perspective and possible negative consequences for some businesses;
- Bell Mobility, Rogers and TELUS - these telecommunications companies want ISED to make more restrictive changes.

We urge you to consider making a submission to ISED regarding the above linked "Comments received" with your municipality's preferences and recommendations. As per ISED's instructions, send submissions to: spectrumoperations-operationsdsuspectre@ised-isde.gc.ca and include all of the following in the subject line:

Reply Comments to Comments received on Consultation on Amendments to the Tower Siting Process and Decision on Roaming, Tower Sharing and Annual Reporting Requirements for Terrestrial Licences. DGSO 001-26.

Also, please send your feedback and comments directly to the Minister of Industry, the Honourable Mélanie Joly: melanie.joly@parl.gc.ca

We would be glad to provide further information and assistance in any way we can.
Please email us at info@c4st.org

Thank you for your attention to this important matter.

With best regards,
Frank Clegg, CEO
Canadians for Safe Technology

Link to our petition: https://c4st.org/eng/petition_isd.php

See our video [Canadians and Municipalities Must Have a Voice in Cell Tower Decisions](#)

Canadians for Safe Technology (C4ST) is a national, non-profit, non-partisan, volunteer coalition of citizens and scientists, concerned about the health risks of wireless technology. Founded in 2012, C4ST is led by Frank Clegg, former President of Microsoft Canada, with the support of a volunteer Leadership Team. Together they collaborate with volunteer working groups and other non-governmental organizations, to raise awareness, to support communities who are concerned about proposed telecommunication tower applications that would negatively impact their community, and to meet with elected officials at all levels of government to share the state of the science and best practices from around the world.

From: TEC Municipal Engagement <TECMunicipalEngagement@gov.ab.ca>
Sent: Wednesday, August 26, 2026 3:37 PM
Cc: TEC Municipal Engagement <TECMunicipalEngagement@gov.ab.ca>
Subject: Fall 2026 Rural Municipalities of Alberta Convention

Good morning,

I am pleased to advise there may be an opportunity to meet with the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, during the upcoming fall Rural Municipalities of Alberta convention in Edmonton, Alberta, on November 2-5, 2026.

Please **REPLY to this email by Friday, September 4, 2026**, to express your interest for a meeting. We request that you include your top three priority items for discussion along with a list of potential meeting attendees.

A response will be provided once availability and a meeting schedule are confirmed.

Thank you,

Jessica Kalmar

Issues Manager, Office of the Assistant Deputy Minister

Construction and Maintenance Division

Transportation and Economic Corridors

Government of Alberta

Phone 587-334-3664

gov.ab.ca

From: Rebecca Fitzsimmon: rebecca@mdspiritriver.ab.ca
Sent: Thursday, 27 August 2026 14:26:11
To: info@gov.ab.ca; mr@gov.ab.ca
Cc: Shirley Hayden <cao@mdspiritriver.ab.ca>
Subject: RE: Fall 2026 Rural Municipalities of Alberta Convention

Greetings Ms Kalmar!

On behalf of CAO Hayden, I am responding to your email invitation to confirm MD of Spirit River No. 133 Council interest in the opportunity to meet with Minister Devin Dreeschen, Minister of Transportation and Economic Corridors, during the upcoming fall RMA convention, in November.

Priority topics that Council would appreciate an opportunity to bring forward to Minister Dreeschen include critical highway infrastructure for our region, specifically the realignment of the Dunvegan, and the twinning of Highway 2 from Sexsmith to Dunvegan.

Thank you for the offer to submit a request to meet with the Minister, and we look forward to hearing from you!

Kind regards,
Rebecca

Rebecca Fitzsimmons, Executive Assistant
MD of Spirit River #133
Box 389, 4202 - 50 Street
Spirit River, AB T0H 3G0
Phone 780-864-3500



The Municipal District of Spirit River No.133
 Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0
 E-mail: mdsr133@mdspiritriver.ab.ca
 Telephone (780) 864-3500

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 COPY

August 21st, 2026

Saddle Hills County

Junction of Highway 49 and Highway 725, RR 1
 Spirit River, AB T0H 3G0

Attention: Reeve and Council of Saddle Hills County

**Re: Confirmation of Partnership and Financial Contribution – Traffic
 Safety Signage Installation**

Dear Reeve and Council,

On behalf of the Council of the MD of Spirit River, I am writing to express our sincere gratitude to Saddle Hills County for your partnership, collaboration, and financial contribution toward the installation of new traffic safety signs across our shared corridors.

This initiative is a critical step forward in enhancing road safety for residents and visitors in the Central Peace. We are also pleased to highlight that this project has successfully secured matching funding through the Alberta Traffic Safety Fund, further maximizing the impact of our combined local investments.

Your commitment to sharing in the costs associated with this initiative reflects a strong spirit of intermunicipal cooperation and a shared commitment to public safety. Collaborative projects like this allow us to address mutual infrastructure and safety needs far more effectively than either municipality could individually.

Our administration will follow up shortly with your team to finalize any administrative details. Thank you once again for your leadership and ongoing partnership.

Sincerely,

Tony van Routselaar
 Reeve, The Municipal District of Spirit River No. 133

TV/rf



The Municipal District of Spirit River No.133
 Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0
 E-mail: mdsr133@mdspiritriver.ab.ca
 Telephone (780) 864-3500

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August 21st, 2026

Town of Spirit River
 4502 – 50th Street, Box 130
 Spirit River, AB T0H 3G0

Attention: Mayor and Council of Town of Spirit River

**Re: Confirmation of Partnership and Financial Contribution – Traffic
 Safety Signage Installation**

Dear Mayor Yaremko and Council,

On behalf of the Council of the MD of Spirit River, I am writing to express our sincere gratitude to the Town of Spirit River for your partnership, collaboration, and financial contribution toward the installation of new traffic safety signs across our shared corridors.

This initiative is a critical step forward in enhancing road safety for residents and visitors in the Central Peace. We are also pleased to highlight that this project has successfully secured matching funding through the Alberta Traffic Safety Fund, further maximizing the impact of our combined local investments.

Your commitment to sharing in the costs associated with this initiative reflects a strong spirit of intermunicipal cooperation and a shared commitment to public safety. Collaborative projects like this allow us to address mutual infrastructure and safety needs far more effectively than either municipality could individually.

Our administration will follow up shortly with your team to finalize any administrative details. Thank you once again for your leadership and ongoing partnership.

Sincerely,


 Tony van Rootselaar
 Reeve, The Municipal District of Spirit River No. 133

TV/rt



The Municipal District of Spirit River No.133
Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0
E-mail: mdsr133@mdspiritriver.ab.ca
Telephone (780) 864-3500

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August 21st, 2026

Birch Hills County
4601 – 50th Street, Box 157
Wanham, AB T0H 3P0

Attention: Reeve and Council of Birch Hills County

**Re: Confirmation of Partnership and Financial Contribution – Traffic
Safety Signage Installation**

Dear Reeve Poetker and Council,

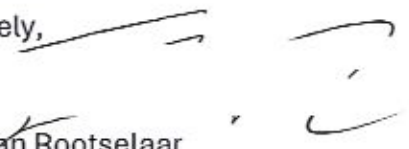
On behalf of the Council of the MD of Spirit River, I am writing to express our sincere gratitude to Birch Hills County for your partnership, collaboration, and financial contribution toward the installation of new traffic safety signs across our shared corridors.

This initiative is a critical step forward in enhancing road safety for residents and visitors in the Central Peace. We are also pleased to highlight that this project has successfully secured matching funding through the Alberta Traffic Safety Fund, further maximizing the impact of our combined local investments.

Your commitment to sharing in the costs associated with this initiative reflects a strong spirit of intermunicipal cooperation and a shared commitment to public safety. Collaborative projects like this allow us to address mutual infrastructure and safety needs far more effectively than either municipality could individually.

Our administration will follow up shortly with your team to finalize any administrative details. Thank you once again for your leadership and ongoing partnership.

Sincerely,


Tony van Rootselaar
Reeve, The Municipal District of Spirit River No. 133

TV/rf



The Municipal District of Spirit River No.133
Box 389, 4202-50th Street, Spirit River, Alberta T0H 3G0
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August 21st, 2026

Village of Rycroft Council
4703 – 51st Street
PO Box 360
Rycroft, Alberta T0H 3A0

Attention: Mayor and Council of Village of Rycroft

Re: Traffic Safety Signage Consideration

Dear Mayor Verquin and Village of Rycroft Council;

Thank you for reviewing our proposal regarding the potential joint funding and installation of traffic safety signage along our regional corridors. We appreciate the time and consideration your Council and administration dedicated to reviewing this initiative.

While we are disappointed to learn that Rycroft is unable to participate or contribute financially to this project at this time, we fully understand and respect the budget constraints and competing financial priorities that municipalities must navigate.

We will continue to keep your administration informed of implementation schedules or traffic flow considerations that may impact shared roadways during installation.

We greatly value our ongoing relationship with the Village of Rycroft, and look forward to partnering on future regional projects and shared initiatives.

Thank you once again for your consideration.

Sincerely,

Tony van Rootselaar,
Reeve, Municipal District of Spirit River No. 133
TV/rf

Colton Witts PO Box
--- -- ^B, T0H

mail.com

August 31, 2026

SCANNED



To whom it may concern,

I am writing to express my heartfelt gratitude for the opportunity to accept the Municipal District of Spirit River #133's bursary. Over the past couple of years, I have already seen significant improvements in my skills and knowledge at Northwestern Polytechnic within my program. This bursary will allow me to further my education, bringing me closer to fulfilling my personal goals and leading a successful life in my industry. I believe this support has given me a greater chance at giving back to my community. With my expertise acquired from my program, I hope to support the MDSR as an integral part of the community.

Thank you for this opportunity and your support.

Sincerely,
Colton Witts

From: Julie Geldart <j.geldart@alberta.ca>
Sent: Wednesday, 12 August 2026 09:29:46
To: Shirley Hayden <cao@mdspiritrivier.ab.ca>
Subject: Invitation to Attend the 2026 Alberta Tourism Economic Budget Forum Dinner & GRIT Awards

Dear Ms. Hayden,

On behalf of the Tourism Industry Association of Alberta (TIAA), we are pleased to invite you to attend the 2026 Tourism Economic Budget Forum, Dinner & GRIT Awards, taking place on Monday, November 16, 2026, at the Edmonton Convention Centre.

As a municipal leader, you play a critical role in shaping Alberta's visitor economy. This event provides a unique opportunity to engage with industry leaders, destination organizations, elected officials, and tourism stakeholders from across the province as we discuss the economic and policy priorities that will influence Alberta's future tourism growth and competitiveness.

ECONOMIC BUDGET FORUM, DINNER & GRIT AWARDS

November 16, 2026

Hall D – Edmonton Convention Centre, 9797 Jasper Avenue, Edmonton, AB

11:30AM – 4:30PM Economic Budget Forum

5:30PM – 6:30PM MLA Made-In-Alberta Reception

6:30PM – 8:30PM: Dinner & Alberta Tourism GRIT Awards

REGISTRATION OFFER

Recognizing the important role municipalities play in supporting Alberta's visitor economy, TIAA is pleased to extend a discounted registration rate to municipal representatives.

To register, please [CLICK HERE](#) and use the promotional code "F" A". Early bird pricing is currently on until August 31, 2026.

Alberta's tourism industry continues to be a significant driver of economic diversification, community development, investment attraction, and job creation. The Tourism Economic Budget Forum brings together municipal and industry leaders to explore emerging

opportunities, economic trends, workforce challenges, destination development priorities, and policy considerations leading into Budget 2027–28.

Tourism Economic Budget Forum

11:30 AM – 4:30 PM

- Economic outlook and implications for Alberta's visitor economy
- Tourism's role in economic diversification and community development
- Infrastructure, investment, and destination development opportunities
- Workforce and labour market considerations
- Policy discussions and priorities leading into Budget 2027–28
- Networking opportunities with tourism operators, destination organizations, municipalities, and industry partners

MLA Reception, Dinner & Alberta Tourism GRIT Awards

5:30 PM – 8:30 PM

- MLA Made-in-Alberta Reception
- Three-course chef-inspired dinner
- Presentation of the Alberta Tourism GRIT Awards, recognizing outstanding Growth, Resilience, and Inspiration within Alberta's tourism industry
- Remarks from provincial leaders and special guests
- The Honourable Danielle Smith, Premier of Alberta, has been invited to attend and provide remarks

The evening reception and dinner offer a valuable opportunity to connect directly with Members of the Legislative Assembly, Ministers, tourism operators, and community leaders from across Alberta.

We hope you will join us for this important gathering as we work together to strengthen Alberta's tourism economy and create opportunities for communities across the province.

If you have any questions, please contact Julie Geldart at jgeldart@tiaa.ca.

Warm regards,
Darren Reeder
President and CEO
Tourism Industry Association of Alberta (TIAA)

Event Details

TOURISM
Economic
Budget
Forum


11.16.2026
EDMONTON

NOVEMBER 16, 2026

11:30 am | Economic Budget Forum
5:30 pm | MLA Reception
6:30 pm | Dinner & 2026 GRIT Awards

- A day of insight
- An evening of celebration
- One industry driving Alberta forward

www.tiaalberta.ca/tiaaevents

ALBERTA GRIT AWARDS
Three categories. One extraordinary industry

-  GROWTH
-  RESILIENCE
-  INSPIRATION

Alberta Economic Budget Forum**Date:** Monday, November 16, 2026**Location:** Edmonton Convention Centre

Join industry leaders, elected officials, and policymakers for a day of advocacy, economic discussion, and industry celebration focused on the future of Alberta's visitor economy.

11:30 a.m. – Economic Budget Forum

Presentations and discussions exploring Alberta's economic outlook, tourism growth, and key advocacy priorities shaping the industry heading into Budget 2027–28.

5:30 p.m. – Alberta-Made MLA Cocktail Reception

Alberta-made beverages and chef-driven canapés paired with networking opportunities between MLAs and tourism industry leaders.

6:30 p.m. – GRIT Awards & Dinner

A chef-inspired dinner featuring Alberta-sourced ingredients alongside the presentation of the 2026 GRIT Awards recognizing Growth, Resilience, and Inspiration within Alberta's tourism industry.

The GRIT Awards celebrate the organizations and individuals helping drive Alberta's tourism industry forward through innovation, leadership, resilience, and community impact. Nominations are now open across three award categories recognizing outstanding contributions to Alberta's visitor economy.

SUBMIT A NOMINATION HERE!

Evening Program

Invited government and industry leaders will share remarks and participate in discussions focused on the future growth, competitiveness, and sustainability of Alberta's tourism economy.

Take advantage of our exclusive event rate at the **Fairmont Hotel Macdonald**.

Be part of a pivotal gathering that will help shape the conversation, strengthen partnerships, and advance Alberta's visitor economy.



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— PRESENTING SPONSOR —



— INDUSTRY CHAMPION SPONSORS —



ROCKY MOUNTAINEER



AIR CANADA



From: Larry Davidson <cao@birchhillscounty.com>
Sent: September 1, 2026 9:16 AM
To: Shirley Hayden <cao@mdspiritriver.ab.ca>; Cary Merritt <cmerritt@saddlehills.ab.ca>; Kevin Keller <cao@rycroft.ca> <cao@rycroft.ca>; Keir Gervais <cao@townofspiritriver.ca>; Kate Romy <cao@mdsmokyriver.com>
Cc: Albert Poetker <ward1councillor@birchhillscounty.com>; Paterson, Allan (RCMP/GRC) <np-grc.gc.ca>; Marsden, Adrian (RCMP/GRC) <rcmp-grc.gc.ca>; Stokes, Adam (RCMP/GRC) <np-grc.gc.ca>
Subject: RE: K Division meeting

Shirley, Thanks for reaching out.

During our August 25th Council meeting, I asked Council if I could invite the other G5 Council members to an upcoming community meeting with K Division scheduled for Sept. 29th from 7-9pm. at the Eaglesham Hall. The purpose of the meeting is for K Division to hear directly from residents about policing issues including the challenges of policing a large rural area, and in our case split between two detachments. Council suggested I send an invite to all G5 municipalities and the MD Smoky River as they share the McClennan detachment with us. Your Council is invited as well if you wish. I have extended an invitation to both McClennan and Spirit River detachments with Sgt. Patterson confirming. We are hoping for a robust, but civil discussion. The goal is not to allow any one individual to monopolize the discussion.

Please determine if you wish to be a part of our meeting, so we can figure out how many people to plan for.

Sincerely,

Larry Davidson CLGM
Chief Administrative Officer



Box 157 Wanham, AB T0H 3P0
Office: 780-694-3793
Fax: 780-694-3788

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