

**Town of Bowden - Regular Council Meeting**  
**AGENDA**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday 24 February 2025**, at 7:00pm.

<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> February 10, 2025, Regular Council Meeting	<b>2 - 4</b>
<b>4. PUBLIC HEARING</b>	
None scheduled.	
<b>5. DELEGATION <span style="color: red;">CLOSED SESSION</span></b>	<b>5</b>
<b>5.a</b> Property Matter (Confidential). This closed meeting of Council is permitted by section 197 of the MGA. An 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) therefore applies on the basis of: Section 27 “deemed to be privileged information”.	
<b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b>	<b>6</b>
<b>6.a</b> Council Resolutions Follow Up Action Summary	<b>7 - 8</b>
<b>6.b</b> Key Dates.	<b>9</b>
<b>7. BYLAWS &amp; POLICIES</b>	<b>10 - 14</b>
<b>7.a</b> Borrowing Bylaw 01/ 2025	
<b>8. NEW BUSINESS</b>	
<b>8.a</b> Deputy Mayor Oath of Office	<b>15 - 16</b>
<b>9. FINANCIAL</b>	
<b>9.a</b> Follow Up on Operating Statement Q&A’s.	<b>17 - 19</b>
<b>9.b</b> Capital Budget 2024 Cost Summary	<b>20 - 22</b>
<b>10. CORRESPONDENCE</b>	<b>23 - 25</b>
<b>10.a</b> as per content page	
<b>11. REPORTS</b>	<b>26</b>
<b>11.a</b> CAO’s Report	<b>27</b>
<b>11.b</b> Council Committee Reports.	
<b>11.c</b> Society & Other Reports.	<b>28 - 33</b>
<b>12. MEETING ADJOURNMENT</b>	



**Town of Bowden – Regular Council Meeting  
held on Monday February 10, 2025  
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
	Councillor	Paul Webb
	Councillor	Deb Coombes
	Councillor	Randy Brown
	Councillor	Wayne Milaney
	Councillor	Sandy Gamble

<b>ABSENT</b>	Councillor	Marie Flowers
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<b>ADMINISTRATION</b>	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 Sandy Gamble that Council adopts the minutes of the Regular Council Meeting of January 27, 2025, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There was no public hearing.

**5. DELEGATION**

**5.a** Property Matter (Confidential).

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

*Section 197(4) of the MGA applied: 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 5.a**

Moved by Councillor Sandy Gamble at 7:01 p.m. that Council moves to an “in-camera” session as per section 27 of the FOIP Act.

**MOTION CARRIED UNANIMOUSLY**

**Motion 5.b**

Moved by Councillor Sandy Gamble at 8:04 p.m. that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

**Motion 5.c**

Moved by Councillor Randy Brown that Council instruct Administration to contact Red Deer County and Alberta Environment regarding matters discussed in camera.

**MOTION CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES****Agenda item 6.a Council Resolutions Requiring Follow Up Action**

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

**Motion 6.a**

Moved by Councillor Deb Coombes that Council accepts agenda item 6.a as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.b Key Dates**

Administration provided Council with forthcoming key dates.

**Motion 6.b**

Moved by Councillor Deb Coombes that Council accepts agenda item 6.b as information.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

There was no agenda item for Bylaws & Policies

**8. NEW BUSINESS****Agenda item 8.a FCSS Rebranding**

Administration submitted to Council a request by FCSS to rebrand the location name from "The Olde Library" to "Park Place Gathering Space".

Council agreed to the rebranding request subject to receiving notice of an estimated cost of replacing the outdoor sign.

**Motion 8.a**

Moved by Councillor Randy Brown Council approves the rebranding of the FCSS centre to be known as Park Place Gathering Space.

**MOTION CARRIED**

**Agenda item 8.b Municipal Elections 2025 – Permanent Electors Register**

Administration submitted to Council details of a proposed plan of action in order to create a permanent register of electors.

This involves a data sharing agreement with Election Alberta where Town of Bowden residential address data is merged with Elections Alberta data relating to their register of provincial electors.

**Motion 8.b**

Moved by Councillor Sandy Gamble that Council accepts agenda item 8.b as information

**MOTION CARRIED UNANIMOUSLY**

**9. FINANCIAL****Agenda item 9.a Operating Revenue & Expenditure Report**

Administration submitted an Operating Revenues & Expenditures Report which provided an analysis of actual performance against budget for the year 2024.

A brief explanation of notable observations was provided particularly in cases where actual revenues and expenditures varied materially from the forecast budgeted amounts.

Administration is to provide further information to Council on questions raised during the review.

**Motion 9.a**

Moved by Councillor Deb Coombes that Council accepts the Operating Revenues and Expenditures Report for the 2024 financial year as presented.

**MOTION CARRIED UNANIMOUSLY**

**10. CORRESPONDENCE**

**Agenda item 10.a Correspondence.**

**Motion 10.a**

Moved by Councillor Paul Webb that Council accepts the submitted items of correspondence as information.

**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 Paul Webb 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**

- i. Bowden & District Agricultural Society (AGM Meeting, December 18, 2024)

**Motion 11.c**

Moved by Councillor Sandy Gamble that Council accepts agenda item 11.c as information.

**MOTION CARRIED UNANIMOUSLY**

**12. MEETING ADJOURNMENT**

**Motion 12.a**

Moved by Councillor Wayne Milaney at 9:09 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

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**Mayor  
Robb Stuart**

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**CAO  
Arno Glover**

<b>Regular Council Meeting:</b> February 24, 2025.	<b>Agenda Items:</b> 5.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart

**Agenda item 5.a Delegation    CLOSED SESSION OF COUNCIL (“in camera”)**

**5.a Property Matter (Confidential).**

This closed meeting of Council is permitted by section 197 of the MGA.

An 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) therefore applies on the basis of: Section 27 “deemed to be privileged information”.

**Motion 5.a**

Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_pm that Council moves to an “in-camera” session.

**Motion 5.b**

Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_pm that Council return to an “open meeting” of Council.

**Motion 5.c**

**Resolution (if required)**

Moved by Moved by Councillor \_\_\_\_\_ at \_\_\_\_\_pm that Council \_\_\_\_\_

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<b>Regular Council Meeting:</b> February 24, 2025.	<b>Agenda Item:</b> 6.a
<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.

### **6.a Council Resolutions Requiring Follow Up Action**

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 20 February 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	ongoing
26 Jun 23	<b>Water &amp; Wastewater Connections</b> Matter to be b/fwd in future discussions on capital asset planning	CAO	ongoing
14 Aug 23	<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 <i>Update provided via Delegation within Closed Session of this meeting</i>	CAO	complete
25 Jun 24	<b>Additional Streetlights</b> Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 <sup>st</sup> Street <i>Email received from Fortis dated 14<sup>th</sup> February stating, "construction has been completed on your project".</i>	CAO	completed
25 Jun 24	<b>Bylaw Enforcement</b> Motion 6.c Administration to explore further options regarding bylaw enforcement <i>Target date for new agreement Quarter 2, 2025</i>	CAO	ongoing
26 Aug 24	<b>Firehall Flag Poles</b> Motion 8.c Administration to liaise with RDC Protective Services	CAO	ongoing
27 Jan 25	<b>Emergency Management Bylaw</b> Motion 8.e Updated Bylaw to be submitted to Council	CAO	ongoing
27 Jan 25	<b>Walking Trail</b> CAO to submit safety plan reference walking trail ice & snow removal <i>Update provided in CAO's report (10 February 2025)</i>	CAO	completed
10 Feb 25	<b>Property Matter</b> Motion 5.c CAO to contact Red Deer County and Alberta Environment. <i>Red Deer County to be present at RCM of 24 February. Alberta Environment (no update)</i>	CAO	In progress
10 Feb 25	<b>Operating Revenues and Expenditures</b> Administration to provide further information to Council <i>Update provided as agenda item 9.a of this RCM (24 February 2025)</i>	CAO	In progress

**Agenda item 6.a Council Resolutions (continued)**

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accept agenda item 6.a as information.



<b>Regular Council Meeting:</b> February 24, 2025.	<b>Agenda Item:</b> 6.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**Content:**

**6.b Key Dates** *(for information)*

**February 27**                      **Strategic Review / CAO's Review (6:30pm Council Chambers)**

**March 10**                        **Regular Council Meeting (7:00pm Council Chambers)**  
**Delegation: S/Sgt Warren Wright, Olds RCMP Detachment.**

**Date tbc**                        **RCMP Open House**

**April 14**                        **Delegation to Council BDO Canada (Auditors)**

**April 15**                        **Emergency Advisory Committee (7:00pm Council Chambers)**

**Alberta Municipalities**

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

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts agenda item 6.b as information.

<b>Regular Council Meeting:</b> February 24, 2025.	<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. Borrowing Bylaw 01 / 2025

## **Borrowing Bylaw 01 / 2025**

### **7.a.i Background:**

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

This bylaw repeals Borrowing Bylaw 02 / 2024.

The Borrowing Bylaw satisfies section 251(1) and section 256(1) of the MGA covering the operating loan facility (line of credit) provided by ATB Financial.

Sections 251 & 256 of the MGA are reproduced (for information) below:

### ***Borrowing bylaw***

#### **251**

*(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.*

*(2) A borrowing bylaw must set out*

*(a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;*

*(b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;*

*(c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.*

*(3) A borrowing bylaw must be advertised.*

### ***Operating expenditures***

#### **256**

*(1) This section applies to a borrowing made for the purpose of financing operating expenditures.*

*(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.*

*(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.*

### **7.a.ii Amendments**

Revisions to this bylaw (highlighted yellow) are as follows:

i  
The amount of taxes estimated to be levied for the current year reflects the tax revenue amount as stated in the 2025 Operating Budget as approved in the RCM of February 20, 2025.

ii  
All dates have been changed from 2024 to 2025.

Note: The amount of the facility remains unchanged at \$200,000.00 and the interest rate remains unchanged at prime rate less 0.25%.

**7.a.iii Recommended Action:**

That Council:

- i. grants first reading to Borrowing Bylaw 01 / 2025 as presented,
- ii. grants second reading to Borrowing Bylaw 01 / 2025,
- iii. after second reading unanimously vote in favour of allowing a third reading,
- iv. adopt Borrowing Bylaw 01 / 2025.



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 BORROWING BYLAW 01 /2025

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**Whereas** the Municipal Government Act, RSA2000, Chapter M-26 section 251 provides that a Municipality may only make a borrowing if the borrowing is authorized by a Borrowing Bylaw,

**And whereas**, the Municipal Government Act, RSA2000, Chapter M-26 sections 256(1), (2) & (3) provides that a Municipality may make a borrowing for the purpose of financing operating expenditures,

**And whereas**, the amount of taxes estimated to be levied for the year 2025 by the Town of Bowden for all purposes is estimated to be the sum of One Million, Four Hundred and Forty Three Thousand, Three Hundred and Sixty Seven dollars, (\$1,443,367),

**And whereas**, the Municipal Council of the Town of Bowden deems it necessary to authorize the short-term borrowing for the sum of up to Two Hundred Thousand Dollars (\$200,000) to finance budgeted operating expenditures,

**And whereas**, the amount of borrowings made for the purpose of financing operating expenditures will not exceed the amount of taxes estimated to be levied for the year 2025 by the Town of Bowden,

**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 "Borrowing Bylaw".

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### 2 AGREEMENT

2.1 That the Municipal Council of the Town of Bowden borrow from ATB Financial up to the sum of Two Hundred Thousand Dollars (\$200,000) an "operating loan facility" to meet the operating expenditures and obligations of the Town of Bowden for the year 2025, and further agree to pay interest on the daily outstanding principal at "prime" minus 0.25% per annum, payable on the last day of each month.

2.2 That the Chief Elected Official and the Chief Administrative Officer of the Town of Bowden are authorized to:

- i. arrange with ATB Financial for the amount of a loan of \$200,000, and for the terms and conditions of the loan to be entered into agreement with ATB Financial,
- ii. as security for the loan, provide ATB Financial all such promissory notes as may be required to provide evidence of the debt,

iii. as security for the loan, provide ATB Financial all such securities as may be required to provide to secure repayment of the loan and interest thereon,

2.3 The source of money to be used to repay the principal and interest owing under this borrowing agreement are reserves, and revenues received from the collection of property taxes.

2.4 The facility is payable in full, on demand, by the Lender.

2.5 The amount to be borrowed and the term of the loan will not exceed the requirements set out within the Municipal Government Act.

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### 3 BYLAW PRECEDENCE

This Bylaw supersedes and takes precedence over all previously passed bylaws that are referred to as the Borrowing Bylaw.

Bylaw **02 / 2024** and all amendments thereto are hereby repealed.

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

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Notes:

1 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.

2 This bylaw does not have to be advertised as per section 256(3) of the MGA.

**Read a first time in open council this 24<sup>th</sup> day of February 2025,**

**Read a second time in open council this 24<sup>th</sup> day of February 2025,**

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

**Read a third time in open council this 24<sup>th</sup> day of February 2025,**

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Robb Stuart  
Mayor

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Arno Glover  
Chief Administrative Officer



**Agenda Item 7.a Borrowing Bylaw 01 / 2025 (continued)****7.a.iv Proposed Motions:**

Motion by Councillor \_\_\_\_\_ that Council give first reading to Borrowing Bylaw 01 / 2025.

Motion by Councillor \_\_\_\_\_ that Council give second reading to Borrowing Bylaw 01 / 2025.

Moved by Councillor \_\_\_\_\_ that Council unanimously give consideration to a third reading of Borrowing Bylaw 01 / 2025.

Motion by Councillor \_\_\_\_\_ that Council give third and final reading to Borrowing Bylaw 01 / 2025 and is adopted accordingly and made effective once duly signed.

**7.a.v Future Actions:**

Upon adoption of the bylaw, Administration is to:

- publish a copy of the bylaw on the Towns' website,
- provide a copy of the bylaw to ATB Financial.

<b>Regular Council Meeting:</b> February 24, 2025.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Deputy Mayor – Official Oath of Office

**Content:**

**8.a Appointment of Deputy Mayor**

**8.a.i Legislative Requirement**

As per the requirements of section 152 of the Municipal Government Act, Council must appoint a Deputy Chief Elected Official,

***Deputy and acting chief elected officials***

**152(1)** A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

**(2)** A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

**8.a.ii Deputy Mayor Schedule**

The current schedule as approved at the Council Organization Meeting of October 25, 2021, is provided below.

The Deputy Mayor's List for 2021 to 2025 is as follows:

<b>Deputy Mayor List &amp; Schedule 2021 to 2025</b>	
<b>Name</b>	<b>Term</b>
Councillor Paul Webb	November 8, 2021 to June 27, 2022
Councillor Wayne Milaney	June 28, 2022 to February 27, 2023
Councillor Sandy Gamble	February 28, 2023 to October 23, 2023
Councillor Deb Coombes	October 24, 2023 to June 24, 2024
Councillor Marie Flowers	June 25, 2024 to February 24, 2025
Councillor Randy Brown	February 25, 2025 to October 27, 2025

**8.a.iii Recommended Action**

That Councillor Randy Brown takes the oath of office for Deputy Mayor for the period from February 25, 2025, until October 27, 2025.

# OFFICIAL OATH OF OFFICE

## Town of Bowden

**Deputy Mayor**

February 25, 2025, to October 27, 2025

*Councillor Randy Brown*

I, Randy Brown, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Deputy Mayor for the Town of Bowden, So Help Me God.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Sworn before me at the Town of Bowden in the Province of Alberta this 24<sup>th</sup> day of February 2025.

**Robb Stuart, Mayor Town of Bowden**  
Term Expires October 27, 2025

# BOWDEN

<b>Regular Council Meeting:</b> February 24, 2025	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Financial Analysis - Arena Gas & Phone costs

## 9.a Operating Revenue & Expenditures Report 2024 (Q&A's)

### 9.a.i Background

Administration provides the following information in response to questions raised by Council in the RCM of 10<sup>th</sup> February.

### 9.a.ii Arena Phone Costs

Analysis of the Arena phone costs for the year 2024 revealed:

- There was a mis-posting of one invoice to the value of \$359.00. This cost has been transferred to the Administration Department.
- The budgeted amount for 2024 (\$1500.00) was less than the actual cost incurred in year 2023 (\$1701.85).

All Town of Bowden cell phones incur a monthly set fee of approximately \$7 per month. Thereafter all billing is based on the number of calls made and the amount of data usage.

### 9.a.iii Arena Utilities (Gas) Costs

Analysis of the Arena gas utility costs for the year 2024 revealed:

- The budget for 2024 (\$9000.00) was less than the actual cost incurred in year 2023 (\$10334.40).
- Carbon Tax accounts for \$6041.88 per annum an increase over 2023 of \$1529.88.
- Comments to provide an explanation as to the possible cause of the increase (2024 over 2023) have been provided by the Arena Supervisor.

## Arena Costs

### Phone

	Actual \$	Budget \$	Notes
2022	1541.42	1200.00	
2023	1701.85	1770.00	
2024	1898.26*	1500.00	* adjusted down by \$359.00 miscoded (to Admin)
2025		1900.00	

### Utilities Gas

	Actual \$	Budget \$	Notes
2022	6434.81	6500.00	
2023	10334.40	7500.00	Carbon Tax \$4512.00 per annum
2024	15265.00	9000.00	Carbon Tax \$6041.88 per annum
2025		17000.00	

### Contributing Factors

New (additional) heater installed above bleachers

New( larger) hot water tank and large capacity boiler installed in the Olympia room

Concession is now open all day for games on Saturday (gas stove)

To prevent freezing of pipes, hot water tap may left trickling in a shower

when temps fall significantly below 20C



**9.a Operating Revenue & Expenditures Report (continued)**

**9.a.iv Recommended Motion.**

Administration requests that Council accepts the report as information.

Motion by Councillor \_\_\_\_\_ that Council accepts agenda item 9.a as information.

<b>Regular Council Meeting:</b> February 24, 2025	<b>Agenda Item:</b> 9.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Capital Budget 2024 Cost Summary

## 9.b Capital Budget Cost Summary

### 9.b.i Introduction

Administration submits to Council a summary of reconciled expenditures on the 2024 completed capital projects.

Interim progress reports on these capital projects have previously been provided to Council on a regular basis throughout the past year on the following dates:

- August 12, 2024,
- August 26, 2024,
- September 9, 2024,
- September 23, 2024,
- October 14, 2024,
- November 12, 2024,
- November 25, 2024.

### 9.b.ii Analysis

There are 6 projects that incurred unanticipated cost overruns.

These cost overruns are a result of either one or a combination of more than of the following factors:

- i. use of estimates in capital budgeting,
- ii. inadequate evaluation of project site conditions,
- iii. project delivery / project management,
- iv. inadequate research into equipment specification,
- v. project scope creep.

## 2024 Capital Budget & Cost Summary

updated 12 February 2025

	Funding Source	Budget TOTAL <span style="color: red;">(red = estimate)</span>	Actual TOTAL	Variance TOTAL	% Percentage
		\$	\$	\$	%
1	Off Leash Dog Park	20000.00	18187.79	-1812.21	✓ 90.94
2	Sanitary Sewer I & I Project	45453.00	42489.26	-2963.74	✓ 93.48
3	Walking Trail Project	182076.00	191185.59	9109.59	✗ 105.00
4	Arena Roof Assessment	19900.00	37430.90	17530.90	✗ 188.09
5	Pumphouse Upgrades	29611.30	27008.70	-2602.60	✓ 91.21
6	New Sidewalk	46000.00	41267.13	-4732.87	✓ 89.71
7	Cast Iron Water Pipe Replacement	82895.00	91896.38	9001.38	✗ 110.86
8	Solar Powered Crosswalk	13796.04	13796.04	0.00	! 100.00
9	Kubota Utility Vehicle	36644.39	65766.00	29121.61	✗ 179.47
10	Commercial Front Mower	35819.76	35835.76	16.00	! 100.04
11	Portable Pressure Washer	8250.00	6570.25	-1679.75	✓ 79.64
12	Floor Scrubber	6153.00	6039.34	-113.66	✓ 98.15
13	Cemetery Fencing	18000.00	20580.00	2580.00	✗ 114.33
14	Councillor iPads	17200.00	19944.26	2744.26	✗ 115.96
	Building Flooring				
	FCSS & Council Chambers				
15	Pumphouse Upgrades	43770.00	34968.80	-8801.20	✓ 79.89
16	Stormwater System	27000.00	18647.38	-8352.62	✓ 69.06
	Groundworks				
		632568.49	671613.58	39045.09	

**9.b Capital Budget Cost Summary (continued)**

**9.b.iv Recommended Motion.**

Administration requests that Council accepts the Capital Budget & Cost Summary report as information.

Motion by Councillor \_\_\_\_\_ that Council accepts agenda item 9.b as information.

<b>Regular Council Meeting:</b> February 24, 2025.	<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> as per content

**Content:**

10.a RCMP Annual Performance Plan 2025 – 2026





Royal Canadian Gendarmerie royale  
Mounted Police du Canada

Security Classification/Designation

NCO i/c RCMP  
Olds RCMP Detachment  
5110 - 65 Avenue  
Olds, Alberta  
T4H 1L8

Your File

Mayor Robb STUART  
Town of Bowden  
Box 338  
Bowden, Alberta  
T0M 0K0

Our File

February 18, 2025

Dear Mayor STUART,

**Annual Performance Plan - 2025 / 2026  
Town of Bowden - Municipal Policing Priorities**

In preparation of the 2025 / 2026 Annual Performance Plan for the Olds Detachment, I am requesting that the Town of Bowden please provide me with their policing priorities for the coming year. Last year (2024 / 2025), the Town identified their policing priorities as:

1. Crime Reduction - Persons & Property
2. Police Visibility - Community Engagement
3. Enhance Traffic Safety

If possible, can you please reply to my request for your policing priorities by March 21, 2025, as my intent is to have the entire Annual Performance Plan completed by April 1, 2025. If you have any questions or require further clarification on my request, please contact me at (403) 556-3324 or [warren.wright@rcmp-grc.gc.ca](mailto:warren.wright@rcmp-grc.gc.ca).

Thank you



S/Sgt. Warren WRIGHT  
Detachment Commander  
Olds RCMP Detachment  
(403) 556-3324

**Correspondence**

**Agenda item 10 (continued)**

**Recommended Motion:**

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

**Reports (1)**

<b>Regular Council Meeting:</b> February 24, 2025.	<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> 1 CAO's Report

**Content:****Agenda item 11.a (CAO's Report)**

<b>Regular Council Meeting:</b> February 24, 2025	<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>

## CAO's Report

### 1 Bowden Hotel

Administration has received a Land Titles document dated 14<sup>th</sup> February 2025, stating that the new registered owner of the Bowden Hotel land is, "the Crown as represented by Alberta Treasury Board and Finance".

### 2 Occupational Health & Safety Audit

Administration received a visit by an Occupational Health & Safety Officer on February 19. An audit was conducted on the Town's Occupational Health & Safety policy, working documents, assessments and training records. A physical inspection was made on the Arena worksite.

The inspector reviewed the requirements of the ABSA inspection and requested that the 4 action items within the ABSA report be completed by April of 2025.

There were no other audit requirements or recommendations made.

### 3 Tax Recovery

Administration has instructed Taxervice to put a "caveat on title" for 4 properties in the Town. This relates to unpaid property taxes outstanding from the year 2023.

### 4 Road Traffic Incident

There was a road traffic incident involving a town vehicle by the cemetery. This has resulted in damage to one cemetery gate and a number of headstones. A Vehicle Incident Report has been submitted to the RCMP.

### 5 Ongoing Tasks

An update on the ongoing task is provided below:

- i. 2024 Capital Projects cost reconciliation **completed**,
- ii. Addition of new capital items / disposals to / from Asset Management Plan, **WIP**,
- iii. Update of financial asset schedules (audit requirement), **WIP**,
- iv. 2024 Annual Water Report to be submitted Alberta Environment (deadline 28 Feb) **completed**
- v. Emergency Response Plan for Arena (ABSA audit requirement), **WIP**,
- vi. Compilation of a register of residential addresses (for submission to Elections Alberta), **WIP**
- vii. Liaison with Structural Engineer(s) - various projects. **WIP**.

### Recommended Motion:

Motion by Councillor \_\_\_\_\_ that Council accepts the CAO's report as information.

**Reports (2)**

<b>Regular Council Meeting:</b> February 24, 2025.	<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**

No Reports submitted

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

- i. FCSS Community Navigator Report (February 2025)  
*(report submitted by Jade Prefontaine)*
  
- ii. Mountain View Regional Water Services Commission (report February 12, 2025)  
*(report submitted by Mayor Robb Stuart)*
  
- iii. South Red Deer Regional Wastewater Commission (January analysis)  
*(report submitted by CAO Arno Glover)*
  
- iv. Water / Wastewater Comparative Statistics (2022 – 2025)  
*(report submitted by CAO Arno Glover)*

**Note:**

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



## FCSS Community Navigator Report February 2025

### Community:

- “Farewell to Reddi Mart” video project and luncheon at the Bowden Grandview school. Council received a link to the video via email last week.
- The closure of the Reddi will have a significant impact on residents who do not have transportation, as a source for groceries. The two convenience stores on the highway do not carry any grocery items, not even milk.
- Community Volunteer Income Tax Program has been steady with bookings for its upcoming dates.
- “Make It Macrame” has also received interest and will have several participants next month. Max is 10 people.
- Planning toward the partner “Retro Bingo” is underway with Expanding Horizons, FCSS has will host an additional Retro Bingo for the Staff at BGS next month too.

### Food Security Support (ongoing):

- The programs for food security have been becoming increasingly busy each month. This is partially due to the increase in awareness of the Dry Pantry via word of mouth and facility users. We received two large, local donations at the beginning of February. Thank you to our supporters.
- We have been circulating ads created in-house to generate interest in the Good Food Box. The ad was shared with the Mountain View GFB (host program) to keep consistent content within the program.

### Seniors Programs at the Olde Library:

- Tech Time for older adults was held on Feb. 12<sup>th</sup>, thank you to Henday Association for Lifelong Learning (Innisfail Library Learning Centre) for its continued programs in Bowden.
- Golden Circle Seniors Outreach was hosted Feb. 19. Despite the -40 wind chill, folks still attended to learn about Senior Benefits, Extended Benefits and conversation about Alberta Government grants for seniors to help them stay in their homes.

### Youth Programs:

- Innisfail FRN hosted FRN Youth Club on Feb. 7<sup>th</sup> at the Olde Library. Many youths attended. FRN Coordinator Joanne Brown has a wonderful rapport with the kids. The FRN also hosts “Playschool Pals” and “Homeschool Happenings” here in Bowden at the Bowden Event Centre on a regular basis too.
- Keystone Youth will have a Movie Night on Feb. 24 at the O.L. They had a shorter club month with Winter Break.
- FCSS supports “Pink Shirt Day” for the BGS Rainbow Club. Youth will be creating their own shirts with fabric & puff paint next week.

### Red Deer Polytechnic Practicum

- MJ and I are currently working on the following projects together:
  - Community Partners In Action (CPIA) Seniors Alzheimer’s & Dementia Society for Innisfail & Area – researching common information & supports for food security specific to our area. Including Olds, Bowden, Innisfail, Spruce View, Penhold & Red Deer County.
  - Volunteer Appreciation Supper 2025 & Grant
  - AHS Mental Health “Vision Board” project: “How do we take care of ourselves with kindness”.
  - Instagram positive sharing and Bowden interest posts. MJ has been tasked with creating a series of posts for the social platform that reflect the above.

### Olde Library Users & Groups in February included:

-SRDRWC Meeting	-Henday Association	-Homeschool Group	-AHS Mental Health
-Youth HQ/Keystone	-Golden Circle Seniors	-Sunday Night Group/AA	
-Innisfail FRN	-Bowden Ag Society	-Bowden Lions Club	

# MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSSION

February 12<sup>th</sup>, 2025

All members represented.

-Meeting called to order by Vice-Chairman at 8:57 a.m.

Auditor gave a preliminary report on audit procedures.

No issues and are moving forward as expected.

-Vice-chairman, CAO, Operations Director, Technical Manager reports presented, discussed and accepted for information.

-Delays in receiving equipment and parts are becoming a concern. Pumps that were ordered are being delayed. Possibly six months. concerns about possible tariffs.

-Stettler and Drumheller inquired about concerns with odour and taste of water. No issues reported from members.

-Province raising concerns about drought. Snow packs very low.

-Staff are taking their mandatory safety training -every three years.

-Review of three bylaws:

Amendment to Operation of Commission and Services Bylaw.  
Review (no amendments) to Appointment of Board and CAO Bylaws

Capital Fund Allocation- Approval of \$50,000 for Supervisory Control and Data Acquisition (SCADA) for Didsbury and Carstairs new reservoirs. This was included in the grant application.

Comparative Income Statement attached.

**Mountain View Regional Water Services Commission  
Comparative Income Statement  
As at January 31, 2025**

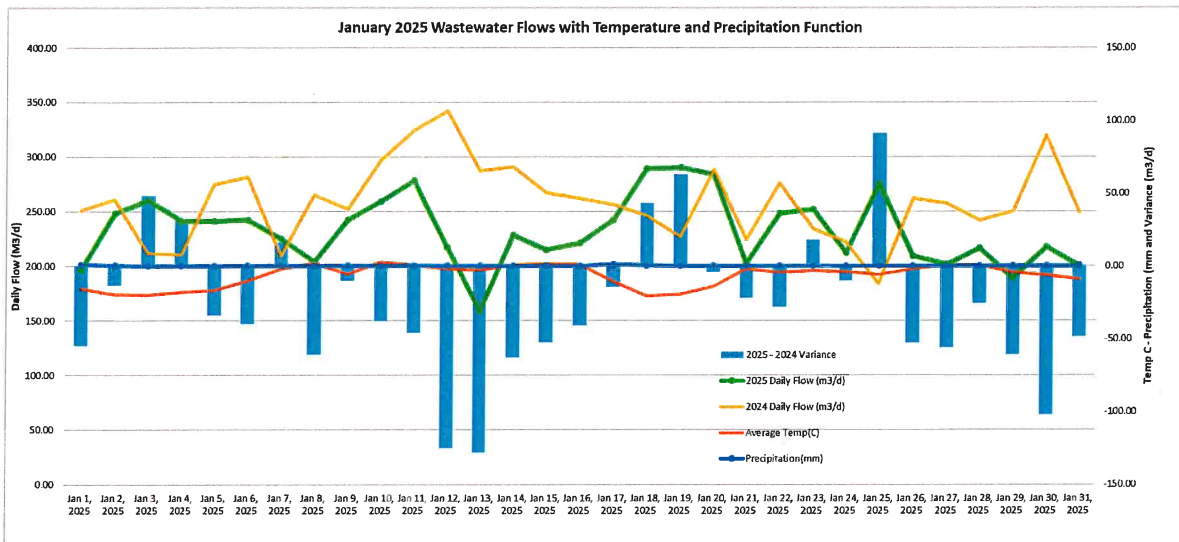
	Actual January 1 to January 31, 2025	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2025 to Dec. 31, 2025
<b>REVENUE</b>					
Water Sales - Town of Innisfail	\$ 170,996.65	\$ 170,996.65	1.03	\$ 166,017.63	\$ 2,075,220.38
Water Sales - Bowden Institution	17,322.80	17,322.80	0.90	19,168.45	239,605.61
Water Sales - Town of Bowden	17,703.80	17,703.80	1.09	16,225.97	202,824.61
Water Sales - Town of Olds	182,052.30	182,052.30	0.93	196,270.10	2,453,376.28
Water Sales - Town of Didsbury	84,109.45	84,109.45	0.93	90,473.73	1,130,921.63
Water Sales - Town of Carstairs	71,875.05	71,875.05	0.94	76,368.01	954,600.16
Water Sales - Town of Crossfield	85,792.50	85,792.50	1.01	85,015.95	1,062,699.32

From: CAO SRDRWC  
 To: CAO Randy Brown  
 Subject: January 2025 - SRDRWC Wastewater Volume Analysis  
 Date: February 8, 2025 6:38:15 PM  
 Attachments: [image.png](#)  
[20250201 - SRD SRS Bowden Station January 2025.PDF](#)  
[20250201 - SRD January 2025 Bowden Meter Readings.xlsx](#)

Hi Arno,

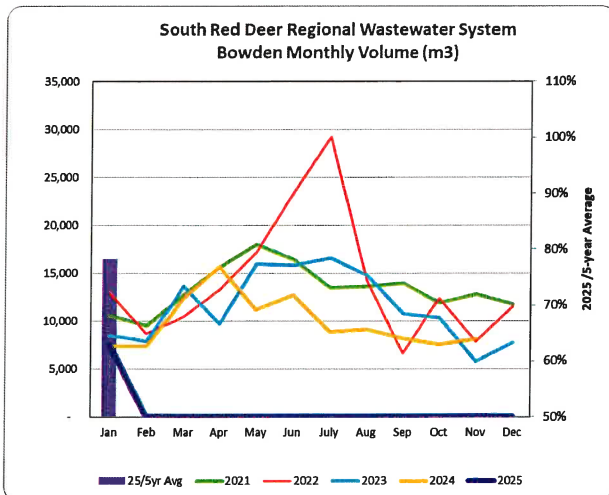
Here is this month's SRD wastewater data for your files.

Total wastewater volumes recorded on SCADA for January 2025 were 7,201.80 m3 compared to the billing report of 7,512m3. Variance again is due to differences in opening and closing balances depending on when the operators took the readings. The difference is roughly the one day of production where the readings were not recorded due to the weekend timing.



Average daily production in January 2025 was 232 m3/d which is 26.5 m3/d lower than January 2024 or a 10.3% reduction year-over-year. The blue bars on the chart is the variance year-over-year, this shows that volumes were lower year-over-year for all but 6 days in January.

January 2025 volumes were 22% below the 5-year moving average, adding more confidence that the lining projects targeting I&I mitigation appears to be working!



If you have any questions, please let me know!

Michael Wuetherick, P.Eng  
 Chief Administrative Officer  
 South Red Deer Regional Wastewater Commission  
 Bay 1, 7889 - 49th Avenue  
 Red Deer, AB T4P 2B4  
 Tel: (403) 507.5139

	2022			2023			2024			2025		
	Water Quantity	Wastewater Quantity	Variance m <sup>3</sup>	Water Quantity	Wastewater Quantity	Variance m <sup>3</sup>	Water Quantity	Wastewater Quantity	Variance m <sup>3</sup>	Water Quantity	Wastewater Quantity	Variance m <sup>3</sup>
	Invoiced by MVRWSC m <sup>3</sup>	Invoiced by SDRRWC m <sup>3</sup>		Invoiced by MVRWSC m <sup>3</sup>	Invoiced by SDRRWC m <sup>3</sup>		Invoiced by MVRWSC m <sup>3</sup>	Invoiced by SDRRWC m <sup>3</sup>		Invoiced by MVRWSC m <sup>3</sup>	Invoiced by SDRRWC m <sup>3</sup>	
January	15252	12902	-2350	11216	8470	-2746	7108	8488	1380	8636	7512	-1124
February	8703	8666	-37	12866	7858	-5008	6980	7383	403	0	0	0
March	9387	10499	1112	19780	13630	-6150	7204	7391	187	0	0	0
April	9989	13255	3266	10963	9748	-1215	7443	12353	4910	0	0	0
May	10287	17161	6874	11370	15959	4589	7047	15689	8642	0	0	0
June	7582	23381	15799	11264	15800	4536	8456	11209	2753	0	0	0
July	9513	29236	19723	7376	16540	9164	9313	12714	3401	0	0	0
August	8525	14307	5782	8234	14757	6523	8403	8806	403	0	0	0
September	8101	6639	-1462	6616	10764	4148	7904	9173	1269	0	0	0
October	7928	12419	4491	7098	10302	3204	9377	8245	-1132	0	0	0
November	6966	7873	907	6724	5782	-942	8524	7594	-930	0	0	0
December	9579	11557	1978	7253	7726	473	8274	8175	-99	0	0	0
<b>TOTAL</b>	<b>111812</b>	<b>167895</b>	<b>56083</b>	<b>120760</b>	<b>137336</b>	<b>16576</b>	<b>96033</b>	<b>117220</b>	<b>21187</b>	<b>8636</b>	<b>7512</b>	<b>-1124</b>
<b>AVERAGE</b>	<b>9318</b>	<b>13991</b>		<b>10063</b>	<b>11445</b>		<b>8003</b>	<b>9768</b>		<b>8636</b>	<b>7512</b>	

**Agenda item 11.c (continued)**

**Recommended Motion:**

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