

Village of Donalda

Request for Proposal

Infrastructure Audit

Request for Proposal No.: 2026-01
Issued: *January 28, 2026*
Submission Deadline: *February 27, 2026, 12:00 PM MST*

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1. Invitation to Respondents

1.1. Invitation

The Village of Donalda (“Village”) is inviting proposals from qualified Respondents to provide professional engineering services to complete an infrastructure audit for the Village of Donalda. Submissions received will be reviewed and evaluated by an Evaluation Committee in accordance with the criteria set out in the Request for Proposals. Respondents may request clarification or additional information from the RFP Contacts on or before the Deadline for Questions. The scope, requirements, and particulars of the project are described herein.

1.2. Respondent must be a Single Entity

The respondent must be a single legal entity that, if selected, intends to enter into the contract with the Village. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “respondent”. The respondent will be responsible for the performance of the Deliverables.

2. RFP Contact

For the purposes of this procurement process, the “RFP Contacts” will be:

General

Melanie Veale

CAO

Village of Donalda

Phone: 403-883-2345

Email: cao@village.donalda.ab.ca

Respondents and their representatives are not permitted to contact any employees, officers, agents, appointed officials, or other representatives of the County or Village, other than the RFP Contacts, concerning matters related to this RFP. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s proposal. All queries and requests for clarification related to this RFP are to be submitted by email to the RFP contacts identified in this section.

3. Contract for Deliverables

3.1 Type of Contract

The selected respondent will be requested to enter into a service contract for the provision of the Deliverables on the terms and conditions set out in the successful respondent's offer.

3.2 Term of Contract

The term of the agreement will be in effect until completion of the deliverables.

4. RFP Timetable

4.1 Key Dates

Issue Date of RFP	January 28, 2026,
Deadline for Questions	February 13, 2026, 12:00PM, MST
Deadline for Issuing Addenda	February 20, 2026, 12:00 PM, MST
Submission Deadline	February 27, 2026, 12:00 PM, MST
Selection and Notification	TBD

The RFP timetable is subject to change at the Village's discretion.

5. Submission Instructions

5.1 Submission of Proposals

Proposals will be received at:

C/O County of Stettler No.6
6602 – 44 Avenue
PO Box 1270
Stettler, AB T0C 2L0
Attn: Village of Donalda, RFP 2026-01

5.2 Submission Deadline

Proposals will be received up to 12:00:00 PM, MST, on **February 27, 2026**

Proposals received after the submission deadline will be returned unopened and will not be considered. The official time of receipt will be determined by the County of Stettler No. 6 central telephone system clock. All proposals will be time-stamped upon receipt.

5.3 Submission Format

Respondents must submit:

- Two (2) hard copies, and
- One (1) unsecured PDF version on a flash drive.

Proposals must be submitted in a sealed envelope and clearly marked with the Respondent's full legal name and the RFP title.

5.4 Responsibility for Delivery

The Village is not responsible for delays caused by courier services, mail delivery, technical issues, or any other circumstances beyond its control. It is the sole responsibility of the Respondent to ensure its Proposal is received at the designated location by the Submission Deadline.

5.5 Addenda

The Village may issue addenda to amend, modify, or clarify any portion of this RFP. All addenda will be issued in writing to all Respondents and will form an integral and binding part of the RFP documents. The Village, its agents, and employees shall not be responsible for any information provided verbally or through oral communication.

Respondents are responsible for obtaining, reviewing, and acknowledging receipt of all addenda in their submitted Proposal.

If the Village deems that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Village may extend the Submission Deadline for a reasonable period of time.

5.6 Amendment of Proposals

Respondents may amend their proposals prior to the submission deadline by submitting a written request to one of the RFP Contacts and delivering a revised proposal in accordance with the submission requirements. Amendments submitted by email alone will not be accepted.

5.7 Withdrawal of Proposals

At any time prior to the execution of a written agreement for the provisions of the Deliverables, a respondent may withdraw its submitted proposal.

To withdraw a proposal prior to the Submission Deadline, the respondent must submit a written request by email to the RFP Contact clearly identifying the proposal to be withdrawn.

To withdraw a proposal after the Submission Deadline, the respondent must submit a written notice of withdrawal to one of the RFP Contacts, signed by an authorized representative of the respondent.

Upon receipt of a valid notice of withdrawal, the proposal will be deemed withdrawn and will receive no further consideration. The Village shall have no liability to the respondent arising from the withdrawal of a proposal.

[End of Part 1]

Part 2 – Evaluation and Award

6. Stages of Evaluation

An evaluation Committee comprised of representatives from the Village of Donalda and the County of Stettler No. 6 will evaluate proposals. The Village reserves the right to determine the final composition of the Evaluation Committee and to add or substitute evaluators as required. Evaluations will be conducted in accordance with the evaluation criteria and methodology set out in Appendix A.

7. Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine whether each proposal complies with all mandatory submission requirements of this RFP.

Proposals that fail to meet any mandatory submission requirements will be rejected and will not proceed to further stages of evaluation.

The mandatory submission requirements are set out in Appendix A, Section 8, Mandatory Submission Requirements.

8. Stage II – Evaluation

8.1 Non-Price Rated Criteria

The Evaluation Committee will evaluate each proposal that has successfully completed Stage I based on the non-price rated criteria, categories, weightings, and scoring methodology set out in Section 9 – Evaluation Criteria of the RFP Particulars (Appendix A).

Evaluation of the non-price-rated criteria will be conducted independently by the evaluators, and the average of all evaluator scores will constitute the final score for each rated criterion.

9. Stage III – Pricing

Stage III will consist of a scoring and comparative evaluation of the submitted pricing of each qualified proposal in accordance with the pricing requirements, evaluation criteria, and weighting set out in Appendix A – Evaluation Criteria.

The pricing evaluation will be conducted only after the completion of Stages I and II.

Where a respondent's pricing appears to be abnormally high, unclear, vague, or unbalanced in relation to the Deliverables, the Evaluation Committee may require the respondent to provide a written explanation and supporting detail.

If, in the sole discretion of the Evaluation Committee, the respondent fails to justify its pricing satisfactorily, the proposal may be rejected.

10. Selection of Top-Ranked Respondent

After the completion of Stage III, all scores from Stage II and Stage III will be added together, and respondents will be ranked based on their total scores, in accordance with the weighting set out in Appendix A. Subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3), the top-ranked respondent will be invited to enter into the Agreement. In the event of a tie, the selected respondent will be the respondent selected by coin toss. The selected respondent will be notified in writing and will be expected to satisfy any applicable conditions of this RFP and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent, the selection of another respondent or the cancellation of the RFP.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

11. General Information and Instructions

11.1 Respondents to Follow Instructions

Respondents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A respondent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection may be disqualified.

11.2 Proposals in English

All Proposals are to be in English only. A cover sheet should be included with the proposal.

11.3 No Incorporation by Reference

The entire content of the respondent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the respondent's proposal but not attached will not be considered to form part of their proposal.

11.4 Past Performance

In the evaluation process, the Evaluation Committee may consider the respondent's past performance or conduct on previous contracts with the Village or other institutions.

11.5 Information in RFP Only an Estimate

The Village and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided

by way of addenda are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

11.6 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

11.7 Proposal to be Retained by the Village

The Village will not return the proposal or any accompanying documentation submitted by a respondent.

11.8 No Guarantee of Volume of Work or Exclusivity of Contract

The Village makes no guarantee of the value or volume of work to be assigned to the successful respondent. The contract with the selected respondent will not be an exclusive contract for the provision of the deliveries described. The Village may contract with others for goods and services, the same as or similar to the Deliverables, or may obtain such goods and services internally.

11.9 Waiver of Irregularities

The Village reserves the right, in its sole discretion, to waive minor irregularities or non-material defects in a proposal that do not affect the integrity of the RFP process.

12. Communication after Issuance of RFP

12.1 Respondents to Review RFP

Respondents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing by email to the RFP Contacts on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Village is under no obligation to provide additional information, and the Village is not responsible for any information provided by or obtained from any source other than the RFP Contacts. It is the responsibility of the respondent to seek clarification on any matter it considers to be unclear. The Village is not responsible for any misunderstanding on the part of the respondent concerning this RFP or its process.

12.2 Verify, Clarify, and Supplement

When evaluating proposals, the Evaluation Committee may request further information from the respondent or third parties to verify, clarify or supplement the information provided in the respondent's proposal. The Evaluation Committee may revisit, re-evaluate, and rescore the respondent's response or ranking based on any such information. Any such clarification or verification will not permit the respondent to materially alter its proposal or pricing.

13. Notification and Debriefing

13.1 Notification to Other Respondents

Once the Village executes an agreement with the successful respondent, the other respondents may be notified directly in writing. The outcome of the procurement process may also be communicated through public posting.

13.2 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification. Any debriefing will be provided at the sole discretion of the Village.

When approved, the RFP Contact will contact the respondent's representative to schedule the debriefing. Debriefings may occur in person at the Village's location or via conference call or other remote meeting format as prescribed by the Village.

13.3 Procurement Protest Procedure

Any respondent with concerns about the RFP process is required to request a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the respondent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the respondent wishes to challenge;
- (b) a clear explanation of the respondent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the respondent's contact details, including name, telephone number and email address.

The Village will send an initial response to acknowledge receipt of the respondent's notice and indicate the date by which the Village will provide the respondent with a formal response.

14. Confidential Information

14.1 Confidential Information of the Village

All information provided by or obtained from the Village in any form in connection with this RFP, either before or after the issuance of this RFP

- (a) is the sole property of the Village and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Village; and

(d) must be returned by the respondent to the Village immediately upon the request of the Village.

14.2 Confidential Information of Respondent

A respondent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Village. The confidentiality of such information will be maintained by the Village, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Village to advise or assist with the RFP process, including the evaluation of proposals. If a respondent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

All information provided in response to this RFP is subject to the Alberta Access to Information and the Protection of Privacy Act.

15. Conflict of Interest and Prohibited Conduct

15.1 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) In relation to the RFP process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the Village in the preparation of its proposal that is not available to other respondents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent’s other commitments, relationships, or financial interests:
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or

- (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

15.2 Disqualification for Conflict of Interest

The Evaluation Committee may disqualify a respondent for any conduct, situation, or circumstances, determined by the Committee, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the Village may be precluded from participating in the RFP process in instances where the Village has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate the risk of unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide information within its control or otherwise engages in conduct that obstructs a fair competitive process.

15.3 Determination of Conflict of Interest

The determination of whether a Conflict of Interest exists, whether disclosed or undisclosed, will be made solely by the Village.

In making the determination, the Village may consider information provided by the respondent in the Submission Form (Appendix B), information obtained through the evaluation process, and any other information available to the Village.

The Village's determination will be final and binding.

15.4 Disqualification for Prohibited Conduct

The Evaluation Committee may recommend the disqualification of a respondent or the rescission of a notice of selection, and the Village may terminate a contract subsequently entered into, if the respondent has engaged in any conduct prohibited by this RFP.

15.5 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Submission Form (Appendix B).

15.6 Respondent Not to Communicate with Media

Respondents must not, at any time, directly or indirectly, communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

15.7 No Lobbying

Respondents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful respondent(s).

15.8 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Village; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

15.9 Supplier Suspension

The Evaluation Committee may recommend suspension of a supplier from participating in this procurement process for a prescribed time period based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the Committee, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Committee will notify the supplier of the grounds for the suspension, and the supplier will have an opportunity to respond within a timeframe stated in the notice. The Evaluation Committee will consider any response received from the supplier within that timeframe in making its final decision.

16. Procurement Process Non-Binding

16.1 Non-Binding Procurement Process

This RFP is not intended to create, and will not create, a formal, legally binding bidding process or Contract A. This RFP is an invitation to submit proposals for the purpose of evaluating and selecting a preferred proponent with whom the Village, at its discretion, may enter negotiations.

Nothing in this RFP is intended to limit the Village's obligation to conduct this procurement process in a fair and transparent manner in accordance with applicable law.

16.2 No Contract until Execution of Written Agreement

This RFP process is intended to solicit non-binding proposals for consideration by the Evaluation Committee and may result in an invitation by the Village to a respondent to enter into the Agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the Village by this RFP process until the execution of a written agreement for the acquisition of such goods and/or

services.

16.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to execution of a written agreement, such information will be considered during the evaluation of proposals and the ranking of respondents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely affect any such evaluation or ranking, or the Village's decision to enter into an agreement for the Deliverables.

16.4 Cancellation

The Village may cancel or amend the RFP process at any time without liability.

17. Governing Law and Interpretation

These Terms and Conditions of the RFP Process:

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

Appendix A – RFP Particulars

1. Project Description

The purpose of this project is to complete an infrastructure audit for the Village of Donalda in connection with a viability review directed by the Minister of Municipal Affairs.

Once completed, the infrastructure audit will support the viability review process by providing:

- Detailed information about the current condition and capacity of the municipality's infrastructure and major assets;
- Assessment of associated risks;
- Analysis of options;
- List of recommended actions and associated costs;
- Ten-year infrastructure plan; and
- Infrastructure operating plan.

2. Project Background

The area of the Village is 89.0 hectares in size with approximately 80 private dwellings, a local school, and a small number of commercial buildings. The road network is 5.0 km of paved or gravel roads.

Village owned buildings and lands include the Village Complex (Village Office, Museum and Library), Public Works Shop, Community Hall, Curling Rink, Standpipe, Village of Donalda Cemetery, ball diamonds, and public garden containing the World's Largest Oil Lamp Replica. There is also an inventory of Village owned lands that may not have a specific assigned municipal purpose.

The Village water system is supplied from the Shirley McClellan Regional Water Services Commission (SMRWSC) with a connection to the Village distribution system via the Standpipe located at the corner of Lee Avenue & Foster Street. SMRWSC is currently in the planning and design stage for a new underground water reservoir, pump station and truck fill system located along Township Road 42-0 to replace the Village's existing Standpipe. There is no power backup to the water system currently. The water distribution system is estimated to have approximately 4.5 km of water lines.

The wastewater collection system is a gravity system that feeds into a wastewater lagoon that is located about 0.5 km northeast of the Village Complex. The wastewater collection system is estimated to have approximately 5 km of collection lines.

The Village does not have an underground storm drainage system in place, but has ditches and culverts to manage stormwater flow.

Solid waste removal for the Village is contracted to a third-party provider and disposed of at the Stettler Waste Management Authority's landfill.

Part of the Government of Alberta's role in supporting local communities is to undertake viability reviews to assess whether a particular municipality is viable going forward. A viability review includes assessing the municipality's

governance structure, financial standing, and infrastructure and services. Understanding the state of existing municipal infrastructure and the efforts required to manage risks and maintain service levels for the community is a critical part of this review. Under the *Municipal Government Act*, a viability review is also a prerequisite before a municipality can be dissolved.

The viability review is led by Alberta Municipal Affairs. A viability review support group, comprised of members from the municipality, potential receiving municipality, Alberta municipal associations, and Municipal Affairs, is formed to provide expertise and support to the ministry, the municipality under review, and the potential receiving municipality.

The municipality has received funding from Municipal Affairs through the Alberta Community Partnership grant to assist with the cost of an infrastructure audit for the purpose of the viability review.

The information in the infrastructure audit will be used to:

- Inform residents and electors in the viability review report about the municipality's infrastructure and major assets;
- Enable the viability review support group to assess the municipality's capacity to address identified risks and implement the recommended actions and plans;
- Enable the viability review support group to make recommendations to the municipality to support its viability; and
- Provide the municipality and potential receiving municipality, in the event that the municipality is dissolved, with recommended actions, plans, and associated costs.

3. Project Scope and Exclusions

The following major tasks are required for this infrastructure audit. The proponent is responsible for recommending any changes to these tasks as required to achieve the project objectives, in consultation with the municipality. The municipality may authorize the recommended changes in consultation with Alberta Municipal Affairs.

The work will include, but is not limited to, the following tasks:

1. Identify and assess infrastructure condition, capacity, and risk;
2. Assess/analyze options;
3. Develop a prioritized action list;
4. Develop a capital plan; and
5. Develop an operating plan.

The scope of each task is described in further detail in subsections 3.1 to 3.5 below. Additionally, the proponent will be required to undertake project management tasks and complete deliverables as outlined in sections 4 and 5.

The scope of work for this infrastructure audit excludes the following components:

1. Property and assets owned/operated by other municipal entities (neighbouring municipality, regional services commission, etc.);

2. Condition assessment/investigation recently completed by the municipality that will be made available to the successful contractor (see section 6);
3. Growth considerations and resulting infrastructure requirements; and
4. Detailed design of options/recommendations.

3.1 Identify and Assess Infrastructure Condition, Capacity and Risk

The contractor will complete a full assessment of the municipality's existing infrastructure and major assets as follows:

WATER SYSTEM

1. Distribution lines by location, segment length, diameter, material type, and age
2. valves and curb stops
3. Fire hydrants
4. Pressure reduction valves
5. Water meters

WASTE WATER SYSTEM

1. Collection lines by location, segment length, diameter, elevation at manhole, material type and age
2. Manholes by location, depth, rim elevation, material type and age
3. Waste water lagoon cells, berms, valves and control features, outlet route to receiving water course
4. Results of CCTV Video Inspection

STORM WATER SYSTEM

1. Culverts by location, size, drainage direction, material type and age
2. Drainage ditches by location, width, and drainage direction
3. Wetlands and storm water detention areas (if applicable)
4. Survey of surface water conveyance system, complete with plans and report identifying drainage areas, major and minor systems, conditions/capacities and recommendations for improvements

TRANSPORTATION INFRASTRUCTURE

1. Road segments by location, surface type (paved or gravel), and curb type
2. Back alleys by location and surface type
3. Sidewalks or trails by location and surface type
4. Results of non-destructive testing to determine existing structural thicknesses and the sufficiency of roads
5. Traffic control devices (signs)
6. Rail Crossing (condition and approach safety) – if applicable

BUILDINGS & FACILITIES

1. Village Complex
2. Public Works Building
3. Community Hall
4. Curling Rink
5. Baseball Diamond
6. Centennial Playground

7. Skatepark
8. World's Largest Oil Lamp Replica
9. Cemetery
10. Other Village Owned Lands

VEHICLES AND EQUIPMENT (WITH ESTIMATED VALUE GREATER THAN \$1,000)

1. Village owned vehicles and trailers
2. Self-propelled and pull-type equipment

For the infrastructure and major assets listed above, the following level of detail will be required in the assessment:

3.2 Asset Condition

For each asset, the assessment must include, as applicable:

- Age, material and key physical characteristics
- Operating History (e.g. frequency of repairs, operational challenges, or maintenance intensity)
- Operating Performance, including compliance with applicable regulatory, environmental, and occupational health and safety requirements, and ability to meet current and projected service demands and capacities
- **For Buildings and Facilities:** condition of the structure and mechanical systems, identification of Safety Codes Act compliance issues, and identification of known or potential hazardous materials based on records review and visual inspection
- **For Village owned lands:** conditions of the property, including observable site conditions, known constraints, and the results of an environmental site assessment (Phase I or ESA or equivalent desktop review), where applicable and based on available information
- Other relevant anecdotal or contextual Information

3.3 Asset Capacity

- Capacity assessment is only required where the existing asset or system is operating near or beyond its intended capacity levels. For example: water/wastewater/stormwater/drainage: hydraulic models or equivalent desktop analyses to identify system capacity constraints or areas requiring improvement.

3.4 Asset Risks

For each asset or practical component of a system, identify possible undesirable events or conditions that may hinder the ability of the asset or component to deliver intended services at the required level of service (e.g., water pipe breaking, road surface failing) and the resulting consequences.

- Rate the consequence of such an undesirable event on a scale of 1 to 4:
 1. Low impact – e.g., interruption of non-essential services; or moderate but increasing repair and maintenance costs.
 2. Moderate impact – e.g., interruption of essential services for a limited period but practical mitigation available; interruption of non-essential but highly valued services; repair and maintenance costs becoming significant; or limited short-term local reputational damage.

3. High impact – e.g., limited risk to health or safety of individuals; significant damage to the environment; interruption of essential services for a limited period with no practical mitigation; repair and maintenance costs outweigh replacement costs; or regional reputational damage.
 4. Intolerable impact – e.g., risk to human health or safety on a broad scale; lasting damage to the environment; interruption of essential services for an extended period with no practical mitigation; or major and prolonged reputational damage.
- Rate the likelihood of such an undesirable event on a scale of 1 to 4:
 1. Improbable – e.g., could happen, but probably never will except under exceptional circumstances.
 2. Possible – e.g., the event might occur at some time, as there is a history of this event occurring.
 3. Likely – e.g., there is a strong possibility of this event occurring, as there is a frequent history of occurrence.
 4. Almost Certain – e.g., very likely; expected to occur in most circumstances.

3.5 Assess/Analyze Options

Identify various options for repair/rehabilitation/replacement of infrastructure and/or alternatives for infrastructure identified as requiring attention based on the condition and risk assessments in Section 3.1 above.

The developed options can include:

- Capital: replacement/rehabilitation/upgrades.
- Operating: procedural/resource changes to operations and maintenance.
- Other: reductions in level of service (e.g. decommissioning, replacing pavement with gravel, etc.).

3.6 Develop a Prioritized Action List

Work collaboratively with the municipality's project manager and key stakeholders to refine the options assessed in section 3.5 above to complete a prioritized list of recommended capital, operating, and other actions.

Based on the underlying asset risk assessment in Section 3.4 above, assign a priority to each recommended action:

- P1 (high priority)
- P2 (medium priority)
- P3 (lower priority)

The priority of the actions should be assigned based on the following chart and using the definitions provided in the Asset Risks subsection of Section 3.4 above:

		Consequence / Impact			
		1 – Low	2 – Moderate	3 – High	4 – Intolerable
Likelihood	1 – Improbable	P3	P3	P2	P2
	2 – Possible	P3	P2	P2	P2
	3 – Likely	P2	P2	P2	P1
	4 – Almost Certain	P2	P2	P1	P1

All recommended actions categorized as Priority 1 (high) will likely be considered a “must” for implementation by the Viability Review Team. All recommended actions, regardless of priority, may be used to assess the municipality's viability and to develop associated plans or directives intended to improve it.

For each recommended action, identify its estimated cost and duration. Capital project cost estimates should be pre-design (Class D - +-20-30%).

3.7 Develop a Ten-Year Capital Plan

Work collaboratively with the municipality to develop a ten-year capital plan.

The proponent will facilitate a half-day workshop/discussion with Council and key staff members to set the capital plan.

The capital plan should set out a recommended 10-year work plan to implement the capital actions identified in the prioritized actions list above. The work plan does not have to address all recommended actions within the ten-year period but must address all Priority 1 (high-priority) actions within the first five years. The work plan should address a significant number of Priority 2 (medium priority) and at least some Priority 3 (lower priority) actions over the ten-year work plan period.

In determining the timing of recommended actions with the same assigned priority, the ten-year work plan should:

- Address risks that have a higher impact and likelihood;
- Consider and recommend coordination of actions that will make overall projects more efficient or affordable (e.g., replacement of roadway surface at the same time as replacement of underground system components);
- Consider level of service expectations in the community; and
- Consider estimated costs and available funding sources (e.g., contributions from operational surpluses and reserves; anticipated capital grant funding; debenture borrowing).

For each year, the workplan should identify:

- A title or brief description of each action to be undertaken;
- The major infrastructure category each action is intended to address (e.g., wastewater, etc.);
- The priority of each capital action to be undertaken (as assigned in the Section 3.3 prioritized action list above);
- The cost of each capital action to be undertaken (as estimated in the Section 3.3 prioritized action list above);
- The total costs of all capital actions planned for the year; and
- The sources of funding for all capital actions planned for the year.

The capital plan should also list all recommended capital actions identified in the prioritized list above that have not been addressed in the ten-year workplan. For each action, the list should identify:

- A title or brief description of each recommended action;
- The major infrastructure category each action is intended to address;
- The priority of each capital action (as assigned in the Section 3.6 prioritized action list above);
- The cost of each capital action (as estimated in the Section 3.6 prioritized action list above); and
- The total costs of all capital actions in the list.

3.8 Develop an Operating Plan

Work collaboratively with the municipality to develop a plan to implement the recommended operating actions identified in the prioritized actions list above.

The proponent will facilitate this discussion as part of the half-day capital plan workshop.

The operating plan should identify:

- A title or brief description of the operating action to be undertaken;
- The major infrastructure category the action is intended to address;
- The priority of the operating action to be undertaken (as assigned in the Section 3.6 prioritized action list above);
- The cost of the operating action to be undertaken (as estimated in the Section 3.6 prioritized action list above); and
- The sources of funding for all operating actions to be undertaken.

4 Project Management

The municipality will administer this infrastructure audit. For day-to-day matters, the municipality contact person will be Melanie Veal, CAO. The infrastructure audit contract will be managed by Melanie Veal, CAO.

The role of the municipal contract manager is to ensure that the work proceeds in accordance with this request for proposal and the proponent's accepted proposal, and to provide overall guidance to the audit.

Benchmark decision meetings will be required throughout the project to review the progress and provide direction to the proponent. Required benchmark meetings and the submission of progress working documents should be outlined in the proposal.

The proponent is responsible for organizing all meetings and recording/circulating meeting minutes. Exact dates for each meeting must be confirmed at least three working days in advance. Meeting agendas and related documents are required by the municipality three working days prior to each meeting.

5 Deliverables

5.1 Infrastructure Audit Report

On completion of the project, the proponent will provide one report consisting of three sections:

1. **Executive Summary** - presents the following key information from the infrastructure audit in an easy-to-understand format that provides a concise summary of critical information required for the viability review. The target audience of the executive summary is the municipality, Municipal Affairs, and the public.

- A concise summary of the overall infrastructure audit objectives;
- A concise commentary on the overall condition and identified risks of assets by major category;
- A summary of the prioritized actions developed in section 3.6 above, which shows the total cost of all recommended capital actions for each of Priority 1 (high), Priority 2 (medium) and Priority 3 (lower), broken down by major category (e.g., water, wastewater, etc.);
- A summary of the capital plan developed in section 3.7 above, which shows the total cost of all recommended capital actions for each year of the ten-year workplan and the total cost of all recommended capital actions not addressed in the ten-year workplan; and
- A summary of the operating plan developed in section 3.8 above, describing the general nature of operating actions to be undertaken.

2. **Detailed Findings and Analysis** – intended for use by the municipality or the potential receiving municipality to support the future management and replacement of infrastructure and capital assets. This section will present details of the investigation (including descriptions of methodologies used), results, analysis, recommendations, and rationale for work completed under:

- Infrastructure Condition, Capacity and Risk Assessment (section 3.1);
- Options Assessment / Analysis (section 3.5); and
- Development of Priorities Action List (section 3.6).

Field data and information collected during the investigation should be included as appendices to the report.

3. **Detailed Capital and Operating Plan** - intended for use by the municipality or the potential receiving municipality in planning and budgeting for capital and operating requirements. This section will present details of the recommendations and rationale for work completed under:

- Development of Capital Plan (section 3.7); and
- Development of Operating Plan (section 3.8).

5.2 Report Presentation

The proponent will be required to present the completed infrastructure audit report to the municipal council at a time to be arranged by the municipal administration.

6 Information to be Supplied by the Municipality

The following information is available to respondents to view at the Village Office on request:

- Village of Donalda Wastewater System Record drawings;
- Village of Donalda Water System Record drawings;
- Land Use Bylaw 625 Schedule A (Zoning Map) for current and future land uses;
- Design drawings for projects currently out for tender (if applicable)

- Cemetery survey

7 Project Timeline

The Village requires that this study commence immediately upon award, with a required completion date of **May 15, 2026**.

8 MANDATORY SUBMISSION REQUIREMENTS

8.1 Submission Form

Each proposal must include a completed and signed Submission Form (Appendix B) by an authorized representative of the respondent.

8.2 Pricing

Each proposal must include pricing information that complies with the instructions set out below under Evaluation and Pricing Submission in Section 9.

8.3 Other Mandatory Submission Requirements

APEGA Permit to Practice

A copy of the respondent's current Permit to Practice as issued by the Association of Professional Engineers and Geoscientists of Alberta (APEGA).

Evidence of Safety Program

Provide evidence of an active safety program, such as providing a valid copy of an Alberta Certificate of Recognition (COR, SECOR, or other Industry Partner certificate) or other evidence of an active workplace safety program.

Evidence of a Valid WCB account

A valid copy of a current WCB clearance letter.

WCB industry code documentation **MUST** indicate coverage for the type of work being requested in this competition and carried out in the resulting agreement.

Valid Insurance coverages

A valid Certificate of Insurance with coverage not less than Two (2) Million dollars from an insurance company legally capable of carrying on business within the province of Alberta, names the Village as an additional insured with cross liability, and provides a minimum 30 days notice of any changes to the policy.

Insurance documentation **MUST** indicate coverage for the type of work being requested in this competition and carried out in the resulting agreement.

9 Evaluation Criteria

The following sets out the categories, weightings, and descriptions of the RFP's rated criteria.

After the RFP closes, the Evaluation Committee will review and evaluate all Proposals received based upon the information supplied by the Respondents in accordance with the submission requirements of this RFP.

Mandatory Documents are evaluated on a pass/fail basis only and are not assigned a numerical score.

Rated Criteria will be evaluated independently by each evaluator, and the average of all evaluator scores will be the score for a specific criterion.

The Evaluation Committee reserves the right to contact references other than those provided by the respondent.

RATED & EVALUATION CRITERIA	WEIGHT (%)
<p>Mandatory Documents</p> <ul style="list-style-type: none"> • Certificate of Insurance • WCB Clearance Letter • COR/SECOR – Health & Safety documentation • APEGA Permit to Practice <p>Respondents who do not submit satisfactory mandatory documents will not proceed to the next stage of the evaluation.</p>	Pass/Fail
<p>Pricing Submission – Comparison of Pricing Schedules</p> <p>Respondents with lower unit rates will be favoured over respondents with higher unit rates, and the same as disbursement rates. Respondents with clearly defined pricing schedules will be favoured over those with vague or unpredictable pricing mechanics.</p>	40
<p>Overall Corporate Profile and Methodology</p> <p>Respondents demonstrate a clear, concise, and targeted understanding of the work and description of the firm, both as a function of the requirements identified in this RFP, and industry best practices, will be scored higher than proposals containing unclear/vague or disorganized understanding of the work.</p>	20
<p>Key Staff Qualifications and Demonstrated Experience</p> <p>Respondents who have resources and staff qualifications in alignment with the Village's needs will be scored higher than respondents who have gaps in their resources.</p>	25
<p>Relevant Past Experience and References</p> <p>Respondents and their project teams with greater experience and more positive feedback from references will be favoured. Project teams with a long history of stability and successful project delivery, studies, or similar consulting services in a municipal environment will be favoured.</p>	15

9.1 Pricing Submission

Pricing will be evaluated as part of Stage III of the evaluation process in accordance with Part 1, Section 9 of the RFP.

Each respondent is required to submit a consulting services fee schedule that will apply to this study. A description of the fees in detail and identify when and how fees will be applied, as well as how disbursement costs will be handled. The pricing schedule should include the following fee schedule as a minimum:

- The proposal shall identify a total upset limit for all consulting services (provided in \$);
- Outline costs for any additional services separately that may add benefit to the project;
- Costs are to be on a time and materials basis to an upset limit;
- Account for GST as a separate itemized value;
- The proposal should include a Manpower Allocation Chart that includes a breakdown of the number of hours required by each member of the project team for all stages of the project and the corresponding hourly rates that will be charged, as well as all disbursements and sub-consultants.
- Rates provided are to be maintained through the scheduled life of the project with no annual increments. Respondents are to provide a percentage annual increment should the Village extend the project past the stipulated completion date through an approved scope change. Non-completion on time by the respondent will not constitute grounds for rate increases.

10 Suggested Proposal Content for Non-Price Criteria

10.1 Overall Corporate Profile and Methodology

Following is a description of this rated criteria category: (Maximum of 3 Pages)

- Provide brief corporate information, experience, services provided, history and suitability for providing the services related to this RFP;
- Overview of past projects in similar infrastructure and viability review audits;
- Clearly identified management structure;
- Number of years the respondent has been providing the necessary expertise for the work requested;
- Provide measures and practices employed to maintain schedule and cost control for project(s);
- Project management approach and quality assurance processes;
- Each respondent should clearly identify their knowledge and understanding of the Village of Donalda.

10.2 Key Staff Qualifications and Demonstrated Experience

Each respondent must outline the respective roles of project team members and qualifications, including relevant studies or consulting work similar in scope and size.

Each respondent should provide the following in their proposal: (Maximum of 3 pages)

- A brief description of the team leads who will be providing the services; (include qualifications)
- A description of its knowledge, skills and experience relevant to the deliverables; and

- The roles and responsibilities of the respondent, employees who will be involved in providing the deliverables, together with the identity of those who will be performing those roles and their relevant expertise, and;
- Clearly identify the project lead and provide some background with a brief summary of related experience in delivering comparable work.

Factors to be considered during the evaluation in assessing the suitability of overall qualifications and expertise will include;

- Relevant expertise of the primary project staff;
- Roles of each team member and availability; (include any Professional Registrations)
- Emphasis will be placed on previous municipal infrastructure audit review work.

10.3 Relevant Past Experience and References

Each Respondent must demonstrate the team's experience through relevant studies and audits similar in scope and size.

Respondents must provide details and contact information (references) of at least two (2) infrastructure audits or viability review work in the last five (5) to ten (10) years, which are the most relevant and similar to the services in this RFP. Respondents should note that the Village or County may contact the client to provide a reference on the experience listed (including amending scoring in the evaluation based on the client's feedback).

Factors to be considered during the evaluation in assessing the suitability of experience will include:

- Suitability of experience with similar work, working with municipal organizations;
- Quality of sample work provided, and success of past work provided;
- Feedback from client references;

References other than those provided, including experiences the Village or County has had with the respondent, may be considered in the evaluation;

APPENDIX B – SUBMISSION FORM

Respondents should refer to the instructions attached to the solicitation for the Appendix B – Submission Form requirements and provide all required information in accordance with the instructions.

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City/ Province:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The respondent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Village and the respondent unless and until the Village and the respondent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The respondent has carefully examined the RFP documents and has a clear, comprehensive understanding of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the RFP requirements at the rates set out in its proposal.

4. Non-Binding Pricing

The respondent has submitted its pricing in accordance with the RFP. The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The respondent is deemed to have read and considered all addenda issued by the Village prior to the Deadline for Issuing Addenda.

6. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the respondent, whether or not related to or affiliated with the respondent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the respondent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- (b) it has not disclosed details of its proposal to any competitor, and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

7. Disclosure of Communications with Competitors

If the respondent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the respondent discloses below the names of those competitors and the nature of, and reasons for, such communications;

8. No Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFP.

9. Conflict of Interest

The respondent must declare all potential Conflicts of Interest, as defined in Part 1, section 15 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of the Village within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP. If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest.

10. Disclosure of Information

The respondent represents and warrants that the individual submitting this Proposal has the authority to bind the Respondent. The Respondent agrees that any information provided in the Proposal, even if identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Respondent further consents to the disclosure, on a confidential basis, of this Proposal by the Village to advisors retained by the Village for the purpose of advising or assisting with the RFP process, including the evaluation of this Proposal.

Signature of Respondent Representative

Name of Respondent Representative

Title of Respondent Representative

Date



2026/02/05

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta

Dear Ms. Veale,

Please find attached the quarterly Community Policing Report it covers October 1 to December 31, 2025. It outlines staffing, financial information, and crime trends for the Bashaw RCMP detachment, and supports our commitment to transparency and ongoing collaboration with our community partners.

Through both provincial and municipal policing contracts, the RCMP serves roughly 40% of Albertans across 95% of the province, including your community. That is why it is so important that our work is centered on people — the frontline members serving your community, the support teams behind the scenes, and the Albertans who rely on us every day.

The Government of Alberta's Police Funding Model (PFM) has strengthened our ability to meet those needs. With your contributions, we have added 279 police officers, 136 directly to detachments, along with 242 civilian staff, including 77 supporting detachment operations. These investments have also enabled the development of a Real-Time Operations Centre to support frontline officers, the expansion of our drone program, enhanced investigative capacity, and the addition of a third specialized Emergency Response Team.

These resources, along with the dedication of our employees and the support of your community, have helped bring Alberta's crime rates to their lowest point in five years — and we are committed to building on this progress together.

I welcome continued conversations about your community's policing priorities and any ideas that can help us strengthen our service. Working collaboratively is essential to maintaining this forward progress, and I encourage you to reach out at any time with questions, concerns, or suggestions.

Sincerely,

Cpl. Grant GLASIER
Acting Detachment Commander
Bashaw, Alberta



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Bashaw

Detachment Commander

Cpl. Grant GLASIER

Report Date

February 5, 2026

Fiscal Year

2025-26

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Crime Reduction

Updates and Comments:

The detachment has been keeping track of habitual offenders who are responsible for most of these types of crimes. Part of this involved checking court-imposed conditions on the offenders. The detachment has seen a five percent increase in crime from the same time last year.

Bashaw detachment has worked with both Red Deer and Central Alberta District crime reduction teams this quarter to arrest two separate prolific offenders one in Bashaw and one in Mirror. We have also assisted AHS with a home inspection in Alix at a problem property which resulted in the residence being deemed unfit for human habitation.

A search warrant was also completed with AGLC in Alix which resulted in the search, seizure and charges against individuals for illegal cigarettes and nicotine products.





Community Consultations

Consultation #1

Date	Meeting Type
October 9, 2025	Meeting with Elected Officials
Topics Discussed	
Bashaw Detachment response/visibility in Alix	
Notes/Comments:	
S/Sgt. RUSSELL and District Management Team meet the CAO to discuss the above noted issue.	



Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	6	2	4	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on December 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the six established positions, two officers are working. There are four officers on Medical leave. Currently, there are no hard vacancies. Bashaw detachment has utilized the K division Relief Unit (regular members of the RCMP that support detachments experiencing staffing issues) and overtime members to fill the gaps in the schedule.

Detachment Support: Of the two established positions, two resources are working with none on special leave. Currently, there are no hard vacancies.



Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

February 4, 2026

Good day,

As we begin a new year, I would like to take the opportunity to share an update on the work the Alberta RCMP is doing to support safe, resilient communities across the province.

Like you, and the communities you serve, crime remains a primary concern for the Alberta RCMP. We recognize the significant impacts crime has on residents, businesses, and overall community well-being. Policing in Alberta presents unique and real challenges, including vast geographic areas, long response distances, and a relatively small number of repeat offenders who cause a disproportionate amount of harm. Addressing these challenges requires responses that are intelligence-led, fiscally responsible, and built on strong partnerships.

We remain focused on addressing crime through continual reassessment of operational approaches, responsible deployment of resources, and close collaboration with municipal and community partners. We also recognize the significant cost of policing for communities and remain committed to ensuring available resources are deployed strategically and efficiently to deliver effective policing services to Albertans.

As part of this commitment, we are investing in modernization initiatives, including the development of the Real-Time Operations Centre, the expansion of the Emergency Response Team, increased investigative capacity and resources focused on working in partnership with communities and government on prevention initiatives and address the root causes of crime.

I want to highlight for you some of the initiatives we have underway, some of the results we've realized and some of the opportunities we remain focused on.

Despite fiscal pressures, we continue to focus resources where they will have the greatest impact. One of our key strategies is concentrating on the relatively small number of offenders responsible for the greatest harm across the province through tracking and prioritizing the Top 100 offenders. Using data compiled from RCMP and municipal police services across Alberta our Strategic Research and Analysis Unit, has assessed nearly 100,000 unique offenders and ranked them to identify those causing the most significant harm. This intelligence directly informs the work of Crime Reduction Units located across the province that can be deployed where and when emerging crime trends demand to target those offenders causing the most harm. These units work in close coordination with local detachments and partner agencies, including municipal police services and Alberta Sheriffs.

We have countless examples of successful operations targeting property crime offenders across Alberta where significant seizures of stolen property including vehicles, ATV's heavy construction equipment, and copper wire, have been recovered and offenders have been arrested to face prosecution. This includes well coordinated investigations involving teams of investigators located strategically throughout the four districts working in concert and utilizing sophisticated investigative techniques and tools including the leveraging of cutting-edge surveillance assets from our federal RCMP partners.

Canada

We know that addiction to illicit drugs is a huge driver of the types of crime that victimize Albertans. To that end, we have also utilized enhanced investigative resources to compliment local detachments in combatting the drug trade in communities across the province. We have made significant seizures of fentanyl, methamphetamines, cocaine and illegal firearms in numerous investigations across the province. These successes impact the availability of these harmful drugs through disruption of supply and act as a deterrent by holding accountable those who are profiting from the distribution of substances that deprive Albertans of their safety and security.

We are embracing technology to make policing more effective, efficient, and safer for both the public and police. The policing landscape is changing; yesterday's solutions won't solve today's challenges. As such, modern policing requires that frontline officers be supported by layers of expertise, coordination, and technology. The Real-Time Operations Centre does exactly that and is a critical component of police modernization. Operating twenty-four hours a day, seven days a week, the Real-Time Operations Centre provides operational support to every Alberta RCMP officer in the province. It enhances officer and public safety, coordinates specialized resources, and ensures informed decision-making during complex and evolving incidents. For our officers, the Real-Time Operations Centre ensures they are never working alone, regardless of location. For Alberta communities, this means every officer on their street is supported by a robust network of specialized units ready to respond at any moment. Ratepayers aren't funding just one uniformed member, but a comprehensive system of expertise and technology working behind that officer to keep their community safe.

Advanced investigative resources and practices represent another essential component of modernized policing as do resources such as the Emergency Response Teams. Emergency Response Teams are teams of highly skilled and trained individuals, bringing together experienced members, specialized tactics, advanced technology, and trained negotiators as a complete operational package, essentially bringing the right resource to the most volatile and dangerous calls. Their role is to safely resolve high-risk incidents involving armed or barricaded individuals, hostage situations and high-risk arrests. By deploying the appropriate expertise, equipment, and techniques, Emergency Response Teams have consistently led to safer outcomes for community members, suspects, and police officers. Demand for these specialized responses has increased significantly, with a sixty-one per cent increase in calls requiring Emergency Response Team involvement over the past four years. In response we have increased our capacity in this area enhancing overall public safety throughout the province. These specialized units place the Alberta RCMP on the leading edge of modern policing in Canada and directly support community safety. Combined with the dedication of our employees and the partnership of the communities we serve, these efforts have helped reduce crime rates in Alberta to the lowest in five years.

We recognize that police visibility and staffing levels remain key concerns for our clients and stakeholders. We continue to focus on recruiting Albertans to serve Albertans, strengthening experienced police officer recruitment. Since April 1, 2024, we have seen 5,450 applications in Alberta and 22 Experienced Police Officers have joined the Alberta RCMP since April 1, 2025. While these recruiting numbers are encouraging, we recognize the ongoing urgency to fill vacancies which is why we continually look inward at our hiring processes to remove barriers, find efficiencies and ensure the most qualified applicants are finding their way to service in communities across Alberta as quickly as possible.

Like all police services, we experience short-term human resource pressures at frontline detachments and have developed several strategies that enable a flexible response to these pressures. We have established a Relief Team based out of Leduc and Cochrane that is comprised of 30 members who

support detachments throughout the province. Since the start of 2026, the Relief Team has deployed 34 times to various detachments in the province. In addition, we currently have 33 Reservists who are retired police officers available as and when required to deploy where the greatest needs are. This provides another option of flexible deployment of highly experienced resources.

We are continually assessing our service delivery models to ensure our resources are deployed in the most effective and efficient way. This includes assessing resource levels at detachments, monitoring our response times, reviewing and adapting our policies and piloting initiatives to improve member visibility in communities. Just recently, we approved a pilot project that leverages technology to reduce the administrative burden placed on our front-line members, so that they can spend more time engaged in proactive patrolling and community engagement.

We continually engage in consultation with our community partners and stakeholders to identify whether changes to service delivery are needed. We assess and discuss impacts with our stakeholders and prioritize flexibility to ensure we are responsive to community priorities and needs.

Municipal leadership plays a critical role in advocating for safer communities. Your collective voice—grounded in firsthand knowledge of how crime affects residents, businesses, and community well-being—is essential in advancing meaningful change related to bail practices and court capacity.

I would like to highlight some of the broader challenges we encounter in this space.

First, let me share an example of a single prolific offender whose repeated releases resulted in significant harm across multiple communities:

- In February 2025, he committed a firearm-related robbery and stole a vehicle containing a one-year-old child, receiving a 90-day sentence.
- In June 2025, he was sentenced to 21 days time served after being located in a stolen vehicle.
- In July 2025, he was arrested again in a stolen vehicle, charged with 11 offences, and released on bail with conditions.
- In September 2025, he pled guilty to theft under \$5,000 and served 30 days.
- In November 2025, he rammed an unmarked police vehicle with a stolen vehicle and was taken into custody.
- He now faces 11 charges, including failure to comply and assaulting a police officer with a weapon, and remains in custody.

This individual committed offences across Stony Plain, Spruce Grove, Parkland County, Lac Ste. Anne County, and Sturgeon County. His apprehension was the result of coordinated efforts between the Central Alberta District Crime Reduction Unit, a Community Response Team, and Parkland Detachment resources.

Examples such as this are not isolated. They demonstrate how a single prolific offender, repeatedly released back into the community, can cause significant harm to multiple municipalities in a short period of time. These cases underscore rural Albertans' concerns around repeat offending, bail, and court capacity.

We work closely with Crown Prosecutors to address repeat offending by ensuring priority offenders are supported by comprehensive bail packages that clearly outline criminal history, risk to public safety, and the broader community impacts of continued release. We also actively support the use of Community

Impact Statements, which allow communities and municipal leaders to articulate the cumulative harm crime causes beyond individual victims.

We remain compassionate toward individuals experiencing mental health challenges, addictions, and social vulnerability, and we continue to support partnerships that improve access to treatment and recovery services. This requires that adequate treatment be available and accessible. At the same time, there *are* individuals whose repeated, violent, or high-risk behaviour necessitates incarceration. Some people simply need to go to jail in order to protect the public and prevent further victimization.

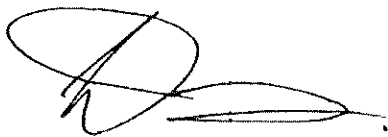
Court capacity remains a significant challenge across the province, especially in rural Alberta. Limited court time, shortages of judges and clerks, and resulting delays undermine the effectiveness of the justice system. We will continue to advocate for improvements through multiple forums, consistently raising the impacts these pressures have on victims, communities, and frontline policing.

When policing data, operational experience, and municipal advocacy align, they provide a powerful foundation for justice system reform. Effective crime reduction cannot be achieved by policing alone. Long-term success depends on strong partnerships with municipalities, community organizations, government, and social service providers. We value our relationship with you and those you represent and recognize the essential role you play in shaping community safety priorities.

Modernization, fiscal responsibility, and collaboration will continue to guide our efforts. We are committed to leveraging technology, applying best practices, and deploying the right resources in the right places to support shared public safety goals.

Effective policing depends on strong partnerships, and I want to assure you that we remain committed to working closely with elected officials, municipal administrators, and community leaders to ensure policing services align with local priorities and needs. That is why I encourage you to reach out to your local Detachment Commander to discuss your policing services and explore opportunities to strengthen collaboration in support of your community priorities.

Sincerely,



Trevor Daroux
Deputy Commissioner
Commanding Officer Alberta RCMP

111140 - 109 Street
Edmonton, AB T5G 2T4

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



Bashaw Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		1	0	0	0	1	0%	N/A	0.0
Sexual Assaults		3	1	0	0	1	-67%	N/A	-0.5
Other Sexual Offences		0	0	0	1	0	N/A	-100%	0.1
Assault		17	6	8	8	7	-59%	-13%	-1.8
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	1	0	1	N/A	N/A	0.2
Criminal Harassment		0	3	5	3	5	N/A	67%	1.0
Uttering Threats		5	4	4	5	9	80%	80%	0.9
TOTAL PERSONS		27	14	18	17	24	-11%	41%	-0.3
Break & Enter		19	3	11	9	6	-68%	-33%	-2.0
Theft of Motor Vehicle		6	5	4	7	3	-50%	-57%	-0.4
Theft Over \$5,000		4	0	5	1	1	-75%	0%	-0.5
Theft Under \$5,000		23	14	19	13	19	-17%	46%	-0.9
Possn Stn Goods		8	5	9	1	4	-50%	300%	-1.2
Fraud		10	8	3	13	12	20%	-8%	0.9
Arson		0	0	2	2	2	N/A	0%	0.6
Mischief - Damage To Property		20	14	19	7	5	-75%	-29%	-3.7
Mischief - Other		5	7	3	4	2	-60%	-50%	-0.9
TOTAL PROPERTY		95	56	75	57	54	-43%	-5%	-8.1
Offensive Weapons		1	0	1	1	2	100%	100%	0.3
Disturbing the peace		1	1	0	4	6	500%	50%	1.3
Fail to Comply & Breaches		0	9	6	3	0	N/A	-100%	-0.6
OTHER CRIMINAL CODE		3	3	5	3	3	0%	0%	0.0
TOTAL OTHER CRIMINAL CODE		5	13	12	11	11	120%	0%	1.0
TOTAL CRIMINAL CODE		127	83	105	85	89	-30%	5%	-7.4



Bashaw Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Trafficking		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	2	0	0	0	N/A	N/A	-0.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	4	0	0	N/A	N/A	0.0
TOTAL FEDERAL		0	2	4	0	0	N/A	N/A	-0.2
Liquor Act		3	3	1	0	0	-100%	N/A	-0.9
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		16	13	13	12	30	88%	150%	2.7
Other Provincial Stats		22	16	21	13	25	14%	92%	0.3
Total Provincial Stats		41	32	36	25	55	34%	120%	2.1
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		0	3	7	8	9	N/A	13%	2.3
Total Municipal		0	4	7	8	9	N/A	13%	2.2
Fatals		1	1	0	0	0	-100%	N/A	-0.3
Injury MVC		10	0	2	4	2	-80%	-50%	-1.2
Property Damage MVC (Reportable)		78	75	80	52	47	-40%	-10%	-8.5
Property Damage MVC (Non Reportable)		7	11	4	10	8	14%	-20%	0.1
TOTAL MVC		96	87	86	66	57	-41%	-14%	-9.9
Roadside Suspension - Alcohol (Prov)		3	4	1	4	3	0%	-25%	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		143	163	115	178	115	-20%	-35%	-4.1
Other Traffic		0	2	0	0	0	N/A	N/A	-0.2
Criminal Code Traffic		3	3	4	7	5	67%	-29%	0.8
Common Police Activities									
False Alarms		10	4	3	11	10	0%	-9%	0.7
False/Abandoned 911 Call and 911 Act		3	0	1	1	8	167%	700%	1.1
Suspicious Person/Vehicle/Property		33	25	24	21	20	-39%	-5%	-3.0
Persons Reported Missing		2	1	2	3	1	-50%	-67%	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		14	16	8	6	11	-21%	83%	-1.6
Form 10 (MHA) (Reported)		2	3	1	3	3	50%	0%	0.2

Community Priorities Plan Leadership Invitation Letter

February 5, 2026

Dear Ms. Veale,

As Alberta's provincial police service, the RCMP is continually working to modernize and strengthen the way we partner with communities to address local public safety needs. This letter is being shared to provide early awareness of an upcoming change to the community priority planning process and to support timely engagement with local leadership ahead of the next planning cycle.

Beginning in February 2026, Alberta RCMP detachments will be transitioning to a new Community Priorities Plan (CPP) for the 2026–2027 cycle. This updated approach replaces the previous Annual Performance Plan (APP) and is intended to serve as the primary framework for identifying and tracking policing priorities at the community level.

The CPP is intentionally community-led. It was developed to strengthen collaboration with municipal and Indigenous leadership and to ensure that the priorities of your police service are directly informed by the communities we serve. The CPP is designed to support meaningful dialogue, shared understanding, and clear, achievable priorities that reflect local realities.

This early communication is intended to allow community leaders sufficient time to begin considering local priorities and engaging with constituents before formal planning begins.

Community Priorities Plan Overview

Step One: Preparation and Consultation (February 2026)

Community leaders consult with their constituents in advance of meeting with the RCMP to gather ideas, concerns, and objectives related to community safety. This initial consultation is the first of two points of engagement and is an important step in ensuring that policing priorities are built with the community, not for the community.

Should community leaders wish to involve their Detachment Commander in these early community discussions, requests can be made directly to the detachment and support will be provided.

The purpose of this stage is to develop a clear understanding of community-specific concerns and objectives to inform upcoming discussions.

Step Two: Engagement Meeting (March 2026)

An engagement meeting is held between community representatives and the Detachment Commander. This meeting provides an opportunity for community representatives to share feedback gathered during consultations and to discuss community perspectives openly.

All relevant concerns, ideas, and objectives are welcome for discussion at this stage. These conversations help build a shared understanding between the community and the detachment and support alignment as priorities begin to take shape.

Following this initial engagement meeting, the Detachment Commander will take the identified community priorities and meet with their leadership team to develop an operational plan outlining how the RCMP will work to deliver on those priorities.

Step Three: Finalizing Priorities

A subsequent meeting will be held between community representatives and the Detachment Commander where possible, during which the proposed plan will be presented to the community for review. This meeting will provide an opportunity for community leaders to offer feedback, seek clarification, and confirm alignment before priorities are finalized.

Following engagement and discussion, the Community Priorities Plan is finalized. The goal of this stage is to confirm a consolidated list of up to three community policing priorities that accurately reflects and encompasses the concerns and objectives raised through earlier engagement.

Once confirmed, the plan is endorsed by the Detachment Commander and community leadership. Progress will be monitored through regular reporting, with adjustments made as required to ensure priorities remain responsive and aligned over time.

Detachments Serving Multiple Communities

For detachments that serve multiple municipalities, this CPP process will be conducted with each community group. Engagement, consultation, and feedback will be gathered independently to ensure each community's unique needs and perspectives are understood. Overall, detachment priorities will then be developed based on the totality of feedback received across all participating communities.

Next Steps - Community Consultation and Engagement

As part of the CPP process, community leaders are encouraged to begin consulting with their constituents to gather input on local safety concerns, emerging issues, and opportunities for collaboration. Community leaders may choose the consultation methods that best suit their communities, such as surveys, town halls, meetings, or other engagement activities. Detachment Commanders may be invited to attend these conversations where appropriate, or consultations may be conducted independently, with feedback shared at a later stage.

This early engagement will help inform discussions with your Detachment Commander as CPP development progresses. Your partnership is essential to ensuring policing priorities reflect the unique needs of your community. Further information and guidance will be provided by your local detachment as the CPP process moves forward.

Thank you for your continued partnership and leadership in supporting community safety.

Sincerely,

Cpl. Grant GLASIER
Acting Detachment Commander

Bashaw, AB



Year In Review 2025 and Upcoming Course Opportunities

With the new year underway and the busy post-election period behind us, we hope your council is getting comfortable settling into your new role. As Alberta’s primary provider of professional development for municipal elected officials, we want to share some highlights from 2025 and let you know about upcoming courses that you can take advantage of in 2026.

A Snapshot of EOEP in 2025

In 2025, EOEP delivered 20 courses to elected officials across Alberta through a mix of online and in-person formats.

- 1100+ elected officials trained
- 100+ municipalities represented
- 9 Munis 101 courses delivered to help new councils meet their orientation requirements
- 6 municipalities visited through in-person courses
- 4 courses updated to improve learning outcomes
- 1 new course launched – Employment of the CAO
- 93% satisfaction rating over those 20 courses

Hosting nine Munis 101 courses from September to November 2025 represented a significant investment to help ensure councils had various options to meet the new legislative requirements for orientation after the election. We were pleased to have hundreds of elected officials join us for Munis 101 courses in Calgary, Edmonton, Grande Prairie, Fort Saskatchewan, Lethbridge, Oyen, and online.

Course Updates

To address emerging issues and improve the learning experience for participants, EOEP worked with experienced leaders to update four of our certificate courses. This included using clearer plain-language explanations, stronger alignment with council decision-making and adding more practical examples drawn from real municipal scenarios.

As a result of input from elected leaders, EOEP also launched a new course in 2025 called, Council’s Role in Employment of the CAO. This course focuses on council’s role as the employer of the CAO and teaches best practices in managing that relationship, including performance management and what to do when needing to oversee a transition in the CAO role. Informed by interviews with elected officials and CAOs, this course is grounded in real municipal experience, reflecting the complexities councils face in this role.

Jointly owned by Alberta Municipalities (ABmunis) and the Rural Municipalities of Alberta (RMA), EOEP provides professional development for municipal elected officials that is grounded in real municipal experience.

Certificate Courses

Munis 101
 Budgeting & Finance
 Land Use Planning & Approvals
 Public Engagement
 Regional Collaboration
 Service Delivery
 Strategic Planning

Other Courses

Effective Meetings
 Employment of the CAO

Rates

In-person = \$425
 Online = \$295



“Strong Leadership Starts Here”



Graduates of EOEP - Municipal Elected Leaders Certificate (MELC)

In 2025, 27 elected officials were awarded EOEP's [Municipal Elected Leaders Certificate \(MELC\)](#) through the University of Alberta's Augusta Extended Education. Congratulations to the 2025 graduates on their achievement and commitment to strengthening municipal governance!

The MELC recognizes elected officials who complete EOEP's seven core courses focused on the roles and responsibilities of municipal governance and reflects a commitment to professional development in the elected official role.

Learning Opportunities in 2026

To help elected officials better plan for professional development, EOEP released a [two-year course schedule](#) as well as a roadmap to obtain the Municipal Elected Leaders Certificate.

EOEP plans to host 18 courses in 2026, with most courses offered twice per year with online and in-person options available. The following courses are now open for registration.

Effective Meetings

- Date: Jan 28 | Feb 4 | Feb 11, 2026
- Time: 1:00 pm – 3:30 pm
- Format: Online Zoom
- Cost: \$295 + GST --- [Register](#)

Munis 101

- Date: January 22 | January 29, 2026
- Time: 1:00 pm – 4:30 pm
- Format: Online Zoom
- Cost: \$295 + GST --- [Register](#)

Look for more courses to be available online in February and in-person at RMA's Spring 2026 Convention and ABmunis' Spring 2026 Municipal Leaders' Caucus, both in March in Edmonton. To be notified when a course opens for registration, make sure you are subscribed to ABmunis' [The Weekly newsletter](#) or RMA's [Contact newsletter](#).

Moving Forward

As you move forward in your council role, remember that EOEP is here to help. EOEP courses will help you fill gaps in your knowledge so that you are more confident and informed in your decision-making. Courses are grounded in real municipal experience and create opportunities for you to connect and learn from your elected peers from across the province. If you have questions about EOEP, please contact our Registrar, Jenn Anheliger at Registrar@eoep.ca. Thank you for your service and dedication to your community and best wishes for a productive year ahead.

Sincerely,

Duane Gladden
EOEP Board Director
CEO, Rural Municipalities of Alberta

Dana Mackie
EOEP Board Director
CEO, Alberta Municipalities

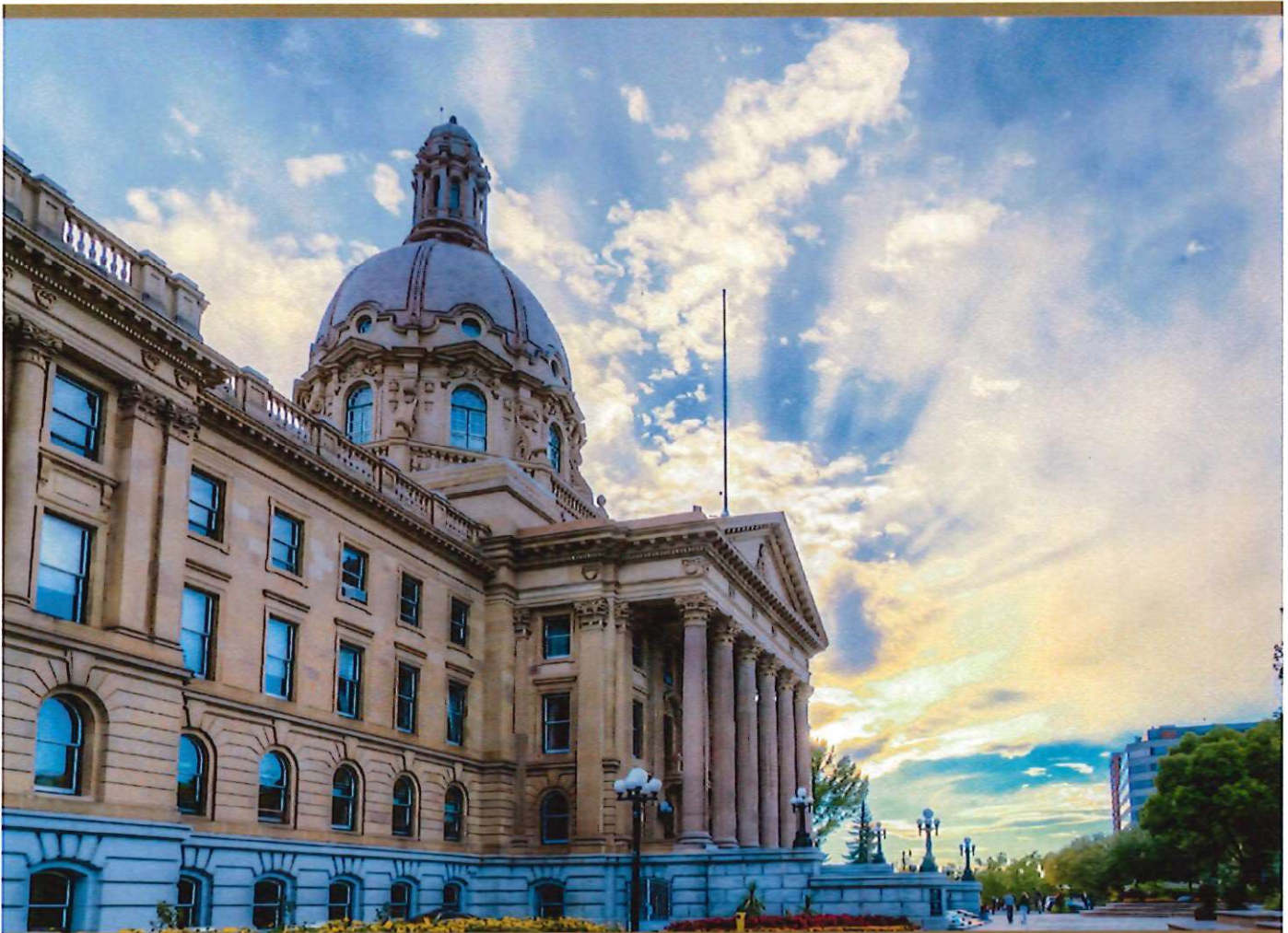
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Grant Opportunities
March 16-23, 2026

Grant Opportunities

March 16-23, 2026

Canada Periodical Fund – Aid to Publishers

The Government of Canada's [Aid to Publishers](#) component of the Canada Periodical Fund provides eligible Canadian publishers of print magazines, non-daily print community newspapers and digital periodicals with support to produce and distribute high-quality, Canadian editorial content.

- **General Eligibility:** Applications are open to private sector entities, including corporations, non-profit organizations, partnerships and sole proprietorships.
- **Maximum Funding:** Up to 75% of a recipient's total eligible expenses related to creating, producing, marketing, and distributing the publication.
- **Deadline:** March 16, 2026 (contact us by March 2nd to apply).
- **Estimated time to complete application:** 3 hours

CIRA Net Good Grants

The [CIRA's Net Good Grants](#) support community-led projects across Canada that improve internet access, online safety, and engagement in internet policy.

- **General Eligibility:** Applications are open to registered charities, non-profit organizations and Indigenous communities.
- **Maximum Funding:** Up to \$100,000 per project.
- **Deadline:** March 18, 2026 (contact us by March 4th to apply).
- **Estimated time to complete application:** 3 hours

Mosaic Community Investments

The [Mosaic Community Investments](#) provides grants to charitable organizations that align with its core focus areas of food security, water conservation, and community development.

- **General Eligibility:** Applications are open to registered charitable organizations.
- **Maximum Funding:** Funding requests should not exceed 10% of an organization's annual operating budget.
- **Deadline:** March 20, 2026 (contact us by March 6th to apply).
- **Estimated time to complete application:** 3 hours

Please note: Estimated times of completion are based on prior application cycles. The actual duration may vary depending on project complexity and the extent of revisions requested.

For more information, please contact Scott Ratch at grants@albertacounsel.com.

Last revised: February 4, 2026