

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 January 23, 2023, commencing 7:00pm.

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES	Pages
3.a January 9, 2023, Regular Council Meeting	2 – 5
3.b January 18, 2023, Special Council Meeting	6 – 7
4. PUBLIC HEARING None scheduled	
5. DELEGATIONS None scheduled	
6. BUSINESS ARISING FROM PREVIOUS MINUTES 6.a Bowden Hotel	8
7. BYLAWS & POLICIES None submitted	
8. NEW BUSINESS 8.a RMA 2023 Spring Conference 8.b Volunteer Application Form (Public Library Board)	9
9. FINANCIAL 9.a Budget Deliberations (draft 2 Operating Budget 2023)	10 - 11 12 - 13
10. CORRESPONDENCE 10.a December Enforcement Contract (received from Red Deer County)	14 15
11. REPORTS 11.a CAO's Report 11.b Council Committee Reports 11.c Society & Other Reports	16 17 18 - 21
12. CLOSED SESSION OF COUNCIL ("in camera") 12a Financial 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".	
13. MEETING ADJOURNMENT	



000002

**Town of Bowden – Regular Council Meeting
held on Monday January 9, 2023
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

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

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

STAFF	CAO	Rudy Friesen
	Recorder	Arno Glover

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Marie Flowers that Council adopts the December 12, 2022, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

There were no public hearings.

5. DELEGATIONS

There were no delegations.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

CAO Rudy Friesen informed Council that the meeting with the Minister of Infrastructure had not yet taken place, (date tbc).

Agenda item 6.b RCMP Public Open House Meeting.

Council was informed that the date, time, and venue of the RCMP Open House Meeting is set for Tuesday January 24, 2023, at the Bowden Friendship Club (7:00pm to 8:30pm)

000003

Agenda item 6.c Intermunicipal Recreation and Culture Grant and Library Agreements

Council was informed that the two contracts had been formally signed by both Red Deer County and the Town of Bowden. The agreements are effective for 2023 and expire December 31, 2027

There was no motion made regarding agenda items 6.a, 6.b and 6.c.

7. BYLAWS & POLICIES**Agenda item 7.a Grants and Donations Policy 01-2023**

Council was presented with 3 policies for review.

A revised Grants & Donations Policy (01-2023) was submitted to Council for review and approval.

Motion 7.a by Councillor Deb Coombes that Council approve Grants and Donation Policy (01-2023) as presented.

MOTION CARRIED UNANIMOUSLY

Agenda item 7.b AUMA Convention Policy & Urban Forest Policy

Administration submitted two further policies to Council for a decision to be made as to whether the policies should be repealed or updated, namely:

AUMA Convention Policy	#11-01 (July 2006)
Urban Forest Policy	#72-01 (February 2007)

Motion 7.b by Councillor Marie Flowers that AUMA Convention Policy #11-01 and Urban Forest Policy #72-01 be repealed.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS**Agenda item 8.a Operating Budget Deliberations**

Administration requested that Council determine a date for an initial review of the first draft of the Operational Budget.

Motion 8.a by Councillor Deb Coombes that Council set the date for a Special Council Meeting to conduct an initial review of the 2023 Operational Budget as Wednesday 18th January 2023 at 6:30pm in Council Chambers.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b Emerging Trends in Municipal Law

Administration has received details from Brownlee LLP with reference to their scheduled event in February regarding municipal legal matters.

Council agreed to send Council representation to the seminar.

Motion 8.b by Councillor Sandy Gamble that Mayor Robb Stuart and Councillors Randy Brown, Deb Coombes, and Sandy Gamble attend the Emerging Trends in Municipal Law seminar.

MOTION CARRIED UNANIMOUSLY

8.c Volunteer Application Form

Administration submitted to Council an application for the Public Library Board.

Motion 8.c by Councillor Sandy Gamble that Council accepts the application for membership of the Public Library Board.

000004

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL
No Agenda item.

10. CORRESPONDENCE

Agenda item 10.a Email received from Mauro Chies, Interim AHS President and CEO of Alberta Health Services.

Agenda item 10.b Letter received from Red Deer County Protective Services (November Enforcement Contract).

Motion 10.a Moved by Councillor Sandy Gamble that Council accepts the submitted items of correspondence as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 10.c Copy of correspondence sent to Alberta Premier Danielle Smith by Mayor Lance Colby, Town of Carstairs

Motion 10.c Moved by Councillor Deb Coombes that Council endorses the correspondence and Administration to communicate accordingly with Premier Danielle Smith.

MOTION CARRIED

11. REPORTS

Agenda item 11.a CAO's Report & Review of 2022 Capital Projects
CAO Rudy Friesen submitted his reports to Council.

Agenda item 11.b Council Committee Reports
No reports submitted

Agenda item 11.c Society & Other Reports

Parkland Regional Library Board (Board Meeting Minutes November 17, 2022)

CAEP General Meeting (Meeting Minutes November 23, 2022)

Mountain View Regional Water Services Commission (Meeting Minutes Dec 14, 2022)

South Red Deer Regional Wastewater Commission (Meeting December 9, 2022)

Motion 11.a. Moved by Councillor Randy Brown that Council receives, all the submitted reports as information.

MOTION CARRIED UNANIMOUSLY

Mayor Robb Stuart called for a brief recess at 7:47 p.m.

Mayor Robb Stuart called the meeting back to order at 7:55 p.m.

12. CLOSED SESSION OF COUNCIL ("in camera")

Agenda Item 12.a (Planning & Development)

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".

000005

Motion 12.a. Moved by Councillor Marie Flowers at 7:55pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b. Moved by Councillor Paul Webb at 8:16pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

There was no motion made regarding agenda item 12.a.

13. MEETING ADJOURNMENT

Motion 13.a Moved by Councillor Marie Flowers at 8:17pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen



000006

**Town of Bowden – Special Council Meeting
held on Wednesday January 18, 2023
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 6:30pm.

PRESENT	Mayor	Robb Stuart	(Chair)
	Councillor	Paul Webb	
	Councillor	Randy Brown	
	Councillor	Deb Coombes	
	Councillor	Marie Flowers	
	Councillor	Sandy Gamble	
	Councillor	Wayne Milaney	(left meeting at 8:10pm)
ABSENT	CAO	Rudy Friesen	
STAFF	CFO	Jacqui Molyneux	

2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA **No Motion Made**

3. FINANCIAL **2023 Operating Budget (First Draft)**

CFO Jacqui Molyneux provided Council with the first draft of the 2023 Operational Budget.

There was no motion made.

Administration will revise the 2023 Operating Budget incorporating amendments as discussed and will resubmit the draft budget to Council for further discussion.

Mayor Robb Stuart called for a brief recess at 7:55 p.m.
Mayor Robb Stuart called the meeting back to order at 8:00 p.m.

4. CLOSED SESSION OF COUNCIL (“in camera”) **Motion 4.a** Moved by Councillor Paul Webb at 8:00pm that Council moves to an In-Camera Session.

MOTION CARRIED UNANIMOUSLY

000007

Financial Discussion

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 4.b Moved by Councillor Paul Webb that Council come out of the In-Camera Session at 8:35pm.

MOTION CARRIED UNANIMOUSLY

There was no motion made with regard to the matters discussed during the closed session of Council.

5. MEETING ADJOURNMENT

Motion 5.a The meeting was adjourned at 8:35pm by Councillor Marie Flowers.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: January 23, 2023.	Agenda Item: 6.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information only	Attachment(s): None

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

Content:

6.a Bowden Hotel

There is no further update on this matter.

Suggested Motion:

Motion by Councillor _____ that Council accepts the business arising matter as information.

Regular Council Meeting: January 23, 2023.	Agenda Item: 8.a / 8.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): (none)

Content:**8.a RMA 2023 Spring Conference**

The RMA 2023 Spring Convention will be held in Edmonton from March 20 / 22 at the Edmonton Convention Centre.

Administration proposes that the Mayor and the CAO attend this conference.

Recommended Motion.

Motion by Councillor _____ that _____ attend the RMA 2023 Spring Conference.

8.b Volunteer Application Form

Administration has received another application for the Public Library Board.

Council to review the application and make a decision as to accept or reject the application.

NOTE: The Application Form is confidential and will be provided separate to the agenda package.

Suggested Motions.

Motion by Councillor _____ that Council accepts the application for membership of the Public Library Board and that the Councillor appointee to the Public Library Board (Councillor Deb Coombes) subsequently progresses the application.

or

Motion by Councillor _____ that Council rejects the application for membership of the Public Library Board.

or

Motion by Councillor _____ that Council defers the application for membership of the Public Library Board subject to further information being provided.

Regular Council Meeting: January 23, 2023	Agenda Item: 9.a
Prepared by: Administration	Approved By: CAO
Report Type: RFD	Attachment(s): Cost Centre Summary – Budget 2023

1 Legislative Responsibility

Section 242 (1) of The Municipal Government Act states that “each council must adopt an operating budget for each calendar year by January 1 of that calendar year”.

In order to satisfy the requirements of the MGA, Administration therefore provides Council with the second draft of the Operating Budget for 2023 for the purpose of further discussion, review, and approval.

2 Background

Council was presented with the initial draft of the 2023 Operating Budget in the Special Council Meeting of 18 January 2023.

The revised budget (draft 2) as presented includes those amendments requested by Council during the Special Council Meeting.

This second draft of the budget now provides a revised operating surplus of \$31435.91.

The operating budget must be balanced (to zero) either by making a contribution to reserves or by making further adjustments to either revenues or expenditures during the budget deliberations.

The operating budget as presented provides a summary analysis of projected revenues and expenditures by cost centre (ie: by department or function) with comparatives to the 2022 Budget and YTD Actuals for 2022.

3 Operating Budget for 2023

3.1

Notes to the budget include:

- i. Residential property tax revenues are presented with a 2% increase on the 2022 tax rates.
- ii. Commercial property tax revenues are presented with a 2% increase on the 2022 tax rates.
- iii. Property Tax Revenues include for the first time a requisition for Police Funding of \$44321.00
- iv. There is a 10-cent increase per m³ in water utility rates and wastewater utility rates to offset the increase to the Town in charges levied by both MVRWC and SRDRWC.
- v. Solid waste rates remain unchanged from 2022.
- vi. There is a 4% Cost-of-Living Adjustment (COLA) increase in Administration wages for all employees (with the exception of the CAO). COLA adjustments are made to counteract the effects of inflation. The Consumer Price Index (CPI) for Alberta shows a 6.5% increase for 2022.

3.2

Amendments to the first draft of the operating budget include:

- i. Economic Development revenue has been revised (increased) by \$500.00.
- ii. Special Events revenue has been revised (increased) by \$500.00.
- iii. The error in Administration Employer Contributions has been corrected.
- iv. The error in Public Works Employer Contributions has been corrected.
- v. The error in Recreation Employer Contributions has been corrected.

4 Alternative Motions

Moved by Councillor _____ that Council adopts the 2023 Operating Budget as presented.

or

Motion by Councillor _____ that Council adopts the 2023 Operating Budget with the following amendments:

or

Motion by Councillor _____ that Council instructs Administration to make further amendments to the 2023 Operating Budget as discussed and resubmit to Council for further review at a later date.

5 Future Actions**5.1**

Administration to submit to Council a Capital Budget for 2023 (date tbc) as per the legislative requirements of section 246 of the Municipal Government Act.

The Capital Budget is required to state any transfers from the Operating Budget.

5.2

Administration to submit to Council a revised "Rates & Fees Bylaw" at the next Regular Council Meeting.

5.3

As per the requirement of section 353 of the MGA Council must pass a property tax bylaw annually.

Town of Bowden Cost Centre Summary - Budget 2023

	2023	2022	2022
	Budget	Budget	YTD Actual
	\$	\$	\$
TAX REVENUES	1,422,569.42	1,364,951.87	1,372,332.58
REQUISITIONS & GENERAL EXPENSES	-291,143.51	-291,143.51	-302,022.19
OTHER REVENUES			
GRANT	164,317.00	162,036.36	201,636.02
OTHER REVENUES	273,100.00	198,000.00	269,403.83
OTHER EXPENDITURES			
COUNCIL	-119,500.00	-107,685.00	-105,546.31
FIRE PROTECTION	-12,050.00	-9,900.00	-10,491.81
EMERGENCY MANAGEMENT	-1,000.00	-200.00	0.00
ROADS	-173,350.00	-148,700.00	-182,581.02
PLANNING & DEVELOPMENT	-7,050.00	-7,050.00	2,015.97
SENIORS	-2,235.00	-2,126.00	-2,126.00
ADMINISTRATIVE REVENUES	17,335.00	17,650.00	9,230.00
ADMINISTRATION COSTS	-545,730.00	-570,103.21	-588,077.60
PUBLIC WORKS	100.00	500.00	66.00
PUBLIC WORKS	-362,836.00	-358,885.00	-348,048.31
RECREATION (ARENA)	118,000.00	103,500.00	106,135.68
RECREATION (ARENA)	-264,815.00	-245,645.00	-255,011.70
WATER REVENUES	309,200.00	316,460.00	300,906.11
WATER COSTS	-308,740.66	-303,790.78	-333,664.12
SANITARY SEWER REVENUES	335,300.00	336,350.00	322,814.63
SANITARY SEWER COSTS	-400,348.06	-447,708.06	-424,643.18
SOLID WASTE REVENUES	69,600.00	69,600.00	70,133.43
SOLID WASTE COSTS	-49,079.22	-46,173.00	-46,856.37
RECYCLING REVENUES	70,400.00	70,600.00	70,289.13
RECYCLING COSTS	-25,500.00	-22,800.00	-24,365.91
FCSS REVENUES	65,953.40	65,953.40	60,748.35
FCSS COSTS	-98,879.45	-95,953.01	-93,574.93
BYLAW REVENUE	100.00	500.00	165.00
BYLAW ENFORCEMENT COSTS	-82,631.00	-70,974.00	-69,881.96
ANIMAL REVENUES	3,550.00	3,600.00	3,175.00
ANIMAL COSTS	-285.00	-275.00	-636.70
CEMETERY REVENUES	12,000.00	12,500.00	17,964.37
CEMETERY COSTS	-10,700.00	-9,140.00	-13,386.77
ECONOMIC DEVELOPMENT REVENUE	1,500.00	2,000.00	1,566.00

000013

ECONOMIC DEVELOPMENT COSTS	-4,000.00	-3,868.00	-943.62
LIBRARY REVENUE	1,500.00	0.00	0.00
LIBRARY COSTS	-28,816.01	-26,603.21	-25,642.20
PARADE REVENUE	1,000.00	1,000.00	1,524.55
PARADE COST	-2,000.00	-2,000.00	-1,810.89
SPECIAL EVENTS REVENUES	1,500.00	1,000.00	1,517.20
SPECIAL EVENTS COSTS	-2,500.00	-3,500.00	-2,334.13
LAND REVENUES	6,500.00	92,551.15	82,591.70
LAND COSTS	-8,500.00	-9,200.00	-11,647.43
PARKS REVENUES	3,750.00	3,750.00	3,750.00
PARKS COSTS	-35,190.00	-28,980.00	-25,964.76
MUSEUM REVENUE	1,500.00	0.00	0.00
MUSEUM COSTS	-5,460.00	-5,200.00	-2,621.68
COMMUNITY HALL	5,000.00	5,000.00	5,000.00
COMMUNITY CENTRE	-10,000.00	-10,000.00	-10,000.00
NET 2023 BUDGET SURPLUS	31,435.91	-100.00	21,085.96

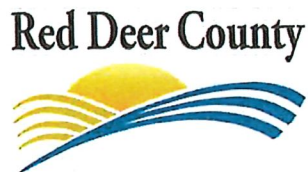
Regular Council Meeting: January 23, 2023.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): Red Deer County Enforcement Letter

Content:**10.a**

Letter received from Red Deer County Protective Services re: December Enforcement Contract.

Recommended Motion:

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



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

January 11, 2023

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

Sent Via Email to: cfo@bowden.ca

Attention: Chief Administrative Officer

Dear Sir/Madam:

Re: December Enforcement Contract

Please be advised for the month of December, Red Deer County Patrol Officers spent 10 hours and 5 minutes in the Town of Bowden.

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

- 2022.12.08 at 1419 – Fail to obey traffic control device
- 2022.12.15 at 1206 – Speeding
- 2022.12.15 at 1210 – Speeding
- 2022.12.15 at 1226 – Speeding
- 2022.12.15 at 1251 – Speeding

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

Sincerely,

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

Regular Council Meeting: January 23, 2023.	Agenda Item: 11.a / 11.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Content:

11

a. CAO's Report**b. Council Committee Reports**

None submitted

c. Society & Other Reports

Mountain View Regional Water Services Commission (Zoom Meeting notes Jan 18, 2023)
(report submitted by Mayor Robb Stuart)

Alternative Motions:

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

and / or

Motion by Councillor _____ that Council directs Administration to _____.

Regular Council Meeting: January 23, 2023	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1 Contract Renewals

Work has been undertaken in the new year on both the South Red Deer Wastewater Commission Operating Agreement and the Mountainview Regional Water Services Operating agreement. Barring any unforeseen issues, both agreements should be signed off by the end of the month.

2 Water Distribution System

Due to some operational concerns regarding the water distribution pumphouse, an Engineered assessment was completed in December. A preliminary report indicates some recommendations that will benefit the Town in terms of improved equipment wear and tear and energy savings. The final report is expected by the end of January.

Administration has completed the water and wastewater operator verification process for Alberta Environment.

Administration has prepared the 2022 Annual Water Report for submission to Alberta Environment.

3 Budget

Council has had the opportunity to review the proposed operating budget for 2023. The Capital budget should be ready for review in February.

4 Service Awards

Three members of Administration were recognized at the end of 2022 for length of service to the Town. Arno Glover and Kole Molyneaux received five-year service awards and Jade Prefontaine received a ten - year service award.

5 Asset Management Workshop

Rudy Friesen & Arno Glover will be attending a 2-day workshop in Strathmore on 2 / 3rd February 2023 part of the Urban Systems training provided to Alberta Municipalities.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

January 18, 2023

- Meeting held via zoom. All members in attendance.
- Chairman's, Operations Director's, CAO's, Technical Manager's, and Financial Reports presented, discussed and approved.
- Working with Suez (contractor) and Alberta Environment on protocols for Daily Integrity Testing Requirements. Trains #2 and #3 scheduled for replacement in October, 2023.
- SCADA upgrades have been installed and other additions are progressing. Project to be completed in February.
- Asset Management Program work ongoing.
- Administration working on renewing electrical power contract.
- All 2022 accounting and annual budget work progressing well. Audit procedures will begin in February, 2023.
- Next meeting will be February 8th at water plant.
- Member flow totals for 2022 attached.

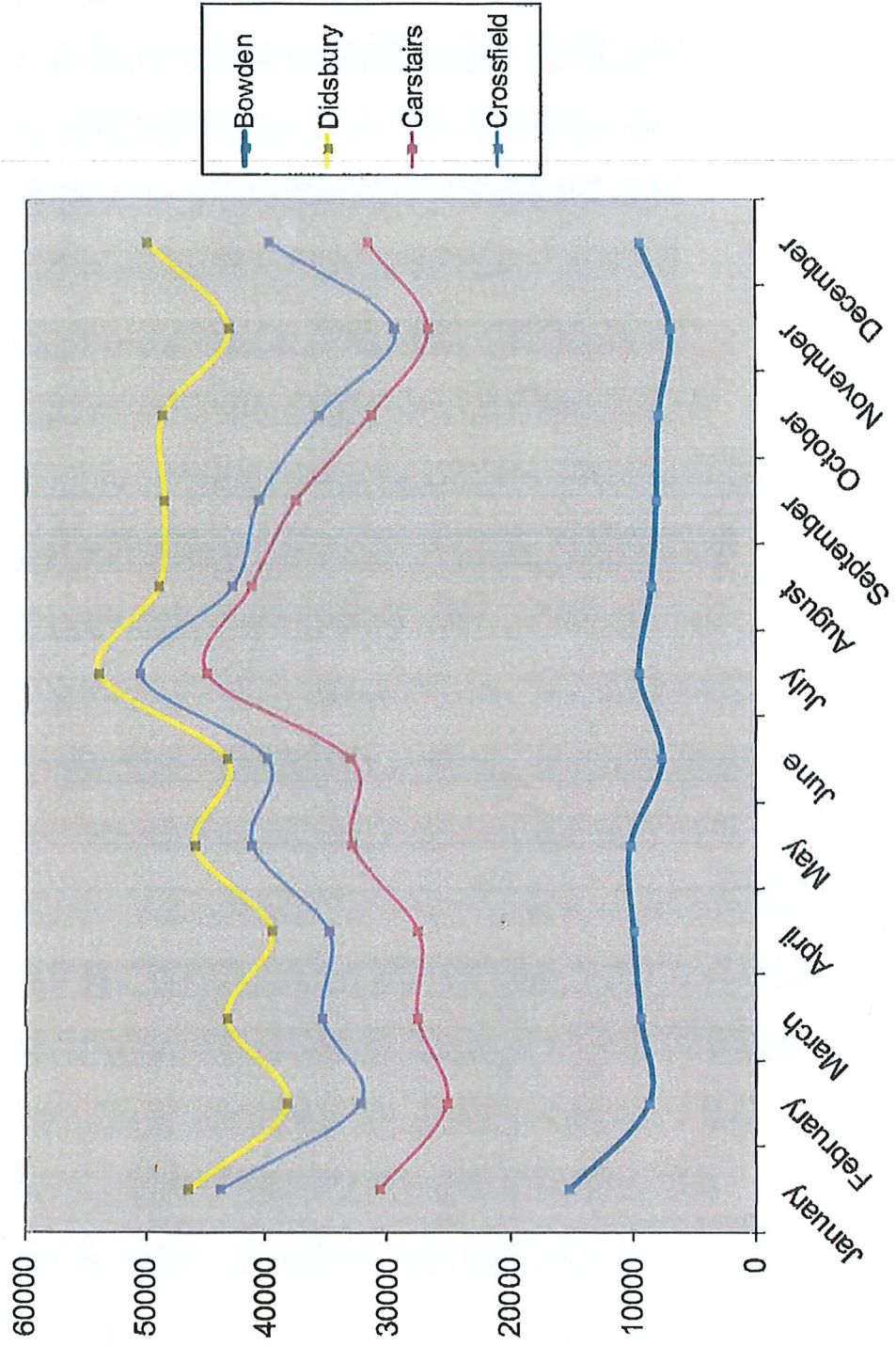
Mountain View Regional Water Services Commission
Flow Totals 2022



MVRWSC

	January	February	March	April	May	June	July	August	September	October	November	December
Innisfail	82,055	61,773	73,589	67,898	77,755	72,399	89,167	81,329	80,135	77,828	67,064	72,352
Bowden	15,252	8,703	9,387	9,989	10,287	7,582	9,513	8,525	8,101	7,928	6,966	9,579
Olds	104,640	88,553	96,704	95,444	105,342	103,289	114,696	103,170	109,432	109,697	105,715	113,841
Didsbury	46,384	38,082	43,199	39,444	45,927	43,122	53,920	48,903	48,396	48,526	43,053	49,857
Carstairs	30,585	25,140	27,529	27,469	32,808	32,944	44,871	41,196	37,405	31,309	26,693	31,611
Crossfield	43,685	32,187	35,282	34,720	41,083	39,804	50,457	42,686	40,538	35,543	29,360	39,708

000019

Bowden, Didsbury, Carstairs, & Crossfield Flow Totals 2022

MVRWSC Annual Flow Record

