INFORMATION REQUEST

INFORMATION REQUEST #: IR-001-26

REQUESTED BY: **Councillor Bennett**

TOPIC: **Temporary Senior Policy Advisor Extension Business Case**

DATE OF REQUEST: **October 28, 2026**

DATE OF RESPONSE: October 30, 2026

QUESTION: Can you tell me the value that the senior policy advisor has provided? Is the Solar Panel program the same as the CEIP program? I thought this program was done. Is there still administrative work that needs to be done for the homes that signed up? Can you tell me what bylaw development this position has offered so far? Or what grant funding they have achieved or hope to achieve?

Response

The Senior Policy Analyst position has focused primarily on the development and implementation of the City's Clean Energy Improvement Program (CEIP), while also supporting the development and modernization of several corporate policies and bylaws.

CEIP is a program that supports eligible home energy improvements, including solar panel installations. While the program is no longer accepting new applications, there is still significant work required to support existing applicants through to completion. This includes ongoing administrative coordination, applicant support, financial disbursements, and reporting to Alberta Municipalities (ABMunis). We anticipate fully expending the program's available funding by the end of 2027.

The federal government recently announced a new iteration of CEIP. SPD and Finance will collaboratively review this information, including the potential financial and administrative demands of the program, and provide an assessment of the costs and benefits of potential participation in the program.

Policy and Bylaw Development
In addition to CEIP, the position has contributed to several corporate policies and bylaws, including:

- Commemorative Naming Policy: Led the development of the policy.
- Community Standards Bylaw: Supported the review and development process.
- Human Resources Policies: Supported the substantial revision and modernization of several corporate HR policies.

Looking ahead to 2027, we anticipate the position's workload will focus on policy development. There is a growing need to support departments in developing new policies, reviewing and updating existing policies, and navigating more complex policy initiatives that require cross-departmental coordination. This work also extends beyond drafting to include implementation support, such as communications, Council briefings, and supporting materials.

Grant Research and Funding Opportunities
Grant research and identification of funding opportunities were included as secondary responsibilities for this position, subject to available capacity. To date, there has been no available capacity to undertake grant-related work. As we move into 2027, our intent is to shift much of the CEIP workload to another position and refocus this position's workload on policy development and grants-related activity.

Rationale for the Extension
Extending the position for another year provides the capacity to complete our existing CEIP commitments, assess the potential for a new program, and advance a growing list of identified corporate policy priorities. It also provides an opportunity to better evaluate the ongoing demand for this work and determine whether a permanent position is warranted, rather than making that commitment before the long-term requirements are fully understood.

Background
n/a

Financial Implications / Taxation Impact
The proposed extension of the Senior Policy Advisor position would be funded through one-time funding from the Operating Projects Reserve of $150,520 in 2027, with no impact on the tax base.

Contact: Emily Strach, Director, Strategy and Policy Development