



AGENDA
REGULAR COUNCIL MEETING
VILLAGE OF BEISEKER
Monday September 28, 2026, 7 pm
700 1st Avenue, Beiseker AB T0M 0G0 and Online

1. Call to Order

2. Declarations of Pecuniary or Indirect Pecuniary Interest

3. Adoption of Agenda

4. Adoption of Previous Minutes

a) Minutes of the September 14, 2026, Regular Council Meeting

5. Delegation – Proposed Subdivision

Palliser Regional Municipal Services - Tracy Woitenko
Sergey & Victoria Rozenberg

6. Staff Reports

- a) Public Works Department – Written Report
- b) CAO Report – Written Report
- c) Fire Department – Written Report

7. Financial Reports / Budgets

a) Cheque Listing – September 24, 2026

8. Business Arising from Minutes (Old Business)

- a) Bylaw 2026-19 – Redraft Fire Services Bylaw 2020-05
- b) Bylaw 2026-12 – Amendments to Council Procedural Bylaw

9. New Business

- a) Council Discussion Item – Municipal By-Election
- b) CAEP Three-Year Business Plan for Regional Economic Growth
- c) Council Committees

10. Council Reports

- a) Mayor David Ledoyen
- b) Deputy Mayor David McKenzie
- c) Councillor Nikki King
- d) Councillor Austin Sheridan
- e) Councillor Neil Young

11. Closed Session

12. Adjournment



4.9

**MINUTES OF THE REGULAR MEETING OF COUNCIL
VILLAGE OF BEISEKER
HELD ON September 14, 2026
At 7:00 pm Online and 700 1st Avenue, Beiseker AB T0M 0G0**

PRESENT:

Mayor David Ledoyen
Deputy Mayor David McKenzie
Councillor Nikki King
Councillor Neil Young

STAFF :

CAO Gail Peckham
ACAO Norma Lang

REGRETS:

Councillor Austin Sheridan

1. Call to Order

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

2. Declaration of Pecuniary or Indirect Pecuniary Interest

N/A

3. Agenda

Res#2026-377

MOVED by Councillor Young to amend the agenda, adding New Business item Alberta Municipalities 2026 Resolutions Book and CAO requested item for closed session item called Councillor Correspondence.

CARRIED

4. Adoption of the Previous Minutes

Res#2026-378

MOVED by Councillor Young to approve the minutes of the August 10, 2026, Regular Council Meeting.

CARRIED

5. Delegation – N/A

6. Staff Reports

- a) Public Works – Written Report
- b) CAO – Written Report
- c) Fire Dept – Written Report

Res#2026-379

MOVED by Councillor Young to accept the staff reports as presented.

CARRIED

7. Financial Reports

- a) Cheque Listing to September 11, 2026



Res#2026-380

MOVED by Mayor Ledoyen to approve the Cheque Listing through September 11, 2026, as presented.

CARRIED

8. Business Arising from Minutes (Old Business)

a) Policy FD-01 Paid-On-Call Firefighter Response Compensation

Res#2026-381

MOVED by Deputy Mayor Mackenzie that Council adopt Fire Department Policy FD-01 Paid-On-Call Firefighter Response Compensation presented by Admin at the Aug 10 Village Council Meeting.

IN FAVOUR
Deputy Mayor Mackenzie
Councillor Young
Council King

OPPOSED
Mayor Ledoyen

9. New Business

a) RCMP QUARTERLY REPORT

Res#2026-382

MOVED by Councillor Young that council accept the RCMP quarterly report.

CARRIED

b) Marigold Library System Board Updates

Res#2026-383

MOVED by Deputy Mayor Mackenzie that council accept the Marigold Library System board updates.

CARRIED

c) Revised Signing Authority for the Village of Beiseker

Res#2026-384

MOVED by Councillor King that council approve the addition of Norma Lang, Assistant CAO, as a signing authority on all Village of Beiseker financial accounts.

CARRIED

d) Public Auction Reserve Bids

Res#2026-385

MOVED by Deputy Mayor Mackenzie that Council establish the reserve bids as presented for properties being offered for sale at the 2026 public auction.

CARRIED

Res#2026-386

e) Minimum Municipal Tax Administrative Report

MOVED by Mayor Ledoyen that council rescind MOTION 2026-373.

CARRIED



Res#2026-387

MOVED by Deputy Mayor Mackenzie that Council direct Administration to bring forward annually a list of applicable farmland properties for Council's consideration for minimum municipal tax exemption.

CARRIED

Res#2026-388

f) Bylaw Enforcement

MOVED by Councillor Young that Council direct Administration to continue discussions with the Village of Acme, the Town of Irricana, and other interested municipalities regarding the establishment of a shared contracted Bylaw Enforcement service, with the intent of developing a proposed agreement and cost-sharing model for Council's consideration, with a targeted implementation date of early 2027.

CARRIED

Res#2026-389

g) CAEP Beiseker Community Profile

MOVED by Councillor King to accept the report from CAEP as information.

CARRIED

Res#2026-390

h) Alberta Municipalities 2026 Resolutions Book

MOVED by Councillor Young that Village of Beiseker delegates at the AB MUNIS Convention vote on behalf of the Village of Beiseker on the 19 Advocacy Resolutions as per the direction provided by Council.

CARRIED

10. Council Reports

- a) **Mayor Ledoyen** – Written Report
- b) **Deputy Mayor McKenzie** – Verbal Report
- c) **Councillor King** – Written Report
- d) **Councillor Young** – Written Report

Res#2026-391

MOVED by Councillor Young to accept the Council Reports as presented.

CARRIED

11. Closed Session

Res#2026-392

MOVED by Councillor Mackenzie to go into Closed Session at 8.18 pm to discuss:

- a) ATIA s.19 Disclosure harmful to business interests of a third party -- CN Lands
- b) ATIA s.19 Disclosure harmful to business interests of a third party -- Campground Tender Administrative Report
- c) ATIA s.20 (4) Personnel matters -- Request by Fire Chief King
- d) ATIA s.20 (4) Personnel matters -- Councillor Correspondence

CARRIED

Res#2026-393

MOVED by Councillor King to come out of Closed Session at 9:22 pm.

CARRIED



Res#2026-394

11.1 MOVED by Councillor Young that Council award the Beiseker Campground Management Contract for the 2027–2030 camping seasons to Merald and Lynda Hrynuik, and direct Administration to enter into a Campground Operating Agreement for May 2027 through October 2030, incorporating the terms and conditions outlined in the Request for Tender.

CARRIED

Mayor Ledoyen, on behalf of Council and Administration, acknowledged the resignation letter submitted by Austin Sheridan and thanked him for his contributions to the Village of Beiseker and his time serving on Council.

Councillors divided up the committee positions made vacant by Councillor Sheridan's resignation to provide coverage until the October 26 Organizational Meeting.

12. Adjournment

Res#2026-395 **MOVED by Deputy Mayor McKenzie** to adjourn the meeting at 9:24 pm.

Mayor, David Ledoyen

CAO, Gail Peckham

AGENDA: September 28, 2026

MUNICIPALITY: Village of Beiseker

Location:	Skyland Road
Legal Description:	SW 1/4 Sec. 12 - Twp. 28 - Rge. 26 W4M
Applicant:	Sergey and Victoria Rozenberg
Owner(s):	Sergey and Victoria Rozenberg
Area to be Subdivided:	2.02 ha (5.0 ac)
Proposed Parcels (#):	1
Existing Use:	Vacant/Agricultural
Proposed Use:	Industrial
Land Use District:	I-GEN General Industrial District
Reserves Required:	Yes
Subdivision Authority:	Village of Beiseker Council
Attachments:	1. Subdivision Application 2. Certificate of Title 3. Key Location Plan 4. Tentative Plan of Subdivision 5. Aerial Photo 6. Skyland ASP Concept Plan 7. ATEC Circulation Responses
Report Prepared By:	Tracy Woitenko, Senior Planner (PRMS)
Reviewed By:	Gail Peckham, CAO Joshua DeYoung, Project Engineer (MPE)

PROPOSAL

To subdivide a 2.02 ha (5.0 ac) parcel from SW 1/4 Sec. 12 - Twp. 28 - Rge. 26 W4M for a truck storage yard and office/shop building.

DISCUSSION

An application for subdivision of one lot from SW-12-28-26-W4M has been received by Palliser Regional Municipal Services (PRMS) from the landowners, Sergey and Victoria Rozenberg (Attachment 1 – Subdivision Application and Attachment 2 – Certificate of Title).

The subject lands are located in the Village of Beiseker at the south end of Skyland Road (Attachment 3 – Key Location Plan). The existing parcel is approximately 17.37 ha in size and is a vacant lot which has been used for agricultural purposes. These lands have been identified for future industrial use and in 2000, the Skyland Area Structure Plan was adopted to provide a

framework for future subdivision and development applications. The ASP was intended to provide direction recognizing that the area is adjacent to Highway 9 (under jurisdiction of Alberta Transportation and Economic Corridors) and because there are multiple landowners to coordinate.

The proposed lot is located to the south and west of existing industrial development in Beiseker. The subdivision is to create one new lot to be used for truck storage and an office/building (Attachment 4 – Tentative Plan of Subdivision). Development Permit 2025-20 has been issued to the landowner related to stripping and grading of this property, which has commenced.

TECHNICAL REVIEW

Site and Surrounding Area:

The site is generally flat and slopes towards the southwest. To the west is an undeveloped road, 5th Avenue. There is a berm located along the western border of the proposed lot, and to the west of the berm is the drainage ditch. To the north of the site is a highways operations and maintenance facility. To the east is a storage yard (Attachment 5 – Aerial Photo).

Soil Characteristics:

A geotechnical investigation of the soils was undertaken by AR Geotechnical Engineering (December 2025). The results show an upper layer of silty sand extending 3 to 10 feet deep. This is underlain by a clayey silt (glacial till) deposit. Depth to groundwater averaged 2.5 m, however, the report recognized that the groundwater table is seasonal and higher groundwater levels may be encountered following spring thaw and periods of prolonged precipitation. The report indicates that the site's subsoil conditions are considered suitable for the proposed subdivision/development. There is no identified risk of flooding, subsidence or erosion.

Stormwater Management:

Stormwater for the proposed lot must be managed on-site. 2.8 of the Skyland ASP states “storm retention may be required for development of the Plan Area before it is released into the drainage ditch serving the Village”. AR Geotechnical prepared a Stormwater Management Design Report and Calculation Package (August 2026) to support grading of the proposed lot and stormwater management design. In general, the site has been graded to collect runoff from the developed surfaces and convey it to the perimeter drainage system and a detention swale on the proposed southern lot boundary. The design of the swale will restrict discharge from the site to approximately the pre-existing condition rate. An emergency overflow path/culvert is proposed to the drainage ditch so that runoff from storms exceeding the design event will not adversely affect the proposed building site or adjacent properties. The conditions of approval require that the stormwater design indicated in the Stormwater Management Design Report Calculation Package is shown on the detailed design and construction drawings to be approved by the Village prior to commencement of construction.

Road Access:

The proposed lot will be accessed from an extension of Skyland Road. Skyland Road is a gravel road with a 30 m right-of-way that currently appears to end within 6 Skyland Road.

As a condition of approval, the developer will need to prepare detailed engineering design and construction drawings for the extension of Skyland Road. As shown on the proposed tentative plan of subdivision (Attachment 4), Skyland Road will only be extended to the access point of the proposed lot. The developer will be required to construct the road and access at their own expense. The Skyland ASP contains details of the road designs required in this area (a “rurban standard”).

At future subdivisions, the road layout will need to be designed in a more comprehensive manner to ensure access to both sides of Skyland Road. Figure 5 of the Skyland ASP shows the potential layout of roads and lots of the area (Attachment 6 – ASP Concept Plan). This will likely require greater coordination of landowners on the east and west sides of the extended Skyland Road.

Note that the section of 5th Avenue located to the west of the proposed lot will remain undeveloped road allowance. The Village may consider a separate closure of this road right-of-way and disposing of the lands as it deems suitable (see 3.10.10 of the Skyland ASP).

Water Servicing:

The lot will be serviced by municipal water. The developer will be required, as a condition of subdivision approval, to prepare detailed design and construction drawings for the extension of the Village’s water main to service the lot and to ensure that adequate flows are available. The water main is currently stubbed at the intersection of Skyland Place (200 mm PVC). The developer will also be required to construct the municipal water infrastructure at their own expense.

Sewage System:

The lot will also be serviced by municipal sanitary sewer. The developer will be required, as a condition of subdivision approval, to prepare detailed design and construction drawings for the extension of the Village’s sanitary sewer main to service the lot. The sanitary sewer main is currently stubbed at the intersection of Skyland Place (200 mm PVC gravity main). The developer will also be required to construct the municipal sanitary sewer infrastructure at their own expense.

Utilities:

As a condition of subdivision approval, the developer will also be required to work with the shallow utility companies to have electrical, gas and phone/cable utilities designed and installed at their own cost. Shallow utility rights-of-ways will be registered as required.

Development Agreement:

As a condition of subdivision, the developer will be required to enter into a Development Agreement with the Village pursuant to 655 of the *MGA*. This section of the *MGA* allows the municipality to require developers to construct roads and utilities at their own expense pursuant to the

Development Agreement. It also enables the municipality to require the developer to give security to ensure that the terms of the agreement are carried out.

A Development Agreement can also contain terms regarding oversizing and “endeavors to assist”. For example, the subdivision of this lot will result in the construction of utilities and roads that will also serve the lands on the eastern side of Skyland Road. When the developer of those lands proceeds with subdivision or development and connects to these utilities, the Village can recuperate those oversized or proportionate costs for the developer that installs the infrastructure or oversized infrastructure. The discussion of potential oversizing and endeavors to assist will be discussed following the approval of the detailed design and construction drawings and during negotiation of the Development Agreement.

The Village can also collect off-site levies pursuant to the Utilities Off-Site Levy Bylaw 2019-06 upon execution of the Development Agreement.

Environmental Reserve (ER)/Environmental Reserve Easement (ERE)/Conservation Reserve (CR):

No lands qualify for ER or ERE dedication pursuant to 664 of the *MGA*. Conservation Reserve is not proposed or required.

Municipal Reserve (MR)/School Reserve (MSR):

Municipal and/or School Reserve dedication may be required by the Subdivision Authority pursuant to MGA 661(b) and 666(1) and (2).

The Village’s Municipal Development Plan (MDP) Bylaw 02-2013 states that “In commercial and industrial subdivision, cash-in-lieu of reserve land dedication will be considered on a site specific basis where reserve land needs are not anticipated as part of area structure plans or conceptual schemes.”

The Skyland Area Structure Plan (ASP) Bylaw 2000-05 states that MR may be used for buffering between the industrial area and the highway. However, this site is not located adjacent to the highway. It also states that MR may be used for a pathway adjacent to the drainage ditch or a minimum of 5 m for access to the ditch. This provision is also not applicable as 5th Ave is located adjacent to the ditch. The ASP indicates that any balance of MR be provided as cash-in-lieu.

Total Parcel Area	2.02 ha (5.0 ac)
Less: ER/ERE/CR	0 ha (0 ac)
Maximum Reserve Dedication: 10%	0.202 ha (0.5 ac)

There is an existing Deferred Reserve Caveat registered on the parent parcel (SW 1/4 Sec. 12 - Twp. 28 - Rge. 26 W4M) requiring an additional 2.558 ha (6.32 ac) of land to be dedicated as MR on the SE or SW quarters. Administration is looking into the rationale of this DRC, which will remain on title of the parent parcel. In accordance with the ASP and as a condition of subdivision, the developer will

be required to pay cash-in-lieu of MR for a total of 0.202 ha of land, the cost of which will be determined following subdivision approval using the assessed value of the land.

Other:

- Abandoned Wells: there are no abandoned wells in or near the proposed subdivision area.
- Sour Gas Facilities: no permanent dwellings, public facilities or unrestricted country residential development are proposed to occur in the subdivision area.
- Gas and Oil Wells, Batteries, Processing Plants, or Pipelines: the proposed subdivision is not located near the pipelines crossing the parent parcel.
- Wastewater Treatment, Landfills, Waste Sites: the proposed subdivision does not contain residential, school or hospital development. There are no applicable setbacks from the lagoons or transfer station for industrial uses.
- Wetlands or waterbodies: there are no wetlands or waterbodies impacted by the proposed subdivision.
- Regional Waterline: There is an existing regional waterline within a URW at the northern property line of the proposed lot. This waterline and URW will remain. Development within the URW must comply with the requirements of the URW agreement.

STATUTORY PLANS, BYLAWS, & POLICIES

Municipal Development Plan Bylaw 02-2013:

The proposed subdivision complies with the Village's MDP.

Skyland Area Structure Plan Bylaw 2000-05:

The proposed subdivision complies with the Skyland ASP.

Land Use Bylaw 2019-04:

The purpose of the I-GEN District is:

To provide for industrial uses where the assembly, processing and/or storage of raw materials or finished products may be required and nuisance factors are confined to the site area.

The minimum parcel size of the I-GEN District is 1254.0 m² and the minimum parcel width is 30.0 m. The proposed lot meets these minimum requirements at 2.02 ha in area and 122.97 m width.

CIRCULATION

Adjacent Landowners:

- No comments were received from adjacent landowners.

Municipal Departments:

- Fire Department: No concerns. Ensure adequate fire hydrant coverage at detailed design of the water system.

Adjacent Municipalities:

- Rocky View County: The following comments were received from the Planner at Rocky View County.

The County kindly requests that the following concerns be addressed prior to the application moving forward.

General

1. The County suggests consideration for managing impacts through the conditions of approval, specifically regarding traffic, dust, lighting, noise, debris, stormwater, and other potential off-site impacts, to ensure they are appropriately mitigated during and after construction, with consideration for neighbouring lands.

2. If County roads will be used as haul routes for the transportation of materials and/or equipment associated with the development, the applicant is requested to contact County Road Operations to provide haul route details and confirm whether a Road Use Agreement is required pursuant to the County's Road Use Agreement Bylaw C-8323-2022.

- We note that the comments from the County would apply to development permit, not subdivision.

School Boards:

- Rocky View Schools: No response.

External Agencies:

- Alberta Health Services – Central Zone: No response.
- Alberta Transportation: See Attachment 7. ATEC grants approval for the Subdivision Authority to vary the requirements of Sections 18 and 19 of the *Matters Related to Subdivision and Development Regulation*.
- ATCO Gas: No response.
- Fortis Alberta: FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.
- TELUS Communications: No concerns.

RECOMMENDATION

That the application be **approved**, subject to the following conditions of approval and advisements.

Conditions of Approval

1. All conditions of this subdivision approval are to be carried out by the developer to the satisfaction and sole and absolute discretion of the Subdivision Authority unless otherwise indicated in these conditions of approval.
2. The subdivision be effected by plan of survey prepared by an Alberta Land Surveyor.
3. All outstanding property taxes are to be paid prior to endorsement of the plan of survey.
4. A variance to Sections 18 and 19 of the *Regulation* is granted by the Subdivision Authority in accordance with Section 20 of the *Matters Related to Subdivision and Development Regulation, Alberta Regulation 84/2022*, due to written approval being received by the Minister of Transportation and Economic Corridors.
5. All third party costs incurred by the Subdivision Authority in reviewing all engineering, environmental, legal, planning documents and information submitted by the applicant prior to endorsement of the subdivision plan are paid.
6. Prior to construction of municipal services and infrastructure, the developer shall submit detailed engineering and construction drawings prepared by a qualified professional to the satisfaction of the Subdivision Authority for roads, water (including hydrants), sanitary, storm water, signs, and shallow utilities to the satisfaction of the Subdivision Authority. All plans shall be stamped and sealed by a professional engineer.
7. Prior to commencement of construction, the owner shall enter into a Development Agreement with the Village of Beiseker pursuant to Section 655 of the *Municipal Government Act*.

The Development Agreement shall contain, among other things, the following conditions:

- a. that the owner pay all servicing costs, assessments, construction costs, modification costs and inspection costs required by this subdivision;
- b. that the owner pay all costs specified in the Development Agreement prior to the endorsement of the plan of survey, including the payment of off-site levies in accordance with the Utilities Off-Site Levy Bylaw 2019-06;
- c. that the owner submits detailed engineering drawings and technical studies;
- d. that the owner submits an Erosion and Sediment Control Plan (ESC) and Construction Management Plan (staging areas, addressing access to adjacent properties, traffic management, arranging Village staff to control utility services, etc);

- e. that the owner constructs all roads in accordance with the approved detailed engineering drawings, and as a result, may require adjustments to the road right-of-way shown in the Tentative Plan of Subdivision;
 - f. that the owner construct all water, sanitary and stormwater utilities in accordance with the approved detailed engineering drawings; and
 - g. that the owner construct all fences wholly on privately-owned land.
8. The developer shall grade the subdivision area and construct all stormwater conveyance systems in accordance with the approved detailed engineering drawings and Stormwater Management Design Report and Calculation Package to ensure proper stormwater management. The Stormwater Management Design Report and Calculation Package shall be stamped and sealed by a professional engineer. The details of the stormwater system shall be shown in the detailed engineering drawings, including the proposed control device to facility the fixed release rate.
9. Prior to endorsement, Cash-In-Lieu for Municipal Reserve is paid to the Village of Beiseker pursuant to Section 661(b) of the *Municipal Government Act*. The amount owing will be the cash equivalent of the appraised value of 10% of the developable land area as determined by an independent market value appraisal with the actual land area to be determined by the final survey.
10. The existing waterline URW shall be carried forward on the new certificate of title for the proposed lot.
11. Concurrent with submission of the plan of subdivision for endorsement, applicable URW plans shall be prepared and submitted for registration.
12. Prior to issuance of a Building Permit above the foundation on the proposed lot, a construction completion certificate (CCC) must be issued for the water system, including hydrants, and an all-weather access route is constructed.

Advisements

This approval is valid for one year expiring on [Date of Approval]. Pursuant to the *Municipal Government Act*, any extensions of the subdivision approval may be authorized by the Council.

The conditions of approval are to be met to the satisfaction of the Subdivision Authority prior to the submission of the final plan of subdivision, prepared by an Alberta Land Surveyor, and prior to the submission of the endorsement documents. Please be advised that it is your responsibility to hire a surveyor or legal counsel to prepare the necessary subdivision plan and/or easements and/or caveats and finalize the conditions noted above within the one-year time frame. The form of the documentation required for registration must be suitable to the Registrar of the Land titles Office, in accordance with the *Land Titles Act*.

The Subdivision Authority will not endorse any documents or plans until the Appeal Period as set out in the *Municipal Government Act* has expired. An endorsement fee will be required to be paid

upon submission of the final plan of subdivision. Endorsement fees are subject to change. If the fee schedule is amended before you submit the final endorsement documents, the new fees will apply.

OPTIONS

That the application be approved, with added or amended conditions than recommended above.

REASON(S) FOR DECISION

Part 1, Section 10 of the *Matters Related to Subdivision and Development Regulation* requires that:

The written decision of a subdivision authority provided under section 656 of the Act must include the reasons for the decision, including an indication of how the subdivision authority has considered.

- (a) any submissions made to it by the adjacent landowners, and
- (b) the matters listed in section 9.

Subdivision Authority Reason(s) for Decision

1. There are no objections from adjacent landowners, Rocky View County or other agencies.
2. The application complies with the *MRSDR/MGA*.
3. The application complies with the Village's MDP, ASP and LUB.

Tracy Woitenko
PRMS Senior Planner

September 28, 2026

Subdivision Application Form – Urban or Complex

File Number:	56/005
PRMS Number:	2026-004

This application should be used for urban or complex subdivisions where there is:

- construction of public water, sanitary or stormwater mains, roads or other infrastructure;
- approval of a stormwater management or grading plan; or
- dedication of municipal or environmental reserve.

1. CONTACT INFORMATION			
Applicant Name(s)/Company*:		Sergey & Victoria Rozenberg	
Mailing Address:	179 Sage Hill Green NW	Town/City:	Calgary
Postal Code:	T3R 0G8	Phone #:	4038018708
Email:	sertdrive@yahoo.com		
Landowner Name(s)/Company*, if not the Applicant:			
Mailing Address:		Town/City:	
Postal Code:		Phone #:	
Email:			

*If the owner is a company, see page 5 for additional requirements

2. LEGAL LAND DESCRIPTION								
All/part of the	SW	¼ Sec.	12	Twp.	28	Rge.	26	W4 th M
Being all/part of	Lot(s)		Block		Plan			
Civic Address (if applicable):		N/A						
Municipality:	Village of Beiseker							

3. LAND USE	
Existing Use of Land (ie. residential, agricultural):	Agricultural
Proposed Use of Land (ie. same as above):	Industrial
Land Use Designation (from Land Use Bylaw):	S-URB-Urban Reserve District
Number of Proposed Lots:	2(Lot and remainder)
Describe any buildings/structures on the land and whether they are to be demolished or removed: Vacant Land	

Subdivision Application Form – Urban or Complex

4. PHYSICAL CHARACTERISTICS OF LAND

Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.):
Subject parcel is flat.

Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.):

There is no vegetation or water on the land.

Describe the kind of soil on the land (sandy, loam clay, etc.):
Sandy - loam.

5. SERVICES ON THE LAND TO BE SUBDIVIDED

List the existing and/or proposed manner of providing water and sewage disposal:
Currently vacant land.

6. LOCATION OF THE LAND TO BE SUBDIVIDED

	YES	NO
Is the land located adjacent to the municipal boundary? If "yes", name adjacent municipality: <u>Rocky View County</u>	✓	
Is the land located within 800m (1/2 mile) of a river, stream, watercourse, lake or other permanent body of water, canal, or drainage ditch?		✓
Is the land located within 1.6 km (1 mile) of the right-of-way of a highway? If "yes", state highway number <u>HWY-9</u>	✓	
Is the land located within 800m (1/2 mile) of a Confined Feeding Operation?		✓
Is the land located within 450m (1476 ft) of a garbage landfill?		✓
Is the land located within 300 m (984 ft) of a sewage treatment facility or sewage lagoon?		✓
Is the land located within 1.5 km (0.93 miles) of a sour gas facility?		✓
Is there an abandoned oil or gas well or pipeline on the property? (Well Map Viewer: https://maps.aer.ca/awm/index.html)	✓	

Subdivision Application Form – Urban or Complex

RIGHT OF ENTRY AND REGISTERED OWNER AUTHORIZATION

I/We hereby authorize Palliser Regional Municipal Services to process the application and enter my/our land to conduct a site inspection in connection with my/our application. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

Sergey Rozenberg

Owner's Name (Printed)



Owner's Signature

March 21, 2026

Date

Victoria Rozenberg

Owner's Name (Printed)



Owner's Signature

March 21, 2026

Date

CONSENT TO APPLICANT

I/We hereby authorize _____
to act on my/our behalf as the registered landowner(s) on matters pertaining to this application.

Owner's Name (Printed)

Owner's Signature

Date

Owner's Name (Printed)

Owner's Signature

Date

SIGNATURE

Registered Owner or person Acting on Behalf of the Owner:

I, **Sergey & Victoria Rozenberg**, hereby
certify that:

(Full Name, printed)

☒

I am the Registered Owner; or

☐

I am authorized to act on behalf of the registered owner;

And that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

I HEREBY AGREE that Palliser Regional Municipal Services Company Limited may release the information contained within this application for the purposes of processing this subdivision application. This release may include but is not limited to inclusion in referral letters issued to agencies and adjacent landowners, and inclusion in the municipal planning commission packages prepared by Palliser Regional Municipal Services Company Limited.



Signature



March 21, 2026

Date

The personal information collected through this Subdivision application form is required and will be used for purposes of processing this application. This collection is authorized by section 4 (a) of the Protection of Privacy Act and by section 653 of the Municipal Government Act. The name of the applicant(s) and landowner(s), and the nature of the application are available to the public upon request. For questions about the collection of personal information, please contact PRMS Box 1900 Hanna, AB T0J 1P0 at 403-854-3371 or by email at info@palliserservices.ca

Subdivision Application Form – Urban or Complex

CONSENT TO ELECTRONIC COMMUNICATION - LANDOWNER

All communications in electronic format will be considered written communications. Which includes electronic documents, stamps, and signatures, for all notices related to this application.

Manner of Consent

I (Landowner) Sergey & Victoria Rozenberg,

of (mailing address) 179 Sage Hill Green NW, Calgary, AB, T3R 0G8

acknowledge that I will be able to access and agree to accept communications provided electronically by Palliser Regional Municipal Services.

The email address to be used is: sertdrive@yahoo.com



Victoria Rozenberg

March 21, 2026

Date

CONSENT TO ELECTRONIC COMMUNICATION – APPLICANT (If not the Landowner)

All communications in electronic format will be considered written communications. Which includes electronic documents, stamps, and signatures, for all notices related to this application.

Manner of Consent

I (authorized agent) _____,

of (mailing address) _____

acknowledge that I will be able to access and agree to accept communications provided electronically by Palliser Regional Municipal Services.

The email address to be used is: _____

Signature

Date

FOR OFFICE USE ONLY

Date Application
Received:

March 22, 2026

Accepted By:

Garry Wilson

Fee Submitted:

\$1000 Application + \$300 Endorsement

The personal information collected through this Subdivision application form is required and will be used for purposes of processing this application. This collection is authorized by section 4 (a) of the Protection of Privacy Act and by section 653 of the Municipal Government Act. The name of the applicant(s) and landowner(s), and the nature of the application are available to the public upon request. For questions about the collection of personal information, please contact PRMS Box 1900 Hanna, AB T0J 1P0 at 403-854-3371 or by email at info@palliserservices.ca



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0035 522 144 4;26;28;12;SW 241 044 037

LEGAL DESCRIPTION

MERIDIAN 4 RANGE 26 TOWNSHIP 28
SECTION 12
QUARTER SOUTH WEST
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS
EXCEPTING:

FIRSTLY:

PLAN	NUMBER	ACRES MORE OR LESS
ROADWAY	66EZ	5.65
RAILWAY	RW31	7.10
SUBDIVISION	4204IA	1.24

SECONDLY:

THAT PORTION OF THE SAID SOUTH WEST QUARTER WHICH LIES TO THE
SOUTH EAST OF THE SAID RAILWAY RIGHT OF WAY ON PLAN RW31 AND
TO THE NORTH WEST OF THE SAID ROADWAY ON PLAN 66EZ CONTAINING
35 ACRES MORE OR LESS

THIRDLY:

THAT PORTION OF THE SAID SOUTH WEST QUARTER WHICH LIES TO THE NORTH
WEST OF THE RAILWAY ON PLAN RW31 CONTAINING 50.4 ACRES MORE OR LESS

FOURTHY:

PLAN	NUMBER	HECTARES	ACRES	MORE OR LESS
SUBDIVISION	9913526	1.16	2.87	
ROAD	1012937	2.150	5.31	
SUBDIVISION	1213695	1.97	4.87	

EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: VILLAGE OF BEISEKER

REFERENCE NUMBER: 181 107 602

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
241 044 037	09/02/2024	TRANSFER OF LAND	\$600,000	\$600,000

(CONTINUED)

OWNERS

SERGEY ROZENBERG

AND

VICTORIA ROZENBERG

BOTH OF:

179 SAGE HILL GREEN NW

CALGARY

ALBERTA T3R 0G8

AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
8604IZ	22/10/1964	UTILITY RIGHT OF WAY GRANTEE - NGTL GP LTD. AS TO PORTION OR PLAN:2969JK "1.63 ACRES" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 241207583)
3336KR	05/06/1970	UTILITY RIGHT OF WAY GRANTEE - NGTL GP LTD. AS TO PORTION OR PLAN:7294JK "0.51 OF AN ACRE" (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 241225772)
821 014 522	27/01/1982	CAVEAT CAVEATOR - FOOTHILLS PIPE LINES (ALTA). LTD.
821 020 199	04/02/1982	UTILITY RIGHT OF WAY GRANTEE - FOOTHILLS PIPE LINES (ALTA). LTD. AS TO PORTION OR PLAN:7911380 "20.33 M R/W"
841 069 137	24/04/1984	CAVEAT RE : SEE CAVEAT CAVEATOR - FOOTHILLS PIPE LINES (ALTA). LTD. 801 7 AVENUE S.W., CALGARY ALBERTA T2P3P7
841 069 138	24/04/1984	CAVEAT RE : SEE CAVEAT CAVEATOR - FOOTHILLS PIPE LINES (ALTA). LTD. 801 7 AVENUE S.W., CALGARY ALBERTA T2P3P7

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 3

241 044 037

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
001 037 656	09/02/2000	UTILITY RIGHT OF WAY GRANTEE - NGTL GP LTD. TAKES PRIORITY OF CAVEAT 981132867 REGISTERED MAY 8 1998 (DATA UPDATED BY: TRANSFER OF UTILITY RIGHT OF WAY 241198156)
001 080 240	28/03/2000	UTILITY RIGHT OF WAY GRANTEE - THE VILLAGE OF BEISEKER. BOX 349 BEISEKER ALBERTA PORTION DISCRIBED
001 204 286	25/07/2000	CAVEAT RE : SURFACE LEASE UNDER 20 ACRES CAVEATOR - CPC RESOURCES ULC. ATTN LAND DEPT PO BOX 1230 STN M CALGARY ALBERTA T2P2K9 (DATA UPDATED BY: CHANGE OF NAME 051194760) (DATA UPDATED BY: TRANSFER OF CAVEAT 061439253) (DATA UPDATED BY: TRANSFER OF CAVEAT 161269512)
011 010 651	10/01/2001	CAVEAT RE : DEFERRED RESERVE CAVEATOR - THE VILLAGE OF BEISEKER. BOX 349, BEISEKER ALBERTA T0M0G0 AGENT - NEMETH PLANNING SERVICES.
041 295 630	10/08/2004	CAVEAT RE : WELLSITE AND ACCESS ROAD CAVEATOR - CPC RESOURCES ULC. ATTN: LAND DEPARTMENT P.O. BOX 1230, STATION M CALGARY ALBERTA T2P2K9 (DATA UPDATED BY: CHANGE OF ADDRESS 051382473) (DATA UPDATED BY: CHANGE OF NAME 061377049) (DATA UPDATED BY: TRANSFER OF CAVEAT 161121288)
061 408 654	03/10/2006	UTILITY RIGHT OF WAY GRANTEE - KNEEHILL REGIONAL WATER SERVICES COMMISSION.

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 4

241 044 037

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
--------	--------------	-------------

AS TO PORTION OR PLAN:0514359
TAKES PRIORITY DATES OF CAVEATS 041063779 AND
051082260 REG'D. ON 13 FEB. 2004 & 11 MAR. 2005

TOTAL INSTRUMENTS: 012

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 25 DAY OF JUNE,
2025 AT 09:53 A.M.

ORDER NUMBER: 54119317

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

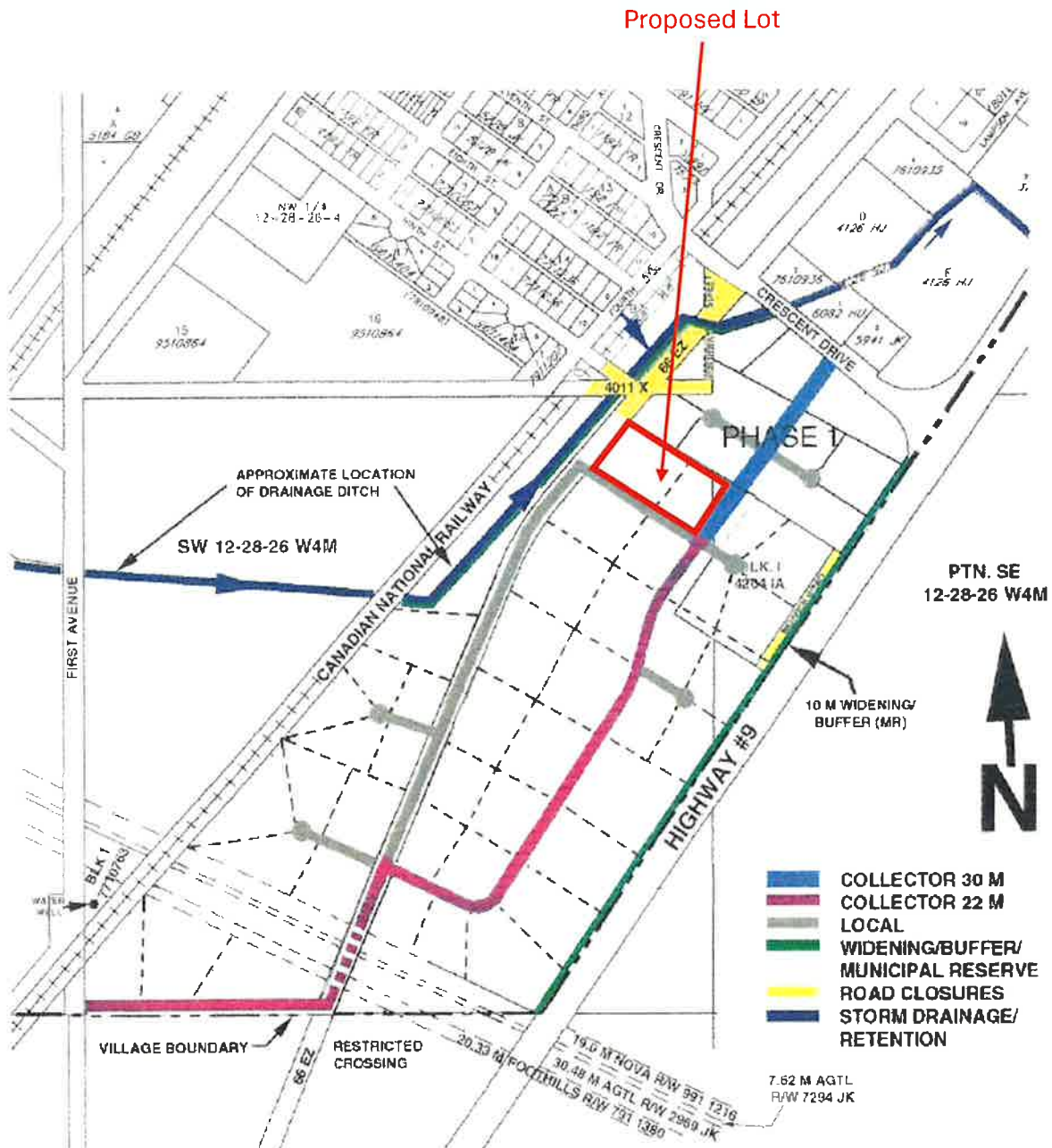
Attachment 3 – Key Location Plan



An aerial photograph of an industrial area. A large, dark, rectangular parcel in the lower right is outlined in red. To its left is a large, light-colored cylindrical storage tank. Further left, there are several smaller industrial buildings and parking lots. A road labeled 'Skyland Pl' runs horizontally across the middle. Another road labeled '64th St' runs horizontally at the top. A red dashed line follows the top boundary of the red-outlined parcel. Various other labels like 'P3 pugs' and 'SAYO' are visible on the image.



Attachment 6 – Skyland ASP Concept Plan

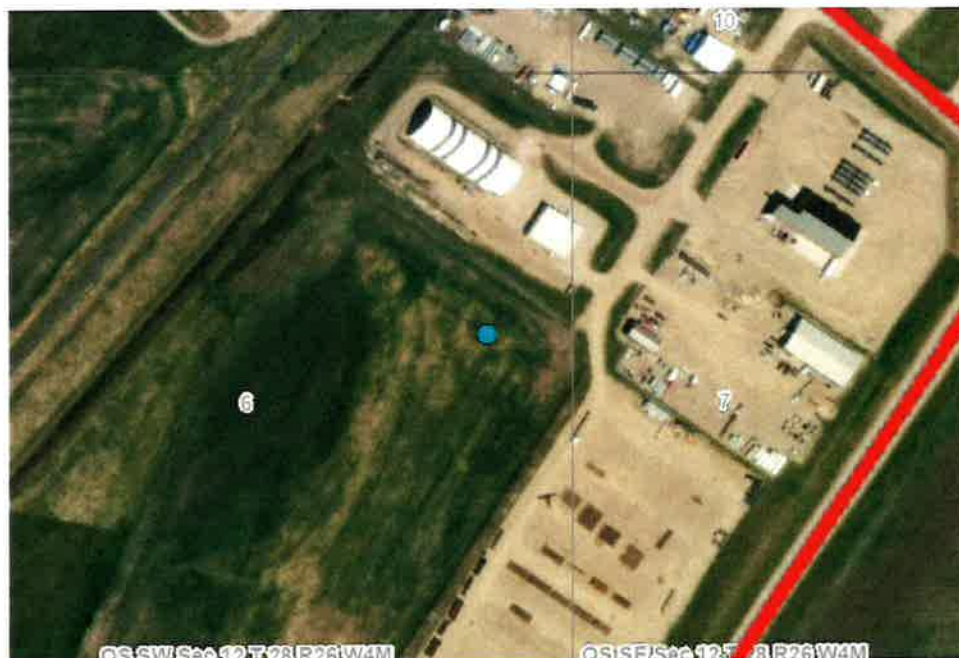




Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	56-005	Highway(s):	72, 806, 9
Legal Land Location:	QS-SW SEC-12 TWP-028 RGE-26 MER-4	Municipality:	Beiseker
Decision By:	Evan Neilsen	Issuing Office:	Southern Region / Calgary
Issued Date:	July 28, 2026	Appeal Authority:	Subdivision and Development Appeal Board
RPATH Number:	RPATH0074376		
Description of Development:	Village of Beiseker subdivision- Industrial Lot adjacent to Highway		



This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 72, 806, 9

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

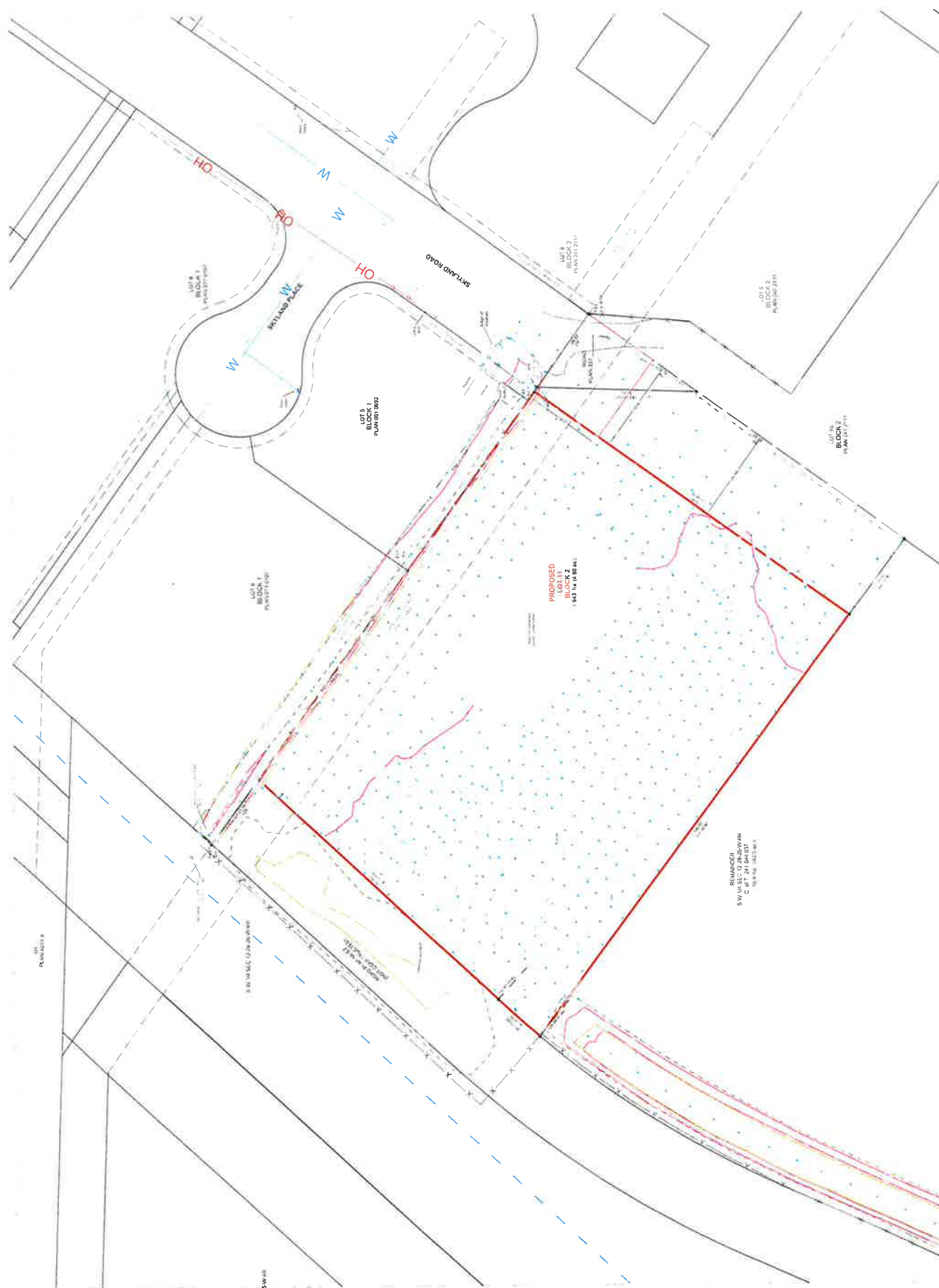
1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
2. The applicant is advised that any development within the highway right-of-way or within 300 metres beyond the limit of a controlled highway or within 800 metres from the center point of an intersection of the highway and another highway would require a permit from Transportation and Economic Corridors. This requirement is outlined in the Highways Development and Protection Regulation. The subject property is within the noted permit area and, as such, any development would require the said permit. To ensure that any future highway expansion plans are not unduly compromised, minimum setbacks would be identified and stipulated as a condition of approval such that an adequate buffer would be maintained alongside the highway and any other highway related issues could be appropriately addressed.
3. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.
4. No new direct highway access will be permitted. Access shall be via the local municipal road or existing access.
5. The subject land is within the permit area of a highway as outlined in the Highways Development and Protection Regulation. Proposed development on the subject will require the benefit of a Roadside

Development Permit from Transportation and Economic Corridors.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Evan Neilsen, Development and Planning Technologist**, on **July 28, 2026** on behalf of the Minister of Transportation and Economic Corridors





VILLAGE OF BEISEKER

PUBLIC WORKS

PO BOX 349, BEISEKER, AB T0M 0G0
Tel. 403-947-3270

Email: publicworks@beiseker.com
www.beiseker.com

Council Report: Regular Meeting of Council – September 28, 2026

Prepared by: Brandon Martin

Water/Wastewater:

- On September 22 we located a leak on 9th Street while checking manholes. The break was in a service line under the road. Repairs were completed on September 23rd. Only 5 homes were affected by the water service disruption.
- We believe we have identified another leak on Lount Crescent. We will be doing a dig on Monday, September 28 to repair it.

Buildings

- We will be performing the required maintenance on the generator at the hall and expect to have it up and running very soon.
- Public Works has re-stained the Village Office deck and we plan on doing it every other year going forward.

Beiseker Daily Average Water Usage Consumption by Year and Month (m3)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	371.00	167.61	216.84	146.68	158.61	131.32	150.55	169.00	194.23	149.19	214.84
February	467.79	167.50	216.96	162.86	162.48	172.68	167.18	178.79	160.59	155.18	155.04
March	390.10	170.55	306.16	180.03	144.52	139.45	155.90	190.00	135.74	145.97	155.94
April	338.93	191.23	362.97	155.73	145.07	138.47	162.20	175.73	138.83	161.47	163.30
May	348.48	192.74	431.29	151.87	160.87	141.58	150.68	155.90	143.94	164.19	187.39
June	354.50	194.50	311.00	173.77	144.43	186.90	156.53	165.07	175.50	184.33	193.40
July	330.81	208.00	261.74	155.48	147.06	199.71	162.42	170.58	185.58	166.03	228.23
August	227.47	233.84	290.84	164.13	177.81	179.68	181.39	172.32	201.23	183.68	247.00
September	176.80	238.13	320.67	153.00	153.47	204.23	184.83	160.47	156.40	181.43	
October	169.87	166.23	153.29	152.29	146.00	157.32	158.48	151.90	180.84	170.16	
November	169.87	166.23	153.29	152.57	138.53	149.23	158.70	141.77	153.70	161.83	
December	169.87	166.23	153.29	152.29	134.94	166.84	163.45	155.26	149.06	156.81	
Average	293.62	188.57	264.86	158.39	151.15	164.20	162.69	165.57	165.14	165.02	193.14

Highest Water Consumption by Month

Highest Water Consumption of All

Lowest Water Consumption by Month

Lowest Water Consumption of All

<u>Monthly Total Water Usage (m³)</u>					
	2022	2023	2024	2025	2026
January	4767	5238	6021	4625	6660
February	4681	5006	4657	4345	4341
March	4733	5890	4208	4525	4834
April	4766	5272	4165	4844	4899
May	4771	4833	4462	5090	5809
June	4696	4952	5265	5530	5802
July	5051	5288	5753	5147	7075
August	5646	5342	6238	5964	7657
September	5545	4814	4692	5443	
October	4913	4709	5792	5275	
November	4781	4253	4611	4855	
December	5067	4813	4621	4861	
TOTALS	59417	60410	60485	60504	47077

C. D.

CAO REPORT – September 28, 2026

Economic Development & Tourism Committee

Administration attended the Economic Development & Tourism Committee (EDTC) meeting on September 15th.

Cleveland Henning from the Economic Development and Intergovernmental Services Department of Rocky View County attended the meeting and provided an update on development activity occurring in and around Rocky View County. He discussed the development that has been approved on the east side of Highway 9, which was originally applied for several years ago. The development permit has now been approved; however, building permits have not yet been applied for.

The Assistant CAO was nominated to fill the Member-at-Large vacancy on the EDTC. The committee approved and supported the nomination.

The committee also discussed the possibility of introducing **Green Thumb Awards** in the Village to recognize residents who take pride in maintaining and improving the appearance of their properties.

Beiseker Community Hall Board Update

I was unable to attend the Beiseker Community Hall Board meeting; however, some of the highlights include:

- **Luff Industries** has generously offered to replace the current lighting in the hall with LED lighting over time. The work will begin in the bar area, followed by the meeting room, kitchen, and eventually the auditorium. Thank you to Luff Industries once again for their continued generosity and support of the Beiseker community!
- The Board will be applying again for a **Rocky View County grant** to assist with upgrades to the hall. The next major project being considered is interior painting.

Public Auction for Vacant Lots – The public auction was held on September 15, 2026. The Village of Beiseker offered the properties for sale; however, neither property sold at the auction. As a result, the Village will now take ownership of the properties.

Once the Village takes title, the properties may be disposed of by selling them at any time through a direct sale, tender, real estate agent, or any other means that supports selling the properties at a price as close as reasonably possible to fair market value.

The Village is now making efforts to clean up the lots, and the necessary paperwork is in progress to transfer the titles into the Village's name.

Fortis Alberta Community Grant – AED Equipment

In August, Asst CAO Norma Lang applied to Fortis Alberta's Community Partnership grant program requesting \$2,000 toward required upgrades to Automated External Defibrillator (AED) equipment in Village facilities.

Within approximately two weeks, the Village received acknowledgement of its application, and a request for some additional information. Two weeks later, Fortis Alberta confirmed via email that the Village had been awarded the full **\$2,000 requested**, and the promised funding was received approximately one week later. The Village has since purchased the required AED equipment, which was received in September. This new AED equipment will be installed at the arena.

Administration would like to publicly acknowledge and thank Fortis Alberta for its generous support of the Village of Beiseker and our community facilities. We also appreciate the accessibility and efficiency of the Community Partnership application process, which allowed the Village to move quickly from identifying an equipment need to completing the necessary purchases.

Circular Materials – Recycling Program Transition

As of **October 1, 2026**, the Village of Beiseker's residential recycling program will be managed by **Circular Materials**, a national not-for-profit organization responsible for administering Alberta's new Extended Producer Responsibility (EPR) recycling framework.

This transition shifts the responsibility for funding the residential recycling system from municipalities to the producers of the products and packaging being recycled.

Key Program Details:

- **Management Change:** Beginning October 1, Circular Materials will manage the residential recycling program under Alberta's new EPR framework.
- **Collection Schedule:** Recycling collection will continue **every second Friday**, with no change to the current collection frequency. **October collection will be October 9th and October 23rd.**
- **Accepted Materials:** The enhanced program expands the range of recyclable materials that residents can place in their recycling carts.

- **Collection Provider:** Local collection services are being delivered through contracted providers, **T & T Disposal Services Inc.**, which will handle questions regarding collection schedules, blue carts, and other local service details.
- **What This Means for Residents:** Residents will continue to use their recycling carts as they have in the past, while the program transitions to the new province-wide EPR system.

New Development

An industrial development application has been approved, and the building permit and subsequent permits have now been received. The total value of the permitted work is nearly \$1 million.

The project includes an office addition and the installation of overhead bins, representing a significant investment in the Village's industrial sector.

Recreation Cost-Sharing Agreement

Administration will be meeting with Rocky View County to discuss the Recreation Cost-Sharing Agreement, which is scheduled to expire in December 2026.

In preparation for the meeting, Administration will be gathering information regarding the use of Village-owned public buildings and facilities by Rocky View County residents, as well as increases in operating costs, including utilities and other costs associated with providing recreation facilities and services.

The Village currently receives an annual operating grant of **\$20,000 from Rocky View County** to support recreation programs and services provided within the Village.

Administration will use the information gathered to help inform discussions with the County regarding the renewal of the agreement and the level of funding required to support the continued provision of recreation services within Beiseker.

BEISEKER FIRE DEPARTMENT | STATION 130

Fire Department Report

September 28, 2026 Council Meeting

To: Mayor and Council

From: Fire Chief Nikki King

Department: Beiseker Fire Department

Reporting period: Since last council Report

Overview. The Department responded to four emergency calls during the reporting period, completed the Alberta Transportation audit with a Conditional Safety Fitness Certificate, continued required driver training, and added six new members. Paid-on-call costs remained minimal and the only eligible hour arose from a billable County response.

1 Incident Activity

The Department received and responded to five emergency calls during the reporting period.

Incident type	Calls	Operational note
Medical calls	5	Department response provided
Combine fire	1	Tender 130 responded to a billable Rocky View County incident
Total	5	All five calls were attended

2 Paid on Call Activity

Since the Paid-on-Call policy was enacted, only one member qualified for compensation, resulting in one hour of paid-on-call time.

The eligible hour was associated with the combine fire, a billable response to Rocky View County involving Tender 130. The applicable apparatus rate is \$640 per hour. Because the response was billable to the County, the paid-on-call compensation did not result in a net cost to the Village.

Measure	Result
Emergency calls since policy enactment	5
Calls producing eligible paid-on-call time	1
Eligible member-hours	1 hour
County apparatus billing rate	\$640 per hour for Tender 130
Net cost to Village for eligible response	\$0

3 Staffing and Recruitment

Six new members were hired in September 2026 and completed department orientation on September 26. Five of the new members have completed NFPA 1001 firefighter training. The sixth is a graduate of the City of Calgary Fire Department Cadet Program and will begin as a probationary exterior firefighter while completing additional department training.

The additional members are expected to improve emergency-response coverage, operational resilience and the Department's ability to participate in community activities.

4 Membership and Operational Impacts

The membership figures were reported to Council by the Fire Chief through regular Fire Department reports. The recorded roster declined from 80 members on January 12 to 60 members on April 27 and 25 members on July 13. These totals require context: the Department’s active roster has generally remained at approximately 30 members, while the higher recorded totals included members who were inactive or participated only sporadically. Following the recruitment of six new members in September, the Department currently has 29 members.

The reduction in the recorded roster resulted primarily from cleaning up inactive records, members transitioning to wildfire work for the summer, and members accepting positions with full-time career fire departments. The decline in the recorded total should therefore not be interpreted as an equivalent loss of regularly active responders.

Operational pressures nevertheless remained, particularly during weekday daytime hours, and the remaining active members carried additional training, orientation and mentorship responsibilities. During this period, one medical call could not be attended because sufficient personnel were unavailable.

Month	Days With Staffing	Total Days Reported
July	11	31
August	9	31
September	30	30

5 Membership Tenure

The current membership reflects a combination of experienced departmental leadership, established operational members and six newly hired firefighters. This balance supports continuity while rebuilding staffing capacity.

Tenure group	Confirmed information	Operational significance
Senior leadership	Fire Chief Nikki King and Deputy Chief Amanda Davies have served in their current leadership structure since December 2020	Provides continuity in administration, emergency command and departmental development
Senior operational membership	Captain Kraft is among the Department's most tenured active members. (5 years as of December 2026)	Preserves departmental knowledge and operational experience
Established members	The active roster includes members who have remained through recent staffing and operational changes	Supports mentoring, apparatus operations and response readiness
New members	Six members hired in September 2026	Expands coverage and creates a new cohort for orientation and development

6 Alberta Transportation Safety Audit

The Department completed the Alberta Transportation Safety Audit on September 15, 2026. The audit resulted in a safety rating of Conditional.

The audit identified deficiencies in National Safety Code training for all members authorized to operate Engine 130 and in the Department's existing safety policies. The required policy updates are being completed, and authorized Engine drivers are currently undertaking online training in trip inspections, cargo securement, and weights and dimensions.

Training is expected to be completed by September 30, 2026. Completion and submission of the required training records will remove one condition from the Department's Safety Fitness Certificate. The Department must undergo a follow-up audit by April 21, 2027.

7 Driver Authorization and Compliance

The Department has formalized its driver-authorization process and related recordkeeping. Members must provide the required licence, driver abstract and air-brake documentation, complete department evaluation requirements, and maintain all required training before operating Engine 130.

Tender 130 and Rapid Response 130 are not National Safety Code vehicles. Engine 130 remains the Department's only NSC unit.

8 2026 Call Volume

Including the four calls received during this reporting period, the Department has received 72 dispatches in 2026 through September 26. The year-to-date total includes all dispatches recorded for Station 130, including attended calls, stand-downs and incidents where the Department was dispatched but unable to respond.

Month	Dispatches
January	6
February	11
March	11
April	7
May	7
June	6
July	9
August	10

Month	Dispatches
September	5
2026 year to date	72

9 Community Engagement

The Department and Beiseker Food Pantry attended the Closer to Home Community Family Carnival on September 19. The event was a valuable opportunity to connect with residents and network with other community-support organizations serving the area.

The Department also attended the Community Gardens Annual Vegetable Sale on September 26. Proceeds from the sale support the Beiseker Fire Department. The event coincided with orientation for the six newly hired members and gave them an opportunity to participate in a community event as part of their introduction to the Department.

10 Beiseker Food Pantry

The Beiseker Food Pantry continues to receive strong community support and donations. It provides non-perishable food, personal and household hygiene products, and baby and pet supplies. Assistance is available without income verification or proof of residency; only a stated need is required.

The Department is developing referral relationships with regional community-support organizations to improve awareness and access for individuals and families who may benefit from the Pantry.

11 Summary

The reporting period showed improved staffing, full attendance at five dispatched calls, minimal paid-on-call expenditure, and continued progress toward transportation-compliance requirements. The Department will continue focusing on new-member integration, driver training, operational readiness and community support.

Submitted by

Nikki King
Fire Chief
Beiseker Fire Department



Village Of Beiseker

Cheque Listing For Council

7a.

Page 1 of 1

2026-Sep-24
3:51:32PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20260448	2026-09-28	TELUS COMMUNICATIONS INC.	24151001	SEPT LANDLINES/INTERNET	1,054.47	1,054.47
20260449	2026-09-28	TELUS MOBILITY INC.	38821226	SEPT LANDLINES	429.98	699.57
20260449			38821227	SEPT MOBILITY INVOICE	269.59	
20260450	2026-09-28	AMSC ENERGY	41084	GAS & POWER	14,768.56	14,768.56
20260451	2026-09-28	AED SOLUTIONS	345156	SMALL EQUIPMENT	992.09	992.09
20260452	2026-09-28	BEISEKER REGISTRIES, [1134703 Alberta Ltd.]	BR300014218	VEHICLE WEIGHT MOFICATION	30.00	65.00
20260452			BR300014238	ABSTRACT	35.00	
20260453	2026-09-28	COAST TO COAST MECHANICAL CONTRACTC	3130	CAMPGROUND RM	275.50	275.50
20260454	2026-09-28	GOVERNMENT OF AB. MUNICIPAL AFFAIRS	18583	3RD QUARTER ASFF SCHOOL RI	135,354.56	135,354.56
20260455	2026-09-28	GREGG DISTRIBUTORS (CALGARY) LTD.	069-949095	SHOP SUPPLIES	213.48	339.81
20260455			069-949096	ROAD REPAIR	103.26	
20260455			069-963022	SHOP SUPPLIES	23.07	
20260456	2026-09-28	MCNAIR SAND & GRAVEL LTD	75115	GRAVEL	531.43	531.43
20260457	2026-09-28	NAPA AUTO PARTS ACME	00677409211	SKID STEER RM	9.75	181.62
20260457			00677409444	GARBAGE TRUCK RM	9.83	
20260457			00677409720	COMMUNITY HALL RM	151.94	
20260457			00677409723	COMMUNITY HALL RM	10.10	
20260458	2026-09-28	ROCKY MOUNTAIN PHOENIX	42372	FH SMALL EQUIPMENT	1,000.00	1,000.00
20260459	2026-09-28	TAXervice	2455814	ROLL# 4722	161.25	342.50
20260459			2455815	ROLL# 4724	181.25	
20260460	2026-09-28	2542218 ALBERTA INC., JASON SLAWOSKY	2026-073	NATIONAL SAFETY CODES VEHI	1,050.00	1,050.00
20260461	2026-09-28	G & D LIGHT HAUL LTD	2026-0933	COURIER	39.38	39.38
20260462	2026-09-28	SUMMIT FIRE APPARATUS SERVICES LTD.	S-12	VEHICLE RM	867.51	867.51
20260463	2026-09-28	WILKIE, REID	09.16.2026	POC FOR FD	25.00	25.00

Total 157,587.00

*** End of Report ***



COUNCIL REQUEST FOR DISCUSSION

To: Village of Beiseker Council

From: Gail Peckham, CAO

Subject: Bylaw 2026-19 – Fire Services Bylaw

Recommendation: That Council review the Fire Services Bylaw Re-Draft as tabled by Administration and bring feedback to October 13 Council Meeting

PURPOSE

To share a redrafted version of the Village of Beiseker Fire Services Bylaw that captures changes requested by Council along with modernization reflecting current practices and updated approaches used in recently updated Alberta municipal Fire Services Bylaws.

BACKGROUND

At the August 10, 2026, Regular Council Meeting, Council passed Resolution 2026-361 postponing consideration of Policy FD-01 and directing Administration to bring forward amendments to Fire Services Bylaw 2020-05 addressing the items identified in the briefing memorandum prepared by and shared by Mayor Ledoyen.

Administration subsequently reviewed Bylaw 2020-05 and compared its provisions with more recent Alberta municipal fire services bylaws, including the Town of Westlock's Fire and Rescue Services Bylaw. A draft incorporating the initial amendments was provided to Fire Chief Nikki King for operational review.

Following the Fire Chief's review, Administration determined that the number and nature of the required changes would be more clearly addressed through a replacement bylaw rather than further amendment of the 2020 bylaw.

The proposed Fire Services Bylaw includes the following key updates:

1. **Legislative References** – Updates outdated references to fire safety and dangerous goods legislation and includes wording recognizing legislation as amended or replaced from time to time.

2. **Fire Department Organization** – Clarifies Council's appointment of the Fire Chief and the Fire Chief's authority to appoint the Deputy Fire Chief, Officers and Members.
3. **Operational Service Levels** – Establishes that services are provided within the limits of available personnel, qualifications, equipment, resources, medical authorization and the approved municipal budget, with operational service delivery determined by the Fire Chief under the direction and control of the CAO.
4. **Council and Administrative Authority** – Clarifies that Council exercises its authority collectively through bylaws, resolutions, approved policies and the municipal budget, while operational direction and day-to-day administration of the Fire Department remain with the Fire Chief and CAO.
5. **Housekeeping Amendments** – Corrects definitions, section numbering, cross-references, grammatical issues and adds gender-neutral language throughout the bylaw.
6. **Enforcement and Penalties** – Reconciles the maximum fine provision with Schedule "A" and corrects the Schedule "A" references to the applicable offence sections.
7. **Repeal and Coming into Force** – Provides clear language repealing Fire Services Bylaw 2020-05 upon adoption of the replacement bylaw.

The proposed bylaw retains key provisions of the existing Fire Services Bylaw, including Council's appointment of the Fire Chief, quarterly reporting to Council, CAO-approved negotiation of mutual aid and fire service agreements, and the Village's protection of Fire Department Members acting in good faith.

ADMINISTRATIVE RECOMMENDATION

The replacement bylaw provides a more current framework for operation of the Beiseker Fire Department while maintaining Council's governance and budgetary authority and clarifying the operational responsibilities of the Fire Chief and CAO. Administration is requesting Council input today and will schedule First Reading consideration for the October 13 Council Meeting if council is agreeable to this redraft approach.

8a

**VILLAGE OF BEISEKER
FIRE SERVICES BYLAW
BYLAW NO. 2026-19
TO REPEAL AND REPLACE FIRE SERVICES BYLAW # 2020-05**

**BEING A BYLAW OF THE VILLAGE OF BEISEKER TO PROVIDE FOR FIRE AND
EMERGENCY SERVICES**

WHEREAS section 7 of the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time, provides that a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people, the protection of people and property, and services provided by or on behalf of the municipality;

AND WHEREAS Council of the Village of Beiseker wishes to establish and maintain a Fire Department for the provision of fire protection and emergency services;

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

1. TITLE

1.1 This Bylaw may be cited as the **“Fire Services Bylaw.”**

2. DEFINITIONS

2.1 In this Bylaw:

a) “Agreement” means any agreement entered into by the Village of Beiseker and another municipality, agency or person for the provision of fire protection or fire services.

b) “Apparatus” means any vehicle provided with machinery, devices, equipment or materials for firefighting, as well as vehicles used to transport Members or supplies.

c) “Building” means a structure used or intended to be used for supporting or sheltering persons, animals or property, except those prescribed by regulation as exempt from the applicable building code.

d) “CAO” means the Chief Administrative Officer of the Village of Beiseker or their designate.

e) “Council” means the Council of the Village of Beiseker.

f) “Dangerous Goods” means any product, substance, material or organism regulated as dangerous goods under the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c D-4, the *Transportation of Dangerous Goods Act, 1992*, SC 1992, c 34, or their respective regulations, as amended or replaced from time to time.

**VILLAGE OF BEISEKER
FIRE SERVICES BYLAW
BYLAW NO. 2026-19
TO REPEAL AND REPLACE FIRE SERVICES BYLAW # 2020-05**

g) “Deputy Fire Chief” means a person appointed or designated as Deputy Fire Chief who assists the Fire Chief in the administration and operation of the Fire Department and, when authorized by or acting in the absence of the Fire Chief, may exercise the powers and perform the duties of the Fire Chief under this Bylaw.

h) “Enforcement Officer” means a person authorized to enforce this Bylaw and includes a member of the Royal Canadian Mounted Police, a Community Peace Officer or a Bylaw Enforcement Officer.

i) “Equipment” means any tools, devices, materials or equipment used by the Fire Department to respond to an Incident or other emergency.

j) “False Alarm” means any notification to the Fire Department, a Member or a dispatch centre respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or property where such condition, circumstance or event does not exist and the person providing the notification has done so intentionally.

k) “Fire” means combustible material in a state of combustion.

l) “Fire Chief” means the person appointed by Council as the head of the Fire Department.

m) “Fire Department” means the Paid-On-Call Volunteer Beiseker Fire Department established pursuant to this Bylaw.

n) “Fire Department Property” means all property owned or controlled by the Village and designated for use by the Fire Department, regardless of the source of the property.

o) “Fire Protection” means all aspects of fire and emergency services provided by the Fire Department, including fire prevention, firefighting and suppression, pre-fire planning, fire investigation, public education and information, training and other related activities.

p) “Fees for Service” means fees charged for Fire Department services in accordance with the Village's applicable fees and charges bylaw.

q) “Incident” means a fire, a situation where a fire or explosion is imminent, or any other emergency or situation presenting a danger or possible danger to life or property to which the Fire Department responds.

r) “Member” means a person duly appointed as a Member of the Fire Department.

**VILLAGE OF BEISEKER
FIRE SERVICES BYLAW
BYLAW NO. 2026-19
TO REPEAL AND REPLACE FIRE SERVICES BYLAW # 2020-05**

s) “Officer” means a Member appointed by the Fire Chief to an officer position within the Fire Department.

t) “Property” means real or personal property and includes land, buildings and structures.

u) “Rescue” means emergency response activities undertaken by the Fire Department within the limits of its available personnel, qualifications, equipment, resources, medical authorization and approved municipal budget.

v) “Village” means the municipal corporation of the Village of Beiseker in the Province of Alberta.

2.2 References in this Bylaw to an enactment of the Province of Alberta or Canada include that enactment as amended or replaced from time to time.

3. ESTABLISHMENT AND LEVEL OF SERVICE

3.1 The Beiseker Fire Department is hereby established as a paid-on-call Volunteer Fire Department of the Village.

3.2 The Fire Department shall provide services within the limits of its available personnel, qualifications, equipment, resources, medical authorization and approved municipal budget, as operationally determined by the Fire Chief under the direction and control of the CAO.

3.3 Nothing in this Bylaw shall be interpreted as requiring the Fire Department to provide a particular service or level of service where, in the opinion of the Fire Chief or Member in charge, the personnel, qualifications, equipment, resources or authorization necessary to safely provide that service are unavailable.

3.4 Where there is a conflict between this Bylaw and another bylaw of the Village dealing specifically with the same subject matter, the more specific provision shall prevail.

4. FIRE CHIEF AND FIRE DEPARTMENT RESPONSIBILITIES

4.1 The Fire Chief shall be appointed by Council.

4.2 The Fire Chief may appoint a Deputy Fire Chief, Officers and Members of the Fire Department as deemed necessary for the effective operation of the Fire Department.

4.3 The jurisdiction of the Fire Chief, Officers and Members extends throughout the boundaries of the Village. Fire Department Apparatus, Equipment and personnel may

**VILLAGE OF BEISEKER
FIRE SERVICES BYLAW
BYLAW NO. 2026-19
TO REPEAL AND REPLACE FIRE SERVICES BYLAW # 2020-05**

operate outside the Village where authorized under a mutual aid agreement, fire services agreement or other lawful arrangement.

4.4 The Fire Chief has responsibility and authority for the administration and operation of the Fire Department, subject to the direction and control of the CAO.

4.5 Subject to section 3 of this Bylaw, the Fire Department may undertake Fire Protection and emergency response activities including:

- a) firefighting and fire suppression;
- b) Rescue;
- c) emergency medical response where appropriately authorized;
- d) response to other Incidents and emergencies;
- e) pre-fire planning;
- f) emergency and disaster planning;
- g) preventative activities and patrols;
- h) response to Dangerous Goods Incidents; and
- i) public education, fire prevention and other related Fire Protection activities.

4.6 The Fire Chief may establish rules, procedures, operational guidelines and administrative practices necessary for the safe and effective organization and operation of the Fire Department, including:

- a) the use, care and protection of Fire Department Property;
- b) the conduct, training and discipline of Officers and Members; and
- c) the safe and efficient operation of the Fire Department.

4.7 In the absence of the Fire Chief, or the Deputy Fire Chief or, the senior ranking Member present shall have control, direction and management of Fire Department personnel, Apparatus and Equipment assigned to an Incident. A Member in command shall continue to act as incident commander until relieved by an Officer authorized to assume command.

4.8 The Fire Chief shall be responsible for Fire Protection matters within the authority of the Village and Fire Department, including applicable requirements under the *Safety Codes*

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Act and regulations and codes adopted under that Act, together with the safe operating procedures of the Fire Department.

4.9 The Fire Chief or their delegate shall provide a report respecting Fire Department activities and departmental status to Council at a regular Council meeting at least four (4) times annually.

4.10 The Fire Chief or Member in charge of an Incident may cause a Building, or structure to be pulled down, demolished or otherwise removed where reasonably necessary to prevent the spread of fire or protect persons or Property.

4.11 The Fire Chief or Member in charge of an Incident may enter premises or Property where an Incident has occurred and may cause Members, Apparatus or Equipment to enter where reasonably necessary to combat, control or otherwise deal with the Incident.

4.12 The Fire Chief or Member in charge of an Incident may establish boundaries or limits around an Incident and prohibit persons from entering the area unless authorized to do so.

4.13 The Fire Chief or Member in charge of an Incident may enter, pass through or over Buildings or Property adjacent to an Incident and may cause Members, Apparatus or Equipment to do so where reasonably necessary to gain access to the Incident or protect persons or Property.

4.14 The Fire Chief may obtain assistance from other officials or employees of the Village where reasonably necessary to perform the duties and responsibilities established by this Bylaw.

4.15 The Fire Chief or Member in charge of an Incident may request assistance from persons who are not Members where reasonably necessary to respond to the Incident, including assistance in extinguishing a fire, protecting or removing Property, securing an area or demolishing a Building or structure.

4.16 Subject to Council's approved municipal budget and the Village's purchasing policies and procedures, the Fire Chief may purchase or otherwise acquire Equipment, Apparatus, materials and supplies necessary for the safe operation and maintenance of the Fire Department.

4.17 A Fire Chief, Officer or Member acting in good faith and without malice in the performance of duties under this Bylaw shall not be personally liable for damage resulting

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from an act or omission in the performance of those duties, except as otherwise provided by law.

4.18 Upon approval of the CAO, the Fire Chief may negotiate with the Government of Alberta, other municipalities, agencies or persons for the purpose of establishing mutual aid agreements, fire control agreements or other fire service arrangements and shall provide recommendations to the CAO concerning the establishment or renewal of such agreements.

4.19 Any legal proceeding brought against the Fire Chief, an Officer or a Member arising from an act or omission performed in good faith in the execution of duties under this Bylaw shall be defended by the Village, subject to applicable law.

5. COUNCIL AND ADMINISTRATIVE AUTHORITY

5.1 Council shall exercise its authority respecting the Fire Department collectively through bylaws, resolutions, approved policies and the municipal budget.

5.2 No individual Member of Council has authority to direct the Fire Chief, Officers or Members in relation to:

- a) incident command or emergency operations;
- b) personnel appointments, assignments, supervision or discipline;
- c) operational decisions; or
- d) the day-to-day administration or operation of the Fire Department.

5.3 Direction from Council concerning the Fire Department shall be provided collectively and communicated through the CAO, except where otherwise expressly provided by this Bylaw or applicable legislation.

6. OFFENCES

6.1 No person shall enter an area restricted or controlled pursuant to section 4.12 unless authorized by the Fire Chief or Member in charge of the Incident.

6.2 No person shall impede, obstruct or hinder a Member or any other person assisting or acting under the direction of the Fire Chief or Member in charge of an Incident.



COUNCIL REQUEST FOR DECISION

To: Village of Beiseker Council

From: Gail Peckham, CAO

Subject: Amendments to Council Procedural Bylaw 2026-17

Recommendation: That Council give the required readings to Bylaw 2026-17

PURPOSE

To update the Council Procedural Bylaw to reflect current Alberta legislation and improve the wording used as futureproofing for potential future legislative changes.

BACKGROUND

Administration is bringing forward an outdated reference to Alberta's former *Freedom of Information and Protection of Privacy Act* (FOIP) in Section 20(f) of the Council Procedural Bylaw.

Effective June 11, 2025, the Province of Alberta repealed FOIP and replaced it with two statutes: the *Access to Information Act* (ATIA) and the *Protection of Privacy Act* (POPA). For the purposes of Council closed sessions, the applicable legislation is the *Municipal Government Act* (MGA) together with the *Access to Information Act* (ATIA).

Administration cross-referenced the proposed amendments against legislative drafting practices used by other Alberta municipalities, including the Cities of Airdrie and Calgary. The use of wording that captures legislation “as amended or replaced from time to time” is consistent with municipal drafting practice and reduces the need to amend a bylaw solely because referenced provincial legislation is subsequently amended or replaced, so that was also included in this housekeeping update.

Administration is recommending three minor housekeeping amendments:

1. **Definitions and Interpretation** – Rename Section 2 from “Definitions” to “Definitions and Interpretation” and add a general provision stating that references to provincial legislation include that legislation as amended or replaced from time to time.

2. **MGA Definition** – Update and simplify the definition of the *Municipal Government Act* using its statutory citation. The new general interpretation provision will ensure that the reference automatically includes future amendments or replacement legislation and is consistent with modernizations made by other Alberta municipalities.
3. **Section 20(f) – Closed Sessions** – Replace the outdated FOIP reference with references to the MGA and the *Access to Information Act*, reflecting the current legislative framework applicable to municipal closed sessions.

ADMINISTRATIVE RECOMMENDATION

Administration recommends adoption of amendments made to Bylaw 2026-17. The proposed amendments are administrative and legislative housekeeping changes. They do not change Council's existing meeting procedures but ensure the Procedural Bylaw references current provincial legislation and is better positioned to accommodate future legislative amendments or replacement statutes.

Recommended Motion:

That Council give First Reading to updated Bylaw 2026-17 as amended.

**VILLAGE OF BEISEKER
BYLAW #2026-17**

**BEING A BYLAW OF THE VILLAGE OF BEISEKER TO REGULATE THE
PROCEDURE & CONDUCT OF COUNCIL AND COUNCIL COMMITTEE
MEETINGS**

WHEREAS pursuant to the Municipal Government Act, the Village of Beiseker Council considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee meetings in the Village of Beiseker;

NOW THEREFORE the Council of the Village of Beiseker, hereby ENACTS AS FOLLOWS:

Citation

1. This Bylaw cited as the "Council Procedural Bylaw" is hereby amended by removing FOIP and adding ATIA, expanding Definitions title to Definitions and Interpretations, removing as amended from Section 2 g) and adding 2 p) References to Legislation.

Definitions and Interpretations

2. In this Bylaw:

- (a) "Agenda" shall mean the list of items and orders of business for any meeting of Council as prepared by the Chief Administrative Officer, or their delegate;
- (b) "Bylaw" is a Bylaw of the Village of Beiseker;
- (c) "CAO" means the Chief Administrative Officer of the Village of Beiseker or their delegate;
- (d) "Chair" is the Mayor of the Village of Beiseker, or Deputy Mayor in the Mayor's absence, or another Councillor by motion and majority vote in the case of the absence of both the Mayor and Deputy Mayor;
- (e) "Council" shall mean the duly elected Mayor, Deputy Mayor and Councillors of the Village of Beiseker;
- (f) "Councillor" is a member of Council duly elected pursuant to the *Local Authorities Election Act*;
- (g) "MGA" shall mean the *Municipal Government Act* of the Province of Alberta, R.S.A. 2000, ~~as amended~~.
- (h) "Motion" means a motion made in Council;

VILLAGE OF BEISEKER
BYLAW #2026-17

- (i) "Point of Order" is the raising of a question by a Councillor to call attention to any departure from this Bylaw or customary proceedings of debate or conduct of Council's business;
- (j) "Public Hearing" is a meeting of Council held in accordance with Section 230 of the *MGA*;
- (k) "Quorum" is a majority of those members elected present during a Council Meeting, in the case of the Village of Beiseker three (3);
- (l) "Recorded Vote" is the request of any Councillor to record the vote on a motion by Councillor name;
- (m) "Special Meeting" is a meeting called pursuant to Section 194 of the *MGA*;
- (n) "Village" is the Corporation of the Village of Beiseker.
- (o) "Written Notice/Communication or Submission" includes by mail, email or hand-delivered
- (p) References to Legislation - References in this Bylaw to an enactment of the Province of Alberta include that enactment as amended or replaced from time to time.**

Application

3. This Bylaw shall apply to all Councillors, staff of the Village of Beiseker and any member of the public who attends or wishes to attend meetings of Council and Council Committees established by Council.

Quorum

4. (a) As soon as there is a quorum of Council after the hour fixed for the meeting, the Chair shall call the meeting to order.
- (b) If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

Meetings

5. (a) Regular meetings of Council shall be established by motion and majority vote of Council at the annual Organizational Meeting.
- (b) In the case where a regular meeting conflicts with a statutory holiday, the regular meeting shall be held on the first working day thereafter.

VILLAGE OF BEISEKER
BYLAW #2026-17

- (c) The meetings of Council Committees shall be established by motion and majority vote for each committee and the public must be given notice or advertised as required by the provisions of the MGA.

Special Meetings

- 6. (a) The Mayor may call Special Meetings of Council in accordance with Section 194 of the MGA and Special Meeting Procedure B-40.
- (b) The Mayor may call a Special Meeting of Council upon shorter notice, either oral or written, as they consider sufficient, however no special meeting may be held until at least two-thirds of the members of Council give their consent in writing to the holding of the meeting.
- (c) No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by motion and unanimous consent, any other business may be transacted.
- (d) Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.

Organizational Meeting

- 7. The Annual Organizational Meeting of Council shall be held in accordance with Section 192 of the MGA as follows:
 - (a) The CAO shall fix the time and place of the Organizational Meeting;
 - (b) The CAO shall take the chair by calling the meeting to order; administering the Oaths of Office to all new Councillors, recording the election of the Mayor, administering the Mayor's Oath of Office and shall then turn the chair over to the Mayor;
 - (c) The Mayor shall administer the election of the Deputy Mayor and the administration of the Deputy Mayor's Oath of Office;

VILLAGE OF BEISEKER
BYLAW #2026-17

- (d) The nominations for Mayor and Deputy Mayor, the number of votes for each position and whether an election took place by secret ballot will be recorded in the minutes of the Organizational Meeting. Secret Ballots will be held when called for by motion and approved by the majority of the Councillors present in accordance with Section 185.1 of the MGA.
- (e) the establishment of the regular meeting dates for Council;
- (f) The following appointments/information will be reviewed, passed by motion, majority vote and recorded in the minutes of the Organizational Meeting
 - i. Signing Authority
 - ii. Banking Institution
 - iii. Auditor Appointment
 - iv. Assessor Appointment
 - v. Subdivision Development Appeal Board
 - vi. Regional Assessment Review Board
 - vii. Subdivision Authority
 - viii. Development Authority
 - ix. Municipal Office Address
 - x. Fire Chief
 - xi. Committee Appointments (Councillors)
- g) A statement regarding Councillor remuneration (see Policy B-33) will be made in the minutes of the Organizational Meeting.
- h) The time of the adjournment of the Organizational meeting will be recorded in the minutes of the Organizational Meeting.
- (i) any such other business as is required by the *MGA*.

Agenda and Council Packages

- 8. (a) Prior to each meeting, the CAO shall prepare a statement of the order of business known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation(s) intended to be submitted to the Council shall be received by the CAO no later than 12 noon on the Wednesday prior to the next

VILLAGE OF BEISEKER
BYLAW #2026-17

Regular Council Meeting, unless a specific procedure stipulates otherwise. All Agenda items shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.

- (b) The CAO shall have delivered to the residence of each Councillor, the Agenda and all supporting materials (council packages) no later than 5:00 pm on the Friday preceding a regular council meeting. In the case of a Special Meeting, the council packages will be delivered no later than 5:00 pm on the day preceding the date of the Special Meeting.
- (c) The council packages and agendas will be posted on the village website and notifications of this posting will be in accordance with Policy M-40 (Notice of Special Council Meetings).
- (d) The Agenda will be approved by motion and majority vote. Additions or changes to the Agenda can be submitted by the CAO or Council and will be approved by motion and majority vote.
- (e) The business intended to be dealt with shall be stated in the Agenda in the following order where applicable:
 - i) Call to Order
 - ii) Adoption of Agenda
 - iii) Adoption of the previous Minutes
 - iv) Delegations
 - v) Staff Reports
 - vi) Financial Reports
 - vii) Business Arising from Previous Minutes (Old Business)
 - viii) New Business
 - ix) Council Reports
 - x) Closed Session
 - xi) Adjournment
- (f) The order of business established in this section shall apply unless altered by motion and majority vote.

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Virtual Attendance

9. When it is necessary for a Councillor to attend a Regular Council meeting virtually:
- a) Circumstances permitted for virtual attendance are:
 - i) urgent personal or medical emergencies, or
 - ii) business matter (including work schedules), or
 - iii) to accommodate a Councillor based on protected grounds in the Alberta Human Rights Act, RSA 2000, c. A-25-5.
 - b) Council members must notify the Chief Administrative Officer directly and provide as much notice as possible, preferably by noon on the Wednesday before the scheduled meeting to accommodate any changes to the delivery of council packages and agendas. If the CAO cannot be reached by email or phone, notice can be given to other staff.
 - c) Council members will ensure the following:
 - i) Devices will be tested prior to the start of the meeting to ensure proper contact from the remote location;
 - ii) Council microphones will be muted unless the Councillor is speaking;
 - iii) Council members will not use background filters. Background blurring is permitted;
 - iv) Council members will maintain the confidentiality of information; and
 - v) No portion of any regular council meeting will be recorded, photographed or otherwise reproduced.
 - d) A quorum of Council should be physically present at the meeting.

VILLAGE OF BEISEKER
BYLAW #2026-17

- e) A Councillor is permitted to participate virtually in regular Council meetings no more than three times per year. Requests to approve virtual attendance by any one Councillor for more than 3 meetings per year will be approved by motion of Council prior to the Council meeting.
- f) Reasons for attending virtually should be recorded by the Councillor attending virtually which must be disclosed to Municipal Affairs upon request.
- g) The Chair of the Regular Council Meeting cannot attend virtually.
- h) Councillor Virtual Attendance at Closed Session
 - i) Council may provide by motion, the decision to reschedule the Closed Session item until all Councillors are physical present.
 - ii) Council members who are attending virtually must attend from a location that provides privacy and must make a statement prior to the Closed Session that they are attending in complete privacy.
 - iii) Councillors attending virtually are required to use headphones and speakerphones during closed sessions.
 - iv) All other conditions of Section 9 c) of this bylaw apply to Councillor virtual attendance during closed session.

Chair

10. The Chair shall preside over the order of business (agenda), conduct of the meeting (including the preservation of good order and decorum) and the Chair will decide all questions relating to the orderly procedure of the meeting. Any appeal to the Chair's actions in this regard can be made by motion and decided by a majority vote.

Conduct of Meetings

11. (a) The Chair will control the Agenda and the Agenda order of items.

VILLAGE OF BEISEKER
BYLAW #2026-17

- (b) The Chair by motion and majority vote, may authorize a person in the public gallery to address members only on the topic being discussed at that time within the time limits specified by the Chair.
- (c) A Councillor can request by motion and majority vote, an opportunity to address a person in the public gallery.

Decorum

12. (a) All Councillors, staff, delegates or members of the public (galley attendees) shall:
- i. maintain a civil and courteous manner and tone; and
 - ii. during presentations, discussion or debate, shall refrain from communication or disruption, giving attention and due respect to the speaker or Councillor addressing Council; and
 - iii. not interrupt Council proceedings unless the Chair has given permission for that person to speak.
- (b) Any individual(s) that violate the rules of decorum may be removed from the meeting by the Chair or by motion and majority vote.
- (c) No Councillor shall:
- i. disobey the rules of the Council or decision of the Chair; or
 - ii. leave their seat or make any noise or disturbance while a vote is being taken and/or declared;
 - iii. interrupt another Councillor while they are speaking, except to raise a point of order;
- (d) A Councillor who persists in a breach of the foregoing section, after having been called to order by the Chair,
- i. may at the discretion of the Chair, be ordered to leave their seat for the duration of the meeting; however,
 - ii. at the discretion of the Chair, the Councillor may resume their seat following an apology.

VILLAGE OF BEISEKER
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- (e) A Councillor who wishes to leave the meeting of Council prior to adjournment shall so advise the Chair and the time of departure shall be noted in the Minutes.

Appeal Ruling

- 13. (a) Any decision of the Chair shall be final, subject to an immediate appeal by a member of Council.
- (b) If the decision is appealed, the Chair shall give concise reasons for their ruling and Council, shall decide the appeal by majority vote.

Motions

- 14. (a) A motion does not require a seconder.
- (b) A motion may be withdrawn by the Councillor who initiated the motion at any time before voting, subject to no objection from any other Councillor. Otherwise, the motion on the table will be voted on. If defeated, another motion can be put forth.
- (c) A motion or item on the agenda can be tabled to a future date by motion and majority vote.
- (d) All direction to the CAO must be done by motion.
- (e) If clarification on the precise wording of a motion is required, the Councillor making the motion should provide the wording and the wording will be recorded and read back by the CAO.
- (f) If a motion that has been previously carried is brought back to the agenda for a future meeting by request of either a Councillor or any other person, sound reasons for reconsideration must be provided to the CAO in writing. The reasons will be included in the Council packages prior to the meeting.
- (g) If a motion that has been previously carried is reconsidered by Council, the new motion should indicate the finality of the decision.

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- (h) A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

Voting

- 15. (a) All votes from Council must be done by hand and voice.
- (b) A motion from Council can be provided any time after the Agenda item has been opened by the Chair or when the Chair calls for a motion.
- (c) When the Chair has ascertained that no further information or debate is required to vote on a motion, no Councillor shall speak to or present another motion until the vote has taken place on the first motion”.

Voting (Conflict of or Pecuniary Interest)

- 16. When a Councillor has pecuniary interest with regard to any Agenda item or Matter before Council, the requirements of Section 172 (1) of the MGA will be followed.

Voting (Refusal)

- 17. Each member present at a meeting of Council shall vote when the vote is taken on a matter, unless for conflict of interest (pecuniary reasons). A Councillor who refuses to vote is ‘disqualified’ per section 174 of the MGA.

Voting (Tie Vote)

- 18. A motion shall be declared lost when it does not receive the required number of votes or receives an equal division of votes.

Voting (Recorded Vote)

- 19. (a) A recorded vote on any motion must be called for by a Councillor prior to voting. No motion is required to approve a recorded vote.
- (b) In the case of a Recorded Vote, the votes by each Councillor will be recorded in the Minutes.

Delegations

- 20. (a) A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish

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to have any matter considered by Council, shall address a letter or other written communication to the CAO, outlining the subject to be discussed, the reasons that the subject is being brought to Council and any suggested solutions or actions to be taken to resolve the matter. This includes a copy of any presentation materials.

- (b) The communication shall be signed by the full (legal) name of the writer, the address (or email address) of the writer and delivered, emailed, or mailed to the CAO.
- (c) In situations that require, the CAO or village staff will assist any person who is uncomfortable or unable to provide a written submission. The submission can be taken verbally, recorded by the CAO or staff member and read back to and at least verbally approved by the person submitting to Council. The name and contact information of the person submitting to Council will be included in the information provided to Council.
- (d) The communication must arrive no later than 12 noon on the Wednesday before a regular Council meeting, or no later than 12 noon the day prior to a Special Meeting.
- (e) If the person or representative, or group of people wish to appear before Council on the matter, it must be stated in the letter.
- (f) If the person, representative or group of persons wish to appear before Council at a meeting (Delegate(s)), their names and titles (if applicable) will appear on the agenda and/or the content of council packages, unless the matter is to be held in closed session *in accordance with the MGA and the Access to Information Act.*
- (g) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter that has been outlined in the communication to Council. The Chair reserves the right to grant additional time to the delegate and a Councillor can request extra time for a delegate by

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motion and majority vote. The length of time for the extension must be stated in the motion.

Bylaws (General)

21. (a) Where a Bylaw is presented to Council for enactment, the CAO shall cause the number and short title of the Bylaw to appear on the Agenda.
- (b) When third reading of a Bylaw is not received within two years of the date of first reading, all previous readings are deemed to be rescinded.

Bylaw Amendments (applies to Regular Bylaws and Statutory Hearings)

22. (a) Council should make amendments to any proposed Bylaw by motion and majority vote unless the content and number of amendments requires that the CAO record the changes and provide an amended Bylaw at a future meeting of Council.
- (b) If the content and number of amendments requires, the Bylaw should not proceed to the next reading until a revised copy of the Bylaw is presented to Council for review.
- (c) When reasonable to do so, if the Bylaw does not pass a reading, a motion should be made to table the Bylaw to a future regular council meeting by date.

Bylaw First Reading

23. (a) A Bylaw shall be introduced for first reading by a motion that the Bylaw specifically its number and short title, be read a first time.
- (b) After a motion for first reading of the Bylaw has been passed, Council may:
- i. debate the substance of the Bylaw; and/or
 - ii. propose and consider amendments to the Bylaw;

Bylaw Second Reading

24. (a) A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.

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- (b) after a motion for second reading of the Bylaw has been passed, Council may:
 - i. debate the substance of the Bylaw, and
 - ii. propose and consider amendments to the Bylaw;

Bylaw Third Reading

25. When a proposed Bylaw is presented and no amendments are made by Council, the Bylaw can proceed to third reading by motion with a unanimous vote by all Councillors present to move to third reading.

Bylaw (Statutory Hearings)

26. (a) A Bylaw which has been initiated by a group or individual exercising statutory rights and which requires a public hearing shall be introduced by a motion for first reading which shall be voted upon without amendment and if carried, a public hearing date will be established by a second motion and majority vote.
- (b) Proceedings for a Public Hearing will be held in accordance with the MGA and any relative policies or Bylaws of the Village of Beiseker.
- (c) Following the public hearing, a motion for second reading may be presented and Council may:
 - i. debate the substance of the Bylaw and
 - ii. propose and consider amendments to the Bylaw;
- (d) When all amendments have been dealt with, the motion for second reading of the Bylaw shall be placed.

Bylaws (Reconsideration)

27. (a) A Bylaw that requires more time for consideration by Council may be tabled to another council meeting.
- (b) If a Bylaw in its entirety is defeated at the second or third reading, all previous readings are deemed to be rescinded and the Bylaw is not eligible for reconsideration.

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Bylaw Enactment

28. When a Bylaw has been given three readings by Council it is:
- (a) A municipal enactment of the Village; and
 - (b) effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.
 - (c) After passage, a Bylaw shall be signed by the Mayor or by the member presiding at the meeting at which the Bylaw was passed, and by the Village CAO and shall be impressed with the corporate seal of the Village, filed accordingly and posted to the Village website.

Adjournment

29. (a) The Chair determines when a meeting of Council is adjourned.
- (b) The time of adjournment of all meetings of Council will be recorded in the Minutes.
 - (c) Council shall adjourn at the hour of 11:00 P.M., unless otherwise determined by motion and majority vote of the members present.
 - (d) If the meeting continues after 11:00 PM, a motion and majority vote is required every hour after.
 - (e) If the meeting is adjourned by motion and majority vote prior to completion of the agenda, the time and date for continuation of the meeting will be made by motion and majority vote.

Severability

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

The revisions to this Bylaw shall come into full force and effect upon third and final reading.

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READ A FIRST TIME THIS 28th day of September 2026

READ A SECOND TIME THIS _____, 2026

READ A THIRD TIME AND FINALLY PASSED, _____, 2026

Mayor, David Ledoyen

CAO, Gail Peckham



COUNCIL DISCUSSION ITEM

To: Village of Beiseker Council

From: Gail Peckham, Chief Administrative Officer

Date: September 28, 2026

Subject: Municipal By-election – Proposed Timeline and Action Plan

PURPOSE

To provide Council with a proposed timeline and plan for a municipal by-election required to fill the Council vacancy arising from the resignation of Austin Sheridan received September 14, 2026.

LEGISLATIVE REQUIREMENTS

Council was advised at its September 14, 2026, meeting that Councillor Sheridan submitted a written resignation to the Chief Administrative Officer.

Section 165 of the *Municipal Government Act* (MGA) requires a by-election to fill a Council vacancy and establishes a 120-day timeframe. Based on the September 14, 2026 vacancy date, **January 12, 2027 is the latest date within the 120-day period.**

Administration is therefore proposing **Monday, January 11, 2027** as By-Election Day.

Under section 25 of the *Local Authorities Election Act* (LAEA), for a by-election, the nomination period begins on the day following the resolution of Council setting a By-Election Day. Nomination Day is four weeks before Election Day.

Administration is requesting Council feedback on the suggestion of January 11, 2027 for a by-election date. If Council is agreeable, then Administration will bring a more detailed action plan to Council for the November 9, 2026 Council meeting. This would result in the nomination period opening November 10, 2026 and concluding on Nomination Day, December 14, 2026.

RECOMMENDED ACTION

That Council accept the proposed by-election timeline and action plan for information.

PROPOSED TIMELINE FOR FEEDBACK AND DISCUSSION

Date	Action
September 28, 2026	Council receives the proposed by-election timeline and action plan for initial discussion and feedback.
October 2026	Administration reviews current MGA and LAEA requirements and updates election procedures, forms, candidate information package, statutory notices, website materials and communications in preparation for the by-election.
November 9, 2026	Administration would bring a request for decision for Council to formally set January 11, 2027 as Election Day and address required election official appointments – Gail Peckham as Returning Officer, Norma Lang as Deputy Returning Officer.
November 10, 2026	Nomination period opens and a Village by-election webpage is launched, candidate information packages are ready for distribution, and public communications begin.
November 10 – December 14, 2026	Nomination period. Administration receives candidate nomination materials and undertakes required election preparations and public notices.
December 14, 2026	Nomination Day. Nomination period closes in accordance with the LAEA. Candidate roster is finalized following applicable withdrawal provisions.
December 14, 2026 – January 11, 2027	Final election preparations and candidate campaign period. Administration completes ballots, voting arrangements, statutory notices, election-worker preparation and public voter information.
January 11, 2027	Municipal By-election – Election Day

CAEP Three Year Business Plan for Regional Economic Growth

Central Alberta Economic Partnership (CAEP) has launched a three-year business plan to **Empower Investment Attraction in Central Alberta**. The table below summarizes how CAEP will build a stronger regional investment proposition, improve investor readiness across CAEP member communities, and advocate for projects, infrastructure, and government policies that support regional growth.

Strategic Objectives					
	Build Trust and Deliver Wins	Build Regional Data Hub	Attract Investment Through Team Central Alberta	Build Regional Economic Development Capacity	CAEP Becomes Financially Independent
Year 1 (2026-27)	Initiate Regional Investment Attraction Strategy - Phase 1 Workshops: 1. Land Development 2. Commercial Development 3. Affordable Housing Update CAEP's Articles of Association to expand Board representation. Launch annual members survey to get input on CAEP programming and services, and track member satisfaction. Deliver CAEP Report Cards at AGM/FGMs and an Annual Report that clearly demonstrate CAEP's ROI. Continue enhancing CAEP website, focusing on promoting investment in Central Alberta.	Launched new and improved Economic Data Portal on CAEP website (<i>completed</i>). Create community profile reports for each CAEP member that can be downloaded from the Economic Data Portal (<i>completed</i>). Deliver three Lunch and Learn sessions to show CAEP members how to use the Economic Data Portal tools to support their own economic development and investment attraction work. (<i>completed</i>)	Continue expanding Team Central Alberta (TCA), CAEP's industry partnership program (target 10 new industry members in Year 1). Identify key investor site selector events for Team Central Alberta to attend. Establish process for tracking and following up on regional investment opportunities and leads.	Begin developing regional investment attraction tools and resources for CAEP members. Continue government advocacy for projects, infrastructure and policies that support regional growth. Deliver economic development courses and workshops based on member needs. Host Spring and Fall Meetings that bring together members, industry partners, government and investors, for networking, learning, and strategic dialogue. Develop an economic development advisory service for members who require tailored support.	With provincial government operational funding in its final year, pursue other funding sources: • New Team Central Alberta (TCA) memberships and industry partnerships. • Continue growing municipal memberships. • Pursue other grant opportunities to co-fund regional economic development projects. NOTE: CAEP membership fees were held at \$0.90 per capita for 2026-2027

Year 2 (2027-28)	Based on the workshops delivered in Year 1, develop a Regional Land Use and Investment Attraction Strategy for Central Alberta. Continue delivering Report Cards at AGM/FGMs and an Annual Report that clearly demonstrate CAEP's ROI. Continue enhancing CAEP website, focusing on promoting regional investment attraction.	Continue improving and expanding regional data on website data portal	Develop a Central Alberta International Market Development Strategy, targeting priority markets aligned with regional sector strengths. This will include: • market research briefs for priority industry sectors in Central Alberta. • a regional investment prospectus with business cases highlighting investment opportunities in Central Alberta. Continue expanding TCA industry partnerships.	Continue developing regional investment attraction tools and resources for CAEP members. Deliver ec dev courses and workshops. Continue hosting Spring and Fall meetings that offer networking, learning and strategic dialogue on critical economic development topics Continue delivering ec dev advisory services. Continue regional advocacy to prov and fed governments.	In the absence of provincial government operational funding, continue growing: • New Team Central Alberta memberships and industry partnerships. • New municipal memberships. • Other grant opportunities to co-fund regional ec dev projects. CAEP membership fees will hold at \$0.90 per capita for 2027-2028
Year 3 (2028-29)	Refine the Regional Land Use and Investment Attraction Strategy for Central Alberta based on member and investor input. Continue delivering Report Cards at AGM/FGMs and an Annual Report that clearly demonstrate CAEP's ROI. Continue enhancing CAEP website to promote regional investment.	Continue improving and expanding regional data on website data portal	Continue implementing the Central Alberta International Market Development Strategy. Update and enhance the regional investment prospectus and the market research briefs as needed. Continue expanding TCA partnerships; work with partners to identify new regional marketing opportunities.	Deliver ec dev courses and workshops. Continue hosting Spring and Fall meetings that offer networking, learning and strategic dialogue on critical economic development topics. Continue delivering ec dev advisory services. Continue regional advocacy to prov and fed governments.	Continue growing: • New Team Central Alberta industry partnerships. • New municipal memberships. • Other grant opportunities to co-fund regional ec dev projects. CAEP municipal per capita membership rate TO BE CONFIRMED

Council Notes – Committee Representation

Following the resignation of Councillor Sheridan, committee representation will need to be maintained for any meetings requiring attendance until Council can address committee appointments at the October 26, 2026 Organizational Meeting.

Councillor Sheridan served on the following committees, with the respective alternates identified below:

- **Rocky View HandiBus:** David Ledoyen
- **Beiseker Parks & Trails:** Neil Young
- **Campground Liaison:** Neil Young
- **Palliser Regional Municipal Services:** David McKenzie

The designated alternates will be required to attend meetings, as necessary, until the October 26, 2026 Organizational Meeting, when committee appointments can be reviewed and updated.