



AGENDA
VILLAGE OF LINDEN
Regular Council Meeting
Monday, June 22, 2026
Time: 7:00 PM
Location: Linden Village Office

CALL TO ORDER

Page

1. CALL TO ORDER

1.1 Mayor Kelly Klassen to call meeting to order.

2. AGENDA

2.1 Additions to the Agenda

2.2 Adoption of the Agenda

Recommendation: That the Agenda for the Regular Council Meeting held on Monday, June 22, 2026 be adopted as presented

3. ADOPTION OF MINUTES

3 - 12

3.1 Adoption of Minutes

Recommendation: That the Minutes for the Regular Council Meeting held on June 8, 2026 be adopted as presented.

[Regular Council - 08 Jun 2026 - Minutes - Pdf](#)

[Regular Council - 08 Jun 2026 - Minutes - Html](#)

4. PUBLIC HEARING

5. DELEGATIONS

5.1 Tamara Jaspersen

Request to Council - Vicious Dog Bylaw Update & Signage

6. BYLAWS

13 - 16

6.1 Bylaw 2026-07 Land Use Bylaw Amendment Workcamps Industrial District

[RFD Bylaw 2026-07 LUB amendment first reading](#)

[DRAFT 2026-07 Land Use Bylaw Amendment Workcamps Industrial District](#)

7. POLICIES

8. BUSINESS

17

8.1 Sump Pump Additional Costs

[RFD Sump Pump Additional Costs](#)

9. REPORTS

9.1. FINANCIAL REPORTS

19

9.1.1. Accounts Payable June 5 - 18, 2026 \$47,938.26

[Accounts Payable June 5 -18, 2026](#)

9.1.2. Bank Reconciliation (1st of month)

9.2. ADMINISTRATIVE REPORTS (1ST OF MONTH)

9.2.1. Action List

9.2.2. CAO Report

9.2.3. Public Works Report

9.2.4. Grant Writer Report

9.2.5. Fire Department Report

9.2.6. RCMP Report

9.3. LEGISLATIVE REPORTS (1ST OF MONTH)

9.3.1. Mayor Kelly Klassen

Deputy Mayor Sonia Ens

Councillor Patricia McConnell

Councillor John Hillis

Councillor Heather Sweetman

10. OTHER ITEMS

10.1. MEETINGS OF COUNCIL

- 10.1.1. Regular Meeting of Council, Monday, July 13, 2026 held at the Village Office at 7:00 pm, visit www.linden.ca to listen.
- 10.1.2. Regular Meeting of Council, Monday, August 10, 2026 held at the Village Office at 7:00 pm, visit www.linden.ca to listen.

10.2. CONFERENCES

- 10.2.1. 2026 ABmunis' Convention & Trade Show, September 23 - 25, 2026 at the Edmonton Conference Centre.

11. CORRESPONDENCE

21 - 23

- 11.1 Linden Citizen's on Patrol Meeting Minutes - May 2026
[COP Meeting Minutes May 19-26](#)

12. CLOSED SESSION (CONFIDENTIAL)

In Alberta, when municipalities or public bodies transition into "closed sessions", they must formally state their authority to do so under the *Municipal Government Act (MGA) RVA 2000 Chapter M-26, Section 197* and the *Access to Information Act (ATIA)/Protection of Privacy Act (POPA)*.

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- 12.1 Access to Information Act 2024 Chapter A-1.4 Disclosure harmful to intergovernmental relations Section 26.
RFD Memorandum of Understanding

Access to information Act 2024 Chapter A-1.4 Disclosure harmful to business interests of a third party Section 19
RFD Agreement for Effluent Water Purchase

13. ADJOURNMENT

- 13.1 Mayor Klassen to adjourn the meeting.



MINUTES
VILLAGE OF LINDEN
Regular Council Meeting
Monday, June 8, 2026
Time: 7:00 PM
Location: Linden Village Office

Present: Kelly Klassen, Mayor
Sonia Ens, Deputy Mayor
Heather Sweetman, Councillor
Patricia McConnell, Councillor
John Hillis, Councillor

Council Absent:

Staff Present: Lynda vanderWoerd, CAO

1. CALL TO ORDER

1.1 Mayor Kelly Klassen called the meeting to order at 7:00 p.m.

2. AGENDA

RES-143-2026

Moved by Heather Sweetman

That the Agenda for the Regular Council Meeting held on Monday, June 8th, 2026 be adopted as presented.

CARRIED.

3. ADOPTION OF MINUTES

3.1 Adoption of Minutes

RES-144-2026

Moved by Sonia Ens

That the Minutes for the Special and Regular Council Meetings held on Monday, May 25th be adopted as presented.

CARRIED.

4. PUBLIC HEARING

5. DELEGATIONS

5.1 Sgt. Ian Patey
Integrated Rural commander
Airdrie RCMP Detachment

RES-145-2026

Moved by John Hillis

That Council accept the presentation for information.

CARRIED. Sgt Patey left at 7:35 p.m. recess called at 7:35 p.m. meeting resumed at 7:36 p.m.

6. BYLAWS

7. POLICIES

8. BUSINESS

8.1 RFD Land Use Bylaw Amendment

RES-146-2026

Moved by John Hillis

That the Village of Linden Council direct Administration to submit a Land Use Bylaw Amendment application on behalf of the Village to have added under the Industrial District the discretionary use, "work camps", and to work on the definitions and parameters of this discretionary use with Palliser Regional Municipal Planning services.

CARRIED.

8.2 RFD Xplore Site, Access and Utility R/W

RES-147-2026

Moved by Heather Sweetman

That the Village of Linden Council have no comments with regards to Xplore Inc.'s proposal to construct a Tower Site and Utility Right of Way.

CARRIED.

8.3 RFD Dog Park Survey Results

RES-148-2026

Moved by Patricia McConnell

That the Village accept for information.

CARRIED.

8.4 RFD Administrative Signing Officer

RES-149-2026

Moved by Heather Sweetman

That Council approve the appointment of Municipal Clerk, Amanda Rempfer as Administrative Signing Officer effective July 2, 2026 and the revocation of Municipal Clerk, Sarah Hardy effective July 2, 2026.

CARRIED.

9. REPORTS

- 9.1. Financial Reports
 - 9.1.1. Accounts Payable \$104,945.64
 - 9.1.2. Bank Reconciliation (1st of month)

RES-150-2026

Moved by Patricia McConnell

That the Financial Reports be accepted for information.

CARRIED.

- 9.2. ADMINISTRATIVE REPORTS (1st of Month)
 - 9.2.1. Action List
 - 9.2.2. CAO Report

RES-151-2026

Moved by Sonia Ens

That Council direct Administration to research the width of 1 St SE and if the width is sufficient to proceed with the sidewalk behind curb.

CARRIED.

- 9.2.3. Public Works Report
- 9.2.4. Grant Writer Report
- 9.2.5. Fire Department Report
- 9.2.6. RCMP Report

RES-152-2026

Moved by Patricia McConnell

That the Administrative Reports be accepted for information.

CARRIED.

- 9.3. LEGISLATIVE REPORTS (1st of Month)

- 9.3.1. Mayor Kelly Klassen
Deputy Mayor Sonia Ens
Councillor Patricia McConnell
Councillor John Hillis
Councillor Heather Sweetman

RES-153-2026

Moved by Heather Sweetman

That the Legislative Reports be accepted for information.

CARRIED.

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10.2. CONFERENCES

11. CORRESPONDENCE

- 11.1 Linden & District Agricultural Society
- 11.2 Central Alberta First
- 11.3 Community Futures Wild Rose
- 11.4 2025 Alberta Provincial Housing and Service Needs Estimation

RES-154-2026

Moved by John Hillis

That the Correspondence be accepted for information.

CARRIED.

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Kelly Klassen - Mayor

Lynda L. vanderWoerd - Chief
Administrative Officer



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Kelly Klassen - Mayor

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**VILLAGE OF LINDEN
Request for Decision (RFD)**

**Experience our Vibrant Rural Lifestyle
Fiscal Responsibility – Growth & Development are the Strengths that Drive our Economic Prosperity.
Our Community – Experiencing Our Rural Community Lifestyle Inspires You to Develop Roots.
Governance – We are Focused on Our Community Through our Efficient and Transparent Governance.**

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 22, 2026
Submitted By:	Tracy Woitenko, Senior Planner, PRMS
Title:	Proposed Land Use Bylaw Amendment: Bylaw 2026-07 First Reading
Agenda Item:	RFD

BACKGROUND/PROPOSAL:

The Village of Linden Council has directed Administration to work with PRMS to prepare an amendment to the Village's Land Use Bylaw 2023-10 to accommodate Work Camps within the Village boundaries. Bylaw 2026-07 is being presented to Council for first reading. A public hearing is proposed to be held on July 13, 2026 to hear the concerns of people who claim themselves affected by the proposal.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The shortage of rental housing within the Village and surrounding areas affects their industrial operations. Adding regulations for work camps and including work camps as a discretionary use under the Industrial District to allow for temporary work camps is understood that it will help support our industrial partners by providing a solution to housing temporary workers and support our local economy.

The proposed regulations for work camps are shown in Attachment 1 – Bylaw 2026-07.

COSTS/SOURCE OF FUNDING (if applicable)

The \$750 fee for processing an application to amend the LUB has been submitted to PRMS. The Village will also need to pay for the newspaper advertisement for the public hearing for two consecutive weeks.

RECOMMENDED ACTION:

It is recommended that Council give first reading and proceed to advertising and holding a public hearing. The public hearing is required to be held pursuant to the Municipal Government Act prior to giving second reading to the proposed bylaw.

Council may wish to amend the proposed Bylaw 2026-07 prior to giving first reading. Council may also amend the proposed Bylaw at second reading in consideration of concerns expressed by the public at the public hearing.

RECOMMENDED MOTION/S: (based on recommendations)

1. That Council give first reading to Bylaw 2026-07, a bylaw to amend the Land Use Bylaw 2023-10.
2. That Council schedule a public hearing for Bylaw 2026-07 to be held on July 13, 2026 at 6 p.m. to hear the concerns of affected persons.



**VILLAGE OF LINDEN
BYLAW NUMBER # 2026-07**

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 2023-10 FOR THE VILLAGE OF LINDEN IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of Section 640(1) of the **Municipal Government Act**, RSA 2000, Chapter M-26, the Council of the Village of Linden (hereinafter called the Council), has adopted Land Use Bylaw No. 2023-10;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw No. 2023-10; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. Bylaw No. 2023-10; as follows:

1. That Part C is amended by adding a new Section 10.10 Work Camp in accordance with the following:

10.10 WORK CAMPS

- 10.10.1 A temporary development permit for a Work Camp may be issued for up to one (1) year, unless otherwise approved by the Development Authority as a condition in a development permit.
 - 10.10.2 In addition to the requirements in Section 5.1 Application For Development, an application for a Work Camp shall include:
 - (a) a description to the location, type and purpose of the Work Camp;
 - (b) a plan and drawings showing the location, number and type of accommodations and associated buildings or structures and parking areas;
 - (c) a plan showing the adjacent land uses, and any proposed screening or fencing;
 - (d) a plan and/or description of the method of supplying water, sewage and solid waste disposal to the Work Camp;
 - (e) the number of persons proposed to reside in the Work Camp;
 - (f) the anticipated start date of construction of the Work Camp, date of occupancy and removal date;
 - (g) reclamation measures once the Work Camp is complete and removed.
 - 10.10.3 Once completed, a Work Camp site must be:
 - (a) reclaimed to its original condition; or
 - (b) reclaimed to a state where sediment and dust are controlled, and the aesthetics are returned to an acceptable condition, to the satisfaction of the Development Authority.
2. That Part E Section 19.3 is amended by inserting 'Work Camp' to the list of discretionary uses in the I-Industrial District.

3. That Part F Section 22 Definitions is amended by adding the following definition for a Work Camp:
“means a **use** where **temporary** living accommodation for employees involved in the construction or operation of a commercial or industrial development is provided in a camp. This may include accommodation in the form of pre-fabricated **buildings, recreational vehicles**, trailers, tent trailers or tents.”

4. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this 22nd day of June, 2026

READ a second time on this ____ day of _____, 2026.

READ a third time on this ____ day of _____, 2026.

Mayor

Chief Administrative Officer

DRAFT

**VILLAGE OF LINDEN
Request for Decision (RFD)**

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Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	June 22, 2026
Submitted By:	Sarah Hardy
Title:	Sump Pump Additional Costs
Agenda Item:	RFD

BACKGROUND/PROPOSAL:

At the April 27, 2026 Regular Meeting of Council the following motion was made:

“That the Village of Linden Council authorize the expenditure for the purchase, installation, and programming of an LTB-1500-60 pump for the pumphouse in the amount of \$15,000 and include in the budget was approved.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has been advised of additional costs to the purchase, installation, and programming of the LBT-1500-60 pump and requires approval from Council for the extra costs.

COSTS/SOURCE OF FUNDING (if applicable)

Res 111-2026	\$15,000
Revised Estimate	\$17,131

Administration is asking for an additional \$3,000 to cover the additional costs and have a contingency in place for any additional costs that may come up.

RECOMMENDED ACTION:

That Council approve the additional cost of \$3,000 for the purchase, installation and programming of an LBT-1500-60 pump.

RECOMMENDED MOTION/S: (based on recommendations)

That Council approve the additional cost of \$3,000, increasing the total to \$18,000 for the purchase, installation and programming of an LBT-1500-60 pump for the pumphouse.



VILLAGE OF LINDEN

Cheque Listing For Council

2026-Jun-18
10:23:50AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20260220	2026-06-18		2-23-00-218-00	2026PCARDJUNC	Snacks	36.77	2,978.02
20260220			2-23-00-218-00	2026PCARDJUNC	Drinks	214.18	
20260220			2-12-00-290-00	2026PCARDJUNC	Meal tip	11.00	
20260220			2-41-00-240-00	2026PCARDJUNC	AWWOA Emplpyee 85	60.00	
20260220			2-12-00-290-00	2026PCARDJUNC	Budget meal	73.34	
20260220			2-12-00-290-00	2026PCARDJUNL	Park pass and icloud storage	95.85	
20260220			2-12-00-212-00	2026PCARDJUNL	Room fees and meal tips	99.88	
20260220			2-12-00-212-00	2026PCARDJUNL	Room charges and meals	1,501.86	
20260220			2-12-00-221-00	2026PCARDJUNF	Parade float and candy	207.38	
20260220			2-11-00-240-01	2026PCARDJUNF	Council's Role in Public Engagement	309.75	
20260220			2-31-00-510-00	2026PCARDJUNF	HP ink	10.49	
20260220			2-41-00-215-00	2026PCARDJUNF	Freight	27.83	
20260220			2-41-00-510-00	2026PCARDJUNF	Shoe covers	52.50	
20260220			2-31-00-290-00	2026PCARDJUNF	Water and coffee for shop	55.25	
20260220			2-12-00-290-00	2026PCARDJUNF	Coffee for office	79.98	
20260220			2-12-00-217-00	2026PCARDJUNF	Phones	141.96	
20260221	2026-06-18		2-41-00-525-00	2026-34	Capital Repserve	402.60	26,829.50
20260221			2-41-00-530-00	2026-34	Service Fee	1,667.00	
20260221			2-41-00-520-00	2026-34	Consumption	24,759.90	
20260222	2026-06-18		2-42-00-520-00	0626003	Flush line from lagoon cell to weir	567.98	567.98
20260223	2026-06-18		2-25-00-522-00	133813	Pest Control EMS/Firehall	166.95	2,662.80
20260223			2-72-00-510-00	133857	Initial take down Richardson squirrels a	2,495.85	
20260224	2026-06-18		2-11-00-290-00	73465809	Candy	52.74	567.34
20260224			2-12-00-510-00	73465809	Paper. Envelopes, Binders	514.60	
20260225	2026-06-18		4-00-00-270-01	JUN2026	Employee 85 Garnishee	1,560.93	1,560.93
20260226	2026-06-18		2-11-00-211-02	JUNMILE26	Mileage	46.08	46.08
20260227	2026-06-18		2-11-00-211-01	JUNMILE26	Mileage	135.00	135.00
20260228	2026-06-18		2-23-00-528-00	146482	Diagnose Electrical System	146.97	146.97
20260229	2026-06-18		2-23-00-528-00	30127	Service Call Squad 36	374.85	374.85
20260230	2026-06-18		2-26-00-110-00	DEM JAN-JUN	Half Dem Honorarium	1,250.00	1,250.00
20260231	2026-06-18		2-32-00-627-00	235093297	New tires Ford Ranger	1,076.98	1,076.98
20260232	2026-06-18		2-12-00-235-00	56414	Azure Services May 2026	1,686.81	1,686.81
20260233	2026-06-18		2-23-00-510-00	PARADE 2-26	Candy for parade	105.00	105.00
20260234	2026-06-18					0.00	300.00
(EFT) 310	2026-06-15					0.00	
(EFT) 311	2026-06-15					0.00	
(EFT) 312	2026-06-15					0.00	
(EFT) 313	2026-06-15					0.00	
(EFT) 314	2026-06-15					0.00	
(EFT) 315	2026-06-15					0.00	

Total 47,938.26

*** End of Report ***

Linden C.O.P. - May 19, 2026 Minutes

Location: Linden Care N Share

Attendees: Flo Robinson , Carrie Penner , Julie Hillis , Rosie Hillis , John Hillis, Isabel Hillis, John Van de Laak, Lucie Van de Laak, Kevin and Teresa Reimer. *Loredo Penner absent, Sgt. Ian Patey (RCMP Liaison) absent **Guests:** Steve Gallant, Kees Uittenboegerd

- 1. Call to Order** at 7:00 PM by Flo Robinson
- 2. Agenda** Motion to approve agenda as presented: Teresa. **Motion carried.**
- 3. Confirmation of Minutes April 21, 2026** Moved as presented: Kevin. **Motion carried.**

4. Business

A. RCMP Liaison Report (Sgt. Ian Patey): Absent

B) ACOPA

- **Langdon Group:** The Langdon COP group will be participating in "Langdon Days" with a tent and parade presence.
- **ACOPA Webmaster Issue:** A brief update was given regarding a disgruntled former volunteer webmaster. *Disregard any communication in the future.
- **Flagger Training:** ACOPA has offered to fund flagger training. The membership voted in favor of holding a **live, in-person group training event** (inviting other local groups) rather than an online course.

C) Patrolling Highlights

- **Suspicious Person Report:** A report was shared regarding a shoeless individual found napping in a back alley grass area. The RCMP investigated, identified the individual as a former resident out for a warm-weather walk, and confirmed no criminal activity.
- **Traffic Concerns:** Members noted an increase in new "black spin-out" marks and street racing (young/old drivers alike) on Main Street, toward Linden/Swalwell, and on public lands. Members were reminded to monitor and report persistent issues to the RCMP.
- **Youth on Dirt Bikes:** A youth on a dirt bike has been speeding down local alleys; members will keep an eye out to identify them.
- **Demolition Update:** It was noted that the abandoned buildings/house by Highway 21 is being cleaned up.

D) Action Items & Upcoming Events

- **RCMP Show & Tell Review**

The event was deemed a success despite poor weather. Attendees highly enjoyed the "impaired goggles" demonstration. Photos will be compiled and sent to ACOPA for inclusion in the provincial newsletter. **Action:** All members to take photos at future events.

- **Linden Community Fair (June 6, 2026)**

Tug-of-War Event: The COP group will host an open Tug-of-War competition at the baseball diamond/grass area behind the Credit Union right after the parade (estimated **11:30 AM**).

- **John H** is officially appointed to spearhead the event. (**Moved by Carrie. Carried.**)
- **Action:** John H to source a heavy-duty 2-inch by 50-foot safety rope. He will check with Sarah; if a purchase is required, he will coordinate budget approval via WhatsApp.
- **Action:** Volunteers will directly approach local businesses (CBI, Extreme, Hawk, RME) to recruit 5-person teams. John V, Teresa and Kevin ,and Kees to contact businesses. Participants will be strongly advised to bring/wear gloves for safety.

Manning Barricades:

- **West End:** Jim Fox.
- **East End (Stop Sign):** Steve (with John V contacting Mitch Wardrop to assist).

Parade Float: The group decided against a traditional float. Instead, members will drive their personal vehicles with COP signs spaced out within the parade to maximize visibility.

E) Miscellaneous Business

- **Audio/Visual Upgrades:** The group requires a tech-savvy volunteer to connect a laptop to the meeting room screen via HDMI to show ACOPA training videos.
- **Public Relations:** A suggestion was made to send thank-you letters to corporate donors (eg. OK Tire). Flo and Isabel will follow up.
- **First Aid Course:** Formally deferred until 2027.
- **Late Summer BBQ & Fall Fair:** Tabled for discussion at a later meeting.
- **New Member Acceptance:**
 - Steve was officially nominated and accepted as a full member. Police record check and application on file. **Motion by Isabel. Carried.**
 - Kees: Application and police record check still pending. To be formally accepted at the next meeting.

5. Reports

- **President's Report (Flo Robinson):** Commended all members who assisted with the RCMP Show and Tell event.
- **Vice President's Report (Carrie Penner):** Noted that summer is approaching and more unfamiliar people will be in town. Members encouraged to keep their eyes open.
- **Secretary's Report (Julie Hillis):** An online patrol report form is being developed to reduce paper-based reporting. Formatting issue noted. Julie will correct and reshare.
- **Treasurer's Report (Rosie Hillis):**
 - **Banking Error:** A minor scanning error occurred where last year's Village office donation check was scanned instead of this year's, resulting in a \$7.00 chargeback fee. This has since been rectified with the corrected deposit.
 - **Financial Summary (as of May 19, 2026):**
 - *Opening Balance (April 15, 2026):* \$6,053.25
 - *Total Revenue (Donations from Village Office & OK Tire):* \$1,550.00
 - *Total Expenses (AG Foods supplies, RCMP Show & Tell food, bank fees):*

\$1,120.18

■ **Closing Balance: \$6,483.07**

- **Resignation Announcement:** Treasurer Rosie announced her official resignation effective after the August 2026 meeting due to relocation. Kees volunteered to assume the Treasurer position following the completion of his police record check.
- **Budgeting:** The group discussed implementing a formal budget moving forward.
- **Motion to Accept Treasurer's Report:** Lucy. **Carried.**

Coordinator Updates

- **Technical Coordinator:** Steve officially accepted the role of Technical Coordinator. *(Note: Steve now has keys to the supply cabinet; Mail keys to remain with Carrie).*
- **Functional Coordinator (Goodies):** Lucy will continue managing refreshments.
- **Marketing & Communications:** Isabel and Flo will send Thank you cards.
- **Motion to Accept All Reports:** John Hillis. **Carried.**

6. Adjournment at 8:01 PM

- **Minutes Prepared By:** Julie Hillis, Secretary