

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 28 April 2025**, at 7:00pm.

- 1. CALL TO ORDER**
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**
 - 3.a** April 14, 2025, Regular Council Meeting
- 4. PUBLIC HEARING**

None scheduled.
- 5. DELEGATION**

No delegation scheduled
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
 - 6.a** Council Resolutions Follow Up Action Summary
 - 6.b** Key Dates.
- 7. BYLAWS & POLICIES**
 - 7.a** Council Procedural Bylaw 04 / 2025 (second reading)
- 8. NEW BUSINESS**
 - 8.a** Urban Hen Pilot Program
 - 8.b** Seniors Week 2025 – Community Declaration
- 9. FINANCIAL**
 - 9.a** 2025 Interim Operating Statement
- 10. CORRESPONDENCE**

As per content page
- 11. REPORTS**
 - 11.a** CAO's Report
 - 11.b** Council Committee Reports.
 - 11.c** Society & Other Reports.
- 12. CLOSED SESSION OF COUNCIL**
 - 12.a** Council Matter (Confidential). **CLOSED SESSION**

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**



**Town of Bowden – Regular Council Meeting
held on Monday April 14, 2025
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	
Councillor	Paul Webb	
Councillor	Deb Coombes	
Councillor	Randy Brown	
Councillor	Wayne Milaney	
Councillor	Marie Flowers	(electronically)
Councillor	Sandy Gamble	

ADMINISTRATION

CAO	Arno Glover
CFO	Jacqui Molyneux

DELEGATION

Dylan Thurdium	BDO Canada LLP
Mitchell Kennedy	BDO Canada LLP

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

Motion 2.a

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

Note: Agenda item 8.a added.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the minutes of the Regular Council Meeting of March 24, 2025, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There was no public hearing.

5. DELEGATION

Agenda item 5.a 2024 Financial Statements (Confidential)

Representatives from BDO Canada provided Council with an overview of the draft Consolidated Financial Statements for the financial year ending 31 December 2024.

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 5.a

Moved by Councillor Randy Brown at 7:04 pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Council was provided with the opportunity to discuss the draft financial statements with the auditors in a closed session of Council.

CAO Arno Glover and CFO Jacqui Molyneux were present in the closed meeting.

Motion 5.b

Moved by Councillor Paul Webb at 7:35 pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

Motion 5.c

Moved by Councillor Paul Webb that Council approves the Auditors Report and the Consolidated Financial Statements for the year ending 31 December 2024 as presented.

MOTION CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Council Resolutions Requiring Follow Up Action

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

Motion 6.a

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

MOTION CARRIED UNANIMOUSLY

Agenda item 6.b Key Dates

Administration provided Council with forthcoming key dates.

Council discussed and decided not to reschedule the Regular Council Meeting of 28th April due to this being the same day as the Federal Election.

A meeting of the Special Events & Cultural Committee was scheduled for Tuesday 29th April at 7:00pm in Council Chambers (this is a public meeting).

Motion 6.b

Moved by Councillor Randy Brown that Council accepts agenda item 6.b as information.

7. BYLAWS & POLICIES

Agenda item 7.a Council Procedural Bylaw 04 / 2025

Administration submitted to Council an amended Council Procedural Bylaw as a Request for Decision. This bylaw repeals Council Procedural Bylaw 08 / 2020.

This bylaw has been updated to reflect the legislative requirements introduced through Bill 20 and section 199 of the Municipal Government Act.

This set out new requirements for meetings by electronic means under Part 17 of the MGA (Planning & Development).

In addition, the bylaw received a review as a process of continuous renewal in order to ensure that the bylaw remains appropriate, relevant, and meaningful,

CAO Arno Glover stated that:

- i. the bylaw may require further amendment once the details of Bill 50 become legislated,
- ii. that the revised bylaw must be passed by April 30, 2025.

Administration requested that Council give first reading to Council Procedural Bylaw 04 / 2025.

Council requested that Administration submit changes as discussed during the meeting for the second reading of the bylaw.

Motion 7.a Moved by Councillor Paul Webb that Council gives first reading to Council Procedural Bylaw 04 / 2025

MOTION CARRIED UNANIMOUSLY

Administration will submit an amended version of the bylaw for Council to give second reading at the RCM of April 24, 2025.

8. NEW BUSINESS

New Agenda Item 8.a Special Events & Cultural Committee Meeting

Council discussed and agreed upon a date for the next meeting of the Committee.

9. FINANCIAL

Agenda item 9.a 2025 Revised Operating Budget

Administration submitted to Council a revised Operating Budget to reflect:

- i. The actual Education Property Tax requisition.
This amounted to an increase of \$65089.15 over the original amount of the requisition contained within the Operating Budget passed by Council on January 13, 2025.
- ii. The Police Funding Requisition (actual amount)
- iii. Other changes as put detailed in the RFD document within the agenda package.

There was no change to the total value of revenues and expenditures (this therefore remained as a balanced budget).

Motion 9.a

Moved by Councillor Randy Brown that Council adopt the revised 2025 Operating Budget as presented.

MOTION CARRIED UNANIMOUSLY

Agenda item 9.b 2025 Capital Budget

Administration provided Council with the following:

- Capital Budget Summary (high-level overview of each project and the project capital costing),
- a summary of the amount of capital reserves,
- a Business Case study for each capital project.

CAO Arno Glover provided Council with an overview of the 2025 projects for Council's review and deliberation. The gazabo project carried forward from 2024 was presented as two options.

Administration requested that Council provides an indication on:

- capital projects approved,
- any changes required,
- any further information required.

Motion 9.b

Moved by Councillor Deb Coombes that Council accepts the 2025 Capital Budget as presented (with option 1 reference Gazebo project).

MOTION CARRIED

**Mayor Robb Stuart called for a brief recess at 8:51 pm.
Mayor Robb Stuart called the meeting back to order at 9:01 pm.**

10. CORRESPONDENCE

Agenda item 10.a Correspondence

- 10.a** Ric McIver, Minister, Municipal Affairs (Letter dated March 12, 2025)
- 10.b** Ric McIver, Minister, Municipal Affairs (Letter dated February 26, 2025)
- 10.c** Ric McIver, Minister, Municipal Affairs (Letter dated April 8, 2025)
- 10.d** Red Deer County Protective Services (March Enforcement Contract)
- 10.e** Mountain View Hospice Society (Fundraiser Request)
- 10.f** Olds Healthcare Fundraising Committee (Fundraiser Request)

Motion 10.a

Moved by Councillor Randy Brown that Council accepts the submitted items 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

Agenda item 11.c Society & Other Reports

These reports were not immediately reviewed by Council.

Mayor Robb Stuart requested that Council move into closed session.

12. CLOSED SESSION OF COUNCIL

12.a Legal (Confidential). CLOSED SESSION

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 23 "local public body confidences".

12.b Property Matter (Confidential). CLOSED SESSION

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".

12.c Consultancy Resource (Confidential). CLOSED SESSION

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 19 "confidential evaluations".

12.d Society & Other Reports (Confidential). CLOSED SESSION

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".

Motion 12.a

Moved by Councillor Sandy Gamble at 9:23 pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

CAO Arno Glover was present in the closed meeting.

Council discussed and reviewed agenda items 12.a / 12.b / 12.c / 12.d.

Motion 12.b

Moved by Councillor Paul Webb at 9:57 pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

There was no motion made with regard to agenda items 12.a / 12.b / 12.c / 12.d.

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

Moved by Councillor Paul Webb at 9:58 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned until 7:00pm Tuesday April 15 2025

14. RECALL OF MEETING

Mayor Robb Stuart called the meeting to order at 7:00pm on Tuesday April 15, 2025.

PRESENT

Mayor
Councillor
Councillor
Councillor
Councillor
Councillor

Robb Stuart
Paul Webb
Deb Coombes
Randy Brown
Marie Flowers
Sandy Gamble

(electronically)

ABSENT

Councillor

Wayne Milaney

ADMINISTRATION

CAO

Arno Glover

Agenda item 11.c Society & Other Reports

- i. Rural Municipalities of Alberta Convention (report)
- ii. Family & Community Support Services Board Meeting (April 1, 2025)
- iii. Mountain View Regional Water Services Commission Meeting (March 12, 2025)
- iv. Parkland Foundation Board Meeting (February 6, 2025)
- v. South Red Deer Regional Wastewater Commission (March report)
- vi. Alberta Counsel (Legislative Session Summary March 24 to 27)
- vii. CAEP Strategic Plan (2025 to 2027)

Council discussed and reviewed agenda items 11.c, i to vii.

Motion 14.a

Moved by Councillor Deb Coombes that Council accepts the submitted Society & Other Reports as information.

MOTION CARRIED UNANIMOUSLY

15. MEETING ADJOURNMENT**Motion 15.a**

Moved by Councillor Deb Coombes at 8:47 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Arno Glover**

Regular Council Meeting: April 24, 2025.	Agenda Item: 6.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): 1 Council Resolutions Follow Up

Matters arising from past minutes.

6.a Council Resolutions Requiring Follow Up Action

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

Administration submits the revised document for Council to review.

Town of Bowden

COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION

(new comments in red - updated 22 April 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	Intermunicipal Collaboration Framework Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines Municipal Services Agreement (planning services) with RDC expires 31 December 2025 ICF changes to be introduced into the MGA reference Bill 50. Current ICF expired in December 2022 – the provincial government 2-year moratorium expired in December 2024.	Council / CAO	progress
26 Aug 24	Firehall Flag Poles Motion 8.c Administration to liaise with RDC Protective Services	CAO	progress
27 Jan 25	Emergency Management Bylaw Motion 8.e an updated bylaw is to be submitted to Council	CAO	progress
10 Mar 25	Elected Officials Orientation Training Council requested that Administration investigate the possibility of other options for the required training. Olds Event cancelled due to lack of interest	CAO	ongoing

Agenda item 6.a Council Resolutions (continued)**Recommended Motion:**

Motion by Councillor _____ that Council accept agenda item 6.a as information.

Regular Council Meeting: April 24, 2025.	Agenda Item: 6.b
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s):

Content:
6.b Key Dates *(for information)*

April 29 **19th Annual Central Alberta Mayor's Prayer Breakfast**
 Administration made registrations for:
 Mayor Robb Stuart
 Councillor Sandy Gamble
 Councillor Deb Coombes

April 29 **Special Events & Cultural Committee Meeting**
 This is a Public Meeting (7:00pm Council Chambers).

May 12 **Regular Council Meeting**

July 12 **Bowden Daze Parade**

Date tbc **RCMP Open House**

Alberta Municipalities

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)

Hotel reservations have been made for 7 Councillors for the nights of
Tuesday 11th November to Thursday 13th November (3 nights)
Hyatt Regency Calgary

Recommended Motion:

Motion by Councillor _____ that Council accepts agenda item 6.b as information.

Regular Council Meeting: April 28, 2025	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by:
Report Type: RFD	Attachment(s): 1 Council Procedural Bylaw 04 / 2025 (2nd reading) 2 Council Procedural Bylaw 08 / 2020

Council Procedural Bylaw 04 / 2025 (second reading)

This bylaw must receive third reading of Council by April 30, 2025 as required by the Municipal Government Act.

7.a.i Background

The attached draft bylaw is submitted to Council for second reading.

First reading was given by Council during the RCM of April 14, 2025.

7.b.ii Justification

The existing Council Procedural Bylaw requires updating to reflect the legislative requirements introduced into the MGA through Bill 20.

It is not known whether further amendments will be required to this bylaw as a result of Bill 50 until the revised and updated version of the MGA is published.

Any reference to the Freedom of Information and Protection of Privacy Act (FOIP) will require amendment. New legislation is proposed to become effective in Spring 2025.

7.b.iii Significant enhancements in the revised bylaw

Amendments to the existing bylaw are highlighted in **yellow** text (in draft bylaw)

Amendments to following first reading are highlighted in **blue** text (in draft bylaw).

The following is a summary of the changes made as submitted in the RFD of the RCM of 14th April (reproduced).

Many sections

Reference to made to the Town of Bowden Advertising Bylaw which post dates Council Procedural Bylaw 08 / 2020. The Advertising bylaw states the manner in which the notice of Council meetings will be made.

Section 10

This includes bylaw provisions to satisfy the new requirements of section 199 of the MGA.

Section 12

This provides additional provisions to clarify the requirements for delegations to Council.

Section 13.3

This extends the time that Administration is given in which to prepare the Council agenda package.

Section 13.4

This requires a decision by Council as to how an item may be added to the agenda at late notice.

Section 18.11.2

This allows the meeting Chair to bring a matter back to Council for further discussion and decision.

Schedule A

The new provisions of section 199 of the MGA are provided for reference purposes.

The following is a summary of the changes made following first reading (highlighted as blue text in draft bylaw).

Section 4.4

The original wording is provided for comparative purposes. (a decision is required).

Section 13.4

That a majority of members is required to add an item to the agenda. (decision made by Council)

Section 19.1

The original wording is provided for comparative purposes.

Note: Section 182 to 186 (voting) of the MGA applies. This has been renumbered in the latest version of the MGA (section 180 to 181 is now relevant).

The latest version of this Council Procedural Bylaw spells out the requirements of the MGA instead of making reference to the statute only.

Section 21.7

Deleted (as requested by Council)

7.b.iv Recommended actions:

This bylaw must receive third reading of Council by April 30, 2025 as required by the Municipal Government Act.

That Council grants second reading to Council Procedural Bylaw 04 / 2025.

(and subject to any further revisions that may be required)

That Council grants third reading to Council Procedural Bylaw 04 / 2025.



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

Town of Bowden – Province of Alberta

COUNCIL PROCEDURAL BYLAW

04 / 2025

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, for the purpose of regulating the procedure of Council and Council Committee Meetings.

Whereas section 145 of the Municipal Government Act, RSA2000, Chapter M-26 states that a council may pass bylaws in relation to procedures to be followed by council, council committees and other bodies established by the council,

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

1 SHORT TITLE

This bylaw may be known as, and cited as, the "Council Procedural Bylaw"

2 PURPOSE

To provide a standard format for conducting meetings and to provide members of Council, Council Committees, Town Administration and the public with an understanding of the process by which Council meetings are conducted and how decisions are made.

3 DEFINITIONS

In this bylaw the following definitions apply:

Adjournment

Means to set the time to which the meeting shall adjourn.

Agenda

Is a statement of the order of business for a meeting including any documents and reports that form part of the agenda.

Chair

For Council means the Mayor, or,

For a Council Committee, the individual appointed as Chair pursuant to the Town of Bowden Council Committee Bylaw, or,

Means the person presiding at a meeting who is responsible for making sure that each meeting is conducted according to any regulatory or policy requirements and for ensuring that meeting matters are dealt with in an orderly manner.

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 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.

Councillor

Persons elected to represent the municipality and includes the chief elected official (the Mayor).

Council Committee

Means a committee, or other bodies established by bylaw under section 145 of the Municipal Government Act, to provide advice and make recommendations to Council.

Delegation

Means a person or group of persons that has permission of Council to appear before Council or a Council Committee to provide pertinent information or views on a specific matter or matter for discussion.

Division of Question

Is where a motion is used to separate a main motion or amendment into parts to be voted on individually.

Electronic Means

Means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

Enactment

Means an Act or a regulation or any portion of an Act or regulation

FOIP

Means the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25.
(to be replaced by new legislation in spring 2025)

Emergent Items

Are items that require immediate attention & discussion. They are added to the agenda on a motion of two-thirds of the Councillors present

Limit Debate

Means to reduce or increase the number and length of speeches permitted or limit the length of debate on a specific question.

Member

Means either a Councillor or a "person at large" appointed by Council to a Council Committee.

Meetings

Means open public meetings of Council or Council Committee held in accordance with sections 192 to 200 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time).

MGA

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

Minutes

Means to accurately record the decisions, actions, motions and recommendations of a meeting.

Motion

A motion is a formal request made by a Councillor (or member) for a matter to be discussed at a meeting and following debate for a decision to be made.

Municipality

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

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26, and any regulations made thereunder.

Notice of Motion

Is the presentation of a motion for consideration and debate of business at a meeting.

Person

Means any of the following:

- i. an individual
- ii. a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation
- iii. a trustee, executor, administrator, agent, legal representative, or employee of either a) or b)

Point of Order

Is where the "Chair" enforces the rules of procedure.

Postpone the Matter to a Certain Time

Means to delay the consideration of a matter to either a definitive time (when further information is to be obtained) or indefinitely.

Public Hearing

Means an open hearing where members of the public must be invited in accordance with statutory legislation. A public hearing under Part 17 of the MGA must allow for electronic meetings to be held.

A public hearing is a Council Meeting (Regular or Special).

Public Meeting

Means an open meeting where members of the public are invited to attend the meeting. The public can attend either in person or electronically at the discretion of Council.

All Council meetings and Council Committee Meeting are public meetings.

Question of Privilege

Means to bring an urgent request to the meeting relating to the comfort, dignity, safety, or rights of either the assembly or an individual up for immediate consideration.

Quorum

Means the majority of all the Councillors that comprise the Council.

Recess

Means a short interruption which does not close the meeting.

Resolution

Means a record of a decision or of the wishes of Council including passing bylaws, establishing policies, formulating strategies, planning and routine administrative matters.

Special Resolution

Means a resolution passed by two-thirds of all members present.

Table the Matter

Means a motion to delay consideration of a matter in order to deal with more pressing matters does not set a time to resume consideration of the matter.

Terms of Reference

Is a statement of the purpose and procedures of a Council Committee as defined in the Council Committee Bylaw.

Town

Means the municipal corporation of the Town of Bowden.

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 STRUCTURE OF COUNCIL

4.1

The Council of the Town of Bowden shall consist of seven elected officials.

4.2

Council will be elected by a vote of the electors within the Town of Bowden.

4.3

The chief elected official (the Mayor) shall be elected by a separate vote of the electorate.

4.4

Revised Wording

The position of Deputy Mayor will be agreed upon by Council in the annual organizational meeting of Council or at any time upon resolution of Council.

Current Wording

Councillors will each serve an eight-month term as Deputy Mayor, rotating in a manner as agreed upon by Council in the annual organizational meeting or as agreed by resolution of Council.

5 STATUTORY NOTICES

Section 606 of the MGA sets out the requirements for the advertising of statutory notices.

All statutory notices must be advertised in accordance with the Town of Bowden Advertising Bylaw.

Statutory notices are, including but not limited to:

- bylaws,
- resolutions,
- meetings (Regular Council Meetings, Special Council Meetings, Organizational Meetings, Council Committee Meetings),
- changes and cancellation of meetings,
- public hearings,
- other matters as required by the MGA (including development & planning applications, hearings, and appeals),
- other matters as required by other enactments including, for example, the requirements of the Local Authorities Election Act:

LAEA section 26 Notice of Nomination Day.

LAEA section 35 Notice of Election.

LAEA section 53.01 Proof of elector eligibility.

LAEA section 74 Notice of Advance Vote.

6 MEETINGS

6.1 Regular Council Meetings

6.1.1

Regular Council meetings shall be held in accordance with section 193 of the MGA.

The date, time and location of Regular Council Meetings will be determined by Council during the annual Organizational Meeting of Council and will be posted on the Town of Bowden website.

Once published, notice of regularly scheduled Council meetings need not be given.

If, however, there is a change in the meeting date, time or location the CAO will deliver notice to all members of the Council and to the public at least 24 hours prior to the day of the rescheduled Regular Council Meeting.

Public notices will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.1.2

Any meeting that goes past three hours must obtain unanimous consent of Council.

Failure to achieve unanimous consent, the meeting shall resume at 7:00 pm the next evening unless Council through a majority decision consents to an alternate evening.

6.1.3

The Mayor shall preside over all Regular Council Meetings.

In the absence of the Mayor, the Deputy Mayor will be appointed chair.

In the absence of both the Mayor and the Deputy Mayor, the CAO must assume the chair and call for nominations of Council members in attendance to conduct a vote to elect a chair.

6.2 Special Council Meetings

6.2.1

Special Council meetings shall be held in accordance with section 194 of the MGA which states:

- i. *Special Council meetings are held whenever the Mayor considers it appropriate to do so.*
- ii. *the Mayor must call a Special Council Meeting if a written request is received, stating its purpose, from the majority of the Councillors.*
- iii. *A Special Council Meeting must be held within 14 days of the receipt of the written request.*
- iv. *At least 24 hours' notice shall be provided in writing to each Councillor and in writing to the public stating the purpose of the meeting and the date, time and location at which the Special Council Meeting shall be held.*
- v. *A Special Council Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least $\frac{2}{3}$ of the whole Council agrees to this in writing before the beginning of the meeting.*
- vi. *No matter, other than that specifically stated as the purpose for holding the meeting, may be discussed at that meeting unless the whole Council is present at that meeting and Council agree by resolution to deal with the matter in question.*

Written notice of a Council Special Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.2.2

The Mayor shall be appointed as chair of Special Council Meetings.

In the absence of the Mayor, the Deputy Mayor shall be appointed chair.

In the absence of both Mayor and Deputy Mayor, the CAO shall assume the chair and call for nominations of Council members in attendance to conduct a vote to elect a chair.

6.3 Organizational Meetings

6.3.1

Organizational Meetings shall be held in accordance with section 192 of the MGA which states, "that a Council must hold an Organizational Meeting, annually, not later than 14 days after the third Monday in October".

6.3.2

In the case where a new Mayor has been elected immediately preceding the organizational meeting the CAO will call the meeting to order and will preside over the meeting until every member of Council has made the official oath of office as prescribed by the Oath of Office Act.

6.3.3

The Organizational Meeting will deal with matters of Council business as follows:

- i. Agenda and adoption of the agenda for the Organizational Meeting,
- ii. the administration of the oath and introduction of new members if the meeting immediately follows a municipal election,
- iii. date, time and location of Regular Council Meetings for the following 12-month period,
- iv. Council Per Diems & Expenses,
- v. appointment of Deputy Mayor, or Deputy Mayor List
- vi. Council Committee appointments,
- vii. banking services,
- viii. other matters,
- ix. adjournment (of meeting).

6.4 Council Committee Meetings

6.4.1

Council Committees are established by the Council Committee Bylaw under section 145 of the MGA.

6.4.2

Council Committee functions (terms of reference) are defined by the Town of Bowden Council Committee Bylaw.

6.4.3

Council may by bylaw delegate any of its powers, functions and duties to a Council Committee, the CAO or a designated officer unless the MGA or any other bylaw or enactment provides otherwise, (section 203(2) of the MGA provides exceptions to this).

6.4.4

A schedule of times for the meeting of Council Committees shall be defined within the terms of reference for each Council Committee.

6.4.5

Council Committees may consist, (section 146 of the MGA):

- i. *entirely of Councillors,*
- ii. *of a combination of Councillors and other persons,*
- iii. *of persons who are not Councillors.*

6.4.6

Council Committee meetings shall be held in accordance with section 195 of the MGA which states that *"the Municipality must give at least 24 hours' notice of a Council Committee Meeting (including date, time and location) to members of the Council Committee and to the public".*

Written notice of a Council Committee Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.4.7

The Mayor is "ex officio" (by virtue of office), a member of all Council Committees.

6.4.8

If the Mayor is present at a Council Committee meeting (ex officio) the Mayor forms part of the quorum and when present is entitled to vote.

6.4.9

The Mayor has all of the rights and privileges of the other Council Committee members.

6.4.10

A Council Committee does not have the power to commit the Municipality to any action, or financial or legal liability, **contract or agreement**.

6.4.11

Council Committees may not pass resolutions in contravention of term 6.4.10, but may pass a resolution to report to, or make recommendations to, Council for debate at a regular or special meeting of Council.

Any action required following a recommendation made by Council Committee must be discussed as a separate business item (or Notice of Motion) at a Regular or Special Council Meeting and any decision made can only be passed by resolution of Council.

6.4.12

Written reports or minutes of Council Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council

or

as defined within the terms of reference for each Council Committee.

These should be submitted to the CAO for inclusion in the agenda package prior to a meeting of Council.

Minutes that are unapproved should be marked as such.

6.4.13

Council Committee meetings are meetings which are open to the public. Where a meeting or part of the meeting is closed to the public members of the Council Committee may only deliberate and must not make any decisions.

6.4.14

A Council Committee meeting may at its discretion permit members of the public to address the Council Committee when it is deemed appropriate and in the context of the business of the Council Committee.

Members of the public do not have a right to speak at a Council Committee meeting unless the Council Committee wishes to hear from them. This request should be addressed through the meeting Chair.

6.4.15

A Councillor (except the Mayor) who is not appointed as a member of a Council Committee does not have any special right to attend or address that Council Committee. They may attend as an observer only and are not entitled to vote on any matter.

7 CANCELLATION OF MEETINGS

7.1

Regular Council meetings may be cancelled (and / or rescheduled):

- i. by a majority consent of Councillors at a previous meeting,
- ii. with consent of a majority of Councillors provided that 24 hours' notice was given to all Councillors and the public.

7.2

Special Council meetings may be cancelled (and / or rescheduled) by the Mayor provided that 24 hours' notice was given to all Councillors and the public

7.3

Council Committee meetings may be cancelled (and / or rescheduled) by the meeting chair provided that 24 hours' notice was given to all members and the public

7.4

Written notice of the cancellation of the meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

8 HEARINGS

8.1 Public Hearings

Council will hold a public hearing whenever the MGA or another enactment or policy requires.

Public hearings must satisfy (including but not limited to) the requirements of:

- i. section 199 of the MGA (meetings by electronic means),
- ii. section 216(1) of the MGA (public participation policy),
- iii. section 216(4) of the MGA (when to hold a public hearing),
- iv. section 692(1) of the MGA (planning bylaws).

Where a public hearing is held on a proposed bylaw or resolution the MGA states that:

"when this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution the public hearing must be held, unless another enactment specifies otherwise:

- (a) before second reading of the bylaw or*
- (b) before council votes on the resolution"*

8.2

Council by resolution will set a time, date and location of a public hearing.

8.3

A typical order of business for a public meeting or public hearing may be:

- i. Chair to declare meeting open,
- ii. Chair to provide background as to purpose of the meeting and of any bylaw or resolution proposed by Council (ie, the purpose of the public hearing),
- iii. Town Administration statement, (by the CAO),
- iv. Town representative statement, (by Red Deer County Development Officer),
- v. presentations by those in favour,
- vi. presentations by those opposed,
- vii. any person affected who wishes to be heard (who has complied with the procedures outlined by the Chair, or this bylaw),
- viii. any other person who wishes to be heard and whom Council agrees to hear.

If a public hearing is being held the meeting Chair will provide guidelines at the beginning of the meeting as to the meeting rules including procedures necessary in terms of disconnection or technical issues.

8.4

The Mayor (or meeting Chair) may allow questions after each presentation.

8.5

Persons speaking will be given the opportunity to speak only once however the Mayor (or meeting Chair) may allow a concluding statement from those that have made a presentation.

8.6

After all presentations have been made the Mayor (or meeting Chair) will declare the hearing closed.

8.7

No verbal or written submissions may be received after the public hearing is closed unless otherwise agreed by resolution of Council.

8.8

Section 216(5) of the MGA states:

After the close of the public hearing Council may:

- i. pass a bylaw or resolution,*
- ii. further debate the bylaw or resolution and either:*
 - a. make any further amendment to the bylaw or resolution it considers necessary,*
 - b. proceed to pass the bylaw or resolution without further public hearing,*
- iii. defeat the bylaw or resolution,*

and in accordance with any requirement of the MGA or any other regulation or bylaw.

9 PUBLIC PRESENCE AT MEETINGS

9.1

Section 197 of the MGA applies which states:

- i. All Council and Council Committee meetings must be held in public unless subsection (ii), (iii) or (iv) applies below.*
- ii. Councils and Council Committees may close all or part of their meetings to the public ("in camera" sessions) if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.*
- iii. A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under part 17 (of the MGA) may deliberate and make its decisions in meetings closed to the public.*
- iv. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve*
 - (a) the part of the meeting that is to be closed, and*
 - (b) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, the part of the meeting is to be closed.*

9.2

Everyone has a right to be present at Council and Council Committee meetings conducted in public, unless the person chairing the meeting expels a person for improper conduct (section 198 of the MGA).

9.3

A Council or Council Committee may require a person appearing before it or making any claim or submission to it, to do so under oath (section 200 of the MGA applies).

9.4

When a meeting is closed (in camera) to the public, the majority of members present may at their discretion invite any person or persons to attend that closed session.

The minutes of the meeting must show the names of the additional persons attending the closed session and the reason for that person(s) be present.

9.5

The media and the general public cannot attend a closed session but are permitted to return to the meeting following the closed session.

9.6

Where a Council Meeting (or part of a meeting) is closed to the public no resolution may be passed at that closed meeting or session, other than a resolution to revert back to an open meeting held in public.

If direction is given or a decision is reached (in a closed meeting) then a resolution must be made in the open meeting so that the Council's direction is subsequently recorded (prior to being acted on).

9.7

9.7.1

Closed session discussions will not be recorded, or any notes taken as these could form part of a future closed session of Council.

9.7.2

All members are required to keep matters discussed in a closed session in confidence until the matter is discussed at an open meeting or a meeting held in public.

9.7.3

The Freedom of Information and the Protection of Privacy Act (FOIP) defines items that allows Council to conduct a closed meeting.

The basis under which part of a meeting is held under closed session must be given (as follows):

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) is stated as:

- i. Section 16 harmful to the business interests of a third party*
- ii. Section 17 harmful to personal privacy (including Town employees)*
- iii. Section 18 harmful to individual or public safety*
- iv. Section 19 confidential evaluations*
- v. Section 20 harmful to law enforcement*
- vi. Section 21 harmful to intergovernmental relations*
- vii. Section 22 cabinet and treasury board confidences*
- viii. Section 23 local public body confidences*
- ix. Section 24 deemed to be advice from officials*
- x. Section 25 harmful to economic and other interests of a public body*
- xi. Section 26 on testing procedures, tests and audits where disclosure could prejudice tests or results*
- xii. Section 27 deemed to be privileged information*
- xiii. Section 28 harmful to the conservation of heritage sites*
- xiv. Section 29 being made available to the public with 60 days*

Reference to the FOIP Act is necessary for the specific details of each of the sections listed above.

Further reference must be made to section 21.6 of this bylaw.

9.8

The use of digital, audio, and video recording devices by meeting members (including Town Administration staff, the press or members of the public) is prohibited at all Council meetings unless authorized by the Mayor, or the Chair of the meeting (with the exception of public hearings on planning and development matters).

10 MEETING THROUGH ELECTRONIC COMMUNICATION**10.1**

Council may elect to hold a Council meeting by electronic means.

Section 199 of the MGA states that:

- i. A council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.*

10.2

Council must hold a public hearing by electronic means under Part 17 to be conducted by electronic means.

Part 17 of the MGA is specific to Planning and Development.

10.3

Electronic will be by means of a communications platform that allows users to connect with video, audio and chat. The chosen platform will either be Zoom Communications or MS Teams. This requires the user to have an internet connection and a supported device. This is the responsibility of the user.

10.3

Councillors must give prior notice of their intention to attend electronically.

Councillors must declare a conflict of interest or pecuniary interest at least 6 hours before attending a meeting electronically in order that the meeting Chair can establish procedures for efficient and consistent handling of the meeting.

10.4

Councillors participating in a meeting held by means of an electronic communication facility are deemed to be present at the meeting.

However, a Council meeting must have the required number of Councillors present in person in the meeting to meet the requirements of a Quorum.

10.5

Where a Councillor attends a meeting remotely and part of that meeting is held in closed session the Councillor must ensure that they are alone when communicating by electronic means.

A Councillor will be required to identify themselves (by video) at the time of joining a meeting or when a vote is cast or when joining a closed session.

10.6

A person wishing to attend a public hearing electronically must register for participation at least 24 hours prior to the meeting commencement time.

A request should be submitted to: communications@bowden.ca.

10.7

All persons attending a public hearing by electronic means must adhere to any guidelines issued by the meeting Chair.

10.8

Notice of a public hearing conducted by electronic means will be advertised in accordance with the Town of Bowden Advertising Bylaw.

11 QUORUM**11.1**

Section 167 of the MGA applies which states that:

"The quorum of a council (for a Council Meeting or Special Council Meeting) is defined as the majority of all the Councillors that comprise the Council".

11.2

If a quorum is not present within fifteen minutes after the time fixed for a meeting, the meeting Chair will record the names of the members present and the meeting will stand adjourned until the next regular meeting date.

The only action that can be taken in the absence of quorum is to fix a time to which to adjourn, decision to recess (allow more time to achieve the quorum), or to take measures to obtain a quorum.

11.3

If a quorum is lost after the meeting has been called to order, the meeting will be suspended until quorum is obtained. If a quorum cannot be obtained, then the meeting must be adjourned.

11.4

The CAO must record (minute) attendance at Council meetings and record details whenever a meeting was either adjourned or recessed.

12 DELEGATIONS & REQUESTS TO COUNCIL**12.1**

A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council must request a Delegation Request Form from Town Administration.

The form must clearly set out the matter at issue (or the request being made) and be completed in full outlining the subject to be discussed and any other specific request to Council.

12.2

The Delegation Request Form must be signed by the legal name of the person(s) completing the form and must include the full address of the person completing the form and the name of any organization they represent.

12.3

The Delegation Request Form must be received by the CAO by 1:00 pm on a business day at least five (5) calendar days immediately preceding the meeting, at which it is to be presented. If the person wishes to appear before Council on the matter, it must be stated on the form.

12.4

The Delegation Request Form must make reference to all any supporting documents that will be presented at the meeting.

12.5

All documents to be submitted at a public hearing must be submitted in accordance with section 12.3 of this bylaw.

This is to allow the documents to be included in the agenda package and made available for public scrutiny before the meeting commences.

12.6

Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the Delegation Request Form. Where the meeting Chair determines that additional time shall be granted to a delegation the length of the extension shall be specified, and the meeting Chair may set a limit to this time.

12.7

A delegation request to Council may be refused if the subject involves current or pending litigation, insurance claims, matters beyond jurisdiction of Council or matters protected by protection of information statutes or regulation.

12.8

Delegations will conduct themselves in an orderly manner. Only delegates listed on the Delegation Request Form may address Council.

Only the meeting Chair may provide an exception to this.

13 AGENDA AND ORDER OF BUSINESS

13.1

Prior to each Council meeting the CAO will prepare an agenda (statement of the order of business) of all matters to be brought before Council.

The agenda package will include reports from Council Committees, reports from Town Administration and any other relevant or supporting documentation.

A Request for Decision document should be prepared for Council by Administration on matters that require resolution.

Administration may prepare a suggested choice of the recommended / alternative resolution(s).

13.2

In order to enable the CAO to do so, all appropriate supporting documents, correspondence and delegation notices intended to be submitted to the Council should be received by the CAO no later than 1:00 pm on a business day at least five (5) calendar days before the meeting.

13.3

The CAO shall place at the disposal of each Council member a copy of the agenda and all supporting materials not later than 5:00pm three (3) calendar days before the meeting.

13.4

Only items listed in the agenda and documents submitted within the deadlines noted in sections 13.2 and 13.3 of this bylaw may be discussed at a meeting, unless a resolution to add an item to the agenda is unanimously or passed by a majority of members present.

13.5

Generally, the order and content of the agenda will be:

- i. Call to Order,
- ii. Additions / Deletions to the Agenda (eg: urgent business & emergent items),
- iii. Adoption of the Agenda,
- iv. Adoption of Previous Minutes,
- v. Business Arising from the Minutes,
- vi. Public Hearings,
- vii. Delegations,
- viii. Bylaws & Policies,
- ix. New Business,
- x. Financial,
- xi. Correspondence,
- xii. Reports
 - a. CAO's Report,
 - b. Council Committee Reports,
 - c. Society & Other Reports.
- xiii. "In Camera" matters,
- xiv. Adjournment.

The Chair of the meeting must review and approve the order and content of the agenda prior to distribution and public release.

"In Camera" agenda items can appear on the agenda in any order as deemed appropriate or deemed practical to do so.

13.6

The general order of business of the agenda items will apply for all Council and Council Committee meetings unless as otherwise determined by a majority vote of the members present.

13.7

Any vote upon a matter of priority of business shall be decided without debate.

13.8

Submitted reports to Council may be presented in a "closed session" of Council if deemed necessary to protect the privacy of the information contained within.

All members are required to keep the content of all submitted private reports presented in a closed session in confidence until the report is made available at an open meeting or the report is placed in the public domain by the report's authors.

14 URGENT BUSINESS**14.1**

A member may move to discuss a matter of urgent public importance without Notice of Motion during the Additions / Deletions to the Agenda period of the meeting.

14.2

A motion to bring a matter before Council as urgent business must satisfy the following conditions:

- i. the matter proposed for discussion is urgent requiring immediate attention,
- ii. the matter is not one which should have been dealt with by giving written notice of motion,
- iii. the matter does not require substantial review or reference to written documents, enactments, legal documents or be of a complex nature (eg, planning).

15 NOTICE OF MOTION**15.1 Notice of Motion Prior to Council Meeting**

- i. a member who wishes to present a written notice of motion to Council must submit the motion to the CAO not later than 1:00 pm on a business day at least five (5) calendar days before the Council meeting,
- ii. the notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determine and evaluated,
- iii. the notice of motion must include sufficient detail about the motion's proposed action,
- iv. the notice of motion must be made without comment or debate by any other member but may include supporting documentation,
- v. the member who submitted the motion must be present during the reading of the motion,
- vi. if a notice of motion is given in accordance with this section, the motion will be added to the agenda for the Council or Standing Committee meeting on the date specified in the motion.

15.2 Notice of Motion during a Council Meeting

- i. a member who wishes to present a notice to Council during a meeting may do so only if Council (by majority) agrees to waive the requirements set out in section 15.1 of this Bylaw.

16 MINUTES

16.1

The minutes of Council Meetings and Council Committee Meetings form the legal record of the resolutions and actions made during the meeting.

The CAO must ensure that all minutes of Council Meetings and Council Committee Meetings are made in accordance with the requirements of the MGA.

16.2

A Council may act only by resolution or bylaw that is passed at a public meeting.

Council's direction to Town Administration (via the CAO) shall be enacted by Council resolution.

Where a resolution creates an action for Administration the resolution must provide clear direction in order that there is no ambiguity or need to conjecture or interpret the intent.

16.3

The legislative, recording and procedural requirements for recording the minutes of Council meetings are determined by the Town of Bowden, Minutes of Council Meetings Policy.

17 PROCEEDINGS AT MEETINGS

17.1

Duties of the meeting Chair include:

- i. the Chair will preside over the conduct of the meeting including the preservation of good order & decorum, ruling on points of order, replying to points of procedure, and deciding on all questions relating to the procedure of the meeting,
- ii. the Chair will make all reasonable effort, including the calling of a recess, to ensure all members in attendance at the meeting are present while a vote is being taken, unless a member is excused from voting under the MGA, or any other enactment.

17.2 Question of Privilege

- i. a meeting member who wishes to permanently leave a meeting prior to its adjournment will advise the chair, by means of a Question of Privilege. Their departure time must be recorded in the minutes of the meeting,
- ii. a member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the members collectively, or of themselves as members, will be permitted to raise a Question of Privilege,
- iii. a Question of Privilege will take place over all other matters. After the ruling of the Chair on the matter the meeting will resume immediately back to the pending matter or debate.

17.3 Appeal

- i. all decisions of the Chair will be final, subject to an immediate challenge (appeal),
- ii. the Chair will give reasons for the ruling and the members will decide the outcome that will be final and binding on the meeting,
- iii. if the decision is challenged, then the chair will put the appeal to the members present,
- iv. the decision will be decided by the majority vote of members present without debate.

17.4

Cell phones (or other electronic communication devices) may be referenced to during meetings provided they are set to mute and do not disturb or record the proceedings of the meeting and providing the meeting Chair has not ruled out their use.

18 RULES GOVERNING DEBATE

18.1

Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.

18.2

All questions or debate will be directed through the meeting Chair.

Through the Chair a member may ask:

- i. questions of another member (or of administrative staff) on a "point of information" relevant to the business in hand, and,
- ii. a question to obtain information relating to the minutes presented to the meeting, or any clause contained therein.

18.3

The meeting Chair, with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by this bylaw or by the Chair.

18.4

Supplementary questions, or a series of questions relating to the matter before the meeting may be raised by a member, but each question requires the consent of the Chair.

18.5

After any question is finally put to the Chair no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.

18.6

A motion does not require a seconder.

18.7

A motion may be withdrawn at any time before voting subject to no objection being raised by any member.

18.8

The following are not debatable by members of a meeting:

- i. adjournment,
- ii. to take a recess,
- iii. a question of privilege,
- iv. point of order,
- v. to limit debate on a matter before members,
- vi. on division of a question,
- vii. postpone the matter to a certain time,
- viii. to table the matter,
- ix. quorum.

18.9

Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the meeting Chair so directs.

18.10

Whenever the meeting Chair is of the opinion that a motion is contrary to the rules and privileges of Council, the Chair will inform the member immediately and will provide reasons applicable to the case without argument or comment, unless otherwise decided by a majority of members present who shall determine to uphold the ruling of the Chair or not as the case may be.

18.11**18.11.1**

The meeting Chair has the authority to set a time limit that a member may speak on the same question or resolution, with regard to the importance of the matter.

18.11.2

The meeting Chair has the authority to determine the number of times that a matter may be brought to Council with regard to the importance of the matter or additional information received since the time of last debate.

19 VOTING**19.1****Revised Wording**

Unless otherwise stated in this bylaw or an enactment, Council may act by bylaw or motion passed by a majority vote (quorum)

A Council Committee may only act by motion passed by a majority vote (quorum)

Current Wording

Section 182 to 186 (voting) of the MGA applies.

MGA wording reproduced (from current MGA)

Methods in which council may act

180(1) A council may act only by resolution or bylaw.

181(1) A bylaw or resolution of council is not valid unless passed at a council meeting held in public at which there is a quorum present.

(2) A resolution of a council committee is not valid unless passed at a meeting of that committee held in public at which there is a quorum present.

19.2

Section 183 of the MGA applies which states that,

"every member attending a Council or Council Committee meeting shall vote on every matter, unless the member is required or permitted to abstain from voting under this or any other Bylaw or enactment".

19.3

When the meeting chair ascertains that no further information is required or debate forthcoming on a motion, the meeting Chair will immediately submit the motion to a vote of the members present and no further discussion will take place until the vote has been completed.

19.4

All elected officials (Council) shall cast a vote on every voting matter unless they are excused by resolution from voting or unless disqualified from voting by reason of pecuniary interest / conflict of interest.

19.5

Voting shall be made by the raising of hands as directed by the meeting Chair and in such a clear manner that they may be easily counted by the chair.

19.6

An equality of votes (a tied vote) on any matter, resolution or bylaw shall be deemed to be decided as defeated.

19.7

The Chair is responsible for the recording of votes, if requested, as set out in section 185 of the MGA.

The minutes must show the names of the members voting for or against all motions and those who were absent or abstained from the vote. The minutes must specify for each voter whether they voted "for" or "against" the proposal or "abstained". The motion outcome will be recorded as "carried" or "defeated". A tied vote is a defeated vote.

19.8

Councillors must declare if they have a pecuniary interest in a matter and / or a conflict of interest in a matter.

A Councillor is deemed to have a conflict of interest in a matter if it could affect a private interest of the Councillor or an employer of the Councillor or the Councillor knows or should know that the matter could affect a private interest of the Councillors family.

If a Councillor believes they have a conflict of interest or a perceived conflict of interest they must disclose the general nature of that conflict prior to or during any discussion on that matter.

If the Councillor makes such a disclosure, they must abstain from voting on any question relating to the matter

The Councillor should leave the room in which the meeting is being held until the discussion is concluded.

19.9

The CAO (or recorder) shall record in the minutes each time a member of Council makes a disclosure by reason of "pecuniary interest" or conflict of interest.

The CAO (or recorder) shall record in the minutes each time a member of Council excuses themselves from a meeting by reason of "pecuniary interest" or conflict of interest.

The minutes of the meeting will indicate the declaration of disclosure, the time at which the member left the meeting and the time the member returned.

19.10

The behavior and conduct of Council members is covered by the Town of Bowden, Councillors Code of Conduct Bylaw.

The applicable procedures prescribed by the Councillors Code of Conduct Bylaw should apply equally to those members at a Council Committee meeting.

20 BYLAWS & POLICIES

20.1

The CAO must review and approve the final draft of every proposed bylaw or policy prior to its submission to Council.

20.2

All proposed bylaws must have a bylaw number and concise title assigned to it.

20.3

Council shall vote on the motion for the first reading of a proposed bylaw without amendment or debate.

After a first reading Council may:

- i. debate the content of the proposed bylaw,
- ii. propose amendments to the proposed bylaw,
- iii. refer by motion that Administration provides further information prior to second reading.

20.4

Council may decide to submit a proposed bylaw for public participation engagement if deemed appropriate.

Reference to the procedures contained within the Town of Bowden Public Participation Policy should be made.

20.5

When all amendments (if any) have been accepted the motion for second reading of the bylaw as presented or amended shall be considered.

If there are any further amendments to a proposed bylaw all Councillors must be given an opportunity to review the full text of the amendments prior to the third reading.

20.6

All aspects of passage of a bylaw at second reading shall apply to the third reading of a bylaw.

20.7

Council may not give a proposed bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote on a motion in favour of allowing a third reading at that meeting.

20.8

The Mayor and CAO must sign the bylaw as soon as practicably possible after the third reading has passed and shall declare the bylaw adopted and enacted with immediate effect unless the bylaw itself provides otherwise.

20.9

A bylaw can only be amended or repealed by another bylaw made in the same way as the original bylaw.

20.10

Council may consolidate a bylaw by incorporating all amendments into a single revised bylaw.

20.11

Resolutions (motions passed) shall come into effect as soon as they are passed unless they contain a specific (deferred) implementation date.

20.12

A Council Policy after being presented for discussion can be passed by simple majority vote of Councillors and shall come into effect as soon as the policy is passed by motion unless the policy contains a deferred implementation date.

20.13

Upon being passed a Council Policy must be signed by the CAO and by the chair of the meeting at which it was passed.

20.14

A signed copy of all Town of Bowden bylaws and Council policies must be:

- i. kept in the Bylaws & Policies folders maintained by the CAO,
- ii. digitally filed in the Bylaws and Policies folder within the Town's data server,
- iii. posted on the Town's web site.

21 APPLICABILITY**21.1**

This bylaw applies to all Council and Council Committee meetings.

This bylaw applies to all persons attending Council meetings and Council Committee meetings.

21.2

This bylaw sets the rules and regulations for the order and conduct of business in all meetings of Council, Council Committee meetings, public hearings and any other meetings directed by Council.

21.3

A procedural provision contained within this bylaw may be waived if approved by the majority of members in a meeting. Any waiver can only be made effective for that meeting in which the motion was passed.

Note: any enactment or statute contained within the Municipal Government Act cannot be waived.

21.4

The precedent of rules governing the procedure of meetings is:

- i. the Municipal Government Act of Alberta, RSA 2000 Chapter M-26 (as amended over time)
- ii. any other applicable legislation or enactment
- iii. this bylaw and the Councillor Code of Conduct Bylaw
- iv. Roberts Rules of Order (at the discretion of the chair).

21.5

Where a Council Committee contains members that are not appointed Councillors:

- i. the applicable procedures prescribed by this bylaw will apply equally to those members,
- ii. the applicable procedures prescribed by the Councillors Code of Conduct Bylaw will apply equally to those members.

21.6

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

- i. Municipal Government Act, RSA2000 Chapter M-26,
- ii. * Freedom of Information and Protection of Privacy (FOIP) Act,
- iii. Revision to Advertising Bylaw 06 / 2024,
- iv. Council Committee Bylaw 06 / 2023,
- v. Councillor Code of Conduct Bylaw 07 / 2022,
- vi. CAO Bylaw 08 / 2022,
- vii. Minutes of Council Meetings Policy 02 / 2020,
- viii. Public Participation Policy 1900 02.

* In December 2024, Alberta's government passed legislation that replaces the *Freedom of Information and Protection of Privacy (FOIP) Act* with two separate pieces of legislation – the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (PPA)*.

The Acts and associated regulations will come into force in Spring 2025.

24.7

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

- i. can be made by the CAO, due to special circumstances, arrangements or need,
- ii. can be made by the Mayor, due to special circumstances, arrangements or need,
- iii. are as stated in this bylaw.

21.8

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

22 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.

Nothing in this bylaw relieves a person from complying with the provision of any federal, provincial, or municipal law or regulation or any requirement of any lawful permit, order, or enactment.

The Municipal Government Act (as amended over time) prevails at all times.

23 SCHEDULES

Schedules attached to this bylaw:

Schedule A

Section 169 MGA	Definitions
Section 170 MGA	Pecuniary interest and conflict of interest
Section 171 MGA	Bylaw requiring statement of disclosure
Section 172(1) MGA	Disclosure of Pecuniary Interest
Section 172(1)1 MGA	Disclosure of conflict of interest or perceived conflict of interest
Section 172(2) MGA	No review of Councillors Decision
Section 173 MGA	Effect of pecuniary interest on agreements

24 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed Bylaws relating to the procedure of Council meetings.

Bylaw **08 / 2020** 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 14th day of April 2025.

Read a second time in open council this ,

And

Read a third time in open council this ,

Robb Stuart, Mayor

Arno Glover, Chief Administrative Officer

SCHEDULE A

Extracts from the Municipal Government Act (MGA) current as of January 1, 2025

Division 6 – Pecuniary Interest and Conflict of Interest of Councillors

Sections 169 to 173.

- (a) in accordance with the Minister's order under subsection (3)(a), or
 - (b) for the purpose of complying with the results of a vote conducted under subsection (3)(b).
- RSA 2000 cM-26 s168;2021 cR-5.7 s71;2024 c11 s2(3)

Division 6 Pecuniary Interest and Conflict of Interest of Councillors

Definitions

169 In this Division,

- (a) "corporation", "director", "distributing corporation", "officer", "shareholder", "voting rights" and "voting shares" have the meanings given to them in the *Business Corporations Act*;
 - (b) "councillor's family" means the councillor's spouse or adult interdependent partner, the councillor's children, the parents of the councillor and the parents of the councillor's spouse or adult interdependent partner;
 - (b.1) "private interest" does not include the following:
 - (i) an interest in a matter that
 - (A) is of general application,
 - (B) affects a councillor as one of a broad class of the public, or
 - (C) concerns the remuneration and benefits of a councillor;
 - (ii) an interest that is trivial;
 - (c) "spouse" means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.
- RSA 2000 cM-26 s169;2002 cA-4.5 s60;2014 c8 s17;2024 c11 s2(5)

Pecuniary interest and conflict of interest

170(1) Subject to subsection (3), a councillor has

- (a) a pecuniary interest in a matter if

- (i) the matter could monetarily affect the councillor or an employer of the councillor, or
 - (ii) the councillor knows or should know that the matter could monetarily affect the councillor's family,
- and
- (b) a conflict of interest in a matter if
 - (i) the matter could affect a private interest of the councillor or an employer of the councillor, or
 - (ii) the councillor knows or should know that the matter could affect a private interest of the councillor's family.
- (2) For the purposes of
 - (a) subsection (1)(a), a person is monetarily affected by a matter if the matter monetarily affects
 - (i) the person directly,
 - (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
 - (iv) a partnership or firm of which the person is a member,
 - and
 - (b) subsection (1)(b), a person's private interest is affected by a matter if the matter affects
 - (i) the person directly,
 - (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or

- (iv) a partnership or firm of which the person is a member.
- (3) A councillor does not have a pecuniary interest or a conflict of interest by reason only of any interest
- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
 - (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
 - (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b),
 - (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
 - (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
 - (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected or whose private interest is affected, as the case may be, by a decision of the municipality,
 - (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
 - (h) that the councillor or member of the councillor's family may have
 - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or

emergency measures organization or other volunteer organization or service, or

- (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
 - (i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
 - (j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
 - (k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.
- (4) Subsection (3)(g) and (h) do not apply to a councillor who is an employee of an organization, club or service referred to in those clauses.

RSA 2000 cM-26 s170;2024 c11 s2(6)

Bylaw requiring statement of disclosure

171 A council may by bylaw

- (a) require that each councillor file with a designated officer a statement of the name or names of
 - (i) the councillor's family,
 - (ii) the employers of the councillor,
 - (iii) each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer,
 - (iv) each distributing corporation in which the councillor beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and

- (v) each partnership or firm of which the councillor is a member,

and

- (b) require the designated officer to compile a list of all the names reported on the statements filed with the officer and give a copy of the list to the employees of the municipality indicated in the bylaw.

1994 cM-26.1 s171;1996 c30 s10

Disclosure of pecuniary interest

172(1) When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

- (a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- (b) abstain from voting on any question relating to the matter,
- (c) subject to subsection (3), abstain from any discussion of the matter, and
- (d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.

(3) If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,

- (a) it is not necessary for the councillor to leave the room, and
- (b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

(4) If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.

(5) The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

(6) If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor.

1994 cM-26.1 s172

Disclosure of conflict of interest or perceived conflict of interest

172.1(1) When a councillor believes the councillor may have a conflict of interest or perceived conflict of interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor may disclose the general nature of the conflict of interest or perceived conflict of interest prior to or during any discussion of the matter.

(2) If a councillor discloses a conflict of interest or perceived conflict of interest under subsection (1), the councillor may, if present, do any one or more of the following:

- (a) abstain from voting on any question relating to the matter;
- (b) abstain from any discussion of the matter;
- (c) leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(3) The disclosure of a councillor's conflict of interest or perceived conflict of interest under subsection (1) and the abstention of a councillor under subsection (2) must be recorded in the minutes of the meeting.

2024 c11 s2(7)

No review of councillor's decision

172.2 If a councillor decides to take or not to take any or all of the actions in section 172.1(2), that decision is not to be considered during

- (a) any hearing respecting the potential disqualification of the councillor, or
- (b) the process established by bylaw pursuant to section 146.1 to determine the validity of a complaint alleging a breach of the code of conduct by the councillor.

2024 c11 s2(7)

Effect of pecuniary interest on agreements

173 No agreement with a municipality under which a councillor of the municipality has a pecuniary interest is binding on the municipality unless

- (a) the agreement is for work in an emergency,
- (b) the agreement is
 - (i) for the sale of goods, or
 - (ii) for the provision of services to the municipality or to persons contracting with the municipality

at competitive prices by a dealer in those goods or services that is incidental to or in the ordinary course of the business,
- (c) the proposed agreement is approved by council before the agreement is signed by the municipality, or
- (d) the agreement was entered into before the term of the councillor started.

1994 cM-26.1 s173; 1996 c30 s11

Division 7

Disqualification of Councillors

Reasons for disqualification

174(1) A councillor is disqualified from council if

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b.1) the councillor
 - (i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the time period referred to in section 147.7 of the *Local Authorities Election Act*, and
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*;



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

Town of Bowden – Province of Alberta

COUNCIL PROCEDURAL BYLAW

08 / 2020

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, for the purpose of regulating the procedure of Council and Council Committee Meetings.

Whereas section 145 of the Municipal Government Act, RSA2000, Chapter M-26 states that a council may pass bylaws in relation to procedures to be followed by council, council committees and other bodies established by the council,

And whereas, Council deems it desirable for effective governance to enact a bylaw as follows:

1 SHORT TITLE

This Bylaw may be known as, and cited as, the "Council Procedural Bylaw"

2 DEFINITIONS

In this Bylaw the following definitions apply:

Adjournment

Means to set the time to which the meeting shall adjourn.

Agenda

Is a statement of the order of business for a meeting including any documents and reports that form part of the agenda.

Chair

Is the person presiding at a meeting and who is responsible for making sure that each meeting is conducted according to any regulatory or policy requirements and for ensuring that meeting matters are dealt with in an orderly manner.

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.

Councillor

Persons elected to represent the municipality and includes the chief elected official (the Mayor).

Council Committee

Means a committee, or other bodies established by bylaw under section 145 of the Municipal Government Act, to provide advice and make recommendations to Council.

Delegation

Means a person or group of persons that has permission of Council to appear before Council or a Council Committee to provide pertinent information or views on a specific matter or matter for discussion.

Division of Question

Is where a motion is used to separate a main motion or amendment into parts to be voted on individually.

Enactment

Means an Act or a regulation or any portion of an Act or regulation

FOIP

Means the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time)

Emergent Items

Are items that require immediate attention & discussion. They are added to the agenda on a motion of two-thirds of the Councillors present

Limit Debate

Means to reduce or increase the number and length of speeches permitted or limit the length of debate on a specific question.

Member

Means either a Councillor or a "person at large" appointed by Council to a Council Committee.

Meetings

Means open public meetings of Council or Council Committee held in accordance with sections 192 to 200 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time).

MGA

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

Minutes

Means to accurately record the decisions, actions, motions and recommendations of a meeting.

Motion

A motion is a formal request made by a Councillor (or member) for a matter to be discussed at a meeting and following debate for a decision to be made.

Municipality

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

Notice of Motion

Is the presentation of a motion for consideration and debate of business at a meeting.

Person

Means any of the following:

- i. an individual
- ii. a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation
- iii. a trustee, executor, administrator, agent, legal representative, or employee of either a) or b)

Point of Order

Is where the "Chair" enforces the rules of procedure.

Postpone the Matter to a Certain Time

Means to delay the consideration of a matter to either a definitive time (when further information is to be obtained) or indefinitely.

Question of Privilege

Means to bring an urgent request to the meeting relating to the comfort, dignity, safety, or rights of either the assembly or an individual up for immediate consideration.

Quorum

Means the majority of all the Councillors that comprise the Council.

Recess

Means a short interruption which does not close the meeting.

Resolution

Means a record of a decision or of the wishes of Council including passing bylaws, establishing policies, formulating strategies, planning and routine administrative matters.

Special Resolution

Means a resolution passed by two-thirds of all members present.

Table the Matter

Means a motion to delay consideration of a matter in order to deal with more pressing matters does not set a time to resume consideration of the matter.

Terms of Reference

Is a statement of the purpose and procedures of a Council Committee as defined in the Council Committee Bylaw.

Town

Means the municipal corporation of the Town of Bowden.

Words (interpretation)

- i. "may" is to be construed as permissive and empowering
 - ii. "must" is to be construed as imperative
 - iii. "shall" is to be construed as imperative
 - iv. "should" is to be construed as a recommended
-

3 PURPOSE

To provide a standard format for conducting meetings (in accordance with the MGA) and to provide members of Council, Council Committees, Town Administration and the public with an understanding of the process by which Council meetings are conducted and how decisions are made.

4 APPLICABILITY

4.1

This Bylaw applies to persons attending meetings of Council, Council Committees, and public hearings.

4.2

The Bylaw sets the rules and regulations for the order and conduct of business in all regular and special meetings of Council, Council Committee meetings, public hearings and any other meetings directed by Council.

4.3

A procedural provision contained within this Bylaw may be waived if approved by the majority of members in a meeting. Any waiver can only be made effective for that meeting in which the motion was passed.

Note: any enactment or statute contained within the Municipal Government Act cannot be waived.

4.4

The precedent of rules governing the procedure of meetings is:

- i. the Municipal Government Act of Alberta, RSA 2000 Chapter M-26 (as amended over time)
- ii. any other applicable legislation or enactment
- iii. this Bylaw and the Councillor Code of Conduct Bylaw
- iv. Roberts Rules of Order (at the discretion of the chair).

4.5

Where a Council Committee contains members that are not appointed Councillors:

- i. the applicable procedures prescribed by this Bylaw for Councillors should apply equally to those members.
 - ii. the applicable procedures prescribed by the Councillors Code of Conduct Bylaw should apply equally to those members.
-

5 STRUCTURE OF COUNCIL

5.1

The Council of the Town of Bowden shall consist of seven Councillors.

5.2

All Councillors will be elected by a vote of the electors within the Town of Bowden.

5.3

The chief elected official (the Mayor) shall be elected by a separate vote of the electorate.

5.4

Councillors will each serve an eight-month term as Deputy Mayor, rotating in a manner as agreed upon by Council in the annual organizational meeting or as agreed by resolution of Council.

6 MEETINGS

6.1 Regular Council Meetings

Regular Council meetings shall be held in accordance with section 193 of the MGA.

The date, time and location of Regular Council Meetings will be determined by Council during the annual Organizational Meeting of Council and will be posted on the Town of Bowden website.

Once published, notice of regularly scheduled Council meetings need not be given.

If, however there is a change in the meeting date, time or location the CAO (or designate) will deliver notice to all members of the Council and to the public at least 24 hours prior to the day of the rescheduled Regular Council Meeting.

A public notice will be displayed on the Town of Bowden web site and at the Town of Bowden Administration Building stating the details of the rescheduled meeting.

Any meeting that goes past three hours must obtain unanimous consent of Council.

Failure to achieve unanimous consent, the meeting shall resume at 7:00 pm the next evening unless Council through a majority decision consents to an alternate evening.

The Mayor shall preside chair of all Regular Council Meetings. In the absence of the Mayor, the Deputy Mayor will be appointed chair. In the absence of both the Mayor and the Deputy Mayor, the CAO must assume the chair, and call for nominations of Council members in attendance to conduct a vote to elect a chair.

6.2 Special Council Meetings

Special Council meetings shall be held in accordance with section 194 of the MGA which states:

- i. *Special Council meetings are held whenever the Mayor considers it appropriate to do so.*
- ii. *the Mayor must call a Special Council Meeting if a written request is received, stating its purpose, from the majority of the Councillors.*
- iii. *A Special Council Meeting must be held within 14 days of the receipt of the written request.*
- iv. *At least 24 hours' notice shall be provided in writing to each Councillor and in writing to the public stating the purpose of the meeting and the date, time and location at which the Special Council Meeting shall be held.*
- v. *A Special Council Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least $\frac{2}{3}$ of the whole Council agrees to this in writing before the beginning of the meeting.*
- vi. *No matter, other than that specifically stated as the purpose for holding the meeting, may be discussed at that meeting unless the whole Council is present at that meeting and Council agree by resolution to deal with the matter in question.*

Written notice to the public must consist of at least a written notice posted at the front entrance of the Town Administration Office and should also include notices posted on the Town's web site, social media forums and public notice boards.

The Mayor shall be appointed as chair of Special Council Meetings. In the absence of the Mayor, the Deputy Mayor shall be appointed chair. In the absence of both Mayor and Deputy Mayor, the CAO shall assume the chair, and call for nominations of Council members in attendance to conduct a vote to elect a chair.

6.3 Organizational Meetings

6.3.1

Organizational Meetings shall be held in accordance with section 192 of the MGA which states, *"that a Council must hold an Organizational Meeting, annually, not later than 2 weeks after the third Monday in October"*.

6.3.2

In the case where a new Mayor has been elected immediately preceding the organizational meeting the CAO will call the meeting to order and will preside over the meeting until every member of Council has made the official oath of office as prescribed by the Oath of Office Act.

6.3.3

The Organizational Meeting will deal with matters of Council business as follows:

- i. Agenda and adoption of the agenda for the Organizational Meeting
- ii. the administration of the oath and introduction of new members if the meeting immediately follows a municipal election
- iii. date, time and location of Regular Council Meetings for the following 12-month period
- iv. Council Per Diems & Expenses
- v. Deputy Mayor List
- vi. Council Committee appointments
- vii. banking services
- viii. other matters
- ix. adjournment (of meeting)

6.4 Council Committee Meetings

6.4.1

Council Committees are established by the Council Committee Bylaw under section 145 of the MGA.

6.4.2

Council Committee functions (terms of reference) are defined by the Council Committee Bylaw under section 145 of the MGA.

6.4.3

Council may by bylaw delegate any of its powers, functions and duties to a Council Committee, the CAO or a designated officer unless the MGA or any other Bylaw or enactment provides otherwise, (note: section 203 of the MGA applies).

6.4.4

A schedule of times for the meeting of Council Committees shall be defined within the terms of reference for each Council Committee.

6.4.5

Council Committees may consist, (section 146 of the MGA):

- i. entirely of Councillors
- ii. of a combination of Councillors and other persons
- iii. of persons who are not Councillors (subject to section 154(2) of the MGA).

6.4.6

Council Committee meetings shall be held in accordance with section 195 of the MGA which states that *"the Municipality must give at least 24 hours' notice of a Council Committee Meeting (including date, time and location) to members of the Council Committee and to the public"*.

Written notice to the public of a Council Committee meeting must consist of at least a written notice posted at the front entrance of the Town Administration Office and should also include notices posted on the Town's web site, social media forums and public notice boards.

6.4.7

The Mayor is "ex officio" (by virtue of office), a member of all Council Committees.

Section 154(2) of the MGA states that, "*the chief elected official (the Mayor) is a member of all Council Committees and all bodies to which Council has the right to appoint members under this Act unless the Council provides otherwise*".

6.4.8

If the Mayor is present at a Council Committee meeting (ex officio) the Mayor forms part of the quorum and when present is entitled to vote.

6.4.9

The Mayor has all of the rights and privileges of the other Council Committee members.

6.4.10

A Council Committee does not have the power to commit the Municipality to any action, or financial or legal liability.

6.4.11

Council Committees may not pass resolutions in contravention of term 6.4.10, but may pass a resolution to report to, or make recommendations to, Council for debate at a regular or special meeting of Council.

Any action required following a recommendation made by Council Committee must be discussed as a separate business item (or Notice of Motion) at a Regular or Special Council Meeting and any decision made can only be passed by resolution of Council.

6.4.12

Written reports or minutes of Council Committee meetings shall be submitted, as soon as reasonably possible to a regular meeting of Council or as defined within the terms of reference for each Council Committee.

Council Committee meeting reports and minutes must be submitted to Council in writing via inclusion in the Agenda package prior to a Regular Meeting of Council.

6.4.13

Council Committee meetings are meetings which are open to the public. Where a meeting or part of the meeting is closed to the public members of the Council Committee may only deliberate and must not make any decisions.

6.4.14

A Council Committee meeting may at its discretion permit members of the public to address the Council Committee when it is deemed appropriate and in the context of the business of the Council Committee.

Members of the public do not have a right to speak unless the Council Committee wishes to hear from them.

6.4.15

Any Councillor (except the Mayor) who is not appointed as a member of a Council Committee does not have any special right to attend or address that Council Committee, may attend as an observer only and is not entitled to vote on any matter.

7 CANCELLATION OF MEETINGS**7.1**

Regular Council meetings may be cancelled (and / or rescheduled):

- i. by a majority consent of Councillors at a previous meeting
- ii. with consent of a majority of Councillors provided that 24 hours' notice was given to all Councillors and the public

7.2

Special Council meetings may be cancelled (and / or rescheduled) by the Mayor provided that 24 hours' notice was given to all Councillors and the public

7.3

Council Committee meetings may be cancelled (and / or rescheduled) by the meeting chair provided that 24 hours' notice was given to all members and the public

7.4

Written notice to the public of a cancelled meeting must consist of at least a written notice posted at the front entrance of the Town Administration Office and should also include notices posted on the Town's web site, social media forums and public notice boards.

8 HEARINGS**8.1 Public Hearings**

Council will hold a public hearing whenever the MGA or another enactment or policy requires.

This must satisfy all of the requirements of section 230 of the MGA (and must be recorded).

Where a public hearing is held on a proposed bylaw or resolution the MGA states that:

"when this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution the public hearing must be held, unless another enactment specifies otherwise:

- (a) before second reading of the bylaw or*
- (b) before council votes on the resolution"*

8.2

Council by resolution will set a time, date and location of a public hearing.

8.3

The order of business for a Public Hearing will be:

- i. Chair to declare meeting open
- ii. Chair to provide background as to purpose of the meeting and of any bylaw or resolution proposed by Council (ie, the purpose of the public hearing).
- iii. Town Administration statement, eg, CAO
- iv. Town representative statement, eg, Red Deer County Development Officer
- v. presentations by those in favour
- vi. presentations by those opposed

- vii. any person affected who wishes to be heard who has complied with the procedures outlined by Council
- viii. any other person who wishes to be heard and whom Council agrees to hear.

8.4

The Mayor (or chair) may allow questions from Council after each presentation.

8.5

Persons speaking will be given the opportunity to speak only once however the Mayor (or chair) may allow a concluding statement from those that have made a presentation.

8.6

After all presentations have been made the Mayor (or chair) will declare the hearing closed.

8.7

No verbal or written submissions may be received after the public hearing is closed unless otherwise agreed by resolution of Council.

8.8

After the close of the public hearing Council may:

- i. pass the bylaw or resolution
- ii. further debate the bylaw or resolution and either
 - a. make any further amendment to the bylaw or resolution it considers necessary
 - b. proceed to pass the bylaw or resolution without further public hearing
- iii. defeat the bylaw or resolution

9 PUBLIC PRESENCE AT MEETINGS**9.1**

Section 197 of the MGA applies which states:

- i. *All Council and Council Committee meetings must be held in public unless subsection (ii), (iii) or (iv) applies below.*
- ii. *Councils and Council Committees may close all or part of their meetings to the public ("in camera" sessions) if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.*
- iii. *Councils and Council Committees may close all or part of their meetings to the public ("in camera" sessions) if a matter to be discussed is of a class prescribed or otherwise described in the regulations under subsection 7 of the MGA which further states that the Minister may make regulations prescribing or otherwise describing classes of matters for the purpose of subsection (ii)*
- iv. *A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under part 17 (of the MGA) may deliberate and make its decisions in meetings closed to the public.*

9.2

Everyone has a right to be present at Council and Council Committee meetings conducted in public, unless the person chairing the meeting expels a person for improper conduct (section 198 of the MGA).

9.3

A Council or Council Committee may require a person appearing before it or making any claim or submission to it, to do so under oath (section 200 of the MGA applies).

9.4

When a meeting is closed (in camera) to the public, the majority of members present may at their discretion invite any person or persons to attend that closed session.

The minutes of the meeting must show the names of the additional persons attending the closed session and the reason for that person(s) be present (section 197 of the MGA applies).

9.5

The media and the general public cannot attend a closed session but are welcome to return to the meeting following the closed session.

9.6

Where a Regular or Special Council Meeting (or part of a meeting) is closed to the public no resolution may be passed at that closed meeting or session, other than a resolution to revert back to an open meeting held in public.

If direction is given or a decision reached (in a closed meeting) then a resolution must be made in the open meeting so that the Council's direction is subsequently recorded (prior to being acted on).

9.7

Closed session discussions will not be recorded, or any notes taken as these could form part of a future FOIP request.

The Freedom of Information and the Protection of Privacy Act (FOIP) defines items that allows Council to conduct a closed meeting.

The criteria as listed below must be used for every closed session and minuted accordingly.

Section 197 (4) of the MGA states:

"before closing all or any part of a meeting to the public a council or council committee must by resolution approve, (a) the part of the meeting to be closed and (b) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act the part of the meeting is to be closed.

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) is stated as:

- i. Section 16 harmful to the business interests of a third party*
- ii. Section 17 harmful to personal privacy (including Town employees)*
- iii. Section 18 harmful to individual or public safety*
- iv. Section 19 confidential evaluations*
- v. Section 20 harmful to law enforcement*
- vi. Section 21 harmful to intergovernmental relations*
- vii. Section 22 cabinet and treasury board confidences*
- viii. Section 23 local public body confidences*
- ix. Section 24 deemed to be advice from officials*
- x. Section 25 harmful to economic and other interests of a public body*
- xi. Section 26 on testing procedures, tests and audits where disclosure could prejudice tests or results*
- xii. Section 27 deemed to be privileged information*
- xiii. Section 28 harmful to the conservation of heritage sites*
- xiv. Section 29 being made available to the public with 60 days*

(Reference to the FOIP Act is necessary for the specific details of each Section listed above)

9.8

The use of, digital, audio, and video recording devices by meeting members (including Town Administration staff, the press or members of the public) is prohibited at all meetings unless authorized by the Mayor, or the chair of the meeting.

10 MEETING THROUGH ELECTRONIC COMMUNICATION**10.1**

Section 199 of the MGA applies which states that:

"A council meeting or council committee meeting may be conducted by means of electronic or other communication facilities if:

- a) notice is given to the public of the meeting including the way in which it is to be conducted*
- b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and*
- c) the facilities enable all the meeting's participants to watch or hear each other.*

Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting".

10.2

Where Councillor attends a meeting remotely and part of that meeting is held in close session the Councillor must ensure that they are alone when communicating by electronic means.

11 QUORUM**11.1**

Section 167 of the MGA applies which states that *"The quorum of a council (for a Council Meeting or Special Council Meeting) is defined as the majority of all the councillors that comprise the council".*

11.2

If a quorum is not present within fifteen minutes after the time fixed for a meeting, the meeting chair will record the names of the members present and the meeting will stand adjourned until the next regular meeting date.

The only action that can be taken in the absence of quorum is to fix a time to which to adjourn, decision to recess (allow more time to achieve the quorum), or to take measures to obtain a quorum.

11.3

If a quorum is lost after the meeting has been called to order, the meeting will be suspended until quorum is obtained. If a quorum cannot be obtained, then the meeting must be adjourned.

11.4

The CAO (or designate) must record (minute) attendance at Council Meetings and record details whenever a meeting was either adjourned or recessed.

12 DELEGATIONS & REQUESTS TO COUNCIL

12.1

A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council must request a Delegation Request Form from Town Administration.

The Form must be completed in full outlining the subject to be discussed and any other specific request to Council.

12.2

The Delegation Request Form must be signed by the legal name of the person(s) completing the form and must include the full address of the person completing the form and the name of any organization they represent.

12.3

The Delegation Request Form must be received by the CAO by 1:00 pm on a business day at least five (5) days immediately preceding the meeting, at which it is to be presented. If the person wishes to appear before Council on the matter it must be stated on the Form.

12.4

Delegations that have not submitted a Delegation Request Form *may* be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the meeting chair and members shall determine if the delegation is to be granted time to present the matter outlined.

12.5

Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the meeting chair determines that additional time shall be granted to a delegation the length of the extension shall be specified and the meeting chair may limit the time.

13 AGENDA AND ORDER OF BUSINESS

13.1

Prior to each Regular Council Meeting, Special Council Meeting and Organizational Meeting the CAO (or designate) shall prepare an agenda (statement of the order of business) of all matters to be brought before Council.

The Agenda package will include reports from Council Committees, reports from Town Administration and any other relevant or supporting documentation.

A Request for Decision document should be prepared for Council by Administration on matters that require resolution. Administration should prepare a suggested choice of the anticipated resolution.

13.2

In order to enable the CAO to do so, all appropriate supporting documents, correspondence and delegation notices intended to be submitted to the Council should be received by the CAO no later than 1:00 pm on a business day at least five (5) calendar days before the meeting.

13.3

The CAO shall place at the disposal of each Council member a copy of the Agenda and all supporting materials not later than 12:00 noon three (3) calendar days before the meeting.

13.4

Only items listed in the Agenda and documents submitted within the deadlines noted in sections 13.2 and 13.3 above may be discussed at a meeting, unless a resolution to change is unanimously passed.

13.5

The business intended to be dealt with shall be stated in the Agenda.

The order and content of the Agenda items will be:

- i. Call to Order
- ii. Additions / Deletions to the Agenda (eg, urgent business & emergent items)
- iii. Adoption of the Agenda
- iv. Adoption of Previous Minutes
- v. Business Arising from the Minutes
- vi. Public Hearings & Delegations
- vii. New Business
- viii. Bylaws & Policies
- ix. Financial Statements
- x. Correspondence & Information
- xi. Council Reports
 - a. Reports from Council Committees
 - b. CAO's Report
- xii. "In Camera" meeting
- xiii. Adjournment

13.6

The order of business of the Agenda items will apply for all Council and Council Committee meetings unless altered with no objection from members, or otherwise determined by a majority vote of the members present.

13.7

Any vote upon a matter of priority of business shall be decided without debate.

14 URGENT BUSINESS**14.1**

A member may move to discuss a matter of urgent public importance without Notice of Motion during the Additions / Deletions to the Agenda period of the meeting.

14.2

A motion to bring a matter before Council as urgent business must satisfy the following conditions:

- i. the matter proposed for discussion is urgent requiring immediate attention
 - ii. the matter is not one which should have been dealt with by giving written notice of motion
 - iii. the matter does not require substantial review or reference to written documents, enactments, legal documents or be of a complex nature (eg, planning).
-

15 NOTICE OF MOTION

15.1 Notice of Motion Prior to Council Meeting

- i. A member who wishes to present a written notice of motion to Council must submit the motion to the CAO not later than 1:00 pm on a business day at least five (5) calendar days before the Council meeting.
- ii. The notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determine and evaluated
- iii. The Notice of Motion must be made without comment or debate by any other member but may include supporting documentation.
- iv. The member who submitted the motion must be present during the reading of the motion.

15.2 Notice of Motion during a Council Meeting

- i. A member who wishes to present a notice to Council during a meeting may do so only if Council (by majority) agrees to waive the requirements in 15.1 of this Bylaw.

16 MINUTES

16.1

The minutes of Council Meetings and Council Committee Meetings form the legal record of the members resolutions and actions.

The CAO must ensure that all minutes of Council Meetings and Council Committee Meetings are made in accordance with section 208 of the MGA.

16.2

A Council may act only by resolution or bylaw that is passed at a public meeting.

Council direction to Town Administration (via the CAO) shall be enacted by Council resolution.

Where a resolution creates an action for Administration the resolution must provide clear direction in order that there is no ambiguity or need to guess or interpret the intent.

16.3

The legislative, recording and procedural requirements for recording the minutes of Council meetings are determined by Council Policy (document titled "Minutes of Council Meetings Policy").

17 PROCEEDINGS AT MEETINGS

17.1

Duties of the meeting chair include:

- i. The chair will preside over the conduct of the meeting including the preservation of good order & decorum, ruling on points of order, replying to points of procedure, and deciding on all questions relating to the procedure of the meeting.
- ii. The chair will make all reasonable effort, including the calling of a recess, to ensure all members in attendance at the meeting are present while a vote is being taken, unless a member is excused from voting under the MGA, or any other enactment.

17.2 Question of Privilege

- i. A meeting member who wishes to permanently leave a meeting prior to its adjournment will advise the chair, by means of a Question of Privilege. Their time of departure must be recorded in the minutes of the meeting.
- ii. A member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the members collectively, or of themselves as members, will be permitted to raise a Question of Privilege.
- iii. A Question of Privilege will take place over all other matters. After the ruling of the chair on the matter the meeting will resume immediately back to the pending matter or debate.

17.3 Appeal

- i. All decisions of the chair will be final, subject to an immediate challenge (appeal)
- ii. the chair will give reasons for the ruling and the members will decide the outcome that will be final and binding on the meeting.
- iii. If the decision is challenged, then the chair will put the appeal to the members present.
- iv. The decision will be decided by the majority vote of members present without debate

17.4

Cell phones (or other electronic communication devices) may be used (or referenced to) during meetings provided they are set to mute and do not disturb or record the proceedings of the meeting and providing the meeting chair has not ruled out their use.

18 RULES GOVERNING DEBATE

18.1

Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.

18.2

All questions or debate will be directed through the meeting chair. Through the chair a member may ask:

- i. questions of another member (or of administrative staff) on a "point of information" relevant to the business in hand, and;
- ii. a question to obtain information relating to the minutes presented to the meeting, or any clause contained therein

18.3

The meeting chair, with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by this Bylaw or by the chair.

18.4

Supplementary questions, or a series of questions relating to the matter before the meeting may be raised by a member, but each question requires the consent of the chair.

18.5

After any question is finally put to the chair no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the chair as to whether the question has been finally put shall be conclusive.

18.6

A resolution does not require a seconder.

18.7

A resolution may be withdrawn at any time before voting subject to no objection being raised by any member.

18.8

The following are not debatable by members of a meeting:

- i. adjournment
- ii. to take a recess
- iii. question of privilege
- iv. point of order
- v. to limit debate on a matter before members
- vi. on division of a question
- vii. postpone the matter to a time certain
- viii. to table the matter
- ix. quorum

18.9

Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.

18.10

(i) Whenever the meeting chair is of the opinion that a motion is contrary to the rules and privileges of Council, the chair will inform the member immediately and will provide reasons applicable to the case without argument or comment, unless:

(ii) otherwise decided by a majority of members present who shall determine to uphold the ruling of the chair or not as the case may be.

18.11

The chair has the authority to set a time limit and the number of times that a member may speak on the same question or resolution, having due regard to the importance of the matter.

19 VOTING**19.1**

Section 182 to 186 (voting) of the MGA applies.

19.2

Section 183 of the MGA applies which states that, *"every member attending a Council or Council Committee meeting shall vote on every matter, unless the member is required or permitted to abstain from voting under this or any other Bylaw or enactment"*.

19.3

When the meeting chair ascertains that no further information is required or debate forthcoming on a motion, the chair will immediately submit the motion to a vote of the members present and no further discussion will take place until the vote has been completed.

19.4

All Councillors (including the Mayor) shall cast a vote on every voting matter unless they are excused by resolution from voting or unless disqualified from voting by reason of pecuniary interest.

19.5

Voting shall be made by the raising of hands as directed by the chair and in such a clear manner that they may be easily counted by the chair.

19.6

An equality of votes (a tied vote) on any matter, resolution or Bylaw shall be deemed to be decided as defeated.

19.7

The chair is responsible for the recording of votes, if requested, as set out in section 185 of the MGA.

The minutes must show the names of the members voting for or against all motions and those who were absent or abstained from the vote. The minutes must specify for each voter whether they voted "for" or "against" the proposal or "abstained". The motion outcome will be recorded as "carried" or "defeated". A tied vote is a defeated vote.

19.8

The CAO shall record in the minutes each time a member of council excuses himself by reason of "pecuniary interest".

Members who have reasonable belief that they have a pecuniary interest, as defined in Sections 169 to 173 of the Municipal Government Act or any amendment thereof, in any matter before Council, any Council Committee, or any board, commission, or agency to which they are appointed as a representative of Council, shall declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion of voting on any question relating to the matter and remove themselves from the meeting until the matter is concluded.

19.9

The minutes of the meeting will indicate the declaration of disclosure, the time at which the member left the meeting and the time the member returned.

19.10

The behavior and conduct of Council members is covered by Bylaw. (The Councillors Code of Conduct Bylaw 05/2018 as amended over time).

The applicable procedures prescribed by the Councillors Code of Conduct Bylaw should apply equally to those members at a Council Committee meeting.

20 BYLAWS & POLICIES**20.1**

The CAO must review and approve the final draft of every proposed bylaw or policy prior to its submission to Council.

20.2

All proposed Bylaws must have a bylaw number and concise title assigned to it.

20.3

Council shall vote on the motion for the first reading of a proposed bylaw without amendment or debate.

After a first reading Council may:

- i. debate the content of the proposed bylaw
- ii. propose amendments to the proposed bylaw
- iii. refer by motion that Administration provides further information prior to second reading.

Council may decide to submit a proposed bylaw for public participation engagement if deemed appropriate as established by policy in which case the applicable procedures prescribed by the Town of Bowden Public Participation Policy applies.

20.4

When all amendments (if any) have been accepted the motion for second reading of the bylaw as presented or amended shall be considered.

If there are any further amendments to a proposed bylaw all Councillors must be given an opportunity to review the full text of the amendments prior to the third reading.

20.5

All aspects of passage of a bylaw at second reading shall apply to the third reading of a bylaw.

20.6

Council may not give a proposed bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote on a motion in favour of allowing a third reading at that meeting.

20.7

The Mayor and CAO must sign the bylaw as soon as practicably possible after the third reading has passed and shall declare the bylaw adopted and enacted with immediate effect unless the bylaw itself provides otherwise.

20.8

A bylaw can only be amended or repealed by another bylaw made in the same way as the original bylaw.

20.9

Council may consolidate a bylaw by incorporating all amendments into a single revised bylaw.

20.10

Resolutions (motions passed) shall come into effect as soon as they are passed unless they contain a specific (deferred) implementation date.

20.11

Council Policy after being presented for discussion can be passed by simple majority vote of Councillors and shall come into effect as soon as the Policy is passed by motion unless they contain a deferred implementation date.

20.12

Upon being passed a Council Policy must be signed by the CAO and by the chair of the meeting at which it was passed.

20.13

A signed copy of all Council Bylaws and Policies must be:

- i. kept in the Bylaws & Policies folders maintained by the CAO
- ii. digitally filed in the Bylaws and Policies folder of the Towns data server
- iii. posted on the Town's web site

21 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.

Nothing in this Bylaw relieves a person from complying with the provision of any federal, provincial, or municipal law or regulation or any requirement of any lawful permit, order, or enactment.

The Municipal Government Act (as amended over time) prevails at all times.

22 BYLAW PRECEDENCE

This Bylaw supersedes and takes precedence over all previously passed Bylaws relating to the procedure of Council meetings.

Bylaw 12-2018 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 10th day of August 2020,

Read a second time in open council this 10th day of August 2020,

and finally passed by unanimous consent of the Councillors present.

Read a third time in open council this 10th day of August 2020,

Robb Stuart, Mayor

Greg Skotheim, Chief Administrative Officer

Council Procedural Bylaw 04 / 2025 (second reading) - CONTINUED

Recommended motions:

Motion by Councillor _____ that Council gives second reading to Council Procedural Bylaw 04 / 2025.

Motion by Councillor _____ that Council gives third reading to Council Procedural Bylaw 04 / 2025.

Regular Council Meeting: April 24, 2025.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: RFD	Attachment(s): 1 Urban Hen Pilot Agreement

Content:
8.a Urban Hen Pilot Program
8.a.i Background

A

Most neighbouring communities provide for the care of hens in urban locations based on a varied set of rules and regulations set out in various community standard or animal bylaws.

The purpose of the pilot program was to regulate and appraise the keeping of urban hens in the Town for a defined period of time.

Council passed the following motion in the RCM of February 26, 2024.

Motion 8.a Moved by Councillor Paul Webb that Council approves the introduction of an Urban Hen Pilot Program to be run for a period of one year in accordance with the terms and conditions set out within the Urban Hen Pilot Program Agreement and the Urban Hen Licence Application Form, as submitted to Council, with a start date to commence sometime in 2024 (tbc) subject to all of the:

- i. licencing conditions being met,
- ii. preliminary program administrative tasks being completed and implemented.

Councillors Sandy Gamble and Wayne Milaney requested a recorded vote.

Recorded vote AGAINST 3 Councillor Wayne Milaney
Councillor Sandy Gamble
Councillor Marie Flowers

Recorded vote FOR 4 Mayor Robb Stuart
Councillor Paul Webb
Councillor Deb Coombes
Councillor Randy Brown

MOTION CARRIED

B

The Urban Hen Pilot Program commenced May 13, 2024.

C

Schedule B2 of the Animal Control Bylaw 06 / 2022 states:

Prohibited animals include:

- i. any animal that does not have a licence (or permit) that is required to do so,
- i. any animal declared by the CAO not to be an acceptable form of Domestic Household Pet, including but not limited to, poultry, bees (apiculture), pigeons, or constricting, poisonous, or venomous animals,

D

There is currently one participant in the program.

The participant has complied with the terms of the agreement.

E

There have been no complaints received to date regarding the participant in this scheme

F

The Pilot Program Agreement terms and conditions state that the CAO will provide adequate notice on the termination of a licence for the hens to be rehomed.

8.a.ii Request for Decision

Administration requests that Council provide an indication as to how to proceed prior to May 13, 2025.

Options to be considered may include:

1. Termination of the Urban Hen Pilot Program.
Animal Control Bylaw 06 / 2022 thereby applies to the participant in the program.
2. Extension of the Urban Hen Pilot Program.
3. Amendment of the Animal Bylaw to allow urban hens to be kept within the Town subject to any conditions deemed appropriate (similar terms as set out in the Urban Hen Pilot Program Agreement).

Urban Hen Pilot Program

Agreement between:

**The Town of Bowden
BOX 338, 2101 – 20th Avenue
Bowden, Alberta, T0M 0K0**

(Hereinafter referred to as the "Town")

- and -

**A N Other
(Civic Address)
Bowden, Alberta, T0M 0K0**

(Hereinafter referred to as the "Licence Holder")

Whereas, the Town of Bowden agrees to adopt and implement an Urban Hen Pilot Program,

Now therefore, the parties hereto agree to uphold all of the licencing requirements and restrictions as laid out within this agreement.

1 Purpose

The purpose of the Urban Hen Pilot Program is to regulate and appraise the keeping of urban hens in the Town of Bowden.

The program will be implemented for a one-year term commencing within 2024 for a period as determined by the CAO and as approved by Council resolution.

2 Definitions (applicable to this agreement)

Adjoining Neighbour

Means an owner or occupant of a property that is contiguous to a subject property along a common property line (and may include any property close by or across a street). Where the subject property is located on a corner lot, an adjoining neighbour includes an owner or occupant of property that is adjacent to the subject property across a lane or alleyway.

Animal Health Act

Means the Province of Alberta Animal Health Act, Statutes of Alberta 2007, Chapter A40.2 (and regulations made under that enactment).

The Animal Health Act enables the province to respond to animal diseases affecting animal health, public health, and food safety. The Act and its regulations are designed to control the spread of disease through inspections and surveillance, treatments, biosecurity measures, and control zones. The roles and duties of the Chief Provincial Veterinarian (CPV) of Alberta and inspectors are outlined. The Act requires an owner of an animal or authorized person to advise the CPV of suspected or confirmed reportable and notifiable diseases.

Animal Waste

Means excrement, urine, and includes any other waste material accumulated as a result of animal ownership.

Biosecurity

Refers to practices designed to prevent, reduce, and eliminate the introduction and spread of disease.

Coop

Means a fully enclosed waterproof structure (either permanent or mobile) with an attached outdoor enclosure (run).

Licence Holder

Means the person:

- a) to whom a license has been issued as named in this agreement,
- b) who harbours or has possession, control, care, or custody over an urban hen.

Noise

Means sound, which in the opinion of the CAO with regard to all contributing factors and circumstances including the time of day and the nature of the activity generating the sound, is likely to unreasonably annoy or disturb a person(s) or to injure, endanger or detract from the comfort, health, peace, or safety of other persons within the Town.

Notifiable diseases

Notifiable diseases are those which require monitoring for trade purposes or to understand their presence in Alberta, but for which no immediate action is required.

Nuisance (animal nuisance)

Means any activity that is either unacceptable or excessive with respect to the keeping of a hen or anything as a by-product of keeping a hen that has, or might be, detrimental to another person or property, including but not limited to:

- a) noise or smell,
- b) trespass,
- c) damage,
- d) threat to public health and safety,
- e) accumulation of animal waste,
- f) accumulation of material contaminated by animal waste,
- g) disposal of animal waste,
- h) disposal of material contaminated by animal waste,
- i) disposal of carrion, carcasses, or offal,
- j) lack of adequate containment or shelter.

Outdoor Enclosure

Means a securely enclosed, roofed outdoor area attached to and forming part of a coop providing an area for hens to roam.

Premises Identification (PID) Number

Is the registration number required by all poultry owners under the Alberta Animal Health Act. This number helps trace animals, manage disease outbreaks, and notify animal owners in emergencies.

Provincially reportable diseases

Reportable diseases are those which require action to control or eradicate because they are a threat to animal or human health, food safety or the economy.

Reasonable

Means to satisfy a tolerable, satisfactory, or agreeable requirement or standard or to satisfy the time by which an action must be carried out.

Rooster (including Cockerels and Capons)

Means a male member of the *G. gallus* species.

Urban Hen (Hen)

Means a domesticated female member of the *G. gallus* species (including pullets). This does **not** include other fowl types, including but not limited to, turkeys, ducks, geese, waterfowl, or guinea fowl.

3 General Guidelines

General terms and conditions of the Urban Hen Pilot Program are as follows:

3.1

The licence holder having been issued an Urban Hen Licence under the terms of this pilot program is not deemed to be in contravention of Schedule B2 (iii) of the Town of Bowden, Animal Bylaw (prohibited animals).

Section 10.2 of the Animal Bylaw applies (CAO's discretion to licence animals other than Domestic Household Pets).

3.2

This agreement is for a pilot program only.

If the pilot program does not result in a permanent program the licence holder will be given 90 days to re-home the urban hens from notification by the CAO that the pilot program has ended.

3.3

The pilot program is limited to a maximum of four (4) applicants.

3.4

The maximum number of hens permitted per Urban Hen Licence is four (4).

Note: Section 10.3 of the Animal Bylaw states, "No person or owner or occupant may have more than 6 allowed animals (as defined in Schedule B of this Bylaw) within a property or premise unless licensed or authorized in writing by the CAO".

3.5

This agreement is for the keeping of urban hens defined as a domesticated female member of the *G. gallus* species (including pullets). This will not include other fowl types, including but not limited to, turkeys, ducks, geese, waterfowl, or guinea fowl.

3.6

A male member of the *G. gallus* species (cockerel, rooster, capon) cannot be kept within the Town.

3.7

Urban hens cannot be kept for the purpose of a commercial business or for farming purposes.

Note: A Business Licence will not be issued by the Town for the commercial sale of meat products, the commercial sale of eggs, the breeding of urban hens for resale or for the sale of hen manure.

3.7

No person is permitted to slaughter hens within the Town limits.

3.8

The carcase of a dead hen must be disposed of at an approved veterinarian clinic, farm, or abattoir.

Dead hens must not be put into the Town's garbage collection service, buried within the Licence Holder's property, or disposed of in any other way.

3.9

Licence holders will be required to notify the Town of changes in circumstances that may affect the keeping of urban hens under the terms of the pilot program and this agreement.

3.10

Licence holders will be required to notify the Town of changes in the number of hens kept within the property.

4 Hen Licencing Requirements

The licencing terms for this pilot program are as follows:

4.1

An Urban Hen Licence will be issued in accordance the provisions of this agreement and any other specific licensing conditions that may be imposed by the CAO for the keeping of urban hens within the Town.

4.2

Notwithstanding the terms contained within this agreement the CAO may at any time implement additional (site specific) conditions, procedures, or processes where necessary to ensure that the pilot program is conducted in accordance with the overall intentions of the pilot program and in response to any matters that may arise with regard to nuisance, noise, animal welfare and animal husbandry.

4.3

The applicant for an Urban Hen Licence cannot own or keep an urban hen within the Town until the applicant obtains (in advance of ownership) an Urban Hen Licence from the Town.

4.4

Urban Hen Licences are only valid for the term of the pilot program. If the pilot program is suspended or cancelled, the licence will no longer be valid.

The CAO will provide adequate notice to participants regarding the suspension or cancellation of a licence in order for the urban hens to be re-homed.

4.5

Urban Hen Licences are non-transferable from one person to another or from one property to another.

4.6

Urban Hen Licences shall only be issued to properties that are single-family dwellings.

4.7

The occupant of a property cannot apply for an Urban Hen Licence without the written consent of the owner of the property / premise. This must be provided to the Town as part of the licence application process.

4.8

An Urban Hen Licence will only be issued subject to a notice of intent being made to all adjoining neighbours and that any such notice is made in accordance with any policies, orders or direction given by the CAO with regard to the procedures for notification.

4.9

The CAO will not issue an Urban Hen Licence until:

- i. all the necessary pre licencing requirements have been met,
- ii. the applicant has complied with all Federal and Provincial regulations for the keeping of domestic livestock / urban hens,
- iii. until the appeal period has expired,
- iv. until all of the procedures for an appeal hearing have been followed and completed where an application is subject to an appeal hearing.

4.10

The licence holder will be responsible for complying with any:

- i. relevant or required federal or provincial enactment,
- ii. requirement of any lawful permit, order, or licence,
- iii. other relevant or required veterinary requirement,
- iv. recommended or enacted training requirement,

including but not limited to:

- registration in the provincial database and obtaining a premise identification number (PID),
- Canadian Food Inspection procedures,
- recording notifiable diseases,
- reporting provincially notifiable diseases.

4.11

The licence holder must not obstruct, hinder, or interfere with any Town employee or Designated Officer with respect to inspections or while exercising or performing their duties or powers pursuant to the provisions of the MGA, this agreement, any Town bylaw, or any other legal or statutory enactment.

5 Property Standards

The property requirement terms for this pilot program are as follows:

5.1

An urban hen must be kept within a hen coop. Free range urban hens are not permitted.

5.2

An urban hen coop as a structure must:

- i. not be indoors within a residential dwelling unit,
- ii. be securely fixed or embedded into the ground,
- iii. be located at the rear of a fenced property and must not be within 2 meters of a neighbouring residential dwelling (or any other minimum setback requirement as set out in the Town's Land Use Bylaw).

The maximum lot coverage of all structures on a property, including the hen coop must comply with the Town of Bowden Land Use Bylaw.

5.3

Hens must be kept within a fenced property, and the fence must be constructed in a way to ensure the hens cannot escape from the property.

5.4

The coop must provide each hen with at least 0.37 m² (4 square feet) of floor area inside the coop and at least 0.92 m² (10 square feet) of outdoor enclosure.

5.5

The licence holder must minimize any nuisances particularly with regard to the location of the coop – consideration must be given to neighbouring property windows, decks and play areas.

5.6

The licence holder must minimize animal nuisance and animal waste (as defined within this document) including but not limited to:

- i. attracting predator animals,
- ii. spreading food and animal waste over the property,
- iii. excessive smells,
- iv. excessive noise.

5.7

The licence holder must maintain reasonable housekeeping and animal husbandry practices, including but not limited to:

- i. securing each hen within the coop from sunset to sunrise each day,
- ii. providing each hen with food, water, shelter, light, ventilation, care, warmth, and opportunities for essential behaviours such as scratching, dustbathing, and roosting, to maintain the hen in good health,
- iii. constructing and maintaining the coop to prevent any predator or pest animal from harbouring within and / or underneath it,
- iv. maintaining the coop in good repair and sanitary condition,
- v. storing feed within fully enclosed containers,
- vi. removing leftover feed, trash, and manure in a timely manner,
- vii. having a plan for how to manage organic waste that will not result in odour issues or an unsightly property,
- viii. following strict biosecurity procedures as recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak.

5.8

The CAO at his / her own discretion, may impose additional property specific conditions of ownership as deemed necessary or appropriate.

6 Appeals

6.1

A neighbouring property owner / occupant has 14 days in which to submit an appeal after receiving notification of the application for an Urban Hen Licence.

6.2

An Urban Hen Licence will not be issued until a decision is made on any appeal notice received.

6.3

An appeal hearing must be held as soon as practically possible (within a maximum of 14 days).

6.4

The Appeal Committee shall consist of the Mayor, one Councillor and the CAO.

6.5

The Appeal Committee will determine and provide in writing the reasons why an Urban Hen Licence,

- i. may be issued,
- ii. may be issued with conditions,
- iii. may not be issued.

6.6

The decision of the Appeal Committee to grant or deny the issue of an Urban Hen Licence is final and binding with or without any special conditions attached.

7 Resources

Licence holders / Licence Applicants should ensure that they receive adequate training in order to have the required knowledge for keeping urban hens. The following are examples of resources available to Licence holders / Licence Applicants.

7.1

On line advice provided by the Government of Alberta.

Alberta Government web site: <https://www.alberta.ca/keeping-your-flock-healthy>

7.2

Information contained within the Alberta Government Publication titled,

“Raising Chickens in Alberta – A Guide for Small Flock Owners”.

(available as a digital copy from the CAO).

8 Relevant Enactments

Licence holders / Licence Applicants must make themselves familiar with all relevant or applicable Provincial Acts (and all regulations part of), and any relevant or applicable Town of Bowden bylaw or policy, including but not limited to the:

- i. Municipal Government Act, RSA2000, Chapter M-26,
- ii. Bylaw Enforcement Policy 05 / 2023
- iii. The Animal Health Act, Statutes of Alberta 2007, Chapter A40.2
- iv. All regulations made under the Animal Health Act that are filed as Alberta Regulations under the Regulations Act including but not limited to:

Animal Health (General)	130/2014
Biosecurity	185/2019
Disposal of Dead Animals	132/2014
Premises Identification	200/2008
Reportable and Notifiable Diseases	129/2014

(as amended over time).

9 Termination (of Licence)

9.1

A licence holder that does not continuously and consistently follow the requirements of the program (or any ongoing instructions issued by the CAO) may have their licence revoked at any time.

The CAO shall provide adequate notice to participants regarding the suspension or cancellation of a licence in order for the urban hens to be re homed.

9.2

An Urban Hen Licence may be revoked by the CAO if:

- i. the licence holder fails to meet the requirement of any federal or provincial enactment or order,
- ii. the licence holder fails to meet the provisions of any other Town bylaw, policy, or remedial order,
- iii. the terms and conditions for the issue of an Urban Hen Licence under the pilot program are not adhered to,
- iv. an individual hen or number of hens collectively are deemed to be a nuisance animal(s),
- v. the licence holder is negligent in the humane treatment of an animal.

10 Agreement & Signatures

10.1

Licence holders acknowledge by signing this agreement that the Urban Hen Pilot Program is a trial for a set / determined period of time.

10.2

The actual dates for the one-year Urban Hen Pilot Program will be notified separately by the CAO.

This trial period will commence upon all pre licensing requirements being satisfied and is dependent upon the Town having completed all pre licensing inspections and administration work.

10.3

This agreement shall come into effect upon signing.

10.4

In witness thereof the parties have executed this agreement on the ____ day of _____ 2024.

Town of Bowden

CAO Rudy Friesen:

Signature:

Licence Holder

A N Other

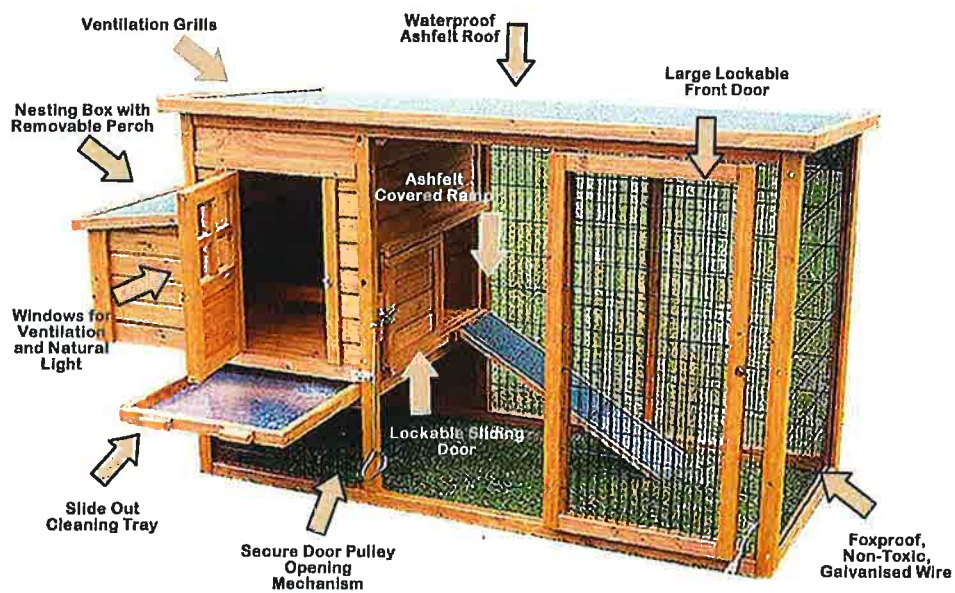
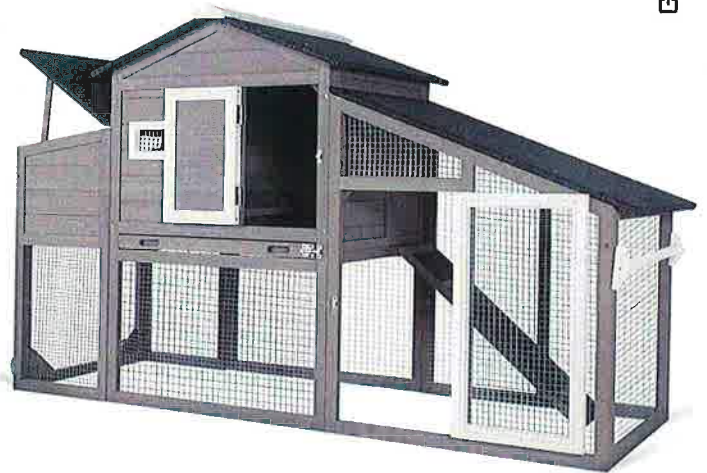
Signature:

Witness as to the signature of the Licence Holder:

Name: _____

Signature:

Schedule A - Example Images of Coops & Outdoor Enclosures



8.a Urban Hen Pilot Program (continued)**Recommended Motion**

Motion by Councillor _____ that Council instructs Administration to _____

Regular Council Meeting: April 24, 2025.	Agenda Item: 8.b
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: RFD	Attachment(s): 1 Email received from Alberta Government 2 Declaration

Content:**8.b Seniors Week 2025 – Community Declaration**

Administration requests that Council makes reference to the attached email received from the Ministry of Seniors, Community and Social Services.

From: [Seniors Information](#)
To: [Seniors Information](#)
Subject: Recognizing Seniors' Week 2025 – Community Declaration
Date: April 24, 2025 2:39:56 PM
Attachments: [2025 Seniors' Week Community Declaration.pdf](#)

For 39 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 2 to 8 and will be kicked off with a provincial launch event on June 2 in the City of Camrose.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, a declaration is made by a senior official (i.e., Mayor/Reeve, Chief) at the community level. All communities that notify us that they have declared Seniors' Week will be recognized on [our website](#).

To assist communities in declaring Seniors' Week, attached is a sample Community Declaration for your community to consider using. If your community uses the attached example, kindly email the signed copy to seniorsinformation@gov.ab.ca by May 31, 2025. Following Seniors' Week, a version signed by The Honourable Minister Nixon will then be returned to your community.

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit the [Seniors' Week website](#) or email us at seniorsinformation@gov.ab.ca if you have any questions.

Thank you.

Ministry of Seniors, Community and Social Services
Government of Alberta

Classification: Protected A



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

Town of Bowden

Community

Mayor Robb Stuart

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services

8.b Seniors Week 2025 – Community Declaration (continued)**Recommended Motion**

Motion by Councillor _____ that Council officially recognizes Seniors Week and makes the Declaration as attached.

Regular Council Meeting: April 24, 2025	Agenda Item: 9.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Operating Revenues & Expenditures Report (YTD, 2025) 2 Water v Wastewater Comparative

9.a Operating Revenue & Expenditures Report

1 Purpose

Attached is the Operating Revenues & Expenditures Report which provides an analysis of actual performance against budget for year-to-date performance for 2025.

2 Background

The report provides an analysis of (unaudited) financial performance with variance analysis against budgeted forecasts.

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

3 Notable Observations

Revenues in most cases are short of budgeted amounts (red flags) which is expected at the time of this reporting period.

Expenses (green flags) are typically within budget which is expected at the time of this reporting period.

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

3.1 Revenues

- i. Water (Other Income) these are billings to MVRWSC.

3.2 Expenditures

- i. Solid Waste (Goods & Supplies Bins) this cost includes the purchase of new bins to replace damaged bins plus additional bins for stock.
- ii. Repairs & Maintenance (Olympia) in addition to the estimated scheduled service costs further essential additional work was required.

3.3 Payroll

All payroll values include the 2 payments made on 4th and 18th April.

NOTE:

Attached is a summary of water & wastewater purchases (by volume m³) for the first 3 months of 2025 (with a comparative from 2023 to 2025).



Town of Bowden Operating Revenues & Expenditures (YTD 2025)

		2025 31st March	Variance Actual v Budget	2025 Budget
REVENUES				
		\$		\$
TAX REVENUES	MUNICIPAL RESIDENTIAL TAXES	0.00	▶ -100.00	855,220.29
	MUNICIPAL NON-RESIDENTIAL TAXES	0.00	▶ -100.00	258,033.38
	MUNICIPAL FARM TAXES	0.00	▶ -100.00	67.18
	SCHOOL RESIDENTIAL TAXES	0.00	▶ -100.00	305,286.91
	SCHOOL NON-RESIDENTIAL TAXES	0.00	▶ -100.00	64,179.88
	DESIGNATED INDUSTRIAL PROPERTY TAX REQSTN	0.00	▶ -100.00	211.39
	POLICE FUNDING REQUISITION	0.00	▶ -100.00	63,326.00
	LATE TAX PAYMENT PENALTIES	8,602.29	▶ -28.31	12,000.00
	TOTAL	8,602.29	▶ -99.45	1,558,325.03
OTHER REVENUES	PROVINCIAL FINES	2,047.00	▶ -59.06	5,000.00
	FRANCHISE FEES - FORTIS ELECTRICAL	36,353.87	▶ -73.85	139,000.00
	FRANCHISE FEES - ATCO GAS	19,964.81	▶ -74.73	79,000.00
	INVESTMENT RETURNS (INTEREST EARNED)	9,753.08	▶ -91.52	115,000.00
	TOTAL	68,118.76	▶ -79.85	338,000.00
GRANT REVENUES	RED DEER COUNTY RECREATION GRANT	0.00	▶ -100.00	86,500.00
	MSI / LGFF OPERATING GRANT	0.00	▶ -100.00	162,042.00
	TOTAL	0.00	▶ -100.00	248,542.00
ADMINISTRATIVE REVENUES	PROPERTY TAX CERTIFICATES	275.00	▶ -81.67	1,500.00
	BUSINESS LICENSES	1,550.00	▶ -38.00	2,500.00
	SUMMER TEMP EMPLOY' PROGRAM (STEP) GRANT	0.00	▶ -100.00	4,200.00
	OTHER INCOME	475.00	▶ -5.00	500.00
	PENALTIES (ACCOUNTS RECEIVABLE)	340.03	▶ -31.99	500.00
	CREDIT CARD PROCESSING FEE	33.55	▶ -66.45	100.00
	TOTAL	2,673.58	▶ -71.25	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	590.00	▶ -15.71	700.00
	TOTAL	590.00	▶ -15.71	700.00
PUBLIC WORKS REVENUES	OTHER INCOME / SERVICE FEES	0.00	▶ -100.00	200.00
	TOTAL	0.00	▶ -100.00	200.00
WATER REVENUES	DISTRIBUTED WATER COLLECTIONS	74,446.60	▶ -78.73	350,000.00
	BULK WATER SALES	838.67	▶ -89.52	8,000.00
	WATER METERS & EQUIPMENT	0.00	▶ -100.00	1,000.00
	LATE PAYMENT PENALTIES	1,567.72	▶ 4.51	1,500.00
	ACCOUNT SET UP FEE	0.00	#DIV/0!	0.00
	OTHER INCOME	355.00	▶ 136.67	150.00
	TOTAL	77,207.99	▶ -78.88	365,650.00
SANITARY SEWER REVENUES	WASTEWATER COLLECTIONS	76,212.99	▶ -78.65	357,000.00
	RV DUMP	0.00	▶ -100.00	700.00
	SRDRWC SERVICE INCOME	5,829.02	▶ -78.41	27,000.00
	TOTAL	82,042.01	▶ -78.67	384,700.00
SOLID WASTE REVENUES	SOLID WASTE COLLECTIONS	18,222.60	▶ -73.97	70,000.00
	TOTAL	18,222.60	▶ -73.97	70,000.00
RECYCLING REVENUES	RECYCLING INCOME	17,749.60	▶ -75.00	71,000.00
	ELECTRONICS RECYCLING INCOME	0.00	▶ -100.00	200.00
	RECYCLING CIRCULAR MATERIALS	0.00	▶ -100.00	22,152.00
	TOTAL	17,749.60	▶ -80.99	93,352.00
FCSS REVENUES	CITY OF RED DEER - FCSS FUNDING	33,381.00	▶ -50.00	66,762.00
	FCSS JOINT EVENTS	0.00	▶ -100.00	200.00

COMMUNITY GARDEN	0.00	▶	-100.00	250.00
VOLUNTEER SUPPER GRANT	0.00	▶	-100.00	600.00
FAMILY DAY MOVIE	0.00	▶	-100.00	150.00
COOKING ON A BUDGET	0.00	▶	-100.00	100.00
CVITP GRANT	0.00	▶	-100.00	750.00
MISC DONATION OTHER PROGRAMS	0.00	▶	-100.00	100.00
TOTAL	33,381.00	▶	-51.56	68,912.00

CEMETERY REVENUES

GRAVE PLOT SERVICES	0.00	▶	-100.00	3,000.00
PLOTS & VAULTS SALES	165.00	▶	-93.40	2,500.00
COLUMBARIUM NICHE SALES	1,635.00	▶	-18.25	2,000.00
RED DEER COUNTY CEMETERY GRANT	0.00	▶	-100.00	5,000.00
OTHER INCOME	0.00		#DIV/0!	0.00
TOTAL	1,800.00	▶	-85.60	12,500.00

ECONMIC DEVLPMNT REVNS

OTHER INCOME / NEWSLETTER ADVERTISING	384.00	▶	-61.60	1,000.00
TOTAL	384.00	▶	-61.60	1,000.00

LAND REVENUES

RENTAL INCOME (BILLBOARDS & PASTURE LEASE)	1,200.00	▶	-84.62	7,800.00
TOTAL	1,200.00	▶	-84.62	7,800.00

PARADE REVENUES

CONTRIBUTIONS (Ag SOCIETY)	0.00	▶	-100.00	1,000.00
TOTAL	0.00	▶	-100.00	1,000.00

SPECIAL EVENT REVENUES

CONTRIBUTIONS / DONATIONS / SALE OF GOODS	0.00	▶	-100.00	600.00
TOTAL	0.00	▶	-100.00	600.00

ARENA REVENUES

ARENA RENTAL INCOME	51,391.71	▶	-45.90	95,000.00
OTHER INCOME (ADVERTISING BILLBOARDS)	0.00	▶	-100.00	3,000.00
RED DEER COUNTY RECREATION GRANT	0.00	▶	-100.00	25,000.00
TOTAL	51,391.71	▶	-58.22	123,000.00

PARK REVENUES

RED DEER COUNTY RECREATION GRANT	0.00	▶	-100.00	3,750.00
TOTAL	0.00	▶	-100.00	3,750.00

LIBRARY REVENUES

RED DEER COUNTY RECREATION GRANT	0.00	▶	-100.00	1,500.00
CONTRIBUTIONS & DONATIONS	0.00		#DIV/0!	0.00
TOTAL	0.00	▶	-100.00	1,500.00

MUSEUM REVENUES

RED DEER COUNTY RECREATION GRANT	0.00	▶	-100.00	3,000.00
TOTAL	0.00	▶	-100.00	3,000.00

COMMUNITY HALL REVENUE

RED DEER COUNTY RECREATION GRANT	0.00	▶	-100.00	5,000.00
TOTAL	0.00	▶	-100.00	5,000.00

TOTAL (ALL REVENUES)	363,363.54	▶	-88.98	3,296,931.03
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EXPENDITURES

	\$		\$
REQUISITIONS			
PROVINCIAL SCHOOL EDUCATION (PUBLIC)	80,311.87	▶	22.33
PROVINCIAL SCHOOL EDUCATION (CATHOLIC)	2,199.70	▶	22.51
TOTAL	82,511.57	▶	22.33

COUNCIL

HONORARIUMS & PER DIEMS *	16,529.45	▶	21.31
EMPLOYMENT & CRA CONTRIBUTIONS	879.44	▶	29.31
TRAINING & DEVELOPMENT **	0.00	▶	0.00
CONFERENCE / WORKSHOPS / EVENT COSTS	14,379.01	▶	33.83
MEMBERSHIP AUMA	2,521.79	▶	93.40
PUBLIC RELATIONS & GRANTS & DONATIONS	942.90	▶	12.57
IT SUPPORT & SERVICES	320.65	▶	32.07
LIABILITY INSURANCE	336.00	▶	84.00
ELECTION COSTS	35.99	▶	0.72
MISCELLANEOUS GOODS & SUPPLIES	5.76	▶	0.07
AG SOCIETY DONATIONS	0.00	▶	0.00
TOTAL	35,950.99	▶	21.83

* Base Honorariums & Per Diems for RCM / SCM
 Council Committee Meetings
 Open House Events
 Public Hearings

** eg: Strategic Planning
 Councillor Orientation

ADMINISTRATION

PAYROLL	85,569.53	▶	30.10
EMPLOYMENT & CRA CONTRIBUTIONS	15,564.80	▶	28.30
WORKERS COMPENSATION (WCB)	3,221.27	▶	24.78

TRAINING & DEVELOPMENT	225.00	▶	22.50	1,000.00
TRAVEL & SUBSISTENCE	0.00	▶	0.00	2,500.00
MEMBERSHIP FEES & CONFERENCE COSTS	810.14	▶	32.41	2,500.00
POSTAGE & COURIER	2,389.77	▶	34.14	7,000.00
TELEPHONE (LAND LINES & CELL PHONE)	1,747.43	▶	25.33	6,900.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	▶	0.00	800.00
CONTRACTED SERVICES (IT SERVICES)	12,315.08	▶	49.26	25,000.00
PERSONNEL RELATIONS	143.06	▶	4.77	3,000.00
JANITORIAL & CLEANING SUPPLIES	1,740.00	▶	24.17	7,200.00
POSTAGE MACHINE LEASE	172.98	▶	24.71	700.00
COPIER & PRINTING	4,198.93	▶	32.30	13,000.00
INTERNET SERVICES	1,315.00	▶	36.53	3,600.00
SECURITY & ALARMS MONITORING FEE	134.70	▶	49.89	270.00
MATS	659.58	▶	28.68	2,300.00
WEBSITE & APP (HOSTING & SUPPORT)	0.00	▶	0.00	9,000.00
DEBIT MACHINE	189.23	▶	23.65	800.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	25.00	▶	25.00	100.00
ASSESSMENT REVIEW COSTS	2,000.00	▶	100.00	2,000.00
CONTRACTED SERVICES OTHER	140.00	▶	14.00	1,000.00
ACCOUNTING & AUDIT FEES / SERVICES	0.00	▶	0.00	38,000.00
LEGAL & PROFESSIONAL FEES	0.00	▶	0.00	1,500.00
PROPERTY ASSESSMENT SERVICES	5,601.52	▶	33.15	16,900.00
REPAIRS & MAINTENANCE (EQUIPMENT)	0.00	▶	0.00	1,500.00
IT REPAIRS / UPGRADES	3,558.80	▶	79.08	4,500.00
REPAIRS & MAINTENANCE (BUILDING)	188.44	▶	9.42	2,000.00
INSURANCE (BUILDING & PROFESSIONAL LIABILITY)	14,515.15	▶	82.94	17,500.00
MISCELLANEOUS GOODS & SUPPLIES	631.07	▶	9.02	7,000.00
EQUIPMENT PURCHASES (CAMERA SYSTEM)	0.00	▶	0.00	5,000.00
UTILITIES (ELECTRICITY)	963.80	▶	19.28	5,000.00
UTILITIES (GAS)	1,697.49	▶	56.58	3,000.00
BANK CHARGES & SERVICE FEES	600.38	▶	33.35	1,800.00
CASH ROUNDING	-0.07		#DIV/0!	0.00
BAD DEBTS - PROPERTY TAXES	0.00		#DIV/0!	0.00
BAD DEBTS - TRADE	0.00		#DIV/0!	0.00
TRANSFER TO CAPITAL FROM OPERATING	0.00		#DIV/0!	0.00
TRANSFER TO CONTINGENCY RESERVES	0.00		#DIV/0!	0.00
TOTAL	160,318.19	▶	29.44	544,614.00

**PROTECTIVE SERVICES
(FIRE)**

REPAIRS & MAINTENANCE (BUILDING)	188.44	▶	3.77	5,000.00
INSURANCE (BUILDING)	1,238.00	▶	99.04	1,250.00
UTILITIES (ELECTRICITY)	1,083.22	▶	27.08	4,000.00
UTILITIES (GAS)	2,974.05	▶	54.07	5,500.00
TOTAL	5,483.71	▶	34.82	15,750.00

EMERGENCY MANAGEMENT

FEES & SUBSCRIPTIONS & CONSULTANCY	3,000.00	▶	100.00	3,000.00
TRAINING & DEVELOPMENT	39.26	▶	3.93	1,000.00
TRAVEL & SUBSISTENCE	0.00	▶	0.00	500.00
MISCELLANEOUS GOODS & SUPPLIES	107.97	▶	1.96	5,500.00
TOTAL	3,147.23	▶	31.47	10,000.00

**PROTECTIVE SERVICES
(RCMP & BYLAW)**

TRAVEL & SUBSISTENCE	0.00		#DIV/0!	0.00
TRAINING & DEVELOPMENT	0.00		#DIV/0!	0.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00		#DIV/0!	0.00
TELEPHONE	23.85	▶	15.90	150.00
CONTRACTED BYLAW ENFORCEMENT SERVICES	0.00	▶	0.00	30,000.00
CONTRACTED SERVICES OTHER	0.00		#DIV/0!	0.00
ALBERTA POLICE FUNDING MODEL	63,326.00	▶	100.00	63,326.00
RED DEER COUNTY PROTECTIVE SERVICES	2,250.00	▶	25.00	9,000.00
LEGAL & PROFESSIONAL FEES	0.00		#DIV/0!	0.00
MISCELLANEOUS GOODS & SUPPLIES	0.00		#DIV/0!	0.00
TOTAL	65,599.85	▶	64.01	102,476.00

ANIMAL

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

PUBLIC WORKS

PAYROLL	65,846.08	▶	27.26	241,561.00
PAYROLL (SUMMER STUDENTS)	0.00	▶	0.00	21,280.00
EMPLOYMENT & CRA CONTRIBUTIONS	11,905.19	▶	24.30	49,000.00
TRAINING & DEVELOPMENT	772.28	▶	77.23	1,000.00

TRAVEL & SUBSISTENCE	76.66	25.55	300.00
TELEPHONE (LAND LINES & CELL PHONE)	554.15	26.39	2,100.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	0.00	750.00
ALBERTA ONE CALL SERVICES	510.60	100.07	510.23
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	0.00	0.00	2,400.00
SECURITY & ALARMS	284.50	41.23	690.00
INTERNET SERVICES	420.00	32.31	1,300.00
CONTRACTED SERVICES OTHER	0.00	0.00	500.00
REPAIRS & MAINTENANCE (CASE GRADER)	601.05	10.02	6,000.00
REPAIRS & MAINTENANCE (DEERE 4 WHEEL LOADER)	2,090.39	83.62	2,500.00
REPAIRS & MAINTENANCE (BOBCAT SKID STEER)	1,457.48	20.82	7,000.00
REPAIRS & MAINTENANCE KABOTA	7,530.30	100.40	7,500.00
REPAIRS & MAINTENANCE (OTHER)	0.00	0.00	500.00
BUILDING REPAIRS & MAINTENANCE (WORKSHOP)	283.44	5.15	5,500.00
BUILDING REPAIRS & MAINTENANCE (GARAGE)	0.00	0.00	1,000.00
BUILDING REPAIRS & MAINTENANCE (QUONSET)	0.00	0.00	1,000.00
REPAIRS & MAINTENANCE (STERLING TRUCK)	1,029.46	51.47	2,000.00
REPAIRS & MAINTENANCE F150 (2007)	299.29	29.93	1,000.00
REPAIRS & MAINTENANCE F350 (SAND / WATER TRUCK)	0.00	0.00	2,000.00
REPAIRS & MAINTENANCE F250 (2018)	0.00	0.00	1,000.00
REPAIRS & MAINTENANCE F550 (2013)	693.54	19.82	3,500.00
REPAIRS & MAINTENANCE F150 (2018)	0.00	0.00	1,000.00
REPAIRS & MAINTENANCE F150 (2019)	219.95	7.33	3,000.00
REPAIRS & MAINTENANCE (EQUIPMENT)	0.00	0.00	1,000.00
EQUIPMENT RENTALS & SERVICES	0.00	0.00	400.00
INSURANCE	9,648.92	87.72	11,000.00
MISCELLANEOUS GOODS & SUPPLIES	968.16	32.27	3,000.00
SMALL EQUIPMENT/TOOL PURCHASES	1,592.49	53.08	3,000.00
VEHICLE MAINTENANCE CLEANING SUPPLIES	0.00	0.00	1,000.00
FUEL / OIL / ADDITIVES	2,023.60	13.49	15,000.00
PERSONAL PROTECTIVE EQUIPMENT	587.09	19.57	3,000.00
UTILITIES (ELECTRICITY)	1,168.82	32.47	3,600.00
UTILITIES (GAS)	1,491.27	42.61	3,500.00
TRANSFER TO PUBLIC WORKS RESERVES	0.00	#DIV/0!	0.00
TOTAL	111,025.25	27.05	410,391.23

ROAD MAINTENANCE

STREET SWEEPING	0.00	0.00	6,000.00
ROAD PATCHING	0.00	0.00	55,000.00
RED DEER COUNTY ROAD MAINTENANCE	0.00	0.00	3,000.00
SNOW REMOVAL	0.00	0.00	25,000.00
ROAD / SIDEWALK REPAIRS	0.00	0.00	25,000.00
REPAIRS & MAINTENANCE (STREET LIGHTS)	270.00	5.40	5,000.00
REPAIRS & MAINTENANCE (STREET SIGNS)	270.00	7.71	3,500.00
ROAD CRACK FILLING	0.00	0.00	45,000.00
INSURANCE	1,900.00	79.17	2,400.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	0.00	5,500.00
ROAD PAINT (MATERIALS & EQUIPMENT)	0.00	0.00	5,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	4,000.00
SAND & GRAVEL	0.00	0.00	10,000.00
UTILITIES (ELECTRICITY) STREET LIGHTS	27,599.92	29.05	95,000.00
TOTAL	29,769.92	10.29	289,400.00

WATER & PUMPHOUSE

TRAINING & DEVELOPMENT	0.00	0.00	1,100.00
TRAVEL & SUBSISTENCE	133.29	66.65	200.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00	0.00	600.00
TELEPHONE (LANDLINE)	130.56	32.64	400.00
SCADA & IT (REPAIRS & MAINTENANCE)	4,288.00	42.88	10,000.00
WATER TESTING SUPPLIES	0.00	0.00	1,000.00
HACH COLORIMETER CALIBRATION	0.00	0.00	750.00
SECURITY & ALARMS	170.80	47.44	360.00
INTERNET SERVICES	195.82	32.64	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)	3,948.30	43.87	9,000.00
REPAIRS & MAINTENANCE (BUILDING)	723.06	12.05	6,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	26,757.03	89.19	30,000.00
REPAIRS & MAINTENANCE (CPR)	0.00	0.00	40.00
INSURANCE	13,162.00	94.01	14,000.00
MISCELLANEOUS GOODS & SUPPLIES	406.57	6.78	6,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	500.00

UTILITIES (ELECTRICITY)	3,836.26	▶	31.97	12,000.00
UTILITIES (GAS)	1,871.78	▶	37.44	5,000.00
REGIONAL WATER SUPPLIES (MVRWSC)	52,691.15	▶	25.09	210,000.00
INFRASTRUCTURE LOAN (INTEREST)	3,749.67	▶	52.36	7,161.49
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	14,721.22	▶	49.43	29,780.29
BAD DEBTS (UTILITY BILLING)	-1.60	▶	-1.60	100.00
TOTAL	126,783.91	▶	36.11	351,091.78

WASTEWATER & STORMWATER

TRAINING & DEVELOPMENT	0.00	▶	0.00	1,000.00
REPAIRS & MAINTENANCE (NORTH LIFT STATION)	0.00	▶	0.00	2,000.00
SMALL PROJECTS	0.00	▶	0.00	2,000.00
REPAIRS & MAINTENANCE (OTHER)	0.00	▶	0.00	2,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	0.00	▶	0.00	10,000.00
EQUIPMENT RENTALS & SERVICES	0.00	▶	0.00	100.00
INSURANCE	803.00	▶	94.47	850.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	▶	0.00	100.00
UTILITIES (ELECTRICITY)	1,473.28	▶	19.64	7,500.00
	217.14	▶	31.02	700.00
REGIONAL WASTEWATER COSTS (SRDRWSC)	63,941.90	▶	19.98	320,000.00
INFRASTRUCTURE LOAN (INTEREST)	2,946.44	▶	51.95	5,672.23
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	11,477.59	▶	49.52	23,175.83
TOTAL	80,859.35	▶	21.56	375,098.06

SOLID WASTE

CONTRACTED SERVICES (TOWN)	1,027.73	▶	23.90	4,300.00
CONTRACTED SERVICES (RESIDENTIAL)	10,615.22	▶	24.69	43,000.00
GOODS AND SUPPLIES BINS	2,016.00	▶	201.60	1,000.00
REQUISITIONS (CARWMC)	1,873.57	▶	129.21	1,450.00
TOTAL	15,532.52	▶	31.22	49,750.00

RECYCLING

CONTRACTED SERVICES (RESIDENTIAL)	6,156.63	▶	24.63	25,000.00
GOODS AND SUPPLIES BINS	923.00	▶	92.30	1,000.00
TOTAL	7,079.63	▶	27.23	26,000.00

FCSS

PAYROLL	17,271.67	▶	30.61	56,420.00
EMPLOYMENT & CRA CONTRIBUTIONS	4,159.13	▶	29.71	14,000.00
PROFESSIONAL DEVELOPMENT & CONFERENCES	221.08	▶	13.82	1,600.00
TRAVEL & SUBSISTENCE	569.40	▶	28.47	2,000.00
TELEPHONE	203.11	▶	29.87	680.00
PARTNER PROGRAM HENDAY ASSOC	60.16	▶	30.08	200.00
YES PROGRAM	128.50	▶	12.85	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	115.00	▶	23.00	500.00
COMMUNITY GARDEN	80.98	▶	12.46	650.00
BGS PARTNERSHIP PROGRAMS	131.10	▶	21.85	600.00
COOKING ON A BUDGET	0.00	▶	0.00	600.00
RETRO BINGO	45.10	▶	22.55	200.00
VOLUNTEER APPRECIATION SUPPER	947.35	▶	33.83	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	575.00	▶	41.67	1,380.00
JANITORIAL	360.00	▶	15.00	2,400.00
SECURITY & ALARMS	187.80	▶	33.24	565.00
REPAIRS & MAINTENANCE (IT & EQUIPMENT)	0.00	▶	0.00	300.00
REPAIRS & MAINTENANCE (BUILDING)	563.44	▶	22.54	2,500.00
INSURANCE-FCSS	680.00	▶	97.14	700.00
MISC GOODS & SUPPLIES-OFFICE	282.24	▶	56.45	500.00
EVENT / MEETING SUPPLIES	197.47	▶	23.51	840.00
CLEANING SUPPLIES	50.80	▶	12.70	400.00
UTILITIES (ELECTRICITY)	705.05	▶	28.20	2,500.00
UTILITIES (GAS)	1,173.41	▶	39.11	3,000.00
REQUISITIONS (CITY OF RED DEER)	0.00	▶	0.00	13,271.66
TOTAL	28,707.79	▶	25.66	111,866.66

CEMETERY

CONTRACTED SERVICES RDC (WEED CONTROL)	0.00	▶	0.00	1,200.00
CONTRACTED SERVICES (BURIAL)	0.00	▶	0.00	1,500.00
CONTRACTED SERVICES (PUBLIC FACILITIES)	0.00	▶	0.00	840.00
REPAIRS & MAINTENANCE (GENERAL)	0.00	▶	0.00	2,000.00

MISCELLANEOUS GOODS & SUPPLIES	643.00	▶	64.30	1,000.00
DONATIONS (CEMETERY ASSOCIATION)	0.00	▶	0.00	2,000.00
TOTAL	643.00	▶	7.53	8,540.00

PLANNING & DEVELOPMENT

CONTRACTED SERVICES (INSPECTIONS)	0.00	▶	0.00	3,500.00
PLANNING & LEGAL FEES	0.00	▶	0.00	2,500.00
LAND TITLE FEES	10.00	▶	20.00	50.00
ENGINEERING & CONSULTANCY	0.00	▶	0.00	5,000.00
TOTAL	10.00	▶	0.09	11,050.00

ECONOMIC DEVELOPMENT

MEMBERSHIP FEES & CONFERENCE COSTS	0.00	▶	0.00	1,400.00
TRAVEL & SUBSISTENCE	0.00	▶	#DIV/0!	0.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	▶	#DIV/0!	0.00
TOTAL	0.00	▶	0.00	1,400.00

SENIORS

REQUISITIONS (PARKLAND)	4,004.00	▶	100.10	4,000.00
TOTAL	4,004.00	▶	100.10	4,000.00

LAND

PROFESSIONAL / CONSULTANCY FEES	2,675.00	▶	14.86	18,000.00
LEGAL FEES	0.00	▶	0.00	3,000.00
STATUTORY ADVERTISING	0.00	▶	0.00	500.00
DESIGNATED INDUSTRIAL PROPERTY TAXES	0.00	▶	0.00	220.00
TOTAL	2,675.00	▶	12.32	21,720.00

SPECIAL EVENTS (PARADE)

MISCELLANEOUS GOODS & SUPPLIES	0.00	▶	0.00	3,000.00
TOTAL	0.00	▶	0.00	3,000.00

SPECIAL EVENTS (CHRISTMAS)

MISCELLANEOUS GOODS & SUPPLIES	0.00	▶	0.00	2,500.00
TOTAL	0.00	▶	0.00	2,500.00

RECREATION (ARENA)

PAYROLL	41,716.05	▶	30.86	135,200.00
EMPLOYMENT & CRA CONTRIBUTIONS	9,022.33	▶	34.70	26,000.00
TRAINING & DEVELOPMENT	0.00	▶	0.00	600.00
TRAVEL & SUBSISTENCE	0.00	▶	0.00	300.00
MEMBERSHIP FEES & CONFERENCE COSTS	264.67	▶	13.23	2,000.00
TELEPHONE (LAND LINE & CELL PHONE)	576.20	▶	30.33	1,900.00
SECURITY & ALARMS	187.80	▶	31.30	600.00
CONTRACTED SERVICES (CIMCO)	4,125.00	▶	91.67	4,500.00
CONTRACTED SERVICES (ICE PAINTING)	3,900.00	▶	86.67	4,500.00
CONTRACTED SRVS (BLADE MAINTENANCE)	318.00	▶	28.91	1,100.00
FIRE SYSTEMS & EQUIPMENT	324.95	▶	14.77	2,200.00
INTERNET SERVICES	460.00	▶	33.33	1,380.00
CONTRACTED SERVICES (PEST CONTROL)	615.00	▶	24.60	2,500.00
REPAIRS & MAINTENANCE (PLANT ROOM)	155.94	▶	6.24	2,500.00
REPAIRS & MAINTENANCE (OLYMPIA)	3,654.32	▶	243.62	1,500.00
SMALL EQUIPMENT PURCHASES	0.00	▶	0.00	800.00
REPAIRS & MAINTENANCE (OTHER)	420.00	▶	84.00	500.00
REPAIRS & MAINTENANCE (BUILDING)	1,769.84	▶	23.60	7,500.00
REPAIR & MAINTENANCE (ICE EDGER)	0.00	▶	0.00	500.00
REPAIRS & MAINTENANCE (GENERAL)	0.00	▶	0.00	500.00
EQUIPMENT RENTALS & SERVICES	0.00	▶	0.00	1,000.00
INSURANCE	17,474.93	▶	97.08	18,000.00
MISCELLANEOUS GOODS & SUPPLIES	1,380.17	▶	27.60	5,000.00
PROPANE SUPPLIES	664.37	▶	33.22	2,000.00
PERSONAL PROTECTIVE EQUIPMENT	159.00	▶	10.60	1,500.00
UTILITIES (ELECTRICITY)	29,767.81	▶	45.80	65,000.00
UTILITIES (GAS)	8,760.02	▶	51.53	17,000.00
BAD DEBTS	0.00	▶	0.00	500.00
TOTAL	121,606.40	▶	39.73	306,080.00

PARKS & AMENITIES

CONTRACTED SERVICES (WEED CONTROL) OASIS	0.00	▶	0.00	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)	0.00	▶	0.00	2,500.00
REPAIRS & MAINTENANCE (OTHER EQUIP)	0.00	▶	0.00	1,500.00
REPAIRS & MAINTENANCE (PLAYGROUNDS)	0.00	▶	0.00	4,000.00
REPAIRS & MAINTENANCE (COMMUNITY ACTION PARK)	0.00	▶	0.00	1,000.00
TREES / SHRUBS / PLANTS	0.00	▶	0.00	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	0.00	88 1,000.00
EQUIPMENT RENTALS	0.00	0.00	2,500.00
INSURANCE	219.00	73.00	300.00
MISCELLANEOUS GOODS & SUPPLIES (PARKS)	1,153.25	15.38	7,500.00
HANGING FLOWER BASKETS	0.00	0.00	3,500.00
GOODS & SUPPLIES COMMUNITY TRAILS	0.00	0.00	2,000.00
SMALL EQUIPMENT/TOOL PURCHASES	411.74	82.35	500.00
FUEL / OIL / ADDITIVES	75.13	1.88	4,000.00
TOTAL	1,859.12	3.30	56,300.00

LIBRARY

TELEPHONE	385.96	35.09	1,100.00
SECURITY & ALARMS	134.70	49.89	270.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	0.00	0.00	50.00
REPAIRS & MAINTENANCE (BUILDING)	188.44	12.56	1,500.00
INSURANCE	1,022.00	102.20	1,000.00
JANITORIAL	0.00	0.00	2,400.00
UTILITIES (ELECTRICITY)	1,270.07	25.40	5,000.00
UTILITIES (GAS)	914.03	45.70	2,000.00
REQUISITION (PARKLAND LIBRARY BOARD)	6,278.40	53.81	11,667.78
APPROPRIATION (PUBLIC LIBRARY BOARD)	0.00	0.00	25,524.56
TOTAL	10,193.60	20.18	50,512.34

MUSEUM

FIRE SYSTEMS & EQUIPMENT MAINTENANCE	0.00	0.00	100.00
SECURITY & ALARMS	119.80	33.33	359.40
REPAIRS & MAINTENANCE (BUILDING)	368.03	#DIV/0!	0.00
INSURANCE	3,040.00	101.33	3,000.00
TOTAL	3,527.83	101.98	3,459.40

COMMUNITY CENTRE

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

TOTAL (ALL EXPENDITURES)	897,288.86	27.22	3,296,931.03
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OPERATING DEFICIT	533,925.32		0.00
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2023

Water Quantity	Wastewater Quantity
Invoiced by MVRWSC	Invoiced by SRDRWC
m ³	m ³
11216	8470
12866	7858
19780	13630
10963	9748
11370	15959
11264	15800
7376	16540
8234	14757
6616	10764
7098	10302
6724	5782
7253	7726
TOTAL	137336
AVERAGE	11445

Variance
m³

-2746
-5008
-6150
-1215
4589
4536
9164
6523
4148
3204
-942
473
16576

2024

Water Quantity	Wastewater Quantity
Invoiced by MVRWSC	Invoiced by SRDRWC
m ³	m ³
7108	8488
6980	7383
7204	7391
7443	12353
7047	15689
8456	11209
9313	12714
8403	8806
7904	9173
9377	8245
8524	7594
8274	8175
TOTAL	117220
AVERAGE	9768

Variance
m³

1380
403
187
4910
8642
2753
3401
403
1269
-1132
-930
-99
21187

2025

Water Quantity	Wastewater Quantity
Invoiced by MVRWSC	Invoiced by SRDRWC
m ³	m ³
8636	7512
8042	6927
9025	8303
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
TOTAL	22742
AVERAGE	7581

Variance
m³

-1124
-1115
-722
0
0
0
0
0
0
0
0
0
0
0
0
-2961

9.a Operating Revenue & Expenditures Report (continued)**4 Recommended Motion.**

Administration requests that Council review and accepts the Operating & Expenditures report by resolution.

Motion by Councillor _____ that Council accepts the Operating Revenues and Expenditures Report for the period YTD for the 2025 financial year, as presented.

Regular Council Meeting: April 28, 2025.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): as per content

Agenda item 10**Content:****10.a** Expanding Horizons Bowden Cultural Enhancement Society

(letter dated March 21, 2025)

Expanding Horizons Bowden Cultural Enhancement Society
2101-27th Avenue
Box 342
Bowden, AB T0M 0K0

March 21, 2025

Re: Silent Auction Support of Our Community Centre

On May 2nd and 3rd, 2025, we will once again be holding our annual Dinner Theatre Fundraiser to help provide funds to keep our Community Centre warm, clean, and well lit!

In the years since it was built, the hall has been a focus for many different events in our community; events that have brought people together to celebrate, to honor, to exercise, to learn, and to have fun.

In the past, many of you have helped make those events possible by contributing to the silent auction that is held on both nights of the dinner theatre. We sincerely thank you, and hope that we can count on your continued support. **Your name or company name will be prominently displayed to be seen by the approximately 250 people in attendance each night. Also, your donation will be acknowledged on our Facebook and website page.**

For those of you who are new to this annual event, or who haven't yet been a part of Expanding Horizons' fundraising efforts, we kindly ask that you consider donating a silent auction item for one or both nights of the Dinner Theatre. As noted above, your generosity will be widely acknowledged.

Tax receipts will be issued upon request. Thank you for your time and consideration of our request.

Sincerely,



Kim Upichuk

Manager

Paterson Community Centre Bowden

Agenda item 10 (continued)**Alternative Motions:**

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

Motion by Councillor _____ that Council accepts agenda items 10.a, to 10.d as information.
With regard to agenda items 10.e and 10.f (Fundraiser Requests) Council will _____

Reports (1)

Regular Council Meeting: April 24, 2025.	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s) 1 CAO's Report

Content:

Agenda item 11.a (CAO's Report)

Regular Council Meeting: April 24, 2025	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s):

CAO's Report

Many items remain as Work in Progress.

The following provides updates on some of those items where progress has been made.

1 Land Use Bylaw - Consultancy

The appointed consultant has been contacted with the view that a preliminary meeting will be scheduled within the coming weeks.

2 SRDRWC AGM

The CAO and the Mayor attended the South Red Deer Regional Wastewater Commission AGM and Regular Board Meeting on April 25, 2025 in Red Deer County.

3 Municipal Elections (Forms)

The Province has now updated and made available the latest versions of the election forms.

The Returning Officer has contacted all persons who to date have received a Candidate Information Pack in order to provide an updated USB flash drive with the:

- 2025 Election Forms,
- Local Authority Election Forms Regulation dated January 2025,
- Municipal Government Act dated January 2025.

4 Training

The CAO has registered for 4 webinar courses provided by Alberta Municipal Affairs under the Municipal Affairs Administrators Training Initiative (MAATI).

These courses are:

- | | |
|--------------------------------|--------------------------|
| • Electronic Council Meetings, | completed April 7, 2025 |
| • Elections Database Training, | completed April 8, 2025 |
| • Legislative Compliance, | completed April 15, 2025 |
| • Municipal Inspections. | scheduled April 28, 2025 |

5 Firehall Roof

Administration has contacted 3 construction companies with the intention of obtaining quotations for the remedial work required.

To date 2 companies have view the building.

6 Planning & Development

Administration staff will attend a training session with Red Deer County Planning & Development Office on May 1, 2025 (this being a revised date).

The purpose of this training is to enhance the level of in-house knowledge of Administration staff with the aim of providing an increased level of first line support for when planning applications / queries are received in the Town Administration Office.

7 Water**7.1**

There is a water line break on 17th Avenue near to the golf course.

Contractors will commence work on Monday 28th April.

It is not known what the cause of the water break is.

The actual flow of water currently ranges from 15(m³) to 17(m³) per hour.

The average flow rate at midday (from statistics taken over the past 156 weeks) is 12.8(m³) per hour.

A watermain main break usually results in a very significant increase in flow rates (for example the water main break in October by the Reddi Mart gave flow rates exceeding 80(m³).

7.2

MVRWSC is continuing work to repair the Olds North Lateral line.

The Director of Operations has maintained continuous communication with the Town on a daily basis.

There is no impact on the Town's water supply however reservoir levels will be closely monitored.

Agenda item 11.a CAO's Report (continued)**Recommended Motion:**

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

Reports (2)

Regular Council Meeting: April 28, 2025.	Agenda Item: 11.b / 11.c
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): As per content

Agenda Item 11 b / 11.c

Content:

Council Committee Reports

No reports submitted.

Society & Other Reports

- i. Mountain View Regional Water Services Commission Meeting (April 9, 2025)
(report submitted by Mayor Robb Stuart)
- ii. South Red Deer Regional Wastewater Commission (Agenda & Reports April 25, 2025)
(report submitted by Councillor Randy Brown)
- iii. Bowden Grandview School Council Meeting (March 18, 2025)
- iv. Bowden Grandview School Council Meeting (April 15, 2025)
(reports submitted by Councillor Deb Coombes)
- v. Parkland Regional Library Board Meeting (February 27, 2025)
(report submitted by CAO, Arno Glover)
- vi. Alberta Counsel (Bill 50 Summary)
(report submitted by Councillor Paul Webb)
- vii. Alberta Counsel News (April 2025)
(report submitted by CAO Arno Glover)
- viii. FCSS Community Navigator Report (April 2025)
(report submitted by CAO Arno Glover)

The following reports are 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".

- ix. Expanding Horizons (Annual General Meeting Minutes April 16, 2025)
- x. Expanding Horizons (Meeting Minutes April 16, 2025)
(reports submitted by Marie Flowers)

Note:

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

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

April 9, 2025

Annual General Meeting

Introductions of attendees.

Pivotal LLP presented 2024 Audited Financial Statements. After discussion, the report was accepted for information.

Chairman and CAO presented their annual reports.

Report attached.

Regular Meeting

- Chairman's, Operations Director, Technical Manager, Administration and Finance reports were presented, discussed and accepted for information.
- Ongoing maintenance at various locations downstream of water plant.
- Tariffs could have a huge effect on upcoming plant projects (electrical).
- Gave 2nd and 3rd readings to amend Bylaws. Bylaw 2025-1 carried.
- Board carried a motion to approve Request for Proposals for
- Audit Services. Audits are usually a three year term.
- Motion carried to appoint Wes Olstad to attend Genesis Insurance
- Annual General Meeting and give him full voting rights.
- Comparative Income Statement attached.

Next meeting is May 14th at 9:00 a.m. at treatment plant.

**Mountain View Regional Water Services Commission
Comparative Income Statement
As at March 31, 2025**

	Actual March 1 to March 31, 2025	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2025 to Dec. 31, 2025
REVENUE					
Water Sales - Town of Innisfail	\$ 159,641.70	\$ 474,548.35	0.91	\$ 518,805.10	\$ 2,075,220.38
Water Sales - Bowden Institution	15,974.06	49,314.10	0.82	59,901.40	239,605.61
Water Sales - Town of Bowden	18,501.25	52,691.15	1.04	50,706.15	202,824.61
Water Sales - Town of Olds	170,096.70	514,390.10	0.84	613,344.07	2,453,376.28
Water Sales - Town of Didsbury	77,137.40	236,684.80	0.84	282,730.41	1,130,921.63
Water Sales - Town of Carstairs	66,161.70	201,861.45	0.85	238,650.04	954,600.16
Water Sales - Town of Crossfield	81,745.80	245,100.05	0.92	265,674.83	1,062,699.32

Mountain View Regional Water Service Commission
2024 Highlights

January	<p>Grant Application submitted for Electrical Upgrade at Water Plant</p> <p>New membranes installed in Train 5</p> <p>2024 Environment Report was submitted to the Government</p>
February	<p>New membranes installed into Train 3</p> <p>2023 Audit underway</p> <p>Commission holds a Strategic Planning Session Meeting for Water Restrictions</p> <p>Drought Planning Committee holds meetings</p> <p>Commission is informed of pending water shortage due to low snowfall</p>
March	<p>Associated Engineering starting planning for Preliminary design for electrical upgrade</p> <p>Commission representative attending Provincial Drought Planning meetings</p> <p>Province has major license holders in the South Saskatchewan Basin attend meetings for Water Sharing Agreement</p> <p>Town of Didsbury signs Water Supply agreement</p> <p>Preliminary Water Sharing Agreement with Presented to large license holders in the Red Deer River Basin</p>
April	<p>Commission agrees to Water Sharing Agreement with the other large users in the Red Deer Basin</p> <p>Annual meeting held on April 15, 2024</p> <p>Final Audit presented to board and annual meeting</p>
May	<p>Capital Program started with first project resurfacing roof at Anthony Henday Water Treatment plant</p> <p>ISO 14001 internal Audit completed</p>
June	<p>Capital Projects underway</p> <p>Capital Asset management system being led by ISL Engineering</p>
July/ August	<p>Capital Projects Continue</p> <p>Low rainfall during summer</p> <p>Annual Commission Golf Tournament with member Communities / supplier and Commission Board and staff held end on August</p>
September	<p>Flow meters to customers checked</p> <p>Work with Towns of Didsbury and Carstairs on new water reservoirs</p> <p>VFD's ordered for low lift pumps</p> <p>Semi Annual analysis of raw water taken</p>

- October Open House with community council member and staff held
2025 Budget approved
Community second line policy being reviewed
- November Organization meeting held with appointments of Mike Knight for Chairman and
Vice Chairman R. Stuart
Water for Life grant for Didsbury and Carstairs lateral lines submitted.
- December Year end started
Capital Projects completed and transfer of funds not utilized on 2024



South Red Deer Regional Wastewater Commission

A G E N D A

Regular Meeting

Friday, April 25th, 2025 9:00 am

Red Deer County - 38106 Range Road #275, Red Deer County, AB

1.0 Call to Order - Chair

2.0 Agenda

- Adoption of Agenda

3.0 Minutes

- Confirmation of December 6th, 2024 Organization Meeting Minutes
- Confirmation of December 6th, 2024 Regular Meeting Minutes
- Confirmation of January 23rd, 2025 Special Meeting Minutes
- Confirmation of January 23rd, 2025 Special Meeting Minutes

4.0 Business Arising from Previous Meetings

- Update on resolutions from previous meetings

5.0 Business

5.1 Operations and Project Manager's Update

- Operations report.
- 2025 Capital Project Update.



6.0 Reports

6.1 **Chairman's Report** (to be presented in closed session)

6.2 **CAO Report**

6.3 **Financial and Other Reports to March 31st, 2025**

- | | |
|----------------------------------|---------------------------------------|
| i. 2025 Wastewater Sales Summary | iii. Aged accounts receivables report |
| ii. 2025 Operating Budget report | iv. Aged accounts payable report |

7.0 Confidential Items

7.1 **Chair Report**

7.2 **Board Closed Session**

8.0 Next Meetings, Events

Board Meetings

- Regular meeting, 9:00 am Friday, August 15th, 2025 (Mountain View County)
- Regular meeting, 9:00 am Friday, October 18th, 2025 (Innisfail)
- Organizational meeting, 9:00 am Friday, December 12th, 2025 (Olds)
- Regular meeting following Org Friday, December 12th, 2025 (Olds)

Operating and Technical Committee Meetings

- Technical Committee Meeting, 9:30 am Thursday, May 8th, 2025 (Red Deer County)
- Technical Committee Meeting, 9:30 am Thursday, September 11th, 2025 (Penhold)

9.0 Adjournment



South Red Deer Regional Wastewater Commission

Minutes of the ORGANIZATIONAL Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday December 6th, 2024
Town of Olds Office

Board Members Present:

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

Other Elected Officials, Administration, Consultants and Others Present:

Wanda Blatz	Town of Olds (Appointed Alternate)
Wayne Milaney	Town of Bowden (Appointed Alternate)
Greg Harris	Mountain View County (Appointed Alternate)
Michael Wuetherick	Chief Administrative Officer
Don Munro	SRD Operations Supervisor

1.0 Call to Order:

CAO Michael Wuetherick, called the meeting to order at 9:00 am.

2.0 Adoption of Agenda

RES 24-55

Moved by Randy Brown

That the Agenda for the Organizational Meeting of December 6th, 2024 be adopted as presented.

Carried.

SRDRWC Organizational Meeting Minutes
December 6th, 2024
Page 2

3.0 Business

3.1 Confirmation of Municipal Representatives to the Commission Board

The following appointments of Directors and Alternates to the SRDRWC Board were confirmed as follows:

Municipality	Board Member		Alternate	
Town of Olds	Heather Ryan	hryan@olds.ca	Wanda Blatz	wblatz@olds.ca
Town of Bowden	Randy Brown	randybrown@bowden.ca	Wayne Milaney	waynemilaney@bowden.ca
Town of Innisfail	Jean Barclay	jean.barclay@innisfail.ca	Gavin Bates	gavin.bates@innisfail.ca
Town of Penhold	Tyrone Muller	tmuller@townofpenhold.ca	Michael Yargeau	myargeau@townofpenhold.ca
Mountain View County	Angela Aalbers	aaalbers@mvcounty.com	Greg Harris	gharris@mvcounty.com
Red Deer County	Connie Huelsman	chuelsman@rdcounty.ca	Lonny Kennett	lkennett@rdcounty.ca

RES 24-56

Moved by Heather Ryan

That the confirmation of Directors and Alternates to serve on the SRDRW Board until the next organizational meeting be confirmed as amended.

Carried.

3.2.1 Election of Chair

CAO, Michael Wuetherick called for nomination for the position of Chair. Heather Ryan nominated Angela Aalbers. Angela Aalbers accepted the nomination.

RES 24-57

Moved by Randy Brown

That the nominations for the position of Chair cease. Angela Aalbers appointed to be the Chair of the SRDRWC Board until the December 12th, 2025 Organizational Meeting.

Carried.

Angela Aalbers assumed the Chair of the Organizational meeting.

SRDRWC Organizational Meeting Minutes
December 6th, 2024
Page 3

3.2.2 Election of Vice-Chair

The Chair called for nomination for the position of Vice Chair. Jean Barclay nominated Tyrone Muller. Tyrone Muller accepted the nomination.

RES 24-58

Moved by Jean Barclay

That the nominations for the position of Vice Chair cease. Tyrone Muller appointed to be the Vice Chair of the SRDRWC Board until the December 12th, 2025 Organizational Meeting.

Carried.

3.3 Confirmation of Signing Authorities

No revisions to the SRD signing authorities for 2025 were required as the Chair, Vice-Chair and CAO remain the same.

RES 24-59

Moved by Connie Huelsman

That the SRDRWC Board authorize Chair Angela Aalbers, Vice-Chair Tyrone Muller, and Chief Administrative Office Michael Wuetherick as signing authorities for the Commission's current account with Servus Credit Union, and for the Commission's investment account with RBC Dominion Securities and other financial services accounts that may be authorized by the Board.

Carried.

3.4 Confirmation of 2025 Meeting Dates

The proposed meeting schedule was reviewed and accepted as amended to revise the October 18th meeting to October 17th.

SRDRWC Organizational Meeting Minutes
December 6th, 2024
Page 4

That the SRDRWC Board establish the following dates, times, and locations for meetings of the Board in 2025:

Type of Meeting	2025 Dates	Start Time	Location
Annual	Friday, April 25 th	9:00 AM	Red Deer County
Regular	Friday, April 25 th	Following Annual Mtg	Red Deer County
Regular	Friday, August 15 th	9:00 AM	Mountain View County
Regular	Friday, October 17 th	9:00 AM	Innisfail
Organizational	Friday, December 12 th	9:00 AM	Olds
Regular	Friday, December 12 th	Following Org Meeting	Olds

That the SRDRWC Board establish the following dates, times, and locations for meetings of the Operations and Technical Committee for 2024:

Type of Meeting	2024 Dates	Start Time	Location
Operating	Thursday, May 8 th	9:30 AM	Red Deer County
Operating	Thursday, September 11 th	9:30 AM	Penhold Multiplex

RES 24-60

Moved by Randy Brown

That the SRDRWC Board establish the dates, times and locations as amended for meeting dates for 2025.

Carried.

3.6 2025 Director Honoraria and Expense Allowance Policy 211.11/2025

Administration presented a revised honoraria policy to reflect the cost-of-living allowance provision as outlined within the current policy. After debate, the board elected to accept the recommended increase of 3% to reflect the inflation adjustment to be applied to 2025 rates.

SRDRWC Organizational Meeting Minutes
December 6th, 2024
Page 5

RES 24-61

Moved by Heather Ryan

That the SRDRWC Board adopt the 2025 Director Honoraria and Expense Allowance Policy 211.11/2025 as amended to reflect a 3% inflation adjustment.

Carried.

4.0 Adjournment

RES 24-62

Moved by Angela Aalbers

That the Organizational Meeting be adjourned at 9:13 am

Carried.

Chair, Angela Aalbers

CAO, Michael Wuetherick



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday December 6th, 2024

Mountain View County Council Chambers

Board Members Present:

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

Other Elected Officials, Administration, Consultants and Others Present:

Wanda Blatz	Town of Olds (Appointed Alternate)
Wayne Milaney	Town of Bowden (Appointed Alternate)
Greg Harris	Mountain View County (Appointed Alternate)
Michael Wuetherick	Chief Administrative Officer
Don Munro	SRD Operations Supervisor

1.0 Call to Order:

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

2.0 Adoption of Agenda

RES 24-63

Moved by Connie Huelsman

That the Agenda for the SRD Regular Meeting of December 6th, 2024, be adopted as presented.

Carried.

SRDRWC Regular Meeting Minutes
December 6th, 2024
Page 2

3.0 Minutes

RES 24-64

Moved by Randy Brown

That the minutes of the October 18th, 2024 SRDRWC Regular Meeting minutes be approved as presented.

Carried.

4.0 Business Arising from Previous Meetings

Administration presented a summary of business arising from previous meetings.

RES 24-65

Moved by Jean Barclay

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

Carried.

5.0 Business

5.1 Operations and Project Manager's Update

CAO Michael Wuetherick provided an update on the operations, and ongoing maintenance status.

Res 24-66

Moved by Randy Brown

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

Carried.

5.2 Alberta Water Forum Update

Administration provided the board with an overview of the inaugural Water Forum meeting held in Edmonton on November 18th, 2024.

Res 24-67

Moved by Connie Huelsman

That the SRDRWC Board accept as information Administrations update on the Alberta Water Forum as presented.

Carried.

5.3 Administrative Office Lease Renewal

Administration provided an overview of the Commission's current lease for the administrative office in Red Deer. Administration recommended renewing the expiring lease, and elect to renew the lease for an additional term as per the contract provisions.

Res 24-68

Moved by Randy Brown

That the SRDRWC Board direct Administration to execute the SRDRWC Administrative Office Lease renewal for a period of 3 years, to a maximum monthly rent of \$2,500.

Carried.

5.4 2025 SRDRWC Safety Policy Adoption

Administration provided an overview of the 2025 EH&S policy document.

Res 24-69

Moved by Connie Huelsman

That the SRDRWC Board adopt the 2025 Safety Policy Statement as presented.

Carried.

5.5 Approval of 2025 Operating and Capital Budget, and Rate Bylaw

Administration presented an update of the 2025 operating and capital budget, and a 3-year operating and capital budget forecast consistent with the Commission's bylaws. Proposed rates are 4.5% higher than 2024, primarily due to higher treatment costs from the City of Red Deer.

RES 24-70

Moved by Jean Barclay

That the SRDRWC Board approve the 2025 Financial Budget outlining the operating and capital budget provisions as presented, AND;

That the SRDRWC board approve the 1st, 2nd and 3rd readings of Bylaw 2024-01 setting member rates for service at \$2.78/m3 and \$7.52/m3 for SRS customers effective January 1st, 2025.

Carried.

SRDRWC Regular Meeting Minutes
December 6th, 2024
Page 4

RES 24-71

Moved by Heather Ryan

That the SRDRWC Board approve the first reading of Bylaw 2024-01 Rates and Fees Bylaw.
Carried.

RES 24-72

Moved by Randy Brown

That the SRDRWC Board approve the second reading of Bylaw 2024-01 Rates and Fees Bylaw.

Carried.

RES 24-73

Moved by Tyrone Muller

That the SRDRWC Board proceed to third and final reading based upon unanimous consent.

Carried.

RES 24-75

Moved by Connie Huelsman

That the SRDRWC Board approve the third reading of Bylaw 2024-01 Rates and Fees Bylaw.

6.0 Reports

The Board received the following reports:

6.1 Chairman's Report

The Chair deferred her report to the closed session.

6.2 CAO Report

RES 24-76

Moved by Randy Brown

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

Carried.

6.3 Financial and Other Reports

Administration provided an overview of operating and financial results as at October 31st, 2024.

SRDRWC Regular Meeting Minutes
December 6th, 2024
Page 5

RES 24-77

Moved by Tyrone Muller

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

Carried.

The meeting went into recess at 10:33 am and reconvened at 10:46 am.

Don Munro and Wayne Milaney left the meeting.

7.0 Confidential Items

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

RES 24-78

Moved by Randy Brown

That the SRDRWC Board move into closed session at 10:47 am.

Carried.

RES 24-79

Moved by Connie Huelsman

That the SRDRWC Board out of closed session at 11:55 am.

Carried.

8.0 Next Meetings, Events

The December meeting was moved forward to December 6th, 2024 to accommodate Christmas commitments.

Board Meetings

- Annual General Meeting, 9:00 am Friday April 25th, 2025 (Red Deer County)
- Regular Meeting, following AGM, Friday April 25th, 2025 (Red Deer County)
- Regular Meeting, 9:00 am Friday, August 15th, 2025 (Mountain View County)
- Regular Meeting, 9:00 am Friday, October 18th, 2025 (Innisfail)
- Organizational Meeting, 9:00 am Friday, December 12th, 2025 (Olds)
- Regular meeting, following Org Meeting, Friday, December 12th, 2024 (Olds)

SRDRWC Regular Meeting Minutes
December 6th, 2024
Page 6

9.0 Adjournment

RES 24-80

Moved by Angela Aalbers

That the Regular Meeting be adjourned at 12:00 pm

Carried.

Chair, Angela Aalbers

CAO, Michael Wuetherick



South Red Deer Regional Wastewater Commission

Minutes of the Special Meeting of the Board

South Red Deer Regional Wastewater Commission

Thursday January 23rd, 2024
Virtual Meeting

Board Members Present:

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

Other Elected Officials, Administration, Consultants and Others Present:

Michael Wuetherick	Chief Administrative Officer
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1.0 Call to Order:

Chair Angela Aalbers, called the meeting to order at 4:00 pm.

2.0 Adoption of Agenda

RES 25-01

Moved by Heather Ryan

That the Agenda for the SRD Special Meeting of January 23rd, 2025, be adopted as presented.

Carried.

3.0 Business

3.1 Innisfail Emergency Storage Pond Tender Award

CAO Michael Wuetherick provided an overview of the tender results for the Innisfail ESP project. In total, seven qualified proposals were received ranging from \$1.091 mm to \$2.314 mm

SRDRWC Regular Meeting Minutes
January 23rd, 2025
Page 2

Res 25-02

Moved by Tyrone Muller

That the SRDRWC Board direct Administration to Execute the Innisfail Emergency Storage Pond Tender Proposal with United Utilities Inc.

Carried.

3.2 2024 Audit Plan and Engagement Letter

Administration presented the 2024 Audit Plan prepared by Metrix LLP for discussion and approval in preparation for the independent audit of the Commission's 2024 financial statements.

Res 25-03

Moved by Jean Barclay

That the SRDRWC Board accept as information the 2024 Audit Plan as prepared by Metrix Group LLP.

Carried.

Res 25-04

Moved by Randy Brown

That the SRDRWC Board direct the Chair to execute the engagement letter as presented.

Carried.

4.0 Confidential Items

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

RES 25-05

Moved by Connie Huelsman

That the SRDRWC Board move into closed session at 4:12 pm.

Carried.

RES 25-06

Moved by Randy Brown

That the SRDRWC Board out of closed session at 4:33 pm.

Carried.

SRDRWC Regular Meeting Minutes
January 23rd, 2025
Page 3

5.0 Adjournment

RES 25-07

Moved by Angela Aalbers

That the Regular Meeting be adjourned at 4:35 pm

Carried.

Chair, Angela Aalbers

CAO, Michael Wuetherick



South Red Deer Regional Wastewater Commission

Minutes of the Special Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday April 4th, 2024

Virtual Meeting

Board Members Present:

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

Other Elected Officials, Administration, Consultants and Others Present:

Michael Wuetherick	Chief Administrative Officer
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1.0 Call to Order:

Chair Angela Aalbers, called the meeting to order at 4:03 pm.

Randy Brown joined the meeting at 4:05 pm

2.0 Adoption of Agenda

RES 25-08

Moved by Heather Ryan

That the Agenda for the SRD Special Meeting of April 4th, 2025, be adopted as presented.
Carried.

3.0 Confidential Items

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

RES 25-09

Moved by Connie Huelsman

That the SRDRWC Board move into closed session at 4:06 pm.

Carried.

SRDRWC Regular Meeting Minutes
April 4th, 2025
Page 2

RES 25-10

Moved by Randy Brown

That the SRDRWC Board out of closed session at 4:58 pm.

Carried.

Res 25-11

Moved by Tyrone Muller

That the SRDRWC Board direct Administration to send a letter to the City of Red Deer, and to distribute it to member Directors and CAO's.

Carried.

4.0 Adjournment

RES 25-12

Moved by Angela Aalbers

That the Regular Meeting be adjourned at 5:00 pm

Carried.

Chair, Angela Aalbers

CAO, Michael Wuetherick

**Administration Status Report
on Business Arising from Previous Meetings**

Updated:

April 20th, 2025

No.	Meeting Date	Resolution No.	Details of Motion	Current Status	Targeted Completion
Historical Motions Outstanding					
1	-	-	Direct administration to complete execution of Membership Agreements.	Membership agreement revised to address RDC proposed terms.	Q2-2024
2	-	-	Direct administration to complete execution of outstanding Supply of Services Agreements.	Revised Supply of Services Agreement including Schedule G has been prepared. Technical Committee to review on May 8th, 2025 meeting.	Q2-2024
Motions Outstanding from Previous Meetings					
1	23-Apr-21	21-54	Direct Administration to review outstanding receivables with Alberta Transportation to conclude residual grant funding receivables outstanding.	Metrix and Administration have confirmed approximately \$325,000 of eligible expenses. Still working from prior auditor notes to confirm the validity of the residual \$300,000.	Q4-2024
2	19-Aug-22	22-59	Direct Board Chair and Vice Chair to coordinate meetings with Sylvan Lake and North Red Deer Commissions	SRD continue to discuss CoRD rate issues with the NRD Board. SLRWWC has not yet engaged in rate review efforts.	Ongoing
3	09-Dec-22	22-102	Direct Administration to explore possible SRS location in Red Deer County	Preliminary discussions only to date. Lower priority project given capital constraints.	Q2-2024
4	27-Apr-23	23-25	Direct Administration to evaluate online payment processing software and prepare a recommendation to the board at a later meeting.	SRD's reviewing switch from Sage to QuickBooks, Xero or other cloud accounting system with built-in online check approval capability. The change of accounting systems may not justify the prize of improving workflow	Q2-2024
5	20-Oct-23	23-53	Direct Administration to defer funding of Engineering on the Olds Emergency Storage pond pending revised Supply of Service Agreements	Administration to discuss options with Olds and MV County. Aim to finalize design basis, and refine OPC for 2026 budget purposes.	Q3-2025
6A	02-Aug-24	24-25	Direct Administration to work with Red Deer County to revise and execute the Supply of Services and Membership Agreements by October 18th, 2024.; AND TO	All changes proposed by RDC have been included in new agreement. All members to discuss Schedule G and risk assignment at next Ops. Meeting	Q4-2024
6B	02-Aug-24	24-25	Define the Commission's Service Standards and distribute to all Commission members for comments.	All members to discuss revised Supply Agreement at upcoming Technical Committee meeting.	Q2-2025
7	02-Aug-24	24-26	Direct Administration to present member feedback on risk assignment provisions of the Supply of Services Agreements.	Input from members on risk assignment will be done concurrent with agreement update.	Q2-2025



South Red Deer Regional Wastewater Commission Report to the Board

Meeting Date: April 25th, 2025

Reference: 611.01 /2025

TITLE: 5.1 Operations and Project Manager's Update

RECOMMENDATION:

THAT the SRDRWC Board accept as information the operations and projects update report.

5.1.1 Operations Report

Since the last meeting in December, operations have been very stable with no major upsets. Don's focus has been on the project supervision of the Innisfail ESP project, and preparing for the installation of the HVAC units to be installed in WS1 and WS2.

As part of our long-term succession plan, SRD welcomed Travis Green onboard as a contract Operations Manager. Travis previously worked for the Town of Penhold, but decided to become a contractor to SRD. Travis has been operating the SRD facilities for 3-4 years, and last summer was the primary relief for Don while he was off. In addition to welcoming Travis, SRD will be deploying Guy MacKinnon with the Town of Innisfail to assist Travis in maintenance and project management services for the Innisfail South assets.

The team of Don, Travis and Guy provides a highly experienced team to oversee the daily operations of the SRD system, and effectively manage all maintenance and project work that the operations teams from the Town's do not have the time or resources to provide. Don's role as Operations Superintendent will remain until he chooses to retire, with a focus on transitioning/training Travis in systems include Limble (Preventative Maintenance), SCADA (with support from Stantec), and Asset Management planning.

Innisfail Emergency Storage Pond Construction

Don's operations report has an excellent set of pictures showing the various stages of construction at the Innisfail ESP project. Despite some challenges with cold weather, followed by warm weather and mud, the project is nearing completion.

To date we have had two change orders, neither of which are expected to use up the full 10% contingency provision. Details of the change orders are:

1. Additional mechanical piping work to fuse the original emergency forcemain that was not fused at all during the initial construction. The extra work will be completed on a forced account basis, and expected to cost less than \$8,000.
2. As noted in Don's report, the subcontractor who installed the liner has recommended that concrete anchor blocks be added to keep the liner from moving too much during use and/or as effected by temperature changes. The upset estimate for purchase and placement of the blocks are expected to cost less than \$20,000.

The 2025 Capital budget provision for the Innisfail ESP was \$1.57 mm base on estimated costs. With the tender award totaling \$1.01 mm, including contingency, the project is expected to be completed below budget. The funding for the Innisfail project was through the \$1.3 mm ICIP grant received in 2020, and the potential to re-allocate additional funding, if required, from the Olds ESP water-for-life grant. Administration will provide a more detailed breakdown of final project costs, and funding sources at the next board meeting when final costs including change orders are available.

Attachments:

1. SRD Safety meeting minutes from January 14th, 2025
2. SRD Safety meeting minutes from February 11th, 2025

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer



South Red Deer Regional Wastewater Commission

April 21, 2025

Operations Update from Don Munro MPM Services for April 2025

1. Administration

The overall operation of the regional systems has been going very well. Travis Green has come on board as a contractor and has been working out very well.

The last two months have focused on trying to get the work started for 2025. Replacement blower for the OMF station and getting the HVAC units in for Waskasoo one and two installed.

I am in the process of verifying the information input into Limble that was put into the system, and integrating Travis into the PM software. Also working on getting all the parts we have in stock identified and what they fit and where they are.

Arranging with Mathew Ebenol from Evoqua to come to site and check and rebuild all the chemical pumps on the bioxide systems this is part of the deal we have for the supply of the chemical.

Safety

No Incidents to report currently.

One Incident that has happened is at Innisfail during the construction of the new emergency pond one of the operators exercised the emergency pump while construction was taking place.

2. General Maintenance

I have purchased some tablets so the operators can do there daily reads and input them on the tablets. It is working well so far and will mean we are going paperless moving forward.

We have completed the six-month service on all the eyewash stations.

All quarterly filter inspection/ changes on all HVAC and OMF have been done.

Operations

A. Old's

All operations are normal

B. Bowden

Bowden Lift Station is operating normally. We did have an incident where a bird landed on the transformer knocking out the power to the station for about 10 hours, the back up generator was able to take over and operations were normal.

Innisfail

Station is operating well.

The Innisfail Emergency Storage Pond is almost finished, the contractor is still working on installing the fencing and work on the roads around the pond to complete the project. Operations will be finalizing a commission plan and standard operating procedures to be reviewed with operations staff prior to putting the pond into service.

C. Penhold

Lift station is operating well,

Waskasoo 1

Station is operating well, the new HVAC for the wet wells should be onsite by end of April.

D. Waskasoo 2

Station is operating well, the new HVAC for the wet wells should be onsite by end of April.

Waskasoo 3

E. OMF

This station is operating as per design. We have one blower down that required a complete rebuild. The rebuilt blower should be onsite by mid may with installation and commissioning shortly thereafter.

The AmGas scrubbers are requiring a lot of maintenance to keep them running and I will be having Stantec look at other alternatives. To see if there is something with more reliability and less maintenance. The system is unique in that our force mains are very long and we have high retention times in our system compared to normal lift stations. So, what has worked for lift stations with short force mains will not work as well on our long force mains.

F. Transmission Line

3. Monitoring

Travis and I, along with Guy will be doing a spring inspection along the line in May.

4. Environmental

There have been no environmental issues.

5. Upcoming Monthly Activities

Generator Servicing May 13 through 15
Installation of rebuilt blower Mid May
Cleaning wet wells June

6. Photos



Photo # 1
Excavations of the Emergency
Pond at Innisfail



Photo # 2
Liner materials delivered to site



Photo # 3
Valve assembly built ready to be inserted in the line so flows can be diverted out to the storage pond.



Photo #4

Found an unfused pipe on coupling when the line was cut to insert the valves. Pipe did not show signs of leakage, but that is because the line only seen service once a month for half hour at a time to exercise the emergency pump. Contractor made repairs by replacing the coupler when they installed the valves.



Photo # 3
Pond liner being installed




Photo #4
Laying down filter cloth and
installing the pond liner



Photo # 5

Pond liner is installed, there is a lot of movement in the liner with temperature changes. Liner contractor recommends some anchor blocks be installed on the liner to hold the liner in place. Stantec working through the proposal now.

Last of the construction to be completed is to build the road around the pond, and fencing. And possibly installing some anchor blocks to hold the liner in place. And install level instruments to read accumulated rain water.

 REGIONAL WASTEWATER COMMISSION	FORMS	Section F	Aa Revision
	Issue Date: 05/31/2019	HSE-032	

SRDRWC (Admin Office Red Deer)
 7889-49 Ave, (Main SRDRWC address)
 Red Deer, AB
 T4P 2B4
 Phone #: (403) 507-5139

Meeting Date: 14 January 2025 @ Innisfail
 Next Meeting Date 11 February 2025 @ Bowden
 Meeting No. 01

Employer Co-Chairperson: Don Munro				Employee Co-Chairperson: Doug Stuart			
Management	Occupation	Present	Absent	Employee	Occupation	Present	Absent
Don Munro	Operations Manager	*		Justice Portsmouth	Operator Penhold	*	
Mike Wuetherick	CAO	*		Brady Neighbours	Operator Innisfail		*
				Brooke Languille	Operator Olds		*
Employee	Occupation	Present	Absent	Employee	Occupation	Present	Absent
Doug Stuart	Safety Contractor	*		Tyrone Patten	Operator Olds		*
Mackeprang Birger	Operator Innisfail		*	Dustin Schmidt	Operator Olds	*	
Brandon Kowalchuk	Manager Penhold	*		Dustin Deibert	Operator Penhold		*
Matthew Brideau	Supervisor Penhold	*		Michael Pellegrin	Operator Penhold	*	
Dev Sandhu	Operator Olds		*	Brett Holt	Operator Innisfail		*
Guy Mackinnon	Operator Innisfail		*	Adrian Pedro	Ops Director Olds		*
Jason Sahli	Operator Bowden		*	Derrick Jacobsen	Ops Mgr Olds		*
Jesse Hagen	Operator Penhold		*	Aaron Currie	Operator Innisfail		*
Carter Hammer	Operator Olds	*		Adam Longstaff	Operator Innisfail		*
Arno Glover	CAO Bowden	*		Kiran Kaur	Operator Olds	*	
Terry Sandgate	Supervisor Innisfail	*		Lisa Harestad	Operator Penhold		*
Mike Daley	Operator Olds		*	Bheki nicosi Ndlovu	Operator		*
Menno Sietzema	Operator Penhold	*		Kole Molyneux	Operator Bowden	*	
Travis Green	Operator Penhold		*				


Item No.	Problem or Concern -give full explanation and details -divide old/new concerns	Action Taken or Proposed -name person responsible	Target Date
	REVIEW OF OLD CONCERNS		
1	Certification of Confined Space Rescue Equip.	Waiting for inspection status	01/31/2025
	NEW CONCERNS		
1	Facility Inspection & Deficiencies	Doug to discuss.	ongoing
2	Safety Topic – Confined Space Sampling	Doug to discuss	completed
3	Operations Updates	Mike W & Travis G to discuss.	ongoing
4	SRD Transmission Line Checklist	Don/Doug to design	01/31/2025
5	SDS data books need to be revamped	Townships to provide Doug with info.	01/31/2025
6	Other issues/concerns that need to be addressed	Doug to document.	continuous
7	SRD Safety Policy expires 08 Dec 2024	Mike to sign at Dec Board meeting	completed

Other Business (Including requests to OH & S)

In my opinion the above is an accurate record of this meeting


 Employer Co-Chairperson


 Worker Co-Chairperson

 REGIONAL WASTEWATER COMMISSION	FORMS	Section F	Aa Revision
	Issue Date: 05/31/2019		HSE-032

131

SRDRWC (Admin Office Red Deer)
7889-49 Ave, (Main SRDRWC address)
Red Deer, AB
T4P 2B4
Phone #: (403) 507-5139

Meeting Date: 11 February 2025 @ Bowden

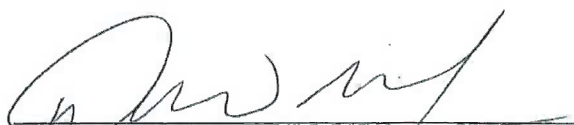
Next Meeting Date 18 Mar 2025 @ Olds
Meeting No. 02


Employer Co-Chairperson: Don Munro				Employee Co-Chairperson: Doug Stuart			
Management	Occupation	Present	Absent	Employee	Occupation	Present	Absent
Don Munro	Operations Manager	*		Justice Portsmouth	Operator Penhold	*	
Mike Wuetherick	CAO	*		Brady Neighbours	Operator Innisfail	*	
				Brooke Languille	Operator Olds		*
Employee	Occupation	Present	Absent	Employee	Occupation	Present	Absent
Doug Stuart	Safety Contractor	*		Tyrone Patten	Operator Olds		*
Mackeprang Birger	Operator Innisfail		*	Dustin Schmidt	Operator Olds	*	
Brandon Kowalchuk	Manager Penhold	*		Dustin Deibert	Operator Penhold	*	
Matthew Brideau	Supervisor Penhold	*		Michael Pellegrin	Operator Penhold	*	
Dev Sandhu	Operator Olds		*	Brett Holt	Operator Innisfail		*
Guy Mackinnon	Operator Innisfail	*		Adrian Pedro	Ops Director Olds		*
Jason Sahli	Operator Bowden		*	Derrick Jacobsen	Ops Mgr Olds		*
Jesse Hagen	Operator Penhold		*	Aaron Currie	Operator Innisfail	*	
Carter Hammer	Operator Olds		*	Adam Longstaff	Operator Innisfail		*
Arno Glover	CAO Bowden	*		Kiran Kaur	Operator Olds	*	
Terry Sandgathe	Supervisor Innisfail	*		Lisa Harestad	Operator Penhold	*	
Mike Daley	Operator Olds		*	Bheki nicosi Ndlovu	Operator		*
Menno Sietzema	Operator Penhold	*		Kole Molyneux	Operator Bowden		*
Travis Green	SRD Supervisor	*		Steve Clark	Operator Bowden	*	

Item No.	Problem or Concern -give full explanation and details -divide old/new concerns	Action Taken or Proposed -name person responsible	Target Date
	REVIEW OF OLD CONCERNS		
1	Certification of Confined Space Rescue Equip.	Waiting for inspection status	03/31/2025
	NEW CONCERNS		
1	Facility Inspection & Deficiencies	Doug to discuss.	ongoing
2	Safety Topic – New H2S monitors demonstration	Doug to discuss	completed
3	Operations Updates	Mike W & Travis G to discuss.	ongoing
4	SRD Transmission Line Checklist	Don/Doug to design	03/31/2025
5	SDS data books need to be revamped	Townships to provide Doug with info.	03/31/2025
6	Other issues/concerns that need to be addressed	Doug to document.	continuous

Other Business (Including requests to OH & S)

In my opinion the above is an accurate record of this meeting


Employer Co-Chairperson


Worker Co-Chairperson



South Red Deer Regional Wastewater Commission CAO Report to the Board

Meeting Date: April 25th, 2025

Reference: 951/2025

Title: 6.2 CAO Report

RECOMMENDATION:

That the SRDRWC Board accepts as information the CAO's report for the period from December 6th, 2024 through April 20th, 2025.

The following items outline the areas that I have been working on since the last board meeting:

Administration & Financial Services Initiatives

1. One of Administration's main focus was support of the 2024 audit process. Field work was completed on February 28th, 2025, with additional data and sampling requests provided to the Metrix team. In addition to the 2024 audit work, Administration has been working to reconcile the \$619,000 of receivables on the balance sheet related to the regional project. To date, we have not been able to reconcile the source of the receivable, although we can account for roughly \$325,000.
2. Working with Chair Aalbers, and the Water Forum team led by PWMC Corp, SRD held three meetings with regional MLA's, and Ministers to advocate for additional funding for this project. The first meeting was with MLA Nathan Cooper on February 5th. We went to Edmonton to meet with Minister Dreeshen on February 24th, but unfortunately the minister was unable to attend. Administration was able to speak with Minister Dreeshan on February 28th at the UCP Riding Association meeting. Lastly, we were to meet with Minister MacIver on March 13th, but again due to scheduling conflicts we were unable to meet with the Minister directly. However, we did have a productive discussion with the Deputy Minister, and Grants Director who provided some guidance on steps forward. We continue to wait for either approval or further guidance from the Province to move forward with this initiative.
3. Administration and the City of Red Deer JPC team continue to review the information provided by the City on costs of the treatment facility. The highlight of this work was the February 21st, 2025 meeting with the City's rate-setting consultant on the structure and format of the City's water utility. While the rate session was a useful process, the availability of accounting data to reconcile the fees and especially reserves continuity remains difficult to follow.

4. SRD has requested a refund from the City of approximately \$32,000 related to metering error at the Penhold lift station. The pressure relief valve at this site failed, resulting in roughly 25,000 m3 of wastewater to recycle through the meter. The treatment agreement includes a provision for meter errors and variance, however to date the City has not provided an update on the credit status. The net effect will be a \$32,300 credit to SRD, and a credit to the Town of Penhold for \$66,226 related to the overcharge.
5. Administration has completed a variety of operations/administrative work including onboarding of Travis Green as contract Operations Manager. Working with Don and Travis, we are updating the operations standards to ensure that proper training and integration with the Town operators continues to go smoothly. The Commission's website has also been updated with the new contacts for emergency response, minutes and financial statements and other documents have also been updated on the www.srdrwc.com website.
6. Administration attended the webinars on the roll-out of the Provincial Priorities Act to understand any changes to the reporting of grant status. SRD's Innisfail grant pre-dates the Priorities Act effective date, and also already includes the Province as a 40% funding partner. The other active grant is the Water-for-Life funding for the Olds ESP which is only a provincial program.
7. Administration was able to secure a \$350,000 pre-payment from the Province related to the Innisfail ESP project. Two grant progress claims have been made, however the Federal component has yet to payout any funds representing the 50% of the project costs covered by the Federal government. An additional project claim will be submitted after the second progress payment is received on the Innisfail project. Short-term borrowings or a withdrawal of funds from the RBC reserve fund may be required depending on the timing of the invoices.
8. Administration met with the administrative teams of Olds, Penhold and Innisfail to review ongoing SRD operations and the general strategic direction of the Commission.
 - a. Met with Olds Administration on January 22nd, 2025 to discuss Olds the Commission's ongoing review of the City of Red Deer treatment services. We also discussed the newspaper articles and comments regarding the viability of the Commission.
 - b. Met with Penhold's CAO and Public Works director on January 30th, 2025 to reaffirm ongoing provision of operations services for the Penhold and Waskasoo systems.
 - c. Met with Innisfail's CAO and Director of Operations prior to kick-off of construction on the Innisfail ESP project. We also discussed the ongoing discussions with the City rate review and resolved accounts payable and receivable issues.

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer



South Red Deer Regional Wastewater Commission Request for Decision

Meeting Date: April 25th, 2025

Reference: 962.03/2025

TITLE: 6.3 2025 Financial and Other Reports

RECOMMENDATION:

That the SRDRWC Board accept as information the financial and other statements for the period ending March 31st, 2025.

Background:

The following financial and other statements are presented for information. The operations report reflects actual volumes recorded up to March 31st, 2025. The financial summary reflects the operating costs posted to the ledger, and management accrual for items that are yet to be invoiced or paid as at March 31st, 2025.

1. Wastewater Sales Summary to March 31st, 2025

Wastewater services billed for the 3-month period ending March 31st, 2025, were 648,943 m³, which is 0.8%, or 5,430 m³ below budget for this time of year.

Volumes for Olds and Bowden specifically remain close to the forecast volumes year-to-date. Due to the inflow and infiltration work completed in 2024, Administration included material reductions (+/-10%) for each community. With 3-months of actual data, flows to date suggest the forecasts remain reasonable. However, we have not experienced as much snow melt as past years, and the rainy portion of the season will pick up in May-June when we will get confirmation of the success of these I&I programs.

Wastewater volumes by member as of March 31st, 2025 are outlined below:

Reported Updated as at:	Budget Comparison - YTD			
2025-03-31	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	245,320	251,793	-6,473	-2.6%
MV County	782	801	-19	-2.3%
Bowden	22,742	22,564	178	0.8%
Innisfail	177,043	173,057	3,986	2.3%
Penhold	68,924	70,472	-1,548	-2.2%
SRS	1,441	1,361	80	5.9%
Subtotal Regional Line	516,252	520,048	-3,796	-0.7%
Springbrook	30,084	30,048	36	0.1%
Gasoline Alley	102,607	104,277	-1,670	-1.6%
Subtotal Waskasoo System	132,691	134,324	-1,633	-1.2%
Total SRD Volumes	648,943	654,373	-5,430	-0.8%

With only 3 months of actual data to project from, the following full-year volume projections may change significantly through the year. MV County volumes have been abnormally low for several months, possibly related to water issues in Netook. The SRS volumes are always extremely low in the first quarter so the projection of 17% below budget is likely to tighten up over the year.

Reported Updated as at:	Budget Comparison - (P3/12 Projection)			
2025-03-31	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	1,167,041	1,197,834	-30,793	-2.6%
MV County	4,380	7,620	-3,241	-42.5%
Bowden	121,607	120,658	949	0.8%
Innisfail	872,595	852,948	19,647	2.3%
Penhold	295,539	302,178	-6,639	-2.2%
SRS	22,385	26,969	-4,584	-17.0%
Subtotal Regional Line	2,483,547	2,508,207	-24,660	-1.0%
Springbrook	147,180	147,002	178	0.1%
Gasoline Alley	451,800	459,623	-7,823	-1.7%
Subtotal Waskasoo System	598,980	606,625	-7,645	-1.3%
Total SRD Volumes	3,082,526	3,114,832	-32,306	-1.0%

Based on the forecast volumes deficit of 30,306 m3 would lead to a revenue shortfall of \$84,251 for the year relative to budget.

2. Operating Revenue and Expense Report

The following reports provide un-audited estimates up to March 31st, 2025.

Revenue received up to March 31st, 2025, was \$1.83 mm or 20.4% of budget for the year compared to 25% expected. Revenue from operations is in line with budget projections as Q1 volume are always the lowest period of the year. SRS income is well below budget (as expected), and interest income is above budget due to proceeds from grant capital received in February.

Expenses up to March 31st, 2025 were \$1.54 mm or 21.6% of budget for the year compared to 25% expected. Overall, operating costs are within normal expected range with pump maintenance/repairs and a pipe leak in Penhold regional lift stations being the only major unscheduled maintenance expenses.

The following items outline the notable cost categories that are below or above budget:

1. 5231 – Audit costs of \$10,000 reflect the first installment only of audit fees related to the 2024 financial audit.
2. 5253 – Equipment repair and maintenance costs in Penhold impacted by \$13,000 repair to leaking discharge manifold piping. This has been an ongoing problem almost since start-up. Waskasoo LS2 pump repair also contributed to maintenance costs being at 38% compared to 25% expected in the budget.
3. 5531 – Odor Management Chemicals are always difficult to forecast with costs impacted by many variables. So far, costs are at 25% of full-year costs which is the first time in a while that the budget is close!
4. 5542 – Natural Gas costs appear to be well over budget, but the Q1 charges are based on estimates. In years past we have seen costs eventually moderate as meter readings prove up actual use.
5. The major recurring cost categories accounting for 84% reflect the highly variable nature of SRD's expenses from treatment costs, chemicals and power consumption all impacted by volume of wastewater processed.

	Major Costs			
	Budget	Actual	% YTD	% Total
CRD Treatment	\$4,253,683	\$798,996	18.8%	51.8%
Odor Chemicals	\$980,293	\$245,241	25.0%	15.9%
Contract Operations	\$469,818	\$133,419	28.4%	8.6%
Electical Power	\$402,189	\$90,916	22.6%	5.9%
Administration	\$151,516	\$31,059	20.5%	2.0%
	\$6,257,499	\$1,299,631	20.8%	84.3%

6. Repairs and Maintenance expenses year-to-date are 84.3% of the full-year budget. Pump maintenance in Waskasoo LS2 and piping repairs at Penhold regional are the only material unscheduled expenses. Combined with the “Big-5” as outlined above, these six cost categories account for 94% of total operating costs:

<u>Maintenance</u>	<u>Budget</u>	<u>Actual</u>	<u>% YTD</u>	<u>% Total</u>
Equipment Repair	\$393,744	\$149,566	38.0%	9.7%
Building Repair	\$0	\$0	0.0%	0.0%
	\$393,744	\$149,566	38.0%	9.7%

3. Accounts Receivable Report – March 31st, 2025

As at March 31st, 2025, total accounts receivable was \$0.742 mm, of which 91% is current. The only notable non-member receivable is the Sylvan Lake Regional Wastewater Commission in the amount of \$24,957 for resale of Bioxide.

4. Accounts Payable Report – March 31st, 2025

As at March 31st, 2025, total accounts payable was \$0.330 mm, of which 98% is current. The only payments over 60 days are related to invoices that were not received, but have subsequently been processed.

5. Working Capital Estimate – March 31st, 2025.

The Commission’s balance of the Servus Credit Union general bank account as at March 31st, 2025, had a balance of \$1.648 mm. Working capital surplus (Receivables minus payables) as at March 31st, 2025, was \$0.412 mm. Long term investments at RBC Dominion Securities as at December 31st, 2024, were \$1.39 Million. **Total cash holdings, working capital deficit and investments of the Commission presently total approximately \$3.96 Million.** During the period, the Commission received a grant payment of \$350,000 related to the Innisfail ICIP project. In April, the Innisfail contractor billed \$585,000 in the first progress payment of the tender. Over the coming quarter, Administration may require short-term borrowing to cover the cashflow shortfalls that may result as the Innisfail project wraps up. Any borrowings are expected to be short-term, and a portion of the invested RBC reserve funds may be required.

Attachments:

1. Financial reports
 - a. Summary
 - b. All Object
 - c. Detail
 - d. Aged Accounts Receivable
 - e. Aged Accounts Payable
2. Wastewater graphs by member

Prepared: Michael Wuetherick, P.Eng., Chief Administrative Officer

South Red Deer Regional Wastewater Commission
2025 Operating Revenue and Expense Budget Report Summary
as at March 31st, 2025

Budget	Actual to Date	% of Budget Used	
		Actual	Expected

Revenue

Sales of Service - Members

Olds	\$3,327,153	\$692,226	20.8%	25%
Mountain View County	\$12,455	\$4,504	36.2%	25%
Bowden	\$335,143	\$63,942	19.1%	25%
Innisfail	\$2,369,182	\$492,180	20.8%	25%
Penhold	\$839,343	\$191,609	22.8%	25%
Red Deer County	\$1,684,985	\$368,881	21.9%	25%
Total Members	\$8,568,261	\$1,813,343	21.2%	25%

Sales - Septage Recvng Stations	\$202,762	\$8,957	4.4%	25%
Miscellaneous Revenue (SLR Chemicals)	\$182,079	\$47,951	26.3%	25%
Interest on Bank Accounts	\$30,000	\$10,565	35.2%	25%
Total Operating Revenue	\$8,983,102	\$1,832,865	20.4%	25%

Expense

Operating Expense By Project and Facility

00 Board	\$18,420	\$552	3%	25%
01 Governance and Administration	\$172,504	\$37,874	22%	25%

Transmission System

02 General Transmission	\$4,811,139	\$993,809	21%	25%
31 Waskasoo Lift Station 1	\$116,350	\$32,042	28%	25%
32 Waskasoo Lift Station 2	\$199,698	\$32,927	16%	25%
33 Waskasoo Lift Station 3	\$242,251	\$29,342	12%	25%
34 Waskasoo Pipeline	\$27,500	\$0	0%	25%
41 Penhold Lift Station (4)	\$370,442	\$206,074	56%	25%
42 Innisfail Lift Station (5)	\$327,500	\$68,723	21%	25%
43 Bowden Lift Station (6)	\$300,675	\$28,231	9%	25%
44 Olds Lift Station (7)	\$289,043	\$47,777	17%	25%
45 Regional Pipeline	\$0	\$0	-	25%
46 Odor Management Facility	\$219,048	\$65,165	30%	25%
47 SCADA Control System	\$15,000	\$0	0%	25%
48 Septage Receiving Stations	\$5,775	\$0	0%	25%
Total Transmission System Expense	\$6,924,421	\$1,504,089	22%	25%

Total Expense by Project and Facility	\$7,132,345	\$1,542,515	22%	25%
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Transfer to Operating Reserves

Rate Stabilization Reserve	\$50,000	\$0	0%	25%
Emergency Response, O & M Reserve	\$100,000	\$0	0%	25%
Total Operating Reserves	\$150,000	\$0	0%	25%

For Capital Purposes

Annual Debt Payments	\$863,249	\$863,249	100%	25%
To Capital Expenditure	\$0	\$0	-	25%
To SRS Capital Reserves	\$34,000	\$0	0%	25%
To General Capital Reserves	\$750,000	\$0	0%	25%
Total Capital Purposes	\$1,647,249	\$863,249	48%	25%

Total Operating Expense	\$8,929,594	\$2,405,764	27%	25%
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Operating Surplus	\$53,508	-\$572,899	-1071%	25%
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South Red Deer Regional Wastewater Commission
2025 Operating Revenue and Expense Budget Report - Details
as at March 31st, 2025

Budget	Actual to Date	% of Budget Used	
		Actual	Expected

00 Board

5148	Training and Education	0	\$0	0%	0%
5151	Board Honoraria	\$9,574	\$0	0%	25%
5152	Chair Honorarium	\$4,616	\$0	0%	25%
5211	Mileage and Travel	\$1,347	\$0	0%	25%
5212	Accommodation and Meals	\$675	\$0	0%	25%
5227	Insurance	\$2,208	\$552	25%	25%
5262	Building Rental	\$0	\$0	0%	25%
	Total Expense	\$18,420	\$552	3%	25%

01 Governance and Administration

5148	Training and Education	\$1,000	\$0	0%	25%
5211	Mileage and Travel	\$2,187	\$0	0%	25%
5212	Accommodation and Meals	\$250	\$0	0%	25%
5215	Postage, Courier, Freight	\$500	\$0	0%	25%
5216	Telephone	\$420	\$0	0%	25%
5217	Internet, Data Lines	\$1,500	\$0	0%	25%
5221	Advertising, Promotion	\$0	\$0	-	25%
5222	Membership / Registration	\$1,150	\$563	49%	25%
5223	License and Permits	\$2,798	\$0	0%	25%
5227	Insurance	\$1,981	\$495	25%	25%
5231	Audit	\$19,000	\$10,000	53%	25%
5232	Legal	\$2,500	\$0	0%	25%
5233	Engineering - General	\$0	\$0	-	25%
5234	Management - CAO	\$75,758	\$15,530	20%	25%
5235	Financial Services	\$2,500	\$0	0%	25%
5238	Other Professional Services	\$20,320	\$2,031	10%	25%
5262	Building Rental	\$0	\$0	-	25%
5265	Office Rental	\$25,200	\$6,000	24%	25%
5266	Office Utilities	\$6,600	\$1,979	30%	25%
5515	Office Supplies	\$3,000	\$0	0%	25%
5516	Office Equipment	\$2,820	\$676	24%	25%
5517	Janitorial Cleaning	\$2,520	\$600	24%	25%
5811	Bank Charges, Interest	\$500	\$0	0%	25%
	Total Expense	\$172,504	\$37,874	22%	25%

South Red Deer Regional Wastewater Commission
2025 Operating Revenue and Expense Budget Report - Details
as at March 31st, 2025

Budget	Actual to Date	% of Budget Used	
		Actual	Expected

02 Transmission

5211	Mileage and Travel	\$2,187	\$672	31%	25%
5212	Accommodation and Meals	\$0	\$0	-	25%
5215	Postage, Courier, Freight	\$0	\$0	100%	25%
5217	Internet, Data Lines	\$0	\$0	-	25%
5222	Memberships/Registration	\$0	\$0	-	25%
5223	License and Permits	\$4,054	\$0	0%	25%
5227	Insurance	\$70,623	\$17,656	25%	25%
5233	Engineering - General	\$2,500	\$0	0%	25%
5234	Management - CAO	\$75,758	\$15,530	20%	25%
5238	Consulting & Professional Services	\$60,000	\$6,625	11%	25%
5241	Contracted Operations	\$122,179	\$44,909	37%	25%
5253	Equipment Repair/Maint	\$30,716	\$58,757	191%	25%
5263	Equipment Rentals	\$0	\$0	-	25%
5282	Wastewater Testing	\$1,600	\$0	0%	25%
5288	Other Technical Services	\$600	\$0	0%	25%
5351	City of Red Deer - Treatment	\$4,253,683	\$798,996	19%	25%
5519	Other General Supplies	\$2,160	\$2,713	126%	25%
5521	Fuel, Lubricants	\$3,000	\$0	0%	25%
5531	Odor Management Chemicals	\$182,079	\$47,951	26%	25%
5538	Other Chemicals	\$0	\$0	-	25%
Total Expense		\$4,811,139	\$993,809	21%	25%

31 Waskasoo Lift Station 1

5216	Telephone	\$300	\$0	0%	25%
5217	Internet, Data Lines	\$6,000	\$1,734	29%	25%
5233	Engineering General	\$2,500	\$0	0%	25%
5241	Contracted Operations	\$48,958	\$11,551	24%	25%
5253	Equipment Repair/Maint	\$41,441	\$9,085	22%	25%
5519	Other General Supplies	\$180	\$0	0%	25%
5531	Odor Management Chemicals	\$0	\$0	-	25%
5538	Other Chemicals	\$2,493	\$0	0%	25%
5541	Electric Power	\$10,082	\$2,121	21%	25%
5542	Natural Gas	\$3,766	\$7,552	201%	25%
5543	Municipal Utilities	\$630	\$0	0%	25%
Total Expense		\$116,350	\$32,042	28%	25%

South Red Deer Regional Wastewater Commission
2025 Operating Revenue and Expense Budget Report - Details
as at March 31st, 2025

Budget	Actual to Date	% of Budget Used	
		Actual	Expected

32 Waskasoo Lift Station 2

5216	Telephone	\$300	\$0	0%	25%
5217	Internet, Data Lines	\$6,000	\$1,734	29%	25%
5233	Engineering General	\$2,500	\$0	0%	25%
5241	Contracted Operations	\$48,958	\$11,551	24%	25%
5253	Equipment Repair/Maint	\$41,466	\$14,378	35%	25%
5519	Other General Supplies	\$180	\$0	0%	25%
5531	Odor Management Chemicals	\$84,863	\$0	0%	25%
5538	Other Chemicals	\$2,493	\$0	0%	25%
5541	Electric Power	\$9,602	\$2,465	26%	25%
5542	Natural Gas	\$3,336	\$2,799	84%	25%
Total Expense		\$199,698	\$32,927	16%	25%

33 Waskasoo Lift Station 3

5216	Telephone	\$300	\$0	0%	25%
5217	Internet, Data Lines	\$6,000	\$1,734	29%	25%
5233	Engineering General	\$2,500	\$0	0%	25%
5241	Contracted Operations	\$48,958	\$11,551	24%	25%
5253	Equipment Repair/Maint	\$41,441	\$6,502	16%	25%
5519	Other General Supplies	\$180	\$0	0%	25%
5531	Odor Management Chemicals	\$107,493	\$0	0%	25%
5538	Other Chemicals	\$2,493	\$0	0%	25%
5541	Electric Power	\$29,148	\$8,291	28%	25%
5542	Natural Gas	\$738	\$373	51%	25%
5543	Municipal Utilities	\$3,000	\$892	30%	25%
Total Expense		\$242,251	\$29,342	12%	25%

34 Waskasoo Pipeline

5233	Engineering General	\$2,500	\$0	0%	25%
5253	Equipment Repair/Maint	\$25,000	\$0	0%	25%
5541	Electric Power	\$0	\$0	-	25%
Total Expense		\$27,500	\$0	0%	25%

South Red Deer Regional Wastewater Commission
2025 Operating Revenue and Expense Budget Report - Details
as at March 31st, 2025

Budget	Actual to Date	% of Budget Used	
		Actual	Expected

41 Penhold Lift Station (4)

5215	Postage, Courier, Freight	\$0	\$0	-	25%
5216	Telephone	\$0	\$0	100%	25%
5217	Internet, Data Lines	\$6,000	\$2,024	34%	25%
5233	Engineering General	\$2,500	\$0	0%	25%
5241	Contracted Operations	\$48,958	\$11,551	24%	25%
5253	Equipment Repair/Maint	\$41,441	\$19,632	47%	25%
5519	Other General Supplies	\$180	\$0	0%	25%
5531	Odor Management Chemicals	\$135,780	\$147,429	109%	25%
5538	Other Chemicals	\$8,500	\$0	0%	25%
5541	Electric Power	\$118,729	\$21,671	18%	25%
5542	Natural Gas	\$3,794	\$2,566	68%	25%
5543	Municipal Utilities	\$4,560	\$1,200	26%	25%
	Total Expense	\$370,442	\$206,074	56%	25%

42 Innisfail Lift Station (5)

5215	Postage, Courier, Freight	\$0	\$0	-	25%
5216	Telephone	\$0	\$0	-	25%
5217	Internet, Data Lines	\$6,000	\$3,468	58%	25%
5233	Engineering General	\$2,500	\$0	0%	25%
5241	Contracted Operations	\$38,183	\$14,063	37%	25%
5253	Equipment Repair/Maint	\$43,941	\$1,765	4%	25%
5519	Other General Supplies	\$180	\$0	0%	25%
5521	Fuel, Lubricants	\$0	\$0	-	25%
5531	Odor Management Chemicals	\$138,609	\$29,745	21%	25%
5538	Other Chemicals	\$8,500	\$0	0%	25%
5541	Electric Power	\$82,561	\$18,269	22%	25%
5542	Natural Gas	\$6,006	\$1,226	20%	25%
5543	Municipal Utilities	\$1,020	\$187	18%	25%
	Total Expense	\$327,500	\$68,723	21%	25%

South Red Deer Regional Wastewater Commission
2025 Operating Revenue and Expense Budget Report - Details
as at March 31st, 2025

Budget	Actual to Date	% of Budget Used	
		Actual	Expected

43 Bowden Lift Station (6)

5216	Telephone	\$0	\$0	-	25%
5217	Internet, Data Lines	\$6,000	\$2,037	34%	25%
5233	Engineering General	\$2,500	\$0	0%	25%
5241	Contracted Operations	\$33,889	\$6,985	21%	25%
5253	Equipment Repair/Maint	\$41,441	\$8,342	20%	25%
5519	Other General Supplies	\$180	\$0	0%	25%
5531	Odor Management Chemicals	\$158,410	\$0	0%	25%
5538	Other Chemicals	\$8,500	\$0	0%	25%
5541	Electric Power	\$41,703	\$7,746	19%	25%
5542	Natural Gas	\$8,052	\$3,121	39%	25%
	Total Expense	\$300,675	\$28,231	9%	25%

44 Olds Lift Station (7)

5216	Telephone	\$0	\$0	100%	25%
5217	Internet, Data Lines	\$5,775	\$1,734	30%	25%
5233	Engineering General	\$10,000	\$0	0%	25%
5241	Contracted Operations	\$30,777	\$9,706	32%	25%
5253	Equipment Repair/Maint	\$41,466	\$14,133	34%	25%
5519	Other General Supplies	\$300	\$0	0%	25%
5531	Odor Management Chemicals	\$115,459	\$0	0%	25%
5538	Other Chemicals	\$13,091	\$0	0%	25%
5541	Electric Power	\$64,969	\$17,833	27%	25%
5542	Natural Gas	\$6,462	\$4,110	64%	25%
5543	Municipal Utilities	\$744	\$260	35%	25%
	Total Expense	\$289,043	\$47,777	17%	25%

46 Odor Management Facility

5216	Telephone	\$0	\$0	-	25%
5217	Internet, Data Lines	\$6,000	\$1,734	29%	25%
5233	Engineering General	\$10,000	\$2,270	23%	25%
5241	Contracted Operations	\$48,958	\$11,551	24%	25%
5253	Equipment Repair/Maint	\$39,616	\$16,973	43%	25%
5519	Other General Supplies	\$180	\$0	0%	25%
5531	Odor Management Chemicals	\$57,600	\$20,116	35%	25%
5538	Other Chemicals	\$0	\$0	-	25%
5541	Electric Power	\$45,395	\$12,520	28%	25%
5542	Natural Gas	\$11,299	\$0	0%	25%
	Total Expense	\$219,048	\$65,165	30%	25%

South Red Deer Regional Wastewater Commission
2025 Operating Revenue and Expense Budget Report - Details
as at March 31st, 2025

Budget	Actual to Date	% of Budget Used	
		Actual	Expected

47 SCADA Control System

5216	Telephone - Allocated to sites	\$0	\$0	-	25%
5233	Engineering General	\$15,000	\$0	0%	25%
	Total Expense	\$15,000	\$0	0%	25%

48 Septage Receiving Stations

5253	Equipment Repair/Maint	\$5,775	\$0	0%	25%
	Total Expense	\$5,775	\$0	0%	25%

Grand Total Expense	\$7,115,345	\$1,542,515	22%	25%
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South Red Deer Regional Wastewater Commission
Operating Revenue and Expense Budget Report
By Governance, Administration and System Operating Expense Object
as at March 31st, 2025

	Budget	Actual to Date	% of Budget	Comments
				Expected 25%
5148 Training and Education	\$1,000	\$0	0%	
5151 Board Honoraria	\$9,574	\$0	0%	
5152 Chair Honorarium	\$4,616	\$0	0%	
5211 Mileage and Travel	\$5,721	\$672	12%	
5212 Accommodation and Meals	\$925	\$0	0%	
5215 Postage, Courier, Freight	\$500	\$0	0%	
5216 Telephone	\$1,320	\$0	0%	Reflects coding of Phone and Data lines to one cost centre due to Telus billing change.
5217 Internet, Data Lines	\$49,275	\$16,199	33%	
5221 Advertising, Promotion	\$0	\$0	-	
5222 Membership / Registration	\$1,150	\$563	49%	
5223 License and Permits	\$6,852	\$0	0%	
5227 Insurance	\$74,812	\$18,703	25%	Pre-paid expense.
5231 Audit	\$19,000	\$10,000	53%	Reflects first installment payment
5232 Legal	\$2,500	\$0	0%	
5233 Engineering - General	\$55,000	\$2,270	4%	
5234 Management - CAO	\$151,516	\$31,059	20%	
5235 Financial Services	\$2,500	\$0	0%	
5238 Other Professional Services	\$80,320	\$8,656	11%	
5241 Contract Operations	\$469,818	\$133,419	28%	
5253 Equipment Repair/Maint	\$393,744	\$149,566	38%	Overall inline, Penhold line repair and Waskasoo pump repair
5263 Equipment Rentals	\$0	\$0	-	
5265 Office Rental	\$25,200	\$6,000	24%	
5266 Office Utilities	\$6,600	\$1,979	30%	
5282 Wastewater Testing	\$1,600	\$0	0%	
5288 Other Technical Services	\$600	\$0	0%	
5351 City of Red Deer - Treatment	\$4,253,683	\$798,996	19%	Rates increased March 1st to \$1.38/m3
5515 Office Supplies	\$3,000	\$0	0%	
5516 Office Equipment	\$2,820	\$676	24%	
5517 Janitorial, Cleaning	\$2,520	\$600	24%	
5519 Other General Supplies	\$3,720	\$2,713	73%	
5521 Fuel, Lubricants	\$3,000	\$0	0%	
5531 Odor Management Chemicals	\$980,293	\$245,241	25%	Net of SLRWWC sales of \$47,951
5538 Other Chemicals	\$46,070	\$0	0%	
5541 Electric Power	\$402,189	\$90,916	23%	Less high-flow/high draw events
5542 Natural Gas	\$43,453	\$21,748	50%	Some prior-period costs received in Jan.
5543 Municipal Utilities	\$9,954	\$2,539	26%	
5811 Bank, Charges & Interest	\$500	\$0	0%	
	\$7,115,845	\$1,542,515	22%	

South Red Deer Regional Wastewater Commission
Customer Aged Summary As at 2025-03-31

Name	Total	Current	31 to 60	61 to 90	91+
All Choice Rentals Ltd	105.73	68.13	37.60	0.00	0.00
Bowden	24,579.48	23,802.48	777.00	0.00	0.00
Carefree Resort	362.16	362.16	0.00	0.00	0.00
Gladiator Transport	2,735.53	2,632.64	0.00	0.00	102.89
Go Services	11.52	0.00	0.00	0.00	11.52
HD-West Inc	1,011.88	324.63	687.25	0.00	0.00
Innisfail	174,430.90	171,475.15	2,955.75	0.00	0.00
J & A Kendze Services LTD.	1,700.65	1,700.65	0.00	0.00	0.00
Kelemen Oilfield Services Ltd.	54.81	26.39	16.54	0.00	11.88
Klepper Construction	752.01	752.01	0.00	0.00	0.00
Mainroad Alberta Contracting LP	180.11	180.11	0.00	0.00	0.00
McNeely Co. Rentals	12.11	5.57	6.54	0.00	0.00
Miller Excavating and Contracting	76.48	0.00	76.48	0.00	0.00
Mountain View County	5,984.99	1,124.65	1,048.45	799.17	3,012.72
Olds	248,748.25	243,907.75	4,840.50	0.00	0.00
Penhold	67,275.23	65,096.48	2,178.75	0.00	0.00
Red Deer County	137,926.92	137,926.92	0.00	0.00	0.00
Sylvan Lake Regional Waste Water	50,348.61	25,392.13	24,956.48	0.00	0.00
THR Trucking 2019	405.29	158.90	0.00	0.00	246.39
Trinity Water and Septic	23,614.30	0.00	0.00	0.00	23,614.30
Wallace Septic Service	1,745.46	459.76	702.13	113.90	469.67
Total outstanding:	742,062.42	675,396.51	38,283.47	913.07	27,469.37

Generated On: 2025-04-13

South Red Deer Regional Wastewater Commission
Vendor Aged Summary As at 2025-03-31

Name	Total	Current	31 to 60	61 to 90	91+
724987 Alberta Ltd	786.09	786.09	0.00	0.00	0.00
City of Red Deer	320,219.34	320,219.34	0.00	0.00	0.00
Red Deer County	298.57	298.57	0.00	0.00	0.00
Stantec Consulting LTD	3,638.16	3,638.16	0.00	0.00	0.00
T.L.C. Ventures Inc	2,136.76	0.00	0.00	2,136.76	0.00
TDH Fluid Systems	3,026.97	0.00	0.00	0.00	3,026.97
Town of Innisfail	68.16	68.16	0.00	0.00	0.00
Town of Olds 480020101	45.55	45.55	0.00	0.00	0.00
Town of Olds 480020201	41.13	41.13	0.00	0.00	0.00
Total outstanding:	330,260.73	325,097.00	0.00	2,136.76	3,026.97

Generated On: 2025-04-13

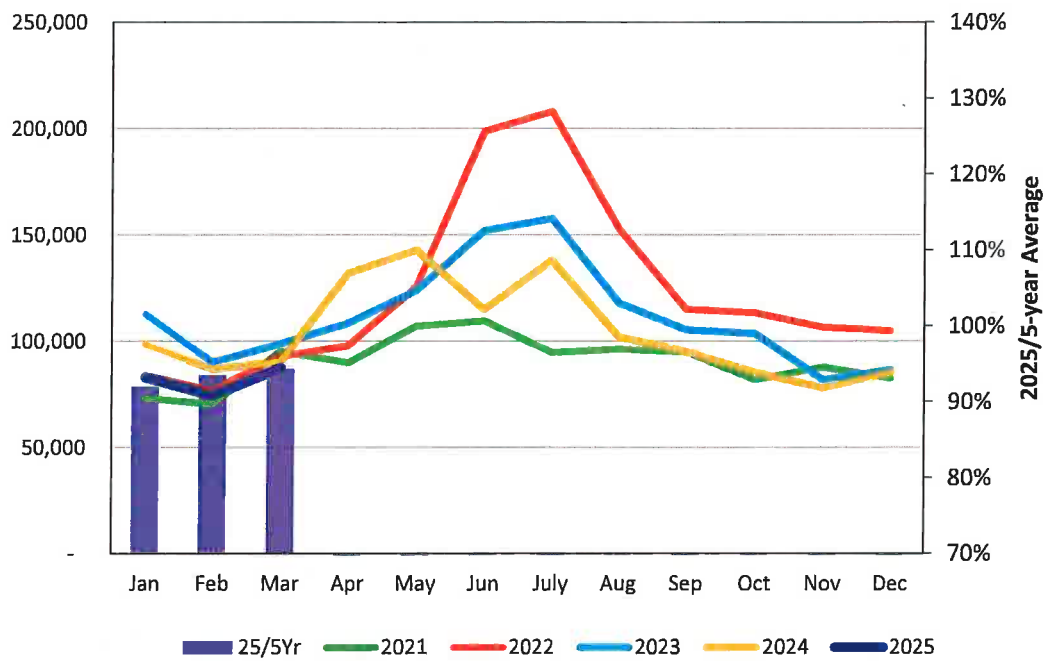


Wastewater Sales Summary Report 2025 Volume Summary

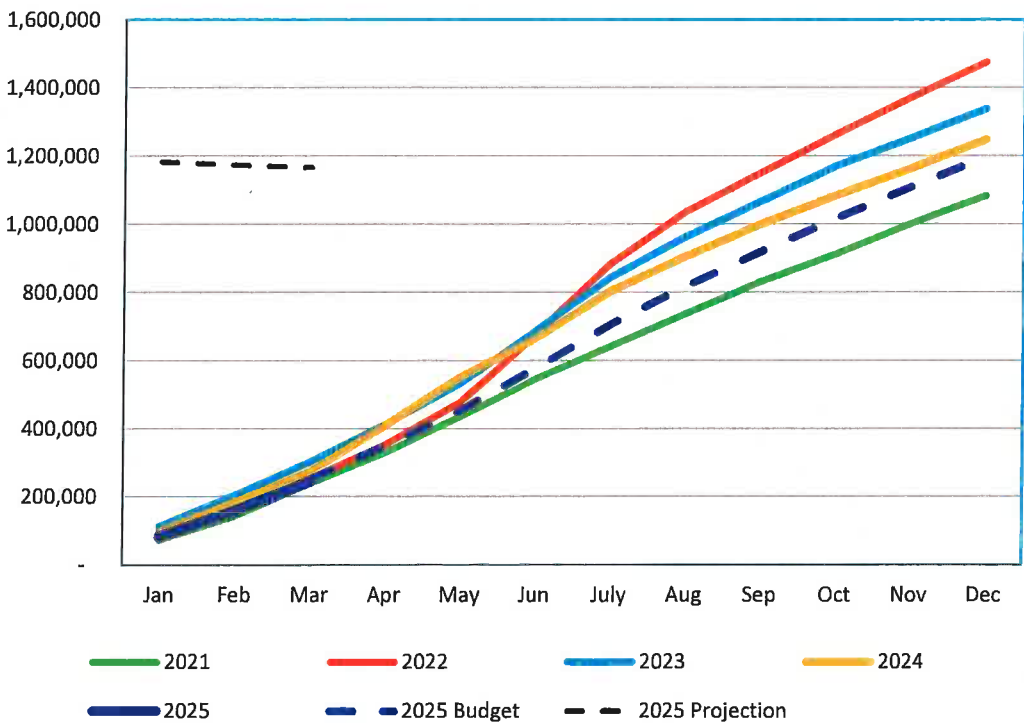
Reported Updated as at:	Budget Comparison - YTD			
2025-03-31	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	245,320	251,793	-6,473	-2.6%
MV County	782	801	-19	-2.3%
Bowden	22,742	22,564	178	0.8%
Innisfail	177,043	173,057	3,986	2.3%
Penhold	68,924	70,472	-1,548	-2.2%
SRS	1,441	1,361	80	5.9%
Subtotal Regional Line	516,252	520,048	-3,796	-0.7%
Springbrook	30,084	30,048	36	0.1%
Gasoline Alley	102,607	104,277	-1,670	-1.6%
Subtotal Waskasoo System	132,691	134,324	-1,633	-1.2%
Total SRD Volumes	648,943	654,373	-5,430	-0.8%

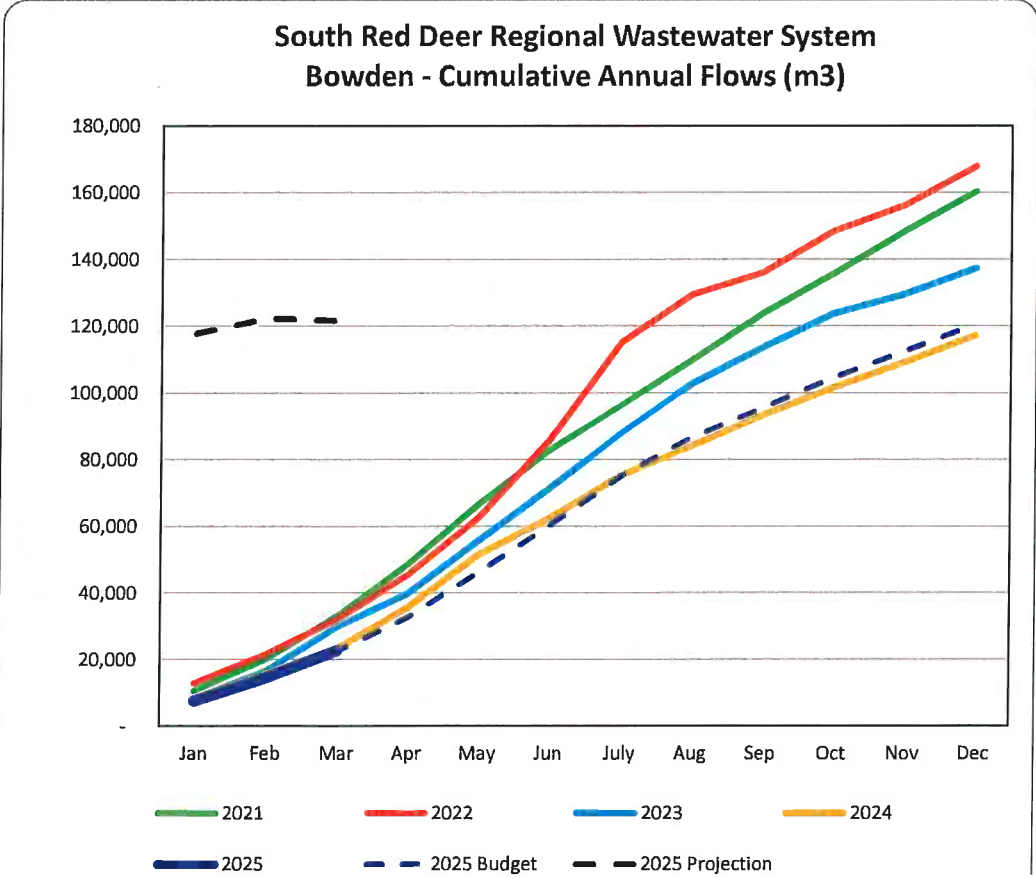
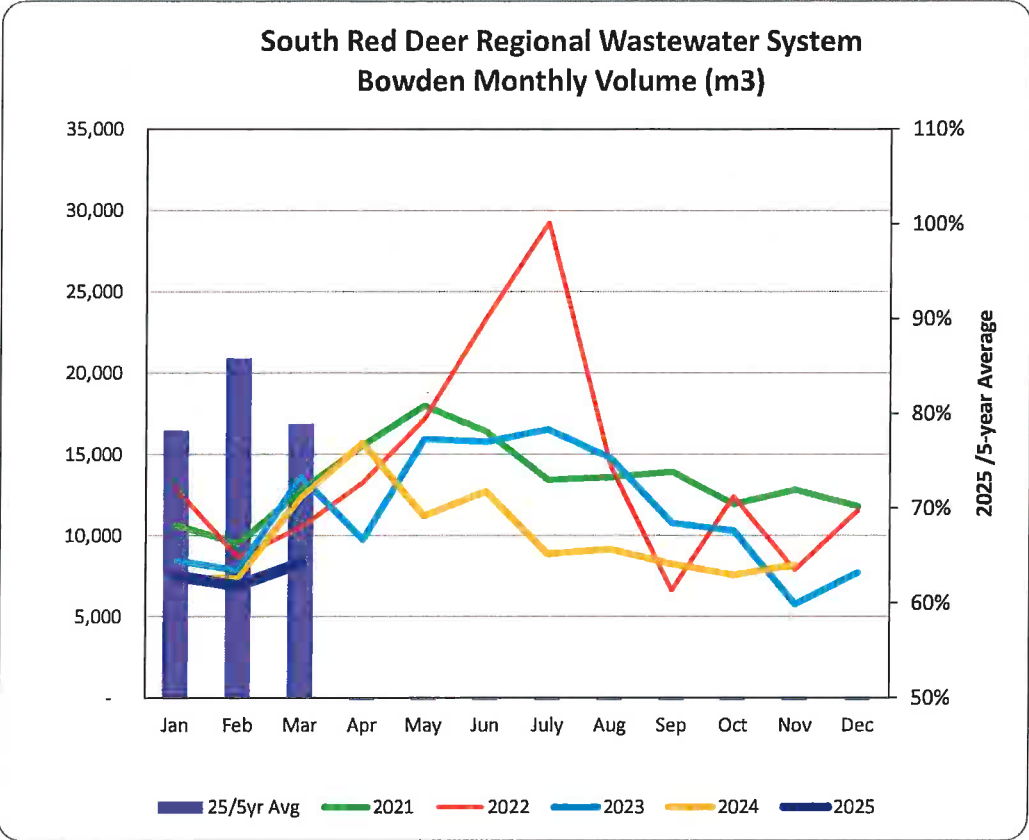
Reported Updated as at:	Budget Comparison - (P3/12 Projection)			
2025-03-31	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	1,167,041	1,197,834	-30,793	-2.6%
MV County	4,380	7,620	-3,241	-42.5%
Bowden	121,607	120,658	949	0.8%
Innisfail	872,595	852,948	19,647	2.3%
Penhold	295,539	302,178	-6,639	-2.2%
SRS	22,385	26,969	-4,584	-17.0%
Subtotal Regional Line	2,483,547	2,508,207	-24,660	-1.0%
Springbrook	147,180	147,002	178	0.1%
Gasoline Alley	451,800	459,623	-7,823	-1.7%
Subtotal Waskasoo System	598,980	606,625	-7,645	-1.3%
Total SRD Volumes	3,082,526	3,114,832	-32,306	-1.0%

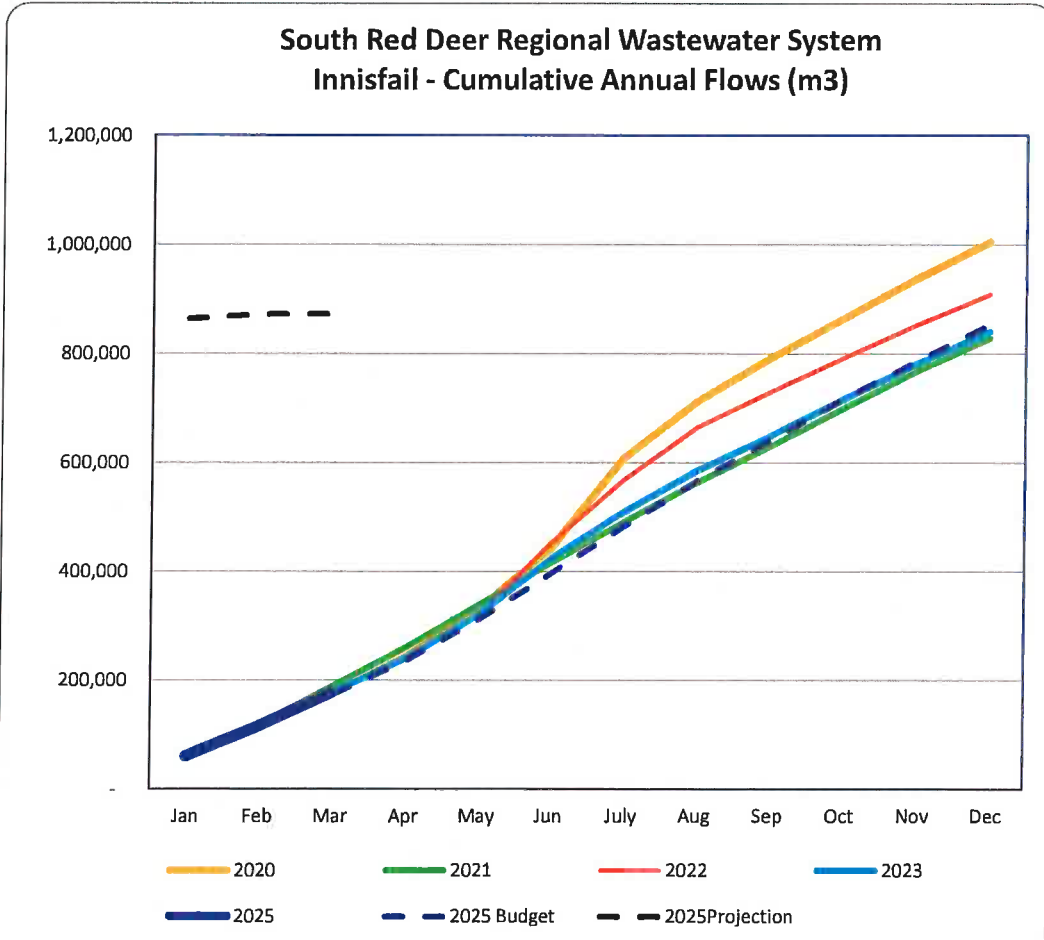
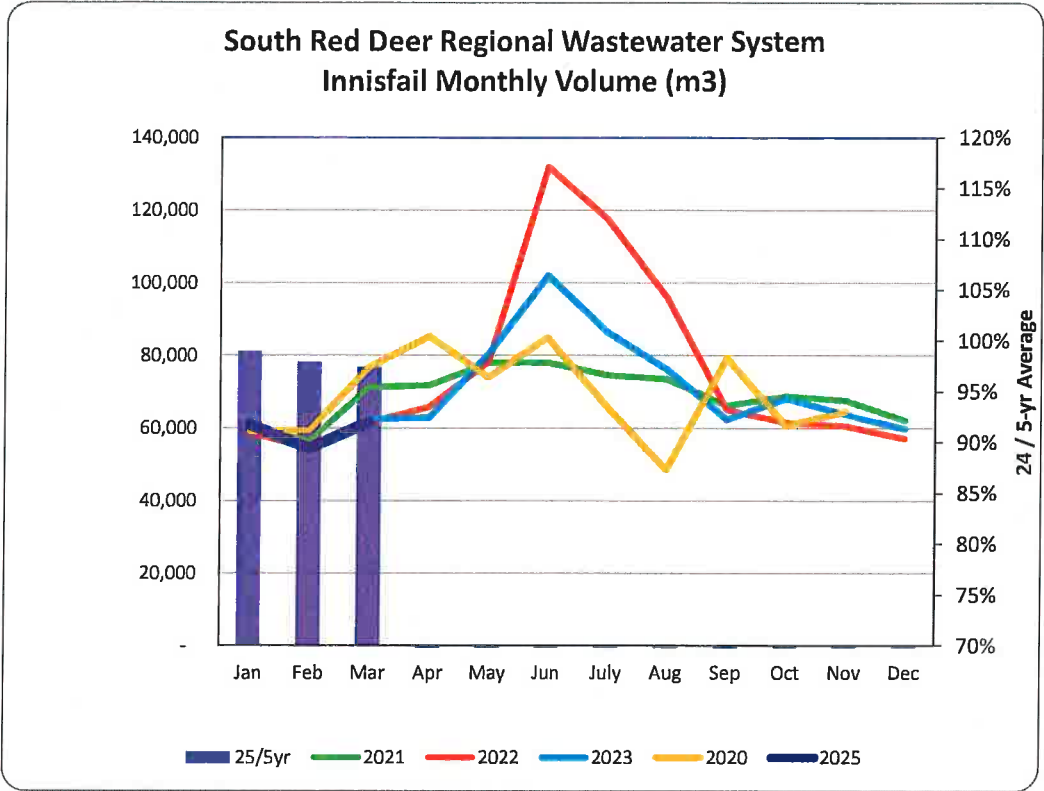
South Red Deer Regional Wastewater System
Olds Monthly Volume (m3)

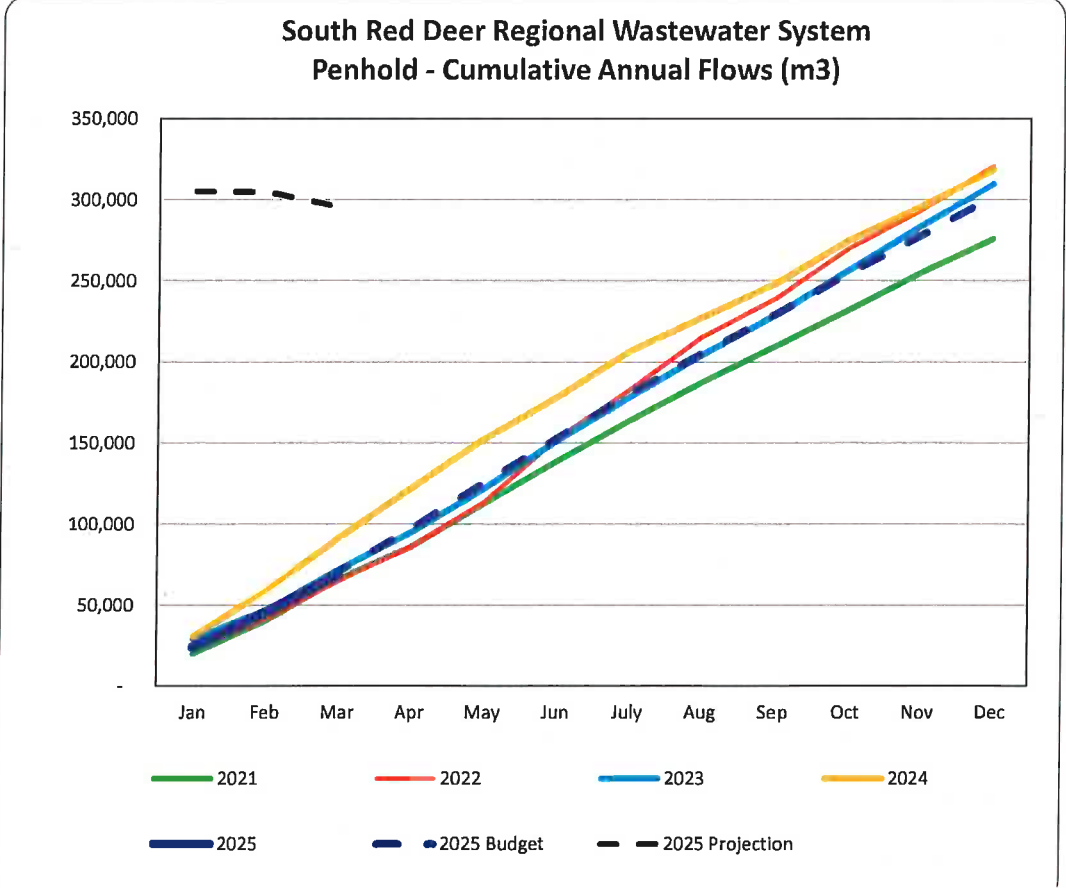
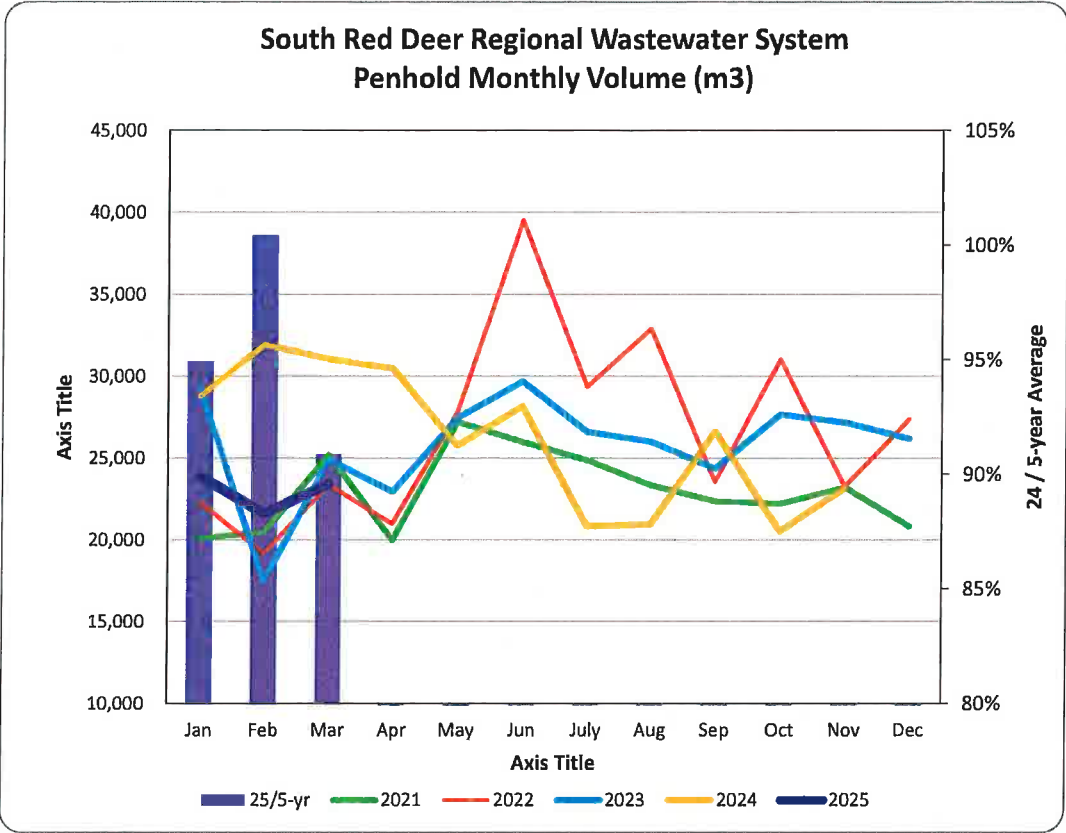


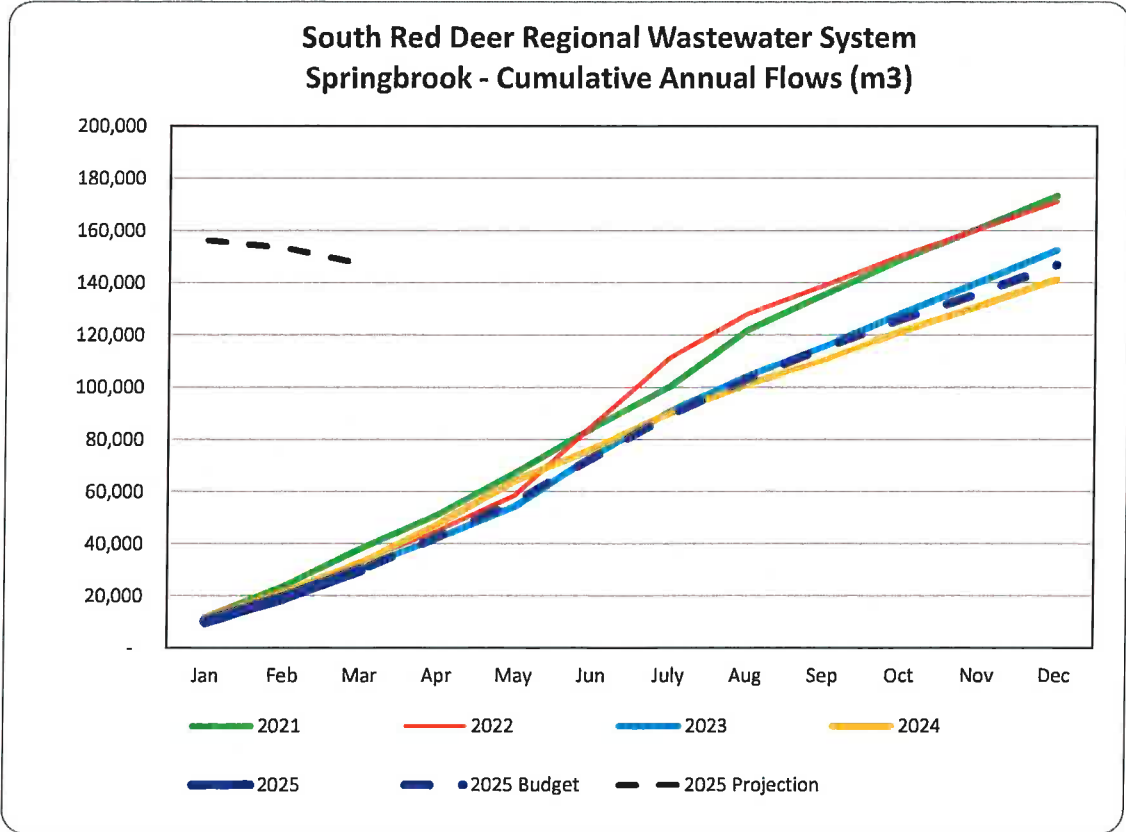
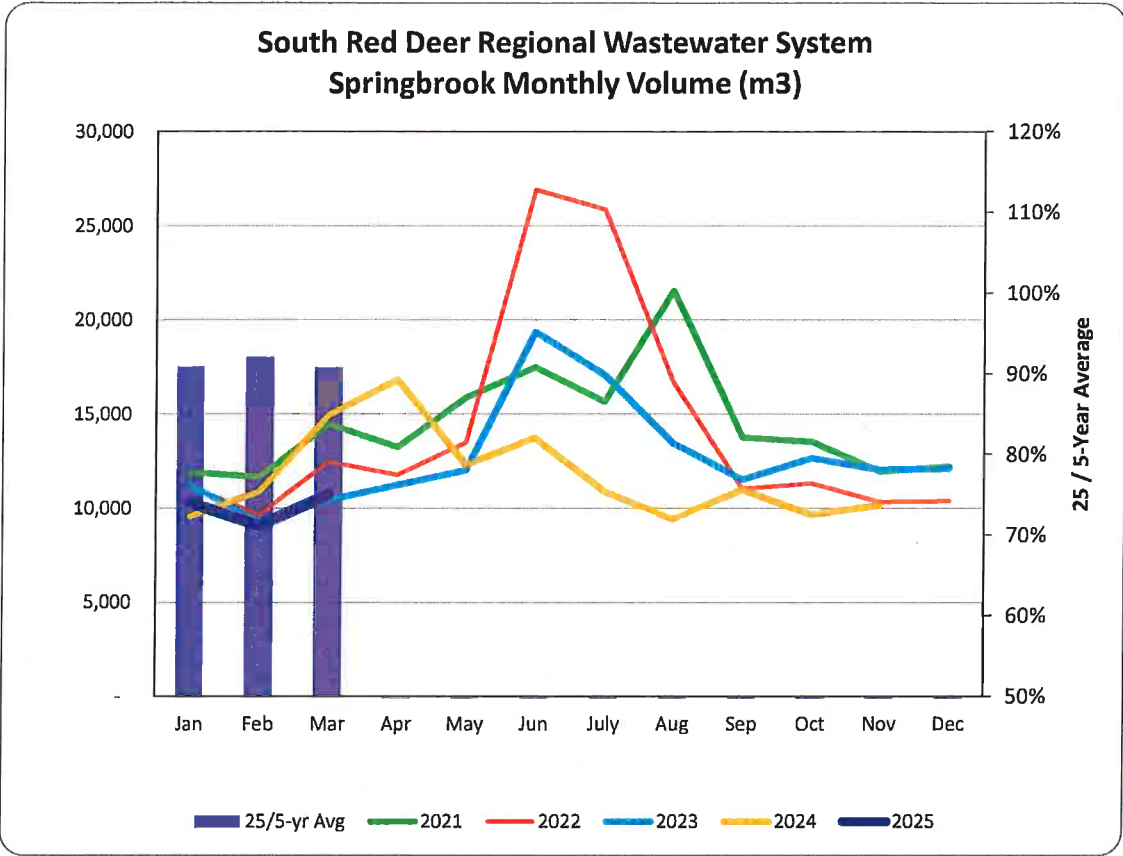
South Red Deer Regional Wastewater System
Olds - Cumulative Annual Flows (m3)

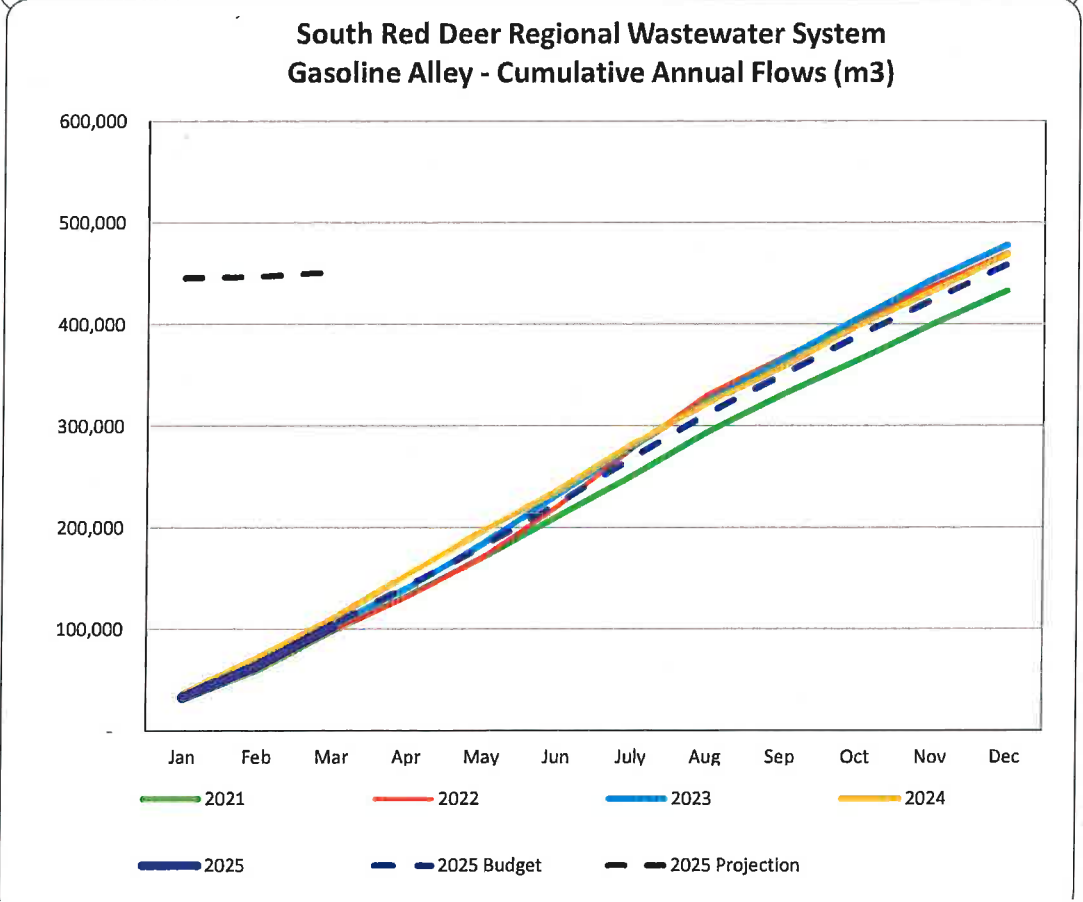
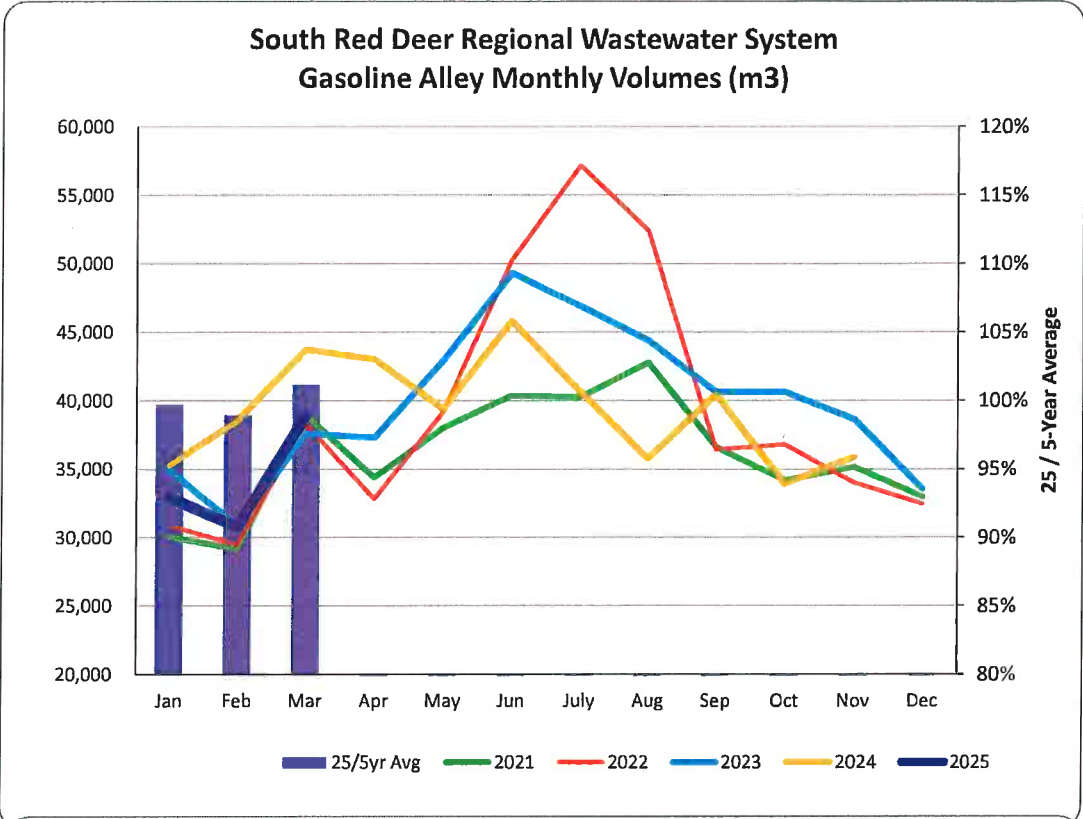




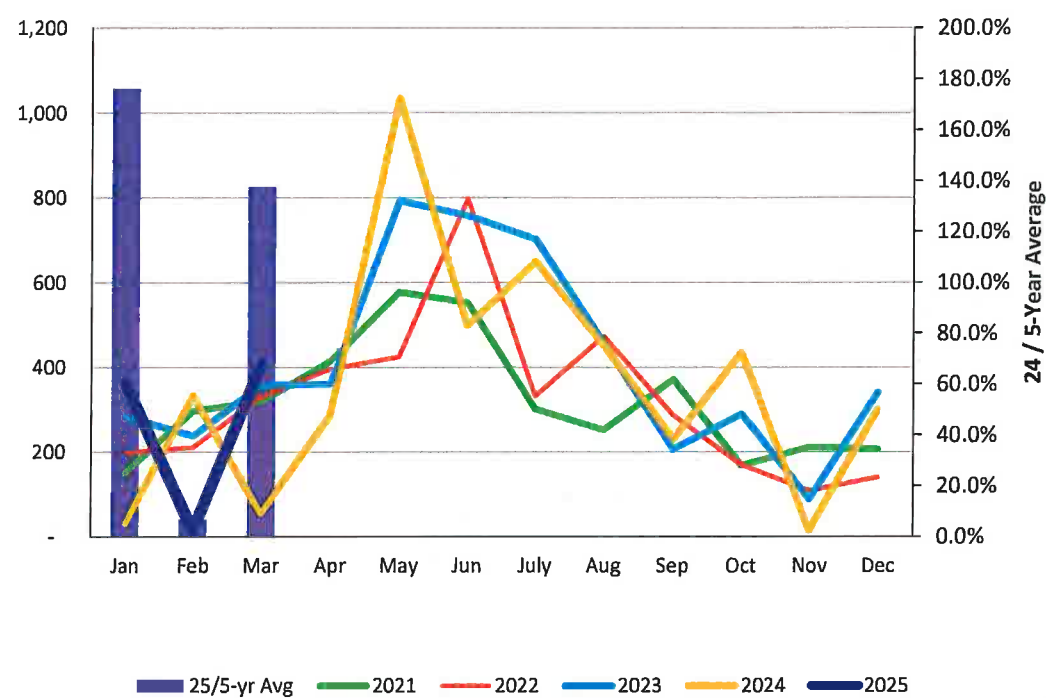




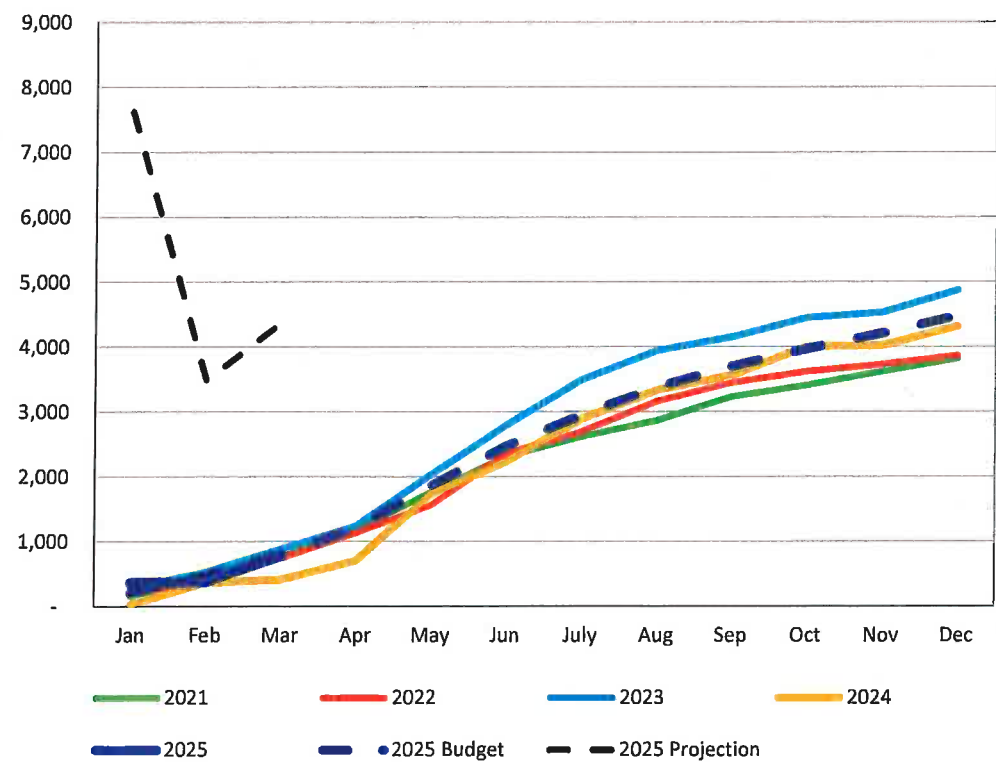


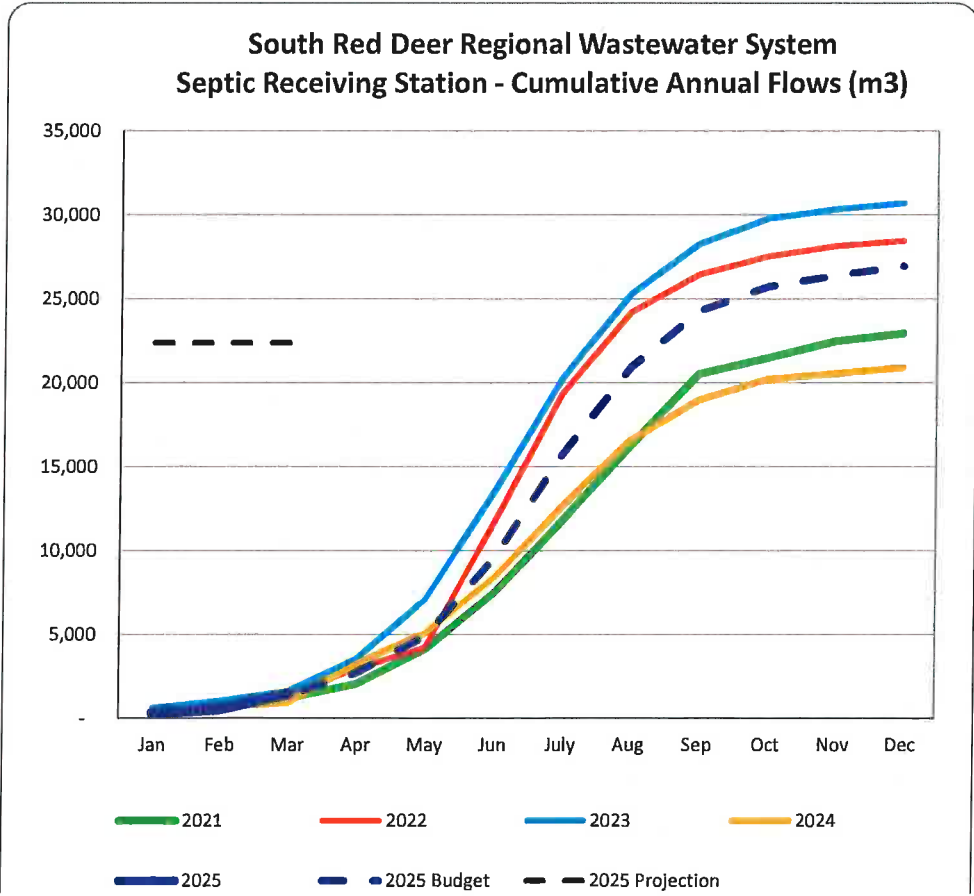
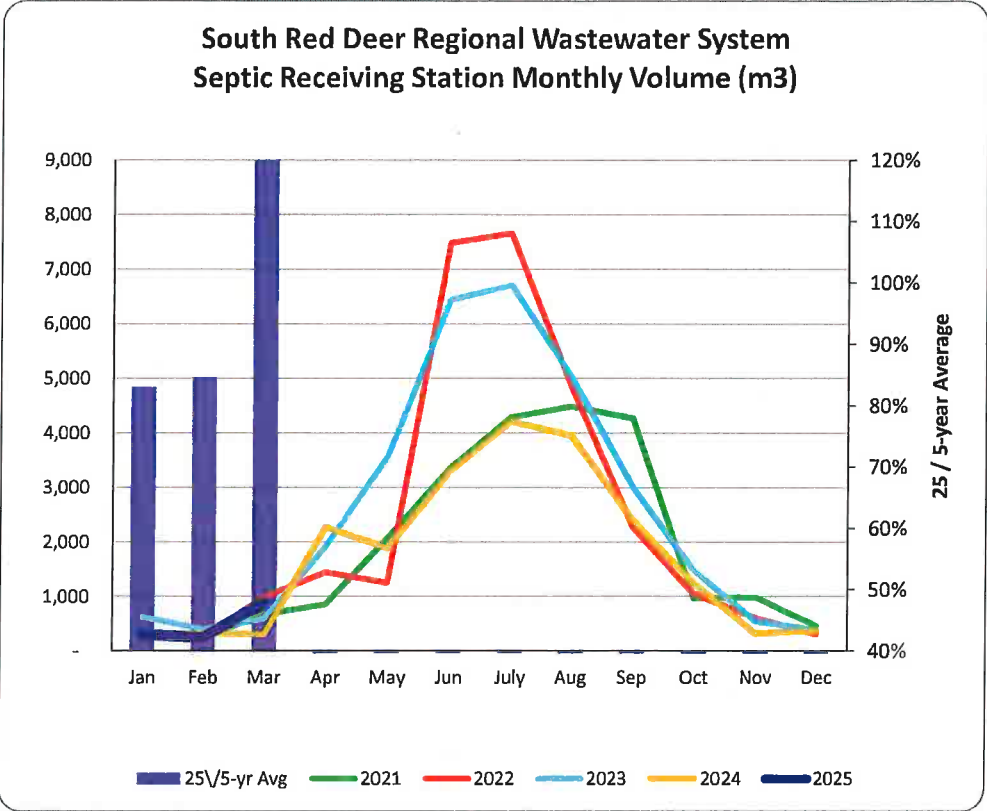


South Red Deer Regional Wastewater System
Mountain View County Monthly Volume (m3)



South Red Deer Regional Wastewater System
Mountain View County - Cumulative Annual Flows (m3)





March 18, 2025

BGS School Council Meeting (bgsCouncil@gmail.com)
[Google Meet Link](#)

Present: Alahna Hunter, Deen Lockhat, Karen Hronek, Jade Prefontaine, Brittany Houchin, Linda Wagers

Executive Report

BGS School Report

5. Retro Bingo
6. Junior-Senior Dance
7. PL Day - Mar 7
8. Gr. 8 Try It! Mechanics
9. Les Bucherons
10. Survey! Survey! Survey! (Assurance, Principal, CESD)
11. SGF - School Generated Funds review (and Quote for screen in gymnasium \$57,406 + GST)

Upcoming Events

- 12) Mar. 18 & 19 - Parent-Teacher Conferences
- 13) Mar. 21 - PL Day (K-8, HS)
- 14) Mar. 26 - RAWG (Resource Allocation Working Group)
- 15) Mar. 27 - Elementary Assembly
- 16) Apr. 2 - Sunshine Ski Trip
- 17) Apr. 7-11 - Education Week
- 18) Apr. 10 - Elementary Talent Show
- 19) Apr. 16 - Admin Professionals Day

	20) Apr. 17 - Cake Walk
CESD Trustee Report	<p>Our new Superintendent, Dr. Ryan Sawula is beginning to integrate into CESD meetings and getting involved with our workings so that we have a very smooth transition when he takes over as the Superintendent in June. He attended our Strategic Planning session last week and is looking forward to working with everyone in the Division. Dr. Sawula is planning to come and visit BGS and to meet with both staff, parents, and community members.</p> <p>We have approved our 2026-2029 Capital Plan for CESD. Our top priorities are:</p> <ol style="list-style-type: none"> 1. New Grade 10-12 high school in Sylvan Lake 2. Modernization of Innisfail High School 3. New elementary school in Olds 4. New middle school in Carstairs or modernization of Hugh Sutherland School 5. New K-8 school in Liberty Landing (Gasoline Alley) <p>For Transportation, we acknowledge a continual increasing cost for this department and that just purchasing a bus has increased by more than 10%. There is hope that provincial funding can/will address most of this. There is also a change in the 'distance from school to home' charges for transportation fees. Currently K-6 students can be picked up if they are at least 1.0 Km distance from the school, whereas 7-12's are 2.0 Km. This will be changing to K-6 can be picked up if they are at least 1.6 Km but the 7-12's are still at 2.0 Km.</p> <p>As of July 1, 2025, we will be having Jason Drent moving into the Corporate Secretary position with CESD. This leaves the Associate Superintendent of Learning Services open for which we were interviewing for this position last Thursday and Friday. An announcement as to who the new person will be should be soon!</p> <p>Last Wednesday, CESD Trustees met with some Red Deer County Councillors. Discussion points were around CESD's Capital Plan as well as other partnered opportunities we can have together.</p> <p>The Ministry of Education is still conducting its annual telephone and online satisfaction surveys since January 20th to go until May 2025, gathering feedback from over 6,000 random participants, including parents, students,</p>

	<p>teachers, and employers. The surveys aim to assess satisfaction with the quality of education, student support, school safety, preparation for future success, and system effectiveness. Results will help identify strengths and areas for improvement to enhance Alberta's education system. Please do participate if you are selected. This information will be vital to help improve our education system.</p> <p>The Alberta School Councils Association (ASCA) will hold its annual conference virtually on April 26. Previously, the event was conducted in person. To support school councils interested in attending, the Board will cover their registration fees. Is there interest in having a group of parents meet together? https://www.albertaschoolcouncils.ca/about/annual-conference Event brochure: https://www.albertaschoolcouncils.ca/public/download/files/255306</p> <p>At the beginning of March I was in Edmonton at the Alberta Rural Education. Again this allows for trustees across rural Alberta to share information to help advocate and discuss concerns that are very specific to the rural communities. One of the big concerns was still transportation, but we are also looking at ways to retain teachers and other necessary staff and resources for our school divisions as well.</p> <p>Through our Board Chair, I also have information for employers, students, educators, regarding the "CAREERS" organization. IF you are a possible employer willing and able to take on a student through this group, please contact them for more information.</p>
Town of Bowden Report	Nothing to report
Parents Matter Report	
FCSS Report	<ol style="list-style-type: none"> 1. Retro Bingo – What a great time we had on March 4th with the staff/admin at the BGS Bingo! Thank you for inviting me, its such a privilege to get to work AND play together with the BGS crew. After the staff event, I was approached to come back on April 17th before Spring Break to play in blocks 1, 2 & 3 with the 10, 9 &

	<p>8's. Looking forward to spending a chill morning with the youth and puns. That's not all for Bingo, the big community wide RETRO BINGO will take place this Thursday, March 20th at Paterson Hall. Ages 10+, fun prizes only. Bring your family and friends!</p> <p>2. CVITP – Community Volunteer Income Tax Program will have 2 more sessions in April. Lots of spots available to get your taxes looked after. Great for Students, seniors, basic returns and low income families or individuals. Contact FCSS to book. Feel free to refer folks to this program.</p> <p>3. "Its Gough Time" Paint class with YES/FCSS after school Mondays in March with Gr. 5/6. It's a GO even if its not a Gough. 😊 This time we are painting fireworks over water. Bright & colourful, all the kiddos are enjoying the project so far.</p> <p>4. Volunteer Appreciation Supper 2025 – The event will take place on Wednesday, April 30th this year. "Volunteers in Bowden are Golden" is the theme. We look forward to hosting a lovely event with delicious Roast Beef dinner, door prizes and more. Open to all Bowden & Area volunteers and their families. No cost to attend. Watch for poster this week.</p> <p>5. Community Garden – Really hoping for some April showers as we approach the garden season. The garden is full of returning gardeners and early bird requests, there are 2 new spots available this year as the Life Skills class is unable to participate this year. Stay tuned for updates. Opening May Long weekend.</p> <p>6. Innisfail FRN will be running "Bowden Youth" Friday the 21st here at the Olde Library. Kids 7-12yrs come hang out from 2-4pm. Snacks, Games, Lego etc.,.</p> <p>7. Park Place, Gathering Space – The Olde Library is getting a NEW identity! Hopefully this week the signage will be in place and I will do a re-branding blitz for this space. It has been nearly 15 years since the facility operated as a library, now, more often than not, the name creates confusion with the actual library and doesn't really suit the purpose of what the building has become. I am pleased to announce PARK PLACE as the gathering space and the PLACE to be for all things community.</p>
FOG Report	Breakfast Program Looking at adding a few special days once a month for March, April, May and June. Such as a cereal day, waffle/sausage day. Will need extra hands for that day, maybe teachers/admin/faculty would like to help with

	<p>these days.</p> <p>Cake Walk For April 17th Put it in the newsletter and facebook page looking for cakes, cookies, and cupcakes for donations. In the past we have used \$1.00 donation per kid to put it towards something. Is there something small in the school that elementary could put towards, e.g. more outdoor balls for GAGA pit or soccer balls. This is just an example any idea would do.</p> <p>Fundraising We will do our annual flower fundraiser right away so it is ready for Mother's Day Delivery</p> <p>Things We Are Supporting This Year Library - new library books and prizes for reading Accelerated Reader Program Reading Books For Elementary Cosmetology Program Outdoor Upgrades - \$4000 donation from EQUUS (Is there a potential to use these funds to help repair the outdoor courts? - Alahna will look into the potential.)</p> <p>Will call a meeting to have in the next couple of weeks to go over outdoor upgrades.</p>
New Business	<ul style="list-style-type: none"> - Is anyone/or two/or three interested in starting to learn and shadow the things that need to be done to keep breakfast running? Maybe a few people to form a breakfast committee and split the jobs? - Parent Council chair position?? Anyone?? Alahna will reach out to potential new help as suggested by Brittany.
Next Meeting(s)	April 15, May 20
Meeting Adjourned	

April 15, 2025

BGS School Council Meeting (bgsccouncil@gmail.com) Google Meet Link	
Present:	
Executive Report	
BGS School Report	<div>1. Talent Show</div> <div>2. Volunteer gym shoes missing</div> <div>3. Video Screen grant</div> <div>4. Basketball/Tennis ball courts</div> <div>Upcoming Events</div> <div>1) Apr. 15 - Gr. 11 field trip</div> <div>2) Apr. 16 - Budget</div> <div>3) Apr 17 - Gr. 9 field trip (courthouse)</div> <div>4) Apr. 17 - Cake Walk</div> <div>5) May 1 - RDP Careers gr. 10 presentation</div> <div>6) May 2 - PD Day</div> <div>7) May 6 - tornado drill</div> <div>8) May 8 - Elementary assembly</div> <div>9) May 12 - Gr. 10 first aid, gr. 12 field trip</div> <div>10) May 14 - Olds College Discovery day</div>

	<p data-bbox="224 1228 256 1648">11) May 15 - Gr. 11 SAIT/UofC</p> <p data-bbox="293 1732 418 1879">CESD Trustee Report</p> <p data-bbox="293 254 448 1648">Our new superintendency team is now complete. Chris Adamson (currently the principal of IHS) will be moving into the Learning Services Assoc Superintendent position. CESD is currently starting to get into the transfers and hirings of other positions throughout the division because of known, retiring or moving staff members.</p> <p data-bbox="496 254 613 1648">At the end of March CESD trustees and the Town of Penold Council were given a tour through the new Penhold Waskasoo Middle School (PWMS). The school has many considerations such as accessibility, locations, acoustics, etc. The layout is very beautiful.</p> <p data-bbox="662 254 854 1648">April 2nd, the Olds College had a ribbon cutting ceremony for the Central Alberta Collegiate Institute (CACI) with Minister Nicolaides in attendance in the welding/metals building. For our tour, we were shown the new booths and welding equipment that will definitely improve the learning ability and capabilities of all students entering into that trade. Very impressive. The gov't has invested more than \$4 million into the Olds College and more than \$2 million into RDP.</p> <p data-bbox="902 254 1006 1648">The Alberta School Councils Association (ASCA) will hold its annual conference virtually on April 26. Previously, the event was conducted in person. To support school councils interested in attending, the Board will cover their registration fees.</p> <p data-bbox="1015 871 1044 1648">https://www.albertaschoolcouncils.ca/about/annual-conference</p> <p data-bbox="1052 615 1081 1648">Event brochure: https://www.albertaschoolcouncils.ca/public/download/files/255306</p> <p data-bbox="1089 1291 1118 1648">Who is attending for BGS?</p> <p data-bbox="1167 1350 1196 1648">Transportation update</p> <ul data-bbox="1205 254 1359 1648" style="list-style-type: none"> ● \$50 increase per student, for students requiring transportation to school and who do not receive full provincial funding due to the distance from their home to school. The fee for partially funded students (1.0 km away from the school in K-6, and 2.0 km for 7-12) will be \$250. Students who don't qualify for provincial funding will pay a total fee of \$550.
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	<p>School of choice will also be levied the \$550, unless it is to a school of less than 100 student population.</p> <p>An early registration discount is available for partially funded students.</p> <p>Currently K-6 students can be picked up if they are at least 1.0 Km distance from the school, whereas 7-12's are 2.0 Km. This will be changing to K-6 can be picked up if they are at least 1.6 Km but the 7-12's are still at 2.0 Km.</p> <p>This distance factor is being held by CESD for this year, however, there will probably be changes for next year as the government has already changed the distance of minimum one kilometer to 1.6 km.</p> <p>School/credit changes</p> <ul style="list-style-type: none"> • The per credit fee for Career and Technology Studies classes will go up by \$1 per credit to \$12 per credit. • The fee for construction, fabrication and mechanics, prorated for 5 credits, will increase by \$40 to a total fee of \$120. • The fee for a 5 credit foods class will be \$80. <p>Stained Glass and Pottery workshop June 30 at Olds High, 20 students accepted</p>
Town of Bowden Report	Finishing the walking trail this year.
Parents Matter Report	

FCSS Report

1. RETRO BINGO will be happening this week at BGS with the Grade 8, 9 & 10 classes on Wed. April 16 with the 9's and the 10's & 8's on Thurs. April 17. We have plenty of FUN prizes for the youth, and hope to bring some excitement to their mornings leading up to Spring Break.
2. CAKE WALK with School Council/FOG is Thurs. April 17. MJ and I are looking forward to helping with the afternoon, and FCSS will be donating a few sweet treats to the occasion as well.
3. VOLUNTEER APPRECIATION SUPPER will be Wed. April 30 at the Paterson Community Centre Bowden. We are gathering some excellent door prizes, and MJ has assembled all the volunteer gifts & centerpieces. The 2025 Grad Class will be helping to set up the Tables and chairs and rough décor on Tues. April 29 after school. FCSS provides an honorarium of \$200 annually to the class for its hard work to set up for the event. It would take full day for us to do the work that the Grads do in about an hour. The Bowden Town Theatre will also benefit from the Grad set up for its performances that weekend, and grads help once again with bussing and dishes for the theatre production. Thank you, Bowden Grads!
4. YOUTH CONFERENCE – “Empower the Hero Within” Youth Conference 2025 is a partnership initiative of Red Deer & District (including Bowden) FCSS Regional Project. “Youth aged 12 – 19 will experience interactive workshops & dynamic speakers, explore mental health & well being, practice leadership, build relationships, and use tech in a safe, healthy way”. There are SIX spots for Bowden youth, along with some additional attendance from Bowden Keystone (Youth HQ) members. Registered youth will be provided transportation from Bowden to Red Deer YMCA. This is an amazing new facility with many amenities. It is a 2 day event, starting on Fri, May 2 from 4-9pm with its first Keynote, and then a concert with Erick Rush that evening. Youth will be welcomed back the second day for another amazing lineup of engaging Keynote speakers, food and interactive workshops. We need YOUR help to select and engage with youth from BGS who would like to take part in this amazing opportunity. FCSS will send out a separate email and invitation along with links to register.

So far our speaker line up includes:

- Tyler Smith, Humboldt Broncos
- Katie Mulkay, Amazing Race Canada Winner
- Linsay Willier, Canada's Next Top Model Runner Up
- Jo Phillips, Jo Out Loud, Social Media Expert
- The Social Shift
- Erick Rush (Hip Hop & Rap artist)

	<p>5. CVITP – One date left in the Bowden clinics. Sat. April 26 has bookings available for its FREE Tax service. Send your working students to save some money on filing for your first time.</p> <p>6. YES/FCSS wrapped up "Paint a Planter" (and wooden Easter Bunnies too). Grade 5/6/7 youth were given terra-cotta plant pots to paint with their own creative designs. Wooden Bunnies were a fun activity to finish up our spring painting series. Thank you to Ireland for her partnership and enthusiasm. Next month we will tackle "Balloon Pinatas" made with paper mâché and June we will host "Make it Macrame" to finish the year. We have also planned the outline for our "Summer Daze" youth day camp the week of July 14 – 17. Activities will include a museum tour, movie & a pizza day, park splash, Art in the Park, taste test challenge, Igloo Sports afternoon (TBD) and a scavenger hunt. This is open for youth grades 4 – 6, there are 12 spots available. FCSS will have registration information out for May.</p> <p>7. Bowden "Picnic & Park It!" will be hosted by Innisfail Family Resource Network (FRN) here in Centennial Park on April 17th & 24th. "Caregivers and their littles pack a lunch and head to the park for a picnic and play! Enjoy the spring air and meet other families in your community!" "Preschool Pals" - is hosted by FRN Thursdays at the Bowden Event Centre. This program is for kiddos Age 0 – 6 years and their caregivers. Stories, activities, and playtime. Contact Joanne at FRN for more information.</p> <p>8. "Alibis" Dinner Theatre is May 2 & 3 at Paterson Community Centre. Tickets available through ATB. Enjoy a Prime Rib meal and silent auction along with the performance by Bowden Town Theatre.</p> <p>9. Community Showcase - second or third week in September, possibly Wednesday Sept. 17</p> <p>10.</p>
FOG Report	<ul style="list-style-type: none"> • Dilemann Fundraiser gave us a profit of \$734.53. Waiting to get the cheque from FundScrip to see what profit that made. Starting the flower fundraiser. • Fog is working with the School, Bowden Lion's Club and potentially the Innisfail Kinsmen to do some upgrades to the Basketball Court and Volleyball Net. We are going to get the cracks filled and sealed, the two holes moved. Working on a new volleyball net, some benches and tables for seating. We are going to get new backboards, rims and net chain nets. • Breakfast program, struggling a bit to get volunteers to fill all our days. We might get more cheese strings and yogurt tubes and muffins to be put out on those days that we don't have parent volunteers. Staff might have to do this. • May 1 - Waffle Breakfast, volunteers needed • Casino next year in third quarter of 2026

New Business	<ul style="list-style-type: none"> - School Council will be needing a new chair for the next school year, FOG will also be looking for new board members - Breakfast program is always looking for new volunteers
Next Meeting(s)	May 20
Meeting Adjourned	



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 27, 2025

Vacant Seats on the Executive Committee

At the November organizational board meeting, seats 7 and 8 on Parkland's Executive Committee were not filled. After sending out invitations to PRLS board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe County for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Les Stulberg was appointed for seat 8, and Danna Kreil was appointed for seat 7.

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs.

An annual report infographic with highlights from 2024 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

Brownfield Community Library – County of Paintearth

Nordeg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

Highlights from their annual reports are included below:

Nordeg Public Library Accomplishments

Maintained a great set of dedicated volunteers through our new year in our new space, provided by our Clearwater County in the beautiful updated Discovery Center. We added a new shelf unit to accommodate the collections comfortably, not stuffed. Had a good weeding session and an in-depth inventory was completed. Parkland came out to offer our volunteer staff some technology training, which was very well received! We also ran a few small community programs; held an initial author reading and community groups utilized our library space. We are absolutely loving our one-year-old library premises. Proud to be part of the library systems in Alberta. Literacy for all!

Spruce View Community Library Accomplishments

This past year we partnered with Red Deer County to bring programs to the community library. They have been very well attended and hope to bring many more. Our early literacy program is very well attended and we partnered up with the Family Resource Network to bring these programs to the library.

Water Valley Public Library Accomplishments

I am really happy that the library got a much-needed mini renovation this year. The new bookshelves are much more appropriate for the space and they have slightly increased the space we have for books. Our young adult programming is mostly used by our local homeschool community and we are really happy to provide space for this growing group of people in our community.

On January 16th and again on February 13th, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20th last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be allowed to be the governing board for library service points, it could be years before any change occurs.

Advocacy Committee Report

Parkland's Advocacy Committee has a revised Terms of Reference and a new focus for 2025. In an effort to increase the effectiveness of the Advocacy Committee, the number of committee members was changed from

10 members to six, and members will be expected to perform advocacy activity including meeting with MLA's, visiting municipal councils and providing training/mentorship to member library boards. Volunteers appointed include Board Chair Barb Gilliat, Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, and Stephen Levy.

Parkland's Auditor 2025-2027

The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services since they started working with us in 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services as Parkland's two finance staff, are retiring in 2025.

The 2024 Parkland audit will be presented to the board in May.

Woodworker's Guild Joint Project

Late last year, Parkland entered into a partnership with the Central Alberta Woodworker's Guild (CAWG), a volunteer organization, to produce a variety of puzzle kits for programming in public libraries. These kits are intended to provide children with 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. The kits are also perfect for multi-generational programming.

In an attempt to be responsible conservators, these kits were produced at low cost with repurposed oak from unwanted church pews. The puzzles and kits can be assembled and disassembled over and over again, allowing for years of use.

An event to introduce the kits, to which the press and members of CAWG will be invited, is planned for March 21st at the Servus Credit Union Public Library in Blackfalds. All are welcome!

Committee News from Trustees

Hardisty Public Library has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

Innisfail Public Library is promoting their library service to the Bowden Penitentiary. They also have 20% of

schoolchildren in the town being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

They also promote library memberships for members at the Bowden Penitentiary, organizing pick up and drop offs to inmates.

The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

Delburne Municipal Library has a new librarian, which allows them to be open for more hours. They have also set up six book bins around the community.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Delijah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

Regrets

Joy-Anne Murphy, Jackie Northey, Shawn Peach

Absent

Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

Guests

Malcolm Boyd

Next Meeting: May 15, 2025 (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



PRLS Board Meeting Minutes

February 27, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday February 27, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Delijiah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

Guests: Malcolm Boyd

With Regrets: Joy-Anne Murphy, Jackie Northey, Shawn Peach

Absent: Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

Staff: Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:02 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 Gord Lawlor to excuse Joy-Anne Murphy, Jackie Northey, and Shawn Peach from attendance at the board meeting on February 27, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 1/2025

Twyla Hale entered the meeting at 10:05 a.m.



Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.

Motion by Stephen Levy to accept the agenda as presented.

CARRIED
PRLS 2/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 14, 2024 minutes. Paul Ashford stated that he was present at the November meeting.

Motion by Ray Reckseidler to approve the minutes of the November 14, 2024 meeting as amended.

CARRIED
PRLS 3/2025

1.3. Business arising from the minutes of the November 14, 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. There was none.

Motion by Deb Coombes to approve the consent agenda as presented.

CARRIED
PRLS 4/2025

3.1 Vacant Seats on the Executive Committee

Sheppard reviewed. At the November organizational board meeting, two seats on Parkland's Executive Committee were not filled. Those seats were for Areas 7 and 8. After sending out invitations to PRL board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe Country for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Since there were three volunteers for area 8, the collective membership from area 8 held a discussion in a Zoom breakout room. They chose Les Stulberg to be their representative on the Executive Committee. Dana Kreil was appointed for area 7.

Motion by Carlene Wetthuhn to appoint Dana Kreil and Les Stulberg to Parkland's Executive Committee.

CARRIED
PRLS 5/2025

Dwayne Fulton entered the meeting at 10:20 a.m.



3.2 2024 in Review – Approval of the 2024 Annual Report

Sheppard reviewed some of the highlights from the 2024 annual report.

IT Accomplishments:

- Migrated 527 computers from Windows 10 to Windows 11.
- Replaced 144 desktop and 20 laptop computers throughout the region.
- Replaced 16 monitors along with several other peripheral items throughout the region.
- Replaced one physical service at the Parkland Regional Library System (PRLS) office.
- Migrated several servers to the latest version of the Windows Server operating system.
- Migrated the PRLS Support site and equipment booking software to a new Linux operating system.
- Continued development of the website to further enhance it for library patrons throughout the region.
- Assisted the Edberg Municipal Library with their move. Facilitated their SuperNet move and re-configured the network and equipment at their new facility.
- Continued to maintain existing infrastructure for technologies such as; wireless, firewalls, network switches, servers, storage, desktops, laptops, etc.

Finance & Operations Accomplishments:

- Finance staff ordered and processed 26,155 new library materials at a cost of \$525,526
- In 2024 the van drivers made 3,120 library deliveries driving 182,250 kilometers
- The number of bins moved around the system on vans was 32,028
- The operations staff sent and received approximately 1,098 ILL items weekly through the government courier system.

Marketing

Parkland conducted several large-scale marketing campaigns in 2024. We had an extensive internal awareness campaign to increase our members' awareness of PRLS services. Additionally, we collected stories from patrons for our "Because of the Library" campaign. These stories were turned into graphics that were then shared widely through our own channels but also through a paid advertising partnership with Black Press Media. As part of this partnership, Parkland ran a two-month long digital ad campaign that included targeted ads, promotional news stories and print ads for eight member libraries in their local newspapers. The marketing department also facilitated our yearly contests (Library Card Sign Up Season and the Golden Ticket Contest) which were a huge success this year. The Amisk library won a state-of-the-art virtual reality headset and received training on how to use it for their community. Finally, the marketing team continued to support member libraries with a variety of marketing campaigns, content creation and training.



Advocacy

In 2024 Parkland helped galvanize the willingness of the regional systems into focusing on three advocacy goals. Those goals are:

1. Future of Public Library Board Operating Grant Funding Structure for Intermunicipal Library Boards – A proposal for adjustments to the funding model to support intermunicipal
2. cooperation, allowing consolidated boards to remain financially viable while streamlining governance structures.
3. Future of Alberta Library SuperNet – A call to reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.
4. Strengthening Library Services through Sustainable Funding – A suggestion for establishing a predictable funding model that reflects population growth and inflation, enabling libraries to continue meeting the expanding needs of their communities.

Other activities included developing training documents. Some very good documents were also created for use during MLA visits which could be used by all seven of the systems. Parkland's visits have met with some success; however, it has proven to be a challenge to obtain visits with our MLAs.

Parkland participated with the other six library systems in a province-wide omnibus survey which sought to measure public support for library service. Results from the survey indicated that 81% of Albertans agree that there is value in public libraries as free spaces to read, learn, have fun, and access the internet, and that 70% of Albertans agree that convenient access to their public library in person or online is important to them.

Library Services Achievements

In 2024, the Library Services Department conducted 1,445 virtual and phone consulting sessions, including 69 onsite library visits. We offered 27 various training events and 16 virtual/in-person meetings. We had a total of over 660 participants. Our biggest event was the relaunching of the Parkland Conference in September 2024. It was very well attended and participants enjoyed getting together, in-person, with Parkland staff, member library staff and board members. Planning is already underway for the 2025 Parkland Conference.

At the library service point in Maskwacis, numerous changes occurred since the beginning of their fiscal year on April 1, 2024. An additional staff member was hired, providing the opportunity for the library to diversify and begin offering in-house and outreach programming to the community. Staff have been visiting schools and all four Nations and promoting the services available through the library. We were also able to replace all the flooring within the library. This made a tremendous impact to the overall beautification of the space. We are, however, still advocating for a new library space that would better serve the needs of the community.



Motion by Teresa Cunningham to approve the Parkland Regional Library System's 2025 Public Library Survey and 2024 Annual Report as presented.

CARRIED
PRLS 6/2025

3.3 Approval of the 2024 Outlet Annual Reports

Sheppard reviewed the 2024 outlet annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library. These are the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points.

In addition to reviewing their annual reports, Sheppard commented on the future of outlet libraries. On January 16th and again on February 13th, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20th last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be allowed to be the governing board for library service points, it could be years before any change occurs.

Motion by Janice Wing to approve the annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED
PRLS 7/2025

3.4 Advocacy Committee Terms of Reference

Sheppard reviewed. At the November board meeting, the group discussed how to increase the effectiveness of the Advocacy Committee. Based on feedback received at the December Executive Committee meeting, the Terms of Reference for the Advocacy Committee were modified.

The most significant changes were that board members who volunteer for the committee are expected to commit to actively engage in advocacy work. This may include, but not be limited to;

- Meeting MLAs
- Visiting municipal councils
- Providing training/mentorship to member library boards



At the last Executive Committee meeting, Yellowhead Regional Library's (YRL) continued attendance in Parkland Advocacy Committee meetings was also discussed. It was decided that they would attend on an "as needed" basis when collective advocacy action was required.

Motion by Ray Reckseidler to approve the Advocacy Committee Terms of Reference as amended.

CARRIED
PRLS 8/2025

3.5 Election of the Advocacy Committee

Sheppard reviewed. Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRLS policy, trustees will receive \$100 per half-day of honorarium for attending meetings and mileage reimbursement at a rate of \$0.550 per km. for those who choose to attend meetings in person.

Meeting dates will be set at the discretion of the Advocacy Committee, but are generally on the afternoons of the Executive Committee meetings from 1:00 p.m. to 4:00 p.m. The next meeting of the Advocacy Committee will be on March 27th at 1:00 p.m. The tentative, regular meeting dates for 2025 will be set at the March meeting.

After approving the new Advocacy Committee terms of reference, past Advocacy Committee Chair Gord Lawlor asked for up to six volunteers to sit on the Advocacy Committee. Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat volunteered.

Motion by Kathy Hall to appoint Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat to the Advocacy Committee.

CARRIED
PRLS 9/2025

3.6 Budget Summary Report

Bill Windsor entered the meeting at 11:04 a.m.

Sheppard reviewed. This is the third year Parkland has produced such a report. Originally, the report was designed to identify the cost for public library service throughout the Parkland region. The current version has been much simplified. Given the many variances in the way libraries calculate their income and expenditures, it is hoped the new format for the report will be easier to understand.

Based on the information provided by member libraries, 35% deficit budgeted in 2024.

The Executive Committee reviewed this document at their January meeting and did not recommend any changes, and the board offered no suggested changes.



Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 10/2025

3.7 Parkland's Auditor 2025-2027

Sheppard reviewed. The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services. They have been Parkland's auditor since 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services. Parkland's two staff, who are primarily responsible for financial management, are retiring in 2025. Switching auditors would create significant unnecessary upheaval. Moreover, staff at MNP will likely be providing training and support for Parkland's new finance staff.

MNP's cost increase is marginal. At their December 12th meeting, the Executive Committee endorsed continuing to use MNP as Parkland's auditors and accept the fees for 2025-2027.

For the 2024 audit year, the Executive Committee reviewed MNP's audit plan and approved it at their December meeting. The auditors were at Parkland on February 3rd and 4th when they completed their on-site work. The audit will be presented to the board in May for review.

Motion by Carlene Wetthuhn to receive for information.

CARRIED
PRLS 11/2025

3.8 Woodworker's Guild Joint Project

Sheppard reviewed. Late last year, Parkland entered into a partnership with the Central Alberta Woodworker's Guild (CAWG), a volunteer organization, to produce a variety of puzzle kits for programming in public libraries. These kits are intended to provide children with 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. The kits are also perfect for multi-generational programming.

In an attempt to be responsible conservators, these kits were produced at low cost with repurposed oak from unwanted church pews. The puzzles and kits can be assembled and disassembled over and over again, allowing for years of use.

An event to introduce the kits, to which the press and members of CAWG will be invited, is planned for March 21st at the Servus Credit Union Public Library in Blackfalds.

Motion by Deb Coombes to receive for information.

CARRIED
PRLS 12/2025



3.9 Staff Engagement Survey

Sheppard reviewed. The Executive Committee mandated that a staff engagement survey be developed. The draft survey was reviewed by the Executive Committee at their October 17th meeting and was disseminated to staff in November.

Overall, the response rate was good and the survey results are positive. However, Parkland management are discussing how to best address the few areas where improvement could be made.

In December, Board Chair Barb Gilliat emailed to acknowledge that the Executive Committee received and reviewed the survey.

Motion by Harvey Walsh to receive for information.

CARRIED
PRLS 13/2025

3.10 Staff Recognition

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. For 2025, long service award recipients were:

Janelle Johnson – 5 years
Russell Adams – 10 years
Steven Dobrowolski – 10 years
Ron Sheppard – 20 years
Sandie Bilk – 20 years
Alida Burnard – 20 years

Motion by Laureen Clarke-Rennie to receive for information.

CARRIED
PRLS 14/2025

3.11. Updates

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

3.11.4. 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 Paul Patterson to receive the Director's, Library Services, IT, and Finance & Operations Reports for information.

CARRIED
PRLS 15/2025

3.12. **Parkland Community Update**

Hardisty Public Library has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

Innisfail Public Library 20% of schoolchildren in the town are being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

They also promote library memberships for members at the Bowden Penitentiary, organizing pick up and drop offs to inmates.

Delijiah Antaloczy, Deb Coombes, Edna Coulter, Jacquie Palm-Fraser, and Paul Patterson left the meeting at 11:42 a.m.

The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

Delburne Municipal Library has a new library manager, which allows them to be open for more hours. They have also set up six book bins around the community.

Motion by Dana Kreil to accept the Parkland Community Update for information.

CARRIED
PRLS 16/2025

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:47 a.m.

CARRIED
PRLS 17/2025

Chair

Bill 50: *Municipal Affairs Statutes Amendment Act*

Bill Analysis and Briefing

1. Intermunicipal Collaboration Frameworks (ICFs)

Legislation Affected: Municipal Government Act (MGA)

Key Changes:

- Mandatory services must be addressed in ICFs; arbitration limited to these.
- Cost-sharing data must be shared.
- Capital cost inclusion requires prior agreement on participation and input by all participating municipalities on design of, and decision whether to build the facility.
- Arbitrators' decisions must be implemented as ICFs; Minister may impose if not adopted.
- Any two bordering Rural municipalities may opt out of an ICF by mutual agreement after first reviewing all existing agreements between them.
- Administrative clarifications and new definitions added.

2. Councillor Code of Conduct & Council Meeting Procedures

Legislation Affected: MGA

Key Changes:

- Repeal of mandatory councillor code of conduct.
- Minister will establish standardized meeting procedures for councils and committees.
- Existing complaints or sanctions not before courts will cease.

3. Accountability of Chief Administrative Officers (CAOs)

Legislation Affected: MGA

Key Changes:

- CAOs must provide information to councillors upon request (with limited exceptions).
- Shared info to one councillor must be shared with all within 72 hours.
- Written report to council on natural person powers use required within 72 hours.
- Limit of one CAO per municipality.
- Appointment/suspension/removal decisions by simple majority.

4. Official Administrators (OAs)

Legislation Affected: MGA

Key Changes:

- OAs must be notified of all council meetings and may attend closed sessions (except legal privilege).
 - May demand municipal records (except privileged ones).
 - Required to co-sign key financial instruments.
-

5. Regulation-Making Authority

Legislation Affected: MGA

Key Changes:

- Lieutenant Governor in Council can define “public interest” and “policy of the government.”
 - “Public interest” definition deferred; “policy of the government” will include formal instruments like Acts, Orders, etc.
-

6. Clarifying Administrative Election Requirements

Legislation Affected: LAEA

Key Changes:

- Special residency rule for Municipality of Jasper due to wildfire displacement.
 - Clear separation of recount provisions.
 - Allows candidate withdrawal within 24 hours of nomination close.
 - School boards can request permanent electors register.
 - Expanded definitions for “campaign expense” and “contribution.”
-

7. Transfer of Campaign Funds

Legislation Affected: LAEA

Key Changes:

- Allows fund transfers between local parties and endorsed candidates.
-

- Transfers must be reported in annual disclosures.
 - No limit on amount transferred between political parties and their candidates
-

8. Elector Assistance Terminals

Legislation Affected: LAEA

Key Changes:

- Permits use of secure, standalone terminals for voters with disabilities.
 - Terminals must print paper ballots for manual count and cannot be connected to the internet.
 - A bylaw must be passed by June 30 of the year in which a general election is to be held.
-

9. New Home Buyer Protection Act (NHBPA) and Safety Codes Act

Key Changes:

Owner-Builder Authorization

- Simplifies authorization process.
- Registrar may register caveat for unwarranted homes.
- If exempt home is being sold while still within the warranty period a disclosure notice that states whether the home has the required home warranty coverage must be provided to the prospective owner

Expanded Exemptions

- Undue or financial hardship added as exemption criteria for warranty.

Advisory Committee & Appeals

- Minister can seek advice from Safety Codes Council.
- Appeals mechanism reinstated for Registrar decisions.



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BIG CHANGES AHEAD: WHAT BILL 50 MEANS FOR YOUR MUNICIPALITY

Zack Ziolkowski

The Alberta government's Bill 50, the Municipal Affairs Statutes Amendment Act, introduces a sweeping series of legislative changes that will impact how municipalities collaborate, govern, administer, and engage in local elections. While some changes are administrative, others will significantly affect day-to-day operations for councils and CAOs across the province. Here's what you need to know.

1. Reworking Intermunicipal Collaboration Frameworks (ICFs)

Municipalities have had ICFs in place since 2020, but Bill 50 sharpens their scope and the rules around them. Most notably, **arbitration will now be limited to only mandatory services**—like water, wastewater, solid waste, emergency services, and roads.

New rules also aim to promote transparency and fairness in capital projects shared by municipalities. Going forward, **capital costs must be agreed to in advance**, and all participating municipalities must be given an opportunity to contribute to the design and decision-making process before any build begins. This change responds to longstanding concerns from smaller municipalities about being left out of costly decisions.

Additionally, **cost-sharing data must be exchanged between municipalities**, and once an arbitrator renders a decision on a mandatory service, that ruling must be implemented in the ICF. If municipalities fail to adopt the decision, the Minister can step in and impose it.

Perhaps most notably for rural municipalities: **any two rural neighbours that share a border can mutually agree to opt out of an ICF entirely**—but only after reviewing their existing agreements. This offers flexibility for those who feel that existing relationships are already serving them well.

2. Councillor Conduct and Council Meeting Procedures

One of the most controversial elements of Bill 50 is the **repeal of the mandatory councillor code of conduct**. While councils may still choose to adopt their own codes, the province is stepping away from requiring them and from overseeing complaints and sanctions. Any ongoing matters that have not made it to the courts will now be dropped.

In its place, the government will **establish standardized meeting procedures** for council and committee meetings. These procedures are expected to be consistent across the province and could streamline meeting governance, especially in communities where interpretation of procedural rules has been inconsistent or problematic.

3. New Requirements for Chief Administrative Officers (CAOs)

CAOs will face increased obligations to council under Bill 50. The changes are designed to promote transparency and clarity in the CAO-council relationship.

Under the new rules, a CAO must:

- **Provide information to councillors upon request**—unless legally restricted.
- **Distribute any information shared with one councillor to all others within 72 hours.**
- **Report in writing to council within 72 hours of using natural person powers** (e.g., signing contracts or purchasing land).

The legislation also limits municipalities to a single CAO and clarifies that appointment, suspension, or removal of a CAO requires only a simple majority vote of council—not a two-thirds vote, as some councils previously used.

These changes may require municipalities to revisit internal policies or governance handbooks to ensure compliance and clarity.



**ZACK
ZIOLKOWSKI**
Director of Municipal Affairs

After graduating from MacEwan University, Zack started working for the former PC government as a political staffer and moving into a role as the Director of Research and Communications for Government Members prior to the 2015 election. He also has an extensive policy background including work surrounding the Municipal Government Act on behalf of the Alberta Urban Municipalities Association.

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4. Expanded Role for Official Administrators

Bill 50 gives **Official Administrators (OAs)** broader authority and access during periods of municipal instability or intervention.

OAs will now:

- **Receive notice of all council meetings** and be allowed to attend **closed sessions**, except those protected by legal privilege.
- **Have the right to demand any municipal records**, again excluding legally privileged material.
- **Be required to co-sign major financial instruments**, offering oversight on significant spending decisions.

While this change will not affect most municipalities on a day-to-day basis, it signals a more proactive stance by the province when it does intervene.

5. Broad New Regulation-Making Powers

The Bill also gives the **Lieutenant Governor in Council** the authority to define what constitutes the "public interest" and "government policy" under the Municipal Government Act.

This could have implications for future decisions about municipal conduct, planning, or even oversight. While "public interest" will be defined later, "government policy" is clarified to include **formal government instruments** such as legislation, regulations, and orders-in-council.

This provision may become important in interpreting or challenging provincial decisions that affect municipal autonomy.

6. Election Administration Modernization

Several technical but meaningful changes are made to the *Local Authorities Election Act (LAEA)*.

Key updates include:

- A **special residency rule** for the Municipality of Jasper, whose residents were displaced due to wildfires during census day.
- A **clear separation between recount provisions** and general election rules, aiming to make recount procedures more transparent and less ambiguous.
- Candidates may now **withdraw within 24 hours after nomination day**, providing a buffer for reconsideration.
- **School boards** can now request the **use of the permanent electors register**, which may streamline voting logistics.
- Definitions of "**campaign expense**" and "**contribution**" have been expanded to ensure greater clarity and accountability.

7. Campaign Fund Transfers Now Allowed

Political parties and candidates can now move money more freely. Bill 50 permits **unlimited financial transfers between local political parties and the candidates they endorse**. These transfers must be declared in annual financial disclosures, ensuring transparency.

This change may raise concerns about campaign equity but reflects the province's continued shift toward formalizing the role of local political parties.

8. Support for Voters with Disabilities

Bill 50 explicitly enables municipalities to provide **elector assistance terminals**—secure, standalone voting machines for individuals with disabilities.

These terminals must:

- **Be offline, with no internet connectivity.**
- **Print a paper ballot** that can be counted manually.
- **Be approved through a municipal bylaw passed before June 30** in the year of a general election.

This is a welcome move for many councils seeking to improve accessibility and remove barriers for voters.

9. Home Warranty and Building Regulation Changes

Finally, Bill 50 makes a number of adjustments to the *New Home Buyer Protection Act and Safety Codes Act*, with a focus on **owner-builders and financial hardship exemptions**.

Highlights include:

- A **simplified process** for owner-builder authorization.
- Authority for the Registrar to **register a caveat** if an unwarranted home is being sold.
- A **requirement to disclose warranty coverage** to prospective buyers when selling a recently built home.
- An expanded list of circumstances under which warranty exemptions can be granted, including undue financial hardship.
- Reinstated **appeal mechanisms** for owner-builders and others affected by Registrar decisions.
- The ability for the Minister to seek advice directly from the **Safety Codes Council**.

These reforms aim to balance consumer protection with flexibility for builders and homeowners.

What's Next?

While Bill 50 does not represent as sweeping a shift as last year's Bill 20, it nonetheless introduces a broad range of targeted amendments that will require attention from municipal leaders and administrators. The changes span collaborative frameworks, governance procedures, CAO accountability, election administration, and more.

Some of these reforms—like the repeal of the councillor code of conduct or the allowance for campaign fund transfers—will reshape how councils operate politically. Others—such as new requirements for CAOs and options for accessibility voting terminals—will have operational impacts that may require updates to bylaws, policies, and internal protocols.

Municipal councils and administrations should consider the following actions:

- **Review and update ICFs** to reflect new limitations on arbitration and capital project agreements.
- **Reassess local conduct policies**, as provincial oversight for councillor conduct is being removed.
- **Ensure governance and reporting processes are aligned** with the new expectations placed on CAOs.
- **Plan for election-related changes** well in advance of the 2025 general municipal elections.
- **Monitor for upcoming regulations** that will define "public interest" and "government policy," as these could influence how provincial decisions interact with local autonomy.

As always, staying proactive and informed will be essential. We'll continue monitoring developments and provide updates and interpretations as regulations and guidelines are released. If you need help interpreting these changes or implementing them locally, our team is ready to assist.

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POLITICAL EVENTS

UCP – An Evening with Danielle Smith

Monday, April 28th @ 5:30PM

Location: Edmonton Inn

- Join Danielle Smith and UCP MLAs in Edmonton for an evening with political conversation and appetizers.
- Tix: \$75 (unitedconservative.ca/events)

NDP– Convention 2025

May 2nd – May 4th

Location: Edmonton Convention Centre

- Join the Alberta NDP for their 2025 convention. You must be a member to attend.
- Tix: \$150+ (albertandp.ca/convention)

UCP – An Evening with Danielle Smith

Tuesday, May 13th, 2025 @ 5:30PM

Location: Edmonton Inn

- Join Danielle Smith and the UCP for an evening event featuring the Premier and numerous UCP MLAs.
- Tix: \$175(unitedconservative.ca/events)

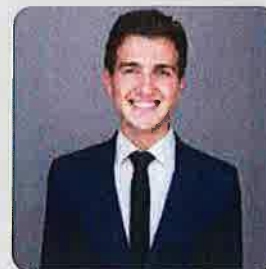
Alberta Counsel – Non-Profit Day 2025

June 17th @ 6:00PM

Location: Fantasyland Hotel, Edmonton

- Join Alberta Counsel and ECVO for the third-edition of Non-Profit Day! We will host a day of informative breakout sessions and inspiring speakers designed to help non-profit leaders from across Alberta.
- Tix: \$150 Early Bird (nonprofitday.ca)

THE NEWS
from ALBERTA COUNSEL



CODY MACOWAY
Researcher

Cody has earned a Bachelor of Arts from the University of Alberta in Political Science and History in addition to a Certificate in International Learning. He has experience as a researcher in politics and policy, previously working in government relations

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Source: Alberta.ca

KEY INFLUENCER PROFILE

DALE MCFEE

DEPUTY MINISTER OF EXECUTIVE COUNCIL

Cody Mackoway

Dale McFee was appointed the Government of Alberta's Deputy Minister of the Executive Council and head of the Alberta Public Service on February 24, 2025. The career change follows more than five years as the Chief of Police for the City of Edmonton.

McFee brings 26 years of experience in the law enforcement space, including formerly serving as Chief of Police for Prince Albert, the Chair of the Federal Provincial Deputy Ministers, Director of the Major Cities Chiefs Association, co-chair for the Canadian Centre for Justice Statistics (CCJS) program at Statistics Canada, and as the President of the Canadian Association of Chiefs of Police. He has public service leadership experience, acting as the Deputy Minister of Justice for Corrections and Policing in the Government of Saskatchewan from 2012 to 2019.

McFee was Alberta's first Métis police chief and has worked to increase Indigenous and Métis representation in law enforcement throughout his career. He is a recipient of the Officer of the Order of Merit of the Police Forces, an award bestowed by the Governor General of Canada for outstanding service. He additionally played for the Prince Albert Raiders junior hockey team, winning the Memorial Cup in 1985. He later returned to the organization as a coach, and then as its President from 2007 to 2016.

THE NEWS

Alberta's Premier Review of
Politics and Government Vitality

from ALBERTA COUNSEL



PASCAL RYFFEL
VP of Corporate
Development and
Government Relations

After completing his MA in Media and International Development, Pascal spent four years with the Alberta NDP Caucus. Pascal has been directly involved in Alberta politics for almost two decades, including as a candidate in 2008, and has a deep and current knowledge of Alberta politics. Pascal has been with Alberta Counsel since 2015.

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ALBERTA COUNSEL

AT A GLANCE

In the Media

Compassionate Intervention Legislation

The Ministry of Mental Health and Addictions has introduced the long-promised Bill 53: Compassionate Intervention Act. "If passed, the Compassionate Intervention Act would create a pathway for parents, family members, guardians, health care professionals, and police or peace officers to request a treatment order or care plan for those who, because of their severe addiction, are likely to cause harm to themselves or others... Eligible Albertans would receive stabilization, assessment, treatment and aftercare support," read the Government of Alberta's press release.

The legislation will be accompanied by the construction of two 150-bed compassionate intervention centres in Edmonton and Calgary, in addition to the opening of the Northern Alberta Youth Recovery Centre.

Guthrie Removed from Caucus

MLA for Airdrie-Cochrane and former Minister of Infrastructure Peter Guthrie has been officially removed from the United Conservative Party caucus. Guthrie resigned from his ministerial position in protest of alleged improper procurement procedures by the government of Alberta. While the UCP initially gave Guthrie a 30-day suspension, he has now been removed from caucus and will sit as an independent.

"To properly represent my constituents, I cannot be held in perpetuity to a suspension from caucus, which comes with a gag order... I am now at day 48 of my so-called 30-day suspension, impeding my democratic right to fully represent the people of Airdrie-Cochrane," stated Guthrie during session.

A UCP statement responded to the incident to say that "MLA Guthrie has made it clear that he does not support the government's decision to wait for the investigations of both the Auditor-General and Judge Raymond Wyant to conclude prior to taking further action on the issue of AHS procurement practices and the allegations made by the former AHS CEO. It is also clear that he wishes to continue to publicly voice his opposition to the government on that issue."

STEM Investments at the University of Alberta

The Government of Alberta is investing \$100 million over three years to upgrade the existing Biological Sciences Building at the University of Alberta. The facility will be rebranded as the Life Sciences Innovation and Future Technologies (LIFT) Centre. "This significant investment in the Biological Sciences Building will empower more University of Alberta students to enter the health and life sciences and STEM fields, which are in high demand in our growing economy.

This new facility will foster cutting-edge research, collaboration with industry and innovative ideas that will help students build the skills they need for the jobs of tomorrow," announced Minister of Advanced Education Rajan Sawhney. The extensive renovations are expected to double the lab capacity to 3,200 spaces.

Albertan Film and Music Investments

The Government of Alberta has announced an investment of \$2.6 million for publishing and music, and \$5.4 million for film and television, in Alberta through Budget 2025. The budget additionally includes \$235 million for the Film and Television Tax Credit program over the next three years.

"Our film and television industry is not only a creative force but also a major contributor to Alberta's economy. Through programs like the Film and Television Tax Credit, we are continually working to respond to industry needs, making sure Alberta remains a top destination for film and television productions," stated Minister of Jobs, Economy, and Trade Matt Jones.



SCOTT RATCH

Scott has recently completed a Bachelor of Arts degree in political science at the University of Alberta. While at university, he completed a co-op term as a Student Policy Analyst with the Government of Canada and served as an editor for the Political Science Undergraduate Review (PSUR).



ALBERTA COUNSEL



2025 FEDERAL ELECTION: ALBERTA'S PLACE IN THE NATIONAL DEBATE

Scott Ratch

As we near election day on April 28th, this year's federal campaign has increasingly shaped out to be a two-horse race between Mark Carney's Liberals and Pierre Poilievre's Conservatives. As Canada's response to President Donald Trump's tariff threats remains top of mind to voters, other parties have struggled to gain a foothold in the race.

The Liberals maintain a lead over the Conservatives nationally, but the race has gotten tighter. A [Leger poll](#) published on April 16th indicates that 43 per cent of Canadians intend to vote Liberal compared to 38 per cent for the Tories. The gap has narrowed to 5 points from a 7-point gap the previous week. Meanwhile, the NDP's numbers have fallen to 8 per cent nationally as they fight to maintain party status.

If the Liberals hold their lead moving into election day, Alberta could play a role in determining whether they form a majority government. While most of the province's 37 seats remain safe in the Conservative column, the collapse of the NDP's polling numbers is leading to more competitive races in urban areas, as the progressive vote appears to be consolidating behind the Liberals.

Pollsters predict that the Liberals would likely need to win four or five seats in Alberta to form a majority government. According to pollster Janet Brown, Calgary-Constitution is one of Alberta's urban ridings that might serve as a "bellwether" in the election, reflecting national trends. While the riding has traditionally gone Conservative, the absence of an incumbent this year could lead to a more competitive race than usual. The Conservative candidate, former UCP MLA Jeremy Nixon, will be facing off against Liberal candidate Corey Hogan, a vice president at the University of Calgary.

Other ridings to watch out for in Alberta on election night include Calgary-Centre, Edmonton-Centre, and Edmonton-Southwest; the latter of which is where Edmonton mayor Amarjeet Sohi is running for the Liberals, hoping to return to federal politics.

The more competitive nature of the race in Alberta this year has not gone unnoticed by federal party leaders. Poilievre held a large rally in a warehouse outside of Edmonton on April 7th, drawing approximately 12,000 people – possibly one of the largest campaign events in Canadian history. Stephen Harper endorsed Poilievre at the rally and gave a ten-minute introductory speech. It was a rare display of support for a former prime minister who has been selective of his public appearances since his departure from politics in 2015.

Meanwhile, Carney concluded a two-day visit in Calgary earlier this month, where he pledged to make Canada an "energy superpower," attempting to boost his party's appeal in the province.

Carney and Poilievre pledge to fast-track Canada's regulatory process for natural resources

As Canada looks to reduce its reliance on trade with the United States, both the Liberals and Conservatives are promising to speed up the regulatory review process and reduce red tape in the country's resource sector. It is part of a broader pitch from both parties to build pipelines and other infrastructure necessary to develop energy corridors and expand exports to alternative markets.

Poilievre announced a "One-and-Done" policy aimed at streamlining Canada's permitting system and boosting development. The proposal would include a new Rapid Resource Project Office to manage all regulatory approvals across the country. Decisions would be made within a year, with each project subject to a single application and environmental review. It is intended to eliminate regulatory bottlenecks, which Poilievre attributes to stalling resource development in Canada.

Meanwhile, Carney has proposed the "One Project, One Review" to enhance Canada's global competitiveness in the energy sector. The policy would lead to the creation of a single office for major federal project assessments, rendering a decision after just one review. It would also recognize provincial evaluations, streamlining the permitting process by eliminating redundant federal and provincial environmental assessments.

Both policy proposals are remarkably similar and could benefit Alberta's energy sector which has faced controversial regulations under the federal Liberals, including Bill C-69 and an emissions cap. At the Canada Strong and Free conference in Ottawa, Alberta Premier Danielle Smith said it is important for the country to seize the moment and build a west-to-east pipeline, along with port infrastructure, rail lines and the Ring of Fire.

However, reducing red tape in the resource sector might be easier said than done due to the inherent complexity of planning projects, conducting lengthy environmental assessments, and completing stakeholder consultations. Richard Mason, an executive fellow at the University of Calgary's School of Public Policy stated that "there needs to be a better way than our current system – but finding it and implementing it will take sustained effort from skilled leaders across the country."

FCSS Community Navigator Report April 2025

Community:

- **Community Volunteer Income Tax Program (CVITP)** – The final clinic for 2025 will be hosted Saturday, April 26 at Park Place. The first 2 sessions in March and early April were fully booked, and the last session is well on its way. Thank you so much to the 2 volunteers for the work they do with the CVITP, and to the new volunteer who is cross-training for next year.
- **Community Garden** – Thank you to Steve at Public Works for picking up and delivering mushroom compost to the Community Garden last week in the 50km/hr windstorm. We will be working to distribute the soil improvements into the plots over the next week as the ground dries. The Garden is fully booked (without advertising) and we have 4 new gardeners joining us this season. The garden will open May 16/May Long Weekend, weather permitting. Thank you to Town Office Administration for its support with registration.
- **Volunteer Appreciation Supper 2025** – Will be held on Wednesday, April 30th at the Paterson Hall. Posters have been created, and invitations have been sent to Bowden & Area non-profit organizations and dignitaries. The caterer is confirmed, and the theme and décor are set. The Grant that FCSS applied for through Volunteer Alberta was successful with \$600 allocated to Bowden.

Food Security Support (ongoing):

- **The Good Food Box** program continues to gain participants. The May 2025 order went in with 18 boxes to Bowden.
- **Food Security** resources continue to be in high demand. FCSS is thankful for the partnerships that support our community.
- **FCSS** has a new partnership with the **Bowden Museum Thrift Store** to help connect local folks with food outreach & support. They are great to work with. Thank you to the volunteers that help each Friday to make it a success.

Seniors Programs:

- **DRIVE HAPPINESS** – NEW Transportation initiative potential for Bowden and Area. FCSS will be attending an info session in Innisfail on May 5th to find out more. This could be a valuable opportunity and resource to keep residents without transportation connected with rides to services beyond supportive medical transportation or costly taxi services.
- **Tech Time** for older adults was held on April 2, future dates are May 7 and June 4. Thank you to Henday Association for Lifelong Learning (Innisfail Library Learning Centre) for its continued programs in Bowden.
- **Golden Circle Seniors Outreach Bowden** was hosted April 2 & 16. Upcoming dates include May 7 & 21, and June 18. Seniors attend to learn about support for aging in place. Thank you to Gemma & Maureen from the Golden Circle who have been assisting older adults in our community with supports & services needed.

Youth Programs:

- **YOUTH CONFERENCE** – Regional project with Red Deer & District FCSS. Bowden Youth are invited to attend the "Empower the Hero Within" Youth conference on May 2 & 3 at the YMCA in Red Deer. Transportation provided if needed. Speakers include Humboldt Bronco, Amazing Race Canada Winners, Canada's Next Top Model runner up, Jo Phillips social media, The Social Shift & Hip Hop and Rap artist Erick Rush. Youth ages 12 – 19 are invited.
- **Paint a Planter and Wooden Easter Bunnies** – YES/FCSS Only 2 afterschool sessions were held this month with spring break.
- **RETRO BINGO** – Was requested by the Jr./Sr. High teachers for the Grade 8-10 classes before spring break. On April 16 & 17 we had a blast with bad puns, fun prizes and plenty of BINGO's over two mornings at BGS. It was great to connect with the older students.
- **CAKE WALK** – hosted in partnership with School Council and FOG. Grades k-8 were invited to play "musical eggs" to win prizes of sweet treats donated by local folks and families. We had 258 treats to distribute. Older grades were able to have some too!
- **Innisfail FRN "Bowden Youth"** was hosted at Park Place on April 11. The FRN also hosted "Picnic & Park It" on April 17 & 24 here at the park itself. **Playschool Pals** is also held in Bowden at the Bowden Event Centre on a regular basis.
- **Keystone Youth** (Red Deer BGC & Youth HQ) continue to have its club at Park Place on Monday evenings with great attendance by the 13-17yr old youth. This month's club activities are Kindness Rocks, Movie Night and Sports Day.

Red Deer Polytechnic Practicum

- MJ had her last day at FCSS on April 24. She will be attending the VAS as she has helped develop the event. Thank you so much to MJ and the difference you made during the time you spent here.

Other:

- FCSS and Practicum student attended "Re-imagining Community Engagement" Keynote speaker Cormack Russel at the Pidhirney Centre in Red Deer on April 8th. This was an initiative hosted by Red Deer & District FCSS.

Olde Library Users & Groups in April included:

- | | | |
|--------------------|------------------------|------------------------|
| -Youth HQ/Keystone | -Golden Circle Seniors | -Sunday Night Group/AA |
| -Innisfail FRN | -Bowden Lions Club | -CVITP |

Agenda item 11.b / 11.c (continued)

Recommended Motion:

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