

**AGENDA**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday 28 October 2024**, following Council Organizational Meeting

<b>1. CALL TO ORDER</b>	
<b>2. ADDITIONS / DELETIONS TO THE AGENDA &amp; ADOPTION OF THE AGENDA</b>	
<b>3. ADOPTION OF PREVIOUS MINUTES</b>	<b>Pages</b>
<b>3.a</b> October 15, 2024, Regular Council Meeting.	<b>2 - 5</b>
<b>3.b</b> October 23, 2024, Special Council Meeting.	<b>6</b>
<b>4. PUBLIC HEARING</b>	
None scheduled.	
<b>5. DELEGATION</b>	
None scheduled.	
<b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b>	
<b>6.a</b> Bowden Hotel.	<b>7</b>
<b>6.b</b> Council Resolutions Follow Up Action Summary	<b>8 - 9</b>
<b>6.c</b> Key Dates.	<b>10 -11</b>
<b>6.d</b> Communications Tower	<b>12</b>
<b>6.e</b> Land Annexation	<b>12</b>
<b>6.f</b> Affordable Housing	<b>13 - 14</b>
<b>6.g</b> Grants & Donations Policy Financial Assistance Application	<b>15</b>
<b>7. BYLAWS &amp; POLICIES</b>	
<b>7.a</b> Noise Control Bylaw 07 / 2024 (third reading of Council)	<b>16 - 30</b>
<b>8. NEW BUSINESS</b>	
<b>8.a</b> Christmas Event Paterson Community Hall	<b>31</b>
<b>9. FINANCIAL</b>	
<b>9.a</b> Financial Operating Report ending 30 September 2024	<b>32 - 41</b>
<b>10. CORRESPONDENCE</b>	
<b>10.a</b> Red Deer County Protective Services	<b>42 - 43</b>
<b>11. REPORTS</b>	
<b>11.a</b> CAO's Report.	<b>44 - 48</b>
<b>11.b</b> Council Committee Reports.	<b>49 - 52</b>
<b>11.c</b> Society & Other Reports.	<b>53 - 63</b>
<b>13. MEETING ADJOURNMENT</b>	



000002

**Town of Bowden – Regular Council Meeting  
held on Tuesday 15 October 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

Mayor Robb Stuart called the meeting to order at 7:00pm.

**PRESENT**

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

**ADMINISTRATION**

CAO	Arno Glover
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**2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**

**Motion 2.a**

Moved by Councillor Randy Brown that Council adopts the agenda as presented.

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Deb Coombes that Council adopts the minutes for the Regular Council Meeting of September 23, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**Motion 3.b.**

Moved by Councillor Wayne Milaney that Council adopts the minutes for the Special Council Meeting of October 9, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There was no public hearing.

**5. DELEGATION**

There was no delegation present.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Agenda item 6.a Bowden Hotel**

Administration is to contact the Provincial Government and request an update.

**Agenda item 6.b Council Resolutions Requiring Follow Up Action**

Administration provided Council with a summary of Council resolutions that remain as work in progress / ongoing.

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**Motion 6.a**

Moved by Councillor Sandy Gamble that Council accepts Business Arising agenda items 6.a and 6.b as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.c Key Dates**

Administration provided Council with forthcoming key dates.

With reference to October 23, the Special Events Committee meeting has been rescheduled from 7:00pm to 8:00pm.

A Special Council Meeting will be held at 7:00pm on October 23.

Councillor Deb Coombes provided notice of absence for both these meetings.

**Motion 6.b**

Moved by Councillor Randy Brown that Council accepts Business Arising agenda item 6.c as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.d Council Open House**

Council provided Administration with an indication of the resource material required for the Council Open House scheduled for 7:00pm at the Bowden Event Centre.

**Motion 6.c**

Moved by Councillor Sandy Gamble that Council accepts Business Arising agenda item 6.d as information.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES****Agenda item 7.a Cemetery Bylaw 08 / 2024**

Administration submitted to Council the second draft of Cemetery Bylaw 08 / 2024.

Council reviewed the draft bylaw and gave second reading without further amendment.

Bylaw 08 / 2024 received third reading and was passed by Council after review and deliberation.

**Motion 7.a**

Moved by Councillor Marie Flowers that Council gives second reading to Cemetery Bylaw 08 / 2024.

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.b**

Moved by Councillor Paul Webb that Council give third and final reading to Cemetery Bylaw 08 / 2024 and is adopted accordingly and made effective once duly signed.

**MOTION CARRIED UNANIMOUSLY**

**8. NEW BUSINESS****Agenda item 8.a Grants & Donation Policy (Financial Assistance Requests)**

Administration submitted 3 applications for financial assistance to Council for review and approval.

**Community Christmas Meal**

Council received a request for financial support from the organizers of the Charity Christmas Meal.

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After review and deliberation Council requested that Administration obtain and submit further information to Council.

**Motion 8.a**

Moved by Councillor Deb Coombes that Council instructs Administration to follow up on the request submitted and to provide further information to Council at the next scheduled Regular Council Meeting.

**MOTION CARRIED UNANIMOUSLY**

**STARS Air Ambulance**

During the Regular Council Meeting of September 9, 2024, a presentation was given by Shannon Paquette, Donor Relations & Development Officer (STARS Air Ambulance).

At the end of the presentation a request was made for Council to consider providing partnership sponsorship of \$2 per capita for 2025.

**Motion 8.b**

Moved by Councillor Paul Webb that Council approves a donation of \$2620.00 requested by STARS Air Ambulance.

**MOTION CARRIED UNANIMOUSLY**

**Brewed Blades Adult Women's Hockey Tournament**

Administration submitted to Council correspondence requesting support for the 2025 hockey tournament from the Manager of the Bowden Thunderbirds.

**Motion 8.c**

Moved by Councillor Sandy Gamble that Council approves a donation of raffle items to the Bowden Thunderbirds Hockey Team in respect of their hockey tournament on February 15 / 16, 2025.

**MOTION CARRIED UNANIMOUSLY**

**9. FINANCIAL**

**Agenda item 9.a Expanded Scope of Capital Projects 2024**

Administration submitted a quotation received from Fortis Alberta following an engineering survey conducted in August with regard to the installation of 4 new streetlights in 21<sup>st</sup> Street.

Administration stated that the project is eligible for a Municipal Sustainability Initiative (MSI) grant therefore Administration will submit a request to the Provincial Government for this project to be funded by this source of finance.

Administration requested that Council formally approve the project by resolution

**Motion 9.a**

Moved by Councillor Marie Flowers that Council approves the additional capital project for the installation of 4 new streetlights in 21<sup>st</sup> Steet (as per the attached location plan) for the sum of \$12364.98.

**10. CORRESPONDENCE**

**Agenda item 10.a Correspondence re: Affordable Housing Partners**

Administration submitted to Council correspondence received from David Williams, Assistant Deputy Minister Housing Division.

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The correspondence requested details of any agreements the Town has with affordable housing partners.

Council and Administration agreed that there were no such current agreements in place.

Administration is to report back to the Assistant Deputy Minister Housing Division.

**Motion 10.a**

Moved by Councillor Paul Webb that Council directs Administration to respond to the information request submitted by David Williams, Assistant Deputy Minister Housing Division.

**MOTION CARRIED UNANIMOUSLY**

**11. REPORTS**

**Agenda item 11.a CAO's Report**

CAO Arno Glover provided Council with an overview of the items included within the CAO's report.

**Motion 11.a**

Moved by Councillor Randy Brown that Council accepts the submitted CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 11.b Council Committee Reports**

No reports submitted.

**Agenda item 11.c Society & Other Reports**

Reports submitted as follows:

- Red Deer Regional Emergency Management Partnership (minutes of meeting of Sept 19, 2024).
- Parkland Fuel Corporation fact sheet.
- Expanding Horizons Society (minutes of October 1, 2024 meeting).

**Motion 11.b**

Moved by Councillor Randy Brown that Council accepts the submitted reports as information.

**MOTION CARRIED UNANIMOUSLY**

**12. MEETING ADJOURNMENT**

**Motion 12.a**

Moved by Councillor Wayne Milaney at 8:34 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

\_\_\_\_\_  
**Mayor**  
**Robb Stuart**

\_\_\_\_\_  
**CAO**  
**Arno Glover**



**Town of Bowden – Special Council Meeting  
held on Wednesday 23 October 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

Mayor Robb Stuart called the meeting to order at 7:00pm.

<b>PRESENT</b>	Mayor	Robb Stuart	(Chair)
	Councillor	Sandy Gamble	
	Councillor	Paul Webb	
	Councillor	Randy Brown	
	Councillor	Marie Flowers	
	Councillor	Wayne Milaney	
	CAO	Arno Glover	
	ISL Engineering	Becky Sexton	
	ISL Engineering	Patricia Baranoski Klinger	

**ABSENT** Councillor Deb Coombes

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

**Motion 2.a**

Moved by Councillor Paul Webb that Council adopts the agenda as presented.

**MOTION CARRIED UNANIMOUSLY**

**3. CLOSED SESSION OF COUNCIL (“in camera”)**

**Agenda item 3.a Property Matter**

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 3.a.**

Moved by Councillor Paul Webb at 7:01pm that Council moves to an “in-camera” session.

**MOTION CARRIED UNANIMOUSLY**

**Motion 3.b.**

Moved by Councillor Marie Flowers at 7:52pm that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

**There was no motion made with regard to Agenda item 3.a**

**4. MEETING ADJOURNMENT**

**Motion 4.a**

Moved by Councillor Marie Flowers at 7:53pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Minutes signed by:**

\_\_\_\_\_  
Mayor  
Robb Stuart

\_\_\_\_\_  
CAO  
Arno Glover

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 6.a / 6.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Council Resolutions Follow Up

Matters arising from past minutes (updated text in red).

**Content:****6.a Bowden Hotel**

The CAO has requested an update from the Manager of Unclaimed Property, Alberta Treasury Board & Finance.

To date a response has not been received.

The last correspondence received on this matter stated:

- *The demolition project is complete*
- *A subsequent environmental site assessment undertaken by Infrastructure did not reveal any exceedances or other concerns*
- *The title will need to be cleared from registered interests ie. caveats, mortgages*
- *Infrastructure will then take the title for sale. There are still appraisals and internal approvals process.*
- *First offer to the Town at market value (only for municipal purposes) which we anticipate around fall 2024*

**6.b Council Resolutions Requiring Follow Up Action** (for information only)

A summary of past Council resolutions that require follow up action is attached.

Administration submits the revised document for Council to review.

## Town of Bowden COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 18 October 2024)

Meeting Date	Resolution	Action By Whom	Date back to Council
12 Sept 2022	<b>Bowden Hotel (Business Arising)</b> Request made by MF to keep item indefinitely on agenda – request only - no resolution made <span style="color: red;">CAO email request sent to Provincial Government 16 October</span>	CAO	ongoing
24 Apr 2023	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	ongoing
26 Jun 2023	<b>Water &amp; Wastewater Connections</b> Matter to be b/fwd in future discussions on capital asset planning	CAO	ongoing
14 Aug 2023	<b>Annexation of Lands</b> Motion 6.a Administration to formally advance the development proposal Final version of Negotiation Report to submit to Council for review at RCM 23 Sept 2024 <span style="color: red;">Report sent to Land &amp; Property Rights Tribunal</span>	CAO	ongoing
25 Jun 2024	<b>Additional Streetlights</b> Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 <sup>st</sup> Street Quotation received from Fortis October 3, 2024 – <span style="color: red;">Quotation signed and returned to Fortis</span>	CAO	In progress
25 Jun 2024	<b>Streetlight Audit</b> Motion 6.b Administration to request streetlight audit of the Town in fall 2024	CAO	requested
25 Jun 2024	<b>Bylaw Enforcement</b> Motion 6.c Administration to explore further options regarding bylaw enforcement	CAO	ongoing
12 Aug 2024	<b>ATCO Gas Franchise Agreement</b> Motion 8.a Distribution Fee to remain at 22% for 2025 Advertisement placed in Albertan Newspaper as required by AUC. No responses received directly by the Town – ATCO Gas informed by email <span style="color: red;">No further update received to date from either AUC or ATCO Gas.</span>	CAO	In progress
26 Aug 2024	<b>Firehall Flag Poles</b> Motion 8.c Administration to liaise with RDC Protective Services	CAO	ongoing
15 Oct 2024	<b>Financial Assistance Requests</b> Motion 8.a CAO has contacted organizations who have submitted applications	CAO	ongoing
15 Oct 2024	<b>Affordable Housing Partners</b> Motion 10.a CAO has responded to request made by Assistant Deputy Minister.	CAO	<input checked="" type="checkbox"/>



**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda items 6.a and 6.b as information.

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 6.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**Content:**

**6.c Key Dates** *(for information only)*

- November 4 – 7**      **Rural Municipalities of Alberta Fall Conference**  
**(Edmonton Convention Centre)**
- November 6**      **Bowden Grandview School Remembrance Day Ceremony**
- November 13**      **Central Alberta Elected Officials Friends & Food Event**  
**(5:00pm Field & Forge Brewing)**  
**2 responses received - rsvp required by November 7**
- November 21**      **CAEP Fall General Meeting (Heritage Ranch, Red Deer (9:00am))**
- December 7**      **Christmas Party – Paterson Community Hall**
- December 13**      **Christmas Festival (4:00pm tbc Igloo Arena)**
- 2025**
- January (date tbc)**      **RCMP Open House**

**Alberta Municipalities**

- March 5, 2025**      **President’s Summit on Civility (Westin Hotel, Edmonton)**
- March 6 & 7, 2025**      **Spring Municipal Leaders Caucus (Westin Hotel, Edmonton)**
- May 1 & 2, 2025**      **Public Risk Conference (Location TBD)**
- June 11, 12, 25 & 26, 2025**      **Summer Municipal Leaders Caucuses (Various locations)**
- November 12 to 14, 2025**      **Alberta Municipalities Convention and Trade Show**  
**(Calgary TELUS Convention Centre)**

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda items 6.c as information.

2024 **FALL**  
**GENERAL MEETING**



**Thursday,  
November 21**

Doors Open: 9:00am



Heritage Ranch, Red Deer



Community updates, keynote speakers & more!



Open to CAEP Members & the general public



<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 6.d / 6.e
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b>

Matters arising from past meetings.

**Content:**

**6.d Communications Tower** *(for information only)*

Administration has requested from Red Deer County an update on the following:

- i. progress in regard to the Consent & Access Agreement,
- ii. in regard to the land parcel, whether the Town needs to have in place either an access caveat and / or a land lease agreement,
- iii. what agreement is required regarding who is responsible for decommissioning the tower if / when it is no longer required,
- iv. a date as to when the construction work is due to commence.

In an email dated 24<sup>th</sup> October RDC stated:

- construction on the Tower is scheduled to begin the first week in November – this should take approximately 2 weeks.
- the access agreement will be signed and returned,
- a lease agreement has been requested from Rural Connect (as they have a template).

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda item 6.d, as information.

**6.e Land Annexation** *(for information only)*

Administration has spoken to a case manager at the Land & Property Rights Tribunal.

The information provided is currently under review.

The application checklist is extensive, in terms of the information required and it is therefore likely that further information will be requested (including a processing fee).

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda item 6.e, as information.

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 6.f
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Alberta Munis Information Newsletter

Matters arising from past meetings

**Content:**

**6.f Affordable Housing** *(for information only)*

Administration submitted to Council during the RCM of 15<sup>th</sup> October correspondence received from the Assistant Deputy Minister with regard to Affordable Housing.

Administration provides to Council further information concerning the designation / definition of "affordable housing" as provided by Alberta Municipalities.

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda item 6.f, as information.



# IMPACT OF EXEMPTING AFFORDABLE HOUSING FROM PROPERTY TAX

[Home](#) / [News](#) / Impact of Exempting Affordable Housing from Property Tax

[← News](#)

ABmunis wants to hear from you about how exempting affordable housing from property taxes will affect your municipality.

Bill 20, the ***Municipal Affairs Statutes Amendment Act***, was passed in May 2024. One of the many changes brought about by this legislation is the full exemption of non-profit subsidized affordable housing from property taxation, starting in the 2025 tax year.

The ***Alberta Housing Act*** defines “affordable housing accommodation” as “a housing accommodation designated by the Minister of Seniors, Community and Social Services as an affordable housing accommodation.” Any residences that are designated by the Minister of Seniors, Community and Social Services as “affordable housing accommodations” will automatically be exempt from municipal taxation. ***Ministerial Order 2024-11*** further requires that to be designated as “affordable housing”, a housing accommodation must:

- Be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality
- Have rental rates which are below market rates
- Be owned or operated by a not-for-profit organization.

Note that a municipal council will be enabled, by bylaw, to make affordable housing accommodations subject to municipal property taxes. However, the property will remain exempt from paying provincial requisitions regardless of whether council makes the property subject to municipal taxation by bylaw.

So, please let us know how much tax revenue would your municipality lose as a result of this change. Does your municipality plan to pass a bylaw to require affordable housing accommodations

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 6.g
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b>

Matters arising from past meeting (updated text in red).

**Content:**

**6.g Grants & Donation Policy (Financial Assistance Request)**

**(i) Community Christmas Meal**

An application has been received from the organizer of the "Community Christmas Meal" an event that is held in the Bowden Event Centre (scheduled for 24<sup>th</sup> December).

The sum of \$800.00 has been requested to support the cost of the 3<sup>rd</sup> Annual Christmas Meal.

This is a free meal for Town residents (either as a sit in or takeaway).

In 2023, 137 meals were served.

**(ii) Update**

During the RCM of October 15, Council requested that Administration provide further information with regard to other sources of funding for this event.

The CAO and CFO in a meeting with the organizer of the event obtained further information regarding the cost of the event and other funding sources.

This information will be provided verbally by the CAO during the Council meeting.

Administration requests that Council further reviews the request made for Financial Assistance.

**(iii) Suggested Alternative Motions**

Motion by Councillor \_\_\_\_\_ that Council approves a donation of \$800.00 as requested by the organizers of the Community Christmas Meal.

or

Motion by Councillor \_\_\_\_\_ that Council approves a donation of \$\_\_\_\_\_ to the Community Christmas Meal.

or

Motion by Councillor \_\_\_\_\_ that Council accepts the financial assistance request as information.

<b>Regular Council Meeting:</b> October 28, 2024	<b>Agenda Item:</b> 7.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Noise Control Bylaw 07 / 2024

**Noise Control Bylaw 07 / 2024****7.a.(i) Introduction**

The attached draft bylaw is submitted to Council as a Request for Decision.

Noise Control Bylaw 07 / 2024 is submitted to Council for third and final reading.

**7.a.(ii) Background**

Administration submitted to Council the first draft of Noise Control Bylaw 07 / 2024 during the RCM of 26<sup>th</sup> August, 2024.

The existing Noise Control Bylaw (passed in 2001) has been updated in order to reflect current requirements that aim to:

- i. ensure that bylaws remain appropriate, relevant, and meaningful,
- ii. create more readable documents with clearly defined definitions and terms,
- iii. remove ambiguity and to assist in interpretation and enforceability.

**7.a.(iii) Amendments made to Noise Control Bylaw during first reading**

During first reading of the bylaw Council requested that clause 5.9 and clause 5.10 be removed.

These clauses are reproduced below and were removed from the second draft of the bylaw.

**5.9**

*The Town may, upon giving reasonable notice of time to a person or owner or occupant, may enter any private, retail, or commercial premise to carry out an inspection, enforcement, remedy, or any action authorized or required by either, order, enactment, or this bylaw (as provided for in Part 13, Division 4, Enforcement of Municipal Law of the MGA).*

**5.10**

*Town Officials may in certain circumstances seize and confiscate any noise making equipment, devices, or items dependent upon the context, nature, and severity of the matter.*

Noise Control Bylaw 07 / 2024 received first reading of Council on 26<sup>th</sup> August 2024.

**7.a.(iv) Second Reading**

Council further reviewed the draft bylaw and gave second reading without further amendment.

Noise Control Bylaw 07 / 2024 received second reading of Council on 23<sup>rd</sup> September 2024.



Town of Bowden  
Box 338, 2101 20<sup>th</sup> Ave  
Bowden, Alberta, T0M 0K0

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**Town of Bowden – Province of Alberta**  
**NOISE CONTROL BYLAW**  
**07 / 2024 (third reading of Council)**

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**Whereas** the Municipal Government Act, RSA2000, Chapter M-26 provides that Council may pass bylaws for municipal purposes respecting the following matters:

- i. safety, health and welfare of people, and the protection of people & property,
- ii. people, activities, and things in, on or near a public place or place that is open to the public,
- iii. nuisances,
- iv. transport and transportation systems.

**And whereas** the Municipal Government Act authorizes a municipality to pass enactments that:

- i. provide for the enforcement of bylaws,
- ii. impose penalties, fees, and charges,
- iii. allow for the remedying of contraventions of bylaws,
- iv. provide for inspections to determine if bylaws are being complied with,
- v. provide for a system of licences, permits or approvals (including the imposition of terms and conditions that must be satisfied in order to receive or keep such licences, permits or approvals).

**And whereas** the Traffic Safety Act, RSA2000, Chapter T-6 provides that the Council of a Municipality may pass bylaws with respect to highways under its direction, control, and management including but not limited to:

- i. use of highways,
- ii. parking of vehicles,
- iii. vehicle noise,
- iv. impounding vehicles.

**And whereas** it is deemed expedient and desirable for the Town of Bowden to prohibit certain activities in order to maintain standards of public order in order to ensure the right to quiet peaceful enjoyment of all residents within the Municipality:

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

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**1 SHORT TITLE**

This bylaw may be known as, and cited as, the "Noise Control Bylaw".

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## 2 PURPOSE

To promote responsible neighbourly behaviour and to provide and establish by bylaw regulations for the control of noise, and other matters that may adversely affect reasonable standards of living and so as to maintain standards of public order ensuring residents enjoy a right to quiet peaceful enjoyment within the Municipality.

## 3 DEFINITIONS

In this bylaw the following definitions apply:

### **Acceptable**

Means to satisfy a tolerable, satisfactory, or socially agreeable requirement or standard.

### **Authorized Person**

Means any person appointed to act on behalf of the Town of Bowden.

### **Bylaw**

Means this bylaw, and all other Town bylaws made pursuant to the authority of the MGA, and includes any regulation, enactment or policy made pursuant to the authority of this or any other Town bylaw.

### **CAO (Chief Administrative Officer)**

Is the person appointed by Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

### **Designated Officer**

Means a person to whom the CAO has delegated powers, duties or functions as permitted under the authority of the MGA or any other person with powers enabled under any other order or enactment, including but not limited to:

- a) any person appointed by the Town as a Bylaw Enforcement Officer,
- b) a Red Deer County Inspector or Officer empowered under an intermunicipal collaboration agreement,
- c) any Inspector appointed by a Minister with responsibilities defined or authorized under enactment,
- d) any person by virtue of appointment to another office, including but not limited to, RCMP Officers, Customs & Excise Officers, a Peace Officer (contracted or otherwise), a Sheriff or Fish & Wildlife Officer.

### **Excessive**

Means an amount too great to be considered reasonable or acceptable, ie: exceeding what is usual, proper, necessary, or normal.

### **Highway**

Means means a highway as defined by the Traffic Safety Act, RSA2000, c. T-6 including, but not limited to:

- a) a thoroughfare, street, road, service road, trail, avenue, parkway, driveway, lane, alley, square, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use,
- b) a sidewalk, including a boulevard or easement adjacent to the sidewalk,
- c) any ditch or culvert that lies adjacent to and parallel with the highway.

### **MGA**

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



**Municipality**

Means the Town of Bowden.

**Noise**

Means sound, which in the opinion of the CAO or a Designated Officer of the Town, with regard to all contributing factors and circumstances including the time of day and the nature of the activity generating the sound, which is likely to unreasonably annoy or disturb a person(s) or to injure, endanger or detract from the comfort, health, peace, or safety of residents or other persons within the Town.

**Nuisance**

Means any act or deed, or omission, or thing, which in the opinion of the CAO, or Designated Officer is, or could reasonably be expected to be annoying, harassing, unpleasant, troublesome, destructive, harmful, inconvenient, or injurious to another person and / or their property, including but not limited to:

- a) any activity that unreasonably interferes with the use and enjoyment of any public place, building, park, or highway,
- b) any activity that unreasonably interferes with the use and enjoyment of a private property,
- c) any activity that causes injury or harm to the health, comfort, or convenience of an occupier of a public or private property.

**Occupant**

A person (other than an owner) occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings either as a tenant or lessee for the purpose of residential or commercial activity under agreement with the owner of the land or property or buildings.

**Owner (of a Property / Premise)**

Means the person who is:

- a) the registered / legal owner of a property or premise,
- b) an authorized occupier of a property or premise,
- c) the person who has lawful possession of a property or premise,
- d) the person who has the right to exercise control over a property or premise,
- e) in control or development of a property or premise under construction.

**Person**

A person occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings or an animal or a vehicle and includes:

- a) an individual (resident / non-resident or visitor),
- b) a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation,
- c) unless the context otherwise requires, this does not include the Town.

**Power Tool**

Includes any tool powered by an engine, or motor or battery or compressed air.

**Premise**

Means any building or structure or any part of portion of a building or structure, including any land used in connection with that building or structure for the purposes of:

- a) providing parking for vehicles,
- b) displaying or storing vehicles, equipment or other articles or things,
- c) enhancing the appearance or use of the building or structure,
- d) carrying out activities that are ancillary to the activities carried in or on that building or structure.

**Property**

Means:

- a) any public or private land,
  - b) any building or structure (either residential or non-residential / occupied or unoccupied),
  - c) both or part of a) & b),
- situated within the Municipality.

**Provincial Offences Procedure Act**

Means the Provincial Offences Procedure Act, RSA2000, Chapter P-34.

**Public Property (or Public Place)**

Means any place within the Town to which the public may have either express or implied public access including, but not limited to, a highway, street, road, trail, lane, alley, sidewalk, boulevard, school, playing field, park, playground, public building and / or any fixture or object located in a public place.

**Pursuant to**

Means to execute, carry out or investigate an activity in accordance with the requirements of a statute, ruling, policy, order, or request.

**Reasonable (unreasonable)**

Means to satisfy a tolerable, satisfactory, or agreeable requirement or standard or to satisfy the time by which an action must be carried out.

**Red Deer County**

Means the municipal corporation of Red Deer County in the Province of Alberta.

**Remedial Order (or order)**

An order to remedy contraventions issued in accordance with sections 545 & 546 of the MGA.

**Residential District**

Means an area (as defined by the Town of Bowden Land Use Bylaw) zoned as R1, R1A, R2, R3, R4 and PFR.

**Sound Equipment**

Means any sound amplification device, (including but not limited to, radio, television, music system, public address system).

**Specific Penalty**

Means an amount payable in respect of offences in accordance with this bylaw.

**Town**

Means the municipal corporation of the Town of Bowden in the Province of Alberta.

**Unacceptable**

Means to not satisfy a tolerable, satisfactory, or socially agreeable requirement or standard.

**Vehicle**

Means any device in, on or by which a person or thing may be transported or drawn on a highway, including, but not limited to, passenger cars, commercial vehicles, recreational vehicles, self-propelled vehicles, restricted use vehicles, farm equipment, construction equipment (wheeled or tracked), school buses, trailers, all-terrain vehicles, off highway vehicles, utility terrain vehicle, motorcycles, bicycles, and electric vehicles.

**Vehicle Noise**

Means any sound or noise caused by or emanating from a vehicle that is excessive, unacceptable or which creates a nuisance including but not limited to:

- a) the squealing of tires,
- b) the revving of an engine,
- c) loud acceleration,
- d) loud or excessive noise,
- e) sound from a music system, radio or speaker system.

**Words (interpretation)**

- a) "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- b) "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- c) "shall" is to be interpreted as "must".
- d) "should" is to be interpreted as a recommended (desirable, not required to conform).
- e) "Including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

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**4 GENERAL PROVISIONS & PROHIBITIONS****4.1 General****4.1.1**

No person shall make, continue to make, cause, permit, or allow any unacceptable or excessive noise that is likely to annoy or disturb a person(s) or to injure, endanger or detract from the comfort, health, peace, or safety of other persons within the Town.

This includes, recreational, occupational, promotional, DIY, construction, industrial and vehicle noise except where temporarily approved, relaxed, or permitted by the CAO / Town.

**4.1.2**

No person, either owner or occupant, shall permit property to be used (that they own or occupy) so that an unacceptable or excessive noise is created that would create a nuisance.

**4.1.3**

No person shall conduct or promote any activity in, on, near to, or in view of, any public property, public place or private property that in doing so creates unacceptable noise.

**4.1.4**

No person shall promote any public event, performance, concert, or exhibition that may generate unacceptable levels of noise without the written permit or authority of the CAO.

**4.1.5**

No person shall use, operate, permit, or allow to be used any sound equipment, loudspeaker system, public address system or other broadcasting system so as to create an unacceptable or excessive noise or disturbance, or nuisance, whether indoor, outdoors or on private or public property.

**4.1.6**

Air Conditioning & HVAC systems in either domestic or commercial properties must be properly maintained and operated in a normal manner so as not to create any excessive noise.

## **4.2 Vehicles**

### **4.2.1**

No person shall use, operate, permit, or allow to be used any vehicle so as to create an unacceptable or excessive noise or disturbance whether on private or public property, including but not limited to, repair / maintenance work, revving the engine, engine retarder brakes, or from sound equipment installed within the vehicle.

### **4.2.2**

A person who owns, occupies, or who has control of a vehicle must not at any time allow the vehicle to remain continuously running for longer than 20 minutes when it is stationary in a residential district.

### **4.2.3**

No person may conduct any repair work on a vehicle, including but not limited to mechanical repairs, welding or modifications in a residential district so that it creates a nuisance or unacceptable level of noise.

### **4.2.4**

No person may activate or apply engine retarder brakes within Town limits.

## **4.3 Industrial / Construction / Maintenance Noise**

### **4.3.1**

No person shall use, operate, permit, or allow to be used any hand tool, power tool, garden tool (including but not limited to, lawnmowers, tillers, leaf blowers), machinery, or equipment (including but not limited to, snow blowers, compressors, and generators), so as to create an unacceptable or excessive noise or disturbance during the hours of 10:00pm until 8:00am during any day.

### **4.3.2**

Private contractors carrying out snow removal must ensure that noise abatement practices are followed between the hours 10.00pm and 8.00am in a manner that is least disruptive to residents.

Snow removal between the hours of 6:00am and 8:00am is allowed in Commercial and Industrial designated land use districts (ie: nonresidential areas) including major highway and main road routes.

### **4.3.3**

In the operation or carrying out of an industrial activity the person / organization operating or carrying on the activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

## **4.4 Animal Noise**

Animal noise restrictions are addressed through the provisions of the Town's Animal Control Bylaw.

## **4.5 Exceptions**

### **4.5.1**

The regulation of noise, does not apply to:

- i. Town / Council approved operations and procedures,
- ii. the temporary relaxation of any provision of this bylaw authorized by the CAO or a Designated Officer due to special circumstances, (for example, the operation of snow removal equipment within a 48-hour period following a heavy snowfall, etc),
- iii. the temporary relaxation of any provision of this bylaw by the CAO or a Designated Officer for approved special events, (including but not limited to, parades, firework displays, concerts, rodeo events, etc),

- iv. Town operations or emergency work carried out by the Town or contractors employed by the Town,
- v. emergency service vehicles, (whether responding to an emergency or training),
- vi. commercial equipment, including but not limited to, excavators or bobcats while operating in the normal course of their work or bona fide activity,

#### 4.5.2

The regulation of noise, does not apply to the operation of an industrial or commercial activity where the activity is one which:

- i. is an approved permitted use,
- ii. is an approved discretionary use,
- iii. the temporary relaxation of any provision of this bylaw authorized by the CAO due to special circumstances,

providing noise levels are not greater than what is necessary or customary in the normal method or process of performing or carrying on of that industrial or commercial activity, and, all necessary permits, licenses, and approvals have been obtained in accordance with any other enactment or Town bylaw.

#### 4.5.3

The regulation of noise, does not apply to persons using domestic equipment (lawnmowers, snow blowers, hand tools) only if:

- i. the noise is of a temporary or intermittent nature,
- ii. the equipment is properly maintained and operated in a normal manner for that type of equipment,
- iii. the noise does not occur between the hours of 10:00pm until 8:00am.

#### 4.5.4

The regulation of noise, by the provisions of this bylaw, does not apply to:

- i. Federal or Provincial agencies,
- ii. noise created by vehicles as traffic on Provincial highways,
- iii. railway related noise created by Canadian Pacific Railway (and their sub-contractors).

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## 5 DESIGNATION OF AUTHORITY

### 5.1

Council authorizes the CAO to conduct all actions necessary in order to fulfill the responsibilities and duties legislated under any statutory enactment, regulation, order, this bylaw, or any other Town bylaw.

### 5.2

Without limitation, The CAO is empowered to provide for:

- i. administering the enforcement of the provisions of this bylaw,
- ii. granting licenses, approvals and permissions as set out in this bylaw,
- iii. approving exemptions to this bylaw
- iv. imposing penalties or waiving penalties where appropriate or necessary
- v. undertaking additional actions as deemed necessary in the public interest.
- vi. any action or decision deemed as being reasonably practicable.

The provisions within any section of this bylaw where relevant do not apply in cases where there is a temporary relaxation of any provision made by the Town CAO or a Designated Officer due to special circumstances or other special arrangements.



**5.3**

The Town may establish rates, charges, penalties, or fees for any costs incurred or material used for remedial purposes including non-specific infractions of any part of this bylaw

**5.4**

The CAO may delegate powers to Designated Officers as deemed appropriate or necessary.

**5.5**

No person may obstruct, interfere with, or hinder any official, the CAO, or a Designated Officer of the Town, in the carrying out of their duties and responsibilities under this bylaw, or any other enactment, order, or Town bylaw.

**5.6**

A Designated Officer may conduct patrols within the Town for the purpose of enforcing the provisions of this bylaw.

**5.7**

The CAO may declare any activity where noise is generated to be deemed as being:

- i. a nuisance,
- ii. unacceptable,
- iii. excessive,
- iv. unreasonable,

as necessary, or appropriate, in order to fulfill the provisions of this bylaw or to act responsibly in the best interests of the community.

**5.8**

Consideration on what determines unacceptable or excessive noise includes:

- i. the type, volume, and duration of the sound / noise,
- ii. the time of the day and day of the week,
- iii. proximity of the sound to other sleeping facilities, whether residential or commercial,
- iv. the nature and use of the surrounding area,
- v. whether the sound is recurrent, intermittent, or constant,
- vi. any other relevant factor.

**5.9**

The Town may issue a written warning that:

- i. directs a person to take action to remedy any contravention of this bylaw,
- ii. states the action the Town will take to remedy the contravention.

This may lead to the issue of:

- i. a specific penalty for contravention of a provision or for an offence as identified within this or any other Town bylaw,
- ii. an unspecified administrative penalty for infractions of any part of provision of this bylaw,
- iii. the issue of a remedial order to remedy the infraction (in accordance with Part 13, Division 4, Enforcement of Municipal Law of the MGA),
- iv. civil proceedings through the courts,
- v. any or all of i) to iv) above.

**5.10**

Not every matter can be addressed through regulation within this bylaw.

In the interest of minimizing any misunderstanding and maintaining harmonious community relationships, all persons should liaise directly with the Town on any noise related matter that may create a nuisance or adversely affect community living.

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## **6 DELEGATION OF AUTHORITY**

Section 708 of the MGA allows for an Intermunicipal Collaboration to provide for the delivery and funding of intermunicipal services.

The Town of Bowden and Red Deer County have entered into a Municipal Services Agreement that allows Red Deer County to provide the following services:

- i. Fire & Rescue,
- ii. Weed Control,
- iii. Road Maintenance,
- iv. Road Traffic Enforcement,
- v. Bylaw Enforcement,
- vi. Building Safety & Fire Codes.

Red Deer County Officers are empowered under the joint Municipal Services Agreement and this bylaw to conduct all actions necessary in order to fulfill the responsibilities and duties legislated under any statutory enactment, regulation, order, this bylaw, or any other Town bylaw or Town policy where applicable or relevant within the Town of Bowden municipal boundaries.

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## **7 LIABILITY & APPEAL**

### **7.1**

No action for damages shall be taken against the Town or any Designated Officer acting under the authority of this bylaw or the enforcement of the provisions of this bylaw or any other statutory enactment or order.

### **7.2**

Any penalty or order issued under this bylaw shall not affect or remove in full or part any liability for claims or damages that may arise under a civil action brought to a Court in relation to an offence committed under this bylaw or any other enactment.

### **7.3 Right of Appeal**

Any person who considers themselves to be aggrieved by a decision of the CAO (or a Designated Officer of the Town) made under this bylaw may appeal the decision in accordance with the appeal procedures stated within Bylaw Enforcement Policy 05 / 2023.

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## **8 APPLICABILITY**

### **8.1**

This bylaw applies to all persons present within the Town.

### **8.2**

No person shall obstruct, hinder, or interfere with any person while exercising or performing their duties or powers pursuant to the provisions of this bylaw, or any other enactment.

**8.3**

Exceptions (either permanent or temporary) to any provision within this bylaw:

- i. are at the discretion of the CAO, due to special circumstances, arrangements or need,
- ii. are as stated in this bylaw,
- iii. may apply to any Designated Officer or person acting under authority, or agreement or in the normal course of their official duties, for example: Peace Officers, RCMP, Fire Department.

**8.4**

Any person who contravenes any provision of this bylaw, by negligence, or by doing any act or thing which is prohibited, or by failing to do any act or thing that is required, is guilty of an offence in accordance with this bylaw or any other enactment.

**8.5**

Under Provincial legislation (Provincial Offences Procedures Act), the provision of the Criminal Code extends liability beyond the person who committed the offence as follows:

Persons are deemed party to an offence who:

- i. actually commit the offence,
- ii. do anything for the purpose of aiding a person to commit an offence, or,
- iii. abet any person in committing an offence.

**8.6 Proof of Exception**

In cases where a person alleges that an exception to the provisions of this bylaw applies, the burden of proof remains with that person, on a balance of probability.

**8.7**

Nothing in this bylaw (either by inclusion or omission) exempts any person from any statutory enactment, regulation, code, or Ministerial Order, including but not limited to the:

- i. Criminal Code of Canada,
- ii. Municipal Government Act, RSA2000, Chapter M-26,
- iii. Traffic Safety Act, RSA2000, Chapter T-6, (and all Regulations part of),
- iv. any other applicable or relevant Town of Bowden Bylaw, policy, directive, or order.

**8.8**

All references in this bylaw to an act, statute, regulation, or other bylaw refer to the current version of that enactment, as amended or replaced from time to time including all successor legislation.

**8.9**

All schedules attached to this bylaw form part of this bylaw.

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**9 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.

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**10 BYLAW PRECEDENCE**

This bylaw supersedes and takes precedence over all previously passed bylaws that make reference to matters of noise and noise control.

Noise Control Bylaw 12-2001 and all amendments thereto are hereby repealed

This bylaw will come into effect on the final day of passing and signature thereof.

**Read a first time in open council this                    26 day of August 2024,**  
**Read a second time in open council this                23 day of September 2024,**  
**and finally passed by majority consent of the Councillor's present.**  
**Read a third time in open council this                \*\* day of \_\_ 2024 \_\_,**

\_\_\_\_\_  
Robb Stuart, Mayor

\_\_\_\_\_  
Arno Glover, Chief Administrative Officer

## Noise Control Bylaw SCHEDULE A Enforcement & Penalties

**A1**

Any contravention of any provision of this bylaw may be enforced by the provisions contained within the MGA (Division 4, Enforcement of Municipal Law), the Provincial Offences Procedures Act, R.S.A. 2000 Chapter P-24 or any other enactment or order where valid and enforceable.

**A2**

Any person who:

- i. contravenes a provision of this bylaw is guilty of an offence,
- ii. fails to do any act or thing a person is required to do, is guilty of an offence.

**A3**

This may lead to the issue of:

- i. a verbal or written warning,
- ii. a violation ticket for a specific penalty for the contravention of a provision of this bylaw in accordance with the Provincial Offences Procedures Act,
- iii. an unspecified penalty of a variable amount of not less than \$250.00 up to a maximum of \$10000.00 for any general contravention of this bylaw as either a penalty fee, surcharge, late payment charge and / or for the compensation for damages or the recovery of costs,
- iv. any or all of i) to iii) above.

**A4**

This bylaw is enforceable either by the CAO or a Designated Officer.

**A5 Specific Penalties**

Bylaw Reference	1 <sup>st</sup> offence	repeat offence(s)
Part 4.1 General Provisions	\$250.00	\$500.00
Part 4.2 Vehicle Noise	\$150.00	\$300.00
Part 4.3 Industrial, Construction & Maintenance Noise	\$250.00	\$500.00

**A6**

All persons must rectify the circumstances which give rise to an offence within the stipulated time period. Any continuance thereafter shall be deemed to be a new (subsequent) offence incurring further additional penalties.

**A7 Administrative Penalties**

Administrative penalties are monetary penalties that are applied at the discretion of the CAO if it is determined that legislative or regulatory requirements have been contravened.

Any person who contravenes any provision of this bylaw (other than those specific penalties listed in A5) will be subject to an unspecified penalty (as stated in A3 iii) the actual amount of which will be determined and applied at the discretion of the CAO.

These penalties can vary and reflect the seriousness of the contravention.

Administrative penalties are determined by the CAO on a case-by-case basis.

Factors that are considered in deciding the amount of an administrative penalty are:

- i. the severity of the contravention and the scale of adverse effects caused by it,
- ii. the degree of willfulness or negligence in the contravention,
- iii. what steps have been taken to prevent the contravention or its reoccurrence.



Administrative penalties are intended for more serious bylaw contraventions with the maximum fine determined by the CAO subject to any maximum amount imposed by the MGA (currently \$10,000.00).

**A8**

All persons are responsible for all costs associated with the implementation of any measures taken, or required to be taken, by the Town (or any other regulatory body) to meet the provisions of this bylaw or for any,

- i. remedial action,
- ii. recovery of costs.

**A9**

Any penalty issued under this bylaw does not affect or remove in full or part any liability for damages that may arise under a civil action brought to Court in relation to an offence committed under this bylaw or any other enactment.

**A10 Enforcement.****A10.a**

A written or verbal warning informs the recipient that they are contravening a specific legislative or regulatory requirement and will recommend a course of action to achieve compliance.

A Remedial Order may be issued to remedy the infraction in accordance with section 545 of the Municipal Government Act.

Written and verbal warnings create a formal record of non-compliance and in cases where a warning is ignored or repeated this may lead to an escalated enforcement response.

**A10.b**

A bylaw violation ticket for a specific penalty for the contravention of a provision of this bylaw is a form of prosecution under the Provincial Offences Procedures Act, that allows the Town to deal effectively with easily observable cases of non-compliance.

**A10.c**

The Town's enforcement model follows a general approach (knowing, however, that each situation may have unique circumstances which may require a different approach to be taken) which is typically as follows:

- i. communication,
- ii. education,
- iii. collaboration,
- iv. compliance.

It is the policy of the Town to work considerately in collaboration with all parties on any matter that adversely affects community living in order to arrive at an effective and agreeable solution.

Our overall philosophy historically has been (and continues to be) to resolve issues or complaints received through a process of community engagement and education with the overall aim to ensure that all bylaws are followed by everyone for the benefit of all residents within our community.

**A10.d**

Reference should be made to the Town of Bowden Bylaw Enforcement Policy 05 / 2023

**Agenda item 7.a Continued****7.a.(v) Recommended Action:**

Administration recommends that Council by resolution grants third reading to Noise Control Bylaw 07 / 2024.

Motion by Councillor \_\_\_\_\_ that Council gives third and final reading to Noise Control Bylaw 07 / 2024 and is adopted accordingly and made effective once duly signed.

**7.a (vi) Future Actions:**

Upon adoption of the bylaw, Administration is to publish a copy of the bylaw on the Towns' website.

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b>

**Content:****8.a Christmas Event Paterson Community Hall**

Administration requests that Council confirm their intentions regarding this event.

The event will be held on Saturday December 7<sup>th</sup> - the \$65 ticket provides a buffet dinner and entertainment.

Town employees will not be attending this event (unless by personal choice).

**Suggested Motion**

Motion by Councillor \_\_\_\_\_ that Council provides the CAO with confirmation of numbers attending.

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Operating Revenues & Expenditures Report (YTD, 2024) 2 Water v Wastewater Comparative

## 9.a Operating Revenue & Expenditures Report

### 1 Purpose

Attached is the Operating Revenues & Expenditures Report which provides an analysis of actual performance against budget for year-to-date performance in 2024.

### 2 Background

The report provides an analysis of actual financial performance with variance analysis against budgeted forecasts.

Administration believes that the report presents a true representation of the financial operating affairs for this period.

### 3 Notable Observations

The following provides a brief explanation of notable observations particularly where actual revenues and expenditures vary materially from the forecast budgeted amounts.

#### 3.1 Revenues

- i. School Non-Residential Taxes – the exact amount of this requisition was unknown at the time the budget was passed. The actual amount collected as revenues is paid out as a requisition (expense).
- ii. Summer Temporary Students (STEP Grant). An application was made for three students however the town received grant approval for two students. The revenue received (calculated on hours worked) was \$2100.00 in total for the 2 summer students.
- iii. Cemetery revenues reflect that 4 full burials have taken place this year to date.
- iv. Arena revenues (other income) include an amount of \$5000.00 invoiced to the museum roofing contractor reference the contribution agreed in 2023.
- v. FCSS Revenues (contributions & donations) consists of monies received from the Provincial Government (Volunteer Supper \$600.00), City of Red Deer reimbursements, and community garden plot fees. For 2025 the FCSS operating budget will provide distinct revenue lines.

#### 3.2 Expenditures

- i. Payroll across all departments (including Councillor remuneration) includes the two biweekly payments made in October (4<sup>th</sup> & 18<sup>th</sup>).
- ii. Administration (Contracted Service Other) includes the HR Consultancy fees (Employee Engagement Program).
- iii. Administration (Accounting & Audit Fees) includes additional fees for the work required on Accounting standard PS3280 (Asset Retirement Obligations).
- iv. Public Works (Payroll) includes severance pay and unbudgeted overtime payments.

- v. Public Works (Contracted Services Other) includes the subcontracted work for the removal of the burn pit debris to landfill.
- vi. Public Works (Repairs & Maintenance Other) includes the cost of new security cameras (not budgeted for).
- vii. Public Works (4 Wheel Loader) includes the unanticipated cost of welding repairs the bucket and the boom. The additional cost of a snow bucket and a replacement seat are included here.
- viii. Road Maintenance Street Sweeping - awaiting invoice.
- ix. Road Maintenance (Patching) includes additional patching to that originally estimated. In addition, there is the supply of gravel for Town use and the Bowden Event Centre included here.
- x. Road Maintenance (Street Lights) is the cost of the solar light to illuminate the Bowden Welcome sign on Heritage Drive. There was no budget for this.
- xi. Water & Pumphouse (Equipment). This includes the cost of the video camera work of the pumphouse reservoirs and the cost of the preventative maintenance on the Ford Marine Engine (fire pump). The budget allowed for the cleaning of the reservoirs however this was not deemed necessary following the camera footage.
- xii. Water & Pumphouse (Building Repairs) includes the cost of new LED lighting and a new sump pump.
- xiii. Regional Water Supplies. This is the cost of treated water purchased from MVRWSC.
- xiv. Wastewater & Stormwater (Repairs & Maintenance). This is the cost of annual preventative maintenance carried out at the lift station.
- xv. Regional Wastewater Costs (SRDRWSC). This is the cost of wastewater collection.
- xvi. FCSS (Repairs & Maintenance Building) includes repairs to the community garden storage shed and the installation of an alarm system.
- xvii. FCSS (Miscellaneous Goods & Supplies). This has previously been reported on to Council
- xviii. FCSS expenditures for Volunteer Appreciation currently exceeds budget. However, this is offset by the grant revenue received of \$600.00.
- xix. Cemetery (Repairs & Maintenance) includes the cost of a replacement headstone.
- xx. Planning & Development (Contracted Services) includes the cost of the environmental surveys to satisfy Accounting Standard 3280 (asset retirement obligations).
- xxi. Planning & Development (Planning & Legal Fees) includes the cost of the Sub Development Appeal Board hearing, and the associated legal fees reference the FOIP request.
- xxii. Recreation Arena (Repairs & Maintenance Plant Room) is the cost of replacement of 9 pressure relief valves plus additional remedial work identified by CIMCO during the plant start up.
- xxiii. Recreation Arena (Repairs & Maintenance Building) includes the cost of the arena camera and security system and the hot water boiler repair in the Olympia room.
- xxiv. Museum (Repairs & Maintenance Building) includes the cost of the outdoor light and the replacement metal siding.

NOTE: Attached is a summary of comparative of water & wastewater purchases (by volume m<sup>3</sup>).

#### **4 Recommended Motion.**

Administration requests that Council review and accepts the Operating & Expenditures report by resolution.

**Motion by Councillor \_\_\_\_\_ that Council accepts the Operating Revenues and Expenditures Report for the 2024 YTD financial year as presented.**



**Town of Bowden**  
**Operating Revenues & Expenditures (YTD End September 2024)**

		2024 Actual	Variance Actual v Budget	2024 Budget
<b>REVENUES</b>		\$	%	\$
<b>TAX REVENUES</b>				
	MUNICIPAL RESIDENTIAL TAXES	846,752.76	▶ 0.07	846,167.33
	MUNICIPAL NON-RESIDENTIAL TAXES	255,478.56	▶ 0.00	255,478.60
	MUNICIPAL FARM TAXES	67.18	▶ -89.71	652.67
	SCHOOL RESIDENTIAL TAXES	271,677.51	▶ 5.75	256,898.21
	SCHOOL NON-RESIDENTIAL TAXES	58,368.87	▶ 22.94	47,479.42
	DESIGNATED INDUSTRIAL PROPERTY TAX REQSTN	220.23	▶ 4.18	211.39
	POLICE FUNDING REQUISITION	65,985.01	▶ -0.82	66,529.00
	LATE TAX PAYMENT PENALTIES	11,664.93	▶ -2.79	12,000.00
	<b>TOTAL</b>	<b>1,510,215.05</b>	<b>▶ 1.67</b>	<b>1,485,416.62</b>
<b>OTHER REVENUES</b>				
	PROVINCIAL FINES	3,676.00	▶ -26.48	5,000.00
	FRANCHISE FEES - FORTIS ELECTRICAL	103,691.15	▶ -23.76	136,000.00
	FRANCHISE FEES - ATCO GAS	44,235.59	▶ -28.28	61,675.00
	INVESTMENT RETURNS (INTEREST EARNED)	106,293.57	▶ -6.76	114,000.00
	<b>TOTAL</b>	<b>257,896.31</b>	<b>▶ -18.56</b>	<b>316,675.00</b>
<b>GRANT REVENUES</b>				
	RED DEER COUNTY RECREATION GRANT	86,422.00	▶ 0.00	86,422.00
	MSI OPERATING GRANT	162,042.00	▶ 0.00	162,042.00
	<b>TOTAL</b>	<b>248,464.00</b>	<b>▶ 0.00</b>	<b>248,464.00</b>
<b>ADMINISTRATIVE REVENUES</b>				
	PROPERTY TAX CERTIFICATES	1,750.00	▶ 45.83	1,200.00
	BUSINESS LICENSES	2,175.00	▶ -13.00	2,500.00
	OFFICE PRINTING SERVICES	7.38	▶ -90.16	75.00
	SUMMER TEMP EMPLOY' PROGRAM (STEP) GRANT	2,100.00	▶ -87.50	16,800.00
	MISCELLANEOUS INCOME	428.00	#DIV/0!	0.00
	OTHER INCOME	659.37	▶ 559.37	100.00
	PENALTIES (ACCOUNTS RECEIVABLE)	2,051.95	▶ 310.39	500.00
	<b>TOTAL</b>	<b>9,171.70</b>	<b>▶ -56.69</b>	<b>21,175.00</b>
<b>BYLAW REVENUES</b>				
	BYLAW ENFORCEMENT FINES & PENALTIES	0.00	▶ -100.00	100.00
	<b>TOTAL</b>	<b>0.00</b>	<b>▶ -100.00</b>	<b>100.00</b>
<b>ANIMAL REVENUES</b>				
	DOG / CHICKEN LICENSES	735.00	▶ 47.00	500.00
	OTHER INCOME	0.00	▶ -100.00	50.00
	<b>TOTAL</b>	<b>735.00</b>	<b>▶ 33.64</b>	<b>550.00</b>
<b>PUBLIC WORKS REVENUES</b>				
	OTHER INCOME / SERVICE FEES	0.00	▶ -100.00	200.00
	<b>TOTAL</b>	<b>0.00</b>	<b>▶ -100.00</b>	<b>200.00</b>
<b>WATER REVENUES</b>				
	DISTRIBUTED WATER COLLECTIONS	242,439.48	▶ -20.25	304,000.00
	BULK WATER SALES	8,716.60	▶ 16.22	7,500.00
	WATER METERS & EQUIPMENT	677.60	▶ -32.24	1,000.00
	LATE PAYMENT PENALTIES	4,427.64	▶ -11.45	5,000.00
	OTHER INCOME	110.00	▶ -26.67	150.00
	<b>TOTAL</b>	<b>256,371.32</b>	<b>▶ -19.29</b>	<b>317,650.00</b>
<b>SANITARY SEWER REVENUES</b>				
	WASTEWATER COLLECTIONS	246,232.84	▶ -21.83	315,000.00
	RV DUMP	580.95	▶ -17.01	700.00
	SRDRWC SERVICE INCOME	19,560.09	▶ -27.56	27,000.00
	<b>TOTAL</b>	<b>266,373.88</b>	<b>▶ -22.27</b>	<b>342,700.00</b>
<b>SOLID WASTE REVENUES</b>				
	SOLID WASTE COLLECTIONS	53,991.30	▶ -15.37	63,800.00
	<b>TOTAL</b>	<b>53,991.30</b>	<b>▶ -15.37</b>	<b>63,800.00</b>
<b>RECYCLING REVENUES</b>				
	RECYCLING INCOME	53,033.93	▶ -24.02	69,800.00
	ELECTRONICS RECYCLING INCOME	0.00	▶ -100.00	500.00
	<b>TOTAL</b>	<b>53,033.93</b>	<b>▶ -24.56</b>	<b>70,300.00</b>



FCSS REVENUES	CITY OF RED DEER - FCSS FUNDING	66,762.90	▶ 0.00	66,762.00
	CONTRIBUTIONS & DONATIONS	1,340.04	▶ 168.01	500.00
	<b>TOTAL</b>	<b>68,102.94</b>	<b>▶ 1.25</b>	<b>67,262.00</b>
CEMETERY REVENUES	GRAVE PLOT SERVICES	4,980.00	▶ 66.00	3,000.00
	PLOTS & VAULTS SALES	1,620.00	▶ -35.20	2,500.00
	COLUMBARIUM NICHE SALES	4,102.14	▶ 105.11	2,000.00
	RED DEER COUNTY CEMETERY GRANT	5,000.00	▶ 0.00	5,000.00
	OTHER INCOME	0.00	▶ #DIV/0!	0.00
<b>TOTAL</b>	<b>15,702.14</b>	<b>▶ 25.62</b>	<b>12,500.00</b>	
ECONOMIC DEVELOPMENT REVENUES	OTHER INCOME / NEWSLETTER ADVERTISING	1,260.00	▶ 57.50	800.00
	<b>TOTAL</b>	<b>1,260.00</b>	<b>▶ 57.50</b>	<b>800.00</b>
LAND REVENUES	SALE OF LOTS	0.00	▶ #DIV/0!	0.00
	RENTAL INCOME (BILLBOARDS & PASTURE LEASE)	6,600.00	▶ 1.54	6,500.00
	TRANSFER FROM RESERVES	0.00	▶ #DIV/0!	0.00
	<b>TOTAL</b>	<b>6,600.00</b>	<b>▶ 1.54</b>	<b>6,500.00</b>
PARADE REVENUES	CONTRIBUTIONS (Ag SOCIETY)	1,000.00	▶ 0.00	1,000.00
	<b>TOTAL</b>	<b>1,000.00</b>	<b>▶ 0.00</b>	<b>1,000.00</b>
SPECIAL EVENT REVENUES	CONTRIBUTIONS / DONATIONS / SALE OF GOODS	660.00	▶ -5.71	700.00
	<b>TOTAL</b>	<b>660.00</b>	<b>▶ -5.71</b>	<b>700.00</b>
ARENA REVENUES	ARENA RENTAL INCOME	48,211.49	▶ -46.43	90,000.00
	OTHER INCOME (ADVERTISING BILLBOARDS)	6,380.00	▶ 82.29	3,500.00
	RED DEER COUNTY RECREATION GRANT	25,000.00	▶ 0.00	25,000.00
	<b>TOTAL</b>	<b>79,591.49</b>	<b>▶ -32.83</b>	<b>118,500.00</b>
PARK REVENUES	RED DEER COUNTY RECREATION GRANT	3,750.00	▶ 0.00	3,750.00
	<b>TOTAL</b>	<b>3,750.00</b>	<b>▶ 0.00</b>	<b>3,750.00</b>
LIBRARY REVENUES	RED DEER COUNTY RECREATION GRANT	1,500.00	▶ 0.00	1,500.00
	CONTRIBUTIONS & DONATIONS	0.00	▶ #DIV/0!	0.00
	<b>TOTAL</b>	<b>1,500.00</b>	<b>▶ 0.00</b>	<b>1,500.00</b>
MUSEUM REVENUES	RED DEER COUNTY RECREATION GRANT	3,000.00	▶ 0.00	3,000.00
	<b>TOTAL</b>	<b>3,000.00</b>	<b>▶ 0.00</b>	<b>3,000.00</b>
COMMUNITY HALL REVENUE	RED DEER COUNTY RECREATION GRANT	5,000.00	▶ 0.00	5,000.00
	<b>TOTAL</b>	<b>0.00</b>	<b>▶ #DIV/0!</b>	<b>0.00</b>
<b>TOTAL (ALL REVENUES)</b>			<b>▶ -7.94</b>	

## EXPENDITURES

		\$		\$
REQUISITIONS	PROVINCIAL SCHOOL EDUCATION (PUBLIC)	240,935.61	▶ 81.16	296,872.27
	PROVINCIAL SCHOOL EDUCATION (CATHOLIC)	6,599.10	▶ 87.93	7,505.36
	<b>TOTAL</b>	<b>247,534.71</b>	<b>▶ 81.32</b>	<b>304,377.63</b>
COUNCIL	HONORARIUMS & PER DIEMS (REGULAR MONTHLY)*	40,964.12	▶ 69.25	59,155.20
	EMPLOYMENT & CRA CONTRIBUTIONS	1,767.54	▶ 70.70	2,500.00
	TRAINING & DEVELOPMENT **	0.00	▶ 0.00	7,000.00
	CONFERENCE / WORKSHOP / EVENT COSTS	24,288.70	▶ 64.77	37,500.00
	MEMBERSHIP (AUMA)	2,560.30	▶ 98.47	2,600.00
	PROMOTIONS & PUBLIC RELATIONS	1,153.24	▶ 23.06	5,000.00
	LIABILITY INSURANCE	336.00	▶ 84.00	400.00
	ELECTION COSTS	0.00	▶ #DIV/0!	0.00
	MISCELLANEOUS GOODS & SUPPLIES	3,914.50	▶ 48.93	8,000.00
	GRANTS & DONATIONS	10,000.00	▶ 100.00	10,000.00
	<b>TOTAL</b>	<b>84,984.40</b>	<b>▶ 64.31</b>	<b>132,155.20</b>
ADMINISTRATION	PAYROLL	262,277.53	▶ 77.74	337,379.50
	EMPLOYMENT & CRA CONTRIBUTIONS	48,069.79	▶ 82.88	58,000.00

\* Base Honorariums & Per Diems for RCM / SCM  
 Council Committee Meetings  
 Open House Events  
 Public Hearings

\*\* eg: Strategic Planning  
 Councillor Orientation

WORKERS COMPENSATION (WCB)	7,565.57	▶ 58.20	13,000.00
TRAINING & DEVELOPMENT	0.00	▶ 0.00	1,000.00
TRAVEL & SUBSISTENCE	4,857.10	▶ 80.95	6,000.00
MEMBERSHIP FEES & CONFERENCE COSTS	4,353.03	▶ 72.55	6,000.00
POSTAGE & COURIER	5,841.17	▶ 73.01	8,000.00
TELEPHONE (LAND LINES & CELL PHONE)	4,996.55	▶ 72.41	6,900.00
ADVERTISING / PROMOTIONS / MARKETING	444.00	▶ 55.50	800.00
PERSONNEL RELATIONS	685.08	▶ 17.13	4,000.00
CONTRACTED SERVICES (IT SERVICES)	17,549.63	▶ 76.30	23,000.00
JANITORIAL & CLEANING SUPPLIES	5,220.00	▶ 73.52	7,100.00
POSTAGE	518.94	▶ 74.13	700.00
COPIER & PRINTING	10,324.52	▶ 79.42	13,000.00
INTERNET SERVICES	3,300.00	▶ 91.67	3,600.00
SECURITY & ALARMS	269.40	▶ 99.78	270.00
CONTRACTED SERVICES (FLOOR MATS)	1,687.17	▶ 74.99	2,250.00
WEBSITE & APP (HOSTING & SUPPORT)	8,868.49	▶ 98.54	9,000.00
DEBIT MACHINE	567.69	▶ 94.62	600.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	143.72	▶ 143.72	100.00
ASSESSMENT REVIEW COSTS	2,000.00	▶ 100.00	2,000.00
CONTRACTED SERVICES OTHER	3,000.00	▶ 200.00	1,500.00
ACCOUNTING & AUDIT FEES / SERVICES	36,380.00	▶ 121.27	30,000.00
LEGAL & PROFESSIONAL FEES	1,601.68	▶ 106.78	1,500.00
PROPERTY ASSESSMENT SERVICES	13,996.42	▶ 83.44	16,775.00
REPAIRS & MAINTENANCE (EQUIPMENT)	728.38	▶ 72.84	1,000.00
REPAIRS & MAINTENANCE (IT)	1,145.00	▶ 57.25	2,000.00
REPAIRS & MAINTENANCE (BUILDING)	2,057.19	▶ 102.86	2,000.00
INSURANCE	14,174.50	▶ 86.50	16,386.00
MISCELLANEOUS GOODS & SUPPLIES	4,914.57	▶ 81.91	6,000.00
UTILITIES (ELECTRIC)	3,786.37	▶ 75.73	5,000.00
UTILITIES (GAS)	2,375.41	▶ 67.87	3,500.00
TRANSFER TO CAPITAL	0.00	#DIV/0!	0.00
BANK CHARGES	1,717.40	▶ 143.12	1,200.00
CASH ROUNDING	-0.06	#DIV/0!	0.00
BAD DEBTS - PROPERTY TAXES	0.00	#DIV/0!	0.00
TRANSFER TO RSERVES	0.00	▶ 0.00	35,502.71
<b>TOTAL</b>	<b>475,416.24</b>	<b>▶ 76.06</b>	<b>625,063.21</b>

**PROTECTIVE SERVICES  
(FIRE)**

REPAIRS & MAINTENANCE (BUILDING)	63.72	▶ 1.27	5,000.00
INSURANCE (BUILDING)	1,202.00	▶ 102.10	1,177.27
UTILITIES (ELECTRICITY)	2,937.79	▶ 73.44	4,000.00
UTILITIES (GAS)	4,432.69	▶ 110.82	4,000.00
<b>TOTAL</b>	<b>8,636.20</b>	<b>▶ 60.92</b>	<b>14,177.27</b>

**EMERGENCY MANAGEMENT**

FEES & SUBSCRIPTIONS	0.00	#DIV/0!	0.00
TRAINING & DEVELOPMENT	0.00	▶ 0.00	500.00
TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
MISCELLANEOUS GOODS & SUPPLIES	37.00	▶ 1.85	2,000.00
<b>TOTAL</b>	<b>37.00</b>	<b>▶ 1.48</b>	<b>2,500.00</b>

**PROTECTIVE SERVICES  
(RCMP / RDC / BYLAW)**

TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
TRAINING & DEVELOPMENT	0.00	#DIV/0!	0.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00	▶ 0.00	60.00
TELEPHONE	63.60	▶ 42.40	150.00
CONTRACTED BYLAW ENFORCEMENT SERVICES	0.00	#DIV/0!	0.00
CONTRACTED SERVICES OTHER	0.00	▶ 0.00	200.00
ALBERTA POLICE FUNDING MODEL	65,985.00	▶ 99.18	66,529.00
RED DEER COUNTY PROTECTIVE SERVICES	4,400.00	▶ 12.02	36,600.00
LEGAL & PROFESSIONAL FEES	0.00	▶ 0.00	200.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	▶ 0.00	150.00
<b>TOTAL</b>	<b>70,448.60</b>	<b>▶ 67.81</b>	<b>103,889.00</b>

**ANIMAL**

CONTRACTED SERVICES (VETERINARY)	0.00	▶ 0.00	100.00
MISCELLANEOUS GOODS & SUPPLIES	238.96	▶ 95.58	250.00
<b>TOTAL</b>	<b>238.96</b>	<b>▶ 68.27</b>	<b>350.00</b>

**PUBLIC WORKS**

PAYROLL	186,263.06	▶ 87.17	213,681.60
PAYROLL (SUMMER STUDENTS)	21,059.60	▶ 98.96	21,280.00

EMPLOYMENT & CRA CONTRIBUTIONS	37,001.53	▶ 78.73	47,000.00
TRAINING & DEVELOPMENT	48.99	▶ 4.90	1,000.00
TRAVEL & SUBSISTENCE	60.42	▶ 20.14	300.00
TELEPHONE (LAND LINES & CELL PHONE)	1,641.41	▶ 78.16	2,100.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	▶ 0.00	100.00
ALBERTA ONE CALL SERVICES	487.53	▶ 100.10	487.06
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	363.46	▶ 90.87	400.00
SECURITY & ALARMS	625.90	▶ 90.71	690.00
INTERNET SERVICES	795.01	▶ 57.61	1,380.00
CONTRACTED SERVICES OTHER	2,435.49	▶ 1,217.75	200.00
REPAIRS & MAINTENANCE (CASE GRADER)	2,664.47	▶ 53.29	5,000.00
REPAIRS & MAINTENANCE (BOBCAT SKID STEER)	1,628.11	▶ 65.12	2,500.00
REPAIRS & MAINTENANCE (OTHER)	1,498.06	▶ 299.61	500.00
BUILDING REPAIRS & MAINTENANCE (WORKSHOP)	4,624.55	▶ 92.49	5,000.00
BUILDING REPAIRS & MAINTENANCE (GARAGE)	0.00	▶ 0.00	500.00
REPAIRS & MAINTENANCE (4 WHEEL LOADER)	8,447.32	▶ 153.59	5,500.00
BUILDING REPAIRS & MAINTENANCE (QUONSET)	137.25	▶ 27.45	500.00
REPAIRS & MAINTENANCE (STERLING TRUCK)	956.56	▶ 47.83	2,000.00
REPAIRS & MAINTENANCE F150 (2007)	21.08	▶ 2.11	1,000.00
REPAIRS & MAINTENANCE F350 (SAND / WATER TRUCK)	215.99	▶ 10.80	2,000.00
REPAIRS & MAINTENANCE F250 (2018)	43.16	▶ 4.32	1,000.00
REPAIRS & MAINTENANCE F550 (2013)	131.52	▶ 6.58	2,000.00
REPAIRS & MAINTENANCE F150 (2018)	52.89	▶ 5.29	1,000.00
REPAIRS & MAINTENANCE F150 (2019)	386.08	▶ 77.22	500.00
REPAIRS & MAINTENANCE GENERAL	0.00	▶ 0.00	500.00
EQUIPMENT RENTALS & SERVICES	0.00	▶ 0.00	400.00
INSURANCE	9,171.25	▶ 81.35	11,274.43
MISCELLANEOUS GOODS & SUPPLIES	5,204.87	▶ 94.63	5,500.00
FUEL / OIL / ADDITIVES	10,956.95	▶ 73.05	15,000.00
PERSONAL PROTECTIVE EQUIPMENT	3,116.07	▶ 89.03	3,500.00
UTILITIES (ELECTRICITY)	2,427.21	▶ 67.42	3,600.00
UTILITIES (GAS)	2,492.55	▶ 71.22	3,500.00
TRANSFER TO PUBLIC WORKS RESERVES	0.00	▶ 0.00	9,400.00
<b>TOTAL</b>	<b>304,958.34</b>	<b>▶ 82.36</b>	<b>370,293.09</b>

## ROAD MAINTENANCE

STREET SWEEPING	0.00	▶ 0.00	5,500.00
ROAD PATCHING	40,347.35	▶ 134.49	30,000.00
SNOW REMOVAL	12,965.90	▶ 51.86	25,000.00
ROAD / SIDEWALK REPAIRS	0.00	▶ 0.00	25,000.00
REPAIRS & MAINTENANCE (STREET LIGHTS)	5,985.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (STREET SIGNS)	966.22	▶ 48.31	2,000.00
INSURANCE	1,737.00	▶ 80.81	2,149.56
MISCELLANEOUS GOODS & SUPPLIES	1,867.67	▶ 93.38	2,000.00
ROAD PAINT (MATERIALS & EQUIPMENT)	1,930.33	▶ 38.61	5,000.00
SAND & GRAVEL	2,727.98	▶ 45.47	6,000.00
UTILITIES (ELECTRICITY) STREET LIGHTS	69,660.36	▶ 87.08	80,000.00
<b>TOTAL</b>	<b>138,187.81</b>	<b>▶ 75.66</b>	<b>182,649.56</b>

## WATER &amp; PUMPHOUSE

TRAINING & DEVELOPMENT	300.00	▶ 27.27	1,100.00
TRAVEL & SUBSISTENCE	34.48	▶ 3.45	1,000.00
MEMBERSHIP FEES & CONFERENCE COSTS	57.14	▶ 9.52	600.00
TELEPHONE (LANDLINE)	293.76	▶ 74.98	391.80
COMPUTERS & IT (REPAIRS & MAINTENANCE)	6,713.00	▶ 83.91	8,000.00
WATER TESTING & TESTING EQUIPMENT	502.81	▶ 50.28	1,000.00
SECURITY & ALARMS	299.50	▶ 83.33	359.40
INTERNET SERVICES	489.52	▶ 83.34	587.40
ENGINEERING & CONSULTANCY	0.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (EQUIPMENT)	5,357.82	▶ 26.79	20,000.00
REPAIRS & MAINTENANCE (BUILDING)	1,843.37	▶ 122.89	1,500.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	647.24	▶ 1.62	40,000.00
REPAIRS & MAINTENANCE (CPR)	20.00	▶ 40.00	50.00
INSURANCE	12,778.00	▶ 87.27	14,641.50
MISCELLANEOUS GOODS & SUPPLIES	317.97	▶ 5.30	6,000.00
SMALL EQUIPMENT PURCHASES	0.00	#DIV/0!	0.00
UTILITIES (ELECTRICITY)	8,592.59	▶ 71.60	12,000.00
UTILITIES (GAS)	2,457.88	▶ 49.16	5,000.00
REGIONAL WATER SUPPLIES (MVRWSC)	141,505.54	▶ 70.75	200,000.00

INFRASTRUCTURE LOAN (INTEREST)	8,482.75	▶ 100.00	8,482.75
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	28,459.03	▶ 100.00	28,459.03
BAD DEBTS (UTILITY BILLING)	-1.62	▶ -1.62	100.00
<b>TOTAL</b>	<b>219,150.78</b>	<b>▶ 62.75</b>	<b>349,271.88</b>

**WASTEWATER & STORMWATER**

TRAINING & DEVELOPMENT	0.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (NORTH LIFT STATION)	4,540.00	▶ 227.00	2,000.00
SMALL PROJECTS (SUMP PUMP PROGRAM)	317.00	▶ 6.34	5,000.00
REPAIRS & MAINTENANCE (OTHER)	138.89	▶ 6.94	2,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	4,794.09	▶ 47.94	10,000.00
EQUIPMENT RENTALS & SERVICES	0.00	▶ 0.00	100.00
INSURANCE (NORTH LIFT STATION)	780.00	▶ 147.21	529.84
MISCELLANEOUS GOODS & SUPPLIES	13.58	▶ 13.58	100.00
UTILITIES (ELECTRICITY)	5,430.73	▶ 90.51	6,000.00
UTILITIES (GAS)	552.45	▶ 69.06	800.00
REGIONAL WASTEWATER COSTS (SRDRWSC)	247,932.24	▶ 70.84	350,000.00
INFRASTRUCTURE LOAN (INTEREST)	6,538.24	▶ 100.00	6,538.24
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	22,309.82	▶ 100.00	22,309.82
<b>TOTAL</b>	<b>293,347.04</b>	<b>▶ 72.36</b>	<b>405,377.90</b>

**SOLID WASTE**

CONTRACTED SERVICES (TOWN)	3,081.55	▶ 73.37	4,200.00
CONTRACTED SERVICES (RESIDENTIAL)	31,832.09	▶ 75.79	42,000.00
REQUISITIONS	1,408.92	▶ 100.00	1,408.92
<b>TOTAL</b>	<b>36,322.56</b>	<b>▶ 76.29</b>	<b>47,608.92</b>

**RECYCLING**

CONTRACTED SERVICES (RESIDENTIAL)	18,456.35	▶ 76.90	24,000.00
<b>TOTAL</b>	<b>18,456.35</b>	<b>▶ 76.90</b>	<b>24,000.00</b>

**FCSS**

ADMINISTRATIVE SERVICES	40,587.32	▶ 80.86	50,195.60
ADMINISTRATIVE COSTS	9,993.78	▶ 74.03	13,500.00
SPECIAL FUNCTIONS & PROGRAMS	618.06	▶ 61.81	1,000.00
TRAVEL & SUBSISTENCE	734.58	▶ 36.73	2,000.00
TELEPHONE	581.87	▶ 85.57	680.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	▶ 0.00	600.00
FCSS COMMUNITY CAPACITY / PROGRAMS	2,746.72	▶ 91.56	3,000.00
INTERNET SERVICES	1,265.00	▶ 91.67	1,380.00
JANITORIAL & CLEANING SUPPLIES	1,080.00	▶ 75.00	1,440.00
REPAIRS & MAINTENANCE (EQUIPMENT)	224.46	▶ 74.82	300.00
REPAIRS & MAINTENANCE (BUILDING)	2,116.10	▶ 211.61	1,000.00
INSURANCE	678.00	▶ 71.37	950.00
MISCELLANEOUS GOODS & SUPPLIES	4,244.25	▶ 169.77	2,500.00
GOODS & SUPPLIES (VOLUNTEER SUPPER)	1,765.79	▶ 98.10	1,800.00
GOODS & SUPPLIES (VOLUNTEER MILEAGE)	0.00	▶ 0.00	100.00
GOODS & SUPPLIES (VOLUNTEER APPRECIATION)	856.93	▶ 190.43	450.00
DONATIONS	400.00	▶ 200.00	200.00
UTILITIES (ELECTRICITY)	1,540.81	▶ 73.37	2,100.00
UTILITIES (GAS)	1,929.57	▶ 77.18	2,500.00
REQUISITIONS (CITY OF RED DEER)	0.00	▶ 0.00	13,271.66
<b>TOTAL</b>	<b>71,363.24</b>	<b>▶ 72.11</b>	<b>98,967.26</b>

**CEMETERY**

CONTRACTED SERVICES (WEED CONTROL)	1,140.00	▶ 95.00	1,200.00
CONTRACTED SERVICES (BURIALS)	1,950.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (GENERAL)	7,070.95	▶ 141.42	5,000.00
MISCELLANEOUS GOODS & SUPPLIES	700.00	▶ 35.00	2,000.00
DONATIONS (CEMETERY ASSOCIATION)	2,000.00	▶ 100.00	2,000.00
<b>TOTAL</b>	<b>12,860.95</b>	<b>▶ 126.09</b>	<b>10,200.00</b>

**PLANNING & DEVELOPMENT**

CONTRACTED SERVICES (INSPECTIONS)	17,000.00	▶ 141.67	12,000.00
PLANNING & LEGAL FEES	6,149.97	▶ 1,229.99	500.00
LAND TITLE FEES	0.00	▶ 0.00	50.00
ENGINEERING & CONSULTANCY	2,753.10	▶ 55.06	5,000.00
<b>TOTAL</b>	<b>25,903.07</b>	<b>▶ 147.60</b>	<b>17,550.00</b>

**ECONOMIC DEVELOPMENT**

MEMBERSHIP FEES & CONFERENCE COSTS	1,065.60	▶ 71.04	1,500.00
TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	#DIV/0!	0.00
<b>TOTAL</b>	<b>1,065.60</b>	<b>▶ 71.04</b>	<b>1,500.00</b>



SENIORS	REQUISITIONS (PARKLAND)	3,575.00	▶ 100.00	3,575.00	
	<b>TOTAL</b>	<b>3,575.00</b>	<b>▶ 100.00</b>	<b>3,575.00</b>	
LAND	LEGAL & PROFESSIONAL FEES	0.00	▶ 0.00	300.00	
	CONTRACTED SERVICES	2,455.15	▶ 81.84	3,000.00	
	DESIGNATED INDUSTRIAL PROPERTY TAXES	0.00	▶ 0.00	2,000.00	
	ADVERTISING / PROMOTIONS / MARKETING	0.00	▶ 0.00	200.00	
	<b>TOTAL</b>	<b>2,455.15</b>	<b>▶ 44.64</b>	<b>5,500.00</b>	
PARADE	MISCELLANEOUS GOODS & SUPPLIES	2,633.86	▶ 87.80	3,000.00	
	<b>TOTAL</b>	<b>2,633.86</b>	<b>▶ 87.80</b>	<b>3,000.00</b>	
SPECIAL EVENTS	MISCELLANEOUS GOODS & SUPPLIES	72.31	▶ 2.89	2,500.00	
	<b>TOTAL</b>	<b>72.31</b>	<b>▶ 2.89</b>	<b>2,500.00</b>	
RECREATION (ARENA)	PAYROLL	103,382.48	▶ 82.35	125,545.00	
	EMPLOYMENT & CRA CONTRIBUTIONS	21,285.81	▶ 88.69	24,000.00	
	TRAINING & DEVELOPMENT	735.00	▶ 91.88	800.00	
	TRAVEL & SUBSISTENCE	81.24	▶ 27.08	300.00	
	MEMBERSHIP FEES & CONFERENCE COSTS	366.62	▶ 61.10	600.00	
	TELEPHONE (CELL PHONE)	1,488.27	▶ 99.22	1,500.00	
	CONTRACTED SERVICES (CIMCO)	3,975.00	▶ 96.95	4,100.00	
	SECURITY & ALARMS	395.80	▶ 64.36	615.00	
	CONTRACTED SERVICES (ICE EQUIPMENT)	502.00	▶ 55.78	900.00	
	CONTRACTED SERVICES (ICE PAINTING)	3,900.00	▶ 97.50	4,000.00	
	FIRE SYSTEMS & EQUIPMENT	1,977.83	▶ 89.90	2,200.00	
	INTERNET SERVICES	1,265.00	▶ 91.67	1,380.00	
	CONTRACTED SERVICES (PEST CONTROL)	1,845.00	▶ 73.80	2,500.00	
	CONTRACTED SERVICES (OTHER)	480.00	▶ 16.00	3,000.00	
	REPAIRS & MAINTENANCE (PLANT ROOM)	7,013.10	▶ 116.89	6,000.00	
	REPAIRS & MAINTENANCE (OLYMPIA)	3,719.82	▶ 74.40	5,000.00	
	REPAIRS & MAINTENANCE (OTHER)	130.50	▶ 26.10	500.00	
	REPAIRS & MAINTENANCE (BUILDING)	18,445.16	▶ 167.68	11,000.00	
	REPAIRS & MAINTENANCE (GENERAL)	597.51	▶ 119.50	500.00	
	EQUIPMENT RENTALS & SERVICES	0.00	▶ 0.00	200.00	
	INSURANCE	16,736.25	▶ 95.81	17,468.48	
	MISCELLANEOUS GOODS & SUPPLIES	3,009.28	▶ 60.19	5,000.00	
	PROPANE SUPPLIES	735.55	▶ 49.04	1,500.00	
	UTILITIES (ELECTRICITY)	46,244.08	▶ 84.08	55,000.00	
	UTILITIES (GAS)	12,561.89	▶ 139.58	9,000.00	
	BAD DEBTS	893.75	▶ 178.75	500.00	
	<b>TOTAL</b>	<b>251,766.94</b>	<b>▶ 88.93</b>	<b>283,108.48</b>	
	PARKS & AMENITIES	CONTRACTED SERVICES (WEED CONTROL)	6,841.68	▶ 57.01	12,000.00
		REPAIRS & MAINTENANCE (LAWN MOWERS)	2,541.16	▶ 101.65	2,500.00
		REPAIRS & MAINTENANCE (PLAYGROUNDS)	251.56	▶ 10.06	2,500.00
		REPAIRS & MAINTENANCE (COMMUNITY ACTION PARK)	0.00	▶ 0.00	2,500.00
		TREES / SHRUBS / PLANTS	0.00	▶ 0.00	10,000.00
REPAIRS & MAINTENANCE (WALKING TRAILS)		0.00	▶ 0.00	5,000.00	
REPAIRS & MAINTENANCE (DOG PARK)		0.00	#DIV/0!	0.00	
REPAIRS & MAINTENANCE (OTHER)		709.37	▶ 70.94	1,000.00	
EQUIPMENT RENTALS		45.90	▶ 1.84	2,500.00	
INSURANCE		209.00	▶ 91.34	228.82	
MISCELLANEOUS GOODS & SUPPLIES (PARKS)		4,796.21	▶ 63.95	7,500.00	
HANGING FLOWER BASKETS		3,055.00	▶ 87.29	3,500.00	
FUEL / OIL / ADDITIVES		2,827.48	▶ 70.69	4,000.00	
<b>TOTAL</b>		<b>21,277.36</b>	<b>▶ 39.97</b>	<b>53,228.82</b>	
LIBRARY	TELEPHONE (LANDLINE & FAX)	865.13	▶ 78.65	1,100.00	
	SECURITY & ALARMS	269.40	▶ 99.78	270.00	
	FIRE SYSTEMS & EQUIPMENT MAINTENANCE	18.50	▶ 37.00	50.00	
	REPAIRS & MAINTENANCE (BUILDING)	0.00	▶ 0.00	1,000.00	
	INSURANCE	993.00	▶ 103.50	959.45	
	MISCELLANEOUS GOODS & SUPPLIES	0.00	#DIV/0!	0.00	
	UTILITIES (ELECTRICITY)	3,615.83	▶ 90.40	4,000.00	
	UTILITIES (GAS)	1,279.07	▶ 60.91	2,100.00	

APPROPRIATION (PUBLIC LIBRARY BOARD)	11,667.78	▶ 100.00	11,667.78
REQUISITION (PARKLAND LIBRARY BOARD)	10,283.50	▶ 100.00	10,283.50
<b>TOTAL</b>	<b>28,992.21</b>	<b>▶ 92.24</b>	<b>31,430.73</b>

## MUSEUM

FIRE SYSTEMS & EQUIPMENT MAINTENANCE	37.00	▶ 37.00	100.00
SECURITY & ALARMS	299.50	▶ 83.33	359.40
REPAIRS & MAINTENANCE (BUILDING)	3,107.05	▶ 155.35	2,000.00
INSURANCE	2,952.00	▶ 105.08	2,809.27
<b>TOTAL</b>	<b>6,395.55</b>	<b>▶ 121.39</b>	<b>5,268.67</b>

## COMMUNITY CENTRE

DONATIONS (COMMUNITY CENTRES)	10,000.00	▶ 100.00	10,000.00
	<b>10,000.00</b>	<b>▶ 100.00</b>	<b>10,000.00</b>

<b>TOTAL (ALL EXPENDITURES )</b>	<b>2,336,080.23</b>	<b>▶ 75.66</b>	<b>3,087,542.62</b>
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<b>OPERATING (SURPLUS) / DEFICIT</b>	<b>506,338.83</b>		<b>0.00</b>
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Water v Wastewater Comparative

	2020			2021			2022			2023			2024		
	Water Quantity m <sup>3</sup>	Wastewater Quantity m <sup>3</sup>	Variance m <sup>3</sup>	Water Quantity m <sup>3</sup>	Wastewater Quantity m <sup>3</sup>	Variance m <sup>3</sup>	Water Quantity m <sup>3</sup>	Wastewater Quantity m <sup>3</sup>	Variance m <sup>3</sup>	Water Quantity m <sup>3</sup>	Wastewater Quantity m <sup>3</sup>	Variance m <sup>3</sup>	Water Quantity m <sup>3</sup>	Wastewater Quantity m <sup>3</sup>	Variance m <sup>3</sup>
January	7475	8334	859	7475	10639	3164	15252	12902	-2350	11216	8470	-2746	7108	8488	1380
February	6500	6537	37	9490	9506	16	8703	8666	-37	12866	7858	-5008	6980	7383	403
March	8204	8233	29	9081	12760	3679	9387	10499	1112	19780	13630	-6150	7204	7391	187
April	7284	12357	5073	9015	15573	6558	9989	13255	3266	10963	9748	-1215	7443	12353	4910
May	7989	21911	13912	10673	17980	7307	10287	17161	6874	11370	15959	4589	7047	15689	8642
June	9488	35191	25673	10269	16400	6131	7582	23381	15799	11264	15800	4536	8456	11209	2753
July	9958	36583	26625	12029	13450	1421	9513	29236	19723	7376	16540	9164	9313	12714	3401
August	10707	25759	15052	10375	13512	3137	8525	14307	5782	8234	14757	6523	8403	8806	403
September	7584	15823	8259	10018	13934	3916	8101	6639	-1462	6616	10764	4148	7904	9173	1269
October	8567	13703	4844	11104	1938	824	7928	12419	4491	7098	10302	3204	0	0	0
November	8567	12910	4343	10122	12810	2688	6966	7873	907	6724	5782	-942	0	0	0
December	9236	11489	2263	10723	11783	1060	9579	11557	1976	7253	7726	473	0	0	0
TOTAL	101841	208810	106969	120374	160285	39911	111812	167895	56083	120760	137336	16576	69858	93206	23348
AVERAGE	8487	17401		10031	13357	39911	9318	13981		10063	11445		7762	10356	

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 10.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Red Deer County Protective Services September Enforcement Contract Letter.

**Content:**

10.a Red Deer County Protective Services - September Enforcement Contract letter.

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted item of correspondence as information.



**PROTECTIVE SERVICES**  
38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Phone: 403.343.6301  
Fax: 403.347.0572

October 15, 2024

Town of Bowden  
2101 – 20 Avenue,  
Box 388  
Bowden, AB T0M 0K0

Sent Via Email to: [cfo@bowden.ca](mailto:cfo@bowden.ca)

Attention: Chief Administrative Officer

Dear Sir/Madam:

**Re: September Enforcement Contract**

Please be advised for the month of September, Red Deer County Patrol Officers spent 10 hours in the Town of Bowden.

The following tickets were issued during patrols conducted between 0600-2100:

- 2024.09.09 at 1313 – Seatbelt;
- 2024.09.12 at 1255 – Speeding (school zone) and licence not in possession; and
- 2024.09.26 at 1911 - Speeding

Of the 10 hours in Bowden, no time was spent responding to and investigating complaints forwarded from the Town.

I trust you will find the foregoing satisfactory, if you have any questions please feel free to contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Irv Heide', written over a horizontal line.

Sgt. Irv Heide  
Patrol Manager,  
Red Deer County, Protective Services

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s)</b>

**Content:**

**11.a**  
**CAO's Report**

<b>Regular Council Meeting:</b> October 14, 2024.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**1 Capital Projects Update**

Capital projects are progressing as follows:

**1 (i) Paving Contractor**

Work was completed over the weekend of 19 / 20 October to patch and resurface the road surface following remedial repairs and concrete work in area of the Town.

**1 (ii) Museum Cladding**

The east side of the museum remains as work-in progress.

**1 (iii) Fortis Streetlights**

The quotation for the 4 new streetlights on 21<sup>st</sup> Street has been signed and returned to Fortis. Fortis now have to prepare detailed work orders for the installation team. This work has been given a projected start date of February 2025.

**1 (iv) Wastewater CCTV**

The videos have been submitted to ISL Engineering for analysis – to date no report has been provided.

**1 (v) Cemetery Fence**

The decorative metal fence panels and posts have been delivered.

These may be installed next week dependent on resource availability and weather conditions.

A meeting will be arranged with ISL Engineering to review the 2024 projects and to discuss where assistance is required in 2025.

**2 Meetings & Events Attended**

2.1  
CFO & CAO attended an in-person meeting with the Alberta Munis Regional Manager to review the 2024 Benefits Renewal documentation and to discuss extending the benefits.

We learnt that ABMunis provides legal advice on human resource matters – this is a service we have not used in the past.

The change in renewal premium for 2025 is -0.43%. (changes in premiums reflect funding levels to accommodate changes in utilization, age of employees, provincial fees and medical programs / costs).

2.2  
CFO & CAO attended a meeting with Riley Kloss of Wild Rose Assessments to review all known changes in property / land developments, and to provide him with copy of the schedule of development permits.

**2.3**

I met with representatives from the Town of Innisfail, the Town of Olds and the Town of Penhold to review the Alberta Advantage Immigration Program (Rural Renewal Stream). We discussed variances in eligibility criteria and issues pertinent to each community.

The Town of Innisfail is to apply for a grant in order to fund a full-time administrator to be shared across each municipality in order to process applications.

**2.4**

I attended the Council Open House on Monday 21<sup>st</sup> October.

The comments made by those residents in attendance were noted.

Administration will submit proposals to Council for some of the ideas put forward during the 2025 Budget presentations.

**3 Arena Community Park**

The 20ft Colorado Spruce tree was planted on Wednesday (23<sup>rd</sup> October).

Public Works will rent an aerial platform to decorate the tree and the arena building in matching Christmas lights.

**4 Operating / Capital Budgets 2025**

CFO Jacqui Molyneux has commenced initial budget deliberation with representatives from each Department.

**5 Staff Appraisals**

I have commenced the annual staff appraisals.



**6 Water Main Break**

A burst water main occurred on Wednesday 23<sup>rd</sup> October at approximately 8:30pm.

The location of the break was on 20<sup>th</sup> Avenue (by the Reddi Mart).

Emergency first call locates were requested and a contractor organized later that evening.

There was no loss to water header pressure or town distribution pressure.

This affected water supplies to 3 residential houses and 6 other businesses including the Reddi Mart and Town Administration Office.

The work was completed the following day.

Residents were informed of the disruption to water supply by web site notifications, social media and written letters.

An incident report was logged with Alberta Environment and AHS Public Health.

A Contravention Report will be submitted to the Alberta Environment in accordance with the Code of Practice and Regulation.

The cause of the break was due to corrosion in a cast iron pipe. Pressure created a "blowout" break in the main. There are no other abnormal factors that could have caused this main to break.

Water samples have been taken and submitted to the laboratory in Calgary for analysis.



**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted CAO Report as information.

<b>Regular Council Meeting:</b> October 28, 2024.	<b>Agenda Item:</b> 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

**Content:****11.b  
Council Committee Reports**

- i. Bowden Public Library Board (minutes of meeting September 25, 2024)  
*(report submitted by Councillor Randy Brown)*

**11.c  
Society & Other Reports**

- i. Statistics Canada – Housing Affordability in Canada 2022  
*(report submitted by CAO Arno Glover)*
- ii. Alberta Emergency Management Agency Central Region Newsletter (Nov / Dec 2024 update)  
*(report submitted by CAO Arno Glover)*
- iii. Mountain View Regional Water Services Commission (minutes of meeting October 9, 2024)  
*(report submitted by Mayor Robb Stuart)*
- iv. Parkland Foundation (Board meeting minutes of October 23, 2024)  
*(report submitted by Councillor Sandy Gamble)*

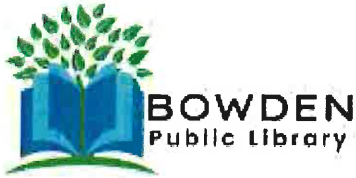
**The following report is provided under separate cover (confidential)**

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 applies on the basis of: Section 27 “deemed to be privileged information”.

- v. Bowden Friendship Club (minutes of October 17, 2024 meeting)  
*(report submitted by Councillor Marie Flowers)*

**Note:**

All meeting minutes submitted should be assumed to be “unapproved”.



**Bowden Public Library  
Meeting Minutes**

**Date:** September 25, 2024

**Attendees:** Caroline Furman, Justina Klassen-Fehr, Randy Brown, Marietta Tuckwell, Julie Hamblin (Librarian)

**Regrets:** Shawna MacDonald,

	Item	Description		Action	Motion	Decision
1	Call to Order	6:35			Justina called the meeting to order	carried
2	Adoption of Agenda				Randy moved	carried
3	Adoption of Previous Minutes				Marietta moved	carried
4	Business Arising	Bottle Depot	Only 48 hours	We have a bin at the Olds bottle depot - need to advertise		
		Game Night Discussion	Someone wanted to hold a game night regularly at the library	We can have our own occasionally. With staff, we can invite her, but we would have control and put it in the budget.	Caroline moved that we continue discussion to be held during budget talks.	carried
		Review of Financial Statement	May need to go over slightly, but our GIC made over \$100		Randy motioned to approve as presented	carried
5	New Business	Registration night	Was very good this year. Will do it again next year.		Point of information	
6	Next Meeting	October 16th at 6:30			Caroline motioned to approved	carried
7	Motion to Adjourn	7:02 pm			Justina moved to adjourn	

## Bowden Public Library Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
07 · Local Appropriation (Town)	10,283.50	10,283.50	0.00	100.0%
08 · Prov. Library Operating Grant	17,483.00	17,483.00	0.00	100.0%
12 · Cash Tsfr. Reg. Lib. System	15,321.60	15,321.50	0.10	100.0%
17 · Donations & Fundraising	2,515.84	2,675.00	-159.16	94.1%
18 · Fees & Fines				
18b · Fines	44.39			
<b>Total 18 · Fees &amp; Fines</b>	<b>44.39</b>			
21 · Other Service Rev (Print/Copy)	35.00	60.00	-25.00	58.3%
23 · Interest	10.18	10.00	0.18	101.8%
<b>Total Income</b>	<b>45,693.51</b>	<b>45,833.00</b>	<b>-139.49</b>	<b>99.7%</b>
<b>Expense</b>				
<b>a · Staff</b>				
28 · Salaries , WCB, CPP				
28a · Wages	29,982.55	38,150.00	-8,167.45	78.6%
28b · CPP, EI Employer Portion	2,317.54	2,500.00	-182.46	92.7%
28c · WCB	200.00	200.00	0.00	100.0%
28 · Salaries , WCB, CPP - Other	0.00	0.00	0.00	0.0%
<b>Total 28 · Salaries , WCB, CPP</b>	<b>32,500.09</b>	<b>40,850.00</b>	<b>-8,349.91</b>	<b>79.6%</b>
29 · Honoraria (Volunteers)	0.00	50.00	-50.00	0.0%
<b>Total a · Staff</b>	<b>32,500.09</b>	<b>40,900.00</b>	<b>-8,399.91</b>	<b>79.5%</b>
<b>c · Administration</b>				
43 · Leg Fees, Bk Chgs, Refs, Deps	74.78	60.00	14.78	124.6%
44 · Library Supplies	0.00	200.00	-200.00	0.0%
45 · Association Memberships	63.00	55.00	8.00	114.5%
47 · Program Expense	2,430.56	2,770.00	-339.44	87.7%
48 · Stationary, Print, Copier Supp	0.00	200.00	-200.00	0.0%
<b>Total c · Administration</b>	<b>2,568.34</b>	<b>3,285.00</b>	<b>-716.66</b>	<b>78.2%</b>
<b>d · Building Maintenance</b>				
53 · Insurance	1,438.00	1,348.00	90.00	106.7%
54 · Janitorial & Maintenance	61.74	100.00	-38.26	61.7%
<b>Total d · Building Maintenance</b>	<b>1,499.74</b>	<b>1,448.00</b>	<b>51.74</b>	<b>103.6%</b>
<b>h · Capital Expenditures</b>				
66 · Furniture & Equipment	0.00	200.00	-200.00	0.0%
<b>Total h · Capital Expenditures</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>36,568.17</b>	<b>45,833.00</b>	<b>-9,264.83</b>	<b>79.8%</b>
<b>Net Income</b>	<b>9,125.34</b>	<b>0.00</b>	<b>9,125.34</b>	<b>100.0%</b>

**Bowden Public Library**  
**Balance Sheet**  
As of September 19, 2024

000052

	<u>Sep 19, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
01 · Cash on Hand	50.00
02 · ATB Chequing #00100228724	36,937.18
025 · Business Savings	10,166.16
025.5 · GIC	10,000.00
04 · Ignore	
04-11 · ATB GIC #147    Oct 09/12	5,209.14
04 · Ignore - Other	-5,209.14
<b>Total 04 · Ignore</b>	<u>0.00</u>
<b>Total Chequing/Savings</b>	<u>57,153.34</u>
<b>Total Current Assets</b>	<u>57,153.34</u>
<b>TOTAL ASSETS</b>	<u><u>57,153.34</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2000 · Source Deductions Payable	-2,379.60
<b>Total Other Current Liabilities</b>	<u>-2,379.60</u>
<b>Total Current Liabilities</b>	<u>-2,379.60</u>
<b>Total Liabilities</b>	<u>-2,379.60</u>
<b>Equity</b>	
30000 · Opening Balance Equity	175.24
3900 · Year opening balance	50,073.60
Net Income	9,284.10
<b>Total Equity</b>	<u>59,532.94</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>57,153.34</u></u>



# Housing affordability in Canada, 2022

Released at 8:30 a.m. Eastern time in *The Daily*, Tuesday, September 10, 2024

## The share of households spending 30% or more of their income on shelter costs returns to pre-pandemic levels

The share of households living in unaffordable housing—defined as spending 30% or more of their income on shelter costs—was 22.0% in 2022, virtually the same as it was in 2018 (21.5%), before the COVID-19 pandemic. In 2022, renters (33.0%) were more than twice as likely to spend 30% or more of their income on shelter costs than owners (16.1%), a gap that has persisted over time.

In 2022, households living in social and affordable housing were less likely to be living in unaffordable housing compared with 2018. The average monthly rent paid by households living in social and affordable housing was \$695 in 2022, a 12.4% increase from 2018. This smaller rise in rent compared with income growth (+15.3%) allowed more households living in social and affordable housing to keep their spending on housing under 30% of their income. In 2022, 25.4% of households living in social and affordable housing spent 30% or more of their income on housing, down 4.0 percentage points from 2018 (29.4%).

**Table 1**

### Share of households that spend 30% or more of their household income on shelter costs, Canada, 2018, 2021 and 2022

	2018	2021	2022
	% of households		
<b>All households</b>	<b>21.5</b>	<b>19.5</b>	<b>22.0</b>
Owner-occupied	16.2	14.3	16.1
With a mortgage	23.5	20.9	23.6
Without a mortgage	5.9	5.2	5.5
Renter	32.9	30.3	33.0
Living in social and affordable housing	29.4	22.2	25.4
Living in market rental housing	33.4	31.4	34.0

Source(s): Canadian Housing Survey, 2018, 2021 and 2022 (5269).

Housing affordability had previously improved in 2021, as a result of the temporary income boost provided by pandemic-related government benefits.

These results come from the 2022 cycle of the Canadian Housing Survey, undertaken as a collaboration between Statistics Canada and the Canada Mortgage and Housing Corporation. This survey, the results of which are released today, was conducted from November 2022 to March 2023.

## Growing dissatisfaction with housing affordability

From 2018 to 2022, shelter costs increased nationally by 20.6%. Against this backdrop, a larger share of Canadians were dissatisfied with the affordability of their housing in 2022 than in 2018.

In 2022, 14.5% of households were dissatisfied with the affordability of their housing, marking a 3.4 percentage-point increase from 2018 (11.1%). Renters (20.8%) were more likely to be dissatisfied with the affordability of their housing than owners (11.2%) in 2022, but the rates of both groups grew by more than 3.0 percentage points since 2018.

Meanwhile, a smaller proportion of renter households living in social and affordable housing (10.0%) were dissatisfied with the affordability of their housing in 2022.

**Table 2**  
**Share of households dissatisfied with housing affordability, Canada, 2018, 2021 and 2022**

	2018	2021	2022
	% of households		
<b>All households</b>	<b>11.1</b>	<b>11.5</b>	<b>14.5</b>
Owner-occupied	8.2	8.6	11.2
With a mortgage	10.5	11.3	14.9
Without a mortgage	4.9	4.8	6.0
Renter	17.6	17.7	20.8
Living in social and affordable housing	9.2	7.8	10.0
Living in market rental housing	18.9	19.1	22.2

Source(s): Canadian Housing Survey, 2018, 2021 and 2022 (5269).

### Housing is part of larger affordability challenges

Households felt the pressure on their overall household budget in 2022, because of an overall rise in shelter costs, as well as [price increases for other items that make up the Consumer Price Index](#), such as gasoline (+34.0% since 2018) and food (+22.7% since 2018).

In 2022, close to one-third (30.9%) of households found it difficult to make ends meet, up from just over one-fifth (21.9%) in 2018. The relative increase was higher among owners with a mortgage (+10.8 percentage points), who may have been affected by higher interest rates. At the same time, close to half (48.3%) of renters living in social and affordable housing reported having difficulties meeting their financial obligations in 2022.

**Table 3**  
**Share of households reporting having difficulty making ends meet, Canada, 2018, 2021 and 2022**

	2018	2021	2022
	% of households		
<b>All households</b>	<b>21.9</b>	<b>20.4</b>	<b>30.9</b>
Owner-occupied	18.0	16.4	26.4
With a mortgage	23.0	21.3	33.8
Without a mortgage	11.0	9.6	16.3
Renter	30.5	28.8	39.4
Living in social and affordable housing	42.4	39.6	48.3
Living in market rental housing	28.8	27.3	38.2

Source(s): Canadian Housing Survey, 2018, 2021 and 2022 (5269).

### Some households can wait years for social and affordable housing

Households living in social and affordable housing may receive support in different ways—for instance, receiving housing subsidies or paying rent geared-to-income. In 2022, approximately 245,900 households reported being on a waitlist for subsidized housing, close to two-thirds (153,800) of whom had been waiting for two years or longer. Households waiting for subsidized housing (41.7%) were more likely to be in unaffordable housing in 2022 compared with renters and owners, and close to two-thirds (64.5%) found it difficult to make ends meet.

**Table 4**  
**Households waiting for subsidized housing, Canada, 2018 and 2022**

	2018	2022
	% of households	
Share of households that spend more than 30% of household income on shelter costs	44.9	41.7
Share of households dissatisfied with housing affordability	32.0	30.7
Share of households reporting having difficulty making ends meet	55.5	64.5

Source(s): Canadian Housing Survey, 2018 and 2022 (5269).

While respondents living in social and affordable housing pay a lower rent compared with those in market rental housing, a larger share of social and affordable housing needed major repairs in 2022 (11.4%) compared with 2018 (9.8%).

**Table 5**  
**Share of households living in housing in need of major repairs, Canada, 2018, 2021 and 2022**

	2018	2021	2022
	% of households		
<b>All households</b>	<b>7.0</b>	<b>7.4</b>	<b>7.3</b>
Owner-occupied	6.4	6.5	6.6
With a mortgage	6.8	7.1	7.0
Without a mortgage	5.8	5.6	6.0
Renter	8.5	9.3	8.6
Living in social and affordable housing	9.8	10.8	11.4
Living in market rental housing	8.3	9.1	8.3

Source(s): Canadian Housing Survey, 2018, 2021 and 2022 (5269).

### New renters face tighter rental market

A tighter rental market across Canada, combined with lease agreements and, in some cases, rent controls, led to a situation in 2022 in which rent for new units and for units with a new tenant was sometimes higher than that for units with no changeover. In 2022, new renters who had moved into their dwelling during the previous two years paid an average monthly rent of \$1,590, which is 27.0% more than that of existing tenant households that did not move during that time.

These new renters (34.3%) were more likely to be dissatisfied with the affordability of their housing compared with all renters (20.8%) in 2022. By comparison, the share of new renters who were dissatisfied with their housing affordability in 2022 was 11.3 percentage points higher compared with new renters in 2018 (23.0%), who moved during the period from 2016 to 2018.

Reasons for moving varied. Close to one-third (30.8%) of new renters in 2022 moved for school, for a job or to start their own household, while some moved to improve their housing and neighbourhood conditions (24.1%), and others moved to reduce shelter costs (9.1%).

**Table 6**  
**Share of new renter households dissatisfied with housing affordability, Canada, 2018 and 2022**

	2018	2022
	% of households	
<b>New renter households</b>	<b>23.0</b>	<b>34.3</b>
Living in social and affordable housing	10.4	11.9
Living in market rental housing	24.0	35.9

Source(s): Canadian Housing Survey, 2018 and 2022 (5269).

### First-time homebuyers are taking on larger mortgages and are more dissatisfied with housing affordability

About 1.3 million households, or 8.6% of all households, bought their first home from 2018 to 2022. This period was marked by changing home prices and fluctuating interest rates, both of which put pressure on housing markets and homebuyers. However, the share of households that bought their first home from 2014 to 2018 (8.7%) was virtually the same as that recorded from 2018 to 2022.

While many households in 2022 were able to own their home for the first time, the perceived affordability of homeownership changed between cohorts. A larger share of first-time homebuyer households (21.3%) were dissatisfied with housing affordability in 2022, 7.9 percentage points higher than that of their counterparts in 2018 (13.4%).

This change in dissatisfaction with housing affordability between the 2018 and 2022 first-time homebuyer cohorts occurred as the median income of first-time homebuyer households increased by 5.1% from \$109,350 in 2018 to \$114,950 in 2022. Meanwhile, the median outstanding mortgage amount increased by 12.3% from \$249,350 to \$280,000 over this period.

**Table 7**  
**First-time homebuyer income, outstanding mortgage and affordability, Canada, 2018 and 2022**

	2018	2022
	2022 constant dollars	
Median household income	109,350	114,950
Median outstanding mortgage	249,350	280,000
	% of households	
Share of households that spend more than 30% of household income on shelter costs	24.9	24.4
Share of households dissatisfied with housing affordability	13.4	21.3

Source(s): Canadian Housing Survey, 2018 and 2022 (5269).

## Looking ahead

Since early 2022, [households renegotiating their mortgages have done so at higher rates](#). [An estimated 2.2 million households will be renewing their mortgage in 2024 or 2025](#), accounting for 45.0% of all outstanding mortgages.

This increase in mortgage costs will squeeze households' budgets and savings further, particularly for those that took on large amounts of mortgage debt when the cost of borrowing was low.

In the coming weeks, data from the 2023 Survey of Financial Security will provide a comprehensive picture of the net worth of Canadians by characteristics such as age, family structure and housing tenure, as well as the evolving trends in their asset and debt holdings.

### Did you know we have a mobile app?

Download our mobile app and get timely access to data at your fingertips! The [StatsCAN](#) app is available for free on the [App Store](#) and on [Google Play](#).

### Note to readers

Today, Statistics Canada is releasing results from the third cycle of the Canadian Housing Survey (CHS) for reference year 2022. Collection for the 2022 CHS took place from October 31, 2022, to March 31, 2023, in the 10 provinces. This release reflects the housing situation in the provinces only.

The next cycle of the CHS, for reference year 2024, will begin on October 28, 2024.

**Social and affordable housing** refers to "non-market rental housing" (i.e., where housing allocation and rent-setting mechanisms are not entirely dictated by the law of supply and demand).



The CHS measures dwelling and neighbourhood satisfaction based on the opinion of the respondent, which may differ from the opinions of other members of the household. The respondent is the person who completed the CHS questionnaire for the household. The CHS asks that the person responsible for housing decisions in the household complete the questionnaire.

Being **dissatisfied with housing affordability** refers to households responding that they were very dissatisfied or dissatisfied when asked, "How satisfied are you with the following aspects of your dwelling? Being affordable."

**Housing affordability** is derived using the shelter-cost-to-income ratio, which refers to the proportion of total before-tax income households spend on shelter costs. A household is said to have affordable housing if it spends less than 30% of its total before-tax income on shelter costs.

**Having difficulty making ends meet** refers to households responding that it was very difficult or difficult when asked, "In the past 12 months, how difficult or easy was it for your household to meet its financial needs in terms of transportation, housing, food, clothing and other necessary expenses?"

**First-time homebuyer** households are those where the respondent or their spouse or partner purchased a home in the last five years, not having owned one during that time before the purchase.

**Waitlist status** refers to whether a person in the household is on a waitlist for social and affordable housing.

Available tables: **46-10-0058-01**, **46-10-0061-01**, **46-10-0067-01**, **46-10-0068-01** and **46-10-0081-01** to **46-10-0086-01**.

Definitions, data sources and methods: survey number **5269**.

For more information, or to enquire about the concepts, methods or data quality of this release, contact us (toll-free 1-800-263-1136; 514-283-8300; [infostats@statcan.gc.ca](mailto:infostats@statcan.gc.ca)) or Media Relations ([statcan.mediahotline-ligneinfomedias.statcan@statcan.gc.ca](mailto:statcan.mediahotline-ligneinfomedias.statcan@statcan.gc.ca)).

# Alberta Emergency Management Agency

## Central Region Newsletter

NOVEMBER/DECEMBER 2024 UPDATE

000058

Greetings to everyone, hope everyone is enjoying our fall season. It is our intention to publish a newsletter every three months to provide you situational awareness when it comes to AEMA. The focus will be on municipal emergency management administrative items and training however should some interesting information arise, that will be included as well. During the time between newsletters, anything of importance or significance will be sent out in a timely fashion.

As you are aware, part of your municipality's legislative requirements is that of an annual review of your Municipal Emergency Plan. With that, scheduling of those annual **Municipal Emergency Plan (MEP)** reviews will be commencing shortly. The goal is to conduct the reviews between November and February. I'm looking forward to these meetings as it will provide myself with an opportunity to meet with you and your municipality, review the MEP, discuss your next years emergency management goals, and generally get to know your community better.

As for training, part of the MEP review will be discussions about legislated training requirements under the Local Authority Emergency Management Regulation. For further details pertaining to this please refer to the 'Local Authority Emergency Management Regulation' <https://www.alberta.ca/emergency-management-legislation>. If you have training you would like AEMA to attend, please let us know as we are happy to participate in the preparation, facilitation, or observation all types of tabletops, exercises, and courses.



Our in-person offerings include ICS 100, 200, 300, 400, as well as *the newly updated and standardized Planning P course*. In addition, we also provide Scribe, DEM, and BEM courses, which can be tailored to your specific needs and delivered where you find it most convenient. If you are interested in scheduling or hosting a course, or if you have any other training inquiries, please don't hesitate to reach out via the contact information provided below. We also provide the new Local Authority's Elected Officials (LAEO) course, that's the new title for the 'old' Municipal Elected Officials (MEO) course.

For those of you who are in the process of planning or have already scheduled an exercise, if you could let Central Region AEMA know we can ensure it's added to our calendars.

Feel free to call or text at any time as AEMA is here to support you. My contact info is:

Lorne Thompson  [lorne.f.thompson@gov.ab.ca](mailto:lorne.f.thompson@gov.ab.ca)  587-591-1874

I have been know to take a day off now and then, if it's an emergency and you can't get a hold of me please contact the Provincial Emergency Coordination Centre Duty Officer at:

PECC 24 hr  1-866-618-2362  [pses.pecc@gov.ab.ca](mailto:pses.pecc@gov.ab.ca)  
(new PECC email - please update in your plans and contact lists)



## MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

October 9, 2024

- Chairman's, Operations Director, Technical Manager, Administration and Finance reports were presented, discussed and accepted for information.
- Chairman had weekly discussions with CAO and monthly contact with Vice-Chairman.
- Working on 10-year capital plan and 2025 budget.
- An annual report from an independent environmental management consultant (pwc) was provided for the board review. The report show that MVRWSC has some minor issues that will be addressed. Most of these relate to documentation of staff training operational shortfalls. The report is at the workstation for review.
- Preliminary discussion on 2025 budget. Information shows that the commission is using more reserves than anticipated. Expenditures are increasing significantly and many components are needing upgrading or replacement. Discussion on lack of grant funding and how to approach federal and provincial governments for more funding. Water rates for members and customers will need to increase.
- Another budget discussion will be held via zoom on October 23<sup>rd</sup>.
- Comparative income statement attached.

**Mountain View Regional Water Services Commission  
Comparative Income Statement  
As at September 30, 2024**

	Actual September 1 to September 30, 2024	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2024 to Dec. 31, 2024
<b>REVENUE</b>					
Water Sales - Town of Innisfail	\$ 167,698.20	\$ 1,447,828.17	1.05	1,380,458.49	\$ 1,840,611.32
Water Sales - Bowden Institution	16,398.24	166,238.86	1.05	157,667.32	210,223.09
Water Sales - Town of Bowden	16,203.20	141,505.54	0.81	175,042.29	233,389.72
Water Sales - Town of Olds	170,121.30	1,711,657.87	0.92	1,854,988.87	2,473,318.49
Water Sales - Town of Didsbury	86,780.60	789,015.09	0.97	810,671.00	1,080,894.67
Water Sales - Town of Carstairs	79,378.05	666,000.11	1.10	604,934.81	806,579.75
Water Sales - Town of Crossfield	83,765.05	741,418.13	1.02	725,594.37	967,459.16



		<p>Housing: One unit had significant damages. Costs will be charged back to the former tenant and has gone collections. Maintenance identifying needs for additional projects/spending to ensure budget is balanced by year end.</p> <p><b>PF 24-10-03      MOVED by T. Wilson to accept the financial reports as presented. CARRIED</b></p>
	b.	<p>Occupancy Report – to August 31, 2024</p> <p>Strong occupancy throughout portfolio.</p> <p><b>PF 24-10-04      MOVED by K. Denson to accept the occupancy report as presented. CARRIED</b></p>
	c.	<p>CAO Report</p> <p>LAP Grant update, 2025 Budget development is underway.</p> <p>Lodge Christmas event December 6. If interested in volunteering at event please let Melodie know by November 29. Sandy will attend.</p> <p>Capital project – A/C repair. Discussion on AC services to buildings and heat <del>mitigate</del>mitigation strategies.</p> <p>QI projects update, Meals on Wheels food preparation began October 1.</p> <p>Advocacy points updated for the Fall conferences. ASCHA Regional meeting <del>in</del>is Wednesday October 9. No one from the board is registered, Melodie is attending and will hold the ballot vote.</p> <p><b>PF 24-10-05      MOVED by T. Wilson to accept the CAO report for information. CARRIED</b></p>
7.	New Business	
	a.	
8.	Previous Business	
	a.	<p>Project planning</p> <p>Discussion on current advocacy. Potential to invite GOA guests to February zoom meeting</p>
9.	<p>Next Meeting</p> <p>Organizational and Regular meeting Thursday December 5, 2024 at 10:00 am, Autumn Grove Lodge boardroom</p>	
10.	<p>Adjournment</p> <p><b>PF 24-10-0      MOVED by K. Denson to adjourn the October 3, 2024 meeting at 1:45pm. CARRIED</b></p>	

**PARKLAND FOUNDATION**  
HOUSING • FOR • SENIORS

*Parkland Foundation Board Meeting  
Autumn Grove Boardroom  
Thursday October 3, 2024 @ 1:00 pm*

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Connie Huelsman  
Parkland Foundation

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Carla Beck or Shannon Holtz  
The Bethany Group

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Date

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Date

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted Council Committee and Society & Other reports as information.