AGENDA
MUNICIPALITY OF ACME
REGULAR COUNCIL MEETING
Monday, November 9, 2026
6:00 p.m. Acme Village Office

1. CALL TO ORDER, CONFIRMATION OF QUORUM AND DECLARATION OF CONFLICT OF INTEREST

2. ADOPTION OF THE AGENDA

2.1 Additions or Deletions to the Agenda
2.2 Approval of Agenda

3. DELEGATIONS AND PUBLIC HEARINGS

None

4. ADOPTION OF PREVIOUS MINUTES

4.1 Adoption of October 26, 2026 Organizational Meeting Minutes
4.2 Adoption of October 26, 2026 Regular Council Meeting

5. BUSINESS

5.1 Red Deer River Watershed Alliance Request
5.2 2027 FCSS Budget
5.3 Healthcare Centre for Applied Learning & Innovation
5.4 Council Remuneration Policy

6. DISPOSITION OF DELEGATION AND PUBLIC HEARING BUSINESS

None

7. BYLAWS AND POLICIES

7.1 Bylaw 2026 – 12 Animal Control Bylaw
7.2 Bylaw 2026 – 13 Chief Administrative Officer Bylaw

8. INFORMATION

8.1 None

9. FINANCIAL

9.1 Accounts Payable

10. COUNCIL REPORTS

10.1 Council Reports
10.2 CAO Report

11. CORRESPONDENCE

11.1 Grant Writer Report – October 2026
11.2 Dental At Home Care Day

12. COURSES AND MEETINGS

November 23, 2026	Regular Council Meeting
December 14, 2026	Regular Council Meeting
January 11, 2027	Regular Council Meeting

13. IN CAMERA

12.1 Disclosure Harmful to Business Interests of a Third Party (ATIA Section 19)
12.2 Disclosure Harmful to Intergovernmental Relations (ATIA Section 26)
12.4 Disclosure Harmful to Personal Privacy (ATIA Section 20)
12.3 Advice from Officials

14. ADJOURNMENT

MUNICIPALITY OF ACME
REGULAR COUNCIL MEETING MINUTES
Monday, October 26, 2026
6:00 p.m. Acme Village Office

COUNCIL PRESENT	Mayor	Jason Bates
	Deputy Mayor	Rhonda Laking
	Councillor	Bruce McLeod
	Councillor	David Simmons
	Councillor	Doreen Ternowetsky
COUNCIL ABSENT	None	
STAFF PRESENT	Administrative Advisor	Mike Haugen
	Deputy CAO	Colleen Herrera

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1. CALL TO ORDER CONFIRMATION OF QUORUM AND DECLARATION OF CONFLICT OF INTEREST

Advisor Mike Haugen called the meeting to order at 6:00 p.m.

No conflicts of interest were declared.

2. ADOPTION OF THE AGENDA

RESOLUTION: 209-2026

MOVED By Councillor Ternowetsky

That the agenda be approved as presented:

Additions:
None

Deletions:
None

CARRIED

3. REVIEW OF MAYOR AND DEPUTY MAYOR ELECTION PROCEDURES

3.1 Review of Election Procedures

Council acknowledged the election procedures to be used for the election of Mayor and Deputy Mayor.

4. ELECTION OF MAYOR

The Advisor called for nominations for the position of Mayor for the Village of Acme for the 2026-2027 term for the first time.

Councillor Laking nominated Councillor Bates for the position of Mayor. Councillor Bates accepted the nomination.

The Advisor called for nominations for the position of Mayor a second time.

No nominations were received.

The Advisor called for nominations for the position of Mayor a third time.

No nominations were received.

Councillor Bates was declared Mayor for the Village of Acme for the 2026-2027 term by acclamation.

5. OATH OF OFFICE FOR MAYOR

Colleen Herrera administered the Official Oath of Office to Councillor Bates for the office of Mayor.

The role of Chairperson for the meeting was assumed by Mayor Bates.

6. ELECTION OF DEPUTY MAYOR

Mayor Bates called for nominations for the position of Deputy Mayor for the Village of Acme for the 2026-2027 term for the first time.

Councillor Ternowetsky nominated Councillor Laking for the position of Deputy Mayor. Councillor Laking accepted the nomination.

Mayor Bates called for nominations for the position of Deputy Mayor a second time.

No nominations were received.

Mayor Bates called for nominations for the position of Deputy Mayor a third time.

No nominations were received.

Councillor Laking was declared Deputy Mayor for the Village of Acme for the 2026-2027 term by acclamation.

7. OATH OF OFFICE FOR DEPUTY MAYOR

Colleen Herrera administered the Official Oath of Office to Councillor Laking for the office of Deputy Mayor.

8. SIGNING AUTHORITY

RESOLUTION: 210-2026

MOVED By Councillor Simmons

That signing authority for the Village of Acme be any two of the following: Mayor Bates, Deputy Mayor Laking, Councillor McLeod, the Chief Administrative Officer, or Finance Manager Colleen Herrera for the purposes of signing on the account held at the Bank of Montreal in Acme and all other official documents requiring two signatures, effective October 26, 2026.

CARRIED

9. COUNCIL MEETING DATES

RESOLUTION: 211-2026

MOVED By Councillor McLeod

Regular Council Meetings be held at the Village of Acme Office on the second and fourth Monday of each month at 6:00 p.m., excepting December 28th, 2026, and the months of July and August in which the Regular Council Meetings shall be held on July 5th, 2027, and August 30th, 2027. And further, that should a scheduled Monday fall on a Statutory Holiday (or day in lieu) the meeting will be held on the following Tuesday at 6:00 p.m. at the Village of Acme Office.

CARRIED

10. COMMITTEE APPOINTMENTS

RESOLUTION: 212-2026

MOVED By Deputy Mayor Laking

That the following committee appointments be made until the next Organizational Meeting:

2026/2027 Village of Acme Committee Appointments October 26, 2026				
	COMMITTEE	**COUNCIL REPRESENTATIVE**	**ALERNATIVE REPRESENTATIVE**	**MEMBERS AT LARGE**
	Committee of the Whole	All of Council		
Bylaw	**Acme Municipal Library Board - Council**	David Simmons		
	Acme Municipal Library Board - Members at Large			Colleen Herrera (1 year) Heather Berreth (1 year) Daniel Leronowich (1 year) Annette Peacock (2 years) Lanesha Dobson (2 years) Jaelyn Dobson (2 years) Teresa Moss (3 years) Dana Christiansen (3 years) Rhonda Laking (3 years)
	Municipal Planning Commission	David Simmons Doreen Ternowetsky Jason Bates		
Local	**Acme Hall Board**	Bruce McLeod	David Simmons	
	Acme Parent/School Council (PAC)	Doreen Ternowetsky	Rhonda Laking	
	Agricultural Society	Doreen Ternowetsky	Jason Bates	
	Asset Management Committee	Bruce McLeod	David Simmons	
	Sports Day Committee	Bruce McLeod	Doreen Ternowetsky	
Regional	**Aqua 7 Regional Water Commission**	Bruce McLeod	All	
	Community Futures Wild Rose	Rhonda Laking	Doreen Ternowetsky	
	Drumheller District Solid Waste	Bruce McLeod	Rhonda Laking	
	FCSS	Rhonda Laking	David Simmons	
	Intermunicipal Collaboration Framework	Jason Bates Bruce McLeod	David Simmons	
	Intermunicipal Development Plan	Jason Bates Bruce McLeod	David Simmons	

	Joint Regional Assessment Review Board	David Simmons	Rhonda Laking	
	Kneehill Housing Corporation	Doreen Ternowetsky	David Simmons	
	Kneehill Regional Partnership	Jason Bates	Bruce McLeod	
	Marigold Library		Rhonda Laking	Daniel Leronowich
	Medical Clinic Stabilization Committee	Jason Bates		
	Medical Recruitment and Retention Task Force	Doreen Ternowetsky	Bruce McLeod	
	Palliser Economic Partnership	Bruce McLeod	Jason Bates	
	Palliser Regional Municipal Services	Jason Bates	Bruce McLeod	
	Red Deer River Municipal User Group	Rhonda Laking	David Simmons	
	Regional Emergency Management Advisory Committee	David Simmons	Doreen Ternowetsky	
	Subdivision Development Appeal Board	Rhonda Laking		
Appointment	**Director of Emergency Management**	Brian Fradgley		
	Deputy Director of Emergency Management	Deb Grosfield		

CARRIED

LIBRARY APPOINTMENT

RESOLUTION: 212-2026

MOVED By Councillor McLeod

That the Council of the Village of Acme appoint Councillor Simmons appoint Daniel Leronowich as the representative to Marigold Library System and Rhonda Laking as the alternate.

CARRIED

ADJOURNMENT

RESOLUTION: 213-2026

MOVED By Mayor Bates

That Council adjourn the Organizational meeting at 6:34 p.m.

CARRIED

Meeting Adjourned at 5:34 p.m.

_____	_____
MAYOR	CAO
Jason Bates	Gary Sawatzky

MUNICIPALITY OF ACME
REGULAR COUNCIL MEETING MINUTES
Monday, October 26, 2026
Following the Organizational Meeting - Acme Village Office

COUNCIL PRESENT	Mayor	Jason Bates
	Deputy Mayor	Rhonda Laking
	Councillor	Bruce McLeod
	Councillor	David Simmons
	Councillor	Doreen Ternowetsky
COUNCIL ABSENT	None	
STAFF PRESENT	Administrative Advisor	Mike Haugen

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1. CALL TO ORDER CONFIRMATION OF QUORUM AND DECLARATION OF CONFLICT OF INTEREST

Mayor Bates called the meeting to order at 6:36 p.m.

No conflicts of interest were declared.

2. ADOPTION OF THE AGENDA

RESOLUTION: 214-2026

MOVED By Councillor McLeod

That the agenda be approved as amended:

Additions:
5.3 Regional Fire Training Grant
13.2 Disclosure Harmful to Personal Privacy (ATIA Section 20)

Deletions:
None

CARRIED

3. DELEGATIONS AND PUBLIC HEARINGS

None

4. ADOPTION OF PREVIOUS MINUTES

4.1 October 13, 2026, Regular Council Meeting Minutes

RESOLUTION: 215-2026

MOVED By Councillor Ternowetsky

That the minutes of the Regular Council Meeting held Monday, September 28, 2026, be approved as presented.

CARRIED

4.2 October 21, 2026, Special Council Meeting Minutes

RESOLUTION: 216-2026

MOVED By Councillor Simmons

That the minutes of the Special Council Meeting held Wednesday, October 21, 2026, be approved as presented.

CARRIED

5. BUSINESS

5.1 Blais Request

RESOLUTION: 217-2026

MOVED By Councillor McLeod

That Council table item 5.1 to the In Camera Portion of the Agenda.

CARRIED

5.2 Rural Renewal Stream

RESOLUTION: 218-2026

MOVED By Councillor Simmons

That Council discontinues the Village of Acme's participation in the Rural Renewal Stream program.

CARRIED

5.3 Regional Fire Training Grant

RESOLUTION: 219-2026

MOVED By Councillor Simmons

That the Village of Acme provides a letter of support for Trochu's application for Regional Fire Training Grant funding.

CARRIED

6. DISPOSITION OF DELEGATION AND PUBLIC HEARING BUSINESS

None

7. BYLAWS and POLICIES

7.1 Bylaw 2026-11 Land Use Bylaw

RESOLUTION: 220-2026

MOVED By Councillor McLeod

That Council give third and final reading to proposed Bylaw 2026-11, the Land Use Bylaw, as presented.

CARRIED

7.2 Telecommunications Structure Policy

RESOLUTION: 221-2026

MOVED By Deputy Mayor Laking

That Council approved the Telecommunications Policy, as presented.

CARRIED

7.3 Bylaw 2026-12 Animal Control Bylaw

RESOLUTION: 222-2026

MOVED By Councillor McLeod

That Council gives first reading to proposed Bylaw 2026-12, the Animal Control Bylaw, as presented.

CARRIED

RESOLUTION: 223-2026

MOVED By Councillor Simmons

That Council gives second reading to proposed Bylaw 2026-12, the Animal Control Bylaw, as presented.

CARRIED

8. INFORMATION

None.

9. FINANCIAL

9.1 Accounts Payable

RESOLUTION: 224-2026

MOVED By Councillor McLeod

That Council approve payment of the Accounts Payable listing of October 26, 2026, in the amount of $71,313.89.

CARRIED

Councillor Ternowetsky left the meeting at 7:06 p.m.

10. COUNCIL REPORTS

9.1 Council Reports
9.2 CAO Report

RESOLUTION: 225-2026

MOVED By Deputy Mayor Laking

That the Council and CAO Reports be approved as presented.

CARRIED

11. CORRESPONDENCE

None

12. COURSES AND MEETINGS

November 9th Regular Council Meeting
November 23rd Regular Council Meeting

13. IN CAMERA

RESOLUTION: 226-2026

MOVED By Councillor McLeod

That Council go In Camera at 7:31 p.m. for the following reason(s):

13.1 AITA Section 20 – Disclosure Harmful to Business Interests of a Third Party (ATIA Section 19)
13.2 AITA Section 20 – Disclosure Harmful to Personal Privacy (ATIA Section 20)

CARRIED

RESOLUTION: 227-2026

MOVED By Councillor Simmons

That Council returns to Open Session at 8:01 p.m.

CARRIED

Council allowed time for the gallery to return.

RESOLUTION: 228-2026

MOVED By Councillor McLeod

That the Village of Acme provides a reimbursement to Mr. Matthew Blais in the amount of $1986.78.

CARRIED

14. ADJOURNMENT

RESOLUTION: 229-2026

MOVED By Mayor Bates

That the meeting be adjourned at 8:04 p.m.

CARRIED

These minutes approved this _____ day of _____ 2026.

_____
Mayor
Jason Bates

_____
Deputy CAO
Colleen Herrera

REQUEST FOR DECISION

AGENDA ITEM
Business
5.1

Subject:	**Red Deer River Watershed Alliance Request**
Meeting Date:	Monday, November 9, 2026
Presented By:	Mike Haugen, Advisor
Link to Strat Plan:	Collaborate with Neighboring Municipalities

Recommended Motion:	That the Council of the Village of Acme accept the Red Deer River Watershed Alliance Request for information, as presented.

Background/ Proposal	Please see the attached correspondence from the Red Deer River Watershed Alliance (RDRWA). The RDRWA is requesting the Acme join their organization in order to work collaboratively on issues related to the Red Deer River Watershed.
Discussion/ Options/ Benefits/ Disadvantages:	If the Village was to join the RDRWA the cost would $0.50 per capita. The Village has historically not taken part in the RDRWA. The Village does participate in the Red Deer River Municipal Users Group (RDRMUG).
Financial Implications:	Membership in RDRWA would be approximately $350 per year plus meeting expenses such as mileage and per diems several times per year.
Council Options:	1. Council may opt to join the RDRWA 2. Council may opt to not participate in the RDRWA (status quo)
Recommended Engagement:	Information Only
Attachments:	Red Deer River Watershed Alliance Information
Follow-up Actions:	Administration will file the request.

Approval:
Mike Haugen, Advisor

October 30, 2026

Village of Acme
203 Clarke St
Acme, AB T0M 0A0

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Village of Acme,

I am reaching out on behalf of the Red Deer River Watershed Alliance (RDRWA). Water is the foundation for the health and prosperity of local communities and the RDRWA recognizes Village of Acme is an important leader in land and water use decision-making in the Red Deer River Basin. Below is a brief update on RDRWA's activities and provides information on ways to help achieve our shared watershed planning goals and participate in our 2027-2028 funding process.

Who We Are

The RDRWA was established in 2005 and the designated Watershed Planning and Advisory Council (WPAC) for the Red Deer River Basin. RDRWA is one of 11 WPACs across the province and helps in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. We are a multi-sector, not-for-profit organization that facilitates regional watershed management. Our renewed WPAC mandate and roles agreement with Environment and Protected Areas (2022) specifies RDRWA will lead an ongoing collaborative process to:

- Monitor & report on the State of the Watershed https://rdrwa.ca/state-of-the-watershed/
- Further develop and coordinate Integrated Watershed Management Plan (IWMP),
- Inform, educate and engage on water literacy and watershed stewardship, and
- Serve as a convenor and collaborator on watershed issues for diverse stakeholders

Benefits to Your Municipality

We are sending this letter, and the attached '*Our Common Water*' Case for Support, to invite the City of Brooks to join other municipalities from across the watershed with a financial contribution in support of the RDRWA. The RDRWA can directly help to support your municipality through programming at the watershed-scale that influences the health of local watersheds and the water

security for communities and industries. Over the past 20 years, our organization has developed many resources to maintain and protect watershed health including science-based state of watershed reporting, outreach programming and regional planning. These materials assist municipalities with local decision-making, planning and have community health and prosperity benefits including source water protection, flood and drought resiliency, increased water literacy, biodiversity enhancement and recreational enjoyment.

Municipalities contribute over 20% of the RDRWA's annual funding, based on a recommended funding model of **50 cents per capita.** Consistent municipal funding strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, align monitoring initiatives and lead water literacy and environmental education efforts.

Update on Activities

Highlights from our 2025-2026 Annual Report and upcoming activities include:

- ***Watershed Assessment and Planning Resources****:* We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management. Some initiatives are listed below.
    - **State of the Watershed:** The RDRWA is working to complete its interactive online State of the Watershed Report for early 2027. To date published chapters include: **Surface water quantity & allocation**, and **riparian and wetland health**. **https://rdrwa.ca/state-of-the-watershed/**. Findings will inform priorities for the Integrated Watershed Management Plan (IWMP).
    - **Flood and drought resilience:** The RDRWA has mapped over 10,000 km of riparian intactness (shoreline health). Technical reports, data and municipal summaries of this natural asset mapping support targeted restoration and conservation programming that provide ecosystem services.
- ***Education and Outreach:*** Our work reaches hundreds of central Albertans every year. This year the RDRWA connected with over 1,950 individuals through forums, workshops and public events. We delivered programs to school groups and the general public to promote watershed health topics. The RDRWA also connected with over 1,000 individuals on social media (Facebook), through our monthly newsletter (500) and with our website materials (4000 active users). We also maintain a local events and water and watershed resource page to share information.
- ***Convenor and Collaborator:*** Additionally, we provide forums for stakeholders and rights holders to meet, share information, discuss water and watershed issues and priorities in the basin. This past fall we celebrated 20 years of being an organization with our partners at our Fall Forum in Red Deer. Our AGM and Spring Forum (Buffalo Lake)

featured speakers on various State of Watershed Chapters. Events were all well attended and received.



Stronger Together

Thank-you for considering this invitation to become a funding partner of the RDRWA and work together to protect, enhance, and sustain the water resources that support our communities, environment and the economy. For interest and follow up invoicing, please contact the RDRWA at info@rdrwa.ca.

Sincerely,

Francine Forrest

Francine Forrest, MSc.
Executive Director, RDRWA
francine@rdrwa.ca

403-340-7379

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our monthly e-newsletter
- Check out water-related events on our community calendar
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees

OUR COMMON WATER

PARTNERS IN WATERSHED MANAGEMENT

MUNICIPAL CASE FOR SUPPORT 2027-2028



WHO WE ARE

The Red Deer River Watershed Alliance (RDRWA) was established in 2005 as the official Watershed Planning and Advisory Council (WPAC) for the Red Deer River Watershed. The Alliance leads on watershed planning, promoting beneficial management practices, fostering stewardship activities, reporting on the state of the watershed and educating users on the importance of water resources.

As the official provincial Watershed Planning and Advisory Council (WPAC) for the Red Deer River watershed, the RDRWA has a responsibility to ensure that we engage with many groups of people with diverse perspectives, values, interests, and concerns; which includes sectors such as agriculture, industry and municipalities, as well as the general public.

As a multi-sector organization, the RDRWA acts as a collaborative forum for stakeholders from across sectors to work together in support of a healthy, dynamic, and sustainable watershed. We all have a role to play in watershed management and increasing water literacy. The RDRWA's primary role is one of connection - helping our community members and key stakeholders find meaningful opportunities to make a difference.



HELP THE RDRWA SUPPORT MUNICIPAL LEADERSHIP



WATER IS THE FOUNDATION FOR THE HEALTH AND PROSPERITY OF LOCAL COMMUNITIES

THE HEALTH OF THE RED DEER RIVER WATERSHED IS VITAL TO:

- Sourcewater Protection
- Fisheries and Lake Management
- Municipal Services
- Flood and Drought Resilience
- Wetlands and Riparian Areas
- Recreation

MUNICIPAL SUPPORT FOR WATERSHED MANAGEMENT

Municipalities are leaders and important land-use decision-makers in the Red Deer River watershed. The Red Deer River watershed is home to two cities (Red Deer and Brooks), 22 towns, 20 counties and specialized municipalities, 80 villages and hamlets, and 10 summer villages. Drinking water source watersheds cross varying political boundaries.

Many of these local governments support watershed initiatives by donating $0.50 for every resident within their part of the watershed to the RDRWA, proving there is power in numbers.

This funding enables the RDRWA to continue our work on: watershed planning, resource and tool development, environmental education programming, community engagement, hosting regular forums, and helping to meet your needs as a municipality.

PARTNERS IN WATERSHED MANAGEMENT

Municipalities contribute approximately 25% of the RDRWA's annual funding. This funding helps maintain programming, secure grants and strengthen the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, and lead water literacy and environmental education efforts.



The Red Deer River Watershed Alliance works collaboratively with a wide range of sectors, communities and perspectives.

ADVANCING WATERSHED MANAGEMENT: RDRWA AND YOUR MUNICIPALITY

The RDRWA's work benefits your municipality through local and regional programming that influences the health of watersheds and the water security of communities and industries.

This year the RDRWA updated content for the State of the Watershed Report. This resource will inform the Integrated Watershed Management Plan. We look forward to engaging with our municipal partners on the results and related planning in 2027.

We also encourage municipalities to consult our educational and technical resources via www.rdrwa.ca or to contact the RDRWA for direct support.

In 2026, we focused on improving programming for our municipalities, recognizing the role of municipalities as major land-use decision-makers and community leaders.



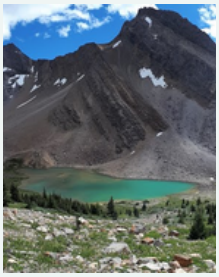
FALL FORUM AND 20 YEAR CELEBRATION

RDRWA celebrated two decades of collaborative watershed stewardship with community performances, partner presentations and a board director panel discussion while also providing an opportunity to network and reflect on the organization's history and accomplishments

WORKING FOR YOU

We strive to be a “go-to” resource for municipalities to learn about the watershed and specific actions that can be taken to support watershed health.

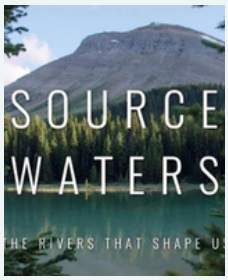
To assist municipalities with land and water resource management, we facilitate communication on watershed planning and produce technical reports and tools addressing watershed topics (e.g., source protection, riparian health, water security, hydraulic fracturing). All of these resources are available to you at no charge and can help inform planning decisions.



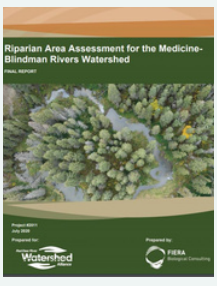
State of the Watershed (2024-2026)
The RDRWA made significant progress to update this resource. We are now working on a summary document and putting the content online. Priority chapters including water quantity and riparian areas are published online. Information will inform local decisions and identify priorities for the Integrated Watershed Management Plan.
Click here to view the State of the Watershed



Blueprint: An Integrated Watershed Management Plan for the Red Deer River Watershed on Water Quality (2016).
The plan addresses two key areas: surface water quality and groundwater quality, recognizing that the two are fundamentally interconnected.



Watershed Video Resources
The RDRWA created a short film, *Source Waters: The Rivers That Shape Us* to raise awareness about the Red Deer River watershed and the importance of water in central Alberta. The film follows the journey of the river from tip to toe, and features a range of experts and municipal leaders.
RDRWA has also created five additional videos on the following topics: municipal planning, gravel-bed rivers, riparian areas, climate change and native trout.



Natural Assets: Riparian Condition Mapping (2020- 2024)
Natural assets provide many ecosystem services including flood and drought protection. With support from three Watershed Restoration and Resiliency grants, RDRWA and Fiera Biological Consulting mapped over 10,000 km of shoreline riparian health using satelitte imagery. This information provides a baseline and focus for conservation and restoration areas. All reports and data are available on the RDRWA website. Municipalities are encouraged to use this information in projects to increase their resilience to floods and droughts.

YOUR SUPPORT MATTERS

Stronger Together. Water in the Red Deer River Basin is becoming increasingly important. The RDRWA works collaboratively with all levels of government to build partnerships and advance watershed management. Through support, you will be joining a community of other respected leaders, municipalities and sectors in shared watershed management.

Please consider supporting shared watershed management through a $0.50 contribution per capita to the RDRWA annually. This funding is leveraged through support from a range of funders, including fellow municipalities, the provincial government, industry, and other granting streams.

The RDRWA would be pleased to work with your municipality to identify strategic ways forward on key and emerging land and water issues.



For more information, contact the RDRWA
E: info@rdrwa.ca Tel: 403-340-7379

Red Deer River Watershed Alliance

REQUEST FOR DECISION

AGENDA ITEM
Business
5.2

Subject:	**Kneehill Regional FCSS 2027 Budget**
Meeting Date:	Monday, November 9, 2026
Presented By:	Mike Haugen, Advisor
Link to Strat Plan:	Collaborate with Neighboring Municipalities

Recommended Motion:	That the Village of Acme approve the 2027 Kneehill Regional FCSS Budget as presented.

Background/ Proposal	Annually, the Regional FCSS Board prepares a budget for consideration of its member councils. The Board is asking the municipal partners to endorse the proposed 2027 Budget.
Discussion/ Options/ Benefits/ Disadvantages:	Attached are several documents outlining the Regional FCSS Budget. An excerpt from those documents is provided as an overview below:

Provincial Funding	$ 366,160.00
Municipal Contributions	$ 129,223.81
2027 FCSS Funding	$ 495,383.81

2027 Kneehill Regional FCSS Municipal Allocations

Municipality	Contribution Percentage	2027 Contribution
Acme	5.61%	$7,249.46
Carbon	4.44%	$5,737.54
Linden	5.76%	$7,443.29
Three Hills	29.78%	$38,482.85
Trochu	8.43%	$10,893.57
Kneehill County	45.98%	$59,417.10
TOTAL MUNICIPAL CONTRIBUTIONS	**100.00%**	**$129,223.81**
Provincial FCSS Funding		**$366,160.00**
TOTAL 2027 FCSS GRANTS		**$495,383.81**

In 2026, the Village's contribution was $10,012.00. The correspondence outlines that the reduction in contributions is due to funding for the Community Support Coach is no longer being requested.

The FCSS Director also notes that in previous years the payment to Kneehill County for audit and costs was $13,500. Those items have been separated and now total $18,500.

	In addition, KRFCSS also administers the Grant Writer Program. This has changed by only a few dollars from 2026. Please note that one of the attachments is a replacement for page 9 of another attachment. **Kneehill Regional Grant Writer** **2027 Municipal Funding Requisition**

2027 OVERALL BUDGET $33,335.00		
Municipality	**Contribution Percentage**	**2027 Contribution**
Acme	5.61%	$1,870.09
Carbon	4.44%	$1,480.07
Linden	5.76%	$1,920.10
Three Hills	29.78%	$9,927.16
Trochu	8.43%	$2,810.14
Kneehill County	45.98%	$15,327.44
TOTAL MUNICIPAL CONTRIBUTIONS	100.00%	$33,335.00

Financial Implications:	The Village will see a decrease in its KRFSS funding of approximately $2762.00. The impacts of other proposed changes related to FCSS expenditures is unknown at this time.
Council Options:	1. Council may request additional information. 2. Council may approve the budget as presented. 3. Council may decline to approve the budget and provide reasons for doing so.
Recommended Engagement:	Information only.
Attachments:	1. KRFCSS Budget Letter 2. KRFCSS Proposed 2027 Budget 3. Grant Writer Proposed Budget
Follow-up Actions:	Administration will inform KRFCSS of Council's decision and include funding in the Village's proposed 2027 Budget.

Approval:
Mike Haugen, Advisor

Kneehill Regional Family and Community Support Services

September 9, 2026

To: Village of Acme
Village of Carbon
Village of Linden
Kneehill County
Town of Three Hills
Town of Trochu

RE: 2027 KNEEHILL REGIONAL FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS) BUDGET AND ALLOCATIONS

Please find attached a copy of the 2027 Kneehill Regional FCSS Budget, as approved by the Kneehill Regional FCSS Board at its meeting held on September 8, 2026. The corresponding municipal requisition amounts are outlined in the attached document.

The Board approved a 1.9% increase to the base municipal FCSS contribution, from $126,814.34 in 2026 to $129,223.81 in 2027. The total 2026 municipal contribution of $178,460.00 also included $51,645.66 for the Community Support Coach. As this additional contribution is no longer being requested for 2027, the overall municipal requisition has decreased despite the increase to the base FCSS contribution.

Under Section 8 of the Kneehill Regional FCSS Agreement, the Board is responsible for preparing the annual budget and providing a copy to each participating municipality for review and approval. The Agreement requires approval from a minimum of four (4) participating municipalities.

Please review the 2027 Kneehill Regional FCSS Budget with your Council and advise us of your municipality's decision.

Thank you for your time and consideration. Should you require any additional information or clarification, please contact me at 403-443-3800.

Kind regards,

Angela Stewart

Angie Stewart
Kneehill Regional FCSS Director

779 – 2 Street Northeast, Box 400 Three Hills, AB T0M 2A0
Tel: (403) 443-3800 Email: angie@krfcss.com

2027 KNEEHILL REGIONAL FCSS GRANT ALLOCATIONS

Provincial Funding	$ 366,160.00
Municipal Contributions	$ 129,223.81
2027 FCSS Funding	$ 495,383.81

2027 Kneehill Regional FCSS Municipal Allocations

Municipality	Contribution Percentage	2027 Contribution
Acme	5.61%	$7,249.46
Carbon	4.44%	$5,737.54
Linden	5.76%	$7,443.29
Three Hills	29.78%	$38,482.85
Trochu	8.43%	$10,893.57
Kneehill County	45.98%	$59,417.10
TOTAL MUNICIPAL CONTRIBUTIONS	**100.00%**	**$129,223.81**
Provincial FCSS Funding		**$366,160.00**
TOTAL 2027 FCSS GRANTS		**$495,383.81**

KNEEHILL REGIONAL FCSS 2027 BUDGET
APPROVED SEPTEMBER 8, 2026

REVENUE	
Provincial FCSS	$366,160.00
Municipal Contributions	$129,223.81
KRFCSS Reserves	$8,449.92
TOTAL REVENUE	$503,833.73
EXPENDITURES	
Salaries & Benefits	$247,600.00
Board Expenses	$200.00
Mileage	$6,000.00
Conv & Training	$3,500.00
Telephone	$1,200.00
Internal Programming	$10,000.00
Advertising	$2,300.00
Membership Fees	$1,500.00
Unit Authority Costs	$13,000.00
Audit Fees	$5,000.00
Insurance	$1,900.00
Office Supplies	$5,000.00
Janitorial Supplies	$300.00
Resource Material	$550.00
TOTAL ADMIN EXPENDITURES	**$298,050.00**
Grants to Organizations	$205,783.73
TOTAL EXPENDITURES	**$503,833.73**

2027 Kneehill Regional FCSS Budget Worksheet									
REVENUE	**2027 Budget Draft**	**2026 Estimate**	**2026 Budget**	**2025 Actual**	**2024 Actual**	**2023 Actual**	**2022 Actual**	**2021 Actual**	**2020 Actual**
*Provincial FCSS	$366,160.00	$366,160.00	$366,158.00	$366,158.61	$366,158.61	$362,216.71	$350,391.00	$350,687.00	$350,391.00
*Local Municipalities	$129,223.81	$126,814.34	$126,814.34	$124,449.80	$121,178.00	$117,763.00	$112,800.00	$109,833.00	$108,103.00
Local Municipalities (Coach)		$51,645.66	$51,645.66	$50,681.20	$30,000.00	$30,000.00	$30,000.00		
Other Revenue				$12,098.67	$12,794.82	$10,287.96	$24,530.30	$4,243.33	$13,006.57
Donations				$4,261.45	$1,800.00	$2,269.40	$1,890.00	$1,130.00	$870.00
Reserves	$8,449.92		$13,540.00	$11,871.29	$16,961.98	$20,228.53	$20,770.00		
TOTAL REVENUE	**$503,833.73**	**$544,620.00**	**$558,158.00**	**$569,521.02**	**$548,893.41**	**$542,765.60**	**$540,381.30**	**$465,893.33**	**$472,370.57**
EXPENDITURES									
Salaries	$202,000.00	$191,082.64	$210,000.00	$244,158.95	$225,930.67	$217,315.55	$204,957.49	$156,810.42	$147,849.22
LAPP	$8,600.00	$6,737.83	$8,600.00	$12,117.49	$10,743.96	$10,595.84	$10,622.59	$11,429.45	$11,847.97
CPP	$13,500.00	$10,628.73	$12,330.00	$11,881.58	$10,312.15	$9,664.78	$8,609.50	$5,730.42	$4,902.22
EI	$3,000.00	$3,908.50	$4,680.00	$4,197.40	$3,745.97	$3,508.07	$3,171.46	$2,079.86	$1,787.93
WCB	$5,500.00	$5,214.32	$4,088.00	$2,592.80	$2,457.48	$3,130.71	$3,658.95	$2,422.71	$1,462.61
Group Health	$15,000.00	$14,450.50	$14,000.00	$13,266.37	$11,910.21	$9,925.49	$8,930.32	$8,730.02	$8,925.14
Board Expenses	$200.00	$54.95	$200.00	$0.00	$0.00	$0.00	$0.00	$100.00	$0.00
Mileage	$6,000.00	$4,805.17	$8,000.00	$5,737.97	$4,108.04	$4,407.06	$2,714.95	$1,107.92	$624.64
Conv & Training	$3,500.00	$3,340.74	$3,500.00	$3,837.50	$3,074.18	$2,887.63	$3,511.62	$1,213.52	$961.38
Telephone	$1,200.00	$1,200.00	$1,200.00	$1,147.40	$1,187.40	$1,160.54	$1,406.70	$1,685.52	$1,012.60
Public Ed Internal Programs	$10,000.00	$8,184.34	$10,000.00	$5,423.26	$5,540.53	$11,998.44	$8,062.14	$4,057.78	$6,246.07
Advertising	$2,300.00		$2,300.00	$1,645.53	$2,558.67	$3,560.27	$2,388.15	$1,050.60	$1,703.46
Membership/Subscription	$1,500.00	$1,430.15	$1,500.00	$1,336.10	$1,430.15	$1,515.88	$1,465.47	$275.88	$1,276.75
Audit Fees	$5,000.00	$5,000.00	$9,200.00	$7,700.00	$7,600.00	$7,600.00	$7,600.00	$7,600.00	$7,600.00
Unit Authority	$13,000.00	$4,200.00							
Insurance	$1,900.00	$1,421.70	$1,900.00	$1,521.37	$1,521.37	$1,521.37	$1,024.67	$1,500.00	$667.18
Office Supplies/Print and Stationary	$5,000.00		$5,000.00	$3,996.52	$4,846.20	$6,485.43	$6,991.72	$6,570.11	$4,342.65
Janitorial Supplies	$300.00		$300.00	$3.67	$156.26	$250.30	$283.92	$312.48	$245.69
Resource Material	$550.00		$550.00	$0.00	$480.35	$596.48	$57.82		
Other Grant Expenses				$7,647.77	$5,809.82	$6,907.36	$20,330.30	$5,373.33	$6,925.64
TOTAL ADMIN EXPENDITURES	**$298,050.00**	**$261,659.57**	**$297,348.00**	**$328,211.68**	**$303,413.41**	**$303,031.20**	**$295,787.77**	**$218,050.02**	**$208,381.15**
Grants to Organizations	**$205,783.73**	**$260,810.00**	**$260,810.00**	**$241,309.34**	**$245,480.00**	**$239,734.40**	**$243,503.53**	**$231,063.44**	**$234,099.63**
TOTAL EXPENDITURES	**$503,833.73**		**$558,158.00**	**$569,521.02**	**$548,893.41**	**$542,765.60**	**$539,291.30**	**$449,113.46**	**$442,480.78**

FCSS RESERVE SUMMARY				
RESERVE DESCRIPTION	**OPENING BALANCE**	**ADD ITIONS**	**DELE TIONS**	**BAL ANCE**
FISCAL YR 2005:	$0.00			
GST Adjustment re: Bellamy System issue		247.56		**247.56**
FISCAL YR 2006:	**$247.56**			
Transfer to Op for 2005 Grant Adjustment			197.56	50.00
Municipal Partner Funding Surplus		14,200.32		**14,250.32**
FISCAL YR 2007:	**$14,250.32**			
Municipal Partner Funding Surplus		11,407.82		**25,658.14**
FISCAL YR 2008:	**$25,658.14**			
Municipal Partner Funding Surplus		17,689.98		**43,348.12**
FISCAL YR 2009:	**$43,348.12**			
Municipal Partner Funding Surplus		11,200.66		54,548.78
2009 Royal Purple Grant		171.99		54,720.77
2009 Correction to Municipal Partner money			463.30	54,257.47
Move to Deferred-2009 correction to municipal partner $			659.93	**53,597.54**
FISCAL YR 2010	**$53,597.54**			
Municipal Partner Funding Surplus		12,717.53		**66,315.07**
FISCAL YR 2011	**$66,315.07**			
Municipal Partner Funding Surplus		5,798.36		
Donations/Grants Surplus		800.50		**72,913.93**
FISCAL YR 2012	**$72,913.93**			
Municipal Partner Funding Surplus		184.69		**73,098.62**
FISCAL YR 2013	**$73,098.62**			
Municipal Partner Withdrawal			10,858.39	**62,240.23**
FISCAL YR 2014	**$62,240.23**			
Municipal Partner Withdrawal			9,867.59	52,372.64
Correction			0.10	**52,372.54**
FISCAL YR 2015	**$52,372.54**			
Municipal Partner Funding Surplus		18,854.86		**71,227.40**
YR 2016	**$71,227.40**			
Municipal Partner Funding Surplus		$ 13,935.00		**85,162.40**
YR 2017	**$85,162.40**			
PLC Admin Fee from 2016/17 contact		6,600.00		91,762.40
2016 Defer Reserve correction		7,300.46		99,062.86
2017 Municipal Partner Withdrawal			7,645.04	**91,417.82**
YR 2018	**$91,417.82**			
Municipal Partner Funding Surplus		2,500.00		93,917.82
Parent Link Admin Fee 2017/18		4,560.09		**98,477.91**
YR 2019	**$98,477.91**			
Municipal Partner Funding Surplus		$ 1,000.00		99,477.91
Volunteer Week		$ 30.00		99,507.91

Helping Hands		$ 2,500.00		102,007.91
Parent Link Admin Fee 2018/19		$ 1,029.88		103,037.79
Adjustment		$ 0.11		**103,037.90**
YR 2020	**$103,037.90**			
Helping Hands Donation		300.00		103,337.90
Parent Link Admin Fee 2019/20		4,750.00		108,087.90
Drum Lit Donation		75.00		108,162.90
Municipal Partner Funding Surplus		$19,938.86		**128,101.76**
YR 2021	**$128,101.76**			
PLC Deferred (motion 37/21)		30,014.72		158,116.48
CBI Deferred (motion 37/21)		0.62		158,117.10
KCRP Reserves (motion 37/21)		110,028.56		268,145.66
Carbon School		103.70		268,249.36
ConnectFirst		225.00		268,474.36
Helping Hands Donation		180.00		268,654.36
Drum Lit Donation		40.00		268,694.36
Municipal Partner Funding Surplus		16,779.87		**285,474.23**
YR 2022	**$285,474.23**			
Helping Hands Donation		90.00		285,564.23
CVITP Grant		1,000.00		286,564.23
Municipal Partner Withdrawal			20,755.94	265,808.29
Municipal Partner Withdrawal			14.06	**265,794.23**
YR 2023	**$265,794.23**			
CVITP Grant 2022&2023		5,440.00		271,234.23
General Donations		390.00		271,624.23
Municipal Partner Withdrawal			20,228.53	**251,395.70**
YR 2024	**$251,395.70**			
Municipal Partner Withdrawal			16,961.98	234,433.72
YR 2025	**$234,433.72**			
Municipal Partner Withdrawal			8,127.30	226,306.42
YR 2026	**$226,306.42**			
51-060-00-47070	FWW Reserves	6,386.27		
51-010-00-47070	FCSS Reserves	226,306.42		
51-070-00-47070	GW Reserves	5108.19		

FCSS DEFERRED SUMMARY				
DEFERRED DESCRIPTION	**OPENING BALANCE**	**ADDITIONS**	**DELETIONS**	**BALANCE**
ConocoPhillips Early Years Fair		$ 500.00		
Alberta Health Services Grant 2010		$ 609.57		
Provincial FCSS funding		$ 1,546.50		
YEAR END 2010	**$ 2,656.07**			
ConocoPhillips Early Years Fair			$ 500.00	$ 2,156.07
Provincial FCSS funding			$ 1,546.50	$ 609.57
Can-Tel Grant for Early Years Fair 2012		$ 156.50		$ 766.07
Left over grant money from 2011 Early Years Fair		$ 1.96		$ 768.03
YEAR END 2011	**$ 768.03**			
Can-Tel Grant for Early Years Fair 2012			$ 156.50	$ 611.53
Left over grant money from 2011 Early Years Fair			$ 1.96	$ 609.57
Deferred for 2013 Early Years Fair		$ 512.80		$ 1,122.37
Deferred for 2013 Chillin With Dad		$ 84.40		$ 1,206.77
Deferred for 2013 Volunteer Forum		$ 131.85		$ 1,338.62
YEAREND 2012	**$ 1,338.62**			
Early Years Fair Deferred for 2013 Fair			$ 512.80	$ 825.82
Chillin With Dad Deferred for 2013 Event			$ 84.40	$ 741.42
Volunteer Forum Deferred for 2103			$ 131.85	$ 609.57
Deferred to 2014 Early Years Fair		$ 607.78		$ 1,217.35
YEAREND 2013	**$ 1,217.35**			
Early Years Fair Withdrawl for 2014 Fair			$ 313.50	$ 903.85
Volunteer Alberta Grant Deferred for 2015 VF		$ 155.35		$ 1,059.20
YEAREND 2014	**$ 1,059.20**			
Early Years Fair Withdrawal for 2015 Fair			$ 220.20	$ 839.00
Deferred for Volunteer Week 2016		$ 1,268.77		$ 2,107.77
YEAREND 2015	**$ 2,107.77**			
Provincial FCSS Funding		$ 14,092.46		$ 16,200.23
YEAREND 2016	**$ 16,200.23**			
Provincial FCSS Funding transfer 2016 to 2017			$ 6,792.00	
Correct 2016 deferred transfer to reserves			$ 7,300.46	$ 2,107.77
YEAREND 2017	**$ 2,107.77**			
AB Health Services for True Colors withdrawal			$ 609.57	$ 1,498.20
Volunteer AB for Volunteer Forum withdrawal			$ 1,424.12	$ 74.08
Vol. Website Completion Cruise Night Deposit		$ 1,000.00		$ 1,074.08
Three Hills Tools for School deposit		$ 173.89		$ 1,247.97
YEAREND 2018	**$ 1,247.97**			
Three Hills Tools for School withdrawal			$ 173.89	$ 1,074.08
Vol Kneehill Website Development Interpipeline		$ 2,447.26		$ 3,521.34
Vol Kneehill website Launch Interpipeline		$ 1,244.13		$ 4,765.47
Volunteer Forum Cooperators		$ 60.55		$ 4,826.02
YEAREND 2019	**$ 4,826.02**			
Volunteer Kneehill Website withdrawal			$ 175.60	$ 4,650.42
United Way Grief Grant		$ 1,801.38		$ 6,451.80
Volunteer Week Grant		$ 24.55		$ 6,476.35
YEAREND 2020	**$ 6,476.35**			
United Way Grief Grant			$ 1,801.38	$ 4,674.97
Rural Mental Health Grant Three Hills		$ 1,568.18		$ 6,243.15
YEAREND 2021	**$ 6,243.15**			
Rural Mental Health Grant			$ 1,568.18	$ 4,674.97
Volunteer Week			$ 37.00	$ 4,637.97
Rural Mental Health Grant Trochu.Wimborne		$ 3,437.96		$ 8,075.93
YEAREND 2022	**$ 8,075.93**			
Rural Mental Health Grant Trochu.Wimborne			$ 3,437.96	$ 4,637.97

Tools for School		$ 380.60		$ 5,018.57
YEAREND 2023	**$ 5,018.57**			
Volunteer Forum + Vol Website/Launch			$ 1,464.67	
Tools for School			$ 380.60	
Rural Mental Health Torrington		$ 1,850.00		
Excess from other revenue for Vol Week		$ 2.96		
YEAREND 2024	**$ 5,026.26**			
Volunteer Week			$ 421.93	$ 4,604.33
Rural Mental Health Torrington			$ 1,850.00	$ 2,754.33
Rural Mental Health Trochu		$ 1,243.26		$ 3,997.59
Men's Mental Health		$ 1,425.00		$ 5,422.59
Perinatal Mental Health		$ 1,075.73		$ 6,498.32
YEAREND 2025	**$ 6,498.32**			
**Volunteer Website & Launch $2677.29				
**Early Years Fair $74.08				
**Rural Mental Health Trochu $1243.26				
**Volunteer Week $2.96				
Men's Mental Health $1425				
Perinatal Mental Health $1075.73				
51-010-00-44900	FCSS Deferred	6,498.32		
51-060-00-44900	FWW Deferred	39,140.00		

Kneehill Regional FCSS 2027 Municipal Requisition

Municipality	%	2027 with 1.9% increase
Acme	5.61	$ 7,249.46
Carbon	4.44	$ 5,737.54
Linden	5.76	$ 7,443.29
Three Hills	29.78	$ 38,482.85
Trochu	8.43	$ 10,893.57
Kneehill County	45.98	$ 59,417.10
TOTAL	**100**	**$ 129,223.81**

Percentages are generated from the Provincial Agreement for 2026-2028

Municipality	2016	2017	2018	2019 with 5% increase	2020 with 1.4% increase	2021 with 1.6% increase
Acme	$5,923.00	$5,923.00	$5,923.00	$ 6,183.00	$ 6,270.00	$6,370.00
Carbon	$5,371.00	$5,371.00	$5,371.00	$ 4,734.00	$ 4,800.00	$4,877.00
Linden	$6,576.00	$6,576.00	$6,576.00	$ 7,847.00	$ 7,957.00	$8,084.00
Three Hills	$29,300.00	$29,300.00	$29,300.00	$ 30,437.00	$ 30,863.00	$31,357.00
Trochu	$9,724.00	$9,724.00	$9,724.00	$ 10,021.00	$ 10,161.00	$10,324.00
Kneehill County	$44,639.00	$44,639.00	$44,639.00	$ 47,388.00	$ 48,052.00	$48,821.00
TOTAL	**$101,533.00**	**$101,533.00**	**$101,533.00**	**$ 106,610.00**	**$ 108,103.00**	**$109,833.00**

	2022 with 2.7% increase + Coach	2023 with 4.4% increase + Coach	2024 with 2.9% increase + Coach	2025 with 2.7% increase + Coach	2026 with 1.9% increase + Coach
Acme	$ 8,282.00	$ 8,570.00	$ 8,538.00	$ 9,825.00	$ 10,012.00
Carbon	$ 6,340.00	$ 6,561.00	$ 6,712.00	$ 7,775.00	$ 7,924.00
Linden	$ 10,510.00	$ 10,875.00	$ 9,188.00	$ 10,087.00	$ 10,279.00
Three Hills	$ 40,770.00	$ 42,186.00	$ 44,652.00	$ 52,154.00	$ 53,145.00
Trochu	$ 13,423.00	$ 13,890.00	$ 13,035.00	$ 14,764.00	$ 15,044.00
Kneehill County	$ 63,475.00	$ 65,681.00	$ 69,053.00	$ 80,526.00	$ 82,056.00
TOTAL	**$ 142,800.00**	**$ 147,763.00**	**$ 151,178.00**	**$ 175,131.00**	**$ 178,460.00**

Family Wellness Worker 2027 Draft Budget						
	2027 Budget	**2026 Budget**	**2026 Estimation**	**2026 Halfway**	**2025 Actual**	**2024 Actual**
FWW Other Rev (GHSD)	$58,710.00	$58,710.00	$58,710.00	$0.00	$57,570.00	$57,000.00
Kneehill Regional FCSS	$125,783.73	$140,210.00	$140,210.00	$0.00	$120,709.34	$124,880.00
Withdrawn from FWW Reserves	$6,386.27					$613.73
Total FWW Operating Revenue	**$190,880.00**	**$198,920.00**	**$198,920.00**	**$0.00**	**$178,279.34**	**$182,493.73**
Salaries	$150,000.00	$149,900.00	$151,870.00	$78,092.52	$137,419.58	$138,060.40
CPP	$8,600.00	$8,360.00	$8,870.00	$4,435.22	$7,631.24	$7,467.97
EI	$3,150.00	$3,150.00	$3,600.00	$1,782.19	$2,846.71	$2,885.52
WCB	$2,300.00	$1,700.00	$1,500.00	$2,124.16	$1,485.80	$1,537.87
Group Benefits	$14,800.00	$14,800.00	$14,500.00	$6,525.48	$13,824.31	$14,527.00
Mileage/Transportation	$6,500.00	$9,500.00	$9,000.00	$4,527.08	$7,473.72	$6,319.76
Courses/Conferences	$2,500.00	$2,500.00	$1,000.00	$0.00	$163.26	$3,044.34
Telephone	$480.00	$480.00	$480.00	$220.00	$480.00	$440.00
Advertising	$200.00	$350.00	$350.00	$0.00	$136.20	$329.24
Unit Authority Costs	$0.00	$5,300.00	$5,300.00	$0.00	$5,300.00	$5,200.00
Insurance	$750.00	$780.00	$750.00	$750.00	$750.00	$750.00
Supplies/Print and Stationary	$500.00	$800.00	$400.00	$165.08	$91.08	$659.73
Resources	$1,100.00	$1,300.00	$1,300.00	$1,010.59	$677.44	$1,271.90
Transfer to Reserves	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total FWW Op. Expenditures	**$190,880.00**	**$198,920.00**	**$198,920.00**	**$99,632.32**	**$178,279.34**	**$182,493.73**

Grants to Organizations				
	2027 Proposed	**2026 Budget**	**2025**	**2024**
Family Wellness Workers	$ 125,783.73	$ 140,210.00	$ 129,520.00	$ 124,880.00
Kneehill Family & Marriage Counselling	$ -	$ 40,600.00	$ 40,600.00	$ 40,600.00
Seniors Outreach	$ 80,000.00	$ 80,000.00	$ 80,000.00	$ 80,000.00
TOTAL	**$ 205,783.73**	**$ 260,810.00**	**$ 250,120.00**	**$ 245,480.00**

Kneehill Grant Writer 2027 Budget and Municipal Requisition					
	2027 Budget	**2026 Budget**	**2026 Estimated**	**2026 Halfway**	**2025 Actual**
Municipal Funding	$33,335.00	$33,335.00	$33,335.00	$33,335.00	$35,640.00
Reserves					
TOTAL REVENUE	**$33,335.00**	**$33,335.00**			**$35,640.00**
Salaries	$25,000.00	$25,000.00	$24,351.60	$12,175.80	$12,997.47
CPP	$1,450.00	$1,450.00	$1,237.60	$618.80	$651.19
EI	$570.00	$570.00	$555.70	$277.85	$298.29
WCB	$525.00	$525.00	$662.32	$331.16	$142.78
Mileage	$600.00	$600.00	$313.90	$156.95	$21.20
Conv & Training	$350.00	$350.00	$350.00	$0.00	$121.00
Telephone	$240.00	$240.00	$240.00	$80.00	$120.00
Public Ed Program-Program Supplies	$200.00	$200.00	$200.00	$0.00	$25.00
Advertising	$400.00	$400.00	$400.00	$0.00	$149.00
Unit Authority Costs	$600.00	$600.00			
Insurance	$400.00	$400.00	$0.00	$0.00	$0.00
Office Supplies	$3,000.00	$3,000.00		$0.00	$4,223.44
Trochu Reimbursement for 2025	$0.00	$0.00	$0.00	$0.00	$11,817.28
Moved to Reserves	$0.00	$0.00	$0.00	$0.00	$4,573.35
TOTAL EXPENSES	**$33,335.00**	**$33,335.00**	**$28,311.12**	**$13,640.56**	**$35,640.00**

Municipal Requisition	**%**	**2027**
Acme	5.61	$1,863.00
Carbon	4.44	$1,513.00
Linden	5.76	$2,167.00
Three Hills	29.78	$9,361.00
Trochu	8.43	$3,070.00
Kneehill County	45.98	$15,361.00
TOTAL	**100**	**$33,335.00**

Kneehill Grant Writer 2027 Budget and Municipal Requisition					
	2027 Budget	**2026 Budget**	**2026 Estimated**	**2026 Halfway**	**2025 Actual**
Municipal Funding	$33,335.00	$33,335.00	$33,335.00	$33,335.00	$35,640.00
Reserves					
TOTAL REVENUE	**$33,335.00**	**$33,335.00**			**$35,640.00**
Salaries	$25,000.00	$25,000.00	$24,351.60	$12,175.80	$12,997.47
CPP	$1,450.00	$1,450.00	$1,237.60	$618.80	$651.19
EI	$570.00	$570.00	$555.70	$277.85	$298.29
WCB	$525.00	$525.00	$662.32	$331.16	$142.78
Mileage	$600.00	$600.00	$313.90	$156.95	$21.20
Conv & Training	$350.00	$350.00	$350.00	$0.00	$121.00
Telephone	$240.00	$240.00	$240.00	$80.00	$120.00
Public Ed Program-Program Supplies	$200.00	$200.00	$200.00	$0.00	$25.00
Advertising	$400.00	$400.00	$400.00	$0.00	$149.00
Unit Authority Costs	$600.00	$600.00			
Insurance	$400.00	$400.00	$0.00	$0.00	$0.00
Office Supplies	$3,000.00	$3,000.00		$0.00	$4,223.44
Trochu Reimbursement for 2025	$0.00	$0.00	$0.00	$0.00	$11,817.28
Moved to Reserves	$0.00	$0.00	$0.00	$0.00	$4,573.35
TOTAL EXPENSES	**$33,335.00**	**$33,335.00**	**$28,311.12**	**$13,640.56**	**$35,640.00**

Municipal Requisition	**%**	**2027**
Acme	5.61	$1,870.09
Carbon	4.44	$1,480.07
Linden	5.76	$1,920.10
Three Hills	29.78	$9,927.16
Trochu	8.43	$2,810.14
Kneehill County	45.98	$15,327.44
TOTAL	**100**	**$33,335.00**

Percentages are generated from the Provincial Agreement for 2026-2028

REQUEST FOR DECISION

AGENDA ITEM
Business
5.3

Subject:	**Healthtech Centre for Applied Learning and Innovation (HCALI)**
Meeting Date:	Monday, November 9, 2026
Presented By:	Mike Haugen, Advisor
Link to Strat Plan:	Collaborate with Neighboring Municipalities

Recommended Motion:	That the Village of Acme provide a letter of support for the Healthtech Centre for Applied Learning & Innovation

Background/ Proposal	The Village has received a request from Mayor Jean Barclay of Innisfail asking other municipalities to provide Red Deer Polytechnic (RDP) a letter of support for their proposed Healthtech Centre for Applied Learning and Innovation.
Discussion/ Options/ Benefits/ Disadvantages:	From RDP's website: *Advancing healthcare education. Strengthening Alberta's workforce.* *At Red Deer Polytechnic, Health education is what we do.* *Working alongside industry, we prepare highly skilled, in-demand graduates who are ready to positively impact the healthcare system across Alberta and beyond.* *The **Healthtech Centre for Applied Learning and Innovation (HCALI)** will provide the space we need to expand our health programs.* *The **90,000 sq. ft**. healthtech centre will expand capacity by **adding 1,000 program seats**, bringing total annual enrolment to **over 2,500.** HCALI will serve as a critical pipeline for healthcare professionals and tackle real-world challenges, including rural and remote healthcare needs.* *Equipped with state-of-the-art virtual and immersive technology, simulation labs, flexible learning environments and collaborative, industry-focused innovation spaces, HCALI will:* *• Train and retain the next generation of healthcare professionals* *• Support the adoption of emerging health technologies and* *• Respond to the evolving needs of Alberta's diverse communities.* RDP President Cullum is hoping to collect the letters as a way of lobbying the Government of Alberta for funding support.
Financial Implications:	There are no costs to the Village for providing a letter of support beyond a small amount of staff time.
Council Options:	1. Council may opt to provide a letter of support. 2. Council may accept the request for information.

REQUEST FOR DECISION

Recommended Engagement:	Information Only
Attachments:	NA
Follow-up Actions:	Administration will draft a letter of support for Mayor Bates to sign.

Approval:
Mike Haugen, Advisor

REQUEST FOR DECISION

AGENDA ITEM
Business
5.4

Subject:	**Council Remuneration Policy**
Meeting Date:	Monday, November 9, 2026
Presented By:	Mike Haugen, Advisor
Link to Strat Plan:	Aligns with Vision and Mission

Recommended Motion:	That Council approve the Council Remuneration Policy as presented.

Background/ Proposal	At the most recent Organizational Meeting Council requested that the Council Remuneration Policy be brought to the November 9th Regular Council Meeting for review.
Discussion/ Options/ Benefits/ Disadvantages:	Attached are copies of the current Council Remuneration Policy as well as the proposed replacement. In addition to updating dates, the only change between the two policies is the proposed addition of 1.03 (f): *f) Expenses related to events of a social or political nature shall not be reimbursed.*
Financial Implications:	There are no financial implications associated with the recommended motion.
Council Options:	1. Council may adopt the policy as amended. 2. Council may make further amendments to the policy. 3. Council may maintain the existing policy (status quo).
Recommended Engagement:	Information only
Attachments:	1. Proposed Policy 2027-01-C 2. Current Policy 2026-01-C
Follow-up Actions:	Administration will update the policy accordingly.

Approval:
Mike Haugen, Advisor

COUNCIL POLICY and PROCEDURE			
Section:	COUNCIL POLICIES	Policy No.	2027-01C
Subject:	COUNCIL REMUNERATION	Effective:	Jan 1, 2027
		Replaces:	2026-01C

1 POLICY

1.01 Monthly Remuneration Payment

a) The Mayor, Deputy Mayor, and Councillors shall receive a monthly allowance as per Attachment A, which shall be considered remuneration for the following:

i. Attendance at regularly scheduled council meetings and committee of the whole meetings;

ii. Attendance at all budget meetings;

iii. Any and all preparation time required for all meetings;

iv. Any and all time spent on appointments, visitations, task, and reports relating to the Mayor's assigned committees, boards, or general Village business;

1.02 Per Diem Payment

a) All members of Council shall receive additional remuneration or per diem as follows:

i. For attendance at regularly assigned, internal or external committee meetings and annual general meetings as assigned and passed by Council resolution at the Organizational Meeting;

ii. For attendance at other meetings or for other purposes which have been approved by resolution of Council;

iii. Where remuneration is not provided by another board, commission, committee, or organization.

iv. For attendance at seminars, training sessions, conventions, and summits approved by Council.

b) Remuneration or per diem received for those purposes set out in Section 1.02 a) above, shall be paid as follows:

i. At the rate established as per Attachment A;

ii. Any meeting, seminar, training session, convention, or summit that lasts four (4) hours or less shall be considered to be one-half (0.5) day and shall be paid according to the amount set out in Attachment A;

iii. Any meeting, seminar, training session, convention, or summit exceeding four (4) hours shall be considered a full day and shall be paid according to the amount set out in Attachment A.

iv. Travel time to an out of town meeting, seminar, training session, convention, or summit shall be included in the calculation of daily remuneration or per diem;

c) At no time shall a council member accept remuneration from more than one party. Where remuneration by another board is available, members of council are to claim that remuneration.

1.03 **Time and Expense Sheets**

a) All members of Council shall be reimbursed for expenses incurred as per Attachment A where:

i. the member of Council is the appointed representative at the annual organizational meeting;

ii. or the member of Council is authorized to attend by Council.

b) All members or Council shall submit a Time Sheet monthly on a standard form, Attachment B, which may be amended from time to time. These sheets shall include:

i. Date of the meeting, seminar, training session, convention, etc.;

ii. Description and purpose of the meeting, seminar, training session, convention, etc.:

iii. When more than one person is attending the same meeting outside of the Village of Acme, members of council are encouraged to carpool.

c) All members of Council shall be required to submit an Expense Sheet monthly on a standard form, Attachment B, which may be amended from time to time. These sheets shall include:

i. Date the expense was incurred;

ii. Description, purpose, and details of the expense;

iii. Actual receipts are to be submitted.

d) Meal expenses shall be reimbursed up to a maximum of One Hundred dollars ($125.00) per day. Detailed till receipts must be submitted for reimbursement.

i. Alcohol expenses shall not be reimbursed.

ii. Gratuity up to Twenty percent (20%).

e) All Council expense forms shall be reviewed and approved by the CAO prior to payment;

f) Expenses related to events of a social or political nature shall not be reimbursed.

1.04 **Mandatory Education and Training**

a) All members of Council shall attend a governance training session immediately following their election or acclamation to Council. Any emergency management training and other training as may be required by Federal or Provincial Legislation.

b) The intent is that a training and orientation session will be scheduled in each election year within thirty (30) days following the election. If for some reason a member of Council cannot attend that session, he/she will work with the CAO to find an alternate training session.

1.05 **Conferences, Seminars, and Workshops**

a) The following events must be approved by Council resolution prior to any expenses being charged to the Village of Acme:

   i. Any annual conferences including, but not limited to, Alberta Urban Municipalities Association (ABmunis), Rural Municipalities Association (RMA), Federation of Canadian Municipalities (FCM), Community Planning Association of Alberta (CPAA) and Economic Developers Alberta (EDA); or

   ii. Any workshops or seminars to enhance their Council positions.

b) Once a member of Council's budgeted allotment has been depleted, any further requests for conference attendance or participation in workshops or seminars will be at that member's own expense.

1.06 **Technology**

a) All members of Council have access to a technology allowance of One Thousand Two Hundred dollars ($1,200) per four (4) year term to be used towards an upgrade to the technology required to access council information. This includes, but is not limited to:

   i. smartphone, tablet, or computer (includes Microsoft Office Suite).

b) The technology allowance is not to be used for monthly data plans or other monthly payments.

c) In the event a councillor leaves their elected position prior to the end of their term, no repayment of their used technology allowance shall be required.

1.07 **Review**

a) Council remuneration rates will be reviewed annually at the organizational meeting.

2 PURPOSE

2.01 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to member of Council for duties performed. While it is recognized that the primary reason that individuals seek municipal public office is public service,

members of the Village of Acme Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

2.02 This Council Policy and Procedure is to ensure that the council remuneration and expense reimbursement practices comply with federal and provincial legislation and provide claimants with appropriate guidance relative to acceptable submissions.

3 SCOPE

3.01 This Council Policy and Procedure applies to all elected members of the Village of Acme Council.

4 AUTHORITY

4.01 The authority for this policy is by resolution of the Council of the Village of Acme.

4.02 The CAO is accountable and responsible for the development, evaluation, and implementation of this Policy.

4.03 The CAO reserves the right to exercise appropriate management judgement to take such actions as may be necessary to achieve the purpose of this policy.

5 DEFINITIONS

5.01 **Attendance** means attendance in person or via virtual attendance (e.g. Skype, Zoom, Teleconference, etc.)

5.02 **Board and Committee Meeting** means a meeting of a board or committee to which the Councillor has been appointed by resolution or bylaw of Council.

5.03 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Village of Acme as appointed by resolution or bylaw of council.

5.04 **Council or Members of Council** means the duly elected municipal officers of Acme and the Chief Elected Officer or Mayor.

5.05 **Half Day Meeting** means any conference, workshop, seminar, board or committee meeting less than four (4) hours, including travel time to and from.

5.06 **Full Day Meeting** means any conference, workshop, seminar, board or committee meeting in excess of four (4) hours, including travel time to and from.

5.07 **Acme** means the Village of Acme in the Province of Alberta.

5.08 **Official Capacity** means Council duties determined by their elected position.

5.09 **Regular Meeting** means the regularly scheduled meetings of council or Committee of the Whole meetings.

5.10 **Special Meeting** means a special meeting of Council as considered expedient by the Mayor or recommended by the Chief Administrative Officer.

6 REFERENCE and RELATED PERSONNEL POLICY and PROCEDURE

None.

7 PROCEDURE

7.01 Councillors shall be paid a monthly honorarium for their elected position as per Attachment A.

7.02 Councillors shall receive a per diem for all meetings they attend outside of regularly scheduled council meetings or Committee of the Whole meetings.

7.03 Councillors shall be reimbursed for time and expenses incurred by their position as councillor.

a) Each councillor shall submit a monthly time and expense sheet for all per diem compensation and reimbursement of expenses. All claimed expenses shall require attached receipts to receive reimbursement.

7.04 Councillors shall attend a governance training session immediately following their election or acclamation to Council.

7.05 Councillors may attend annual conferences or workshops as a member of Council. Attendance of any conferences or workshops must be approved by Council resolution prior to any expenses being charged to the Village of Acme.

7.06 Councillors are eligible to be reimbursed once per term for technology upgrades. Receipts for technology upgrades must be submitted with a completed expense sheet to receive reimbursement.

7.07 This Council Remuneration policy shall be reviewed once per year prior to the passing of the annual budget.

8 ATTACHMENTS

Attachment A – Remuneration Schedule

Attachment B – Time and Expense Sheet

9 POLICY APPROVAL

Signed: _____ Date: _____

(Chief Administrative Officer)

Signed: _____ Date: _____

(Mayor)

ATTACHMENT A – Remuneration Schedule

Acme Council Remuneration effective Jan 1, 2027			
Honorarium Monthly	Mayor	$627.00 /mo	
	Deputy Mayor	$574.75 /mo	
	Councillor	$553.85 /mo	
Board, Committee Meetings			
Full Day	4 hours plus	$200.00	
Half Day	Under 4 hours	$100.00	
Travel			
Meals		$125/day	Receipts Required
Gratuity			To a max of 20%
Expenses		At cost	Receipts Required
Mileage/km		Government Rate	To change as Government rates change
Training			As per Council motions
Phone/Computer		$1,200.00	Once per term of office
Benefits		Available	

ATTACHMENT B – Time and Expense Sheet

Village of Acme Council Time and Expense Form	
Name:	
Position:	
Month:	

			Column #1	Column # 2	Column #3	Column #4	Column #5	Column #6	Column #7
Date DD/MM/YY	Meeting/Conference/ Workshop Attended	Location of Meeting	Mileage # of km ($0.58/km)	Meals (receipts to $75/day)	Parking (receipts)	Cars/Hotel (receipts)	Other Expenses (receipts)	Honorarium Half Day: $100	Honorarium Full Day: $200
Column Totals			$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Time & Expense Sheet Total			$ -

Administration Use		G/L #	AMOUNT
MEETINGS/MILEAGE/MEALS			
OTHER EXPENSES			
DATE PAID:			
CHEQUE #:			

Signature:	

COUNCIL POLICY and PROCEDURE			
Section:	COUNCIL POLICIES	Policy No.	2026-01C
Subject:	COUNCIL REMUNERATION	Effective:	January 1, 2026
Approval:	Council Motion #:	Replaces:	2024-01C

1 POLICY

1.01 Remuneration Payment

a) The Mayor, Deputy Mayor, and Councillors shall receive an allowance as per Attachment A, which shall be considered remuneration for the following:

i. Attendance at regularly scheduled council meetings and committee of the whole meetings;

ii. Attendance at all budget meetings;

iii. Any and all preparation time required for all meetings;

iv. Any and all time spent on appointments, visitations, task, and reports relating to the Mayor's assigned committees, boards, or general Village business;

1.02 Per Diem Payment

a) All members of Council shall receive additional remuneration or per diem as follows:

i. For attendance at regularly assigned, internal or external committee meetings and annual general meetings as assigned and passed by Council resolution at the Organizational Meeting;

ii. For attendance at other meetings or for other purposes which have been approved by resolution of Council;

iii. Where remuneration is not provided by another board, commission, committee, or organization.

iv. For attendance at seminars, training sessions, conventions, and summits approved by Council.

b) Remuneration or per diem received for those purposes set out in Section 1.02 a) above, shall be paid as follows:

i. At the rate established as per Attachment A;

ii. Any meeting, seminar, training session, convention, or summit that lasts four (4) hours or less shall be considered to be one-half (0.5) day and shall be paid according to the amount set out in Attachment A;

iii. Any meeting, seminar, training session, convention, or summit exceeding four (4) hours shall be considered a full day and shall be paid according to the amount set out in Attachment A.

iv. Travel time to an out of town meeting, seminar, training session, convention, or summit shall be included in the calculation of daily remuneration or per diem;

c) At no time shall a council member accept remuneration from more than one party. Where remuneration by another board is available, members of council are to claim that remuneration.

1.03 **Time and Expense Sheets**

a) All members of Council shall be reimbursed for expenses incurred as per Attachment A where:

i. the member of Council is the appointed representative at the annual organizational meeting;

ii. or the member of Council is authorized to attend by Council.

b) All members or Council shall submit a Meeting Honorarium Time Sheet on a standard form, Attachment B, which may be amended from time to time. These sheets shall include:

i. Date of the meeting, seminar, training session, convention, etc.;

ii. Description and purpose of the meeting, seminar, training session, convention, etc.:

iii. When more than one person is attending the same meeting outside of the Village of Acme, members of council are encouraged to carpool.

c) All members of Council shall be required to submit a Mileage and Expense Sheet on a standard form, Attachment C, which may be amended from time to time. These sheets shall include:

i. Date the expense was incurred;

ii. Description, purpose, and details of the expense;

iii. Actual receipts are to be submitted.

d) Meal expenses shall be reimbursed up to a maximum of one hundred twenty five dollars ($125.00) per day. Detailed till receipts must be submitted for reimbursement.

i. Alcohol expenses shall not be reimbursed.

ii. Gratuity up to twenty percent (20%) may be included.

e) All Council expense forms shall be reviewed and approved by the CAO prior to payment;

1.04 **Mandatory Education and Training**

a) All members of Council shall attend a governance training session immediately following their election or acclamation to Council. Any emergency management training and other training as may be required by Federal or Provincial Legislation.

b) The intent is that a training and orientation session will be scheduled in each election year within thirty (30) days following the election. If for some reason a member of Council cannot attend that session, he/she will work with the CAO to find an alternate training session.

1.05 **Conferences, Seminars, and Workshops**

a) The following events must be approved by Council resolution prior to any expenses being charged to the Village of Acme:

   i. Any annual conferences including, but not limited to, Alberta Municipalities (AB Munis), Rural Municipalities Association (RMA), Federation of Canadian Municipalities (FCM), Community Planning Association of Alberta (CPAA) and Economic Developers Alberta (EDA); or

   ii. Any workshops or seminars to enhance their Council positions.

b) Once a member of Council's budgeted allotment has been depleted, any further requests for conference attendance or participation in workshops or seminars will be at that member's own expense.

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a) All members of Council have access to a technology allowance of one thousand two hundred dollars ($1,200) per four (4) year term to be used towards an upgrade to the technology required to access council information. This includes, but is not limited to:

   i. Smartphone, tablet, or computer (includes Microsoft Office Suite).

b) The technology allowance is not to be used for monthly data plans or other monthly payments.

c) In the event a councillor leaves their elected position prior to the end of their term, no repayment of their used technology allowance shall be required.

1.07 **Review**

a) Council remuneration rates will be reviewed annually at the organizational meeting.

2 PURPOSE

2.01 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to member of Council for duties performed. While it is recognized that the primary reason that individuals seek municipal public office is public service, members of the Village of Acme Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that

they incur in fulfilling their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

2.02 This Council Policy and Procedure is to ensure that the council remuneration and expense reimbursement practices comply with federal and provincial legislation and provide claimants with appropriate guidance relative to acceptable submissions.

3 SCOPE

3.01 This Council Policy and Procedure applies to all elected members of the Village of Acme Council.

4 AUTHORITY

4.01 The authority for this policy is by resolution of the Council of the Village of Acme.

4.02 The CAO is accountable and responsible for the development, evaluation, and implementation of this Policy.

4.03 The CAO reserves the right to exercise appropriate management judgement to take such actions as may be necessary to achieve the purpose of this policy.

5 DEFINITIONS

5.01 **Attendance** means attendance in person or via virtual attendance (e.g. Skype, Zoom, Teleconference, etc.)

5.02 **Board and Committee Meeting** means a meeting of a board or committee to which the Councillor has been appointed by resolution or bylaw of Council.

5.03 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Village of Acme as appointed by resolution or bylaw of council.

5.04 **Council or Members of Council** means the duly elected municipal officers of Acme and the Chief Elected Officer or Mayor.

5.05 **Half Day Meeting** means any conference, workshop, seminar, board or committee meeting four (4) hours less, including travel time to and from.

5.06 **Full Day Meeting** means any conference, workshop, seminar, board or committee meeting in excess of four (4) hours, including travel time to and from.

5.07 **Acme** means the Village of Acme in the Province of Alberta.

5.08 **Official Capacity** means Council duties determined by their elected position.

5.09 **Regular Meeting** means the regularly scheduled meetings of council or Committee of the Whole meetings.

5.10 **Special Meeting** means a special meeting of Council as considered expedient by the Mayor or recommended by the Chief Administrative Officer.

6 REFERENCE and RELATED PERSONNEL POLICY and PROCEDURE

None.

7 PROCEDURE

7.01 Councillors shall be paid an honorarium for their elected position as per Attachment A.

7.02 Councillors shall receive per diem for all meetings they attend outside of regularly scheduled council meetings and committee of the whole meetings as per Attachment A.

7.03 Councillors shall be reimbursed for time and expenses incurred by their position as councillor.

a) Each councillor shall submit a Meeting Honorarium Time Sheet (Attachment B) for all per diem compensation and a Mileage and Expense Sheet (Attachment C) for reimbursement of expenses. All claimed expenses shall require attached receipts to receive reimbursement.

7.04 Councillors shall attend a governance training session immediately following their election or acclamation to Council.

7.05 Councillors may attend annual conferences or workshops as a member of Council. Attendance of any conferences or workshops must be approved by Council resolution prior to any expenses being charged to the Village of Acme.

7.06 Councillors are eligible to be reimbursed once per term for technology upgrades. Receipts for technology upgrades must be submitted with a completed expense sheet to receive reimbursement.

7.07 This Council Remuneration policy shall be reviewed once per year prior to the passing of the annual budget.

8 ATTACHMENTS

Attachment A – Remuneration Schedule

Attachment B – Meeting Honorarium Time Sheet

Attachment C – Mileage and Expense Sheet

9 POLICY APPROVAL

CAO: _____ Date: January 26, 2026

Mayor: _____ Date: January 26, 2026

ATTACHMENT A – REMUNERATION SCHEDULE

Acme Council Remuneration 2026			
Honorarium Monthly	Mayor	$6,897.00 annually *($265.27 / pay period)*	Paid Bi-weekly
	Deputy Mayor	$6,207.30 annually *($238.74 / pay period)*	Paid Bi-weekly
	Councillor	$6,000.39 annually *($230.78 / pay period)*	Paid Bi-weekly
Committee Meetings / Conferences / Seminars / Trainings			
Full Day	Exceeding 4 hours	$200.00	Meeting time includes travel time to and from the meeting.
Half Day	4 hours or less	$100.00	Meeting time includes travel time to and from the meeting.
Travel Expenses			
Meals		$125 / day	Receipts Required
Gratuity		20% Maximum	
Expenses		At cost	Receipts Required
Mileage/km		Federal Government Rate	To change as Government rates change
Training			As per Council motions
Phone/Computer		$1,200.00	Once per term of office
Benefits		Available	

ATTACHMENT B – MEETING HONORARIUM TIME SHEET

VILLAGE OF ACME						
COUNCIL: MEETING HONORARIUM FORM *(Excludes Regular Council Meetings)*						
NAME			**POSITION**			
DATE	**MEETING / CONFERENCE / WORKSHOP**	**IN PERSON MEETING**	**VIRTUAL MEETING**	**HONORARIUM: Half Day**	**HONORARIUM: Full Day**	**AMOUNT**
TOTAL OF ALL MONTH'S MEETING HONORARIUM						
SIGNATURE:						

Administration Use			**G/L #**	**Amount**
DATE PAID		MEETINGS		
CHEQUE #		OTHER		

ATTACHMENT C – MILEAGE AND EXPENSE SHEET

VILLAGE OF ACME								
COUNCIL: MILEAGE AND EXPENSES FORM								
NAME					**POSITION**			
DATE	**PLACE**	**# of KM'S**		**RATE**	**TOTAL FOR MILEAGE**	**MEAL EXPENSES** (Attach Receipts)	**OTHER EXPENSES** (Attach Receipts)	**TOTAL COSTS FOR THE DAY**
			x					
			x					
			x					
			x					
			x					
			x					
			x					
			x					
TOTAL OF ALL MONTH'S MILAGE AND EXPENSES								
SIGNATURE:								
Administration Use							**G/L #**	**Amount**
DATE PAID		MILEAGE/MEALS						
CHEQUE #		OTHER						

REQUEST FOR DECISION

AGENDA ITEM
7.1

Subject:	**Bylaw 2026-12 Animal Control Bylaw**
Meeting Date:	Monday, November 9, 2026
Presented By:	Mike Haugen, Advisor
Link to Strat Plan:	Aligns with Vision and Mission

Recommended Motions:	1. That Council give Third reading to proposed Bylaw 2026-12, the Animal Control Bylaw, as amended.

Background/ Proposal	Adoption of the new Land Use Bylaw created inconsistencies with Village Bylaw 2019-1 (the Animal Control Bylaw). Administration has not done a thorough review of the Animal Control Bylaw, but is recommending several amendments that will bring both bylaws into alignment at this time.
Discussion/ Options/ Benefits/ Disadvantages:	In addition to some minor housekeeping amendments, the core amendment is in allowing certain animal types in the Village as per the Land Use Bylaw. A more thorough review of the Animal Control Bylaw should take place in the future.
Financial Implications:	The are no financial implications related to the recommended motions.
Council Options:	1. Council could recommend changes to the bylaw prior to adopting it. 2. Council could postpone third reading until further amendments or reviews take place. 3. Council could adopt the Bylaw as presented.
Recommended Engagement:	Information only.
Attachments:	1. Proposed LUB Bylaw 2026-12 Animal Control Bylaw
Follow-up Actions:	The Village's website will be updated with the new Bylaw.

Approval:
Mike Haugen, Advisor

VILLAGE OF ACME
IN THE
PROVINCE OF ALBERTA
BYLAW 2026-12
ANIMAL CONTROL BYLAW

BEING A BYLAW OF THE VILLAGE OF ACME TO REGULATE THE KEEPING OF ANIMALS WITHIN ITS COPORATE LIMITS.

WHEREAS, the Council of the Village of Acme supports responsible pet Ownership within the Village and will support and enforce that all Owners are caring for and controlling their Animals within the Village;

AND WHEREAS, section 7(a) of the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended, authorizes a municipality to pass Bylaws respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, section 7(h) of the *Municipal Government Act, R.S.A. 2000, c. M-26*, as amended, authorizes a municipality to pass Bylaws respecting wild and domestic Animals and activities in relation to them;

AND WHEREAS, Council has deemed it necessary to pass a Bylaw to regulate and control Dogs, Cats and other Animals;

NOW THEREFORE, the Council of the Village of Acme, duly assembled, enacts as follows:

PART 1 - SHORT TITLE

1.1 This Bylaw shall be cited as **"The Animal Control Bylaw"**

PART 2 - DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires

2.1.1 **"Altered"** means spayed or neutered;

2.1.2 **"Animal"** means any bird, reptile, amphibian, or mammal excluding humans and wildlife, includes domestic Dogs and Cats;

2.1.3 **"Animal Shelter"** means any facility designated by the Village for the care of and Impoundment of Animals and includes Premises supplied by an independent contractor;

2.1.4 **"Business Day" or "Day"** means any day that the administration office of the Village of Acme is open for regular business.

2.1.5 **"CAO"** means Chief Administrative Officer for the Village of Acme or his/her designate;

2.1.6 **"Cat"** means any domestic member of the feline family;

2.1.7 **"Cat Trap"** means a humane trap designed to contain a Cat without injuring or killing the Cat;

2.1.8 **"Competent Person"** means a Person who is physically and mentally capable of restraining and controlling an Animal to an extent that the Animal cannot interfere with other Persons, Animals, or damage property;

2.1.9 **"Council"** means the body of elected representatives that govern the Village;

2.1.10 **"Dangerous Dog"** means a Dog that the courts declare to be dangerous under the *Dangerous Dogs Act R.S.A. 2000 c. D-3* as amended from time to time;

2.1.11 **"Dog"** means any domestic member of the canine family;

2.1.12 **"Fowl"** means a creature with feathers, including all poultry. This does not include small pet birds;

2.1.13 **"Guide Dog"** means a Guide Dog as defined by the *Blind Persons' Rights Act R.S.A. 2000 c. B-3* as amended;

2.1.14 **"Holiday"** means a day declared to be a Holiday by Federal, Provincial, or Municipal Statutes;

2.1.15 **"Impound"** means to retain in a place designated by Council;

2.1.16 **"Kennel"** means a shelter, room, or place located in a properly zoned area, according to the Village's *Land Use Bylaw a*s amended;

2.1.17 **"Land Use Bylaw"** means the Land Use Bylaw in the Village of Acme as amended;

2.1.18 **"Leash"** means a restraint made of material capable of restraining the Animal on which it is being used;

2.1.19 **"License"** means an Animal License issued by the Village in accordance with the provisions of this Bylaw;

2.1.20 **"License Tag"** means an identification tag issued by the Village showing the License number of a specific Animal;

2.1.21 **"Livestock"** includes but is not limited to:

2.1.23.1 a horse, ass, mule, swine, emu, ostrich, camel, llama, alpaca, sheep, or goat;

2.1.23.2 domestically reared or kept deer, reindeer, moose, elk, or bison;

2.1.23.3 farm bred fur bearing animals including foxes or mink;

2.1.23.4 a member of the bovine species;

2.1.23.5 a member of the avian species, including chickens, turkeys, ducks, geese, or pheasants;

2.1.23.6 bees; and

2.1.23.7 all other animals that are kept for agricultural purposes; but does not include Dogs, Cats or small pet birds.

2.1.22 **"Municipal Tag"** means a written Notice, in a form approved by the CAO, issued by a an Enforcement Officer, to advise a Person that a violation of this Bylaw has occurred and that, by payment of a specified amount for the offence within a set time period, that Person will avoid prosecution for the offence;

2.1.23 **"Muzzle"** means a device of sufficient strength placed over an Animal's mouth to prevent it from biting;

2.1.24 **"Notice"** means written or verbal communication;

2.1.25 **"Owner" or "Ownership"** means any Person:

2.1.27.1 to whom an Animal is Licensed pursuant to this Bylaw;

2.1.27.2 who has legal title to the Animal;

2.1.27.3 who has permanent possession, custody, and financial responsibility of an Animal;

2.1.27.4 who temporarily has found or trapped an Animal and has taken control of it for the purposes of locating its Owner and/or turning it over to a pound, Animal Shelter, or Peace Officer;

2.1.27.5 who harbours the Animal, or allows the Animal to remain on his/her Premises;

2.1.27.6 For the purposes of this Bylaw, an Animal may have more than one Owner, any or all who may be charged under this Bylaw.

2.1.26 **"Enforcement Officer"** means any member of the RCMP, Special Constable, Community Peace Officer, Bylaw Enforcement Officer or designate; including but not limited to, a Person hired or contracted by the Village to enforce the provisions of this Bylaw;

2.1.27 **"Person"** means any male or female, firm, corporation, society or partnership;

2.1.28 **"Property" or "Premises"** means any vehicles, land, or buildings, excluding dwellings;

2.1.29 **"Provincial Offences Procedures Act"** means the Provincial Offences Procedures Act, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time;

2.1.30 **"Provincial Violation Ticket**" means a ticket issued pursuant to Part 2 of the Provincial Offences Procedures Act, R.S.A.2000, c. P-34, as amended, and any regulations thereunder;

2.1.31 **"Remedial Order"** means an order as described in Section 545 or Section 546 of *the Municipal Government Act*;

2.1.32 **"Running at Large"** means any Animal that is not under control of a Competent Person by means of a Leash and is upon property other than that which the Owner of the Animal has the right of occupancy;

2.1.33 **"Secure Enclosure"** means a building, cage, or fenced area of such construction that will not allow the Animal to jump, climb, dig, or force its way out, and is capable of being locked;

2.1.34 **"Service Dog"** means a service Dog as defined in the *Service Dogs Act R.S.A. 2007 c. S-7.5* as amended;

2.1.35 **"Strict Liability Offences"** means liability that is set upon thedefendant without need to prove intent, negligence or fault, as long as it can be proven that it was the defendant's object that caused the damage;

2.1.36 **"Vicious Animal"** means any Animal, whether on public or private property, that:

2.1.35.1 has, without provocation, chased, attacked, or bitten any Person or Animal, causing physical injury and resulting in a conviction under this Bylaw;

2.1.35.2 has, without provocation, chased, attacked, or bitten any Person or Animal on more than one occasion, with or without causing physical injury, and resulting in separate convictions under this Bylaw;

2.1.35.3 has threatened or created the reasonable apprehension of a threat to any Person or other domestic Animal;

2.1.35.4 has been declared by a court to be a Vicious Animal, or declared, pursuant to a Bylaw of another municipal jurisdiction, to be a Vicious Animal; or

2.1.35.5 has been made subject to an order under the *Dangerous Dogs Act R.S.A. 2000 c. D-3,* as amended.

2.1.37 **"Wildlife"** means wildlife as defined by the *Wildlife Act, R.S.A. 2000, W- 10,* as amended.

2.1.38 **"Village"** means the Village of Acme.

PART 3 - INTERPRETATION

3.1 The provisions of this Bylaw shall apply to any Animal, as specified by this Bylaw.

3.2 In the event of any proceedings under this Bylaw, whether it is the Impounding of any Animal or the commencement of any proceedings by way of summons, the burden of establishing Ownership and whether any Animal is under the control of a Competent Person shall be upon the Owner.

3.3 The Owner of an Animal is guilty of an offence if the Owner fails to comply with any of the provisions of this Bylaw and is subject to the penalty as specified in "Schedule "B" – Prescribed Penalties" attached to and forming part of this Bylaw.

PART 4 - SPECIFIC PROHIBITIONS

4.1 No Person will have possession of or keep wildlife within the Village of Acme unless allowed under this bylaw.

4.2 No Person will have possession of or keep any of the following within the Village of Acme:

4.2.1 Livestock, except where permitted within:

a) lands designated Agricultural under the Land Use Bylaw;

b) lands designated Urban Reserve (UR) under the Land Use Bylaw; and

c) lands designated Residential Acreage (RA) under the Land Use Bylaw,

provided that such livestock are kept in compliance with all applicable provisions of the Land Use Bylaw, Public Health requirements, Provincial legislation, and any development permit conditions.

4.2.2 pot-bellied pigs;

4.2.3 poultry or Fowl;

4.2.4 bees; or

4.2.5 species deemed to be dangerous or infectious by a medical officer of health or veterinarian.

4.3 Notwithstanding Sections 4.1 and 4.2, Livestock may be kept:

4.4.3 within veterinary clinics or animal hospitals;

4.4.4 on exhibition grounds;

4.4.5 on lands designated Agricultural under the Land Use Bylaw;

4.4.6 on lands designated Urban Reserve (UR) under the Land Use Bylaw; and

4.4.7 on lands designated Residential Acreage (RA) under the Land Use Bylaw,

4.4.8 subject to compliance with all applicable provisions of the Land Use Bylaw and any development permit requirements.

4.4 The keeping of livestock within Urban Reserve and Residential Acreage districts shall:

4.4.1 not create a nuisance relating to noise, odour, dust, manure, or animal waste;

4.4.2 be adequately fenced and contained;

4.4.3 comply with Provincial animal welfare legislation;

4.4.4 comply with any limits on the number or type of livestock established in the Land Use Bylaw; and

4.4.5 not constitute a danger to public safety.

PART 5 - LICENSING OF ANIMALS

Requirements of Licenses

5.1 Every resident of the Village of Acme who is the Owner of a Dog or Cat shall annually purchase a License from the Village for each Dog or Cat owned as per the Village of Acme's Master Rates Bylaw.

5.1.1 on or before January 31 of the current License year;

5.1.2 within thirty (30) days following the Dog or Cat having attained three (3) months of age;

5.1.3 within thirty (30) days after acquiring possession of the Dog or Cat; or

5.1.4 within thirty (30) days after establishing residence in the Village; whichever date is the latter.

5.2 A License shall be valid from January 1 to December 31 regardless of the actual date upon which the License was purchased.

5.3 Before the issuance or renewal of a License, the Owner must submit to the Village:

5.3.1 a completed written application in the form specified by the Village;

5.3.2 the License fee as established by the Village of Acme's Master Rates Bylaw;

5.3.3 proof of the Dog or Cat being Altered, if applicable;

5.3.4 proof of the Dog or Cat being vaccinated for Rabies, unless deemed nonapplicable due

to age or another reason decided by the CAO; and

5.3.5 any additional information required by the CAO.

5.4 Where a License is required and has been paid for by the tender of an uncertified cheque, the License is automatically revoked if the cheque is not accepted by the bank on which it was issued.

5.5 No Person shall be entitled to a License rebate or refund under this Bylaw.

5.6 Every Owner named on a Village Dog or Cat License shall be at least eighteen (18) years of age.

5.7 An Animal left in the care of a Person for a period of thirty (30) consecutive days or more shall be deemed to belong to that Person and that Person shall be responsible for all provisions of this Bylaw as the Owner of the Animal.

5.8 Any Owner of an Animal which is not Licensed, and which is required to be Licensed pursuant to this Bylaw, is guilty of an offence as per "Schedule "B" – Prescribed Penalties" attached to and forming part of this Bylaw.

5.9 Any Person who provides the Village with false or misleading information with respect to the information required in accordance with this Bylaw is guilty of an offence as per "Schedule "B" – Prescribed Penalties" attached to and forming part of this Bylaw.

Non-Resident Animals

5.10 Licensing provisions of this Bylaw shall not apply to a Dog or Cat accompanying a Person temporarily in the Village on business or vacation for a period:

5.10.1 not exceeding thirty (30) days;

5.10.2 not exceeding ninety (90) days in a calendar year if the Dog or Cat is Licensed in another municipality; however, the Owner must provide the Village with:

5.10.3 satisfactory proof of licensing in another municipality; and

5.10.4 record of the Dog or Cat's basic information, reason, place and length of stay;

5.10.5 not exceeding ninety (90) days in a calendar year if the Dog or Cat permanently resides in another municipality that does not require licensing of Dogs and Cats:

5.10.6 satisfactory proof of non-licensing requirement in another municipality; and

5.10.7 record of the Dog or Cat's basic information, reason, place and length of stay.

5.10.8 The CAO may authorize in writing an extended period of time.

Exemptions

5.11 Annual licensing fees shall be waived for the following:

5.11.1 a Registered Guide Dog; and

5.11.2 a Registered Service Dog.

All other provisions of this Bylaw shall still apply.

5.12 Animals in the Village for parades, gymkhanas, exhibitions and rodeos duly authorized by the Village are not subject to the provisions of this Bylaw, provided, that in all instances such Animals are under the direct care and supervision of Competent Persons.

Police Service Dogs

5.13 This Bylaw does not apply to an RCMP Service Dog while it is in active service.

Number of Animals

5.14 No Person shall keep, harbour, or have more than three (3) Dogs or three (3) Cats or a total of four (4) Animals per dwelling unit.

5.15 Any Person who owns, keeps, or harbours more than three (3) Dogs or three (3) Cats or a total of four (4) Animals over the age of three (3) months without obtaining the required development permit and business License for a Kennel in accordance with the Village's *Land Use Bylaw,* is guilty of an offence as per the Village of Acme's Master Rates Bylaw.

5.16 Notwithstanding Sections 5.14 and 5.15, any Person who has more than three (3) Dogs or three (3) Cats or a total of four (4) Animals properly Licensed with the Village in accordance with the *Animal Control Bylaw #2016-08* prior to the date of repeal*,* may renew the Licenses for said Licensed Animals. Any such Licenses in excess of the number permitted under this Bylaw will cease to be valid upon the transfer of Ownership, relocation from Village, or death of said Animal(s) until such time as the number of Animals owned by a Person becomes compliant with this Bylaw.

5.17 Subject to the provisions of the *Land Use Bylaw*, Section 5.14 does not apply to a business Licensed by the Village to provide Kenneling, animal care, or veterinary services.

License Tag

5.18 The Owner or any other Person having care or control of a Dog or Cat shall, at all times while it is off the property of the Owner, ensure the Dog or Cat wears a collar and current License Tag issued by the Village.

5.19 In case a Dog or Cat License Tag is lost or destroyed, the Owner shall contact the Village within ten (10) days and a replacement tag will be issued upon payment of the fee as specified in the Village of Acme's Master Rates Bylaw, provided records indicate such a payment was made.

5.20 License Tags are not transferable from one Animal to another.

Revoking of a License

5.21 The CAO may revoke any License if;

5.21.1 the Owner fails to comply with the conditions of the License;

5.21.2 the License was issued on the basis of incorrect information, or misrepresentation by the applicant;

5.21.3 the Animal is deemed Vicious;

5.21.4 the License was issued in error; or

5.21.5 the Owner breaches a provision of this Bylaw.

In the case of a revocation of License, the Owner will be given reasons in writing. The revocation may be appealed through the same process as provided for in Part 11.2 to Part 11.4 of this Bylaw.

Animal Services

5.22 No Person shall breed Animals within the Village unless a business License for a Kennel is obtained from the Village pursuant to the Land Use Bylaw and the Business License Bylaw.

5.23 No Person shall provide pet care services, as defined by the Land Use Bylaw, within the Village without an approved development permit pursuant to the Land Use Bylaw and a business License pursuant to the Business License Bylaw.

PART 6 - RESPONSIBILITY OF OWNERS

Running at Large

6.1 The Owner of an Animal shall:

6.1.1 ensure that the Animal is not running at large;

6.1.2 ensure that the Animal, when not on the Owner's property, is Leashed and under the control of a Competent Person; and

6.1.3 ensure that when an Animal defecates on any public or private property other than the property of the Owner, the feces shall immediately be removed and properly disposed of in a garbage receptacle.

6.2 The Owner of a female Animal in heat shall keep the female housed or confined throughout the entire heat period unless the Animal is being walked on a Leash.

Health of Animals

6.3 Owners shall provide their Animal with food, fresh water, and adequate shelter, as per the *Animal Protection Act*, *R.S.A. 2000, c. A-41*, as amended.

6.4 No Owner shall keep, harbour, or have custody of any Animal over three (3) months of age within the boundaries of the Village without having such Animal vaccinated for rabies.

Communicable Diseases

6.5 An Owner of an Animal which is suffering from a communicable disease as defined by Federal or Provincial authorities shall:

6.5.1 not permit the Animal to be in a public place;

6.5.2 not keep the Animal in contact with or in proximity to any other Animal free of such disease;

6.5.3 keep the Animal secured within the Owner's residence or tied up in the Owner's yard; and

6.5.4 immediately report the matter to the Peace Officer and a veterinarian.

Nuisance Behaviour

6.6 Animal Owners shall ensure that their Animal shall not upset any waste receptacles or scatter the contents thereof either in or about a street, lane, or other public property or in or about Premises not belonging to the Owner of the Animal.

Threatening Behaviour

6.7 Animal Owners shall ensure that their Animal shall not bite, or chase other Animals, bicycles, automobiles, or other vehicles;

6.7.1 chase or otherwise threaten a Person(s), whether on the property of the Owner or not, unless the Person(s) chased or threatened is a trespasser on the property of the Owner;

6.7.2 cause damage to property or other Animals, whether on the property of the Owner or not;

6.7.3 do any act that injures a Person(s) whether on the property of the Owner or not;

6.7.4 bite a Person(s), whether or not the bite causes harm or 'breaks skin', and whether on the property of the Owner or not;

6.7.5 attack a Person or Persons, whether on the property of the Owner or not;

6.7.6 attack a Person(s), whether on the property of the Owner or not, causing severe physical injury; or

6.7.7 cause death to another Animal.

6.8 No Owner shall use or direct an Animal to attack, chase, harass, or threaten a Person or Animal.

Animals in Prohibited Areas

6.9 The Owner of an Animal shall ensure that such animal does not enter or remain in or on:

6.10.1 a school ground, playground, sports field, wading, or swimming area; or

6.10.2 any other area where Animals are prohibited by posted signs.

Abandoned Animals

6.10 An Animal shall be considered abandoned when:

6.10.1 the Animal is left behind at a Premises or in a neighborhood after the Owner has moved away;

6.10.2 the Animal, for whatever reason, is running at large and the Owner has not made reasonable attempts to locate the Animal; or

6.10.3 the Owner, for whatever reason cannot be located.

Animals in Motor Vehicles

6.11 Animals shall only be permitted to ride in the passenger cab of a motor vehicle regardless of whether the motor vehicle is moving or parked and/or on public or private property when:

6.12.1 there is adequate ventilation and temperature control provided for the health and well-being of the Animal; and

6.12.2 the Animal is restricted and restrained so as to prevent the Animal's escape from the vehicle, or its access to Persons or Animals in the vicinity of the vehicle.

6.12 A driver of a vehicle shall not permit any Animal to occupy the front seat of the vehicle in such a manner so as to impede the driver in the free and uninterrupted access to and use of the steering wheel, brakes, and other equipment required to be used for the safe operation of the vehicle.

6.13 A Person may allow an Animal to be outside of the passenger cab of a motor vehicle, including riding in the back of a pickup or flatbed truck if the Animal is:

6.14.1 in a fully enclosed trailer;

6.14.2 in a ventilated topper enclosing the bed area of a truck;

6.14.3 contained in a ventilated Kennel or similar device securely fastened to the bed of the truck; or

6.14.4 securely tethered in such a manner that it is not standing on bare metal, cannot jump or be thrown from the vehicle, is not in danger of strangulation, and cannot reach beyond the outside edges of the vehicle.

Designated Areas and Parks

6.14 Council may designate a public area in which no Animals are allowed and may post signs to this effect.

6.15 Council may designate any public area where an Animal may be exercised while not restrained by a Leash.

6.16.1 No Owner of a Vicious Dog shall permit the Dog to be in an off-leash area at any time;

6.16.2 The provisions of this Bylaw apply, with all necessary modifications, to an off-leash area.

6.16 The Owner of an Animal shall carry a Leash while with an Animal in a designated off-leash area.

6.17 The Owner of an Animal is guilty of an offence if the Animal is in an off-leash area and exhibits threatening behavior toward any other Animal or a Person and the Owner fails to secure and/or remove the Animal immediately from the off-leash area.

Interference

6.18 No Person other than the Owner shall:

6.19.1 untie or loosen an Animal which is not in distress, as defined by the *Animal Protection Act* as amended; or

6.19.2 willfully or negligently open a gate, door or other opening in a fence, pen or enclosure in which an Animal has been confined.

6.19 No Person shall abuse, tease, torment, or provoke an Animal.

PART 7 - VICIOUS ANIMALS

Insurance

7.1 The Owner of a Vicious Animal shall have liability insurance specifically covering any damages from personal injury caused by the Vicious Animal of not less than three million dollars ($3,000,000).

Signage

7.2 The Owner of a Vicious Animal shall:

7.2.1 display signage at each entrance to the Owner's property and on the secure enclosure in which the Vicious Animal is confined; and

7.2.2 purchase signs, as specified in Schedule "A" of this Bylaw, warning of the presence of a Vicious Animal on the Owner's property.

Licensing Requirements for Vicious Animals

7.3 The Owner of an Animal that has been declared a Vicious Animal pursuant to this Bylaw shall submit an application for a Vicious Animal License from the Village immediately upon becoming the Owner of a Vicious Animal.

7.4 A Vicious Animal License shall be issued to the Owner of a Vicious Animal provided the Owner has:

7.4.1 completed an application as specified by the Village;

7.4.2 paid the annual License fee for a Vicious Animal as specified in the *Fees and Rates Bylaw: Animal Control;* and

7.4.3 supplied to the Village satisfactory proof that:

7.4.3.1 the Animal has been tattooed or implanted with an electronic identification microchip by a veterinarian;

7.4.3.2 the Animal has a current vaccination for rabies;

7.4.3.3 the Animal has been Altered by a veterinarian;

7.4.3.4 the Owner has a secure enclosure capable of preventing entry of any Person except the Owner, and escape of the Animal, in accordance with Section 7.13 of this Bylaw;

7.4.3.5 the Owner has a valid liability insurance policy as required by this Bylaw;

7.4.3.6 clear and visible signs have been posted on the Owner's property warning of the presence of a Vicious Animal, as required by this Bylaw; and

7.4.3.7 submitted any additional information as required by the CAO or a Peace Officer in a timely manner.

7.5 Upon receipt of a written application to License a Vicious Animal, a Peace Officer is authorized to enter upon the property of the Owner to inspect any place where the Animal will be kept, including, but not limited to the secure enclosure, to ensure it meets the requirements of this Bylaw.

7.6 No Owner of a Vicious Animal may own, keep, or have more than one (1) Vicious Animal on the Premises at any time.

Declaration

7.7 An Animal may be declared by a Peace Officer or the CAO to be a Vicious Animal pursuant to this Bylaw and will be Licensed as such by the Village and subject to special provisions of this Bylaw pertaining to Vicious Animals.

7.8 The Owner of an Animal declared to be Vicious pursuant to this Declaration shall be served with a Notice setting out the reasons therefore, the responsibilities of an Owner of a Vicious Animal pursuant to this Bylaw, and the process of an appeal available to the Owner.

7.9 Within two (2) Business Days after the end of the appeal period of an Animal being declared a Vicious Animal, the Owner must become compliant with this Bylaw.

Responsibility of Owners of Vicious Animals

7.10 The Owner of a Vicious Animal shall:

7.10.1 ensure that the Animal wears a current License Tag issued by the Village, and is securely attached to a collar at all times;

7.10.2 when selling or otherwise giving the Animal to a new Owner within the Village, fully inform the new Owner that the Animal has been declared a Vicious Animal by the Village; and

7.10.3 notify the Village of the change in Ownership of the Animal or the death of the Animal within two (2) Business Days of the date of change in Ownership or death.

7.11 When a Vicious Animal is on the Premises of the Owner, the Owner or any other Person having care or control of a Vicious Animal, shall, at all times, ensure that:

7.11.1 the Animal is confined indoors, or

7.11.2 when the Animal is not confined indoors, it is confined in a locked, secure enclosure that complies with the provisions of Section 7.13.

7.12 The Owner of a Vicious Animal shall ensure the Animal does not:

7.12.1 chase or otherwise threaten a Person(s), whether on the property of the Owner or not, unless the Person(s) chased or threatened is a trespasser on the property of the Owner;

7.12.2 cause damage to property or other Animals, whether on the property of the Owner or not;

7.12.3 bite a Person(s), whether on the property of the Owner or not;

7.12.4 attack a Person(s), whether on the property of the Owner or not, causing severe physical injury; or

7.12.5 cause death to another Animal.

Secure Enclosure

7.13 For the purposes of this Bylaw, a secure enclosure shall:

7.13.1 be of minimum dimensions of one and one half (1.5) meters by three (3) meters and two (2) meters in height;

7.13.2 have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded into the ground to a minimum depth of thirty (30) centimeters;

7.13.3 not be located within two (2) meters of the property line of the Owner or within five (5) meters of a neighbouring residential dwelling; and

7.13.4 provide shelter from the elements.

Fencing

7.14 The Owner shall fence the yard of property to the maximum height as per the *Land Use Bylaw*.

Vicious Animal off Owner's Property

7.15 At all times, when a Vicious Animal is off the property of the Owner, the Owner or any other Person having care or control of the Vicious Animal, shall ensure that the Animal is:

7.15.1 securely Muzzled;

7.15.2 secure in a harness or Leash which shall not exceed 1.0 meter in length and is adequate to control the Animal;

7.15.3 under the control of a Competent Person who is at least eighteen (18) years of age;

7.15.4 not running at large.

7.16 If the Animal is running at large, the Village must be notified immediately.

7.17 The Animal is prohibited from any off-leash area.

7.18 An Owner of a Vicious Animal who contravenes any provision of this Bylaw is guilty of an offence and is subject to penalties applicable as provided for in the *Fees and Rates Bylaw: Animal Control.*

PART 8 – PEACE OFFICER AUTHORITY

Seizure and Impounding

8.1 A Peace Officer may capture and Impound any Animal:

8.1.1 which has engaged in any activity that contravenes any provision of this Bylaw; or

8.1.2 which is required to be Impounded pursuant to the provisions of any statute of Canada or the Province of Alberta, or any regulation thereunder.

8.2 A Peace Officer may enter any Property or Premises for the purpose of Impounding and capturing of an Animal pursuant to this Bylaw.

8.3 A Peace Officer may use any humane method, including but not limited to, the use of capture devices or tranquilizer equipment to capture an Animal that is subject to Impoundment pursuant to this Bylaw.

Obstruction

8.4 Any Person, whether or not the Owner, who withholds or provides false or misleading information with respect to Ownership of an Animal to a Peace Officer who is conducting an investigation with respect to an offence or alleged offence under this Bylaw, is guilty of an offence as specified by "Schedule "B" – Prescribed Penalties" attached to and forming part of this bylaw.

8.5 Any Person who willfully interferes with or obstructs a Peace Officer who is attempting to capture or Impound an Animal, or is in possession of an Animal captured or Impounded pursuant to this Bylaw, is guilty of an offence as specified by "Schedule "B" – Prescribed Penalties" attached to and forming part of this bylaw.

8.6 Any Person who springs or otherwise tampers with or damages a live trap in which Animals are to be trapped, or have been trapped, so as to allow any Animal to escape from the trap, is guilty of an offence as specified in "Schedule "B" – Prescribed Penalties" attached to and forming part of this bylaw.

Impounded Animals

8.7 An Impounded Animal may be reclaimed by or on behalf of the Owner after payment is made to the Village during normal office hours of:

8.7.1 any required Animal License fee;

8.7.2 the other fees as set out in the Village of Acme's Master Rates Bylaw, relating to the Animal's capture, Impoundment, care, and sustenance; and

8.7.3 the costs of any required veterinary services provided. For the purposes of this section, "day" means any day of the week, including weekends and Holidays, or any portion thereof, when calculating number of days for care and sustenance.

8.8 An Impounded Animal will be retained for a maximum of three (3) days.

8.9 A Peace Officer may retain an Animal for a longer period than provided in Section 8.8 of this Bylaw, if it is determined that circumstances warrant the extension. The decision to allow such an extension is at the discretion of the Peace Officer. All additional expenses are the responsibility of the Owner.

8.10 An Impounded Animal that is not claimed within the applicable time period and in accordance with the provisions of this Bylaw, may be disposed of under the authorization of a Peace Officer

by:

8.10.1 selling or adopting out; or

8.10.2 euthanization.

8.11 In the case of an Animal that is obviously in extreme distress due to injury, a Peace Officer may cause the Animal to be euthanized in a humane manner without consulting a veterinarian when such consultation cannot be done in a timely manner.

8.12 When an Impounded Animal is disposed of in accordance with Section 8.10.1 of this Bylaw, the Owner at the time it was Impounded shall cease to have any right to the Animal and such right or title shall transfer to a Person who has adopted the Animal.

Adoption

8.13 Any Person(s) adopting an Impounded Animal shall:

8.13.1 complete an application in the form specified by the Village;

8.13.2 pay the adoption fee as specified in the *Fees and Rates Bylaw: Animal Control;* and

8.13.3 comply with this Bylaw if the Animal will reside within the Village.

PART 9 - EXOTIC ANIMALS

9.1 No Person shall keep or cause to be kept any snake, reptile, lizard, insect, or arachnid not otherwise prohibited by this Bylaw unless housed in an escape-proof enclosure.

9.2 Licensing of an exotic Animal is at the sole discretion of the CAO and is not guaranteed.

9.2.1 licensing will be only be considered upon receipt of a written application in the form specified by the Village;

9.2.2 any fees as specified in the Village of Acme's Master Rates Bylaw shall apply;

9.2.3 the provisions of any statute of Canada of the Province of Alberta, or any regulation thereunder must be followed.

PART 10 - ENFORCEMENT

10.1 A Peace Officer is hereby authorized and empowered to issue a Remedial Order, Municipal Tag and/or Provincial Violation Ticket to any Person, whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

10.2 A Peace Officer may, for the purpose of ensuring that the provisions of this Bylaw are being complied with, enter in or upon any Property, in accordance with Section 542 of the *Municipal Government Ac*t, to carry out an inspection, enforcement or other action required or authorized

by this Bylaw, the Municipal Government Act, or other statute.

10.3 When exercising their authority to enter onto Property for inspection or enforcement under Section 5.2, a Peace Officer shall provide the Owner or Occupant of the Property with reasonable Notice as required by *the Municipal Government Act*.

10.4 If a Municipal Tag is issued in respect of an offence, the Person receiving the Municipal Tag may pay the fine amount as per the amount specified on the Municipal Tag on or before the required date in order to avoid further prosecution for the offence.

10.5 If a Provincial Violation Ticket is issued in respect of an offence, the Person receiving the Provincial Violation ticket may the fine amount as per the amount specified on the Violation Ticket on or before the required date in order to avoid further prosecution for the offence.

10.6 No Person shall obstruct, hinder or impede any authorized representative of the Village in the exercise of their powers or duties pursuant to this Bylaw

Summary Convictions

10.7 Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than $5,000 and not less than $100 and in default of payment is liable to imprisonment for a term not exceeding six (6) months.

10.8 Notwithstanding Section 10.10, the minimum fine on summary conviction with respect to this Bylaw in relation to a Vicious Animal shall be $750.

10.9 The specified penalty in respect of a contravention of a specific provision of this Bylaw is the amount provided for in the Village of Acme's Master Rates Bylaw.

Additional Penalties

10.10 A Provincial Court Judge or Justice may, upon convicting the Owner of an Animal, in addition to penalties provided for in this Bylaw:

10.10.1 direct or order the Owner of the Animal to:

10.10.1.1 take measures to stop the Animal from engaging in any activity that constitutes a contravention of this Bylaw;

10.10.1.2 have the Animal removed from the Village;

10.10.1.3 have the Animal euthanized; or

10.10.1.4 be prohibited from owning any Animal for a specified period of time.

10.10.2 declare the Animal involved in the contravention resulting in the conviction to be a Vicious Animal pursuant to this Bylaw.

PART 11 – DEEMED SERVED

11.1 A Municipal Tag issued by a Peace Officer Pursuant to any of the provisions of this Bylaw shall be deemed to have been duly given and served on the Person whom it is addressed:

11.11.1 being personally delivered to the Person named on the Municipal Tag; or

11.11.2 upon sending the Municipal Tag by regular mail to the address as is shown on the assessment roll. A Municipal Tag will be considered served after 5 (five) Business Days upon mailing.

11.2 A Remedial Order issued by a Peace Officer pursuant to any of the provisions of this Bylaw shall be deemed to have been duly given and served on the Person whom it is addressed:

11.21.1 being personally delivered to the Person named on the Remedial Order; or

11.21.2 upon sending the Remedial Order by regular mail to the address as is shown on the assessment roll. A Remedial Order will be considered served after 5 (five) Business Days upon mailing; or

11.21.3 upon being posted on a conspicuous place on the property that is in contravention

11.3 A Provincial Ticket issued by a Peace Officer pursuant to any of the provisions of this Bylaw shall be deemed to have been duly given and served:

11.31.1 on the Person to whom it is addressed pursuant to the Provincial Offences Procedures Act; or

11.31.2 swearing an Information and Complaint against the Person; or

11.31.3 by leaving a copy for such Person at his/her residence with an individual at the residence who appears to be at least 18 years of age, and such service shall be adequate for the purposes of this Bylaw

11.4 A Provincial Violation Ticket may be served on a Person which is a corporation, either:

11.41.1 by sending it by registered mail to the registered office of the corporation. A Provincial Violation Ticket will be considered served after 5 (five) Business Days upon mailing; or

11.41.2 by delivering it personally to the manager, secretary or other executive officer of the corporation or the Person apparently in charge of a branch office of the corporation at an address held out by the corporation to be its address, and such service shall be adequate for the purposes of this Bylaw.

11.5 This Section does not prevent a Peace Officer form issuing a Provincial Violation Ticket requiring a Court appearance by the Defendant in accordance with the Provincial Offences Procedures Act.

PART 12 – OFFENCES AND PENALTIES

12.1 Any Person violating a provision of this Bylaw is guilty of an offence and is liable to pay the amount as set out in the Village of Acme Master Rates Bylaw or Schedule "B" Specified Penalties of this bylaw, or any enforcement costs described in this Bylaw.

PART 13 – RECOVERY OF ENFORCEMENT COSTS

13.1 The expenses incurred by the Village in carrying out enforcement action pursuant to this Bylaw constitutes a debt owing to the Village from the Person responsible for the Bylaw contravention and may be collected by civil action for debt in a court of competent jurisdiction, in accordance with the Municipal Government Act.

13.2 In the event of the Village carrying out enforcement action pursuant to a Remedial Order, the CAO is responsible for sending a demand for payment of enforcement expenses incurred by the Village, per Schedule "A", to the Owner of the property where the infraction took place. If the Owner fails to pay the enforcement expenses incurred by the Village within the time frame set out in the demand for payment, the CAO shall place the unpaid expense amount onto the tax roll of the subject Property and that amount:

13.2.1 is deemed to for all purposes to be a tax imposed under Division 2 of Part 10 of the Municipal Government Act from the date it was added to the tax roll, and

13.2.2 forms a special lien against the Land in favour of the Village from the date it was added to the tax roll for the Land, in accordance with the Municipal Government Act.

PART 14 – TRANSITIONAL

14.1 An existing License issued under Bylaw #2016-08 remains valid until the term of such License expires.

PART 15 – GENERAL

15.1 If any Section or Parts of this Bylaw are found in any court of law to be illegal, or are otherwise invalid and beyond the power of the Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

15.2 Bylaw 2019-11 and any amendments thereto are hereby repealed.

15.3 This Bylaw shall come into effect after a third reading and upon being signed.

READ a first time this 26th day of October 2026.

READ a second time this 26th day of October 2026.

READ a third and final time and passed this 9th day of November 2026.

Jason Bates
Mayor

Colleen Herrera
Deputy Chief Administrative Officer

Schedule "A" Vicious Dog Signage

Warning signs for a Vicious Dog must meet the following specifications:

1. Be a minimum six (6) inches by six (6) inches (15 cm by 15 cm) in size.
2. Contain the word "WARNING" or "DANGER" in minimum ¾" (2 cm) size font.
3. Contain wording identifying a "VICIOUS DOG on Premises".
4. Contain a visual warning symbol of a Dog.
5. Be made of a rigid material that is resistant to weather and capable of being attached outdoors to a secure enclosure or fence.

A sample sign (not to scale):



Schedule "B" Prescribed Penalties

Section	Offence	Offence Fee
4.1	Keeping Wildlife within the Village of Acme	$500
4.2	Keeping Livestock in a District where livestock are not permitted under the Land Use Bylaw	$500
5.1	Failing to License a Dog or Cat (excluding vicious Dogs)	$250
5.14	Having more than the allowed number of Dogs and/or Cats in one residence without securing a Kennel License	$100
5.2O	Transferring a License Tag from one Animal to another	$100
5.22	Breeding Animals within the Village without a business License for a Kennel	$200
5.23	Providing pet care services within the Village of Acme without an approved development permit and a business License	$150

6.1.1	Animal (Dog or Cat) running at large	$100
6.1.2	Failing to ensure that an animal is Leashed and under the control of a Competent Person when not on the Owner's property	$150
6.1.3	Failing to immediately remove animal feces while off the property of the Owner	$150
6.2	Failing to keep a female animal that is in heat properly confined	$250
6.3	Failing to provide a Dog or Cat with adequate food, fresh water, or shelter	$250
6.4	Failing to vaccinate an Animal whose age exceeds 3 months	$250
6.5	Allowing an Animal which is suffering from a communicable disease to be in a public space or within proximity to any other Animal free of such disease	$150
6.6	Animal creating a nuisance, including upsetting any waste receptacles or scattering their contents on any premises not belonging to the Owner of the animal	$150
6.7.1	Animal (Dog or Cat) acting threatening to a Person or other animals (unless the Person(s) threatened is a trespasser on the property of the Owner)	$150
6.7.2	Animal causing damage to property or other Animals, whether on the property of the Owner or not	$150
6.7.4	bite a Person(s), whether or not the bite causes visible harm or not, and whether on the Owner's property or not (unless the Person(s) bitten is a trespasser on the property of the Owner)	$500
6.9	Allowing an Animal in or remain in prohibited area	$75
6.13	Failing to properly secure an Animal in a vehicle	$100
6.18	Untie or loosen an Animal while not being the Owner, while the Animal is not is distress as defined by the Animal Protection Act as amended	$250
6.19	Abuse, tease, torment, or provoke an Animal whether or not the individual owns it	$150
7.2	The Owner of a vicious Dog failing to display appropriate signage as required	$250
7.3	Failing to submit an application for a Vicious Animal License from the Village when an Animal has been declared a Vicious Animal	$250
7.6	Owning, keeping, or having more than one (1) Vicious Animal on the Premises at any time	$250
7.13	The Owner of a vicious Dog failing to secure the Dog as required	$250
7.14	The Owner of a vicious Dog failing to fence their property as required	$250
7.15	Failing to properly Muzzle or Leash the vicious Dog while off the Owner's property	$250
7.16	Vicious Dog running at large	$250
7.17	Allowing a Vicious Animal in an off-leash area	$250
7.18	The Owner of a vicious Animal contravening any provision of this Bylaw	$150
8.4	Providing false information to a Peace Officer or the CAO with respect to Ownership of an Animal	$500
8.5	Interfering with or obstructing a Peace Officer in their duties	$500
8.6	Springing, tampering, or damaging a live trap meant to trap an Animal	$75
9.1	The Keeping of an exotic Animal without a proper License	$150

REQUEST FOR DECISION

AGENDA ITEM
7.2

Subject: **Bylaw 2026-13 Chief Administrative Officer Bylaw**

Meeting Date: Monday, November 9, 2026

Presented By: Mike Haugen, Advisor

Link to Strat Plan: Aligns with Vision and Mission

Recommended Motions:	1. That Council give first reading to proposed Bylaw 2026-13, the Animal Control Bylaw, as presented. 2. That Council give second reading to proposed Bylaw 2026-13, the Chief Administrative Officer Bylaw, as presented. 3. That Council give permission for third reading to proposed Bylaw 2026-12, the Chief Administrative Officer Bylaw. 4. That Council give third reading to proposed Bylaw 2026-13, the Chief Administrative Officer Bylaw as presented.

Background/ Proposal	Administration has undertaken a review of the existing Chief Administrative Officer Bylaw (#2018-1) and is recommending updates for Council's consideration. This is an opportune time given the current recruitment of a CAO as well as recent legislative changes to the Municipal Government Act.
Discussion/ Options/ Benefits/ Disadvantages:	The proposed Bylaw 2026-13 would repeal two previous bylaws related to the CAO position and suggests updates that contain modernizations and incorporate best practices with the intent of providing clarity and creating efficiencies. The existing CAO Bylaw, adopted in 2018, establishes the position of CAO and provides limited authority respecting personnel management, contracts, emergency expenditures, and delegation of duties. Its provisions largely reference the Municipal Government Act (MGA) without providing detailed guidance regarding governance relationships, delegated authority, information management, risk reporting, financial administration, legal authority, or accountability mechanisms. The proposed bylaw maintains all statutory authorities currently granted to the CAO while providing greater clarity regarding the respective roles of Council and Administration, modernizing delegated authorities, and incorporating legislative changes that have occurred since 2018, including Alberta's new access to information and privacy legislation Key differences between the current and proposed bylaws include:

Area	Bylaw 2018-01	Proposed Bylaw 2026-13
Governance Framework	Limited direction regarding Council-Administration relationships.	Establishes governance principles, clarifies Council's role in strategic leadership and administration's role in operations, and confirms that Council directs Administration through the CAO.

CAO Performance Management	No provisions respecting performance evaluation.	Requires Council to complete an annual written performance evaluation and establish goals for the CAO.
Acting and Interim CAO Appointments	Provides for Deputy CAO and Acting CAO appointments.	Clarifies authorities for Interim and Acting CAO appointments and provides procedures during vacancies or extended absences.
CAO Duties	Primarily references MGA responsibilities and contains eight general authorities.	Provides a comprehensive description of statutory and delegated duties including records management, legislative compliance, strategic planning, risk management, service delivery, reporting, and operational administration.
Human Resources	Allows hiring, dismissal, promotion and discipline of employees.	Establishes the CAO as Council's sole employee and grants exclusive responsibility for staffing, organizational structure, labour relations, compensation administration, performance management, discipline, and termination within approved budgets.
Financial Administration	Allows contract execution and emergency expenditures within policy limits.	Adds detailed authority for budget preparation, financial reporting, investments, procurement, tender awards, surplus asset disposal, and budget transfers within Council-approved budgets.
Contracts and Agreements	Limited authority respecting contracts and agreements. .	Clearly defines authority for operational agreements, grants, consultant retention, mutual aid agreements, utility agreements, easements, rights-of-way, and subdivision agreements.
Legal Authority	Not specifically addressed.	Establishes authority to retain and instruct legal counsel, manage litigation, and settle claims up to $5,000 with annual reporting to Council..
Access to Information and Privacy	Not addressed.	Designates the CAO as Head of the Municipality under Alberta's access and privacy legislation and assigns responsibility for those functions. .
Reporting and Accountability	Limited reporting requirements.	Requires regular operational, financial, delegated authority, and risk management reporting, together with an annual delegated authority report.

REQUEST FOR DECISION

	<table><tr><td>Emergency and Cybersecurity Authority</td><td>Addresses emergency expenditures only.</td><td>Expands authority to respond to emergencies affecting life, property, infrastructure, information systems, and municipal operations, subject to reporting to Council.</td></tr><tr><td>Indemnification</td><td>Not addressed.</td><td>Provides indemnification and legal cost protection for the CAO when acting in good faith within delegated authority and applicable law.</td></tr></table> Overall, the proposed bylaw does not materially change Council's authority or governance role. Rather, it provides greater clarity regarding Council-Administration relationships, modernizes delegated authorities, codifies existing administrative practices, incorporates current legislative requirements, and establishes stronger accountability and reporting mechanisms. The proposed bylaw is intended to reduce ambiguity, improve administrative efficiency, and ensure the Village's governance framework remains consistent with contemporary municipal governance standards and current provisions of the Municipal Government Act. As Council reviews the proposed Bylaw, Council should ensure that they are comfortable with the delegations as well as the checks and balances contained. .
Financial Implications:	The are no financial implications related to the recommended motions.
Council Options:	1. Council could recommend changes to the bylaw prior to adopting it. 2. Council could postpone readings of the document until further amendments or reviews take place. 3. Council could adopt the Bylaw as presented.
Recommended Engagement:	Information only.
Attachments:	1. Proposed Bylaw #2026-13 Chief Administrative Officer Bylaw 2. Current Bylaw #2018-1 Chief Administrative Officer 3. Current Bylaw #2019-14 CAO Appointment Bylaw
Follow-up Actions:	The Village’s website will be updated with the new Bylaw.

Approval:
Mike Haugen, Advisor

VILLAGE OF ACME
IN THE
PROVINCE OF ALBERTA
BYLAW 2026-13
CHIEF ADMINISTRATIVE OFFICER BYLAW

A BYLAW OF THE VILLAGE OF ACME, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER. DEFINE RESPONSIBILITIES, DELEGATE POWERS DUTIES AND FUNCTIONS, AND CLARIFY THE GOVERNANCE AND ADMINISTRATIVE ROLES

WHEREAS section 205 of the *Municipal Government Act* requires Council to establish a bylaw for the position of Chief Administrative Officer and appoint a person to carry out the powers, duties, and functions of such position;

WHEREAS section 203 of the *Municipal Government Act* permits Council to delegate any of its powers, duties or functions unless an enactment or bylaw provides otherwise;

AND WHEREAS Sections 207 and 208 of the *Municipal Government Act* prescribe the responsibilities and major administrative duties of the Chief Administrative Officer;

NOW THEREFORE the Council of Village of Acme in the Province of Alberta, duly assembled, enacts as follows:

PART 1 - TITLE

1.1 This Bylaw may be referred to as the "Chief Administrative Officer Bylaw".

PART 2 - DEFINITIONS

2.1 (a) "Act" means the *Municipal Government Act, R.S.A. 2000, c M-26* as amended from time to time or any successor legislation.

(b) "Administrative Directive" means directives that are approved by the Chief Administrative Officer, focus on the internal workings of the municipality and primarily impact administrative processes.

(c) "Chief Administrative Officer" means the individual appointed to the position of Chief Administrative Officer for the Village of Acme within the meaning of the Act;

(d) "Council" means the Council of Village of Acme;

(e) "Village" means the Village of Acme

PART 3 – GOVERNANCE PRINCIPLES

3.1 Council is responsible for governance, strategic direction, public policy, resource allocation and oversight. The CAO is responsible to administration and operations. Council shall direct Administration only through the CAO. Individual Councillors shall not direct employees.

3.2 Council, by way of policy direction, shall guide the affairs of the Village through the CAO.

3.3 Council as a whole shall provide the CAO with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the powers, duties, functions, and responsibilities of the position as well as establishment of goals for the upcoming year.

PART 4 – ESTABLISHMENT OF OFFICE

4.1 Council hereby establishes the position of Chief Administrative Officer (CAO) with that title.

4.2 Council shall appoint the CAO by resolution

4.3 Council shall approve the terms of employment which shall be formalized via contract.

4.4 Council may, by resolution, appoint an Interim CAO during periods in which the CAO position is vacant.

4.5 The CAO may appoint an Acting CAO for periods in which the CAO will be away from their duties.

4.6 Council may, by resolution, appoint and prescribe the duties of an acting CAO, where an absence of greater that four (4) weeks may prevent the CAO from performing their duties, or where there is a vacancy in the position.

PART 5 – POWERS AND DUTIES OF THE CAO

5.1 The CAO shall carry out any and all of the executive and administrative powers, duties and functions assigned to the CAO under the Act, or any other enactment or any and all powers, duties and functions delegated by Council.

5.2 The CAO is the principle administrative link between the administration and Council. Under the Act, the CAO:

(a) is the administrative head of the organization;

(b) ensures that the policies and programs of the Village are implemented;

and,

(c) advises and informs Council on the operation and affairs of the Village;

5.3 Further, the CAO shall:

(a) issue direction and establish processes necessary to implement the decisions of Council as made through resolution, including Administrative Directives;

(b) maintain records;

(c) ensure legislative compliance;

(d) administer operations including organizational structure, compensation, and benefits, within Council's approved budget;

(e) manage assets and resources;

(f) support strategic planning;

(g) identify risks and opportunity;

(h) ensure effective municipal service delivery;

(i) ensure Council receives such information and reports as it requires to make effective policy decisions;

(j) attend, or be represented by a delegate, all meetings of Council and Council Committees and provide advice, guidance and consultation as required by Council;

(k) report to the Council on the effectiveness of its policies and programs and recommend changes thereto to achieve Council's objectives;

(l) enforce or cause to be enforced all bylaws and resolutions of the Council;

(m) develop satisfactory procedures concerning budget preparation and financial reporting of the Village's revenues and expenditures, including:
  (i) Preparation and submission to Council of annual budgets.
  (ii) Quarterly reports to the Council of operating and capital revenues and expenditures with explanations of significant variations and account reallocations.
  (iii) Reports to Council on any other matter either administrative or financial, that relates to the Village operations as may be requested by Council or which, in the opinion of the CAO, should be reported to Council.

(n) liaise with other local governments and the provincial and federal

government when required;

(o) ensure the prompt and proper handling by the administration of all requests, inquiries, and complaints by residents and businesses of the Village, including the development of policies and procedures for dealing with complaints;

(p) keep informed about governmental and community affairs and ensure that the Council and the Village employees are made aware of significant trends;

(q) perform other duties as may be required by Council;

(r) authorize a temporary closure, in whole or in part, of any road at any time that a construction or maintenance project on or adjacent to the road may create a hazard;

(s) pursuant to the *Traffic Safety Act* or any other statute, authorize the placement from time to time of traffic control devices including devices restricting the speed of vehicles on roads under the jurisdiction of the Village and provide for a record of all locations to be kept; and,

(t) extend the time for endorsement of subdivision plans and for registration of subdivision plans in accordance with the Act.

5.4 The CAO is authorized to further delegate any power, duty, or function delegated by Council unless prohibited by legislation or Council direction. The CAO is authorized to permit or prohibit further delegations of any power, duty, or function delegated by Council to the CAO.

5.5 The CAO remains accountable for delegated authority.

5.6 The CAO is authorized to appoint:

(a) bylaw enforcement officers under the Act;

(b) development officers under the Act;

(c) the municipal assessor, under the Act;

(d) inspectors under the *Agricultural Pests Act, RSA 2000, c. A-8*

(e) inspectors under the *Weed Control Act, SA 2008, c. W-5-1*;

(f) fire guardians under the *Forest and Prairie Protection Act, RSA c. F-19; and,*

(g) returning officers under the *Local Authorities Election Act, RSA 200, C. L-21*.

5.7 The CAO is the Head of the Village within the meaning of the *Protection of Privacy Act, SA, 2024, c. P-28.5* and the *Access to Information Act, SA, 2024, c. A-1.4* and is responsible for the overall management of protection of privacy and access to information functions and responsibilities.

5.8 The CAO may consolidate bylaws in accordance with section 69 of the Act, if in the opinion of the CAO it would be convenient to do so.

PART 6- NATURAL PERSON POWERS

Subject to legislation and matters reserved to Council, the CAO is delegated authority to exercise the natural person powers of the Municipality necessary for municipal operations. The CAO shall report the exercise of such authority in accordance with legislation and Council policy.

PART 7 – HUMAN RESOURCES

7.1 Within Council's approved budget, the CAO has exclusive responsibility for recruitment, hiring, appointments, organizational structure, compensation administration, labour relations, performance management, discipline and termination of employees. Council acknowledges that the CAO is Council's sole employee.

7.2 All employees and agents of the Village are subject to the supervision and control of the CAO. The CAO shall develop an organizational chart for the Village.

7.3 The CAO shall develop for approval of Council, a Human Resources Policy covering governance-level directives of Council.

7.4 The CAO shall develop operational procedures dealing with personnel and has the authority to hire, appoint, promote, transfer, discipline and dismiss any employee.

PART 8 – FINANCIAL ADMINISTRATION

8.1 The CAO shall prepare operating and capital budgets, monitor expenditures, administer banking and investments, collect revenues, manage financial controls, authorize budget transfers within approved budgets and provide financial reporting to Council.

8.2 Any budget transfers made under section 8.1 are to be used to facilitate an existing approved budget item and cannot create new services, programs, projects, or increase remuneration without approval of Council.

8.3 The CAO shall be the Village's Chief Purchasing Agent and shall have the authority to expend funds and arrange the purchase of goods and services as required, as per the approved budget.

8.4 Award all tenders and enter into all agreements and contracts required for the completion of such tenders following approved policies, subject to the expenditure being

included in a Council-approved budget.

8.5 The CAO shall ensure that any and all goods and services are purchased as per the Purchase and Procurement Policy as may be in place, as well as any other pertinent legislation such as the New West Partnership Trade Agreement and the Canadian Free Trade Agreement.

8.6 The CAO may fairly and transparently dispose of surplus assets in accordance with policy as may passed by Council from time to time.

8.7 The CAO may pay expenditures authorized through the budget and any amounts which the Village is legally required to pay pursuant to an order of judgement of a court, board, or other tribunal of competent jurisdiction, relating to any action against the Village.

PART 9 – CONTRACTS, GRANTS, AND AGREEMENTS

9.1 The CAO may procure goods and services; execute contracts within approved budgets and policies; retain consultants; apply for, accept and administer grants; execute grant agreements; mutual aid agreements; training agreements; data-sharing agreements; and, operational agreements and contracts as per section 9.2 and 9.3.

9.2 Operational agreements and contracts involve the delivery of services, procurement of goods, provision of insurance, maintenance, and capital project execution, as well as agreements where other municipalities or community groups, act as the service provider of day-to-day operations, within the approved Council budget.

9.3 Operational agreements do not include Development Agreements or intermunicipal cost sharing agreements such as those for Fire Services, Recreation, Utility Access, and Transfer Station access unless otherwise stated by Council policy or resolution.

9.4 The CAO may execute easements, rights-of-way, utility agreements, encroachment agreements, and subdivision agreements. Acquisition or disposition of land remains subject to Council approval unless otherwise authorized.

PART 10 – LEGAL AUTHORITY

10.1 The CAO may retain legal counsel, instruct legal counsel, manage litigation, accept service, commence or defend proceedings, settle claims within approved authority and execute related documents.

10.2 Retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Village, subject to the *MGA* and notification of Council provisions.

10.3 Negotiate and settle all actions, claims, or demands against or by the Village under $5000 and complete all related documentation. Claims settled this way will be reported to Council annually.

PART 11 – INFORMATION REQUESTS

11.1 The CAO shall facilitate Councillor information requests. Where a request is a Substantial Information Request, the CAO may provide cost estimates, timelines and seek Council direction regarding prioritization as per the Act.

PART 12 – CONDUCT AND ACCOUNTABILITY

12.1 The CAO shall provide impartial advice to all members of Council, disclose significant operational, financial, legal, reputational and strategic risks, avoid conflicts of interest and act in the best interests of the Municipality.

12.2 Report to all of Council as per MGA and Regulations.

PART 13 – EMERGENCY AND CYBERSECURITY AUTHORITY

13.1 The CAO may authorize emergency actions and expenditures necessary to protect life, property, infrastructure, information systems and municipal operations. All emergency actions shall be reported to Council as soon as practicable.

PART 14 – REPORTING

14.1 The CAO shall provide regular operational, financial, delegated authority and risk management reports. An annual delegated authority report shall summarize significant contracts, grants, settlements, emergency expenditures and organizational changes.

PART 15 – INDEMNIFICATION

15.1 The Municipality shall indemnify the CAO when acting in good faith within the scope of delegated authority and applicable law, meaning the Village will indemnify the CAO, provided the CAO acts in the course and scope of their employment and acts in good faith to comply with an applicable resolution, bylaw, statute, policy, procedure, regulation or enactment.

15.2 As part of indemnification, the Village will provide coverage of reasonable legal fees for the CAO when section 15.1 applies.

PART 16 – REPEAL OF PREVIOUS BYLAWS

16.1 Upon the coming into force of this Bylaw, the following Bylaws are hereby repealed in their entirety:

(i) Bylaw #2018-01 – Chief Administrative Officer Bylaw
(ii) Bylaw #2019-14 – CAO Appointment Bylaw

READ a first time this day of November 2026.

READ a second time this day of November 2026.

MOTION TO PROCEED TO THIRD READING **CARRIED UNANIMOUSLY**

READ a third and final time this day of November 2026.

Jason Bates
Mayor

Colleen Herrera
Deputy CAO

BYLAW #2019-14
VILLAGE OF ACME
IN THE
PROVINCE OF ALBERTA
CAO APPOINTMENT BYLAW

BYLAW #2019-14 BEING A BYLAW OF THE VILLAGE OF ACME, IN THE PROVINCE OF ALBERTA, RESPECTING THE ESTABLISHMENT OF THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS the Municipal Government Act provides that a council must, by bylaw, establish the position of chief administrative officer;

AND WHEREAS the Municipal Government Act and other provincial statutes provide for certain duties, functions and powers of a chief administrative officer that are independent of the council;

AND WHEREAS the Municipal Government Act further provides that a council may assign additional duties, functions and powers, within municipal jurisdiction, to a chief administrative officer;

AND WHEREAS the Municipal Government Act further provides that where an enactment or bylaw requires or authorizes a municipality to do something but does not specify who in the municipality may do it, or when a municipality wishes to exercise its natural person powers, then the thing may be done or the natural person powers may be exercised by the chief administrative officer unless the council specifies otherwise;

NOW THEREFORE *the Council of the Village of Acme in the Province of Alberta, duly assembled, enacts as follows:*

To create a Bylaw to hire a Chief Administrative officer in the Village of Acme and may be referred to as the "Chief Administrative Officer Bylaw".

1. That Gary Sawatzky be and hereby is appointed the Municipal Administrator of the Village of Acme in the Province of Alberta.

    - That the said Gary Sawatzky shall carry out his duties in accordance with the Municipal Government Act, the appropriate Municipal Statues and the instructions given him by any resolution of the Council

    - That Gary Sawatzky shall carry out his duties as outlined in the contract provided to him.

This Bylaw shall come into full force and effect on the day that it is given its third and final reading, passed by Council and signed in accordance with the *Municipal Government Act*.

READ a First time this 25 day of November, 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ a Second time this 25 day of November, 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Unanimous consent for third and final reading given this 25 day of November, 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ a Third time and finally passed this 25 day of November, 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

VILLAGE OF ACME
BYLAW #2018-01
CHIEF ADMINISTRATIVE OFFICER BYLAW

A BYLAW OF THE VILLAGE OF ACME IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.

The *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer;

And, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

THEREFORE, the Council of the Village of Acme in the Province of Alberta duly assembled; hereby enacts as follows:

PART I: BYLAW TITLE

1.1. This bylaw shall be known as the "Chief Administrative Officer Bylaw".

PART II: DEFINITIONS

2.1. *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M- 26 and amendments.

2.2. *Chief Administrative Officer or CAO* means the person appointed to the position of Chief Administrative Officer by Council.

2.3. *Council* means the council of the Village of Acme

PART III: APPOINTMENT, TERMS AND CONDITIONS

3.1. Council hereby establishes the position of Chief Administrative Officer.

3.2. Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.

3.3. Council may, by resolution, appoint a Deputy CAO. The Deputy CAO shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.

3.4. Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

BYLAW #2018-01
CHIEF ADMINISTRATIVE OFFICER BYLAW

A BYLAW OF THE VILLAGE OF ACME IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.

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And, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

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3.3. Council may, by resolution, appoint a Deputy CAO. The Deputy CAO shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.

3.4. Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

PART IV: RESPONSIBILITIES

4.1 The CAO's responsibilities shall be in accordance the Section 207 of the *Act*.

PART V: ADMINISTRATIVE DUTIES

5.1 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the *Act* and any other enactment.

5.2 In order to carry out the responsibilities of the position, the CAO has the authority to:

5.2.1 hire, dismiss, promote, demote, reward or discipline any municipal employee;

5.2.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report such a change to Council;

5.2.3 be present at any meeting of Council or committee of council;

5.2.4 in the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;

5.2.5 negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;

5.2.6 conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;

5.2.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;

5.2.8 take such other actions as necessary to carry out the responsibilities and duties assigned by Council; in accordance with any bylaw or approved policy of Council.

5.3 In accordance with Section 209 of the *Act*, delegate any of the CAO's powers, duties or functions under the *Act*, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

PART VI: SEVERABILITY

6.1 If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

PART VII: REPEAL

7.1 Bylaw #2016-11 the Chief Administrative Officer Bylaw, is repealed.

PART VIII: ENACTMENT

This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a First time this 12TH day of March 2018

Bruce McLeod
Mayor

Margaret McClarty
Chief Administrative Officer

READ a Second time 12TH day of March 2018

Bruce McLeod
Mayor

Margaret McClarty
Chief Administrative Officer

MOTION TO PROCEED TO THIRD READING CARRIED UNANIMOUSLY

READ a third and final time and passed this 12TH day of March 2018

Bruce McLeod
Mayor

Margaret McClarty
Chief Administrative Officer

REQUEST FOR DECISION

AGENDA ITEM
9.1

Subject: **Accounts Payable**

Meeting Date: Monday, November 9, 2026

Presented By: Administrative Advisor

Link to Strat Plan: Level of Service

Recommended Motion:	That Council approve payment of the Accounts Payable listing of November 9, 2026 in the amount of $9,071.38.

Background/ Proposal	The Accounts Payable listing of November 9, 2026 has been circulated for Council's information.
Discussion/ Options/ Benefits/ Disadvantages:	NA
Financial Implications:	Expenses are incurred according to the approved Operating and Capital Budgets.
Council Options:	Council may accept the listing for information.
Recommended Engagement:	
Attachments:	NA
Follow-up Actions:	NA

Approval:
Mike Haugen, Advisor

CAO Report – Council Meeting – November 9th, 2026

Infrastructure Update

Several service lines (water and sewer) were repaired/connect in October.

Campground trees received some late season trimming in an effort to reduce overgrowth.

Campground was graded to remove tire tracks. The site has been closed and the gates locked.

Oil recycling is going well and the Village has had to request a shorter time between visits to deal with the volume.

Winter prep work has continued.

Development

The Village continues to field normal development related questions.

Relocation of a mobile home was recently approved by the Municipal Planning Commission.

Legislative

The process to change franchise fees charged by the Village are commencing. Final changes should be expected to be in place in April 2027. As part of this process, the Village will also be updating its agreement with ATCO to specifically identify that the Franchise Fee and Municipal Taxes are separate items (though both will appear on utility bills as part of franchise fees)

I have been working on transition steps for the permanent CAO to utilize once they are chosen and begin their position. I will also be available for them to call or email should they have any questions.

COMMUNITY

The plan to move the shack at the cemetery has been put off and is now slated to occur next year.

Kneehill Regional Grant Writer Monthly Report For October 2026

Grants Applied For

Grant Name	Organization & Details	Hrs.	Grant Amount
Petro Canada CareMakers	Seniors Outreach	**5**	$ 7,500.00
Servus Feel Good Fund	Trochu Seniors Housing Society	**6**	$ 10,000.00
Walmart Community Grant	Seniors Outreach	**2**	$ 1,000.00
Enmax Community Spark	Trochu Seniors Housing Society	**5**	$ 15,000.00
		18	$ 33,500.00

Approved Grants

Grant Name	Organization & Details	Grant Amount
Total		

Declined Grants

Grant Name	Organization & Details		Grant Amount
ACE Energy Green Community Fund	Trochu Seniors Housing Society		$4,000.00
Central Alberta Co-Op Comm Fund	Trochu Seniors Housing Society		$50,000.00

Tasks Related to Grant Writing

		Hrs. Worked
Regional Newsletter		2
Research as requested	Bethel Fellowship, Seniors Outreach, Trochu Food Bank,	
	Dr. Elliot PAC, Trochu Seniors, Linden Lodge	18
Meetings & Phone Call Meetings	Pat Koch - Bethel Fellowship Church	1
Wrote grant for CrossRoads Church	Not submitted at this time - Bethel Fellowship Church	4
Total Hours		**25**

All Pending Grants

Grant Name	Organization & Details	Grant Amount
Walmart Community Grant	Seniors Outreach	2,000.00
CFEP Small	Trochu Library Board	17,387.00
RME Right by You	Trochu Seniors Housing Society	10,000.00
New Horizons for Seniors	Seniors Outreach	50,000.00
TC Energy	Trochu Fire Society	25,000.00
CN Community Fund	Trochu Seniors Housing Society	25,000.00
Field Law Community Program	Trochu Seniors Housing Society	15,000.00
Petro Canada CareMakers	Seniors Outreach	7,500.00
Servus Feel Good Fund	Trochu Seniors Housing Society	10,000.00
Enmax Community Spark	Trochu Seniors Housing Society	15,000.00
Walmart Community Grant	Seniors Outreach	1,000.00
Total Pending Grants		**$ 177,887.00**

Other

Networking/Community Engagement	**Details**		**Hrs Worked**
Flapjack Fiesta & Prep	Trochu		**3**
Kms Travelled	**Location**		
31	Trochu		

DENTAL AT HOME

MOBILE DENTAL HYGIENE · WE COME TO YOU

A letter prepared for Mayor Jason Bates and the Village of Acme

WHY WE ARE WRITING TO YOU

Acme is a farming village of about 610 people in Kneehill County, about an hour north of Calgary. Acme has no dentist at all. The nearest dentist is in Three Hills, about 35 to 40 kilometres away, and the whole of Kneehill County, about 10,800 people counted once, has three dentists, one of them part time.



Hannah, your hygienist

BEFORE **AFTER**



The difference one visit makes.
Illustrative before and after images.

WHAT WE OFFER, STARTING JANUARY 2027

Dental At Home offers Acme a scheduled care day hosted at a hall or seniors centre in the village, with full hygiene care provided in that familiar local space and no cost to the Village. Residents would see the same healthcare workers at every visit, with consistent rapport and the same faces, and care would be provided with direct insurance billing at no extra cost and fees below the Alberta fee guide. Your care includes complimentary whitening at every visit, a $500 value, gifted, when clinically appropriate.

Complimentary whitening at every visit, a $500 value, gifted, when clinically appropriate.
Our fees are below the Alberta dental fee guide, and we bill insurance directly at no extra cost.

Dental At Home · Edmonton, Alberta · (587) 899-8088
dentalathomeyeg@gmail.com · dentalathome.ca

DENTAL AT HOME

WHO WE HAVE CARED FOR

Hannah has provided dental hygiene care alongside Alberta Health Services, and she has cared for patients during hospital work. Her patients include seniors, people living with dementia or autism, people with physical limitations, and people who communicate in many different ways. She meets every person where they are, with respect.

WHO WE ARE

Dental At Home is a team of four: Hannah as clinician, her partner Kuba coordinating scheduling, driving, and administration, a dental assistant, and a part time administrator. We are not building a big company. We intend to stay the four of us and serve our own community well. Being welcomed into people's homes is a privilege.

IN GOOD STANDING

Dental At Home is a registered Alberta business. Hannah is a registered dental hygienist in good standing with the Alberta College of Dental Hygienists. All equipment is Health Canada approved, and our practice follows full Alberta infection prevention and control standards.

With gratitude,

Hannah

Registered Dental Hygienist, Dental At Home

Complimentary whitening at every visit, a $500 value, gifted, when clinically appropriate.
Our fees are below the Alberta dental fee guide, and we bill insurance directly at no extra cost.

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dentalathomeyeg@gmail.com · dentalathome.ca