

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday 22 July 2024**, at 7:00pm.

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES	Pages
3.a July 8, 2024, Regular Council Meeting	2 - 5
4. PUBLIC HEARING	
None scheduled.	
5. DELEGATION	
No delegation scheduled.	
6. BUSINESS ARISING FROM PREVIOUS MINUTES	
6.a Bowden Hotel	6
6.b Fortis - Streetlights	6
6.c VALO Fibre Optic Network Update	6 - 10
6.d Land Annexation (Negotiation Report)	11 - 31
6.e Alberta Municipalities (Update on Bill 20)	32 - 46
6.f Municipal Affairs Correspondence Re: Capital Funding	47 - 53
6.g Council Resolutions Summary	54 - 55
6.h Key Dates.	54
7. BYLAWS & POLICIES	
7.a Advertising Bylaw 06 / 2024 (revision to Bylaw 10 / 2021)	56 - 64
8. NEW BUSINESS	
8.a Designated Officers	65 - 69
8.b Alberta Municipalities Convention & Trade Show (draft agenda)	70 - 76
8.c ATB Bank Signing Authority	77
8.d Burn Pit	78 - 79
9. FINANCIAL	
9.a Operating Income & Expenditure Report YTD 2024	80 - 89
9.b MSI / LGFF Funding Statement	90 - 93
9.c Business Case Form – 2024 Capital Budget addition	94 - 98
10. CORRESPONDENCE	
10.a Red Deer County Protective Services - May Enforcement Contract	99 - 100
11. REPORTS	101
11.a CAO's Report.	102 - 104
11.b Council Committee Reports.	
11.c Society & Other Reports.	
12. MEETING ADJOURNMENT	



000002

**Town of Bowden – Regular Council Meeting
held on Tuesday 8 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.

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

ADMINISTRATION	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 Deb Coombes that Council adopts the minutes for the Regular Council Meeting of June 25, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

Motion 3.b.

Moved by Councillor Randy Brown that Council adopts the minutes for the Special Council Meeting of July 2, 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 provided an update to Council stating that a request had been submitted to Fortis requesting the installation of 4 streetlights on 21st Street.

000003

Administration stated to Council that a request had been submitted to Fortis requesting a streetlight audit of the Town in the fall of 2024.

Agenda item 6.c Capital Project Update – Walking Trail

Administration provided Council with an update of the Walking Trail capital project.

Following a review of the proposed route it had been necessary to make changes to the original siting of the pathway.

Administration requested that Council provide confirmation on two matters arising.

Motion 6.a

Moved by Councillor Randy Brown that Council requests that Administration takes action to ensure that the walking trail does not impinge upon the property boundary of the Bowden Event Centre.

MOTION CARRIED UNANIMOUSLY

Motion 6.b

Moved by Councillor Sandy Gamble Council requests that Administration provide an additional car parking lot within the property boundary of the Bowden Event Centre.

MOTION CARRIED

Agenda item 6.d VALO Fibre Optic Network

Administration provided Council with an update on the installation of the infrastructure loop for the fibre network.

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

Mayor Robb Stuart stated that the CAO of Red Deer County will attend as part of the delegation.

Rural Connect (as a future option) could be a partner if a decision is made by the Town to be a part of a Municipal Controlled Corporation (MCC).

Councillor Randy Brown raised the matter of the Land Lease Agreement made in 2012 with SRDRWC and whether this would require a separate agreement with SRDRWC regarding the siting of the communication tower.

Administration will investigate further and follow up.

Agenda item 6.e Council Resolutions Requiring Follow Up Action

Administration submitted to Council a summary of past Council resolutions for Council to review.

These were colour coded as either complete or those that required follow up action.

Administration proposed to remove all the actioned items. Going forward Administration will provide Council with a summary of Council resolutions as part of the agenda package.

Mayor Robb Stuart queried whether the Emergency Advisory Committee had met in 2023. Administration will investigate and report back to Council on this item.

Agenda item 6.f Key Dates

Administration provided Council with forthcoming key dates.

000004

Motion 6.c

Moved by Councillor Randy Brown that Council accepts the Business Arising agenda items 6.a / 6.b / 6.d / 6.e and 6.f as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES**Agenda item 7.a Water Bylaw 05 / 2024**

Water Bylaw 05 / 2024 received first reading of Council during the RCM of June 10, 2024.

Administration submitted to Council the second draft of Water Bylaw 05 / 2024 for second reading.

A single amendment to the first draft of Water Bylaw 05 / 2024 was made this being amendment to provision 5.7.1 as requested by Council in the RCM of June 10, 2024.

Bylaw 05 / 2024 received second and third readings and was passed by Council after review and deliberation.

Motion 7.a moved by Councillor Deb Coombes that Council give second reading to Water Bylaw 05 / 2024.

MOTION CARRIED UNANIMOUSLY

Motion 7.b moved by Councillor Sandy Gamble that Council give third and final reading to Water Bylaw 05 / 2024 and is adopted accordingly and made effective once duly signed.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS**Agenda item 8.a Alberta Municipalities Convention & Trade Show - Registration**

Administration provided Council with registration details for the 2024 Convention to be held in Red Deer at the Westerner Park on September 25 – 27.

Administration requested that Council confirms numbers wishing to attend.

All Councillors expressed an interest.

Mayor Robb Stuart stated that the CAO should attend.

Administration is to complete the registration process before the early bird cut off date.

9. FINANCIAL

There was no agenda item submitted.

10. CORRESPONDENCE**Agenda item 10.a Bernaud Genereux, Member of Parliament, Government of Canada**

Administration provided Council with details of the invitation to attend the Quebec Alberta Business Friendship Group Event and requested the names of those elected officials wishing to attend.

Motion 10.a moved by Councillor Marie Flowers that Council confirms the names of those elected officials wishing to attend the event as Councillor Paul Webb, Councillor Sandy Gamble, and Deb Coombes.

MOTION CARRIED UNANIMOUSLY

000005

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 submitted by previous CAO Rudy Friesen.

CAO Arno Glover will provide Council a copy of the latest correspondence received from Ethan Bayne, Assistant Deputy Minister reference the MSI / LGFF program and transition.

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

Parkland Foundation Annual Report 2023.

Motion 11.b

Moved by Councillor Sandy Gamble that Council accepts the submitted Society & Other Report as information.

MOTION CARRIED UNANIMOUSLY**12. MEETING ADJOURNMENT****Motion 12.a**

Moved by Councillor Marie Flowers 8:10 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY**Meeting Adjourned****Minutes signed by:**

**Mayor
Robb Stuart**

**CAO
Arno Glover**

Regular Council Meeting: July 22, 2024.	Agenda Item: 6.a / 6.b / 6.c
Prepared by: Arno Glover	Approved by: n/a
Report Type: RFD	Attachment(s): 1 Schedule A Lagoon Lease Agreement 2 Diagram showing proposed location of Communication Tower 3 VALO Networks Engineering diagram

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 June 25, 2024, that Administration proceeds with the installation of streetlights on 21st Street and that Administration requests a street light audit.

Administration received an email from Fortis Alberta on 11th July stating that within 10 – 15 business days they would have a Design Specialist on site to conduct an engineering survey for the 4 streetlights on 21st Street.

6.c VALO Fibre Optic Network *(for information only)*

Reference the request made in the RCM March 25, 2024, that Administration provides written updates on the fibre network project.

6.c.(i)

Administration met with the CAO of the Village of Delburne to understand how they reached a decision to partner with Rural Connect for them to become part of a Municipally Controlled Corporation (MCC).

6.c.(ii)

Representatives from Rural Connect will present to Council as a delegation at the RCM of August 12, 2024.

Administration has requested that the CAO of RDC (Cutis Herzberg) attends this meeting.

Rural Connect (as an option) will be the partner if a decision is made by the Town to be a part of a Municipally Controlled Corporation (MCC).

The presentation to Council by Rural Connect will provide information on the Connect model and will allow Council to raise questions.

This will be an information sharing meeting with no commitment.

Thereafter the next stage (from Rural Connects perspective) would be for Council to approve an agreement with them to create a Fibre Working Group with the objective of conducting a business case / feasibility study and a broadband deployment model.

The cost of this study to the Town has been quoted by Riral Connect as being \$6,350.00.

6.c.(iii)

Administration has requested a copy (from Red Deer County) of the construction engineering drawings for the communications tower site.

Prior to work commencing, Administration in conjunction with RDC are required to prepare a Municipal Access Agreement reference the siting of the communications tower on the land owned by the Town of Bowden.

In response to the matter raised in the RCM of July 8, 2024, Administration has reviewed the Lagoon Lease Agreement with SRDRWC dated January 12, 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.

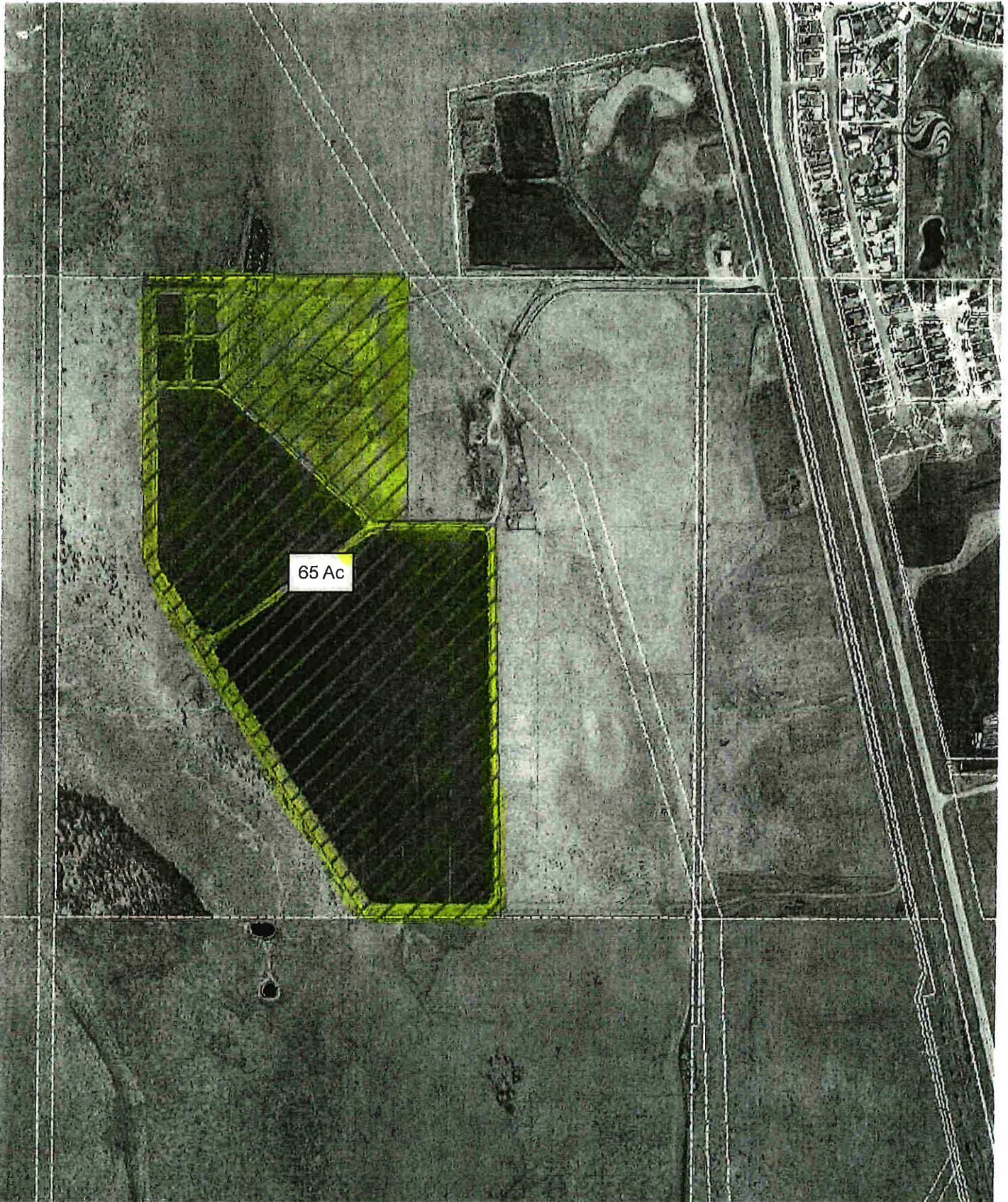
Note:

There may be some confusion regarding the manner in which the size data pertaining to the leased area is presented within the agreement.

The size of a full quarter section is 160 Acres (Ac) or 65 hectares (Ha).

The lease agreement is effective for only a part of that total quarter of land (ie: 65 acres).

This area of the agreement is labelled on Schedule A as "65 Ac".

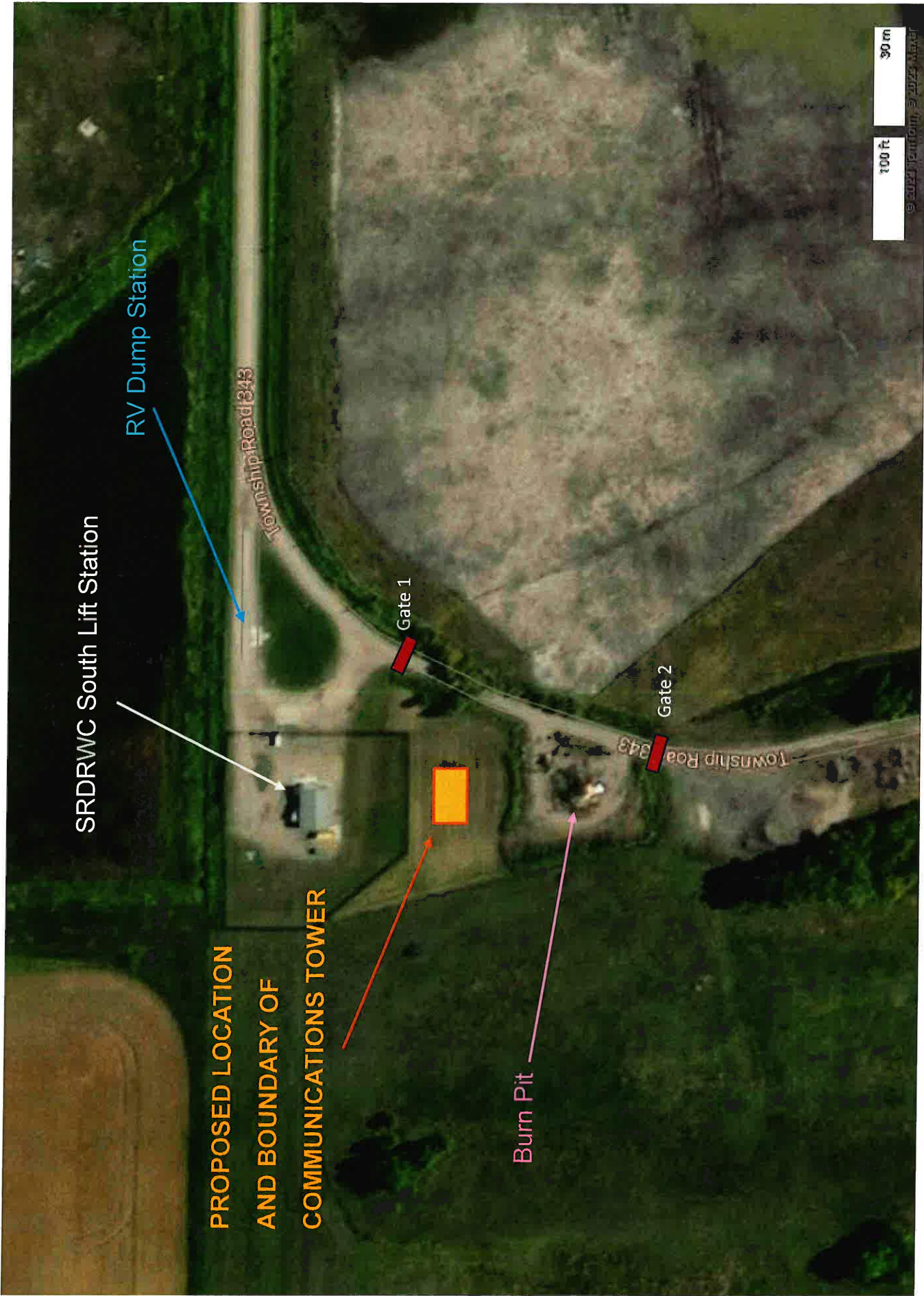


65 Ac

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





SRDRWC South Lift Station

RV Dump Station

PROPOSED LOCATION
AND BOUNDARY OF
COMMUNICATIONS TOWER

Burn Pit

Gate 1

Gate 2

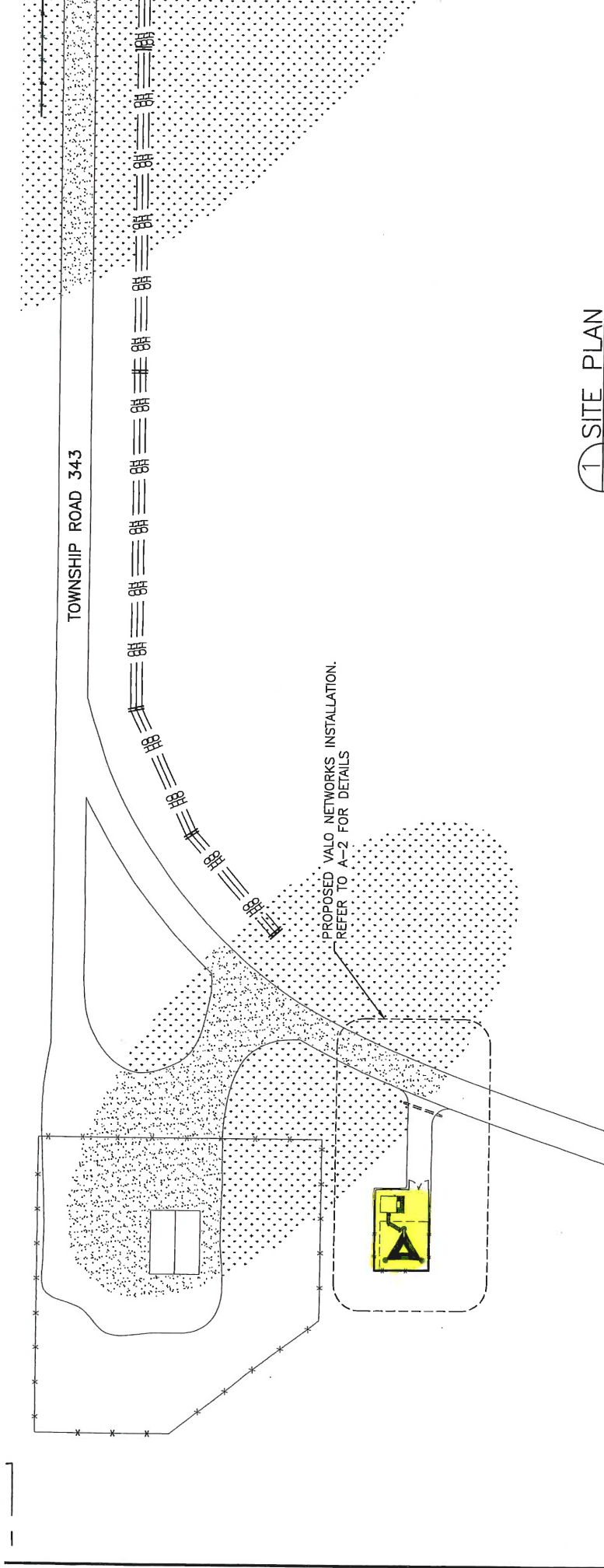
Township Road 343

Township Road 343

100 ft

30 m

© 2022 GeoEye, Inc. All Rights Reserved



1 SITE PLAN
1:1000

PERMIT TO PRACTICE
CORE ONE CONSULTING

NAME:

SIGNATURE:

DATE:

PERMIT NUMBER: P12384

THE ASSOCIATION OF
PROFESSIONAL ENGINEERS AND
GEOSCIENTISTS OF ALBERTA

REV	DESCRIPTION	DATE
D	REVISED LOCATION	JAN 08/24
C	REVISED PER COMMENTS	OCT 17/23
B	REVISED PER COMMENTS	AUG 29/23
A	ISSUED FOR REVIEW	AUG 16/23

ENGINEERING STAMP



SURREY • CALGA

TEL: (778) 905-2166
TF: 1-4(855) 708-2195
WEB: WWW.COREONECONSULTING.COM
CONTACT: INFO@COREONECONSULTING.COM

0100000

Regular Council Meeting: July 22, 2024.	Agenda Item: 6.d
Prepared by: Arno Glover	Approved by: n/a
Report Type: RFD	Attachment(s): 1 Land Annexation – Negotiation Report

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

Content:

6.d Land Annexation (Negotiation Report)

Reference motion 6.a of the RCM of 14 August 2023, that Administration formally advances the development proposal.

6.d.(i) Background

During the RCM of 23 May 2023 Council received a presentation regarding the proposed annexation of land from Red Deer County (land north of Bowden).

A meeting of the Intermunicipal Development Committee was held at Red Deer County offices on 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 the 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.

During the RCM of 14 August 2023 Council made a motion to instruct 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.

On November 28, 2023, Red Deer County received a formal Notice of Annexation from the Town.

A Public Open House event was held on March 14, 2024, to allow the public to learn of the annexation proposal and the process.

On June 26, 2023, a meeting of the Intermunicipal Development Committee was held at Red Deer County offices in order to formally review the Land Annexation Negotiation Report.

Thereafter it was stated that the Negotiation Report should be submitted to both Red Deer County Council and the Town of Bowden Council for approval by resolution.

6.d.(ii) Legislative Requirements

Division 6 of the MGA sets out the requirements for Land Annexation.

Extracts from the MGA are reproduced as follows:

Section 116(1)a A municipal authority initiates the annexation of land by giving written notice of the proposed annexation to one or more municipal authorities from which the land is to be annexed,

Section 117(1) The municipal authorities from which the land is to be annexed must, on receipt of the notice under section 116, meet with the initiating municipal authority to discuss the proposals included in the notice and negotiate the proposals in good faith.

Section 118(1) On conclusion of the negotiations, the initiating municipal authority must prepare a report that describes the results of the negotiations and that includes:

(a) a list of the matters agreed on and those on which there is no agreement between the municipal authorities,

(a.1) if there were matters on which there was no agreement, a description of the attempts to use mediation and, if mediation did not occur, the reasons for this,

(b) a description of the public consultation processes involved in the negotiations, and

(c) a summary of the views expressed during the public consultation processes.

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.

Section 119(1) The initiating municipal authority must submit the completed report to the Land and Property Rights Tribunal and send a copy of it to the municipal authorities from which the land is to be annexed and any other local authority the initiating municipal authority considers would be affected.

6.d.(iii) Draft Negotiation Report - Council Approval

The Town of Bowden Council will review the draft Negotiation Report during this RCM.

Red Deer County Council will review the draft Negotiation Report on Tuesday July 23rd.

Note: The report cannot be finalized until after both Councils have agreed by resolution that the Negotiation Report accurately reflects the outcome of the negotiations to date.

6.d.(iv) Recommended Motion

Administration recommends that Council approve the Negotiation Report in order to satisfy sections 118 and 119 of the MGA and that subsequently the report be sent to the Land and Property Rights Tribunal.

Motion:

Motion by Councillor _____ that Council approves the Negotiation Report as presented as being an accurate reflection of the results of the Land Annexation negotiations and that Council wishes the Land Annexation process to proceed to the next stage.

"SCHEDULE A"

BOWDEN



**TOWN OF BOWDEN AND RED DEER COUNTY
NEGOTIATION REPORT IN SUPPORT OF AN UNCONTESTED
ANNEXATION**

*Prepared for the Alberta Land and Property Rights Tribunal pursuant to Sec.118 of the
Municipal Government Act, RSA 2000, as amended*

JULY 4, 2024

“SCHEDULE A”

Table of Contents

1) INTRODUCTION	3
2) SUBJECT LANDS	3
3) LAND USE CONSIDERATIONS.....	5
4) OWNERSHIP AND REGISTRATIONS.....	5
5) RELATION TO STATUORY PLANS	5
6) METHODOLGY AND ACTION PLAN.....	6
7) ASSESSMENT AND TAXATION COMPARISON.....	7
8) MUNICIPAL GOVERNMENT ACT REQUIREMENTS	7
9) LAND AND PROPERTY RIGHTS TRIBUNAL REQUIREMENTS.....	7
10) STATUTORY PLANS AND BYLAW CONSIDERATIONS.....	9
11) INTENDED LAND USE FOR SUBJECT LANDS	11
12) SERVICING CONSIDERATIONS	11
13) CONSENT TO ANNEXATION	11
14) STAKE HOLDER CONSIDERATIONS	11
15) TRANSITION REQUESTS.....	12

“SCHEDULE A”

1) INTRODUCTION

The Town of Bowden is located within Red Deer County, approximately 43 kilometers south of the City of Red Deer on the Queen Elizabeth II Highway. A location map is provided in Map 1 below.

The Town of Bowden and Red Deer County have a history of working collaboratively to develop sustainable and economical future growth through the development of an Intermunicipal Development Plan (IDP). The County recognizes the Town's need for annexation.

This report has been prepared in accordance with Division 6 of the Municipal Government Act (MGA) which establishes:

- How an annexation proposal is to be initiated, and
- Guidelines for negotiations including reporting requirements.

The Town proposes to annex approximately 37.59 ha (92.89 ac) of titled lands. The Town submitted its Notice of Intent to Annex to Red Deer County on November 8, 2023. Letters and information about the Town's proposed annexation were sent to the affected landowners, stakeholders and referral agencies.

2) SUBJECT LANDS

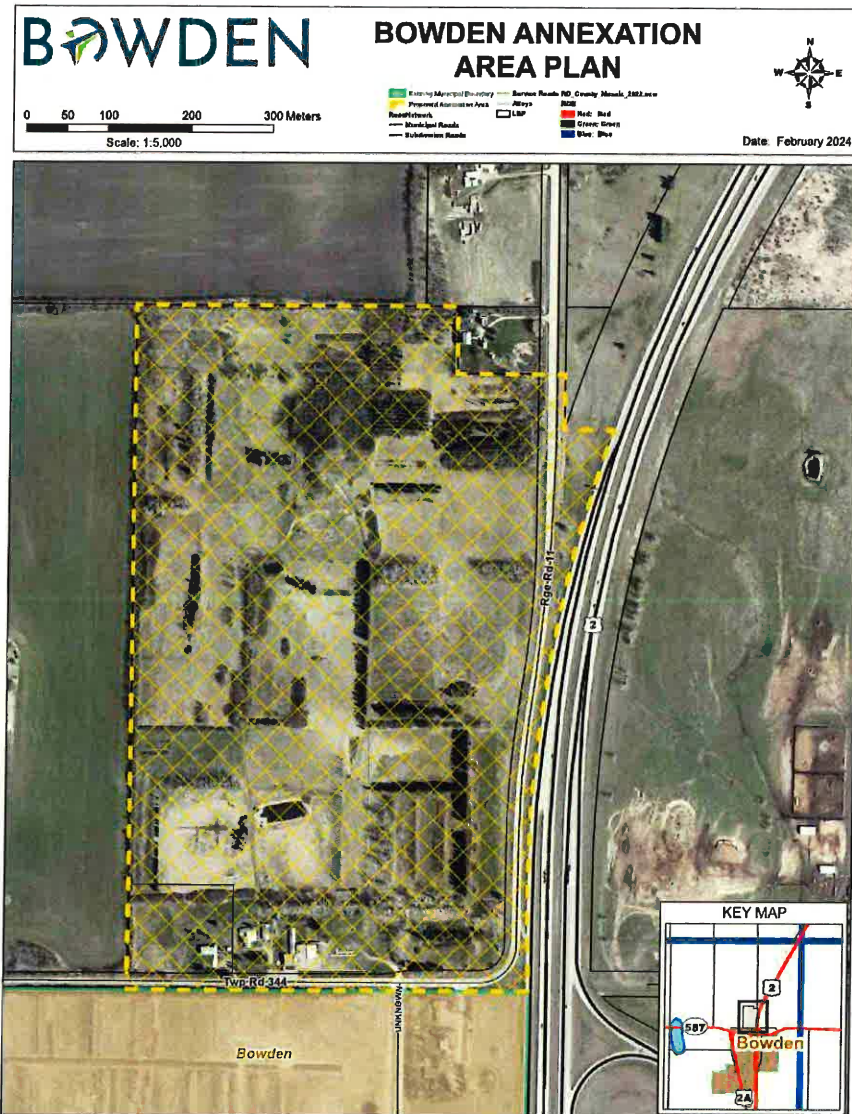
The land proposed to be annexed into the Town of Bowden is legally described as Section 26, Township 34, Range 01, West of the 5th Meridian legally described as the easterly 1650 feet of the southeast quarter Section 26, Township 34, Range 01, West of the 5th Meridian excepting thereout all registered plans and Lot A, Plan 2878 JK. The parcel is 37.59 ha (92.89 ac) in size and is shown in Map 1 below.

All lands are contained within the North Bowden Industrial/Commercial Area Structure Plan and are currently designated Agriculture (AG) in the Red Deer County Land Use Bylaw.

Adjoining roads are Twp-Rd 344 to the south and Rge-Rd 11 to the east.

“SCHEDULE A”

MAP 1



"SCHEDULE A"

3) LAND USE CONSIDERATIONS

The Intermunicipal Development Plan recognizes that periodic annexations will likely occur via annexation. The goal of the Intermunicipal Development Plan is to "recognize and accommodate the growth aspirations of the Town in an orderly, economical and logical manner which discourages loss and premature fragmentation of agricultural land." The Intermunicipal Development Plan provides numerous policies to guide future annexation, all of which are respected by the proposed annexation.

Furthermore, The IDP leaves the more specific identification of land uses within the respective growth areas to each municipality's respective Municipal Development Plan Area Structure Plans and more detailed land use plans and Land Use Bylaw. In general, the Town Growth Area is expected to encompass residential, commercial and industrial land uses.

REASONS FOR ANNEXATION

The proposed annexation presents the potential for economic development opportunities within the Town of Bowden, and at the time the plan area builds out, will allow for non-residential tax revenue to be realized by the Town of Bowden. The lands are identified within the Red Deer County/Town of Bowden Intermunicipal Development Plan as Commercial Lands. The Intermunicipal Development Plan indicates that the subject lands are to be annexed prior to development.

While the Town of Bowden has available commercial land on the east side of Highway 2, the current landowner of those lands has not indicated any future plans to develop, therefore expanding in a different area, with a landowner interested in pursuing development is a necessity for the Town of Bowden.

Furthermore, the landowner of the proposed annexation has committed to paying all costs associated with expansion of infrastructure to the lands. Therefore the costs of the annexation will not be borne by the existing landowners of the Town of Bowden.

4) OWNERSHIP AND REGISTRATIONS

All lands contained within the proposed annexation area are solely owned by 1849791 Alberta Inc.

5) RELATION TO STATUORY PLANS

The lands proposed for annexation are within the lands identified within the IDP as lands for future annexation consideration as per Policy 8.4.1 and on Map 1. Should Bowden Town Council wish to proceed, the IDP outlines the process for annexation in section 8.4.

“SCHEDULE A”

Within the IDP, the goal of urban expansion and annexation is identified as:

- *To recognize and accommodate the growth aspirations of the Town in an orderly, economical and logical manner which discourages loss and premature fragmentation of agricultural land.*

Within the IDP, the objectives related to urban expansion and annexation is Identified as:

- To establish a process for managing and assessing annexation proposals.
- To set out the criteria for timely, cooperative and strategic annexations.
- To identify and protect areas to accommodate future expansion of the Town.
- To promote infill options and intensification of land uses.

The proposed lands are within the North Bowden Industrial/Commercial Area Structure Plan and are identified for commercial and industrial land uses including a storm water management pond, public utility lot and internal roads. The landowner intends to develop these lands in accordance with the approved Area Structure Plan which requires annexation into Bowden to occur prior to full development. Furthermore, the statutory documents require the landowner to pay the costs associated with development including, but not limited to, updating of all statutory documents after annexation and costs of supplying municipal infrastructure (i.e. water, sanitary, etc.) to the area.

As part of the annexation, some plan updates to the Town’s planning documents will be required. The Town’s Municipal Development Plan must be updated to include reference to the proposed annexation lands, the applicable Area Structure Plan will need to be amended and the Land Use Bylaw may require minor amendments should the proposed annexation be approved. All costs associated with these amendments will be the responsibility of the landowner.

6) METHODOLOGY AND ACTION PLAN

The Town of Bowden has conducted a number of discussions informally and in formal meetings at the Administrative level. Providing support services to the Town of Bowden is Vicinia Planning & Engagement Inc. who also pursued formal discussions with both municipalities and the major stakeholders on the subject of lands prior to the preparation of this report.

The intention was to identify and address any issues prior to initiating the public process through the Notice of Intent to Annex. This has been done through a combination of in-person and telephone interviews

“SCHEDULE A”

After consideration by the Town of Bowden and an update to Red Deer County, the decision was made to prepare and issue a Notice of Intent to Annex on November 23, 2023.

7) ASSESSMENT AND TAXATION COMPARISON

The properties contained within the proposed annexation are all owned by 1849791 Alberta Inc.

The property is currently assessed by Red Deer County (2023) as per the following:

- SE 26-34-1-W5:
 - Assessment 590,630 Total taxes \$4,179.31
 - Farmland 23,310 Taxes \$324.71
 - Residential 567,320 Taxes \$3,854.59
- SE 26-34-1-W5 Plan 2878JK
 - Assessment Residential 299,100 Total Taxes \$2,032.21

For comparison purposes, the 2023 Town of Bowden’s classification for the property would be:

- SE 26-34-1-W5:
 - Assessment 590,630 Total taxes \$4,668.05
 - Farmland 23,310 Taxes \$324.71
 - Residential 567,320 Taxes \$4,343.34
- SE 26-34-1-W5 Plan 2878JK
 - Assessment Residential 299,100 Total Taxes \$ 2,289.88

8) MUNICIPAL GOVERNMENT ACT REQUIREMENTS

This proposal for annexation has been prepared in accordance with the requirements of Part 17 of the Municipal Government Act, R.S.A., 2000.

9) LAND AND PROPERTY RIGHTS TRIBUNAL REQUIREMENTS

The proposal has been prepared in accordance with the requirements put forth by the Municipal Government Board through its web-site, written correspondence and verbal communication. Historically, these requirements include the following applicable principles.

- Intermunicipal Cooperation: The subject land is within the geographic boundary of the Town of Bowden Intermunicipal Development Plan. The plan contains policies regarding land use within the subject property and with respect to annexation. These policies are discussed further in this document.

“SCHEDULE A”

- Accommodating Urban & Rural Growth: The proposed annexation will not adversely impact Red Deer County or its opportunities for growth. The lands will positively impact the Town of Bowden’s growth objectives by providing commercial lands that the land owner is actively planning to develop.
- Maintaining Local Autonomy: The proposed annexation will enhance local autonomy and responsibility for the Town of Bowden and Red Deer County.
- Cost Effective, Efficient and Coordinated Services: The property is currently serviced through a roadway, connections to the Town of Bowden and Red Deer County. The future extensions of municipal services (utilities, water, sanitary) are to be done at the landowners/developers cost as per the Intermunicipal Development Plan
- Supporting Plans: An Intermunicipal Development Plan is in place for the subject lands. The Intermunicipal Development Plan Intermunicipal Committee has been an important part of the consultation process for this proposal. Policies of the plan are described in detail further in the document.
- Inter-Agency Consultation: All local authorities have been notified of this proposal, as described within this document.
- Assessment & Taxation Impacts: The sole assessable property of note within the parcel is owned by 1849791 Alberta Inc. 1849791 Alberta Inc. has initiative the request or the annexation and is prepared to pay all costs associated with annexation and servicing. The Town, County and the landowner have discussed outstanding issues and have reached an agreement put forward in Section 8 of this Document.
- Effective Public Communications: The town submits that it has exceeded the minimum requirements for effective consultation.
- Revenue Sharing: The Town and County have addressed this issue and determined that there is no need for a revenue sharing agreement

“SCHEDULE A”

10) STATUTORY PLANS AND BYLAW CONSIDERATIONS

Red Deer County and Town of Bowden Intermunicipal Development Plan Policy Area 8.4 describes the policy directions and objective for annexation by the Town of Bowden. Specifically:

- 8.4.1: The subject land is contained within the urban expansion area described on Map 1 of the Plan,
- 8.4.2: This annexation proposal is more than 5 years since the last time the Town of Bowden has submitted an annexation proposal for consideration.
- 8.4.3: The annexation will not impact the range of development that may take place adjoining County lands.
(note that there is no objective 8.4.4)
- 8.4.5: As mentioned in Section 13 of this report the Town will work with the developer to create a servicing strategy. All servicing costs will be undertaken by the developer.
- 8.4.6: This annexation proposal has been initiated by the Town of Bowden, and put forward by the Town of Bowden.
- 8.4.7: As the affected landowner initiated the annexation, they were aware of the annexation in advance of the general public.
- 8.4.8: This policy is not applicable as the annexation is not proposed by the landowner.
- 8.4.9: The Intermunicipal Committee meeting did meet to discuss the proposal after the Notice of Intent to annexation was submitted by the Town of Bowden.
- 8.4.10: The joint meeting of the two Councils was deemed unnecessary as both Council's support the annexation.
- 8.4.11:
 - It is submitted that the proposed annexation will have the potential for economic development and associated tax revenue for the Town of Bowden,
 - As stated in Section 13, all servicing costs will be the responsibility of the developer,

“SCHEDULE A”

- o There are existing roads that service the land proposed to be annexed. Should any roads require upgrades as a result of the proposed development, the upgrades will be the responsibility of the Developer. All new roads required to services the development will be the responsibility of the developer.
- o The landowner is actively seeking out development for the lands proposed to be annexed and is in support of the proposal,
- o The County, Town and developer have developed a transitional agreement in principle to put forward to the Land and Property Rights Tribunal for consideration, and
- o The proposal corresponds with the Intermunicipal Development Plan and the Area Structure Plan for North/Industrial Bowden. The Town’s Municipal Development Plan and Land Use Bylaw will require amendments to accommodate the proposed annexation.

It is important to note that the costs associated with these amendments should be the responsibility of the landowner.

The Town of Bowden Municipal Development Plan:

- The Municipal Development Plan has identified the best uses for the land proposed for annexation as Industrial, Commercial and Residential. To accommodate for the proposed annexation the MDP would require amendments.
- The Plan defers to the Intermunicipal Development Plan on any matters related to annexation.

North Bowden Industrial/Commercial Area Structure Plan

- The Area Structure Plan identifies Commercial, Industrial, Public Utility Lot, and Municipal Reserve as the best use for the land proposed to be annexed.
- The Area Structure Plan identifies in section 1.3.1 that the Area Structure Plan was prepared in a unique manner as it was anticipated the lands would be annexed by the Town of Bowden. “In consultation with both Red Deer County and the Town of Bowden, a unique approval process has been identified for the North Bowden Industrial/Commercial ASP. To facilitate the approval and development of this area, the Developer has submitted a request for annexation to both Red Deer County and the Town of Bowden. While the annexation process is happening, the Town of

“SCHEDULE A”

Bowden has agreed to review the North Bowden Industrial/Commercial ASP with the intent that the Plan Area will be under the County’s jurisdiction at the time of its approval.”

- Upon completion of the annexation it is likely that the Area Structure Plan will be required to be updated. The costs associated with updating the Area Structure Plan will be the responsibility of the landowner.

11) INTENDED LAND USE FOR SUBJECT LANDS

The intended use of the land proposed annexation are to be primarily industrial and commercial with a small portion being dedicated to a public utility lot and storm water pond. Map 2 within the North Bowden Industrial Commercial Area Structure Plan contains a concept plan for these lands.

12) SERVICING CONSIDERATIONS

As mentioned previously, the Town will work with the developer to create a servicing strategy. All servicing costs will be undertaken by the developer.

The Town of Bowden and Red Deer County will enter into negotiations for a road maintenance agreement to have Red Deer County continue to maintain the portion of Range Road 11 and the portion of Township Road 344 that lies within the proposed annexation area.

13) CONSENT TO ANNEXATION

As the applicant, the Town of Bowden consents to this application for annexation.

Red Deer County consents to this application as described in Council Motion/Resolution No. (attached)

Commented [LA1]: To be added prior to submission to LRPT

14) STAKEHOLDER CONSIDERATIONS

No letters of objection have been received by government agencies, landowners or other stakeholders involved with this application.

The Town and County have had direct consultation with Alberta Transportation that will satisfy and conform to the Municipal Government Board Annexation Bulletin No. 2-2008 and Provincial Land Use Policies Order in Council 522/96.

The Highway 2:22, 2A:14 & Highway 587:03 Interchange Upgrade Bowden (2012), prepared by Alberta Transportation, was completed to illustrate the future interchange at Highway 2 and Highway 587 at the Town of Bowden. The study was utilized to prepare the land use concept within the ASP. Thus, Alberta Transportation had been consulted during the 2019 preparation of the North Bowden Industrial and Commercial ASP and as such, is aware of the plans for

“SCHEDULE A”

the development of the proposed annexation area. This letter will be forwarded to Alberta Transportation and further comment if the need should exist.

15) TRANSITION REQUESTS

The Town of Bowden and Red Deer County have jointly recommended that the Standard Conditions for Annexation as provided by the Alberta Municipal Government Board Annexation Bulletin No. 1-2005 be applied with a 10 year transition period.

- 1) For taxation year (2025) and subsequent years, up to and including (2035), the annexed land and the assessable improvements to it:
 - a. Shall be assessed by the Town on the same basis as if they had remained in the County, and
 - b. Shall be taxed by the Town in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by the County.
- 2) Where in any taxation year, a portion of the annexed land
 - a. Becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner,
 - b. Is redesignated at the request of, or on behalf of, the landowner under the Town of Bowden Land Use Bylaw to another designation, orSection 1 ceases to apply at the end of that taxation year in respect of that portion of the land and the assessable improvements to it.
- 3) After Section 1 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the following year in the same manner as other property of the same assessment class in the Town is assessed and taxed.

“SCHEDULE A”

APPENDIX “A”: SUBJECT LANDS

The following lands and right of ways are identified for the purposes of this Notice of Intent to Annex:

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.



“SCHEDULE A”

APPENDIX “B”: PROPOSED CONSULTATION

Section 116(2)(c)(i) and (ii) of the MGA indicates the notice for annexation must include the proposals for consulting with the public and meeting with the owners of the land to be annexed and keeping them informed about the progress of the negotiations. Additionally, Annexation Principle 12 of Municipal Government Board Order No. MGB 123/06 outlines the importance of effective public consultation both prior to and during any annexation hearing or proceedings. The following public consultation program is proposed to meet these requirements:

WEBSITE

The Town utilized the Town’s website to disseminate information related to the proposed annexation. The webpage was updated regularly to reflect the progression of the annexation process. Information geared towards affected landowners on topics such as future land uses was provided on the website. The website will also provide instructions on how interested parties can provide comments on the proposed annexation.

LETTERS TO AFFECTED LANDOWNERS

The Town sent hard-copy a letter to the affected landowner within the annexation area and directly adjacent to the annexation area advising them of the Notice of Intent. The letter was mailed out at the same time as the notices to the affected authorities. A similar notice was also be provided to subsurface right holders.

Notice was be provided to utility providers, regulators, and authorities. A list of these groups is included in Appendix D.

ADVERTISING

The Town proposes to publish general notices to inform the public of the annexation and their opportunities for engagement. These advertisements were be published in the local newspapers, on social media, and by news release on the Town’s Website. The Town will also share this information with the Red Deer County for use on their website and social media platforms or the County may choose to link to the Town’s engagement materials to provide information. These notices will identify the proposed annexation area and explain how to obtain more information about the annexation process.

OPEN HOUSE

Due to the small area of the proposed annexation, the Town held one open house for landowners and the public on March 14, 2024. The open house provided details of the proposed annexation area, the annexation process, and explain the implications of annexation for landowners. Town staff, consultant support and the

“SCHEDULE A”

landowner were in attendance to answer questions. The open house also provided a forum to gather comments.

A summary document of all interests and concerns was produced after the Open House in order to document different issues and how they are dealt with.

INDIVIDUAL MEETINGS

The open house provided a forum to discuss any concerns related to the proposed annexation, The Town entertained the possibility for one-on-one meetings with individual landowners as requested. No inquiries were received and therefore no individual meets have been held.

TELEPHONE CALLS

Town staff and its consultant have been available to answer telephone calls to answer questions. No telephone inquiries have been received.

DRAFT

“SCHEDULE A”**APPENDIX “C”: AUTHORIZATION**

On August 14, 2023, Town Council passed the following motion:

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

DRAFT

“SCHEDULE A”

APPENDIX “D”: ADDITIONAL NOTICE TO THE LAND AND PROPERTY RIGHTS TRIBUNAL

Section 6.1 of the Municipal Government Board’s Annexation Procedure Rules requires that written notice to the Land and Property Rights Tribunal under section 116(1)(b) of the MGA must be accompanied by a list of the authorities that the Town believes may be affected by the proposed annexation, including not limited to:

- a. *The one or more municipality, special area or improvement district authorities from which the land is to be annexed.*
- b. *The board of trustees of the local school district(s) or division(s).*
- c. *Any regional health authorities.*
- d. *Any regional services commissions.*
- e. *Alberta Transportation.*
- f. *Public utility operator providing services to the initiating municipality and the area proposed for annexation.*
- g. *Irrigation districts.*

The below lists of authorities are provided to meet this requirement.

This notification is being sent to the Red Deer County (the municipal authorities to which the land is proposed to be annexed), the Land and Property Rights Tribunal, and all relevant local authorities as defined in Section 1(1)(m) of the MGA. These lists of notice to authorities are also intended to demonstrate the Town of Bowden’s willingness to present a proposal to Red Deer County which complies with Principle 10 to provide satisfactory inter-agency consultation, coordination, and cooperation.

LIST OF AFFECTED AUTHORITIES THAT NOTICE HAS BEEN PROVIDED TO BY COPY OF THIS LETTER AS REQUIRED BY THE MUNICIPAL GOVERNMENT ACT:

- Minister of Municipal Affairs;
- Land and Property Right Tribunal;
- Alberta Health Services Board;
- Minister of Health;
- Chinook’s Edge School Board;

LIST OF AUTHORITIES THAT MAY BE AFFECTED, THAT NOTICE WILL BE PROVIDED BY COPY OF THIS LETTER, IN ACCORDANCE WITH THE LAND AND PROPERTY RIGHTS TRIBUNAL’S ANNEXATION PROCEDURE RULES:

- Alberta Transportation;
- Telus Corporation;
- Valo Networks;
- Equis REA Ltd.
- Fortis Alberta Inc.;
- TransAlta Utilities Corporation;
- Vesta Energy
- Certus Oil & Gas Inc.
- AltaLink Management Ltd.;
- ATCO Electric;

“SCHEDULE A”

- ATCO Gas;
- ATCO Pipelines;
- TC Energy
- TransCanada
- Parkland Fuels Limited
- Plains Midstream Canada ULC
- Canadian Natural Resources Limited
- Whitecap Resources Inc.
- Access Prosperity
- Dickson Drainage District #7
- Stars Aviation Canada Inc.
- Foothills Gas Olds
- Burnt Lake Gas Co-op Ltd.
- Crossroads Gas Co-op Ltd.
- Diamond Valley Gas Co-op Ltd.
- Foothills Gas Co-op Ltd.
- Gull lake Gas Co-op
- Rocky Gas Co-op Ltd.
- Alberta Agriculture & Rural Development Regulatory Services Division
- Alberta Agriculture & Food Regulatory Services Division
- Canadian Food Inspection Agency
- David Thomson Health Readon
- Alberta Energy Regulator;
- Alberta Sustainable Resources Development
- Alberta Utilities Commission;
- Alberta Environment and Protected Areas (EPA)
- National Resources Conservation Board
- Canada Post;
- Canadian National Railway
- Canadian Pacific Railway
- Alberta Transportation and Economic Corridors (TEC)
- Historical Resources Management, Alberta Culture & Community Spirit
- RCMP “K” Division
- Devin Dreeshen, MLA

"SCHEDULE A"

CERTIFICATE OF TITLES APPENDIX "E"

To be pulled immediately before submission to LRPT

DRAFT

Regular Council Meeting: July 22, 2024.	Agenda Item: 6.e
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 Alberta Municipalities statement of position on Bill 20

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

Content:

6.e Alberta Municipalities (update on Bill 20) (for information only)

Reference RCM of May 13, 2024.

6.e (i) Background

Administration provided Council with the following information reference Alberta Government Bill 20 during the RCM of May 13, 2024.

- a statement dated May 2, 2024, issued by the Minister of Municipal Affairs, Ric McIver,
- a statement produced by the Alberta Government dated April 25, 2024,
- a news release by Alberta Municipalities,
- a report by Alberta Municipalities that provides an analysis and response to each of the proposed changes in Bill 20.
- a key messages and proposed council motion document for ABmunis members received from Alberta Municipalities dated May 9, 2024.

6.e. (ii) Council Motion

The minutes of the RCM of May 13, 2024, records the following motion made by Council.

Motion 8.a

Moved by Councillor Deb Coombes that Town of Bowden send a letter to the Premier recommending Government Rescind Bill 20, the Municipal Affairs Statutes Act, due to extensive concerns raised by municipal leader across the Province, including the Town of Bowden Council, and that the Government of Alberta engage municipal governments through a collaborative trust based consultation process to update the Local Authorities Election Act and Municipal Government Act to assist municipal governments to effectively govern in the interests of their residents and deliver on future needs of each Community in Alberta, and furthermore, that this communication be copied to MLA Devin Dreesen and Municipal Affairs Minister Rick McIver.

MOTION CARRIED

6.e. (iii) Current Position

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

Recommended Motion:

Motion by Councillor _____ that Council accepts Agenda item 6.e as information.

Draft Positions on Implementation of the Municipal Affairs Statutes Amendment Act (Bill 20)

Version 4: July 12, 2024 - NOT yet reviewed or approved by ABmunis Board

The following is a working document to help guide Alberta Municipalities' (ABmunis) input on Alberta Municipal Affairs' development of regulations, definitions and other initiatives related to the Municipal Affairs Statutes Amendment Act (aka Bill 20) implementation. It will be updated as required based on discussions with ABmunis' committees, Board, and members, as well as partner organizations.

This document builds on ABmunis' existing positions and principles that have been developed over the past several years with extensive member input and in collaboration with other municipal associations. ABmunis goal is to facilitate sharing of perspectives and alignment to the extent possible among the municipal stakeholders involved in providing feedback on the implementation of Bill 20.

This document is organized based on Municipal Affairs discussion guide and includes background and questions as well as ABmunis draft positions (in blue font) on the following topics:

- A. Joint Use Planning Agreements (JUPAs)
- B. Definition of "public interest"
- C. Definition of "provincial government policy"
- D. Code of conduct (integrity commissioners)
- E. Campaign Expenses
- F. Local Political Parties

As this is a working document, please excuse any typographical, grammatical, or formatting errors. The document will be thoroughly reviewed before being finalized for submission.

A. Joint Use Planning Agreements

Municipal Affairs background and discussion question

Section 670.1(1) of the MGA requires a school board that is operating within a municipal boundary to enter into a Joint Use and Planning Agreement (JUPA) with the municipality or municipalities.

A JUPA must establish a process for discussing matters related to the planning, development, use, disposal, and servicing of school sites. A JUPA must also outline how a municipality and the school board will work collaboratively, resolve disputes, and review the agreement. The Municipal Affairs Statutes Amendment Act, 2024 will amend the MGA to grant ministerial authority to create regulations respecting JUPA criteria, requirements, or exemptions.

1. **Should some municipalities be exempted from preparing a JUPA?**
 - a. **If yes, what could be the criteria for municipalities to be exempted?**

ABmunis Draft Position

ABmunis recognizes that "one size does not fit all". We suggest regulations could allow municipalities and school boards to mutually opt out of developing a JUPA like the opt-out clause for Intermunicipal Development Plans.

B. Defining “Public Interest”

Municipal Affairs background and discussion question

Please consider how we can clarify the concept of “public interest” in regard to the authority of the Lieutenant Governor in Council to, by order, direct the chief administrative officer of a municipality to conduct a vote of the electors respecting the dismissal of a councillor.

Bill 20 states that this authority may be used if the Lieutenant Governor in Council is of the opinion that:

- the councillor is unable, unwilling, or refusing to perform the duties of a councillor; or
- it is in the public interest to do so.

In determining the “public interest,” the Lieutenant Governor in Council may take into account illegal or unethical behaviour by the councillor.

1. What elements should be considered when defining “public interest” regarding a vote of electors to dismiss a councillor?

a. Are there any concepts that should be excluded or included?

ABmunis Draft Position

The dictionary definition of public interest is “the welfare or well-being of the general public”. No provincial official has provided a clear definition of public interest other than stating that it will be a “high bar”.

ABmunis recognizes that current legislation limits the ability for the Minister to make timely decisions for removal of a council or councillor. However, the recent example in the City of Chestermere demonstrates that the Minister does have the power to remove a councillor(s). While the process may be cumbersome, it does provide local electors evidence from an independent third party as to why a councillor should be removed. This evidence likely influenced the outcome of the June 2024 by-election where the terminated councillors were unsuccessful in their attempt to be re-elected to Chestermere’s council.

The changes made by Bill 20 might impede the ability of the province to remove a councillor(s), rather than expedite it, because it will now require a vote of electors to remove a councillor(s). To provide electors the information they need to make an informed decision, the province will still need to conduct a thorough investigation and share information with the public ahead of a vote. Furthermore, if electors choose to remove the councillor, the municipality will be required to hold a second public vote in the by-election to elect the replacing councillor.

We recommend a broader review with legal experts and stakeholders to:

- Define “public interest” based on the roles and responsibilities of councillors as set out in the MGA and Codes of Conduct. We note that the dictionary definition of public interest does align with the general duties of councillors as set out in section 153(a) of the MGA “to consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare or interests of the municipality;” However, a clearer definition of what breaches those duties is required.
- A third-party inspection should be required before provincial cabinet orders a municipality to conduct a public vote on the removal of a councillor.
- Identify if alternative measures should be implemented prior to mandating a public vote such as suspending a councillor from conducting municipal business for a defined period, or

methods of removing a councillor on a timelier basis following a third-party inspection that follows a clear process and criteria.

ABmunis also points out that the introduction of the Recall Act in 2022 provides electors with additional democratic power to remove a councillor where circumstances are deemed warranted.

ABmunis is concerned that municipalities will be forced to cover the costs for the initial public vote and if applicable, the resulting by-election even though the matter is directed by the province.

C. Defining “Provincial Government Policy”

Municipal Affairs discussion question

Bill 20 states that the Lieutenant Governor in Council may, by order, direct a municipality to amend or repeal a bylaw with or without conditions, if the Lieutenant Governor in Council is of the opinion that the bylaw in question:

- exceeds the scope of the purposes of a municipality established in the MGA Section 3;
- exceeds the authority of a municipality to pass a bylaw under the MGA or any other act;
- contravenes the Constitution of Canada;
- conflicts or is inconsistent with the MGA, or another enactment of Alberta; or
- is contrary to a policy of the government unless the municipality obtains the prior consent of the government to pass that bylaw

1. From a municipal perspective, what should the province consider in order to define “provincial government policy”?
 - a. What would help to provide clarity for municipalities?

ABmunis Draft Position

As it applies to this Act, “provincial policy” should be defined as positions that are:

- publicly accessible,
- duly adopted by the Alberta Legislature or Cabinet, and
- within provincial jurisdiction.

This includes legislation, motions and regulations/ministerial orders.

The provision should not be retroactive in order to provide certainty to municipalities, residents and businesses.

We reiterate that municipalities are already bound by the MGA, which is one of the most comprehensive pieces of legislation in the province. The new provision in the MGA to enable cabinet without due process to rescind or amend a bylaw is unnecessary and undemocratic.

D. Codes of Conduct Integrity Commissioner

Municipal Affairs background and discussion question

Under the MGA, every municipal council is required to establish, by bylaw, a code of conduct. Concerns arose regarding the potential misuse of municipal codes of conduct, including multiple instances of courts overturning code of conduct sanctions imposed on councillors, as well as a recent instance where the sanctions imposed by council appear excessive to some observers.

There are several options regarding establishing an independent body to review codes of conduct matters, which range from officers that report to a Minister (such as the Mental Health Patient Advocate or the Farmers' Advocate) to Officers of the Legislature (such as the Auditor General or Chief Electoral Officer).

1. Should there be an independent body to deal with code of conduct complaints?

ABmunis Draft Position

Yes. ABmunis reiterates a position we have long shared with RMA that a province-wide third-party investigation unit/integrity commissioner should be established to support more effective implementation of the codes. There may be an opportunity to expand the role of the Ombudsman or establish a similar body.

Reporting

2. If established, should the provincial Integrity Commissioner report to the Legislature or directly to the Minister?

ABmunis Draft Position

Reporting should be made publicly available through the Legislature similar to the Chief Electoral Officer, Auditor General, and Ombudsman.

Extent of Authority

3. What elements should be included in the role of the Integrity Commissioner?

4. Should the Integrity Commissioner primarily have investigative authority, appeal authority, or both?

ABmunis Draft Position

The role of the Integrity Commissioner should include:

- Triaging code complaints to dismiss spurious complaints and point municipalities to alternative options to resolve conflicts.
- Providing investigation services that avoids councils investigating themselves, or administrators being asked to investigate their employers.
- Providing guidance and recommendations to municipalities with regards sanctions and to help ensure procedural fairness is maintained throughout the process.
 - Application of sanctions should still be the responsibility of council with a requirement for a clear rationale on why council has applied any sanctions.
 - The office will need to have sufficient capacity to support municipalities navigating what can be a challenging and administratively burdensome process (for example, representatives of the office will need to be available to provide reports to council).
- Providing reporting to Municipal Affairs and municipal associations to support research on lessons learned from Alberta and other jurisdictions.
 - Careful consideration needs to be provided in terms of what the Integrity Commissioner publicly reports on based on consideration around "privacy" and de-escalation.

- Collaborating with Municipal Affairs and municipal associations to enhance information and education provided to candidates and councillors on governance through the Elected Officials Education Program and other methods.

Cost

5. What factors should the ministry consider when determining potential cost-sharing or cost-recovery models for the Integrity Commissioner's office?

ABmunis Position

Investment in a strong process of investigation and a body that can support municipalities in implementing good governance practices could save municipalities and the Ministry of Municipal Affairs from being embroiled in conflict and reduce the need for taxpayers to fund legal costs.

Principles

The development of a cost-sharing model to fund an Integrity Commissioner's Office should factor in the following principles:

- The Government of Alberta should fund a portion of the Integrity Commissioner's Office to demonstrate partnership with municipalities and because it will reduce workload on other Ministry resources.
- Councillors and residents of a municipality who engage in behaviour and actions that require formal investigations by the Integrity Commissioner should bear a financial cost for each investigation to increase accountability and demonstrate fairness to taxpayers in municipalities who trigger less or no code of conduct investigations.
- If the funding model were to produce a surplus over expenses in any particular year, that surplus shall be restricted for use by the Integrity Commissioner's Office in future years and not treated by the province as general revenue.

Possible Cost-Sharing Model

ABmunis' recommendation for a cost-sharing model is based on a concept of an annual base rate amount plus a fee for each investigation that goes beyond an initial triage.

- The base amount per municipality would be calculated based on a portion (e.g. 25%) of the Office's budgeted operating costs for the year.
 - The formula to determine each municipality's portion of the base amount cost could be calculated based on:
 - 50% per capita + 50% equalized assessment,
 - Funding models used by certain subdivision and development appeal boards, or
 - Other models.
- The remaining portion of the Officer's operating costs would be funded by:
 - A contribution by the Government of Alberta, and
 - When a code of conduct complaint goes beyond an initial triage and triggers a formal investigation, the municipality is charged based on the number of hours involved in the investigation.
 - This would be similar to what municipalities would currently pay to a law firm to manage a code of conduct investigation but would be a lower hourly cost to the municipality because of the non-profit nature of the Office and that a portion of the Office's costs are already funded through the base amount and funding by the Government of Alberta.
 - Tiered cost-caps may be required to ensure access to all municipalities.
 - For complaints from residents, an upfront administration fee could be charged that could be reimbursed if the investigation finds in favour of the complainant.

Existing Roles

6. Should the provincial Integrity Commissioner replace existing local integrity or ethics commissioners?

ABmunis Position

ABmunis would like to hear from municipalities that have their own integrity commissioners.

E. Campaign Expense Limits

Municipal Affairs background and discussion questions

Section 147.1 of the LAEA defines a campaign expense as any expense incurred, or non-monetary contribution received by a candidate that is used to directly promote or oppose a candidate during a campaign period.

Sections 147.9 and 188 provide the Minister the authority to make regulations determining campaign expense limits for candidates and election advertising expense limits for third party advertisers, respectively. Bill 20 expands the Minister's authority to include regulations to set expense limits for local political parties.

Developing a campaign expense limit regulation in a timely manner addresses public concerns about the influence of "big money" in local elections and helps to level the playing field with respect to financial resources available to candidates. The aim is to develop a regulation that will provide consistent, fair campaign spending limits for all candidates.

Potential models that could be used to calculate campaign expense limits include:

- per capita formulas; or
- tiers based on population bands (currently used in British Columbia).

1. How should campaign expense limits be calculated?

ABmunis Draft Position

ABmunis had the opportunity to float the idea of per capita expense limits by members at our five Summer Municipal Leaders Caucus events held in June 2024.

Members were generally supportive of the concept of a base plus per capita with the need to understand there are differences between councillor and mayoral races and in larger versus small communities.

Municipalities where all candidates are elected at-large:

- Candidates for mayor should have a slightly higher per capita limit because candidates for mayor generally need more votes than candidates for council, though there should still be strict limits on mayoralty campaigns.

Municipalities where councillors are elected by ward and mayor at-large:

- The expense limit for ward-based councillors should be based on an equal amount per ward that is representative of the average population per ward.

- The expense limit for the mayor's position would be higher because the limit would be based on the population at large in the municipality, and possibly require a ceiling.

Other recommendations

- The base amount should be set such that candidates in very small communities can afford basic election expenses such as:
 - Brochures
 - Advertising in local newspapers
 - Signs
- Municipal Affairs should conduct research on campaign spending to determine what the average has been in recent elections to determine an appropriate per capita rate.
- There should be consideration of whether a ceiling should apply for larger municipalities.
- Consideration should be given to candidates in geographically large municipalities where there are higher travel costs to engage electors.
- Penalties for violations should be commensurate to the scale of the violation. For example, bans from running again for spending more than certain percentage over the limit.

2. What other models could be used to calculate expense limits?

ABmunis Draft Position

ABmunis would be open to expense based on population tiers.

3. Should expense limits be the same each year over the four-year election cycle?

a. If no, please specify.

ABmunis Draft Position

No. Between elections the focus of municipal councils should be on governing, not campaigning. Expense limits between elections should be limited to nominal costs (e.g. maintaining a website domain).

4. Are there any other considerations for campaign expense limits?

ABmunis Draft Position

- The campaign expense limits should apply to third parties the same as they apply to individual candidates.
- As explained in further detail in the section on political parties, the same expense limits should apply to candidates who are part of parties as to candidates who are running independently.
- Clarify rules and provide sufficient education so all candidates know how to count the reuse of signs etc. as part of the spending cap to maintain a level playing field between new and returning candidates.
- An independent body should be retained to conduct research to study campaign spending including:
 - Whether expense limits result in candidates increasing spending "up to the limit".
 - Whether expense limits result in more money being spent by third parties.
 - The degree to which contributions come from outside the municipality.
 - The degree to which money is a factor in encouraging or discouraging candidates from running for council and its impact on whether candidates reflect the diversity of their constituency.

F. Local Political Parties

Municipal Affairs background and discussion questions

Local political parties will be piloted in the cities of Edmonton and Calgary during the 2025 municipal general election. Areas for input on potential regulations include the establishment of a party, candidate nomination, operational restrictions, and financial reporting.

Establishment of Party (Party registers with the returning officer)

1. Should there be qualifying requirements to register a political party?

For example, minimum party membership numbers (e.g., 50 members, mirroring B.C.).

ABmunis Draft Position

ABmunis does not have a position on requirements to register a party. One of ABmunis election principles is that election rules must be enforceable and where authority for ensuring election rules are followed is clearly established.

To avoid confusion and downloading of responsibility to local ratepayers, Elections Alberta should be responsible for any oversight of municipal political parties.

2. Should there be restrictions on party names?

For example, provincial election legislation establishes that the name or the abbreviation of the name of the applying party cannot nearly resemble the name or abbreviation of another local political party or registered provincial or federal political party.

ABmunis Draft Position

ABmunis does not have a position on this issue.

Candidates

Only registered endorsed candidates can have their party's name identified on the ballot. The party principal endorses these candidates. The endorsement would be required to be registered with the returning officer prior to nomination day.

3. Should there be rules regarding candidate nomination contests, such as processes and procedures for how candidates are nominated and declared the winner of the endorsement?

a. If 'yes,' what types of rules should be required?

ABmunis Draft Position

ABmunis does not have a position on this issue.

Restrictions and Reporting

Restrictions and reporting of financial expenses are essential to maintaining transparent, equitable, and democratic elections. The ministry is exploring options to regulate expense limits for local political parties and candidates.

4. **Should local political parties have their own campaign expense limits? Or should their campaign expenses be applied to the campaign expense limits of their endorsed candidates?**

ABmunis Draft Position

Restrictions on campaign spending and contributions must be applied equally to candidates running as part of a party or independently.

To uphold transparency, regulations should require parties to publicly release their boards, contributors, audited financial statements, etc. prior to the election.

5. **Should there be restrictions on the operational expenses of local political parties (e.g., audit fees, office fees, salaries, wages, incidental expenses by volunteers)?**

ABmunis Draft Position

Yes. To ensure fairness between independent candidates and candidates who run under a party, the total expenses of a party including both operational and campaign expenses must not exceed the total combined expense limit of local candidates who run under a party. For example, if the expense limit was \$10,000 per candidate and the party ran three candidates, then the party's expense limit for operational and campaign activities should be set at \$30,000.

However, rules must be put in place to prevent parties from underspending in one ward that is considered a less competitive race in order to exceed the expense limit in a more competitive ward as this would be unfair to other candidates in the latter ward. To overcome this risk, one option would be to require all general party costs to be equally attributed to each candidate running under the party name.

Parties that accept contributions/incur expenses must file financial disclosures, like Third Party Advertisers (TPA) and candidates.

6. **Should local political parties be able to carry a surplus following the general election? Or, should local political parties, like candidates, be required to donate a surplus greater than \$1,000 to a charitable organization?**

ABmunis Draft Position

Again, with an emphasis on fairness, political parties must not be able to carry a surplus forward and must be required to donate a surplus greater than \$1,000 to a charitable organization. Expenses between elections should be limited to nominal expense items such as maintaining a website domain name.

Review and Evaluation

7. **What metrics should be tracked and monitored through the pilot?**
8. **What other elements should be considered for the evaluation of the pilot?**

ABmunis Draft Position



Alberta Municipalities Strength In Members

The province should provide funding for a fully independent body to conduct surveys and research on the experience of candidates and average Albertans, to determine the impact of municipal political parties on fulfilling election principles. Regulations should require that a review of the election pilot should be made within one year of the election, such that further changes to the LAEA can be made well in advance of the 2029 election. A longer-term independent review of impact of parties on municipal governance and administration should also be undertaken:

ABmunis' Principle	Consideration for parties
<ul style="list-style-type: none"> • Democratic - Elections enable local citizens to select representatives who make decisions to create and sustain safe and viable communities. 	<ul style="list-style-type: none"> • Political parties are not a good fit with local democracies in Alberta as once elected the tenets of good local government require councillors to think in the best interest of the municipality as a whole, and consider issues based on information presented in public council meetings and hears. • Regulations must restrict the activity of parties between election periods. <ul style="list-style-type: none"> ○ For example, there must be no "caucusing" or private meetings to determine how councillors shall vote on issues in council. ○ Locally elected officials must consider the welfare of the municipality as a whole and be responsive to electors, not to a party.
<ul style="list-style-type: none"> • Autonomous - Municipalities are empowered to implement the will of local electors within areas of their jurisdiction. 	<ul style="list-style-type: none"> • Political parties potentially undermine autonomy. • Again, restrictions must be put in place on the ability of political parties to conduct activities between elections, so they do not unduly influence council decisions.
<ul style="list-style-type: none"> • Locally Focused - Local elections are dedicated to addressing locally defined needs and issues. 	<ul style="list-style-type: none"> • Political parties must be specific to each municipality and should not be able to share resources between municipalities.
<ul style="list-style-type: none"> • Inclusive - Every eligible person can participate as a voter, contributor, or candidate with minimal barriers (e.g. financial). 	<ul style="list-style-type: none"> • Restrictions on campaign spending and contributions must be applied equally to candidates running as part of a party or independently. • The Government of Alberta should provide funding for an independent body to collect data and conduct analysis on the impact of political parties on how well candidates and voters reflect the diversity of their local jurisdiction.
<ul style="list-style-type: none"> • Fair - Each candidate has an even playing field regardless of whether they are an incumbent, a returning, or a first-time candidate. 	<ul style="list-style-type: none"> • Again, restrictions on campaign spending and contributions must be applied equally to candidates running as part of a party or independently.
<ul style="list-style-type: none"> • Enforceable - Authority for ensuring election rules is followed is clearly established. 	<ul style="list-style-type: none"> • To avoid confusion and downloading of responsibility to local ratepayers. Elections Alberta should be responsible for registration, regulation, and oversight of municipal political parties.
<ul style="list-style-type: none"> • Scalable - election rules are applicable and adaptable to local authorities of all sizes. 	<ul style="list-style-type: none"> • ABmunis believes that political parties are not a good fit for municipalities of any size as they undermine provisions in the Municipal Government Act.

ABmunis' Principle	Consideration for parties
	<ul style="list-style-type: none"> A clear criterion based on meaningful and transparently shared input from municipal associations, Albertans and election expert should be established to assess the "piloting" of parties in Edmonton and Calgary and whether it should be ended, continued just in Calgary or Edmonton, or expanded to other municipalities. An independent group made up of academics, legal experts and municipal clerks and administrators should be convened to help analyse election results against the criteria. That analysis should be used for another meaningful engagement with municipalities and Albertans.
<ul style="list-style-type: none"> Transparent - Election rules and processes are easy to access and understand, and voters have access to interim disclosure statements from candidates and third-party advertisers before the elections. 	<ul style="list-style-type: none"> Regulations must be clearly written in plain language. Regulations should require parties to publicly release their boards, contributors, audited financial statements, etc., similar to what is required of provincial political parties.
<ul style="list-style-type: none"> Nonpartisan - Candidates are elected to represent and be accountable to municipal residents, not a political party. 	<ul style="list-style-type: none"> The province has decided to ignore this principle which is supported by the majority of municipalities and Albertans, on the grounds of perceived benefits. As recommended above, the province should provide funding to an independent body overseen by a steering committee of non-elected municipal experts to study and make recommendations on the impact of political parties on voter turnout, trust in local elections, harassment of candidates and voters, administrative burden on municipalities and other principles outlined here. Assessment of voter turnout needs be qualified by other factors that can impact turnout (e.g. weather, number of candidates, public interest in specific candidates, a local issue that is driving public interest, competition with federal or provincial elections at a similar/same time).
<ul style="list-style-type: none"> Respectful - Local elections provide an opportunity for candidates and voters to demonstrate their continuing commitment to sharing their perspectives and seeking to understand differences respectfully. 	<ul style="list-style-type: none"> 69% Albertans believe that parties would make municipal governments more divisive. As suggested above the province should provide funding for a fully independent body to conduct surveys and research and make recommendations on the experience of candidates, the resulting councils, administration, and average Albertans, to determine the impact of municipal political parties on the level of respectful dialogue on municipal issues.

Appendix A

Further Background on Codes of Conduct:

- The provisions for codes of conduct were introduced in 2015 as part of a broad review of the MGA.

- The Code of Conduct for Elected Officials Regulation then came into force on October 26, 2017. The Regulation sets out the topics each municipality's code must include.
- Municipalities were required to establish a code by bylaw to govern all councillors by July 23, 2018.
- In advance of that 2018 deadline, ABmunis and RMA used a grant from Municipal Affairs to release a Guide for municipalities on [Councillor Codes of Conduct](#). That guide was subsequently updated in 2023 based on lessons learned.
- In 2021, Municipal Affairs held limited consultations as part of their Red Tape Reduction review of the MGA on potentially removing the requirements for a Code of Conduct for elected officials. The Minister had heard complaints that Codes were being "weaponized" in council disagreements. Despite recognition that there are many shortcomings with Codes, ABmunis, along with the Rural Municipalities of Alberta (RMA), the Local Government Administration Association (LGAA) and Alberta Rural Municipal Administrators Association (ARMAA), convinced the Minister that Codes provide an essential opportunity for councils to discuss appropriate conduct and should be maintained.
- In 2022, the Ministry held further consultations on codes as part of their consultation on "Local Elections and Councillor Accountability". During the 2022 engagement sessions, the following topics were discussed:
 - Strengthening code of conduct legislation;
 - Simplifying the code of conduct investigation process and responsibility to investigate;
 - Role of third party in investigating code of conduct Issue;
 - Enforcement of code of conduct; and
 - Provincial role in code of conduct disputes.
- The Ministry's 2023 consultation documents revisited the 2022 consultations on codes.

CAO

From: Tyler Gandam <president@abmunis.ca>
Sent: July 12, 2024 2:23 PM
To: CAO
Subject: ABmunis Webinar: Member Engagement on Bill 20 Regulations
Attachments: Draft Positions on Implementation of the Municipal Affairs Statutes Amendment Act (Bill 20).docx

Hello Mayors, Councillors, and CAOs:

ABmunis is participating in a consultation on the development of new provincial regulations following the Government of Alberta's recent passing of [Bill 20, the Municipal Affairs Statutes Amendment Act](#). The ABmunis Board would like your feedback on draft positions that will guide ABmunis' input during Municipal Affairs' consultations and form our official written submission. We invite you to attend our **webinar on Thursday, July 18, 2024 from noon to about 1:30 pm** to provide your feedback. **Register at https://abmunis-ca.zoom.us/webinar/register/WN_uGR0IM40Q06e-aah-5pm-Q**. Elected officials and administrators from all municipalities in Alberta are welcome to attend.

The following topics are covered in the Municipal Affairs' consultation and will be the focus of our July 18 webinar:

- Definition of "public interest" when cabinet considers calling for a public vote on removal of a councillor.
- Definition of "provincial government policy" when cabinet considers amending or repealing a municipal bylaw.
- Creation of an Integrity Commissioner's Office to manage code of conduct complaints.
- Election campaign expenses.
- Local political parties.
- Joint use planning agreements.

Provide written input to ABmunis

In addition to attending the July 18 webinar, you can also provide written comments on our attached draft position by emailing advocacy@abmunis.ca by end of day Monday July 23rd. Timelines are tight based on Municipal Affairs' schedule and ABmunis' Board needs to review, approve, and submit an official written position to Municipal Affairs by July 26. Once submitted, we will share a copy with you so you can see how your input was reflected.

Grants Survey Relaunch

Earlier this month ABmunis launched a Municipal Grants Survey. Many municipalities let us know that the survey is challenging to complete. We are working with our external consultant to revamp the survey and we plan to relaunch a more user-friendly survey on July 24. If you have already completed the survey – thank you! Completed surveys will be saved and included in our analysis. We apologize for the inconvenience and appreciate your patience.

Thank you,

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Regular Council Meeting: July 22, 2024.	Agenda Item: 6.f
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 Alberta Municipal Affairs (correspondence April 5, 2024) 2 Town of Bowden (correspondence May 17, 2024) 3 Alberta Municipal Affairs (correspondence July 8, 2024)

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

Content:

6.f Correspondence regarding Capital Investment (for information only)

6.f. (i) Background

Reference CAO's report RCM of July 8, 2024 (extract reproduced from report).

I held a Zoom meeting Thursday, June 27th with Assistant Deputy Minister of Municipal Affairs, Ethan Bayne. Mr. Bayne penned the LGFF funding update that included the friendly warning to Bowden regarding our management of capital funding from the Province. He did agree with me that there was a use of certain MSI practices that were applied to the calculation of the formulas that led to the warning. Further, he did say that the warning was in no way intended to be punitive.

He observed that Government did need to select a point in time where the rules for MSI would transfer to the rules for LGFF, and whatever the point in time, it would ultimately reflect on certain municipalities more than others. Ultimately, they agreed to make the change based on the timelines outlined in the letter.

Mr. Bayne added that in no way was this intended to suggest that Bowden was not utilizing provincial capital funding properly, but rather to highlight that the change in focus of LGFF would mean a change in focus for our capital priorities. He recognized that Bowden has done an excellent job of identifying those priorities through our Asset Management Program.

He is writing an updated letter following our conversation.

That letter will be shared with Council when it is received.

6.f. (ii) Correspondence received

The letter referred to in the CAO's report is attached for Council review.

Administration has highlighted in yellow text key points contained within the letter.

Recommended Motion:

Motion by Councillor _____ that Council accepts Agenda item 6.f as information.

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

May 17th, 2024

Ethan Bayne – Assistant Deputy Minister
Municipal Assessment and Grants
15th Floor, Commerce Building
10155 102 Street
Edmonton, AB
T5J 4L4

Dear Mr. Bayne,

I am in receipt of your letter dated April 5, 2024, regarding Town of Bowden's status with respect to the LGFF Capital Program. I would like to take this opportunity to share some information with you regarding our work here in Bowden, and our ongoing collaboration with the Province of Alberta, and subsequently seek some clarification regarding the triggers that have led to your courtesy warning.

You're no doubt aware of the incredible ongoing work being done by Bowden and other communities to better align with our provincial partner and to improve our compliance with updated government legislation. To this end, the Town of Bowden has done extensive work to establish and implement a fulsome Asset Management Program. We fully participated in the municipal asset management cohort program, attending all workshops conducted over the last year and a half. Our newly implemented asset management program has now formed the foundational basis for our annual, five year and 10-year capital budgeting. Furthermore, we have implemented updated financial reporting mechanisms to better align with the MGA. Much of this updated information was provided by Municipal Affairs through written communication as well as the MAATI sessions we have attended. It was during a MAATI session in Stony Plain that we first learned of one of the formulas to which you refer in your letter; that being the Investment in Infrastructure Measurement. The second measure you refer to in your letter, the Capital Grants as a Percentage of Investment in Infrastructure, I first heard about when I read your April 5th letter.

Regarding capital spending, we were always of the understanding under the MSI program that smaller communities were encouraged to save a few years of MSI capital if they wanted to undertake major capital programs. Furthermore, capital programs have been a challenge for smaller communities in the last four years. The pandemic halted all progress for a year, supply chain issues for another year, and costing for yet another year, preventing us from re-engaging in major capital programs in earnest until 2023. The above noted items are important to our conversation because it appears, based on your April 5th communication, that LGFF rules moving forward are being applied to our previous performance under the MSI program, which seems somewhat unfair. Please clarify if I have misinterpreted this.

As well, you indicate in your communication that this is a courtesy warning, yet you go on to say that you will further assess Bowden's situation based on data that is already in the system and that the Town of Bowden can do nothing to amend, adjust or correct anything that may

result in removal of the warning, as the assessment is also based on previous activity under the guidelines of MSI.

Given the strong working relationship between municipalities and the province, it would have been my hope that this issue would first have been addressed through conversation or a meeting, especially considering that it is my understanding that only 15 municipalities in the province have received this communication. I would request that you provide Bowden with the opportunity to demonstrate the incredible work we have done in the past two years regarding asset assessment and the aggressive capital plan we have for the years ahead. Given this opportunity, we believe you will choose to rescind your warning.

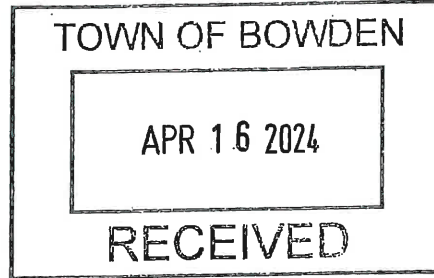
If the measures identified in your letter have been in place for some time, I apologize that I was unaware of them. But I do stand by my contention that those rules appear to be LGFF regulations being applied to activity undertaken based on MSI activity.

I welcome the opportunity to meet with you in person at your convenience to further discuss this issue, so that we can agree on the best path forward for Bowden and for your department.¹

Thank you.

Yours truly,

Rudy Friesen
Chief Administrative Officer



AR113560

April 5, 2024

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

Dear Mr. Friesen:

Municipal Affairs is committed to ensuring that provincial funding provided under the Local Government Fiscal Framework (LGFF) prioritizes critical infrastructure needs in instances when municipalities face potential viability and infrastructure management challenges.

For the purpose of the LGFF capital program, municipalities are recognized as having these potential challenges when they trigger the following two measures for three consecutive years:

- o Investment in Infrastructure ratio – triggered when it falls below 1.0, which indicates municipal capital spending is less than depreciation of municipal assets.
- o Capital Grants as Percentage of Investment in Infrastructure ratio – triggered when the indicator is above 0.8 (i.e. 80 per cent), which indicates significant reliance on allocation-based infrastructure grants.

Municipalities that triggered both measures in the 2020 – 2022 period will be subject to project eligibility restrictions, if the measures are also triggered in the fourth consecutive year, based on 2023 data.

A review of the Investment in Infrastructure and the Grants as Percentage of Investment in Infrastructure ratios over the 2020 – 2022 period concluded that the Town of Bowden triggered both indicators in each of the three years, as outlined below.

Investment in Infrastructure			Capital Grants as Percentage of Investment in Infrastructure		
2020	2021	2022	2020	2021	2022
0.81	0.95	0.72	113%	100%	121%

This letter is a courtesy warning advising you that such restrictions could be put in place in fall 2024. If restrictions are put in place, any new project the Town of Bowden chooses to submit for

.../2

LGFF funding will have to pertain to core infrastructure. As outlined in the LGFF Capital Program Guidelines, core infrastructure is defined as capital assets related to:

- o roads and bridges;
- o water, wastewater and storm water systems;
- o police, fire and emergency services;
- o infrastructure management systems; and
- o disaster mitigation.

In addition, if cash-flow updates are required to previously approved LGFF projects not related to core infrastructure, they will be subject to a higher degree of scrutiny. These restrictions will be in place until at least one of the two ratios is at the required level, for a minimum of three years.

Review of 2023 data will take place in late summer/early fall 2024. At that point, if the Town of Bowden continues to trigger both measures, it will be notified that project eligibility restrictions are being placed upon the town.

At this time, you have the opportunity to explain if there are any extenuating circumstances justifying the town's low Investment in Infrastructure ratio and high Capital Grants as Percentage of Investment in Infrastructure ratio. In addition, to avoid the imposition of project eligibility restrictions, you can demonstrate that the town's core infrastructure is in good condition. This can be done through the submission of an asset condition assessment. Please direct all related correspondence to ma.lgffcapital@gov.ab.ca.

If the Town of Bowden's core infrastructure condition is not known at that time, you can make the decision to evaluate your infrastructure as part of an asset management plan. This activity can be funded through the LGFF capital or operating programs or with any remaining Municipal Sustainability Initiative capital or operating funding.

Additional information on project eligibility restrictions is outlined in Section 12 of the LGFF Capital Program Guidelines, available on the program website at www.alberta.ca/LGFF. Municipal Affairs staff are also available to you if you have any questions or require assistance. To speak to a grant advisor, please dial toll-free at 310-0000, then 780-422-7125.

Sincerely,



Ethan Bayne
Assistant Deputy Minister

Regular Council Meeting: July 22, 2024.	Agenda Item: 6.g / 6.h
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 Council Resolutions – Follow Up Actions

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

Content:

6.g 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 has removed all the 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 – this document will form part of all future RCM agendas.

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

August 12 **Regular Council Meeting (7:00pm Council Chambers)**

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

Recommended Motion:

Motion by Councillor _____ that Council accepts Agenda items 6.g and 6.h as information.

Town of Bowden

COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 12 July 2024)

Meeting Date	Resolution	Action By Whom	Date back to Council
12 Sept 2022	Bowden Hotel (Business Arising) Request made by MF to keep item indefinitely on agenda – request only - no resolution made	CAO	ongoing
24 Apr 2023	Intermunicipal Collaboration Framework Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	ongoing
26 June 2023	Water & Wastewater Connections Matter to be b/fwd in future discussions on capital asset planning	CAO	ongoing
14 Aug 2023	Annexation of Lands Motion 6.a Administration to formally advance the development proposal	CAO	ongoing
14 Nov 2023	Community Standards Bylaw Ongoing work to draft 4 – new roadmap posted on web site	CAO	ongoing
25 Mar 2024	Red Deer County / VALO Fibre Optics Project 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	Red Deer County / VALO Fibre Optics Project Paul Webb stated no cost option – Deb Coombes required written updates	CAO	ongoing
25 June 2024	Additional Streetlights Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 st Street	CAO	In progress
25 June 2024	Streetlight Audit Motion 6.b Administration to request streetlight audit of the Town in fall 2024	CAO	requested
25 June 2024	Bylaw Enforcement Motion 6.c Administration to explore further options regarding bylaw enforcement	CAO	ongoing
25 June 2024	Capital Project – Walking Trail Motion 6.e Option 4 (relocate golf course boundary fence) chosen	CAO	✓
8 July 2024	Capital Project – Walking Trail Motion 6.a Administration to ensure that the walking trail does not impinge on property boundary of Bowden Event Centre.	CAO	✓
8 July 2024	Capital Project – Walking Trail Motion 6.b Administration to provide an additional car parking lot at the Bowden Event Centre	CAO	ongoing
8 July 2024	Capital Project – Quebec Alberta Business Friendship Group Motion 10.a Administration to register 3 elected officials	CAO	✓

Regular Council Meeting: 22 July 2024.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: RFD	Attachment(s): 1. Revised Advertising Bylaw 06 / 2024 2. Advertising Bylaw 10 / 2021

Advertising Bylaw 06 / 2024

The attached revision of the Advertising Bylaw is submitted to Council as a Request for Decision.

7.a.(i) Background

The requirements of section 606 of the MGA state that a Municipality must advertise all statutory notices, (defined as: proposed bylaws, resolutions, meetings, public hearings, or other things), by newspaper advertising, mail, or delivery to every residence in the area.

A revision to the MGA in October 2017, contained within section 606.1(1) allows a municipality, through bylaw, to use other methods of advertising statutory notices including electronic advertising.

The RFD proposal submitted to Council at the RCM of September 13, 2021, stated:

Town Administration wishes to continue to further develop and make more use of electronic advertising methods for engaging and communicating with residents and for the posting of statutory notices.

The introduction of the Town's new web site, mobile application, and social media platforms allows notices to be made in a manner that is:

- i. practical and convenient,*
- ii. timely and expedient,*
- iii. cost effective.*

This flexibility of notification methods ties in with Administration's objective of further utilising new technologies that has been made possible by the introduction of the Town's new web site and mobile application.

Council passed the first Town of Bowden Advertising Bylaw (10 / 2021) after receiving a public hearing on October 12, 2021.

7.a(ii) Revision to Bylaw 10 / 2021

Administration has reviewed the content and wording of Advertising Bylaw 10 / 2021 in view of:

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

Following the review a revised advertising bylaw is submitted to Council that clearly states that the Town's official website will be the **primary** means to satisfy the advertising requirements of the MGA, and that the Town **may also** elect to choose all or any combination of, those means of advertising statutory notices as listed in section 4.2 of the bylaw.

The wording in section 4.3 of Bylaw 10 / 2021 has been revised at the recommendation of the Town's lawyers (to remove ambiguity) the argument being that sections 4.1 and 4.2 of Bylaw 10 / 2021 satisfy the requirement of section 606.1(2) of the MGA in that they provide reasonable advertising methods within the advertising bylaw.

7.a.(iii) Revisions to Bylaws – procedural requirements as required by the MGA

Part 3, Division 7, Section 63(1) of the Municipal Government Act (Revision of Bylaws) states:

A council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section.

Section 63 (2) states that a bylaw revised under this section may be made without materially affecting the bylaw in principle or substance,

- (i) to correct clerical, technical, grammatical or typographical errors in a bylaw,*
- (ii) to bring out more clearly what is considered to be the meaning of a bylaw, or*
- (iii) to improve the expression of the law.*

Section 191(2) of the MGA is reproduced below.

Amendment and repeal

191(1) *The power to pass a bylaw under this or any other enactment includes a power to amend or repeal the bylaw.*

(2) *The amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise.*

(3) *Subsection (2) does not apply to a revision or repeal under section 63.*

Bylaw 10 / 2021 received a public hearing as required by legislation as a requirement of section 606.1(1) of the MGA.

Administration is of the view that section 191(2) of the MGA does not apply due to the non-material revisions being made to Bylaw 10 / 2021.

7.a.(iv) CAO Statement

Section 63(4) of the Municipal Government Act, RSA2000, Chapter M-26 requires that a revised bylaw must not be given first reading until after the CAO has certified in writing that the proposed revisions were prepared in accordance with section 63 of the MGA.

In submitting this RFD, the CAO provides in writing the disclosure required in section 63(4) of the MGA.

7.a.(v) Recommended Actions:

Administration recommends that Council consider granting first reading to revised Advertising Bylaw 06 / 2024 as presented,

Recommended Motion:

Motion by Councillor _____ that Council gives first reading to revised Advertising Bylaw 06 / 2024.

Regular Council Meeting: 22 July 2024.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: RFD	Attachment(s): 1. Revised Advertising Bylaw 06 / 2024 2. Advertising Bylaw 10 / 2021

Advertising Bylaw 06 / 2024

The attached revision of the Advertising Bylaw is submitted to Council as a Request for Decision.

7.a.(i) Background

The requirements of section 606 of the MGA state that a Municipality must advertise all statutory notices, (defined as: proposed bylaws, resolutions, meetings, public hearings, or other things), by newspaper advertising, mail, or delivery to every residence in the area.

A revision to the MGA in October 2017, contained within section 606.1(1) allows a municipality, through bylaw, to use other methods of advertising statutory notices including electronic advertising.

The RFD proposal submitted to Council at the RCM of September 13, 2021, stated:

Town Administration wishes to continue to further develop and make more use of electronic advertising methods for engaging and communicating with residents and for the posting of statutory notices.

The introduction of the Town's new web site, mobile application, and social media platforms allows notices to be made in a manner that is:

- i. practical and convenient,*
- ii. timely and expedient,*
- iii. cost effective.*

This flexibility of notification methods ties in with Administration's objective of further utilising new technologies that has been made possible by the introduction of the Town's new web site and mobile application.

Council passed the first Town of Bowden Advertising Bylaw (10 / 2021) after receiving a public hearing on October 12, 2021.

7.a(ii) Revision to Bylaw 10 / 2021

Administration has reviewed the content and wording of Advertising Bylaw 10 / 2021 in view of:

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

Following the review a revised advertising bylaw is submitted to Council that clearly states that the Town's official website will be the **primary** means to satisfy the advertising requirements of the MGA, and that the Town **may also** elect to choose all or any combination of, those means of advertising statutory notices as listed in section 4.2 of the bylaw.



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

Town of Bowden – Province of Alberta
REVISED ADVERTISING BYLAW 06 / 2024
(revision to Advertising Bylaw 10 – 2021)
(1st Reading of Council)

A bylaw of the Town of Bowden, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta,

Whereas pursuant to section 606 of the Municipal Government Act, RSA2000, Chapter M-26 provides that a council must give notice of a bylaw, resolution, meeting, public hearing, or other thing, to be advertised in a newspaper or other publication circulating in the area or by mailing or delivering a notice to every residence in the area,

And whereas pursuant to section 606.1(1) of the Municipal Government Act, RSA2000, Chapter M-26 provides that a council may by bylaw provide for one or more methods which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings, and other things referred to in section 606,

And whereas Council wishes to allow and establish alternative advertising methods for providing such notice,

And whereas Part 3, Division 7, Section 63(1) of the Municipal Government Act, RSA2000, Chapter M-26 provides that a council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them,

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

1 SHORT TITLE

This Bylaw may be known as, and cited as, the “Advertising Bylaw”.

2 PURPOSE

In accordance with section 606.1(1) of the MGA the purpose of this bylaw is to allow the Town to use one or more methods using electronic means for making public announcements for advertising proposed bylaws, resolutions, meetings, public hearings, and other things referred to in section 606 of the MGA.

The Town will continue to utilize modern online platforms (web site, mobile applications, and social media) to engage and communicate with residents.

The Town’s official website will be the primary means of satisfying the advertising requirements of the MGA with respect to statutory notices.

3 DEFINITIONS

Within this bylaw the following definitions apply:

Council

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

MGA

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

Mobile Application (App)

Means a computer program or software application designed to run on a mobile device such as a smart phone, smart watch, tablet, or other portable device.

Pursuant to

Means to execute or carry out an activity in accordance with the requirements of an enactment.

Social Media

Means any electronic online (digital) form of communication through which groups of users share information, data, and content.

Statutory Notice

Means those notices of a bylaw, resolution, meeting, public hearing, or other items as required to be advertised according to the MGA (or other enactment).

Town

Means the Town of Bowden, a municipal corporation within the Province of Alberta.

Website

Means the Town of Bowden website that can be viewed through a web browser at <https://www.bowden.ca>, registered under the domain name: bowden.ca.

4 Public Notification Methods

4.1

Unless otherwise advertised in accordance with requirements of the MGA all Town statutory notices will be advertised electronically **by published notices on the Town of Bowden website.**

4.2

Notwithstanding the provision of term 4.1 the Town may also elect to choose all or any combination of, the following means of advertising statutory notices,

- i. by having hardcopy documents available at the Municipal Town Administration building,
- ii. posting a paper copy of the notice prominently on the exterior doors, exterior windows, or the Town Notice board located at the Municipal Town Administration building, and other selected public places,
- iii. electronically by posting on the Town's mobile application,
- iv. electronically by posting on the Town's official Facebook social media page, "Bowden Alberta",
- v. electronically by posting a link on the Town's official Twitter account or Instagram account that directs the user to a notice on the Town's website,
- vi. electronically on the Town digital notice board.
- vii. publication within a local weekly newspaper,
- viii. by post mail,
- ix. by insert in the Town's utility bills,

4.3

The Town will consider the importance of each notice (matter & content) but in principle will adopt the approach of utilizing all of the advertising means listed in sections 4.1 and 4.2 (i) to (vi) above, but also, depending upon the importance, severity, scope, or impact of a matter of notice, the Town may also advertise a notice by means of section 4.2 (vii) to (ix) above, if deemed prudent or necessary.

5 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws relating to the advertisement of statutory notices.

Bylaw **10 / 2021** is hereby repealed upon this bylaw coming into effect on the final day of passing and signature thereof.

Read a first time in open council this	22nd day of July 2024.
Read a second time in open council this	** day of ***** 2024,
Read a third time in open council this	** day of ***** 2024.

Robb Stuart, Mayor

Arno Glover, Chief Administrative Officer



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

**Town of Bowden – Province of Alberta
ADVERTISING BYLAW
10 /2021**

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta,

Whereas pursuant to section 606 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) provides that a council must give notice of a bylaw, resolution, meeting, public hearing, or other thing, to be advertised in a newspaper or other publication circulating in the area or by mailing or delivering a notice to every residence in the area,

And whereas pursuant to section 606.1(1) of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) provides that a council may by bylaw provide for one or more methods which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings, and other things referred to in section 606,

And whereas council wishes to allow and establish alternative advertising methods for providing such notice,

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

1 SHORT TITLE

This Bylaw may be known as, and cited as, the "Advertising Bylaw".

2 PURPOSE

This purpose of this Bylaw is for the Town to use alternate advertising methods for making public announcements utilizing modern interactive online platforms (web site, mobile applications, and social media) to engage and communicate with residents.

3 DEFINITIONS

Within this Bylaw the following definitions apply:

Council

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

MGA

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

Mobile Application (App)

Means a computer program or software application designed to run on a mobile device such as a smart phone, smart watch, tablet, or other portable device.

Pursuant to

Means to execute or carry out an activity in accordance with the requirements of an enactment.

Social Media

Means any electronic online (digital) form of communication through which groups of users share information, data, and content.

Statutory Notice

Means those notices of a bylaw, resolution, meeting, public hearing, or other items as required to be advertised according to the MGA (or other enactment).

Town

Means the municipal corporation of the Town of Bowden.

Website

Means the Town of Bowden website software that can be viewed through a web browser at <https://www.bowden.ca>, registered under the domain name: bowden.ca.

4 Public Notification Methods**4.1**

Unless otherwise advertised in accordance with requirements of the MGA all Town statutory notices will be advertised in accordance with the provisions of this Bylaw.

4.2

Notwithstanding term 4.1 the Town may also elect to choose all or any combination of, the following means of advertising statutory notices,

- i. publication within the local weekly newspaper,
- ii. by post mail,
- iii. by insert in the Town's utility bills,
- iv. by having hardcopy documents available at the Municipal Town Administration building,
- v. posting a paper copy of the notice prominently on the exterior doors, exterior windows, or the Town Notice board located at the Municipal Town Administration building, and other selected public places,
- vi. electronically by posting on the Town's website,
- vii. electronically by posting on the Town's mobile application,
- viii. electronically by posting on the Town's official Facebook social media page, "Bowden Alberta",
- ix. electronically by posting a link on the Town's official Twitter account or Instagram account that directs the user to a notice on the Town's website,
- x. electronically on the Town digital notice board.

4.3

In accordance with the MGA the Town will ensure that any statutory notice will be advertised by means that bring matters to the attention of a substantial number of the Town's residents.

5 BYLAW PRECEDENCE

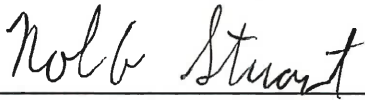
This Bylaw will come into effect on the final day of passing and signature thereof.

Read a first time in open council this 13th day of September 2021.

Read a second time in open council this 12th day of October 2021.

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

Read a third time in open council this 12th day of October 2021.



Robb Stuart, Mayor


Greg Skotheim, Chief Administrative Officer

Regular Council Meeting: July 22, 2024.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 Emergency Management Meeting (Nov 27, 2023, minutes)

Content:**8.a Designated Officers****8.a.(i) Background**

The Town of Bowden Designated Officer Bylaw provides a record of designated officers in accordance with section 209 and section 210 of the Municipal Government Act.

Section 210(5) of the MGA is reproduced below:

(5) A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

- (a) no position of designated officer has been established by council,*
- (b) the position of designated officer is vacant, or*
- (c) this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by council.*

8.a.(ii) Designated Officers

The Designated Officer Bylaw provides for the following positions (reproduced from Bylaw 04/2020):

Director of Emergency Management

The Director of Emergency Management is the designated officer appointed under section 3(2) of the Emergency Management Act and has the responsibility for implementing and putting into operation emergency plans in accordance with the Emergency Management Act, the Town of Bowden Emergency Management Bylaw and any other relevant bylaw, act or regulation.

The position of Director of Emergency Management is determined by Council resolution.

Bylaw Enforcement Officer

The Bylaw Enforcement Officer is the designated officer appointed under section 555 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) and has the responsibility for the execution of duties and obligations as defined by the Act, and the Town of Bowden, Bylaw Enforcement Officer Bylaw and any other relevant bylaw, act or regulation.

The position of Bylaw Enforcement Officer is appointed by the CAO.

Municipal Assessor

The Municipal Assessor is the designated officer appointed under section 284.2 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) and has the responsibility for the execution of duties and obligations as defined and imposed by the Act and the Town of Bowden Municipal Assessor Bylaw and any other relevant bylaw, act or regulation.

The Municipal Assessor is determined by Bylaw

FOIP Coordinator

The FOIP Coordinator is the designated officer appointed under section 95 of the Freedom of Information and Protection of Privacy Act, RSA 2000 Chapter F-25 (as amended over time) and has the responsibility for the execution of duties and obligations as defined and imposed by the Act.

The position of FOIP Coordinator is appointed by the CAO.

Health & Safety Representative

The Health & Safety Representative is the designated officer appointed under section 17 of the Occupational Health & Safety Act, RSA 2017 Chapter O-2.1 (as amended over time) and has the responsibility for the execution of duties and obligations as defined and imposed by the Act.

The position of Health & Safety Representative is appointed by the CAO.

8.a.(iii) Requirement

In accordance with the Designated Officer Bylaw, Council must approve a Director of Emergency Management.

However Municipal Emergency Management Bylaw 03 / 2023 passed by Council on March 13, 2023, states that the following:

Director of Emergency Management (DEM)

The person appointed by resolution of Council is the:

Chief Administrative Officer

Emergency Advisory Committee

The Emergency Advisory Committee established by bylaw consists of:

All members of Town Council

Emergency Management Agency

The partnership body established under this bylaw and appointed by Council is the Red Deer Regional Emergency Management Partnership consisting of the following municipalities:

City of Red Deer
 Red Deer County
 Town of Bowden
 Town of Sylvan Lake
 Town of Penhold
 Town of Innisfail
 Village of Delburne
 Village of Elnora

and other organizations and representatives as required, including but not limited to:

Alberta Environment
 Red Deer County Protective Services
 Emergency Management Alberta
 Royal Canadian Mounted Police
 Emergency Medical Services Providers
 School Divisions
 Utility Providers
 Canadian Red Cross

The CAO is appointed by Emergency Management Bylaw 03 / 2023 to act as the Director of Emergency Management.

The position of Bylaw Enforcement Officer is currently the CAO.

The Municipal Assessor is Wild Rose Assessment Services (Municipal Assessor Bylaw 08 / 2017)

The position of FOIP Coordinator is the CAO.

The position of Health & Safety Representative is the CAO
(this role will be passed to a Public Works Operator upon completion of the required / mandated training requirements)

8.a.(iv) Notes on Emergency Management

1

Administration has been in contact with Red Deer County, Director of Emergency Management (Dave Brant) to inform him of the change of CAO at the Town of Bowden.

The Town has been advised (by email) that:

- any emergency response or activation will be responded to by Red Deer County upon request either by the CAO or the DDEM (Jason Sahli),
- there are no major revisions to the Emergency Management Plan at this point in time.

2

The Town was scheduled to host the next Regional Emergency Management meeting in the fall however this has been rearranged to take place at the Village of Delburne.

3

CAO, Arno Glover has been registered with the Alberta Emergency Management Agency.

4

CAO, Arno Glover has been approved by Alberta Emergency Management Agency to complete the Basic Emergency Management (BEM) and Incident Command System (ICS) 100 course.

Both of these are online courses.

5

With reference to agenda item 6.e of the RCM of 8th July the recorded minutes of that meeting state:

Mayor Robb Stuart queried whether the Emergency Advisory Committee had met in 2023. Administration will investigate and report back to Council on this item.

A meeting of the Emergency Management Committee took place on Monday November 27, 2023.

The minutes of that meeting are attached.



000068

**Town of Bowden
Emergency Advisory Committee meeting
held on Monday November 27, 2023
at the Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 7:02pm.

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

Rudy Friesen Director of Emergency Management
Arno Glover Recorder

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

Motion 2.a

Moved by Councillor Paul Webb that the Emergency Advisory Committee adopts the agenda as presented.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

There were no minutes submitted from a previous meeting for adoption.

4. BUSINESS ARISING

There were no matters of business arising.

5. NEW BUSINESS

Agenda item 5.a Review of Emergency Management Committee Terms of Reference.

The Director of Emergency Management, Rudy Friesen provided the Committee with an overview of the purpose and responsibilities of the Committee.

An extract from Council Committee Bylaw 06 / 2023 provided this information.

Motion 5.a

Moved by Councillor Deb Coombes the Emergency Advisory Committee accepts as information the overview report given by the Director of Emergency Management.

MOTION CARRIED UNANIMOUSLY

The Director of Emergency Management, Rudy Friesen stated that as per the provisions of section 4.2.3 of the Town of Bowden Municipal Emergency Management Bylaw, Council may on the advice of the Emergency Advisory Committee:

000069

- a) borrow, levy, appropriate and make expenditures, without the consent of the electorate, any sums required for the operation of a municipal emergency plan or the Red Deer Regional Emergency Management Plan,
- b) enter into an agreement with, and make payments to, persons or organizations for the provision of essential services for the ongoing development and maintenance of a municipal emergency plan or the Red Deer Regional Emergency Management Plan.

Motion 5.b

Moved by Councillor Deb Coombes the Emergency Advisory Committee accepts as information this bylaw provision but makes no recommendation to Council (no action required).

MOTION CARRIED UNANIMOUSLY**Agenda item 5.b Update on Emergency Management Capital Project 2023.**

The Director of Emergency Management, Rudy Friesen provided an update on the upgrades made at the designated emergency shelter during 2023.

Motion 5.c

Moved by Councillor Randy Brown that the Emergency Advisory Committee accept as information the capital project update provided by the Director of Emergency Management.

MOTION CARRIED UNANIMOUSLY**Agenda item 5.c Any Other Business.**

The Director of Emergency Management, Rudy Friesen reported as follows:

- i. the City of Red Deer is now a part of the Emergency Management Agency,
- ii. a meeting of the Emergency Management Agency is scheduled for February 12, 2024,

Mayor Robb Stuart requested that a review is made of all the emergency management resources and equipment as some of this may be outdated and may need upgrading.

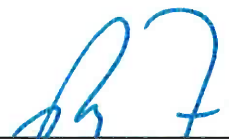
The Director of Emergency Management stated that Town Administration would conduct this task.

6. MEETING ADJOURNMENT**Motion 6.a**

Moved by Councillor Marie Flowers at 7:08 to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY**Meeting Adjourned****Minutes approved RCM 11 December 2023****Minutes signed by:**


**Mayor
 Robb Stuart**



**Director of Emergency Management
 Rudy Friesen**

Regular Council Meeting: July 22, 2024.	Agenda Item: 8.b
Prepared by: Arno Glover	Approved by: n/a
Report Type: RFD	Attachment(s): 1 ABmunis 2024 Convention draft agenda 2 Pre-Convention Sessions

Content:**8.b Alberta Municipalities 2024 Convention & Trade Show
(September 25-27 Westerner Park, Red Deer)****8.b.(i)**

Attached is the draft agenda for the Alberta Municipalities – 2024 Convention & Trade Show.

8.b.(ii)

The early bird registration deadline is August 16, 2024.

The cost per delegate is \$640.00.

In addition, there are preconvention sessions that run for a full day (8:30am until 4:00pm) on Tuesday September 24.

The sessions are:

- RMRF Legal Seminar
- Council's Role in Land Use and Development
- Council's Role in Public Engagement
- Effective Meetings

Details of the preconvention sessions are attached.

These sessions are booked online at the same time as the convention registration is made.

The cost of each session is \$395.00.

8.b.(iii)

Administration requests from Council:

- confirmation of those elected officials wishing to attend the main conference event,
- an indication of those elected officials wishing to attend a preconvention session.



2024 Alberta Municipalities Convention & Trade Show Overview Agenda

*Please note, sessions and timing are subject to change. All Pre-Convention sessions, along with the Host City Reception, require additional fees.

Tuesday, September 24	7:00 am – 5:00 pm	Registration open
	8:30 am – 4:00 pm	EOEP Course (Pre-Convention)
	8:30 am – 4:00 pm	EOEP Course (Pre-Convention)
	8:30 am – 4:00 pm	EOEP Course (Pre-Convention)
	8:30 am – 4:00 pm	RMRF Legal Seminar (Pre-Convention)
Wednesday, September 25	7:30 – 8:30 am	Registration & Breakfast
	8:30 am	Welcome
	9:15 – 10:30 am	Education Session (5 Concurrent)
	11:00 am – 12:15 pm	Education Session (5 Concurrent)
	12:15 – 1:30 pm	Lunch
	1:30 pm – 3:00 pm	Opening Ceremonies & Keynote Address
	3:00 – 5:30 pm	Trade Show Opening Reception
	4:00 – 5:30 pm	Women's Networking Reception
	Evening	Networking Events
Thursday, September 26	8:00 – 9:30 am	Breakfast
	8:00 – 10:00 am	Trade Show
	10:00 – 10:10 am	Welcome
	10:10 am – 11:30 am	Resolutions
	11:30 am – 12:00 pm	Premier's Address
	12:00 – 1:00 pm	Lunch
	1:00 – 2:15 pm	Education Session (5 Concurrent)
	2:30 – 2:45 pm	Address from the Leader of the Opposition
	2:45 – 4:15 pm	Resolutions Session Continued



	4:30 - 4:45 pm	Address from Municipal Affairs
	4:45 - 6:30 pm	Municipal Affairs Reception
	7:00 - 11:00 pm	Host City Reception - Red Deer Through the Eras
	Evening	Networking Events
Friday, September 27	7:00 am	Breakfast
	8:00 - 8:15 am	Welcome
	8:15 - 10:00 am	Annual General Meeting & Board elections
	10:00 am - 11:00 am	Minister Dialogue #1
	11:10 am - 12:10 pm	Minister Dialogue #2
	12:15 - 1:00 pm	Closing Entertainment
	1:00 pm	Goodbye and see you in 2025



September 25-27, 2024

Westerner Park
4847A 19 Street
Red Deer, AB T4R 2N7

Sessions

Select the sessions your registrants would like to attend. Please note, all pre-convention sessions will run a full-day on Tuesday September 24.

ATTENDEES CAN ONLY ATTEND ONE PRE-CONVENTION SESSION.

Pre-Convention Sessions

RMRF Legal Seminar

Taking place on Tuesday, September 24 - 8:30am - 4:00pm

* Please note this course is not applicable for associate or affiliate members.

In this session, our legal partners will review and discuss a number of recent Court decisions, from all levels of Court, which seem to reveal a judicial shift toward imposing greater responsibility on municipalities.

They will discuss how those decisions impact the protection afforded by the statutory defences municipalities have historically relied upon and what this means from a practical perspective in the provision of services to residents and visitors.

\$395.00

Pre-Convention Sessions

EOEP - Council's Role in Land Use and Development Approvals

Taking place Tuesday, September 24 - 8:30am - 4:00pm

Land use planning has evolved over many years and can be considered a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Land use planning aims to improve the effectiveness of public services in meeting people's needs, and to support the development of local communities and to improve the quality of life for all.

Councillors play both an initiating and facilitating role in the development of community plans, focused around the following concepts:

- Seek the participation of and encourage the public to express their views and take those views into account as part of the land use planning process
- Identify long-term objectives to improve the social, economic and environmental well-being of the community
- Identify actions and functions to meet these objectives including those related to the planning, provision and improvement of public services
- Consistently review the progress of the municipality's plans and provide direction to change course as local context evolves
- Understand the statutory link between the municipality's plans and the tools in place to implement those plans

**Please note, courses are only available for elected officials or administrators from an Alberta municipality.

\$395.00

Pre-Convention Sessions

EOEP - Council's Role in Public Engagement

Taking place Tuesday, September 24 - 8:30am - 4:00pm

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development. Spend the day learning these concepts:

- Understand public engagement policy and framework as well as the role of the elected official and the different types of decision making
- Differentiate between what is and isn't public engagement
- Recognize what systems thinking and public engagement are about

**Please note, this course is only applicable for elected officials representing an Alberta municipality.

\$395.00

Select

Pre-Convention Sessions

EOEP - Effective Meetings

Taking place Tuesday, September 24 - 8:30am - 4:00pm

The key work of any municipal council is done in the setting of a properly called meeting. It is through the process of deliberation (debate) that decisions are made... from approving land use to creating a new bylaw or in response to your unique public concerns. The effectiveness of a municipal council is rooted in the successful work through a meeting format and to a large degree, the effectiveness of each council member is rooted in the same. The EOEP's Effective Meetings course will help participants develop the skills, attitudes, and knowledge to significantly enhance meeting participation and effectiveness.

This course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Examine how rules of order and proper procedure enhance your meetings
- Recognize the principles and rules of healthy debate
- Identify action items that you can implement at your next council meeting

As an elected official, you spend a good chunk of your life in meetings. This course provides tools, tips, and ideas to make your meetings work best!

**Please note, courses are only available for elected officials or administrators from an Alberta municipality.

\$395.00

Select

Host City Activities

Host City Reception

Red Deer Resort and Casino

Alberta Municipalities Delegates are invited to join The City of Red Deer for a party unlike you have ever seen. Travel with us through the Eras of our amazing city, see Red Deer as it was, as it is, and how it will be.

\$25.00

Select

Previous

Cancel

Next

Copyright © 2000-2024 Cvent, Inc. All rights reserved.

[Event Management Software](#) [Mobile Event Apps](#) | [Survey Software](#) | [Event Venues](#)

| [Strategic Meetings Management](#)

[Privacy Policy](#)

Regular Council Meeting: July 22, 2024.	Agenda Item: 8.c
Prepared by: Arno Glover	Approved by: n/a
Report Type: n/a	Attachment(s): 1 documents to be provided by CAO

Content:**8.c ATB Bank – Signing Authority**

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

This is to add Arno Glover and remove Rudy Friesen as authorised signatories.

Regular Council Meeting: July 22, 2024.	Agenda Item: 8.d
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s):

8.d Burn Pit

8.d.(i) Background

The Town provides a unique community facility that provides the means for residents to dispose of tree / branch cuttings and yard waste.

The following information is reproduced as taken from the Town’s web site:

BURN PIT YARD WASTE

Residents can take items of yard waste directly to the Town’s burn pit located west of Town across the CP rail tracks on Township Road 343 (near to the old lagoons).

Acceptable items include normal residential gardening and horticultural waste including trees, hedge cuttings and clippings and non-treated timber.

Non-acceptable waste items include:

- *materials that are normally collected through the Town’s waste management system including household residential waste and recyclable waste*
- *oversize (bulky) waste / construction & renovation waste / hazardous waste / recyclable waste / residential waste / trade waste*
- *waste from commercial or retail activity*
- *rail ties or other treated wood*
- *couches, mattresses, office, or residential furniture*
- *solid rocks, soil and gravel and other inert waste or material*
- *scrap metal & electronic items*
- *automobile parts, including tires, batteries, and motor oil*
- *propane tanks (and other flammable, explosive or dangerous material)*
- *septic tank waste, raw sewage, or industrial sludge*

8.d.(ii) Burn Pit Opening Hours (current)

The Burn Pit is closed during the winter months and opens in the spring until late fall.

The current Burn Pit opening hours are as signposted at the entrance to the burn pit (see photo opposite).

In previous years the Burn Pit has remained open without any time restrictions.



8.d.(iii) Past Decision

Administration understands that the restriction on the Burn Pit opening hours was implemented in order to restrict the opportunity for Illegal dumping (nonacceptable waste items) and littering (and non-Town resident use).

8.d.(iv) Burn Pit Opening Hours (to be implemented)

1

Administration proposes to amend the Burn Pit opening times to have unrestricted opening hours from May 1st to Thanksgiving (2nd Monday in October).

Burn Pit use will be monitored for the remainder of this season for misuse and illegal dumping and if necessary appropriate measures will be taken / implemented as required.

2

The dumpster currently sited at the Arena will be re located to the Burn Pit.

This will provide a facility for Public Works to dispose of any nonacceptable waste items that are dumped illegally.

This arrangement will be reversed during Arena operating times.

8.d.(v) Future Actions

Administration will:

- i. update the "Yard Waste & Compost Collection" guidelines on the Town's website with the revised opening hours,
- ii. provide notification to residents via social media and the Town Newsletter,
- iii. install new signage at the entrance to the Burn Pit.

Administration is bringing this matter to Council for information.

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted item of New Business as information.

Regular Council Meeting: July 22, 2024.	Agenda Item: 9.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: RFD	Attachment(s): 1 Operating Revenues & Expenditures Report (YTD, 2024) 2 Water v Wastewater Comparative (Jan-Jun)

9.a Operating Revenue & Expenditures Report

9.a (i) Purpose

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

9.a (ii) Background

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

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

9.a (iii) Notable Observations

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

Revenues

- i. Actual school requisitions came in higher than originally anticipated at the time the budget was prepared. These are collected as requisitioned amounts.
- ii. Cemetery revenues reflect a greater number of full burials that have taken place this year than forecast.
- iii. Land revenues (Rental Income). The pasture lease has been invoiced and payment received however this is not reflected in the statements. (\$3000.00)
- iv. Arena revenue (other income) includes an amount \$5000.00 invoiced to the museum roofing contractor reference the financial contribution agreed back in 2023.

Expenditures

- i. Administration (Contracted Services Other) includes the external HR consultant's fee for the Employee Engagement Program (this was not included in the Operating Budget).
- ii. Administration (Accounting & Legal Fees) - the audit fee for 2023 was greater than forecast due to additional work concerning Public Sector Accounting Standard 3280 - Asset Retirement Obligations.
- iii. Public Works (Contracted Services Other) includes the subcontracted work for the removal of the burn pit debris to landfill.
- iv. Public Works (Repairs & Maintenance Other) this includes repairs carried out to the security cameras within the workshop.
- v. Public Works (Repairs & Maintenance 4 Wheel Loader) this includes welding repairs and an unbudgeted expenditure.
- vi. Road Maintenance (Road Patching) this includes additional patching work.
- vii. FCSS (Building) includes unforeseen repairs required to eavestrough and downspouts.

- viii. FCSS (Miscellaneous Goods & Supplies) this includes unbudgeted expenditures.
- ix. FCSS expenditures for Volunteer Appreciation currently exceeds budget however this is offset by a contribution in Revenues of \$600.00.
- x. Planning & Development (Contracted Services) is the cost of the external consultant for undertaking building surveys to identify hazardous materials in respect of the Public Sector 3280 Accounting Standard – further work has been contracted for in order to satisfy the requirements of the auditors.
- xi. Planning & Development (Legal Fees) includes the cost of the legal fees for conducting the FOIP request work.
- xii. Planning & Development (Engineering & Consultancy) includes work conducted by ISL for general engineering consultancy work.
- xiii. YTD employment expenses across all departments is running at an average at 55% (Note: this operating statement includes all of the first period payroll payments made in July).
- xiv. Water supplies. This is the cost of the water purchased from MVRWSC. The Town will incur an additional \$1200.00 per annum charge for the services of a certified water operator.
- xv. Wastewater costs (SRDRWSC). This is the cost of wastewater treatment.

NOTE:

Attached is a summary of water & wastewater purchases (by volume m³) for the first 6 months of the calendar year (comparative 2023 to 2024).

9.a (iv) Recommended Motion.

Administration submits the Operating and Expenditures report for Council to review.

Motion by Councillor _____ that Council accepts the Operating Revenues and Expenditures Report for the 2024 financial year (YTD) as presented.



Town of Bowden
Operating Revenues & Expenditures (YTD 2024)

		2024	Variance	2024
		Actual	Actual v Budget	Budget
REVENUES		\$	%	\$
TAX REVENUES				
	MUNICIPAL RESIDENTIAL TAXES	846,752.76	▶ 0.07	846,167.33
	MUNICIPAL NON-RESIDENTIAL TAXES	255,478.56	▶ 0.00	255,478.60
	MUNICIPAL FARM TAXES	67.18	▶ -89.71	652.67
	SCHOOL RESIDENTIAL TAXES	271,677.51	▶ 5.75	256,898.21
	SCHOOL NON-RESIDENTIAL TAXES	58,368.87	▶ 22.94	47,479.42
	DESIGNATED INDUSTRIAL PROPERTY TAX REQSTN	220.23	▶ 4.18	211.39
	POLICE FUNDING REQUISITION	65,985.01	▶ -0.82	66,529.00
	LATE TAX PAYMENT PENALTIES	5,500.97	▶ -54.16	12,000.00
	TOTAL	1,504,051.09	▶ 1.25	1,485,416.62
OTHER REVENUES				
	PROVINCIAL FINES	2,591.00	▶ -48.18	5,000.00
	FRANCHISE FEES - FORTIS ELECTRICAL	69,911.12	▶ -48.59	136,000.00
	FRANCHISE FEES - ATCO GAS	40,264.97	▶ -34.71	61,675.00
	INVESTMENT RETURNS (INTEREST EARNED)	43,599.24	▶ -61.76	114,000.00
	TOTAL	156,366.33	▶ -50.62	316,675.00
GRANT REVENUES				
	RED DEER COUNTY RECREATION GRANT	0.00	▶ -100.00	86,422.00
	MSI OPERATING GRANT	0.00	▶ -100.00	162,042.00
	TOTAL	0.00	▶ -100.00	248,464.00
ADMINISTRATIVE REVENUES				
	PROPERTY TAX CERTIFICATES	1,225.00	▶ 2.08	1,200.00
	BUSINESS LICENSES	2,075.00	▶ -17.00	2,500.00
	OFFICE PRINTING SERVICES	7.38	▶ -90.16	75.00
	SUMMER TEMP EMPLOY' PROGRAM (STEP) GRANT	0.00	▶ -100.00	16,800.00
	MISCELLANEOUS INCOME	428.00	#DIV/0!	0.00
	OTHER INCOME	659.37	▶ 559.37	100.00
	PENALTIES (ACCOUNTS RECEIVABLE)	1,576.10	▶ 215.22	500.00
	TOTAL	5,970.85	▶ -71.80	21,175.00
BYLAW REVENUES				
	BYLAW ENFORCEMENT FINES & PENALTIES	0.00	▶ -100.00	100.00
	TOTAL	0.00	▶ -100.00	100.00
ANIMAL REVENUES				
	DOG LICENSES	655.00	▶ 31.00	500.00
	OTHER INCOME	0.00	▶ -100.00	50.00
	TOTAL	655.00	▶ 19.09	550.00
PUBLIC WORKS REVENUES				
	OTHER INCOME / SERVICE FEES	0.00	▶ -100.00	200.00
	TOTAL	0.00	▶ -100.00	200.00
WATER REVENUES				
	DISTRIBUTED WATER COLLECTIONS	156,703.95	▶ -48.45	304,000.00
	BULK WATER SALES	2,812.73	▶ -62.50	7,500.00
	WATER METERS & EQUIPMENT	677.60	▶ -32.24	1,000.00
	LATE PAYMENT PENALTIES	3,092.63	▶ -38.15	5,000.00
	OTHER INCOME	55.00	▶ -63.33	150.00
	TOTAL	163,341.91	▶ -48.58	317,650.00
SANITARY SEWER REVENUES				
	WASTEWATER COLLECTIONS	158,972.13	▶ -49.53	315,000.00
	RV DUMP	205.20	▶ -70.69	700.00
	SRDRWC SERVICE INCOME	11,783.59	▶ -56.36	27,000.00
	TOTAL	170,960.92	▶ -50.11	342,700.00
SOLID WASTE REVENUES				
	SOLID WASTE COLLECTIONS	35,964.50	▶ -43.63	63,800.00
	TOTAL	35,964.50	▶ -43.63	63,800.00
RECYCLING REVENUES				
	RECYCLING INCOME	35,326.13	▶ -49.39	69,800.00
	ELECTRONICS RECYCLING INCOME	0.00	▶ -100.00	500.00
	TOTAL	35,326.13	▶ -49.75	70,300.00

FCSS REVENUES	CITY OF RED DEER - FCSS FUNDING	50,072.40	▶ -25.00	66,762.00
	CONTRIBUTIONS & DONATIONS	1,340.04	▶ 168.01	500.00
	TOTAL	51,412.44	▶ -23.56	67,262.00
CEMETERY REVENUES	GRAVE PLOT SERVICES	3,935.00	▶ 31.17	3,000.00
	PLOTS & VAULTS SALES	1,125.00	▶ -55.00	2,500.00
	COLUMBARIUM NICHE SALES	0.00	▶ -100.00	2,000.00
	RED DEER COUNTY CEMETERY GRANT	0.00	▶ -100.00	5,000.00
	OTHER INCOME	0.00	#DIV/0!	0.00
TOTAL	5,060.00	▶ -59.52	12,500.00	
ECONOMIC DEVELOPMENT REVENUES	OTHER INCOME / NEWSLETTER ADVERTISING	1,152.00	▶ 44.00	800.00
	TOTAL	1,152.00	▶ 44.00	800.00
LAND REVENUES	SALE OF LOTS	0.00	#DIV/0!	0.00
	RENTAL INCOME (BILLBOARDS & PASTURE LEASE)	2,400.00	▶ -63.08	6,500.00
	TRANSFER FROM RESERVES	0.00	#DIV/0!	0.00
	TOTAL	2,400.00	▶ -63.08	6,500.00
PARADE REVENUES	CONTRIBUTIONS (Ag SOCIETY)	1,000.00	▶ 0.00	1,000.00
	TOTAL	1,000.00	▶ 0.00	1,000.00
SPECIAL EVENT REVENUES	CONTRIBUTIONS / DONATIONS / SALE OF GOODS	660.00	▶ -5.71	700.00
	TOTAL	660.00	▶ -5.71	700.00
ARENA REVENUES	ARENA RENTAL INCOME	44,883.99	▶ -50.13	90,000.00
	OTHER INCOME (ADVERTISING BILLBOARDS)	6,380.00	▶ 82.29	3,500.00
	RED DEER COUNTY RECREATION GRANT	0.00	▶ -100.00	25,000.00
	TOTAL	51,263.99	▶ -56.74	118,500.00
PARK REVENUES	RED DEER COUNTY RECREATION GRANT	0.00	▶ -100.00	3,750.00
	TOTAL	0.00	▶ -100.00	3,750.00
LIBRARY REVENUES	RED DEER COUNTY RECREATION GRANT	0.00	▶ -100.00	1,500.00
	CONTRIBUTIONS & DONATIONS	0.00	#DIV/0!	0.00
	TOTAL	0.00	▶ -100.00	1,500.00
MUSEUM REVENUES	RED DEER COUNTY RECREATION GRANT	0.00	▶ -100.00	3,000.00
	TOTAL	0.00	▶ -100.00	3,000.00
COMMUNITY HALL REVENUE	RED DEER COUNTY RECREATION GRANT	0.00	▶ -100.00	5,000.00
	TOTAL	0.00	#DIV/0!	0.00
TOTAL (ALL REVENUES)		2,185,585.16	▶ -29.21	3,087,542.62

EXPENDITURES

		\$		\$
REQUISITIONS	PROVINCIAL SCHOOL EDUCATION (PUBLIC)	150,910.79	▶ 50.83	296,872.27
	PROVINCIAL SCHOOL EDUCATION (CATHOLIC)	4,221.72	▶ 56.25	7,505.36
	TOTAL	155,132.51	▶ 50.97	304,377.63
COUNCIL	HONORARIUMS & PER DIEMS	28,406.12	▶ 48.02	59,155.20
	EMPLOYMENT & CRA CONTRIBUTIONS	1,112.51	▶ 44.50	2,500.00
	TRAINING & DEVELOPMENT	540.68	▶ 7.72	7,000.00
	PROFESSIONAL DEVELOPMENT	8,535.24	▶ 22.76	37,500.00
	MEMBERSHIP & CONFERENCE COSTS	2,480.30	▶ 95.40	2,600.00
	PROMOTIONS & PUBLIC RELATIONS	329.24	▶ 6.58	5,000.00
	LIABILITY INSURANCE	336.00	▶ 84.00	400.00
	ELECTION COSTS	0.00	#DIV/0!	0.00
	MISCELLANEOUS GOODS & SUPPLIES	1,916.80	▶ 23.96	8,000.00
	GRANTS & DONATIONS	10,000.00	▶ 100.00	10,000.00
	TOTAL	53,656.89	▶ 40.60	132,155.20
ADMINISTRATION	PAYROLL	191,255.81	▶ 56.69	337,379.50
	EMPLOYMENT & CRA CONTRIBUTIONS	35,184.72	▶ 60.66	58,000.00

WORKERS COMPENSATION (WCB)	4,938.02	▶ 37.98	13,000.00
TRAINING & DEVELOPMENT	0.00	▶ 0.00	1,000.00
TRAVEL & SUBSISTENCE	4,253.24	▶ 70.89	6,000.00
MEMBERSHIP FEES & CONFERENCE COSTS	3,688.03	▶ 61.47	6,000.00
POSTAGE & COURIER	3,909.28	▶ 48.87	8,000.00
TELEPHONE (LAND LINES & CELL PHONE)	3,505.67	▶ 50.81	6,900.00
ADVERTISING / PROMOTIONS / MARKETING	444.00	▶ 55.50	800.00
PERSONNEL RELATIONS	304.99	▶ 7.62	4,000.00
CONTRACTED SERVICES (IT SERVICES)	12,013.63	▶ 52.23	23,000.00
JANITORIAL & CLEANING SUPPLIES	3,480.00	▶ 49.01	7,100.00
POSTAGE	345.96	▶ 49.42	700.00
COPIER & PRINTING	6,256.26	▶ 48.13	13,000.00
INTERNET SERVICES	2,215.00	▶ 61.53	3,600.00
SECURITY & ALARMS	202.05	▶ 74.83	270.00
CONTRACTED SERVICES (FLOOR MATS)	1,049.67	▶ 46.65	2,250.00
WEBSITE & APP (HOSTING & SUPPORT)	6,769.69	▶ 75.22	9,000.00
DEBIT MACHINE	328.70	▶ 54.78	600.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	0.00	▶ 0.00	100.00
ASSESSMENT REVIEW COSTS	2,000.00	▶ 100.00	2,000.00
CONTRACTED SERVICES OTHER	3,000.00	▶ 200.00	1,500.00
ACCOUNTING & AUDIT FEES / SERVICES	36,380.00	▶ 121.27	30,000.00
LEGAL & PROFESSIONAL FEES	3,042.00	▶ 202.80	1,500.00
PROPERTY ASSESSMENT SERVICES	8,394.90	▶ 50.04	16,775.00
REPAIRS & MAINTENANCE (EQUIPMENT)	0.00	▶ 0.00	1,000.00
REPAIRS & MAINTENANCE (IT)	1,116.00	▶ 55.80	2,000.00
REPAIRS & MAINTENANCE (BUILDING)	1,962.19	▶ 98.11	2,000.00
INSURANCE	14,174.50	▶ 86.50	16,386.00
MISCELLANEOUS GOODS & SUPPLIES	3,026.42	▶ 50.44	6,000.00
UTILITIES (ELECTRIC)	2,076.54	▶ 41.53	5,000.00
UTILITIES (GAS)	2,090.10	▶ 59.72	3,500.00
TRANSFER TO CAPITAL	0.00	#DIV/0!	0.00
BANK CHARGES	1,236.37	▶ 103.03	1,200.00
CASH ROUNDING	-0.10	#DIV/0!	0.00
BAD DEBTS - PROPERTY TAXES	0.00	#DIV/0!	0.00
TRANSFER TO RSERVES	0.00	▶ 0.00	35,502.71
TOTAL	358,643.64	▶ 57.38	625,063.21

**PROTECTIVE SERVICES
(FIRE)**

REPAIRS & MAINTENANCE (BUILDING)	63.72	▶ 1.27	5,000.00
INSURANCE (BUILDING)	1,202.00	▶ 102.10	1,177.27
UTILITIES (ELECTRICITY)	1,793.97	▶ 44.85	4,000.00
UTILITIES (GAS)	3,898.04	▶ 97.45	4,000.00
TOTAL	6,957.73	▶ 49.08	14,177.27

EMERGENCY MANAGEMENT

FEES & SUBSCRIPTIONS	0.00	#DIV/0!	0.00
TRAINING & DEVELOPMENT	0.00	▶ 0.00	500.00
TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	▶ 0.00	2,000.00
TOTAL	0.00	▶ 0.00	2,500.00

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

TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
TRAINING & DEVELOPMENT	0.00	#DIV/0!	0.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00	▶ 0.00	60.00
TELEPHONE	31.80	▶ 21.20	150.00
CONTRACTED BYLAW ENFORCEMENT SERVICES	0.00	#DIV/0!	0.00
CONTRACTED SERVICES OTHER	0.00	▶ 0.00	200.00
ALBERTA POLICE FUNDING MODEL	65,985.00	▶ 99.18	66,529.00
RED DEER COUNTY PROTECTIVE SERVICES	2,750.00	▶ 7.51	36,600.00
LEGAL & PROFESSIONAL FEES	0.00	▶ 0.00	200.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	▶ 0.00	150.00
TOTAL	68,766.80	▶ 66.19	103,889.00

ANIMAL

CONTRACTED SERVICES (VETERINARY)	0.00	▶ 0.00	100.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	▶ 0.00	250.00
TOTAL	0.00	▶ 0.00	350.00

PUBLIC WORKS

PAYROLL	120,448.22	▶ 56.37	213,681.60
PAYROLL (SUMMER STUDENTS)	10,421.12	▶ 48.97	21,280.00

EMPLOYMENT & CRA CONTRIBUTIONS	21,915.77	▶ 46.63	47,000.00
TRAINING & DEVELOPMENT	0.00	▶ 0.00	1,000.00
TRAVEL & SUBSISTENCE	60.42	▶ 20.14	300.00
TELEPHONE (LAND LINES & CELL PHONE)	989.57	▶ 47.12	2,100.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	▶ 0.00	100.00
ALBERTA ONE CALL SERVICES	487.53	▶ 100.10	487.06
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	0.00	▶ 0.00	400.00
SECURITY & ALARMS	455.20	▶ 65.97	690.00
INTERNET SERVICES	480.01	▶ 34.78	1,380.00
CONTRACTED SERVICES OTHER	2,435.49	▶ 1,217.75	200.00
REPAIRS & MAINTENANCE (CASE GRADER)	6.50	▶ 0.13	5,000.00
REPAIRS & MAINTENANCE (BOBCAT SKID STEER)	1,493.87	▶ 59.75	2,500.00
REPAIRS & MAINTENANCE (OTHER)	1,344.38	▶ 268.88	500.00
BUILDING REPAIRS & MAINTENANCE (WORKSHOP)	4,349.36	▶ 86.99	5,000.00
BUILDING REPAIRS & MAINTENANCE (GARAGE)	0.00	▶ 0.00	500.00
REPAIRS & MAINTENANCE (4 WHEEL LOADER)	8,447.32	▶ 153.59	5,500.00
BUILDING REPAIRS & MAINTENANCE (QUONSET)	137.25	▶ 27.45	500.00
REPAIRS & MAINTENANCE (STERLING TRUCK)	606.06	▶ 30.30	2,000.00
REPAIRS & MAINTENANCE F150 (2007)	0.00	▶ 0.00	1,000.00
REPAIRS & MAINTENANCE F350 (SAND / WATER TRUCK)	215.99	▶ 10.80	2,000.00
REPAIRS & MAINTENANCE F250 (2018)	11.54	▶ 1.15	1,000.00
REPAIRS & MAINTENANCE F550 (2013)	110.44	▶ 5.52	2,000.00
REPAIRS & MAINTENANCE F150 (2018)	0.00	▶ 0.00	1,000.00
REPAIRS & MAINTENANCE F150 (2019)	365.00	▶ 73.00	500.00
REPAIRS & MAINTENANCE GENERAL	0.00	▶ 0.00	500.00
EQUIPMENT RENTALS & SERVICES	0.00	▶ 0.00	400.00
INSURANCE	9,171.25	▶ 81.35	11,274.43
MISCELLANEOUS GOODS & SUPPLIES	1,494.94	▶ 27.18	5,500.00
FUEL / OIL / ADDITIVES	7,500.55	▶ 50.00	15,000.00
PERSONAL PROTECTIVE EQUIPMENT	1,248.26	▶ 35.66	3,500.00
UTILITIES (ELECTRICITY)	1,435.20	▶ 39.87	3,600.00
UTILITIES (GAS)	2,201.25	▶ 62.89	3,500.00
TRANSFER TO PUBLIC WORKS RESERVES	0.00	▶ 0.00	9,400.00
TOTAL	197,832.49	▶ 53.43	370,293.09

ROAD MAINTENANCE

STREET SWEEPING	0.00	▶ 0.00	5,500.00
ROAD PATCHING	36,541.43	▶ 121.80	30,000.00
SNOW REMOVAL	12,965.90	▶ 51.86	25,000.00
ROAD / SIDEWALK REPAIRS	0.00	▶ 0.00	25,000.00
REPAIRS & MAINTENANCE (STREET LIGHTS)	0.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (STREET SIGNS)	209.60	▶ 10.48	2,000.00
INSURANCE	1,737.00	▶ 80.81	2,149.56
MISCELLANEOUS GOODS & SUPPLIES	85.67	▶ 4.28	2,000.00
ROAD PAINT (MATERIALS & EQUIPMENT)	0.00	▶ 0.00	5,000.00
SAND & GRAVEL	45.00	▶ 0.75	6,000.00
UTILITIES (ELECTRICITY) STREET LIGHTS	41,820.29	▶ 52.28	80,000.00
TOTAL	93,404.89	▶ 51.14	182,649.56

WATER & PUMPHOUSE

TRAINING & DEVELOPMENT	0.00	▶ 0.00	1,100.00
TRAVEL & SUBSISTENCE	0.00	▶ 0.00	1,000.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00	▶ 0.00	600.00
TELEPHONE (LANDLINE)	195.84	▶ 49.98	391.80
COMPUTERS & IT (REPAIRS & MAINTENANCE)	4,163.00	▶ 52.04	8,000.00
WATER TESTING & TESTING EQUIPMENT	196.20	▶ 19.62	1,000.00
HACH COLORIMETER CALIBRATION	209.65	▶ 58.33	359.40
SECURITY & ALARMS	293.71	▶ 50.00	587.40
INTERNET SERVICES	0.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (EQUIPMENT)	3,928.22	▶ 19.64	20,000.00
REPAIRS & MAINTENANCE (BUILDING)	0.00	▶ 0.00	1,500.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	15.98	▶ 0.04	40,000.00
REPAIRS & MAINTENANCE (CPR)	0.00	▶ 0.00	50.00
INSURANCE	12,778.00	▶ 87.27	14,641.50
MISCELLANEOUS GOODS & SUPPLIES	17.97	▶ 0.30	6,000.00
SMALL EQUIPMENT PURCHASES	0.00	#DIV/0!	0.00
UTILITIES (ELECTRICITY)	5,304.90	▶ 44.21	12,000.00
UTILITIES (GAS)	1,930.87	▶ 38.62	5,000.00
REGIONAL WATER SUPPLIES (MVRWSC)	88,984.54	▶ 44.49	200,000.00

INFRASTRUCTURE LOAN (INTEREST)	4,402.81	▶ 51.90	8,482.75
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	14,068.08	▶ 49.43	28,459.03
BAD DEBTS (UTILITY BILLING)	0.00	▶ 0.00	100.00
TOTAL	136,489.77	▶ 39.08	349,271.88

WASTEWATER & STORMWATER

TRAINING & DEVELOPMENT	0.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (NORTH LIFT STATION)	0.00	▶ 0.00	2,000.00
SMALL PROJECTS (SUMP PUMP PROGRAM)	317.00	▶ 6.34	5,000.00
REPAIRS & MAINTENANCE (OTHER)	138.89	▶ 6.94	2,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	0.00	▶ 0.00	10,000.00
EQUIPMENT RENTALS & SERVICES	0.00	▶ 0.00	100.00
INSURANCE (NORTH LIFT STATION)	780.00	▶ 147.21	529.84
MISCELLANEOUS GOODS & SUPPLIES	0.00	▶ 0.00	100.00
UTILITIES (ELECTRICITY)	3,263.27	▶ 54.39	6,000.00
UTILITIES (GAS)	326.95	▶ 40.87	800.00
REGIONAL WASTEWATER COSTS (SRDRWSC)	166,289.11	▶ 47.51	350,000.00
INFRASTRUCTURE LOAN (INTEREST)	3,375.32	▶ 51.62	6,538.24
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	11,048.71	▶ 49.52	22,309.82
TOTAL	185,539.25	▶ 45.77	405,377.90

SOLID WASTE

CONTRACTED SERVICES (TOWN)	2,053.81	▶ 48.90	4,200.00
CONTRACTED SERVICES (RESIDENTIAL)	21,216.87	▶ 50.52	42,000.00
REQUISITIONS	1,408.92	▶ 100.00	1,408.92
TOTAL	24,679.60	▶ 51.84	47,608.92

RECYCLING

CONTRACTED SERVICES (RESIDENTIAL)	12,299.71	▶ 51.25	24,000.00
TOTAL	12,299.71	▶ 51.25	24,000.00

FCSS

ADMINISTRATIVE SERVICES	27,073.12	▶ 53.94	50,195.60
ADMINISTRATIVE COSTS	6,649.60	▶ 49.26	13,500.00
SPECIAL FUNCTIONS & PROGRAMS	618.06	▶ 61.81	1,000.00
TRAVEL & SUBSISTENCE	734.58	▶ 36.73	2,000.00
TELEPHONE	384.73	▶ 56.58	680.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	▶ 0.00	600.00
FCSS COMMUNITY CAPACITY / PROGRAMS	2,438.73	▶ 81.29	3,000.00
INTERNET SERVICES	690.00	▶ 50.00	1,380.00
JANITORIAL & CLEANING SUPPLIES	720.00	▶ 50.00	1,440.00
REPAIRS & MAINTENANCE (EQUIPMENT)	160.65	▶ 53.55	300.00
REPAIRS & MAINTENANCE (BUILDING)	1,617.50	▶ 161.75	1,000.00
INSURANCE	678.00	▶ 71.37	950.00
MISCELLANEOUS GOODS & SUPPLIES	3,791.91	▶ 151.68	2,500.00
GOODS & SUPPLIES (VOLUNTEER SUPPER)	1,765.79	▶ 98.10	1,800.00
GOODS & SUPPLIES (VOLUNTEER MILEAGE)	0.00	▶ 0.00	100.00
GOODS & SUPPLIES (VOLUNTEER APPRECIATION)	856.93	▶ 190.43	450.00
DONATIONS	200.00	▶ 100.00	200.00
UTILITIES (ELECTRICITY)	1,120.09	▶ 53.34	2,100.00
UTILITIES (GAS)	1,602.79	▶ 64.11	2,500.00
REQUISITIONS (CITY OF RED DEER)	0.00	▶ 0.00	13,271.66
TOTAL	51,102.48	▶ 51.64	98,967.26

CEMETERY

CONTRACTED SERVICES (WEED CONTROL)	0.00	▶ 0.00	1,200.00
CONTRACTED SERVICES (BURIALS)	1,500.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (GENERAL)	299.99	▶ 6.00	5,000.00
MISCELLANEOUS GOODS & SUPPLIES	280.00	▶ 14.00	2,000.00
DONATIONS (CEMETERY ASSOCIATION)	0.00	▶ 0.00	2,000.00
TOTAL	2,079.99	▶ 20.39	10,200.00

PLANNING & DEVELOPMENT

CONTRACTED SERVICES (INSPECTIONS)	7,150.00	▶ 59.58	12,000.00
PLANNING & LEGAL FEES	2,781.03	▶ 556.21	500.00
LAND TITLE FEES	0.00	▶ 0.00	50.00
ENGINEERING & CONSULTANCY	7,143.15	▶ 142.86	5,000.00
TOTAL	17,074.18	▶ 97.29	17,550.00

ECONOMIC DEVELOPMENT

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

SENIORS	REQUISITIONS (PARKLAND)	3,575.00	▶ 100.00	3,575.00	
	TOTAL	3,575.00	▶ 100.00	3,575.00	
LAND	LEGAL & PROFESSIONAL FEES	0.00	▶ 0.00	300.00	
	CONTRACTED SERVICES	2,455.15	▶ 81.84	3,000.00	
	DESIGNATED INDUSTRIAL PROPERTY TAXES	0.00	▶ 0.00	2,000.00	
	ADVERTISING / PROMOTIONS / MARKETING	0.00	▶ 0.00	200.00	
	TOTAL	2,455.15	▶ 44.64	5,500.00	
PARADE	MISCELLANEOUS GOODS & SUPPLIES	648.11	▶ 21.60	3,000.00	
	TOTAL	648.11	▶ 21.60	3,000.00	
SPECIAL EVENTS	MISCELLANEOUS GOODS & SUPPLIES	72.31	▶ 2.89	2,500.00	
	TOTAL	72.31	▶ 2.89	2,500.00	
RECREATION (ARENA)	PAYROLL	69,360.48	▶ 55.25	125,545.00	
	EMPLOYMENT & CRA CONTRIBUTIONS	13,809.36	▶ 57.54	24,000.00	
	TRAINING & DEVELOPMENT	735.00	▶ 91.88	800.00	
	TRAVEL & SUBSISTENCE	52.89	▶ 17.63	300.00	
	MEMBERSHIP FEES & CONFERENCE COSTS	366.62	▶ 61.10	600.00	
	TELEPHONE (CELL PHONE)	992.20	▶ 66.15	1,500.00	
	CONTRACTED SERVICES (CIMCO)	3,975.00	▶ 96.95	4,100.00	
	SECURITY & ALARMS	254.95	▶ 41.46	615.00	
	CONTRACTED SERVICES (ICE EQUIPMENT)	502.00	▶ 55.78	900.00	
	CONTRACTED SERVICES (ICE PAINTING)	0.00	▶ 0.00	4,000.00	
	FIRE SYSTEMS & EQUIPMENT	249.55	▶ 11.34	2,200.00	
	INTERNET SERVICES	805.00	▶ 58.33	1,380.00	
	CONTRACTED SERVICES (PEST CONTROL)	1,230.00	▶ 49.20	2,500.00	
	CONTRACTED SERVICES (OTHER)	480.00	▶ 16.00	3,000.00	
	REPAIRS & MAINTENANCE (PLANT ROOM)	6,004.40	▶ 100.07	6,000.00	
	REPAIRS & MAINTENANCE (OLYMPIA)	5,719.82	▶ 114.40	5,000.00	
	REPAIRS & MAINTENANCE (OTHER)	130.50	▶ 26.10	500.00	
	REPAIRS & MAINTENANCE (BUILDING)	10,450.67	▶ 95.01	11,000.00	
	REPAIRS & MAINTENANCE (GENERAL)	597.51	▶ 119.50	500.00	
	EQUIPMENT RENTALS & SERVICES	0.00	▶ 0.00	200.00	
	INSURANCE	16,736.25	▶ 95.81	17,468.48	
	MISCELLANEOUS GOODS & SUPPLIES	2,536.49	▶ 50.73	5,000.00	
	PROPANE SUPPLIES	611.80	▶ 40.79	1,500.00	
	UTILITIES (ELECTRICITY)	39,811.96	▶ 72.39	55,000.00	
	UTILITIES (GAS)	11,647.43	▶ 129.42	9,000.00	
	BAD DEBTS	0.00	▶ 0.00	500.00	
		TOTAL	187,059.88	▶ 66.07	283,108.48
	PARKS & AMENITIES	CONTRACTED SERVICES (WEED CONTROL)	0.00	▶ 0.00	12,000.00
		REPAIRS & MAINTENANCE (LAWN MOWERS)	1,198.96	▶ 47.96	2,500.00
		REPAIRS & MAINTENANCE (PLAYGROUNDS)	62.33	▶ 2.49	2,500.00
		REPAIRS & MAINTENANCE (COMMUNITY ACTION PARK)	0.00	▶ 0.00	2,500.00
		TREES / SHRUBS / PLANTS	0.00	▶ 0.00	10,000.00
REPAIRS & MAINTENANCE (WALKING TRAILS)		0.00	▶ 0.00	5,000.00	
REPAIRS & MAINTENANCE (DOG PARK)		0.00	#DIV/0!	0.00	
REPAIRS & MAINTENANCE (OTHER)		709.37	▶ 70.94	1,000.00	
EQUIPMENT RENTALS		45.90	▶ 1.84	2,500.00	
INSURANCE		209.00	▶ 91.34	228.82	
MISCELLANEOUS GOODS & SUPPLIES (PARKS)		756.51	▶ 10.09	7,500.00	
HANGING FLOWER BASKETS		0.00	▶ 0.00	3,500.00	
FUEL / OIL / ADDITIVES		1,572.49	▶ 39.31	4,000.00	
		TOTAL	4,554.56	▶ 8.56	53,228.82
LIBRARY		TELEPHONE (LANDLINE & FAX)	540.02	▶ 49.09	1,100.00
	SECURITY & ALARMS	202.05	▶ 74.83	270.00	
	FIRE SYSTEMS & EQUIPMENT MAINTENANCE	0.00	▶ 0.00	50.00	
	REPAIRS & MAINTENANCE (BUILDING)	0.00	▶ 0.00	1,000.00	
	INSURANCE	993.00	▶ 103.50	959.45	
	MISCELLANEOUS GOODS & SUPPLIES	0.00	#DIV/0!	0.00	
	UTILITIES (ELECTRICITY)	2,105.31	▶ 52.63	4,000.00	
UTILITIES (GAS)	1,125.44	▶ 53.59	2,100.00		

APPROPRIATION (PUBLIC LIBRARY BOARD)	5,833.90	▶	50.00	11,667.78
REQUISITION (PARKLAND LIBRARY BOARD)	0.00	▶	0.00	10,283.50
TOTAL	10,799.72	▶	34.36	31,430.73

MUSEUM

FIRE SYSTEMS & EQUIPMENT MAINTENANCE	0.00	▶	0.00	100.00
SECURITY & ALARMS	209.65	▶	58.33	359.40
REPAIRS & MAINTENANCE (BUILDING)	541.91	▶	27.10	2,000.00
INSURANCE	2,952.00	▶	105.08	2,809.27
TOTAL	3,703.56	▶	70.29	5,268.67

COMMUNITY CENTRE

DONATIONS (COMMUNITY CENTRES)	0.00	▶	0.00	10,000.00
	0.00	▶	0.00	10,000.00

TOTAL (ALL EXPENDITURES)	1,577,593.82	▶	51.10	3,087,542.62
----------------------------------	---------------------	---	--------------	---------------------

OPERATING SURPLUS / DEFICIT	607,991.34			0.00
------------------------------------	-------------------	--	--	-------------

Water v Wastewater Comparative

2023

	Water Quantity		Wastewater Quantity		Variance m ³
	Invoiced by MVRWSC m ³		Invoiced by SRDRWC m ³		
January	11216	●	8470	●	-2746
February	12866	●	7858	●	-5008
March	19780	●	13630	●	-6150
April	10963	●	9748	●	-1215
May	11370	●	15959	●	4589
June	11264	●	15800	●	4536
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
TOTAL	77459		71465		-5994
AVERAGE	12910		11911		

2024

	Water Quantity		Wastewater Quantity		Variance m ³
	Invoiced by MVRWSC m ³		Invoiced by SRDRWC m ³		
	7108	●	8488	●	1380
	6980	●	7383	●	403
	7204	●	7391	●	187
	7443	●	12353	●	4910
	7047	●	15689	●	8642
	8456	●	11209	●	2753
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
	0	●	0	●	0
TOTAL	44238		62513		18275
AVERAGE	7373		10419		

Regular Council Meeting: July 22, 2024.	Agenda Item: 9.b
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 MSI Financial Summary Report 2 LGFF funding letter dated May,21,2024

9.b MSI / LGFF Funds Statement Report

9.b (i) Purpose

Administration submits to Council a statement of current / future funds available for capital projects.

9.b (ii) Background

The information has been prepared as a follow up response to the recently received MSI / LGFF correspondence from Alberta Municipal Affairs regarding the "Investment in Infrastructure" ratio. (correspondence submitted in Business Arising).

9.b (iii) MSI

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

(a) Total funds allocated (since 2007)	\$4,618,891.00	
(b) Income earned (interest)	\$ 121,878.00	
(c) Funds allocated to past projects	\$3,714,213.00	
(d)	\$1,026,556.00	(a+b-c)
(e) Funds allocated to current projects	\$ 590,053.00	
(f) Funds available for future projects	\$ 436,503.00	(d-e)

Administration has requested and received written confirmation via email from the Director (Grant Program Delivery) that the amount of MSI capital funding available for future projects is \$436,503.00.

These funds must be spent within 5 years of the fund allocation date.

9.b (iv) LGFF

Administration has received correspondence from Municipal Affairs confirming the 2024 LGFF Capital and Operating allocations (as follows):

- 2024 LGFF Capital allocation **\$362,245.00**
- 2024 LGFF Operating allocation **\$162,042.00**

Motion by Councillor _____ that Council accepts the MSI / LGFF financial statements as information.

000091

TOWN OF BOWDEN

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$124,125	\$124,125	\$0	100	Certified	\$1,401	\$0
2008	\$124,302	\$124,302	\$0	100	Certified	\$4,461	\$0
2009	\$94,945	\$94,945	\$0	100	Certified	\$484	\$349,234
2010	\$284,777	\$284,777	\$0	100	Certified	\$0	\$285,261
2011	\$287,419	\$287,419	\$0	100	Certified	\$31	\$287,450
2012	\$290,526	\$290,526	\$0	100	Certified	\$0	\$189,000
2013	\$288,931	\$288,931	\$0	100	Certified	\$0	\$12,288
2014	\$368,169	\$368,169	\$0	100	Certified	\$1,032	\$0
2015	\$362,856	\$362,856	\$0	100	Certified	\$2,700	\$1,112,926
2016	\$349,266	\$349,266	\$0	100	Certified	\$105,000	\$0
2017	\$346,489	\$346,489	\$0	100	Certified	\$3,108	\$386,804
2018	\$424,574	\$424,574	\$0	100	Certified	\$2,655	\$401,348
2019	\$257,567	\$257,567	\$0	100	Certified	\$1,006	\$82,850
2020	\$326,591	\$326,591	\$0	100	Certified	\$0	\$211,926
2021	\$380,088	\$380,088	\$0	100	Certified	\$0	\$0
2022	\$154,133	n/a	n/a	0	Certified	\$0	\$35,000
2023	\$154,133	n/a	n/a	0	Certified	\$0	\$360,126
Total	\$4,618,891	\$4,310,625	\$0			\$121,878	\$3,714,213

"Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$0	\$0

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	12	21	33
Total Project Costs	\$590,053	\$6,967,428	\$7,557,481
Total MSI Funding to be Applied	\$590,053	\$4,013,041	\$4,603,094
Total MSI Funding Applied	\$0	\$3,714,213	\$3,714,213

* Amounts reflect the total increase or decrease to the original accepted amounts.

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114112

May 21, 2024

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

Dear Mayor Stuart:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Town of Bowden:

- The 2024 LGFF Capital allocation is \$362,245.
 - This includes \$70,694 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2024 LGFF Operating allocation is \$162,042.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$388,583. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

.../2

- 2 -

The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,



Ric McIver
Minister

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

Regular Council Meeting: July 22, 2024.	Agenda Item: 9.c
Prepared by: Arno Glover	Approved by: n/a
Report Type: RFD	Attachment(s): 1 Business Case Form (Capital Budget 2024)

9.c Pumphouse / Reservoir (Additional Capital Projects)**Request**

Administration submits to Council a request for further additional capital expenditure on Pumphouse projects.

Reference should be made to the attached Business Case Form.

Motion by Councillor _____ that Council approves the capital project proposal submitted as per the attached Business Case Form for additional Pumphouse capital expenditure projects.

BUSINESS CASE FORM (Capital Budget 2024)

Overview:

Project Type:	2024 Capital Project
Project Name:	Pumphouse / Reservoir Upgrades (Additional Projects)
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	Infrastructure and Asset Management Water infrastructure is a tangible capital asset which is the responsibility of the Town to maintain.
Business Driver:	<p>These projects are part of a continuing objective of upgrades to plant & equipment within the Pumphouse / Reservoir (this is a continuation of a proactive program that originally commenced in 2019 to replace and upgrade equipment that was in urgent need of upgrade, preventative maintenance or replacement).</p> <p>This business case study is an addition to the pumphouse capital projects previously approved by Council. ie: the overhaul of Pump P102 and the implementation of a reservoir transmitter.</p>

Background:

1

The Pumphouse building located at 2209 24a Crescent contains plant and equipment that distributes treated water, supplied by MVRWSC into the Towns' distributed water system. The original engineering design and equipment is 40 years old.

A series of 4 alternating electric pumps (P101 to P104) draw water up from the reservoir (according to measured flow demand) which is then stored temporarily under pressure (55psi) in a mains header system prior to distribution throughout the Town.

The pumps are sequenced by logic within a SCADA (Supervisory Control & Data Acquisition) system.

Each pump is operated / controlled by a Variable Frequency Drive unit (VFD).

A variable frequency drive is a device that controls the speed and torque of an AC motor by adjusting the frequency and voltage of the power supply.

By changing the frequency and voltage supplied to the motor, the VFD controls the speed and torque, adapting the pumps performance to varying load requirements.

VFD's improve energy efficiency by matching motor speed to the actual load, significantly reducing power consumption, especially in variable torque applications like pumps and fans.

2

In the past 4 years the Town has replaced (upgraded) 2 of the 4 VFD's.

- Replacement of Variable Frequency Drive for Pump 104.
- Replacement of Variable Frequency Drive for Pump 101.

3**Investigation into numerous reports of VFD Fault Alarms.**

On January 17, 2024, Johnson Controls were contracted to investigate a recurring number of VFD Drive Fault Alarms these being reported on P101 VFD / P102 VFD / P104 VFD.

The common fault code being reported is Fault Code 10.

Fault Code 10 as referenced in the VFD operating manual is described as:

Possible Cause	Input line phase is missing.
Remedy	Check supply voltage, fuses, and cable.

Johnson Controls conducted a check and power test on the supply input voltage of all 4 VFD's to determine the stability of the main power supply to each VFD.

They concluded:

- 19 out of the last 20 faults reported were Fault Code 10.
- the presence of phase voltage differences from the Westinghouse Motor Control Centre (MCC) to the VFD's.

Johnson Controls recommended the following:

- i. conduct a voltage phase monitoring exercise on the power supply either to the building or from the MCC. This may require liaison with either Fortis Alberta or a specialist electrical installation company.
- ii. installation of 4 AC voltage stabilizers to regulate and provide a stable electricity supply to each VFD.

4**Current State**

These fault 10 codes continue to be reported on a regular basis by the SCADA system.

The VFD's are designed to lock out when a power supply variance occurs as a means of self-protection.

However, VFD 102 shut down in July and cannot be restarted (inoperable).

5**Required Actions**

Administration has contacted two commercial electrical companies to provide estimates on the remedial work required to remediate the power supply problems. Estimates will provide for the supply of 4-line filters to be installed upstream of the VFD's to clean the incoming power feeding the VFD's so as to eliminate the harmonics that are the cause of the faults in the electronics (harmonics are frequency changes caused by fluctuating power supplies).

VFD 102 will require removal and replacement and a new unit will require configuration and commissioning.

6**Proposal**

Administration requests that Council consider all the following additional updates to the Pumphouse:

- i. rectification of the power supply issues,
- ii. replacement of VFD 102 (inoperable unit),
- iii. replacement of VFD 103 (old unit),
- iv. Metasys (SCADA system) upgrade – the current software release is version 13 – the Town is currently on version 10.

Additionally the SQL software version also requires updating (Structured Query Language is a software language used to manage, store and retrieve data, in a relational database management system).

Operational / Community Need:

Opportunity Statement:	With a current commitment required to utilize MSI grant funds on infrastructure projects these additional projects assist in: <ul style="list-style-type: none"> • infrastructure spending, • measures to improve the "Investment in Infrastructure Ratio" as measured by the Alberta Government, Municipal Indicators. • a managed process of continual upgrade of pumphouse equipment and operations.
Project Outcome:	1 Completion of these projects provides reassurance that the 4 main pumps will operate upon demand as scheduled by the SCADA logic without continuing to fail due to power supply problems. 2 Installing 2 new VFD's will update all 4 devices to the same standard, make and (approximate) year of build. 3 Upgrade of the SCADA software version will bring enhancements in connectivity, security & reliability and allow ongoing support, patching and future development to be maintained.
Project Requirements:	1 Installation of 4x voltage stabilizers 2 Removal, replacement, reconfiguration and commissioning of 2 new VFD's. 3 Upgrade of SCADA / SQL software.
Assumptions:	None made
Constraints:	None identified
Dependencies:	Contractor liaison. MSI Project Approval
Risk:	Contractor availability not yet determined.

Proposal:

Recommendation:	To contract directly with chosen contractors.						
Deciding Factor:	Sole source purchase (no tender process required) in accordance with section 10 of Town's Procurement Policy <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>						
Cost:	<table> <tr> <td>Electrical Power Filters</td> <td>\$15,000.00</td> </tr> <tr> <td>VFD Replacement x 2</td> <td>\$ 8,090.00</td> </tr> <tr> <td>SCADA calibration</td> <td>\$ 1,000.00 (estimate)</td> </tr> </table>	Electrical Power Filters	\$15,000.00	VFD Replacement x 2	\$ 8,090.00	SCADA calibration	\$ 1,000.00 (estimate)
Electrical Power Filters	\$15,000.00						
VFD Replacement x 2	\$ 8,090.00						
SCADA calibration	\$ 1,000.00 (estimate)						

	SCADA software upgrade \$19,680.00 (this includes software licensing, labour, and application of internet connectivity security updates).
Contracting & Procurement:	Payment to be made upon satisfactory completion of work, calibration and testing.
Any other relevant factors:	All contractors are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

Project Implementation:

Project Manager(s):	CAO
Project Start & End Date:	asap (subject to contractor scheduling and availability)
Risk:	Minimal (there is no disruption to operational service levels / distribution of water).
Project Review Strategy:	n/a
Project Performance Measurement:	Removal of persistent error code 10 reporting Successful operation of all equipment (testing required) Successful incorporation of new VFD equipment with the SCADA control system. Successful operation of updated SCADA / SQL software
Change Management:	Administration to incorporate this capital project in the water asset schedules within the Asset Management Plan.

Photo (VFD's)



Regular Council Meeting: July 22, 2024.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 Red Deer County Protective Services May Enforcement Contract Letter.

Content:

10.a Red Deer County Protective Services May 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

June 6, 2024

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: May Enforcement Contract

Please be advised for the month of May, Red Deer County Patrol Officers spent 12 hours and 29 minutes in the Town of Bowden.

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

- 2024.05.11 at 1402 – Signal light not working;
- 2024.05.11 at 1402 – Fail to produce insurance; and
- 2024.05.25 at 1127 – Speeding.

Of the 12 hours and 29 minutes in Bowden, 8 hours and 54 minutes were spent responding to and investigating complaints forwarded from the Town. Some of which include the following:

- Animal Ownership Licensing and Control Bylaw,
- Nuisance Bylaw; and
- Traffic Bylaw

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Irv Heide", with a long horizontal flourish extending to the right.

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

Regular Council Meeting: July 22, 2024.	Agenda Item: 11.a / 11.b / 11.c
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 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**
No reports submitted.

Regular Council Meeting: July 22, 2024.	Agenda Item: 11
Prepared by: Arno Glover	Approved By: n/a
Report Type: Information	Attachment(s):

1 Public Works Operator

A job opening advertisement was placed on the "Indeed" recruitment website at the beginning of July for the position of Public Works Operator II (with the prerequisite of Water & Wastewater certifications).

This was an open competitive search for a replacement for the Public Work Supervisor.

There were 39 resumes received in response to the advertisement. A short list of 3 candidates was drawn up based on qualifications and experience relative to Municipal Public Works operations.

The position was filled by the person who best met all of the requirements of the role.

The position offered was that of Public Works Operator I (a lesser grade to that advertised).

The current reporting structure within Public Works has removed the position of Public Works Supervisor.

I will be working with all members of Public Works to produce a list of all operational functions within the department and for each of the identified functions allocate a "Team Lead" responsible for the day-to-day management of each task.

It will be a priority this year for two members of the Public Works team to make significant progress to attain certification in water and wastewater operations.

2 Bowden Daze Parade

The Bowden Daze Parade was a resounding success.

I provided assistance to Public Works on the day as well as fulfilling the role of Parade Organizer.

Subsequently I have held a post event review meeting with Public Works to document and prepare a checklist of items / reference notes for future parade events.

3 Employee Engagement Program

This program will continue in the future with the aim of completing those tasks identified through the workgroup sessions.

A regular schedule of staff meetings has been created (every second and fourth Wednesday of each month) to improve inter department communications and to discuss and give input / feedback on matters arising.

4 Capital Projects Update

Capital projects are progressing.

Aecon Construction is in Town providing the Highway 2A upgrade. The work in Town involves the milling (cold planing) of the road surface to remove the existing layer of asphalt. This is necessary in order that the road height is not changed which would affect curbs, manholes and water valves.

The new fence at the golf course boundary has been installed. Work is continuing with the cutting of the walking trail, lining with a weed barrier control barrier and the compaction of the gravel base foundation. Once this work is complete the asphalt layer will be put down.

The wastewater CCTV project is scheduled to commence on August 5th.

5 Alberta Environment Audit

The Town received at short notice a full audit of its water operations by an Environmental Protection Officer from Alberta Environment.

In order to satisfy the requirement for having a Level 1 Water Operator the Town has an agreement with MVRWSC for a certified water operator to provide a compliance "sign off" each month.

The audit was completed without any major items of noncompliance. Some minor matters have been addressed to the satisfaction of the EPO.

Ongoing projects in the Reservoir / Pumphouse are necessary in order to ensure that the facility remains efficient and fully operational.

Day to day oversight and ownership of the Reservoir / Pumphouse operations are now the responsibility of the CAO.

6 FOIP Request for Information


The Town has completed the FOIP request made on April 2, 2024, for documentation pertaining to Development Permit Applications DB-23-013 and DB-24-001.

The documents were submitted to the applicant on July 18th.

7 Bowden App (internet application)

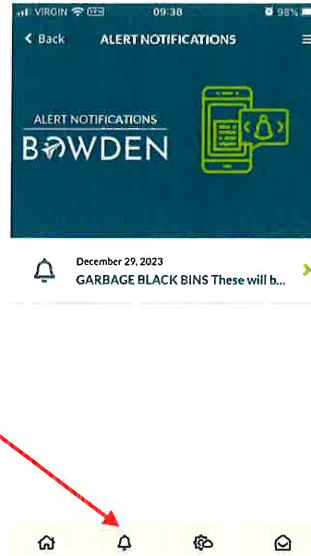
Administration has been working with Catalis in order to refine and further develop the Town of Bowden app in order that the functionality of push notifications operates correctly as required.

The current software functionality available to the Town web site administrators (Arno & Melissa) is as follows:

- i. Push notifications to the "app" can be sent out via the web site content management software.
- ii. Push notifications to the "app" are displayed on the "app" as Alert Notifications.
- iii. Alert notifications are viewed through the  icon on the bottom of the "app" screen.

An example of the current use of this software functionality is provided below.

Bell icon



However, the **limitations** within the current software are:

- there is no capability to provide a message alert sound or notification to the “app” user when the notification is pushed out to the users’ smart phone or tablet,
- unlike most other apps there is no provision of an alarm indicator on the bell icon to signal to a user that a new alert notification has been pushed out.

For example, an enhanced bell icon capability as shown opposite:



To date there has been considerable dialogue with both Catalis and Apple regarding prerequisite necessary updates to the Apple developer agreement, and behind the scenes upgrades to the development software.

The latest update (July 18th) from Catalis states, *“Testing of the code is still being undertaken but we hope to have a working model for the live environment next week”*.

There is no indication of the cost of this development work however we anticipate that some of the cost will be offset by the number of development days provided each year within the scope of the ongoing support agreement.

8 CAO Transition

The transition of CAO’s duties continues without any major issues.

Some revisions to internal processes and procedures have been put into immediate effect.

Further changes and improvements in processes and operational matters will take time to implement as these are subject to further review, understanding, focus, priorities and timings.