



**VILLAGE OF GLENWOOD
Regular Council Meeting**

Agenda

**Village Administration Board Room (59 Main Avenue)
Wednesday, August 13, 2025
7:00pm**

1. Call to Order – 7:00 pm
2. Additions to the Agenda - Resolution to add the following to the Agenda
3. Approval of Agenda
4. Approval of Minutes of the Regular Meeting of July 9, 2025
5. Reminders:
 - a) Strategic Planning Process – with Council – August 20, 2025 10:00 am
 - b) Land Use Bylaw review Village Planner Ryan Dyck – August 21, 2025 10:00 am
 - c) Set date and time to review CAO Applications
6. Replace stove at Community Hall
7. Tax Sale Lands – Lot 7 and 8, Block 2, Plan 1222AY – resolution to take title and list property for sale with a realtor.
8. Cheque Listing for Council – #20250160 to 20250193 - \$50,309.91
9. Councillor Reports:
 - a) Deputy Mayor Mark Peterson
 - b) Councillor Doral Lybbert
 - c) Councillor Sandy Lybbert
 - d) Councillor Brian Wickhorst
10. Correspondence
 - a) Real Property Governance K-12 – Municipal Affairs
 - b) Letter of Introduction form Commanding Officer Alberta RCMP
 - c) Municipal Affairs – Recall Recommendations
 - d) RCMP Crime Severity Index
 - e) Letter of Support for Recreation – Cardston County
11. Adjournment.

VILLAGE OF GLENWOOD
Wednesday, July 9, 2025 Minutes

***The Minutes of the Regular Meeting of Council held at the Village of
Glenwood Administration Boardroom on Wednesday, July 9, 2025.***

In attendance: Mayor Linda Allred, Councillor Sandy Lybbert, Councillor Brian Wickhorst

Absent: Deputy Mayor Mark Peterson and Councillor Doral Lybbert

Officials: Chief Administrative Officer Cynthia Vizzutti present

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- | | |
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| <u>1. Call to Order</u> | Mayor Allred called the regular Council meeting of July 9, 2025 to order at 7:02 p.m. |
| <u>2. Agenda Additions</u>
<u>2025.07.09.79</u> | Moved by Councillor Sandy Lybbert to add the following items to the agenda:
a) Thank you from the Glenwood Library Board
b) Discussion regarding breakfast at Glenwood Days
<p style="text-align: right;">Carried.</p> |
| <u>3. Agenda Approval</u>
<u>2025.07.09.80</u> | Moved by Councillor Wickhorst to approve the agenda.
<p style="text-align: right;">Carried.</p> |
| <u>4. Minutes of Regular Meeting – June 11, 2025</u>
<u>2025.07.09.81</u> | Moved by Councillor Wickhorst to approve the minutes of the regular meeting of Council held on Wednesday, June 11, 2025.
<p style="text-align: right;">Carried.</p> |
| <u>5. Dunk Tank Bids</u>
<u>2025.07.09.82</u> | Moved by Councillor Wickhorst that the single bid for the old dunk tank be rejected.
<p style="text-align: right;">Carried.</p> |
| <u>6. Glenwood Days Breakfast</u> | Discussion took place regarding charging for the Glenwood Days breakfast – no resolution |
| <u>7. Electronic Signage</u> | Funding for the electronic signage has been received. |
| <u>8. FCSS Agreement</u>
<u>2025.07.09.83</u> | Moved by Councillor Sandy Lybbert that the Village of Glenwood approve the Joint Municipal Family and Community Support Services Agreement and the Mayor and CAO sign the agreement.
<p style="text-align: right;">Carried.</p> |
| <u>9. CAO Report</u> | CAO report for the month of June was presented to Council. Dylan Lybbert has started as the summer employment student, maintenance on village equipment has been done, development permits for two solar systems were approved, the Glenwood Gleanings is available again, final day for nominations for the municipal election is September 22, 2025 at 12:00 Noon and the CAO is away on holidays from Sept 24 to October 30, 2025. |
| <u>10. Cheque Listing</u> | Cheque Listing – 20250099 to 20250159 in the amount of \$84,942.00 presented as information. |
| <u>11. Councillor Reports</u> | a) Mayor Allred – FCSS needs 2 board members
b) Councillor Sandy Lybbert – no summer meetings
c) Councillor Wickhorst – Regional Landfill – engineers are making recommendations to improve efficiencies. |
| <u>12. Correspondence</u> | a) Thank you from the Library Board |

13. Closed Session
2025.07.09.84

Moved by Councillor Sandy Lybbert to go into Closed session, at 7:36 pm p.m. under the Freedom of Information and Protection of Privacy Act – Section 24(1)(a) discussions regarding Strategic Planning process and Land Use Bylaw review process.

Carried.

2025.07.09.85

Moved by Wickhorst to come out of Closed Session at 7:58 p.m.

Carried.

20. Adjournment
2025.07.09.86

Moved by Mayor Allred to adjourn at 7:59 p.m. **Carried.**

Meeting Chair

Chief Administrative Officer

VILLAGE OF GLENWOOD

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Cheque Listing For Council

2025-Aug-6
9:20:38AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250160	2025-07-08	KUTSCH, VERNENE	FLOWERS	COMMUNITY FLOWERS	109.38	109.38
20250161	2025-07-09	CARDSTON COUNTY	25796	TELEMATIK ALERT SYSTEM	600.00	600.00
20250162	2025-07-09	GATEWAY SAFETY SERVICES	263132	WHIMS AND TDG TRAINING	168.00	168.00
20250163	2025-07-09	PINCHER CREEK CO-OP	4493763	PARTS	24.14	24.14
20250164	2025-07-09	RECORDXPRESS	1250370	SHREDDING	28.35	28.35
20250165	2025-07-09	SKOIEN PROFESSIONAL CORPORATION	1254	ACCOUNTING CONTRACT	5,439.00	5,439.00
20250166	2025-07-09	TELUS COMMUNICATIONS	JUNE 17 2025	TELEPHONE BILL	273.96	273.96
20250167	2025-07-09	TOP NOTCH APPLIANCE SERVICE	FIRE WORKS	FIREWORKS FOR PIONEER DAY	3,000.00	3,000.00
20250168	2025-07-09	VAN DULKEN, CHRIS	ITJUNE26JULY	IT SERVICES	50.00	50.00
20250169	2025-07-08	TATLOW, ROBERT & SHERRI	202507101	CREDIT BALANCE PAID	99.32	99.32
20250170	2025-07-10	BECKS SEPTIC AND GRAVEL	594961	SANI DUMP AND PORTA POTTY (462.00	462.00
20250171	2025-07-10	GATEWAY SAFETY SERVICES	263131	CONFINED SPACES TRAINING	189.00	189.00
20250172	2025-07-10	TOWN OF CARDSTON	2025832341/28	FCSS 2556.07 ANIMAL CONTROL	2,706.07	2,706.07
20250173	2025-07-10	UNITED IRRIGATION DISTRICT	25-6	WATER CONVENANCE CHARGE	5,703.89	5,703.89
20250174	2025-07-29	310 - SIGN TRAFFIC SUPPLY	4077	STREET SIGNS	91.98	91.98
20250175	2025-07-29	CHIEF MOUNTAIN REG. SOLID WASTE AUTH.	4284	ANNUAL REQUISITION WASTE M	5,083.98	5,083.98
20250176	2025-07-29	GEO H. HEWITT CO. LTD	2404538	2025 DOG TAGS	194.86	194.86
20250177	2025-07-29	MICROAGE ALBERTA LTD.	27498	IT TROUBLESHOOTING SERVER	98.44	98.44
20250178	2025-07-29	NEXTGEN AUTOMATION, DIGITAL CONNECTION	698050/686927	PHOTOCOPY CHARGES	213.78	213.78
20250179	2025-07-29	SOCIETY OF LOCAL GOVERNMENT MANAGERS	2515	CAO ADVERTISEMENT	157.50	157.50
20250180	2025-07-29	SPRING GLEN WATER COMMISSION	17	METERED WATER FOR JUNE	13,548.60	13,548.60
20250181	2025-07-29	STARS, SHOCK TRAUMA AIR RESCUE SERVICE	2449441-2025	STARS DONATION	544.00	544.00
20250182	2025-07-29	TELUS COMMUNICATIONS	JULY 17 BILLIN	TELEPHONE BILL	273.96	273.96
20250183	2025-07-29	TELUS MOBILITY	JUNE/JULY BILI	CELL PHONES JUNE/JULY	504.31	504.31
20250184	2025-07-29	TEMPLE CITY STAR	599	TAX SALE ADVERTISEMENT	475.57	475.57
20250185	2025-07-29	THEOREM.CA	2907	WEBSITE HOSTING	220.50	220.50
20250186	2025-07-29	TRS AERIAL SURVEYS LTD	25-004	AERIAL ORTHO	1,050.00	1,050.00
20250187	2025-07-29	VIZZUTTI, CYNTHIA	JULY MILEAGE	MILEAGE JULY	583.20	583.20
20250188	2025-07-31	ALBERTA MUNICIPAL SERVICE CORPORATION	25-1059698	POWER AND NATURAL GAS	4,302.50	4,302.50
20250189	2025-07-31	CHOPPING BLOCK	PIONEER DAYS	BEEF FOR PIONEER DAYS	2,716.85	2,716.85
20250190	2025-07-31	TEMPLE CITY STAR	602	ASSESSMENT NOTICE ADVERT	236.16	236.16
20250191	2025-07-31	THOMAS, JOE & KRYSTLE	Pioneer Days	PIONEER DAYS EXPENSES	295.11	295.11
20250192	2025-07-31	TOWN OF CARDSTON	2025833084	ANIMAL CONTROL COSTS	63.00	63.00
20250193	2025-07-31	VAN DAN'S	35/36	PIONEER DAYS EXPENSES	802.50	802.50

Total 50,309.91

*** End of Report ***

What We Heard

Stakeholder Consultation Sessions

Real Property Governance: K-12 School Ownership Changes -
Infrastructure/ Education and Childcare/ Municipal Affairs

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Background and Context

Bill 50 *Municipal Affairs Statutes Amendment Act, 2025*, and Bill 51 *Education Amendment Act, 2025*, received royal assent on May 15, 2025, enabling the province to own all new K-12 real property related to new or replacement school projects. The real property includes land, buildings, playgrounds, sports fields, and parking lots. New schools also include buildings that are repurposed as new schools. The legislation will take effect for projects announced in Budget 2025 and onwards.

Infrastructure will assume ownership of all new and replacement K-12 school real property and then lease the property to school jurisdictions (including public, separate, francophone, and charter schools) for operation and maintenance. The transfer of ownership will occur once provincial funding to design and/or build the school is secured, and written notice is provided by the Minister of Infrastructure.

Infrastructure will be responsible for overseeing the transfer of ownership and managing leasing of these properties, ensuring better oversight, transparency, and strategic use of assets in alignment with broader government priorities. The separation of ownership and operations allows Infrastructure to use its expertise in real estate, construction, and managing public infrastructure, allowing school jurisdictions to focus on delivering education and maintaining the schools with their specialized knowledge.

Through discussions with impacted stakeholders¹, Infrastructure is seeking to support better effective and efficient implementation of the new ownership model. While Infrastructure will own school real property, school jurisdictions will continue to be responsible for the operation and maintenance of the properties through a leasing arrangement.

Framework of Stakeholder Sessions

Purpose

In spring 2025, the ministries of Infrastructure, Education and Childcare, and Municipal Affairs conducted virtual stakeholder engagement sessions with impacted education and municipal stakeholders. The purpose of these sessions was to provide stakeholders with information regarding changes in ownership and leasing arrangements and clarify the respective roles and responsibilities of all parties involved. Dialogue at the sessions was intended to provide Infrastructure, Education and Childcare, and Municipal Affairs with a better understanding of the potential impacts and considerations for implementation of the new ownership model.

Infrastructure hosted and facilitated the stakeholder engagement sessions with support from Education and Childcare, and Municipal Affairs. The sessions focused on:

- Ownership Changes
 - The Crown is enabled to own K-12 schools.
 - Future planning and reserve designations

¹ First Nations reside on federal Crown land and Metis Settlements are governed by the Metis Settlements General Council under the Metis Settlements Act, which provides for autonomy and self-governance, including the management and ownership of land. Their K-12 school real property is not subject to the GOA Real Property Governance or *Real Property Governance Act*.

- Written notice of transfer
- Scope of ownership
- Partnership/shared ownership considerations and municipal interests
- Leasing
 - Insurance and liability
 - Joint usage
 - Subleases
- Legislative and Other Amendments
 - Amendments to the *Municipal Government Act* and *Education Act* enable the change in ownership.
 - Joint Use and Planning Agreements (JUPAs)
 - Compensation
- Implementation
 - To ensure seamless implementation with no impact to educational programming, thorough input was required from stakeholders.

Virtual Stakeholder Sessions

Infrastructure hosted virtual stakeholder engagement sessions via Zoom, supported by Education and Childcare and Municipal Affairs, who provided both the invite list of impacted stakeholders and subject matter expertise to support the sessions. As mentioned, the purpose of the sessions was to share the legislative amendments and discuss potential impacts to implementation. Due to volume of attendees, two separate sessions were held, one for Education and Childcare stakeholders and one for Municipal Affairs stakeholders. A duplicate, third session was held for a subset of municipal stakeholders due to scheduling challenges.

Following each session, a follow up survey was emailed to attendees providing them with an opportunity to share additional implementation considerations that were either not raised at the session, or where they wished to provide additional information or context. The surveys were open for two weeks.

Education and Childcare Stakeholder Session - May 29, 2025

260 representatives from school boards and associations across Alberta were invited to the stakeholder session with approximately 162 attendees.

Municipalities Stakeholder Session - June 12 (and July 3, 2025)

Almost 400 representatives from municipalities and associations across Alberta were invited to the stakeholder session with almost 100 attendees.

Follow Up Survey Responses

A total of 45 survey responses were received: 16 responses from Municipal Affairs stakeholders and 29 responses from Education and Childcare stakeholders.

The survey responses provided following the stakeholder sessions have been integrated into this document in the “Key Themes and Insights” section. Stakeholder responses provided valuable input that helped identify priorities and concerns.

What We Heard - Key Themes and Insights

Participants shared a range of perspectives on Real Property Governance: K-12 School

Ownership changes. Presented below are the collective key observations and concerns that stakeholders raised with respect to each theme discussed during the stakeholder consultation session.

Disclaimer:

- The terms 'playing fields' and 'sports fields' are used interchangeably and are intended to convey the same meaning. Both refer to outdoor areas designated for athletic and recreational activities.
- Questions about the *Real Property Governance Act* (RPGA) are not included within this document as it was out of scope for these stakeholder consultation sessions. However, they have been retained by Infrastructure.

Ownership Changes

New Ownership Model

What We Heard
Stakeholders expressed an interest in:
A clear rationale behind the ownership changes of K-12 schools' real property and the problem it aims to address. <ul style="list-style-type: none"> • Stakeholders pointed out they feel as if they now have reduced autonomy in long-term planning for school sites, and there is a perception this is a land grab from the province that provides no benefit to Albertans.
Earlier engagement in policy discussions versus only being engaged at the implementation stage.
Preserving municipal land use authority and the ability to determine permissible land use. <ul style="list-style-type: none"> • Stakeholders are concerned that if municipal school reserve (MSR) land remains undeveloped and not designated for a school project, it will be transferred to the province. • Also concerned about whether the entire parcel of land will need to be transferred to Infrastructure even if the school site itself is smaller. • The public will be concerned about loss of green space in the future if site is no longer needed for a school.
Clarity around compensation given both Bill 50 <i>Municipal Affairs Statutes Amendment Act, 2025</i> , and Bill 51 <i>Education Amendment Act, 2025</i> , do not indicate what the compensation to school jurisdictions or municipalities will be if costs were incurred prior to transfer to Infrastructure.
Clarity on whether stakeholders will retain a role in shaping school design and size, or if Infrastructure will be leading this process with accompanying guidance.
Certainty on how the province will own the land while municipalities build, maintain, and modify playgrounds and sports fields, and what happens if a municipality withdraws from these responsibilities.
Any planned changes to the naming process of schools.
Which school projects are subject to the new legislation. <ul style="list-style-type: none"> • Are the schools approved through the Alberta's School Construction Accelerator Program included? • Clarification on whether new and replacement schools, and non-school facilities such as administrative buildings and bus garages are subject to the new ownership model.

School and Municipal Reserve Designations and land Allocation

What We Heard
Stakeholders expressed an interest in:
Designations related to Municipal Reserve (MR), School Reserve (SR), or Municipal and School Reserve (MSR) designations and impacts related to capital planning, subdivision, timing of transfer of real property to the Crown, site servicing, and transfer of title. <ul style="list-style-type: none"> Municipalities have traditionally owned, operated, and maintained sports fields with MSR/MR designations and wonder why the government would now wish to own it. Stakeholders inquired who pays the costs of subdivision. If the government owns playgrounds and playing fields, municipalities commented there is no longer an incentive to make significant investment when they no longer own or control the land. Municipalities may quietly attempt to block transfer of sports fields through further subdivision, zoning of land, or not sub leasing sports fields for operation and maintenance. This may hinder cooperative long-term planning for school sites. Clarification regarding subdivision of the land parcels for school and playgrounds. When approving the subdivision, municipalities need to provide separate access and access restrictions to/for the subdivided parcels, which may result in separation of schools from the playground and recreation facilities. Municipalities also lose the ability to have the land transferred back to them once a school jurisdiction no longer has a program use for it in the future.
Incentives for municipalities to provide MR, MSR, or SR land for school sites if they will not own the land. <ul style="list-style-type: none"> Without consideration to incentive, there may be additional contemplation on not allocating reserve lands for schools, so they can retain ownership.
Process for Infrastructure to change the minimum percentage of reserve land allocated for school sites.
School jurisdictions agree sites need to be fully serviced (stripped, graded, and utility ready) before title transfer; however, expressed concern that municipalities and developers may deprioritize site servicing, which may delay a school building project.
The mechanisms around the transfer of the land to Infrastructure. <ul style="list-style-type: none"> Education and Childcare stakeholders indicated a preference for land transfers to be dealt with directly between municipalities and Infrastructure.
The status of past municipal restrictive covenants on land transferred to school boards and how that would be impacted with the new ownership model.
How the process for any major modification, maintenance repairs, or recapitalization projects would work.
If there will be potential for joint ownership. <ul style="list-style-type: none"> E.g.) A school board with a private investor and/or municipality where the investor or municipality are contributing the capital amenities.

Playgrounds and Playing Fields/Sports Fields

What We Heard
Stakeholders expressed an interest in:
Ownership related to playgrounds and playing fields and requested consideration be given to only transferring the school building envelope (i.e., school building(s), parking lot).

<p>Lost incentive for municipalities to use their funds (municipal reserve funds, parent/community investments) to build playgrounds.</p> <ul style="list-style-type: none"> Stakeholders noted that the province's \$250,000 playground funding covers only a small portion of costs, with municipalities often investing millions in related park infrastructure. They seek clarification on whether the province plans to expand funding to fully support playgrounds, sports fields, and trails for new schools.
<p>Community access to playing fields and playgrounds will be affected for charter schools that have unique programming that may not always be accessible to the public.</p>
<p>Clarity regarding subdivision of the land parcels for school and playgrounds. When approving the subdivision, municipalities need to provide separate access and access restrictions to/for the subdivided parcels, which may result in separation of schools from the playground and recreation facilities.</p>
<p>In the absence of appropriate incentives, municipalities may choose to limit the transfer of sports fields by means such as restricting further subdivision, implementing specific zoning measures, or opting to not sublease fields for ongoing operation and maintenance.</p>

Leasing

Master Lease and Sub-Lease

What We Heard
Stakeholders expressed an interest in:
<p>Clarity regarding master leases and sub-leases.</p> <ul style="list-style-type: none"> The terms of the master lease and sub-leases. Duration of the lease term, as well as grounds to terminate a lease between Infrastructure and school boards. What is the dispute resolution mechanism for the master lease and sub-leases. Will sub-leases require approval from the Crown. Will there be a consultation process with the community once the lease of a school board ends. The costs for the lease between Infrastructure and school boards.
<p>Challenges related to current and future schools share joint-use sites or in rural areas with multi-use facilities, creating complexity in ownership and operational responsibilities.</p>
<p>Clarity on the nature of leases, operating vs. capital.</p> <ul style="list-style-type: none"> If the lease is operating, it affects the school boards' cash flow.
<p>Continuation of operations and maintenance grants, and whether lease funding is restricted to leased buildings, or if it can be combined with other operation and maintenance funds.</p>
<p>Questions raised concerning the delineation of insurance responsibilities in the lease agreement, including asset coverage, and liability in the event of accidents or emergencies.</p>
<p>Requested guidance on how the new ownership model and post-lease will be reflected in their financial statements, including any new accounting requirements.</p>
<p>Collaboration with the Auditor General and external auditors to ensure that lease agreements align with their expectations.</p>
<p>Clarification on whether charter schools will be subject to the same lease conditions as public and separate school boards, with consideration given to accommodating their unique programming needs.</p>
<p>Risks related to a school being identified as underutilized being reassigned by Infrastructure</p>

to another school board once a lease ends.

Legislative and Other Amendments

Joint Use and Planning Agreements (JUPAs)

What We Heard
Stakeholders expressed an interest in:
The need for JUPAs deadline to be extended due to the new ownership changes. <ul style="list-style-type: none">• The deadline to submit school board and municipality JUPAs to Municipal Affairs was previously extended to June 10, 2026.
Clarification if Infrastructure will be a part of JUPAs.
A change in ownership may impact how JUPAs are drafted and support in re-draft would be helpful.
JUPAs do not apply to land without an MR, MSR, or SR designation. Reserve designation will dissolve upon transfer to Infrastructure.

Off-Site Levies

What We Heard
Stakeholders expressed an interest in:
Who will be responsible for off-site infrastructure costs (e.g., road upgrades and servicing extensions).
How sites are exempted from levies, particularly in cases where, for example, a municipality uses transportation levies at subdivision. <ul style="list-style-type: none">• Municipalities wondered if they must amend their off-site levy bylaws as a result.

Public Hearings

What We Heard
Stakeholders expressed an interest in:
Requirements for public hearings when land parcels change reserve designation. Reserves are particularly important to the public because they are limited in what uses are allowed.
Adequate public consultation when a site is no longer required for school use and community may lose green space if redeveloped.

Other

What We Heard
Stakeholders expressed an interest in:
An opportunity to review and provide input into the development of the regulations and a timeline for when regulations are expected to be finalized.
Analysis and compliance of the new ownership structure with the Public Sector Accounting Standards.
Joint consultation sessions with municipal representatives, board chairs, and superintendents.
More resources so stakeholders can better understand the changes.

Conclusion

The stakeholder engagement sessions and follow-up surveys provided valuable insight into the perspectives and priorities of school jurisdictions and municipalities with respect to the implementation of the new K–12 school ownership model.

Feedback highlighted key considerations related to land ownership and reserve designations, leasing arrangements, compensation, joint use, and the need for clear roles and responsibilities. Stakeholders expressed a strong interest in ongoing communication and involvement, particularly in the development of regulations, leases, and supporting processes. The input received to date, as well as that received through ongoing discussions with stakeholders, will help inform implementation and guide future policy and regulatory development.

Next Steps

This document is intended to ensure the concerns and questions are reflective of the discussion and information provided via the Q&A in Zoom as well as the follow-up survey responses. It is circulated only for validation by the stakeholders. Responses are not presented in this format; however, work is underway to review and analyze the comments and questions and prepare a Frequently Asked Questions (FAQ) document to provide clarity and responses to stakeholders. Work is also underway in collaboration with Service Alberta and Red Tape Reduction on a land titles transfer process that meets the legislated transfer requirements.

Stakeholders are requested to review the “What We Heard – Key Themes and Insights” section of this document to ensure its accuracy, completeness, and relevance during the stakeholder consultation session(s). Feedback is essential in validating information and will directly contribute to the FAQ document which will be shared after all necessary revisions have been made.

Infrastructure, in collaboration with Education and Childcare and Municipal Affairs, is committed to supporting a smooth transition that maintains continuity in educational programming and promotes effective use of public assets. Further updates will be shared as implementation proceeds.

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

June 25, 2025

Her Worship Linda Allred
Mayor
Village of Glenwood
PO Box 1084,
Glenwood, AB T0K 2R0

Dear Mayor Linda Allred:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

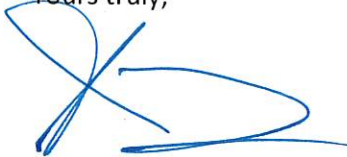
While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,

A handwritten signature in blue ink, consisting of a large, stylized 'D' with a horizontal line extending to the right and a vertical line crossing it.

Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

CAO

From: Tyler Gandam <president@abmunis.ca>
Sent: Monday, July 21, 2025 11:49 AM
To: CAO
Subject: ABmunis updated recommendations on recall rules
Attachments: ABmunis Recommendations on Recall of a Municipal Elected Official 20250630.pdf

Dear Mayors, Councillors, and CAOs:

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

What has ABmunis added to its recommendations?

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

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

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

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

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Recommendations on Recall of a Municipal Elected Official



Submitted to Alberta Municipal Affairs

June 30, 2025

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Executive Summary

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

Recommendations to Improve Municipal Recall

Alignment with
the *Recall Act*

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

Background

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

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

Comparison of Recall of MLAs versus Municipal Officials

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

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

1. Alignment with the Recall Act

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

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

Areas where MLA and municipal recall rules should be aligned

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

Areas where municipal recall rules should differ for municipal governments

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

2. Threshold of Signatures Required

Background

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

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

A recall petition represents the undoing of a democratic election.

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

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

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

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

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

Recommendations on Recall of a Municipal Elected Official

Outcome of Past Recall Petitions

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

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

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

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

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

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

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

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

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

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

40 per cent of eligible voters.

Acclamations

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

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

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

Recommendations on Recall of a Municipal Elected Official

Tiered Threshold

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

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

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

No comment.

3. Process to Recall a Municipal Elected Official

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

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

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

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

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

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

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

Recommendations on Recall of a Municipal Elected Official

Recommend Independent Body to Manage all Recall Activities

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

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

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

Financial incentives or gifts to sign a petition

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

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

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

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

Advertising for a recall petition

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

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

Fundraising for a recall petition

3.4. Should fundraising be permitted during a recall petition?

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

Fundraising by the Petition Organizer and Prevention of Campaigning

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

Recommendations on Recall of a Municipal Elected Official

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

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

Fundraising by the Targeted Elected Official

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

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

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

Use of personal information for purposes other than the recall petition

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

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

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

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

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

We recommend consulting with data security experts.

Recommendations on Recall of a Municipal Elected Official

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

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

Timelines

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

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

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

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

Strain on Municipal Government Resources & Progress

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

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

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

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

Strain on Mental Health

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

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

Recommendation

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

Recommendations on Recall of a Municipal Elected Official

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

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

Failure to submit a petition as required

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

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

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

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

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

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

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

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

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

Potential for requiring grounds for rationale for recall

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

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

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

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

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

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

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

This will save time and money for all involved.

Prevention of Unjustified Recall Petitions

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

Examples of unjustified recall petitions may include:

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

Justified Recall Petitions

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

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

4. Other Recommendations

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

Code of Conduct for Petition Canvassers

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

Removal of a Signature from a Petition

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

Responsibility for Enforcement

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

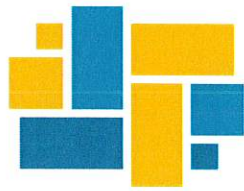
Consequences for Violating the Rules

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

Resources to Manage a Recall Petition

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

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

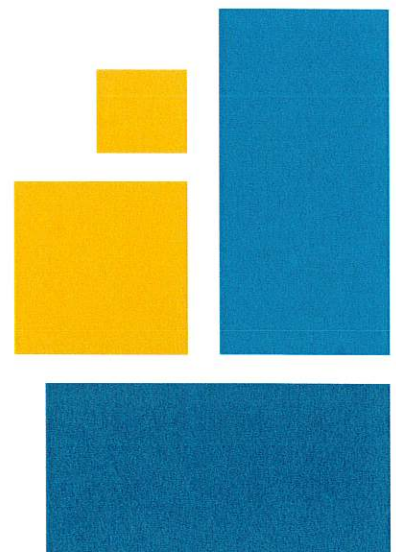


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**Cardston Provincial Detachment - 2024 Crime Severity Index****2025/07/22**

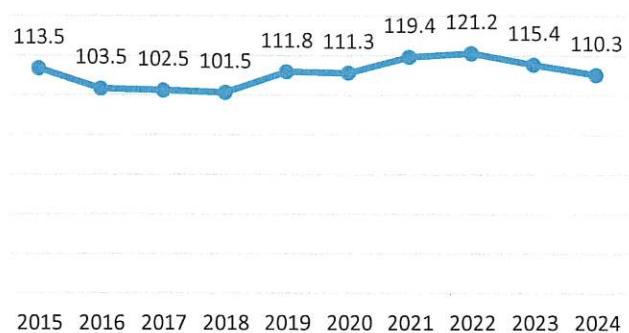
On July 22, 2025 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2024*. One portion of this report contained the calculated CSI values for 2024, as well as revised values for 2023.

CSI Values

The Cardston Provincial Detachment's 2024 CSI value is 110.3. This is a decrease of 4.5% when compared to the newly revised 2023 CSI value of 115.4.

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

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

Cardston Provincial Detachment CSI Values**Main Contributors and Drivers to CSI**

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

Top 10 Contributors to CSI - 2024		
Crime Category	% of CSI	# of Offences
Assault	18.9%	101
Other Criminal Code Offences	12.6%	240
Mischief To Property	9.4%	161
Drug Enforcement - Trafficking	8.5%	11
Other Sexual Offences	7.8%	9
Sexual Assaults	7.0%	12
Fraud	6.2%	34
Break & Enter	5.7%	13
Theft Under \$5,000	3.6%	57
Uttering Threats	3.4%	39
Total for Top Ten	83.0%	677

In 2024 Assault Offences accounted for 18.9% of the Cardston Provincial Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 83.0% of the Cardston Provincial Detachment's CSI.

The largest driver to the decrease in CSI from 2023 to 2024 was a decrease in Break & Enter offences. There were 30 less in 2024 than in 2023. This caused a CSI decrease of 15 points.

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

Top 3 Drivers to CSI Decrease from 2023 to 2024		
Crime Category	CSI Change	Offence Diff
Break & Enter	-15.0	-30
Other Criminal Code Offences	-4.1	-122
Fraud	-2.3	-13

Top 2 CSI Increases from 2023 to 2024		
Crime Category	CSI Change	Offence Diff
Assault	9.7	-16
Other Sexual Offences	4.9	6



July 15, 2025

Cardston County

Village of Glenwood
P.O. Box 1084
Glenwood, AB T0K 2R0

RE: Support for the 2025 Village Celebrations

To the Village of Glenwood,

On behalf of Cardston County Council, I am pleased to share that at a recent meeting, Council approved an additional \$500 donation in support of the 2025 Glenwood Celebrations. This brings Cardston County's total contribution to \$1,500.

This additional support was extended as a reflection of Council's appreciation for the value that events like this bring to our communities. Celebrations such as yours provide meaningful opportunities to bring people together, strengthen local identity, and foster community pride across the region.

Cardston County is proud to assist in helping make this year's celebration a success. We recognize the time, energy, and care that go into organizing these events, and we hope the 2025 Village Celebrations will be a joyful and memorable occasion for everyone involved.

Please accept our warmest wishes as your planning continues.

Warm regards,

Taylor Redford

Taylor Redford
Communications Clerk