

Agenda



Regular Council Meeting Agenda
Monday, February 9, 2026 at 5:00 p.m.
Town of Stony Plain Council Chambers
4905 – 51 Avenue

1. **Call to Order**
2. **Adoption of Agenda**
3. **Public Input Session**
4. **Presentations and Delegations**
 - 4.1 Alberta Parenting for the Future Association
5. **Statutory Public Hearing - NIL**
6. **Adoption of Council Minutes**
 - 6.1 Regular Council Meeting – January 26, 2026
7. **Council Board & Committee Minutes**
 - 7.1 Stony Plain Library Board – November 19, 2025
8. **Bylaws – NIL**
9. **Business Items**
 - 9.1 2026 Appointment of Assessment Review Board Members
10. **Council Discussion**
11. **Closed Meeting - NIL**
12. **Adjournment**

Public Input Session

PUBLIC INPUT SESSION

The intent of the Public Input Session is to allow the public to address Council on matters of interest that are not already being addressed in the Council meeting or other boards and commissions of which Council is a member.

The Public Input Session will run from 5:00 p.m. to 5:15 p.m., following the adoption of the agenda.

It is strongly recommended that people pre-register for this session.

Procedure for Pre-registration

Members of the public wishing to address Council during the Public Input Session may:

- I. register online prior to 12:00 p.m. the day of the Council meeting by filling out the registration form online on the Town of Stony Plain website:
<https://www.stonyplain.com/en/town-hall/address-council.aspx>.



Presentations & Delegations

**PRESENTATION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** February 9, 2026**SUBJECT:** Alberta Parenting for the Future Association

EXECUTIVE SUMMARY

Alberta Parenting for the Future Association (apfa) will present Council with their 2025 annual report on the services they provide to the families of Stony Plain.

BACKGROUND

Alberta Parenting for the Future Association is dedicated to creating a dynamic center where families gather to learn, connect, and strengthen their connections to family and community. We believe we can collectively build a community that supports strong healthy families. Apfa provides services to the Town both as programs to families and as the Family Connection Centre.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2025-2028:

- Community Development
 - Fostering a sense of community belonging and inclusion.
 - Deliver programs and support in collaboration with partners to prevent and reduce poverty.

COMMUNICATION

This item will be included in the Council Highlights news release.

ATTACHMENTS

1. Presentation
2. Supporting Documentation

Prepared by: Christina Michaud, Legislative Officer

Reviewed by: Teresa Olsen, Manager, Legislative Services

Approved by: Tom Goulden, Chief Administrative Officer

apfa presentation
February 9, 2026



Alberta Parenting for the Future Association
Streams of Service



Alberta Parenting
for the
Future Association



Parkland & West

Family Resource Network



**Family
CONNECTION
CENTRE**



Alberta Parenting
for the
Future Association
Service Domains

Social Connections and Support –

Supports and services that promote positive connections between infants, children, youth, parents, families and communities.

Caregiver Capacity Building –

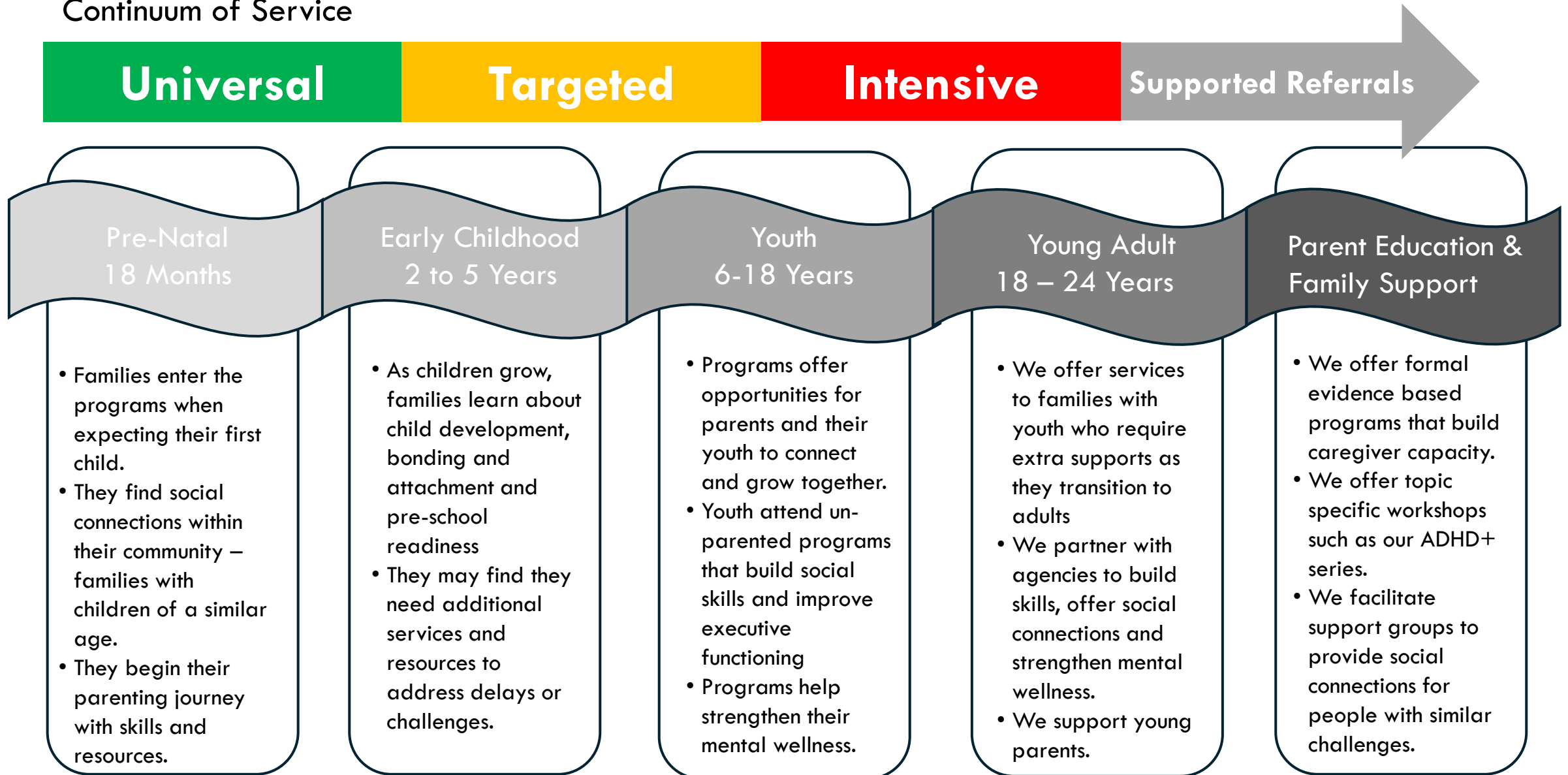
Supports and services aimed at developing and strengthening parenting skills and knowledge.

Child and Youth Development and Well-Being –

Supports and Services that assist the child to reach their developmental potential.



Continuum of Service



Pre-Natal to 18 Months

- Welcome to Parenthood
- Welcome to Motherhood
- Triple P Baby
- Baby Time
- Baby Sign
- Books for Babies
- Baby Parent & Tot Drop In
- Toddler Sign
- Infant Massage
- Welcome to Parenthood

- Health for Two
- Bringing Baby Home
- Home Visitation
- Developmental Screening



We served 53 families in our Home Visitation program (mothers and infants).

Early Childhood 2 to 5 Years

- Play your Way
- Parent & Tot Drop In
- Tick Tock Time
- Tick Tock Time –for Dads
- Music & Motion
- Intellidance
- Outdoor Adventures

- Little Chefs
- Yoga Kids
- Kimochis
- Home Visitation
- Developmental Screening



Youth 6-18 Years

- Parkland Village Youth Group
- Movie Night with Dad
- Summer Day Camps
- Healthy Together
- Roots of Empathy
- Kimochis
- “Stir It Up” Youth Group
- Stress Lessons
- Life and Work Skills (LAWS)
- Sib Shops



Young Adult 18 – 24 Years

- Young Parents
- Building Connections Group
- Kickstand Programming
- “Mix It Up”
- Board of Directors (apfa)
- Paid Summer Employment
- Volunteer Opportunities
- Practicum Placements



Parent Education

- Triple P – Universal
- Raising Amazing Kids
- Handle With Care
- Parenting, A Balancing Act
- Kids Have Stress Too!



- Triple P – Targeted
- Super Dads, Super Kids
- Triple P - Intensive
- Circle of Security
- Connect Parent



Family Support

- ADHD + Workshop Series
- Post Partum Mood Disorders
- Down Syndrome Support Group
- I'm Fine: Infant & Pregnancy Loss Support Group
- Sunrise Team (Parkland School Division)
- Footsteps (Evergreen School Division)



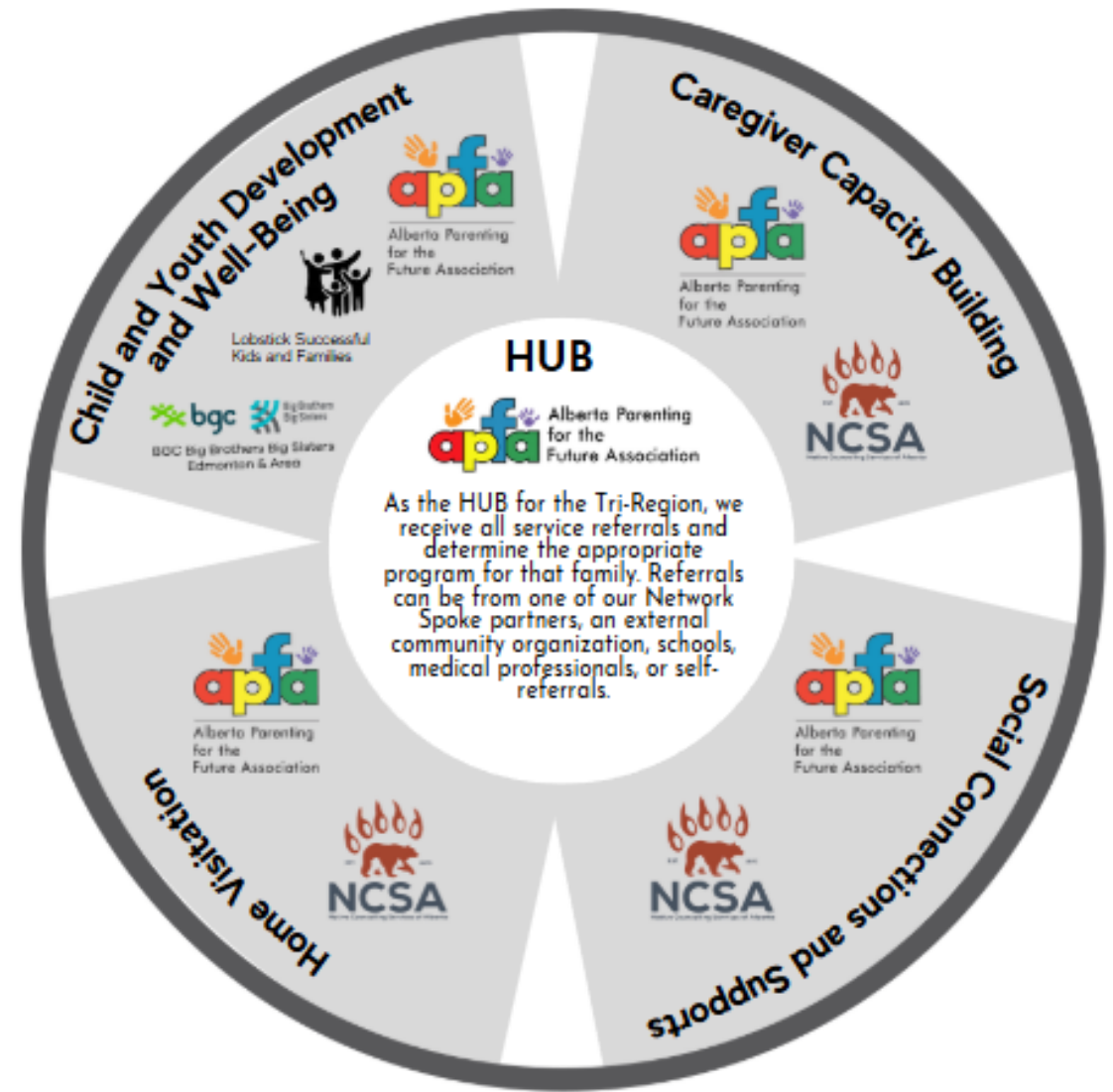


Parents, youth and children attended our programs and services over 16,000 times in 2025 (total not unique). This does not include special events or community events.

- We had a 27% increase in information and referral requests. Unfortunately, the majority of requests do not fall within scope of service and for those that do, wait times for supported referrals has increased. Increases have been noted: seniors have been referred to us looking for what is available to them, people looking for housing, legal services and basic needs.
- Total Unique families served through direct programming increased from 1304 in 2024 to 1793 in 2025 (37% increase). While this is a success, we now have to carry wait lists. **22% of the unique families are Stony Plain Residents**
- Through our work with the United Way, we made connections with Action For Healthy Communities, a settlement organization serving newcomer families. We hosted three information work shops for Community Partners, have connected them to the School Divisions where they meet with the families of school aged children and they have office hours in our Centre on Wednesdays. This success benefits all of our newcomer families.



Through the HUB, we received in excess of 12,000 requests for information or referral services.





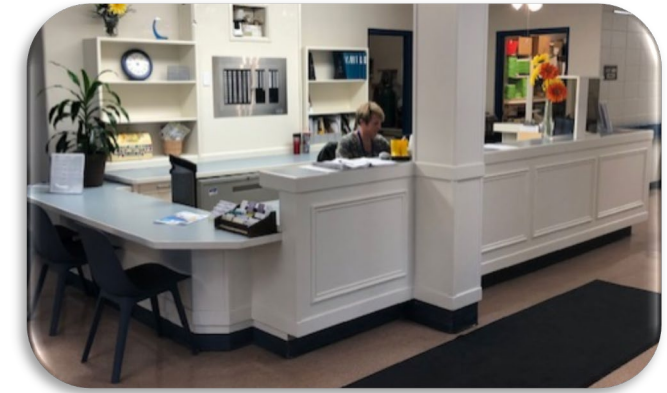
Alberta Parenting for the Future Association



Family CONNECTION CENTRE

A hub of non profit organizations connecting:

- ◆ Families to Families ◆ Families to Community Services ◆
Community Services to Community Services
- under one roof.



- Our doors are open and phone lines answered by staff Monday to Friday from 8:30 am to 4:30 pm to provide information and referral services



- **In 2024 we had 9808 this has increased to information and referral requests – from telephone, in-person, social media and through program delivery in 2025 this number increased 27%.**



- We provide economical office and meeting space for organizations and services, sharing resources in order to be able to direct more funding to front line support.



- **We currently have no space available for organizations looking to rent office space. This year we had a 12% increase in rental revenue.**



- We provide Food Rescue (in partnership with the Parkland Food Bank). In addition, we provide frozen prepared meals as part of our Youth Program that supports connections to community by giving back.



- In 2024 we served 481 families representing 2251 unique individuals
- In 2025 we served 775 families representing 2940 unique individuals
- In 2025 in addition to the food from Parkland Food Bank and our community garden, the youth in “Stir It Up” prepared over 1200 individual meals.

- The United Way no longer supports Coats for Kids and Families. We continue to provide this service to the Tri-Region.
- In addition, we receive hundreds of toques and mittens knitted by local knitting groups and local dry cleaners provide free dry-cleaning services.



- In 2024 we distributed 5682 coats (not including toques, mittens and snowpants).
- We do not have an accurate count of coats distributed in 2025,

305 families (39%) who access Food Rescue are from:



- We were the recipient of the United Way's Engineering Day of Caring Project with over 120 volunteers and 19 Engineering Firms.



- **In total, the project was a \$60,000 investment in the Centre and they utilized local suppliers where possible.**

- We had a full inspection by the Town of Stony Plain Fire Department and after some minor repairs received a letter of compliance.



- **Of note, we also invited the RCMP to review our emergency safety plan and protocols and they had no suggestions for improvements.**



- This year as part of our commitment to ongoing Truth and Reconciliation, we held a pipe ceremony with Elder Rose Wabasca to provide a Cree name for the Family Connection Centre.

Mâmawihkahwecihiwèhk

“Supporting all families and people.”

Mamawi / ka / mamô / wee / chi / hi / whèck

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**Family Connection
Centre**





Annual Program Planning

Alberta Parenting for the Future Association

Utilizing Principle-Based Practice

- Indigenous Experience
- Preserving the Family
- Strength-Based
- Connection
- Collaboration
- Continuous Improvement

Guided by:

The Well-Being and Resiliency Framework (Alberta Government, Alberta Family Wellness Initiative)

The Developmental Assets Framework (Search Institute)

Service Domains

Social Connections and Support -

Supports and services that promote positive connections between infants, children, youth, parents, families and communities. Programs are intended to build protective factors by developing natural, culturally relevant supports and creating responsive and nurturing environments.

Caregiver Capacity Building -

Supports and services aimed at developing and strengthening parenting skills and knowledge and building resilience to enable them to create safe, responsive and nurturing environments to support healthy child development.

Child and Youth Development and Well-Being -

Supports and Services that promote an infant's, child's and youth's social, physical, emotional, cognitive and spiritual well-being in order to assist the child to reach their developmental potential.

Outcome Domains

Individual and Family Outcomes -

- Children and families are more socially connected and linked to culturally relevant supports
- Parents and Caregivers have knowledge about parenting and child development
- Parents and caregivers are resilient
- Children and youth experience healthy social and emotional development

Systems Outcomes -

- Services are consistently available, aligned, effective and accountable
- Programs are delivered by competent and knowledgeable staff
- Programs are culturally safe and inclusive

Continuum of Service

Prenatal, Early Childhood (0-5), Children (6-11), Youth (12-18), Parents & Caregivers

Most people find the programs through word of mouth, social media, and advertising.



Universal Programs and Services -

build protective factors and focus on strengthening caregiver knowledge, provide social and emotional supports, offering coping and problem solving skills, improving child and youth development, building resiliency and fostering well-being to prevent the development of risk factors and vulnerabilities later in life.

Families have an identified risk factor and are referred (or self-refer) to a targeted program or service.



Targeted Programs and Services -

provide a higher intensity of service to strengthen protective factors, enhance skills and abilities and reduce the impact of identified risk factors in order to lessen or eliminate the need for intensive interventions later on.

Families are experiencing significant adversity and are impacted by multiple risk factors are referred by apfa, service providers or professionals.



Intensive Programs and Services -

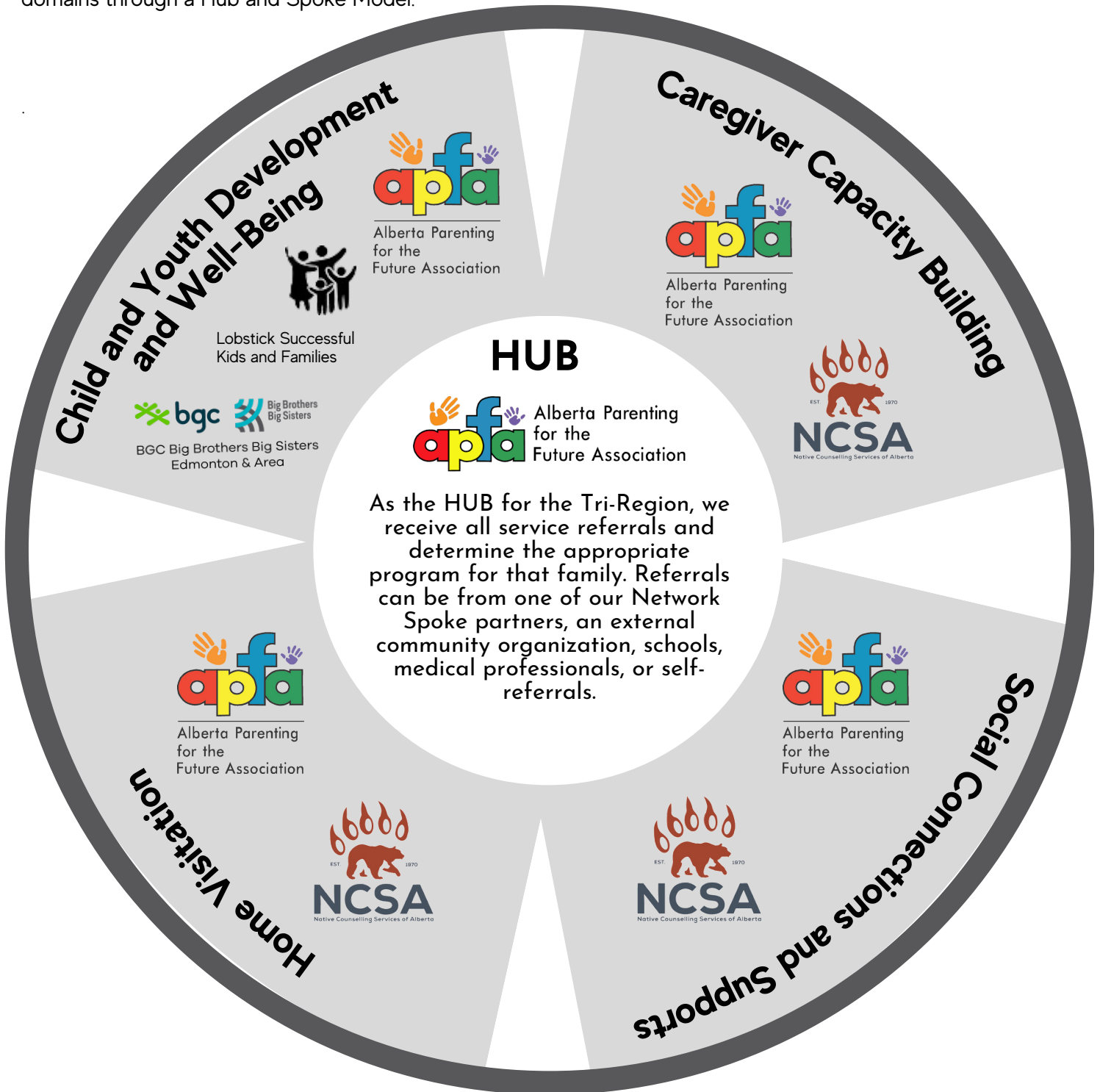
provide specific interventions to the individual needs of infants, children, youth and families who are experiencing significant adversity and who are impacted by multiple risk factors and who have multiple systems attached to them (which may include Children's Mental Health, RCMP, Addictions, apfa, youth justice, schools) and are supported through the Wrap Around Tables we are partners in through Evergreen Catholic Schools Footsteps, Parkland School Division's Sunrise and VTRA Community Protocol.



We are the Family Resource Network for the Tri-Region of Stony Plain, Spruce Grove and Parkland County.



Networks provide a range of in person and virtual programs, services and supports to help families become resilient, strong and healthy. By providing prevention and early intervention supports for children and youth 0 to 18 and their families, children will benefit with strong foundations, learning, social and emotional support and community connections. Services provided through FRNs are free of charge and are delivered in four service domains through a Hub and Spoke Model:





On June 17th, the United Way Alberta Capital Region announced that apfa (the Family Connection Centre) would be the recipient of the 2025 Engineering Day of Caring Project (EDOC).

When completed, the total value of the project exceeded \$60,000 with over 3000 volunteer hours donated by 120 individuals. This was their largest single project to date.



Beginning in July there were weekly zoom meetings with the United Way plus biweekly meetings with the EDOC Volunteer Committee. Included in July and August were regular weekly site visits to plan, photograph, measure and discuss the scope of the project.

In addition to the Engineering firms committed to the project, the committee solicited donations from their suppliers and apfa reached out to local businesses that have supported us in the past.



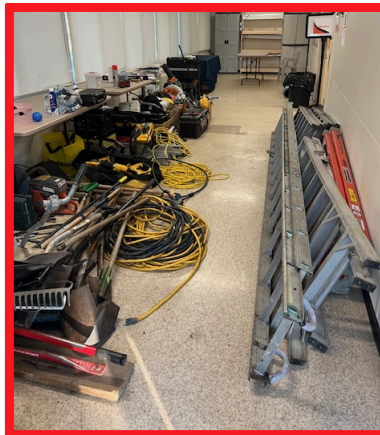
Of note, through our community connections we received a 20% discount from Bings (\$420), \$4,000 free service from Alder Tree Service, \$2,000 from Northcentral Co-op, gift in kind from the Black Dirt Company and Golden Spike Lumber, rain barrels and perennials from Barb Hardman and perennials from the Parkland Horticultural Society.



Sitework began in August with tree removal, pruning and stump grinding of 11 stumps left in the yards.

We had “junk removal” come and take away things that had been piling up (and to make room for the new stuff!)

Equipment and supplies began to arrive in earnest. In order to accommodate all the deliveries, the supersized dumpster and the parking, the town loaned us 10 barricades that we moved around and around and around!!



News from the: Family CONNECTION CENTRE

Ten years ago, the Good Samaritan Care Centre located at 5600 50 Street became "The Family Connection Centre". Since then, it has become home to many non-profit organizations offering free programs, workshops, events and support to the families of this community.

Available for free within the centre is a community pantry, winter coats, books (games and puzzles), produce from a community garden, information a referral services and, when available through generous donations, basic need items.

The Centre is home to Alberta Parenting for the Future Association, the Leo Ste. Anne Health Community Association, The Rotary Club of Stony Plain, The Stony Plain Art Studio, Native Counseling Services of Alberta, Big Brothers Big Sisters, Arise Therapy Services, The Medicine Health Foundation, and Barron Psychological Services Inc.

It is a welcoming vibrant community hub on the south end of Main Street, Stony Plain and is the hub for this region's Family Resource Network.

We are thrilled to announce that we have been chosen by the United Way for their 2020 Engineering Day of Giving project.

Mark your calendar because on September 12th, volunteers will be in Stony Plain painting, repairing, and joining up our building so we can better meet the needs of families in this community.

We know this day will be a busy one - and we wish to be great neighbours. We recognize that there may be a higher volume of people and cars throughout the day.

If you have any concerns on September 12, please call our office at 780-463-0249.

Many people in the community have been asking how they can help:

- we have need of pennials for the project and September is a great time to split yours! If you have some to donate, you are welcome to bring them by or we could send out some volunteers to do the digging for you.
- we welcome garden volunteers any time, if you like to weed and water - stop by.
- we are looking for 4 water collecting rain barrels with lids and spigots.
- We will gladly take your extra garden produce to share with the community through our community pantry.

The United Way is committed to strengthening mental well-being and building a resilient community where everyone can thrive.

Their support of Alberta Parenting for the Future Association has helped us:

- provide community kitchens, which, through our food rescue, help families stretch their food budgets
- offer life skills programs for youth that teach financial planning, healthy eating and support their positive mental well-being.

Help us support the United Way scan this QR code to purchase \$50/50 tickets!

Follow @familyconnection and @albertaparenting on Instagram or "Family Connection Centre" on Facebook for updates.

We wished to be a good neighbour during the project so we worked with the town on wording and hand delivered a newsletter highlighting the project and invited them to stop by.



In addition, our own apfa staff, summer students and our husbands (happy to volunteer) worked very hard to clean out the indoor and outdoor spaces where the work was going to happen.

The south yard projects included repairing and re-roofing the barbeque shelter, new light fixtures and decorative features inside the shelter, building a table storage lean-to on the south side of the shelter, the creation of a permanent, no-maintenance, fenced play space for children 0-4, removal of the ramp and building of new steps outside the Sunshine Room, re-welding, repairing and painting the double gates on the west side and repainting the hand rail outside the emergency exit.



This area required three days of site preparation with the removal of the grass, preparing the sub surface, and the removal of the old shingles. In addition, there was a considerable amount of cleaning, sorting, tossing, etc. by our staff and summer students of the equipment and supplies that have accumulated over time in order to be ready for the big day!





The north yard had improvements far beyond our expectations. The crumbling pathways were replaced around the community gardens, a medicine garden was created, the gazebo was extended in length, re-roofed and repainted.



A tree fort was built around an actual tree, string lighting was installed, tree swings were added and the fence and both gates were repaired.

A lean-to was built for the tipi poles and wheelbarrows, compost barrels, rain collection barrels and potting carts were added as well as a shade tent that can be opened and closed as required.



Inside the Centre was a beehive of activity including many small projects that we have been waiting to have completed.



We now have a beautiful calming sensory room available to all tenants who work within the Centre.

It has a water feature, music, lights, hugging swings and rocking chairs.

The Family Room had the valence and lighting removed, new window treatments installed, painted, and the feature wall in the hall was replaced with a new sound proof wall.

Other projects within the centre:

- fire cabinets repainted with new stickers
- all hallway signage raised in height
- touch up paint throughout all hallways
- bulletin boards and whiteboards hung throughout
- holders for fire maps hung
- basement moldings and trim painted and installed



Curb appeal was added to the front with a re-do of the flower bed, repair of the sign, installation of perennials and landscape mulch, a paved patio and an apple tree to honour long time donors of the United Way Alberta Capital Region.



September 12th was a day with a “vibe” all its own. From when the first volunteer arrived at 6:00 am to when the last left at 9:30 that evening, it was magical. At the peak of the day there were 150 people working together, laughing, eating, and more working to bring this project to life.

Red banners could be seen from down the block proudly welcoming the United Way and all the volunteers. They were welcomed to the day first by the United Way, then with greetings from Mayor Choy, Mayor Acker and Councillor Kobasiuk. Councillor Kobasiuk shared that this is a day of community much like the barn raisings of long ago.



Our own Kathryn Way provided the land acknowledgement and Mayor Choy brought greetings from the Town of Stony Plain.

apfa staff, students from our “Stir It Up” program and Bing’s #1 Restaurant ensured that nobody went hungry from the moment they were greeted with coffee fruit and pasteries, to a buffet lunch to “take home snacks”.

Smiles and bandaids were plentiful, laughter could be heard all day and everyone went home changed for the better.



And that's a wrap!

END OF ITEM



Statutory Public Hearing

Adoption of Council Minutes

**TOWN OF STONY PLAIN
PROVINCE OF ALBERTA
JANUARY 26, 2026 MINUTES OF THE
REGULAR COUNCIL MEETING
HELD IN THE TOWN OF STONY PLAIN
COUNCIL CHAMBERS AT 5:00 PM**

PRESENT:

Mayor:	William Choy
Deputy Mayor:	Eric Meyer
Councillors:	Justin Anderson Justin Laurie Melanie Loyns Miranda Niebergall Harold Pawlechko
Acting Chief Administrative Officer:	Brenda Otto
General Manager, Community & Protective Services:	Karl Hill
General Manager, Community & Social Development:	Lisa Gilchrist
General Manager, Corporate Services:	Ann Laing
General Manager, Planning & Infrastructure:	Brett Newstead
Manager, Legislative Services:	Teresa Olsen
Manager, Planning and Development:	Miles Dibble
Community Peace Officer Supervisor:	Tiffany Anderson
Legislative Clerk:	Jessica Marsden

OTHERS PRESENT:

Qualico:	Christine Lee
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1. CALL TO ORDER

Mayor William Choy called the January 26, 2026 Regular Council Meeting to order at 5:01 p.m.

2. ADOPTION OF AGENDA

Agenda Adoption
08/01/26/SP

Moved that Town Council adopt the January 26, 2026 Regular Council Meeting Agenda as presented.

CARRIED UNANIMOUSLY

3. PUBLIC INPUT SESSION**4. PRESENTATIONS & DELEGATIONS – NIL****5. STATUTORY PUBLIC HEARING**

5.1 Westerra Stage 20 – Land Use Bylaw Amendment

Mayor William Choy explained the process of the Public Hearing.

Mayor William Choy opened the Public Hearing for Bylaw 2731/LUO/25 at 5:05 p.m.

The Manager of Planning and Development gave an overview presentation of Bylaw 2731/LUO/25.

Council asked questions for clarity and understanding.

Christine Lee spoke on behalf of the applicant.

Council asked questions for clarity and understanding.

There were no members of the public present to speak in favour of Bylaw 2731/LUO/25.

There were no members of the public to speak in opposition of Bylaw 2731/LUO/25.

There were no members of the public present to make general comments regarding Bylaw 2731/LUO/25.

Christine Lee declined to make closing comments.

Mayor William Choy closed the Public Hearing for Bylaw 2731/LUO/25 at 5:44 p.m.

6. ADOPTION OF COUNCIL MINUTES

6.1 Regular Council Meeting Minutes – January 12, 2026

RCM Minutes
09/01/26/SP

Moved that Town Council approve the January 12, 2026 Regular Council Meeting Minutes as presented.

CARRIED UNANIMOUSLY

7. COUNCIL BOARD & COMMITTEE MINUTES

7.1 Culture and Tourism Roundtable – November 12, 2025

7.2 Planning Advisory Committee – December 9, 2025

CTR and PAC
Minutes
10/01/26/SP

Moved that Town Council receive the Council Board & Committee minutes for information.

CARRIED UNANIMOUSLY

8. BYLAWS

8.1 Westerra Stage 20 – Land Use Bylaw Amendment

Westerra Stage
20 - LUB Amend
2nd Reading
11/01/26/SP

Moved that Town Council give second reading to Bylaw
2731/LUO/25, a bylaw to amend Land Use Bylaw 2719/LUO/25.

In Favour: Mayor William Choy
Councillor Justin Laurie
Councillor Melanie Loyns
Councillor Miranda Niebergall

Opposed: Deputy Mayor Eric Meyer
Councillor Justin Anderson
Councillor Harold Pawlechko

CARRIED

Westerra Stage
20 – LUB Amend
- Defer 3rd
Reading
12/01/26/SP

Moved that Town Council defer third reading to Bylaw
2731/LUO/25 to the February 9, 2026 Regular Council meeting.

In Favour: Councilor Justin Anderson

Opposed: Mayor William Choy
Deputy Mayor Eric Meyer
Councillor Justin Laurie
Councillor Melanie Loyns
Councillor Miranda Niebergall
Councillor Harold Pawlechko

DEFEATED

Westerra Stage
20 – LUB Amend
3rd Reading
13/01/26/SP

Moved that Town Council give third reading to Bylaw
2731/LUO/25.

In Favour: Mayor William Choy
Councillor Justin Laurie
Councillor Melanie Loyns
Councillor Miranda Niebergall

Opposed: Deputy Mayor Eric Meyer
Councillor Justin Anderson
Councillor Harold Pawlechko

CARRIED

Mayor William Choy called a break at 7:25 p.m.

Mayor William Choy called the Regular Council Meeting back to order at 7:39 p.m.

8.2 Community Standards Bylaw

The Community Peace Officer Supervisor gave an overview of the bylaw.

Community
Standards Bylaw
2nd Reading
14/01/26/SP

Moved that Town Council give second reading to Bylaw 2733/PS/26, a bylaw respecting community standards.

CARRIED UNANIMOUSLY

Community
Standards Bylaw
3rd Reading
15/01/26/SP

Moved that Town Council give third reading to Bylaw 2733/PS/26.

CARRIED UNANIMOUSLY

9. BUSINESS ITEMS

9.1 Strategic & Corporate Plan Q4 2025 Report

The Acting Chief Administrative Officer gave an overview of the report.

Strat & Corp Plan
Q4 2025 Report
16/01/26/SP

Moved that Town Council accept the Strategic & Corporate Plan Q4 2025 Report for information.

CARRIED UNANIMOUSLY

10. COUNCIL DISCUSSION

11. CLOSED SESSION – NIL

12. ADJOURNMENT

Mayor William Choy declared the January 26, 2026 Regular Council Meeting adjourned at 8:31 p.m.

Mayor William Choy

Ann Laing
General Manager, Corporate Services

END OF ITEM



Council Board & Committee Minutes



**Town of Stony Plain Library Board
Meeting Minutes
November 19, 2025, 7:00 p.m.**

Present: Claire Callbeck (Vice-Chair), Dawn Horne (Treasurer), Jane MacDiarmid, Kelly Eros, Donna Saidler, Laurie Haak, Councillor Harold Pawlechko

Regrets: Brenda Spitzer (Chair), Milene Albers, Rokus Broere,

Staff: Laina Kelly, Donna Thomson

1. The Vice-Chair called the meeting to order at 7:02 p.m.
 - a. Statement of vision and mission of SPPL
 - b. Land Acknowledgment
2. The Vice-Chair declared the agenda to be adopted as presented.
3. The Vice-Chair declared the previous meeting's minutes of October 15, 2025, to be adopted as presented.
4. Trustee Training – Brainfuse (Laina Kelly)
 - a. Brainfuse is an e-resource available on Stony Plain Public Library's website. There are two subsections.
 - i. HelpNow is for students from grade 3 and up that can get help with schoolwork.
 - ii. JobNow has resources for those looking for work and need help with resumes and interviews.

Jane MacDiarmid joined the meeting at 7:17pm.

5. Items for Decision
 - a. Loan of Resources Policy

MOTION That the Loan of Resources Policy be adopted as amended.

Amendment: In the **Last Review** box, keep February 2025 and remove November 2025.

Moved by: Laurie Haak
CARRIED

- b. 2026 Service Fees – Item tabled for January 2026 meeting.



6. Items for Information
 - a. Director's Report (Laina Kelly)
 - b. Holiday Party Working Group Update (Donna Saidler and Laura Haak)
 - i. December 6, 2025, starting at 5:30pm
 - ii. Caterer booked and set up will be at 4:30pm

7. In-Camera Session: Trustees Only
 - a. Staff Vacation Rollover
 - b. Director's Performance Review Working Group Update

MOTION That the Board move In-Camera at 8:20pm

Moved by: Kelly Eros
CARRIED

MOTION That the Board move out of In-Camera at 9:03pm

Moved by: Donna Saidler
CARRIED

MOTION That the Board approve the rollover of accrued staff vacation to 2026.

Moved by: Dawn Horne
CARRIED

MOTION That the Board accept the Director's Performance Review and the recommendations be implemented.

Moved by: Laurie Haak
CARRIED

8. Meeting Adjournment

The Vice-Chair declared the meeting adjourned at 9:10pm

A handwritten signature in black ink, appearing to be 'L. Haak', written over a horizontal line.

Chair

A handwritten date 'January 22, 2025' written in black ink over a horizontal line.

Date

END OF ITEM



Bylaws

Business Items

**REQUEST FOR DECISION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** February 9, 2026**SUBJECT:** 2026 Appointment of Assessment Review Board Members

EXECUTIVE SUMMARY

The Assessment Review Board Chair, Clerk, and panelists are appointed annually to hear any assessment appeals.

RECOMMENDATION

That Town Council appoint:

1. Gerryl Amorin, Capital Region Assessment Services Commission, as Assessment Review Board Clerk for 2026;
2. Raymond Ralph as Chair of the Assessment Review Board for 2026; and
3. Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Roland Merkosky and Raymond Ralph as panelists of the 2026 Assessment Review Board.

BACKGROUND

The Town of Stony Plain has been under agreement with the Capital Region Assessment Services Commission (CRASC) since its formation as a regional assessment review board in 2010 which has been of value to the Town.

Panelists and Clerks must have completed provincially legislated training courses to be qualified to sit on Assessment Review Boards. The trained members are available to the CRASC participating municipalities to form boards for any Local Assessment Review Board (LARB) and Composite Assessment Review Boards (CARB) hearings which arise. Residential property with three or fewer dwelling units, farmland, or a tax notice other than a property tax notice are heard by the LARB. Residential properties with four or more dwelling units or non-residential property are heard by the CARB.

The requirements of the *Municipal Government Act* also require that a Chair and a Clerk are appointed for the Assessment Review Boards.

Bylaw 2727/AS/25 - section 3.3.0 requires that Council shall annually, by resolution, appoint the list of panelists, the names of the Chair of the LARB and CARB, and the Clerk provided to the Town by the Commission.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2025-2028:

- Governance & Partners
 - Cultivating a strong organizational structure and the processes that deliver effective and efficient services.

COMMUNICATION

This item will be included in the Council Highlights news release.

ATTACHMENTS

- I. Bylaw 2727/AS/25 Assessment Review Board Bylaw

Prepared by: Tricia Lougheed, Revenue Services Supervisor
Reviewed by: Teri Stewart, Manager of Financial Services
Reviewed by: Ann Laing, General Manager, Corporate Services
Approved by: Tom Goulden, Chief Administrative Officer

BYLAW 2727/AS/25

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING ASSESSMENT REVIEW BOARDS AND THE APPOINTMENT OF A DESIGNATED OFFICER TO ACT AS CLERK OF THE ASSESSMENT REVIEW BOARDS

WHEREAS, Section 454 of the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, requires that Council must by bylaw establish a Local Assessment Review Board and a Composite Assessment Review Board; and

WHEREAS, Section 456 of the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, requires that Council must appoint a Designated Officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Municipal District of the Town of Stony Plain;

NOW THEREFORE, the Council of the Town of Stony Plain in the Province of Alberta, duly assembled, hereby enact as follows:

1.0.0 Title

1.1.0 This bylaw may be cited as the "Assessment Review Boards Bylaw".

2.0.0 Definitions

2.1.0 "Act" means the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto;

2.2.0 "Assessment Review Board (ARB)" means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);

2.3.0 "Clerk" means the Designated Officer appointed as the Clerk of the Assessment Review Boards pursuant to the Act;

2.4.0 "Commission" means Capital Region Assessment Services Commission;

2.5.0 "Composite Assessment Review Board (CARB)" means a board established pursuant to the Act to hear and make decisions on complaints pursuant to the Act;

2.6.0 "Council" means the duly elected Council of the Town of Stony Plain;

2.7.0 "Local Assessment Review Board (LARB)" means a board established pursuant to the to hear and make decisions on complaints pursuant to the Act;

2.8.0 "Panellist" means an individual by appointed by Council to the Assessment Review Boards pursuant to the Act; and

2.9.0 "Town" means the Town of Stony Plain.

3.0.0 General

3.1.0 Council hereby establishes the following boards:

3.1.1 Local Assessment Review Board; and

3.1.2 Composite Assessment Review Board.

Duties and Authorities

3.2.0 The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Act and its regulations.

3.3.0 Annually, Council shall by resolution appoint:

3.3.1 the list of Panellists;

3.3.2 the names of the Chair of the LARB and CARB; and

3.3.3 the Clerk provided to the Town by the Commission.

3.4.0 All Panellists and the Clerk serve at the pleasure of Council and may be removed by resolution of Council where, in the opinion of Council, removal is warranted.

Fees

3.5.0 Compensation payable to the Commission for its performance including annual fees, hearing fees, Panelist fees, and Clerk fees will be outlined in a Memorandum of Agreement between the Commission and the Town.

3.6.0 Filing a Complaint

3.6.1 Upon receipt of an assessment complaint, the Town shall provide to the Commission a completed Assessment Review Complaint form and supporting documentation in a timely manner.

3.6.2 A complaint must be accompanied by the appropriate fee as established by Council in the Fees and Charges Bylaw.

4.0.0 Severability

4.1.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

5.0.0 Review

5.1.0 This bylaw shall be reviewed within its fifth year, being 2030, or as deemed necessary.

6.0.0 Repeal

6.1.0 Bylaw 2623/AS/19 is hereby repealed.

7.0.0 Effective Date

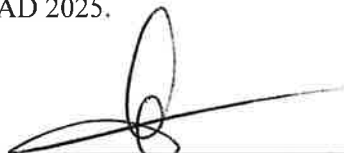
7.1.0 This bylaw shall take full force and effect on the date it is passed.

Read a first time this 8th day of September, AD 2025.


Read a second time this 8th day of September, AD 2025.

Given unanimous consent this 8th day of September, AD 2025.

Read a third time this 8th day of September, AD 2025.



Mayor William Choy



Ann Laing
General Manager, Corporate Services

END OF ITEM



Council Discussion

Closed Meeting