



CITY OF ST. ALBERT  
**CITY COUNCIL**  
**MEETING MINUTES - UNADOPTED**

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Tuesday, September 16, 2025

1:00 PM Council Chambers/Hybrid

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**1. Attendance (at start of meeting)**

**PRESENT:**

Mayor Heron  
Councillor Biermanski  
Councillor Brodhead  
Councillor Hughes  
Councillor Joly  
Councillor Killick  
Councillor MacKay

**STAFF PRESENT:**

W. Fletcher, Chief Administrative Officer  
D. McMordie, Managing Director, Corporate &  
Emergency Services/Chief Financial Officer  
K. Peter, Acting Managing Director, Infrastructure &  
Planning  
D. Alex, Managing Director, Operations  
M. Caufield, Director, Legal, Legislative & Records  
Services/Chief Legislative Officer  
C. Wong, Deputy City Clerk  
K. Droogers, Legislative Officer

## **2. Adoption of Agenda**

### **2.1 AR-25-325 Adoption of Agenda**

Moved by Councillor Killick

That the September 16, 2025 Agenda be adopted as presented.

CARRIED UNANIMOUSLY

## **3. Presentations, Delegations, and Announcements**

William Fletcher, Chief Administrative Officer, led the Council Recognition Ceremony.

Sue McDonald, President, St. Albert Singers' Guild, addressed Council regarding a new performance facility.

## **8. Business Items - Requests for Decision**

### **8.1 AR-25-336 2025 External Financial Audit Plan \*\*TIME SPECIFIC 2:00 P.M.\*\***

Presented by: KPMG, Brittany Southworth, Partner

Moved by Councillor Joly

That the 2025 Audit Plan prepared by KPMG, provided as an attachment titled "City of St. Albert - 2025 Audit Planning Report" to the September 16, 2025 Agenda report titled "2025 External Financial Audit Plan", be approved.

CARRIED UNANIMOUSLY

## **5. Consent Agenda**

### **5.1 CA-25-016 Consent Agenda**

Moved by Councillor Killick

That the recommendations in the following agenda reports be approved:

6.1 Regular Council Meeting Minutes of September 2,

2025 and Standing Committee of the Whole Meeting Minutes of September 9, 2025.  
7.1 Emergency Advisory Committee Meeting Recommendation - St. Albert Emergency Management Plan (CEMP) Update.  
7.2 Standing Committee of the Whole Item: Access to Transit Mobility Services Pilot Project.  
8.2 Public Tax Sale.  
9.2 Bylaw 23/2025 Access to Information and Protection of Privacy Omnibus Amending Bylaw (1st, 2nd, & 3rd Readings).  
CARRIED UNANIMOUSLY

## 6. Adoption of Minutes

- 6.1 MIN-25-064 Regular Council Meeting Minutes of September 2, 2025 and the Standing Committee of the Whole Meeting Minutes of September 9, 2025

The following motion was approved on Consent Agenda:  
That the Regular Council Meeting Minutes of September 2, 2025, and the Standing Committee of the Whole Meeting Minutes of September 9, 2025, be approved.

## 7. Committee Business - For Information Only

- 7.1 CB-25-042 Emergency Advisory Committee Recommendation: St. Albert Community Emergency Management Plan (CEMP)  
Presented by: Mark Pickford, Manager of Emergency Management (DEM) Emergency Management Branch
- The following motion was approved on Consent Agenda:  
That the updated Community Emergency Management Plan ("CEMP 2025") be approved.

- 7.2     CB-25-043     Standing Committee of the Whole Item: Access to Transit Mobility Services Pilot Project  
Presented by: Will Steblyk, Manager Transit Service Delivery, Public Operations

The following motion was approved on Consent Agenda:  
That a two-year Transit Mobility Services Pilot Project be approved in the amount of up to \$150,000 commencing in 2026 to be funded from the Stabilization Reserve.

**8.     Business Items - Request for Decision (Continued)**

- 8.2     AR-25-340     Public Tax Sale  
Presented by: Stephen Bannerman, City Assessor/Senior Manager, Finance and Strategic Services

The following motion was approved on Consent Agenda:  
That the City Assessor be delegated the responsibility under section 419(a) of the Municipal Government Act to set a reserve bid for each parcel of land on the tax arrears list that is to be offered for sale at the October 23, 2025 public tax sale, with the condition that the City Assessor set the reserve bid as close as reasonably possible to the market value of each property.

That the Terms and Conditions of Sale, provided as an Attachment to the September 16th, 2025 agenda report entitled "2025 Public Tax Sale", be approved.

- 8.3     AR-25-375     Amendment to Policy C-CAO-19 Flag Display and Commemorative Lighting  
Presented by: Paul Pearson, Director, Communications and Public Affairs

Moved by Councillor Joly  
That Policy C-CAO-19 Flag Display and Commemorative Lighting, attached to the agenda report dated September 16, 2025 entitled "Amendment to Policy C-CAO-19 Flag

Display and Commemorative Lighting”, be approved with the addition of Canada Day.

CARRIED

For: 5 - Heron, Brodhead, Joly, Killick, and  
Mackay

Against: 2 - Biermanski, and Hughes

- 8.4**     AR-25-373     Oakmont Trail - Request for Additional Funds  
Presented by: Miranda Rowda, Capital Projects Manager,  
Engineering Services

Moved by Killick

That the budget for capital project 424315 Oakmont Trail Phase 2 (Charter RECR-045) be increased by \$360,000 from \$2,599,400 to \$2,959,400 to be funded from the Capital Reserve.

CARRIED UNANIMOUSLY

Council recessed at 3:21 p.m.

Council reconvened at 3:30 p.m.

- 8.5**     AR-25-378     City Land Divestment - 13 Mission Avenue  
Presented by: Mike Erickson, Director, Economic  
Development

Moved by Councillor Mackay

That the CAO be authorized to dispose of the lands municipally described as 13 Mission Avenue for a sale price not less than market value, and to execute any associated agreements and documents on terms and conditions satisfactory to the CAO.

CARRIED UNANIMOUSLY

- 8.6     AR-25-361     Principles of Off-Site-Levy Front-Ending Policy  
Presented by: Abram Iskander, Off-Site Levy Specialist,  
Engineering Services
- Ray Watkins, Watkins Land Developments Ltd., addressed  
Council regarding the Principles of Off-Site-Levy  
Front-Ending Policy.

Moved by Councillor Joly

That the following proposed principles for the City's Off-site  
Levy (OSL) Front-ending policy to guide consultation with  
the development community and policy development be  
endorsed:

1. The City prioritize front-ending OSL infrastructure in  
areas that align with the MDP.

CARRIED

For:                    5 - Heron, Brodhead, Joly, Killick, and  
                                 MacKay

Against:            2 - Biermanski, and Hughes

Moved by Councillor Joly

That the following proposed principles for the City's Off-site  
Levy (OSL) Front-ending policy to guide consultation with  
the development community and policy development be  
endorsed:

2. Apply City front-ending funding limits for OSL  
infrastructure to reflect the debt servicing ability of the OSL  
Recovery Fund.

3. Provide a delineation between the types and/or scale of  
infrastructure the City will consider for front-ending and  
what the development community is expected to front-end.

CARRIED UNANIMOUSLY.

Council recessed at 5:08 p.m.

Council reconvened at 5:35 p.m.

## 9. Bylaws

- 9.1 BL-25-027 Bylaw 22/2025-Master Rates Bylaw and Other Bylaws  
(2nd and 3rd Reading)  
Presented by: Atul Saini, Financial Controller, Financial & Strategic Services
- Moved by Councillor Joly  
That Bylaw 22/2025, being a bylaw to amend the Master Rates Bylaw and various other bylaws under which fees, rates and charges are set, be read a second time.  
CARRIED UNANIMOUSLY
- Moved by Councillor Joly  
That Bylaw 22/2025 be amended by deleting "510" and replacing it with "610" in section 8 (Pre-app meeting (inter-departmental)) of Schedule E.  
CARRIED UNANIMOUSLY
- Moved by Councillor Killick  
That the following postponed motion be approved:  
PM-25-008  
That fire services bylaw 21/2002 schedule "A" be amended (from \$0) to include a charge of \$250 for second false alarm at the same site within a 12 month period.  
CARRIED
- For: 5 - Biermanski, Brodhead, Hughes, Joly, and Killick
- Against: 2 - Heron, and MacKay
- Moved by Councillor Joly  
That Bylaw 22/2025 be read a third and final time as amended.  
CARRIED UNANIMOUSLY

- 9.2**    BL-25-026    Bylaw 23/2025 Access to Information and Protection of Privacy Omnibus Amending Bylaw (1st, 2nd, & 3rd Readings)  
Presented by: Alex Polselli, Solicitor, Legal, Legislative and Records Services

The following was approved on Consent Agenda:  
That Bylaw 23/2025, being a bylaw to amend the Chief Administrative Officer Bylaw, Council Remuneration Review Committee Bylaw, Electronic Transmission of Assessment and Taxation Communication Bylaw and Records Bylaw, be read a first time.  
That Bylaw 23/2025 be read a second time.  
That unanimous consent be given for consideration of third reading of Bylaw 23/2025.  
That Bylaw 23/2025 be read a third time.

## **11. Council Motions**

- 11.1**    CM-25-019    Construction Waste Standards  
Notice given by: Councillor Hughes  
  
Moved by Councillor Hughes  
That the 20 day notice period requirement in section 119(9) of the Procedure Bylaw be waived, and that debate on the proposed motion occur at the September 16, 2025 Council Meeting.  
CARRIED UNANIMOUSLY  
  
Moved by Councillor Hughes  
That the Community Standards Bylaw be amended to add provisions regarding standards related to debris at construction sites, and other potential policy and program options regarding limiting construction debris be evaluated, all to be presented to Council by April 15, 2026.  
CARRIED UNANIMOUSLY

**12. Civic and External Agencies - Councillors' Updates**

Councillors provided updates on the work and activities of the civic and external agencies on which they serve as Council's representatives.

**13. Information Requests / Notices of Motion / Announcements**

Notice of Motion - Councillor Hughes

That Administration provide amendments to Flag Policy, C-CAO-19, that expands the potential number of days of significance, and to provide further clarity on the number of days that St. Albert Place would be lit for each event listed for Council's Approval, by the end of Q1 2026.

Notice of Motion - Councillor Joly

That, in consultation with community groups, school boards, etc. a capital charter be prepared to create a performing arts center in St. Albert for addition on St. Albert's 10-year capital plan or as part of the Community Amenity site.

**14. In Camera**

- 14.2**    INC-25-042    Collective Bargaining Mandates  
Presented by: Ryan Stovall, Director, Human Resources & Safety

**STAFF IN ATTENDANCE:**

W. Fletcher, Chief Administrative Officer (Advice and Information)

D. McMordie, Managing Director, Corporate & Emergency Services/Chief Financial Officer (Advice and Information)

K. Peter, Acting Managing Director, Infrastructure & Planning (Advice and Information)

D. Alex, Managing Director, Operations (Advice and Information)

M. Caufield, Director, Legal, Legislative & Records Services/Chief Legislative Officer (Advice and Information)

R. Stovall, Director, Human Resources & Safety (Advice and Information)

S. OConnell, Manager, Labour Relations & Advisory Services (Advice and Information)

Moved by Councillor Hughes

That Council move in camera to receive information from administration regarding Collective Bargaining Mandates pursuant to section 29(1)(a) and 30(1)(c) of the Access to Information Act.

CARRIED UNANIMOUSLY

Council went in camera at 6:46 p.m.

Moved by Councillor Joly

That Council reconvene in Public.

CARRIED UNANIMOUSLY

Council reconvened in public at 7:04 p.m.

Moved by Councillor Joly

That the proposed bargaining mandates for CUPE Local's 941, Local 5141 and IAFF as outlined in the confidential report dated September 16, 2025 entitled "Collective Bargaining Mandate CUPE 941, 5141 & IAFF 2130", be approved.

CARRIED UNANIMOUSLY

- 14.1**    INC-25-041    Northeast Servicing Update  
Presented by: William Fletcher, Chief Administrative Officer

**STAFF IN ATTENDANCE:**

W. Fletcher, Chief Administrative Officer (Advice and Information)

D. McMordie, Managing Director, Corporate & Emergency Services/Chief Financial Officer (Advice and Information)

K. Peter, Acting Managing Director, Infrastructure & Planning (Advice and Information)

D. Alex, Managing Director, Operations (Advice and Information)

M. Caufield, Director, Legal, Legislative & Records Services/Chief Legislative Officer (Advice and Information)

T. Saunders, Director, Public Operations (Advice and Information)

D. George, Director, Engineering (Advice and Information)

R. Lefebvre, Senior Manager, Utilities (Advice and Information)

M. Wang, Senior Utilities Engineer (Advice and Information)

Moved by Councillor Killick

That Council move in camera to receive an update from administration on the Northeast Servicing pursuant to sections 29(1)(a), 29(1)(g), and 32(1)(a) of the Access to Information Act.

CARRIED UNANIMOUSLY

Council went in camera at 7:06 p.m.

Moved by Councillor MacKay

That Council reconvene in Public.

CARRIED UNANIMOUSLY

Council reconvened in public at 8:38 p.m.

- 14.3**    INC-25-036    Council/Chief Administrative Officer Dialogue  
Presented by: William Fletcher, Chief Administrative Officer

**STAFF IN ATTENDANCE:**

W. Fletcher, Chief Administrative Officer (Advice and Information)

D. McMordie, Managing Director, Corporate & Emergency Services/Chief Financial Officer (Advice and Information)

K. Peter, Acting Managing Director, Infrastructure & Planning (Advice and Information)

D. Alex, Managing Director, Operations (Advice and Information)

M. Caufield, Director, Legal, Legislative & Records Services/Chief Legislative Officer  
D. George, Director, Engineering (Advice and Information)

J. Betteridge, Manager, Asset Management, Land & Infrastructure Services (Advice and Information)

M. Erickson, Director, Economic Development (Advice and Information)

Moved by Councillor Hughes

That Council move in camera to have a confidential dialogue with the Chief Administrative Officer pursuant to section 29(1)(a) of the Access to Information Act.

CARRIED UNANIMOUSLY

Council went in camera at 8:39 p.m.

Moved by Councillor Killick

That Council reconvene in Public.

CARRIED UNANIMOUSLY

Council reconvened in public at 9:10 p.m.

**15. Adjournment**

The Mayor adjourned the meeting at 9:11 p.m.

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MAYOR

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CHIEF LEGISLATIVE OFFICER