

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on Tuesday May 23, 2023, commencing immediately after MPC Meeting.

- | | |
|---|--|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. CLOSED SESSION OF COUNCIL ("in camera")
3.a Property Matters
Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of
the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as
amended over time) on the basis of: Section 27 "is deemed to be privileged information". | |
| 4. ADOPTION OF PREVIOUS MINUTES
May 8, 2023, Regular Council Meeting. | Pages

2 - 4 |
| 5. PUBLIC HEARING
None scheduled. | |
| 6. DELEGATIONS
None scheduled. | |
| 7. BUSINESS ARISING FROM PREVIOUS MINUTES
7.a Bowden Hotel.
7.b Advertising Billboard Content. |

5 |
| 8. BYLAWS & POLICIES
8.a Taxation Rate Bylaw 05 / 2023.
8.b Community Standards Bylaw 04 / 2023 |

6 - 7
8 - 11 |
| 9. NEW BUSINESS
9.a Sale of Property by Public Auction (terms & conditions).
9.b Public Library Board Appointment (terms of office).
9.c Agenda for Summer 2023 Municipal Leaders Caucus |

12 - 13
14

15 |
| 10. FINANCIAL
No item submitted. | |
| 11. CORRESPONDENCE
No item submitted. | |
| 12. REPORTS
12.a CAO's Report.
12.b Council Committee Reports.
(no reports submitted)
12.c Society & Other Reports. |

16
17

18 - 28 |
| 13. MEETING ADJOURNMENT | |



000002

**Town of Bowden – Regular Council Meeting
held on Monday May 8, 2023
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 7:02pm.

PRESENT	Mayor Robb Stuart (Chair)
	Councillor Deb Coombes
	Councillor Sandy Gamble
	Councillor Randy Brown
	Councillor Marie Flowers
	Councillor Wayne Milaney

STAFF	Recorder Arno Glover
--------------	----------------------

ABSENT	Councillor Paul Webb
	CAO Rudy Friesen

2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA

Motion 2.a

Moved by Councillor Sandy Gamble that Council adopts the agenda, as amended.

Note: (amended as follows):

Item 8(b) New Business – Bowden Institution, Structured Intervention Unit, Open House

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Marie Flowers that Council adopts the April 24, 2023, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

There were no public hearings.

5. DELEGATIONS

Keith Bailey, President, Bowden Agricultural Society.

Keith provided Council with an overview of the events planned for the summer season at the Bowden Agricultural Grounds.

The Bowden Daze CPRA Pro Rodeo event will take place over July 14-16, 2023.

A letter was submitted to Council requesting a sponsorship donation for the event.

Motion 5.a.

Moved by Councillor Randy Brown that Council appreciates the mutual partnership and support that exists between the Town and the Ag Society.

MOTION CARRIED UNANIMOUSLY

000003

6. BUSINESS ARISING FROM PREVIOUS MINUTES**Agenda item 6.a Bowden Hotel**

An update on the Bowden Hotel was submitted as part of CAO's Report. (Agenda item 11.a)

Agenda item 6.b Water Line Replacement (addition to 2023 Capital Budget)

Administration submitted a request to Council to approve (by resolution) an additional item of capital expenditure in the 2023 Capital Budget for the cost to replace the cast iron water distribution pipe east of the junction of 21st Avenue and 23rd Street (by Bowden Grandview School).

Motion 6.a by Councillor Deb Coombes that Council approves the replacement water main project as an addition to the 2023 Capital Budget to be funded by Canada Community Building Fund for an estimated \$65000.00 (to include amount for contingencies and other related costs).

MOTION CARRIED UNANIMOUSLY**7. BYLAWS & POLICIES**

No item submitted.

8. NEW BUSINESS**Agenda item 8.a Alberta Municipalities – Provincial Election Guidelines.**

Administration provided Council with information sheets taken from the Alberta Municipalities web site themed, "Who has the Plan for".

These were:

- Community Building Information Sheet.
- Community Health Care Information Sheet
- Community Safety Information Sheet.

Motion 8.a by Councillor Deb Coombes that Council accepts the information sheets as information.

MOTION CARRIED UNANIMOUSLY**Agenda item 8.b Bowden Institution, Structured Intervention Unit, Open House**

Mayor Robb Stuart provided Council with the revised timetable for a visit to the SIU Open House at the Bowden Penitentiary. The SIU's aim is to provide inmates with the tools they need to return to mainstream inmate population. These inmates cannot be managed safely within the mainstream inmate population.

Motion 8.b by Councillor Sandy Gamble that Mayor Robb Stuart and Councillors Gamble, Coombes, Flowers, Milaney and Webb attend the SIU Open House on Monday May 29, 2023.

MOTION CARRIED UNANIMOUSLY**9. FINANCIAL**

No item submitted.

10. CORRESPONDENCE**Agenda item 10.a Municipal Affairs – letter from Minister Rebecca Schulz.**

Minister Rebecca Schulz thanked Mayor Robb Stuart for the time spent discussing matters at the Alberta Municipalities 2023 Municipal Leaders' Caucus.

Agenda item 10.b Bowden Grandview School – thank you letter.

Administration provided Council with a letter of appreciation from Bowden Grandview School for the assistance given by the Town in restoring the jumping pit and runway.

000004

Motion 10.a by Councillor Randy Brown that Council accepts the items of submitted correspondence as information.

MOTION CARRIED UNANIMOUSLY

11. REPORTS

Agenda item 11.a CAO's Report

Agenda item 11.b Council Committee Reports

Bowden & District Cemetery Association AGM & Regular Meeting Report (19 April 2023)

Public Library Board – verbal report by Councillor Deb Coombes (from meeting of 26 April 2023)

Agenda item 11.c Society & Other Reports

South Red Deer Regional Wastewater Commission Report (AGM / RM 27 April 2023)

Mountain View Regional Water Services Commission Report (AGM / RM 12 April 2023)

Expanding Horizons – AGM & Regular Meeting Report (17 April 2023)

Bowden Ag Society – Regular Meeting Report (17 April 2023)

Motion 11.a by Councillor Randy Brown that Council accepts the submitted reports as information.

MOTION CARRIED UNANIMOUSLY

12. CLOSED SESSION OF COUNCIL (“in camera”)

Emergent Item – Digital Billboard Advertising

Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 “is deemed to be privileged information”.

Motion 12.a. Moved by Councillor Deb Coombes at 8:31pm that Council moves to an “in-camera” session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b. Moved by Councillor Deb Coombes at 8:35pm that Council return to an “open meeting” of Council.

MOTION CARRIED UNANIMOUSLY

Motion 12.c.

Moved by Councillor Randy Brown that Council instruct Administration to contact the owner of the digital advertising sign to determine allowable content on the signs, and to register disapproval by the Town on the subject matter in question and that Mayor Robb Stuart replies on behalf of Council to the originator of the complaint email.

MOTION CARRIED UNANIMOUSLY

13. MEETING ADJOURNMENT

Motion 13.a Moved by Councillor Wayne Milaney 8:37pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: May 23, 2023.	Agenda Item: 7.a / 7.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s):

Matters arising from past minutes are provided below – updates are highlighted in red.

Content:

7.a Bowden Hotel

No further information.

7.b Digital Advertising Sign

Agenda item 12.a. RCM May 8, 2023.

Motion 12.c. Moved by Councillor Randy Brown that Council instruct Administration to contact the owner of the digital advertising sign to determine allowable content on the signs, and to register disapproval by the Town on the subject matter in question and that Mayor Robb Stuart replies on behalf of Council to the originator of the complaint email.

1 Administration is of the understanding that Mayor Robb Stuart has replied on behalf of Council to the sender of the email regarding the matter of the content of a digital billboard sign within the Town.

2 Administration has determined that the billboard is owned by SpotAds, is on private land and there is no contract or agreement in place with the Town of Bowden regarding any form or control on advertising content (typically these arrangements do not exist).

3 Administration is in the process of ongoing email communication with SpotAds regarding this matter however their initial response is twofold:

- i. that the content was reviewed prior to being posted and,
- ii. that in their opinion the advertisement is an expression of free speech.

4 Administration has determined that all advertising is governed by the Canadian Code of Advertising Standards which set out guidelines and criteria for acceptable advertising.

The Code applies to advertising" by (or for):

- i. advertisers promoting the use of goods and services,
- ii. corporations, organizations, or institutions seeking to improve their public image or advance a point of view, and,
- iii. governments, government departments and crown corporations

The Code does not apply to political or election advertising as it is not intended to, *"govern or restrict the free expression of public opinion or ideas through political advertising"*. The Code does however state that, *"Canadian are entitled to expect that political or election advertising respect the standards articulated in the Code"*.

5 The Code contains a procedure for persons to submit a complaint to Advertising Standards Canada.

6 Administration has included new content in the Community Standards Bylaw that provides provisions covering all forms of advertising so as to ensure that advertisements meet, "standards of public decency and that they satisfy a tolerable, satisfactory, or socially agreeable requirement or standard".

Regular Council Meeting: May 23, 2023.	Agenda Item: 8.a / 8.b
Prepared by: Arno Glover	Approved by: CAO
Report Type: RFD	Attachment(s): 1. Taxation Rate Bylaw 05 / 2023

1 Taxation Rate Bylaw

1.1 Background:

The attached draft Taxation Rate Bylaw is submitted to Council as a Request for Decision.

1.2 Legislative Requirement

Part 10, Division 2 Property Tax, of the MGA applies.

- i. Section 353(1) states that, *"each council must pass a property tax bylaw annually"*.
- ii. Section 353(2) states that, *"the property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of (a) the expenditures and transfers set out in the budget of the municipality, and (b) the requisitions"*.
- iii. Section 354 states that, *"the property tax bylaw must set and show separately all the tax rates imposed"*.

Administration therefore wishes to repeal Taxation Rate Bylaw 04 / 2022

1.3 Information:

In order to draft this Bylaw Administration first requires data from Red Deer County pertaining to taxation rates for the annexed land to the east of the QE2 highway, which is subject to Order in Council 290/2008 dated July 9, 2008. This order is effective up to and including year 2023.

In the Regular Council Meeting of 23 January 2023, Council carried a motion to increase the budgeted residential and non-residential property tax rate by a 1% increase.

Property tax assessments are effective as of July 1, 2022, as conducted by Wild Rose Assessments.

1.4 Alternative Actions:

That Council by resolution:

- i. adopt Taxation Rate Bylaw 05 / 2023.
or
- ii. makes recommendations to Administration on any amendments as deemed necessary.

1.5 Recommended Action:

That Council:

- i. grants first reading to Taxation Rate Bylaw 05 / 2023 as presented,
- ii. after second reading unanimously vote in favour of allowing a third reading,
- iii. adopt Taxation Rate Bylaw 05 / 2023.

Suggested Motions:

Motion by Councillor _____ that Council give first reading to Taxation Rate Bylaw 05 / 2023.

Motion by Councillor _____ that Council give second reading to Taxation Rate Bylaw 05 / 2023.

Moved by Councillor _____ that Council unanimously give consideration to a third reading of Taxation Rate Bylaw 05 / 2023.

Motion by Councillor _____ that Council give third and final reading to Taxation Rate 05 / 2023 and is adopted accordingly and made effective once duly signed.

1.6 Future Action:

- i. On passing of the bylaw Administration will proceed to prepare and distribute the 2023 Taxation Notice & Property Assessment Notices.
- ii. Upon adoption of the bylaw, Administration to publish a copy of the bylaw on the Towns' website and update the Property Tax and Property Assessment web pages accordingly.

2 Community Standards Bylaw**2.1 Background:**

Community Standards Bylaw 04 / 2023 received first reading of Council on March 27, 2023.

Subsequently a copy of the draft bylaw has been posted on the Town's web site and was also made available for public discussion during the Council Open House on April 13, 2023.

2.2 Proposed Review Schedule

Administration proposes the following roadmap for progression of this bylaw throughout 2023.

- i. Administration to amend the draft bylaw to incorporate suggestions submitted to date and to include other matters that have arisen to date, for example, inclusion of provisions covering advertising standards, graffiti, and recreational vehicle parking.
- ii. Administration to submit draft version 2 of the bylaw to Council in the RCM of 11th September so providing a period of 5 months for public review and input.
- iii. Administration thereafter to incorporate any further revisions to the bylaw as required by Council.
- iv. Administration to submit the revised document for formal public consultation hearing in the RCM of 25th September.
- v. Administration thereafter to further include any additional revisions to the bylaw as required by Council following the public hearing.
- vi. Administration to submit the draft bylaw for second reading in the RCM of 10th October.
- vii. Administration to provide a further final period for review prior to submitting the bylaw for its third and final reading in the RCM of 14th November.



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta

TAXATION RATE BYLAW

05 /2023

Whereas the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) provides that Council must pass a property tax bylaw annually (section 353),

And whereas the Town by bylaw wishes to establish rates of taxation to be levied against assessable properties within the Town of Bowden for the 2023 taxation year,

And whereas, the Town of Bowden has prepared and adopted estimates of the Town's revenues and expenditures, as required, at the Council meeting held on January 23, 2023,

And whereas, the estimated municipal expenditures and transfers set out in the budget for the Town of Bowden for 2023 totals \$2,873,583.05,

And whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$1,841,869.90 and the amount to be raised by general municipal taxation, is \$1,083,231.25,

Now therefore, the Municipal Council of the Town of Bowden hereby enacts as follows:

1 SHORT TITLE

This bylaw may be known as, and cited as, the "Taxation Rate Bylaw".

2 DEFINITIONS

In this bylaw the following definitions apply:

Council

Means the duly elected Municipal Council of the Town of Bowden.

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time).

Municipality

Means the Town of Bowden

Town

Means the municipal corporation of the Town of Bowden.

3 REQUISITIONS

Alberta School Foundation Fund	
Residential/Farmland	\$248,309.35
Non-Residential	\$53,512.21
Opted Out School Fund	
Residential/Farmland	\$8443.42
Non-Residential	\$0.00
Over / Under Levy	
Residential/Farmland	0.00
Non-Residential	0.00
Total School Requisitions	\$310,264.98

4 ASSESSMENT

4.1

Council is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions, and.

4.2

Council is authorized to sub classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act,

4.3

The assessed value of all taxable property in the Town as shown on the assessment roll is:

Assessment	
Residential	\$103,478,910.00
Non-Residential / Machinery & Equipment	\$16,327,670.00
Residential Order in Council 290/08 034/18	\$348,280.00
Farm Order in Council 290/08 034/18	\$69,800.00
Non-Residential/Machinery & Equipment Order in Council 290/08 034/18	\$1,479,220.00
Total Assessment	\$121,703,880.00

5 TAXATION RATES

The Town of Bowden Council authorizes that the Chief Administrative Officer is to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town.

5.1 General Municipal

Description	Assessment	Tax Rate	Tax Levy
Residential	103,478,910.00	.008163996	\$844,801.41
Non-Residential/Machinery & Equipment	16,327,670.00	.014602811	\$238,429.88
Residential Order in Council 290/08 034/18	348,280.00	.0040719	\$1,418.18
Farm Order in Council 290/08 034/18	69,800.00	.0085082	\$593.87
Non-Residential/Machinery & Equipment Order in Council 290/08 034/18	1,479,220.00	.0122965	\$18,189.23
Total	121,703,880.00		\$1,103,432.55

5.2 Education Requisitions

Description	Assessment	Tax Rate	Tax Levy
Residential	103,896,990.00	.002471222	\$256,752.77
Non-Residential	17,553,420.00	.003048534	\$53,512.21
Total			\$310,264.98

5.3 Designated Industrial Property Tax Requisition

Descriptions	Assessment	Tax Rate	Tax Levy
Designated Industrial Property Tax	2,833,640.00	.000074600	\$211.39
Total			\$211.39

5.4 Police Funding Property Tax Requisition

Descriptions	Assessment	Tax Rate	Tax Levy
RCMP Police Funding	121,653,780.00	.000374956	\$45,615.00
Total			\$45,615.00

6 PENALTIES

6.1 Current Taxes

Subject to the provisions of Section 344 of the Municipal Government Act, a penalty of 12% will be levied on all current year taxes remaining unpaid after July 1, 2023.

6.2 Tax Arrears

Subject to the provisions of Section 345 of the Municipal Government Act, a further penalty of 15% will be levied on all taxes remaining unpaid after December 31, 2023, and in each following year as long as the taxes remain unpaid.

7 SEVERABILITY

Every provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

Nothing in this bylaw relieves a person from complying with any provision of any Federal, Provincial, or municipal law or regulation or any requirement of any lawful permit, order, or licence.

8 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed Bylaws that establish rates of taxation levied against assessable properties.

Bylaw **04 / 2022** and all amendments thereto are hereby repealed.

This bylaw will come into effect on the date of the third and final reading and signature thereof.

Read a first time in open council this, 23rd day of May 2023,

Read a second time in open council this, 23rd day of May 2023,

and finally passed by unanimous consent of the Councillor's present.

Read a third time in open council this, 23rd day of May 2023.

Robb Stuart, Mayor

Rudy Friesen, Chief Administrative Officer

Regular Council Meeting: May 23, 2023.	Agenda Item: 9.a / 9.b / 9.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD / Information	Attachment(s): 1 Sale of Property by Public Auction Terms & Conditions. 2 Agenda for 2023 Municipal Leaders Caucus

Content:**9.a Sale of Property by Public Auction (Terms & Conditions).**

Section 445 of the MGA requires that a municipality publishes the conditions of sale with respect to the sale of properties by public auction.

This document currently does not exist and has been requested by the Town's appointed tax recovery partner TAXervice.

The terms and conditions as presented reflect those suggested by TAXervice and require approval by council resolution.

Recommended Motion:

Motion by Councillor _____ that the terms and conditions for the sale of property by public auction, as presented, are approved by Council.

9.b Public Library Board

i

Administration received an email from the Government of Alberta, Library representative, Katrina Peachey with reference to the public library requesting confirmation by Council motion of the appointment of members to the Public Library Board with clear end dates for their term of office (including Councillors).

The email stated, *"it's municipal council that is responsible for appointing all board members and their terms (and therefore their term expiry dates) are always based on the appointment motion in council meeting minutes. The exact contents of the motion will vary from council to council—for example, it may include a start and end date, a term length (e.g., 3 years), or some other combination—but a proper appointment will always include enough information to determine when an individual's term on the board begins and ends"*.

ii

With reference to the minutes of the Council Organizational Meeting of October 24, 2022, there is no clear end date given as to the Councillor appointments (these are appointed annually for 1 year at the Organizational Meeting).

In addition, there have been two new additions to the Library Board in 2023 (approved by Council motion) where no term of office end date has been minuted.

iii

Administration therefore requests that Council, by motion, confirms the following appointments to the Town of Bowden Public Library Board with the given stated end date for each member's term of office.

Board Member	Name	Position	Expiry Date
1	Marie Flowers	Councillor	October 23, 2023
2	Deb Coombes	Councillor	October 23, 2023
3	Leanna Pillon	Secretary	October 31, 2023
4	Shawna MacDonald	Chairperson	October 31, 2024
5	Justina Klassen-Fehr	Member	October 31, 2024
6	Marietta Tuckwell	Member	October 31, 2025
7	Caroline Furman	Member	October 31, 2025

Recommended Motion.

Motion by Councillor _____ that the Town of Bowden Public Library Board appointments and their respective term of office end dates are approved by Council as presented in table 9.b iii above.

iv

Future action:

- 1 Administration will provide the Library Regulator with a copy of these meeting minutes,
- 2 Council will appoint members of Council to the Public Library Board in the 2023 Organizational Meeting of Council,
- 3 The Public Library Board will confirm their member appointments and terms of office during their organizational meeting in November,
- 4 Council will approve by resolution the appointment of all members to the Public Library Board including specific dates for the start and end of each members terms of office.

9.c Summer 2023 Municipal Leaders' Caucus – draft agenda

Administration submits to Council the draft agenda for review and discussion.

Recommended Motion.

Motion by Councillor _____ that Council accepts the agenda as presented as information.



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Sale of Property by Public Auction - Terms & Conditions

Pursuant to Division 9, section 445 of the Municipal Government Act, RSA2000, Chapter M26.

1. Any parcel of land offered for sale may be redeemed by payment of all arrears, penalties, and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and title will be subject to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an "as is, where is" basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the Chief Administrative Officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes and utilities for the current year. There will be no adjustment to the date of sale.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque, or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less,
 - OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale, (if the certified cheque or bank draft exceeds the final purchase price, the excess will be refunded within a reasonable time)
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

On behalf of: **The Town of Bowden:** Name: Rudy Friesen, CAO.

Signature: _____

Date: ** May 2023

Agenda for Summer 2023 Municipal Leaders' Caucus

***Subject to change**

*Exact locations within the municipalities are being finalized and will be updated once all are confirmed.
Registrants will be notified via email.*

June 13	Diamond Valley
June 14	Delburne
June 20	Wembley
June 21	St. Paul
June 22	Spruce Grove

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	Icebreaker Activity
10:30 a.m.	Session I – Election Debrief
10:45 a.m.	President's Report (LGFF, EPR, MFR)
11:00 a.m.	Session II – The Future of Municipal Government: Recommendations to Enhance Collaboration
12:00 p.m.	Lunch
1:00 p.m.	Session III – The Best Dam Session: Water Management Principles
2:00 p.m.	Session IV (locally led)
2:55 p.m.	Closing Remarks

Regular Council Meeting: May 23, 2023.	Agenda Item: 12.a / 12.b / 12.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Content:**12****a. CAO's Report****b. Council Committee Reports**

No reports submitted.

c. Society & Other Reports

- (i) Parkland Foundation Report (May 2023)

(submitted by Councillor Sandy Gamble)

- (ii) Central Alberta Regional Waste Management Commission Report

(submitted by Councillor Sandy Gamble)

A copy of this 72-page report is available for review on the Council Desk in the Administration building.

- (iii) Mountain View Regional Water Services Commission Report (May 10, 2023)

(submitted by Mayor Robb Stuart)

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted reports as information.

Regular Council Meeting: May 23 rd , 2023.	Agenda Item: 12.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1. Wildfire Support

We were pleased to offer the time and talent of Jason Sahli to assist with the Buck Creek wildfire near Drayton Valley. Jason was deployed for five days. He returned to Bowden May 16th. He says he was happy to contribute to the firefighting efforts, and also says he learned a lot about fighting wildfires. He is ready to be deployed again, so additional crews be called upon for other wildfires in the province.

2. Arena Repairs

Following much effort through the spring, Bowden Minor Hockey has successfully redirected their provincial grant from arena roofing to other important arena repairs. They are working on a significant list of needed upgrades, including to the concession. I will share a list of approved repairs once it is made available.

3. Bowden Walking Trail

Work on the walking trail, Phases 3a and 3b, is well underway. Crews did run into a minor delay in some of the path work, and subsoil conditions were not as anticipated. Upon review with our engineers, additional subsurface gravel was added to the plan, and work has continued. Weather permitting, the work should be completed by the end of May.

4. Weed Control

We are once again partnering with Red Deer County to control noxious weeds in the Town limits. We met with County officials last week to review the strategy for 2023. Meanwhile, we have a separate commercial contract for control of weeds in our parks and playgrounds. This work is scheduled to begin immediately following the May long weekend.

5. Rural Renewal Stream

Our partnership with Innisfail and Olds continues to provide positive results. We are currently dealing with two new applications for new Canadians to work in the Town. This brings a total of 4 individuals that have found work in Bowden using this initiative.

PARKLAND FOUNDATION

Completion of audited financial statements for the Village of Elnora and Village of Deelburne have been completed which indicate the amount of \$9,332.69 as an account payable to Alberta Social Housing Corporation and \$6,284.10 over budget respectively. The difference of \$3,048.59 was paid to Alberta Housing Corporation.

Covid-19 funding will be extended until June 30,2023

The Canadian-Ukraine authorization for emergency travel program are eligible to apply through HMB for the Community Housing Program, the Seniors Self-Contained Housing Program, the Seniors Lodge Program and the Rental assistance Benefit and Temporary Assistance. Ukrainian evacuee households are to be prioritized alongside other applicants for provincial affordable housing supports using the appropriate scoring points.

The Sylvan Lake Foundation had reached out to be part of Parkland to be part of our foundation however, they believe that we could get them a new lodge and their financials are a big concern. The land that the lodge is located on is by The Bethany Care of Calgary. The requisition for the Town of Sylvan Lake is \$312,000.00 per year.

Red Deer Housing Authority contacted the Town of Innisfail regarding housing unit managed by RDHA. We have decided to have Bethany look into this. There is currently 13 units and are a little older so could be costly to upgrade.

The following items are provided in summary of key activities at Autumn Grove Lodge and Parkland Foundation Housing:

Capital Projects

We are currently creating the specs sheets that will be inputted into the Alberta purchasing connections to go to bidding. This is a longer process due to the reconfiguration that will be needed in a few suites in Bow Glen.

We have also received approval from the government for a carry-over amount of \$104,163.00 and will be carrying out the following projects:

- Propress – \$4,998.00
- Appliances – 5 fridges, 1 Dryer (various social housing buildings)- \$8,100.00
- Re-Shingle (Penhold Royal Manor) - \$22,100.00
- Air conditioner (Elk Haven) - \$9,000.00
- Window Coverings (Westview Manor, Dodds Lake Manor, Bow Glen Court) - \$3,600.00
- Plumbing Repairs (Dodds Lake Manor) – \$26,000.00
- Vehicle - \$10,000.00
- Fence installation (Penhold Royal Manor) - \$2,500.00
- Signage (Westview Manor, Penhold Royal Manor) – \$12,259.00
- Grounds work (Penhold Royal Manor) - \$1,000.00
- Flooring (Westview Manor) - \$4,206.00
- Exterior Doors (Penhold Royal Manor) - \$900.00

IT Integration Update

IT integration has been completed. We have had amazing feedback from the manager on her ability to utilize the many programs that The Bethany Group can provide for the site to enhance productivity as well as reporting. One example of this would be the IRS system. This system enables the site to track all near misses and incidents at the site with the ability to extract site reports for risk management.

Staffing and Labour Relations

Currently the manager is conducting interviews for a 0.6 FTE Lodge Attendant and once this has been awarded, we will have a full staffing compliment at the lodge which will include casual staff.

Snow Removal Contract

An Expression of Interest will be going out to snow removal/yard care contractors shortly. We are drafting this document to encompass all that is needed within the Parkland Foundation portfolio so as to attract qualified applicants with a person-centered approach. Thank you to the Board for the recommendations that were submitted.

Lodge Marketing Plans

Our Lodge marketing group is currently working on the resident handbooks to make sure that we are including all the information that is needed for a welcoming introduction to Autumn Grove Lodge as well as any pertinent information that will be useful for their new home.

*handbook
update*

QI 2023 Initiative

We have had our first meeting regarding the new QI initiative regarding Move Ins and Admissions. We are currently putting together teams that will have members from Lodges, Health and Housing. This will allow us to really streamline the experience of move ins throughout our entire organization. Making this experience a comfortable and informative experience is our focus.

Education

With the implementation of The Bethany Group's shared programs Autumn Grove will now be participating in a tailored Annual Education program. The staff are very excited to be able to receive learnings that pertain to the organization and not a generic overview approach.

EDI

We recognized the Annual Day of Mourning which was held on April 28th. This is a day that we take time to remember those that who have been lost, injured, or suffered illness, due to a workplace incident. It is an important time to refresh ourselves on the importance of our safety practices.

ASCHA

Convention report attached.

Menu

We have launched our spring/summer menu and it has so far been a great success with the residents. Please see attached.

Occupancy/Waitlist

For Selected Properties
Date From: 04/01/2023 to 04/30/2023

Building Name	Type	Town	No. Of Units	Move Outs	Move Ins	Vacant Units	Current Avg. Age	Current Gender	Avg. Length of Stay (Years)	Occupancy
AUTUMN GROVE LODGE	Lodge	INNISFAIL	60	3	2	2	85	45 FEMALE 19 MALE	2	97%
BOWDEN R&N	Rural and Native	BOWDEN	2	0	0	0	20	4 FEMALE 2 MALE	3	100%
Bow Glen Court	Senior Self Contained	BOWDEN	10	0	0	5	76	3 FEMALE 4 MALE	7	50%
Westview Manor	Senior Self Contained	BOWDEN	20	0	0	7	73	8 FEMALE 7 MALE	4	65%
ELK HAVEN	Senior Self Contained	DELBURNE	12	0	0	3	74	5 FEMALE 4 MALE	2	75%
JUBILEE MANOR	Senior Self Contained	ELNORA	4	0	0	0	77	0 FEMALE 4 MALE	2	100%
AUTUMN GROVE SSC	Senior Self Contained	INNISFAIL	30	1	1	2	81	23 FEMALE 11 MALE	2	93%
Dodds Lake Manor	Senior Self Contained	INNISFAIL	32	0	1	5	76	23 FEMALE 6 MALE	5	84%
Penhold Royal Manor	Senior Self Contained	PENHOLD	8	0	0	0	78	5 FEMALE 3 MALE	6	100%
Totals			178	4	4	24	71	116 FEMALE 60 MALE 2 UNSPECIFIED	4	

Total Applicants on Waitlist

Program Type	Town	Count
Lodge	INNISFAIL	17
Senior Self Contained	BOWDEN	5
Senior Self Contained	DELBURNE	1
Senior Self Contained	INNISFAIL	36
Senior Self Contained	PENHOLD	4
Total		63

Total Albertans Served

Program Type	Child (Under 18)	Adult (18 - 64)	Senior (65+)
Lodge	0	0	84
Rural and Native	3	3	0
Senior Self Contained	0	4	104
Total	3	7	168

000021

SENIORS' INCOME AMOUNTS

April 2023 – June 2023

The following income amounts reflect the *maximum benefit* rates that an *eligible* single senior or senior couple may receive:

	SINGLE PERSON <i>Maximum monthly payment amount</i>	COUPLE <i>Maximum monthly payment amount</i>	Maximum annual income to receive the Benefit (general guideline only)
Alberta Seniors Benefit (ASB)	\$303.08	\$454.58 (per household)	\$29,630 (single) \$48,120 (combined income)
Old Age Security (OAS) Age: 65 – 74	\$691.00	\$691.00 (each)	Less than \$129,757 (individual income)
Age: 75 and over	\$760.10	\$760.10 (each)	Less than \$129,757 (individual income)
Guaranteed Income Supplement (GIS)	\$1,032.10	\$621.25 (each)	Single Person: Less than \$20,952 Couple: Less than \$27,648 (if spouse receives full OAS) Less than \$38,736 (if your spouse receives the allowance) Less than \$50,208 (if spouse does not receive OAS pension or allowance)
Approximate total monthly income Age: 65 – 74 Age: 75 and over	\$2,026.18 \$2,095.28	\$3,079.08 (per couple) \$3,217.28 (per couple)	

Lodge Program Disposable Income amount is \$342.

NOTES:

- Next adjustment(s), if any, will be on **July 1, 2023**.
- **Special Needs Assistance for Seniors Program** payments are *not* considered income when calculating rent. (A senior may receive one or more payments in a benefit year (July 1 to June 30) up to a maximum of \$5,000 per eligible single senior or senior couple per benefit year.)
<http://www.seniors-housing.alberta.ca/seniors/special-needs-assistance.html>
- The above is general information. Specific information on the pension benefits available from the federal government can be found on the Government of Canada Pension Programs website at <https://www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security/payments.html>

PARKLAND FOUNDATION
Statement of Financial Position
For the month ended March 31, 2023

000023

Assets	
Current	
Cash and cash equivalents	589,286
Accounts receivable	21,520
Other receivable <i>BSI</i>	55,905
Prepays <i>INSURANCE FROM RESIDENTS</i>	24,797
	<u>691,508</u>
Non-current	
Tangible capital assets	323,543
	<u>1,015,051</u>
Liabilities	
Current	
Accounts payable and accruals	186,388
Unearned income and deposits	50,562
	<u>236,950</u>
Net Assets	
Unrestricted net assets	435,014
Net assets internally restricted	27,441
Net assets invested in tangible capital assets	389,251
Current year to date surplus	(73,606)
	<u>778,101</u>
	<u>1,015,051</u>

AUTUMN GROVE LODGE

Statement of Operations

For the 3 months ended March 31, 2023

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rental Revenue	94,597	92,960	1,638	2	279,437	278,879	558	0	1	1,115,514
Grant - AB Seniors	20,925	20,121	804	4	62,775	60,363	2,412	4		241,452
Resident Services Other	3,660	3,585	-	N/A	15,280	10,754	4,527	42		43,014
Non-Resident Services	1,174	1,358	-	N/A	3,110	4,074	(964)	(24)		16,296
Investment Income	1,460	75	1,385	1,846	3,487	225	3,262	1,450	2	900
TOTAL REVENUE	121,816	118,098	3,718	3	364,088	354,294	9,794	3		1,417,176
EXPENSES										
Utility Costs	15,359	15,549	190	1	30,751	46,648	15,897	34	3	186,593
Carbon Tax	1,078	800	(278)	(35)	1,254	2,400	1,146	48		9,600
Operating Expenses	2,950	3,975	1,025	26	12,773	11,925	(848)	(7)		47,700
Food	16,446	15,000	(1,446)	(10)	47,981	45,000	(2,981)	(7)		180,000
Maintenance	1,702	3,931	2,229	57	8,520	11,792	3,272	28		47,168
Salaries and Benefits	78,764	83,552	4,787	6	266,036	250,655	(15,382)	(6)	4	1,002,619
Administration - All other Admin	4,892	2,942	(1,950)	(66)	8,686	8,825	139	2		35,300
Administration - Management Fee	5,747	5,283	(464)	(9)	17,336	15,849	(1,487)	(9)		63,396
TOTAL EXPENSE	126,938	131,031	4,093	3	393,337	393,094	(243)	(0)		1,572,376
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	(5,122)	(12,933)	7,811	(60)	(29,249)	(38,800)	9,551	(25)		(155,200)
OTHER ITEMS										
Requisition Revenue	12,933	12,933	(0)	(0)	38,800	38,800	(0)	(0)		155,200
TOTAL OTHER ITEMS	12,933	12,933	(0)	-	38,800	38,800	-	-		155,200
SURPLUS (DEFICIT) BEFORE AMORTIZATION	7,811	-	7,811	N/A	9,551	-	9,551	N/A		-

000024

AUTUMN GROVE LODGE

Statement of Operations

For the 3 months ended March 31, 2023

NOTES

- 1 Occupancy on budget with 57 units or 95% occupied
- 2 Investment income greater than budget due to higher bank interest rates
- 3 Utility cost variance due to timing of invoices
- 4 Salaries variances due to ADP issues

happend in 2022 correction 2023

000025

HOUSING OPERATIONS

Statement of Operations

For the 3 months ended March 31, 2023

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rent	59,293	66,280	(6,987)	(11)	177,519	198,841	(21,322)	(11)	1	795,363
Resident Services Other	7,706	8,130	(424)	(5)	23,035	24,390	(1,355)	(6)		97,560
Non-Resident Services		-	-	N/A	-	-	-	N/A		
Grants	5,510	-	5,510	N/A	16,530	-	16,530	N/A		
Investment Income	1,254	-	1,254	N/A	4,115	-	4,115	N/A		
TOTAL REVENUE	73,763	74,410	(647)	(1)	221,199	223,231	(2,031)	(1)		892,923
EXPENSES										
Salaries and Benefits	20,775	19,459	(1,316)	(7)	78,089	58,377	(19,712)	(34)		233,508
Operating	3,640	3,010	(630)	(21)	13,806	9,029	(4,777)	(53)		36,114
Operating Maintenance	26,300	18,667	(7,634)	(41)	51,243	56,000	4,757	8	2	224,000
Utilities						-				
Other Utilities	17,491	27,145	9,654	36	52,233	81,434	29,201	36	3	325,736
Carbon tax	2,145	-	-	N/A	2,922	-	-	N/A		
Administration - All other Admin	9,682	8,122	(1,561)	(19)	18,179	24,365	6,186	25	4	97,460
Administration - Management Fee	3,525	3,519	(6)	(0)	10,575	10,556	(19)	(0)		42,225
TOTAL EXPENSES	83,559	79,920	(3,639)	(5)	227,047	239,761	12,714	5		959,043
SURPLUS (DEFICIT)	(9,795)	(5,510)	(4,285)	(78)	(5,847)	(16,530)	10,683	65		(66,120)

000026

HOUSING OPERATIONS

Statement of Operations

For the 3 months ended March 31, 2023

NOTES

- 1 Current month occupancy is at 84% or 98 of 122 units are occupied
- 2 YTD month variances due to under budget - grounds maintenance \$3,747, building remediations \$2,273
- 3 YTD month variances are primarily due to timing of invoices
- 4 YTD variance due to change in network provider - paid cancellation fee to break the contract

000027

Mountain View Regional Water Services Commission

May 10, 2023

- Meeting held at water treatment plant. All members in attendance.
- Chairman, Operations Director, CAO, Technical and Financial Reports received, discussed and approved.
- Lance, John, Gavin and Jerry attended a one-day session at the Hydrogen Conference in Edmonton. Conference had over 4,000 delegates. TC Energy optimistic about hydrogen facility near Crossfield.
- SCADA upgrades are proceeding starting at the South end of the line and working North.
- Servicing Ultraviolet Reactors and adjusting service requirements.
- Internal ISO 14001 audit and processing for final report.
- Administration recommended increasing the electrical budget by \$170,000. After discussion, this motion was carried.
- A revised version of the Water Supply Policy for Members was presented and discussed. A Water Policy for Sales of Water Outside of Municipal Member Boundaries was presented and discussed. Both Policies will be sent to member municipalities for feedback. A copy of both policies are at the Councilor Workstation.
- Red Deer County and the Town of Penhold have inquired about getting water from the commission.

Actual April 1 to April 30, 2023	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2023 to Dec. 31, 2023
--	--------------	---------------------------	------------	---

REVENUE

Sales Revenue

Water Sales - Town of Innisfail	\$ 146,493.14	\$ 566,060.78	0.97	584,040.13	\$ 1,769,818.58
Water Sales - Bowden Institution	18,953.92	70,457.82	1.06	\$ 66,705.40	202,137.59
Water Sales - Town of Bowden	21,597.11	103,180.43	1.39	\$ 74,056.35	224,413.19
Water Sales - Town of Olds	198,881.35	831,991.87	1.06	\$ 784,802.98	2,378,190.86
Water Sales - Town of Didsbury	93,246.01	365,434.69	1.07	\$ 342,976.19	1,039,321.80
Water Sales - Town of Carstairs	82,074.14	298,416.32	1.17	\$ 255,933.96	775,557.45
Water Sales - Town of Crossfield	70,527.97	267,741.91	0.87	\$ 306,982.23	930,249.19