



Town of Bowden - Regular Council Meeting

AGENDA

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday 25 November 2024**, at 7:00pm.

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| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES | |
| 3.a November 12, 2024, Regular Council Meeting | 2 - 5 |
| 4. PUBLIC HEARING | |
| None scheduled. | |
| 5. DELEGATION | |
| None scheduled. | |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES | |
| 6.a Bowden Hotel. | 6 |
| 6.b Council Resolutions Follow Up Action Summary | 7 - 8 |
| 6.c Key Dates. | 9 |
| 6.d Red Deer & District FCSS Multi Operating Agreement | 10 -12 |
| 7. BYLAWS & POLICIES | |
| 7.a Business Licence Bylaw 09 / 2024 (second reading) | 13 - 41 |
| 7.b Municipal Election Bylaw 10 / 2024 (first) | 42 - 72 |
| 8. NEW BUSINESS | |
| 8.a Extended Producer Responsibility Regulation | 73 |
| 9. FINANCIAL | |
| 9.a Operating Budget 2025 | 74 - 90 |
| 10. CORRESPONDENCE | |
| No correspondence received | |
| 11. REPORTS | |
| 11.a CAO's Report. | 91 - 94 |
| 11.b Council Committee Reports. | 95 - 96 |
| 11.c Society & Other Reports. | 97 → |
| 12. CLOSED SESSION OF COUNCIL ("in camera") | |
| 12.a Public Library Report Meeting Minutes November 13, 2024 (Confidential).
This closed meeting of Council is permitted by section 197 of the MGA.
An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of
Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of:
Section 27 "deemed to be privileged information". | |
| 13. MEETING ADJOURNMENT | |

BOWDEN

Town of Bowden – Regular Council Meeting
held on Tuesday 12th November 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	Wayne Milaney	
	Councillor	Sandy Gamble	
	Councillor	Marie Flowers	

ADMINISTRATION	CAO	Arno Glover
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2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Paul Webb that Council adopts the minutes of the Organizational Meeting of Council of October 28, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

Motion 3.b.

Moved by Councillor Sandy Gamble that Council adopts the minutes of the Regular Council Meeting of October 28, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There was no public hearing.

5. DELEGATION

There was no delegation present.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

Administration reported that the Provincial Government is waiting on the Land Titles Office to complete the transfer to the Crown (free of all encumbrances).

Motion 6.a

Moved by Councillor Randy Brown that Council accepts Business Arising agenda item 6.a as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.b Council Resolutions Requiring Follow Up Action

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

Administration requested that motion 6.b made during the RCM of June 25, 2024 be rescinded reference conducting a street light audit with Fortis Alberta as the cost was deemed to be prohibitive.

Motion 6.b

Moved by Councillor Paul Webb that Council rescind motion 6.b passed in the Regular Council Meeting of June 25, 2024 and that any future street light audit be conducted using Town resources.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.c Key Dates

Administration provided Council with forthcoming key dates.

Motion 6.c

Moved by Councillor Marie Flowers that Council accepts Business Arising agenda item 6.c as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.d Communications Tower

Administration provided Council with an update on both the Consent & Access Agreement and the Land Lease Agreement.

It was proposed that the Mayor and the CAO review the Land Lease Agreement.

Motion 6.d

Moved by Councillor Sandy Gamble that Council accepts Business Arising agenda item 6.d as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.e Land Annexation

Administration provided Council with an update on the Land Annexation.

It was stated that there was no progress with the Negotiation Report submitted to the Land & Property Rights Tribunal.

Motion 6.e

Moved by Councillor Marie Flowers that Council accepts Business Arising agenda item 6.e as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES**Agenda item 7.a Business Licence Bylaw 09 / 2024**

Administration submitted to Council first draft of a revised Business Licence Bylaw.

Administration is to submit the Business Licence Bylaw to Council for second reading at the RCM of November 25, 2024.

Council is requested to debate the bylaw content and propose amendments by resolution.

Motion 7.c moved by Councillor Paul Webb that Council give first reading to Business Licence Bylaw 09 / 2024.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS

Agenda item 8.a Grants & Donation Policy (Financial Assistance Request)

Administration provided Council with information pertaining to the financial assistance request submitted by Bowden Minor Hockey.

Motion 8.a

Moved by Councillor Marie Flowers that Council approves a donation of \$400.00 as requested by Bowden Minor Hockey.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b CAEP Director Nomination Agreements

Administration provided Council with municipal nomination forms for CAEP Director positions.

Motion 8.b

Moved by Councillor Randy Brown that Council accepts the nomination forms as information

MOTION CARRIED UNANIMOUSLY

Agenda item 8.c Tim Hortons Smile Cookie Campaign

Administration provided Council with information relating to the Holiday Smile Cookie Campaign that runs from 18 to 24 November and the assistance request received from the Bowden Lions Club for volunteers.

Motion 8.c

Moved by Councillor Randy Brown that Council accepts the request as information

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

No agenda item submitted.

10. CORRESPONDENCE

Agenda item 10.a Red Deer County Protective Services

Motion 10.a

Moved by Councillor Randy Brown that Council accepts the submitted item of correspondence as information.

MOTION CARRIED UNANIMOUSLY

11. REPORTS

Agenda item 11.a CAO's Report

CAO Arno Glover provided Council with an overview of the items included within the CAO's report.

Motion 11.a

Moved by Councillor Randy Brown that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

Bowden Public Library Board (minutes of meeting of October 16, 2024)

Agenda item 11.c Society & Other Reports

(i) Alberta Legislate Session 1 Summary Report (November 4 – 7)

Motion 11.b

Moved by Councillor Randy Brown that Council accepts submitted reports 11.b. and 11.c.(i) as information.

MOTION CARRIED UNANIMOUSLY

12. CLOSED SESSION OF COUNCIL (“in camera”)

Agenda item 10.b.

Agenda item 10.c.

Agenda item 11.c.(ii).

Agenda item 11.c.(iii).

Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 “is deemed to be privileged information”.

Motion 12.a

Moved by Councillor Marie Flowers at 8:09 p.m. that Council moves to an “in-camera” session as per section 27 of the FOIP Act.

MOTION CARRIED UNANIMOUSLY

Motion 12.b

Moved by Councillor Sandy Gamble at 8:37 p.m. that Council return to an “open meeting” of Council.

MOTION CARRIED UNANIMOUSLY

Moved by Councillor Marie Flowers that Council accepts the submitted items of correspondence (agenda items 10.b. & 10.c.) and reports (agenda items 11.c.(ii). & 11.c.(iii)) as information.

MOTION CARRIED UNANIMOUSLY

13. MEETING ADJOURNMENT**Motion 13.a**

Moved by Councillor Marie Flowers at 8:38 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Arno Glover

Regular Council Meeting: November 25, 2024.	Agenda Item: 6.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s):

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

6.a Bowden Hotel (*For Information*)

1

Administration has signed a Discharge of Tax Notification. The document will be sent to the Land Titles office to formally discharge the Municipal encumbrance from the property title.

The unrecoverable amount of municipal tax owed is \$297,201.95.

2

Administration is currently in liaison with a Property Agent from Acquisitions Sales & Development with Alberta Infrastructure to ensure that the discharge of tax process is duly completed.

Recommended Motion:

Motion by Councillor _____ that Council accepts Business Arising agenda item 6.a as information.

Regular Council Meeting: November 25, 2024.	Agenda Item: 6.b
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): 1 Council Resolutions Follow Up

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

6.b Council Resolutions Requiring Follow Up Action (*Request for Decision*)

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

Administration submits the revised document for Council to review.

Recommended Motion:

Motion by Councillor _____ that Council accept the document as information.

Town of Bowden

COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 21 November 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 Discharge of Tax Notification submitted to Land Titles	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 Jun 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 Final version of Negotiation Report to submit to Council for review at RCM 23 Sept 2024 No further update	CAO	ongoing
25 Jun 2024	Additional Streetlights Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 st Street Quotation received from Fortis October 3, 2024 – Detailed work orders being prepared – estimate work to commence in February	CAO	In progress
25 Jun 2024	Bylaw Enforcement Motion 6.c Administration to explore further options regarding bylaw enforcement	CAO	ongoing
12 Aug 2024	ATCO Gas Franchise Agreement Motion 8.a Distribution Fee to remain at 22% for 2025 No further update received to date from either AUC or ATCO Gas.	CAO	In progress
26 Aug 2024	Firehall Flag Poles Motion 8.c Administration to liaise with RDC Protective Services	CAO	ongoing
12 Nov 2024	Financial Assistance Requests Motion 8.a CAO has contacted Bowden Minor Hockey reference their successful application	CAO	ongoing

Regular Council Meeting: November 25, 2024.	Agenda Item: 6.c
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s):

Content: (revised information in red)

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

- December 7 Christmas Party – Paterson Community Hall
- December 9 Regular Council Meeting (7:00pm Council Chambers)
Delegation: S/Sgt Warren Wright
- December 11 Special Events Committee (7:30pm Council Chambers)
- December 12 Red Deer & District FCSS 50th Anniversary Celebration
Harvest Room at the Westerner (time tbc - supper)
- December 13 Christmas Festival (5:30pm tbc Igloo Arena)
- 2025**
- January (date tbc) RCMP Open House

Alberta Municipalities

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

Recommended Motion:

Motion by Councillor _____ that Council accepts Business Arising agenda items 6.c as information.

Regular Council Meeting: November 25, 2024.	Agenda Item: 6.d
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): 1 Overview of agreement

Content:**6.d Red Deer & District FCSS Multi Operating Agreement.** *(for information only)*

An agreement has been received by Administration for signature.

The revisions to the agreement are outlined in the attached overview provided by the City of Red Deer and are in line with the proposals submitted to Council during the RCM of September 23, 2024 by delegate Jason Klinck (City of Red Deer FCSS Program Specialist).

Administration proposes to sign the agreement following completion of an oversight review and approval by Mayor Rob Stuart.

Recommended Motion:

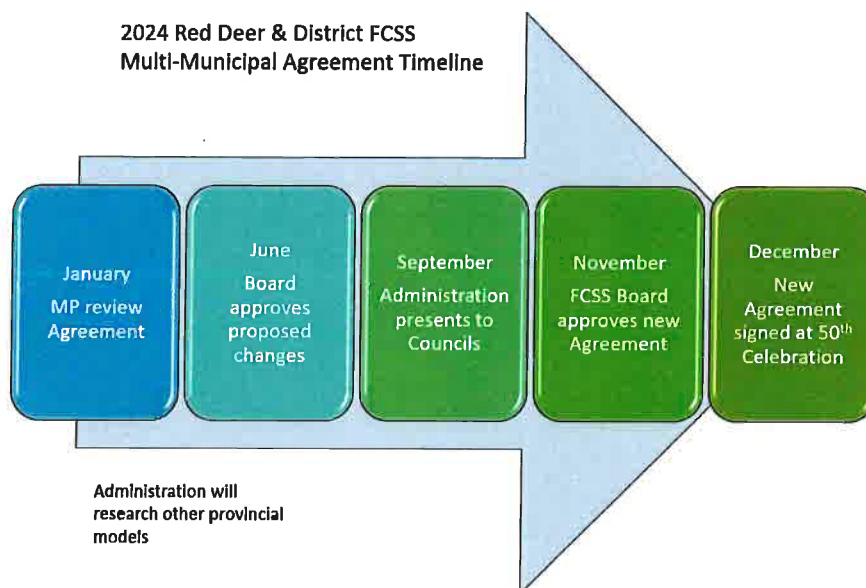
Motion by Councillor _____ that Council accepts Business Arising agenda items 6.d as information.

Good morning,

I am very pleased to attach the newly resolved Red Deer & District FCSS Multi-Municipal Operating Agreement.

The Red Deer & District FCSS Board approved the agreement at the November 5, 2024 meeting after reviewing input from a year long process of consultation and presentation of best practise research.

Below is a graphic to illustrate the process timeline.



The most significant changes to the previous document include:

- 1) a change to a thirty year agreement term with an end date of December 31, 2054;
- 2) and increasing the Board Members to 14 which will include
 - a. Seven (7) Board Members appointed by Council of The City, of which at least five (5) Board Members shall be citizens-at-large;
 - b. Three (3) Board Members appointed by Council of The County; of which at least one (1) Board Members shall be citizens-at-large;

- c. One (1) Board Member appointed by each of the Councils of Delburne, Elnora, Bowden, and Penhold.

Each of the Board Members shall be entitled to vote at all meetings of the Board and all Board Members shall serve one-year terms except for the citizens-at-large appointed by The City and The County who shall serve two-year terms. Terms for all citizens-at-large shall be staggered such that no more than half of their terms expire during the same year. One of the citizens-at-large appointments will be reserved for an Indigenous representative.

A ceremonial signing of the new Agreement will be held at the December 12th 50th Anniversary of Red Deer & District FCSS by each municipality however, we ask that you electronically sign this document at this time to ensure continuous service to our community.

Thank you, please let me know if you have any questions or concerns.

Bobby-Jo Stannard | Superintendent

Community Development | City of Red Deer

BobbyJo.Stannard@reddeer.ca

403.877.6476 bus



Regular Council Meeting: November 25, 2024	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: RFD	Attachment(s): 1 Business Licence Bylaw 09 / 2024 (draft) 2 Business Licence Bylaw 03 / 2017

Business Licence Bylaw 09 / 2024

7.a.(i) Background

The attached draft bylaw is submitted to Council as a Request for Decision. This bylaw updates and replaces Business License Bylaw 03 / 2017.

7.a.(ii) Justification

The existing bylaw requires updating in order to reflect current requirements that aim to:

- i. ensure that bylaws remain appropriate, relevant, and meaningful,
- ii. create more readable documents with clearly defined definitions and terms,
- iii. provide clear requirements that must be fulfilled prior to the issue of a licence.

7.a.(iii) Enhancements in the new bylaw

Definitions have been significantly revised and expanded & more clearly defined in order to maintain a consistent approach with other recently passed bylaws.

The designation of authority (and discretionary powers) of the CAO has been enhanced in order to ensure that enforcement and control of this bylaw can be achieved without potential disputes arising from any misunderstanding or lack of clarity of terms or levels of empowerment.

The requirements of a home occupation business are more fully defined.

The application process and requirements are more fully defined.

Responsibilities of the licensee are defined.

7.a.(iv) Revisions to the bylaw

Administration has redefined the definitions with regard to Resident / Non-Resident businesses to include reference to the Post Code T0M0K0.

7.a.(v) Operational Processes

Administration will revise the application process for a business licence to ensure that licences are issued subject to a defined process and more scrutiny particularly for businesses that must meet the requirements of the Town's Land Use Bylaw.

7.a.(vi) Recommended Action

Business Licence Bylaw 09 / 2024 received first reading of Council on 12th November 2024.

Administration recommends that Council by resolution grants second & third reading to Business Licence Bylaw 09 / 2024 subject to any amendments required.



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

Town of Bowden – Province of Alberta

BUSINESS LICENCE BYLAW

09 / 2024 (Draft version 2)

Whereas the Municipal Government Act, RSA2000, Chapter M-26 provides that Council may pass bylaws for municipal purposes:

And whereas pursuant to section 7(e) of the Municipal Government Act, a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

And whereas pursuant to section 8 of the Municipal Government Act, a Council may in a bylaw

- (a) regulate or prohibit;
- (b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- (c) provide for a system of licences, permits or approvals, including any or all of the following:
 - (i) establishing fees for licences, permits and approvals, including fees for licences, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue,
 - (ii) establishing fees for licences, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality,
 - (iii) prohibiting any development, activity, industry, business or thing until a licence, permit or approval has been granted,
 - (iv) providing that terms and conditions may be imposed on any licence, permit or approval, the nature of the terms and conditions and who may impose them,
 - (v) setting out the conditions that must be met before a licence, permit or approval is granted or renewed, the nature of the conditions and who may impose them,
 - (vi) providing for the duration of licences, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw.

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 "Business Licence Bylaw".

2 PURPOSE

To ensure that businesses within the Town:

- i. operate in a manner that complies with zoning requirements,
- ii. provide customer assurance of the validity of a business within the community,
- iii. to ensure that home business activities do not disrupt residential neighbours,
- iv. to provide a means by which the Town's online business directory can be maintained.

3 DEFINITIONS

In this bylaw the following definitions apply:

Applicant

Means any person who makes an application for a business license under the provisions of this bylaw.

Business

Means:

- a) a commercial, merchandising or industrial activity or undertaking,
- b) a profession, trade, occupation, employment, or,
- c) an activity providing goods or services, however organized or formed, including a cooperative or association of persons.

Business Licence

Means a license to be issued, pursuant to this bylaw, for the purpose of licensing any business operating within the TOMOKO postcode.

Business Premises

Means the store, office, warehouse, factory, building, enclosure, yard or other place occupied or capable of being occupied by any person for the purpose of any business.

Bylaw

Means this bylaw, and all other Town bylaws made pursuant to the authority of the MGA, and includes any regulation, enactment or policy made pursuant to the authority of this or any other Town bylaw.

CAO (Chief Administrative Officer)

Is the person appointed by Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

Charitable or Non-profit Organization

Means any person, association, or corporation engaged entirely in charitable activities, or engaged in the promotion of general social welfare within the Town, all the resources of which are devoted entirely to charitable activities and not for a profit or gain and which does not confer a monetary or other benefit on its members or directors.

Designated Officer

Means a person to whom the CAO has delegated powers, duties or functions as permitted under the authority of the MGA or any other person with powers enabled under any other order or enactment, including but not limited to:

- a) any person appointed by the Town as a Bylaw Enforcement Officer,
- b) a Red Deer County Inspector or Officer empowered under an intermunicipal collaboration agreement,
- c) any Inspector appointed by a Minister with responsibilities defined or authorized under enactment,
- d) any person by virtue of appointment to another office, including but not limited to, RCMP Officers, Customs & Excise Officers, a Peace Officer (contracted or otherwise), a Sheriff or Fish & Wildlife Officer.

Development Authority

Means the person, commission or organization authorized to exercise development powers and perform duties on behalf of the Town as referred to in Division 3 of the Municipal Government Act.

Development Permit

Means a document authorizing a development issued pursuant to the Town's Land Use Bylaw.

Farmers' Market

Means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.

Flea Market

Means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of (7) seven days or less in duration.

Garage Sale

Means the displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.

Hawker or Peddler

- a) Means any person who, whether as principal or agent; goes from house to house selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service,
- b) offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or a service, or both, to be delivered afterwards in and shipped into the municipality to the customer,
- c) sells merchandise or a service, or both, on the streets or roads or elsewhere other than at a building that is a permanent place of business,
- d) does not have a permanent place of business in the municipality.

Home Occupation and Home-Based Business

Means a business carried on as a secondary use of a dwelling unit and / or its accessory buildings, by at least one of the permanent residents of such a dwelling.

Licensee

Means a person holding a valid license issued pursuant to this Bylaw.

Merchandise

Means commodities or goods that are bought and sold in business.

Mobile Vendor

Means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.

MGA

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

Municipality

Means the Town of Bowden.

Non-resident Business

Means any business which does not ordinarily locate or maintain a permanent place of business or residence within the Town (non TOMOKO postcode) nor is listed on any current Town tax assessment role.

Person

Means a natural person or a body corporate, and includes

- a) an individual (resident / non-resident or visitor),
- b) a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation,

Principal Contractor

Means the business of accepting contracts for a service, construction, alteration and repair of buildings or structures of any kind and the person or firm engaged in such business and is responsible for the day-to-day oversight of a construction site, management of vendors and trades, and communication of information to involved parties throughout the course of a building project.

Premise

Means any building or structure or any part or portion of a building or structure, including any land used in connection with that building or structure for the purposes of:

- a) providing parking for vehicles,
- b) displaying or storing vehicles, equipment or other articles or things,
- c) enhancing the appearance or use of the building or structure,
- d) carrying out activities that are ancillary to the activities carried in or on that building or structure.

Property

Means:

- a) any public or private land,
- b) any building or structure (either residential or non-residential / occupied or unoccupied),
- c) both or part of a) & b),

situated within the Municipality.

Provincial Offences Procedure Act

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

Pursuant to

Means to execute, carry out or investigate an activity in accordance with the requirements of a statute, ruling, policy, order, or request.

Red Deer County

Means the municipal corporation of Red Deer County in the Province of Alberta.

Remedial Order (or order)

An order to remedy contraventions issued in accordance with sections 545 & 546 of the MGA.

Resident

Means a person who:

- a) is located or permanently resides within the boundaries of the Town; and
- b) utilizes the space and services, including office area, telephone, mailing address or postal box from premises that are listed on the Town's tax roll.

Resident Business

Means any business which ordinarily locates or maintains a permanent place of business within the Town or TOMOKO postcode through property ownership or property rental or lease agreements.

Residential District

Means an area (as defined by the Town of Bowden Land Use Bylaw) zoned as R1, R1A, R2, R3, R4 and PFR (as amended over time).

Specific Penalty

Means an amount payable in respect of offences in accordance with this bylaw.

Sub-contractor

Means the business or person engaged in providing services for a portion of a contract from a Principal Contractor or another sub-contractor.

Temporary Business

Means commercial or industrial business activity; a profession, trade, occupation; or an activity providing goods or services, where the duration of the business activity is equal to or less than four (4) consecutive weeks.

Town

Means the municipal corporation of the Town of Bowden in the Province of Alberta.

Trade Show

Means a group of five or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale (including Community Trade Shows).

Vehicle

Means any device in, on or by which a person or thing may be transported or drawn on a highway.

Words (interpretation)

- a) "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- b) "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- c) "shall" is to be interpreted as "must".
- d) "should" is to be interpreted as a recommended (desirable, not required to conform).
- e) "Including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

4 GENERAL PROVISIONS**4.1 General Licensing Requirements****4.1.1**

No person shall engage in or operate within the Town any business described / defined within this bylaw, or any non-resident business unless that person holds a business license authorizing the engagement in, or operation of, that business and having paid to the Town the fee required under the Town's Rates and Fees Bylaw or as set by the CAO.

4.1.2

It is the responsibility of the applicant / licensee to obtain and hold valid Federal, Provincial and Municipal licenses, permits, approvals, clearances and / or insurances.

4.1.3

Where more than one business operates at one business premises, each business requires a separate Business License.

4.1.4

For businesses where more than one salesperson conducts business within the Town (door-to-door sales campaigns) the regional manager / sales manager (only) is required to obtain a Business License.

4.1.5

No person shall carry on business as a hawker, peddler or mobile vendor within the Town boundary unless a Business Licence has been issued.

4.2 Farmers Markets, Flea Markets, Trade Shows**4.2.1**

The organizer of a Farmers Market, Flea Market or Trade Show is required to obtain a Business Licence.

4.2.2

Businesses operating as a vendor within a Farmers Market, Flea Market or Trade Show are required to have a Business Licence if a resident business.

4.2.3

At a Farmers Market, Flea Market or Trade Show a Business Licence is not required for:

- i. mobile vendors that are operating legitimately as part of the event,
- ii. a Not-for-Profit Organization,
- iii. a non-resident business.

4.2.4

Where a Farmers Market, Flea Market or Trade Show is located on property owned by the Town the organizer must provide in advance proof of insurance of Commercial General Liability coverage of not less than \$2 million dollars inclusive per occurrence for bodily injury, death and damage to property.

4.3 Home Occupation and Home-Based Business**4.3.1**

A home-based business shall not be staffed by more than two adult residents of the home.

4.3.2

Only one commercial vehicle used in conjunction with the home occupation business may be parked on the site or any adjacent street.

4.3.3

Consideration and written approval may be required from the CAO where customers to the home-based business, employees coming to the residence, or the use of more than one vehicle for the business may result in an intensification of use of the residence and thereby increase the potential to create a noise or nuisance.

4.3.4

A home-based business may not result in a disturbance to the peace and quiet or other amenities of the neighbourhood, nor may it cause the emission of dust, noise, odour, smoke, electronic interference, bright lights, or other nuisances.

4.3.5

The outside storage of equipment material or goods in connection with a home-based business is prohibited, nor shall there be any storage or use of hazardous, noxious or dangerous goods.

4.3.6

An accessory building may not be constructed or used for the sole purpose of a home-based business.

A home-based business may be accommodated in a private garage, provided that the intended purpose of parking motor vehicles continues to be met

4.4 Application Process

4.4.1

Every application shall be made using the appropriate application form.

The application fee must be paid at the time of issue of the Business Licence.

4.4.2

All applicants must provide supporting information as required by the Town, including but not limited to:

- i. a permit, license, certificate,
- ii. proof of insurance,
- iii. a development permit,
- iv. abuilding / fire code compliance certificate,
- v. a public health certificate or
- vi. an Alberta Company registration document.

4.4.3

The Town may conduct checks to verify the validity of a business prior to issuing a licence.

4.4.4

An applicant shall not submit any information with respect to an application which is false or misleading or inaccurate.

4.4.5

A reapplication for a Business Licence must be made if there is a change in the:

- i. business location,
- ii. owner of the business,
- iii. business name,
- iv. type of business.

4.4.6

A Business License will not be issued:

- i. if the applicant fails to provide all the information required or requested under this bylaw,
- ii. furnishes false information or misrepresents any fact or circumstance,
- iii. to any applicant who is not in compliance with any statute, regulation, or bylaw or order,
- iv. the applicant or Licensee does not or no longer meets the requirements of this bylaw with respect to the license applied for or held,
- v. if in the opinion of the CAO based on reasonable grounds, the applicant or licensee has contravened this bylaw whether or not the contravention has been prosecuted,
- vi. fails to pay any fee outstanding required by this bylaw, or
- vii. in the opinion of the CAO based on reasonable grounds, it is in the public interest not to issue a license.

4.4.7

Notwithstanding that a Business License has been issued under the provisions of this bylaw, any such license does not authorize or permit the licensee to carry on a business or any pursuit contrary to the provisions of any other Town bylaw.

4.5 Responsibilities of Licensee and Employees

4.5.1

A licensee or business operator shall be responsible for the act or acts of its agents in the carrying on of the business in the same manner and to the same extent as though the act or acts were done by the licensee or business operator.

4.5.2

When the information required to be provided to the Town becomes inaccurate, updated and accurate information must be promptly provided by the licensee to the Town.

4.5.3

A licensee shall maintain, on a continuous basis, the standards and requirements necessary to obtain a licence.

4.5.4

A licensee shall maintain any standards or requirements imposed by a Town bylaw, or a Federal or Provincial Act or regulation, after the licence is issued.

4.5.5

A licensee shall maintain any additional standards and requirements that are necessary because of any change in the operations of the licensee after the license is issued.

4.5.6

An employee of any business licenced hereunder must comply with all sections of this bylaw which relate to that business.

4.6 Land Use Bylaw

All businesses in the Town require land use approval. Each space in a building has its own specified, approved use. This cannot be changed without approval, permit or both.

It is the responsibility of the applicant / licensee to obtain and hold a valid development approval issued by the Town's Development Authority under the Town's Land Use Bylaw where required.

Where an applicant intends to carry on business at a specific premise or location within the Town, the applicant shall, prior to the CAO issuing a license:

- i. ensure that all necessary approvals required under the Town's Land Use bylaw have been obtained,
- ii. shall provide satisfactory proof to the CAO,
- iii. shall provide any other information that the CAO may reasonably require for the purpose of the administration of this bylaw.

A business license issued under this bylaw is not a representation to the licensee that the business complies with the requirements of the Town's Land Use Bylaw any other bylaw or enactment.

The issue of a Business Licence under this bylaw does not constitute development approval under the Town's Land Use Bylaw.

4.7 Termination of Business Licence**4.7.1**

Every Business License issued under this bylaw, unless revoked or surrendered, shall terminate at midnight on the 31st day of December of the year in which the Business License was issued.

4.7.2

In a prosecution for contravention of this bylaw against engaging in or operating a business without a license, proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

4.7.3

With respect to complaints relating to a business or a business operation, if, in the opinion of the CAO municipal resources are being disproportionately allocated to monitor and control the licensing of the business, then the Business License may be immediately revoked.

4.8 Display of Business Licence**4.8.1**

Every Business (where established in a commercial or industrial zone) shall display the licence in a conspicuous place on the business premises and shall produce the licence for inspection purposes if required.

4.8.2

Any person or company who does not ordinarily maintain a permanent place of business within the Town and who goes about Town conducting business must produce a valid Business License or a copy of the Business License upon request.

4.8.3

Every resident business shall display the licence in a conspicuous place when attending a Farmers Market, Flea Market or Trade Show within the Town.

4.9 Exceptions

Business licensing requirements do not apply to:

- i. Town approved contractors and sub-contractors,
- ii. Federal or Provincial agencies and their contractors,
- iii. Intermunicipal Partners, and their contractors,
- iv. Charitable or Non-Profit Organizations,
- v. Mobile vendors that are operating as part of a special event approved by the Town,
- vi. Residential garage sales,
- vii. Any business or person directly associated with the Bowden Daze Parade under the control or supervision of the Town,
- viii. Any business or person directly associated with the Bowden Daze Rodeo under the control or supervision of the Bowden & District Agricultural Society,
- ix. Material delivery operations that supply bulk goods & services to a licensed resident business for the purpose of manufacturing or resale,
- x. A newspaper or flyer delivery person,
- xi. Any other person exempted by written approval of the CAO.

5 DESIGNATION OF AUTHORITY**5.1**

Council authorizes the CAO to conduct all actions necessary in order to fulfill the responsibilities and duties legislated under any statutory enactment, regulation, order, this bylaw, or any other Town bylaw.

5.2

Without limitation, The CAO is empowered to provide for:

- i. administering the enforcement of the provisions of this bylaw,
- ii. granting licenses, approvals and permissions as set out in this bylaw,
- iii. approving exemptions to this bylaw
- iv. imposing penalties or waiving penalties where appropriate or necessary
- v. undertaking additional actions as deemed necessary in the public interest.
- vi. any action or decision deemed as being reasonably practicable.

The provisions within any section of this bylaw where relevant do not apply in cases where there is a temporary relaxation of any provision made by the Town CAO or a Designated Officer due to special circumstances or other special arrangements.

5.3

The Town may establish rates, charges, penalties, or fees for any costs incurred or material used for remedial purposes including non-specific infractions of any part of this bylaw

5.4

The CAO may delegate powers to Designated Officers as deemed appropriate or necessary.

5.5

No person may obstruct, interfere with, or hinder any official, the CAO, or a Designated Officer of the Town, in carrying out of their duties and responsibilities under this bylaw, or any other enactment, order, or Town bylaw.

6 INSURANCE, LIABILITY & APPEAL

6.1

The CAO may require a policy of liability insurance to be held in connection with the carrying on of any business.

The applicant shall furnish the CAO with documentary evidence of such insurance in a form satisfactory to the CAO and be in an amount sufficient, in the opinion of the CAO, to cover public liability for all personal injury and property damage which may occur by reason of the operation of the business, and the insurance shall be endorsed.

6.2

Notwithstanding the existence of any liability insurance or the failure of the Town to require the acquisition of such insurance, neither the Town nor any official, servant, employee or agent of the Town is liable for any damage or loss sustained or suffered by any person by reason of:

- i. the issuance of any Business Licence,
- ii. any acts or omissions of a licensee or person acting on his behalf, or,
- iii. anything done or not done in any way connected with a Business Licence or this bylaw.

6.3

No action for damages shall be taken against the Town or any Designated Officer acting under the authority of this bylaw or the enforcement of the provisions of this bylaw or any other statutory enactment or order.

6.4 Right of Appeal

Any person who considers themselves to be aggrieved by a decision of the CAO (or a Designated Officer of the Town) made under this bylaw may appeal the decision in accordance with the appeal procedures stated within the Town of Bowden Bylaw Enforcement Policy 05 / 2023.

7 APPLICABILITY

7.1

This bylaw applies to all persons who operate or conducting a business within the Town (or TOMOKO postcode) including but not limited to:

- i. Home Occupation and Home-Based Businesses,
- ii. Farmers Markets, Flea Markets, Trade Shows,
- iii. Hawkers & Peddlers,
- iv. Principal Contractors & their subcontractors,
- v. Temporary Businesses,

7.4 Proof of Exception

In cases where a person alleges that an exception to the provisions of this bylaw applies, the burden of proof remains with that person, on a balance of probability.

7.5

Nothing in this bylaw (either by inclusion or omission) exempts any person from any statutory enactment, regulation, code, or Ministerial Order, including but not limited to the:

- i. Municipal Government Act, RSA2000, Chapter M-26,
- ii. any other applicable or relevant Town bylaw, policy, directive, or order.

7.6

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

7.7

All schedules attached to this bylaw form part of this bylaw.

7.8

All schedules attached to this bylaw may be amended as follows:

- i. Schedule A Penalties – by Council resolution.
- ii. Schedule B Application Form – anytime by the CAO as required or deemed necessary.

8 SEVERABILITY

Every provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

9 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws that refer to matters of business licensing in the Town of Bowden.

Business Licence Bylaw 03 – 2017 and Business Licence Bylaw 06 – 2017 and all amendments thereto are hereby repealed

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

Read a first time in open council this 12th day of November 2024,

Read a second time in open council this ** day of November 2024,

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

Read a third time in open council this ** day of November 2024.

Robb Stuart, Mayor

Arno Glover, Chief Administrative Officer

Business Licence Bylaw SCHEDULE A Penalties

A1

Any contravention of any provision of this bylaw may be enforced by the provisions contained within the MGA (Division 4, Enforcement of Municipal Law), the Provincial Offences Procedures Act, R.S.A. 2000 Chapter P-24 or any other enactment or order where valid and enforceable.

A2

Any person who contravenes any provision of this bylaw, by negligence, or by doing any act or thing which is prohibited, or by failing to do any act or thing that is required, is guilty of an offence in accordance with this bylaw or any other enactment.

A3

Under Provincial legislation (Provincial Offences Procedures Act), the provision of the Criminal Code extends liability beyond the person who committed the offence as follows:

Persons are deemed party to an offence who:

- i. actually commit the offence,
- ii. do anything for the purpose of aiding a person to commit an offence, or,
- iii. abet any person in committing an offence.

A4

Any contravention of any provision of this bylaw may lead to the issue of a written warning that:

- directs a person to take action to remedy any contravention of this bylaw,
- states the action the Town will take to remedy the contravention.

This may further lead to the issue of:

- i. a specific penalty for contravention of a provision or for an offence as identified within this or any other Town bylaw,
- ii. an unspecified penalty of a variable amount of not less than \$250.00 up to a maximum of \$10,000.00 for any general contravention of this bylaw as either a penalty fee, surcharge, late payment charge and / or for the compensation for damages or the recovery of costs,
- iii. the issue of a remedial order to remedy the infraction (in accordance with Part 13, Division 4, Enforcement of Municipal Law of the MGA),
- iv. civil proceedings through the courts,
- v. any or all of i) to iv) above.

A5

This bylaw is enforceable either by the CAO or a Designated Officer.

A6 Specific Penalties

Bylaw Reference	1 st offence	repeat offence(s)
Part 4.1 General Provisions	\$250.00	\$1,000.00

A7

All persons must rectify the circumstances which give rise to an offence within the stipulated time period. Any continuance thereafter shall be deemed to be a new (subsequent) offence incurring further additional penalties.

A8 Administrative Penalties

Administrative penalties are monetary penalties that are applied at the discretion of the CAO if it is determined that legislative or regulatory requirements have been contravened.

Any person who contravenes any provision of this bylaw (other than those specific penalties listed in A6) will be subject to an unspecified penalty (as stated in A4 ii), the actual amount of which will be determined and applied at the discretion of the CAO.

These penalties can vary and reflect the seriousness of the contravention.

Administrative penalties are determined by the CAO on a case-by-case basis.

Factors that are considered in deciding the amount of an administrative penalty are:

- i. the severity of the contravention and the scale of adverse effects caused by it,
- ii. the degree of willfulness or negligence in the contravention,
- iii. what steps have been taken to prevent the contravention or its reoccurrence.

Administrative penalties are intended for more serious bylaw contraventions with the maximum fine determined by the CAO subject to any maximum amount imposed by the MGA (currently \$10,000.00).

A9

All persons are responsible for all costs associated with the implementation of any measures taken, or required to be taken, by the Town (or any other regulatory body) to meet the provisions of this bylaw or for any,

- i. remedial action,
- ii. recovery of costs.

A10

Any penalty or order issued under this bylaw shall not affect or remove in full or part any liability for claims or damages that may arise under a civil action brought to a Court in relation to an offence committed under this bylaw or any other enactment.

A11 Enforcement.**A11.a**

A written or verbal warning informs the recipient that they are contravening a specific legislative or regulatory requirement and will recommend a course of action to achieve compliance.

A Remedial Order may be issued to remedy the infraction in accordance with section 545 of the Municipal Government Act.

Written and verbal warnings create a formal record of non-compliance and in cases where a warning is ignored or repeated this may lead to an escalated enforcement response.

A11.b

A bylaw violation ticket for a specific penalty for the contravention of a provision of this bylaw is a form of prosecution under the Provincial Offences Procedures Act, that allows the Town to deal effectively with easily observable cases of non-compliance.

A11.c

The Town's enforcement model follows a general approach (knowing, however, that each situation may have unique circumstances which may require a different approach to be taken) which is typically as follows:

- i. communication,
- ii. education,
- iii. collaboration,
- iv. compliance.

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

Our overall philosophy historically has been (and continues to be) to resolve issues or complaints received through a process of community engagement and education with the overall aim of ensuring that all bylaws are followed by everyone for the benefit of all residents within our community.

A11.d

Reference should be made to the Town of Bowden Bylaw Enforcement Policy 05 / 2023

Business Licence Bylaw
SCHEDULE B Application Form

1. This is an application for a Town of Bowden Business Licence made under the provisions of Business Licence Bylaw 09-2024 (as amended over time) to operate a business within the municipality of the Town of Bowden. The licence requirements are stated and defined within the Business Licence Bylaw a copy of which can be obtained by request or by reference to the Town's website.
2. It is the responsibility of the Applicant to obtain all other relevant or necessary Provincial or Federal licences, permits, approvals or insurances.
3. *A Development Permit is required if a business entails new construction or a change in use or intensity of use of present buildings in accordance with the Safety Codes Act Permit Regulation and / or the Town's Land Use Bylaw. It is the responsibility of the Applicant to obtain any necessary Development Permits that provide "permitted use" for that business.*
4. A Business Licence is required for all business types operated at a business / residential premise.
5. A business operating out of a rental property must have the consent / approval of the property owner.
6. Approval and issue of a Town of Bowden Business Licence does not set aside any requirements of the Town's Land Use & Business Licence Bylaws, or any Alberta Provincial enactment, including but not limited to, Environmental Health / Building Code / Occupational Health & Safety regulation.
7. Where required, a Business Licence will be issued only after the satisfactory submission and review of all required and relevant documentation

This section to be completed by Applicant:

Contact Name:		Phone (cell):	
Mailing Address:		Email:	
		Resident Y/N:	
Declaration:	I certify that the information provided is correct and agree to abide by the terms of the Town of Bowden Business Licence Bylaw and any other relevant code, licence, or enactment.	Signature:	

Business Information:

Business Trading Name:			
Business Description:		Legal Registered Name:	
		Business Phone #:	
Business Address:		Business Email:	
		Business Web address:	
Type of Application:	New Application <input type="checkbox"/>	Renewal <input type="checkbox"/>	Renewal with changes <input type="checkbox"/>
Type of Business:	Home Based* <input type="checkbox"/>	Commercial* <input type="checkbox"/>	Out of Town <input type="checkbox"/>
Development Permit* #:		Provincial Permit #:	

This information is collected under Section 33 the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of processing this application to determine eligibility to participate in the Business Licence program and is governed, authorized, and protected by that Act. The Town of Bowden may distribute the information contained within this form to public organizations or persons in order to promote economic development within the Town. The Town of Bowden may publish the information contained within this form within the Business Directory on the Town of Bowden website. You must indicate whether consent is given or not given.

I **permit / do not permit** my business information to be made public Signature: _____

Date Application Received: _____

Application: **Approved:** **Additional Information Required:** **Refused:**

Fee paid: _____ **Licence #:** _____

Development Permit (obtained* / checked): _____

Reference to Land Use Bylaw (* / checked): _____

CAO signature: _____

Notes:

7.a.(vii) Recommended motion:

Motion by Councillor _____ that Council gives second reading to Business Licence Bylaw 09 / 2024.

Motion by Councillor _____ that Council gives third and final reading to Business Licence Bylaw 09 / 2024 and is adopted accordingly and made effective once duly signed.

7.a.(viii) Future Actions:

Upon adoption of the bylaw, Administration is to publish a copy of the bylaw on the Towns' website.

Administration will implement a revised application process.

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**TOWN OF BOWDEN
PROVINCE OF ALBERTA
BYLAW 03-2017**

BEING A BYLAW OF THE TOWN OF BOWDEN, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR LICENSING OF BUSINESSES OPERATING WITHIN THE TOWN OF BOWDEN

Whereas the Council of the Town of Bowden deems it necessary to provide for the regulation and licensing of all Business carried on within the municipality,

And whereas, Sections 7 and 8 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, gives the Council authority to pass such a Bylaw.

Now therefore, the Council of the Town of Bowden, in the Province of Alberta, duly assembled and under the powers conferred upon it by the authority of the Municipal Government Act RSA 2000, Chapter M-26, and amendments thereto enacts as follows:

1) Title:

This Bylaw may be cited as the "Business Licence Bylaw"

2) Definitions:

In this Bylaw, the following terms mean:

- a) *Act* means the Municipal Government Act RSA 2000, Chapter M-26, and amendments thereto.
- b) *Applicant* means a person who applies for a business licence or renewal of a business licence required by this bylaw.
- c) *Auctioneer* means any person who sells or offers for sale, by public or private auction, any real or personal property.
- d) *Business* means a commercial merchandising or industrial activity or undertaking; a profession, trade, occupation, calling or employment, or an activity providing goods or services whether or not for profit, and however formed, including a cooperative or association of persons.
- e) *Business Licence* means a licence to be issued, pursuant to this bylaw, for the purpose of licencing any business operating within the Town.
- f) *Business Premises* means the store, office, warehouse, factory, building, enclosure, yard or other place occupied or capable of being occupied, by any person for the purpose of any business.
- g) *Bylaw Enforcement Officer* means any person employed by the Town as a Bylaw Enforcement Officer or Peace Officer, and may act as a licence inspector.
- h) *Charitable or Non-profit Organization* means any person, association, or body corporate engaged entirely in charitable activities, or engaged in the promotion of general social welfare within the Town, all the resources of which are devoted entirely to charitable activities and not for a profit or gain and which does not confer a monetary or other benefit on its member or directors.
- i) *CAO* means the Chief Administrative Officer of the Town as defined in Section 1(1)(c) of the Municipal Government Act, RSA 2000 c.M-26 and amendments thereto, and includes any person to whom the Chief Administrative Officer's powers are delegated or any person appointed to act in the absence of the Chief Administrative Officer.
- j) *Council* means the municipal Council of the Town of Bowden as defined in Section 1(1) (e) of the Municipal Government Act, RSA 2000, c.M-26 and amendments thereto.
- k) *Farmers' Market* means an open air or fully or partly covered market, for the sale of goods directly by the producers or their representatives who are involved in the production of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.

- l) **Fee** means the monetary amount levied on each application for a business license per the Master Rates Bylaw, as may be amended from time to time.
- m) **Flea Market** means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of seven (7) days or less in duration.
- n) **Garage Sale** means the displaying and offering for sale of five (5) or more items of goods, wares, or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.
- o) **Hawker or Peddler** means a person who, whether as principal or agent:
- i. goes from house to house selling or offering for sale any merchandise or service, or both, to any person and who is not a wholesale or retail dealer in that merchandise or service;
 - ii. offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or a service, or both, to be afterwards delivered in and shipped into the municipality to the customer;
 - iii. sells merchandise or a service, or both, on the streets or roads or elsewhere other than at a building that is a permanent place of business; or
 - iv. does not have a permanent place of business in the municipality.
- p) **Home Occupation and Home Based Business** means a business carried on as a secondary use of a dwelling unit and/or its accessory buildings, by at least one of the permanent residents of such a dwelling. This category would include, but not be limited to, any use of telephone, computer, work or storage space, or the manufacture of articles to conduct the business.
- q) **Land Use Bylaw** means the Town of Bowden Land Use Bylaw and any amendments thereto.
- r) **Licence** means a licence granted by the Town entitling the person to whom it is granted to carry on the business specified therein in the Town of Bowden.
- s) **Licencee** means a person holding a valid licence issued pursuant to the provisions of this Bylaw.
- t) **Mobile Vendor** means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
- u) **Municipal Ticket** means a form prescribed by the CAO, or his designate, allowing payment to the Town of the penalty specified by this Bylaw for an offence, which shall be accepted by the Town in lieu of prosecution of that offence.
- v) **Non-resident** means a person who is not a resident within the Bowden Postal Code T0M 0K0.
- w) **Non-resident Business** means any business which does not locate or maintain a permanent place of business within the Bowden Postal Code T0M 0K0.
- x) **Person** means a natural person or a body corporate, and includes a partnership, a firm, an association or other group of persons acting in concert.
- y) **Principal Contractor** means the business of accepting contracts for a service, construction, alteration and repair of buildings or structures of any kind and the person or firm engaged in such business, and is responsible for the day-to-day oversight of a construction site, management of vendors and trades, and communication of information to involved parties throughout the course of a building project.
- z) **Resident** means a person who:
- i. resides within the Bowden Postal Code T0M 0K0, or
 - ii. provides the space and services including office area, telephone, facsimile, and/or computer from premises that are listed on the Town of Bowden Tax Roll, or

- iii. has a development permit issued to him under the Land Use Bylaw, or
 - iv. satisfies the Bylaw Officer that he intends to carry on business within the Town of Bowden for not less than six months.
- aa) **Resident Business** means any business which locates or maintains a permanent place of business within the Bowden Postal Code TOM OKO regardless of where normal business transactions take place.
 - bb) **Sub-contractor** means the business or person engaged in providing services for a portion of a contract from a Principal Contractor or another sub-contractor.
 - cc) **Temporary Business** means a commercial or industrial business activity, a profession, trade, occupation, or an activity providing goods or services, where the duration of the business activity is equal to or less than four (4) consecutive weeks.
 - dd) **Town** means the Municipal Corporation of the Town of Bowden in the province of Alberta, and/or the area contained within the corporate boundaries of the said municipality, as the context may require.
 - ee) **Trade Show** means a group of five or more persons as a single location for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale.

3) Application of Bylaw:

Every licensee shall conform to the provisions of this Bylaw and of all other Bylaws applicable to the business, or business location in respect of which such licence was issued.

4) Appointment, Powers and Duties of the Bylaw Officer:

- a) The CAO or his/her designate shall carry out the terms of this Bylaw.
- b) The powers and duties of a Bylaw Officer are to:
 - i. administer this Bylaw and as far as practicable to see that all persons concerned conform to its provisions and to prosecute or assist to prosecute persons who fail to comply,
 - ii. investigate complaints lodged against a licence and, if necessary, inspect the premises or location described in the complaints and to recommend revocation of any licence issued or, to levy fees or penalties pursuant to this Bylaw.
 - iii. issue a Municipal ticket to any person alleged to have breached any provision of this Bylaw. The Municipal ticket shall require the payment to the Town of Bowden the specified penalty according to Schedule A.

5) Application Process:

- a) Every application shall be made in accordance with the appropriate forms as provided in Schedule B of this Bylaw:
 - i. for a new Business licence,
 - ii. to amend a Business licence,
 - iii. to transfer a Business licence to another person, and
 - iv. to renew a Business licence.
- b) An Applicant shall not submit any information that is false, misleading, or inaccurate.
- c) A Licensee shall apply to the Town for an amendment to the Business licence if there is a change in:
 - i. the Business location
 - ii. the Owner of the Business,
 - iii. the contact information of the Business

- iv. the Business name
- v. the type of Business

d) Should a Business cease to carry on the Business for which a Business Licence has been granted, the Licencee shall immediately notify the Town.

6) Approval, Refusal, Suspension, and/or Revocation:

- a) The CAO, or designate shall approve and issue a Business Licence to any Business, following the submission of an application as required by this Bylaw, which complies with this Bylaw and all other Bylaws of the Town of Bowden, and any other statutes or regulations.
- b) The CAO may refuse to issue or renew a Business Licence, may suspend or revoke a Business Licence and may impose any conditions on a Licence for the following reasons:
 - i. the applicant or Licencee does not, or no longer meets the requirements of this Bylaw with respect to the licence applied for or held,
 - ii. the applicant or licencee or any of its officers or employees furnishes false information or misrepresents any fact or circumstance to the CAO or a Bylaw Officer, or has, in the opinion of the CAO or a Bylaw Officer contravened this Bylaw whether or not the contravention has been prosecuted,
 - iii. in the opinion of the Bylaw Officer based on reasonable grounds, it is in the public interest to do so.
- c) Any business for which a Business Licence application has been refused, or any Business where an existing Business Licence has been revoked, shall cease operations immediately upon notification of the refusal or revocation by the CAO.
- d) When a notice to revoke a Business licence is given, it shall have attached to it in writing the reason for revocation.
- e) Upon request by a Health Authority or Building Inspector to do so, the CAO shall suspend the Business Licence(s) of an licenced premises concerned and shall not reinstate such Business Licence(s) until the Health Authorities or Building Inspector certifies that the premises concerned are again fit to be used.
- f) With respect to complaints relating to a business or a business' operation, if, in the sole opinion of Council, municipal resources are being disproportionately allocated to monitor and police said business, that Business Licence shall be immediately revoked.

7) Appeals:

- a) Where an application for a licence has been refused, or where an existing licence has been revoked, suspended, or issued subject to conditions, the applicant or licencee as the case may be, is entitled to appeal to Council the refusal or revocation of the licence.
- b) The applicant or licencee, as the case may be, shall have fourteen (14) days from the date of refusal, revocation, suspension or issuance subject to conditions, in which to appeal to Council, in writing; otherwise, the right of appeal shall be barred and extinguished.
- c) Council shall hear the appeal within seven (7) days of receipt and shall give forty-eight (48) hours' notice of the hearing in writing to the appelland.
- d) Council, after hearing an appeal, may:
 - i. direct a Business Licence be issued without conditions
 - ii. direct a Business Licence be issued with conditions, or
 - iii. uphold the decision of the CAO on grounds which appear just and reasonable to Council.
- e) A decision of Council on an appeal is final and binding on all parties.

8) Display and Production of Licence:

- a) Every Licence issued under this Bylaw shall be made out and delivered to the Licencee who shall put up the licence in a conspicuous place in the business premises.
- b) Every Licencee who holds a licence under this Bylaw which is not limited to specific premises, shall, so long as the licence is in force, have immediately available the licence or a copy thereof and such licence shall, upon request, forthwith produce same to the Bylaw Office, any police officer, or other duly authorized person, or any person with whom he is doing business to which the licence relates.

9) Duration of Licence:

Every licence issued under the provisions of this Bylaw shall terminate at midnight on the 31st of December of the year in which said licence was issued unless:

- a) the licence provides otherwise, or
- b) the licence has been sooner cancelled or forfeited.

10) Fees:

Fees levied on each application for a business license are per the Master Rates Bylaw, as may be amended from time to time.

11) Land Use and Development Control:

The issuance of a Business Licence under this bylaw does not constitute development approval under the Town Land Use Bylaw. The holder of an existing business licence or an applicant for a Business Licence is responsible for obtaining such development approval as may be necessary. Where such approval cannot be obtained, the CAO shall forthwith cancel any existing Business Licence and refuse any further similar application.

12) Licence Requirements:

- a) No person shall engage in or operate within or partly within the Town any Business described within this Bylaw, or any Non-Resident Business unless that person holds a Business licence authorizing the engagement in or operation of that Business and having paid the required fee per the Master Rates Bylaw, as may be amended from time to time.
- b) It is the responsibility of the Applicant to obtain and hold valid Provincial and Federal licences, permits, approvals, clearances and/or insurances.
- c) It is the responsibility of the Applicant to obtain and hold a valid development approval(s) where necessary.
- d) Where a Business operates at more than one Business Premises, each Business Premises requires a separate Business Licence.
- e) Where more than one Business operates at one Business Premises, each Business requires a separate Business Licence
- f) A Business Licence shall not be issued:
 - i. if the Applicant fails to provide all the information required or requested under this Bylaw, or
 - ii. to any Applicant not properly in compliance with Municipal statute, regulation or Bylaw.
- g) A Business Licence is not valid until it has been signed by the CAO or designate.

13) Exemptions:

- a) Any business exempted from the requirements of municipal licensing by any Statute of Canada or the Province of Alberta.
- b) Any business carried on or operated by any person on any grounds directly associated with the annual Bowden Days Rodeo that are directly supervised and controlled by the Bowden and District Agricultural Society,
- c) Material delivery operations,
- d) Individuals under the age of 18 to the discretion of the Bylaw Officer;
- e) Charitable or Non-profit organizations registered under the Alberta Societies Act;
- f) Chinook's Edge School Division No. 73 for business related to the normal operation of their educational system;
- g) Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale to a maximum of four (4) weekends per calendar year;
- h) For a non-resident business that supplies bulk goods or services to a licensed resident business for the purpose of resale;
- i) A newspaper and flyer delivery person who delivers the product to a house or business,
- j) Any other Business exempted through, or by order of Council.

14) Provisions for Hawkers, Peddlers and Mobile Vendors:

- a) No person shall carry on business as a Hawker, Peddler or Mobile Vendor in public or private property with the boundary of the Town unless a business licence is granted.
- b) A business licence issued to a Hawker, peddler or Street Vendor of foodstuffs shall be withheld until the Applicant has produced appropriate permits, licences or certificates from Federal and/or Provincial Health authorities.

15) Provisions for Farmers' Markets, Flea Markets and Trades Shows:

- a) A business licence for a Farmers' Market, Flea Market or Trade Show is required for the organizing entity only. All other individual vendors partaking in the Market are not required to obtain a business licence.
- b) Every applicant must co-operate with the Bylaw Officer to ensure that all required inspections, including building, fire and health inspections, are conducted as required.
- c) Every applicant for a Business Licence, for a Market or Trade Show to be located on property owned by the Town of Bowden shall file with the Town proof of insurance of Commercial General Liability coverage subject to limits of not less than one million dollars (\$1,000,000) inclusive per occurrence for bodily injury, death and damage to property

16) Severability:

- a) Each separate provision of this Bylaw shall be deemed independent of all other provisions, and,
- b) Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of this Bylaw shall remain valid and enforceable

17) Amendments to Schedules:

Town Council may by bylaw amend Schedules A and B from time to time as required.

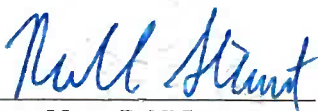
18) Effective Date of Bylaw and Repeal of Existing Bylaws:

- a) This Bylaw repeals Bylaw 07/2003 and any other previous Business License Bylaw upon final passing of Bylaw 03-2017.
- b) This Bylaw shall come into effect upon third and final reading.

READ A FIRST TIME THIS 24TH DAY OF APRIL, 2017.

READ A SECOND TIME THIS 24TH DAY OF APRIL, 2017.

READ A THIRD TIME AND FINALLY PASSED, THIS 23RD DAY OF MAY, 2017.



Mayor Robb Stuart



CAO James Mason

Schedule A
Penalties

1. Any person who contravenes any provisions of this Bylaw is guilty of an offense and is liable, upon summary conviction, to a fine of not less than \$500 and not more than \$1,000 and in addition thereto, a fine of not less than \$500 and not more than \$2,500 for every day that the offence continues, and cost plus damages and in default thereof to imprisonment for a period not exceeding 60 days unless the fine and costs, including the costs of committal, are sooner paid.
2. Where any provision of this Bylaw have been deemed to be contravened and an offense has been issued for that contravention, the accused may avoid appearing in court to answer to the said charge by submitting to the Municipality a voluntary payment of 50% of the summary conviction fine fee.

Schedule B
Business Licence Application



TOWN OF BOWDEN

BOX 338, 2101 - 20 AVENUE, BOWDEN, ALBERTA, T0M 0K0
Phone 403.224.3395 ♦ fax 403.224.2244 ♦ Email: info@town.bowden.ab.ca

BUSINESS LICENCE APPLICATION - BYLAW 03 - 2017

This is an application for a Business Licence under the provisions of the Business Licensing Bylaw 03-2017 to operate a business within the limits of the Town of Bowden. A Provincial License may or may not be required for the proposed business. The onus will be on the applicant to contact the Government Services office in Calgary by dialing 310-0000 and then asking the operator for Provincial Licensing. Business licenses are issued for the calendar year and expire at midnight December 31 of that year. If you have any questions, please contact the Town Office at 403-224-3395. PLEASE NOTIFY THE TOWN OFFICE WITH ANY CHANGES TO BUSINESS OWNERSHIP, NAME, ADDRESS OR PHONE NUMBER.

This information is being collected under the authority of FOIPP and will be used for Business Licensing application purposes. You should be aware that this application can and may be disclosed to members of the public in accordance with FOIPP. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIPP). The Town of Bowden may distribute the information provided on this form to organizations that in the opinion of the Town will promote economic development and more specifically would like to publish certain information provided on the Town of Bowden Business Directory found on our website	
<input type="checkbox"/> I permit my business information to be made public.	<input type="checkbox"/> I do not wish to have my business information made public

THE TOWN OF BOWDEN ACCEPTS NO RESPONSIBILITY FOR BUSINESSES LOCATED ON RENTAL PREMISES THAT DO NOT HAVE THE APPROVAL OF THE PROPERTY OWNER.

NAME OF BUSINESS: _____

REGISTERED NAME: _____

TYPE OF BUSINESS: _____
(Identify Products or Services)

HOME OCCUPATION _____ LOCAL RESIDENT _____ OTHER _____
(Has a Development Permit been granted?)

DO YOU HAVE A PROVINCIAL LICENSE FROM A GOVERNMENT SERVICES OFFICE?
IF YES, WHAT IS YOUR PROVINCIAL LICENSE NUMBER? _____

LOCATION OF BUSINESS PREMISES: _____

MAILING ADDRESS: _____ POSTAL CODE: _____

BUSINESS TELEPHONE: _____ EMERGENCY: _____ FAX: _____

WEBSITE: _____ EMAIL ADDRESS: _____

APPLICANTS NAME (PRINT): _____

APPLICANTS SIGNATURE: _____ DATE: _____

<p>FOR OFFICE USE ONLY</p> <p>Approved: _____ Refused: _____ Land-Use Classification: _____ Conforms: _____</p> <p>Date of Issue: _____ Fee: _____</p> <p>Signature of Licensing Officer: _____</p>	<p>LICENSE # _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Regular Council Meeting: November 25, 2024	Agenda Item: 7.b
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: RFD	Attachment(s): 1 Municipal Affairs Fact Sheets (x4) 2 Municipal Election Bylaw 10 / 2024 (draft) 3 Municipal Election Bylaw 02 / 2021

Municipal Election Bylaw 10 / 2024

7.b.i Background

The Municipal Affairs Statutes Amendment Act, 2024, made changes to two pieces of municipal-related legislation: the Local Authorities Elections Act (LAEA) and the Municipal Government Act (MGA). This legislation came into effect on October 31, 2024.

The Local Authorities Election Act (LAEA) is the primary legislation that guides the conduct of a municipal election or by-election.

The latest version of the Local Authorities Election Act on the Alberta Government website is dated October 31, 2024 (152 pages).

The latest version of the Local Authorities Election Forms Regulation Act on the Alberta Government website is dated July 27, 2021.

Administration:

- has just received (22 November) a copy of the Local Authorities Election Act,
- does not have access to the latest version of the Local Authorities Election Forms Regulation as this is not available (as at 10:03am November 22, 2024).

Prior to this the following update was received (November 20) from Darren Reedy, Director of Policy & Legislation at Alberta Munis.

Bill 20, the Municipal Affairs Statutes Amendment Act, was passed by the legislature in the spring and was proclaimed on October 31, 2024. As you know, Bill 20 makes numerous changes to the MGA and the LAEA.

You are correct that an updated version of the LAEA that includes the Bill 20 changes has yet to be posted by the Government of Alberta.

Resources from Municipal Affairs on Changes to the LAEA

Based on conversations we have had with Municipal Affairs staff this is our current understanding: In late October, the Government of Alberta released two new regulations under the LAEA. One of those regulations, the Expense Limits Regulation, applies to Bowden along with all other municipalities.

On October 22, we published an article in our Weekly newsletter about what it means for candidates in the next municipal election: New local election rules introduced | Alberta Municipalities

Municipal Affairs is still developing documents that will help municipalities understand all the changes that need to be made resulting from Bill 20 but due to the need to consult municipalities over the

summer and the significant number of changes that were made, Municipal Affairs is still developing most of those resources.

To-date, Municipal Affairs has only released FAQ documents on:

- *Campaign financing*
- *Special ballots, voter vouching, and permanent electors registrar*

These are available at: Changes to the Local Authorities Election Act (LAEA) 2024 - Open Government In addition to other change management documents that we are expecting, Municipal Affairs is nearly completed an update to their "Running for Municipal Office in Alberta: A Guide for Candidates" as well as educational videos on what candidates need to know when running for office.

Resources from Municipal Affairs on Changes to the MGA

In my search I could not find any new documentation that will support municipalities with the Bill 20 changes to the MGA. I have sent an email to Municipal Affairs this afternoon to see if anything is available yet.

Budget Impacts for 2025

In terms of developing a budget for 2025, here are a few items you might want to keep in mind: Estimate a cost to develop a permanent electors register. This will be supported by Elections Alberta but they haven't released any information yet. Special Ballots, Voter Vouching and Permanent Electors Register: Changes to the Local Authorities Election Act (LAEA)

Determine if your council wants to allow for special ballots and if so, what cost, if any, you might incur to support that service during the election. Special Ballots, Voter Vouching and Permanent Electors Register: Changes to the Local Authorities Election Act (LAEA)

If you have used electronic voting tabulators in the past, you will need to adjust your budget to account for hand counting of votes on election day.

Orientation training is now mandated for every elected official after the 2025 election. The Elected Officials Education Program will once again be offering its Munis 101 course but if you want to provide training internally, you may want to budget accordingly based on whether that training is provided by your staff or if you are going to rely on a consultant.

Municipalities will now be required to offer a digital option for people to attend a public hearing. If you don't currently offer that ability, then you may need to consider whether you have sufficient audio-visual equipment to do so.

If you were looking for different information, please let me know. As we become aware of new resources, we will publish those updates in our Weekly newsletter so make sure you are subscribed.

The fact sheets prepared by Alberta Municipal Affairs accompanies this RFD.

7.b.ii Request for Decision

The attached draft bylaw is submitted to Council as a Request for Decision (three recommended options).

This bylaw updates and replaces Municipal Election Bylaw 02 / 2021.

7.b.iii Justification

The existing bylaw requires updating to:

- incorporate changes within the Local Authorities Election Act,
- make reference to the 2025 General Municipal Election.

7.b.iv Timings

The new bylaw must be effective January 1, 2025.

The final Regular Council Meeting of this year is scheduled for 9th December.

If necessary, a Special Council Meeting may be held to review and pass the bylaw.

7.b.v Amendments / Inclusions in the new bylaw

Section 6.3 Candidates Eligibility Requirements.

This remains unchanged from the 2021 Municipal bylaw.

There is no option in the draft 2024 bylaw for a requirement for candidates to provide a criminal record check.

This requires a decision of Council.

The following is reproduced from the Local Authorities Election Act.

Criminal record check

21.1 An elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check.

Section 6.8 Nomination Deposit.

Council can decide whether a deposit of \$100.00 should be provided with the nomination paper. The sum of deposits could be used to offset the cost of the election, and the production of an electors register.

Section 9 Permanent Electors Register

This is a new requirement.

Section 10 Proof of Voter Eligibility & Identification

This section makes reference to the permanent Electors Register.

The following is reproduced from the Local Authorities Election Act.

Proof of elector eligibility

53(1) *Every person who attends at a voting station for the purpose of voting must be permitted to vote if*

(a) the person

(i) is named on the permanent electors register, and

(ii) produces one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the person,

7.b.vi Considerations

Without full reference to the details of the revised Local Authorities Elections Act the Municipal Election Bylaw can only refer where needed to "provisions or requirements as set out in the Act".

Technically this is not incorrect and there is no requirement to duplicate the provision within the Act.

However, without a full review of the new legislation at the time of producing this RFD (22 November) the impact of any new provision and how this might be referred to in the new bylaw cannot be determined.

A further detailed review of the Local Authorities Elections Act is required.

Recommended options on how to proceed are given below.

7.b.vii Recommended actions:**1**

That Council grants first reading to Municipal Election Bylaw 10 / 2024.

Administration will further review the content of the first draft of the bylaw and submit any required further amendments following a detailed review of the Local Authorities Elections Act at the RCM of December 9, 2024.

or

2

Administration recommends that Council review Municipal Election Bylaw 10 / 2024 during the RCM of December 9, 2024 with the proposal that the new bylaw is given first, second and third readings.

or

3

Administration recommends that Council review the bylaw during a Special Council Meeting with the proposal that the new bylaw is given first, second and third readings.

It would further assist Administration if Council could indicate their preference on the following:

- i. whether a deposit of \$100.00 should be provided with the nomination paper,
- ii. whether a Criminal record check is required.

Recommended motion:

Motion by Councillor _____ that Council _____.

Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Allows donations outside the local election year and requires annual reporting of donations.	
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The LAEA permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

Strengthening the accountability of local councils under the MGA

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the MGA or otherwise exceeds the authority granted to a municipality under the MGA or any other statute, conflicts with the MGA or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan. No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the MGA.
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the MGA

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the MGA.
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)

Special Ballots, Voter Vouching, and Permanent Electors Register

Changes to the *Local Authorities Election Act (LAEA)*

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

What changed?

Special Ballots

An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to vote by special ballot.

Previously, special ballots could only be provided for those with a physical disability, absence from the local jurisdiction, or for those who were involved in the election (returning officer, scrutineer etc.).

Councils who choose to allow for special ballots must still **first** authorize them via resolution prior to nomination day.

Voter Vouching

Vouching is now only permitted for the validation of the address of the person's residence. The individual vouching for another elector must be listed on the permanent electors register.

Previously, vouching extended to verifying a person's identity and age, if applicable. There was no requirement for the person vouching for the elector to be on a permanent electors register.

Permanent Electors Register

With the proclamation of Bill 20, *Municipal Affairs Statutes Amendment Act, 2024*, a municipality must prepare a permanent electors register of residents in the municipality who are eligible to vote compiled and revised primarily using information received from Elections Alberta.

Summer villages may, but are not required to, prepare a permanent electors register and enter into an agreement with the chief electoral officer.

With the introduction of the permanent electors register, the process for voter verification under the LAEA has been modified. Please see LAEA Section 53(1)(a) for more information.

Who is impacted by the change?

Council, electors, and municipal staff involved in elections are impacted by changes to special ballots, voter vouching, and the permanent electors register.

What does this change mean for me?

Special Ballots

If council chooses to allow for special ballots via resolution, residents will have expanded access to this voting opportunity if they are on the permanent electors register.

Municipal staff may want to plan for an increase in special ballot requests. A special ballot elector register will need to be created. See Sections 77.1 - 77.3 of the LAEA for more information.

Voter Vouching

If council chooses to allow for special ballots, residents will be required to present approved identification for voter vouching, as vouchers (who are on the permanent electors register) can now **only** confirm the address of a person's residence and **not** the identity or age of an individual.

Permanent Electors Register

The process of compiling and revising the permanent electors register will be outlined by Elections Alberta. Questions about the register or associated processes can be directed to Elections Alberta at: <https://www.elections.ab.ca>

Who can I contact for more information?

If you have questions about special ballots of voter vouching, please contact Municipal Advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Where can I find additional resources?

- *Local Authorities Election Act*, King's Printer: https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link
- Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta: <https://www.assembly.ab.ca/assembly-business/bills/bill?billinfoid=12039&from=bills>
- <https://www.alberta.ca/municipal-elections-overview>.

Changes to the *Local Authorities Election Act (LAEA) 2024*

Campaign Financing

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

What changed?

The campaign period for general elections is now the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election, and both intended and nominated candidates must give notice in their local jurisdictions before they may accept contributions or incur campaign expenses.

The Expense Limits Regulation has been created, which establishes campaign expense limits for candidates for chief elected official (CEO) and councillor in each year of the election cycle.

No campaign expense limits were established for candidates for school board trustee.

Who is impacted by the change?

Prospective candidates, nominated candidates, contributors, and local jurisdictions are all impacted by the changes to campaign financing rules.

What does this change mean for me?

No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice (Section 147.22).

Individuals who intend to be nominated or who have been nominated to run for election must give written notice to the local jurisdiction. Written notice must include:

- the full name, address, and contact information of the individual;
- the address of the place(s) where records are maintained, and of the place to which communications may be sent;
- the names and addresses of the financial institutions to be used as depositories for campaign contributions; and
- the names of the signing authorities for each financial institution to be used for campaign contributions.

No candidate or person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

Local jurisdictions must maintain a register of candidates who have given notice. The register must be made publicly available on the local jurisdiction's website until December 31 immediately following a general election, or 60 days following a by-election (Section 147.221).

The register must be made available in a partial or redacted form with the mailing address of the candidate and candidate's agent, and any personal information that the returning officer, deputy, or secretary believes would compromise the personal safety of the candidate, removed. If a criminal record check was filed with a candidate's nomination papers, the results must not be withheld or redacted.

Who is prohibited from making contributions?

No individual ordinarily resident outside of Alberta, or a prohibited organization, or trade union or employee organization other than an Alberta trade union or Alberta employee organization, shall make a contribution to a candidate (Section 147.1). Prohibited organizations include:

- A municipality,
- A corporation controlled by a municipality that meets the test in Section 1(2) of the *Municipal Government Act*,
- A non-profit organization that has received a grant, or real or personal property from a municipality since the last general election,
- A provincial corporation as defined in the *Financial Administration Act*, including management bodies within the meaning of the *Alberta Housing Act*,
- A Metis settlement,
- A board of trustees under the *Education Act*,
- A public post-secondary institution as defined in the *Post-secondary Learning Act*,
- A corporation that does not carry on business in Alberta,

- A registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada), or
- An organization designated by the Lieutenant Governor in Council as a prohibited organization.



What is the campaign period for the 2025 General Election?

For the 2025 General Election, the campaign period begins once the amendments are in force on October 31, 2024, and ends on December 31, 2025.

In the case of a by-election, the campaign period begins on the day after the resolution or bylaw is passed to set the election day for the by-election and ends 60 days after the by-election.

For more information, please refer to Municipal Affairs' Returning Officers Manual Module 3.

What are the limits on contributions?

Subject to candidate self-contributions in Section 147.2(4), contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period, or, in the case of a by-election, during the campaign period,

- (a) \$5,000 in the aggregate to all candidates for election as a councillor in a particular municipality,
- (b) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*, and
- (c) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.

Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period \$5,000 in the aggregate to all candidates for election as above.

A candidate may contribute up to \$10,000 during the campaign period of the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period (Section 147.2(4)).

Any amount paid by a candidate for campaign expenses from the candidate's own funds not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, is a contribution to the candidate's own campaign (Section 147.2(5)).

No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization, or an individual ordinarily resident outside Alberta, or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization (Section 147.2(6)).

No candidate or person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to above (Section 147.2(7)).

What are the campaign expense limits for municipal candidates?

The Expense Limits Regulation establishes the following campaign expense limits for municipal candidates are based on the population in the most recently published Municipal Affairs Population List. The population list may be viewed at:

<https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

A candidate for election as a councillor or their chief financial officer (in the case of a local political party) may not incur campaign expenses in the first two years of a campaign period after a general election.

In the year before a general election:

- In municipalities with no wards:
 - Candidates for and councillor may incur campaign expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$10,000 or \$0.50 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

In the year of a general election:

- In municipalities with no wards:
 - Candidates for CEO and councillor may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

For by-elections, candidates for both CEO and councillor will have campaign expense limits equal to the limits for the year of a general election.

When will these changes take effect?

The changes under the *Municipal Affairs Statutes Amendment Act, 2024* came into force on October 31, 2024.

Who can I contact for more information?

If you have questions about campaign financing, please contact municipal advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Where can I find additional resources?

- *Local Authorities Election Act*, King's Printer: https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link
- Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta: https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf.
- Manuals and election resources: <https://www.alberta.ca/municipal-elections-overview>
- Expense Limits Regulation MSD:073/24: https://kings-printer.alberta.ca/Documents/MinOrders/2024/MunicipalAffairs/2024_MSD073-24_Municipal_Affairs.pdf

- Local Political Parties, Slates and Campaign Expense Limits: <https://www.alberta.ca/system/files/ma-local-parties-and-campaign-expense-limits-fact-sheet.pdf>

Councillor Orientation

Changes to the *Municipal Government Act (MGA)*

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

What changed?

Municipalities are required to offer orientation training and each councillor is now required to attend orientation training offered by the municipality. Previously, the municipality was only required to offer training to councillors.

What topics must be covered in the training?

The topics that must be covered are broken into two parts.

The topics in the **first group** are:

- role of municipalities in Alberta;
- municipal organization and function;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct; and
- roles and responsibilities of the chief administrative officer and staff.

The topics in the **second group** are:

- key municipal plans, policies and projects;
- budgeting and financial administration;
- public participation; and
- any other topic prescribed by the regulations.

What are the timelines for the training?

Training on the **first group** of topics must be held prior to or on the same day as the organizational meeting following a general election. In the case of a by-election, training on the first group of topics must be held on or before the day the councillor takes the oath of office.

Training on the **second group** of topics must be held prior to or on the same day as the first regularly scheduled council meeting, or in the case of a councillor elected via by-election, within 90 days after that councillor takes the oath of office.

For the second group of topics, council has the authority to extend the time for this training, by resolution, by up to 90 days.

Who is impacted by the change?

Councillors and municipal staff are both impacted by changes to councillor orientation requirements. Councillors are required to attend the training and administrative staff will have to ensure training materials are available and delivered with these timelines in mind.

Who can I contact for more information?

If you have questions about new councillor orientation requirements, please contact municipal advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Where can I find additional resources?

- The ministry will develop a further resource on this topic and notify municipalities when the training is available.
- The *MGA*, available on the King's Printer: https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_ty pe=Acts&isbncln=9780779846009
- Bill 20: Legislative Assembly of Alberta: <https://www.assembly.ab.ca/assembly-business/bills/bill?billinford=12039&from=bills>



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

Town of Bowden – Province of Alberta
MUNICIPAL ELECTION BYLAW
10 / 2024 (1st Reading)

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 section 237 of the Municipal Government Act, RSA2000, Chapter M-26 provides that a vote of electors must be conducted in accordance with the Local Authorities Election Act,

And whereas under the authority of and subject to the provisions of the Local Authorities Elections Act, RSA2000, Chapter L-21 which provides that Council may establish, by bylaw, procedures for the conduct and administration of Municipal Elections and by-Elections,

And whereas there are provisions within the Local Authorities Elections Act, that are within the discretion of elected authorities to do so bylaw or resolution,

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 "Municipal Election Bylaw".

2 PURPOSE

This purpose of this Bylaw is to enact regulation and establish procedures specific to the administration of General Elections and By-Elections within the Municipality but principally for the procedures of the 2025 General Municipal Election.

3 DEFINITIONS

Except as otherwise provided herein, words in this bylaw shall have the meanings as prescribed in the Local Authorities Elections Act.

Within this bylaw the following definitions apply:

Act

Means the Local Authorities Elections Act, RSA 2000, Chapter L-21.

Ballot Box

Means a container, in a form approved by the Returning Officer intended to contain the ballot cards.

Ballot Card / Ballot

Means the printed document presented to electors containing the names and office of the candidates be voted on, and spaces provided to mark their vote.

Candidate

Means a person who has been nominated to run for election as either Mayor or Councillor.

CAO (Chief Administrative Officer)

Is the person appointed by Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

Council

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

Deputy Returning Officer

Means a substitute returning officer appointed by the appointed Returning Officer to assist in conducting duties necessary for an election as directed by the Returning Officer.

Election

Means the General Municipal Election scheduled for October 25, 2025.

Elector

Has the same meaning as provided for in the Local Authorities Elections Act which means a person eligible to vote in an election.

Electors Register

Means the permanent Electors Register of residents in the municipality who are eligible to vote that is compiled using information received from Elections Alberta and from other sources.

Election Sign

Any sign (inscribed board, bill, placard, poster, banner, flag or device) used to promote a candidate or party during an election or by-election.

Municipality

Means the Town of Bowden.

Person

Means any of the following:

- i. an individual,
- ii. a resident,
- iii. an election candidate (or their agents, campaign workers or volunteers)

Returning Officer

Means the person appointed under this bylaw to carry out all duties necessary for the conduct of an election.

Scrutineer

Has the same meaning as provided for in the Local Authorities Elections Act which means a person recognized as a scrutineer pursuant to the provisions within section 69 and 70 of the Local Authorities Elections Act

Town

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

Words (interpretation)

- i. "may" is to be interpreted as permissive (allowed but not obligatory, optional).
 - ii. "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
 - iii. "shall" is to be interpreted as "must".
 - iv. "should" is to be interpreted as a recommended (desirable, not required to conform).
 - v. "Including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.
-

4 Office

The number of vacancies, within the jurisdiction of the Municipality for the office of:

- | | |
|------------------------------------|------------|
| i. Councillor | is six (6) |
| ii. Chief Elected Official (Mayor) | is one (1) |

to be elected by a vote of the electors.

5 Election Officials**5.1**

The Returning Officer for the Town of Bowden is appointed by Council resolution for the purpose of conducting election duties as provided in the Act and any other applicable enactment.

5.2

If a Returning Officer is not appointed by Council resolution, then the Chief Administrative Officer is appointed as the Returning Officer.

5.3

The Returning Officer has the responsibility for performing the duties as specified in:

- i. Section 14 of the Act,
- ii. any other applicable Provincial Act or Regulation,
- iii. this bylaw and any other applicable enactment.

5.4

The Returning Officer is empowered by the Act to:

- i. do all things necessary for the conduct of an election,
- ii. delegate any powers of office,
- iii. impose any conditions or restrictions on any delegation powers,
- iv. administer an oath to a person making an oath that is authorized or required by the Act,
- v. appoint a Deputy Returning Officer(s), and other Election officials as necessary to ensure the efficient conduct of the election.

5.5

The Returning Officer must take the official oath of office, in the prescribed form as required by the Act, before performing the duties of that office.

5.6

The Returning Officer is responsible for ensuring that every Deputy, Enumerator, Scrutineer and all other appointed election officers before the commencement of any duties sign an official statement or oath of office, in the prescribed form as required by the Act,

6 Nominations

6.1

The Returning Officer (or Deputy) will accept candidate nomination forms for the office of Mayor and Councillor.

Nominations will be accepted in person (only) at the Town of Bowden administration office located at 2101 – 20th Avenue, Bowden.

Incomplete or altered nomination forms will not be accepted by the Returning Officer (or Deputy).

6.2

Nominations for the general election open January 1, 2025, and close at noon on September 22, 2025.

Nomination forms will not be accepted after noon on September 22, 2025.

6.3

Candidates must meet the eligibility requirements outlined in the Act, including:

- a) being at least 18 years of age,
- b) being a Canadian citizen,
- c) having been a resident of the Town for at least six consecutive months immediately preceding nomination day.

6.4

A candidate cannot submit a nomination to run for both the office of Councillor and Mayor.

6.5

Candidate nomination forms must be completed in accordance with the requirements set out on the nomination form, or the Act or the Local Authorities Election Forms Regulation.

6.6

It is the sole responsibility of Candidates to ensure that nominations comply with the requirements of this bylaw and the Act.

6.7

Candidates may withdraw their nomination in writing to the Returning Officer until 12:00 p.m. noon on September 23, 2025.

6.8

Each candidate must provide a nomination (non-refundable) deposit of \$100.00 in the form of cash or cheque payable to the Town of Bowden.

7 Campaign Finance & Disclosure

7.1

No Candidate shall accept contributions in excess of the limits established under Part 5.1 of the Act. All Candidates must maintain complete financial records of contributions received and expenditures made during their campaign.

7.2

Candidates must submit their financial disclosure statement to the Returning Officer by March 1, 2026, detailing all campaign contributions and expenses.

8 Third Party Advertising

8.1

Third-Party Advertisers must register with the Returning Officer before engaging in Election related advertising in accordance with Part 8 of the Act.

8.2

The Returning Officer will maintain a register of third parties who engage in election advertising.

8.3

Third-Party Advertisers must satisfy all of the requirements of the Act.

9 Permanent Electors Register

9.1

The Town of Bowden shall maintain a permanent Electors Register (list) to facilitate the identification and verification of eligible Electors, in accordance with the provisions of the Act.

9.2

The Chief Administrative Officer is authorized to enter into an information sharing agreement with the Chief Electoral Officer of Alberta (Elections Alberta) for the purpose of compiling and revising the permanent Electors Register and the Provincial Register of Electors as required under the Act.

9.3

Eligible Electors may verify their inclusion and details on the Electors Register in advance of Election Day.

9.4

Corrections to address errors or omissions can be requested in person to the Returning Officer (or Deputy Returning Officer) at the Town Administration Office during normal office hours.

9.5

All Elector information collected for the Electors Register will be stored securely and handled in compliance with Alberta's Freedom of Information and Protection of Privacy Act (FOIP) to protect individuals' privacy.

Access to the Electors Register shall be limited to authorized personnel within the Town of Bowden, with the information only used for Election purposes.

10 Proof of Voter Eligibility and Identification

10.1

The Returning Officer (or Deputy Returning Officer) is responsible for ensuring that elector eligibility and identification is carried out in accordance with the provisions of the Act and this bylaw.

10.2

The permanent Electors Register will be used to facilitate the identification and verification of eligible Electors in accordance with the provisions of section 53 of the Act.

10.3

In accordance with the provisions of the Act all electors will be required to:

- i. ensure that they are named on the permanent electors register, and
- ii. show identification as prescribed by the Act prior to being given a ballot card, or
- iii. satisfy the provisions of section 53(1)(b) of the Act.

Acceptable identification is a document issued by a Canadian Government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the elector and his or her name and current civic address, and where required a date of birth.

10.4

If the form of identification in 10.3 does not identify the electors civic address additional identification, will be required that establishes the electors name and current civic address.

Acceptable forms of identification include:

- i. a bank / credit card statement,
- ii. correspondence issued by a school, college or university,
- iii. an Income Tax or Property Tax Assessment Notice,
- iv. an Insurance Policy Cover document (car or household),
- v. a letter from a public curator, public guardian, or public trustee,
- vi. a Pension Plan statement of benefits, contributions, or participation,
- vii. a residential lease or mortgage statement,
- viii. a statement of government benefits, eg: employment insurance, old-age security social assistance, disability support or child tax benefit,
- ix. a utility bill, (telephone, gas, electric or water),
- x. vehicle ownership or insurance certificates.

Other forms of identification will be accepted as authorized by the Returning Officer.

Any form of identification must not have expired or be dated more than three (3) months prior to the date of the Election.

10.5

Notwithstanding 10.2 and 10.3 above, an identified elector may:

- i. vouch for one other elector's eligibility if that other person accompanies the identified elector,
- ii. vouch for more than one person if every person shares the same place of residence as the identified elector.

10.6

A candidate, official agent, campaign worker, or scrutineer cannot validate the identity of an elector other than persons who reside in the same household as the candidate, official agent, campaign worker, or scrutineer.

11 Voting Procedures

11.1

The Returning Officer (or Deputy Returning Officer) is responsible for ensuring that voting procedures are carried out in accordance with the provisions of the Act and this bylaw, including but not limited to:

- i. ballots and ballot boxes,
- ii. instructions for voters,
- iii. voting hours and rules for the closure of voting stations,
- iv. elector assistance,
- v. persons at a voting station.

11.2

Voting procedures may be modified as deemed necessary at the discretion of the Returning Officer to do all things necessary for the conduct of an election.

11.3

Electors must follow and adhere to the voting procedures as set out in the Act and this bylaw and must follow and adhere to any additional voting procedures as posted in a voting station by the Returning Officer (or Deputy Returning Officer).

11.4

If an Elector spoils their ballot accidentally, they may return the spoiled ballot to an election officer and request a new ballot. The spoiled ballot shall be immediately marked as "spoiled" and kept separate from other ballots.

12 Advanced Voting**12.1**

An advance vote may be held as enacted by Council resolution in accordance with the provisions of the Act.

12.2

The date(s), time and place of Advance Voting shall be established by the Returning Officer and advertised and conducted in accordance with the provisions of the Act.

12.3

The Returning Officer will ensure a record is kept of persons voting on advanced voting days to ensure duplication of voting does not occur on Election Day.

12.4

Provision may be made for "incapacitated voting" by the Returning Officer during the dates and times of advance voting to allow for the vote of an elector who because of incapacity or mobility limitations is unable to attend an advance voting station or a voting station on election day (subject to resource availability).

At least two designated election officers must be in attendance at the residence of the elector during the time of the incapacitated voting.

Ballot Cards completed by incapacitated electors will be treated in the same manner as ballot cards completed through advanced voting.

13 Special Ballot**13.1**

A special ballot may be held as enacted by Council resolution in accordance with the provisions of the Act.

13.2

The Returning Officer (or Deputy Returning Officer) will conduct a special ballot in accordance with the provisions of the Act.

14 Post Vote Procedures**14.1**

The Returning Officer (or Presiding Deputy Returning Officer) is responsible for ensuring that post vote procedures are carried out in accordance with the provisions of the Act, including (but not limited to):

- i. post vote procedures and the counting of votes,
- ii. spoiled ballots,
- iii. rejected ballots,
- iv. election results,
- v. inspection of ballots post-election.

14.2

The Returning Officer (or Deputy Returning Officer) will ensure that the counting station(s) are secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.

14.3

The Returning Officer (or Deputy Returning Officer) will preside during the whole of the counting procedures.

14.4

The counting centre for voting will be the place nominated as the voting hall.

14.5

The count of advance votes and special votes may commence at 7:30 p.m. on Election Day.

14.6

The Returning Officer shall declare the official election results no later than noon on Friday October 24, 2025.

14.7

Any recounts requested must be made in accordance with section 98 of the Act.

The Returning Officer may order a recount of the votes at their discretion or at the request of a Candidate, as per the provisions of the Act.

15 Scrutineers

15.1

Scrutineers may observe Election procedures including the setup and opening of ballot boxes, the counting of ballots, and recounts.

15.2

Scrutineers must remain in the designated locations of the voting station or in a place designated by the Returning Officer.

15.3

Scrutineers must not interfere with the voting process, take photographs, or engage in any form of campaigning within voting stations.

15.4

Failure to comply with the provision of this bylaw or any reasonable request made by the Returning Officer may result in a warning and / or removal from the voting station.

16 Post Election Procedures

The Returning Officer (or Deputy Returning Officer) is responsible for ensuring that post-election procedures are carried out in accordance with the provisions of the Act, including (but not limited to):

- i. completion of election documentation,
- ii. reporting of election results,
- iii. safekeeping of election materials,
- iv. destruction of election material, ballots, and documents.

17 Election Signs during Campaigning

17.1.1 General

A development permit is not required for election signs subject to all provisions contained within this bylaw being met.

17.1.2

No election sign shall be erected before Nomination Day.

17.1.3

Election signs must not be placed on a municipal building, on a municipal structure, or on municipal land including:

- i. the Municipal Administration Office building, the Firehall, the Arena, the FCSS building,
- ii. all Public Works buildings or structures,
- iii. the Town Library,
- iv. the Bowden and District Cemetery,
- v. public playgrounds,
- vi. on public sidewalks or public furniture or public notice boards,
- vii. on public land adjacent to municipally owned buildings.

17.1.4

Election signs must:

- i. not obstruct or impair vision to traffic signs, traffic movement or traffic right of way,
- ii. not obstruct any public right of way,
- iii. not display illuminated, intermittent flashing, rotating, or moving light(s),
- iv. not be floodlit,
- v. not have any moving or rotating parts,
- vi. be securely erected and not present a safety hazard to pedestrians or vehicles,
- vii. be free standing (and must not be affixed to trees, traffic signs, lampposts, flagpoles, etc).

17.1.5

With regard to Provincial highways and Provincial property, election signs:

- i. must not be placed on any roadway structure or road sign,
- ii. must not be placed on provincial highway rights-of-way,
- iii. must not contravene the requirement of any provincial act, policy or order with regard to highway legislation and enactment.

17.1.6

Any person placing an election sign on private property must obtain the prior permission of the property owner.

17.1.7

No sign shall be placed in a manner designed to impair the effectiveness of other election signs.

17.2 Removal of Signs

17.2.1

Signs may be taken down temporarily by the Town in order to complete routine maintenance or repairs (eg: grass cutting).

17.2.2

Election signs must be removed within five (5) days of the end of the election period and disposed on in an acceptable manner for the normal disposal of waste.

Removal includes:

- i. the sign panel,
- ii. any supporting structure,
- iii. any tie or wiring or stake used to install and support the sign.

17.2.3

Signs that pose an actual or perceived hazard to the public or vehicle traffic will be removed by the Town or any relevant Agency or person with due authority (eg: Alberta Transportation, Alberta Sheriffs Branch, etc).

17.2.4

Contravention of any of the requirements this bylaw may result in the immediate removal of the election sign without notice or compensation to the owner or the candidate.

18 PENALTIES

18.1

Any contravention of any provision of this Bylaw may be enforced by the provisions contained within the Municipal Government Act (Division 4 Enforcement of Municipal Law), the Provincial Offences Procedures Act, R.S.A. 2000 Chapter P-24, this Bylaw, or any other Provincial or Federal regulation where valid and enforceable.

18.2

Any person who contravenes any provision of this bylaw, by doing any act or thing which is prohibited, or by failing to do any act or thing that is required, is guilty of an offence in accordance with this bylaw or any other enactment.

18.3

This may lead to the issue of an unspecified penalty the amount of any which will be determined and applied at the discretion of the Returning Officer dependent upon the context, nature and severity of the offence, as determined by the Returning Officer.

19 APPLICABILITY

19.1

Nothing in this bylaw (either by inclusion or omission) exempts any person from any statutory enactment, requirement or Ministerial Order including, but not limited to, the Municipal Government Act and the Local Authority Elections Act.

19.2

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

20 SEVERABILITY

Every provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

21 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws that enact regulation and set procedures for the administration of elections within the Municipality.

Bylaw 02 / 2021 Municipal Election Bylaw and all amendments thereto are hereby repealed.

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

Read a first time in open council this ** day of November 2024.

Read a second time in open council this ** day of _____ 2024.

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

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
MUNICIPAL ELECTION BYLAW
02 /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 section 237 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) provides that a vote of electors must be conducted in accordance with the Local Authorities Election Act,

And whereas under the authority of and subject to the provisions of the Local Authorities Elections Act, RSA2000, Chapter L-21 (current as of January 1, 2021 and as amended over time) which provides that Council may establish, by Bylaw, procedures for the conduct and administration of Municipal Elections and By-Elections,

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 "Municipal Election Bylaw".

2 PURPOSE

The Town of Bowden will conduct elections in accordance with the Local Authorities Elections Act, RSA2000, Chapter L-21 unless this Bylaw provides otherwise.

This purpose of this Bylaw is to enact regulation and establish procedures specific to the administration of General Elections and By-Elections within the Municipality.

3 DEFINITIONS

Except as otherwise provided herein, words in this Bylaw shall have the meanings as prescribed in the Local Authorities Elections Act.

Within this Bylaw the following definitions apply:

Act

Means the Local Authorities Elections Act, RSA 2000, Chapter L-21 (as amended over time).

Ballot Box

Means a container, in a form approved by the Returning Officer intended to contain the voted ballot cards.

Ballot Card

Means the paper ballot presented to the elector containing the names and office of the candidates be voted on, and spaces provided to mark their vote.

CAO (Chief Administrative Officer)

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA (or his / her designate) and is the administrative head of the Municipality.

Council

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

Deputy Returning Officer

Means persons appointed by the Returning Officer to assist in conducting duties necessary for an election as directed by the Returning Officer (or Presiding Deputy Returning Officer).

Election Sign

Any sign (inscribed board, bill, placard, poster, banner, flag or device) used to promote a candidate or party during an election or by-election.

Municipality

Means the Town of Bowden.

Person

Means any of the following:

an individual

a resident

an election candidate (or their agents, campaign workers or volunteers)

Presiding Deputy

Means a substitute returning officer appointed by the appointed Returning Officer to assist in conducting duties necessary for an election as directed by the Returning Officer.

Returning Officer

Means the person appointed under this Bylaw to carry out all duties necessary for the conduct of an election.

Town

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

Words (interpretation)

"may" is to be construed as permissive and empowering

"must" is to be construed as imperative

"shall" is to be construed as imperative

"should" is to be construed as a recommended

4 Office

The number of vacancies, within the jurisdiction of the Municipality for the office of:

- i. Councillor is six (6)
- ii. Chief Elected Official (Mayor) is one (1)

to be elected by a vote of the electors.

5 Nominations

5.1

The Returning Officer (or Presiding Deputy Returning Officer) will accept candidate nomination forms for the office of Mayor and Councillor.

5.2

For a General Election or a By-Election candidate nomination must be filed in accordance with the Act, namely:

- i. **General Election:**
A person may file a nomination to become a candidate on January 1 in a year in which a general election is to be held, ending at 12 noon on Nomination Day.
- ii. **By-Election:**
A person may file a nomination to become a candidate within the period beginning on the day after a resolution is passed that sets the Election Day for a By-Election ending at 12 noon on Nomination Day.

Nomination forms will not be accepted by the Returning Officer after 12 noon on Nomination Day.

5.3

Section 25 of the Act states Nomination Day as being 4 weeks before Election Day.

5.4

Candidate nomination forms must be completed in accordance with the requirements set out on the nomination form, or the Act or the Local Authorities Election Forms Regulation (as amended over time).

Incomplete or altered nomination forms will not be accepted by the Returning Officer.

6 Election Officials

6.1

The Returning Officer for the Town of Bowden is appointed by Council resolution for the purpose of conducting election duties as provided in the Act and any other applicable enactment.

6.2

If a Returning Officer is not appointed by Council resolution, then the Chief Administrative Officer is appointed as the Returning Officer.

6.3

The Returning Officer has the responsibility for performing the duties as specified in:

- i. Section 14 of the Act (as amended over time),
- ii. any other applicable Provincial Act or Regulation,
- iii. this Bylaw and any other applicable enactment.

6.3

The Returning Officer is empowered by the Act to:

- i. do all things necessary for the conduct of an election,
- ii. delegate any powers of office,
- iii. impose any conditions or restrictions on any delegation powers,
- iv. administer an oath to a person making an oath that is authorized or required by the Act,
- v. appoint a Presiding Deputy Returning Officer, a Deputy Returning Officer(s), and a Secretary
- vi. appoint a Constable(s) and other persons, as required.

6.4

The Returning Officer must take the official oath of office, in the prescribed form as required by the Act, before performing the duties of that office.

6.5

The Returning Officer is responsible for ensuring that the Presiding Deputy Returning Officer, the Secretary and all other appointed election officers sign an official statement of office, in the prescribed form as required by the Act, before the commencement of any duties by the appointed officers.

7 Voting Procedures

7.1

The Returning Officer (or Presiding Deputy Returning Officer) is responsible for ensuring that voting procedures are carried out in accordance with the provisions of the Act and this Bylaw, including (but not limited to):

- i. ballots and ballot boxes,
- ii. instructions for voters,
- iii. voting hours and rules for the closure of voting stations,
- iv. elector assistance,
- v. persons at a voting station.

7.2

Voting procedures may be modified as deemed necessary at the discretion of the Returning Officer to do all things necessary for the conduct of an election.

7.3

Electors must follow and adhere to the voting procedures as set out in the Act and this Bylaw and must follow and adhere to any additional voting procedures as posted in a voting station by the Returning Officer (or Presiding Deputy Returning officer).

8 Advanced Voting

8.1

An advance vote may be held as enacted by Council resolution in accordance with the provisions of the Act.

8.2

The date(s), time and place of Advance Voting shall be established by the Returning Officer and advertised and conducted in accordance with the provisions of the Act.

8.3

The Returning Officer will ensure a record is kept of persons voting on advanced voting days to ensure duplication of voting does not occur on Election Day.

8.4

Provision may be made for "incapacitated voting" by the Returning Officer during the dates and times of advance voting to allow for the vote of an elector who because of incapacity or mobility limitations is unable to attend an advance voting station or a voting station on election day.

At least two designated election officers must be in attendance at the residence of the elector during the time of the incapacitated voting.

Ballot Cards completed by incapacitated electors will be treated in the same manner as ballot cards completed through advanced voting.

9 Special Ballot**9.1**

A special ballot may be held as enacted by Council resolution in accordance with the provisions of the Act.

9.2

The Returning Officer (or Presiding Deputy Returning Officer) will conduct a special ballot in accordance with the provisions of the Act.

10 Proof of Voter Eligibility and Identification**10.1**

The Returning Officer (or Presiding Deputy Returning Officer) is responsible for ensuring that elector eligibility and identification is carried out in accordance with the provisions of the Act and this Bylaw.

10.2

In accordance with the provisions of the Act, where a permanent electors register is not prepared, all electors will be required to show identification as prescribed by the Act prior to being given a ballot card.

This will be a form of identification issued by a Canadian Government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the elector and his or her name and current civic address, and where required a date of birth.

10.3

If the form of identification in 10.2 does not identify the electors civic address additional identification, will be required that establishes the electors name and current civic address.

Acceptable forms of identification include:

- i. a bank / credit card statement,
- ii. correspondence issued by a school, college or university,

- iii. an Income Tax or Property Tax Assessment Notice,
- iv. an Insurance Policy Cover document (car or household),
- v. a letter from a public curator, public guardian, or public trustee,
- vi. a Pension Plan statement of benefits, contributions, or participation,
- vii. a residential lease or mortgage statement,
- viii. a statement of government benefits, eg: employment insurance, old-age security social assistance, disability support or child tax benefit,
- ix. a utility bill, (telephone, gas, electric or water),
- x. vehicle ownership or insurance certificates.

Other forms of identification will be accepted as authorized by the Returning Officer.

Any form of identification must not have expired or be dated more than three (3) months prior to the date of the Election.

10.4

Notwithstanding 10.2 and 10.3 above, an identified elector may:

- i. vouch for one other elector's eligibility if that other person accompanies the identified elector,
- ii. vouch for more than one person if every person shares the same place of residence as the identified elector.

10.5

A candidate, official agent, campaign worker, or scrutineer cannot validate the identity of an elector other than persons who reside in the same household as the candidate, official agent, campaign worker, or scrutineer.

11 Post Vote Procedures

11.1

The Returning Officer (or Presiding Deputy Returning Officer) is responsible for ensuring that post vote procedures are carried out in accordance with the provisions of the Act, including (but not limited to):

- i. post vote procedures and the counting of votes,
- ii. spoiled ballots,
- iii. rejected ballots,
- iv. election results,
- v. inspection of ballots post-election.

11.2

The Returning Officer (or Presiding Deputy Returning Officer) will ensure that the counting station(s) are secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.

11.3

The Returning Officer (or Presiding Deputy Returning Officer) will preside during the whole of the counting procedures.

12 Post Election Procedures

The Returning Officer (or Presiding Deputy Returning Officer) is responsible for ensuring that post-election procedures are carried out in accordance with the provisions of the Act, including (but not limited to):

- i. completion of election documentation,
- ii. reporting of election results,
- iii. safekeeping of election materials,
- iv. destruction of election material, ballots, and documents.

13 Election Signs during Campaigning

13.1 General

A development permit is not required for election signs subject to all provisions contained within this Bylaw being met.

13.1.2

No election sign shall be erected before Nomination Day.

13.1.3

Election signs must not be placed on a municipal building, on a municipal structure, or on municipal land including:

- i. the Municipal Administration Office building, the Firehall, the Arena, the FCSS building,
- ii. all Public Works buildings or structures,
- iii. the Town Library,
- iv. the Bowden and District Cemetery,
- v. public playgrounds,
- vi. on public sidewalks or public furniture or public notice boards,
- vii. on public land adjacent to municipally owned buildings.

13.1.4

Election signs must:

- i. not obstruct or impair vision to traffic signs, traffic movement or traffic right of way,
- ii. not obstruct any public right of way,
- iii. not display illuminated, intermittent flashing, rotating, or moving light(s),
- iv. not be floodlit,
- v. not have any moving or rotating parts,
- vi. be securely erected and not present a safety hazard to pedestrians or vehicles,
- vii. be free standing (and must not be affixed to trees, traffic signs, lampposts, flagpoles, etc).

13.1.5

With regard to Provincial highways and Provincial property, election signs:

- i. must not be placed on any roadway structure or road sign,
- ii. must not be placed on provincial highway rights-of-way,
- iii. must not contravene the requirement of any provincial act, policy or order with regard to highway legislation and enactment.

13.1.6

Any person placing an election sign on private property must obtain the prior permission of the property owner.

13.1.7

No sign shall be placed in a manner designed to impair the effectiveness of other election signs.

13.2 Removal of Signs**13.2.1**

Signs may be taken down temporarily by the Town in order to complete routine maintenance or repairs (eg: grass cutting).

13.2.2

Election signs must be removed within five (5) days of the end of the election period and disposed on in an acceptable manner for the normal disposal of waste.

Removal includes:

- i. the sign panel,
- ii. any supporting structure,
- iii. any tie or wiring or stake used to install and support the sign.

13.2.3

Signs that pose an actual or perceived hazard to the public or vehicle traffic will be removed by the Town or any relevant Agency or person with due authority (eg: Alberta Transportation, Alberta Sheriffs Branch, etc).

13.2.4

Contravention of any of the requirements this Bylaw may result in the immediate removal of the election sign without notice or compensation to the owner or the candidate.

14 PENALTIES**14.1**

Any contravention of any provision of this Bylaw may be enforced by the provisions contained within the Municipal Government Act (Division 4 Enforcement of Municipal Law), the Provincial Offences Procedures Act, R.S.A. 2000 Chapter P-24, this Bylaw, or any other Provincial or Federal regulation where valid and enforceable.

14.2

Any person who contravenes any provision of this Bylaw, by doing any act or thing which is prohibited, or by failing to do any act or thing that is required, is guilty of an offence in accordance with this Bylaw or any other enactment.

14.3

This may lead to the issue of an unspecified penalty the amount of any which will be determined and applied at the discretion of the Returning Officer dependent upon the context, nature and severity of the offence, as determined by the Returning Officer.

15 APPLICABILITY

Nothing in this Bylaw (either by inclusion or omission) exempts any person from any statutory enactment, requirement or Ministerial Order including, but not limited to, the Municipal Government Act and the Local Authority Elections Act.

16 SEVERABILITY

Every provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

17 BYLAW PRECEDENCE

This Bylaw supersedes and takes precedence over all previously passed Bylaws that enact regulation and set procedures for the administration of elections within the Municipality.

Bylaw 07 / 2017 Elections Bylaw and all amendments thereto are hereby repealed.

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

Read a first time in open council this 22nd day of February 2021.

Read a second time in open council this 22nd day of February 2021.

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

Read a third time in open council this 8th day of March 2021.

Robb Stuart, Mayor

Greg Skotheim, Chief Administrative Officer

Regular Council Meeting: November 25, 2024.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s):

Content:

8.a Extended Producer Responsibility Regulation

On October 3, 2022 the Alberta Government passed the Extended Producer Responsibility Regulation under the Environmental Protection and Enhancement Act for single use products, packaging and paper products.

These new regulations in Alberta shift the financial and operational responsibility for recycling from municipalities to the organizations that produce and sell packaging and paper.

Circular Materials (a not-for-profit producer responsibility organization PRO) is responsible for implementing and managing the new extended producer responsibility recycling system in Alberta.

Circular Materials was founded by 17 of Canadas leading food, beverage and consumer product manufacturers including for example Costco, Nestle, Loblaws, Kraft-Heinz and PepsiCo.

The service model only applies to the curbside collection of recyclable materials.

The Town is currently in the final stages of contract liaison with Circular Materials. A Master Servicing Agreement will be put in place.

Note: The Town will continue to contract with E360 for the recycling collection contract. From a service level viewpoint nothing will change (alternate Monday blue bin pick up).

The transition to this new framework will start on April 1, 2025.

More information about the scheme can be found on the Circular Materials website:
<https://www.circularmaterials.ca>

The financial compensation to the Town is based on the number of kerbside stops and a variable rate.

Estimated compensation revenues to offset the cost of the residential recycling pick up is \$22000.00 per annum which will be reflected in the 2025 Operating Budget.

Suggested Motion

Motion by Councillor _____ that Council accepts the Extended Producer Responsibility Regulation update as information.

Regular Council Meeting: November 25, 2024	Agenda Item: 9.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: RFD	Attachment(s): 1 Draft 1 – 2025 Operating Budget 2 Bowden Library Budget 2025

1 Legislative Responsibility

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

Section 243 (1) of the Municipal Government Act states that the content of an operating budget must include any estimate of the:

- i. amount to be transferred to reserves,
- ii. amount to be transferred to the capital budget,
- iii. the amount needed to provide for the council’s policies and programs,
- iv. the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property,
- v. the amount of expenditures and transfers needed to meet the municipality’s obligations for services funded under an intermunicipal collaboration framework,
- vi. amount and source needed to transfer funds to recover any shortfall (deficit) in the budget.

In addition to the 2025 Operating Budget, in accordance with the requirements of section 283(1) of the MGA, Administration is required to prepare a 3-year Financial Plan with respect to anticipated financial operations for the years, 2026, 2027 and 2028.

Administration therefore provides Council with the first draft (overview) of the 2025 Operating Budget for the purpose of further discussion and review.

2 Background

The budget has been prepared by the CFO in conjunction with staff members from each operational area. The budget has been reviewed by both the CFO and CAO.

The operating budget as presented provides a first draft summary analysis of projected revenues and expenditures with comparatives to the 2024 Budget.

The operating budget is a statement of forecast revenues and expenditures that sets (amongst other things) spending limits on the programs and services the municipality will offer.

This first draft of the budget provides an operating deficit of (\$59,250.96).

The final version of the operating budget must be balanced (to zero) either by making a contribution from reserves or by making revenue or expenditure adjustments during the budget deliberations.

3 Considerations

3.1

When reviewing the budget, factors for consideration may include:

- what are the strategic / policy priorities of Council,
- what are the service delivery priorities for each functional area (administration / public works / FCSS / arena)
- what are the anticipated future costs of maintaining current service levels,
- community needs and benefits,
- availability of funds either from operating reserves or from external sources.

In general, the operating budget is a reflection of Council's decision to balance taxes and other revenues in any given year with Council's decisions to either cutback, maintain or increase specific levels of programs and services.

3.2

The following are factors for consideration from a high-level perspective.

Note: a 1% increase in municipal tax rates (residential & non-residential) provides an additional tax revenue of \$11,144.00 based on 2024 municipal tax revenues.

Council may wish to consider increases to tax rates to provide for the following:

- alignment with Councils' strategic priorities,
- maintain / increase municipal service levels,
- transfers to capital reserves to cover future infrastructure requirements,
- increases in operational expenditures to cover inflationary increases in subcontracted services and equipment purchases.

In order to assist in decision making, a comparative summary of past increases in municipal tax rates, and the Alberta CPI inflation rates is provided below.

	Municipal Tax Rates	Annual Inflation Rate
2020	2%	1.3%
2021 (COVID)	0%	3.1%
2022 (COVID)	0%	6.5%
2023	1%	3.7%
2024	0%	3.1% YTD
TOTAL	3%	18.3%

Council is requested to provide Administration with any proposed changes in municipal tax rates / revenues during the operating budget deliberations to provide a balanced budget.

Notes:

Subsequent revisions to the Operating Budget can be made (and if necessary municipal tax rates) at the time the Taxation Rate Bylaw is presented to Council in order to reflect:

- actual property tax assessments (typically received in February each year),
- notifications received of actual requisitions.

The Education Requisitions will not be known until the spring after the Provisional Government has passed its budget.

4 Budget Assumptions

The following provides Council with a summary of the key factors and estimates that are included within the first draft of the 2025 Operational Budget.

4.1

There is no increase in residential and commercial tax rates.

4.2 Franchise Fees

Franchise Fees are paid to the Town by utility companies for the rights to distribute services within the municipality.

Council has agreed by resolution not to increase either the ATCO or Fortis franchise fee rates for 2025. These remain at 22% and 15% respectively.

Forecasted revenues (provided by the utility companies) for the 2025 franchise fees are provided below with comparatives to past years.

	2025 (estimate)	2024 (Budget)	2023 (Actual)
ATCO Gas	\$79,000.00	61,675.00	\$58,596.69
Fortis Electricity	\$139,000.00	136,000.00	\$130,596.69
TOTAL	\$218,000.00	\$197,675.00	\$189,193.38

It should be noted that the ATCO Gas revenues include the net offset tax levy due to the Town.

4.3 Water & Wastewater Utility Rates

The draft budget currently reflects an increase in water rates by 11 cents and wastewater rates by 11 cents this being a cost recovery exercise in order to pass on the stated rate increases due to be made by the Water / Wastewater Commissions in 2025.

The current cost (2024) of water / wastewater supply with comparative utility recharge rates is provided below.

	Purchase cost per m ³	Resale per m ³	Markup	Flat Rate
Water per m ³	\$2.05	\$3.18	\$1.13	\$10.00
Wastewater per m ³	\$2.66	\$3.31	\$0.65	\$10.00

The Flat Rate on water has remained unchanged since 2012.

The Flat Rate on wastewater in 2016 was \$5.00 increasing to \$10.00 in 2019.

Council may wish to consider changes to water and wastewater utility fees that provide for more than these inflationary increases, in order to either:

- i. offset the difference between water / wastewater revenues and expenditures,
- ii. contribute additional funds to capital reserves and thereby increase the availability of funds for future infrastructure projects.

A comparative analysis of revenues (utility billing) and expenditures (operational costs) for water and wastewater is provided below.

Water

	2023	2024 YTD
Water Revenues	\$311,969.28	\$282,604.92
Water Expenditures	\$402,684.65	\$252,583.59
	(\$90,715.37)	\$30,021.33

Wastewater

	2023	2024 YTD
Wastewater Revenues	\$322,894.24	\$294,990.89
Wastewater Expenditures	\$404,720.30	\$322,277.81
	(\$81,826.06)	(\$27,286.92)

Wastewater costs have reduced as a result improvements to infrastructure.

Water costs (2023 to 2024) have reduced due to a reduction year on year in the number of watermain breaks and by the fact that there were no structure fires to date in 2024.

Adding \$1 to the resale price of 1m³ of water would generate approximately \$81,822.00 additional revenue based on current distributed water m³ volumes.

Budgeting to return a planned positive revenue stream to both water and wastewater cost centres will provide for a transfer of funds into capital reserves for future infrastructure projects.

4.4 Solid Waste Rates

Solid waste rates (garbage & recycling) remain unchanged from 2011 (\$11.00 each per month).

4.5 Provincial Police Funding Model

The forecasted requisition for the Police Funding Model for 2025 is \$65,985.00.

This is unchanged from the actual amount billed to the Town in 2024 as per the notification received from the Alberta Government.

It is proposed to fully recover this cost through a requisition.

4.6 Dog / Chicken Licence Revenues

Dog Licence Revenues reflect the change in policy regarding fee rates set originally for 2024.

Dog licences will continue to be offered free of charge in December 2024 (for 2025) as per the resolution made in the RCM of September 23, 2024.

Administration has increased revenues by \$200.00 to reflect any income that might be generated through Urban Hen licensing.

4.7 Bowden Public Library Appropriation

The library appropriation reflects the budget submitted to Council. There is an proposed increase in the amount of the Town local appropriation from \$10,283.50 to \$25,524.56. (148%).

4.8 Red Deer County Grants

The Red Deer County grant includes a 2.5% increase as per the Intermunicipal Recreation & Culture Agreement (2023 – 2027).

4.9 Elected Official’s Remuneration

The budget estimate for Elected Officials remuneration for honorariums and per diems is increased from \$59,155.00 to \$77,568.00 an increase of 31%.

This reflects the decision made by Council in the Organizational Meeting of Council on October 28, 2024.

4.10 Administration Salaries

The 2024 Operating Budget included a 3.48% increase in Administration salaries for all permanent employees across all Departments (with the exception of the CAO) based on employee performance evaluations (ie: merit awards).

In the 2024 budget there was no additional cost with regard to a COLA agreement.

For 2024 the total cost was: \$726,800.00.

For 2025 the budgeted estimate is: \$717,472.00.

The overall net reduction of \$9,328.00 is attributable to the reduction in headcount of one full time employee which has been offset by a realignment of salaries across all employees in all Departments.

A realignment of salaries is proposed for the following reasons:

- i. cost of living adjustments to ensure that salaries keep up with inflation, ensuring that employees’ purchasing power remains stable,
- ii. changes in responsibilities in those cases where an employee’s job duties or responsibilities have or will significantly change,
- iii. market rate adjustment to make progress in the alignment with similar positions in the job market, ensuring competitiveness in attracting and retaining new talent,
- iv. internal equity adjustments in cases where there are pay disparities among employees with similar roles and / or to correct historical underpayments, thereby maintaining fairness and assisting in employee retention.

The 2025 Operating Budgeted includes the cost of a third permanent employee within Public Works.

4.11 Local Government Fiscal Framework (LGFF)

The MSI initiative transitioned to LGFF in 2024.

The LGFF Operating Grant is included in the budget with the same estimated value for 2025 as for 2024, a sum of \$162,042.00.

Administration has not received any notification from Municipal Affairs as to the actual amount for 2025.

For comparison the following table provides an overview of MSI / LGFF operating grants for the period 2020 – 2025.

2020 MSI	2021 MSI	2022 MSI	2023 MSI	2024 LGFF	2025 LGFF
\$79541.00	\$81021.00	\$81021.00	\$162042.00	\$162042.00	tbc

4.12 Transfers to Operating Revenue to Reserves.

Reserves are funds set aside for future operating and capital initiatives that provide for the future operating and capital needs of the Town and to allow for contingencies.

With the draft budget there is no transfer of operating revenues to capital reserves or contingency reserves, with the exception of 4.13 below.

An indication of the amount (and movement) in reserves during 2024 is provided below:

Year Ending		Total (all reserves)	Movement (on previous year)
2023	Balance b/fwd	\$1,183,458.14	
2023	Contribution from 2023 Operating Budget	\$37,752.71	
2024	Transfers to Reserves	\$9,400.00	
2024	Asset Disposal Income	\$7,470.00	
2024	Capital Purchases	-\$114,195.01	
2024	Arena CFEP Contribution	-\$80,000.00	
2024	Closing Balance (on 21 November 024)	\$1,043,885.84	-\$139,572.30

4.13 Transfer to Reserves ref John Deere 4 Wheel Loader

Included in the draft budget for 2025 is the transfer of funds of \$9,400.00 to the Public Works Reserves account in respect of the purchase of the John Deere 4 Wheel Loader in year 2020.

Note:

There is no Council motion made to this effect. This was a recommendation made by Council in 2020.

4.14 Borrowings

4.14.1

Current Infrastructure Loans

The budget for Water includes the Infrastructure Loan Interest and Principal Repayment for the QEII Crossing infrastructure project.

The current balance remaining on the water loan on September 15, 2024 is \$163,384.40.

The repayment date is September 15, 2029.

The budget for Wastewater includes the Infrastructure Loan Interest and Principal Repayment for the QEII infrastructure project.

The current balance remaining on the wastewater loan on September 15, 2024 is \$153,268.71

The repayment date is September 15, 2030.

4.14.2

New Borrowing

There is no inclusion in the budget for any new borrowing expenditure to:

- i. refinance existing debt, or,
- ii. finance land / property acquisitions, or,
- iii. finance infrastructure / capital projects.

4.15 Operational Departments**4.15.1 FCSS**

The draft budget maintains the City of Red Deer FCSS funding at \$66,762.00 in line with the 3-year agreement in place effective until 2026.

Additional revenue lines have been added into the 2025 budget to itemise project revenue streams for specific FCSS events / programs.

FCSS expenditures (\$14,00.00) are itemised across 14 programs (in 2024 this was \$9,650.00).

The increase over 2024 is attributable to a proposal to extend and purchase new equipment for the community gardens.

Conference costs include attending an FCSS convention in Edmonton.

4.15.2 Public Works

The Public Works budget includes the estimated cost of a replacement moldboard for the Case Grader (\$10,000.00) which requires replacement (actual quotation requested but not received).

The Bobcat warranty expires in 2025. Included within the budget is a 3-year extended warranty.

4.15.3 Arena

Ice Plant Room costs are reduced as the requirement to replace the 9 pressure relief valves was completed in 2024, (a 5-year replacement cycle).

The Olympia Ice resurfacing machine was serviced in 2024. This is a 2-year cycle.

Building costs have been reduced to reflect current requirements. Most of the building refurbishment and upgrades are now completed.

Gas and Electricity costs are higher than 2024 and reflect current usage levels.

5 Future Actions**5.1**

Administration will submit to Council a further revision of the Operating Budget at the RCM of December 9, 2024.

Based on previous years experience it is unlikely that final approval of the 2025 Operating Budget will be achieved prior to the end of calendar year 2024.

If budget deliberations are not concluded by December 31 an interim budget must be adopted by Council resolution before any expenditures or collection of revenues can be made (as required by section 248 of the MGA).

A resolution to that effect must be made during the RCM of December 9, 2024.

5.2

Administration is to submit to Council a Capital Budget for 2025 (date tbc but early 2025) as per the legislative requirements of section 246 of the Municipal Government Act.

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

5.3

Administration will submit to Council a revised:

- i. Rates & Fees Bylaw,
 - ii. Taxation Rate Bylaw,
- effective for 2025 at a future Regular Council Meeting.



Town of Bowden 2025 Operating Budget

1st Draft to Council (RCM 25 November 2024)

	2024 Actual YTD	2024 Budget	2025 Budget
REVENUES			
	\$	\$	\$
TAX REVENUES			
MUNICIPAL RESIDENTIAL TAXES	846,752.76	846,167.33	846,167.33
MUNICIPAL NON-RESIDENTIAL TAXES	255,478.60	255,478.60	255,478.60
MUNICIPAL FARM TAXES	67.18	652.67	67.18
SCHOOL RESIDENTIAL TAXES	271,677.51	256,898.21	271,677.42
SCHOOL NON-RESIDENTIAL TAXES	58,368.87	47,479.42	58,368.85
DESIGNATED INDUSTRIAL PROPERTY TAX REQSTN	220.23	211.39	211.39
POLICE FUNDING REQUISITION	65,985.01	66,529.00	65,985.01
LATE TAX PAYMENT PENALTIES	11,664.93	12,000.00	12,000.00
TOTAL	1,510,215.09	1,485,416.62	1,509,955.78
OTHER REVENUES			
PROVINCIAL FINES	3,982.00	5,000.00	5,000.00
FRANCHISE FEES - FORTIS ELECTRICAL	103,691.15	136,000.00	139,000.00
FRANCHISE FEES - ATCO GAS	44,235.59	61,675.00	79,000.00
INVESTMENT RETURNS (INTEREST EARNED)	109,216.71	114,000.00	115,000.00
CANDIDATE NOMINATION FEE	0.00	0.00	1,200.00
TOTAL	261,125.45	316,675.00	339,200.00
GRANT REVENUES			
RED DEER COUNTY RECREATION GRANT	86,422.00	86,422.00	86,500.00
MSI / LGFF OPERATING GRANT	162,042.00	162,042.00	162,042.00
TOTAL	248,464.00	248,464.00	248,542.00
ADMINISTRATIVE REVENUES			
PROPERTY TAX CERTIFICATES	2,075.00	1,200.00	1,500.00
BUSINESS LICENSES	2,175.00	2,500.00	2,500.00
SUMMER TEMP EMPLOY' PROGRAM (STEP) GRANT	2,100.00	16,800.00	4,200.00
OTHER INCOME	1,112.37	100.00	500.00
PENALTIES (ACCOUNTS RECEIVABLE)	2,051.95	500.00	500.00
CREDIT CARD PROCESSING FEE	0.00	0.00	100.00
TOTAL	9,514.32	21,175.00	9,300.00
BYLAW REVENUES			
BYLAW ENFORCEMENT FINES & PENALTIES	0.00	100.00	100.00
TOTAL	0.00	100.00	100.00
ANIMAL REVENUES			
DOG / CHICKEN LICENSES	735.00	500.00	700.00
TOTAL	735.00	550.00	700.00
PUBLIC WORKS REVENUES			
OTHER INCOME / SERVICE FEES	0.00	200.00	200.00
TOTAL	0.00	200.00	200.00
WATER REVENUES			
DISTRIBUTED WATER COLLECTIONS	268,202.34	304,000.00	325,000.00
BULK WATER SALES	8,855.97	7,500.00	8,000.00
WATER METERS & EQUIPMENT	677.60	1,000.00	1,000.00
LATE PAYMENT PENALTIES	4,759.01	5,000.00	5,000.00
OTHER INCOME	110.00	150.00	150.00
TOTAL	282,604.92	317,650.00	339,150.00
SANITARY SEWER REVENUES			
WASTEWATER COLLECTIONS	272,423.61	315,000.00	332,000.00
RV DUMP	787.10	700.00	700.00
SRDRWC SERVICE INCOME	21,780.18	27,000.00	27,000.00
TOTAL	294,990.89	342,700.00	359,700.00
SOLID WASTE REVENUES			
SOLID WASTE COLLECTIONS	60,013.80	63,800.00	70,000.00
TOTAL	60,013.80	63,800.00	70,000.00
RECYCLING REVENUES			
RECYCLING INCOME	58,946.43	69,800.00	71,000.00
ELECTRONICS RECYCLING INCOME	0.00	500.00	200.00
RECYCLING CIRCULAR MATERIALS	0.00	0.00	22,152.00

	TOTAL	58,946.43	70,300.00	93,352.00
FCSS REVENUES	CITY OF RED DEER - FCSS FUNDING	66,762.90	66,762.00	66,762.00
	FCSS JOINT EVENTS	4,645.04	500.00	200.00
	COMMUNITY GARDEN	0.00	0.00	250.00
	VOLUNTEER SUPPER GRANT	0.00	0.00	600.00
	FAMILY DAY MOVIE	0.00	0.00	150.00
	COOKING ON A BUDGET	0.00	0.00	100.00
	MISC DONATION OTHER PROGRAMS	0.00	0.00	100.00
	TOTAL	71,407.94	67,262.00	68,162.00
CEMETERY REVENUES	GRAVE PLOT SERVICES	4,980.00	3,000.00	3,000.00
	PLOTS & VAULTS SALES	1,620.00	2,500.00	2,500.00
	COLUMBARIUM NICHE SALES	4,102.14	2,000.00	2,000.00
	RED DEER COUNTY CEMETERY GRANT	5,000.00	5,000.00	5,000.00
	OTHER INCOME	0.00	0.00	0.00
	TOTAL	15,702.14	12,500.00	12,500.00
ECONMIC DEVLPMNT REVNS	OTHER INCOME / NEWSLETTER ADVERTISING	1,260.00	800.00	1,000.00
	TOTAL	1,260.00	800.00	1,000.00
LAND REVENUES	RENTAL INCOME (BILLBOARDS & PASTURE LEASE)	7,000.00	6,500.00	7,800.00
	TOTAL	7,000.00	6,500.00	7,800.00
PARADE REVENUES	CONTRIBUTIONS (Ag SOCIETY)	1,000.00	1,000.00	1,000.00
	TOTAL	1,000.00	1,000.00	1,000.00
SPECIAL EVENT REVENUES	CONTRIBUTIONS / DONATIONS / SALE OF GOODS	660.00	700.00	600.00
	TOTAL	660.00	700.00	600.00
ARENA REVENUES	ARENA RENTAL INCOME	60,685.49	90,000.00	95,000.00
	OTHER INCOME (ADVERTISING BILLBOARDS)	6,380.00	3,500.00	3,000.00
	RED DEER COUNTY RECREATION GRANT	25,000.00	25,000.00	25,000.00
	TOTAL	92,065.49	118,500.00	123,000.00
PARK REVENUES	RED DEER COUNTY RECREATION GRANT	3,750.00	3,750.00	3,750.00
	TOTAL	3,750.00	3,750.00	3,750.00
LIBRARY REVENUES	RED DEER COUNTY RECREATION GRANT	1,500.00	1,500.00	1,500.00
	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
	TOTAL	1,500.00	1,500.00	1,500.00
MUSEUM REVENUES	RED DEER COUNTY RECREATION GRANT	3,000.00	3,000.00	3,000.00
	TOTAL	3,000.00	3,000.00	3,000.00
COMMUNITY HALL REVENUE	RED DEER COUNTY RECREATION GRANT	5,000.00	5,000.00	5,000.00
	TOTAL	5,000.00	5,000.00	5,000.00
TOTAL (ALL REVENUES)		2,928,963.76	3,087,542.62	3,197,511.78

EXPENDITURES

	\$	\$	\$	
REQUISITIONS	PROVINCIAL SCHOOL EDUCATION (PUBLIC)	240,935.61	296,872.27	321,247.48
	PROVINCIAL SCHOOL EDUCATION (CATHOLIC)	6,599.10	7,505.36	8,798.79
	TOTAL	247,534.71	304,377.63	330,046.27
COUNCIL	HONORARIUMS & PER DIEMS	46,064.47	59,155.20	77,568.00
	EMPLOYMENT & CRA CONTRIBUTIONS	1,921.85	2,500.00	3,000.00
	TRAINING & DEVELOPMENT	0.00	7,000.00	7,000.00
	CONFERENCE / WORKSHOPS / EVENT COSTS	25,433.70	37,500.00	37,500.00
	MEMBERSHIP AUMA	2,560.30	2,600.00	2,700.00
	PUBLIC RELATIONS & GRANTS & DONATIONS	5,287.24	5,000.00	7,500.00
	IT SUPPORT & SERVICES	0.00	0.00	1,000.00
	LIABILITY INSURANCE	336.00	400.00	400.00

ELECTION COSTS	0.00	0.00	5,000.00
MISCELLANEOUS GOODS & SUPPLIES	3,968.96	8,000.00	8,000.00
AG SOCIETY DONATIONS	10,000.00	10,000.00	10,000.00
TOTAL	95,572.52	132,155.20	159,668.00

ADMINISTRATION

PAYROLL	283,455.81	337,379.50	284,244.00
EMPLOYMENT & CRA CONTRIBUTIONS	51,150.49	58,000.00	55,000.00
WORKERS COMPENSATION (WCB)	10,193.12	13,000.00	13,000.00
TRAINING & DEVELOPMENT	0.00	1,000.00	1,000.00
TRAVEL & SUBSISTENCE	4,876.58	6,000.00	2,500.00
MEMBERSHIP FEES & CONFERENCE COSTS	4,602.03	6,000.00	2,500.00
POSTAGE & COURIER	6,770.75	8,000.00	7,000.00
TELEPHONE (LAND LINES & CELL PHONE)	5,483.66	6,900.00	6,900.00
ADVERTISING / PROMOTIONS / MARKETING	444.00	800.00	800.00
CONTRACTED SERVICES (IT SERVICES)	21,524.49	23,000.00	25,000.00
PERSONNEL RELATIONS	813.16	4,000.00	3,000.00
JANITORIAL & CLEANING SUPPLIES	5,800.00	7,100.00	7,500.00
POSTAGE MACHINE LEASE	691.92	700.00	700.00
COPIER & PRINTING	11,245.89	13,000.00	13,000.00
INTERNET SERVICES	3,600.00	3,600.00	3,600.00
SECURITY & ALARMS MONITORING FEE	269.40	270.00	270.00
MATS	1,899.67	0.00	2,300.00
WEBSITE & APP (HOSTING & SUPPORT)	8,868.49	9,000.00	9,000.00
DEBIT MACHINE	617.45	600.00	800.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	143.72	100.00	100.00
ASSESSMENT REVIEW COSTS	2,000.00	2,000.00	2,000.00
CONTRACTED SERVICES OTHER	3,000.00	1,500.00	1,000.00
ACCOUNTING & AUDIT FEES / SERVICES	36,380.00	30,000.00	38,000.00
LEGAL & PROFESSIONAL FEES	1,601.68	1,500.00	1,500.00
PROPERTY ASSESSMENT SERVICES	15,396.80	16,775.00	16,900.00
REPAIRS & MAINTENANCE (EQUIPMENT)	728.38	1,000.00	1,500.00
IT REPAIRS / UPGRADES	1,185.00	2,000.00	4,500.00
REPAIRS & MAINTENANCE (BUILDING)	2,057.19	2,000.00	2,000.00
INSURANCE (BUILDING & PROFESSIONAL LIABILITY)	14,174.50	16,386.00	17,500.00
MISCELLANEOUS GOODS & SUPPLIES	5,319.85	6,000.00	7,000.00
EQUIPMENT PURCHASES (CAMERA SYSTEM)	0.00	0.00	5,000.00
UTILITIES (ELECTRICITY)	4,150.76	6,000.00	5,000.00
UTILITIES (GAS)	2,495.17	5,000.00	3,000.00
BANK CHARGES & SERVICE FEES	1,879.40	1,200.00	1,800.00
CASH ROUNDING	-0.07	0.00	0.00
BAD DEBTS - PROPERTY TAXES	0.00	0.00	0.00
BAD DEBTS - TRADE	0.00	0.00	0.00
TRANSFER TO CAPITAL FROM OPERATING	37,752.71	37,752.71	0.00
TRANSFER TO CONTINGENCY RESERVES	0.00	0.00	0.00
TOTAL	550,572.00	625,063.21	544,914.00

**PROTECTIVE SERVICES
(FIRE)**

REPAIRS & MAINTENANCE (BUILDING)	2,259.30	5,000.00	5,000.00
INSURANCE (BUILDING)	1,202.00	1,177.27	1,250.00
UTILITIES (ELECTRICITY)	3,224.17	4,000.00	4,000.00
UTILITIES (GAS)	4,621.99	4,000.00	5,500.00
TOTAL	11,307.46	14,177.27	15,750.00

EMERGENCY MANAGEMENT

FEES & SUBSCRIPTIONS & CONSULTANCY	0.00	0.00	3,000.00
TRAINING & DEVELOPMENT	0.00	500.00	1,000.00
TRAVEL & SUBSISTENCE	0.00	0.00	500.00
MISCELLANEOUS GOODS & SUPPLIES	37.00	2,000.00	500.00
TOTAL	37.00	2,500.00	5,000.00

**PROTECTIVE SERVICES
(RCMP & BYLAW)**

TRAVEL & SUBSISTENCE	0.00	0.00	0.00
TRAINING & DEVELOPMENT	0.00	0.00	0.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00	60.00	0.00
TELEPHONE	71.55	150.00	150.00
CONTRACTED BYLAW ENFORCEMENT SERVICES	0.00	0.00	30,000.00
CONTRACTED SERVICES OTHER	0.00	200.00	0.00
ALBERTA POLICE FUNDING MODEL	65,985.00	66,529.00	65,985.00

RED DEER COUNTY PROTECTIVE SERVICES	4,950.00	36,600.00	9,000.00
LEGAL & PROFESSIONAL FEES	0.00	200.00	0.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	150.00	0.00
TOTAL	71,006.55	103,889.00	105,135.00

ANIMAL

CONTRACTED SERVICES (VETERINARY)	0.00	100.00	100.00
MISCELLANEOUS GOODS & SUPPLIES	238.96	250.00	250.00
TOTAL	238.96	350.00	350.00

PUBLIC WORKS

PAYROLL	197,733.86	213,681.60	241,561.00
PAYROLL (SUMMER STUDENTS)	21,059.60	21,280.00	21,280.00
EMPLOYMENT & CRA CONTRIBUTIONS	39,303.43	47,000.00	49,000.00
TRAINING & DEVELOPMENT	48.99	1,000.00	1,000.00
TRAVEL & SUBSISTENCE	108.39	300.00	300.00
TELEPHONE (LAND LINES & CELL PHONE)	1,814.22	2,100.00	2,100.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	100.00	750.00
ALBERTA ONE CALL SERVICES	487.53	487.06	510.23
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	363.46	400.00	2,400.00
SECURITY & ALARMS	625.90	690.00	690.00
INTERNET SERVICES	900.01	1,380.00	1,300.00
CONTRACTED SERVICES OTHER	2,435.49	200.00	500.00
REPAIRS & MAINTENANCE (CASE GRADER)	293.93	5,000.00	10,000.00
REPAIRS & MAINTENANCE (DEERE 4 WHEEL LOADER)	10,905.02	5,500.00	2,500.00
REPAIRS & MAINTENANCE (BOBCAT SKID STEER)	1,628.11	2,500.00	7,000.00
REPAIRS & MAINTENANCE KABOTA	0.00	0.00	7,500.00
REPAIRS & MAINTENANCE (OTHER)	1,584.58	500.00	500.00
BUILDING REPAIRS & MAINTENANCE (WORKSHOP)	4,624.55	5,000.00	5,500.00
BUILDING REPAIRS & MAINTENANCE (GARAGE)	0.00	500.00	1,000.00
BUILDING REPAIRS & MAINTENANCE (QUONSET)	137.25	500.00	1,000.00
REPAIRS & MAINTENANCE (STERLING TRUCK)	1,029.46	2,000.00	2,000.00
REPAIRS & MAINTENANCE F150 (2007)	93.98	1,000.00	1,000.00
REPAIRS & MAINTENANCE F350 (SAND / WATER TRUCK)	288.89	2,000.00	2,000.00
REPAIRS & MAINTENANCE F250 (2018)	145.05	1,000.00	1,000.00
REPAIRS & MAINTENANCE F550 (2013)	204.42	2,000.00	3,500.00
REPAIRS & MAINTENANCE F150 (2018)	154.78	1,000.00	1,000.00
REPAIRS & MAINTENANCE F150 (2019)	459.01	500.00	3,000.00
REPAIRS & MAINTENANCE (EQUIPMENT)	0.00	500.00	1,000.00
EQUIPMENT RENTALS & SERVICES	0.00	400.00	400.00
INSURANCE	9,171.25	11,274.43	11,000.00
MISCELLANEOUS GOODS & SUPPLIES	5,400.27	5,500.00	3,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	3,000.00
VEHICLE MAINTENANCE CLEANING SUPPLIES	0.00	0.00	1,000.00
FUEL / OIL / ADDITIVES	13,607.91	15,000.00	15,000.00
PERSONAL PROTECTIVE EQUIPMENT	3,716.78	3,500.00	3,000.00
UTILITIES (ELECTRICITY)	2,673.79	3,600.00	3,600.00
UTILITIES (GAS)	2,581.77	3,500.00	3,500.00
TRANSFER TO PUBLIC WORKS RESERVES	9,400.00	9,400.00	9,400.00
TOTAL	332,981.68	370,293.09	423,791.23

ROAD MAINTENANCE

STREET SWEEPING	0.00	5,500.00	6,000.00
ROAD PATCHING	44,903.60	30,000.00	55,000.00
RED DEER COUNTY ROAD MAINTENANCE		0.00	3,000.00
SNOW REMOVAL	12,965.90	25,000.00	25,000.00
ROAD / SIDEWALK REPAIRS	17,031.17	25,000.00	25,000.00
REPAIRS & MAINTENANCE (STREET LIGHTS)	5,985.00	0.00	5,000.00
REPAIRS & MAINTENANCE (STREET SIGNS)	1,824.77	2,000.00	3,500.00
ROAD CRACK FILLING	0.00	0.00	45,000.00
INSURANCE	1,737.00	2,149.56	2,400.00
MISCELLANEOUS GOODS & SUPPLIES	1,867.67	2,000.00	5,500.00
ROAD PAINT (MATERIALS & EQUIPMENT)	1,930.33	5,000.00	5,000.00
SMALL EQUIPMENT/TOOL PURCHASES		0.00	4,000.00
SAND & GRAVEL	6,939.98	6,000.00	10,000.00
UTILITIES (ELECTRICITY) STREET LIGHTS	76,916.91	80,000.00	95,000.00
TOTAL	172,102.33	182,649.56	289,400.00

WATER & PUMPHOUSE

TRAINING & DEVELOPMENT	300.00	1,100.00	1,100.00
TRAVEL & SUBSISTENCE	34.48	1,000.00	200.00
MEMBERSHIP FEES & CONFERENCE COSTS	57.14	600.00	600.00
TELEPHONE (LANDLINE)	326.40	391.80	400.00
SCADA & IT (REPAIRS & MAINTENANCE)	6,713.00	8,000.00	8,000.00
WATER TESTING SUPPLIES	502.81	1,000.00	1,000.00
HACH COLORIMETER CALIBRATION	0.00	0.00	750.00
SECURITY & ALARMS	359.40	359.40	360.00
INTERNET SERVICES	538.47	587.40	600.00
ENGINEERING & CONSULTANCY	0.00	0.00	2,000.00
EQUIPMENT INSPECTION (PUMPSx4 & FIRE PUMP)	0.00	0.00	4,500.00
REPAIRS & MAINTENANCE (EQUIPMENT)	5,384.87	20,000.00	5,000.00
REPAIRS & MAINTENANCE (BUILDING)	1,938.37	1,500.00	5,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	13,057.48	40,000.00	30,000.00
REPAIRS & MAINTENANCE (CPR)	25.00	50.00	40.00
INSURANCE	12,778.00	14,641.50	14,000.00
MISCELLANEOUS GOODS & SUPPLIES	927.83	6,000.00	6,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	500.00
UTILITIES (ELECTRICITY)	9,377.02	12,000.00	12,000.00
UTILITIES (GAS)	2,594.77	5,000.00	5,000.00
REGIONAL WATER SUPPLIES (MVRWSC)	160,728.39	200,000.00	206,000.00
INFRASTRUCTURE LOAN (INTEREST)	8,482.75	8,482.75	7,161.49
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	28,459.03	28,459.03	29,780.29
BAD DEBTS (UTILITY BILLING)	-1.62	100.00	100.00
TOTAL	252,583.59	349,271.88	340,091.78

WASTEWATER &
STORMWATER

TRAINING & DEVELOPMENT	0.00	0.00	1,000.00
REPAIRS & MAINTENANCE (NORTH LIFT STATION)	4,540.00	2,000.00	2,000.00
SMALL PROJECTS	317.00	5,000.00	2,000.00
REPAIRS & MAINTENANCE (OTHER)	138.89	2,000.00	2,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	11,344.76	10,000.00	10,000.00
EQUIPMENT RENTALS & SERVICES	0.00	100.00	100.00
INSURANCE	780.00	529.84	850.00
MISCELLANEOUS GOODS & SUPPLIES	13.58	100.00	100.00
UTILITIES (ELECTRICITY)	5,829.30	6,000.00	7,500.00
UTILITIES (GAS)	603.24	800.00	700.00
REGIONAL WASTEWATER COSTS (SRDRWSC)	269,862.98	350,000.00	320,000.00
INFRASTRUCTURE LOAN (INTEREST)	6,538.24	6,538.24	5,672.23
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	22,309.82	22,309.82	23,175.83
TOTAL	322,277.81	405,377.90	375,098.06

SOLID WASTE

CONTRACTED SERVICES (TOWN)	3,422.47	4,200.00	4,300.00
CONTRACTED SERVICES (RESIDENTIAL)	35,356.92	42,000.00	43,000.00
GOODS AND SUPPLIES BINS	0.00	0.00	1,000.00
REQUISITIONS (CITY OF RED DEER)	1,408.92	1,408.92	1,450.00
TOTAL	40,188.31	47,608.92	49,750.00

RECYCLING

CONTRACTED SERVICES (RESIDENTIAL)	20,494.99	24,000.00	25,000.00
GOODS AND SUPPLIES BINS	0.00	0.00	1,000.00
TOTAL	20,494.99	24,000.00	25,000.00

FCSS

PAYROLL	44,448.52	50,195.60	56,420.00
EMPLOYMENT & CRA CONTRIBUTIONS	10,936.60	13,500.00	14,000.00
PROFESSIONAL DEVELOPMENT & CONFERENCES	618.06	1,000.00	1,600.00
TRAVEL & SUBSISTENCE	734.58	2,000.00	2,000.00
TELEPHONE	639.92	680.00	680.00
PARTNER PROGRAM HENDAY ASSOC	2,842.76	3,000.00	200.00
YES PROGRAM	0.00	0.00	1,000.00
SUMMER DAZE	0.00	0.00	460.00
CVTIP (TAX FILING)	0.00	0.00	400.00
FAMILY DAY MOVIE	0.00	0.00	200.00
COMMUNITY SUPPORT PROGRAMS	0.00	0.00	500.00
COMMUNITY GARDEN	0.00	0.00	5,850.00
BGS PARTNERSHIP PROGRAMS	0.00	0.00	600.00
COOKING ON A BUDGET	0.00	0.00	600.00

RETRO BINGO	0.00	0.00	200.00
VOLUNTEER APPRECIATION SUPPER	0.00	0.00	2,800.00
YOUTH WEEK EVENT	0.00	0.00	200.00
SENIOR'S WEEK	0.00	0.00	500.00
COMMUNITY SHOWCASE	0.00	0.00	500.00
INTERNET SERVICES	1,380.00	1,380.00	1,380.00
JANITORIAL	1,200.00	1,440.00	1,440.00
SECURITY & ALARMS	0.00	0.00	565.00
REPAIRS & MAINTENANCE (IT & EQUIPMENT)	224.46	300.00	300.00
REPAIRS & MAINTENANCE (BUILDING)	2,290.00	1,000.00	2,500.00
INSURANCE-FCSS	678.00	950.00	700.00
MISC GOODS & SUPPLIES-OFFICE	4,458.74	2,500.00	500.00
EVENT / MEETING SUPPLIES	1,765.79	1,800.00	840.00
CLEANING SUPPLIES	93.28	100.00	400.00
UTILITIES (ELECTRICITY)	1,715.70	2,100.00	2,500.00
UTILITIES (GAS)	2,055.50	2,500.00	3,000.00
REQUISITIONS (CITY OF RED DEER)	13,271.66	13,271.66	13,271.66
TOTAL	90,610.50	98,967.26	116,106.66

CEMETERY

CONTRACTED SERVICES RDC (WEED CONTROL)	1,140.00	1,200.00	1,200.00
CONTRACTED SERVICES (BURIAL)	1,950.00	0.00	1,500.00
CONTRACTED SERVICES (PUBLIC FACILITIES)	0.00	0.00	840.00
REPAIRS & MAINTENANCE (GENERAL)	7,076.94	5,000.00	2,000.00
MISCELLANEOUS GOODS & SUPPLIES	782.00	2,000.00	1,000.00
DONATIONS (CEMETERY ASSOCIATION)	2,000.00	2,000.00	2,000.00
TOTAL	12,948.94	10,200.00	8,540.00

PLANNING & DEVELOPMENT

CONTRACTED SERVICES (INSPECTIONS)	17,000.00	12,000.00	10,000.00
PLANNING & LEGAL FEES	6,149.97	500.00	2,500.00
LAND TITLE FEES	6.00	50.00	50.00
ENGINEERING & CONSULTANCY	2,874.90	5,000.00	5,000.00
TOTAL	26,030.87	17,550.00	17,550.00

ECONOMIC DEVELOPMENT

MEMBERSHIP FEES & CONFERENCE COSTS	1,065.60	1,500.00	1,400.00
TRAVEL & SUBSISTENCE	0.00	0.00	0.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	0.00	0.00
TOTAL	1,065.60	1,500.00	1,400.00

SENIORS

REQUISITIONS (PARKLAND)	3,575.00	3,575.00	4,000.00
TOTAL	3,575.00	3,575.00	4,000.00

LAND

PROFESSIONAL / CONSULTANCY FEES	0.00	300.00	10,000.00
LEGAL FEES	2,455.15	3,000.00	3,000.00
STATUTORY ADVERTISING	0.00	2,000.00	2,000.00
DESIGNATED INDUSTRIAL PROPERTY TAXES	0.00	200.00	220.00
TOTAL	2,455.15	5,500.00	15,220.00

SPECIAL EVENTS (PARADE)

MISCELLANEOUS GOODS & SUPPLIES	2,633.86	3,000.00	3,000.00
TOTAL	2,633.86	3,000.00	3,000.00

SPECIAL EVENTS (CHRISTMAS)

MISCELLANEOUS GOODS & SUPPLIES	324.60	2,500.00	2,500.00
TOTAL	324.60	2,500.00	2,500.00

RECREATION (ARENA)

PAYROLL	113,110.48	125,545.00	135,200.00
EMPLOYMENT & CRA CONTRIBUTIONS	23,437.63	24,000.00	26,000.00
TRAINING & DEVELOPMENT	798.30	800.00	600.00
TRAVEL & SUBSISTENCE	52.89	300.00	300.00
MEMBERSHIP FEES & CONFERENCE COSTS	366.62	600.00	2,000.00
TELEPHONE (LAND LINE & CELL PHONE)	1,648.81	1,500.00	1,900.00
SECURITY & ALARMS	489.70	615.00	600.00
CONTRACTED SERVICES (CIMCO)	3,975.00	4,100.00	4,500.00
CONTRACTED SERVICES (ICE PAINTING)	3,900.00	4,000.00	4,000.00
CONTRACTED SRVS (BLADE MAINTENANCE)	502.00	900.00	1,100.00
FIRE SYSTEMS & EQUIPMENT	1,977.83	2,200.00	2,200.00
INTERNET SERVICES	1,380.00	1,380.00	1,380.00

CONTRACTED SERVICES (PEST CONTROL)	2,050.00	2,500.00	2,500.00
REPAIRS & MAINTENANCE (PLANT ROOM)	7,013.10	6,000.00	2,500.00
REPAIRS & MAINTENANCE (OLYMPIA)	3,719.82	5,000.00	1,500.00
SMALL EQUIPMENT PURCHASES	0.00	0.00	800.00
REPAIRS & MAINTENANCE (OTHER)	480.00	500.00	500.00
REPAIRS & MAINTENANCE (BUILDING)	18,630.16	11,000.00	7,500.00
REPAIR & MAINTENANCE (ICE EDGER)	0.00	0.00	500.00
REPAIRS & MAINTENANCE (GENERAL)	737.25	500.00	500.00
EQUIPMENT RENTALS & SERVICES	0.00	200.00	1,000.00
INSURANCE	16,736.25	17,468.48	18,000.00
MISCELLANEOUS GOODS & SUPPLIES	3,394.25	5,000.00	5,000.00
PROPANE SUPPLIES	937.04	1,500.00	2,000.00
PERSONAL PROTECTIVE EQUIPMENT	0.00	0.00	1,500.00
UTILITIES (ELECTRICITY)	49,488.64	55,000.00	65,000.00
UTILITIES (GAS)	13,549.86	9,000.00	17,000.00
BAD DEBTS	893.75	500.00	500.00
TOTAL	269,269.38	283,108.48	306,080.00

PARKS & AMENITIES

CONTRACTED SERVICES (WEED CONTROL) OASIS	13,341.68	12,000.00	6,500.00
CONTRACTED SERVICES (NOXIOUS WEEDS) RDC	0.00	0.00	3,000.00
CONTRACTED SERVICES (CONTROL OFFICER)	0.00	0.00	6,500.00
REPAIRS & MAINTENANCE (LAWN MOWERS)	2,541.16	2,500.00	2,500.00
REPAIRS & MAINTENANCE (OTHER EQUIP)	709.37	0.00	1,500.00
REPAIRS & MAINTENANCE (PLAYGROUNDS)	251.56	2,500.00	4,000.00
REPAIRS & MAINTENANCE (COMMUNITY ACTION PARK)	89.98	2,500.00	1,000.00
TREES / SHRUBS / PLANTS	9,566.32	10,000.00	5,000.00
REPAIRS & MAIN WALKING TRAILS	0.00	0.00	4,500.00
REPAIRS & MAIN DOG PARK	0.00	0.00	500.00
REPAIRS & MAINTENANCE (HERITAGE DRIVE)	0.00	1,000.00	1,000.00
EQUIPMENT RENTALS	1,845.90	2,500.00	2,500.00
INSURANCE	209.00	228.82	300.00
MISCELLANEOUS GOODS & SUPPLIES (PARKS)	6,433.21	7,500.00	7,500.00
HANGING FLOWER BASKETS	3,055.00	3,500.00	3,500.00
GOODS & SUPPLIES COMMUNITY TRAILS	0.00	0.00	2,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	500.00
FUEL / OIL / ADDITIVES	2,885.71	4,000.00	4,000.00
TOTAL	40,928.89	53,228.82	56,300.00

LIBRARY

TELEPHONE	961.60	1,100.00	1,100.00
SECURITY & ALARMS	269.40	270.00	270.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	18.50	50.00	50.00
REPAIRS & MAINTENANCE (BUILDING)	0.00	1,000.00	1,500.00
INSURANCE	993.00	959.45	1,000.00
UTILITIES (ELECTRICITY)	3,977.72	4,000.00	5,000.00
UTILITIES (GAS)	1,343.56	2,100.00	2,000.00
REQUISITION (PARKLAND LIBRARY BOARD)	11,667.78	11,667.78	11,667.78
APPROPRIATION (PUBLIC LIBRARY BOARD)	10,283.50	10,283.50	25,524.56
TOTAL	29,515.06	31,430.73	48,112.34

MUSEUM

FIRE SYSTEMS & EQUIPMENT MAINTENANCE	37.00	100.00	100.00
SECURITY & ALARMS	359.40	359.40	359.40
REPAIRS & MAINTENANCE (BUILDING)	3,107.05	2,000.00	500.00
INSURANCE	2,952.00	2,809.27	3,000.00
TOTAL	6,455.45	5,268.67	3,959.40

COMMUNITY CENTRE

DONATIONS (COMMUNITY CENTRES)	10,000.00	10,000.00	10,000.00
TOTAL	10,000.00	10,000.00	10,000.00

TOTAL (ALL EXPENDITURES)	2,612,711.21	3,087,542.62	3,256,762.74
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OPERATING DEFICIT/SURPLUS	316,252.55	0.00	-59,250.96
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Bowden Library Budget 2025

Income

07 · Local Appropriation (Town)	25,524.56
08 · Prov. Library Operating Grant	17,483.00
12 · Cash Tsfr. Reg. Lib. System	15,321.50
17 · Donations & Fundraising	2,675.00

21 · Other Service Rev (Print/Copy)	60.00
23 · Interest	10.00

Total Income	<u>61,004.06</u>
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Expense

STAFF Wages

28a · Wages	51,491.05
28b · CPP, EI Employer Portion	3,800.00
28c · WCB	200.00
29 · Honoraria (Volunteers)	75.00

43 · Leg Fees, Bk Chgs, Refs, Deps - Other	75.00
44 · Library Supplies	400.00
45 · Association Memberships	63.00

47 · Programs	3,000.00
48 · Printer Ink & supplies	300.00
53 · Insurance	1,600.00

Total Expense	<u>61,004.06</u>
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<u><u>0.00</u></u>

Agenda item 9.a (continued)

6 Suggested Motion

Motion by Councillor _____ that Council instructs Administration to make further amendments to the 2024 Operating Budget as required / requested and to resubmit to Council a further draft of the Operating Budget for review, deliberation, adjustments, and approval.

Regular Council Meeting: November 25, 2024.	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s):

1 Capital Projects Update

Capital projects are progressing as follows:

1 (i) Fortis Streetlights

Latest update (14 November). Fortis are preparing the detailed construction specifications and work orders for the installation team. This installation work has been given a projected start date of February 2025.

1 (ii) Wastewater CCTV

Administration has received a draft report from ISL Engineering following a review of the video footage.

A meeting has been scheduled with ISL Engineering to review the report and to discuss where assistance is required in 2025.

1 (iii) Cemetery Fence

It is proposed that all of the fence panels are removed next springtime.

Advice will be sought from Command Gate as to the installation correct sequencing / installation of the panels.

Administration proposes that any further costs incurred on this project are the responsibility of the Bowden & District Cemetery Association.

2 Meetings & Events Attended

2.1

I attended the celebration of life service for Councillor Don Harrison and spoke of my past involvement working with Don at the Innisfail Legion.

2.2

I attended the regional Councillor and CAO event in Innisfail.

2.3

I had an in-person meeting with a Business Development Officer from TSK Networks a company based in Ontario but looking to expand into Alberta. This was related to property development opportunities and is unlikely to progress further.

3 Report of Road Signage & Traffic Safety.

Attached is a report that provides a summary of changes introduced over the past months to improve pedestrian / road safety within the Town.

Road signs, road markings, and pedestrian safety.

The following provides a summary of changes introduced over the past months to improve pedestrian / road safety within the Town.

- 1
New zone introduced to reduce the speed limit from 50km/h to 30km/h on the whole of Westview Drive.
- 2
Installation of a new pedestrian crossing with signage on Westview Crescent at the point of the intersection with the new section of the walking trail.
- 3
New solar pedestrian crosswalk signs have been installed on 20th Avenue at junction with 23rd Street to improve pedestrian safety on the school route.
- 4
To increase visibility of pedestrian crossings these have all been re-painted as zebra crossings (white longitudinal blocks at a 90-degree angle to the existing crosswalk lines).
- 5
Additional restricted parking (painted yellow kerb) on Heritage Drive to deter / prevent long vehicles from parking on the roadside that constricts access and visibility to / from the business entrances.
- 6
An extended restriction to parking (painted yellow kerb) on 20th Avenue by the Post Office has been introduced to increase driver visibility looking west from 21st Street.
- 7
Introduction of signage on the back alleys adjoining sections of the walking trail to warn of pedestrian traffic with also signage restricting indication a restriction of a maximum vehicle speed of 15km/h.
- 8
Introduction of white lines painted on the walking trail asphalt at points where the trail crosses a back alley or other vehicle access.
- 9
Introduction of zoned car parking areas with new signage at both the "Off Leash Dog Park" and the Cemetery.
- 10
Installation of new sidewalk on 20th Avenue from 23rd Street to 24th Street.
- 11
Road signs for the school zone have been installed to reintroduce the 30km/h speed limit to be effective at the designated times of 07:00 to 16:00 on school days.

Future Plans / Initiatives (2025)

- 12
A verbal agreement has been drawn up with the Town of Innisfail to have temporary use of a traffic (speed) control sign. This will be installed and operated in November / December.

13

Discussions have taken place with Red Deer County Protective Services to focus traffic patrols on both Heritage Drive and Westview Drive. The speed limit on Westview Drive will not be enforced until 2025.

14

A request has been submitted to the Operations Manager, Red Deer District, Transportation & Economic Corridors reference additional yield signage required for southbound ramp from Highway 587 that joins the Highway 2 exit ramp south of the interchange.

15

An online request has been submitted to Development & Planning Technologist, Construction & Maintenance, Central Region Transportation & Economic Corridors requesting installation of additional engine retarder brakes signage.

16

Additional solar pedestrian crosswalk signs to be installed on 20th Avenue at junction with 22nd Street to further improve pedestrian safety on main street and the school routes.



Recommended Motion:

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

Regular Council Meeting: November 25, 2024.	Agenda Item: 11.b / 11.c
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): As per content

Content:**11.b
Council Committee Reports**

- i. Bowden Public Library Board (Annual Organizational (Meeting November 13, 2024)
(submitted by Councillor Deb Coombes)

The following report is provided under separate cover (confidential)

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 applies on the basis of: Section 27 "deemed to be privileged information".

- ii. Bowden Public Library Board (Meeting November 13, 2024)
(submitted by Councillor Deb Coombes)

**11.c
Society & Other Reports**

- i. Alberta Legislature Summary (November 18 - 21)
(report submitted by CAO Arno Glover)
- ii. RMA Fall Convention (notes of from November 5)
(report submitted by Mayor Robb Stuart)
- iii. Bowden Grandview School Council Meeting Report (September 13, 2024)
(report submitted by Councillor Deb Coombes)
- iv. Bowden Grandview School Council Meeting Report (October 15, 2024)
(report submitted by Councillor Deb Coombes)
- v. Bowden Grandview School Council Meeting Report (November 19, 2024)
(report submitted by Councillor Deb Coombes)
- vi. Parkland Regional Library Board Talk (highlights of 14 November Board Meeting)
(report submitted by Councillor Deb Coombes)
- vii. Parkland Regional Library Minutes (14 November Board Meeting)
(report submitted by Councillor Deb Coombes)

Note:

All meeting minutes submitted should be assumed to be "unapproved".



Bowden Public Library

Annual Organizational Meeting Minutes – November 13, 2024

Attendees: Shawna MacDonald, Caroline Furman, Justina Klassen-Fehr, Marietta Tuckwell, Tina Von Hatten, Deb Coombes, Randy Brown, Julie Hamblin (Librarian), Melissa Braun

1. Call to Order

Shawna called to order at 7:01

2. Adoption of Agenda

Randay moved to accept as presented - carried

3. Adoption of Minutes of November 8, 2023 Annual Organizational Meeting

Deb moved to accept - carried

4. Current Board Membership and Terms:

*Shawna MacDonald (Chair) Nov. 1, 2024 (willing to continue - 2027)

Caroline Furman (Secretary) Nov. 1, 2025

*Justine Klassen-Fehr Nov. 1, 2024 (willing to continue - 2027)

Marietta Tuckwell Nov. 1, 2025

Tina Von Hatten (Vice-Chair) Nov. 1, 2025

*Deb Coombes annual appointment from Town of Bowden - reappointed by Council

*Randy Brown annual appointment from Town of Bowden - reappointed by Council

Caroline moved to accept - carried

5. Election of Officers

Chair - Shawna nominated by Justine - nominations ceased - Carried

Vice chair - Tiina is willing to standominated - Carried

Secretary - Marietta nominated Caroline, -Carried

7. Proposed date of next Annual Organization Meeting

November 12, 2025 at 6:30 pm Caroline moved - carried

8. Adjournment

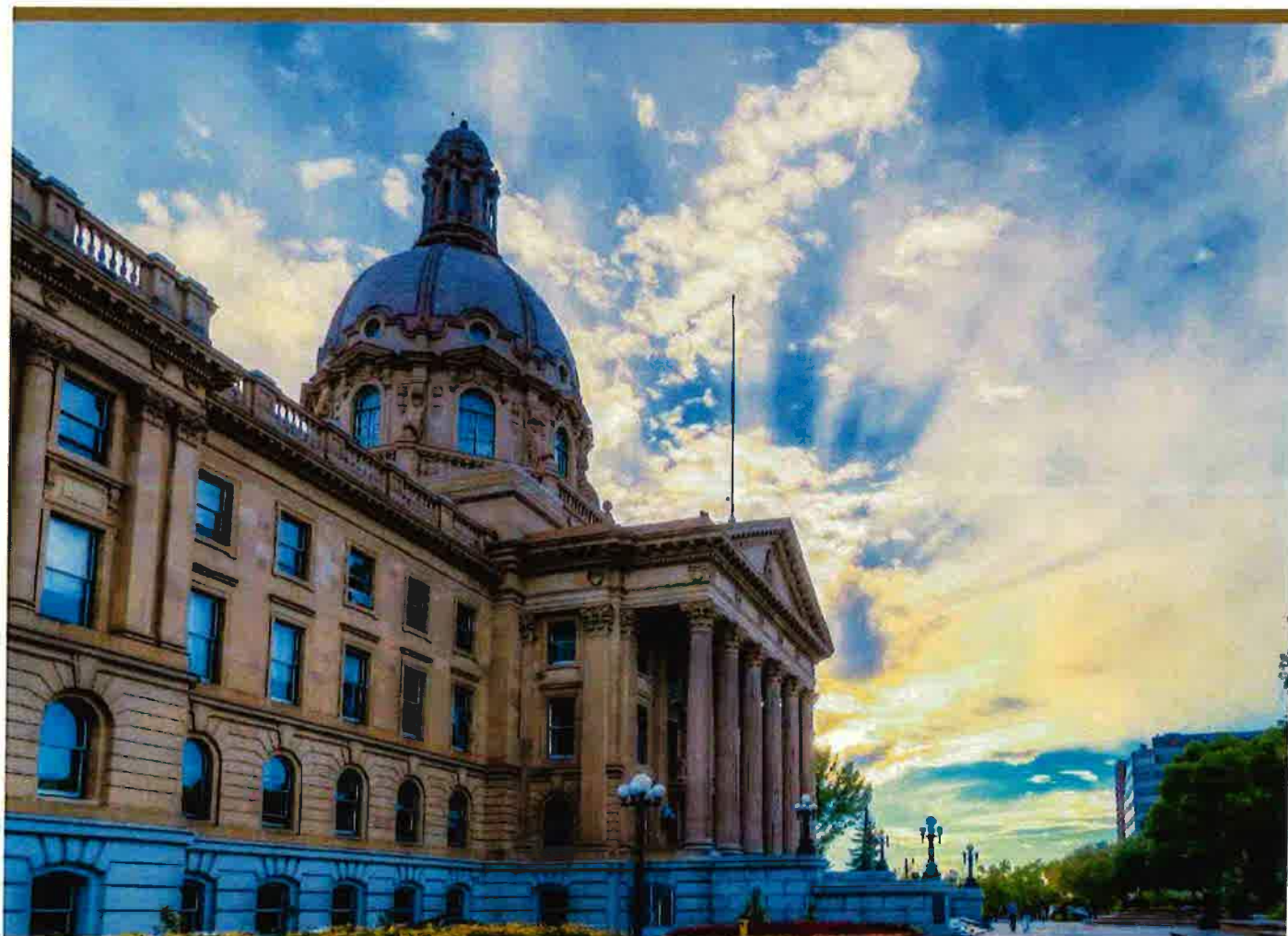
Shawna moved to adjourn at 7:20 - carried



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Alberta 31st Legislature, Session 1 Summary
November 18 - 21

Alberta 31st Legislature, Session 1 Summary: November 18 to 21

Bill Updates

Government Bills

- **Bill 24: Alberta Bill of Rights Amendment Act, 2024:** Amends the Alberta Bill of Rights to expand upon the powers of the document and the number of rights protected from provincial legislation. The act adds rights that strengthen protections for property rights, requires consent for medical treatments (including vaccinations), and affirms the right to possess firearms within legal limits. It allows courts to enforce these rights, though it restricts claims for damages related to legislation. The Act also enables Alberta's legislature to override specific rights explicitly when necessary.
Status: Passed second reading. Put to Committee of the Whole.
Bill text: [Bill 24: Alberta Bill of Rights Amendment Act, 2024](#)
GOA overview: [Protecting Albertans' Rights](#)
- **Bill 25: Early Learning and Child Care Amendment Act, 2024:** Amends the *Early Learning and Child Care Act* to expand upon the authority of the statutory director, enabling facility closures, license suspensions, and the issuance of probationary licenses when public interest or compliance issues arise. The amendments introduce stricter safety and oversight requirements, administrative penalties for non-compliance, and mandates for transparency with parents and guardians.
Status: Passed second reading.
Bill text: [Bill 25: Early Learning and Child Care Amendment Act, 2024](#)
GOA news announcement: [Alberta Strengthens Child Care Safety](#)
- **Bill 26: Health Statutes Amendment Act, 2024 (No. 2):** Amends the *Alberta Health Act* to replace "provincial health boards" with "provincial health corporations." Bill 26 enhances regulatory control by allowing the Minister to create, manage, and oversee these corporations, designate responsible ministers, and mandate governance structures. The Act also restricts procedures like sex reassignment surgery and hormone therapy for minors, adds strict compliance and reporting requirements for health agencies, and outlines clear protocols for handling public health emergencies.
Status: Passed first reading on division.
Bill text: [Bill 26: Health Statutes Amendment Act, 2024 \(No. 2\)](#)
GOA overview: [Advancing Policies to Support the Health Care System](#)
- **Bill 27: Education Amendment Act, 2024:** Amends the Education Act to strengthen parental rights and establish new protocols for educational practices in Alberta. It mandates parental notification and consent for at-home learning and specific health measures during emergencies. The Act also requires Ministerial approval for external resources related to gender identity, sexual orientation, or human sexuality, ensuring alignment with approved standards. Additionally, the legislation enforces parental notification and consent for the use of a child's preferred name or pronouns and for certain instructional content.
Status: Passed second reading on division.
Bill text: [Bill 27: Education Amendment Act, 2024](#)
GOA overview: [Supporting Alberta Students and Families](#)

Government Bills Continued

- **Bill 28: Meat Inspection Amendment Act, 2024:** Amends the Meat Inspection Act to increase penalties for violations of Alberta’s Meat Inspection Act, raising the maximum fine from \$10,000 to \$100,000. It also sets a limitation period, prohibiting prosecutions for offences if they are initiated more than two years after the offence was first identified by an inspector or peace officer.

Status: Passed third reading.
 Bill text: [Bill 28: Meat Inspection Amendment Act, 2024](#)
 GOA news announcement: [Larger Fines for Illegal Slaughter, Uninspected Meat](#)
- **Bill 29: Fairness and Safety in Sport Act:** Requires Alberta’s educational institutions and sports organizations to implement policies on eligibility and safety for amateur sports, with rules to be issued by the Minister of Tourism and Sport. Organizations must report complaints, requests, and decisions regarding mixed-gender leagues, as well as other issues specified in the regulations. The Act mandates clear procedures for determining eligibility and establishes protections for officials and participants acting in compliance with the policies.

Status: Passed first reading.
 Bill text: [Bill 29: Fairness and Safety in Sport Act](#)
 GOA overview: [Ensuring Fairness, Safety, and Inclusivity in Sport](#)
- **Bill 30: Service Alberta Statutes Amendment Act, 2024:** Amends the *Condominium Property Act*, the *Prompt Payment and Construction Lien Act*, and the *Public Works Act* to enhance governance, enforce timely payment practices, and improve accountability in Alberta’s condominium and construction sectors. Key updates include establishing a Condominium Dispute Resolution Tribunal for streamlined dispute handling, adjusting voting rules for condominium corporations, setting strict payment timelines and dispute resolution procedures for contractors and subcontractors, and clarifying payment terms for public works contracts.

Status: Passed second reading. Put to Committee of the Whole.
 Bill text: [Bill 30: Service Alberta Statutes Amendment Act, 2024](#)
 GOA Overview: [Improving the Condominium and Construction Sectors](#)
- **Bill 31: Justice Statutes Amendment Act, 2024:** Amends the *Alberta Evidence Act*, the *Critical Infrastructure Defence Act*, the *Electoral Boundaries Commission Act*, and the *Public’s Right to Know Act* to modernize judicial procedures, strengthen infrastructure protection, improve electoral fairness, and enhance transparency in public reporting. Key updates include allowing affirmations and electronic certification under the *Alberta Evidence Act*, broadening essential infrastructure definitions in the *Critical Infrastructure Defence Act* to cover additional health and emergency facilities, increasing Alberta’s electoral divisions from 87 to 89 in the *Electoral Boundaries Commission Act*, and granting the Minister authority to request data from government bodies and police services under the *Public’s Right to Know Act* to ensure accessible public information.

Status: Passed first reading.
 Bill text: [Bill 31: Justice Statutes Amendment Act, 2024](#)
 GOA overview: [Ensuring Fair Electoral Representation.](#)

Government Bills Continued

- **Bill 32: Financial Statutes Amendment Act, 2024 (No. 2) (\$):** Amends the Alberta Housing Act, Alberta Personal Income Tax Act, Assured Income for the Severely Handicapped Act, ATB Financial Act, Credit Union Act, Fuel Tax Act, Health Statutes Amendment Act, Income and Employment Supports Act, Land Titles Act, and Seniors Benefit Act to streamline financial administration and update income support and taxation structures. Key changes include adjusting income thresholds and tax brackets, introducing an "Alberta escalator" for inflation-linked adjustments, revising income support benefit calculation methods, setting new rules for mortgage-related transactions, and establishing an electric vehicle tax. This bill aims to modernize fiscal policies, enhance income support measures, and optimize financial governance across Alberta's public and private sectors.

Status: Passed first reading.

Bill text: [Financial Statutes Amendment Act, 2024 \(No. 2\) \(\\$\)](#)

GOA overview: [Updating Financial Laws](#)

- **Bill 33: Protection of Privacy Act:** Along with Bill 34, this legislation will replace the existing *Freedom of Information and Protection of Privacy Act*. Bill 33 establishes stricter controls over personal information handling by Alberta's public bodies, emphasizing the protection, use, and disclosure of both personal and non-personal data. Key provisions include prohibiting the sale of personal information, mandating accuracy and security protocols, introducing privacy management programs, and requiring privacy impact assessments for new projects. It allows individuals to request corrections to their personal information and mandates public bodies to notify affected individuals and authorities of data breaches that may cause harm. Additionally, the Act grants enhanced powers to the Information and Privacy Commissioner for oversight, compliance, and investigations into privacy practices.

Status: Passed first reading.

Bill text: [Bill 33: Protection of Privacy Act](#)

GOA overview: [Strengthening the Protection of Personal Information](#)

- **Bill 34: Access to Information Act:** Along with Bill 33, this legislation will replace the existing *Freedom of Information and Protection of Privacy Act*. Bill 34 establishes a framework for public access to government-held records in Alberta, enhancing transparency while setting specific protections for sensitive information. Key provisions include granting individuals the right to access records held by public bodies, outlining procedures for making and processing requests, and detailing exceptions where disclosure could harm privacy, public safety, or government operations. The Act also introduces a structured role for the Information and Privacy Commissioner to oversee compliance, review decisions, and handle disputes.

Status: Passed first reading.

Bill text: [Bill 34: Access to Information Act](#)

GOA overview: [Modernizing Access to Information for Alberta's Digital Age](#)

Government Bills Continued

- **Bill 35: All-season Resorts Act:** establishes a regulatory framework to promote year-round tourism in Alberta by facilitating the designation, development, and oversight of all-season resort areas. The legislation streamlines approval processes while upholding Alberta's environmental and land-use standards. It empowers the Minister with administrative authority, introduces a dedicated regulatory body, and integrates mechanisms for appeals and dispute resolution to ensure efficient governance.

Status: Passed first reading.

Bill text: [Bill 35: All-season Resorts Act](#)

GOA overview: [Developing All-season Resorts Across Alberta](#)

- **Bill 36: Miscellaneous Statutes Amendment Act, 2024:** Key amendments include adjustments to consumer protection, employment standards, environmental regulation, and licensing frameworks. The Act revises definitions, updates terminology, removes obsolete provisions, and aligns regulatory processes with contemporary requirements.

Status: Passed first reading.

Bill text: [Bill 36: Miscellaneous Statutes Amendment Act, 2024](#)

Session Transcripts

Monday, November 18, 2024, Afternoon: [Transcript](#)

Tuesday, November 19, 2024, Afternoon: [Transcript](#)

Wednesday, November 20, 2024, Afternoon: [Transcript](#)

RMA Fall Convention 2024

November 5th

Premier Danielle Smith

- 1 Thanked everyone for taking the time to attend and she appreciates the time and effort that elected officials do.
- 2 Talked about all the legislative changes that will be beneficial for the residents of Alberta.
- 3 MLA's are extremely busy passing the new legislation and thanked RMA for their feedback which was beneficial.
- 4 Talked about the provincial fight with the federal government over various legislative issues.
- 5 "We are not working on anything that doesn't need fixing."

Keynote Speaker Peter Mansbridge

Resolution Session

November 6th

RMA Annual General Meeting

Ministerial Forum

Sunrise Q- Victims services change A-New model seems to be working
 Stettler Q-Oil asset management A-Working to resolve
 Vulcan Q- AHPP/FCSS A-working to be more cost efficient
 Newell Q-Health care wait times A-Looking at options (Canada Health Act)
 Wood Buffalo Q-Child Care development funding A-Trying for federal funding
 Grande Prairie Q-Tourism funding A Trying to increase funding
 Vermilion River Q-first responder response A Under review with AEMS
 Newell Q-Asset management requirements A-Don't believe rumours
 Taber Q Premier's comments on orphan wells A- Miscommunication
 Lacombe Q-Immigrant visa renewal A Need federal approval
 Q-Codes of conduct A-Needs review and changes
 Northern Lights Q-Independent policing A- Want to augment, not change
 Spirit River Q-Closure of agricultural board office A- Will investigate
 Pincher Creek Q-Drug house enforcement A-Will investigate.
 Vulcan Q-Senior lodge funding A-Prov funding provided Need to get federal.
 Mountain View Q-Flood report information A-Will provide information.
 Kneehill Q-FCSS funding A-Will be part of the budget discussion
 Chair Q-Mental health/addiction A-Trying to expand/new facilities

Q-Fire truck code expiration mandates A-Will investigate
 Stettler Q-Enhance policing A-Looking at increase to resource officers
 Norther Lights Q-Renewable energy projects A-look at options /nuclear
 Wetaskawin Q-Seniors age in place A-More cooperation between ministries.
 Athabasca Q-Wildfire funding A-No funding, working on innovations
 Newell Q-Repeat offenders A-Federal jurisdiction.
 Pincher Creek Q-Increase in back country road use A-Will look at options

Naheed Nenshi (NDP leader)

Working on getting more rural input and prospectives
 Promise more collaboration and cooperation.
 Admits that the NDP previously focused on city priorities.
 Need to work with (not fight) federal government. Negotiate rather than
 legal action.
 Look at working with United States and President Trump

Rural Panel on Volunteer Recruitment and Support

Large decline in volunteers
 Try to enable volunteers. Encourage feedback and support individuals
 Use SWOT analysis (strengths, weaknesses, opportunities and threats)
 There are 292 agricultural societies in province.

RMA President Election

Five candidates.
 After each round of voting, the candidate with the fewest votes was
 eliminated.
 Kara Westerlund from Brazeau County was elected president.
 As Kara was the Vice-president an election was held on November 7th.
 John Burrows from Woodland County was elected as Vice-president.

Effective Communication

Website management needs to be proactive.
 Keep residents informed Be specific-Do not let false information spread
 Rumors and inaccurate information get out of control.
 Keep website current. Do not let outdated information stay on.

September 17, 2024

BGS School Council Meeting ([View our calendar here](#))

[Google Meet Link](#)

Present: Jennifer Wood, Linda Wagers, Jade Prefontaine, Vanessa Van Sickle, Dawn Weststrate, Deen Lockhat, Alahna Hunter, Linda Wagers, Lindsay Taylor,

Executive Report

BGS School Report

8. Start-Up/First Three Days
9. Staff Update
10. Athletics - Golf, Cross-Country, KM club, Volleyball
11. Community BBQ, Gaga Pit
12. Annual Grade 1 & 12 Breakfast
13. Grad Meetings
14. Appreciation Days-October 1 EA appreciation day and October 2 Custodian Appreciation day
15. Basketball/Tennis courts-Facilities director is coming out to look at the courts and give recommendations for a move forward plan.

Upcoming Events

- Sept. 17 - Terry Fox Run/Field Trip to Bow Habitat
- Sept. 19 - Picture Day
- Sept. 20 - Professional Learning Day
- Sept. 26 - Orange Shirt Day
- Sept. 26 - First Hot Lunch of the Year - Pizza Hut
- Sept. 30 - National Day for Truth and Reconciliation (No School)

	<p>Oct. 1 - EA Appreciation Day Oct. 2 - Custodian Appreciation Day Oct. 3 - Fun Run in Innisfail (Gr.3-6, X-Country Team) Oct. 4 - Awards Night 7:00 pm Oct. 11 - No School Oct. 14 - Thanksgiving (No School) Oct. 22 - Picture Retakes Oct. 25 - Professional Learning Day</p>
<p>CESD Trustee Report</p>	<p>What a great start to the new school year at BGS! To have 30 students enrolled in grade 12 is very exciting, and I look forward to attending many future engagements with the Bowden Grandview School community. The Registration Night was very successful and well attended and how wonderful it is to have the addition of the Gaga pit and the 9-Square to the school grounds!</p> <ul style="list-style-type: none"> • Back in July the Alberta Government announced an additional \$125 million dollar addition towards schools due to increased student enrollments in which CESD was given \$1.1 million. The majority of these funds were put towards an increase in teaching staff in the division. The remaining was focused on Kindergarten to grade 3 in response to the assessment testing introduced by the government, the purchase of additional chromebooks for classroom use, and to help in the implementation of our division's new emergency program (Hour Zero) • Earlier this year we had the retirement of one of our Assistant Superintendents and the new person is now in place and everything is going well with that. • The Board was also given notice that our Superintendent, Kurt Sacher, will be retiring at the end of this school year, so the Board is currently in the process of finding a new Superintendent. • We also have the upcoming retirement of our Assistant Superintendent of Corporate Services, Shawn Russell and there will be a search for a new person for that position as well. • Of additional information from our successful Summer School program: <ul style="list-style-type: none"> • <i>191 Chinook's Edge high school students participated in summer school, an increase from 163 students in 2023</i>

	<ul style="list-style-type: none"> ● 236 students participated in off-campus work experience learning, compared to 184 students in 2023 <ul style="list-style-type: none"> ● 186 students participated in the Jumpstart program, with 142 of those students completing six credits and earning a Chromebook. There was a 32 per cent increase in the number of credits earned this year as compared to 2023 ● A top priority for CESD is in building a new high school in Sylvan Lake that would be a collegiate model high school in partnership with Red Deer Catholic, the Town of Sylvan Lake and other partners including post secondary institutions and CAREERS.
Town of Bowden Report	Not able to attend
Parents Matter Report	<p>The next Parents Matter meeting is</p> <p>Need a couple of new reps to join parents matter meetings.</p>
FCSS Report	<ol style="list-style-type: none"> 1. VERY BIG Thank you to Bowden Grandview School for its partnership in the Bowden Community Showcase, Welcome Back BBQ, Gaga Ball Pit Ribbon Cutting & Grad Bottle Drive. It was a wonderful evening despite the wet weather. We welcomed more than 30 organizations to the gym, filled a trailer to the brim with recycling for the Grad Class and everyone enjoyed a great BBQ. 2. YES/FCSS met recently to plan its after school activities taking place from today until the end of December. Trash Mobiles for September, Halloween Activities for October, Cozy November Soup Days, and Christmas cheer in December. Working with Ireland and the students has really made a positive impact in building relationships with the kiddos and families in and outside the school. Thank you! 3. The Community Garden will be wrapping up soon with fall temps upon us. The double plot that the school and Life Skills students planted this past spring should have a nice harvest of potatoes, carrots, and a few other surprises! Thank you to Miles Scott (2024 Grandview Grad) for spending the day weeding on Sept. 5th.

	<p>The students will be encouraged to return all its compost (non weeds) back to the soil to continue our "No Till" approach to rebuilding soil health. I will also be in contact with Life Skills class to come and "put the garden to bed" in early October. We've partnered on it the last few years and its always a lovely time & learning.</p> <p>4. FCSS wrote a grant on behalf of the Community Volunteer Income Tax Program (CVITP) in July. The program provides free tax services to Students, Seniors, and low income. We were successful in receiving \$3305 toward the program. We will offer CVITP at no cost again in 2025. It is a wonderful resource for work experience students with paid hours, first time jobs and more. This year the Bowden CVITP volunteers filed 311 tax returns under its program reach! Wow!</p> <p>5. Innisfail FRN is running "Preschool Pals" Thursdays 1-2:30 at the Bowden Event Centre. Program is for kids 0-6 years old and their caregivers. They will also be offering "Bowden Youth" for ages 7-12 years, Thursday afternoons from 3-4:30pm at the same location. For more information or to register, contact Joanne at 587-876-4121 or joanne.brown@mcmcentral.ca</p> <p>6. Bowden Event Centre is hosting "Ukrainian Supper" Thursday, September 26, 5 -7:30 pm. Everyone Welcome. Tickets are pre-sale only \$20/Adult \$10/youth at Bowden Reddi Mart.</p> <p>7. Keystone, Red Deer BGC & Youth HQ will be starting its program on Monday, October 27 and will run to May 12th. This program is for Ages 13-17 and takes place at the Olde Library Community Centre.</p>
<p>FOG Report</p>	<p>1. Back to School BBQ</p> <ul style="list-style-type: none"> o Deposited \$1076 from proceeds from charging for the BBQ o Expenses were \$1033.43 o Costs were covered for FOG for the BBQ, rest of the supplies were donated to school o Chips- Donated to A/R for awards for reading o Pop/Water- Donated for hot lunch o Hamburgers/Buns and Hot Dog/Buns- donated to Life Skills for a fundraiser o Condiments- Donated for Hot Dog Day <p>2. GAGA Pit</p> <ul style="list-style-type: none"> o Kinsmen- donation cheque for \$2615.00 o Jennifer Wood expenses \$2877.15 for Gaga Pit

	<ul style="list-style-type: none"> o Pictures Taken Thank You's Out 3. Nine In A Row <ul style="list-style-type: none"> o Installed o Zane Harvey reimbursed \$470.00 o Need to get a picture of family in front for a thank you 4. Fridge/Freezer for Breakfast Program <ul style="list-style-type: none"> o Grant going to be received from Equus for \$1000.00 o Total cost for both fridge and freezer 1047.90 o Once we get the funds they will be deposited o Also need to get a picture with Equus 5. Breakfast Program Up and Going <ul style="list-style-type: none"> o Thank you to all those that have started volunteering-still need more volunteers o We have approximately \$9000.00 in funds to operate this year 6. Fundraising <ul style="list-style-type: none"> o Just received the information for the Veggie Fundraiser from Eagle Creek Farms o Hope to get this out fundraiser out next week 7. Looking for A Secretary for Fog
New Business	Nothing this meeting
Next Meeting(s)	October 15, November 19, December 17, January 21, February 25, March 18, April 15, May 20, June 17
Meeting Adjourned	12:29 pm

October 15, 2024

BGS School Council Meeting (<https://www.zoom.us/j/9876543210>)

[Google Meet Link](#)

Present: Alahna, Jade, Jen, Lisa, Karen, Deen, Dawn

Executive Report

BGS School Report

1. Athletics
2. Professional Learning Day - Sept 20
3. National Day for Truth & Reconciliation
4. Awards Night
5. Tech 1000/WLD 2167/Grade 9 Fuse
6. Jordan's Principle
7. Basketball/Tennis courts

Upcoming Events

- Oct. 11 - Non-Instructional day
- Oct. 14 - Thanksgiving Day
- Oct. 22 - Picture Retakes
- Oct. 25 - K-8 Prof. Learning Day, HS CPS Training
- Nov. 5 & 6 - Parent-Teacher Conferences
- Nov. 6 - BGS Remembers
- Nov. 8-11 - Fall Break
- Nov. 12 - Staff Meeting

<p>Nov. 14 & 15 - Grad Photos Nov. 29 - PD Day</p>	<p>CESD Trustee Report</p> <p>CESD has found that the new cell phone policy (from the announcement by the Provincial Gov't a few months ago) has been taken well, and many stakeholders across the division have reported positive results, including students. A full division policy must be in place in January 2025 as per government requirement.</p> <p>I attended Teachers Matter on October 4th and it seems as though things have clearly got off to a good start throughout the entire division from a staff perspective.</p> <p>I attended Parents Matter on October 9th. Thank you Lisa Ouellette for being the new BGS representative. Discussions were around the new initiatives with the cell phone policy, resolving conflict guidance (see below), and Welcoming,</p> <p>Resolving Conflict - a quick guide for parents...(from the Parents Matter meeting)</p> <p>When working to resolve conflict, it is important to try and avoid making assumptions. We ask that you please enter conversations with a positive approach and avoid the use of email.</p> <p>What should I do if I have an issue with a teacher?</p> <ul style="list-style-type: none"> ● Arrange to have a conversation with the teacher either by phone or in person. ● If there is no resolution, arrange to have a conversation with your administrator either by phone or in person. ● If there is still no resolution, please call the Division Office at (403) 227-7070 and you will be directed to either a Division Principal, a Liaison Superintendent or the Chief Superintendent who will respond to you within 24-48 hours. <p>What should I do if I have an issue with an administrator?</p>
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<ul style="list-style-type: none"> ● Arrange to have a conversation with the administrator either by phone or in person. ● If there is no resolution, please call the Division Office at (403) 227-7070 and you will be directed to either a Division Principal, a Liaison Superintendent or the Chief Superintendent who will respond to you within 24-48 hours. <p>What should I do if I see an issue on social media?</p> <ul style="list-style-type: none"> ● Please encourage the individual with the concern to use the previously mentioned processes. ● If the issue persists, please call the Division Office at (403) 227-7070 and either a Division Principal, Liaison Superintendent or the Chief Superintendent will look into it and follow it up if necessary. <p>We have now hired a company (Leaders International) to help recruit for a new Superintendent for our school division and we are in ongoing discussions and necessary meetings to find the best candidate for the position.</p> <p>Leaders International has also asked for your important input by filling out the following survey that should take only about 5-10 minutes to complete. Your participation is appreciated. You will not be asked to identify yourself and your responses will be confidential. This survey will remain open until November 15, 2024. Thank you in advance for your time. Please click the link to complete the survey online:</p> <p>We have our Alberta School Board Association (ASBA) Fall General Meeting coming in November and we are planning to meet with some local MLAs when we are in Edmonton to advocate for CESD regarding a number of issues.</p>	<p>Absent</p> <p>Town of Bowden Report</p> <p>Parents</p> <p>Our representative is Lisa Ouellette (thank-you Lisa!)</p>
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<p>Matter Report</p>	<p>FCSS Report</p> <ol style="list-style-type: none"> 1. YES/FCSS hosted its first Halloween craft with the Grade 3/4 kiddos. For the remainder of Oct. we will make Halloween Rocks & do some pumpkin painting. 2. FCSS will be at the school on Oct. 30th to support the Life Skills Bake Sale with some popcorn sales. 3. "Spooky Skate" will take place at the IGLOO on Sunday, October 27th. Kids/families are encouraged to wear a costume and come enjoy some hot chocolate, Halloween colouring and Spooky Skate from 4-6pm that day. Thank you to the IGLOO staff for planning and hosting this fun activity. 4. Bowden Igloo is also offering "No School Shiny Fridays" from 1:00-3:00 pm every Non-school Friday until March 21. 5. Red Deer BGC & Youth HQ are taking Bowden Keystone youth (13-17 yrs) to the ZED Haunted House "out trip" in Red Deer on October 17th. Kids must be registered to attend. Keystone meets at the Olde Library Monday evenings from Oct-May. 6. Bowden Public Library is offering "Library Card Sign up" in October with chance to win Visa Gift Cards. They are also running "Golden Ticket Contest" for Canadian Library Month. Stop into the library for more details. 7. Storytime & Craft will be on October 25th at the Bowden Library from 2-3pm. Kids will be read a story and be able to do a craft as well. 8. Innisfail FRN hosts "Playschool Pals" (0-6 yrs) on Thursdays at the Bowden Event Centre from 1-2:30. "Bowden Youth" (7-12yrs) follows at 3-4:30 p.m. 9. RETRO BINGO is coming in November. An intergenerational "fun prizes only" event. Ages 10+ welcome. 10. Bowden Community "Fall Beef Supper" fundraiser takes place on Friday, October 18th from 5-7 pm at the Paterson Hall. This event is hosted by Bowden Expanding Horizons. No tickets or registration required. Adults \$20, Children (under 10) \$10. Take out available.
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FOG Report	Eagle Creek Veggie fundraiser is due today. FOG meeting on October 16.
New Business	
Next Meeting(s)	November 19, December 17, January 21, February 25, March 18, April 15, May 20, June 17
Meeting Adjourned	12:20 pm

November 19, 2024

BGS School Council Meeting (<https://www.google.com/joinmeeting>)

[Google Meet Link](#)

Present: Deb Coombes, Jade Prefontaine, Deen Lockhat, Dawn Weststrate, Brittany Houchin, Karen Hronek, Alahna Hunter,

Executive Report

BGS School Report

1. Athletics
2. Professional Learning Day - Oct. 25
3. Parent-Teacher Interviews
4. Remembrance Day assembly
5. Grad Pictures & Spaghetti Supper/Silent Auction
6. Student Bathrooms - graffiti
7. Staffing

Upcoming Events

- Nov. 22 - BGS Spirit Day: wear BGS colours
- Nov. 26 - Lockdown drill, WLD2167
- Nov. 27 - Gr. 9 Fuse Welding
- Nov. 28 - COS Field Trip
- Nov. 29 - PD Day
- Dec. 3 - WLD2167
- Dec. 4 - Gr. 5 Market Day

	<p>Dec. 5 - Gr 12 field trip to A Christmas Carol Dec. 5 & 6 - Little Shoppers Dec. 6 - Tech 1000 Dec. 11 - Gr. 9 Fuse Welding Dec. 12 - Christmas Concert Dec. 13 - Non-Instructional Day</p> <p>I am currently up in Edmonton for the ASBA (Alberta School Board Association) so I apologize for not being able to actually attend today. We have met with MLA's from our school division and had our Education Minister come speak to us, with some good conversation taking place.</p> <p>CESD is still pushing for better attendance -there is still some concerns about how to properly record attendance/absents when we are dealing with such activities as dual credits, field trips, etc. in the division Since covid, we have continued to see an improvement on overall attendance but we are still trying to strive for even better! Here is something which really hits home.... IF your student "just misses" two days a month, that is equivalent to one whole year out of the class over a 10 year period. THAT is very significant. Please help us keep kids in school every day.</p> <p>We have closed our survey to the public (to voice what people would like to see) in our search for the Superintendent. Leaders is the company that we have hired to advertise for this position. An ad is in many different media forms and we will be receiving updates on how this is progressing.</p> <p>November 1st the Board met with Peter Wright from The Planning Group to further our work for governance. Given the scope of change that will occur in our top admin, it has been very beneficial to have this guidance and learning opportunity.</p>
<p>CESD Trustee Report</p>	

	<p>CESD is advocating to the government have the new provincial assessments for literacy and numeracy delayed until October so teachers can get students into a better routine before and without extra time needed for this testing right off the start of school.</p> <p>I hope that anyone able to take advantage of the Agri-Trade tickets I got for students at BGS enjoyed the show. I went and it was awesome.</p> <p>We have been actively engaged in staying acutely aware of what is happening with Artificial Intelligence and how it will be utilized and affecting our division.</p> <p>The Board has a specific group of three trustees discussing health supports for students in schools. They will continue to be in touch with both the Minister of Children and Family Services and the Minister of Seniors, Community, and Social Services</p> <p>Congrats to the grads 2025 for such a successful Spaghetti Supper Fund Raiser last Friday evening.</p>
<p>Town of Bowden Report</p>	<p>Just a reminder that the town is putting on a winter festival on December 13th starting at 5pm. There will be a tree lighting down by the arena, activities for families and a fun time for the citizens of Bowden.</p>
<p>Parents Matter Report</p>	<p>No report</p>
<p>FCSS Report</p>	<p>1. FCSS has been supporting the Bowden Lions with its Holiday Hamper Program. This is for Bowden & Area residents that need a little extra help with food security this holiday season. FCSS takes care of registration/administrative for the hamper program. Forms are available at the school with Family School</p>

Wellness. There is no proof of income or AB Health required to receive a hamper. Reach out if you need more information.

2. YES/FCSS have been hosting "Cozy November Soup Days" with the Gr. 4 – 6 after school on Mondays. Kids enjoy a warm snack and time with peers. Yesterday we did "Design a Sign", entirely up to your imagination. Kids did "stay out of my room", happy holidays and even Harry Potter Spell signs to take home.
3. On Oct. 30th, FCSS was at the school with the Life Skills Bake sale. The popcorn was poppin' and we even had a fun draw to win some hand painted pumpkins. All proceeds went to the Life Skills class.
4. RETRO BINGO was held on Nov. 14 with FCSS & Expanding Horizons. It was a great evening! We had nearly 75 participants, and it was 1/3 youth and students (age 10+). Fun prizes and a chance to win a Ham or Turkey was sponsored by Expanding Horizons.
5. Youth HQ "Bowden Keystone" (ages 13 – 17) have been active at the Olde Library on Monday evenings. Some of its programming in November has included Learners Licence prep, Lions Hamper item collection/donation, and Pizza & a movie night.
6. Innisfail FRN presents Bowden Youth at the Event Centre on Thursdays throughout Nov. It also offers Playschool Pals earlier that day and will host "Homeschool Happenings" Monday the 25th.
7. Bowden Igloo offers "No School Shiny Fridays" on most Fridays off for the Students. Upcoming dates are Nov. 29 & Dec. 13th. 1:00 – 3:00 p.m.
8. Families or individuals in need of Winter Gear can access two programs. Olds has the "Coats for Everyone" program operated by the Community Lending Shelf, and Innisfail FRN offers "Winter Gear Drop & Share" at its Family Resource Network office. FCSS can connect anyone in need to these great organizations.
9. The Town of Bowden Special Events will be having its annual Bowden Christmas Festival at the Igloo Arena on Friday, December 13th. FREE: Public Skate, Sleigh Rides, Bonfire, Crafts, Hot Dogs & Hot Chocolate are included. The Tree Lighting sponsored by Bowden Lions Club will take place too. 5:00 – 7:00p.m.

10. SMILE COOKIE Week is this week at the Bowden Tim Hortons. All proceeds go toward the Bowden

	<p>Lions Holiday Hamper Program. Stop in and get a smile today! 😊</p> <p>11. YES/FCSS will partner for some X-mas Cheer events at the school throughout December.</p> <p>12. Snow Buddies – Community program that connects shovelers with those in need of shoveling. Great for youth and students wanting to earn a little cash over the winter months. Contact FCSS for more information or to sign up!</p> <p>Had a meeting last week and talked about upcoming fundraiser-Dieleman's and Fundscript gift card. Grant money will be used to purchase upgrades. More info to come. Breakfast program-volunteers have been hard to get. Put out a letter asking for more help and ended up with 12-15 new volunteers. December is now full for help.</p> <p>December 17 meeting? Typically we have not had a December meeting. Group agreed that no December meeting is needed and we will meet again on January 21.</p> <p>January 21, February 25, March 18, April 15, May 20, June 17</p> <p>12:31 pm</p>
FOG Report	
New Business	
Next Meeting(s)	
Meeting Adjourned	



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 14, 2024

Organizational Meeting

Parkland's board has four new members. Board members in attendance elected the new Executive Committee and Board Chair. Barb Gilliat was re-appointed Board Chair by acclamation.

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

- Deb Coombes** – Town of Bowden
- Barb Gilliat** – Village of Alix (Committee Chair)
- Twyla Hale** – City of Lacombe
- Marc Mousseau** – S.V. of Parkland Beach
- Len Phillips** – Town of Rocky Mtn. House
- Carlene Wetthuhn** – Camrose County
- Shannon Wilcox** – Town of Carstairs
- Janice Wing** – Town of Innisfail

Seats seven and eight are vacant, and will hopefully be filled at the February meeting of the board.

Parkland 2024 Budget

The Parkland budget has been approved by 70% of the municipalities representing 85% of the population, with one municipality declining.

Advocacy Committee

Parkland will not be appointing the Advocacy Committee pending an assessment of the committee's mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference

with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical "hands on" approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues.

Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Board Meeting Dates for 2025

Parkland will be holding board meetings virtually in 2025. Board meeting dates are subject to change, but are set as follows:

- **February 27** - Annual Report, Year in Review
- **May 15** - 2024 Financial Statements presented
- **September 11** - Budget presentation for 2026
- **November 27** - Organizational Meeting

Board Member Survey Results

Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were gratifyingly positive.

Advocacy Activities

MLA Visits

Parkland's Director and Board Chair have, at the recommendation of the Advocacy Committee, been engaged in visits with Parkland's MLA and municipal councils. So far Sheppard and Gilliat have met with the City of Camrose, Lacombe County, Sylvan Lake, Delburne, and Rocky Mountain House councils. To date, the only MLA with whom Sheppard and Gilliat have met is Jennifer Johnson. However, two more meetings with MLA's have been scheduled and there is at least one more council meeting scheduled for later in November.

Thus far, all the visits have gone well. Council visits have emphasized the value of Parkland and its services. The visits to the MLAs have highlighted the need for regular,

small increases in funding as previously directed by the board.

Central Alberta's Woodworking Guild

Parkland has entered into a partnership with the Central Alberta's Woodworker's Guild to produce a variety of puzzle kits for programming use in public libraries. These kits are intended to provide children a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand/eye coordination skills. These kits are being produced at low cost with repurposed oak from discarded church pews. The puzzles and kits can be assembled and disassembled over and over again allowing for years of use, and are being produced at a very reasonable cost.

When all of the kits are produced, it is Parkland's intention to hold an event at one of our member libraries and invite the press. Not only would such an event emphasize the relationship between Parkland and our member libraries, it would also show how Parkland can partner with a local volunteer organization to provide a project of tremendous benefit to the local community.

Marketing Activities

Parkland has just wrapped up their three major contests for 2024. They are the *Golden Ticket Contest*, the *Library Card Sign-Up & Renewal Contest* for patrons and the *Library Card Sign-Up Contest* for libraries.

The sign-up and renewal activities were held throughout September and October. There were 2,607 entries for the patron contest representing 41 libraries. The patron prizes for these contests were Visa gift cards. Winners were identified in Lacombe, Ponoka, Sundre, Penhold, Eckville, Bashaw, Camrose, and Olds. The library that signed up the most new patrons in relation to their population was Amisk. They will receive a state-of-the-art virtual reality headset to keep at their library.

The *Golden Ticket Contest* was held throughout the month of October. There were 540 entries with 38 libraries represented. A patron from Bashaw was the winner of a weekend trip to Calgary including tickets to the science center and zoo, as well as gift cards for accommodations, gas, and food.

Advertising Campaign

Parkland's multi-faceted advertising campaign through *Black Press Media* is wrapping up. Eight libraries (Sylvan Lake, Rimbey, Penhold, Castor, Stettler, Lacombe, and Blackfalds) were selected from Black Press communities and received free newspaper print ads.

Committee News from Trustees

Carstairs Public Library won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

Cremona Municipal Library partnered with FCSS to host Santa on November 13th with goodie bags and photo opportunities.

Delburne Municipal Council hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and the information provided.

Penhold & District Public Library hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. They are also hosting a community Christmas event on November 22nd with Santa and Christmas carols.

Stettler Public Library is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

Board Members Present

Barb Gilliat (Vice-Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almborg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing **(Guests)** Brenda Dennis, Diane Elliot, Maia Foster, Paul Peterson, Paul Webb

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



PRLS Board Meeting Minutes

November 14, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:01 a.m. on Thursday November 14, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almborg, Alison Barker-Jevne, Jul Bissell, Wayne Clark, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Sarah Fahey, Les Fee, Richard Forsberg, Dwayne Fulton, Twyla Hale, Kathy Hall, Pam Hansen, Cody Johnson, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Leonard Phillips, Sandy Shipton, Naomi Tercier, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Brenda Dennis, Diane Elliot – Alt., Maia Foster, Paul Peterson, Paul Webb – Alt.

With Regrets: Elaine Fossen, Shaleah Fox, Barbara Gibson, Joy-Anne Murphy, Dianne Roth, Les Stulberg

Absent: Todd Dalke, Tim Field, Cody Hillmer, Dana Kreil, Stephen Levy, Darryl Motley, Jas Payne, Shawn Peach, Ron These, Bill Windsor

Staff: Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:01 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Janice Wing to excuse Elaine Fossen, Shaleah Fox, Barbara Gibson, Ricci Matthews, Joy-Anne Murphy, Dianne Roth, and Les Stulberg from attendance at the board meeting on November 14, 2024 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 43/2024

Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda.



Motion by Ray Reckseidler to accept the agenda as presented.

CARRIED
PRLS 44/2024

1.2. **Approval of Minutes**

Gilliat asked if there were any amendments to the September 12, 2024 minutes. There were none.

Motion by Len Phillips to approve the minutes of the September 12, 2024 meeting as presented.

CARRIED
PRLS 45/2024

1.3. **Business arising from the minutes of the September 12, 2024 meeting**

Gilliat asked if there was any business arising from the minutes. There was none.

2. **Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 46/2024

3.1 **Board Orientation**

Sheppard spoke to the Municipal Council Library Orientation PowerPoint presentation that explained the structure of library service in Alberta.

Sheppard asked the board if they would like to attend board member training in January and when the sessions should be. There were requests for weekends, evenings, and during the day. Sessions will be scheduled in January.

Ricci Matthews entered the meeting at 10:34 a.m.

4.1 **Election of Board Chair**

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair.

Janice Wing nominated Barb Gilliat, who allowed her name to stand.

Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED
PRLS 47/2024



Barb Gilliat became Parkland's Board Chair by acclamation. Sheppard turned the meeting back to Barb Gilliat.

4.2 Election of the Executive Committee

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

- Board Chair – Barb Gilliat
- Seat 2 – Carlene Wetthuhn, Camrose County
- Seat 3 – Deb Coombes, Town of Bowden
- Seat 4 – Len Phillips, Town of Rocky Mtn. House
- Seat 5 – Marc Mousseau, Summer Village of Parkland Beach
- Seat 6 – Twyla Hale, City of Lacombe
- Seat 7 – No representative chosen
- Seat 8 – No representative chosen
- Seat 9 – Shannon Wilcox, Town of Carstairs
- Seat 10 - Janice Wing, Town of Innisfail

Those areas that did not select a member for the Executive Committee will have the opportunity to do so at the February board meeting.

Motion by Deb Coombes to accept the Executive Committee as appointed.

CARRIED
PRLS 48/2024

4.3 Marketing and Advocacy Committee Report

Gord Lawlor presented the Advocacy Report. Parkland will not be appointing the Advocacy Committee pending an assessment of the committee's mandate and how to make it a more effective tool of the board.

The committee can be appointed at the February board meeting following a review of the terms of reference with recommendations by the Executive Committee which will meet in December and January. In particular, the role and duties of the Advocacy Committee members will be examined to determine whether a more practical "hands on" approach is needed. Rather than being mainly an advisory body, the Advocacy Committee might better served by working directly with local library boards and liaising with municipal and provincial politicians on public library related issues. Some of the things to consider include a broader scope of representation from around the region when determining the Advocacy Committee's membership. Perhaps it needs to be based on representation similar to that of the Executive Committee.



Overall, the committee has much to be proud of. Over the years the committee has assisted with the development of many training materials and it was instrumental in creating an Advocacy Committee made up of the seven library systems which is still in operation despite meeting infrequently. Given that next year is a municipal election year and the importance of advocacy in the lead up to the elections, the board can anticipate a robust discussion on the future role of the Advocacy Committee in the New Year.

Motion by Wayne Clark to receive the Marketing and Advocacy Committee Report for information.

CARRIED
PRLS 49/2024

4.4 **Board Signing Authorities**

Sheppard reviewed. According to board policy 4.4.20, Parkland Regional Library System requires that two trustees act as signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Barb Gilliat and Twyla Hale volunteered to be Parkland's board signing authorities.

Motion by Gord Lawlor to appoint Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2024-2025.

CARRIED
PRLS 50/2024

4.5 **Strategic Plan Work Plan**

Sheppard reviewed. Included in the package was a copy of Parkland's 2023-2027 Strategic Plan Work Plan. We are only on year two of the plan and work is ongoing.

While we have had many successes, we have also observed that despite providing significant resources to libraries, particularly in the areas of advocacy and marketing, it appears they are not utilizing them. Also, as we try to develop a collective identity and cooperation between the libraries as outlined in the plan, there is a tension between those libraries that have a collective vision versus those libraries which prefer to emphasize a local focus.

Motion by Ray Reckseidler to receive Parkland's Strategic Plan Work Plan for information.

CARRIED
PRLS 51/2024

4.6 **Budget Approval Update**

Sheppard reviewed. As of the date of the meeting, Parkland's budget was approved by 70% of the municipalities representing 85% of the population. The Parkland budget for 2025 has been passed.

Motion by Sarah Fahey to receive for information.

CARRIED
PRLS 52/2024



4.7 Board Member Survey Results

Gilliat reviewed. Included in the package was the results of the three-question survey given to board members at the end of their September 12th meeting. Response to the survey was good and the comments were, in general, gratifyingly positive.

A number of issues raised are related to technology or connectivity problems on the user's end. A couple of other issues could potentially be addressed by amending the "ground rules," and there is one comment which has less to do with how to conduct board meetings and more about disagreeing with a board decision.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 53/2024

4.8 Letter to the Board by Debra Smith

Parkland Vice-Chair Debra Smith has indicated she will not be seeking further appointment. Her last meeting as a member of the Parkland board was the Executive Committee meeting held on October 17th.

Smith joined the board in 1998 after participating in a restructuring period that ended in 1997 when changes to the School Act resulted in Parkland losing its primary source of income. Remaining on the board continuously since joining, Smith has been Parkland's longest serving board member and was Board Chair from 2011-2023. The Parkland Board and staff thank her for her unwavering support and long-term service.

Motion by Teresa Cunningham to receive Smith's letter for information.

CARRIED
PRLS 54/2024

Jackie Northey left the meeting at 10:52 a.m.

Leonard Phillips left the meeting at 10:58 a.m.

Jordon Northcott left the meeting at 11:00 a.m.

4.9 Updates

4.9.1. Director's Report

4.9.2. Library Services Report

4.9.3. IT Report

4.9.4. Finance & Operations Report

Sheppard asked if there were any questions regarding the Director's Report, Library Services Report, IT Report, or the Finance and Operations Report. There were none.

Motion by Harvey Walsh to receive the Director's, Library Services, IT, and Finance & Operations Report for information.

CARRIED
PRLS 55/2024



4.10. Parkland Community Update

Carstairs Public Library won the Ministerial Award for 2024 for their *Tough Topics* programming boxes. Topics include depression, addiction, and consent.

Cremona Municipal Library partnered with FCSS to host a visit with Santa on November 13th with goodie bags and photo opportunities.

Delburne Municipal Council hosted Director Ron Sheppard and Board Chair Barb Gilliat for a council orientation about library service in Alberta. Council was very appreciative of their time and information.

Penhold & District Public Library hosted a local indigenous chef at their library for an event that partnered with the local school so that children could serve food to visiting dignitaries. The library is also hosting a community Christmas event on November 22nd with Santa and Christmas carols.

Stettler Public Library is gearing up for their annual Wine Survivor fundraiser put on by their Friends group. The event has gone online and continues to be very popular.

5. Adjournment

Motion by Carlene Wetthuhn to adjourn the meeting at 11:22 a.m.

CARRIED
PRLS 57/2024

Chair

11.b / 11.c (continued)**Recommended Motion:**

Motion by Councillor _____ that Council accepts the submitted Council Committee and Society & Other reports as information.