

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on Monday 28, August, immediately following the MPC Meeting.

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES August 14, 2023, Regular Council Meeting.	Pages 2 - 4
4. PUBLIC HEARING None scheduled.	
5. DELEGATIONS S/Sgt W Wright, Olds Detachment, RCMP. RCMP Community Policing Reports	 5 - 13
6. BUSINESS ARISING FROM PREVIOUS MINUTES 6.a Bowden Hotel. 6.b Land Annexation Proposal	 14
7. BYLAWS & POLICIES 7.a Bylaw Enforcement Policy 05 / 2023	 15 - 16 17 - 28
8. NEW BUSINESS 8.a Community Registration Night. 8.b Antler Hill Roadside Turnout Removal.	 29 30 31 - 32
9. FINANCIAL 9.a Capital Projects Update.	 33 - 35
10. CORRESPONDENCE 10.a RDC Enforcement Letter for July 2023.	 36 37
11. REPORTS 11.a CAO's Report. 11.b Council Committee Reports. 11.c Society & Other Reports.	 38 39 - 40 41
12. CLOSED SESSION OF COUNCIL ("in camera") 12.a Bylaw 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".	
13. MEETING ADJOURNMENT	



000002

**Town of Bowden – Regular Council Meeting
held on Monday August 14, 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	Sandy Gamble	
Councillor	Marie Flowers	
Councillor	Wayne Milaney	
Councillor	Paul Webb	
Councillor	Deb Coombes	
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 that 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 July 24, 2023, 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

An update on the Bowden Hotel was provided by the CAO.

Agenda item 6.b Council Open House

Council discussed the format and content of the Council Open House to be held on Wednesday October 4, 2023, at 7:00pm at the Bowden event Centre.

The main item of content will be the Community Standards Bylaw.

Administration will include an update on progress of the 2023 Capital Projects.

000003

Agenda item 6.c Council Priorities Session

Council discussed the content of the Council Priorities Session to be held on Wednesday September 6, 2023, at Council Chambers.

Councillors are requested to submit items for discussion to either the Mayor or the CAO.

Agenda item 6.d Alberta Municipalities 2023 Convention & Trade Show

Council discussed final arrangements for those attending the Trade Show.

A copy of the "2023 Resolutions Book" will be provided for Councillors to review.

Agenda item 6.e Community Standards Bylaw – Schedule

Administration provided Council with a revised schedule for the passage of the Community Standards Bylaw.

This now incorporates the Council Open House on October 4 and extends the deadline for final reading until the end of 2023.

Agenda item 6.f Land Annexation Proposal

Administration provided Council with a summary (3 pages) of the presentation provided to Council during the 23 May RCM regarding the proposed annexation of land from Red Deer County (North of Bowden).

A meeting of the Intermunicipal Development Committee was held at Red Deer County offices on Monday, August 7, 2023. The purpose of this meeting was to discuss the annexation proposal.

An outcome of the meeting was that the IDC committee requested that Town of Bowden CAO communicate with the landowner, through their agent, to confirm the intermunicipal committee's support for a motion of intent to annex.

Council was very supportive of this annexation and of the positive relationship that exists between Red Deer County and the Town of Bowden in support of all intermunicipal matters.

Motion 6.a.

Moved by Councillor Paul Webb that Council instructs Administration to work with the landowner to prepare a Notice of Intent to Annex the lands known as Section 26, Township 34, Range 01, West of the 5th Meridian legally described as the easterly 1650 feet of the southeast quarter Section 26, Township 34, Range 01, West of the 5th Meridian excepting thereout all registered plans and Lot A, Plan 2878 JK".

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

No item submitted.

8. NEW BUSINESS**Agenda item 8.a IT Security Update**

Administration provided Council with an update of the IT security measures introduced to reduce the vulnerability to data hacking, cyber attacks, and ransomware attacks.

Motion 8.a moved by Councillor Sandy Gamble that Council accepts the IT Security update as information.

MOTION CARRIED UNANIMOUSLY

000004

Agenda item 8.b Highway 2 Rehabilitation Work.

Administration provided Council with an update on the QE2 highway construction.

Motion 8.b moved by Councillor Deb Coombes that Council accepts the highway construction update as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.c Regional End of Summer Gathering.

Administration provided Council with the details of an event to be held at Sylvan Lake on September 21, 2023, from 6:00pm to 9:00pm at the NexSource Centre.

Motion 8.c moved by Councillor Marie Flowers that Council accepts the invitation as information.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

No item on agenda.

10. CORRESPONDENCE**Agenda item 10.a Letter from Red Deer County Protective Services**

Red Deer County Protective Services – June Enforcement Contract.

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

MOTION CARRIED UNANIMOUSLY

11. REPORTS**Agenda item 11.a CAO's Report****Agenda item 11.b Council Committee Reports**

No reports submitted.

Agenda item 11.c Society & Other Reports

No reports submitted.

Motion 11.a moved by Councillor Randy Brown that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

12. MEETING ADJOURNMENT

Motion 12.a Moved by Councillor Marie Flowers 8:00pm to adjourn the meeting.

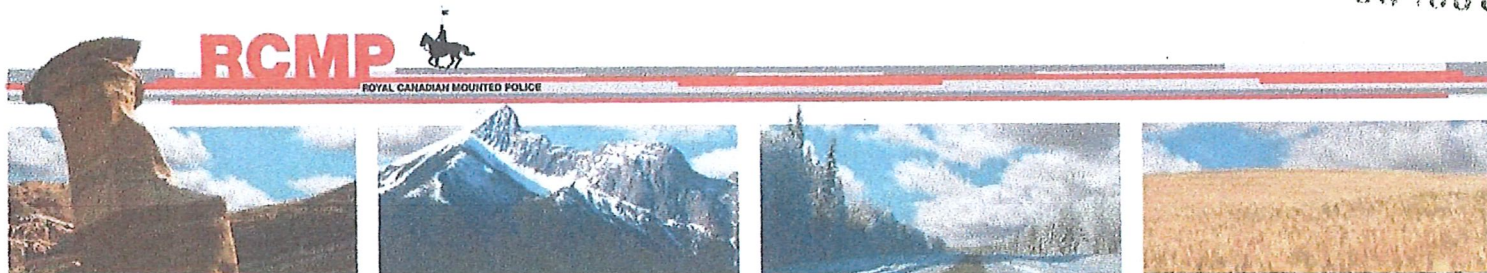
MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen



August 9, 2023

S/Sgt. Warren Wright
Detachment Commander
Olds RCMP Detachment
Olds, Alberta

Dear Mayor Robb Stuart,

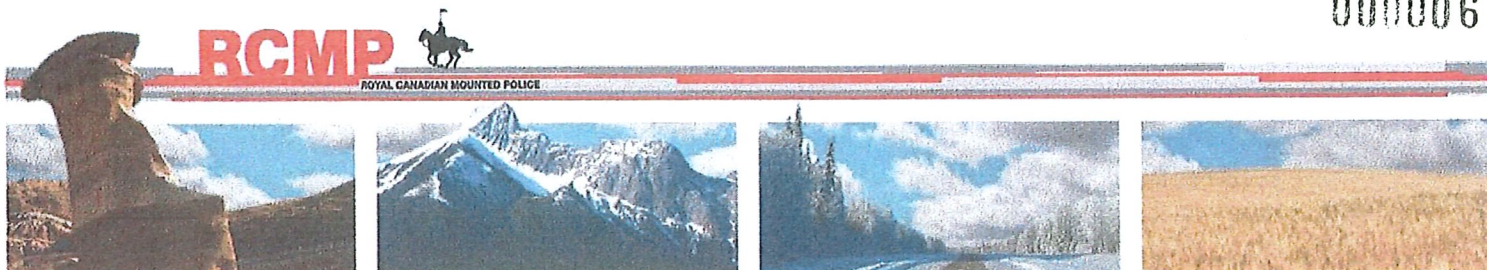
Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Olds Detachment.

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

A handwritten signature in black ink, appearing to read 'W. Wright', is written over the printed name of the signatory.

S/Sgt. Warren Wright
Detachment Commander
Olds RCMP Detachment



Olds Provincial Detachment
Crime Statistics (Actual)
Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	1	0	0	0	N/A	N/A	-0.1
Sexual Assaults		0	0	2	1	0	N/A	-100%	0.1
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		11	5	16	13	4	-64%	-69%	-0.6
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		1	4	1	5	4	300%	-20%	0.7
Uttering Threats		3	7	2	1	1	-67%	0%	-1.0
TOTAL PERSONS		15	17	21	21	9	-40%	-57%	-0.8
Break & Enter		10	7	9	10	1	-90%	-90%	-1.5
Theft of Motor Vehicle		11	5	4	9	5	-55%	-44%	-0.8
Theft Over \$5,000		3	1	1	2	1	-67%	-50%	-0.3
Theft Under \$5,000		25	12	9	15	6	-76%	-60%	-3.5
Possn Stn Goods		7	4	4	2	0	-100%	-100%	-1.6
Fraud		7	6	2	3	5	-29%	67%	-0.7
Arson		0	0	0	0	1	N/A	N/A	0.2
Mischief - Damage To Property		0	8	12	11	9	N/A	-18%	2.1
Mischief - Other		25	7	1	5	4	-84%	-20%	-4.4
TOTAL PROPERTY		88	50	42	57	32	-64%	-44%	-10.5
Offensive Weapons		1	0	1	1	0	-100%	-100%	-0.1
Disturbing the peace		4	2	1	0	3	-25%	N/A	-0.4
Fail to Comply & Breaches		5	0	2	2	3	-40%	50%	-0.2
OTHER CRIMINAL CODE		1	7	2	2	3	200%	50%	-0.1
TOTAL OTHER CRIMINAL CODE		11	9	6	5	9	-18%	80%	-0.8
TOTAL CRIMINAL CODE		114	76	69	83	50	-56%	-40%	-12.1

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA
Olds Provincial Detachment

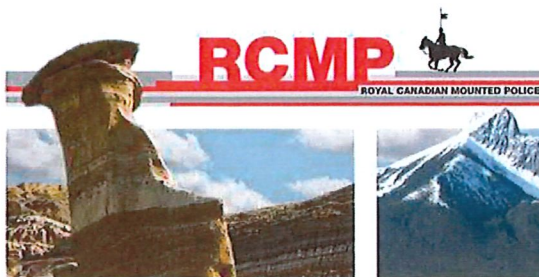
Crime Statistics (Actual)

Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	3	1	0	0	N/A	N/A	-0.3
Drug Enforcement - Trafficking		0	0	0	2	0	N/A	-100%	0.2
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
Total Drugs		0	3	2	2	0	N/A	-100%	-0.1
Cannabis Enforcement		0	1	2	1	0	N/A	-100%	0.0
Federal - General		0	0	1	2	1	N/A	-50%	0.4
TOTAL FEDERAL		0	4	5	5	1	N/A	-80%	0.3
Liquor Act		4	5	5	0	0	-100%	N/A	-1.3
Cannabis Act		5	6	3	1	0	-100%	-100%	-1.5
Mental Health Act		15	14	9	13	16	7%	23%	0.1
Other Provincial Stats		16	12	29	19	15	-6%	-21%	0.5
Total Provincial Stats		40	37	46	33	31	-23%	-6%	-2.2
Municipal By-laws Traffic		0	0	1	1	0	N/A	-100%	0.1
Municipal By-laws		4	4	9	5	5	25%	0%	0.3
Total Municipal		4	4	10	6	5	25%	-17%	0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		9	6	5	3	7	-22%	133%	-0.7
Property Damage MVC (Reportable)		56	29	44	62	40	-29%	-35%	0.1
Property Damage MVC (Non Reportable)		2	7	4	10	4	100%	-60%	0.7
TOTAL MVC		67	42	53	75	51	-24%	-32%	0.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		1,222	775	839	381	318	-74%	-17%	-220.2
Other Traffic		8	3	2	0	0	-100%	N/A	-1.9
Criminal Code Traffic		11	18	12	8	7	-36%	-13%	-1.8
Common Police Activities									
False Alarms		10	2	2	3	2	-80%	-33%	-1.5
False/Abandoned 911 Call and 911 Act		8	9	6	8	6	-25%	-25%	-0.5
Suspicious Person/Vehicle/Property		33	40	30	21	17	-48%	-19%	-5.1
Persons Reported Missing		3	0	1	2	1	-67%	-50%	-0.2
Search Warrants		0	0	1	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		11	7	10	9	3	-73%	-67%	-1.4
Form 10 (MHA) (Reported)		0	0	0	2	2	N/A	0%	0.6



RCMP Provincial Policing Report

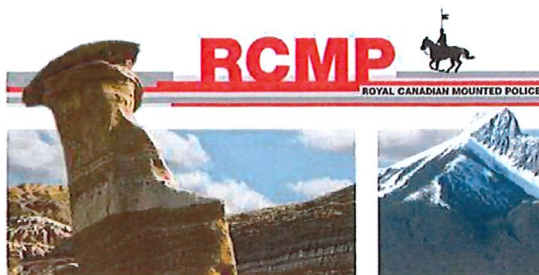
Detachment	Olds Provincial
Detachment Commander	S/Sgt. Warren Wright
Quarter	Q1
Date of Report	2023-08-09

Community Consultations

Date	2023-04-14
Meeting Type	Community Connection
Topics Discussed	Traffic
Notes/Comments	Not a RCMP Town Hall but a Town of Bowden Town Hall with Mayor & Council aimed at residents to discuss municipal issues in an informal setting. Attended in support of elected officials, but was also called upon to discuss some minor policing issues.

Date	2023-06-01
Meeting Type	Community Connection
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Olds RCMP in partnership with Bowden FCSS completed a fraud prevention presentation to interested residents who attended.

Date	2023-06-13
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Presentation of Quarter 4 (2022/2023) PPSA Policing report to Town of Bowden Mayor & Council and answered any questions they had.



Community Priorities

Priority 1	Crime Reduction
Current Status & Results	<p>Issue: Property Crime - Theft</p> <p>Objective: Crime Reduction</p> <p>Initiative: Curfew & Compliance Checks, Warrant Round Ups, Drug Enforcement</p> <p>Town of Bowden Activities:</p> <ul style="list-style-type: none"> - Completed 4 curfew checks completed throughout Q1 on 1 individual subject to judicially imposed release conditions. - Warrant Round Up on 2023-06-24, executing 5 arrest warrants on 5 individuals. - 1 new drug investigation was opened this Q1.
Priority 2	Be Clear, Accountable, and Transparent
Current Status & Results	<p>Issue: Police Community Relations</p> <p>Objective: Be clear, accountable and transparent</p> <p>Initiative: Community events, presentations, and school visits</p> <p>Town of Bowden Activities:</p> <ul style="list-style-type: none"> 2023-04-13 Attended to the Town of Bowden - Town Hall Meeting in support of the elected officials. 2023-05-31 Fraud Prevention presentation with Bowden FCSS at Bowden Friendship Club. 2023-06-12 Presented Q4 Policing Report to Town Council and answered questions. 2023-06-21 Crime Prevention By Environmental Design with Bowden FCSS and Red Deer County Patrol at the Bowden Friendship Club.
Priority 3	Enhance Road Safety
Current Status & Results	<p>Issue: Traffic – Speeding</p> <p>Objective: Enhance Road Safety</p> <p>Initiative: Education and awareness with Public on speeding</p> <p>Town of Bowden Activities:</p> <ul style="list-style-type: none"> - No traffic safety education initiatives were undertaken this Q1. - One JFO with RDC Patrol was completed, however it was not traffic based but a Crime



Prevention By Environmental Design seminar for local residents as a result of interest expressed at the January Town Hall Meeting.



Crime Statistics¹

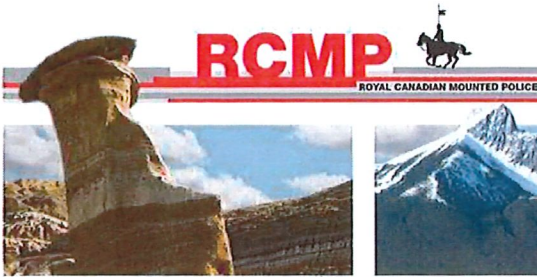
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	83	50	-40%	398	396	-1%
<i>Persons Crime</i>	21	9	-57%	79	93	18%
<i>Property Crime</i>	57	32	-44%	268	257	-4%
<i>Other Criminal Code</i>	5	9	80%	51	46	-10%
Traffic Offences						
<i>Criminal Code Traffic</i>	8	7	-13%	43	38	-12%
<i>Provincial Code Traffic</i>	381	318	-17%	2,800	1,567	-44%
<i>Other Traffic</i>	0	0	N/A	4	4	0%
CDSA Offences	2	0	-100%	8	9	13%
Other Federal Acts	5	1	-80%	15	15	0%
Other Provincial Acts	33	31	-6%	147	110	-25%
Municipal By-Laws	6	5	-17%	22	19	-14%
Motor Vehicle Collisions	75	51	-32%	276	425	54%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	5	4	2	0
Detachment Support	1	1	1	0

² Data extracted on June 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the five established positions, four officers are working. There are two officers on special leave (one medical leave, one leave without pay) and one of these positions is backfilled. There is no hard vacancy detected at this time.

Detachment Support: Of the two established positions, 1 resources are working and 1 is off on long term medical leave.

Quarterly Financial Drivers

Regular Council Meeting: August 28, 2023.	Agenda Item: 6.a / 6.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s):

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

Content:

6.a Bowden Hotel

Refer to update provided in CAO's Report.

6.b Annexation of Land

During the RCM of 14 August 2023 Council made the following motion:

Motion 6.a. Moved by Councillor Paul Webb that Council instructs Administration to work with the landowner to prepare a Notice of Intent to Annex the lands known as Section 26, Township 34, Range 01, West of the 5th Meridian legally described as the easterly 1650 feet of the southeast quarter Section 26, Township 34, Range 01, West of the 5th Meridian excepting thereout all registered plans and Lot A, Plan 2878 JK".

The CAO will provide a verbal update on progress to date.

Suggested Motion.

Motion 6.a

Motion by Councillor _____ that Council accepts the verbal report as information.

Regular Council Meeting: August 28, 2023.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: CAO
Report Type: Information	Attachment(s): 1. Bylaw Enforcement Policy 05 / 2023

7.a Bylaw Enforcement Policy

Background:

The first reading of the Community Standards Bylaw was made publicly available during the Council Open House of 13 April.

During this event general comments were received by residents regarding bylaw enforcement.

In response Administration has therefore produced a policy outlining the procedures and processes to be followed for bylaw enforcement.

Purpose

Bylaw Enforcement Policy 05 / 2023 provides, publicly, a set of expectations and standards for bylaw enforcement.

The introduction of this policy will assist Administration in the decision-making process particularly in cases where a bylaw matter may be subjective in nature and a decision must be made based on the relative merits of a number of relevant factors.

The overall intent is however to enable decisions to be made with fair and reasonable outcomes.

Introduction

The Municipal Government Act provides the statutory power to enforce bylaws however it does not provide guidance on how to fairly and reasonably exercise discretion when making bylaw enforcement decisions.

The provisions set out within this policy will assist in the management of public expectations and will further assist bylaw enforcement officers to respond fairly when action is taken against an individual.

This policy:

- i. sets out clearly what the policy is for and what it is intended to achieve,
- ii. establishes common procedures for accepting, processing, and investigating bylaw complaints,
- iii. establishes broad guidelines for a fair and consistent enforcement process,
- iv. is flexible to allow the CAO and bylaw enforcement officers to exercise discretion on making any decision especially where circumstances require an exception,
- v. will be made available to the public (on the Town's website).

The procedures within this policy when applied should achieve the following goals:

- result in similar cases being treated in a similar way,
- provide bylaw enforcement officers with guidance on, and limits to, exercising discretion,
- provide the public with clarity and detail on how and why enforcement decisions are made.

Actions

This administrative policy has been approved by the CAO.

Copies of this policy will be provided to:

- i. the CAO,
- ii. the Town Bylaw Enforcement Officer,
- iii. Red Deer County Protective Services.

A copy of this policy will be posted on the Town's web site and will be available for distribution (if required or requested) at the Council Open House scheduled for October 4.

This policy is now submitted to Council for information.

Suggested Motion.

Motion 7.a

Motion by Councillor _____ that the Bylaw Enforcement Policy as presented is accepted as information by Council.



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

Town of Bowden – Province of Alberta

Policy Document (05 -2023)

BYLAW ENFORCEMENT POLICY

1 INTRODUCTION

All municipalities have the authority to regulate, prohibit and impose requirements for municipal purposes, by bylaw, across a range of various matters within the community.

Bylaw enforcement refers to actions that may be taken by the Town to ensure compliance with municipal bylaws.

To enforce bylaws municipalities may engage in a range of activities such as:

- educating the public about regulatory rules,
- conducting inspections to ensure rules are being followed,
- mediating between members of the public,
- encouraging voluntary compliance with the rules,
- applying formal consequences for contraventions where compliance is not forthcoming.

This policy states the governing principles of bylaw enforcement and further provides guidance on actions that may be taken by the Town to ensure that persons comply with Town bylaws.

2 PURPOSE

The purpose of this policy is to:

- outline in a public manner the objectives of the Town's bylaw enforcement policy and to set clear standards and expectations for bylaw enforcement,
- establish common procedures for accepting, processing, and investigating bylaw complaints,
- provide outline procedures for bylaw enforcement,
- maintain public confidence and manage public expectations while promoting transparency, fairness, and integrity.

3 DEFINITIONS

Administration

Means the personnel (and other resources) that provide for the day-to-day operation and control of the municipality and who have responsibility to ensure that the policies and programs of the municipality are implemented.

Bylaw

Is an adopted bylaw made by resolution of the Council of the Town of Bowden in accordance with Part 2 (Bylaws) of the Municipal Government Act.

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 Compliance 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.

Council

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

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26.

Municipality

Means the Town of Bowden.

Person

Means:

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

Provincial Offences Procedure Act

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

Town

Means the municipal corporation of the Town of Bowden, its administrative staff, and designated officers.

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.

4 LEGISLATIVE POWERS (a summary of enactments)

4.1 General Jurisdiction to Pass Bylaws

The MGA provides general jurisdiction to a municipality to pass bylaws, as follows:

Section 7 states that a council may pass bylaws for municipal purposes respecting the following matters (reproduced as follows):

- (a) the safety, health and welfare of people and the protection of people and property,*
- (b) people, activities, and things in, on or near a public place or place that is open to the public,*
- (c) nuisances, including unsightly property,*
- (d) transport and transportation systems,*
- (e) businesses, business activities and persons engaged in business,*
- (f) services provided by or on behalf of the municipality,*
- (g) public utilities*
- (h) wild and domestic animals and activities in relation to them,*
- (i) the enforcement of bylaws made under this or any other enactment, including any or all of the following,*
 - (i) the creation of offences,*
 - (ii) for each offence, imposing a fine not exceeding \$10 000 or imprisonment for not more than one year, or both,*
 - (iii) providing for the imposition of a penalty for an offence that is in addition to a fine or imprisonment so long as the penalty relates to a fee, cost, rate, toll, or charge that is associated with the conduct that gives rise to the offence,*
 - (iv) providing that a specified penalty prescribed under section 44 of the Provincial Offences Procedure Act is reduced by a specified amount if the penalty is paid within a specified time,*
 - (v) providing for imprisonment for not more than one year for non-payment of a fine or penalty,*
 - (vi) providing that a person who contravenes a bylaw may pay an amount established by bylaw and if the amount is paid, the person will not be prosecuted for the contravention,*
 - (vii) providing for inspections to determine if bylaws are being complied with,*
 - (viii) remedying contraventions of bylaws.*

4.2 Enforcement

The MGA provides various powers and authority to a municipality to enforce bylaws.

4.3 General Offences

Section 557 of the MGA outlines the general offences within the legislation and states that any person who does not comply with the provisions of the Act or any person who obstructs or hinders any person in the exercise of the persons powers is guilty of an offence.

4.4 Inspections

Section 542 of the MGA provides provisions for municipal inspections and enforcement, reproduced as follows:

542(1)

If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced, or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement, or action,

- (a) enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,*
- (b) request anything to be produced to assist in the inspection, remedy, enforcement, or action, and,*
- (c) make copies of anything related to the inspection, remedy, enforcement, or action.*

4.5 Remedial Orders

Section 545 of the MGA provides provisions to remedy contravention by order, reproduced as follows:

545(1)

If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.

545 (2)

The order may:

- (a) direct a person to stop doing something, or to change the way in which the person is doing it,
- (b) direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention,
- (c) state a time within which the person must comply with the directions,
- (d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

4.6

Section 44 of the Provincial Offences Procedure Act, states

A local authority may make bylaws and, in the case of an improvement district or a special area, the Minister responsible for the Municipal Government Act or the Special Areas Act, as the case may be, may make orders,

- (a) respecting the offences under a bylaw or ministerial order, as the case may be, in respect of which a voluntary payment may be made,
- (b) prescribing the amounts of the specified penalties payable in respect of offences referred to in clause (a).

5 GENERAL POLICIES

General policies for bylaw enforcement within the Town are as follows:

5.1

The Town will conduct patrols to monitor and ensure bylaw compliance is maintained.

A case file may be opened, which will include documented records (and photos) being kept of all conversations, and actions taken. Typically, this will be done by the Bylaw Enforcement Officer.

5.2

Prior to any formal enforcement proceedings, the Town will attempt to seek voluntary bylaw compliance, resolving matters informally using generally accepted mediation and dispute resolution methods.

The Town's enforcement model follows a general approach which is typically as follows:

- communication,
- education,
- collaboration,
- compliance.

5.3

Typically, in the first instance a written or verbal warning informs the recipient that they are contravening a specific bylaw requirement and the warning will recommend a course of action to achieve compliance.

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.

5.4

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

The overall philosophy is to resolve issues or complaints through a process of community engagement and education with the overall aim of ensuring that all bylaws are followed by everyone for the benefit of all residents within our community.

5.5

Progressive enforcement actions through ticketing, fines, remedial orders, and other sanctions will be imposed where voluntary compliance is not forthcoming.

5.6

All complaints and bylaw contravention matters will be considered on their own merit, without precedent, and any response will be appropriate to the scale of the matter / non-compliance.

5.7

Where deemed necessary or appropriate formal enforcement procedures may be applied at the onset in response to a bylaw contravention.

5.8

The Town is not required to become involved with or mediate disputes between individuals where the matter in dispute is of a civil nature.

6 BYLAW CONTRAVENTION INVESTIGATIONS**6.1**

The CAO or a Designated Officer may conduct compliance, and enforcement action in general within the provisions of this policy, but any action ultimately remains discretionary based on:

- i. priorities,
- ii. previous decisions on similar complaints,
- iii. urgency,
- iv. community impact,
- v. public health and safety,
- vi. impact on Town liability,
- vii. environmental considerations,
- viii. available resources.

6.2

Bylaw contravention investigations can be initiated on received public complaints.

6.3 Public Complaints

A complaint of a bylaw contravention must be submitted in writing by email, mail, or using the online portal.

Complaints made in person by visiting the Town Administration Office will require the complainant to submit details of the complaint in writing using the Service Request Form (or any other form as deemed effective or relevant by the Town).

In all cases clear and specific details must be provided as to the nature of the complaint including a description of the alleged contravention.

In all cases the complainant must provide their contact details and must sign any complaint form and / or provide evidence that proves their identity.

Anonymous complaints will not be dealt with.

All complaints must be transparent, factual, fair, respectful, and impartial with no impropriety or appearance of bias, deception, or untruth.

6.4 Handing

All complaints will receive due consideration.

A case file will be opened, and records maintained of all conversations / actions taken.

All complaints received will be treated considerably and fairly. Feedback and / or a response (acknowledgement) will be given to all complainants.

Complaints will be responded to as promptly as possible. If an immediate solution cannot be provided a response will be given (acknowledgement) until all the information is available to allow a formal response to be made by the Town.

The CAO or Designated Officer will maintain regular contact on the status of any ongoing investigation according to developments as they occur or as deemed pertinent or necessary.

6.5 Investigation

On receipt of a valid complaint (submitted correctly and in accordance with the provisions of section 6.3 of this policy) the CAO or Designated Officer will conduct a preliminary assessment to determine if:

- i. the complaint is valid,
- ii. the matter relates to a specific infringement of a Town bylaw,
- iii. it is within the jurisdiction of the Town of Bowden*.

*matters of criminal law or civil law (for example, people's relationships, private property, business arrangements) are not within the jurisdiction of the Town.

Any investigation may include a review of property ownership, relevant bylaws, a site investigation, further contact with the complainant and any other affected third party.

The Town will not investigate a matter further if it is determined that no contravention exists, or the issue is a civil or criminal matter.

In such cases the complainant will be informed of the decision not to investigate the matter further.

Note: in some cases, there may be contravention that is within the jurisdiction of both the Town and another agency in which case a joint investigation and enforcement may occur.

6.6 Use of discretion

6.6.1

The CAO or Designated Officer may exercise discretion on whether to investigate a complaint.

Factors that can be considered include, but are not limited to:

- i. the nature and urgency of the complaint or alleged contravention,
- ii. the impact of the contravention on the complainant, other persons, and the community,
- iii. frivolous, repeat, or vexatious complaints,
- iv. previous decisions and precedents made on similar complaints,
- v. the resources available to resolve the matter.

6.6.2

Focus will be given to balancing fairly the interest of both the complainant and the individual / parties who are the subject of the complaint.

The CAO retains the discretionary right not to intervene in civil matters where these are disputes between individuals.

6.6.3

Where new information is received, or a new issue is raised, the CAO may decide to respond and further investigate a matter, subject to the process and procedures within this policy.

6.7 Frivolous / Vexatious / Unreasonable Complaints**6.7.1**

The CAO retains the discretionary right to restrict further contact with a complainant where a matter is deemed to be frivolous, vexatious, or unreasonable (in nature or behaviour).

6.7.2 Definitions

Frivolous complaints are defined as having little or no legal merit.

Vexatious complaints are defined as being initiated maliciously, without probable cause, or not in good faith.

Unreasonable complaints are complaints made in an unreasonable manner.

6.7.3

Frivolous, vexatious and / or unreasonable or persistent complaints may consume a disproportionate amount of Town / Administration time and can compromise the ability of Town employees to deliver customer service efficiently and effectively.

Any action taken in response to frivolous, vexatious and / or unreasonable matters will be specific to each case.

6.7.4 Examples of Frivolous and Vexatious Complaints

Including but not limited to:

- submission of high-volume frequency of requests / telephone calls or emails,
- requests to reopen issues that have already been dealt with,
- where the complaint is designed to cause maximum inconvenience, disruption, or annoyance,
- where the complaint would impose significant financial impact on the Town,
- where the complaint lacks any serious purpose or value,
- where the complaint combines or mixes accusations, claims, allegations, or blame.

6.7.5

Where complaints are made in an unreasonable manner factors for consideration include whether the behaviour of the complainant is likely to cause distress, disruption, or irritation, without proper or justified cause.

Ultimately a decision made to classify a person's behaviour as unreasonable may result in restricting their access to Town employees, services, or property.

Any decision made may be the result of a repeated pattern of conduct on several occasions or a single significant incident that requires immediate action to be made.

6.7.6 Examples of Unreasonable Behaviour

Including but not limited to:

- refusing to specify the details of the complaint in writing,
- changing the basis of the complaint as the matter proceeds,
- submitting false statements or documents,
- making excessive demands on the time and resources of Town employees,

- refusing to accept a decision / repeatedly arguing points with no new evidence,
- causing distress to staff including aggressive, intimidating, and hostile actions,
- bullying, harassment, and use of offensive and abusive language.

6.8

The safety of any Town employee or Designated Officer is considered to be important.

Verbal or physical threats and inappropriate behaviour will not be tolerated and may be escalated as follows:

- i. a disengagement of any further contact or communication,
- ii. referral to the RCMP,
- iii. civil or legal action.

6.9 Confidentiality.

All bylaw complaints, and enforcement proceedings are deemed to be confidential in nature. As such the identity of the complainant, any personal information they provide, and the complaint received will not be disclosed to members of the public.

Complainants must respect the Town's obligations and rights under the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25.

In the case of information requests made under the Freedom of Information and Protection of Privacy Act the determination of whether such information should be released can only be made by the person designated as the FOIP Coordinator within the Designated Officer Bylaw or the CAO.

Note: The anonymity of the alleged offender cannot be assured if the process of investigation deems it necessary to reveal all parties in order to bring about proceedings to resolve the matter.

7 BYLAW ENFORCEMENT

7.1

Where efforts at achieving voluntary compliance are unsuccessful or in cases where formal enforcement procedures are necessary at the onset, the CAO or a Designated Officer may enforce a bylaw to deter future instances of the behaviour or activity.

7.2

Enforcement may take the form of:

7.2.1

The issue of a Remedial Order to remedy the infraction in accordance with sections 545 and 546 of the Municipal Government Act.

The standard of proof for the imposition of a remedial order is "balance of probabilities" meaning that it is more than likely (51%) that a bylaw has been violated.

Remedial Orders require a person who has violated a bylaw to take specific steps to bring themselves or their property, into compliance with the bylaw or require them to stop doing something that is contrary to a bylaw.

Typically, there is no penalty fine associated with a Remedial Order, other than the potential for the municipality to charge any costs associated with remedying the contravention to the tax roll of the property owner.

Ultimately the goal is remediation and compliance.

7.2.2

The issue of a bylaw violation ticket and the imposition of a specific penalty for the contravention of a provision of a bylaw by virtue of both the MGA and the Provincial Offences Procedures Act.

Bylaw violation fines are determined within the bylaw regulation.

Bylaw Violation Tickets are typically used for straightforward violations or violations that occur at a high frequency such as parking violations, snow removal violations, or simple animal control violations.

Bylaw violation tickets are only issued in cases where the offence has occurred “beyond reasonable and probable doubt” meaning that there is a 99% certainty that every element of the offence has taken place.

7.2.3

The issue of an unspecific “administrative” penalty 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).

Administrative penalties are only issued in cases where the offence has occurred “beyond reasonable doubt”.

7.2.4

Any other remedial and enforcement action permitted by virtue of the provisions and authority enacted within the MGA (including the collection of all lawful expenses and costs).

7.2.5

Civil proceedings through application to the courts for an injunction or court order to enforce or restrain a bylaw contravention.

Note: A person who is guilty of an offence under the MGA may also be liable in a civil proceeding.

8 ENFORCEMENT APPEALS

8.1

Any person who is the recipient of a bylaw enforcement action will be given the “opportunity to be heard” as part of an appeal process.

A summary of the appeal process for each type of enforcement is provided below:

8.2 Order to Remedy

A person in receipt of a Remedial Order may by written notice, request Council to review the Remedial Order in accordance with the provisions within sections 547 and 548 of the MGA.

8.3 Bylaw Violation Ticket

Where a bylaw violation ticket has been issued the appeal should be made in accordance with the terms of issue, the appeal time frame and options provided on the violation ticket.

8.4 Administrative Penalty

8.4.1 Initial Appeal

Where an “administrative” penalty has been issued by the CAO the initial appeal should be made in writing to the CAO.

The appeal process may vary according to the type of enforcement and the complexity of the case.

Generally straightforward cases with minimal complexity can be conducted by email or telephone call.

For more complex cases a more formal hearing conducted “in person” may be necessary.

Any final decision on an “initial” appeal will be made by the CAO.

8.4.2 Appeal Committee

If the initial appeal process does not provide a satisfactory outcome the person who considers themselves to be aggrieved by the decision of the CAO may appeal the decision to an Appeal Committee providing that an appeal notice is submitted in writing to the CAO within 30 days of the CAO's decision made under 8.4.1.

The appeal process will consist of a formal hearing conducted “in person”. The complainant must attend the appeal hearing.

During the appeal hearing both parties may elect to have another person attend the meeting in a support capacity, as a legal advisor or independent witness.

The Appeal Committee will decide on any appeal within 30 days of its receipt.

The Appeal Committee’s decision in respect of an appeal will be final and binding.

8.5

An appeal against any other remedial and enforcement action made by virtue of the provisions and authority enacted within the MGA must be made according to the appeal procedures that exist with the statutes (or bylaw) or the body that exists for the purpose of deciding on such matters.

In cases where there is no apparent appeal process within the legislation, or an appeal body does not exist the procedures provided in section 8.4 above apply.

Note:

Where a Provincial Violation Ticket has been issued (by a Peace Officer) the appeal should be made in accordance with the terms of issue, the appeal time frame and options provided on the violation ticket.

9 APPLICABILITY

9.1

This policy applies to all persons within the Town of Bowden

9.2

The CAO will provide direction where necessary in order to meet the requirements of this policy and may implement additional procedures or processes where necessary to ensure that bylaw enforcement is conducted fairly, with appropriate authority, in accordance with this policy and in line with the Town's core values.

9.3

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

- i. are at the discretion of the CAO, due to special circumstances, arrangements or need,
- ii. 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.
- iii. are as stated in this policy.

9.4

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

10 POLICY REQUIREMENTS

The following requirements form part of this policy.

- i. this policy should receive an annual review of its relevancy, effectiveness, and completeness,
- ii. appropriate actions should be taken to implement changes as required or deemed necessary following any matter or review of bylaw enforcement activities.

11 REFERENCES

11.1

References should be made where necessary to any relevant or applicable statutory enactment, including but not limited to the:

- i. Municipal Government Act, RSA2000, Chapter M-26,
- ii. Provincial Offences Procedures Act, RSA2000, Chapter P-24,
- iii. Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25,
- iv. Town of Bowden Bylaw Enforcement Officer Bylaw 05 / 2020
- v. Town of Bowden Designated Officer Bylaw 04 / 2020
- vi. any other applicable or relevant Town bylaw, policy, order, or CAO directive.

11.2

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

12 SUPPLEMENTARY INFORMATION

12.1 Information & Enquiries

All enquiries regarding bylaw definitions, applicability or enforcement should be addressed to the CAO.
Email: cao@bowden.ca

12.2

Amendments to this policy can only be made by the Chief Administrative Officer.

This policy should be reviewed at any time that the CAO considers appropriate to do so, to ensure that it remains current, effective, and accurate.

12.3 Policy Specifics

Policy Number	05 / 2023
Policy Title	Bylaw Enforcement Policy
Policy Type	Administration Policy
Supersedes / Revokes	n/a (new policy)
Policy Passed	By CAO (** / 08 / 2023)
Date Effective	Immediate upon signing by CAO
Policy Review Date	Annually or as required or determined by CAO
Distribution:	Bylaw Enforcement Officer Red Deer County Protective Services Town of Bowden Web Site Other (by request)

12.4 Policy Revision History

Date	Description of Change	Section	Approved by

12.5 Signed:

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Rudy Friesen Chief Administrative Officer	
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Regular Council Meeting: August 28, 2023.	Agenda Item: 8.a / 8.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 Community Registration Night Poster 2 Government of Alberta, Road Information Bulletin.

Content:**8.a Community Registration Night**

Administration requests that Council confirm their attendance at the Community Registration Night to be held on Thursday September 14, 2023, at 5:00pm at the Bowden Grandview School.

In previous years Council has attended this event.

Administration is required to reserve a table if Council wishes to attend.

Recommended Motion.

Motion by Councillor _____ that Council wish to attend the Community Registration Night and instructs Administration to make the required registration arrangements.

8.b Highway 2 Antler Hill Turnout Removal

Administration submits the attached Road Information Bulletin to Council as information.

The following information was provided by email from Eagle Engineering Corp (on 31 July 2023).

Recommended Motion.

Motion by Councillor _____ that Council accepts the Highway 2 report as information.

Bowden FCSS & Bowden Grandview School invite you to:

Community Registration Night

For Bowden and Area

September 14, 2023 at 5:00 p.m.

2238 - 21 Avenue

Bowden Grandview School
BBQ hosted by FOG

To arrange a free registration table,
contact 403-224-2207
or fcss@bowden.ca

****PLEASE LEAVE A MESSAGE OR EMAIL**

if trying to book prior to Sept. 5th **
Registration deadline is Tuesday, Sept. 12th.

FREE
BBQ
Supper

Community
Registration
School Gym

Time to break up with your couch and
get back to your Favorite Fall Activities!



fcss
Red Deer & District
Family and Community
Support Services

BOWDEN

000030

Alberta Transportation and Economic Corridors

Antler Hill Roadside Turnout Removal

Highway 2 Northbound and Southbound near the Town of Innisfail

Overview

During the summer of 2023, Alberta Transportation and Economic Corridors will begin construction on Highway 2 at Antler Hill, near the Town of Innisfail, to remove the existing roadside turnouts.

Project Details

To improve safety along the Highway 2 corridor, the existing northbound and southbound roadside turnouts at Antler Hill on Highway 2 will be removed. Construction is anticipated to begin early September 2023 and take approximately four weeks to complete, weather permitting. Work will take place between the hours of 7am and 7pm daily, until completed. No work is expected to occur over long weekends.

Alternative Rest Areas

Alternative rest areas are available at the following locations:

- Junction 42, south of the City of Red Deer. This location can be accessed by both northbound and southbound travellers
- Wolf Creek Safety Rest Area, near the City of Lacombe. This location can be accessed by southbound travellers
- Chevron Site, near the Town of Bowden. This location can be accessed by northbound travellers.

A map of alternative rest locations is included on page 2.

Traffic Impacts

As with any construction project, travelers may experience speed reductions, lane closures and minor delays. Signage with additional information on construction timing will be posted on site a week before construction begins. No detours are anticipated. A traffic accommodation strategy is also in place to mitigate the impacts to travelers. This includes additional signage, delineation, and if required, illumination. Please watch for all and obey all construction zone signage. For up to date information on this project, please call 5-1-1 toll free or visit 511.alberta.ca



Southbound roadside turnout at Antler Hill

Need more information?



For additional information on the project please contact us directly:

Mike Baik, Operations Manager

Alberta Transportation and Economic Corridors

Phone: 403-340-5087

Email: Mike.Baik@gov.ab.ca

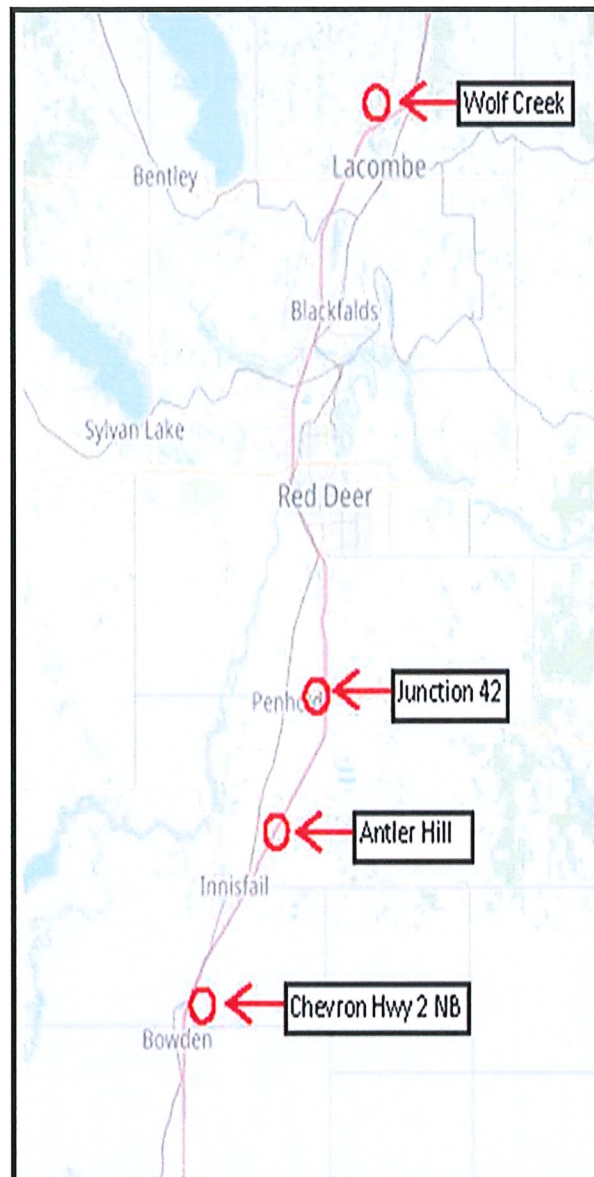
For up to date road information, call 5-1-1 toll free, visit 511.alberta.ca or follow [@511Alberta](https://twitter.com/511Alberta)

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Alberta Transportation and Economic Corridors

Antler Hill Roadside Turnout Removal

Highway 2 Northbound and Southbound near the Town of Innisfail



Alternative rest areas on Highway 2 include the Wolf Creek rest area, Junction 42 Rest Area and the Chevron Bowden Area

Regular Council Meeting: August 28, 2023.	Agenda Item: 9.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Schematic for location of Off Leash Dog Park

Content:**9.a Review of 2023 Capital Project (Off Leash Dog Park).**

This item is included within the 2023 Capital Budget (notional cost \$20000.00).

Background

The idea of an "Off Leash Dog Park" was first presented to Council in the 2022 Capital Budget by CAO Greg Skotheim.

The cost of the project was estimated at \$15000.00. to include "fencing, garbage bins, benches, signage and gravel for road improvements".

The location of the "Off Leash Dog Park" was originally 3 acres to be located at the most southerly border of the More Than Protein land development.

Access to this area would be via the existing (undeveloped) service road that currently runs immediately to the west side of the CP Rail tracks.

This is currently a gated road that provides access to the "compost area" (previously the old landfill area).

(Diagram – extract from 2022 Capital Budget).



Current Situation

With the current lack of progress regarding the land development and to maintain progress with this capital project Administration now submits to Council a revised proposal as to the location of the "Off Leash Dog Park".

Proposal

Administration proposes that the "Off Leash Dog Park" is located on Town land to the west of the current service road.

This will be a fenced area (page wire fence) that will be accessed by a new entrance gate located to the west of the existing service road gate.

In addition, some landscaping / groundwork will be included to provide a car parking area (residents will not therefore need to access the existing gated service road in any way).

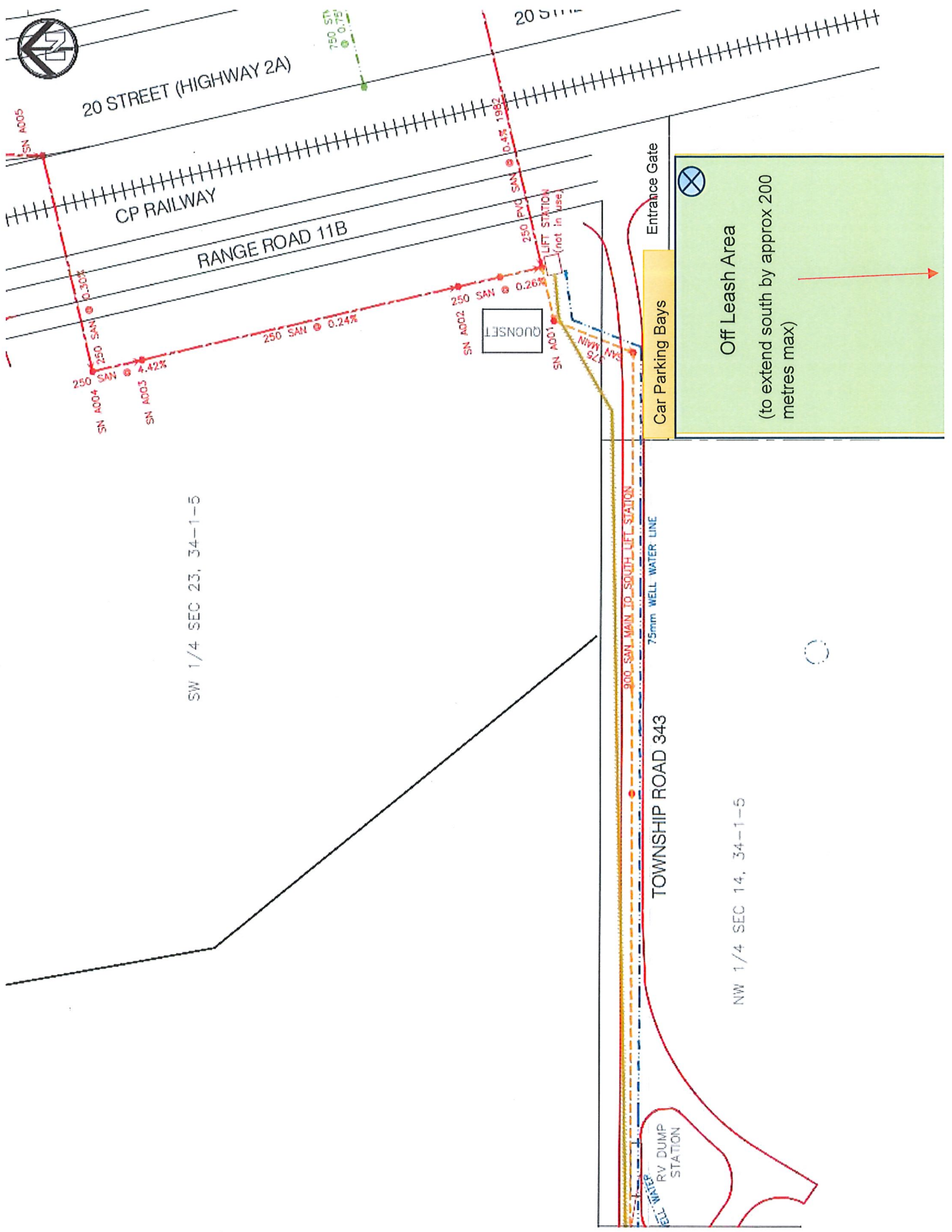
Administration is currently in the process of determining the cost of the fencing. Council will receive a realistic estimate of the project cost in due course.

Decision

Administration requests that Council refer to the attached diagram and review the proposed location. Council may provide Administration with a decision as to their preference of the location of the "Off Leash Dog Park".

Suggested Motion.**Motion 8.b**

Motion by Councillor _____ that Council approves the location of the Off Leash Dog Park as submitted and presented on the attached schematic diagram.



SW 1/4 SEC 23, 34-1-5

NW 1/4 SEC 14, 34-1-5

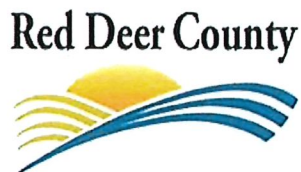
Regular Council Meeting: August 28, 2023.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1. Letter from Red Deer County Protective Services

Content:**10.a**

Red Deer County Protective Services – July Enforcement Contract.

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

August 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: July Enforcement Contract

Please be advised for the month of July, Red Deer County Patrol Officers spent 11 hours and 15 minutes in the Town of Bowden.

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

- 2023.07.09 at 1037 – Driver fail to wear seatbelt
- 2023.07.18 at 1604 – Driver fail to wear seatbelt
- 2023.07.25 at 1344 – Fail to stop at stop sign

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 black ink, appearing to read 'Irv Heide', with a long horizontal line extending to the right.

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

Regular Council Meeting: August 28, 2023.	Agenda Item: 11.a / 11.b
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**

No reports submitted.

c. Society & Other Reports

South Red Deer Regional Wastewater Commission (August update report).

*(report submitted by Mayor Robb Stuart)***Recommended Motion:**

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

Regular Council Meeting: August 28 th , 2023	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1. Walking Trail

Following up on the conversation from the August 14th Council Meeting, Administration has done some preliminary research regarding the use of directional and courtesy signage and pavement marketing in other communities. Some examples of this signage are attached to this report for information purposes. We will be conducting an awareness campaign through Town newsletter and social media in September and will gauge the response.

2. Arena Update

Many arena upgrades have taken place over the summer months, including a significant list of projects undertaken by Bowden Minor Hockey. The volunteer association has been applying the funds secured from the Province through the Community Facility Enhancement Program (CFEP). We will be sharing a comprehensive list of upgrades to Council this fall, as part of the Town's capital and operational spending update. Arena operators are scheduled to begin making ice in the arena following the long weekend in September.

3. Water Line – 21st Avenue

Work to replace the water line on 21st Avenue running East of Grandview School began the week of August 14th. Crews began by establishing a temporary water service for affected residents. Work will continue this month to replace the water main with a new pipe, re-connect residents and re-finish the surface of the street. As Council is aware, work to replace a water valve at the school in later winter led to the discovery that the line needed replacement.

4. Museum Upgrades

Much progress has been made in the past few weeks involving the approved upgrades to the Bowden Museum. Town crews updated the exterior paint in late July, and the new shingle installation began next week. This work is certainly improving the look of the facility and it will also help it last well into the future.

5. Bowden Hotel

Hotel site clean-up continues to progress well. At the writing of this report, all debris had successfully been removed and back filling of the site had begun.



SOUTH RED DEER REGIONAL WASTEWATER COMMISSION

AUGUST 22ND UPDATE

Due to a lack of items to be discussed, the SRD board voted unanimously to cancel the regular meeting for August 25th.

The following items were emailed to the board for their information.

Overall operations went very well since the last report. There was a minor leak from an Air Relief Valve but response was quick. Alberta Environment was notified but had no issues with the situation.

The SRD chair, vice-chair and CAO met with the Deputy Mayor and operations staff from the City of Red Deer. This meeting was to discuss setting up a Joint Planning Committee between the SRD and the City of Red Deer. Meeting went well and there will be a Terms of Reference developed.

Overall operations costs were lower than expected (and with Septic Receiving Stations volume increase) there was a budget surplus for this period.

Wastewater Sales Summary Report is attached.



Wastewater Sales Summary Report 2023 Volume Summary

Reported Updated as at:	Budget Comparison - YTD			
2023-07-31	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	843,818	736,580	107,238	14.6%
MV County	3,494	2,886	608	21.1%
Bowden	88,005	105,133	-17,128	-16.3%
Innisfail	509,314	497,110	12,204	2.5%
Penhold	178,386	166,157	12,229	7.4%
SRS	20,255	13,346	6,909	51.8%
Subtotal Regional Line	1,643,272	1,521,213	122,059	8.0%
Springbrook	90,708	110,732	-20,024	-18.1%
Gasoline Alley	279,918	268,365	11,553	4.3%
Subtotal Waskasoo System	370,626	379,097	-8,471	-2.2%
Total SRD Volumes	2,013,898	1,900,309	113,589	6.0%