

Agenda



Regular Council Meeting Agenda
Monday, June 22, 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 Appointment of Deputy Mayor
5. **Statutory Public Hearing - NIL**
6. **Adoption of Council Minutes**
 - 6.1 Regular Council Meeting – June 8, 2026
7. **Council Board & Committee Minutes**
 - 7.1 Policing Committee – May 13, 2026
8. **Bylaws**
 - 8.1 Bylaw 2738/APP/26 – Chief Administrative Officer Bylaw – 1st, 2nd, and 3rd Reading
9. **Business Items**
 - 9.1 Mental Wellness Update
 - 9.2 Debt Management Policy
 - 8.3 Signing Authority of Municipal Documents Policy
 - 8.4 Public Advertisement Bylaw
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:

1. 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

**REQUEST FOR DECISION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** June 22, 2026**SUBJECT:** Appointment of Deputy Mayor

EXECUTIVE SUMMARY

The Deputy Mayor is a member of Council who is appointed by Council to act as Mayor in the absence or incapacity of the Mayor. The Deputy Mayor position is appointed to each Councillor in a rotation. The next member to serve as Deputy Mayor is Councillor Harold Pawlechko.

RECOMMENDATION

That Town Council appoint Councillor Harold Pawlechko as Deputy Chief Elected Official for the term of June 22, 2026 to October 31, 2026 or until the appointment of the next Deputy Chief Elected Official.

BACKGROUND

Section 152, of the *Municipal Government Act*, RSA 2000, c M-26 states that Council must appoint one or more Councillors as Deputy Chief Elected Official. The Deputy Chief Elected Official shall be given the title of "Deputy Mayor".

The position of Deputy Mayor shall be four months in duration and shall be undertaken by each member of Council two times within a Council term. Members of Council shall serve in the order determined by the drawing of names at the beginning of the Council term starting with the first Organizational Council Meeting following a general election. The order determined shall be limited only by the provision that the first member to serve in a Council term shall not be a newly elected member of Council.

The Deputy Mayor serving terms, approved at the November 3, 2025 Organizational Council meeting shall be as follows:

Councillor Eric Meyer	November 1, 2025 – February 28, 2026
Councillor Justin Laurie	March 1, 2026 – June 30, 2026
Councillor Harold Pawlechko	July 1, 2026 – October 31, 2026
Councillor Miranda Niebergall	November 1, 2026 – February 28, 2027
Councillor Justin Anderson	March 1, 2027 – June 30, 2027
Councillor Melanie Loyns	July 1, 2027 – October 31, 2027
Councillor Eric Meyer	November 1, 2027 – February 29, 2028
Councillor Justin Laurie	March 1, 2028 – June 30, 2028
Councillor Harold Pawlechko	July 1, 2028 – October 31, 2028
Councillor Miranda Niebergall	November 1, 2028 – February 28, 2029
Councillor Justin Anderson	March 1, 2029 – June 30, 2029
Councillor Melanie Loyns	July 1, 2029 – October 31, 2029

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2026-2029:

- Strengthen our organizational excellence and workforce effectiveness through investment in and commitment to improved service efficiency.

Relevant Statutes/Master Plans/Documents

Municipal Government Act

Procedural Bylaw 2695/G/24

COMMUNICATION

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

ATTACHMENTS

- I. Oath of Deputy Mayor

Prepared by: Christina Michaud, Legislative Officer

Reviewed by: Teresa Olsen, Manager, Legislative Services

Approved by: Tom Goulden, Chief Administrative Officer

END OF ITEM



Statutory Public Hearing

Adoption of Council Minutes

**TOWN OF STONY PLAIN
PROVINCE OF ALBERTA
JUNE 8, 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:	Justin Laurie
Councillors:	Justin Anderson
	Melanie Loyns
	Eric Meyer
	Miranda Niebergall
	Harold Pawlechko
Chief Administrative Officer:	Tom Goulden
General Manager, Community & Protective Services:	Karl Hill
General Manager, Community & Social Development:	Lisa Gilchrist
General Manager, Planning & Infrastructure:	Brett Newstead
General Manager, Strategic Services:	Brenda Otto
Manager, Financial Services:	Teri Stewart
Manager, Legislative Services:	Teresa Olsen
Community Development Officer:	Lara Stadnyk
Municipal Intern:	Sheridan Johannsen
Legislative Clerk:	Jessica Marsden

OTHERS PRESENT:

President & CEO, Rural Development Network:	Melissa Fougere
Members of Public	

1. CALL TO ORDER

Mayor William Choy called the June 8, 2026 Regular Council Meeting to order at 5:00 p.m.

2. ADOPTION OF AGENDA

Agenda Adoption
86/06/26/SP

Moved that Town Council adopt the June 8, 2026 Regular Council Meeting Agenda as presented.

CARRIED UNANIMOUSLY

3. PUBLIC INPUT SESSION**4. PRESENTATIONS & DELEGATIONS**

4.1 Rural Development Network Stony Plain Affordable Housing Guidebook and Toolkit

Melissa Fougere, President & CEO of Rural Development Network presented Council an overview of the Stony Plain Affordable Housing Guidebook and Toolkit developed as part of the Housing Accelerator Fund Initiatives.

5. **STATUTORY PUBLIC HEARING – NIL**

6. **ADOPTION OF COUNCIL MINUTES**

6.1 Regular Council Meeting Minutes – May 25, 2026

RCM Minutes
87/06/26/SP

Moved that Town Council approve the May 25, 2026 Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY

7. **COUNCIL BOARD & COMMITTEE MINUTES**

7.1 Tri Municipal Leisure Facility Corporation Board – March 12, 2026, April 16, 2026

7.2 Stony Plain Library Board – April 15, 2026

TLC & SPLB
Minutes
88/06/26/SP

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

CARRIED UNANIMOUSLY

8. **BYLAWS**

8.1 Recreation Facility Front End Debenture Bylaw

The Manager of Financial Services gave an overview of the bylaw.

Rec Facility Front
End Debenture
1st Reading
89/06/26/SP

Moved that Town Council give first reading to Bylaw 2742/DEB/26, a bylaw to authorize debenture borrowing in the amount of \$3,800,000 for construction of the Recreation Facility.

CARRIED UNANIMOUSLY

9. **BUSINESS ITEMS**

9.1 Advocacy Priorities 2026

The Municipal Intern gave an overview of the report.

Advocacy
Priorities 2026
90/06/26/SP

Moved that Town Council accept the Advocacy Priorities 2026 for information.

- Funding and partnership to build a community recreation facility in Stony Plain;
- Transportation infrastructure investment to support business and community growth;
- Healthcare and education investment to meet our growing community needs;
- Funding and partnership to build affordable housing; and
- Partnership and support to enhance community belonging and public safety.

CARRIED UNANIMOUSLY

9.2 Rural Development Network Stony Plain Housing Guidebook and Toolkit

The General Manager of Community and Social Development gave a brief overview of the report.

RDN Stony Plain
Housing
Guidebook
91/06/26/SP

Moved that Town Council accept the Stony Plain Affordable Housing Guidebook and Toolkit for information.

CARRIED UNANIMOUSLY

9.3 Engaging Youth Strategy Update

The Community Development Officer gave an overview of the report.

Engaging Youth
Strategy
92/06/26/SP

Moved that Town Council accept the Engaging Youth Strategy Update for information.

CARRIED UNANIMOUSLY

10. COUNCIL DISCUSSION

11. CLOSED SESSION

Closed session
93/06/26/SP

Moved that Town Council move into Closed Session at 6:45 p.m. to discuss:

11.1 Advocacy Priorities – Access to Information Act, Section 29

CARRIED UNANIMOUSLY

Mayor William Choy called a break at 6:45 p.m.

Mayor William Choy called the Regular Council Meeting back to order at 7:00 p.m.

In addition to Council, the following attended the Closed Session:

- Tom Goulden, Chief Administrative Officer
- Brenda Otto, General Manager, Strategic Services

Open Session
94/06/26/SP

Moved that Town Council move out of Closed Session at 8:00 p.m.

CARRIED UNANIMOUSLY

12. ADJOURNMENT

Mayor William Choy declared the June 8, 2026 Regular Council Meeting adjourned at 8:02.

Mayor William Choy

Ann Laing
General Manager, Corporate Services

END OF ITEM



Council Board & Committee Minutes

**TOWN OF STONY PLAIN
PROVINCE OF ALBERTA
MAY 13, 2026 MINUTES OF THE
POLICING COMMITTEE
4905-51 AVE, STONY PLAIN
SHIKAOI ROOM AT 5:00 P.M.**

MEMBERS PRESENT:

Chair:	Zoe Pardo
Vice-Chair, Councillor:	Justin Laurie
	Dale Evert
	Kendall Olson
	Caroline Peel
	Michelle Aldana
Councillor:	Eric Meyer

OTHERS PRESENT:

General Manager, Community and Protective Services,	Karl Hill
Staff Liaison:	
Acting Officer In Charge:	Staff Sgt. Bryce Long
Manager, Legislative Services:	Teresa Olsen

1. CALL TO ORDER

The Chair called the May 13, 2026 Policing Committee meeting to order at 5:04 p.m.

2. ADOPTION OF AGENDA

Agenda Adoption 12/05/26/PC	Moved that the May 13, 2026 Policing Committee meeting agenda be approved as presented.
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CARRIED UNANIMOUSLY

3. PRESENTATIONS & DELEGATIONS

4. ADOPTION OF MINUTES

Minutes Adoption 13/05/26/PC	Moved that the April 8, 2026 Policing Committee meeting minutes be accepted as presented.
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CARRIED UNANIMOUSLY

5. BUSINESS ITEMS

5.1 July and August meetings

July/Aug Meetings 14/05/26PC	Moved that the July and August 2026 scheduled Policing Committee meetings be cancelled.
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CARRIED UNANIMOUSLY

5.2 Committee Work Plan

The General Manager of Community and Protective Services presented the draft 2026 Policing Committee Work Plan and the Committee discussed the components of the plan. It was a consensus to amend the priority recommendations to Q3.

Committee Work Plan 15/05/26PC	Moved that the Committee approve the 2026 Policing Committee Work Plan as amended.
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CARRIED UNANIMOUSLY

5.3 Community Safety Plan Framework

The General Manager of Community and Protective Services presented the Community Safety Plan Framework. The Committee discussed the framework and it was a consensus to follow the philosophy presented in

CSP Framework 16/05/26PC	Option 3 of the report to guide the development of the Community Safety Plan. Moved that the Community Safety Plan Framework be accepted for information.
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CARRIED UNANIMOUSLY

6. **REPORTS**

6.1 **Detachment Report**

Acting Inspector Bryce Long provided an update on the Detachment Report.

Detachment Report 17/05/26/PC	Moved that the Detachment Report be accepted for information.
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CARRIED UNANIMOUSLY

6.2 **Administrative Report**

The General Manager of Community and Protective Services provided an Administrative Report on municipal enforcement services.

Admin. Report 18/05/26/PC	Moved that the Administrative Report be accepted for information.
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CARRIED UNANIMOUSLY

7. **INFORMATION ITEMS**

8. **ADJOURNMENT**

The Chair declared the May 13, 2026 Policing Committee meeting be adjourned at 6:51 p.m.

Next Meeting:
June 10, 2026 at 5:00 p.m.

 _____ Zoe Pardo, Chair	 _____ Teresa Olsen Manager, Legislative Services
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END OF ITEM



Bylaws

**REQUEST FOR DECISION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** June 22, 2026**SUBJECT:** Chief Administrative Officer Bylaw

EXECUTIVE SUMMARY

As per the Town's bylaw review framework, Administration completed a review of the Chief Administrative Officer (CAO) bylaw. The bylaw, as written, provides the appropriate authority for the CAO to achieve efficient administration of the Town. A few minor amendments are being proposed to address legislative changes and enhance clarity.

RECOMMENDATION

That Town Council:

1. give first reading to Chief Administrative Officer Bylaw 2738/APP/26, a bylaw to establish and define the powers and duties of the Chief Administrative Officer;
2. give second reading to Bylaw 2738/APP/26;
3. give unanimous consent to consider third reading of Bylaw 2738/APP/26; and
4. give third reading to Bylaw 2738/APP/26.

BACKGROUND

The Government of Alberta is responsible for establishing the legislative framework for local governments in Alberta and the *Municipal Government Act* (MGA) sets out the roles and responsibilities of Council and Administration. Section 205 of the MGA states that every council must establish, by bylaw, a position of Chief Administrative Officer and section 207 sets out the responsibilities of the position.

The Chief Administrative Officer bylaw was last reviewed in 2020 and is up for review. Administration completed a benchmarking of thirteen Alberta municipalities including like-size and greater Edmonton area municipalities, considered best practices and reflected the needs of the Town. The current bylaw meets the intent and requirements to address effective administration for the operations of the Town with minor amendments proposed to update changes in legislation and to increase the efficiency of the CAO's office. Noted below are the proposed amendments:

Proposed Amendments

1. Adding a clause to designate the CAO as a designated officer.
2. Adding additional verbiage under the designated officer authorization to authorize the CAO to certify true copies of Town generated documents.
3. Amending the reference of FOIP Head to reflect the new *Access to Information and Protection of Privacy* Acts.

Bullet points 1 and 2 would provide enhanced clarity that would allow the CAO, or their designate, to certify true copies of Town documents (bylaws, minutes, resolutions) rather than the Town's current practice of outsourcing this function to legal counsel which results in a cost per document and a time delay in producing the certified copy. This change would result in a nominal cost savings to the Town and allow for a more expeditious process. Bullet number 3 amends the reference to the new privacy legislation.

Options

1. Approve recommendation.
2. Propose additional amendments to the bylaw.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2026-2029:

- Strengthen our organizational excellence and workforce effectiveness through investment in and commitment to improved service efficiency
- Embrace fiscal responsibility, priority investment, and performance measurement, linking our strategic vision and decision-making processes

Relevant Statutes/Master Plans/Documents

Municipal Government Act

Access to Information Act

Protection of Privacy Act

COMMUNICATION

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

BUDGET/FINANCIAL IMPACT

The proposed amendments will result in minor cost savings related to the certifying of Town documents.

ATTACHMENTS

1. Bylaw 2738/APP/26 – Chief Administrative Officer Bylaw – Red line version
2. Bylaw 2738/APP/26 – Chief Administrative Officer Bylaw – Clean version
3. Bylaw 2632/APP/20 – Chief Administrative Officer Bylaw – Current bylaw

Prepared by: Teresa Olsen, Manager, Legislative Services

Reviewed by: Ann Laing, General Manager, Corporate Services

Approved by: Tom Goulden, Chief Administrative Officer

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE POWERS AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS, Section 205 of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, requires that Council establish by bylaw a position of Chief Administrative Officer; and

~~AND~~ WHEREAS, Council wishes to delegate certain powers to the Chief Administrative Officer;

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

1.0.0 Title

1.1.0 This bylaw may be cited as the “Chief Administrative Officer Bylaw”.

2.0.0 Definitions

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

“Administration” means the general operation of the Town, including personnel, financial and other related matters as permitted by the Act.;

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Act and pursuant to this bylaw.;

“Council” means the municipal Council of the Town of Stony Plain.;

“Enactment” means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, an Act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada.;

“Town” means the municipal corporation of the Town of Stony Plain.

3.0.0 General

Office

3.1.0 The position of Chief Administrative Officer is hereby established, and the individual appointed to that position shall have the title “Town Manager”.

Appointment

3.2.0 Council shall, by resolution, appoint an individual to the position of CAO.

3.3.0 Council shall establish the terms and conditions of the appointment of the CAO including:
a. the term of the appointment; and

- b. the salary and benefits to be paid or provided to the CAO, which may be varied from time to time by Council.
- 3.4.0 The CAO shall appoint an Acting CAO to act during their absences. The acting CAO is subject to this bylaw and has all of the powers, duties, and functions of the CAO for the duration of the appointment.
- 3.5.0 Council may appoint, by resolution, an interim CAO in the event of:
 - a. the CAO's inability to delegate their powers, duties and functions pursuant to Section 3.4.0, or;
 - b. an unscheduled absence, long-term illness or other incapacity of the CAO.

Accountability

- 3.6.0 The CAO shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by the Act, this bylaw, any other Enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the CAO personally, or by someone whom the CAO has delegated that power, duty or function.
- 3.7.0 The CAO is a designated officer of the Town for all purposes unless Council establishes another designated officer position by bylaw, appoints or directs the appointment of an individual to that position, and prescribes specific powers, duties, and functions for that position.
 - a. The CAO may certify, as "true copies", a bylaw, resolution or record of the Town.

3.6.03.8.0

he CAO shall carry out their powers, duties and functions in compliance with:

- a. the Act and any other Enactment, ~~except for the designated officer powers, duties and functions expressly given to the Town Assessor;~~
- b. this bylaw;
- c. any other bylaw, resolution, policy or procedure passed or adopted by Council; or
- d. any contract binding on the Town.

3.7.03.9.0

he CAO shall:

- a. be the contact between the Administration of the Town and Council, and communication from the Administration to Council shall flow through the CAO;
- b. be responsible for advising on and communicating with Council with respect to:
 - i. the operations of the Town;
 - ii. the financial state of the Town;
 - iii. Council bylaws, policies and procedures, and
 - iv. Administrative policies and procedures;
- c. prepare and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council; and
- d. attend all Council meetings and be entitled to attend all meetings of Council Committees and meetings of such boards, authorities and other bodies as may be established by Council.

3.8.03.10.0

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he CAO must either personally carry out all the powers, duties and functions that are given to the CAO or delegate such powers, duties and functions to a designated officer of the Town or to a Town employee.

3.9.03.11.0

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he CAO has the authority to delegate any of the powers, duties and functions given to the CAO and can authorize the recipients of such delegations to further delegate their powers, duties and functions to other Town employees.

FOIP Access and Privacy Head

3.10.03.12.0

T

he CAO is the head of the Town for the purposes of the *Freedom of Information and Protection of Privacy Act, R.S.A 2000 c. F-25 Access to Information Act, SA 2024, c A-1.4, and Protection of Privacy Act, SA 2024, c P-28.5, or successor legislation.*

Administration

3.11.03.13.0

T

he CAO is the administrative head of the Town.

3.12.03.14.0

T

he CAO has the authority to:

- a. establish and implement Administrative policies and procedures and in particular employment policies and procedures including policies and procedures to govern the actions of employees;
- b. hire, appoint, suspend, remove or terminate any employee from any position in the Town;
- c. direct, supervise and review the performance of the Administration; and
- d. establish the structure of the Administration including creating, eliminating, merging or dividing departments.

3.13.03.15.0

T

he CAO shall ensure that there are an appropriate number of employees that are familiar with the duties and responsibilities of the CAO, Council processes and procedures, issues being addressed by Council and issues of concern to the Town.

Financial Powers and Functions

3.14.03.16.0

T

he CAO shall:

- a. annually, or as required or directed by Council, prepare and submit budgets to Council for operating and capital programs in accordance with the Act; and
- ~~b.~~ monitor and report to Council as required or directed by Council, on the operating and capital budgets approved by Council and in particular report on variances between budgeted and actual expenditures.

~~e.b.~~

3.17.0

The CAO may authorize over-expenditures within the operating or capital budgets but at no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets

3.15.03.18.0 T

he CAO may pay any amounts the Town is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or demand against the Town.

3.16.03.19.0 T

he CAO shall designate the financial institution(s) to be used by the Town and shall open and close accounts on behalf of the Town.

3.17.03.20.0 T

he CAO is authorized to invest funds on behalf of the Town in accordance with the Act, this bylaw, any other Enactment, bylaw or policy.

Contracts and Agreements

The CAO is authorized to:

3.18.03.21.0 W

ithout limitation to the foregoing, the CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements, and transactions required for the effective administration and operation of the Town and its policies and programs.

Miscellaneous Powers

3.19.03.22.0 T

he CAO is authorized to:

- a. retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Town including, without limiting the foregoing:
 - i. providing legal services to Council and the Administration; and
 - ii. appearing in all legal and administrative proceedings including commencing, defending and intervening in such proceedings to define, enforce and defend the Town's (and such other boards, authorities, agencies and other entities as may be required by Council) legal and equitable rights;
- b. comprise all actions, claims or demands against or by the Town and complete all related documentation;
- c. accept service of all notices and other documents on behalf of the Town;
- d. provide any and all certificates or statutory declarations on behalf of the Town;
- e. temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
- f. prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears;
- g. carry out inspections, remedies, enforcement or other actions pursuant to the Act, any other Enactment, or any bylaw where the Act or any other Enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- h. make determinations and issue orders pursuant to the Act or any other statute, Enactment or bylaw which the Town is authorized to enforce including without limitation, matters related to dangerous or unsightly property;

Code of Conduct

~~3.20.03.23.0~~

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he CAO, holding a position of trust, must demonstrate the highest standards of ethics and behaviour as a steward of the Town.

~~3.21.03.24.0~~

W

Without limiting the generality of Section 3.21.0, the CAO shall:

- a. provide timely and reliable advice that is in the best interest of the Town to Council, and propose viable options for decision making using professional judgement and expertise;
- b. respect and abide by Council decision and direction;
- c. serve all members of Council impartially, provide no special privilege to any individual member;
- d. promptly bring to Council's attention any material information that affects the Town's financial position, legislative compliance, or reputation;
- e. be compliant, and ensure the Town is compliant, with all applicable federal, provincial and municipal legislation and regulations, and any agreements or contracts the Town is a party to;
- f. always act in good faith in their relationships with other people, and deal fairly and respectfully with Council, the Town's residents, customers, suppliers, stakeholders, and employees;
- g. avoid actual or perceived conflicts of interest or preferential treatment, placing public interest above personal gain or interest;
- h. be free from undue influence and not act or appear to act to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;
- i. not accept gifts, hospitality or other benefits valued over \$100 that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved, and not related to any particular transaction or activity or decision of the Town;
- j. maintain confidentiality regarding those affairs and decisions of the Town that are protected by legislative, contractual or other requirements of confidentiality;
- k. foster a work environment where the interaction among Council and Town Administration, residents and other stakeholders is conducted fairly, without discrimination, harassment or abuse;
- l. effectively and efficiently manage the use of public monies, assets, property and resources;
- m. fully cooperate with audits and other investigations or inquiries;
- n. ensure a code of ethics and conduct for employees is in place and in practice; and
- o. disclose any contravention of this Code of Conduct to Council forthwith.

Evaluation

~~3.22.03.25.0~~

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he appointment of a person to the position of CAO shall not be suspended or revoked except as outlined in s. 206 of the Act.

~~3.23.03.26.0~~

C

ouncil shall review the performance of the CAO not less than once in a twelve-month period.

Indemnification

~~3.24.03.27.0~~

he Town shall indemnify the CAO provided that the CAO was acting in good faith to carry out the powers, duties and functions given to the CAO by this bylaw, the Act, any other Enactment, any other bylaw, resolution, policy or procedure.

4.0.0 Effectiveness and Review

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.

4.2.0 Bylaw ~~24782632~~/APP/~~13206~~ and amendments thereto are hereby repealed.

4.3.0 This bylaw shall be reviewed within its fifth year, being 20~~31~~25, or as deemed necessary.

4.4.0 This bylaw comes into force on the date it is passed.

Read a first time this 22¹⁴th-day of _____-~~June~~December, AD 202~~60~~.

Read a second time this 22¹⁴th-day of-_____ June~~December~~, AD 202~~60~~.

Given unanimous consent this 22¹⁴th-day of-_____ June~~December~~, AD 202~~60~~.

Read a third time this 22¹⁴th-day of-_____ June~~December~~, AD 202~~60~~.

Mayor William Choy

~~Jen Boleski, CPA, CA~~Ann Laing
General Manager, Corporate Services

BYLAW 2738/APP/26

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE POWERS AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS, Section 205 of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, requires that Council establish by bylaw a position of Chief Administrative Officer; and

WHEREAS, Council wishes to delegate certain powers to the Chief Administrative Officer;

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

1.0.0 Title

1.1.0 This bylaw may be cited as the “Chief Administrative Officer Bylaw”.

2.0.0 Definitions

“Act” means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto.

“Administration” means the general operation of the Town, including personnel, financial and other related matters as permitted by the Act.

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Act and pursuant to this bylaw.

“Council” means the municipal Council of the Town of Stony Plain.

“Enactment” means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, an Act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada.

“Town” means the municipal corporation of the Town of Stony Plain.

3.0.0 General

Office

3.1.0 The position of Chief Administrative Officer is hereby established, and the individual appointed to that position shall have the title “Town Manager”.

Appointment

3.2.0 Council shall, by resolution, appoint an individual to the position of CAO.

3.3.0 Council shall establish the terms and conditions of the appointment of the CAO including:
a. the term of the appointment; and

- b. the salary and benefits to be paid or provided to the CAO, which may be varied from time to time by Council.
- 3.4.0 The CAO shall appoint an Acting CAO to act during their absences. The acting CAO is subject to this bylaw and has all of the powers, duties, and functions of the CAO for the duration of the appointment.
- 3.5.0 Council may appoint, by resolution, an interim CAO in the event of:
 - a. the CAO's inability to delegate their powers, duties and functions pursuant to Section 3.4.0, or;
 - b. an unscheduled absence, long-term illness or other incapacity of the CAO.

Accountability

- 3.6.0 The CAO shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by the Act, this bylaw, any other Enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers, duties and functions are exercised by the CAO personally, or by someone whom the CAO has delegated that power, duty or function.
- 3.7.0 The CAO is a designated officer of the Town for all purposes unless Council establishes another designated officer position by bylaw, appoints or directs the appointment of an individual to that position, and prescribes specific powers, duties, and functions for that position.
 - a. The CAO may certify, as "true copies", a bylaw, resolution or record of the Town.
- 3.8.0 The CAO shall carry out their powers, duties and functions in compliance with:
 - a. the Act and any other Enactment;
 - b. this bylaw;
 - c. any other bylaw, resolution, policy or procedure passed or adopted by Council; or
 - d. any contract binding on the Town.
- 3.9.0 The CAO shall:
 - a. be the contact between the Administration of the Town and Council, and communication from the Administration to Council shall flow through the CAO;
 - b. be responsible for advising on and communicating with Council with respect to:
 - i. the operations of the Town;
 - ii. the financial state of the Town;
 - iii. Council bylaws, policies and procedures, and
 - iv. Administrative policies and procedures;
 - c. prepare and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council; and
 - d. attend all Council meetings and be entitled to attend all meetings of Council Committees and meetings of such boards, authorities and other bodies as may be established by Council.
- 3.10.0 The CAO must either personally carry out all the powers, duties and functions that are given to the CAO or delegate such powers, duties and functions to a designated officer of the Town or to a Town employee.

- 3.11.0 The CAO has the authority to delegate any of the powers, duties and functions given to the CAO and can authorize the recipients of such delegations to further delegate their powers, duties and functions to other Town employees.

Access and Privacy Head

- 3.12.0 The CAO is the head of the Town for the purposes of the *Access to Information Act*, SA 2024, c A-1.4, and *Protection of Privacy Act*, SA 2024, c P-28.5, or successor legislation.

Administration

- 3.13.0 The CAO is the administrative head of the Town.

- 3.14.0 The CAO has the authority to:
- a. establish and implement Administrative policies and procedures and in particular employment policies and procedures including policies and procedures to govern the actions of employees;
 - b. hire, appoint, suspend, remove or terminate any employee from any position in the Town;
 - c. direct, supervise and review the performance of the Administration; and
 - d. establish the structure of the Administration including creating, eliminating, merging or dividing departments.

- 3.15.0 The CAO shall ensure that there are an appropriate number of employees that are familiar with the duties and responsibilities of the CAO, Council processes and procedures, issues being addressed by Council and issues of concern to the Town.

Financial Powers and Functions

- 3.16.0 The CAO shall:
- a. annually, or as required or directed by Council, prepare and submit budgets to Council for operating and capital programs in accordance with the Act; and
 - b. monitor and report to Council as required or directed by Council, on the operating and capital budgets approved by Council and in particular report on variances between budgeted and actual expenditures.
- 3.17.0 The CAO may authorize over-expenditures within the operating or capital budgets but at no time may the CAO authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets
- 3.18.0 The CAO may pay any amounts the Town is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal having jurisdiction over an action, claim or demand against the Town.
- 3.19.0 The CAO shall designate the financial institution(s) to be used by the Town and shall open and close accounts on behalf of the Town.
- 3.20.0 The CAO is authorized to invest funds on behalf of the Town in accordance with the Act, this bylaw, any other Enactment, bylaw or policy.

Contracts and Agreements

The CAO is authorized to:

- 3.21.0 Without limitation to the foregoing, the CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements, and transactions required for the effective administration and operation of the Town and its policies and programs.

Miscellaneous Powers

3.22.0 The CAO is authorized to:

- a. retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the Town including, without limiting the foregoing:
 - i. providing legal services to Council and the Administration; and
 - ii. appearing in all legal and administrative proceedings including commencing, defending and intervening in such proceedings to define, enforce and defend the Town's (and such other boards, authorities, agencies and other entities as may be required by Council) legal and equitable rights;
- b. comprise all actions, claims or demands against or by the Town and complete all related documentation;
- c. accept service of all notices and other documents on behalf of the Town;
- d. provide any and all certificates or statutory declarations on behalf of the Town;
- e. temporarily close, in whole or in part, any road at any time where construction or maintenance activity adjacent to the road may cause a hazard;
- f. prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears;
- g. carry out inspections, remedies, enforcement or other actions pursuant to the Act, any other Enactment, or any bylaw where the Act or any other Enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- h. make determinations and issue orders pursuant to the Act or any other statute, Enactment or bylaw which the Town is authorized to enforce including without limitation, matters related to dangerous or unsightly property;

Code of Conduct

3.23.0 The CAO, holding a position of trust, must demonstrate the highest standards of ethics and behaviour as a steward of the Town.

3.24.0 Without limiting the generality of Section 3.21.0, the CAO shall:

- a. provide timely and reliable advice that is in the best interest of the Town to Council, and propose viable options for decision making using professional judgement and expertise;
- b. respect and abide by Council decision and direction;
- c. serve all members of Council impartially, provide no special privilege to any individual member;
- d. promptly bring to Council's attention any material information that affects the Town's financial position, legislative compliance, or reputation;
- e. be compliant, and ensure the Town is compliant, with all applicable federal, provincial and municipal legislation and regulations, and any agreements or contracts the Town is a party to;

Given unanimous consent this 22day of June, AD 2026.

Read a third time this 22day of June, AD 2026.

Mayor William Choy

Ann Laing
General Manager, Corporate Services

BYLAW 2632/APP/20

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE POWERS AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS Section 205 of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, requires that Council establish by bylaw a position of Chief Administrative Officer;

AND WHEREAS Council wishes to delegate certain powers to the Chief Administrative Officer;

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

1.0.0 Title

1.1.0 This bylaw may be cited as the "Chief Administrative Officer Bylaw".

2.0.0 Definitions

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

"Administration" means the general operation of the Town, including personnel, financial and other related matters as permitted by the Act;

"Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the Act and pursuant to this bylaw;

"Council" means the municipal Council of the Town of Stony Plain;

"Enactment" means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, an Act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada;

"Town" means the municipal corporation of the Town of Stony Plain.

3.0.0 General

Office

3.1.0 The position of Chief Administrative Officer is hereby established, and the individual appointed to that position shall have the title "Town Manager".

Appointment

3.2.0 Council shall, by resolution, appoint an individual to the position of CAO.

3.3.0 Council shall establish the terms and conditions of the appointment of the CAO including:

- a. the term of the appointment; and
- b. the salary and benefits to be paid or provided to the CAO, which may be varied from time to time by Council.

3.4.0 The CAO shall appoint an Acting CAO to act during their absences. The acting CAO is subject to this bylaw and has all of the powers, duties, and functions of the CAO for the duration of the appointment.

3.5.0 Council may appoint, by resolution, an interim CAO in the event of:

- a. the CAO's inability to delegate their powers, duties and functions pursuant to Section 3.4.0, or;
- b. an unscheduled absence, long-term illness or other incapacity of the CAO.

Accountability

3.6.0 The CAO shall be accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by the Act, this bylaw, any other Enactment, any other bylaw, and any resolutions, policies or procedures adopted by Council from time to time whether such powers,

duties and functions are exercised by the CAO personally, or by someone whom the CAO has delegated that power, duty or function.

- 3.7.0 The CAO shall carry out their powers, duties and functions in compliance with:
- a. the Act and any other Enactment, except for the designated officer powers, duties and functions expressly given to the Town Assessor;
 - b. this bylaw;
 - c. any other bylaw, resolution, policy or procedure passed or adopted by Council; or
 - d. any contract binding on the Town.
- 3.8.0 The CAO shall:
- a. be the contact between the Administration of the Town and Council, and communication from the Administration to Council shall flow through the CAO;
 - b. be responsible for advising on and communicating with Council with respect to:
 - i. the operations of the Town;
 - ii. the financial state of the Town;
 - iii. Council bylaws, policies and procedures, and
 - iv. Administrative policies and procedures;
 - c. prepare and submit to Council such reports, including recommendations where appropriate, and answer such inquiries, as required by Council; and
 - d. attend all Council meetings and be entitled to attend all meetings of Council Committees and meetings of such boards, authorities and other bodies as may be established by Council.
- 3.9.0 The CAO must either personally carry out all the powers, duties and functions that are given to the CAO or delegate such powers, duties and functions to a designated officer of the Town or to a Town employee.
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FOIP Head

- 3.11.0 The CAO is the head of the Town for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.A 2000 c. F-25.

Administration

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 - b. respect and abide by Council decision and direction;
 - c. serve all members of Council impartially, provide no special privilege to any individual member;
 - d. promptly bring to Council's attention any material information that affects the Town's financial position, legislative compliance, or reputation;
 - e. be compliant, and ensure the Town is compliant, with all applicable federal, provincial and municipal legislation and regulations, and any agreements or contracts the Town is a party to;
 - f. always act in good faith in their relationships with other people, and deal fairly and respectfully with Council, the Town's residents, customers, suppliers, stakeholders, and employees;
 - g. avoid actual or perceived conflicts of interest or preferential treatment, placing public interest above personal gain or interest;
 - h. be free from undue influence and not act or appear to act to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;

- i. not accept gifts, hospitality or other benefits valued over \$100 that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved, and not related to any particular transaction or activity or decision of the Town;
- j. maintain confidentiality regarding those affairs and decisions of the Town that are protected by legislative, contractual or other requirements of confidentiality;
- k. foster a work environment where the interaction among Council and Town Administration, residents and other stakeholders is conducted fairly, without discrimination, harassment or abuse;
- l. effectively and efficiently manage the use of public monies, assets, property and resources;
- m. fully cooperate with audits and other investigations or inquiries;
- n. ensure a code of ethics and conduct for employees is in place and in practice; and
- o. disclose any contravention of this Code of Conduct to Council forthwith.

Evaluation

3.24.0 The appointment of a person to the position of CAO shall not be suspended or revoked except as outlined in s. 206 of the Act.

3.25.0 Council shall review the performance of the CAO not less than once in a twelve-month period.

Indemnification

3.26.0 The Town shall indemnify the CAO provided that the CAO was acting in good faith to carry out the powers, duties and functions given to the CAO by this bylaw, the Act, any other Enactment, any other bylaw, resolution, policy or procedure.

4.0.0 Effectiveness and Review

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.

4.2.0 Bylaw 2478/APP/13 and amendments thereto are hereby repealed.

4.3.0 This bylaw shall be reviewed within its fifth year, being 2025, or as deemed necessary.

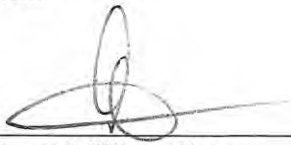
4.4.0 This bylaw comes into force on the date it is passed.

Read a first time this 14th day of December, AD 2020.

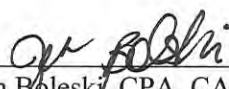
Read a second time this 14th day of December, AD 2020.

Given unanimous consent this 14th day of December, AD 2020.

Read a third time this 14th day of December, AD 2020.



Mayor William Choy



Jen Boleski, CPA, CA
General Manager, Corporate Services

END OF ITEM



Business Items

**REQUEST FOR DECISION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** June 22, 2026**SUBJECT:** Mental Wellness Update

EXECUTIVE SUMMARY

The Mental Wellness Portfolio is guided by the Mental Health and Wellness Plan at a Glance, which promotes a coordinated approach to prevention, awareness, and community support in Stony Plain. As part of this work, Community and Social Development developed Awareness to Action: Building a Safer and Connected Community, a training program designed to build understanding, compassion, and confidence when engaging with vulnerable individuals.

RECOMMENDATION

That Town Council accept the Mental Wellness update for information.

BACKGROUND

The Mental Health and Wellness Plan at a Glance provides a framework to guide the Town's approach to strengthening mental health and wellness in Stony Plain. The plan focuses on prevention, enhancing awareness, and strengthening access to community supports, resources, and education. Through a coordinated and community-informed approach, the plan supports initiatives that promote well-being, foster meaningful connections, belonging, and strengthen community support and collaboration to help build a healthy, connected, and supportive community.

Key initiatives supported through the Mental Wellness Portfolio include Roots of Hope, the Tri-Region Grief Collaborative, the Forest of Hope, and Walk for Wellness, alongside additional initiatives and programs that advance the goals of the Mental Wellness Plan and respond to evolving community needs.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2026-2029:

- Deepen inclusion and social cohesion across the community with programs and supports to improve mental wellness, healthy relationships, volunteerism and reduce poverty.

STAKEHOLDER AND PUBLIC PARTICIPATION

The development of the Mental Wellness Plan at a Glance was informed through comprehensive public participation and community engagement activities, including public surveys, focus groups, and community events focused on understanding what contributes to a healthy, connected, and supportive community and explored ways to strengthen mental health and wellness in Stony Plain. The insights gathered helped inform the development of the Mental Wellness Plan.

The development of the Awareness to Action program was informed through targeted community engagement led by Community and Social Development. Engagement included focus groups with individuals with lived experience, community members, and partner organizations, to help shape the training program. In Q1 2026, a material review was conducted, and the program was piloted with community members, engaging 26 participants to gather feedback and inform final program development.

COMMUNICATION

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

ATTACHMENTS

1. Mental Health and Wellness Plan at a Glance
2. Voices of Experience Summary Report: Building the Awareness to Action Program
3. Presentation

Prepared by: Brooklyn Bignell, Community Development Officer

Reviewed by: Lisa Gilchrist, General Manager, Community and Social Development

Approved by: Tom Goulden, Chief Administrative Officer

MENTAL HEALTH AND WELLNESS PLAN AT A GLANCE



This plan serves as a guiding framework for Mental Health and Wellness in Stony Plain, providing direction and focus. By enhancing access to services, promoting collaboration, fostering meaningful connections, and strengthening community support systems, we aim to build resilience and cultivate a sense of connection and belonging, thereby enhancing residents' mental well-being.

COMMUNITY ENGAGEMENT

connect

Community and Social Development
Public Engagement

In 2022, Community and Social Development held public engagement sessions to determine what makes a community healthy, gathering **196 responses**.

Mental Health and
Wellness Engagement

In 2023, a survey gathered 511 responses from **237 individuals** on enhancing mental health and wellness.

Focused Conversations

In late 2023, three discussions engaged **30+ community members** and organizations on community roles in mental health, building on previous themes from the survey results.

Nourishing
Connections
Event

In January 2025, the Nourishing Connections event gathered **158 participants** to explore the importance of belonging individually and in the community.

Plan at
a Glance

Based on insights from these engagement sessions and community feedback, a mental health and wellness framework was developed.



“Communities thrive when individuals feel connected and supported.”

“People will stay in communities where they feel connected and supported.”

“When we feel part of a community, we feel less vulnerable and more resilient.”

connect@stonyplain.com

MENTAL HEALTH AND WELLNESS PLAN AT A GLANCE



build

INCREASE PREVENTION

- Provide opportunities and develop programs in community that foster connection and belonging
- Strengthen natural supports to increase resiliency
- Advocate for business sector to implement mental health policies and best practices
- Establish and support safe and welcoming spaces within the community

ENHANCE AWARENESS

- Improve access to information on services and supports in the region
- Use shared language and foster collaboration between organizations and service providers
- Integrate lived experiences and foster indirect opportunities for mental health and wellness to develop naturally

strengthen

PROVIDE COMMUNITY SUPPORTS AND EDUCATION

- Promote collaboration among organizations and service providers to break down barriers, address gaps, and streamline services
- Empower the community to take the lead in identifying and developing programs that best meet their needs
- Offer training and programs tailored to address evolving community needs

TOWN OF STONY PLAIN COMMUNITY AND SOCIAL DEVELOPMENT

VOICES OF EXPERIENCE

SUMMARY REPORT

**Building the Awareness to Action
Community Training Program**



stonyplain.com



In the winter of 2026, the Town of Stony Plain engaged residents, community organizations, businesses, and individuals with lived experience to develop the **Awareness to Action: Building a Safer, More Connected Community** training program. This training was developed to address concerns from vulnerable residents and community partners about the treatment and support of individuals within the community.

Feedback highlighted that people with lived experience had interactions where they felt misunderstood, disrespected, or discriminated against. Experiences that can negatively affect a person's sense of safety, dignity, and belonging. Conversely, they emphasized the positive impact of being acknowledged, accepted, and treated with respect, demonstrating how informed and compassionate interactions can significantly improve community experiences.

Community organizations and businesses also reported challenges in supporting vulnerable residents facing barriers such as housing, accessing mental health services, or meeting basic needs. These groups stressed the importance of developing greater awareness, understanding, and practical skills to respond effectively to complex situations. Safety concerns were raised for both vulnerable residents and individuals working with or serving the public.

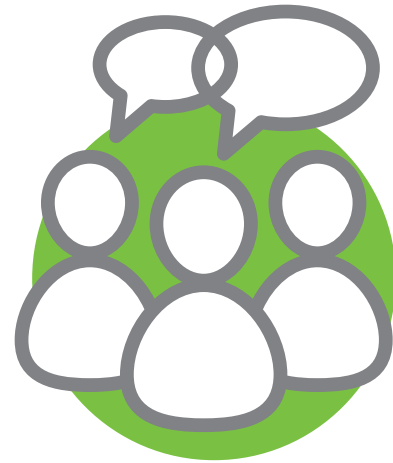
The training was developed to bridge these perspectives by strengthening knowledge, awareness, and practical skills, enabling community members to respond to vulnerable residents with greater understanding, respect, and confidence—supporting a safer, more inclusive community. By fostering understanding of the challenges vulnerable residents may face and promoting inclusive practices, the program supports the broader goal of creating a safer community where all residents feel valued, supported, and included.

This project aligns with the Town's Connecting Community and Increasing Belonging to Reduce Violence initiative, funded by the Government of Canada. The report highlights the importance of collaborating with community members directly impacted by programs and services to create meaningful change, empower residents, and strengthen community capacity.

Value of co-creation

This initiative demonstrates the critical value of co-creating programs with individuals who have lived experience. Direct engagement ensures that programs reflect real-world needs and perspectives rather than assumptions, resulting in more authentic and relevant outcomes.

Participants' insights help build empathy and awareness among service providers and community members by illustrating the systemic challenges people face. Co-creation also promotes dignity and shared ownership by recognizing participants' time, knowledge, and expertise as valuable contributions. Overall, programs developed alongside people with lived experience are more likely to resonate with the community, foster sustainable change, strengthen social connections, and support safer, more compassionate communities.



METHODOLOGY

The program was co-created with 10 individuals with lived experience through focus groups, material reviews, and a pilot phase to ensure it accurately reflected community needs. Participants were actively supported throughout the process and received an honorarium for each session, recognizing the value of their time and expertise.

By involving individuals with lived experience at every stage, the program captured nuanced perspectives, fostered empathy, and ensured the training resonated with all community members, including those directly affected by vulnerability during the program pilot.

Engagement and program activities took place at the Stony Plain Community and Social Development Office, providing a safe, accessible space for participants to share openly.

Outcomes

Throughout the development of the Awareness to Action training program, all 10 participants reported feeling heard, valued, and optimistic about their contributions. Although not every participant was present at each session, feedback consistently indicated that co-creating the training fostered empowerment, strengthened connections, and created a sense of meaningful impact.

FEELING HEARD

100% of participants responded “Yes” to feeling heard, with one noting, “It’s a start.”

100% of respondents confirmed their perspectives were reflected in the training materials

ONE WORD TO DESCRIBE THE EXPERIENCE

Exhilarated | Encouraging | Empowering | Optimistic | Overwhelming | Hopeful | Peaceful

FEELING VALUED IN THE COMMUNITY

100% of respondents felt their voices were valued as a result of participating

Participant Quote:

“You’re asking really good questions that we can honestly answer.”



What we heard

Key Themes from Stories Shared

Participants shared stories illustrating how fear, assumptions, and systemic responses can impact vulnerable individuals. One example involved a person who was unhoused, whose shopping cart triggered a large emergency response, highlighting the consequences of misperception and overreaction.

These experiences emphasized the need for compassionate, informed approaches grounded in an understanding of lived experiences and trauma. Participants also expressed feelings of fatigue and hurt related to local decisions affecting access to nature and community spaces, underscoring the importance of connection to land and environment for well-being.

"You can't let people see you're vulnerable."

"I am not a lost cause."

Sources of Resilience

Participants described a range of ways they cope and push through difficult times, from personal strategies like temporarily disconnecting and resting, to relational supports such as community and friendship. Connections to loved ones who have passed, daily routines, and caring for pets were cited as important sources of motivation. These examples reflect the creativity, endurance, and adaptability of participants as they navigate systemic challenges.



"If it wasn't for my dog, I wouldn't be here."

"I am so grateful for other friends who have taught me how to survive."



Barriers and Experiences of Stigma

Participants described systemic barriers and stigma in daily life. Being watched, singled out, or treated with suspicion in public spaces contributed to feelings of shame, anxiety, and invisibility, particularly when basic needs—like access to showers, clean clothing, or safe shelter were unmet. Policies restricting animals from indoor spaces also created barriers, as pets provide emotional support.

"I am not a monster; I am a person."

Participants described a "Catch-22" in which losing a job could quickly lead to losing housing, and without an address, employment became nearly impossible, creating a cycle of difficulty made worse by complex administrative requirements. Despite these challenges, peer support within unhoused communities provided critical survival skills and mutual aid, demonstrating resilience and compassion.

Experiences of Respect

Respect was described as fundamental to dignity, belonging, and emotional well-being. Feeling respected allowed participants to feel valued, accepted, and fully human, encouraging them to open up, listen deeply, and support others. Respect strengthened connections and fostered equality in relationships.

"I feel good and I open up more."

"I see more because I don't shut myself down."

Personal Strengths and Identity

Participants shared their personal strengths, resilience, and values, highlighting generosity, emotional depth, and care for others. They emphasized the desire to be recognized as full, capable individuals, not defined solely by circumstances such as trauma, loss, or marginalization. Survivorship, personal growth, and a commitment to learning from past pain were recurring themes.

"I'm a survivor."

"I would do anything I could for the people I love."

"I try really hard to be good."

Hopes, Needs, and Aspirations

Participants articulated both basic and deeper needs, including housing, food, safety, love, acceptance, and compassion. They stressed the importance of being seen, treated with dignity, and having their voices and visions recognized and acted upon. Communities grounded in empathy and kindness were seen as essential for fostering belonging and reducing isolation.

If the answer was yes, what would be one thing you would ask for:

"For everyone to be seen and accepted."



What's next

The Community and Social Development Department will fully launch the program to the public in Spring 2026, supported by four trained facilitators. The department will also actively monitor program outcomes and effectiveness to ensure it meets its goals.

The valuable feedback from people with lived experience will continue to inform and strengthen CSD programs and guide ongoing improvements to better meet community needs.

The department will also explore opportunities for long-term sustainability, including continued engagement and advocacy for participants with lived experience, fostering lasting connection, inclusion, and positive community impact.





Mental Wellness Update

June 2026

Collaboration

**Meaningful
connections**

Belonging

Well-being

**Community
Support**



Plan at a Glance

- Increase Prevention
- Provide Community Supports and Education
- Enhance Awareness





Program Highlight

Awareness to Action:
Building a safe and connected community

- Background
- Purpose
- Content
- Target Audience
- Outcomes and Impact



Strategic Alignment

- Mental Wellness Plan
- Department Plan
- Strategic Plan

A supplemental video will be provided during the council meeting to showcase the Awareness to Action: Building a safer and connected community training program.



Next Steps

- Awareness to Action Promotion
- Lived Experience Opportunities
- Forest of Hope
- Roots of Hope Action Plan Refresh
- Mental wellness in the business sector



Questions?



END OF ITEM



**REQUEST FOR DECISION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** June 22, 2026**SUBJECT:** Debt Management Policy

EXECUTIVE SUMMARY

The purpose of this presentation is to review and approve proposed changes in the Town's Debt Management Policy through cyclical review.

RECOMMENDATION

That Town Council:

1. Approve Debt Management Policy C-FS-071; and
2. Repeal Debt Management Policy C-FS-045.

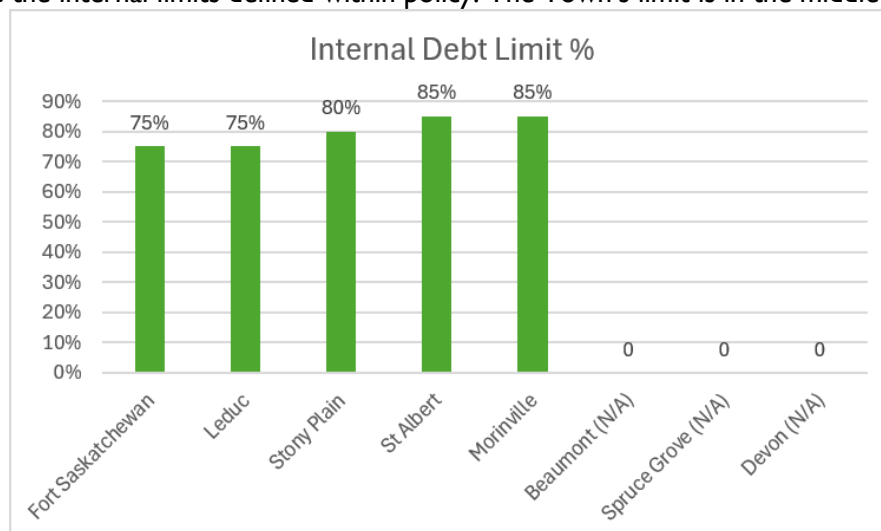
BACKGROUND

The Town's Debt Management Policy establishes guidelines and controls for issuance and use of any new debt as well as borrowing capacity for future assets. While the municipality must follow regulations as set out in the *Municipal Government Act* (MGA) Debt Limit Regulation 255/2000, this policy acts as additional guidelines established for the Town. Debt limit is adjusted annually as per the last audited financial statements as defined by the MGA.

Through cyclical review Administration recommends updates to the policy. Administration has completed a review and is suggesting changes to the policy for clean up and clarity.

Internal Limit

The Town currently defines an internal limit of 80% of provincially regulated debt limit and 80% of the provincially regulated debt servicing limit. Internal debt limits are common in the prior urban Edmonton Metropolitan Region Board members, excluding Edmonton, five out of eight have a debt limit. Outlined in the following chart are the internal limits defined within policy. The Town's limit is in the middle of the comparators.



Although debt is projected to exceed the internal limit in 2026 once all bylaws are presented to Council, this is in alignment with debt approved in the Corporate Plan, Administration is still recommending Council maintain an internal debt limit within the policy. This acts as an additional measure and caution regarding approaching the regulated debt limit.

The internal limit on debt servicing was also reviewed. Three out of seven comparators have this included in their policy. Based on current debt servicing lengths, the Town's servicing limits are not at risk of approaching limits currently sitting at 58% available to MGA limit and 48% available to internal limit. There are also other alternatives to manage this that the Town can utilize, such as through the debt bylaws individually regarding the number of years debentures are drawn over. Administration does not recommend any changes to the internal limit on debt servicing at this time and will continue to monitor through cyclical policy review.

Identifying and targeting spend to an internal debt limit continues to be financially responsible. Expanded justification for the limit was added; by defining an internal limit in policy it accounts for consolidated revenue from other sources, such as the Tri Leisure Centre and Library, that do not service debt on our financial statements.

Debt Categories

Debt categories have also been expanded to include developer levy supported debt and debt on behalf of other organizations. As the Town's offsite levy projects progress ahead of development the levy fund requires debenture to service the projects. As land is developed levy becomes payable and is utilized to service debenture. Total developer levy supported debt is \$3.8M with additional future bylaws planned up to the end of 2026 totaling \$4.8M as approved in the Corporate Plan. Debt has been required due to limited offsite levy balances. Total developer supported debt will total \$8.6M at the end of 2026.

In 2024 Council approved support through sourcing debenture for Meridian Housing senior Housing Project. This debt in the amount of \$1.2M is serviced by annual meridian housing requisition through tax notices. A section has been added to the policy to outline policy guidelines regarding debt on behalf of organizations.

Conclusion

Through review of the policy it has been confirmed the mechanisms to report and approve debentures within the Town are sufficient. Council is originally presented and approves debt projections through the corporate planning process. Subsequent to Corporate Plan approval, Council is provided individual borrowing bylaws for approval. In addition, quarterly and annual reports provide data on actual debt and debt limits. With the proposed changes the policy will continue to maintain a high level of standards for debt to ensure fiscal sustainability.

Options

- I. Council may propose other changes regarding the policy update.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2026-2029:

- Embrace fiscal responsibility, priority investment, and performance measurement, linking our strategic vision and decision-making processes.

Relevant Statutes/Master Plans/Documents

MGA Section 251-263

Debt Limit Regulation 255/2000

2026-2028 Corporate Plan

COMMUNICATION

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

BUDGET/FINANCIAL IMPACT

Details of this policy outline the application of debenture funding post approval. Should there be substantial changes to the policy it may impact projects that were approved as funded by debenture in the 2026-2028 Corporate Plan.

ATTACHMENTS

1. Debt Management Policy C-FS-071 – Redline Version
2. Debt Management Policy C-FS-071 – Clean Version
3. Presentation

Prepared by: Teri Stewart, Manager, Financial Services

Reviewed by: Ann Laing, General Manager, Corporate Services

Approved by: Tom Goulden, Chief Administrative Officer



**C-FS-
045071**

Debt Management

Authority: Council

Effective Date: ~~July 13,~~

~~2020X~~ **Date Approved by Council:** ~~July 13, 2020X~~ **Resolution No.:**

~~155/07/20/SPX~~ **Future Review Date:** 20~~30~~24

Last Review: ~~202017~~ **Responsibility:** ~~Corporate Financial~~ Services

References: Municipal Government Act, ~~251—263,~~ Debt Limit Regulation 255/2000 C-FS-027—
Accumulated Surplus - Restricted (Reserves) ~~C-FS-027,~~
~~C-FS-019—~~Corporate & Long Term Planning ~~C-FS-019~~

Replaces: Debt Management C-FS-0~~45~~ (2020)02

1.0 Purpose: ~~The purpose of this policy is to~~To establish financial guidelines and appropriate controls for the issuance and use of new debt and borrowing capacity for future capital assets. To limit the impact that Debt Servicing will have on future tax and utility rates to ensure a sustainable financial position while supporting the Town's ability to meet current and future infrastructure challenges. This policy further establishes measurable limits, affordability thresholds, and reporting requirements to ensure prudent long-term financial management and alignment with the Town's long-range financial and capital plans.

2.0 Scope: This policy covers acquiring debt, repaying debt and borrowing for all facets of the Town's operation.

3.0 Definitions

3.1 Affordable – means ability to pay for Debt Servicing costs and life cycle expenditures for the underlying asset. The overall measure of Affordable debt is the burden of Debt Servicing costs and life cycle expenditures relative to Town revenues.

3.2 Debt Servicing – means the required annual debt repayments on account of principal and interest.

3.23.3 Developer Supported Capital – means projects within the offsite levy model requiring debenture that will be funded through offsite levy collected by developers.

3.33.4 Flexibility – ~~is means~~ the ability of the Town to issue new debt in response to emerging financing needs

Town of Stony Plain
Debt Management C-FS-
045071

3.5 **Intergenerational Equity** – means the fair and equitable distribution of long term capital project costs across the generations that benefit from the underlying assets.

3.6 **MGA** - Municipal Government Act, RSA 2000, c. M-26, and amendments thereto.

3.43.7 **Revenue** – means total revenue of the Town excluding government transfers for the purpose of capital and amount reported as contributed or donated tangible capital assets. Revenue shall be based on the financial statements for the fiscal year immediately preceding the date of calculation.

3.8 **Sustainable** – means meeting present needs without compromising the ability to meet future needs.

3.9 **Tax Supported Capital**– means civic programs and services offered to the community, including but not limited to, fire and protective services, roads, parks, and transit.

3.10 **Town** – means the municipality of the Town of Stony Plain

3.5—

~~3.6 Tax Supported Operations~~ means civic programs and services offered to the community, including but not limited to, fire and protective services, roads, parks, and transit.

3.11 Utilities Supported Operations Capital – means water distribution, wastewater collection, stormwater collection and solid waste/recycling/organic services with these specific services provided on a user pay basis, ensuring that users pay the full cost of utility services.

4.0 Statement:

4.1 Debt is an ongoing component of the Town's capital financing structure and is integrated into the Town's long term plans and strategies.

4.2 Debt must be Affordable and Sustainable. The Town must maintain Flexibility to issue Debt in response to emerging financing needs.

4.3 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying assets over time.

4.4 Debt decisions must contribute to a Sustainable and vibrant Town by balancing quality of life and financial considerations.

~~4.4~~

4.5 The issuance of new debt must be approved by Council through authorized borrowing bylaw.

4.6 Debt must be managed, monitored, and reported upon through Financial Services.

5.0 Standards:

5.1 Use of Debt

5.1.1 The Town of Stony Plain will only incur and carry long-term debt to support capital expenditures for which a business case has been prepared and pursuant to an approved capital budget.

5.1.2 The Town will not incur long term debt for operating purposes.

5.1.3 Long-term debt shall be borrowed after full consideration of alternative capital funding strategies and will typically only be considered when all other funding sources have been exhausted.

5.1.4 The use of debt shall be utilized in the context of the Town's long term fiscal sustainability framework.

5.1.5 The Town may incur short term debt to bridge short term cash flow requirements or for smaller capital projects.

a. For short term funds, internal borrowing will be used prior to external borrowing sources.

5.1.5b. External short term borrowing may include a bank line of credit or debenture maturing in less than five years.

5.2 Responsibilities

- 5.2.1 Council is responsible for the approval of borrowing bylaws to authorize short and long-term debt.
- 5.2.2 The Chief Administrative Officer, or delegate, is responsible for:
- Completing a needs analysis and a financial feasibility analysis on each identified project prior to any proposed borrowing.
 - Preparation of borrowing by-laws and managing any advertising requirements as stipulated in the MGA.
 - Communicating to Council any tax and/or utility rate impacts and impact on debt limits.

5.3 External limits

Total debt outstanding shall not exceed the Province of Alberta Debt Limit Regulation as determined by the Province of Alberta. The current regulation provides that a municipality's total debt outstanding cannot exceed 1.5 times the revenue (as defined by the MGA) of the municipality.

Total annual debt service payments shall not exceed those indicated in the Province of Alberta Debt Limit Regulation determined by the Province of Alberta. The regulation provides that a municipality's total annual debt servicing payments cannot exceed 0.25 (25%) times the revenue (as defined by the MGA) of the municipality.

5.4 Internal limits

~~5.3.1~~ 5.4.1 The Town shall maintain internal debt limits below the maximum allowable under the Alberta Debt Limit Regulation.

~~5.3.2~~ 5.4.2 The ceiling for borrowing purposes and the target for debt reduction shall be 80% of the provincially regulated debt limit and 80% of the provincially regulated debt service limit.

~~5.3.3~~ 5.4.3 While Council may at any time at its discretion approve debt beyond the 80% internal limits prescribed within this policy, these internal limits have been established for the following purposes:

- to direct Administration and set targets for the development of operating and capital budgets not to exceed the internal limits;
- to serve as an early warning signal that debt is becoming a burden on the Town and appropriate steps should be taken to manage the short, medium, and long-term implications; ~~and~~
- ~~c.~~ to achieve the Town's objective of sustaining a financially viable municipality; and
- ~~e.d.~~ to account for consolidated revenue from other sources that do not service debt on the financial statements.

5.45.5 Repayment

5.4.15.5.1 The repayment term in respect of long term debt shall not exceed the useful life of the capital project being financed.

5.4.25.5.2 When establishing debt terms, consideration shall be given to the following factors:

- a. cost minimization;
- b. availability of debt servicing funding;
- c. Intergenerational Equity;
- d. capital life cycle implications;
- e. long term financial sustainability; and
- f. financial flexibility.

5.4.35.5.3 The repayment term shall not exceed 20 years unless there are compelling factors which make it necessary to extend the term beyond that point. By financing over the shortest term possible, lower interest rates and reduced future costs of financing result. This also allows for a debt-free period for the capital asset useful life in which other financial policies such as contributions to reserves ~~allocations~~ can be initiated.

5.4.45.5.4 New debt service costs will be funded by sustainable revenue.

5.4.55.5.5 The Town will take advantage of opportunities to retire outstanding debt early if it appears to be financially beneficial to do so and with consideration of the need for funding of future projects. High interest, municipal tax supported debt will be given priority consideration for debt prepayment.

5.55.6 Internal borrowing

When the Town's reserve position allows, and based on cash flow analysis, the Town may internally borrow from its reserve funds to provide for the financing of capital projects. Reserves will be repaid with interest (generally over a period of five ~~(5)~~ years or less), with the interest rate equivalent to the average rate of return the Town receives on the Town's investments. This interest rate is intended to offset the investment interest not earned by the Town on funds utilized to interim finance capital projects.

5.65.7 Debt Categories

To support long term debt planning, management and reporting, long term debt is categorized into two groups based on the nature of the capital expenditure and funding source for debt servicing as follows:

- a. Tax Ssupported Capital debt - issued for capital expenditures related to Tax Supported Operations; debt servicing payments shall be repaid using tax supported revenues such as property taxes, non-utility user fees, fines, licenses, permits and investment income.
- b. Utility user rateSupported debt - issued for capital expenditures related to Utilities Operations; debt servicing payments shall be repaid using utility user rates.
- c. Developer Supported debt – issued for capital expenditures that are related to new

development such as arterial roads or utility infrastructure; debt will be repaid, including interest, from current and future developer levies.

- d. Debt on behalf of other organizations – issued to support other organizations repaid through agreed contract.

6.0 Debt on behalf of other organizations

Debt may be issued by the Town for the benefit of other organizations. Organizations are limited to regional service organizations, intermunicipal partnerships, and municipally controlled boards or authorities. The Town will limit debt issued on behalf of other organizations to a prudent portion of the Town's debt capacity.

- a. Debt will be issued where there is clear municipal and regional benefit and Council approval is obtained.
- b. All such debt shall be included in the Town's total debt and servicing calculations and be evaluated against the Town's debt limits.
- c. A formal agreement must be in place that clearly assigns responsibility, payment terms and timing, and consequences for non-payment.
- d. The Town shall assess the financial capacity of the organization, the likelihood of repayment and the potential impact on the Town if the organization defaults.

6.07.0 Reporting

The Town Manager or designate shall report to Council regarding the Town's compliance with this policy. Reporting on the Town's outstanding debt, debt servicing, debt limits, and long term projections shall be provided through the means of the annual corporate planning process, financial statements, orand quarterly reporting.

7.08.0 Policy Review

This policy will be reviewed by Administration every four years with any changes being recommended to Council for approval.

Debt Management

Authority: Council

Effective Date:

Date Approved by Council:

Resolution No.:

Future Review Date: 2030

Responsibility: Financial Services

References: *Municipal Government Act*, Debt Limit Regulation, Accumulated Surplus - Restricted (Reserves) C-FS-027, Corporate & Long Term Planning C-FS-019

Replaces: Debt Management C-FS-045 (2020)

1.0 Purpose: The purpose of this policy is to establish financial guidelines and appropriate controls for the issuance and use of new debt and borrowing capacity for future capital assets. To limit the impact that Debt Servicing will have on future tax and utility rates to ensure a sustainable financial position while supporting the Town's ability to meet current and future infrastructure challenges. This policy further establishes measurable limits, affordability thresholds, and reporting requirements to ensure prudent long-term financial management and alignment with the Town's long-range financial and capital plans.

2.0 Scope: This policy covers acquiring debt, repaying debt and borrowing for all facets of the Town's operation.

3.0 Definitions:

- 3.1 **Affordable** – means ability to pay for Debt Servicing costs and life cycle expenditures for the underlying asset. The overall measure of Affordable debt is the burden of Debt Servicing costs and life cycle expenditures relative to Town revenues.
- 3.2 **Debt Servicing** – means the required annual debt repayments on account of principal and interest.
- 3.3 **Developer Supported Capital** – means projects within the offsite levy model requiring debenture that will be funded through offsite levy collected by developers.
- 3.4 **Flexibility** – means the ability of the Town to issue new debt in response to emerging financing needs
- 3.5 **Intergenerational Equity** – means the fair and equitable distribution of long term capital project costs across the generations that benefit from the underlying assets.

- 3.6 **MGA** - Municipal Government Act, RSA 2000, c. M-26, and amendments thereto.
- 3.7 **Revenue** – means total revenue of the Town excluding government transfers for the purpose of capital and amount reported as contributed or donated tangible capital assets. Revenue shall be based on the financial statements for the fiscal year immediately preceding the date of calculation.
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- 3.9 **Tax Supported Capital**– means civic programs and services offered to the community, including but not limited to, fire and protective services, roads, parks, and transit.
- 3.10 **Town** – means the municipality of the Town of Stony Plain
- 3.11 **Utilities Supported Capital** – means water distribution, wastewater collection, stormwater collection and solid waste/recycling/organic services with these specific services provided on a user pay basis, ensuring that users pay the full cost of utility services.

4.0 Statement:

- 4.1 Debt is an ongoing component of the Town's capital financing structure and is integrated into the Town's long term plans and strategies.
- 4.2 Debt must be Affordable and Sustainable. The Town must maintain Flexibility to issue Debt in response to emerging financing needs.
- 4.3 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying assets over time.
- 4.4 Debt decisions must contribute to a Sustainable and vibrant Town by balancing quality of life and financial considerations.
- 4.5 The issuance of new debt must be approved by Council through authorized borrowing bylaw.
- 4.6 Debt must be managed, monitored, and reported upon through Financial Services.

5.0 Standards:

5.1 Use of Debt

- 5.1.1 The Town of Stony Plain will only incur and carry long-term debt to support capital expenditures for which a business case has been prepared and pursuant to an approved capital budget.
- 5.1.2 The Town will not incur long term debt for operating purposes.
- 5.1.3 Long-term debt shall be borrowed after full consideration of alternative capital funding strategies and will typically only be considered when all other funding sources have been exhausted.

- 5.1.4 The use of debt shall be utilized in the context of the Town's long term fiscal sustainability framework.
- 5.1.5 The Town may incur short term debt to bridge short term cash flow requirements or for smaller capital projects.
 - a. For short term funds, internal borrowing will be used prior to external borrowing sources.
 - b. External short term borrowing may include a bank line of credit or debenture maturing in less than five years.

5.2 Responsibilities

- 5.2.1 Council is responsible for the approval of borrowing bylaws to authorize short and long-term debt.
- 5.2.2 The Chief Administrative Officer, or delegate, is responsible for:
 - a. Completing a needs analysis and a financial feasibility analysis on each identified project prior to any proposed borrowing.
 - b. Preparation of borrowing by-laws and managing any advertising requirements as stipulated in the MGA.
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Total annual debt service payments shall not exceed those indicated in the Province of Alberta Debt Limit Regulation determined by the Province of Alberta. The regulation provides that a municipality's total annual debt servicing payments cannot exceed 0.25 (25%) times the revenue (as defined by the MGA) of the municipality.

5.4 Internal limits

- 5.4.1 The Town shall maintain internal debt limits below the maximum allowable under the Alberta Debt Limit Regulation.
- 5.4.2 The ceiling for borrowing purposes and the target for debt reduction shall be 80% of the provincially regulated debt limit and 80% of the provincially regulated debt service limit.
- 5.4.3 While Council may at any time at its discretion approve debt beyond the 80% internal limits prescribed within this policy, these internal limits have been established for the following purposes:

- a. to direct Administration and set targets for the development of operating and capital budgets not to exceed the internal limits;
- b. to serve as an early warning signal that debt is becoming a burden on the Town and appropriate steps should be taken to manage the short, medium, and long-term implications,
- c. to achieve the Town's objective of sustaining a financially viable municipality; and
- d. to account for consolidated revenue from other sources that do not service debt on the financial statements.

5.5 Repayment

5.5.1 The repayment term in respect of long term debt shall not exceed the useful life of the capital project being financed.

5.5.2 When establishing debt terms, consideration shall be given to the following factors:

- a. cost minimization;
- b. availability of debt servicing funding;
- c. Intergenerational Equity;
- d. capital life cycle implications;
- e. long term financial sustainability; and
- f. financial flexibility.

5.5.3 The repayment term shall not exceed 20 years unless there are compelling factors which make it necessary to extend the term beyond that point. By financing over the shortest term possible, lower interest rates and reduced future costs of financing result. This also allows for a debt-free period for the capital asset useful life in which other financial policies such as contributions to reserves can be initiated.

5.5.4 New debt service costs will be funded by sustainable revenue.

5.5.5 The Town will take advantage of opportunities to retire outstanding debt early if it appears to be financially beneficial to do so and with consideration of the need for funding of future projects. High interest, municipal tax supported debt will be given priority consideration for debt prepayment.

5.6 Internal borrowing

When the Town's reserve position allows, and based on cash flow analysis, the Town may internally borrow from its reserve funds to provide for the financing of capital projects. Reserves will be repaid with interest (generally over a period of five years or less), with the interest rate equivalent to the average rate of return the Town receives on the Town's investments. This interest rate is intended to offset the investment interest not earned by the Town on funds utilized to interim finance capital projects.

5.7 Debt Categories

To support long term debt planning, management and reporting, long term debt is categorized into two groups based on the nature of the capital expenditure and funding source for debt servicing as follows:

- a. Tax Supported Capital debt - issued for capital expenditures related to Tax Supported

Operations; debt servicing payments shall be repaid using tax supported revenues such as property taxes, non-utility user fees, fines, licenses, permits and investment income.

- b. Utility Supported debt - issued for capital expenditures related to Utilities Operations; debt servicing payments shall be repaid using utility user rates.
- c. Developer Supported debt – issued for capital expenditures that are related to new development such as arterial roads or utility infrastructure; debt will be repaid, including interest, from current and future developer levies.
- d. Debt on behalf of other organizations – issued to support other organizations repaid through agreed contract.

6.0 Debt on behalf of other organizations

Debt may be issued by the Town for the benefit of other organizations. Organizations are limited to regional service organizations, intermunicipal partnerships, and municipally controlled boards or authorities. The Town will limit debt issued on behalf of other organizations to a prudent portion of the Town's debt capacity.

- a. Debt will be issued where there is clear municipal and regional benefit and Council approval is obtained.
- b. All such debt shall be included in the Town's total debt and servicing calculations and be evaluated against the Town's debt limits.
- c. A formal agreement must be in place that clearly assigns responsibility, payment terms and timing, and consequences for non-payment.
- d. The Town shall assess the financial capacity of the organization, the likelihood of repayment and the potential impact on the Town if the organization defaults.

7.0 Reporting

The Chief Administrative Officer or designate shall report to Council regarding the Town's compliance with this policy. Reporting on the Town's outstanding debt, debt servicing, debt limits, and long term projections shall be provided through the means of the annual corporate planning process, financial statements, or quarterly reporting.

8.0 Policy Review

This policy will be reviewed by Administration every four years with any changes being recommended to Council for approval.

Debt Management Policy

June 22, 2026

Debt Management Policy Review



Municipal Government Act Debt
Limit Regulation 255/2000



Additional internal standards

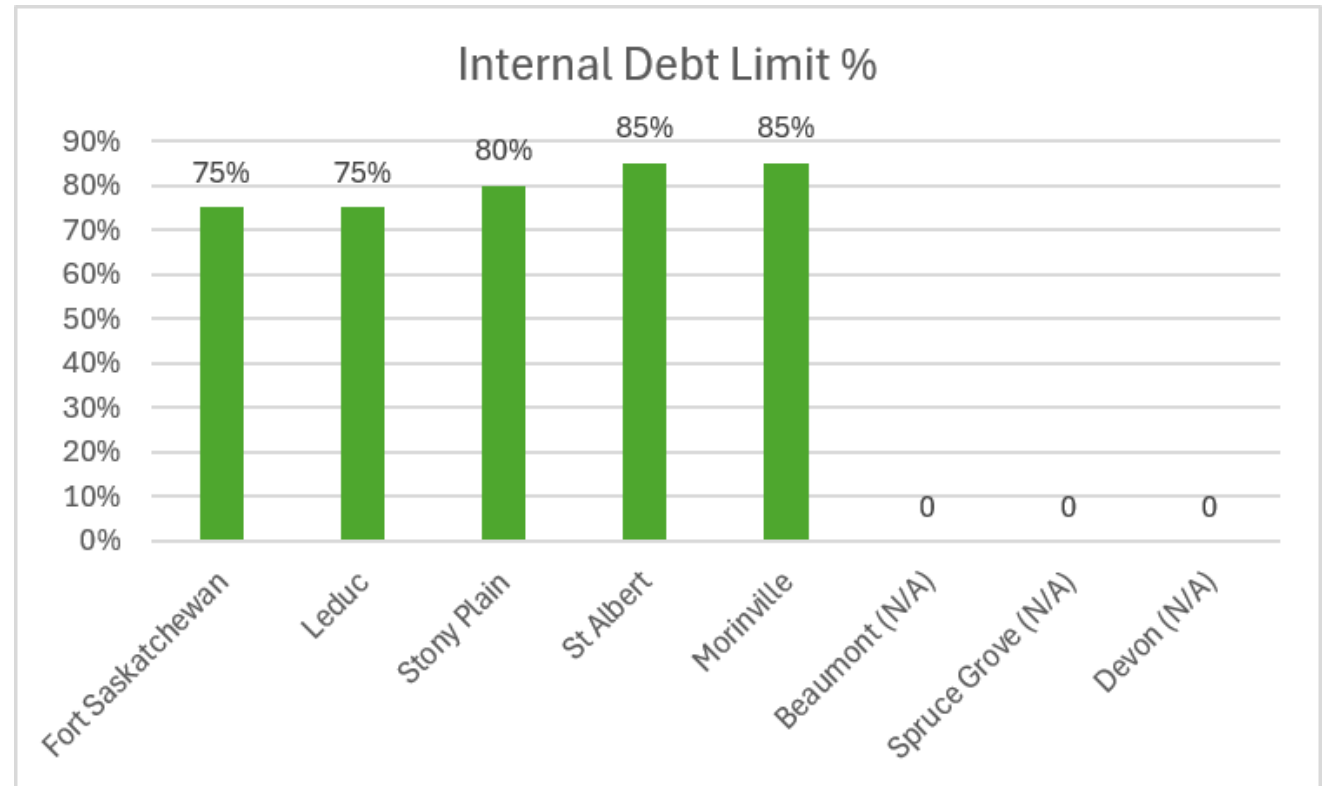


Definitions

Updated definitions for clarity to
the reader

Internal Debt Limit

- ▶ Ceiling for borrowing purposes set at 80% of the provincially regulated debt limit and 80% of the provincially regulated debt service limit
- ▶ Administration recommend continuing targeting spend to internal debt limit continues to be financially responsible.
- ▶ Considers other revenue sources that does not service debt



Debt Categories



Developer Supported debt



Debt on behalf of other organizations

Debt Management Policy Conclusion



Debt Guidelines



Reporting

Financial Impact Measurement

MGA Debt Limit Projected end of 2026

- Debt limit \$13.7M or 15.34%
- Debt Servicing 58%

Internal Debt Limit Projected end of 2026

- Debt limit (\$4M) or (5%)
- Debt Servicing 48%

Revised for External Funded Debt \$9.8M

- Debt Limit MGA 26%
- Debt Limit Internal 8%
- Debt Servicing MGA 63%
- Debt Limit Internal 54%



Questions

END OF ITEM



**REQUEST FOR DECISION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** June 22, 2026**SUBJECT:** Signing Authority of Municipal Documents Policy

EXECUTIVE SUMMARY

As per the Town's policy review framework, Administration completed a review of the Signing Authority of Municipal Documents Policy. The policy, as written, provides the appropriate authority for the signing of municipal documents within the Town. A few minor amendments are being proposed to amend terminology, address inconsistencies and enhance clarity.

RECOMMENDATION

That Town Council approve Signing Authority of Municipal Documents Policy C-LS-070 as presented.

BACKGROUND

The Signing Authority of Municipal Document Policy provides delegated authority from Council to the CAO and designated municipal staff for executing and authorizing municipal documents to allow for operational efficiencies. Internal controls are in place to ensure appropriate oversight and accountability for those authorized to execute both financial and legal documents on behalf of the Town.

Administration has completed a review of the policy and recommends some minor changes which include:

- terminology changes to remain consistent with other Town policies;
- adding definitions to provide clarity;
- updating to reflect current processes;
- capturing all designated staff authorized to execute documents on behalf of the Town; and
- providing for clear delegation authority.

Options

1. Approve recommendation.
2. Propose amendments to the policy.

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2026-2029:

- Strengthen our organizational excellence and workforce effectiveness through investment in and commitment to improved service efficiency.

Relevant Statutes/Master Plans/Documents

Municipal Government Act

ATTACHMENTS

1. Policy C-LS-070 red-lined version
2. Policy C-LS-070 clean copy

Prepared by: Teresa Olsen, Manager, Legislative Services

Reviewed by: Ann Laing, General Manager, Corporate Services

Approved by: Tom Goulden, Chief Administrative Officer

Signing Authority of Municipal Documents

Authority: Council

Effective Date: ~~December 14, 2020~~

Date Approved by Council: ~~December 14, 2020~~

Resolution No.: ~~284/12/20/SP~~

Future Review Date: 20~~30~~24

Last Review/Revision: 2006

Responsibility: Legislative Services

References: Municipal Government Act, Chief Administrative Officer Bylaw, Delegation of Authority policy

Replaces: Signing ~~or~~ Authorization of Municipal Documents C-LS-049 (2020) ~~178/05/06/SP~~

1.0 Purpose: -To establish signing authority for ~~of~~ municipal documents, including bylaws, minutes, cheques, negotiable instruments and Agreements.

2.0 Scope: -This policy covers the authorization of municipal documents ~~for across~~ all facets of the Town's operation and applies applicable for to all employees and Council.

3.0 Definitions:

3.1 **"Agreement"** means a document, intended to be legally enforceable ~~by law~~, that records an ____ arrangement between the Town and one or more other parties ~~to for the performance of a~~ course ____ of action, and includes agreements, contracts, memorandums of understanding, employment ____ agreements, and settlements.

3.2 **"Negotiable instrument"** means a legal document that is payable to the bearer.

3.3

3.3 **"Recording Secretary"** means the designated employee responsible for documenting the official proceedings of meetings.

4.0 Statement: The Town requires cleararity and flexibleility in the signing authorities of for various documents to improve the efficiency of business operations and yetwhile maintaining effective internal controls and approval processes.

5.0 Standards:

5.1 Council Minutes and Bylaws ~~(S. 213(1) and 213(2))~~

Council minutes and bylaws shall be signed by the Mayor and any one of the following in order of succession:

- (a) General Manager, Corporate Services
- (b) Manager, Legislative Services
- (c) ~~Town Manager~~Chief Administrative Officer

~~The signing authorities may be delegated to anyone acting in their role.~~

5.2 Board and Committee Minutes ~~(S. 213(2))~~

Council board and committee minutes shall be signed by the person presiding at the meeting and the Recording Secretary.

5.3 Authorization of Electronic Signatures ~~(S. 213(5))~~

Council authorizes the use of printed, electronic or lithographed signatures for relevant documents, ~~the signing of cheques, bylaws, minutes, and other relevant documents. The process for using electronic signatures shall be established by the CAO.~~

5.4 Delegation of Signing of cheques and Negotiable instruments ~~(S. 213(4))~~

Council authorizes the following positions to sign or authorize cheques and Negotiable instruments for amounts included in an operating ~~budget~~ or capital budget, or otherwise authorized by Council:

- (a) ~~Town Manager~~Chief Administrative Officer
- (b) General Manager, Corporate Services;
- (c) General Manager, Community and Protective Services;
- (d) General Manager, Planning and Infrastructure;
- ~~(e)~~ General Manager, Strategic Services, ~~and~~
- ~~(e)(f)~~ General Manager, Community and Social Development; ~~and~~
- ~~(f)(g)~~ Manager, Financial Services.

All ~~c~~Cheques and Negotiable instruments must be signed by any two of the above authorized positions.

5.5 Delegation of Signing of Agreements

Council authorizes the ~~Town Manager~~Chief Administrative Officer to sign or authorize Agreements for amounts included in an operating ~~budget~~ or capital budget, or ~~otherwise~~ authorized by Council. The ~~Town Manager~~Chief Administrative Officer may delegates ~~his~~their authority in accordance with the Delegation of Authority policy.

Generally, all agreements that are not addressed in the Delegation of Authority Policy require the signature of the General Manager of the relevant department with exception of agreements of a routine nature which may be delegated to the relevant Manager.

5.5 Delegation of Certifying “true copies”

Council authorizes the Chief Administrative Officer to certify “true copies” of Town of Stony Plain bylaws, resolution and other municipal records of the Town. The Chief Administrative Officer may delegate this authority to the following positions:

- (a) General Manager, Corporate Services; and
- (b) Manager, Legislative Services

5.6 Delegation of Position

Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

6.0 Policy Review: -This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.

Signing Authority of Municipal Documents

Authority: Council

Effective Date:

Date Approved by Council:

Resolution No.:

Future Review Date: 2030

Responsibility: Legislative Services

References: *Municipal Government Act*, Chief Administrative Officer Bylaw, Delegation of Authority policy

Replaces: Signing Authority of Municipal Documents C-LS-049 (2020)

1.0 Purpose: To establish signing authority for municipal documents, including bylaws, minutes, cheques, negotiable instruments and Agreements.

2.0 Scope: This policy covers the authorization of municipal documents across all facets of the Town's operation and applies to all employees and Council.

3.0 Definitions:

3.1 **"Agreement"** means a document intended to be legally enforceable that records an arrangement between the Town and one or more other parties for the performance of a course of action, and includes agreements, contracts, memoranda of understanding, employment agreements, and settlements.

3.2 **"Negotiable Instrument"** means a legal document that is payable to the bearer.3.3

3.3 **"Recording Secretary"** means the designated employee responsible for documenting the official proceedings of meetings.

4.0 Statement: The Town requires clear and flexible signing authorities for various documents to improve the efficiency of business operations while maintaining effective internal controls and approval processes.

5.0 Standards:

5.1 Council Minutes and Bylaws

Council minutes and bylaws shall be signed by the Mayor and any one of the following in order of succession:

- (a) General Manager, Corporate Services
- (b) Manager, Legislative Services
- (c) Chief Administrative Officer

5.2 Board and Committee Minutes

Council board and committee minutes shall be signed by the person presiding at the meeting and the Recording Secretary.

5.3 Authorization of Electronic Signatures

Council authorizes the use of printed, electronic or lithographed signatures for relevant documents. The process for using electronic signatures shall be established by the CAO.

5.4 Delegation of Signing of cheques and Negotiable instruments

Council authorizes the following positions to sign or authorize cheques and Negotiable Instruments for amounts included in an operating or capital budget, or otherwise authorized by Council:

- (a) Chief Administrative Officer
- (b) General Manager, Corporate Services
- (c) General Manager, Community and Protective Services
- (d) General Manager, Planning and Infrastructure
- (e) General Manager, Strategic Services
- (f) General Manager, Community and Social Development; and
- (g) Manager, Financial Services

All cheques and Negotiable Instruments must be signed by any two of the above authorized positions.

5.5 Delegation of Signing of Agreements

Council authorizes the Chief Administrative Officer to sign or authorize Agreements for amounts included in an operating or capital budget, or otherwise authorized by Council. The Chief Administrative Officer may delegate their authority in accordance with the Delegation of Authority policy.

Generally, all agreements that are not addressed in the Delegation of Authority Policy require the signature of the General Manager of the relevant department with exception of agreements of a routine nature which may be delegated to the relevant Manager.

5.5 Delegation of Certifying “true copies”

Council authorizes the Chief Administrative Officer to certify “true copies” of Town of Stony Plain bylaws, resolution and other municipal records of the Town. The Chief Administrative Officer may delegate this authority to the following positions:

- (a) General Manager, Corporate Services; and
- (b) Manager, Legislative Services

5.6 Delegation of Position

Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

6.0 Policy Review: This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.

END OF ITEM



**REQUEST FOR DECISION
PUBLIC SESSION****REGULAR COUNCIL MEETING****MEETING DATE:** June 22, 2026**SUBJECT:** Public Advertisement Bylaw

EXECUTIVE SUMMARY

The Public Advertisement Bylaw was adopted in 2023 in accordance with Section 606 of the *Municipal Government Act* (MGA). The Bylaw establishes methods to advertise proposed bylaws, resolutions, public hearings, and other matters prescribed by Section 606 of the MGA. This bylaw provides clear direction to Administration and establishes transparency and consistency in how the public is notified.

RECOMMENDATION

That Town Council accept the Public Advertisement Bylaw update for information.

BACKGROUND

The MGA allows municipalities, by bylaw, to provide more flexible and alternative methods of providing notice to the public on proposed bylaws, resolutions, public hearings, and other matters. An advertising bylaw, and any amendments to the bylaw, must be considered at a public hearing prior to being passed.

Council approved the current Public Advertising Bylaw on December 11, 2023. The bylaw establishes how public notices are provided in the town and requires statutory advertisements to be published at least 10 days before the scheduled item occurs, unless otherwise required by the MGA. Under the bylaw, statutory planning amendments must be advertised using prescribed methods.

Non-location-specific planning bylaw amendments must be advertised by posting notice of the statutory advertisement on the official Town website and by publishing notice once in an accredited newspaper. If no accredited newspaper is in circulation, posting notice on the Town website alone is considered sufficient.

Location-specific planning bylaw amendments must be advertised using one of two approaches. Under the standard approach when a neighbourhood plan is in effect, notice is provided by posting a notice sign on the subject site and by posting notice on the official Town website. Under the advanced approach when no neighbourhood plan is in effect, notice is provided by posting a notice sign, posting notice on the official Town website, and mailing notice to property owners within 90 metres of the subject site. In addition to these requirements, Administration may undertake additional advertising or notify additional landowners when deemed appropriate.

The current bylaw has been in effect for just over two years and has been used primarily for planning-related matters. As the bylaw introduced a new notification process for the town, it was scheduled for review earlier than the regular five-year bylaw review cycle and includes a requirement for a first-year review. Administration has completed this review and determined that the bylaw meets acceptable requirements for notification purposes and provides appropriate flexibility to apply additional notification methods when required.

A key component of the bylaw is its emphasis on directing residents to the Town's website, where individuals may sign up to receive notifications and regular updates. This approach has proven particularly beneficial during Canada Post service disruptions and in response to the declining availability of print media. The bylaw allows public notification to remain consistent with MGA requirements while also enabling the use of additional advertising methods where appropriate.

Administration is not recommending amendments at this time. The bylaw is being brought forward to facilitate open discussion with Council, reflecting conversations held during previous Council meetings. Overall, the bylaw meets the intent of the MGA and provides an accessible notification system for all residents. Administration is requesting that Council receive this update for information and that the bylaw review date be updated to 2031, in alignment with the Town's regular bylaw review framework.

OPTIONS

Direct Administration to bring forward additional options for Council's consideration. If amendments are later proposed, a new bylaw will be drafted and brought forward for first reading, with a public hearing scheduled for a future date.

Relevant Statutes/Master Plans/Documents

Municipal Government Act Section 22, 199, 216, 364, 390, 602, 606, 674 and 676

Land Use Bylaw 2735/LUO/26

Public Advertisement Bylaw 2681/G/23

STRATEGIC ALIGNMENT & KEY ACTIONS

Stony Plain Strategic Plan 2026-2029:

- Strengthen our organizational excellence and workforce effectiveness through investment in and commitment to improved service efficiency.

STAKEHOLDER AND PUBLIC PARTICIPATION

Administration circulated the current bylaw internally to relevant departments to give the opportunity to review the bylaw and provide questions and comments. No changes were recommended.

COMMUNICATION

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

ATTACHMENTS

1. Public Advertisement Bylaw 2681/G/23
2. Presentation

Prepared by: Karen Majeau, Development Supervisor

Reviewed by: Miles Dibble, Manager, Planning and Development

Reviewed by: Brett Newstead, General Manager, Planning & Infrastructure

Approved by: Tom Goulden, Chief Administrative Officer

BYLAW 2681/G/23

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING METHODS FOR ADVERTISING STATUTORY NOTICES.

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS, Council is satisfied that the advertising method set out in this bylaw is likely to bring matters advertised by that method to the attention of all substantially affected residents to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

1.0.0 Title

1.1.0 This bylaw may be cited as the “Public Advertisement Bylaw”.

2.0.0 Definitions

2.1.0 “Accredited Newspaper” means a publication which is of general circulation in the Town of Stony Plain or the area in which the proposed bylaw, resolution, public hearing, or other things referred to in s. 606 of the Act is to be held.

2.2.0 “Act” means the *Municipal Government Act*, RSA c. M-26, and amendments thereto.

2.3.0 “Administration” means Town of Stony Plain employees who prepare advertisements for proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606 of the Act.

2.4.0 “Location Specific Planning Bylaw Amendments” means amendments to, or the repealing of statutory planning documents, such as but not limited to, the Land Use Bylaw or area structure plans which pertain to a specific geographical boundary, and which are categorized as follows:

2.4.1. “Standard” means amendments where an area structure plan or area redevelopment plan has already designated the area for urban development.

2.4.2. “Advanced” means amendments where an area structure plan or area redevelopment plan has not designated the area for urban development, or an amendment to, or newly created, statutory planning document.

2.5.0 “Notice Sign” means a sign posted prominently on a subject site which provides information about a Statutory Advertisement as defined in s. 606 (6) of the Act.

2.6.0 “Statutory Advertisements” means proposed bylaws, resolutions, public hearings, and other things referred to in s. 606 of the Act.

2.7.0 “Town” means the Town of Stony Plain.

3.0.0 Advertising Methods

3.1.0 Unless otherwise advertised in accordance with the Act, all Statutory Advertisements shall be advertised at least 10 days before the item occurs and shall be in accordance with this bylaw.

3.2.0 Statutory Advertisements other than Location Specific Planning Bylaw Amendments shall be advertised by posting notice of the Statutory Advertisements:

- a) on the official Town website; and
- b) once in an Accredited Newspaper.

3.3.0 If an Accredited Newspaper is not in circulation as per Section 3.2.0., posting notice of the Statutory Advertisement on the official Town website is satisfactory.

3.4.0 Statutory Advertisements which are for Location Specific Planning Bylaw Amendments, shall be advertised by posting notice of the Statutory Advertisements using one of the following methods:

3.4.1. Standard

- a) on a Notice Sign; and
- b) on the official Town website.

3.4.2. Advanced

- a) on a Notice Sign;
- b) on the official Town website; and
- c) mailout to landowners within 90 metres from the subject site, in consideration of natural and physical boundaries.

3.5.0 Administration may perform additional advertisements or notify additional landowners as deemed appropriate by administration.

4.0.0 Effectiveness and Review

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.

4.2.0 This bylaw shall be reviewed within its first year, being 2024, or as deemed necessary.

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

Read a first time this day of , AD 2023.

Public hearing held this day of , AD 2023.

Read a second time this day of , AD 2023.

Read a third time this day of , AD 2023.

Mayor William Choy

Mike Morton, General Manager Corporate
Services



Bylaw 2681/G/23 Public Advertisement Bylaw

June 22, 2026



Background

- Bylaw adopted in 2023 in accordance with Section 606 of the Municipal Government Act.
- Bylaw establishes methods to advertise proposed bylaws, resolutions, public hearings and other matters prescribed by Section 606 of the MGA.
- Provides clear direction to Administration and establishes transparency and consistency in how the public is notified.

Advertising Methods

Non-Location Specific

- Official Town website
- In an accredited newspaper
- If an accredited newspaper is not in circulation, posting to the website is satisfactory

Location Specific

- Standard; on a notice sign and on the official Town website.
- Advanced; on a notice sign, on the official Town website, and mail out to owners within 90 meters of the subject site.

- All required advertisements to be published at least 10 days before the scheduled item occurs, unless otherwise required in the MGA.
- The Land Use Bylaw 2735/LUO/26 regulates notice signs by requiring on-site installation at least 21 days prior to the public hearing to ensure compliance with the minimum 10-day notification period.
- Administration may perform additional advertisement or notify additional landowners as deemed appropriate by Administration.

What are other municipalities doing?

Jurisdictional Analysis – Planning Bylaws		
Municipality	Bylaw or Policy?	How are advertisements done?
City of Edmonton	Yes	Relating to one site – website post, landowners within 60 m, NGOs Large scale rezoning – website post
Spruce Grove	Yes	Website post, one newspaper post
Parkland County	Yes	Website, social media channels
City of St. Albert	No	Not applicable
Town of Morinville	Yes	Website, social media, electronic Town screens, local media outlets
Leduc County	Yes	Newspaper, social media, mail, any other methods
Sturgeon County	Yes	Notice sign, website post, social media, one newspaper post, adjacent landowners
City of Beaumont	No	Not applicable
Town of Devon	No	Not applicable

Discussion

- No Proposed Amendments**

Administration is not recommending amendments at this time. The bylaw is being brought forward to facilitate open discussion with Council, reflecting conversations held during previous Council meetings. Overall, the bylaw meets the intent of the *MGA* and provides an accessible notification system for all residents.

- Discuss Effectiveness of Current Notice Methods**

Council is asked to consider whether the current advertising methods including website postings, newspaper advertisements, and location-specific signage remains appropriate.

- Identify Any Concerns**

Council members can identify any concerns regarding the bylaw's application, including the sufficiency of notification timelines, the scope of location-specific advertising, or whether additional methods should be explored.

Next Steps

- Council receive this bylaw review update for information and update the bylaw review date to 2031.
- Council may direct Administration to bring forward the bylaw and any proposed amendments for further consideration.





Thank you!

Questions or comments?



END OF ITEM



Council Discussion

Closed Meeting