

**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 12 August 2024**, 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> July 22, 2024, Regular Council Meeting.	<b>Pages</b> <b>3 - 7</b>
<b>4. PUBLIC HEARING</b> None scheduled.	
<b>5. DELEGATION</b> 5.a Rural Connect – Presentation on High-Speed Fibre Optic Project	<b>8</b>
<b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b> 6.a Bowden Hotel. 6.b Fortis Additional Street Lights 6.c SRDRWC – Summary of all Agreements 6.d Council Resolutions Summary 6.e Key Dates.	<b>9</b> <b>9</b> <b>9 - 11</b> <b>12 - 13</b> <b>12 - 13</b>
<b>7. BYLAWS &amp; POLICIES</b> No agenda item submitted	
<b>8. NEW BUSINESS</b> 8.a Municipal Indicators 8.b Fire Hall Siren 8.c Community Registration Night 8.d Sale of Property by Public Auction (Terms & Conditions) 8.e CAEP Membership Satisfaction Survey 8.f ATCO Gas Distribution Franchise Agreement 8.g Alberta Environment Waterworks System Inspection Report 8.h SRDRWC Joint Planning Commission Strategy	<b>15 - 24</b> <b>25 - 26</b> <b>27 - 28</b> <b>29 - 30</b> <b>31</b> <b>32 - 36</b> <b>37 - 39</b> <b>40 - 41</b>
<b>9. FINANCIAL</b> 9.a Canada Community Building Fund (2024 allocation). 9.b ATB Bank Signing Authority 9.c Red Deer County Intermunicipal Recreation & Culture Grants	<b>42 - 45</b> <b>46</b> <b>47 - 48</b>
<b>10. CORRESPONDENCE</b> No correspondence item submitted	
<b>11. REPORTS</b> 11.a CAO's Report. 11.b Council Committee Reports. 11.c Society & Other Reports.	<b>49</b> <b>50 - 51</b> <b>52 - 62</b>

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

**12.a Financial Matters (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".

**13. MEETING ADJOURNMENT**



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**Town of Bowden – Regular Council Meeting  
held on Tuesday 22 July 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

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

**ADMINISTRATION**    CAO            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 amended.

*Note: amended as follows:*

*Agenda item 8.e Meeting with MLA Devin Dreeshen*

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Sandy Gamble that Council adopts the minutes for the Regular Council Meeting of July 8, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There were no public hearings.

**5. DELEGATION**

There was no delegation.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Agenda item 6.a Bowden Hotel**

There was no further update on matters regarding the Bowden Hotel.

**Agenda item 6.b Fortis Streetlights**

Administration stated to Council that Fortis had scheduled an onsite engineering study for the 4 streetlights on 21<sup>st</sup> Street.

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**Agenda item 6.c VALO Fibre Optic Network**

6.c.i

Administration provided Council with an update on the meeting held with the CAO of the Village of Delburne the purpose of which was to understand how they reached the decision to partner with Rural Connect for them to become part of a Municipally Controlled Corporation (MCC).

6.c.ii

Administration stated that representatives from Rural Connect will present to Council as a delegation at the RCM of August 12, 2024.

6.c.iii

Administration provided Council with details of the Lagoon Lease Agreement with SRDRWC dated January 12, 2012.

**Motion 6.a**

Moved by Councillor Deb Coombes that Council accepts as information agenda items 6.a, 6.b and 6.c.

**MOTION CARRIED UNANIMOUSLY****Agenda item 6.d Land Annexation Negotiation Report**

With reference to the proposed annexation of land from Red Deer County (land north of Bowden) Council received a copy, for approval, of a Negotiation Report, a document that reflects the outcome of the negotiations to date.

This is to satisfy the provisions contained with Division 6 of the MGA which sets out the requirements for Land Annexation and in particular section 118(2) of the MGA which states:

***Section 118(2)** The report must be signed by the initiating municipal authority and by the municipal authorities from which the land is to be annexed that are prepared to sign and must include a certificate by the initiating municipal authority stating that the report accurately reflects the results of the negotiations.*

**Motion 6.b**

Moved by Councillor Marie Flowers that Council approves the Negotiation Report as presented as being an accurate reflection of the result of the Land Annexation negotiations and that Council wishes the Land Annexation process to proceed to the next stage

**MOTION CARRIED UNANIMOUSLY****Agenda item 6.e Alberta Municipalities (update on Bill 20)**

Administration provided Council with information reference Alberta Government Bill 20.

A copy of the latest (draft) ABmunis working document was provided to Council for review.

**Motion 6.c**

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

**MOTION CARRIED UNANIMOUSLY****Agenda item 6.f Correspondence regarding Capital Investment**

Administration provided Council with a copy of correspondence dated July 8, 2024, received Assistant Deputy Minister of Municipal Affairs, Ethan Bayne reference the Local Government Fiscal Framework program.

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**Motion 6.d**

Moved by Councillor Wayne Milaney Council accepts as information agenda item 6.f.

**MOTION CARRIED UNANIMOUSLY**

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

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

**Agenda item 6.h Key Dates**

Administration provided Council with forthcoming key dates.

**Motion 6.e**

Moved by Councillor Sandy Gamble that Council accepts as information agenda items 6.g and 6.h.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES****Agenda item 7.a Advertising Bylaw 06 / 2024**

Administration submitted to Council the first draft of Revised Advertising Bylaw 06 / 2024.

Administration reviewed the content and wording of Advertising Bylaw 10 / 2021 and submitted a revision to that bylaw based on:

- recent procedural matters,
- comparison made to other municipal bylaws (Town of Innisfail and Town of Cochrane),
- recommendations made by the Town's lawyer.

**Motion 7.a**

Moved by Councillor Marie Flowers that Council gives first reading to Revised Advertising Bylaw 06 / 2024.

**MOTION CARRIED UNANIMOUSLY**

**8. NEW BUSINESS****Agenda item 8.a Designated Officers**

Administration provided Council with information on:

- Designated Officer Bylaw 04 / 2020,
- Municipal Emergency Management Bylaw 03 / 2020,
- Emergency Management.

**Motion 8.a**

Moved by Councillor Deb Coombes that Council accepts as information agenda item 8.a.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.b Alberta Municipalities Convention & Trade Show - Registration**

Administration provided Council with information regarding preconvention sessions at the Alberta Municipalities 2024 Convention and Trade Show.

Administration requested that Council confirms numbers wishing to attend these sessions.

Registration for these sessions will be made as follows:

- |  |                              |
|--|------------------------------|
| • Council's Role in Land Use and Development | Councillors Coombes & Webb   |
| • Council's Role in Public Engagement        | Councillors Flowers & Gamble |

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In addition, the Host City Reception will be attended by all elected officials and the CAO.

**Agenda item 8.c ATB Bank Signing Authority**

Administration submitted documents to Council pertaining to amendments to be made to ATB Bank authorised signatories.

**Agenda item 8.d Burn Pit**

Administration updated Council on proposed amendments to the Burn Pit opening times and operating procedures.

**Agenda item 8.e Meeting with MLA Devin Dreesen**

In response to correspondence received from MLA Devin Dreesen after some discussion Council agreed that no further follow up action was required.

**Motion 8.a**

Moved by Councillor Marie Flowers that Council accepts the submitted items of New Business as information.

**MOTION CARRIED UNANIMOUSLY**

**9. FINANCIAL****Agenda item 9.a Operating Income and Expenditure Report YTD 2024**

Administration presented the year-to-date financial operating report to Council.

Administration was requested to provide further clarification on matters raised during the discussions.

**Motion 9.a**

Moved by Councillor Paul Webb that Council accepts the Operating Income and Expenditure Report as presented.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 9.b MSI / LGFF Funds Statement Report**

Administration provided Council with a statement on the funds available for future infrastructure projects.

**Motion 9.b**

Moved by Councillor Deb Coombes that Council accepts the MSI / LGFF financial statement as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 9.c Pumphouse / Reservoir Additional Capital Projects**

Administration submitted to Council a Business Case Study requesting additional capital expenditure on Pumphouse projects during 2024.

**Motion 9.c**

Moved by Councillor Deb Coombes that Council approves the capital project proposal as per the submitted Business Case Form for additional Pumphouse capital expenditure projects.

**MOTION CARRIED UNANIMOUSLY**

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**10. CORRESPONDENCE****Agenda item 10.a Red Deer County Protective Services May Enforcement Contract**

**Motion 10.a** moved by Councillor Randy Brown that Council accepts the submitted item 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.

During general discussions CAO Arno Glover stated that the Arena was in the process of having the faulty security alarm system updated. This would include the addition of security video cameras.

Council stated that all Town buildings must be fitted with a security access alarm. Administration is therefore to install an alarm system in the FCSS building.

**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**

There were no Council Committee reports submitted.

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

There were no Society & Other Report submitted.

**12. MEETING ADJOURNMENT****Motion 12.a**

Moved by Councillor Marie Flowers 9:30 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> August 12, 2024.	<b>Agenda Item:</b> 5.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b>
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**5.a**  
**Rick DeZutter – Vice President, Operations, Rural Connect**

The presentation to Council by Rural Connect is to provide information on the Connect model and will allow Council to receive information and raise questions concerning the Fibre Optic project.

This will be an information sharing meeting with no commitment and no requirement at this point in time to commit to any future course of action.

Rural Connect may request that Council approve an agreement to conduct a Town survey with the objective of conducting a business case / feasibility study to determine potential uptake for the broadband project.

The cost of this study to the Town has been quoted by Rural Connect as being \$7,000.00.

**Suggested Motion:**  
Motion by Councillor \_\_\_\_\_ that Council accepts the Rural Connect presentation as information.

or,

Motion by Councillor \_\_\_\_\_ that Council instructs Administration to .....



<b>Regular Council Meeting:</b> Aug 12, 2024.	<b>Agenda Item:</b> 6.a / 6.b / 6.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Schedule A Lagoon Lease Agreement 2 Real Estate Purchase Contract (parcel sketch)

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

**Content:**

**6.a Bowden Hotel**

There are no further updates at this time.

**6.b Fortis – Additional Street Lights** *(for information only)*

Reference motions 6.a & 6.b made in the RCM of June 25, 2024, that Administration proceeds with the installation of streetlights on 21<sup>st</sup> Street and that Administration requests a street light audit.

A design specialist from Fortis Alberta will be in Town on August 14<sup>th</sup> to conduct the engineering survey required for the installation of the 4 streetlights on 21<sup>st</sup> Street.

**6.c SRDRWC – Summary of all Agreements** *(for information only)*

Reference the information provided to Council in the RCM of July 22 regarding access right of ways and agreements with SRDRWC the following provides a brief summary of all of the agreements currently in place between SRDRWC and the Town of Bowden.

**6.c.(i) Lagoon Lease Agreement (2012)**

This agreement provides a 99-year lease on 65 acres of land on a quarter section west of the CP rail tracks. (Meridian 5 Range 1 Township 34 Section 14).

Section 1.02 of the Lagoon Lease Agreement refers to an area of “approximately 65 acres as more particularly shown as the shaded area on Schedule A”.

Schedule A is attached – the area of the lease is highlighted in yellow.

**6.c.(ii) Real Estate Purchase Contract (2012)**

This agreement transferred 1 acre of land (by sale) for the construction of the south lift station.

The purchased land is shown on the attached Parcel Ownership Sketch as the area with a red outline.

**6.c.(iii) Health & Safety & Environmental Agreement (2019)**

This agreement sets out a Competency Assurance Agreement with regard to health & safety requirements for Town employees contracted to SRDRWC under the Operating Agreement.

**6.c.(iv) Operating Agreement (2023)**

This agreement (expiring on December 31, 2026) requires the Town to provide operating, maintenance and related services to allow for the “continuous operation of the pipeline”.



# TOWN OF BOWDEN LAGOONS LEASE

Stantec Consulting Ltd.  
600, 4008 Ross Street  
Red Deer AB Canada  
T4N 1X6  
Tel: 403.341.3320  
Fax: 403.342.0969  
www.stantec.com



**South Red Deer Regional Wastewater Commission**  
**Olds to City of Red Deer Sanitary Line**



**Parcel Ownership Sketch**

Showing Proposed Lift Station Boundary in the Town of Bowden  
 NW SEC14 - TWP034 - RGE01 W5M

Scale 1 : 5,000



- Distances/Areas are determined from digital drawing. To be confirmed by Field Survey.

**Legend**

1 Acre Lift Station

AREA REQUIRED = 0.40 Ha / 1.0 Acre

Owner(s):

TOWN OF BOWDEN



Stantec Consulting Ltd.  
 600, 4808 Ross Street  
 Red Deer AB Canada  
 T4N 1X5  
 Tel. 403.341.3320  
 Fax. 403.342.0969  
 www.stantec.com

Rev.	Description	Date
	UPDATED	Aug 30, 2011
0	ORIGINAL ISSUE	Feb 07, 2011
	Drawn: TL	Checked: SL
	Job No. 113928100-03	Linc # 0021 156 344

CERTIFICATE OF TITLE NUMBER:  
 771 113 480

*(Handwritten signatures and initials in blue ink)*

<b>Regular Council Meeting:</b> August 12, 2024.	<b>Agenda Item:</b> 6.d / 6.e
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Council Resolutions – Follow Up Actions 2 MVRWSC Golf Tournament

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

**Content:**

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

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

These resolutions date back to September 2022 (Bowden Hotel).

As stated in the RCM of July 8, 2024, Administration will remove all actioned items to provide Council with a summary of only those resolutions that are outstanding or that require further follow-up action.

Administration submits the revised document for Council to review.

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

**August 26** Regular Council Meeting (7:00pm Council Chambers)

**August 29** MVRWSC Annual Golf Tournament (1:30pm Bowden Hi-Way Golf Course)

**September 25 – 27** Alberta Municipalities Convention & Trade Show (Westerner Park)

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts all agenda items of Business Arising as information.

# Town of Bowden

## COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 7 August 2024)

Meeting Date	Resolution	Action By Whom	Date back to Council
12 Sept 2022	<b>Bowden Hotel (Business Arising)</b> Request made by MF to keep item indefinitely on agenda – request only - no resolution made	CAO	ongoing
24 Apr 2023	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	ongoing
26 June 2023	<b>Water &amp; Wastewater Connections</b> Matter to be b/fwd in future discussions on capital asset planning	CAO	ongoing
14 Aug 2023	<b>Annexation of Lands</b> Motion 6.a Administration to formally advance the development proposal	CAO	ongoing
14 Nov 2023	<b>Community Standards Bylaw</b> Ongoing work – to be resubmitted to Council at the RCM of 26 August 2024.	CAO	ongoing
25 Mar 2024	<b>Red Deer County / VALO Fibre Optics Project</b> Motion 8.a – admin to investigate possibilities / costs of the fibre provision for the Town during the installation phase. Delegation booked for Aug 12 (Connect Equus)	CAO	August 12 RCM
8 April 2024	<b>Red Deer County / VALO Fibre Optics Project</b> Paul Webb stated no cost option – Deb Coombes required written updates	CAO	ongoing
25 June 2024	<b>Additional Streetlights</b> Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 <sup>st</sup> Street	CAO	In progress
25 June 2024	<b>Streetlight Audit</b> Motion 6.b Administration to request streetlight audit of the Town in fall 2024	CAO	requested
25 June 2024	<b>Bylaw Enforcement</b> Motion 6.c Administration to explore further options regarding bylaw enforcement	CAO	ongoing
8 July 2024	<b>Capital Project – Walking Trail</b> Motion 6.b Administration to provide an additional car parking lot at the Bowden Event Centre	CAO	ongoing
22 July 2024	<b>Operating Income &amp; Expenditure Report</b> Council requested that Administration provide further information on questions raised	CAO	✓
22 July 2024	<b>CAO's Report</b> Council requested that all Town buildings are fitted with an access security alarm	CAO	✓



# Mountain View Regional Water Services Commission

## Annual Golf Tournament

Place: Bowden Hi-Way Golf Course  
Date: August 29, 2024  
Registration: 1:30pm  
Tee Off: Shot Gun Start 2:00pm  
Format: Four Person Texas Scramble  
Dinner: 5:00pm Bowden Hi-Way Golf Course

RSVP by Aug 23/24  
Wes Olstad  
(403) 348-6553  
wo.mtn@telus.net

<b>Regular Council Meeting:</b> Aug 12, 2024.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Alberta Municipal Affairs Letter dated July 8, 2024. 2 Municipal Indicators 2023 3 Municipal Indicators A Guide to Results.

**Content:****8.a Municipal Indicators****8.a.(i) Background**

Alberta Municipal Affairs reports performance measures that identifies the percentage of municipalities deemed to “not face potential long term viability challenges based on their financial and governance indicators”. This performance measure is used as a benchmark for measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is ‘not deemed to face potential long term viability challenges’ as long as it does not flag a critical indicator or three or more non-critical indicators.

The Town of Bowden did not meet the threshold for one indicator for the 2023 financial year.

A response to Municipal Affairs is required to provide feedback or explanatory information on the Investment in Infrastructure indicator.

The Investment in Infrastructure indicator is measured as the total cost of annual additions to tangible capital assets relative to the annual amortization (depreciation) on all tangible capital assets measured as a five-year average.

In order to have a ratio greater than 1.0 the Town must replace its existing tangible capital assets and invest in new assets and infrastructure at a rate exceeding the wear or obsolescence of its existence assets.

This matter was brought to the attention of Council during the RCM of April 22, 2024, when the 2022 Municipal Indicators were provided to Council.

Administration stated:

*The Town of Bowden ratio 0.72 (for 2022) falls short of the municipal minimum standard of 1.0.*

*A comparative review with neighbouring municipalities reveals an average ratio of 1.82.*

*A comparative with other Towns in Alberta (Towns with a population of less than 5000) reveals an average ratio of 1.94.*

*Administration will:*

- *reach out to Municipal Affairs and seek further guidance on what measures can be taken to avoid future LGFF project eligibility restrictions.*
- *continue to review capital projects needs and asset replacement requirements as an ongoing part of the Town's asset management program.*

*Future operating and capital budgets (and funding sources) may have to reflect a change in policy and strategic direction that provides for a significant increase in investment in core infrastructure (roads, water, wastewater, and stormwater systems).*

This matter has also received Council attention in recent months due to correspondence received from Ethan Bayne, Assistant Deputy Minister, Municipal Affairs with regard to future LGFF funding.

The letter dated July 8, 2024, is attached for Council attention (originally submitted to Council during the RCM of July 22, 2024).

#### **8.a.(ii) Response**

The following is the proposed response by Administration to Municipal Affairs.

*"The Town has completed all the requisite training for asset management and has implemented an asset management program. In addition, the Town of Bowden has been in correspondence with Ethan Bayne, Assistant Deputy Minister, Municipal Affairs with regard to LGFF funding and future investment in capital projects. The Assistant Deputy Minister notes that capital investment project expenditures within the Town of Bowden have increased significantly and that this is a positive change. Town Administration will continue to prepare future capital budgets that provide for investment in core infrastructure (roads, water, wastewater, and stormwater systems)".*

This response once submitted will be made public on the Municipal Indicators web site.

#### **8.a.(iii) Council Motion**

A statement has to be provided to Municipal Affairs providing confirmation that the response has been "reviewed for accuracy" (by Council) and that the results of the performance indicators have been shared with Council.

#### **Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the Municipal Indicators Report as presented and that the response to be submitted by Administration to Municipal Affairs regarding the Investment in Infrastructure indicator is approved as drafted and presented in agenda item 8.a.(ii).



AR115511

July 8, 2024

Rudy Friesen  
Chief Administrative Officer  
Town of Bowden  
PO Box 338  
Bowden AB T0M 0K0

Dear Mr. Friesen:

Thank you for your May 17, 2024 letter sharing information on asset management initiatives in the Town of Bowden and seeking clarification on project eligibility restrictions under the capital component of the Local Government Fiscal Framework (LGFF) program. I also appreciated our meeting on June 27 to further discuss these issues.

LGFF project eligibility restrictions were introduced to assist those municipalities with infrastructure management challenges to prioritize critical infrastructure before these challenges become a threat to the municipality's viability. They were developed with extensive input and general consensus from Alberta Municipalities and Rural Municipalities of Alberta. The process for applying restrictions is outlined in the LGFF Capital Program Guidelines and was presented at the LGFF webinars Municipal Affairs (MA) offered to municipal staff in February 2024 as part of the LGFF program roll out.

We make every effort to communicate program changes; however, I understand that there is always room for improvement and that certain elements of a new program may be missed, especially in the early stages of the program roll out. In addition, while this was not the case this year, in future years the project eligibility restriction warning will be provided in fall, so that municipalities have time to adjust their capital spending before their fiscal year ends in December. The warning process was delayed this year due to it being the LGFF implementation year.

Under the Municipal Sustainability Initiative (MSI), municipalities had the year of the allocation plus five subsequent years to spend the allocated capital funds, and the flexibility to accumulate funding for larger infrastructure projects remains the same under the LGFF. I appreciate that this particular program design element may

sometimes result in years with low infrastructure spending; however, both the Investment in Infrastructure ratio and the Capital Grants as Percentage of Investment in Infrastructure ratio are measured as a five year average, and a municipality must trigger both ratios for four consecutive years for project eligibility restrictions to be placed. This methodology was chosen in consideration of capital spending patterns, which can vary significantly from year to year, with periods of lower spending possible in anticipation of future investments.

You mentioned that capital spending in Bowden had slowed down due to the pandemic and the subsequent supply chain and cost escalation issues but has picked up since 2023, and will be managed in line with the town's newly implemented asset management program. This change is noticeable when almost \$727,000 in capital assets the town added in 2023 is compared to capital asset additions from three prior years, which averaged about \$276,000 annually. This is a positive change.

Based on the 2023 Statement of Funding and Expenditures, the Town of Bowden had \$1,026,556 in unspent MSI capital funds as of December 31, 2023. While these funds must be used before any available LGFF funding, they are not subject to eligibility restrictions that would limit the town to core infrastructure projects. Applying available MSI funds toward capital asset additions could also improve the two measures that are used to determine whether restrictions are placed. I understand based on our discussion that the Town will likely be in a much better position with respect to these indicators once your remaining MSI funds have been spent.

Thank you again for raising these questions, and for providing additional context to help Municipal Affairs better understand the Town of Bowden's infrastructure situation and future capital plans. I wish the Town great success in completing its planned infrastructure investments, and I wish you all the best in your future role.

Sincerely,



Ethan Bayne  
Assistant Deputy Minister

# Town of Bowden 2023

AUDIT OUTCOME

**No Concern**

MINISTRY INTERVENTION

**No**

TAX BASE BALANCE  
**73.47%**

TAX COLLECTION RATE  
**97.21%**

POPULATION CHANGE  
**3.14%**

CURRENT RATIO  
**7.75**

ACCUMULATED SURPLUS/DEFICIT  
**\$2,271,373**

ON-TIME FINANCIAL REPORTING  
(Date Received)  
**April 29, 2024**

DEBT TO REVENUE PERCENTAGE  
**12.98%**

DEBT SERVICE TO REVENUE  
PERCENTAGE  
**2.32%**

INVESTMENT IN INFRASTRUCTURE  
**0.77**

INFRASTRUCTURE AGE  
**48.44%**

INTEREST IN MUNICIPAL OFFICE  
**N/A**

# Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>1 - Audit Outcome</b></p> <p>An audit report in the municipality's audited annual financial statements.</p>	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
<p><b>2 - Ministry Intervention</b></p> <p>Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i>, such as a viability review, or where directives were issued pursuant to an inspection.</p>	The municipality was not the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.

See the indicator results at [alberta.ca/municipal-indicators.aspx](https://alberta.ca/municipal-indicators.aspx)

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>3 - Tax Base Balance</b></p> <p>The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.</p>	<p>The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.</p>	<p>Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.</p>
<p><b>4 - Tax Collection Rate</b></p> <p>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p><b>5 - Population Change</b></p> <p>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>6 - Current Ratio</b></p> <p>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p><b>7 - Accumulated Surplus/Deficit</b></p> <p>The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).</p>	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p><b>8 - On-Time Financial Reporting</b></p> <p>Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.</p>	<p>The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>Consider additional resources to complete year-end accounting on a timely basis.</p>

See the indicator results at [alberta.ca/municipal-indicators.aspx](https://alberta.ca/municipal-indicators.aspx)

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>9 - Debt to Revenue Percentage</b></p> <p>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p><b>10 - Debt Service to Revenue Percentage</b></p> <p>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>
<p><b>11 - Investment In Infrastructure</b></p> <p>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>12 - Infrastructure Age</b></p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p><b>13 - Interest in Municipal Office</b></p> <p>The number of candidates running in a municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>

See the indicator results at [alberta.ca/municipal-indicators.aspx](https://alberta.ca/municipal-indicators.aspx)



<b>Regular Council Meeting:</b> Aug 12, 2024.	<b>Agenda Item:</b> 8.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> RFD	<b>Attachment(s):</b>

**Content:****8.b Fire Hall Siren****8.b.(i) Request**

Administration has received a request from a resident requesting to cease the midday fire hall siren.

**8.b.(ii) Background**

Research on the internet suggests that these sirens were installed in the 1950's & 1960's as a means of:

- civil defence sirens,
- a primary alert system to summons fire crews to the fire station.

By the mid 1960's there were approximately 1700 sirens in Alberta.

Bowden installed its siren in 1952.

**8.b.(iii) Current Situation**

Mike Feduniw (Battalion Chief, Station 7, Bowden) has confirmed that the siren today has no practical use. "The only scenario might be to use the siren if there was a tornado alert".

The extended use of mobile phones and "apps" ensures that most cell phone users receive alerts for abnormal weather conditions (extreme heat / cold temperatures, thunderstorms and tornados).

Additionally, there is the question as to whether residents would know how to react to the siren if the siren was sounded outside the noon hour call. Most residents would be unsure as to what exactly action to take and how to respond.

There is no documented procedure concerning this.

**8.b.(iv) Consideration**

Administration requests that Council consider whether the practice of sounding the siren each day is necessary.

Options may include:

- do nothing and continue with the present-day practice of sounding the siren each day at noon,
- request permission from the RDC Fire Chief to decommission the siren,
- keep the siren but restrict the noon alarm for testing purposes only on say the first day of every month thereby reducing the nuisance factor.

**Suggested Motions:**

Motion by Councillor \_\_\_\_\_ that Council accepts agenda item 8.b as information, take no further action and continue with the present-day practice of sounding the siren each day at noon,

or,

Motion by Councillor \_\_\_\_\_ that Council instruct Administration to request permission from the RDC Fire Chief to decommission the siren,

or,

Motion by Councillor \_\_\_\_\_ that Council instruct Administration to .....

<b>Regular Council Meeting:</b> August 12, 2024.	<b>Agenda Item:</b> 8.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b>
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Community Registration Night

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

Administration requests that Council confirm their attendance at the Community Registration Night to be held on Wednesday September 11, 2024, from 5:00pm to 7:00pm (set up at 4:00pm) 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 wishes to attend the Community Registration Night and instructs Administration to make the required registration arrangements.

# 2024 Bowden Community Showcase




Come out and learn all that Bowden & Area has to offer For ALL AGES and interests.

- Learn about local organizations.
- Discover more about Bowden clubs & activities.
- Connect with volunteers.
- Find out what services are offered in Bowden.
- Children must be accompanied by a guardian.

## BOWDEN

WEDNESDAY  
September 11, 2024 

TIME  
5:00 - 7:00 PM 

BOWDEN GRANDVIEW  
SCHOOL   
2238 - 21 Ave

**FREE EVENT**



**INTERESTED IN A TABLE?**  
  
**CONTACT:**  
[FCSS@BOWDEN.CA](mailto:FCSS@BOWDEN.CA)

<b>Regular Council Meeting:</b> August 12, 2024	<b>Agenda Item:</b> 8.d
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b>
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Sale of Property by Public Auction Terms & Conditions.

**Content:****8.d Sale of Property by Public Auction (Terms & Conditions).**

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

A sale by public auction date of Wednesday October 23, 2024, has been set (1 property in Town).

This document requires updating each year and must be submitted to the Town's appointed tax recovery partner TAXervice.

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

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that the Terms and Conditions for the Sale of Property by 2024 Public Auction, as presented, are approved by Council.



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

## Terms & Conditions of Sale of Property by 2024 Public Auction

Pursuant to Division 9, Recovery of Taxes not Related to Land, section 445 of the Municipal Government Act, RSA2000, Chapter M26.

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

On behalf of: **The Town of Bowden:**

Name: Arno Glover, CAO.

Signature: \_\_\_\_\_

Date: 12 August 2024

<b>Regular Council Meeting:</b> August 12, 2024	<b>Agenda Item:</b> 8.e
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b>
<b>Report Type:</b> RFD	<b>Attachment(s):</b>

**Content:**

**8.e CAEP Membership Satisfaction Survey**

The Town has been requested by email received from Molly Severtson, CAEP Program Coordinator, to complete a CAEP Membership Satisfaction Survey.

The deadline to complete this online survey is August 30, 2024.

Administration has requested a hard copy of the questionnaire in order that the questions can be viewed in advance.

Mayor Robb Stuart has requested that the Town completes the survey.

Councillors Paul Webb and Randy Brown are the designated elected officials for CAEP.

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that designated elected officials complete the CAEP Membership Satisfaction Survey.

<b>Regular Council Meeting:</b> August 12, 2024	<b>Agenda Item:</b> 8.f
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b>
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 ATCO Gas correspondence dated August 6, 2024 2 Correspondence dated 31 August 2023 reference 2024 forecasted revenues.

**Content:**

**8.f ATCO Gas Distribution Franchise Fee**

Administration has received correspondence from ATCO Gas regarding the impact of new Provincial legislation on the Gas Distribution Franchise Fee

Refer to the attached correspondence dated August 6, 2024, received from Kyla Belich, Senior Manager, Red Deer Operations.

ATCO Gas require notification if the Town wishes to change the franchise fee rate for 2025.

The gas franchise fee is based on a percentage of the delivery tariff.

The current percentage for 2024 is 22%. This rate has remained unchanged for many years.

Actual Delivery Tariff revenues (in \$ value) have returned an increase in revenue to the Town each year (with the franchise fee rate unchanged).

A copy of the Franchise agreement letter for 2024 is attached (dated 31 August 2023).

Administration requests that Council provides an indication as to whether the rate will increase for 2025 as this will impose additional requirements on the re-approval process.

**Alternative Suggested Motions.**

Motion by Councillor \_\_\_\_\_ that Council wishes the franchise fee rate to remain at 22% for 2025.

or,

Motion by Councillor \_\_\_\_\_ that Council .....



August 6th, 2024

Town of Bowden  
PO Box 338  
Bowden, AB, T0M 0K0

**Attention: Mr. Arno Glover, Chief Administrative Officer**

**Re: Impacts of New Provincial Legislation on Your Gas Distribution Franchise Agreement  
Time-Sensitive and Action Required**

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As you may be aware, the Government of Alberta's *Utilities Affordability Statutes Amendment Act, 2024*,<sup>1</sup> (the "Act") became law when it received Royal Assent on May 16, 2024. The Act makes several changes to various statutes governing franchise agreements. One of these changes affects the gas distribution franchise agreement you have with ATCO Gas and Pipelines Ltd. ("ATCO"):

- Section 49(5) of the *Gas Utilities Act* now states that a franchise granted by a municipality to an owner of a gas utility that has not been approved by the AUC after the coming into force of this subsection will terminate 270 days after the coming into force of that subsection.

This means that your gas distribution franchise agreement for Bowden, which is current and valid, must be reviewed and re-approved by the Alberta Utilities Commission ("AUC") before March 17, 2025, or it will terminate by operation of law on that date. If it is terminated, all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

In response to this new legislation, the AUC has established a special process<sup>2</sup> to efficiently approve all existing current and valid gas distribution franchise agreements that are compliant with the new legislation before the March 2025 deadline. To qualify for this special process, no changes may be made to the previously approved franchise terms, including the expiry date and the existing franchise fee. As

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<sup>1</sup> *Utilities Affordability Statutes Amendment Act, 2024*, SA 2024, c 8; [www.alberta.ca/making-utility-bills-more-affordable](http://www.alberta.ca/making-utility-bills-more-affordable)

<sup>2</sup> <https://media.auc.ab.ca/prd-wp-uploads/News/2024/Bulletin%202024-12.pdf>

part of this special process, ATCO is required to submit information pertaining to your franchise agreement to the AUC at the end of this year, for its review and approval.

We require your collaboration with respect to certain aspects of the re-approval process, including (1) advertising your franchise agreement to your community using a template we will provide you, (2) recording any feedback from residents, (3) responding to feedback from residents and keeping records of your responses, and (4) providing ATCO with all of that information to submit to the AUC. We understand that this may be inconvenient and an imposition on your resources, but it cannot be avoided due to the changes made by the Act. The attached process document explains what must be done and by when.

Please note that if you think you may want to change your franchise fee rate for the full 2025 calendar year, it is necessary to complete the above-described re-approval process first, by early October, before commencing the franchise fee rate change process. Otherwise, franchise fee rate changes will be processed for an effective date of April 1, 2025, or later.

Thank you for your prompt attention to this matter. If you have any questions or concerns, please reach out to me at your earliest convenience at [kyla.belich@atco.com](mailto:kyla.belich@atco.com).

Regards, -



**Kyla Belich**

Senior Manager, Red Deer Operations

ATCO Gas and Pipelines Ltd.

### **Frequently Asked Questions**

**Question: Why do we have to do this?**

**Answer:** The Government of Alberta recently changed some laws. As a result, the Alberta Utilities Commission (AUC) must re-approve all existing gas franchise agreements to ensure they are compliant with the changes.

**Question: What happens if we don't do this?**

**Answer:** Your gas distribution franchise agreement will terminate on March 17, 2025, and all benefits provided under the agreement will end, including the payment of franchise fees to your municipality.

**Question: Why must we advertise a Notice as part of this re-approval process?**

**Answer:** The AUC requires it.

**Question: Can we make changes to our gas distribution franchise agreement as part of this re-approval process?**

**Answer:** No. Changes to the franchise agreement can only be made by renewing the franchise agreement. However, renewing a valid and current franchise agreement is not recommended at this time because of the high number of approvals the AUC will be processing in the coming months due to the change in legislation.

**Question: Can we change our franchise fee percentage as part of this re-approval process?**

**Answer:** No.

**Question: What if we want to change our franchise fee for 1 January, 1 February or 1 March 2025?**

**Answer:** First, the re-approval process must be completed by early October 2024. Then, we can help you through the franchise fee rate change process. Contact us as soon as possible for further details and to start the process.



31 August 2023

Town of Bowden  
PO Box 338  
Bowden, AB, T0M 0K0

**Attention:** Mr. Rudy Friesen, Chief Administrative Officer

**RE:** ATCO Gas and Pipelines Ltd. Natural Gas Distribution Franchise Agreement

As you are aware, ATCO Gas pays the Town of Bowden a franchise fee. The franchise fee is collected from customers in Bowden and is based on a percentage of our Delivery Tariff. In Bowden, this percentage currently is 22.00%.

In 2022, our Delivery Tariff revenue in Bowden was \$382,805. Our forecast Delivery Tariff revenue for 2024 is \$344,366. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$75,761.

Please note that the forecast 2024 Delivery Tariff revenue can be impacted by changes in customer operations and weather. Additionally, ATCO Gas has utilized forecast 2024 delivery rates, however, they are not yet approved by the Alberta Utilities Commission. ATCO Gas commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to the update of these forecast assumptions.

Pursuant to our franchise agreement, you have the option to change the franchise fee percentage in 2024. A request to change the franchise fee must be received by ATCO in writing prior to November 1, 2023. If you are considering changing the franchise fee in 2024, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at [Bruce.Legault@atco.com](mailto:Bruce.Legault@atco.com).

Yours truly,

*Bruce Legault*

Bruce Legault  
Manager, Red Deer Operations  
ATCO Natural Gas Division



**New Business (7)**

<b>Regular Council Meeting:</b> August 12, 2024	<b>Agenda Item:</b> 8.g
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b>
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Alberta Environment correspondence July 29, 2024 2 AEP Waterworks Inspection Report

**Content:**

**8.g Alberta Environment Waterworks System Inspection Report.**

During the RCM of 22 July Administration reported to Council that the Town had been subject to an inspection audit of the Town's waterworks system.

Administration has received formal notification of the results of the inspection and submits this to Council for review.

**Recommended Motion.**

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

**Operations Southern Region**  
304, 4920 51 St.  
Provincial Bldg.  
Red Deer, Alberta T4N 6K8  
Canada  
Telephone: 403-340-7052  
[www.alberta.ca](http://www.alberta.ca)

July 29, 2024

Registration:00000447

Bowden Waterworks System  
Box 338, 2101 20th Ave  
Bowden, AB T0M 0K0

**Re: Bowden (#00000447) Waterworks System Inspection Report**

Environment and Protected Areas conducted an inspection of the Bowden waterworks system on June 25, 2024. This letter and attached Inspection Report are to advise you of the results. The inspection was conducted to assess compliance with the requirements of your approval/registration, under the authority of the Environmental Protection and Enhancement Act, associated Regulations and Codes of Practices.

The inspection is divided into Health, Operational and Administrative Risk Assessment sections. Each section is scored independently and requires every question to score a 3 or higher to pass. Each question is based on a rating between one and four with one being the lowest rating and four being the highest. A rating of either a one or two on any question will assess a risk for that section.

This letter and attached Inspection Report are to advise you of the results. The inspection was conducted with Arno Glover, Legislative and Municipal Services Officer. **No deficiencies were identified during the inspection that would be considered a contravention.** A copy of the inspection report is attached for your records. Ensure the comment sections are reviewed, as they will assist the registration holder in remaining in compliance.

Ensure the results of this inspection are shared with all operators of the waterworks system.

You should take all necessary steps to comply with all terms and conditions of your registration. Should you have any questions, please contact me at (403) 340-7746 or [nicole.lundberg@gov.ab.ca](mailto:nicole.lundberg@gov.ab.ca)

Regards,

Nicole Lundberg  
Environmental Protection Officer, Inspector

Enclosure

cc: Jesse Skwaruk, Alberta Environment and Parks  
Julian Huang, Alberta Environment and Parks

## AEP WATERWORKS

## INSPECTION REPORT

Submitted

Health Risk:	PASS
Operational Risk:	PASS
Administrative Risk:	PASS

Waterworks System Name: Bowden Waterworks System	Approval Registration# 447
Approval Holder: Town of Bowden	Approval Expiry Date:
Plant Classification (Type): <u>Distribution System</u>	Plant Classification (Level): <u>N/A</u> (Water Treatment) <u>WD Level 1</u> (Water Distribution)

## FACILITY

Address:	Street: Box 338, 2102 20 Avenue
	Town: Town of Bowden Province: AB Postal Code: T0M 0K0
Facility Contact Number: 403 - 224 - 3395	Facility Emergency Contact Number: 403 - 224 - 3621
Facility Location GPS: Latitude: (e.g. 51.1235)	Diversion Location GPS: Latitude: (e.g. 51.1235)
Longitude: (e.g. -114.2168)	Longitude: (e.g. -114.2168)

Water Diversion Licence No:	Municipal/Industrial Facility: <u>Municipal</u>	Source: Anthony Henday WTP - regional line
Daily Peak Flows (m3):	Population served: 1240	Number of Connections:
Renewal Application Submitted(yes/no): Yes <input type="radio"/> No: <input checked="" type="radio"/>	Daily Average Flows (m3): Monthly Average 8889.58	

## OPERATOR AND INSPECTOR

Operator's Certification Level: (Interviewed only)

Operator's Name No Cert Operator	Select Water Treatment Certification Level	Select Water Distribution Certification Level
Inspector's Name <u>Nicole.Lundberg</u>	Inspector's District: <u>RDNSR-Red Deer</u>	Inspection Number: "TBD"
Date and Time of Inspection: 2024/06/25 2:08 PM		Date of previous Inspection: 2020-04-02

## GENERAL CONDITIONS

- A. Are there any Short-Term Approval Conditions? Yes  No  (If Yes, answer B & C)
- B. What are the Short Term Approval Condition required due dates?
- C. Have these Short Term Approval Conditions been achieved?
- D. Have there been any changes to the waterworks system since the last AEP inspection?

## INSPECTION SUMMARY COMMENTS

<b>Regular Council Meeting:</b> August 12, 2024	<b>Agenda Item:</b> 8.h
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b>
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 SRD Joint Planning Commission email request dated August 8, 2024

**Content:****8.g South Red Deer Regional Wastewater Commission JPC Strategy**

Administration has received an email from Michael Wuetherick, CAO, SRDRWC requesting that Council review the ongoing SRD Joint Planning Commission strategy with Council in closed session.

Administration has received a 33-page document from SRDRWC which can be distributed to elected officials in advance of the meeting.

Administration requests from Council:

- i. a date of a RCM in which discuss the strategy,
- ii. confirmation as to whether Chair Aalbers and CAO M Wuetherick are to attend.

**Recommended Motion.**

Motion by Councillor \_\_\_\_\_ that Council schedules a SRDRWC closed session meeting at the RCM of .....to review and discuss the SRD Joint Planning Commission strategy.



**CAO**

---

**From:** CAO SRDRWC <cao@srdwrc.com>  
**Sent:** August 8, 2024 3:53 PM  
**To:** Randy Brown; CAO  
**Subject:** SRD- JPC Strategy Discussion  
**Attachments:** 20240802 - SRD Closed Session CoRD-SRD Joint Planning Commission Status.pdf

Councillor Brown and CAO Glover

I have attached the (redacted) copy of last week's closed session of the JPC strategy. As discussed in the meeting, SRD Board members were requested to discuss the attachment with your full counsel in a closed session.

Chair Aalbers and myself are available to meet with Council to discuss the ongoing SRD challenges if the Town would like to discuss the strategy in further detail.

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

<b>Regular Council Meeting:</b> August 12, 2024.	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 CCBF correspondence dated July 23, 2024 2 CCBF Statement (2005 – 2023)

**9.b Canada Community Building Fund**

**9.b (i) Introduction**

Administration submits to Council a statement of the Canada Community Building Fund.

**9.b (ii) Purpose**

(reproduced from the Alberta Government web site)

*“The federal Canada Community-Building Fund (CCBF) provides predictable, long-term, stable funding for local governments to help build and revitalize public infrastructure while creating jobs, addressing housing challenges, and fostering long-term prosperity.*

*The CCBF agreement between Canada and Alberta covers 2024-25 to 2033-34 funding. The agreement was signed by Canada and Alberta in July 2024 and continues to build on the commitment from the original 2005 agreement to provide local governments a reliable source of infrastructure funding.*

*The program provides conditional grants for capital-related projects that meet the program’s eligibility criteria. Local governments determine projects and activities based on local priorities as outlined in the program guidelines’ general qualification criteria. A new focus in the CCBF agreement is infrastructure projects that improve housing supply and affordability”.*

**9.b (iii) Funds Available**

With reference to the attached Project Summary Report the following provides a breakdown of future funds available from this program.

(a) Total funds c/fwd to 2024	\$295,765.00
(b) Allocation 2024	\$124,569.00
(c) Total Funds Available	<b>\$420,334.00</b>

Motion by Councillor \_\_\_\_\_ that Council accepts the CCBF financial statement as information.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**MLA, Calgary-Hays*

AR115493

July 23, 2024

His Worship Robb Stuart  
Mayor  
Town of Bowden  
PO Box 338  
Bowden AB T0M 0K0

Dear Mayor Stuart:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive \$265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the Town of Bowden, the 2024 CCBF allocation is **\$124,569**.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

.../2

- 2 -

The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver  
Minister

cc: Rudy Friesen, Chief Administrative Officer, Town of Bowden

Canada Community-Building Fund - Town of Bowden

Click on the tab to expand and view information about

- Application/Projects - Create, save, submit, view and print CCBF project information. View submitted application status
- Allocations and Payments - view annual allocations and payment status
- Statement of Funding and Expenditure reporting(SFE) - Create, save, submit, view and print CCBF SFEs. View submitted SFE status.
- Agreement Summary - View CCBF Memorandum of Agreement Information

CCBF Summary

Total Allocation 2005 to Current \$1,288,585	Total Payments \$991,461	Total Certified Income Earned \$6,827	Total Certified CCBF Expenditure \$791,542
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Applications/Projects

Allocations and Payments

Statement of Funding and Expenditure Reporting

Due Date	Year	Status	Carry Forward from Previous Year	Allocation	Credit Items Earned	Total CCBF Expenditures	Total Carry Forward to Next Year	Search:
May 01 2006	FY2005	Certified - Complete	\$0	\$21,257	\$0	\$0	\$21,257	Certified SFE
May 01 2007	FY2006	Certified - Complete	\$21,257	\$21,257	\$0	\$0	\$42,514	Certified SFE
May 01 2008	FY2007	Certified - Complete	\$42,514	\$28,355	\$297	\$0	\$71,166	Certified SFE
May 01 2009	FY2008	Certified - Complete	\$71,166	\$33,045	\$2,944	\$0	\$107,155	Certified SFE
May 01 2010	FY2009	Certified - Complete	\$107,155	\$66,047	\$289	\$0	\$173,491	Certified SFE
May 01 2011	FY2010	Certified - Complete	\$173,491	\$68,882	\$963	\$0	\$243,336	Certified SFE
May 01 2012	FY2011	Certified - Complete	\$243,336	\$68,882	\$2,028	\$115,165	\$199,081	Certified SFE
May 01 2013	FY2012	Certified - Complete	\$199,081	\$68,882	\$235	\$241,937	\$26,261	Certified SFE
May 01 2014	FY2013	Certified - Complete	\$26,261	\$68,882	\$71	\$80,346	\$14,868	Certified SFE
May 01 2015	FY2014	Certified - Complete	\$14,868	\$67,443	\$0	\$14,867	\$67,444	Certified SFE
May 01 2016	FY2015	Certified - Complete	\$67,444	\$65,057	\$0	\$124,758	\$7,743	Certified SFE
May 01 2017	FY2016	Certified - Complete	\$7,743	\$66,906	\$0	\$49,917	\$24,732	Certified SFE
May 01 2018	FY2017	Certified - Complete	\$24,732	\$67,124	\$0	\$0	\$91,856	Certified SFE
May 01 2019	FY2018	Certified - Complete	\$91,856	\$68,391	\$0	\$14,917	\$145,330	Certified SFE
May 01 2020	FY2019	Certified - Complete	\$145,330	\$140,121	\$0	\$0	\$285,451	Certified SFE
May 01 2021	FY2020	Certified - Complete	\$285,451	\$70,930	\$0	\$0	\$356,381	Certified SFE
May 01 2022	FY2021	Certified - Complete	\$356,381	\$145,190	\$0	\$114,432	\$387,139	Certified SFE
May 01 2023	FY2022	Certified - Complete	\$387,139	\$74,308	\$0	\$35,203	\$426,244	Certified SFE
May 01 2024	FY2023	Under Review	\$426,244	\$77,626	\$0	\$208,105	\$295,765	SFE in Review

Showing 1 to 19 of 19 entries

Agreement Summary

\$

C. find	295765
2024	124569
	<hr/>
TOTAL	420334
	<hr/>

<b>Regular Council Meeting:</b> August 12, 2024.	<b>Agenda Item:</b> 9.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> n/a	<b>Attachment(s):</b> 1 documents to be provided by CAO

**Content:****9.b ATB Bank – Signing Authority**

Administration will provide documents from ATB Bank for approval and signing by all elected officials.

*(this is additional to the forms distributed at the last RCM).*

<b>Regular Council Meeting:</b> August 12, 2024.	<b>Agenda Item:</b> 9.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> n/a	<b>Attachment(s):</b> 1 RDC Correspondence dated July 23, 2024

**Content:****9.c Red Deer County Intermunicipal Recreation & Culture Grant**

Administration submits to Council correspondence confirming receipt of funds reference the Red Deer County / Town of Bowden Recreation Agreement and the Library Agreement.

The payment of \$129,672.00 is in line with the 2024 Operating Budget income.

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the Red Deer County Intermunicipal Recreation & Culture Grant correspondence as information.



**OFFICE OF THE MAYOR**  
38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Phone: 403.350.2152  
Fax: 403.350.2164

July 23, 2024

*Rob*  
Mayor Stuart and Town Council  
Town of Bowden  
2101-20 Avenue  
Box 338  
Bowden, AB T0M 0K0

**RE: INTERMUNICIPAL RECREATION & CULTURE GRANTS AND LIBRARY GRANT  
PAYMENT**

Dear Stuart and Town Council,

Please find enclosed a direct deposit statement in the amount of \$129,672.00. This represents payment for year 2 of Town of Bowden's Recreation Agreement (\$128,172) *and* Library Agreement (\$1,500) with Red Deer County.

These payments exemplify the strong intermunicipal relationships between Red Deer County and the Town of Bowden. As always, we value the partnership we have developed over the years to ensure residents of both communities have access to these services.

Yours truly,

RED DEER COUNTY

A handwritten signature in blue ink that reads "Jim Wood".

Jim Wood, Mayor

Enclosure



<b>Regular Council Meeting:</b> August 12, 2024.	<b>Agenda Item:</b> 11.a / 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

**Content:**
**11.a**  
**CAO's Report**
**Recommended Motion:**

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

**11.b**  
**Council Committee Reports**  
 No reports submitted.

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

- i. SRDRWC minutes of Annual General Meeting (meeting of April 19, 2024).
- ii. SRDRWC minutes of Regular Board Meeting (meeting of April 19, 2024).
- iii. Wastewater Volume Analysis x2 (as of March 31, 2024, and June 30, 2024).
- iv. Town of Bowden Water v Wastewater Comparative (2020 – 2024).

*(reports submitted by Councillor Randy Brown)*

**Recommended Motion:**

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

<b>Regular Council Meeting:</b> August 12, 2024.	<b>Agenda Item:</b> 11
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

### 1 Arena Agreement

The Arena Rental Agreement document has been updated for the 2024 – 2025 season.

This strengthens the power of the Arena Facility Operators with regard to enforcement of the Arena rules and regulation. The revised agreement will be sent out to all renters prior to any scheduling of times.

### 2 Capital Projects Update

Capital projects are progressing as follows:

- (i)  
The walking trail is due to be paved on Saturday 10<sup>th</sup> August. Administration is sourcing appropriate pedestrian signage for the pedestrian crossing on Westview Crescent (at the connection of the walking trail) and for speed restrictions (15km) in those alleyways that join the two phases of the walking trail.
- (ii)  
The wastewater CCTV project commenced on August 6<sup>th</sup>. Progress is slower than expected due to increased flushing requirements and the removal of debris / roots from the wastewater mains.
- (iii)  
A logging meter has been installed at the pumphouse to record any utility voltage abnormalities. It is hoped that from the data analysis provided it can be determined whether the fluctuations are a result of the power supply coming into the building (Fortis) or from the ageing Westinghouse Motor Control Centre. Two VFD's have been ordered. The SCADA software upgrade has been ordered.

### 3 Westview Drive Road Repair

The repair of the storm water culvert in Westview Drive will commence Monday 12<sup>th</sup> August. This will require the complete closure of the road. Diversions using the back alleyways will be posted. Town residents have been informed on social media and the Town app.

### 4 Bowden App (internet application)

Administration has (almost\*) completed the work with Catalis in order to refine and further develop the Town of Bowden app in order that the functionality of push notifications operates correctly as required.

The software now:

- provides a message notification to the "app" user when the notification is pushed out to the users' smart phone or tablet,
- provides a signal on the app icon to indicate to the user that a new alert notification has been pushed out.

\* Further testing is required on Galaxy phones (Android operating system).

**5 Bylaws**

The following bylaws are in various stages of draft. These will be submitted to Council over the coming months. A proposed timetable is given below.

- i. Advertising Bylaw (status - received 1<sup>st</sup> reading)  
to Council RCM 26<sup>th</sup> August
- ii. Community Standards Bylaw (status - received 1<sup>st</sup> reading)  
to Council RCM 26<sup>th</sup> August
- iii. Cemetery Bylaw (status – awaiting final approved by Cemetery Association)  
to Council RCM 9<sup>th</sup> September



## South Red Deer Regional Wastewater Commission

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### Minutes of the Annual General Meeting of the Board

#### South Red Deer Regional Wastewater Commission

Friday, April 19<sup>th</sup>, 2024  
Red Deer County Office

#### Board Members Present:

Angela Aalbers	Mountain View County
Tyrone Muller	Town of Penhold
Jean Barclay	Town of Innisfail
Heather Ryan	Town of Olds
Randy Brown	Town of Bowden
Connie Huelsman	Red Deer County

#### Other Elected Officials, Administration, Consultants and Others Present:

Michael Wuetherick	Chief Administrative Officer
Jeff Alliston	Partner, Metrix LLP
Robb Stuart	Town of Bowden, Alternate Director
Wanda Blatz	Town of Olds, Alternate Director
Andy Treu	Red Der County

#### **1.0 Call to Order:**

Chair Angela Aalbers, called the meeting to order at 9:14 am.

#### **2.0 Adoption of Agenda**

RES 24-01

#### **Moved by Randy Brown**

That the Agenda for the Annual General Meeting of April 19<sup>th</sup>, 2024, be adopted as presented.

Carried.

SRDRWC Annual General Meeting Minutes  
April 19<sup>th</sup>, 2024  
Page 2

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**3.0 Presentation of 2023 Audited Financial Statements**

Jeff Alliston, CPA, Partner with Metrix LLP presented the SRDRWC financial statement and audit findings report to the board. Administration and the Auditor provided an overview of the Asset Retirement Obligation provisions which are included in the 2023 statements, and restated 2022 statements.

RES 24-02

**Moved by Connie Huelsman**

That the SRDRWC Board accept the Audited financial statements for the year ending December 31<sup>st</sup>, 2023, as presented by the Commission's independent auditors.

Carried.

RES 24-03

**Moved by Jean Barclay**

That the SRDRWC Board accept the Audited findings report for the year ending December 31<sup>st</sup>, 2023, as presented by the Commission's independent auditors.

Carried.

**4.0 Adjournment**

RES 24-04

**Moved by Angela Aalbers**

That the SRDRWC 2023 Annual General Meeting be adjourned at 9:47 am.

Carried.

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Chair, Angela Aalbers

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CAO, Michael Wuetherick



## South Red Deer Regional Wastewater Commission

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### Minutes of the Regular Meeting of the Board

#### South Red Deer Regional Wastewater Commission

**Friday April 19<sup>th</sup>, 2024**  
**Red Deer County Offices**

#### Board Members Present:

Angela Aalbers	Mountain View County
Tyrone Muller	Town of Penhold
Jean Barclay	Town of Innisfail
Heather Ryan	Town of Olds
Randy Brown	Town of Bowden
Connie Huelsman	Red Deer County

#### Other Elected Officials, Administration, Consultants and Others Present:

Michael Wuetherick	Chief Administrative Officer
Jeff Alliston	Partner, Metrix LLP
Robb Stuart	Town of Bowden, Alternate Director
Wanda Blatz	Town of Olds, Alternate Director
Andy Treu	Red Der County

#### **1.0 Call to Order:**

Chair Angela Aalbers, called the meeting to order at 9:52 am.

#### **2.0 Adoption of Agenda**

RES 24-05

#### **Moved by Tyrone Muller**

That the Agenda for the SRD Regular Meeting of April 19<sup>th</sup>, 2024, be adopted as presented.

Carried.

### 3.0 Minutes

RES 24-06

**Moved by Connie Huelsman**

That the minutes of the December 8<sup>th</sup>, 2023 SRDRWC Organizational Meeting minutes be approved as presented.

Carried.

RES 24-07

**Moved by Tyrone Muller**

That the minutes of the December 8<sup>th</sup>, 2023 SRDRWC Regular Meeting minutes be approved as presented.

Carried.

### 4.0 Business Arising from Previous Meetings

Administration presented a summary of business arising from previous meetings.

RES 24-08

**Moved by Heather Ryan**

That the SRDRWC Board accept as information Administrations' update on business arising from previous meetings.

Carried.

### 5.0 Business

#### 5.1 Operations and Project Manager's Update

CAO Michael Wuetherick provided an update on the operations, and ongoing maintenance status. Highlights of the proposed 2024 asset condition assessment project were discussed. The preventative maintenance report for 2023 was reviewed indicating 80% of maintenance events were planned.

Res 24-09

**Moved by Connie Huelsman**

That the SRDRWC Board accept as information Administrations' update on operations and the project manager's update.

Carried.

## **5.2 SRDRWC Sub-Committee Revised Terms of Reference**

The revised Terms of Reference for the Operations Committee and Environmental Health & Safter Committee were presented reflecting the prior amendments as discussed at the December 8<sup>th</sup>, 2023 Organizational meeting.

Res 24-10

### **Moved by Heather Ryan**

That the SRDRWC Board adopt the revisions to the Terms of Reference for the Operations Committee, and Environmental Health & Safety Committee as presented.

Carried.

## **5.3 SRDRWC Business Plan Overview**

Administration provided an overview of the key elements of the current Business Plan, with a specific emphasis on alternate approaches to address planning long-term capital reserve requirements.

Res 24-11

### **Moved by Connie Huelsman**

That the SRDRWC Board accept as information Administration's update on the Commission's Business Plan.

Carried.

## **5.4 Technical Study on ESP Risk Assessment**

Administration reviewed the proposed scope of work for the Commission's engineer to complete a technical risk assessment of the emergency storage ponds

RES 24-12

### **Moved by Randy Brown**

That the SRDRWC Board direct Administration to engage Stantec Engineering Ltd. to complete a risk assessment

Carried.



## 6.0 Reports

The Board received the following reports:

### 6.1 Chairman's Report

The Chair provided a verbal update on recent discussions with the City of Red Deer and review of the strategy moving forward to implement the Joint Planning Commission in 2024.

RES 24-13

**Moved by Jean Barclay**

That the SRDRWC Board accept as information the Chair's verbal report.

Carried.

### 6.2 CAO Report

RES 24-14

**Moved by Tyrone Muller**

That the SRDRWC Board accept as information the CAO's report.

Carried.

RES 24-15

**Moved by Randy Brown**

That the SRDRWC Board to direct Administration to implement a fee of \$150 processing fee for crossing agreement applications received within 30 days of expected field work.

Carried.

RES 24-16

**Moved by Connie Huelsman**

That the SRDRWC Board directs Administration to advise Valo Networks of SRDRWC's expected protocol regarding Crossing Agreements.

Carried.

RES 24-17

**Moved by Jean Barclay**

That the SRDRWC Board direct Administration to include Application for Crossing application fee, and any additional fees to the 2025 Bylaw fee schedule.

Carried.

### **6.3 Financial and Other Reports**

The board discussed the implementation of voluntary water restrictions of 10-15% for member communities, and the possible impact on SRDRWC wastewater volumes.

RES 24-18

**Moved by Heather Ryan**

That the SRDRWC Board accept as information the CAO's financial and other reports as presented.

Carried.

The meeting went into recess at 11:29am and reconvened at 11:38 am.

Andy True let the meeting at 11:40 am.

### **7.0 Confidential Items**

The board went into closed session, subject to Section 21 – Disclosure harmful to intergovernmental relations.

RES 24-19

**Moved by Connie Huelsman**

That the SRDRWC Board move into closed session at 11:40 am.

Carried.

RES 24-20

**Moved by Jean Barclay**

That the SRDRWC Board out of closed session at 12:22 am.

Carried.

**8.0 Next Meetings, Events**

**Board Meetings**

- Regular meeting Friday, June 21<sup>st</sup>, 2024 (Mountain View County)
- Regular meeting, Friday, October 18<sup>th</sup>, 2024 (Innisfail)
- Organizational Meeting, Friday, December 13<sup>th</sup>, 2024 (Olds)
- Regular meeting, Friday, December 13<sup>t</sup>, 2024 (Red Deer County)

**9.0 Adjournment**

RES 24-21

**Moved by Angela Aalbers**

That the Regular Meeting be adjourned at 12:23 pm

Carried.

\_\_\_\_\_  
Chair, Angela Aalbers

\_\_\_\_\_  
CAO, Michael Wuetherick

Wastewater volumes by member as of March 31<sup>st</sup>, 2024 are outlined below:

Reported Updated as at:	Budget Comparison - YTD			
2024-03-31	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	275,422	274,397	1,025	0.4%
MV County	420	878	-458	-52.2%
Bowden	23,262	30,687	-7,425	-24.2%
Innisfail	185,023	174,188	10,835	6.2%
Penhold	91,041	68,458	22,583	33.0%
SRS	956	1,387	-431	-31.1%
<b>Subtotal Regional Line</b>	<b>576,124</b>	<b>549,996</b>	<b>26,128</b>	<b>4.8%</b>
Springbrook	32,461	30,316	2,145	7.1%
Gasoline Alley	110,071	103,954	6,117	5.9%
<b>Subtotal Waskasoo System</b>	<b>142,532</b>	<b>134,270</b>	<b>8,262</b>	<b>6.2%</b>
<b>Total SRD Volumes</b>	<b>718,656</b>	<b>684,266</b>	<b>34,390</b>	<b>5.0%</b>

Projecting full-year volumes based on only 3-months of data could be well off, but SRD volumes overall in Q1-2004 are above the historical norms.

Reported Updated as at:	Budget Comparison - (P3/12 Projection)			
2024-03-31	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	1,316,740	1,311,838	4,902	0.4%
MV County	2,239	4,681	-2,442	-52.2%
Bowden	125,335	165,343	-40,008	-24.2%
Innisfail	921,663	867,691	53,972	6.2%
Penhold	398,545	299,686	98,859	33.0%
SRS	18,764	27,229	-8,465	-31.1%
<b>Subtotal Regional Line</b>	<b>2,783,286</b>	<b>2,676,468</b>	<b>106,818</b>	<b>4.0%</b>
Springbrook	160,613	150,001	10,612	7.1%
Gasoline Alley	486,170	459,152	27,018	5.9%
<b>Subtotal Waskasoo System</b>	<b>646,783</b>	<b>609,153</b>	<b>37,630</b>	<b>6.2%</b>
<b>Total SRD Volumes</b>	<b>3,430,069</b>	<b>3,285,621</b>	<b>144,448</b>	<b>4.4%</b>

Wastewater volumes by member as of June 30<sup>th</sup>, 2024 are outlined below:

Reported Updated as at:	Budget Comparison - YTD			
2024-06-30	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	665,101	626,055	39,046	6.2%
MV County	2,237	2,597	-360	-13.9%
Bowden	62,513	82,058	-19,545	-23.8%
Innisfail	420,981	398,843	22,138	5.6%
Penhold	178,317	150,328	27,989	18.6%
SRS	8,413	9,530	-1,117	-11.7%
<b>Subtotal Regional Line</b>	<b>1,337,562</b>	<b>1,269,411</b>	<b>68,151</b>	<b>5.4%</b>
Springbrook	76,504	74,046	2,458	3.3%
Gasoline Alley	236,210	223,591	12,619	5.6%
<b>Subtotal Waskasoo System</b>	<b>312,714</b>	<b>297,637</b>	<b>15,077</b>	<b>5.1%</b>
<b>Total SRD Volumes</b>	<b>1,650,276</b>	<b>1,567,048</b>	<b>83,228</b>	<b>5.3%</b>

Projected volumes for full-year 2024 will be slightly skewed with the Penhold and Bowden variances, however overall volumes are expected to be within normal forecasting accuracy.

Reported Updated as at:	Budget Comparison - (P6/12 Projection)			
2024-06-30	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	1,393,654	1,311,838	81,816	6.2%
MV County	4,032	4,681	-649	-13.9%
Bowden	125,961	165,343	-39,382	-23.8%
Innisfail	915,852	867,691	48,161	5.6%
Penhold	355,484	299,686	55,798	18.6%
SRS	24,037	27,229	-3,192	-11.7%
<b>Subtotal Regional Line</b>	<b>2,819,020</b>	<b>2,676,468</b>	<b>142,552</b>	<b>5.3%</b>
Springbrook	154,981	150,001	4,980	3.3%
Gasoline Alley	485,065	459,152	25,913	5.6%
<b>Subtotal Waskasoo System</b>	<b>640,046</b>	<b>609,153</b>	<b>30,893</b>	<b>5.1%</b>
<b>Total SRD Volumes</b>	<b>3,459,067</b>	<b>3,285,621</b>	<b>173,446</b>	<b>5.3%</b>

Based on the forecast volumes surplus of 173,446 m3, would generate an additional \$461,366.

Water v Wastewater Comparative

	2020			2021			2022			2023			2024		
	Water Quantity	Wastewater Quantity	Variance m³	Water Quantity	Wastewater Quantity	Variance m³	Water Quantity	Wastewater Quantity	Variance m³	Water Quantity	Wastewater Quantity	Variance m³	Water Quantity	Wastewater Quantity	Variance m³
	Invoiced by MWRM&C m³	Invoiced by SDR&M&C m³		Invoiced by MWRM&C m³	Invoiced by SDR&M&C m³		Invoiced by MWRM&C m³	Invoiced by SDR&M&C m³		Invoiced by MWRM&C m³	Invoiced by SDR&M&C m³		Invoiced by MWRM&C m³	Invoiced by SDR&M&C m³	
January	7475	8334	859	7475	10639	3164	15252	12902	-2350	11216	8470	-2746	7108	8488	1380
February	6500	6537	37	9490	9506	16	8703	8666	-37	12866	7858	-5008	6980	7383	403
March	8204	8233	29	9081	12760	3679	9387	10499	1112	19780	13630	-6150	7204	7391	187
April	7284	12357	5073	9015	15573	6558	9989	13255	3266	10963	9748	-1215	7443	12353	4910
May	7999	21911	13912	10673	17980	7307	10287	17161	6874	11370	15959	4589	7047	15689	8642
June	9488	35161	25673	10269	16400	6131	7582	23381	15799	11264	15600	4536	8456	11209	2753
July	9658	36583	26925	12029	13450	1421	9513	28236	19723	7376	16540	9164	0	0	0
August	10707	25759	15052	10375	13512	3137	8525	14307	5782	8234	14757	6523	0	0	0
September	7564	15823	8259	10018	13934	3916	8101	6639	-1462	8616	10764	4148	0	0	0
October	8859	13703	4844	11104	11938	834	7928	12419	4491	7098	10302	3204	0	0	0
November	8567	12910	4343	10122	12810	2688	6966	7873	907	6724	5782	-942	0	0	0
December	9236	11489	2263	10723	11783	1060	9579	11557	1978	7253	7726	473	0	0	0
TOTAL	101841	208810	106969	120374	160285	39911	111812	167895	56083	120760	137336	16576	44238	62513	18275
AVERAGE	8487	17401	8831	10031	13357	3326	9318	13991	4663	10063	11445	1373	7373	10419	1513