



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 23 September 2024**, at 7:00pm.

| | |
|--|------------------------------|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES September 9, 2024, Regular Council Meeting. | Pages 2 - 6 |
| 4. PUBLIC HEARING None scheduled. | |
| 5. DELEGATION 5.a Jason Klinck FCSS Program Specialist | 7 - 20 |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES | |
| 6.a Bowden Hotel. | 21 |
| 6.b Alberta Municipalities Conference | 22 - 34 |
| 6.c Council Resolutions Follow Up Action Summary | 35 - 36 |
| 6.d Key Dates. | 35 |
| 6.e Minutes of Council Meetings | 37 - 38 |
| 7. BYLAWS & POLICIES | |
| 7.a Noise Control Bylaw 07 / 2024 (second reading of Council) | 39 - 53 |
| 8. NEW BUSINESS | |
| 8.a Section 174 MGA Disqualification of Councillors | 54 |
| 8.b Dog Licencing for 2025 | 55 |
| 8.c Parkland Regional Library System Requisition | 56 - 58 |
| 9. FINANCIAL No agenda item. | |
| 10. CORRESPONDENCE | |
| 10.a Red Deer County Protective Services – August Enforcement Letter | 59 - 60 |
| 11. REPORTS | 61 |
| 11.a CAO's Report. | 62 - 71 |
| 11.b Council Committee Reports. | |
| 11.c Society & Other Reports. | 72 - 89 |
| 12. CLOSED SESSION OF COUNCIL ("in camera") | |
| 12.a Property Matter (Confidential). This closed meeting of Council is permitted by section 197 of the MGA. An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 27 "deemed to be privileged information". | |

12.b Land Annexation (Confidential).

This closed meeting of Council is permitted by section 197 of the MGA.

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

12.c CAO Review (Confidential).

This closed meeting of Council is permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 17 "harmful to personal privacy".

13. MEETING ADJOURNMENT



Town of Bowden – Regular Council Meeting
held on Tuesday 9 September 2024
at Town of Bowden Council Chambers.

MINUTES (unapproved)

1. CALL TO ORDER

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

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

ABSENT Councillor Sandy Gamble

ADMINISTRATION CAO Arno Glover

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Deb Coombes that Council adopts the minutes for the Regular Council Meeting of August 26, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There were no public hearings.

5. DELEGATION

Agenda item 5.a Shannon Paquette (STARS Air Ambulance)

Shannon Paquette provided Council with a presentation titled, "Critical Care, Anywhere".

Council was told that STARS receives \$15 million government funding however direct operating costs are \$34 million per annum.

Since 2010 the total number of area casualties flown is 210.

A total of 23 Bowden residents have been flown with 3 pickups in Bowden.

A request was made for the Town to provide partnership sponsorship of \$2 per Capita in 2025.

Motion 5.a

Moved by Councillor Deb Coombes that Council accepts the STARS, "Critical Car, Anywhere" presentation and funding request as information pending a formal application to be submitted to Council by 30th October 2024.

MOTION CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM PREVIOUS MINUTES**Agenda item 6.a Bowden Hotel**

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

Agenda item 6.b VALO Networks

Administration provided Council with engineering drawings from Red Deer County showing the exact location of the siting of the communications tower.

Agenda item 6.c Council Resolutions Requiring Follow Up Action

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

Agenda item 6.e Key Dates

Administration provided Council with forthcoming key dates.

Motion 6.a

Moved by Councillor Randy Brown that Council accepts the Business Arising agenda items as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES**Agenda item 7.a Cemetery Bylaw 08 / 2024**

Administration submitted to Council the first draft of a revised Cemetery Bylaw.

The current bylaw (passed in 2020) has been revised and updated after receiving formal review by the Bowden & District Cemetery Association. The aim was to:

- i. ensure that the bylaw remains appropriate, relevant, and meaningful,
- ii. remove areas of ambiguity and to assist in interpretation and enforceability.

Council reviewed the draft bylaw and requested amendments as follows:

Clause 7:1 Exceptions to be made by the CAO *in writing*.

Clause 12.10 ***A designated vehicle car parking area should be created.***

Administration is to publish a copy of the revised draft bylaw on the Towns' website for a period of thirty days.

Administration is to submit the Cemetery Bylaw to Council for second reading at the RCM of 14th October, 2024.

Motion 7.c moved by Councillor Deb Coombes that Council give first reading to Cemetery Bylaw 08 / 2024 as amended.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS**Agenda item 8.a Fortis Alberta Electric Distribution Franchise Fee for 2025**

Administration submitted to Council a request from Fortis Alberta for Council to confirm the electric franchise distribution fee for 2025.

Administration stated that the current percentage is 15% and that the rate had remained unchanged since 1st January 2017.

Motion 8.a

Moved by Councillor Marie Flowers that Council maintains the Fortis Alberta Electric Distribution Fee percentage at 15% for 2025.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

There was no financial agenda item.

10. CORRESPONDENCE**Agenda item 10.a Municipal Affairs – Fire Service Training Program Grant**

Administration submitted to Council correspondence received from Municipal Affairs reference grants available for fire service training.

CAO Arno Glover stated that a copy of the letter has been emailed to Mike Feduniw, Battalion Chief, Red Deer County.

Motion 10.a

Moved by Councillor Paul Webb that Council accepts the submitted item of correspondence as information.

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 Marie Flowers that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

There were no Council Committee reports submitted.

Agenda item 11.c Society & Other Reports

Reports submitted as follows

- Bowden Grandview School Newsletter (September 3, 2024)
- Bowden Ag Society (meeting of June 19, 2024).
- Bowden Ag Society (notes from August meeting).

Motion 11.b

Moved by Councillor Randy Brown that Council accepts the submitted Society & Other reports as information.

MOTION CARRIED UNANIMOUSLY

Mayor Robb Stuart called for a brief recess at 8:33 p.m.
Mayor Robb Stuart called the meeting back to order at 8:35 p.m.

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

Agenda item 12.a (Property Matter)

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

Motion 12.a

Moved by Councillor Wayne Milaney 8:35 p.m. that Council moves to an “in-camera” session for agenda item 12.a as per section 27 of the FOIP Act.

MOTION CARRIED UNANIMOUSLY

Motion 12.b

Moved by Councillor Paul Webb at 9:00 p.m. that Council return to an “open meeting” of Council.

MOTION CARRIED UNANIMOUSLY

There was no motion made on agenda item 12.a.

13. MEETING ADJOURNMENT

Motion 13.a

Moved by Councillor Marie Flowers at 9:01 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Arno Glover



Delegations

| | |
|---|--|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 5.a |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: Information | Attachment(s): 1 FCSS Multi-Municipal Operating Agreement (dated 2 nd December 2014). |

5.a

Presentation by Jason Klinck FCSS Program Specialist, City of Red Deer

The current FCSS Multi Municipal Operating Agreement expires on December 31, 2024.

A presentation will be given to Council to outline the proposed changes to the new agreement.

Alternative Motions:

Motion by Councillor _____ that Council accepts the FCSS Multi Municipal Operating Agreement presentation as information,

Or,

Motion by Councillor _____ that Council

Arno Glover

From: CAO
Sent: May 27, 2024 3:35 PM
To: Arno Glover
Subject: FW: FCSS Multi-Municipal Operating Agreement Presentations

From: Bobby-Jo Stannard <BobbyJo.Stannard@reddeer.ca>
Sent: Monday, May 27, 2024 3:32 PM
To: Tricia Willis <twillis@townofpenhold.ca>; Jo-Ann Symington <jsymington@rdcounty.ca>; CAO <cao@bowden.ca>; Sharon Wesgate - Village of Elnora (cao@villageofelnora.com) <cao@villageofelnora.com>; helen.overwater@delburne.ca
Cc: Karen Fegan <karen.fegan@delburne.ca>
Subject: FCSS Multi-Municipal Operating Agreement Presentations

Good afternoon,

This is Administration's formal request to present the Red Deer & District FCSS Board's proposed changes to the Red Deer & District FCSS Multi-Municipal Operating Agreement to each of your municipal councils in September or October of 2024.

The Red Deer & District FCSS Board will be discussing the proposed changes at their FCSS Board meeting on June 7, 2024. Once this process has been completed, Administration will present those changes to each of the partner municipalities in preparation of signing the final agreement in December 2024.

The formal presentation will be 20 minutes allowing for 10 minutes of questions.

Please let me know a date and time to schedule these presentations in the Fall.

Thank you,

Bobby-Jo Stannard | Superintendent
Community Development | City of Red Deer
BobbyJo.Stannard@reddeer.ca
403.877.6476 bus



FCSS MULTI-MUNICIPAL OPERATING AGREEMENT

THIS AGREEMENT made this 2nd day of December, 2014.

Between:

THE CITY OF RED DEER
(the "City")

FILE COPY

-and-

RED DEER COUNTY
(the "County")

-and-

THE TOWN OF BOWDEN
(“Bowden”)

-and-

THE VILLAGE OF DELBURNE
(“Delburne”)

-and-

THE VILLAGE OF ELNORA
(“Elnora”)

-and-

THE TOWN OF PENHOLD
(“Penhold”)

BACKGROUND

- A. Under the provisions of the *Family and Community Support Services Act, R.S.A. 2000 c. F-3* (the "Act"), where a municipality provides for the establishment, administration, and operation of a Family and Community Support Services ("FCSS") Program in a manner that is satisfactory to the Minister responsible for Family and Community Support Services (the "Minister"), the Minister may pay grants to the municipality to be used in such programs.
- B. The Act makes provision for a municipality to enter into agreements with other municipalities to provide for the establishment, administration and operation of joint FCSS Programs.
- C. The parties to this Agreement wish to enter an agreement to establish such a joint FCSS Program and the Red Deer and District Family and Community Support Services Board.

- D. The Red Deer and District FCSS Board has independent authority to administer and operate the joint FCSS Program within the budget approved by each of the parties on an annual basis.

NOW THEREFORE the parties agree as follows:

DEFINITIONS

1. In this Agreement, in addition to the words and phrases that are defined throughout, the following words/terms shall have the meanings shown below:

Board means the Red Deer and District Family and Community Support Services Board.

Board Member means a voting member of the Board.

Committee Member means a member of any committee established by the Board.

FCSS Grant means any money paid by the Minister under the Act for the operation of the FCSS Program.

FCSS Program means the overall collection of Projects and services administered, established and/or operated by the Board within the geographic boundaries of all six (6) parties to this Agreement.

Manager means the Social Planning Manager for The City of Red Deer.

Matching Funds means the portion of the cost of the FCSS Program for which the parties are responsible to pay and which shall in no case be less than 20% of the total cost of the FCSS Program.

Project means a Project funded by the Board which is preventive in nature, which meets the requirements under section 2.1 of the FCSS Regulations, and which is therefore eligible for funding from the Minister under the Act and administered and operated by a partner organization.

Unit Authority means The City.

JOINT PROGRAM

2. The Parties agree that The City shall be authorized to enter an agreement with the Minister on behalf of the parties to this Agreement for the establishment, administration and operation of a joint FCSS program within the geographic boundaries of all parties.
3. The parties agree that FCSS Projects may be established, administered and operated within their individual territorial jurisdictions upon the approval of such programs being given by the Board, which shall be established as hereinafter provided.
4. The City of Red Deer shall act on behalf of the other parties to this Agreement and shall be referred to as the Unit Authority.

FUNDING AND ADMINISTRATION

5. In accordance with the Act, the Minister may pay the Unit Authority the FCSS Grant on behalf of all parties hereto.
6. The parties agree to contribute Matching Funds in accordance with the Cost Share Principles set out in Schedule A, which is attached to and forms part of this Agreement. Such Matching Funds shall be paid to the Unit Authority in accordance with the terms of this Agreement.
7. The Unit Authority shall pay the full cost of the FCSS Program, and shall recover from the parties contributions of Matching Funds, that portion of such Matching Funds as each party is responsible, in accordance with the Cost Share Principles set out in Schedule A, subject only to the following exceptions:
 - a) If a party has elected to provide a Project within their community but outside of scope of this Agreement that party shall be solely responsible for the full cost of the Project.
 - b) If a Project approved by the Board does not qualify for FCSS grant funding from the Minister, the full cost of the Project shall be shared by parties in accordance with Schedule A, unless otherwise directed by the Board and agreed to unanimously by all parties.
8. All money owed to The City from the parties under this Agreement must be paid on or before the 30th day of June in each year. This payment is an estimate based on budget projections and the Cost Share Principles and will be adjusted using FCSS actual income and expenditures as at the 31st of December in each year.
 - a) If a party's contribution to the Matching Funds has been under-estimated, the Board may bill the party in question for the adjusted amount, or it may recoup such monies from the Municipal FCSS Account;
 - b) Where a party's contribution to the Matching Funds has been over-estimated, the Board may return the surplus to the party, or add such surplus to the Municipal FCSS Account.
9. Funds in the Municipal FCSS Account shall accrue interest annually at a rate equal to The City's average annual return on investments.
10. Whenever any question arises as to the obligation of the Provincial Government to contribute to any expenditure incurred by The City pursuant to the terms of this Agreement, the decision of the Minister in respect thereto after consultation with The City shall be final and conclusive.
11. The City shall provide such office space, office supplies and office equipment and furniture as may be required by the Social Planning Manager and staff for the efficient operation of the program, and costs therefore shall be shared by the parties to this Agreement and shall be determined by the Board primarily on a per capita basis prior to

the adoption of the budget in accordance with Schedule A.

BOARD STRUCTURE

12. The parties shall form a Board known as the "Red Deer and District Family and Community Support Services Board" composed of 12 Board Members to be appointed by the Municipal Councils for each of the parties at their respective annual organizational meetings, as follows:
 - a) Six (6) Board Members appointed by Council of The City, of which at least four (4) Board Members shall be citizens-at-large;
 - b) Two (2) Board Members appointed by Council of The County; and
 - c) One (1) Board Member appointed by each of the Councils of Delburne, Elnora, Bowden, and Penhold.
13. Each of the Board Members shall be entitled to vote at all meetings of the Board and all Board Members shall serve one-year terms except for the citizens-at-large appointed by The City who shall serve two-year terms. Terms for all citizens-at-large shall be staggered such that no more than half of their terms expire during the same year.
14. All Board Members shall remain in office until their respective successors are appointed.
15. In the event of a vacancy occurring prior to the expiry of a term of a Board Member, the person appointed to fill such vacancy shall hold office for the remainder of the term of the Board Member they are replacing.
16. Board Members shall be eligible for re-appointment upon expiry of their terms and each municipality shall establish the maximum number of terms that its Board Members may serve, provided that citizens-at-large may serve no more than three (3) consecutive terms.
17. The Manager or his or her designate shall serve as a non-voting liaison to the Board.
18. The City shall provide a secretary to the Board.

BOARD PROCESS

Attendance at Meetings

19. The Manager shall fix the date, following the organizational meeting of each Municipal Council partner to this agreement, on which the first meeting of the Board will be held.
20. No less than six meetings of the Board shall be held in each year, the time and place of such meetings to be determined by the Board at its first meeting. The Board may change the date of scheduled meetings from time to time, as it may deem advisable. Special meetings may be called by the Chairperson or at the request of any six Board Members, on, 24 hours' notice to Board Members.
21. A Board Member who is absent from three consecutive meetings of the Board shall cease to be a Board Member, unless such absence is caused by illness or is authorized by

resolution of the Board recorded in its minutes on or before the first meeting following such absence. Any person who ceases to be a Board Member due to unauthorized absence is eligible for re-appointment in future, but not for the unexpired portion of the term so forfeited.

22. The FCSS Board may meet by means of electronic or other communication facilities if:
- a) The facilities enable all the meeting's participants to watch or hear each other;
 - b) 75% of the Board Members agree to the electronic format; and
 - c) Notice is given to the public of the meeting, including the way in which it is to be conducted, and there are facilities available to the public to watch or listen to the meeting.

Appointment of Officers

23. The Board Members will choose a Chairperson and Vice-Chairperson at their first meeting.
24. Neither the Chairperson nor Vice-Chairperson shall hold office for more than two (2) consecutive years unless authorized by resolution of the Board.

Proceedings

25. The proceedings and deliberations of the FCSS Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
26. When a meeting is closed to the public, no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.

Quorum and Voting

27. Six Board Members shall constitute a quorum.
28. All Board Members, including the Chairperson, who is present at a Board meeting, must vote on all questions before the Board, unless a conflict of interest is declared.
29. A vote which results in a tie vote is a lost vote.

RULES OF PROCEDURE

30. The Board may establish its own rules of procedure for those matters not governed by statutory provisions of this Agreement. In doing so, it shall follow the principles of The City's Procedure Bylaw and shall have due regard for the principles of procedural fairness.

COMMITTEES

31. The Board may appoint a committee to deal with any matter coming within the scope of its authority.

32. Committees may establish their own rules of procedure for those matters not governed by statutory provisions or this Agreement. In doing so, they shall follow the principles of The City's Procedure Bylaw and shall have due regard for the principles of procedural fairness.
33. The Board shall establish a Finance Committee as a standing committee which shall consist of 5 Committee Members, as follows:
 - a) One of the Councillors appointed by The City;
 - b) One of the Board Members appointed by The County;
 - c) One Board Member from either Bowden, Delburne, Elnora or Penhold;
 - d) One Board Member who is a citizen-at-large; and
 - e) The Board Chairperson.
34. The Board shall elect the Finance Committee Chair at the Board's annual organizational meeting.
35. The Finance Committee is a recommending body only and shall be responsible for reviewing FCSS policy, reviewing requests for funding, and making recommendations in respect of funding applications and general operations to the FCSS Board.

BOARD ROLES AND RESPONSIBILITIES

36. The Board shall advise the parties to this agreement on the recommended application and administration of the Act within their respective jurisdictions and shall:
 - a) Formulate plans and priorities regarding Family and Community Support Services with a view to the establishment and orderly development of a comprehensive FCSS program;
 - b) Develop relationships with other municipal, provincial and federal departments and partner organizations; and
 - c) Approve Projects and allocate funds, having considered the recommendations of the Finance Committee.
37. The Board shall advise the parties on the policies, budgets and administration of any Project within the jurisdiction of one or more of the parties upon mutual agreement between the Board and the municipal council responsible for the Project in question.
38. The Board shall, in consultation with the Manager or designate, provide grants, establish policies and make such other decisions as are consistent with the intent to provide effective support services within the parties' communities in accordance with the

principles set out in the Act, including:

- a) Recommending an annual cost share budget amount for each partner municipality based on the Cost Share Principles;
- b) Suggesting policies concerning the application of the Family and Community Support Services Act and/or any other specific services or Projects under its jurisdiction;
- c) Establishing a funding appeals procedure for applicant organizations based on error in fact or process;
- d) Encouraging submission of briefs pertaining to Projects under its jurisdiction from responsible individuals and groups for review, evaluation and possible action;
- e) Suggesting to public and/or private agencies any recommended changes in their policies, activities or practices that might improve the impact of such services;
- f) Stimulating and promoting citizens' awareness of the importance of prevention and of available preventive social services;
- g) Stimulating and, if necessary, organizing such consultations with professional groups, social agencies (public or private) or other groups as it may determine advisable; and
- h) Considering feedback from parties affected by new Projects as it relates to the parties' cost share portion.

CONFIDENTIALITY

39. Board Members and Committee Members may from time to time have access to confidential information regarding the circumstances of individuals or groups involved with FCSS programs, as well as confidential information related to submitted proposals, criteria or decisions made with respect to the operation of the parties and the Board. Board Members and Committee Members agree that they will not at any time, directly or indirectly, use or disclose confidential information during or after their participation with Red Deer and District FCSS unless the information is otherwise lawfully in the public domain or such disclosure is authorized or required by the *Freedom of Information and Protection of Privacy Act* (Alberta), or any equivalent or replacement legislation.

CONFLICT OF INTEREST

40. Board Members and Committee Members shall comply with the Conflict of Interest Policy attached hereto as Schedule "B".

GENERAL

41. Neither the Board nor any Board Members has the power to pledge the credit of any of the parties hereto in connection with any matters whatsoever.

42. Neither the Board nor any Board Members has the power to authorize any expenditure to be charged against any of the parties without prior approval by the said party.

TERM

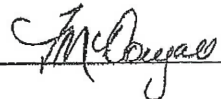
43. This Agreement shall be for a term of ten (10) years, with an end term date of December 31, 2024.

44. Each party may conduct an administrative review of this Agreement every three (3) years.

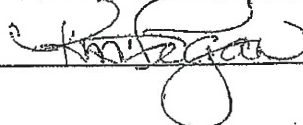
45. This Agreement may be terminated on the 31st day of December in any year by any party hereto giving notice to the other parties on or before the first day of January in the preceding year.

AGREED TO this 2nd day of December, 2014.

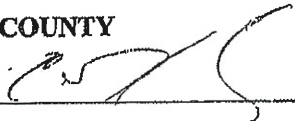
THE CITY OF RED DEER

Per: 


THE VILLAGE OF DELBURNE

Per: 

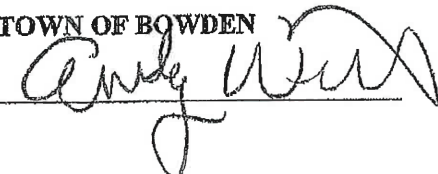
RED DEER COUNTY

Per: 


THE VILLAGE OF ELNORA

Per: 

THE TOWN OF BOWDEN

Per: 

THE TOWN OF PENHOLD

Per: 

SCHEDULE A

Red Deer and District Family and Community Support Services Cost Share Principles

1. The Province of Alberta provides up to 80% funding for the Red Deer and District FCSS Program. The partner municipalities cooperatively fund the remaining minimum 20% portion (the "Municipal Match".)

2. The Municipal Match will be calculated based on the following:
 - a) Each municipality will contribute to the planning and administration expenses based on population.

 - b) Rural partners (those programs operating directly out of the County, Bowden, Delburne, Elnora and Penhold) will cost share the 20% in accordance with the following guidelines:
 - i) Rural Project operating in an undetermined number of municipalities - paid for in full by Red Deer County;

 - ii) Local Project operation exclusively in one municipality (no residents from other municipalities are served) – paid in full by the operating municipality;

 - iii) Rural Project generally but not exclusively serving the residents of one Town - Town 80% and Red Deer County 20%;
 (0.12) (0.08)

 - iv) Rural Project generally but not exclusively serving the residents of one Village - Village 60% and Red Deer County 40%;
 (0.16) (0.04)

v) Specific Projects may be negotiated upon acceptance by the FCSS Board based on extenuating circumstances.

c) The Municipal Match for City FCSS programs will be apportioned between Red Deer County and The City of Red Deer at 7% and 93% respectively, except where the Project serves only City residents in which case the County shall be exempt from contributing.

0.04 0.186

CARD 0 COUNTY
7%
0.014

SCHEDULE B

Conflict of Interest Policy

1. Where a Board Member or Committee Member believes that he or she has a conflict of interest in respect of a matter being considered, the Board Member or Committee Member must:
 - a) Declare that he or she has a conflict of interest; and
 - b) Describe in general terms the nature of the conflict.

2. Where a Board Member or Committee Member or a Member of the public believes that another Board Member or Committee Member may have an undisclosed conflict of interest in respect of a matter being considered, that person may:
 - a) Declare the alleged conflict of interest; and
 - b) Describe in general terms the nature of the conflict.

3. Where a conflict of interest has been disclosed under section 2, the Chairperson may advise the Board Member or Committee Member on the appropriate action to take regarding the conflict. In the event that the Board Member or Committee Member disagrees with the recommendation of the Chairperson, the matter will be put to the Board for a vote.

4. Where a Board Member or Committee Member has declared a conflict or a conflict has been determined to exist under section 3, the Board Member or Committee Member who has the conflict must absent themselves from the meeting while that matter is being discussed.

5. A Board Member or Committee Member who breaches any of these conflict of interest provisions may have their Membership revoked on majority vote of the Board.
6. For the purposes of these provisions, a Board Member or Committee Member has a conflict of interest if:
 - a) He or she participates in the consideration of a funding application in which he or she has a personal or pecuniary interest, or in which any of his or her family members have a personal or pecuniary interest;
 - b) He or she participates in the consideration of a funding application from the Board Member or Committee Member's employer or from an organization to which the Board Member or Committee Member belongs or volunteers ;
 - c) He or she uses their position as a Board Member or Committee Member to unduly advance their own interests or that of their friends, family or business associates; or
 - d) Substantial doubt as to the ethical integrity of the Board Member or Committee Member would be raised in the minds of a reasonable observer if that Member were to participate in the consideration of that issue.
7. These provisions apply equally to decisions made at the Board or Committee level, and the word Board may be replaced with the word Committee as needed to give meaning.

| | |
|---|--|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 6.a / 6.b |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: Information | Attachment(s): (see listing under 6.b) |

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

Content:

6.a Bowden Hotel

There are no further updates at this time.

6.b Alberta Municipalities Conference (*information only*)

Administration submits conference documentation for the attention of elected officials.

- 1 Convention & Trade Show Agenda
- 2 Session Information
- 3 Pre-Convention Sessions (prepaid registrations)
- 4 Conference Hall map

Note: The 2024 Resolutions Book (66 pages) will be sent via separate email to all Elected Officials

Recommended Motion:

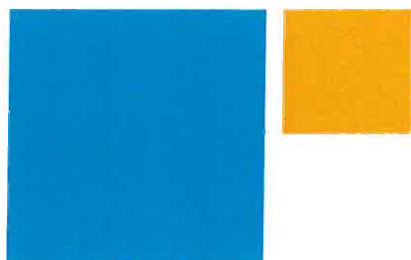
Motion by Councillor _____ that Council accepts Business Arising agenda items 6.a, and 6.b as information.

Convention & Trade Show Agenda*

WEDNESDAY, SEPTEMBER 25

| | | |
|-------------------------|--|------------------------------|
| 7:30 a.m. – 4:30 p.m. | Registration | ♀ EXHIBITION HALL FOYER |
| 7:30 a.m. – 8:30 a.m. | Hot Buffet Breakfast | ♀ NEERALTA PAVILION |
| 8:30 a.m. | Morning Announcements | ♀ EXHIBITION HALL |
| 9:15 a.m. – 10:30 a.m. | Breakout Sessions [5 concurrent] | |
| | <i>Building Housing to Support Communities and Improve Affordability</i> | ♀ SALON A |
| | <i>Yes, and? Improving Your Way to Municipal Success</i> | ♀ SALON B |
| | <i>Water Wisdom: Local Contexts and Conservation Strategies</i> | ♀ FRONTIER |
| | <i>CAO/CFO Session: Steering the Governance Ship Through Election Waters</i> | ♀ HEARTLAND (HARVEST CENTRE) |
| 11:00 a.m. – 12:15 p.m. | Breakout Sessions [5 concurrent] | |
| | <i>The Council-CAO Relationship: Ensuring Effective Governance Through Respect and Collaboration</i> | ♀ SALON A |
| | <i>Electricity Market Update</i> | ♀ SALON B |
| | <i>Enabling Housing Choice</i> | ♀ FRONTIER |
| | <i>A Collaboration Carol: The Red Deer Story</i> | ♀ HEARTLAND (HARVEST CENTRE) |
| | <i>Dusting Off the Ballot Box: Preparing a Successful and Positive Election in a Smaller Community</i> | ♀ MARQUIS (HARVEST CENTRE) |
| 12:15 p.m. – 1:30 p.m. | Buffet Lunch | ♀ NEERALTA PAVILION |
| 1:30 p.m. – 3:00 p.m. | Opening Ceremonies | ♀ EXHIBITION HALL |
| 3:00 p.m. – 5:30 p.m. | Trade Show Opens - Trade Show Dessert Reception | ♀ PARKLAND PAVILION |
| 4:00 p.m. – 5:30 p.m. | ABmunis Women in Government Networking Event (Women only) | ♀ SALON A |
| After 6:00 p.m. | Sponsors' Networking Events | ♀ RED DEER RESORT AND CASINO |

*Agenda subject to change, including session times and locations



Convention & Trade Show Agenda*

THURSDAY, SEPTEMBER 26

| | | |
|-------------------------|--|------------------------------|
| 7:30 a.m. – 4:30 p.m. | Registration | ♀ EXHIBITION HALL FOYER |
| 7:30 a.m. – 9:30 a.m. | Hot Buffet Breakfast | ♀ PRAIRIE PAVILION |
| 8:00 a.m. – 10:00 a.m. | Trade Show and Prize Draws | ♀ PARKLAND PAVILION |
| 10:05 a.m. | Morning Announcements | ♀ EXHIBITION HALL |
| 10:10 a.m. – 11:30 a.m. | Resolutions Part 1 | ♀ EXHIBITION HALL |
| 11:30 a.m. – 12:00 p.m. | Premier's Remark and Q&A | ♀ EXHIBITION HALL |
| 12:00 p.m. – 1:00 p.m. | Buffet Lunch | ♀ NEERALTA PAVILION |
| 12:35 p.m. – 12:50 p.m. | ABmunis Award Celebration | ♀ EXHIBITION HALL |
| 1:00 p.m. – 2:15 p.m. | Breakout Sessions [5 concurrent] | |
| | <i>Unpacking EPR: Challenges, Progress, and Next Steps for Waste Management</i> | ♀ SALON A |
| | <i>Villages and Summer Villages: Innovation in Conversation</i> | ♀ SALON B |
| | <i>Making the Case: Enhancing Mental Health Supports for Municipal Officials</i> | ♀ FRONTIER |
| | <i>Cities Gameshow: The Most Mid-Sized Show on Earth</i> | ♀ HEARTLAND (HARVEST CENTRE) |
| | <i>Towns: Communicating in Times of Trouble</i> | ♀ MARQUIS (HARVEST CENTRE) |
| 2:30 p.m. – 2:45 p.m. | Opposition Leader Remarks | ♀ EXHIBITION HALL |
| 2:45 p.m. – 4:30 p.m. | Resolutions Part 2 | ♀ EXHIBITION HALL |
| 4:30 p.m. – 4:45 p.m. | Municipal Affairs Remarks | ♀ EXHIBITION HALL |
| 4:45 p.m. – 6:15 p.m. | Municipal Affairs Reception | ♀ NEERALTA PAVILION |
| 7:00 p.m. – 11:00 p.m. | City of Red Deer Reception | ♀ RED DEER RESORT AND CASINO |
| After 7:00 p.m. | Sponsors' Networking Events | ♀ RED DEER RESORT AND CASINO |

*Agenda subject to change, including session times and locations

Convention & Trade Show Agenda*

FRIDAY, SEPTEMBER 27

All programming is in EXHIBITION HALL on Friday. The program order you see below is subject to change and we will flow from one element into the next.

| | | |
|-------------------------|--|---|
| 7:00 a.m. – 1:00 p.m. | Registration | ♀ EXHIBITION HALL FOYER |
| 7:00 a.m. – 8:30 a.m. | Hot Buffet Breakfast | ♀ NEERALTA PAVILION |
| 8:00 a.m. – 8:15 a.m. | Morning Announcements | ♀ EXHIBITION HALL |
| 8:15 a.m. – 9:30 a.m. | ABmunis AGM | |
| | Audit and Finance Report | |
| | Election of Directors | |
| | CEO Report | |
| | Election of Vice-Presidents | |
| | New Business | |
| | Introduction of 2024-2025 Board of Directors | |
| | Close AGM | |
| 10:00 a.m. – 11:00 a.m. | Minister Dialogue Session #1 | |
| 11:15 a.m. – 12:15 p.m. | Minister Dialogue Session #2 | |
| 12:20 p.m. – 1:00 p.m. | Closing Entertainment – Colin Mochrie | |
| 1:00 p.m. | Close Convention | ♀ NEERALTA PAVILION/ EXHIBITION HALL FOYER |
| | Thank You | |
| | Early-bird Prize | |
| | Grand Prize | |
| | Bag Lunch To Go | |

MARK YOUR CALENDARS FOR NEXT YEAR!

CALGARY, AB • NOVEMBER 12 – 14, 2025

**Agenda subject to change,
including session times and locations*



**WE ♥
MUNIS**

Session Information

WEDNESDAY, SEPTEMBER 25 9:15 A.M. – 10:30 A.M.

FOSTERING A CULTURE OF RESPECT IN COUNCIL CHAMBERS, SOCIAL MEDIA, AND BEYOND

Wednesday, September 25
9:15 a.m. – 10:30 a.m.
MARQUIS (HARVEST CENTRE)

Municipal leaders, it's time to turn the tide on disrespectful behaviour! Join us for a session hosted by ABmunis' Municipal Governance Committee where you'll get practical tips from elected officials who actively use social media to discuss issues with residents. The session will also feature tips from the Alberta Ombudsman on procedural fairness and how to respond to residents who make a habit of questioning your municipality's decisions. Elevate your game to inform residents and foster more positive and respectful conversations in your community. Also, hear what ABmunis has planned to encourage civic participation in the lead-up to the 2025 municipal election.

WATER WISDOM: LOCAL CONTEXTS AND CONSERVATION STRATEGIES

Wednesday, September 25
9:15 a.m. – 10:30 a.m.
FRONTIER

Ready to dive into water conservation? This session kicks off with a splash — an overview of ABmunis' refreshed water conservation policy! We will then wade into the diverse strategies that various communities, including First Nations and municipalities, have adopted to conserve water in light of different climates and aging infrastructure. Leave this session with a bucketful of practical ideas that you can pour right into your community's water management efforts.

BUILDING HOUSING TO SUPPORT COMMUNITIES & IMPROVE AFFORDABILITY

Wednesday, September 25
9:15 a.m. – 10:30 a.m.
SALON A

Despite record-setting housing starts, housing supply in Alberta is failing to keep up with rapid population growth and housing affordability is at risk of slipping away for many Albertans. This panel will discuss what is being or can be done in communities across the province to address the challenge and ensure Alberta municipalities remain affordable places for people to live.

YES, AND? IMPROV-ING YOUR WAY TO MUNICIPAL SUCCESS

Wednesday, September 25
9:15 a.m. – 10:30 a.m.
SALON B

Join Atomic Improv for this lively, interactive workshop focused on embracing the art of improv comedy and how it can help your leadership. Attendees will explore the core principle of "Yes, And" which encourages acceptance and building upon others' ideas. This session is ideal for those leaders looking to boost their confidence, creativity, and ability to think on their feet, all while having a great time. Learn how you can take "Yes, And" back to your community and help with your administration and council dynamics.

Session Information

WEDNESDAY, SEPTEMBER 25 11:00 A.M. – 12:15 P.M.

CAO/CFO SESSION

STEERING THE GOVERNANCE SHIP THROUGH ELECTION WATERS

Wednesday, September 25
9:15 a.m. – 10:30 a.m.
HEARTLAND (HARVEST CENTRE)

As election season approaches, maintaining strong governance can be challenging, with the natural pressures of political campaigns and increased public attention. This session is designed to explore practical strategies for preserving the integrity, stability, and operational efficiency of local governments during this critical period to make sure the final year of the term is highly productive.

We will discuss:

- The importance of maintaining non-partisan operations during campaigns, and processes to support this.
- Strategies for upholding transparency, accountability, and trust with the public and stakeholders.
- Managing council dynamics when political agendas intensify.
- Best practices for transitioning governance structures to prepare candidates and to onboard.

This session will offer practical advice, real-world examples, and opportunities for discussion to help ensure that governance continues to function effectively, regardless of election outcomes, ensuring the long-term sustainability and credibility of local government operations.

ENABLING HOUSING CHOICE

Wednesday, September 25
11:00 a.m. – 12:15 p.m.
FRONTIER

Rural housing is a whole different ballgame! Attend this informative session by the Rural Development Network (RDN) to learn how RDN is redefining perceptions of housing choice and diversity in rural communities. RDN will describe the community engagement practices that were used to better understand the local housing situation and its unique barriers, challenges, and opportunities. They will also talk about how they worked with administration to review and update local policy, bylaws, and processes to facilitate diverse housing developments. Lastly, the RDN will share its Guidebook for Enabling Housing Choice in Rural Alberta to help other communities across rural Canada kickstart their own housing developments.

Session Information

WEDNESDAY, SEPTEMBER 25 11:00 A.M. – 12:15 P.M.

DUSTING OFF THE BALLOT BOX: PREPARING A SUCCESSFUL AND POSITIVE ELECTION IN A SMALLER COMMUNITY

Wednesday, September 25
11:00 a.m. – 12:15 p.m.
MARQUIS (HARVEST CENTRE)

Small community, big election? No problem! This session is your roadmap to navigating the unique challenges of municipal elections in smaller communities—from attracting candidates to addressing misconceptions and safeguarding your community's reputation. We'll shine a light on practical solutions that will help you deliver a smooth, positive election experience that everyone can be proud of.

ELECTRICITY MARKET UPDATE

Wednesday, September 25
11:00 a.m. – 12:15 p.m.
SALON B

Feeling in the dark about electricity costs? Flip the switch on your understanding of costs, and what drives the regulated portion of utility bills. Hear from electricity experts explaining their role in the electricity system, sharing new developments that impact costs, and answering your questions on the electricity market. We will also share work that ABmunis has been doing to advocate for more affordable power bills. Plug into this session to energize your knowledge and empower your community!

A COLLABORATION CAROL: THE RED DEER STORY

Wednesday, September 25
11:00 a.m. – 12:15 p.m.
HEARTLAND (HARVEST CENTRE)

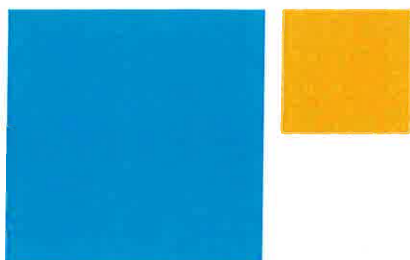
Gather Ye Round! Elected officials and administrators from the City and County of Red Deer will recount how they broke the chains to ghosts of relationships past to summon a collaborative intermunicipal relationship. Panelists will share successes and lessons learned from present initiatives and how they are setting the table for collaboration yet to come. From recreation to reconciliation, hear practical examples of how municipalities can think beyond boundaries to benefit residents one and all!

THE COUNCIL-CAO RELATIONSHIP: ENSURING EFFECTIVE GOVERNANCE THROUGH RESPECT AND COLLABORATION

Wednesday, September 25
11:00 a.m. – 12:15 p.m.
SALON A

The success of a municipality depends heavily on the relationship between council and its only employee, the Chief Administrative Officer (CAO). This session will feature a panel of seasoned municipal leaders who will discuss the nuances of this critical relationship. Attendees will gain a deeper understanding of the pressures faced by the CAO, and how council can best support their CAO to achieve the community's strategic objectives. Through real-world examples, this session will highlight best practices for fostering a healthy working relationship between council and the CAO characterized by clear communication, trust, mutual respect, and strategies. Participants will also leave with strategies on how to avoid common pitfalls that can undermine the CAO's effectiveness and the council's ability to govern effectively.

Hosted by LGAA



Session Information

THURSDAY, SEPTEMBER 26 1:00 P.M. – 2:15 P.M.

UNPACKING EPR: CHALLENGES, PROGRESS, AND NEXT STEPS FOR WASTE MANAGEMENT

Thursday, September 26
1:00 p.m. – 2:15 p.m.
SALON A

Join us for an insightful discussion on Extended Producer Responsibility (EPR) as the transition to producers taking more responsibility for waste continues. Industry leaders will share their unique perspectives on EPR, detailing their specific roles in shaping and implementing this initiative. This session provides a valuable opportunity to ask questions and gain a deeper understanding of the future of waste management in Alberta and what it means for your municipality.

MAKING THE CASE: ENHANCING MENTAL HEALTH SUPPORTS FOR MUNICIPAL OFFICIALS

Thursday, September 26
1:00 p.m. – 2:15 p.m.
FRONTIER

In an increasingly polarized world, municipal officials of every stripe are having a rough ride. This session will ask participants to talk about current challenges, as well as identify solutions and needs. We will also give a high-level overview of Alberta Municipal Health and Safety Association (AMHSA) resources designed to promote both physical and psychological safety in the workplace, so you can stay happy and healthy for your next rodeo. Please bring a smart (but silent!) device to participate in an interactive poll.

VILLAGES AND SUMMER VILLAGES: INNOVATION IN CONVERSATION

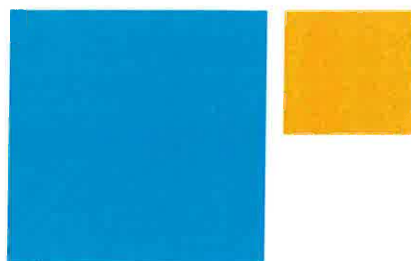
SALON B

Thursday, September 26
1:00 p.m. – 2:15 p.m.

Hear from fellow villages and summer villages on the practical ways they are approaching:

- Public engagement
- Housing
- Building networks of listeners and supporters
- Driving the ABmunis bus

This is your chance to swap stories, share ideas, and give feedback on how ABmunis is working on your behalf. Not everyone needs to actively participate, but participation will be rewarded...



Session Information

THURSDAY, SEPTEMBER 26 1:00 P.M. – 2:15 P.M.

TOWNS: COMMUNICATING IN TIMES OF TROUBLE

Thursday, September 26
1:00 p.m. – 2:15 p.m.
MARQUIS (HARVEST CENTRE)

Your towns' representatives on ABmunis Board will lead an interactive session featuring stories from your peers about how they are effectively engaging with citizens on challenging topics including:

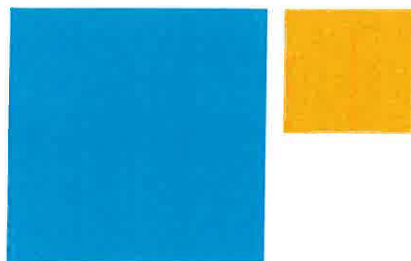
- Infrastructure failures
- Natural disasters
- Polarized communities and misinformation

The session will provide real life examples of how factual dialogue during tense times can support a safe and reliable environment for residents. Come prepared to test your knowledge of your fellow towns for a chance to win prizes.

CITIES GAMESHOW: THE MOST MID-SIZED SHOW ON EARTH

Thursday, September 26
1:00 p.m. – 2:15 p.m.
HEARTLAND (HARVEST CENTRE)

Attention all cities and large specialized municipalities: join us for the first-ever Cities Game Show - and if V.P. Bressey has his way, it won't be the last. Be a contestant, or heckle (respectfully) from the crowd, in several mini game shows designed to build and test your knowledge of Alberta's cities, your priorities, and how ABmunis serves you. There's a chance you will come away with a prize and a guarantee you will come away with facts (you didn't know you wanted to know).





September 25-27, 2024

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

Sessions

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

ATTENDEES CAN ONLY ATTEND ONE PRE-CONVENTION SESSION.

Pre-Convention Sessions

RMRF Legal Seminar

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

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

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

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

\$395.00

Select

Pre-Convention Sessions

Councillors Webber & Coombes

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

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

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

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

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

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

\$395.00

Select

Pre-Convention Sessions

Councillors Flowers & Gamble

EOEP - Council's Role in Public Engagement

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

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

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

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

\$395.00

Select

Pre-Convention Sessions

EOEP - Effective Meetings

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

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

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

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

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

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

\$395.00

Select

Host City Activities

Host City Reception

Red Deer Resort and Casino

All Councillors registered.

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

\$25.00

Select

Previous

Cancel

Next

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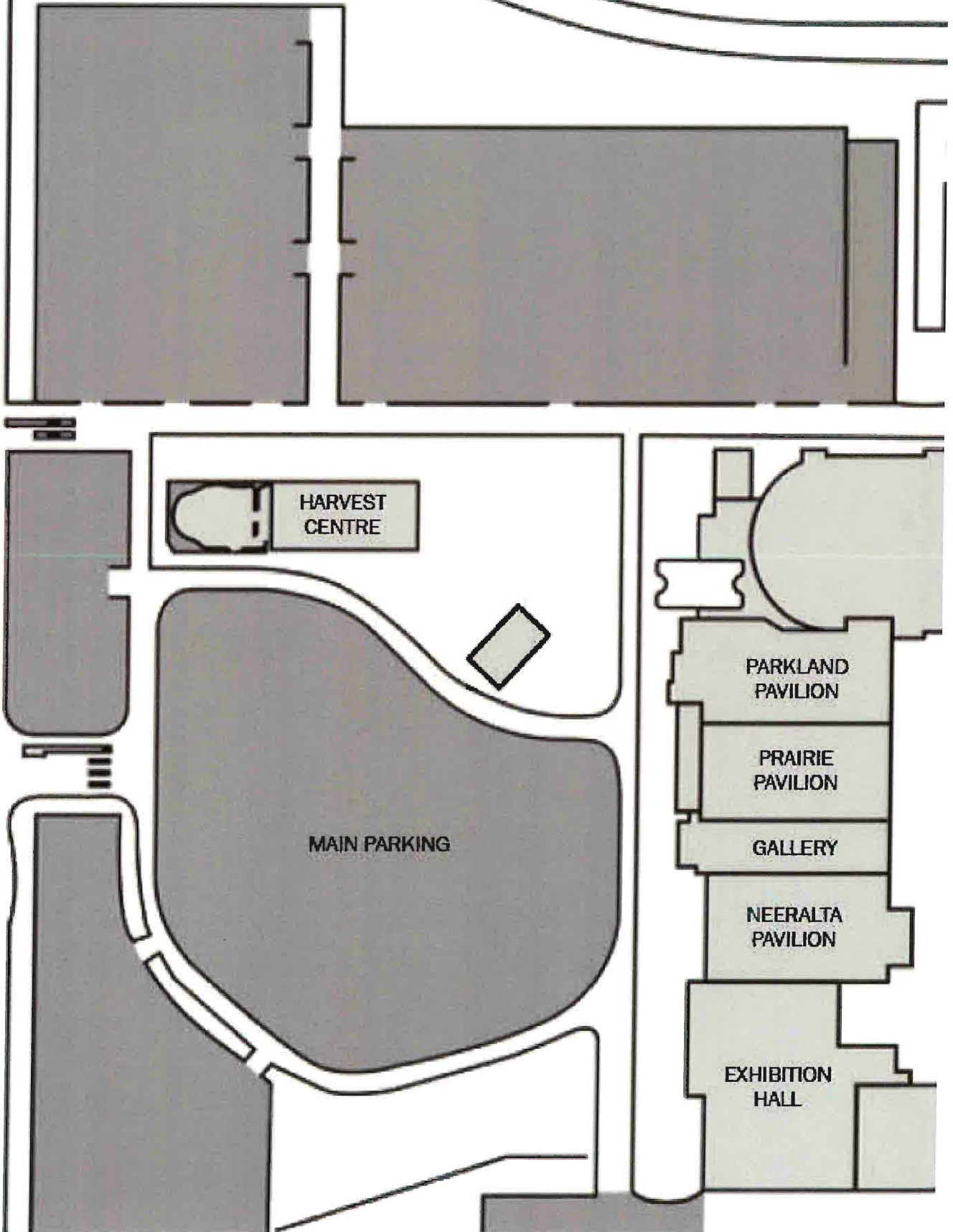
| [Strategic Meetings Management](#)

[Privacy Policy](#)

19th Street

49th Ave

SOUTHWEST GATE



| | |
|---|-------------------------------|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 6.c / 6.d |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: Information | Attachment(s): |

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

Content:

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

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

Administration submits the revised document for Council to review.

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

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

October 21 Council Open House (7:00pm Bowden Event Centre)

October 28 Organizational Meeting of Council (6:30pm Council Chambers)

October 28 Regular Council Meeting (7:00pm Council Chambers)

Recommended Motion:

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

Town of Bowden COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 10 September 2024)

| Meeting Date | Resolution | Action By Whom | Date back to Council |
|--------------|---|----------------|----------------------|
| 12 Sept 2022 | Bowden Hotel (Business Arising) Request made by MF to keep item indefinitely on agenda – request only - no resolution made | CAO | ongoing |
| 24 Apr 2023 | Intermunicipal Collaboration Framework Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines | Council / CAO | ongoing |
| 26 Jun 2023 | Water & Wastewater Connections Matter to be b/fwd in future discussions on capital asset planning | CAO | ongoing |
| 14 Aug 2023 | Annexation of Lands Motion 6.a Administration to formally advance the development proposal Final version of Negotiation Report to submit to Council for review at RCM 23 Sept 2024 | CAO | ongoing |
| 25 Jun 2024 | Additional Streetlights Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 st Street | CAO | In progress |
| 25 Jun 2024 | Streetlight Audit Motion 6.b Administration to request streetlight audit of the Town in fall 2024 | CAO | requested |
| 25 Jun 2024 | Bylaw Enforcement Motion 6.c Administration to explore further options regarding bylaw enforcement | CAO | ongoing |
| 12 Aug 2024 | ATCO Gas Franchise Agreement Motion 8.a Distribution Fee to remain at 22% for 2025 Advertisement placed in Albertan Newspaper as required by AUC. No responses received directly by the Town – ATCO Gas informed by email | CAO | In progress |
| 26 Aug 2024 | Council Open House Motion 8.b date set for Monday 21 st October 7:00pm Bowden Event Centre | Council | ongoing |
| 26 Aug 2024 | Firehall Flag Poles Motion 8.c Administration to liaise with RDC Protective Services | CAO | ongoing |
| 9 Sept 2024 | Fortis Alberta Electric Distribution Fee Motion 8.a Distribution Fee to remain at 15% for 2025 Administration has informed Fortis via email on 16th September | CAO | ✓ |

| | |
|---|-----------------------------|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 6.e |
| Prepared by: Arno Glover | Approved by: |
| Report Type: RFD | Attachment(s): 1. |

Content:**6.e Minutes of Council Meetings**

During the RCM of November 27, 2023 Administration submitted the following request to Council.

Administration is proposing that the minutes of the meetings listed below are posted on the Town's web site upon:

- i. preparation of the minutes and*
- ii. after having been reviewed by the CAO and / or Mayor*

The meetings include:

- *Regular Council Meetings*
- *Council Organizational Meetings*
- *Special Council Meetings*
- *Municipal Planning Commission Meetings*

These minutes will clearly be marked as "UNAPPROVED MINUTES"

Thereafter copies of the (signed) approved minutes will be posted to the web site once formally approved by resolution of Council / MPC and the unapproved minutes would be removed.

The purpose of this change in procedure is:

- i. provide residents and stakeholders with timely information on decisions & policy made,*
- ii. maintain public trust and confidence in transparent and open government.*

It is proposed that this change in procedure becomes effective January 1, 2024.

The Minutes for that meeting record the following motion:

Motion 8.c Motion by Councillor Randy Brown that Council accepts the proposal as information pending further information from Administration. MOTION CARRIED UNANIMOUSLY

There is however no record of any further information being submitted to Council on this matter.

With reference to other municipalities the following provides an indication of the process followed:

| | |
|-------------------|---|
| Town of Olds | Minutes published upon preparation marked "PRIOR TO ADOPTION" |
| Red Deer County | Minutes published upon preparation marked "UNAPPROVED" |
| Town of Innisfail | Minutes published after formal adoption by Council |
| Town of Penhold | Minutes published after formal adoption by Council |
| Town of Didsbury | Minutes published after formal adoption by Council |

Note:

All of the municipalities listed above live stream / record their Regular Council Meetings so reference can be made if necessary to the video recordings to determine any motions & resolutions made in advance of the minutes being prepared.

Administration requests that Council reviews the information provided to Council within this RFD with a view that Council confirm their decision regarding the timing of when Council meeting minutes will be made available to the public.

Alternative Motions:

Motion by Councillor _____ that Council approves the RFD submitted by Administration to publish Council meeting minutes (including MPC meeting minutes) on the Town's web site, to be indicated as "unapproved", immediately following preparation of the minutes and a subsequent review and approval of the draft minutes by both the CAO and the Mayor.

Or:

Motion by Councillor _____ that the RFD with reference to agenda item 6.e is accepted as information.

| | |
|--|---|
| Regular Council Meeting: 23 September 2024. | Agenda Item: 7.a |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: RFD | Attachment(s): 1. Noise Control Bylaw 07 / 2024 |

Noise Control Bylaw 07 / 2024

The attached revision of the Noise Control Bylaw is submitted for second and third reading of Council.

7.a Background

Administration submitted to Council the first draft of Noise Control Bylaw 07 / 2024 during the RCM of 26th August, 2024.

The existing Noise Control Bylaw (passed in 2001) has been updated in order to reflect current requirements that aim to:

- i. ensure that bylaws remain appropriate, relevant, and meaningful,
- ii. create more readable documents with clearly defined definitions and terms,
- iii. remove ambiguity and to assist in interpretation and enforceability.

Noise Control Bylaw 07 / 2024 received first reading of Council on 26th August 2024.

Motion 7.c moved by Councillor Paul Webb that Council give first reading to Noise Control Bylaw 07 / 2024 as amended.

7.b Amendments made to Noise Control Bylaw during first reading

During first reading of the bylaw Council requested that clause 5.9 and clause 5.10 be removed.

These clauses are reproduced below and have been removed from the second draft of the bylaw.

5.9

The Town may, upon giving reasonable notice of time to a person or owner or occupant, may enter any private, retail, or commercial premise to carry out an inspection, enforcement, remedy, or any action authorized or required by either, order, enactment, or this bylaw (as provided for in Part 13, Division 4, Enforcement of Municipal Law of the MGA).

5.10

Town Officials may in certain circumstances seize and confiscate any noise making equipment, devices, or items dependent upon the context, nature, and severity of the matter.

7.c Recommended Action

Administration recommends that Council by resolution grants second and third readings to Noise Control Bylaw 07 / 2024.

7.d Future Actions:

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



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

Town of Bowden – Province of Alberta
NOISE CONTROL BYLAW
07 / 2024 (second reading of Council)

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

- i. safety, health and welfare of people, and the protection of people & property,
- ii. people, activities, and things in, on or near a public place or place that is open to the public,
- iii. nuisances,
- iv. transport and transportation systems.

And whereas the Municipal Government Act authorizes a municipality to pass enactments that:

- i. provide for the enforcement of bylaws,
- ii. impose penalties, fees, and charges,
- iii. allow for the remedying of contraventions of bylaws,
- iv. provide for inspections to determine if bylaws are being complied with,
- v. provide for a system of licences, permits or approvals (including the imposition of terms and conditions that must be satisfied in order to receive or keep such licences, permits or approvals).

And whereas the Traffic Safety Act, RSA2000, Chapter T-6 provides that the Council of a Municipality may pass bylaws with respect to highways under its direction, control, and management including but not limited to:

- i. use of highways,
- ii. parking of vehicles,
- iii. vehicle noise,
- iv. impounding vehicles.

And whereas it is deemed expedient and desirable for the Town of Bowden to prohibit certain activities in order to maintain standards of public order in order to ensure the right to quiet peaceful enjoyment of all residents within the Municipality:

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

1 SHORT TITLE

This bylaw may be known as, and cited as, the "Noise Control Bylaw".

2 PURPOSE

To promote responsible neighbourly behaviour and to provide and establish by bylaw regulations for the control of noise, and other matters that may adversely affect reasonable standards of living and so as to maintain standards of public order ensuring residents enjoy a right to quiet peaceful enjoyment within the Municipality.

3 DEFINITIONS

In this bylaw the following definitions apply:

Acceptable

Means to satisfy a tolerable, satisfactory, or socially agreeable requirement or standard.

Authorized Person

Means any person appointed to act on behalf of the Town of Bowden.

Bylaw

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

CAO (Chief Administrative Officer)

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

Designated Officer

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

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

Excessive

Means an amount too great to be considered reasonable or acceptable, ie: exceeding what is usual, proper, necessary, or normal.

Highway

Means means a highway as defined by the Traffic Safety Act, RSA2000, c. T-6 including, but not limited to:

- a) a thoroughfare, street, road, service road, trail, avenue, parkway, driveway, lane, alley, square, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use,
- b) a sidewalk, including a boulevard or easement adjacent to the sidewalk,
- c) any ditch or culvert that lies adjacent to and parallel with the highway.

MGA

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

Municipality

Means the Town of Bowden.

Noise

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

Nuisance

Means any act or deed, or omission, or thing, which in the opinion of the CAO, or Designated Officer is, or could reasonably be expected to be annoying, harassing, unpleasant, troublesome, destructive, harmful, inconvenient, or injurious to another person and / or their property, including but not limited to:

- a) any activity that unreasonably interferes with the use and enjoyment of any public place, building, park, or highway,
- b) any activity that unreasonably interferes with the use and enjoyment of a private property,
- c) any activity that causes injury or harm to the health, comfort, or convenience of an occupier of a public or private property.

Occupant

A person (other than an owner) occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings either as a tenant or lessee for the purpose of residential or commercial activity under agreement with the owner of the land or property or buildings.

Owner (of a Property / Premise)

Means the person who is:

- a) the registered / legal owner of a property or premise,
- b) an authorized occupier of a property or premise,
- c) the person who has lawful possession of a property or premise,
- d) the person who has the right to exercise control over a property or premise,
- e) in control or development of a property or premise under construction.

Person

A person occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings or an animal or a vehicle and includes:

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

Power Tool

Includes any tool powered by an engine, or motor or battery or compressed air.

Premise

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

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

Property

Means:

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

Provincial Offences Procedure Act

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

Public Property (or Public Place)

Means any place within the Town to which the public may have either express or implied public access including, but not limited to, a highway, street, road, trail, lane, alley, sidewalk, boulevard, school, playing field, park, playground, public building and / or any fixture or object located in a public place.

Pursuant to

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

Reasonable (unreasonable)

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

Red Deer County

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

Remedial Order (or order)

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

Residential District

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

Sound Equipment

Means any sound amplification device, (including but not limited to, radio, television, music system, public address system).

Specific Penalty

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

Town

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

Unacceptable

Means to not satisfy a tolerable, satisfactory, or socially agreeable requirement or standard.

Vehicle

Means any device in, on or by which a person or thing may be transported or drawn on a highway, including, but not limited to, passenger cars, commercial vehicles, recreational vehicles, self-propelled vehicles, restricted use vehicles, farm equipment, construction equipment (wheeled or tracked), school buses, trailers, all-terrain vehicles, off highway vehicles, utility terrain vehicle, motorcycles, bicycles, and electric vehicles.

Vehicle Noise

Means any sound or noise caused by or emanating from a vehicle that is excessive, unacceptable or which creates a nuisance including but not limited to:

- a) the squealing of tires,
- b) the revving of an engine,
- c) loud acceleration,
- d) loud or excessive noise,
- e) sound from a music system, radio or speaker system.

Words (interpretation)

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

4 GENERAL PROVISIONS & PROHIBITIONS**4.1 General****4.1.1**

No person shall make, continue to make, cause, permit, or allow any unacceptable or excessive noise that is likely to 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.

This includes, recreational, occupational, promotional, DIY, construction, industrial and vehicle noise except where temporarily approved, relaxed, or permitted by the CAO / Town.

4.1.2

No person, either owner or occupant, shall permit property to be used (that they own or occupy) so that an unacceptable or excessive noise is created that would create a nuisance.

4.1.3

No person shall conduct or promote any activity in, on, near to, or in view of, any public property, public place or private property that in doing so creates unacceptable noise.

4.1.4

No person shall promote any public event, performance, concert, or exhibition that may generate unacceptable levels of noise without the written permit or authority of the CAO.

4.1.5

No person shall use, operate, permit, or allow to be used any sound equipment, loudspeaker system, public address system or other broadcasting system so as to create an unacceptable or excessive noise or disturbance, or nuisance, whether indoor, outdoors or on private or public property.

4.1.6

Air Conditioning & HVAC systems in either domestic or commercial properties must be properly maintained and operated in a normal manner so as not to create any excessive noise.

4.2 Vehicles

4.2.1

No person shall use, operate, permit, or allow to be used any vehicle so as to create an unacceptable or excessive noise or disturbance whether on private or public property, including but not limited to, repair / maintenance work, revving the engine, engine retarder brakes, or from sound equipment installed within the vehicle. ✓

4.2.2

A person who owns, occupies, or who has control of a vehicle must not at any time allow the vehicle to remain continuously running for longer than 20 minutes when it is stationary in a residential district.

4.2.3

No person may conduct any repair work on a vehicle, including but not limited to mechanical repairs, welding or modifications in a residential district so that it creates a nuisance or unacceptable level of noise.

4.2.4

No person may activate or apply engine retarder brakes within Town limits.

4.3 Industrial / Construction / Maintenance Noise

4.3.1

No person shall use, operate, permit, or allow to be used any hand tool, power tool, garden tool (including but not limited to, lawnmowers, tillers, leaf blowers), machinery, or equipment (including but not limited to, snow blowers, compressors, and generators), so as to create an unacceptable or excessive noise or disturbance during the hours of 10:00pm until 8:00am during any day.

4.3.2

Private contractors carrying out snow removal must ensure that noise abatement practices are followed between the hours 10.00pm and 8.00am in a manner that is least disruptive to residents.

Snow removal between the hours of 6:00am and 8:00am is allowed in Commercial and Industrial designated land use districts (ie: nonresidential areas) including major highway and main road routes.

4.3.3

In the operation or carrying out of an industrial activity the person / organization operating or carrying on the activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

4.4 Animal Noise

Animal noise restrictions are addressed through the provisions of the Town's Animal Control Bylaw.

4.5 Exceptions

4.5.1

The regulation of noise, does not apply to:

- i. Town / Council approved operations and procedures,
- ii. the temporary relaxation of any provision of this bylaw authorized by the CAO or a Designated Officer due to special circumstances, (for example, the operation of snow removal equipment within a 48-hour period following a heavy snowfall, etc),
- iii. the temporary relaxation of any provision of this bylaw by the CAO or a Designated Officer for approved special events, (including but not limited to, parades, firework displays, concerts, rodeo events, etc),

- iv. Town operations or emergency work carried out by the Town or contractors employed by the Town,
- v. emergency service vehicles, (whether responding to an emergency or training),
- vi. commercial equipment, including but not limited to, excavators or bobcats while operating in the normal course of their work or bona fide activity,

4.5.2

The regulation of noise, does not apply to the operation of an industrial or commercial activity where the activity is one which:

- i. is an approved permitted use,
- ii. is an approved discretionary use,
- iii. the temporary relaxation of any provision of this bylaw authorized by the CAO due to special circumstances,

providing noise levels are not greater than what is necessary or customary in the normal method or process of performing or carrying on of that industrial or commercial activity, and, all necessary permits, licenses, and approvals have been obtained in accordance with any other enactment or Town bylaw.

4.5.3

The regulation of noise, does not apply to persons using domestic equipment (lawnmowers, snow blowers, hand tools) only if:

- i. the noise is of a temporary or intermittent nature,
- ii. the equipment is properly maintained and operated in a normal manner for that type of equipment,
- iii. the noise does not occur between the hours of 10:00pm until 8:00am.

4.5.4

The regulation of noise, by the provisions of this bylaw, does not apply to:

- i. Federal or Provincial agencies,
- ii. noise created by vehicles as traffic on Provincial highways,
- iii. railway related noise created by Canadian Pacific Railway (and their sub-contractors).

5 DESIGNATION OF AUTHORITY

5.1

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

5.2

Without limitation, The CAO is empowered to provide for:

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

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

5.3

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

5.4

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

5.5

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

5.6

A Designated Officer may conduct patrols within the Town for the purpose of enforcing the provisions of this bylaw.

5.7

The CAO may declare any activity where noise is generated to be deemed as being:

- i. a nuisance,
- ii. unacceptable,
- iii. excessive,
- iv. unreasonable,

as necessary, or appropriate, in order to fulfill the provisions of this bylaw or to act responsibly in the best interests of the community.

5.8

Consideration on what determines unacceptable or excessive noise includes:

- i. the type, volume, and duration of the sound / noise,
- ii. the time of the day and day of the week,
- iii. proximity of the sound to other sleeping facilities, whether residential or commercial,
- iv. the nature and use of the surrounding area,
- v. whether the sound is recurrent, intermittent, or constant,
- vi. any other relevant factor.

5.9

The Town may issue a written warning that:

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

This may lead to the issue of:

- i. a specific penalty for contravention of a provision or for an offence as identified within this or any other Town bylaw,
- ii. an unspecified administrative penalty for infractions of any part of provision of this bylaw,
- iii. the issue of a remedial order to remedy the infraction (in accordance with Part 13, Division 4, Enforcement of Municipal Law of the MGA),
- iv. civil proceedings through the courts,
- v. any or all of i) to iv) above.

5.10

Not every matter can be addressed through regulation within this bylaw.

In the interest of minimizing any misunderstanding and maintaining harmonious community relationships, all persons should liaise directly with the Town on any noise related matter that may create a nuisance or adversely affect community living.

6 DELEGATION OF AUTHORITY

Section 708 of the MGA allows for an Intermunicipal Collaboration to provide for the delivery and funding of intermunicipal services.

The Town of Bowden and Red Deer County have entered into a Municipal Services Agreement that allows Red Deer County to provide the following services:

- i. Fire & Rescue,
- ii. Weed Control,
- iii. Road Maintenance,
- iv. Road Traffic Enforcement,
- v. Bylaw Enforcement,
- vi. Building Safety & Fire Codes.

Red Deer County Officers are empowered under the joint Municipal Services Agreement and this bylaw to conduct all actions necessary in order to fulfill the responsibilities and duties legislated under any statutory enactment, regulation, order, this bylaw, or any other Town bylaw or Town policy where applicable or relevant within the Town of Bowden municipal boundaries.

7 LIABILITY & APPEAL

7.1

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

7.2

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

7.3 Right of Appeal

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

8 APPLICABILITY

8.1

This bylaw applies to all persons present within the Town.

8.2

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

8.3

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

- i. are at the discretion of the CAO, due to special circumstances, arrangements or need,
- ii. are as stated in this bylaw,
- iii. may apply to any Designated Officer or person acting under authority, or agreement or in the normal course of their official duties, for example: Peace Officers, RCMP, Fire Department.

8.4

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

8.5

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

Persons are deemed party to an offence who:

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

8.6 Proof of Exception

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

8.7

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

- i. Criminal Code of Canada,
- ii. Municipal Government Act, RSA2000, Chapter M-26,
- iii. Traffic Safety Act, RSA2000, Chapter T-6, (and all Regulations part of),
- iv. any other applicable or relevant Town of Bowden Bylaw, policy, directive, or order.

8.8

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

8.9

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

9 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.

10 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws that make reference to matters of noise and noise control.

Noise Control Bylaw 12-2001 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 26 day of August 2024,

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

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

Read a third time in open council this ** day of __ 2024__,

Robb Stuart, Mayor

Arno Glover, Chief Administrative Officer

Noise Control Bylaw SCHEDULE A Enforcement & Penalties

A1

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

A2

Any person who:

- i. contravenes a provision of this bylaw is guilty of an offence,
- ii. fails to do any act or thing a person is required to do, is guilty of an offence.

A3

This may lead to the issue of:

- i. a verbal or written warning,
- ii. a violation ticket for a specific penalty for the contravention of a provision of this bylaw in accordance with the Provincial Offences Procedures Act,
- iii. an unspecified penalty of a variable amount of not less than \$250.00 up to a maximum of \$10000.00 for any general contravention of this bylaw as either a penalty fee, surcharge, late payment charge and / or for the compensation for damages or the recovery of costs,
- iv. any or all of i) to iii) above.

A4

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

A5 Specific Penalties

| Bylaw Reference | 1 st offence | repeat offence(s) |
|---|-------------------------|-------------------|
| Part 4.1 General Provisions | \$250.00 | \$500.00 |
| Part 4.2 Vehicle Noise | \$150.00 | \$300.00 |
| Part 4.3 Industrial, Construction & Maintenance Noise | \$250.00 | \$500.00 |

A6

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

A7 Administrative Penalties

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

Any person who contravenes any provision of this bylaw (other than those specific penalties listed in A5) will be subject to an unspecified penalty (as stated in A3 iii) the actual amount of which will be determined and applied at the discretion of the CAO.

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

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

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

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

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

A8

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

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

A9

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

A10 Enforcement.**A10.a**

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

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

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

A10.b

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

A10.c

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

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

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

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

A10.d

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

Agenda item 7.a Continued**7.e Suggested Motions:**

Motion by Councillor _____ that Council gives second reading to Noise Control Bylaw 07 / 2024.

Motion by Councillor _____ that Council gives third and final reading to Noise Control Bylaw 07 / 2024 and is adopted accordingly and made effective once duly signed.

| | |
|---|-----------------------------|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 8.a |
| Prepared by: Arno Glover | Approved by: |
| Report Type: RFD | Attachment(s): 1. |

Content:

8.a Section 174 MGA Disqualification of Councillors *(if applicable)*

Section 174 (d) of the MGA states:

A councillor is disqualified from council if:

(d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies.

Subsection 2 A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if:

(a) the absence is authorized by a resolution of council passed at any time or before the end of the last regular meeting of the council in the 8-week period.

Councillor Sandy Gamble was absent from the RCM of 12th August and the subsequent meeting of 9th September.

If Councillor Sandy Gamble is absent from this Regular Council Meeting a resolution will be required during this Council meeting authorizing the leave of absence (due to the fact that the next RCM is scheduled for 15th October this being a 9-week period from the date of first absence).

Suggested Motion:

Motion by Councillor _____ that Council approves the leave of absence of Councillor Sandy Gamble for personal reasons until the time deemed fit to attend future Council meetings.

| | |
|---|-------------------------|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 8.b |
| Prepared by: Arno Glover | Approved by: |
| Report Type: RFD | Attachment(s): |

Content:
8.b Dog Licencing for 2025

During the RCM of June 12, 2023 Council by resolution agreed to revise the system for the payment of dog licencing so that during the month of December (2023) licences would be issued free of charge.

The intent behind the proposed change was to implement a licencing system that encouraged all dog owners within the Town to register their animals, so as to ensure that the Town maintains an up-to-date and comprehensive animal record database.

Administration requests that a similar scheme be adopted for December 2024.

Licencing statistics are provided as follows:

| | |
|-----------|--|
| Year 2022 | 178 licences issued |
| Year 2023 | 196 licences issued |
| Year 2024 | 265 licences issued (235 free licences, 30 paid licences). |

Suggested Motion:

Motion by Councillor _____ that Council approves the request made by Administration to grant free dog licencing during the month of December 2024.

| | |
|---|---|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 8.c |
| Prepared by: Arno Glover | Approved by: |
| Report Type: RFD | Attachment(s): 1. Email dated September 18, 2024 2. Requisition Comparison 2024 - 2025 |

Content:
8.c Parkland Regional Library System Requisition for 2025

With reference to the email dated 18th September received from Kara Hamilton of Parkland Regional Library System, a request has been made for Council's decision regarding the proposed 2025 requisition.

For 2025 it is proposed that there is an increase of \$889.02 this been a factor of both a higher per capita rate and an increase in the billing population figure from 1271 to 1280.

Notes:

1 Statistics Canada census of population for 2021 states the population of Bowden as being 1280.

2 For 2024 the per capita requisition increased to \$9.18 up from \$8.75.

Alternative Motions:

Motion by Councillor _____ that Council accepts the proposed increase in the municipal per capita requisition from \$11667.78 to \$12556.80.

Motion by Councillor _____ that Council accepts the Parkland Regional Library System proposed budget requisition proposal for 2025 as information.

CAO

From: Parkland Administration <administration@prl.ab.ca>
Sent: September 18, 2024 11:59 AM
To: Municipal Administrators
Subject: Parkland Regional Library System 2025 Proposed Budget
Attachments: 2025 Full Budget Notes.pdf

Importance: High

Good morning,

In accordance with the Parkland Membership Agreement, I have attached to this email a copy of the 2025 proposed budget for the Parkland Regional Library System.

Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. Please respond with your council's decision regarding the 2025 per capita requisition **as soon as possible**.

The next meeting of the Parkland Library Board is on November 14th where the results of the municipal vote will be reviewed.

Parkland's Director, Ron Sheppard, is available to speak to your council or administration regarding the budget upon request. Please contact Parkland if you have any questions. We can be reached at 403-782-3850 or by email at administration@prl.ab.ca

Thank you,

Kara Hamilton

Office Administrator

Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2
403.782.3850 ext 232 | 1.800.567.9024.ext 232 | prl.ab.ca

Libraries – Value Beyond Words

Parkland Regional Library System
Requisition Comparison for 2024 to 2025

| Municipality | 2024 | | 2025 | | Requisition increase or decrease 2024 to 2025 |
|-----------------------------|---|---------------------------|--|---------------------------|--|
| | Treasury Board Population Estimates 2022 | | Municipal Affairs Population Lists 2023 | | |
| | Billing population | per Capita rate \$9.18 | Billing population | per Capita rate \$9.81 | |
| 1 Village of Alix | 835 | 7,665.30 | 774 | 7,592.94 | (72.36) |
| 2 Village of Alliance | 150 | 1,377.00 | 166 | 1,628.46 | 251.46 |
| 3 Village of Amisk | 198 | 1,817.64 | 219 | 2,148.39 | 330.75 |
| 4 Town of Bashaw | 778 | 7,142.04 | 848 | 8,318.88 | 1,176.84 |
| 5 Village of Bawlf | 425 | 3,901.50 | 412 | 4,041.72 | 140.22 |
| 6 Town of Bentley | 1,037 | 9,519.66 | 1,042 | 10,222.02 | 702.36 |
| 7 Village of Big Valley | 341 | 3,130.38 | 331 | 3,247.11 | 116.73 |
| 8 SV of Birchcliff | 145 | 1,331.10 | 211 | 2,069.91 | 738.81 |
| 9 Village of Bittern Lake | 234 | 2,148.12 | 216 | 2,118.96 | (29.16) |
| 10 Town of Blackfalds | 11,962 | 109,811.16 | 10,470 | 102,710.70 | (7,100.46) |
| 11 Town of Bowden | 1,271 | 11,667.78 | 1,280 | 12,556.80 | 889.02 |
| 12 City of Camrose | 19,847 | 182,195.46 | 18,772 | 184,153.32 | 1,957.86 |
| 13 Camrose County | 9,208 | 84,529.44 | 8,504 | 83,424.24 | (1,105.20) |
| 14 Village of Caroline | 464 | 4,259.52 | 470 | 4,610.70 | 351.18 |
| 15 Town of Carstairs | 4,988 | 45,789.84 | 4,898 | 48,049.38 | 2,259.54 |
| 16 Town of Castor | 881 | 8,087.58 | 803 | 7,877.43 | (210.15) |
| 17 Clearwater County | 12,099 | 111,068.82 | 11,865 | 116,395.65 | 5,326.83 |
| 18 Village of Clive | 823 | 7,555.14 | 775 | 7,602.75 | 47.61 |
| 19 Town of Coronation | 905 | 8,307.90 | 868 | 8,515.08 | 207.18 |
| 20 Village of Cremona | 452 | 4,149.36 | 437 | 4,286.97 | 137.61 |
| 21 Village of Czar | 230 | 2,111.40 | 248 | 2,432.88 | 321.48 |
| 22 Town of Daysland | 810 | 7,435.80 | 789 | 7,740.09 | 304.29 |
| 23 Village of Delburne | 889 | 8,161.02 | 919 | 9,015.39 | 854.37 |
| 24 Town of Didsbury | 5,092 | 46,744.56 | 5,070 | 49,736.70 | 2,992.14 |
| 25 Village of Donalda | 207 | 1,900.26 | 226 | 2,217.06 | 316.80 |
| 26 Town of Eckville | 1,158 | 10,630.44 | 1,014 | 9,947.34 | (683.10) |
| 27 Village of Edberg | 152 | 1,395.36 | 126 | 1,236.06 | (159.30) |
| 28 Village of Elnora | 291 | 2,671.38 | 288 | 2,825.28 | 153.90 |
| 29 Flagstaff County | 3,614 | 33,176.52 | 3,694 | 36,238.14 | 3,061.62 |
| 30 Village of Forestburg | 928 | 8,519.04 | 807 | 7,916.67 | (602.37) |
| 31 SV of Gull Lake | 202 | 1,854.36 | 226 | 2,217.06 | 362.70 |
| 32 SV of Half Moon Bay | 35 | 321.30 | 65 | 637.65 | 316.35 |
| 33 Town of Hardisty | 465 | 4,268.70 | 548 | 5,375.88 | 1,107.18 |
| 34 Village of Hay Lakes | 525 | 4,819.50 | 456 | 4,473.36 | (346.14) |
| 35 Village of Heisler | 157 | 1,441.26 | 135 | 1,324.35 | (116.91) |
| 36 Village of Hughenden | 230 | 2,111.40 | 213 | 2,089.53 | (21.87) |
| 37 Town of Innisfail | 7,672 | 70,428.96 | 7,985 | 78,332.85 | 7,903.89 |
| 38 SV of Jarvis Bay | 219 | 2,010.42 | 213 | 2,089.53 | 79.11 |
| 39 Town of Killam | 844 | 7,747.92 | 918 | 9,005.58 | 1,257.66 |
| 40 City of Lacombe | 14,229 | 130,622.22 | 14,258 | 139,870.98 | 9,248.76 |
| 41 Lacombe County | 10,807 | 99,208.26 | 10,283 | 100,876.23 | 1,667.97 |
| 42 Village of Lougheed | 281 | 2,579.58 | 225 | 2,207.25 | (372.33) |
| 43 Mountain View County | 13,877 | 127,390.86 | 12,981 | 127,343.61 | (47.25) |
| 44 SV of Norglenwold | 275 | 2,524.50 | 306 | 3,001.86 | 477.36 |
| 45 Town of Olds | 9,567 | 87,825.06 | 9,209 | 90,340.29 | 2,515.23 |
| 46 Paintearth County | 2,138 | 19,626.84 | 1,990 | 19,521.90 | (104.94) |
| 47 SV of Parkland Beach | 154 | 1,413.72 | 168 | 1,648.08 | 234.36 |
| 48 Town of Penhold | 3,928 | 36,059.04 | 3,484 | 34,178.04 | (1,881.00) |
| 49 Town of Ponoka | 7,518 | 69,015.24 | 7,331 | 71,917.11 | 2,901.87 |
| 50 Ponoka County | 10,372 | 95,214.96 | 9,998 | 98,080.38 | 2,865.42 |
| 51 Town of Provost | 1,870 | 17,166.60 | 1,900 | 18,639.00 | 1,472.40 |
| 52 MD Provost | 2,183 | 20,039.94 | 2,071 | 20,316.51 | 276.57 |
| 53 Red Deer County | 21,930 | 201,317.40 | 19,933 | 195,542.73 | (5,774.67) |
| 54 Town of Rimbey | 2,625 | 24,097.50 | 2,470 | 24,230.70 | 133.20 |
| 55 SV of Rochon Sands | 79 | 725.22 | 97 | 951.57 | 226.35 |
| 56 Town of Rocky Mtn. House | 6,603 | 60,615.54 | 6,765 | 66,364.65 | 5,749.11 |
| 57 Village of Rosalind | 184 | 1,689.12 | 162 | 1,589.22 | (99.90) |
| 58 Village of Sedgewick | 816 | 7,490.88 | 761 | 7,465.41 | (25.47) |
| 59 Town of Stetter | 5,752 | 52,803.36 | 5,695 | 55,867.95 | 3,064.59 |
| 60 Stettler County | 5,777 | 53,032.86 | 5,666 | 55,583.46 | 2,550.60 |
| 61 SV of Sunbreaker Cove | 94 | 862.92 | 131 | 1,285.11 | 422.19 |
| 62 Town of Sundre | 2,544 | 23,353.92 | 2,672 | 26,212.32 | 2,858.40 |
| 63 Town of Sylvan Lake | 16,802 | 154,242.36 | 15,995 | 156,910.95 | 2,668.59 |
| 64 SV of White Sands | 135 | 1,239.30 | 174 | 1,706.94 | 467.64 |
| | 231,303 | 2,123,361.54 | 222,026 | 2,178,075.06 | 54,713.52 TOTAL |

| | |
|---|--|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 10.a |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: Information | Attachment(s): 1 Red Deer County Protective Services August Enforcement Contract Letter. |

Content:

10.a Red Deer County Protective Services - August Enforcement Contract letter.

Recommended Motion:

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



PROTECTIVE SERVICES
 38106 Range Road 275
 Red Deer County, AB T4S 2L9
 Phone: 403.343.6301
 Fax: 403.347.0572

September 13, 2024

Town of Bowden
 2101 – 20 Avenue,
 Box 388
 Bowden, AB T0M 0K0

Sent Via Email to: cfo@bowden.ca

Attention: Chief Administrative Officer

Dear Sir/Madam:

Re: August Enforcement Contract

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

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

- 2024.08.04 at 1515 – Speeding; and
- 2024.08.20 at 1703 – Traffic Bylaw - parking;

Of the 11 hours and 11 minutes in Bowden, 1 hour and 38 minutes was spent responding to and investigating complaints forwarded from the Town. Some of which include the following:

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

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

Sincerely,

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

| | |
|---|---|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 11.a |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: Information | Attachment(s): As per content |

Content:

11.a
CAO's Report

Recommended Motion:

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

| | |
|---|---|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 11.a |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: Information | Attachment(s): 1 Minutes Emergency Management Partnership meeting February 14, 2023 2 Emergency Management Agency Terms of Reference |

1 Capital Projects Update

Capital projects are progressing as follows:

1 (i) Walking Trail

Street signage has now been delivered for the pedestrian crossing on Westview Crescent (at the connection of the walking trail) and for speed restrictions (15km) in those alleyways that join the two phases of the walking trail.

Public Works has now received the one call "locates" required before installation can take place.

This remains "work in progress"

1 (ii) Cast Iron Water Main Replacement

Work has commenced to replace the 4-inch cast iron water main along 21st Street from 20th Avenue to 21st Avenue. There have been numerous breaks in this section of the water main in recent years due to corrosion of the pipe and a failure of its structural integrity due to temperature changes and frost heave action.

Replacement of the water main with new modern material (PVC pipe) will make the water main more resilient to corrosion as PVC is more durable and flexible than cast iron.

In addition, two new road valves will be installed.

I have contacted Alberta Environment with regard to reporting requirements. Planned maintenance is not considered to be a contravention of the Potable Water Regulation.

However, there is a requirement for all planned work to be submitted in advance to the Municipal Approval Engineer for approval of the design and construction materials. This will be done retrospectively for this project and going forward in advance of any planned maintenance work.

1 (iii) Sidewalk on 20th Avenue

The concrete contractor will be in Town in early October to install the new sidewalk on the north side of 20th Avenue from 23rd Street to 24th Street. Residents have been informed by letter of a potential disruption to normal vehicle access / parking on those properties affected.

The solar powered crosswalk system has been ordered for the crossing at the west side of the intersection of 20th Avenue and 23rd Street.

This remains "work in progress"

1 (iv) Cemetery Border Fencing

The decorative border fence panels for the cemetery are on order with an expected delivery date sometime in October.

The size of the panels and the height of the fence posts has been measured and determined by the Bowden & District Cemetery Association in conjunction with the contractor (to take into account the sloping ground and the grave borders that exist on the east side of the cemetery boundary).

This remains "work in progress"

1 (v) Museum / Pumphouse Cladding

Public Works have commenced this task w/c 16th September.

This remains "work in progress"

1 (vi) Pumphouse Upgrades

The METASYS (SCADA) software upgrade has been updated to the latest version.

Pump P103 (pump and motor) has been rebuilt and reinstalled (Pumps 102 and 103 cannot be utilised due to the unserviceability of the two VFD's that control the operation of these pumps).

The two replacement VFD's remain on order (estimated delivery is now December 31st).

We have positively identified issues with irregular power delivery (under voltage). Further work is required to identify a solution that provides a stable supply of power to all 4 VFD's.

As an addition to this project, I have requested a quotation to replace the two aging surge protectors situated within the Westinghouse MCC panel.

1 (vii) Wastewater Sewer CCTV

The contractor has completed the flushing and video inspection of all the areas in Town where older Vitrified Clay Tile (VCT) and Asbestos Clay Tile (AC) pipes exist.

The videos have been submitted to ISL Engineering for analysis (and report).

2 ATCO Gas Distribution Franchise Agreement

An advertisement was placed in The Albertan newspaper on September 3, 2024 as requested by the Alberta Utilities Commission. Residents had until September 17th to provide comments or concerns.

There were no responses received by Town administration. ATCO Gas has been informed.

3 Arena Community Park

Administration has received a quotation for the supply of a 20ft Colorado Spruce tree (the cost of this initiative is within the scope of the 2024 tree maintenance budget).

The tree will be installed due south of the Arena. This is intended to be a focal point for the Christmas Festival event at the Arena.

The tree will be decorated with lights during the Christmas period (there is therefore a requirement for the installation of electrical conduit from the arena to provide power to an outdoor electrical socket).

The installation of the outdoor picnic shelter (2024 Capital Project) will be pushed back into 2025.

Administration is hoping to submit a Business Case Proposal to Council for the installation of an outdoor ice rink as a potential Capital Project for 2025.

These additional recreational facilities within the Arena Park (in addition to the new playground and phase 2 of the walking trail) will provide an enhanced community recreational space that can be utilised all year round.

5 Lighting

LED lighting has been installed in the Pumphouse.

LED lighting is due to be installed in the Firehall.

The cost of both these projects are within the scope of the 2024 building maintenance budget for these buildings.

6 Meetings

I have attended the following meetings.

- (i)
4th September – meeting with Brent Williams CAO, Town of Olds.
The purpose of this meeting was an informal introductory exercise.
- (ii)
11th September – Red Deer County Weed Inspectors Meeting
We reviewed the activities conducted during 2024 by the RDC Weed Inspectors. A revised plan will be put in place for 2025.

Additional funds will be included in the 2025 Operational Budget for the spraying of Town lands.
- (iii)
17th September – SRDRWC Meeting
Mayor Robb Stuart, Councillor Randy Brown and I attended a meeting with Michael Wuetherick, CAO of the Wastewater Commission. Michael Wuetherick also provided a tour of the South Lift Station.

Administration has requested that SRDRWC provide more information with regard to the breakdown of the monthly wastewater invoice in order to provide more transparency and understanding as to how the invoice value is derived.

- (iv)
11th September – Regional CAO's Meeting
During this meeting I requested a template of a Consent and Access Agreement from Red Deer County. I have received a 21-page document which will provide a draft for an agreement to be drawn up between the Town and Red Deer County in regard to the use of Town roads for access by equipment for the construction of the communications tower.

At some future date after the tower is constructed a new Consent and Access Agreement will be necessary between the Town and Rural Connect Limited once ownership of the asset is transferred.

(v)
12th September – Regional Emergency Management Meeting

(a)
The Town of Bowden Emergency Advisory Committee last met on November 27, 2023.

The minutes of that meeting state that the CAO is scheduled to attend a meeting of the Emergency Management Agency on February 12, 2024.

During that meeting the members of the Agency put forward draft Terms of Reference for the Agency.

This document was approved by the members of the Agency during the meeting of 12th September.

The minutes of the Emergency Management Agency meeting of February 12th and a copy of the draft Terms of Reference document have not previously been presented to Council for review (copies of both documents are attached to this CAO's report).

Going forward a date has been set in June 2024 to conduct a joint Regional Functional Exercise. This requires the Town to contribute an amount of \$3000.00 for 2024 (not included within the 2024 Operating Budget) and a further amount of \$3000.00 in 2025. These requisitions are to fund the cost of a consultant to facilitate the planning of this regional exercise.

My understanding is that the Regional Functional Exercise is necessary to satisfy the requirement of Alberta Emergency Management Agency, Ministry of Public Safety and Emergency Services.

(b)
As Director of Emergency Management for the Town there is a requirement (by Alberta Government) for me to complete the Basic Emergency Management (BEM) course, the Incident Command System (ICS100) course and the Director of Emergency Management Course (Alberta Government).

This requirement has not yet commenced.

(c)
During the Town of Bowden Emergency Advisory Committee meeting of November 27, 2023, Mayor Robb Stuart requested that a review is made of all of the emergency management resources and equipment at the Bowden Event Centre.

This task has not yet commenced.

(vi)
Other Meetings

(a)
Regular meetings with all Town employees continue to take place every Wednesday after a Regular Council Meeting.

This activity is the outcome of the Employee Engagement Program.

The meeting agendas are flexible in that any employee can add any item or matter to the agenda for discussion / explanation / review.

(b)

Regular meetings take place with Public Works employees every Monday morning to review and plan activities / tasks for the week ahead.

Public Works employees have attended a SCADA reorientation workshop.

(c)

I have met on a number of occasions with the Town's FCSS worker to review program activities and expenditures.

We will work together over the coming months to compile an FCSS budget for 2025 that provides improved clarity as to the scope of FCSS programs and the funding required for each program.

7 Municipal Affairs

A meeting is scheduled for October 1st to meet with representatives from Municipal Affairs, namely Lucien Cloutier, Municipal Governance Advisor, and Jordan Valastin, Municipal Finance Advisor.

There is no set agenda for the meeting however examples of topics for discussion have been provided by Municipal Affairs to include the following:

- Recent amendments to the MGA and other relevant legislation,
- Effective council meetings, procedure bylaw, recording of minutes, parliamentary procedures, required and recommended bylaws and policies,
- Relationship between administrative staff and council, legislated role separation, resources for dispute resolution,
- Assessment and taxation – content and timelines for notices, Local Assessment Review Boards (LARBs) and Composite Assessment Review Boards (CARBs), tax rate calculations, tax penalties, tax recovery processes,
- Municipal finance – budgets, corporate plans, grant programs, financial statements, procurement policies, reserves, borrowing,
- Land use - Land Use Bylaw, development matters, SDAB requirements,
- Professional Development – conferences, networking, training opportunities, municipal associations, Peer Network,
- Petitions to council, application of the new *Recall Act*, elections and by-elections,
- Access to MA Connect portal, MileNet, etc.

8 Road Speed Restrictions

As a road safety initiative, I plan to make Westview Drive a 30kph zone extending to all areas south from Westview Crescent. This area has a large density of family households. As this is not a through road there is no justification for the current 50kph speed limit to be maintained.

9 CAP Solar - Bowden Welcome Entrance Sign Heritage Drive

Cap Solar have now installed lighting on the Bowden welcome sign on Heritage Drive.

This completes the project to have all signs illuminated.

The cost of this work (\$5985.00) was not within the scope of the 2024 Operating Budget.

Minutes

Red Deer Regional Emergency Management Partnership

DATE February 14, 2024

TIME 1:30 PM

MEETING CALLED TO ORDER BY Dave BRAND – Red Deer County

IN ATTENDANCE

Dave BRAND – Red Deer County

Drayton BUSSIERE – Red Deer County

Carol LIND – City of Red Deer

Rudy FRIESEN – Town of Bowden

Karen FEGAN – Village of Delburne

Brad HAMBLIN – Village of Delburne

Tina WILLIAMSON-WARD – Village of Elnora

Lisa DORMUTH – Red Deer County

Sean PENDERGAST – Town of Penhold

Lee FURLOTTE – Town of Sylvan Lake

Ron LEBSACK – Town of Sylvan Lake

Gary LEITH, Town of Innisfail

Brian BOUTIN – Field Officer, Alberta Emergency Management Agency.

REGRETS

None

APPROVAL OF MINUTES

First meeting of the newly formed Red Deer Regional Emergency Management Partnership

ORGANIZATION

Dave BRAND requested discussion regarding the following items which will be included in the Terms of Reference (TOR) for the partnership:

Frequency of Meetings – two times per year (Spring/Fall) – before and after hazard season

Voting Structure – one vote for each municipality

Meeting Chair – Rotating in alphabetical order – One year term (2 meetings)

2024 – Bowden Chair – Delburne Vice Chair
 2025 – Delburne Chair – Elnora Vice Chair
 2026 – Elnora Chair – Innisfail Vice Chair
 2027 – Innisfail Chair – Penhold Vice Chair
 2028 – Penhold Chair - Red Deer Vice Chair
 2029 – Red Deer Chair – Red Deer County Vice Chair
 2030 – Red Deer County Chair – Sylvan Lake Vice Chair

Budget

* RESOLUTION made by Delburne, K. FEGAN: Requested that each municipality investigates their budgets to ensure that they have money available (\$2,500-\$3,000) to support the planning and execution of the regional functional exercise.

CARRIED *

One municipality from the partnership will be required to administer the receipt of the monies from each municipality and payments of expenditures related to the exercise.

City of Red Deer advised that they must have a TOR with budget request formalized to take back to the City of Red Deer for consideration.

Regional Functional Exercise

* Plan for March of 2025 prior to the end of AEMA's fiscal year (March 31, 2025). Previous exercise (Lacombe Regional Emergency Management Partnership) cost approximately \$30,000. Red Deer County has an external consultant quote of \$20,000 to facilitate a regional exercise. Assumed budget is \$25-30k depending on scope of functional exercise. *

Administration of the Joint Municipal Emergency Plan (MEP)

Red Deer County Emergency Management will continue to provide administrative duties regarding keeping the MEP up to date. Each municipality will provide two (2) contacts to send requests for updates to. The deadline for updated information will be October 15 of each year.

NEXT MEETING

Regional CEMP Review

HOST Town of Sylvan Lake – Location TBD, March 26, 2024, 1100-1300hrs

Regional Emergency Management Agency

HOST Town of Bowden – Location & Date TBD (Fall 2024)

RED DEER REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP EMERGENCY MANAGEMENT AGENCY TERMS OF REFERENCE

The Red Deer Regional Emergency Management Agency is established pursuant to the Red Deer Regional Emergency Management Partnership Agreement, dated February 14, 2024.

1. PURPOSE

The purpose of the Red Deer Regional Emergency Management Agency (the "Agency") is to:

- a. annually review and amend the Red Deer Regional Emergency Management Plan;
- b. ensure regional training exercises that exercise elements of the Red Deer Regional Emergency Management Plan are provided for municipal personnel;
- c. ensure training records are kept that detail regional training exercises and participation from each Municipality in attendance;
- d. plan and execute exercises to validate the Red Deer Regional Emergency Management Plan;
- e. conduct reviews of all exercises;
- f. review the impact of incidents on the system;
- g. publish information, as necessary, on the Red Deer Regional Emergency Management Plan with:
 - i. municipal departments; and
 - ii. industrial and municipal neighbours.
- h. liaise with external agencies and surrounding municipalities who have a role in emergency response or would be affected by the Red Deer Regional Emergency Management Plan; and
- i. ensure that there are appropriate resources and equipment available to prepare for, respond to, and recover from an Emergency or Disaster that impacts the Municipalities.

2. REGIONAL AGENCY MEMBERSHIP

Regional Agency membership shall consist of one (1) voting member from each Partnering Municipality, who shall be the municipality's Director of Emergency Management or in their absence, the Chief Administrative Officer or delegate.

Other non-voting members who may serve in an advisory capacity to the Agency include:

- Central Region Field Officer, Alberta Emergency Management Agency
- RCMP Detachment Commander(s)
- School Division Representative(s)
- Alberta Health Services Representative(s)
- Regional Emergency Social Services Representative(s)

RED DEER REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP
EMERGENCY MANAGEMENT AGENCY TERMS OF REFERENCE

3. AGENCY MEETINGS

A quorum shall consist of the majority of voting members from the partner municipalities but shall be no less than five (5) voting members.

Agency resolutions shall be voted on by the members of the Agency, with each vote holding equal power and a resolution passed upon receiving the majority vote from the voting members in attendance. In the event of a tie vote, the resolution shall be defeated. At a meeting of the Agency without a quorum, no resolutions may be considered. No resolution of the Agency with respect to financial commitments from each of the member municipalities shall be considered binding upon any or all municipalities.

The Regional Agency will meet a minimum of two (2) times per year, normally during the months of February / March (SPRING) and September / October (FALL). The Agency may meet more frequently at the call of the Chair or a majority of Regional Agency members.

The Chair and Vice-Chair shall rotate on an annual schedule as follows:

| CHAIR | VICE-CHAIR | SCHEDULE |
|-----------------|-----------------|-------------------------|
| Bowden | Delburne | Fall 2024 / Spring 2025 |
| Delburne | Elnora | Fall 2025 / Spring 2026 |
| Elnora | Innisfail | Fall 2026 / Spring 2027 |
| Innisfail | Penhold | Fall 2027 / Spring 2028 |
| Penhold | Red Deer | Fall 2028 / Spring 2029 |
| Red Deer | Red Deer County | Fall 2029 / Spring 2030 |
| Red Deer County | Sylvan Lake | Fall 2030 / Spring 2031 |
| Sylvan Lake | Bowden | Fall 2031 / Spring 2032 |

The Chair shall:

- a. schedule and host the Agency meeting,
- b. prepare the agenda,
- c. send the invitation to voting members of the Agency and non-voting members who are requested based on the agenda, and
- d. prepare and distribute minutes of the meeting to the voting members.

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

RED DEER REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP
EMERGENCY MANAGEMENT AGENCY TERMS OF REFERENCE

4. BUDGETS & STAFF/ADMINISTRATIVE SUPPORT

The Agency has no fiduciary power or responsibility. Resolutions from the Agency that request funding from any or all of the member municipalities must be approved by each municipality.

Examples of funding resolutions the Agency may consider include but are not limited to requests: to support regional training, to support administrative expenses associated with the Agency, or to recommend the readiness of capital resources by a member municipality or member municipalities to fulfill the obligations of the Agency set out in this Terms of Reference.

5. COMMUNICATION WITH THE REGIONAL AGENCY

All public communication will be through the Agency Chair and shall require a resolution of the Agency prior to release.

6. TERMS OF REFERENCE AMENDMENTS

The Agency Terms of Reference may be amended from time to time, by a majority vote, at a duly constituted Agency meeting.

7. APPROVAL/ADOPTION DATE

The Red Deer Regional Emergency Management Partnership Agency Terms of Reference approved this __ day of _____, 2024.

| | |
|---|---|
| Regular Council Meeting: September 23, 2024. | Agenda Item: 11.b / 11.c |
| Prepared by: Arno Glover | Approved by: n/a |
| Report Type: Information | Attachment(s): As per content |

Content:
11.b
Council Committee Reports

No reports submitted.

11.c
Society & Other Reports

- i. CAEP / Quebec Alberta Business Friendship Group (July 10th, 2024).
(verbal report to be provided by Councillor Paul Webb & Councillor Deb Coombes)
- ii. Mountain View Regional Water Services Commission (meeting of Sept 11, 2024).
(report submitted by Mayor Robb Stuart)
- iii. Bowden & District Cemetery Association (notes from July 4 meeting).
(reports submitted by Councillor Deb Coombes)
- iv. Parkland Regional Library System Board (notes from September 12 meeting).
(reports submitted by CAO Arno Glover)
- v. Parkland Regional Library Board (notes from September 12 meeting).
(reports submitted by CAO Arno Glover)

Note:

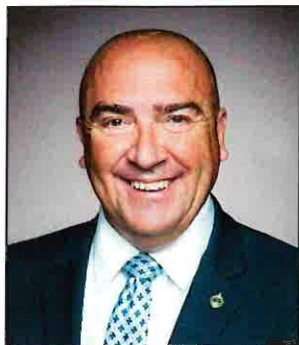
All meeting minutes submitted should be assumed to be "unapproved".

Recommended Motion:

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



CHAMBRE DES COMMUNES
HOUSE OF COMMONS
CANADA



Bernard Généreux

Député/
Member of Parliament
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Ottawa,
July 2nd, 2024

Members of the Central Alberta Economic Partnership

Subject: Quebec Alberta Business Friendship Group

Dear members of the Central Alberta Economic Partnership,

I am pleased to invite you to an evening of networking, speeches, BBQ, and entertainment, in the context of the very first meeting of the Economic Friendship Group between Alberta and Quebec.

The purpose of this new Friendship Group between our two provinces is not only to strengthen the ties that unite Quebec and Alberta, but also to promote possible commercial exchanges between our beautiful respective regions' entrepreneurs. This meeting is taking place on the initiative of three Members of Parliament: Mr. Blaine Calkins, MP for Red Deer–Lacombe, Mr. Earl Dreeshen, MP for Red Deer–Mountainview, as well as myself, MP for Montmagny–L'Islet–Kamouraska–Rivière-du-Loup.

The event we hope to see you at will take place on Wednesday, July 10th 2024.

Its details are as follows:

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

September 11, 2024

The July and August meetings were cancelled due to lack of agenda items.

- Chairman's, Operations Director, Technical Manager, Administration and Finance reports were presented, discussed and accepted for information.
- Chairman had weekly discussions with CAO and monthly contact with Vice-Chairman.
- Pump maintenance and electrical upgrades are taking longer due to supply issues (six months to one year).
- Emergency plan, electronic forms and records updated.
- Discussion on practicality of drought committee.
- Provincial Auditor General report on provincial Surface Water Management was presented. Report very negative about all aspects of the provincial water monitoring and enforcement. Copy at workstation.
- Tour of water treatment plant scheduled for afternoon of October 9th (tentatively 4:00 p.m.).
- Next meeting will be before the tour on October 9th.
- June, July and August comparative income statements attached.

**Mountain View Regional Water Services Commission
Comparative Income Statement
As at June 30, 2024**

| | Actual June 1 to June 30, 2024 | Year to Date | % YTD to YTD Budget | YTD Budget | Budget Jan 1, 2024 to Dec. 31, 2024 |
|--|-----------------------------------|------------------------|---------------------------|---------------------|--|
| REVENUE | | | | | |
| Water Sales - Town of Innisfail | \$ 179,311.45 | \$ 905,812.27 | 0.98 | 920,305.66 | \$ 1,840,611.32 |
| Water Sales - Bowden Institution | 23,845.52 | 113,765.00 | 1.08 | 105,111.55 | 210,223.09 |
| Water Sales - Town of Bowden | 17,334.80 | 88,984.54 | 0.76 | 116,694.86 | 233,389.72 |
| Water Sales - Town of Olds | 217,705.90 | 1,132,495.97 | 0.92 | 1,236,659.25 | 2,473,318.49 |
| Water Sales - Town of Didsbury | 107,672.15 | 513,331.09 | 0.95 | 540,447.34 | 1,080,894.67 |
| Water Sales - Town of Carstairs | 97,096.20 | 406,416.81 | 1.01 | 403,289.88 | 806,579.75 |
| Water Sales - Town of Crossfield | 101,167.50 | 474,926.33 | 0.98 | 483,729.58 | 967,459.16 |
| Water Sales - TAQA North Energy | 6,472.80 | 45,584.64 | 0.92 | 49,607.34 | 99,214.68 |
| Water Sales - Carmen Jansen | 75.00 | 450.00 | 1.00 | 450.00 | 900.00 |
| Water Sales - Perfecto Cocjin - Account Closed | - | 200.82 | 1.79 | 112.50 | 225.00 |
| Water Sales - Lunt/Canfield - Account Opened | 75.00 | 225.00 | 0.67 | 337.50 | 675.00 |
| Water Sales - Wayne Cipperley | 75.00 | 450.00 | 1.00 | 450.00 | 900.00 |
| Water Sales - Doug & Terry Machacek | 75.00 | 450.00 | 1.00 | 450.00 | 900.00 |
| Water Sales - John Korschuk | 75.00 | 450.00 | 1.00 | 450.00 | 900.00 |
| Water Sales -Enmax Green Power Inc. | 615.96 | 4,214.28 | 0.29 | 14,739.30 | 29,478.60 |
| TOTAL Water Sales | \$ 751,597.28 | \$ 3,687,756.75 | 0.95 | 3,872,834.74 | \$ 7,745,669.48 |
| Interest Income | 26,556.69 | 157,360.07 | 1.57 | 100,000.00 | 200,000.00 |
| Transfer from Reserve | 83,333.33 | 500,000.00 | 1.00 | 500,000.00 | 1,000,000.00 |
| Other Income | - | - | | | |
| TOTAL Other Income | \$ 109,890.02 | \$ 657,360.07 | | | |
| Total Revenue | \$ 861,487.30 | \$ 4,345,116.82 | 0.97 | 4,472,834.74 | \$ 8,945,669.48 |

**Mountain View Regional Water Services Commission
Comparative Income Statement
As at July 31, 2024**

| | Actual July 1 to July 31, 2024 | Year to Date | % YTD to YTD Budget | YTD Budget | Budget Jan 1, 2024 to Dec. 31, 2024 |
|--------------------------------------|-----------------------------------|------------------------|---------------------------|---------------------|--|
| REVENUE | | | | | |
| Water Sales - Town of Innisfail | \$ 195,274.80 | \$ 1,101,087.07 | 1.03 | 1,067,554.57 | \$ 1,840,611.32 |
| Water Sales - Bowden Institution | 18,742.66 | 132,507.66 | 1.09 | 121,929.39 | 210,223.09 |
| Water Sales - Town of Bowden | 19,091.65 | 108,076.19 | 0.80 | 135,366.04 | 233,389.72 |
| Water Sales - Town of Olds | 216,799.80 | 1,349,295.77 | 0.94 | 1,434,524.72 | 2,473,318.49 |
| Water Sales - Town of Didsbury | 102,085.90 | 615,416.99 | 0.98 | 626,918.91 | 1,080,894.67 |
| Water Sales - Town of Carstairs | 98,933.00 | 505,349.81 | 1.08 | 467,816.26 | 806,579.75 |
| Water Sales - Town of Crossfield | 97,120.80 | 572,047.13 | 1.02 | 561,126.31 | 967,459.16 |
| Water Sales - TAQA North Energy | 8,578.20 | 54,162.84 | 0.94 | 57,544.51 | 99,214.68 |
| Water Sales - Carmen Jansen | 75.00 | 525.00 | 1.01 | 522.00 | 900.00 |
| Water Sales - Lunt/Canfield | 75.00 | 500.82 | 0.96 | 522.00 | 900.00 |
| Water Sales - Cipperley | 75.00 | 525.00 | 1.01 | 522.00 | 900.00 |
| Water Sales - Doug & Terry Machacek | 75.00 | 525.00 | 1.01 | 522.00 | 900.00 |
| Water Sales - John Konschuk | 75.00 | 525.00 | 1.01 | 522.00 | 900.00 |
| Water Sales - Enmax Green Power Inc. | 4,496.16 | 8,710.44 | 0.51 | 17,097.59 | 29,478.60 |
| TOTAL Water Sales | \$ 761,497.97 | \$ 4,449,254.72 | 0.99 | 4,492,488.30 | \$ 7,745,669.48 |
| Interest Income | 25,590.81 | 182,950.88 | 1.58 | 116,000.00 | 200,000.00 |
| Transfer from Reserve | 83,333.33 | 583,333.31 | 1.01 | 580,000.00 | 1,000,000.00 |
| Other Income | 100.00 | 100.00 | | | |
| TOTAL Other Income | \$ 109,024.14 | \$ 766,384.19 | | | |
| Total Revenue | \$ 870,522.11 | \$ 5,215,638.91 | 1.01 | 5,188,488.30 | \$ 8,945,669.48 |

Mountain View Regional Water Services Commission
Comparative Income Statement
As at August 30, 2024

| | Actual August 1 to August 30, 2024 | Year to Date | % YTD to YTD Budget | YTD Budget | Budget Jan 1, 2024 to Dec. 31, 2024 |
|--------------------------------------|---------------------------------------|------------------------|---------------------------|---------------------|--|
| REVENUE | | | | | |
| Water Sales - Town of Innisfail | \$ 179,042.90 | \$ 1,280,129.97 | 1.04 | 1,233,209.58 | \$ 1,840,611.32 |
| Water Sales - Bowden Institution | 17,332.96 | 149,840.62 | 1.06 | 140,849.47 | 210,223.09 |
| Water Sales - Town of Bowden | 17,226.15 | 125,302.34 | 0.80 | 156,371.11 | 233,389.72 |
| Water Sales - Town of Olds | 192,240.80 | 1,541,536.57 | 0.93 | 1,657,123.39 | 2,473,318.49 |
| Water Sales - Town of Didsbury | 86,817.50 | 702,234.49 | 0.97 | 724,199.43 | 1,080,894.67 |
| Water Sales - Town of Carstairs | 81,272.25 | 586,622.06 | 1.09 | 540,408.43 | 806,579.75 |
| Water Sales - Town of Crossfield | 85,605.95 | 657,653.08 | 1.01 | 648,197.64 | 967,459.16 |
| Water Sales - TAQA North Energy | 10,801.92 | 64,964.76 | 0.98 | 66,473.84 | 99,214.68 |
| Water Sales - Carmen Jansen | 75.00 | 600.00 | 1.00 | 603.00 | 900.00 |
| Water Sales - Lunt/Canfield | 75.00 | 575.82 | 0.95 | 603.00 | 900.00 |
| Water Sales - Cipperley | 75.00 | 600.00 | 1.00 | 603.00 | 900.00 |
| Water Sales - Doug & Terry Machacek | 75.00 | 600.00 | 1.00 | 603.00 | 900.00 |
| Water Sales - John Korschuk | 75.00 | 600.00 | 1.00 | 603.00 | 900.00 |
| Water Sales - Enmax Green Power Inc. | 3,048.48 | 11,758.92 | 0.60 | 19,750.66 | 29,478.60 |
| TOTAL Water Sales | \$ 673,763.91 | \$ 5,123,018.63 | 0.99 | 5,189,598.55 | \$ 7,745,669.48 |
| Interest Income | 26,871.42 | 209,822.30 | 1.57 | 134,000.00 | 200,000.00 |
| Transfer from Reserve | 83,333.33 | 666,666.64 | 1.00 | 670,000.00 | 1,000,000.00 |
| Other Income | 100.00 | 200.00 | | | |
| TOTAL Other Income | \$ 110,304.75 | \$ 876,688.94 | | | |
| Total Revenue | \$ 784,068.66 | \$ 5,999,707.57 | 1.00 | 5,993,598.55 | \$ 8,945,669.48 |

BOWDEN AND DISTRICT CEMETERY ASSOCIATION

- REGULAR MEETING July 4. 2024

CALLED TO ORDER: 3 pm

PRESENT: Sandy, Chris, Don, Deb

REGRETS: Wayne, Marg, Troy

APPROVAL OF AGENDA: Chris

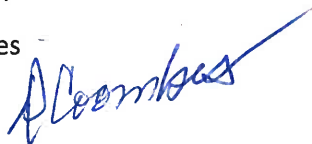
- Reviewed Town of Bowden Cemetery Bylaw 00/24

Motion to accept, to be presented to Council

- Fence to be completed by Town
- Group went Cemetery , for walk through

Submitted by

Deb Coombes





PRLS Board Meeting Minutes

September 12, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday September 12, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie AlMBERG, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Debra Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

With Regrets: Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, Bill Windsor

Absent: Jul Bissell, Wayne Clark, Edna Coulter, Todd Dalke, Cody Hillmer, Cody Johnson, Stephen Levy, Jordon Northcott, Shawn Peach, Ron These, Harvey Walsh

Staff: Kara Hamilton, Paige Mueller, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 10:03 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 Teresa Cunningham to excuse Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, and Bill Windsor from attendance at the board meeting on May 16, 2024 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 25/2024

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda.

Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 26/2024



1.2. **Approval of Minutes**

Gilliat asked if there were any amendments to the May 16, 2024 minutes. Jacquie Palm-Fraser was in attendance and requested the minutes be updated.

Motion by Ray Reckseidler to approve the minutes of the May 16, 2024 meeting as amended.

CARRIED
PRLS 27/2024

1.3. **Business arising from the minutes of the May 16, 2024 meeting**

Gilliat asked if there was any business arising from the minutes. There was none.

2. **Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda.

Motion by Jacquie Northey to approve the consent agenda as presented.

CARRIED
PRLS 28/2024

3.1 **Parkland 2025 Budget**

Sheppard reviewed. The board has already seen and endorsed this budget in May, so there were no surprises. The population dropped by 9,277 due to the switch from Treasury Board Estimates back to Municipal Affairs Population Lists. Due to the switch, 18 municipalities will see a reduction in the requisition in 2025.

For 2025, the municipal requestion increase will be \$0.63 cents per capita bringing the rate to \$9.81. While the per capita rate is going up to account for the population change, overall expenditures are anticipated to increase by only 1.9% in 2025.

The current rate of inflation is running about 2.7% so Parkland's overall increase is well below inflation.

The total estimated requisition for 2025 equals \$2,178,075 with the levy increase amounting to only \$54,713 spread over all PRLS municipalities.

Approximately 42.4% of PRLS' income will come from Government of Alberta grants in 2025.

Motion by Deb Coombes to approve the Parkland Regional Library System 2025 budget as presented.

CARRIED
PRLS 29/2024

3.2 **Vacant Seat on the Executive Committee**

Sheppard reviewed. In June, Parkland received notice that Jamie Coston, the Executive Committee member representing the town of Rimbey, is no longer on the Parkland Board. As such, she has also resigned from the Executive Committee. Parkland informed



Bentley, Eckville, Gull Lake, Parkland Beach, Ponoka, Ponoka County, and Rimbey (Area 5) that their seat on the Executive Committee was vacant.

Parkland sent letters to the board members of Area 5 informing them of the vacancy and offering them the option of appointing another member to the vacant seat. Parkland received one response. Marc Mousseau volunteered from the Summer Village of Parkland Beach.

Gilliat called for nominations and volunteers at the meeting but Mousseau was the only volunteer.

Motion by Cal David to appoint Marc Mousseau to the Executive Committee for Area 5.

CARRIED
PRLS 30/2024

3.3. PRLS Plan of Service (Strategic Plan)

Sheppard reviewed. Recently there have been some significant changes to the Alberta Libraries Act and Regulation. Until now, library systems had to file a plan of service (strategic plan) with the Public Library Services Branch at Municipal Affairs every three years. With the changes in the legislation, plans of service for library systems can now be up to five years in length.

After having reviewed the current goals, staff believed that the current plan is still relevant and recommended the board revise the date range for the current plan from 2023-2025 to 2023-2027. This would not only give staff more time to work on achieving the plan's goals, it would also save considerable staff time and money since 2025 would be the needs assessment year were Parkland to develop a new plan commencing in 2026.

Another change in the legislation is the removal of sections 18(3)(a)(b)(c)(d)(e) from the *Libraries Regulation*. This means the board can remove the entire section labeled "*Activities that Support the Strategic Plan*" from the current plan.

Having reviewed the matter at their June meeting, the Executive Committee passed the following motion:

Motion by Janice Wing to recommend that the board change the operational date of Parkland Regional Library System's strategic plan from 2023-2025 to 2023-2027

CARRIED

After some discussion, the board decided to extend the operational date of Parkland's Strategic Plan from 2023-2025 to 2023-2027.

Motion by Janice Wing to approve the operational date of Parkland Regional Library System's current strategic plan from 2023-2025 to 2023-2027.

CARRIED
PRLS 31/2024



3.4. Board Meeting Management Working Group Report

Gilliat reviewed. Back in December 2023 the Executive Committee formed a working group to develop a policy governing board member conduct. Having met three times, their work is now complete. The working group presented a draft policy for how to deal with "Complaints Against Board Members".

The group also shared a brief board self-assessment survey to be conducted following the September board meeting, the final board meeting before the November organizational meeting. The results of the self-assessment survey will be discussed/presented at the next Executive Committee and board meetings following the board meeting with an emphasis on making improvements where opportunities are identified.

The working group also recommended that at the October meeting of the Executive Committee, the group have an informal discussion allowing the committee to consider how effective it was over the course of the year.

There was also considerable discussion among members of the working group over whether further policy development was necessary related to board meeting conduct and management. After careful consideration, the group decided that the Board Chair is already sufficiently empowered by commonly accepted rules of governance to manage meetings effectively. As a result, the working group saw no need for a formal policy on board meeting management. However, the working group did recommend sending out a brief version of the board meeting "ground rules" with every board package.

Also, the working group commissioned the creation of a board member recruitment document so that when municipalities appoint individuals to the system board, they would have some idea of the preferred qualifications of candidates and what their role will be. This document will be sent out when Parkland communicates annually with member municipalities regarding who they are appointing to the Parkland board.

At their August 15th meeting, the Executive Committee reviewed the policy and documents provided and endorsed them all. They also passed the following motion:

Motion by Deb Smith to recommend the board pass the "Complaints Against Board Members" policy as presented.

CARRIED

The board agreed with the working group and Executive Committee regarding the recommendations for board meeting management.

Motion by Deb Smith to pass the "Complaints Against Board Members" policy as presented.

CARRIED

PRLS 32/2024



3.5. Policy Revisions

Sheppard reviewed the recent policy revisions. Years ago, Parkland used to have a budget line to cover legal expenses. Due to its infrequent use, this budget line was cut. The idea was that if a major legal matter arose, or should a consultant need to be hired unexpectedly, funds could be drawn from the Contingent Liability and Consultation reserve. The purpose of the reserve is:

"To provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services." (See Policy 4.4.13)

In emergency cases, finance policy 4.4.18 states:

"The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations... The Director will inform the Executive Committee and Board each time funds are moved from reserves to make purchases."

However, between 2020 and now Parkland has spent over \$84,000 in legal fees. There have been four separate human resource issues which all required legal opinions, Parkland's IT network was compromised and while our response was immediate, legal opinions were sought on a number of matters related to data protection. Then there was also COVID-19 when Parkland had to seek legal guidance on numerous matters including employee privacy, vaccination status, mask exemptions, and other related matters. Finally, there have been numerous inquiries with our lawyer regarding our membership agreement. The aforementioned \$84,000 does not even include all our legal expenses. For example, the majority of our legal costs related to the network compromise were paid by insurance.

Since needing consultants and lawyers has become increasingly common, staff suggested to the Executive Committee that a policy be created to allow staff to expend without prior authorization above the \$5,000 limit from the Contingent Liability and Consultation Reserve. Over the last four years legal fees have been occurring regularly at widely varying levels.

Legal Costs by Year

| | |
|----------------|----------|
| 2020 | \$40,778 |
| 2021 | \$5,908 |
| 2022 | \$13,068 |
| 2023 | \$15,420 |
| 2024 (to date) | \$8,980 |

As a result of this discussion, the Executive Committee made the following motion:

Motion by Dana Kreil to recommend the board change the policy to read: "The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations with the exception of the Contingent Liability and Consultation Reserve which the Director can move up to the amount of \$10,000."

CARRIED

One member also recommended putting a line for legal and consulting fees in the amount of \$20,000 into the budget for 2026. However, this would have to be discussed as part of the 2026 budget deliberation process.



The board agreed that the dollar amount that the Director can access should be changed from \$10,000 to \$15,000, and that a line should be put in the 2026 budget for legal expenses. The policy will now read:

"The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations with the exception of the Contingent Liability and Consultation Reserve which the Director can move up to the amount of \$15,000.

Motion by Twyla Hale to approve Policy 4.4.18. as amended.

CARRIED
PRLS 33/2024

3.6. LAA Membership

At the May board meeting, Joy-Anne Murphy made the following motion:

Motion by Joy-Anne Murphy to bring back the issue of Parkland's LAA membership for review by the board in September.

CARRIED
PRLS 22/2024

At the March 21st Executive Committee meeting, Parkland chose not to renew its membership with the LAA.

In recent years, there has been no real benefit derived from LAA membership. In previous years, the Alberta Library Trustee Association (ALTA) and the LAA had a joint committee that arranged the Alberta Library Conference (ALC) which used to be held in Jasper. This conference was very expensive to attend. Being a member of LAA provided a significant discount for conference attendance. This discount was the greatest benefit membership provided. Due to COVID-19, the ALC was cancelled for 2020 and has never been reinstated. With the demise of the Alberta Library Conference, continued membership in LAA is difficult to justify.

The Executive Committee reviewed the situation at their August 15th meeting and saw no reason to rejoin the LAA because there is no discernable benefit derived from membership and because the LAA has become politically militant when Parkland does not engage in party politics.

Motion by Joy-Anne Murphy to reinstate Parkland's membership with LAA.

DEFEATED
PRLS 34/2024

3.7. Reserve Transfers

Sheppard reviewed. The Executive Committee is empowered to allocate reserve funds between board meetings. The following transfer were made over the summer.

Replenishment of Reserves

As of April 30th, the Unrestricted Reserve was valued at \$208,578. At their June meeting, the Executive Committee moved funds from the Unrestricted Reserve to replenish two other reserves. They

- Moved \$25,000 to the Building Reserve to bring that reserve back to its recommended minimum level of \$250,000.



- Moved \$30,130 to the Contingent Liability and Consultation Reserve to bring the value of that reserve up to \$60,000.

Website Improvements

On November 1, 2023, Parkland went live with its new website template for Parkland headquarters and its member libraries. While the implementation went reasonably well, staff need to enhance the useability of the website for library patrons by making a number of improvements.

- Library selector and direct linking functions
- Search engine optimization (e.g., increased exposure on Google and other search engines)
- Other miscellaneous enhancements and minor bug fixes

The Executive Committee approved this request for reserve funds. Also at their June meeting, the Executive Committee approved the expenditure of up to \$35,000 from the Unrestricted Reserve for additional development for the new website.

Staff Recruitment

Finally, after an in-camera session held during their August meeting, the Executive Committee authorized the expenditure of up to \$15,000 from the Contingent Liability and Consultation Reserve to provide funds to recruit for two possible vacancies for specialized positions within the next year.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 35/2024

3.8. 2025 Meeting Dates

Sheppard reviewed. The board reviewed the tentative dates for Parkland's 2025 board meetings which will be confirmed by the Board at the organizational meeting in November.

| | |
|--------------------------|---|
| February 27, 2025 | 10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review) |
| May 15 or 22, 2025 | 10:00 a.m. – 12:00 p.m. (2024 Financial Statements presented) |
| September 11 or 18, 2025 | 10:00 a.m. – 12:00 p.m. (Budget presented) |
| November 27, 2025 | 10:00 a.m. – 12:00 p.m. (Organizational meeting) |

After some discussion the board chose the following dates for board meetings in 2025:

February 27, 2025
May 15, 2025
September 11, 2025
November 27, 2025

The board also needed to decide if it wanted to continue meeting using Zoom, return to in-person meetings, or a combination of the two. Unfortunately, if the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and



publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology which, when discussed previously, was not an expense the board wished to incur. Parkland also lacks the technology to host hybrid board meetings. Meetings need to be either entirely in-person or virtual.

After some discussion, the board decided to continue holding board meetings via Zoom.

Motion by Twyla Hale to hold all board meetings in 2025 by Zoom.

CARRIED
PRLS 36/2024

Motion by Gord Lawlor to receive the 2025 board meeting dates for information.

CARRIED
PRLS 37/2024

3.9 Marketing and Advocacy Committee Report

Gilliat turned the meeting over to Gord Lawlor, the Chair of the Advocacy Committee. In addition to the Advocacy Committee Report in the board agenda package, Lawlor spoke to the budget presentation that board members will be making to their councils. Parkland's Marketing Specialist, Paige Mueller, also gave a brief update on Parkland's marketing plan.

Motion by Teresa Cunningham to receive the Marketing and Advocacy Committee report for information.

CARRIED
PRLS 38/2024

3.10 Libraries Act and Regulation Updates

Sheppard reviewed. As part of the Jason Kenney government's Red Tape Reduction initiative, a review of the Alberta Libraries Act and Regulation were undertaken. In the spring of 2024, the Omnibus Bill 16 was passed which included changes to the Libraries Act and Regulation. Produced by the Government of Alberta, a document highlighting the impact Bill 16 has on library boards was included in the package for information. The legislative changes have little impact on system boards.

Motion by Deb Coombes to receive for information.

CARRIED
PRLS 39/2024

3.11 Updates

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

Sheppard asked if there were any questions regarding the Director's Report, Library Services Report, or the IT Report. There were none.



Motion by Carlene Wetthuhn to receive the Director's, Library Services, and IT Report for information.

CARRIED
PRLS 40/2024

3.12. **Parkland Community Update**

Stettler Public Library and Stettler County are collaborating with community partners on Culture Days events throughout September. The library is also collaborating with the Stettler Adult Learning Centre to offer "Come for a Byte" to help 50+ citizens manage their devices and learn to avoid online scams. The Friends of the Library are launching their 7th annual Wine Survivor fundraiser. The Summer Reading Club is wrapped up for another year and the feedback has been great. The Stettler Library also collaborated with the Stettler High School shop class to build a 9-hole mini golf course, which was put on County Museum property. They've built a gazebo and for culture days, each golf hole was named after a country.

Provost Municipal Library is celebrating their 75th anniversary on October third at 7:00 p.m., and the following Saturday, on October 5th are holding an escape room fundraiser at the library. Everyone is welcome to attend.

Carstairs Public Library is holding their second Mountain View Comicon event on Saturday October 19th.

Penhold & District Public Library had a very successful summer reading club with 31,400 minutes recorded on reading trackers.

Camrose Public Library has procured a grant for a part-time staff person that concentrates on newcomer welcome programming.

Innisfail Public Library started a new Human Library program this spring in partnership with the Welcome and Inclusivity Committee, which has been very popular and quite impactful.

Motion by Kathy Hall to receive the Parkland Community Update for information.

CARRIED
PRLS 41/2024

3.13 **Parkland Board Survey**

Gilliat introduced the new 3 question board survey, which was launched via Zoom just after the meeting adjourned. Board members were encouraged to fill it out before they left the meeting. Staff received 30 responses.

4. **Adjournment**

Motion by Gord Lawlor to adjourn the meeting at 11:40 a.m.

CARRIED
PRLS 42/2024



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 12, 2024

2025 Budget

The board approved the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025 which is well below the rate of inflation.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on.
- Due to the switch in population figures, 18 municipalities will see a drop in their requisition.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents.
- Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been approximately forty cents per capita lower.

The Parkland budget with full notes will be sent to municipalities for approval next week.

Vacant Seat on the Executive Committee

In June, Parkland received notice that Jamie Coston, the Executive Committee member representing the town of Rimbey, is no longer on the Parkland Board. As such, she has also resigned from the Executive Committee. Parkland informed Bentley, Eckville, Gull Lake, Parkland Beach, Ponoka, Ponoka County, and Rimbey (Area 5) that

their seat on the Executive Committee was vacant. Marc Mousseau from the Summer Village of Parkland Beach volunteered and will sit on the Executive Committee until the new Executive Committee is chosen at the November organizational meeting.

PRLS Plan of Service (Strategic Plan)

Recently there have been some significant changes to the Alberta Libraries Act and Regulation. Until now, library systems had to file a plan of service (strategic plan) with the Public Library Services Branch at Municipal Affairs every three years. With the changes in the legislation, plans of service for library systems can now be up to five years in length. The board moved to change the dates of Parkland's Strategic Plan from 2023-2025 to 2023-2027

Board Meeting Management

Back in December 2023 the Executive Committee formed a working group to develop a policy governing board member conduct. Having met three times, their work is now complete. The working group presented a draft policy for how to deal with "Complaints Against Board Members".

They also shared a brief board self-assessment survey to be conducted following the September board meeting, the final board meeting before the November organizational meeting.

The working group also recommended that at the October meeting of the Executive Committee, the group have an informal discussion allowing the committee to consider how effective it was over the course of the year.

Lastly, the working group commissioned the creation of a board member recruitment document so that when municipalities appoint individuals to the system board, they would have some idea of the preferred qualifications of candidates and what their role will be. This document will be sent out when Parkland communicates annually with member municipalities regarding who they are appointing to the Parkland board.

Advocacy Committee Report

Municipal Presentations: Parkland's Advocacy Committee recommended that municipal councils be visited by Parkland staff. To make the visits as useful as possible to the councils, two presentations have been

Next Meeting: November 14, 2024 (Zoom) 10:00 a.m. to noon

developed. Councils can request a presentation on either 1) Parkland's structure and services, or, 2) the overarching structure and operation of public library service in Alberta. Several requests for an orientation have been made by member municipalities.

Presentations are designed to be about 15 minutes in length. The committee also agreed that a Parkland board member, especially the Chair, Vice-Chair, or Advocacy Committee Chair should always attend the presentations with Parkland staff.

MLA Visits: Early in the New Year, Parkland's Advocacy Committee established as one of its goals:

"To continue to advocate for a cost-of-living adjustment to provincial operating grants and/or another infusion for increased library funding."

Parkland staff and Board Chair have visited two of our MLAs over specific issues.

Parkland board members and staff will proceed with MLA visits this fall with the intent of informing MLAs on how support for public libraries contributes to achieving the goals of the Government of Alberta's strategic plan, and continue to seek regular increases to the provincial operating grants. Seeking an increase in SuperNet bandwidth for member libraries will also be a priority.

2025 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2025 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 27, May 15, September 11, and November 27, 2025. The board voted to continue exclusively with Zoom meetings.

Committee News from Trustees

Stettler Public Library Stettler Public Library and Stettler County are collaborating with community partners on Culture Days events throughout September. The library is also collaborating with the Stettler Adult Learning Centre to offer "Come for a Byte" to help 50+ citizens manage their devices and learn to avoid online scams. The Friends of the Library are launching their 7th annual wine survivor fundraiser. The Summer Reading Club is wrapped up for another year and the feedback has been great. The Stettler library also collaborated with the Stettler High School shop class to build a mini golf course, which was put on County

Museum property. They've built a gazebo and for Culture Days, each golf hole was named after a country. **Provost Municipal Library** is celebrating their 75th anniversary on October third at 7:00 p.m., and the following Saturday, on October 5th are holding an escape room fundraiser at the library. Everyone is welcome to attend.

Carstairs Public Library is holding their second Mountain View Comicon event on Saturday October 19th. **Camrose Public Library** has procured a grant for a part-time staff person that concentrates on newcomer welcome programming.

Innisfail Public Library started a new Human Library program this spring in partnership with the Welcome and Inclusivity Committee, which has been very popular and quite impactful.

Penhold and District Public Library had a very successful Summer Reading Club with 31,400 minutes recorded on reading trackers.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Debra Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Board Members Absent

Jul Bissell, Wayne Clark, Edna Coulter, Todd Dalke, Cody Hillmer, Cody Johnson, Stephen Levy, Jordon Northcott, Shawn Peach, Ron These, Harvey Walsh

Board Members Absent with Regrets

Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, Bill Windsor

Staff

Kara Hamilton, Paige Mueller, Ron Sheppard, Tim Spark