

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on **Monday 27 November**
immediately following the Emergency Advisory Committee Meeting.

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES November 14, 2023, Regular Council Meeting	Pages 2 - 7
4. PUBLIC HEARING None Scheduled	
5. DELEGATIONS 5.a Kenton Hubschmid 5.b S/Sgt Warren Wright (RCMP Olds Detachment) 5.c Sgt Irv Heide (Patrol Manager, Red Deer County Protective Services)	 8 9 - 17
6. BUSINESS ARISING FROM PREVIOUS MINUTES 6.a Bowden Hotel 6.b Key Dates 6.c Letter of Request to Minister Devin Dreeschen 6.d Economic Development Committee 6.e Parkland Regional Library System	 18 - 19
7. BYLAWS & POLICIES No item submitted.	
8. NEW BUSINESS 8.a Public Library Board Appointments 8.b Special Events Budget 8.c Minutes of Meetings (Unapproved Minutes)	 20 - 22
9. FINANCIAL 9.a 2024 Operating Budget (2 nd draft)	 23 - 30 31 - 32
10. CORRESPONDENCE 10.a Red Deer County Protective Services – October Enforcement Letter.	 33 34
11. REPORTS 11.a CAO's Report 11.b Council Committee Reports. 11.c Society & Other Reports.	 35 36 37 - 41 42 - 72
12. MEETING ADJOURNMENT	



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**Town of Bowden – Regular Council Meeting
held on Tuesday 14 November 2023
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 Sandy Gamble
	Councillor Marie Flowers
	Councillor Paul Webb
	Councillor Deb Coombes
	Councillor Randy Brown
	Councillor Wayne Milaney

ADMINISTRATION	CAO Rudy Friesen
	Recorder Arno Glover

IN ATTENDANCE	Red Deer County Planning Public Library Board	Julie Harges Shawna McDonald Melissa Braun
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2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the October 23, 2023, Council Organizational Meeting minutes as presented.

MOTION CARRIED UNANIMOUSLY

Moved by Councillor Marie Flowers that Council adopts the October 23, 2023, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

To discuss the revision to Land Use Bylaw 04 / 2021 (Bylaw 07 / 2023).

Bylaw 07 / 2023 received first reading by Council in the RCM of September 25, 2023.

A public hearing was necessary as a requirement of the provisions contained within Land Use Bylaw 04 / 2021.

The public hearing was held in accordance with the procedures outlined in Council Procedural Bylaw 08 / 2020.

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Mayor Robb Stuart declared the public hearing open at 7:04pm and provided Council and members of the public with an overview of the purpose of the hearing.

Town Administration did not give a statement.

Red Deer County Planning & Development Officer, Julie Hardes provided an overview of the land use amendments by reference to the content contained within the Administration Report dated September 11, 2023, relating to Schedule (C6) Central Commercial District C1.

The Planning & Development Officer stated that there had been no public objections received to the proposed changes. Alberta Transportation stated that they had no objection. There was no response received from Canadian Pacific Railway.

There were no presentations made by persons either in favour or opposed to the bylaw amendment.

The Planning & Development Officer anticipated that substantially more consideration and discussion on this land use amendment will occur in response to any development permit applications received with regard to proposed land use developments within Central Commercial District C1.

Council discussed the matter and agreed to immediately proceed with item 7 on the agenda (Bylaws & Policies).

Motion 4.a

Moved by Councillor Deb Coombes that Council accepts the Administration Report as presented and further accepts all comments made / reports received as information and thereby agrees to proceed with the process for adoption of the proposed revision to the Land Use Bylaw without further public hearing.

MOTION CARRIED

7. BYLAWS & POLICIES (rescheduled)

Agenda item 7.a Land Use Bylaw 07 / 2023.

Land Use Bylaw 07 / 2023 was presented to Council for second reading after having received first reading by resolution of Council on September 25, 2023.

Bylaw 07 / 2023 is a revision to Land Use Bylaw 04 / 2021 containing an amendment to Schedule (C6) Central Commercial District C1.

The proposed amendment allows for:

- i. a redefinition of the **general purpose** to include "some compatible residential uses",
- ii. an amendment to **discretionary** uses to include "Apartments".

Council reviewed the bylaw and proceeded to give second and third readings.

Motion 7.a

Moved by Councillor Paul Webb that Council gives second reading to Land Use Bylaw 07 / 2023.

MOTION CARRIED

Motion 7.b

Motion by Councillor Paul Webb that Council gives third and final reading to Land Use Bylaw 07 / 2023 and is adopted accordingly and made effective once duly signed.

MOTION CARRIED

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Agenda item 7.b Elected Officials Remuneration, Benefits & Expenses Policy 07 / 2023.

A revised policy was presented to Council that included:

- i. the recommendations made by the Council Remuneration Committee and
- ii. the amendments requested by Council during the RCM of October 23, 2023.

Motion 7.c

Moved by Councillor Marie Flowers that Council gives approval to the Elected Officials Remuneration, Benefits & Expenses Policy 07 / 2023 as revised and presented.

MOTION CARRIED UNANIMOUSLY

5. DELEGATIONS

There were no delegations.

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

CAO Rudy Friesen informed Council that an environmental test was still required on the site of the former Bowden Hotel before any further procedural matters could take place.

Agenda item 6.b Operating Statement ending Qtr 3 – Financial Query

CAO Rudy Friesen provided clarification regarding the question that arose during the Regular Council Meeting of October 23, requesting further information on the cost associated with cost centre 2-72-230-99 "Recreation - Contracted Services Other".

This was explained as being for pest control services at the arena.

Agenda item 6.c Bowden Library Budget and Funding 2024 Bylaw

The Town of Bowden Public Library Board submitted to Council a letter dated November 10, 2023, and a revised 2024 budget statement. This was received after the deadline for agenda submissions.

Mayor Robb Stuart and Council agreed to accept the letter and budget statement for review and discussion under agenda item 6.c.

Discussion centred around the purpose behind the request for additional funding, by means of both an increase in the Local Appropriation and by the allocation of the Red Deer County Library Grant (\$1500.00).

Representatives of the Public Library Board gave presentations as to their ideas for both service delivery and program delivery plans in 2024 to provided explanation as to why further funding was requested.

Council thanked Shawna McDonald and Melissa Braun for their presentations.

Motion 6.a

Motion by Councillor Randy Brown that Council approves the Local Appropriation requested by the Public Library Board of \$10283.50 for the year 2024.

MOTION CARRIED

Further discussion took place with reference to the Red Deer County Library Grant.

Council agreed to allocate the grant in full to the Public Library Board in 2024.

There was no motion made to this effect.

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Note:

The Bowden Public Library Board letter dated November 10, 2023, and the revised 2024 budget statement are included as an attachment to these minutes as they did not form part of the agenda pack.

Agenda item 6.d Emergency Advisory Committee Meeting

This agenda item was included as a reminder that a date was set for a meeting of the Emergency Advisory Committee on Monday November 27, 2023.

Agenda item 6.e Community Standards Bylaw

CAO Rudy Friesen stated that work was ongoing to continue updating the Community Standards Bylaw.

Administration submitted Council a revised Community Standards Bylaw Roadmap that removed all reference to a set date in the future with regard to the completion of the remaining tasks.

Motion 6.b

Motion by Councillor Deb Coombes that Council accepts the matters of Business Arising as information.

MOTION CARRIED UNANIMOUSLY

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

An application was received from Bowden Minor Hockey for the sum of \$400.00 to support the cost of running their annual fund-raising tournament.

The Town of Bowden Grants & Donation Policy (passed by Council during the RCM of January 9, 2023) provides the Town with the means to provide community grants and donations to projects or organizations which demonstrate and provide cultural, social, or economic benefit to the local community.

Motion 8.a

Motion by Councillor Sandy Gamble that Council approves the donation of \$400.00 requested by Bowden Minor Hockey for the year 2024.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b 2023 Capital Projects Update

Administration provided Council with an update on the capital projects completed during 2023.

Motion 8.b

Motion by Councillor Randy Brown that Council accepts the 2023 Capital Projects Update Report as information.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL**Agenda item 9.a 2024 Operating Budget (1st draft)**

Administration submitted to Council the first draft of the 2024 Operating Budget for review and deliberation.

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CAO Rudy Friesen provided an overview of the budget and the assumptions made by Administration in the preparation of the first draft.

The operating budget as presented provided an overview summary analysis of projected revenues and expenditures with comparatives to the 2023 Budget and YTD Actuals for 2023.

Further draft budgets will provide more detail line by line in the format of the Financial Operating & Expenditure Statements.

Motion 9.a moved by Councillor Marie Flowers that Council instructs Administration to make further amendments to the 2024 Operating Budget as required / requested and to resubmit to Council further draft(s) of the Operating Budget for further review, deliberation, adjustments, and approval.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE

Agenda item 10.a Letter from Red Deer County Protective Service

Council was provided with a copy of the September enforcement contract.

There was no motion made regarding Agenda item 10.a.

11. REPORTS

Agenda item 11.a CAO's Report

CAO Rudy Friesen provided council with an overview of the items included within his CAO's report.

Motion 11.a moved by Councillor Sandy Gamble that Council accepts the submitted CAO's report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

Bowden & District Cemetery Association (regular meeting report October 12, 2023)

Agenda item 11.c Society & Other Reports

South Red Deer Regional Wastewater Commission (meeting of October 20, 2023)

Parkland Foundation CAO Report (September 2023)

Red Deer & District FCSS Board Meeting Report (meeting of October 3, 2023)

Motion 11.b moved by Councillor Deb Coombes that Council accepts the submitted reports as information.

MOTION CARRIED UNANIMOUSLY

12. MEETING ADJOURNMENT

Motion 12.a Moved by Councillor Marie Flowers at 8:29pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

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Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: November 27, 2023.	Agenda Item: 5.a / 5.b / 5.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 RCMP Crime Stats & Community Report

5.a
Kenton Hubschmid.

Kenton would like to address Council for 5 minutes on a matter of thanks.

5.b
Delegation 1
S/Sgt Warren Wright – Detachment Commander (Olds RCMP Detachment).

Staff Sergeant Warren Wright will provide Council with an overview of the:

- i. Letter dated November 16, 2023,
- ii. Quarter 2 Crime Statistics.
- iii. Provincial Policing Report,

5.c
Delegation 2
Sgt Irv Heide – Patrol Manager (Red Deer County Protective Services).

Sergeant Irv Heide will discuss with Council:

- i. the 2023 enforcement year,
- ii. options for enforcement in 2024.

Suggested Motion:
Motion by Councillor _____ that Council accepts the delegation reports and discussions as information.

RCMP

ROYAL CANADIAN MOUNTED POLICE



November 16, 2023


S/Sgt. Warren Wright
Detachment Commander
Olds RCMP Detachment

Dear Mayor Robb Stuart,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Olds Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.



S/Sgt. Warren Wright
Detachment Commander
Olds RCMP Detachment



**Olds Provincial Detachment
Crime Statistics (Actual)
Q2: July to September 2019 - 2023**

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	0	3	0	1	-50%	N/A	-0.2
Other Sexual Offences		1	0	0	0	1	0%	N/A	0.0
Assault		2	2	9	12	12	500%	0%	3.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	2	5	1	6	100%	500%	0.5
Uttering Threats		4	0	7	6	1	-75%	-83%	0.0
TOTAL PERSONS		13	4	24	19	21	62%	11%	3.1
Break & Enter		13	10	12	12	3	-77%	-75%	-1.8
Theft of Motor Vehicle		14	9	16	13	6	-57%	-54%	-1.2
Theft Over \$5,000		4	3	5	3	1	-75%	-67%	-0.6
Theft Under \$5,000		28	15	18	15	14	-50%	-7%	-2.8
Possn Stn Goods		13	7	6	5	0	-100%	-100%	-2.8
Fraud		4	6	8	16	10	150%	-38%	2.2
Arson		1	0	0	1	0	-100%	-100%	-0.1
Mischief - Damage To Property		15	16	20	13	6	-60%	-54%	-2.1
Mischief - Other		10	5	7	10	3	-70%	-70%	-0.9
TOTAL PROPERTY		102	71	92	88	43	-58%	-51%	-10.1
Offensive Weapons		3	1	1	0	1	-67%	N/A	-0.5
Disturbing the peace		2	3	2	3	5	150%	67%	0.6
Fail to Comply & Breaches		2	6	7	5	2	0%	-60%	-0.1
OTHER CRIMINAL CODE		5	3	7	5	4	-20%	-20%	0.0
TOTAL OTHER CRIMINAL CODE		12	13	17	13	12	0%	-8%	0.0
TOTAL CRIMINAL CODE		127	88	133	120	76	-40%	-37%	-7.0

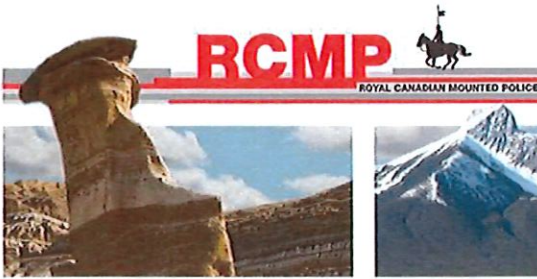


**Olds Provincial Detachment
Crime Statistics (Actual)
Q2: July to September 2019 - 2023**

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	1	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		0	1	3	0	0	N/A	N/A	-0.1
Drug Enforcement - Trafficking		2	0	0	4	4	100%	0%	0.8
Drug Enforcement - Other		1	1	0	0	1	0%	N/A	-0.1
Total Drugs		3	2	4	5	5	67%	0%	0.7
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	1	0	0	1	0%	N/A	-0.1
TOTAL FEDERAL		4	3	4	5	6	50%	20%	0.6
Liquor Act		5	2	2	1	1	-80%	0%	-0.9
Cannabis Act		11	3	1	0	0	-100%	N/A	-2.5
Mental Health Act		11	12	9	12	17	55%	42%	1.2
Other Provincial Stats		22	23	23	13	15	-32%	15%	-2.4
Total Provincial Stats		49	40	35	26	33	-33%	27%	-4.6
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		3	2	8	7	3	0%	-57%	0.5
Total Municipal		3	2	9	7	3	0%	-57%	0.5
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		20	3	4	10	1	-95%	-90%	-3.1
Property Damage MVC (Reportable)		74	49	59	100	48	-35%	-52%	-0.1
Property Damage MVC (Non Reportable)		9	4	5	8	9	0%	13%	0.4
TOTAL MVC		103	56	68	118	58	-44%	-51%	-2.8
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		1,249	863	503	330	330	-74%	0%	-237.1
Other Traffic		2	1	1	2	0	-100%	-100%	-0.3
Criminal Code Traffic		22	14	17	12	17	-23%	42%	-1.2
Common Police Activities									
False Alarms		6	5	3	2	6	0%	200%	-0.3
False/Abandoned 911 Call and 911 Act		14	7	9	8	5	-64%	-38%	-1.7
Suspicious Person/Vehicle/Property		47	34	26	31	15	-68%	-52%	-6.7
Persons Reported Missing		5	1	1	1	0	-100%	-100%	-1.0
Search Warrants		0	0	1	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		11	14	14	7	4	-64%	-43%	-2.1
Form 10 (MHA) (Reported)		0	0	1	2	1	N/A	-50%	0.4



RCMP Provincial Policing Report

Detachment	Olds
Detachment Commander	S/Sgt. Warren Wright
Quarter	Q2
Date of Report	2023-11-16

Community Consultations

Date	2023-07-15
Meeting Type	Community Connection
Topics Discussed	Bowden Daze pancake breakfast and parade
Notes/Comments	8 members in red serge marched in the parade that Council dedicated to the RCMP's 150 anniversary.

Date	2023-07-24
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Detachment members used radio spots to introduce online reporting to the community.

Date	2023-08-24
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Detachment members presented the 2023-2024 Q1 Policing Report to Bowden Council and Administration.



Date	2023-09-14
Meeting Type	Community Connection
Topics Discussed	Regular reporting information sharing
Notes/Comments	Members attended the Olds Community Showcase and engaged with the public, answering questions regarding policing services, and recruiting.

Date	2023-09-19
Meeting Type	Community Connection
Topics Discussed	Regular reporting information sharing
Notes/Comments	Members attended the Bowden Community Showcase and engaged with the public, answering questions regarding policing services, and recruiting.

Date	2023-09-28
Meeting Type	Town Hall
Topics Discussed	Regular reporting information sharing
Notes/Comments	Member attended a Town Hall hosted by the Mayor, Council, and Administration of Bowden as part of a discussion and public hearing regarding discussions of the Community Standards Bylaw.



Community Priorities

Priority 1	Crime Reduction
Current Status & Results	<ul style="list-style-type: none"> - No individuals subject to judicially imposed release conditions were identified. - Warrant Round Up on 2023-09-30, executing 8 arrest warrants on 5 individuals. - 1 new drug investigation was opened.
Priority 2	Be Clear, Accountable and Transparent
Current Status & Results	<p>2023-07-15 Eight members marched in red serge in the Bowden Daze Parade.</p> <p>2023-08-28 Presented Q1 Policing Report to Town Council and answered questions.</p> <p>2023-09-14 Participated in Community Registration Night with RDC Patrol at Grandview School.</p> <p>2023-09-28 Attended a Town Hall hosted by the Mayor, Council, and Administration of Bowden as part of a discussion and public hearing regarding discussions of the Community Standards Bylaw.</p>
Priority 3	Enhance Awareness and Education
Current Status & Results	<p>2023-09-05 Olds RCMP Detachment - Community Resource Officer operated a table at the Olds College Orientation, educating students on the dangerous of alcohol abuse, the different drugs that put people at risk for unwanted sexual activity, all in an effort to prevent them to staying away from trouble. Olds College has students stemming from all 5 communities that are policed by the Olds Detachment.</p>

**Priority 4****Enhance Road Safety****Current Status & Results**

- No traffic safety education initiatives were undertaken this Q2. A Bike Rodeo that was held last year in Q2 was replaced with a Halloween Safety presentation to elementary school children to be completed prior to Halloween in Q3.

-No traffic specific JFOs with RDC Patrol were completed in Q2 however the Detachment and RDC Patrol shared a table at the Community Registration Night on 2023-09-14. However, proactive and reactive Detachment patrols continued regularly throughout Bowden this Q2.



Crime Statistics¹

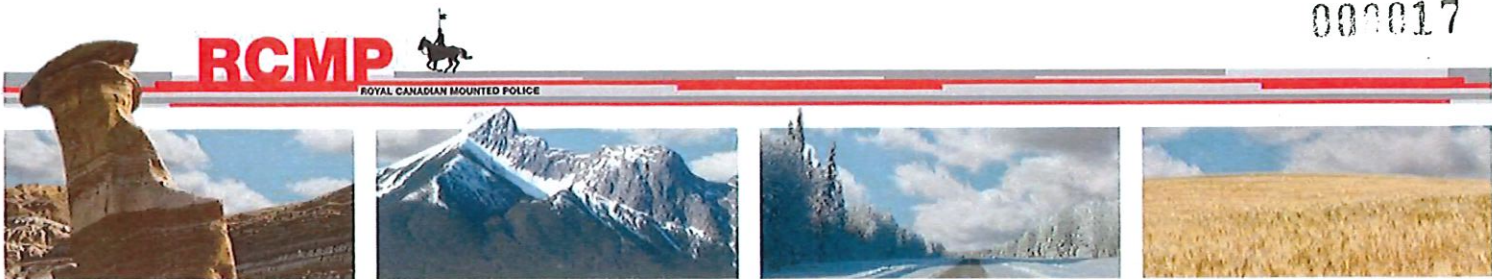
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	120	76	-37%	398	396	-1%
<i>Persons Crime</i>	19	21	11%	79	93	18%
<i>Property Crime</i>	88	43	-51%	268	257	-4%
<i>Other Criminal Code</i>	13	12	-8%	51	46	-10%
Traffic Offences						
<i>Criminal Code Traffic</i>	12	17	42%	43	38	-12%
<i>Provincial Code Traffic</i>	330	330	0%	2,800	1,567	-44%
<i>Other Traffic</i>	2	0	-100%	4	4	0%
CDSA Offences	5	5	0%	8	9	13%
Other Federal Acts	5	6	20%	15	15	0%
Other Provincial Acts	26	33	27%	147	110	-25%
Municipal By-Laws	7	3	-57%	22	19	-14%
Motor Vehicle Collisions	118	58	-51%	276	425	54%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	5	4	1	0
Detachment Support	2	1	1	0

² Data extracted on September 30, 2023 and is subject to change.
³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the five established positions, four officers are currently working and one officer is on long term medical leave.

Detachment Support: Of the two established positions, one administrative resource is currently working and one is on long term medical leave.

Quarterly Financial Drivers

Regular Council Meeting: November 27, 2023.	Agenda Item: 6.a / 6.b / 6.c / 6.d / 6.e
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s):

Matters arising from past minutes are provided below – updates are highlighted in red.

Content:

6.a Bowden Hotel

With regard to the Bowden Hotel Administration resubmits the following information reproduced from the RCM of September 11, 2023, in order to provide a reminder as to what are the next steps now that the site has been cleared.

“Alberta Infrastructure provided by email (August 31) the following information:

A final walkthrough will take place September 7, and the contractor will continue seed maintenance until the end of October. After that, Infrastructure will take over maintenance responsibilities until the property is disposed.

The next steps in the disposition process include:

- i. Initiation of Phase I and II Environmental Site Assessments now that the debris is removed.*
- ii. Circulation of the property information to Government of Alberta departments to determine if there is a provincial program need for the property.*
- iii. Historical Resources Act clearance.*
- iv. Appraisals.*
- v. Transfer of property from Treasury Board and Finance to Alberta Infrastructure.*
- vi. Ministerial approval to dispose.*

Once the above due diligence activities and approvals are complete, the property will be offered to yourselves at market rate.

If the Town is uninterested, the property would then be placed for sale on the open market”.

There are no confirmed dates for the next stages of the disposition process.

6.b Key Dates (for information only)

Saturday December 2	Christmas Dine & Dance	5:00pm arrival for 6:00pm dinner
Friday December 8	Bowden Christmas Festival	5:00pm Town Office / Igloo Arena

6.c Letter of Request to Minister Devin Dreeshen

At the RCM of October 23, 2023, Administration was requested to follow up the letter of request sent to Minister Devin Dreeshen.

To date there is no date set for a visit to Council by the Minister.

6.d Economic Development Committee

During the RCM of 14 November reference was made stating that the Economic Development Committee had not met during 2023.

The following is an extract from the minutes of the Council Organizational Meeting of 24 October 2022.

*"Council after review and discussion agreed to **dissolve**:*

The Economic Development Committee

In future:

- *policy or strategic matters will become a function of Council as a Whole,*
- *operational programs and initiatives are the responsibility of Administration.*

Bylaw Enforcement & Development Control Committee

In future:

- *community policing policy matters will become a function of Council as a Whole,*
- *bylaw development, grievances and enforcement are the responsibility of Administration.*

Personnel Committee

In future:

- *matters regarding complaints brought against the CAO will be brought to Council as a Whole as an "in camera" item on a Regular Council Meeting agenda.*
- *Personnel matters regarding Town staff are the responsibility of the CAO".*

Any matter of economic development can be discussed as a specific agenda item during a Regular Council Meeting or as a matter for discussion in a Special Council Meeting.

6.e Parkland Regional Library System – 2024 Budget

Parkland Regional Library System have confirmed the following by email dated November 20.

"As part of the annual approval process, Parkland Regional Library System's budget must be approved by 2/3 of the member municipalities representing 2/3 of the member population This process is rooted in Parkland's membership agreement.

We are writing to inform you that Parkland's budget has been approved by 77% of the population representing 68% of the municipalities.

The Parkland Board thanks all municipalities for their continued support".

Recommended Motion

Motion by Councillor _____ that Council accept the matters of Business Arising as information.

Regular Council Meeting: November 27, 2023.	Agenda Item: 8.a / 8.b / 8.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s):

Content:

8.a Library Board Appointments

In May 2023 Administration received an email from the Government of Alberta, Library representative, Katrina Peachey with reference to the public library requesting confirmation by Council motion of the appointment of members to the Public Library Board with clear end dates (including Councillors).

The email stated,

"it is municipal council that is responsible for appointing all board members and their terms (and therefore their term expiry dates) are always based on the appointment motion in council meeting minutes. The exact contents of the motion will vary from council to council—for example, it may include a start and end date, a term length (e.g., 3 years), or some other combination—but a proper appointment will always include enough information to determine when an individual's term on the board begins and ends".

Membership

The minutes of the Bowden Public Library Board organizational meeting minutes of November 8, 2023, provide details of the current board membership. It is noted that that there no record being found for the term of office for Tina Von Hatten (these minutes are included in this agenda pack within the reports section).

Administration has reviewed past minutes for records of appointments made by Council resolution that satisfy the requirements of the Libraries Act.

The following summarizes past resolutions made and new resolutions required.

Resolutions Made

Regular Council Meeting March 14, 2022.

Motion 8.c

Board Member	Position	Appointed	Term	Expiry Date
Shawna MacDonald	Chairperson	November 1, 2021	3 years	October 31, 2024
Justina Klassen-Fehr	Member	November 1, 2021	3 years	October 31, 2024

Council Organizational Meeting October 23, 2023.

Motion 3.d

Board Member	Position	Appointed	Term	Expiry Date
Marie Flowers	Councillor	October 24, 2023	1 year, 4 days	October 28, 2024
Randy Brown	Councillor	October 24, 2023	1 year, 4 days	October 28, 2024

Resolutions Required

Caroline Furman's application for membership of the Public Library Board was approved by Council resolution during the RCM of 9 January 2023 (motion 8.c).

Marietta Tuckwell's application for membership of the Public Library Board was approved by Council resolution during the RCM of 23 January 2023 (motion 8.b).

Tina Von Hatten's application for membership of the Public Library Board was approved by Council resolution during the RCM of 25 September 2023 (motion 8.b).

There is however no record within the Council minutes that state the terms of office for the three members of the Public Library Board appointed earlier this year.

Administration therefore requests that Council by resolution confirms the following appointments to the Town of Bowden Public Library Board with terms of office as stated in the table below.

Board Member	Position	Appointed	Term	Expiry Date
Marietta Tuckwell	Member	January 9, 2023	<3 years	October 31, 2025
Caroline Furman	Member	January 23, 2023	<3 years	October 31, 2025
Tina Von Hatten	Member	September 25, 2023	<2 years	October 31, 2025

Recommended Motion.

Motion by Councillor _____ that Marietta Tuckwell, Caroline Furman, and Tina Von Hatten, are appointed to the Town of Bowden Public Library Board for the term of office as presented in the table above.

8.b Special Events Budget

Section 8.26 of the Chief Administrative Officer Bylaw states that the CAO will, *"Monitor, review, control, and regularly report to Council on expenditures within the approved operating and capital budgets and on any anticipated or actual material changes to operating or capital expenditures"*.

Administration requests that Council approves an anticipated increase in the Special Events Budget (Xmas Events) from \$2500.00 to \$3500.00.

The Special Events Committee in planning for the Christmas Festival event have determined that the cost of the programme of events is now significantly higher than initially forecast when determining the 2023 budget.

Recommended Motion:

Motion by Councillor _____ that Council approved an increase in the 2023 Operating Budget for Special Events (Xmas Events) from \$2500.00 to \$3500.00.

8.c Minutes of Council Meetings

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.

Recommended Motion

Motion by Councillor _____ that Council approves the change in procedure to allow unapproved minutes to be posted on the Town's web site with respect to Regular Council Meetings, Council Organizational Meetings, Special Council Meetings and Municipal Planning Commission Meetings, effective January 1, 2024.

Regular Council Meeting: November 27, 2023	Agenda Item: 9.a
Prepared by: Arno Glover / Rudy Friesen	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Draft 2 – 2024 Operating Budget

1 Legislative Responsibility

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

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

- i. amount to be transferred to reserves,
- ii. amount to be transferred to the capital budget,
- iii. amount and source needed to transfer funds to recover any shortfall (deficit) in the budget.

In addition to the 2024 Operating Budget, in accordance with the requirements of section 283 of the MGA, Administration is required to prepare a 3-year Financial Plan with respect to anticipated financial operations for the years, 2025, 2026 and 2027.

Administration therefore provides Council with the second draft of the 2024 Operating Budget for the purpose of further discussion and review.

2 Background

The first draft of the 2024 Operating Budget was presented to Council at the RCM of 14 November.

This provided an overview summary analysis of projected revenues and expenditures with comparatives to the 2023 Budget and YTD Actuals for 2023.

Draft 2 of the 2024 Operating Budget is also presented in the same format.

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

This first draft of the budget provided an operating deficit of (\$7204.14).

The second draft of the budget provides an operating deficit of (\$50220.54).

The operating budget must be balanced (to zero) either by making a contribution from reserves or by making adjustments to revenues and expenditures during the budget deliberations.

3 Considerations

3.1

When reviewing the budget from a broad, overall view factors for considerations may include:

- what are the strategic / policy priorities of Council,
- community needs and benefits,
- what are the service delivery priorities for each functional area (admin / public works / arena)

- what are the future (inflationary) costs of maintaining current service levels,
- availability of funds either from operating reserves or from external sources.

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

3.2

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

3.2.1

A 1% increase in the residential property tax rate:

- provides an additional tax revenue of \$10825.00 based on current property tax assessments,
- amounts to a \$25 tax annual increase for a residential home assessed at \$300,000.

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

- increase municipal service levels,
- transfers to capital reserves to cover future infrastructure requirements,
- increases in operational expenditures to cover inflationary increases in subcontracted services and equipment purchases.

In order to assist in decision making, a comparative summary of past increases in tax rates, CPI inflation rates and salary COLA increases are provided below.

	Municipal Tax Rates	Annual Inflation	COLA Award
2020	0%	1.3%	1.75%
2021	0%	3.1%	1.5%
2022	0%	6.5%	2.0%
2023	1%	4.1% Forecast	4.0%
Average	0.25%	3.75%	2.31%

Any change in tax rates must be determined by Council during the operating budget deliberations in order for Administration to provide a final balance budget.

Note:

Actual tax rates will not be determined until the time the Taxation Rate Bylaw is presented to Council which reflect:

- actual 2024 property tax assessments,
- notification of the 2024 education requisitions.

A future revision to the Operating Budget may be made to take into account the actual rates and adjustments required to balance revenues with costs.

Notes:

- 1 The property tax assessments are received in April each year.
- 2 The education requisitions will not be known until the spring after the Provisional Government has passed its budget.

3.2.2

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

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

Year Ending	Total (all reserves)	Movement (on previous year)
2020	\$1285845.55	
2021	\$1167434.22	(\$118411.30)
2022	\$1251369.70	\$83935.50
2023	\$1275613.84	\$24244.10

Included in this draft budget is a transfer of funds of \$9400.00 to Public Works Reserves in respect of the purchase of the John Deere 4 Wheel Loader in year 2020.

Note:

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

4 Budget Assumptions

The following provides Council with a summary of the assumptions made within the second draft of the 2024 Operational Budget.

4.1 Property Tax Rates

There is an increase in the residential and commercial tax rates of a notional 2%.

This will return an increase in tax revenues of \$21650.00 based on current property tax assessments.

Comparative (projected) tax rates increase in neighbouring municipalities are as follows:

Municipality	Rate Increase	Municipality	Rate Increase
Town of Blackfalds	3.0%	Town of Sylvan Lake	6.3%
Town of Ponoka	4.9%	Village of Delburne	4.0%
Town of Olds	4.0%	Town of Rocky Mountain House	3.4%
Town of Innisfail	4.11%	City of Calgary	5.7%
City of Red Deer	4.12%	City of Edmonton	7.1%
Red Deer County	3.5%	City of Airdrie	9.7%
Town of Penhold	6.0%	Town of Cochrane	3.4%

4.2 Franchise Fees

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

Council agreed by resolution not to increase the Atco and Fortis franchise fee rates for 2024.

Forecasted revenues for franchise fee for 2024 are given below with comparatives:

	2024 (Forecast)	2023 (Budget)	2022 (Actual)
Atco Gas	\$75761		\$70358
Fortis Electricity	\$136018		\$126737
TOTAL	\$211779	\$193000	\$197095

4.3 Water & Wastewater Utility Rates

The budget currently reflects an increase in water rates by 8 cents and wastewater rates by 11 cents as a cost recovery exercise in order to pass on the stated rate increases due to be made by the Water / Wastewater Commissions in 2024.

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

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

Current 2023 water / wastewater cost with comparative utility recharge rates is as follows:

	Purchase cost per m ³	Resale per m ³	Markup	Flat Rate
Water per m ³	\$1.97	\$3.10	\$1.13	\$10.00
Wastewater per m ³	\$2.59	\$3.20	\$0.61	\$10.00

Note:

Adding \$1 to the resale price of 1m³ of water would generate approximately \$78000.00 revenue per annum based on current distributed water m³ volumes (78000 m³ per annum)

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

Water

	2022	2023 YTD
Water Revenues	\$300906.11	\$264994.32
Water Expenditures	\$336551.33	\$357689.15
(DEFICIT)	(\$35645.22)	(\$92694.83)

Wastewater

	2022	2023 YTD
Wastewater Revenues	\$322814.63	\$282625.95
Wastewater Expenditures	\$453303.80	\$369381.02
(DEFICIT)	(\$130489.17)	(\$86755.07)

4.4 Solid Waste Rates

Solid waste rates (garbage & recycling) remain unchanged from 2023 (\$11.00 each per month).

4.5 Public Works

Public Works has no submitted plans for new projects within the Town in 2024.

These projects are divided between capital projects and operating projects.

Operating projects are typically repairs and maintenance.

This includes:

- i. road repairs to Westview Drive
- ii. cleaning of the water reservoir cells at the pumphouse.

4.6 Provincial Police Funding Model

The forecasted Provincial requisition for the Police Funding Model for 2024 is \$66529.00.

Note: For 2023 the forecast amount was \$44321.00 however the actual billing came in at \$45615.00.

It is proposed to recover the policing cost through a requisition on property taxes.

The following illustrates the effect of the increase in the police funding invoice from the Province on a \$300,000. residential property if the amount is fully recovered through taxes.

	2023	2024
Tax Rate	0.000374956	0.000546870
Property Value	\$300,000	\$300,000
Tax levy required per annum	\$112.49	\$164.06

4.7 Municipal Sustainability Initiative (MSI) / Local Government Fiscal Framework (LGFF)

2023 is the last program year for MSI which will transition to the LGFF in 2024.

The Provincial Government has stated that:

- i. Municipalities will continue to access their unspent MSI funding through the system,
- ii. any unspent MSI funding from prior to 2019 must be returned to the province,
- iii. Municipalities will continue to submit projects, amendments, and reporting via the MSIO system until they have used all available MSI funding and met all MSI program reporting requirements.

For comparison the following provides an overview of MSI allocations for the period 2020 – 2024.

	2020 MSI	2021 MSI	2022 MSI	2023 MSI	2024 (LGFF)
Operating	\$79541.00	\$81021.00	\$81021.00	\$162042.00	\$162042.00
Capital	\$326591.00	\$380088.00	\$154133.00	\$154133.00	\$162042.00

The budget contains an Operating Grant Funding value for 2024 the same as that for 2023.

4.8 Red Deer County Grants

Red Deer County grants are increased by 2.5% by \$3126.00 to \$128172.00 for 2024 as per the Intermunicipal Recreation & Culture Agreement (2023 – 2027).

The Red Deer County Library Grant remains unchanged at \$1500.00 for 2024.

4.9 Bowden Public Library Appropriation

The amount of the local appropriation to the Public Library Board is \$10283.50 (an increase of \$1994.00 over the 2023 appropriation).

The Red Deer County Library Grant revenue of \$1500.00 is transferred in full as a contribution to the library.

The additional \$3494.00 was requested to improve the number of community programs and for additional service delivery initiatives.

4.10 Dog Licence Revenues

Dog Licence Revenues are substantially reduced to reflect the change in policy regarding fee rates for 2024.

(Dog licences will be offered free of charge in December 2023 as per the resolution made in the RCM of June 12, 2023).

4.11 Administration Salaries**4.11.1**

COLA adjustments are made to counteract the effects of inflation.

Included within the budget is a 2% Cost-of-Living Adjustment (COLA) increase in Administration salaries for all employees (with the exception of the CAO).

4.11.2

Included with the budget is a 2% increase applied to all of the pay rates within the pay scale matrix.

4.12 Elected Official's Remuneration

There is currently no proposed COLA increase within this budget for Council remuneration (honorariums and per diems).

Council may award a COLA increase to honorariums and / or per diems in accordance with the Elected Officials Remuneration, Benefits & Expenses Policy.

4.12 Federation of Canadian Municipalities Annual Conference 2024

The draft budget does not include the cost of Councillor attendance at the FCM Conference in Calgary in 2024.

An initial estimate of the cost per Councillor is as follows:

Registration Fees	\$920.00	
Accommodation	\$987.00	
Per Diems	<u>\$720.00</u>	
	\$2627.00	(plus travel costs)

4.13 General / Miscellaneous**4.13.1**

The draft budget maintains FCSS revenues following the new 3-year agreement with regional FCSS.

4.13.2

Within the draft budget is a Destination Management Strategy Grant within Economic Development Revenues. This is for an economic attraction strategy for the Town.

The grant provides a 50% share of the total project cost. The budget shows a grant revenue of \$30800.00 and a corresponding cost of \$61500.00 (included in Economic Development).

4.13.3

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

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

Within this budget there is no transfer of operating revenues to any other capital reserves or contingency reserves (except the \$9400.00 previously noted).

5 Future Actions**5.1**

Administration to submit draft 3 of the Operating Budget to Council in detail providing substantially more data, in the format of the Financial Operating & Expenditure Statement.

The aim is to achieve final approval of the Operating Budget prior to the end of calendar year 2023.

A date for a Special Council Meeting has been suggested for Wednesday December 20, 2023.

Note:

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

5.2

Administration will submit to Council a Capital Budget for 2024 (date tbc – early 2024) as per the legislative requirements of section 246 of the Municipal Government Act.

5.3

In due course Administration will submit to Council a revised:

- i. Rates & Fees Bylaw,
- ii. Taxation Rate Bylaw,

at a future (2024) Regular Council Meeting.

6 Suggested Motion

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



2024 REVENUE

Description	2024 Budget	2023 Budget	2023 YTD Actual
TAX REVENUES	1,515,727.64	1,412,377.65	1,507,658.57
OTHER REVENUES	287,675.00	273,100.00	270,694.03
GRANT REVENUES	248,464.00	164,317.00	245,338.00
ADMINISTRATIVE REVENUES	16,375.00	17,335.00	15,140.12
BYLAW REVENUES	100.00	100.00	165.00
ANIMAL REVENUES	2,050.00	3,550.00	2,285.00
PUBLIC WORKS REVENUE	200.00	100.00	1,447.75
WATER REVENUES	315,150.00	309,200.00	265,001.63
SANITARY SEWER REVENUES	343,200.00	335,300.00	282,633.27
SOLID WASTE REVENUES	63,800.00	69,600.00	54,436.06
RECYCLING REVENUES	70,300.00	70,400.00	58,592.26
FCSS REVENUES	67,262.00	65,953.40	61,328.05
CEMETERY REVENUES	12,500.00	12,000.00	15,787.14
ECONOMIC DEVELOPMENT REV	30,800.00	1,500.00	762.00
LAND REVENUES	6,500.00	6,500.00	5,700.00
PARADE REVENUES	1,000.00	1,000.00	1,000.00
REC BOARD REVENUES	700.00	1,500.00	600.00
RECREATION REVENUES	118,500.00	118,000.00	87,553.97
PARK REVENUES	3,750.00	3,750.00	3,750.00
LIBRARY REVENUES	1,500.00	1,500.00	1,500.00
MUSEUM REVENUES	3,000.00	1,500.00	3,000.00
COMMUNITY HALL REVENUE	5,000.00	5,000.00	5,000.00
OPERATING REVENUE	3,113,553.64	2,873,583.05	2,889,372.85



2024 EXPENSES

Description	2024 Budget	2023 Budget	2023 YTD Actual
REQUISITIONS & GENERAL	302,022.20	291,143.51	226,516.65
COUNCIL	136,900.00	119,500.00	97,789.98
ADMINISTRATION	599,855.00	566,974.14	516,767.19
FIRE PROTECTION	12,030.00	12,050.00	12,033.99
DISASTER SERVICES	1,000.00	1,000.00	0.00
ENFORCEMENT	103,889.00	82,631.00	77,534.71
ANIMAL	350.00	285.00	219.26
PUBLIC WORKS	380,357.06	362,836.00	292,183.52
ROADS	197,560.00	173,350.00	129,472.15
WATER	378,930.38	308,740.66	357,689.15
SANITARY SEWER	400,354.86	400,348.06	342,700.01
SOLID WASTE	48,200.00	49,079.22	39,129.58
RECYCLING	24,000.00	25,500.00	20,524.42
FCSS	105,321.66	98,879.45	88,223.22
CEMETERY	10,200.00	10,700.00	11,880.66
PLANNING & DEVELOPMENT	7,550.00	7,050.00	6,667.33
ECONOMIC DEVELOPMENT	61,500.00	4,000.00	1,287.98
SENIORS	2,235.00	2,235.00	2,235.00
LAND	5,500.00	8,500.00	3,163.01
PARADE	3,000.00	2,000.00	3,009.19
REC BOARD	2,000.00	2,500.00	0.00
RECREATION	284,895.00	264,815.00	254,822.74
PARKS	48,200.00	35,190.00	31,419.07
LIBRARY	32,777.50	28,816.01	30,050.74
MUSEUM	5,146.52	5,460.00	4,882.01
COMMUNITY CENTRE	10,000.00	10,000.00	10,000.00
EXPENDITURES	3,163,774.18	2,873,583.05	2,560,375.61
OPERATING (SURPLUS) DEFICIT	50,220.54	0.00	(328,997.24)

Regular Council Meeting: Nov 27, 2023.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1. Letter from Red Deer County Protective Services

Content:**10.a**

Red Deer County Protective Services – October Enforcement Contract.

Recommended Motion:

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

Red Deer County

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

November 6, 2023

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: October Enforcement Contract

Please be advised for the month of October, Red Deer County Patrol Officers spent 11 hours and 04 minutes in the Town of Bowden.

The following ticket was issued during patrols conducted between 0600-2100:

- 2023.10.20 at 1525 – Speeding
- 2023.10.22 at 1048 – Unregistered Motor Vehicle
- 2023.10.28 at 1607 – Speeding

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: November 27, 2023.	Agenda Item: 11.a / 11.b / 11.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Please Note:

Administration requests that submitted reports are not printed on both sides.

Content:

11

a. CAO's Report**b. Council Committee Reports**

Bowden Public Library Organization Meeting Minutes (November 8, 2023)

(report submitted by Councillor Deb Coombes)

Bowden Public Library Regular Meeting Minutes (November 8, 2023)

(report submitted by Councillor Deb Coombes)

Bowden & District Cemetery Association Regular Meeting Minutes (November 6, 2023)

(report submitted by Councillor Deb Coombes)

c. Society & Other Reports

Mountain View Regional Water Services Commission (November 20, 2023, report)

(report submitted by Mayor Robb Stuart)

RMA Ministers Forum (Bearpit) – November 8, 2023.

(report submitted by Mayor Robb Stuart)

Parkland Regional Library System Report (November 16, 2023)

(report submitted by Councillor Deb Coombes)

BGS School Council Meeting Report (November 21, 2023)

(report submitted by Councillor Deb Coombes)

Recommended Motion:

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

Regular Council Meeting: November 27 th , 2023.	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1. Water Valve Replacements

Water valve replacement work is taking place in Town the week of the 27th. The extended mild weather has allowed us to undertake this work this fall, as opposed to next spring. Water shutoff valves are being replaced at 17th Avenue just off 2A, and one at 21st Street and 21st Avenue. Both valves are not operational. Replacement will allow public works more effective water service isolation in the event of any required water line repairs throughout the Town. Water service will be interrupted to affected residents during the replacement of these valves. Those residents have been notified in advance of the service interruption.

2. RDRMUG

I attended the Red Deer River Municipal Users Group (RDRMUG) meeting in November at Drumheller. A major topic of conversation was the potential to have the Province support a study into additional onstream storage on the Red Deer River. The preliminary information came from WaterSmart project to update modelling data for the South Saskatchewan River basin, which includes the Red Deer River. The modelling is designed to understand the affects that drought, floods, development, and climate may have on the river system. RDRMUG is a nonprofit organization comprised of municipalities, including Bowden, that derive their water from the Red Deer River. The group advocating for the health of the Red Deer River which ultimately supports the health of its communities.

3. Holiday Hours

December is soon upon us, and with that, our holiday schedule is confirmed. The Town office is closed December 25th, 26th and January 1st. We are open from 8 am to 4 pm on the 27th, 28th and 29th. Following the New Year, we re-open on January 2nd at 8:00 am.

Also of note, I am away from the office beginning Thursday, November 30th. I return on Monday, December 18th. During my absence, any Council inquiries may be directed to Mr. Arno Glover.

4. Communications

Media impressions are all increased from our last report in May. November statistics indicate 827 Facebook impressions, 462 Instagram impressions, 102 website visits and 39 impressions on Twitter. Website is used for regulatory information, meeting notices and municipal forms. Social media is utilized for community messages such as service disruptions, as well as notification of community events.



all approved

Bowden Public Library

Annual Organizational Meeting Minutes – November 8, 2023

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

1. Call to Order 6:01 Shawna called to order
2. Adoption of Agenda -Deb moved to accept as presented - Carried
3. Adoption of Minutes of November 23, 2022 Annual Organizational Meeting Justina moved to accept - Carried
4. Library Manager's Financial Report - Justina moved to accept; Marietta seconded - Carried
5. Current Board Membership and Terms:
 - Shawna MacDonald Nov. 1, 2024
 - Caroline Furman Nov. 1, 2025
 - Justine Klassen-Fehr Nov. 1, 2024
 - Marietta Tuckwell Nov. 1, 2025
 - Tina Von Hatten Nov. 1, 2025 (town minutes, council rep provide date) Guessing as we don't have this from the town
 - Deb Coombes annual appointment from Town of Bowden
 - Marie Flowers annual appointment from Town of Bowden changed from Marie Flowers to Randy Brown
- Shawn moved to accept - Carried
6. Election of Officers
 - Chair - Shawn (nominated by Randy) nominations ceased - Carried
 - Vice chair - Randy nominated Tina, Shawna seconded, Maritta moved that nominations cease - Carried
 - Secretary - Deb nominated Caroline, Randy moved nominations cease -Carried,
7. Proposed date of next Annual Organization Meeting November 6, 2024 at 6 pm Randy moved, passed
8. Adjournment 6:20 Deb moved to adjourn



000038

un approved

Bowden Public Library
Meeting Minutes

Date: November 8, 2023

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

	Item	Description	Action	Motion	Decision
1	Call to Order	6:21 PM		Shawna MacDonald called the meeting to order	Carried
2	Adoption of Agenda			Randy moved to adopt as amended, carried	Carried
3	Adoption of Previous Minutes			Deb Coombes moved to accept	Carried
4	Old Business	Bottle Depot fundraiser update	Shawna will check if we can book for Spring		
		Working Alone Policy and new pg 10 for policy for binders	Some board members still need binders		
		Plan of Service (2024)	5 responses so far from questionnaire; gift card will be done in the new year to go on next year's budget.		
		Review of Financial Statement		Caroline moved to accept, Shawna 2nd	Carried
		Budget 2024 - not passed by council	We need to specify where we want to spend the \$1500 that the county gives to the town for the Library. Marietta motioned to amend the 2024 budget to pull the \$1500 from line 47 (break into a and b. on a different line to explain where that money is specifically being spent)	Marietta made a motion to amend the 2024 Budget as discussed. Shawna seconded.	Carried
5	New Business	Shawn spoke to Jade (FCSS coordinator) about	Item for information only at this point		



BOWDEN
Public Library

000039

		doing something in the New Year/February (canning or bread, etc.) Don't know yet how the library would participate			
		Field trips from school postponed till spring	Presented as information by Melissa		
6	Next Meeting	6 pm - January 17, Wednesday			
7	Motion to Adjourn	7:07		Shawna moved to adjourn	Carried

Working Alone Policy

Libraries Regulation: OH&S part 28

The Town of Bowden Library Board and the Bowden Public Library are committed to providing a safe and secure working environment when employees are working alone.

1. The Board and Library will ensure that the facility is equipped with a working landline telephone, Internet access, and are within a cell phone service area.
2. The Library will have a current contact list posted with phone numbers for the Library Manager, Board Chair, Town Office, and emergency services.
This will include the Library address and phone number.
3. Being located beside the town, and having similar hours, there is a nearby location with other people available for assistance if needed.

unapproved

000041

BOWDEN AND DISTRICT CEMETERY ASSOCIATION

REGULAR MEETING NOV. 6 2023

CALLED TO ORDER: 7 pm

PRESENT: Sandy, Chris, Wayne, Deb

REGRETS: Don, Marg, Troy

APPROVAL OF AGENDA: Chris

APPROVAL OF PREVIOUS ORGANIZATIONAL MEETING: Wayne

OLD BUSINESS:

--Panels- reassess in the spring, encroachment's

NEW BUSINESS:

--Talk to Rudy- re: mowing the pathways

--Need more Ribbons- ask Town

--D-Day Celebration ,June 6 . Provide Coffee, baking from the war times

-- Where is it??

--Visit Cemetery in the Spring

NEW PROJECTS:

-Benches, Tree Garden, May Day Trees: advertise in Spring for possible Donations

--Post Markers (Troy)

--Picnic Table needs painting

--Paint Fence -Forest Green

--fill in pot holes

--monitor trees (Lilac)

--grass seed

NEXT REGULAR MEETING JAN.17/24 2PM

ORGANIZTIONAL MEETING MARCH____/24

MEETING ADJOURNED 745PM

RESPECTFULLY SUBMITTED

Deb Coombes

Mountain View Regional Water Services Commission

November 20, 2023

Organizational Meeting

All member communities declared the representatives and alternates

Lance Colby was elected Chairman

Robb Stuart was elected Vice-Chairman

All board members have signing authorities for cheques.

Wes Olstad, Tim Ainscough and John Van Doesburg have signing authority.

Pivotal was appointed Auditor for 2023 audit.

Meetings will be held on the second Wednesday of each month at 9:00 a.m.

There will be no meeting scheduled for the month of August.

Regular meeting

October 11th meeting minutes were adopted as amended.

October 19th Budget meeting minutes were adopted as presented.

Chairman, Director of Operations Technical Manages and CAO were accepted as information.

Discussion on plant power outage and issues that occurred

Chairman, CAO, and Director of Operations will meet with Town of Olds to discuss the issues that occurred in Olds.

7% increase to insurance premiums.

Starting preparation work for audit.

Next meeting December 13th.

Mountain View Regional Water Services Commission Comparative Income Statement At October 31, 2023

Actual October 1 to October 31, 2023	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2023 to Dec. 31, 2023
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REVENUE

Sales Revenue

Water Sales - Town of Innisfail	\$ 148,175.52	\$ 1,507,490.29	1.03	1,468,949.42	\$ 1,769,818.58
Water Sales - Bowden Institution	21,350.00	192,157.70	1.15	167,774.20	202,137.59
Water Sales - Town of Bowden	13,983.06	205,537.69	1.10	186,262.95	224,413.19
Water Sales - Town of Olds	180,607.63	1,950,916.41	0.99	1,973,898.41	2,378,190.86
Water Sales - Town of Didsbury	80,894.11	870,316.14	1.01	862,637.09	1,039,321.80
Water Sales - Town of Carstairs	62,858.76	756,265.99	1.17	643,712.68	775,557.45
Water Sales - Town of Crossfield	71,654.81	746,572.08	0.97	772,106.83	930,249.19

RMA Ministers Forum (Bearpit) November 8th

Ministers: Muhammad Yassen, Joseph Schow, Dale Nalley, Mike Ellis, Ric McIver, Mickey Amery, Rick Wilson, Demetrios Nicolaides, Searle Turton and Rajan Sawhney

Q-Why are you centralizing Victim's Services?

A-For better consistency of services

Q-When can we expect better ambulance services?

A-Will be an announcement later in the day

Q-Doctor shortage

A-Working with colleges and universities to increase enrollment

Q-Need help funding disaster services (fires, drought, floods, etc.)

A-Federal government needs to contribute more

Q-More funding for rural internet

A-Budget will increase rural funding

Q-More indigenous training

A Already working on this

Q-Better support for early childhood issues

A-Working on solution

Q-Better security at rural courthouses

A-Trying to provide upgrades

Q-Growth management board issues

A-Municipal Affairs will investigate

Q-Alberta Gaming Equity

A-Doing an investigative report and will move ahead with more information

Q-Repeat offenders

A-Working on bail issues. Mainly federal problems (Bill C-75)

Q-ICF concerns

A-Aware of problems and working on solutions

Q-Historical caveats on private land

A-Will meet with affected parties

Q-Statute of limitations (RCMP) Krebs- Mountainview county

A-Under federal criminal code

Q-Why removing some victim's services

A-Need better services across province

Q-Cost sharing on fire funding

A-Will meet and discuss concerns

Q-Power saving in cities

A-will look at options

Q-Red tape reduction

A-Try to work on individual concerns

Q-Green energy and nuclear options

A-Working with indigenous communities

Q-Provincial surveys questions seem to be biased and poor ability to respond

A-Will try to do a better job

Q-More veterinary training

A-Updating curriculums at colleges

Q-CN right of way concerns

A-Will investigate

November 9th

Ministers: Nathan Nuedorf, Devin Dreeschen, Nate Horner, Nate Glubish, Jeremy Nixon, Dan Williams, Matt Jones, Peter Guthrie, Rebecca Schulz, Todd Loewen, Adriana LaGrange, Brian Jean, R J Sigurdson, Tanya Fir, Jason Nixon, Ric McIver

Q-RSP rather than LAPP

A-Will investigate

Q-Public surveys on municipal party politics

A-Trying to be fair

Q-Fires on crown land and other designated properties

A-Will try to set and define boundaries

Q-The information in Pension Plan Survey can be contradictory

A-Information provided is thought to be accurate

Q-Oldman/Southern Alberta water shortage concerns

A-Need to start getting public and municipal input for next year.

Q-Senior housing support framework

A-9 Billion over three years from fed/prov/ and local Based on need

Q-Highway #3 improvements

A-Twinning will start in spring of 2024

Q-Rural housing funding shortage for repair and maintenance

A-Will improve funding availability

Q-Bridge funding model needs improvements

A-Working on solutions and priorities

Q-Westerner Park funding

A-Ag society funding was increased to 25 million

Q-Why are there restrictions for elected officials to sit on quasi-judicial boards

A Will investigate

Q-Will you stop fracking with fresh water

A-Trying to work cooperatively for water usage.

Q- Need to make Alberta Utilities Commission more accountable

A-Are working on restructuring of the Alberta Utilities commission

Q-More money for broadband

A-Federal funding needs to be more equitable across Canada

Q-Cost and shortage of electricity

A-Looking at generation opportunities and review of rates

Premier Smith

Will work more cooperatively with municipalities

Health care improvement announcement. 4 priorities

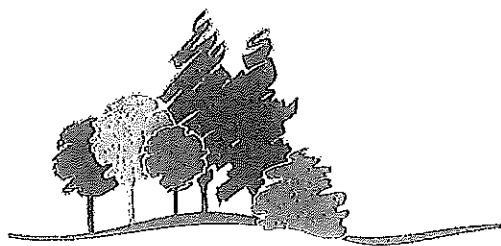
Looking for feedback on funding model for water/wastewater

Will review how federal funding is distributed

More funding for airport maintenance and funding

Reassess Victim's Services Hub Plan

4 main hubs could be expanded to 7 or more



PARKLAND REGIONAL LIBRARY SYSTEM

Board Package November 16, 2023

The simplest way to make sure that we raise literate children is...

To show them that reading is a pleasurable activity. And that means...

Finding books that they enjoy, giving them access to those books, and letting them read them.

Neil Gaiman



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2023-2024 PRLS Board Members

000048

Alison	Barker-Jevne	Village of Bawlf	Stephen	Levy	Village of Sedgewick
Alison	Barker-Jevne	Village of Bittern Lake	Stephen	Levy	Town of Killam
Alison	Barker-Jevne	Village of Edberg	Bryce	Liddle	Ponoka County
Alison	Barker-Jevne	Village of Rosalind	Julie	Maplethorpe	S.V. of Sylvan Lake
Jul	Bissell	Village of Elnora	Ricci	Matthews	Town of Hardisty
Doug	Booker	S.V. of Rochon Sands	Darryl	Motley	M.D. Provost
Doug	Booker	Village of Donalda	Marc	Mousseau	S.V. of Parkland Beach
Deb	Coombes	Town of Bowden	Joy-Anne	Murphy	City of Camrose
Jamie	Coston	Town of Rimbey		None	S.V. of White Sands
Edna	Coulter	Town of Blackfalds	Jordon	Northcott	Clearwater County
Teresa	Cunningham	Town of Penhold	Jackie	Northey	Town of Bashaw
Todd	Dalke	Town of Sundre	Jacquie	Palm-Fraser	Town of Eckville
Cal	David	Town of Ponoka	Jas	Payne	Town of Sylvan Lake
Dana	Depalme	Red Deer County	Shawn	Peach	Town of Castor
Amanda	Derksen	Village of Hay Lakes	Leonard	Phillips	Town of Rocky Mtn. House
Jeff	Eckstrand	Flagstaff County	Ray	Reckseidler	Village of Delburne
Sarah	Fahey	Village of Clive	Bill	Rock	Village of Amisk
Richard	Forsberg	Village of Cremona	Dianne	Roth	Town of Daysland
Elaine	Fossen	Village of Forestburg	Sandy	Shipton	Paintearth County
Doug	Francoeur	S.V. of Gull Lake	Debra	Smith	Village of Heisler
Dwayne	Fulton	Mountain View County	Debra	Smith	Village of Lougheed
Clark	German	Village of Big Valley	Debra	Smith	Village of Alliance
Barbara	Gibson	Village of Caroline	Les	Stulberg	Stettler County
Barb	Gilliat	Village of Alix	Harvey	Walsh	Town of Olds
Twyla	Hale	City of Lacombe	Carlene	Wetthuhn	Camrose County
Kathy	Hall	Village of Hughenden	Shannon	Wilcox	Town of Carstairs
Pam	Hansen	Town of Bentley	Bill	Windsor	Town of Didsbury
Michael	Hildebrandt	Town of Provost	Janice	Wing	Town of Innisfail
Cody	Hillmer	Town of Coronation	Patricia	Young	Village of Czar
Dana	Kreil	Lacombe County			
Gord	Lawlor	Town of Stettler			



2023-2024 PRLS Board Members

000049

Alison	Barker-Jevne	Village of Bawlf	Stephen	Levy	Village of Sedgewick
Alison	Barker-Jevne	Village of Bittern Lake	Stephen	Levy	Town of Killam
Alison	Barker-Jevne	Village of Edberg	Bryce	Liddle	Ponoka County
Alison	Barker-Jevne	Village of Rosalind	Julie	Maplethorpe	S.V. of Sylvan Lake
Jul	Bissell	Village of Elnora	Ricci	Matthews	Town of Hardisty
Doug	Booker	S.V. of Rochon Sands	Darryl	Motley	M.D. Provost
Doug	Booker	Village of Donalda	Marc	Mousseau	S.V. of Parkland Beach
Deb	Coombes	Town of Bowden	Joy-Anne	Murphy	City of Camrose
Jamie	Coston	Town of Rimbey		None	S.V. of White Sands
Edna	Coulter	Town of Blackfalds	Jordon	Northcott	Clearwater County
Teresa	Cunningham	Town of Penhold	Jackie	Northey	Town of Bashaw
Todd	Dalke	Town of Sundre	Jacquie	Palm-Fraser	Town of Eckville
Cal	David	Town of Ponoka	Jas	Payne	Town of Sylvan Lake
Dana	Depalme	Red Deer County	Shawn	Peach	Town of Castor
Amanda	Derksen	Village of Hay Lakes	Leonard	Phillips	Town of Rocky Mtn. House
Jeff	Eckstrand	Flagstaff County	Ray	Reckseidler	Village of Delburne
Sarah	Fahey	Village of Clive	Bill	Rock	Village of Amisk
Richard	Forsberg	Village of Cremona	Dianne	Roth	Town of Daysland
Elaine	Fossen	Village of Forestburg	Sandy	Shipton	Paintearth County
Doug	Francoeur	S.V. of Gull Lake	Debra	Smith	Village of Heisler
Dwayne	Fulton	Mountain View County	Debra	Smith	Village of Loughheed
Clark	German	Village of Big Valley	Debra	Smith	Village of Alliance
Barbara	Gibson	Village of Caroline	Les	Stulberg	Stettler County
Barb	Gilliat	Village of Alix	Harvey	Walsh	Town of Olds
Twyla	Hale	City of Lacombe	Carlene	Wetthuhn	Camrose County
Kathy	Hall	Village of Hughenden	Shannon	Wilcox	Town of Carstairs
Pam	Hansen	Town of Bentley	Bill	Windsor	Town of Didsbury
Michael	Hildebrandt	Town of Provost	Janice	Wing	Town of Innisfail
Cody	Hillmer	Town of Coronation	Patricia	Young	Village of Czar
Dana	Kreil	Lacombe County			
Gord	Lawlor	Town of Stettler			



PRLS Board Meeting Minutes

September 14, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday September 14, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

With Regrets: Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent: Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

Staff: Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Teresa Rilling.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Pam Hansen to excuse Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, and Pat Toone from attendance at the board meeting on September 14, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 38/2023

Shannon Wilcox entered the meeting at 10:06 a.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Agenda

1. Call to Order

1.1. Agenda*

1.1.1. Additions or deletions to the agenda

1.1.2. Adoption of the agenda

1.2. Approval of the minutes of the September 14 2023 meeting*

1.3. Business arising from the minutes of the September 14, 2023 meeting

2. Consent Agenda

2.1. Budget Update*

2.2. Executive Committee Meeting Minutes for October 19, 2023 (draft)*

2.3. Advocacy Committee Meeting Minutes for October 19, 2023 (draft)*

2.4. Business arising from the consent agenda

2.5. Approval of Consent Agenda

3. Items for Action/Information

3.1. Election of Board Chair*

3.2. Election of Executive Committee*

3.3. Marketing and Advocacy Report*

3.4. Election of Advocacy Committee*

3.5. Board Signing Authorities*

3.6. Compensation Policy Working Group Report*

3.7. Population Figures Used by Parkland to Invoice Municipalities*

3.8. Dates for 2024 Meetings*

3.9. Board Meetings – Virtual or in-Person? *

3.10. Budget Approval Update*

3.11. Updates

3.11.1. Director's Report*

3.11.2. IT Report*

3.11.3. Library Services Report*

3.11.4. Finance and Operations Report*

3.12. Parkland Community Update

4. Adjournment

*Documents included in the package



Some board members indicated concern over increasing cost and believe Parkland should advocate that the Government of Alberta adjust library grants annually to address inflation.

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

CARRIED
PRLS 42/2023

Motion by Bill Rock to approve the Parkland Regional Library System 2024 budget as presented.

CARRIED
PRLS 43/2023 (3 opposed)

Which population figures Parkland uses for invoicing municipalities was brought up again. Board members agreed to discuss and decide at their November meeting whether Parkland shall change their member agreement.

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

CARRIED
PRLS 44/2023 (4 opposed)

3.2 Reserve Transfers

Donna Williams reviewed. At their June 15th meeting, the Executive Committee re-allocated 2022's surplus to replenish three of Parkland's reserves so they align with minimum levels required by board policy. Those reserves were the Vehicle, Building, and Technology reserves. In June, following the approval of Parkland's 2022 audit, the Unrestricted Reserve, where Parkland's surpluses are recorded, was valued at \$425,314.91.

The Vehicle Reserve received a \$100,000 top-up, the Building Reserve, \$25,000, and the Technology Reserve \$200,000.

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 45/2023

3.3. Compensation Policy Working Group

Sheppard reviewed. The Compensation Policy Working Group held their first meeting on August 29th.



Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 39/2023

Rick Manning entered the meeting at 10:13 a.m.

1.2. Approval of Minutes

Rilling asked if there were any amendments to the May 18, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 18, 2023 meeting as presented.

CARRIED
PRLS 40/2023

1.3. Business arising from the minutes of the February 23, 2023 meeting

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

2. Business Arising from the Consent Agenda

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED
PRLS 41/2023

3.1. Parkland 2024 Budget

Sheppard reviewed Parkland's 2024 proposed budget. For 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Provincial grants amount to approximately 43.3% of PRLS' total income.

Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Most expense lines of the budget remain stable, with increases reflecting inflationary costs.



Motion by Deb Coombes to receive the IT Report for information.

CARRIED

PRLS 47/2023

3.5. **Community Services Recovery Fund**

Ron Sheppard explained the history of Parkland's application for \$200,000 in funding from the Community Service Recovery Fund to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery.

Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Motion by Shannon Wilcox to receive for information.

CARRIED

PRL 48/2023

3.6. **Nordegg Library Move**

Andrea Newland reviewed the Nordegg Library move. The hamlet of Nordegg has been gaining popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place and new shelving was designed and built locally. Library volunteers weeded, packed and moved all the materials during the summer months. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library raffled off prizes to community members of all ages. It was a spectacular weekend.

Many of the library volunteers were on hand to welcome the community back into the library. The library was unofficially re-named the Rolf & Cheri Adolph Library to recognize the many years of contributions from Rolf Adolph and his wife Cheri.

Motion by Michelle Swanson to receive for information.

CARRIED

PRL 49/2023

3.7. **Indigenous Services**

Andrea Newland reviewed. Parkland has been working hard to build relationships and increase services to Indigenous communities over the past few years. With the OROS (On Reserve, On Settlement) grant provided by the Government of Alberta, Parkland has been able to accomplish numerous initiatives.



Recommendations made by the group include:

- a) Parkland should use a blended 5-year COLA
- b) New hires should receive step increases on their hire anniversary date, with existing staff grandfathered – keeping January as their anniversary for step increases.
- c) Part time employees will reach their next step based on hours worked, using 75% of the annual hours of a full-time employee.
- d) Steps should be considered guaranteed, while COLA increases should be offered if the budget allows.
- e) If COLA becomes optional, there is an increased chance of the salary grid no longer reflecting the labour market. For this reason, Parkland's Compensation Policy should require an external examination of the grid every three, rather than every five, years.
- f) If COLA becomes optional, staff retention could be affected since it will be long serving staff who are the most likely to see a diminution of their salary once they reach the end of the grid.
- g) Also discussed was an option if Parkland is having trouble hiring: add a "market modifier" to the new hire's salary. The market modifier is a temporary salary modifier used in exceptional situations when it is demonstrated that a higher salary, beyond the maximum of the assigned classification, is critical to attract or retain employees. Application of a market modifier is to address a considerable market gap with compensation for comparable position. The market modifier could be left in place until the salary grid is reviewed.

For the next meeting, staff will prepare a series of excel spreadsheets with the 2024 grid, including the number of staff members on each step, to allow the working group to experiment with different scenarios for reducing the grid.

The committee is planning to meet again at the beginning of October for a full day.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 46/2023

3.4. IT Report

A written report was submitted. Of note, the website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. Over the summer months they experienced some challenges that have delayed the launch of Parkland's new websites throughout the region. The launch is now expected to be near the end of October or early November. That said, the team is very pleased with how the project is proceeding.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.



As the committee moves into its post-election advocacy phase, they discussed and set what their advocacy priorities should be in the immediate future.

Hailey Halberg spoke to the Marketing Report. Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. The training was used to promote Parkland's services of assisting libraries with creating their own brand guidelines and social media strategies. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Parkland conducted a survey to find out which initiatives libraries would like staff to organize promotions for, and the majority wanted both library card sign-up activities and Canadian Library Month activities combined into one month.

In 2024, Parkland is celebrating its 65th anniversary. To celebrate this milestone, Parkland is planning several activities. To kick things off, Parkland is hosting a design contest in November. Patrons will be encouraged to submit designs relating to libraries. The winning design will win a \$100 visa gift card and have their design featured on tote bags and other promotional materials.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Anniversary Celebration in Amisk

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, or the Library Celebration in Amisk Report. There were none.

Motion by Barb Gilliat to receive the Director's Report, Library Services Report, and Anniversary Celebration in Amisk Report for information.

CARRIED
PRLS 52/2023



PRLS now has two women from the community of Maskwacis employed at the library. Staff took photos of intricate beading designed and created bookmarks for the library.

Staff will be commissioning a local Indigenous artist this fall to paint murals on the walls of the library.

For the first time since the library officially opened in 2019, the library will now be open to the public Monday through Friday.

Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

There are plans to purchase more shelving for Maskwacis and increase the size of the collection. Additionally, the staff in Maskwacis will also be attending the Stronger Together conference in November in Edmonton where they will be able to network with other Library Managers.

PRLS selected this library to be featured in a TAL (The Alberta Library) sponsored project highlighting rural libraries in partnership with the CBC. The date of the CBC interview is yet to be determined.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRL 50/2023

3.8. Marketing and Advocacy Committee Report

Ron Sheppard spoke to the Advocacy Report. Parkland's Advocacy Committee has met once since the May board meeting.

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. They only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.



3.10. **Parkland Community Update**

The **Innisfail Public Library** has a new manager. They gave a shoutout to Jessica Dinan, Parkland Consultant, who was a huge help and resource.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has had our "Create it Crew" comprised of local students run several programs with introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children. Having our young teen students mentor the youth in our community through work experience has had such an impact beyond the doors of our library, and it has been a pleasure watching them grow and gain self-confidence.

Our summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which resulted in an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days in Stettler from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years to help fund the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to the Stettler they often find the library helpful for supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Motion by Les Stulberg receive the Parkland Community Update for information.

CARRIED

PRLS 53/2023

4. **Adjournment**

Motion by Deb Coombes to adjourn the meeting at 11:50 a.m.

CARRIED

PRLS 54/2023

Chair



Dates for 2024 Meetings

Explanation *Board*

Please review the accompanying dates and document. They contain the tentative times for Parkland's 2024 board meetings which need to be reviewed by the Board at the organizational meeting in November. Also included are the dates of other significant events that board members need to be conscious of when planning meetings.

February 22, 2024	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 16, 2024	10:00 a.m. – 12:00 p.m. (2023 Financial Statements presented)
September 12, 2024	10:00 a.m. – 12:00 p.m. (Budget presentation)
November 14 , 2024	10:00 a.m. – 12:00 p.m. (Organizational meeting)

14 (14)
The Executive Committee will select their 2024 meeting dates at their December meeting following the November organizational board meeting.

Outcome Statement

Agree to board meeting dates for 2024.

At Board Meeting Virtual.

Proposed Motion(s)/Recommendation(s)

Motion to receive for information.



Population Figures used by Parkland to Invoice Municipalities

Explanation

In September, the following motion was passed by the board:

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

After discussing the matter at length, Joy-Anne Murphy asked this that this matter be brought back to the board in November to solicit input and assistance from board members to compile and present documents supporting amending the membership agreement. The idea would be to create a package to be presented to the board in February, which would allow the board to hear the pros and cons for opening the membership agreement so they can make an informed decision. In the possible event the board supports amending the agreement, it would be useful to have suggested wording for that part of the agreement under consideration for change. This request was supported by Smith who made the following motion which was passed by the executive committee:

Motion by Deb Smith to bring the issue of population figures for invoicing municipalities to the board for decision in February.

A. Stephenson

Deb Smith agreed to prepare documentation for supporting not opening the Parkland agreement for amendment. Should any wish to cooperate with Smith, please indicate your willingness at the board meeting.

Also, if anyone would like to assist with the preparation of material in support for changing the membership agreement, please come willing to volunteer.

Staff will assist all parties in document preparation.

Outcome Statement

Find volunteers to work with staff for the creation of a package to present to the board showing the arguments for opening the Parkland Membership Agreement (or not).

Proposed Motion(s)/Recommendation(s)

To be determined. *Joy Anne* *Lochlaine*
Bill Ridsbury
Carlene Camrose
Parkland Board Meeting

Example - 3.5% Step Increments

This new salary grid sample is based on using the top step of the proposed 2024 salary grid then working backwards to create a nine step grid with 3.5% step increments

Lowest step of grid % to top of the grid	2024								
	1	2	3	4	5	6	7	8	9
75.2%	\$86,257	\$89,386	\$92,628	\$95,988	\$99,469	\$103,077	\$106,815	\$110,689	\$114,704
	\$78,293	\$81,132	\$84,075	\$87,124	\$90,284	\$93,559	\$96,952	\$100,468	\$104,112
	\$65,480	\$67,855	\$70,316	\$72,867	\$75,510	\$78,248	\$81,086	\$84,027	\$87,075
	\$57,440	\$59,523	\$61,682	\$63,920	\$66,238	\$68,640	\$71,130	\$73,710	\$76,383
	\$48,189	\$49,937	\$51,748	\$53,625	\$55,570	\$57,585	\$59,674	\$61,838	\$64,081
	\$40,335	\$41,797	\$43,313	\$44,884	\$46,512	\$48,199	\$49,947	\$51,759	\$53,636

Cost to place staff on the grid \$41,873

- 1 Manager of Finance & Operations/Manager of Library Services/Manager of Technology Infrastructure/Collections Librarian
- 2 Consulting Librarian/Marketing Specialist
- 3 Network Support Technician/Finance Technician/Outreach and Community Engagement Coordinator
- 4 Application Support Technician/Collections Technician/Library Services Technician/Office Administrator/Operations Coordinator
- 5
- 6 Finance Clerk/Operations Clerk/Delivery Driver

Example - 2.5 % Step Increments

This new salary grid sample is based on dropping the bottom 3 steps on the Parkland proposed 2024 salary grid

Lowest step of grid

% to top of the

grid

	1	2	3	4	5	6	7	8	9	10	11	12
76.2%												
1	\$87,421	\$89,606	\$91,847	\$94,142	\$96,496	\$98,910	\$101,383	\$103,916	\$106,513	\$109,177	\$111,905	\$114,704
2	\$79,349	\$81,332	\$83,366	\$85,449	\$87,586	\$89,775	\$92,020	\$94,321	\$96,679	\$99,096	\$101,574	\$104,112
3	\$66,364	\$68,022	\$69,724	\$71,466	\$73,254	\$75,086	\$76,963	\$78,886	\$80,859	\$82,881	\$84,952	\$87,075
4	\$58,215	\$59,670	\$61,162	\$62,691	\$64,257	\$65,864	\$67,512	\$69,199	\$70,930	\$72,702	\$74,520	\$76,383
5	\$48,838	\$50,059	\$51,312	\$52,594	\$53,908	\$55,255	\$56,638	\$58,053	\$59,504	\$60,992	\$62,517	\$64,081
6	\$40,879	\$41,900	\$42,948	\$44,022	\$45,121	\$46,251	\$47,406	\$48,591	\$49,805	\$51,052	\$52,328	\$53,636

Cost to place staff on the grid

\$26,532

- 1 Manager of Finance & Operations/Manager of Library Services/Manager of Technology Infrastructure/Collections Librarian
- 2 Consulting Librarian/Marketing Specialist
- 3 Network Support Technician/Finance Technician/Outreach and Community Engagement Coordinator
- 4 Application Support Technician/Collections Technician/Library Services Technician/Office Administrator/Operations Coordinator
- 5
- 6 Finance Clerk/Operations Clerk/Delivery Driver

COLA	2019	2020	2021	2022	2023	Blended
(at January each year)	1.20	3.00	0.80	4.80	5.00	2.96

000062

Current PRLS Cost of Living and Compensation Policy

4.4.10 Cost of Living and Compensation

PRLS prides itself on being a service oriented, progressive, and innovative employer.

Principles that guide our staff compensation:

- we pay what the position is worth to the organization.
- we recognize the skills and qualifications needed to do the job.

Compensation at PRLS meets the following objectives:

- provides employees information about pay guidelines and salary ranges.
- supports a flexible organization that accommodates differences and changes in job requirements.
- reflects compensation that is comparable with the relevant labour market.
- provides guidelines to ensure that comparable jobs are paid equitably across the organization.
- rewards experience through movement on the grid to signify the increasing value of the employees and encourage retention.

PRLS needs employees with a professional approach to their work, who are committed to PRLS' success and responsive to the changing needs of its members. The compensation strategy is a tool to ensure that we are able to attract and retain the employees we need to be successful.

We will strive to provide a total compensation package that is competitive when employees are qualified and performing at a satisfactory level. The total compensation package includes a salary, plus indirect compensation including such benefits as medical, dental, pension plan, vacation time, sick time, and other types of paid leave; paid breaks, staff development, and opportunities for continuing education.

When considering compensation, we consider the rates paid for comparable positions by the following:

- Librarians and Library Technicians: Red Deer Public Library and other mid-sized Alberta public libraries; Edmonton and Calgary Public Libraries.
- IT staff: similar sized organizations in Alberta.
- Operations staff: governmental organizations in Central Alberta.

Each position is assigned a pay level based on the qualifications and skill needed to perform at a satisfactory level. Experience is recognized through movement within the pay level assigned to the position.

Long service recognition is based on five-year increments and recognized through a monetary reward.

In order to ensure that the grid remains current, changing costs of living will be based, within financial limitations, on the change in the Consumer Price Index, as reported by Statistics Canada, for 12 months ending May 30 for the year previous to the budget year.

When staff reach the last step of their line on the salary grid, they will only be eligible for an increase in salary equal to the percentage increase of the Consumer Price Index (CPI). Salaries are to never exceed the amount of the final step of each salary line.

The Director's salary is negotiated separately and is not included within the salary grid.

The entire grid will be reviewed externally a minimum of every 5 years.

In order to ensure that employees understand the goals and outcomes of the process, the compensation policy is intended to be fair and simple. While it is sensitive to the financial realities of PRLS, it is intended to ensure that PRLS consistently attracts and retains the staff necessary to meet the needs of its members. All human resource decisions made by the Board will align with this policy.

Potential Nine-Step Grid Policy

4.4.10 Cost of Living and Compensation

PRLS prides itself on being a service oriented, progressive, and innovative employer.

In order to ensure that employees understand the goals and outcomes of the process, the compensation policy is intended to be fair and simple. While it is sensitive to the financial realities of PRLS, it is intended to ensure that PRLS consistently attracts and retains the staff necessary to meet the needs of its members. All human resource decisions made by the Board will align with this policy.

Principles that guide our staff compensation:

- we pay what the position is worth to the organization **with consideration to market value.**
- we recognize the skills and qualifications needed to do the job.

Compensation at PRLS meets the following objectives:

- provides employees information about pay guidelines and salary ranges.
- supports a flexible organization that accommodates differences and changes in job requirements.
- reflects compensation that is comparable with the relevant labour market.
- provides guidelines to ensure that comparable jobs are paid equitably across the organization.
- rewards experience through movement on the grid to signify the increasing value of the employees and encourage retention.
- complies with Alberta Employment Standards and is subject to legislative change.

PRLS needs employees with a professional approach to their work, who are committed to PRLS' success and responsive to the changing needs of its members. The compensation strategy is a tool to ensure that we are able to attract and retain the employees we need to be successful.

We will strive to provide a total compensation package that is competitive when employees are qualified and performing at a satisfactory level. The total compensation package includes a salary, plus indirect compensation including such benefits as medical, dental, pension plan, vacation time, sick time, and other types of paid leave; paid breaks, staff development, and opportunities for continuing education.

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- Librarians and Library Technicians: Red Deer Public Library and other mid-sized Alberta public libraries; Edmonton and Calgary Public Libraries.
- IT staff: similar sized organizations in Alberta.

- Operations staff: governmental organizations in Central Alberta.

Each position is assigned a pay level based on the qualifications and skill needed to perform at a satisfactory level. Experience is recognized through movement within the pay level assigned to the position.

Long service recognition is based on five-year increments and recognized through a monetary reward.

In order to ensure that the grid remains current, an optional blended, five-year cost of living adjustment (COLA) will be added to the entire salary grid annually. It will be based on the change in the Consumer Price Index, as reported by Statistics Canada, for 12 months ending January 31 for the year previous to the budget year.

When COLA is calculated, years where there is a negative or "0%" CPI, staff will not see a reduction in their salaries but the negative or 0% CPI will be included in the five-year blended COLA calculation.

When staff reach the last step of their line on the salary grid, they will only be eligible for an increase in salary equal to the percentage increase of the Consumer Price Index (COLA). Salaries are to never exceed the amount of the final step of each salary line.

Employees will receive their annual salary increase on the anniversary date on which they were hired with the exception of those hired before (date the policy passed). Existing staff will receive their salary increases in January.

Employee's salaries may be adjusted, up to a double increment, to be awarded on the anniversary date, at the discretion of the Director. Any raise that is more than a double increment must be approved by the Executive Committee.

The advancement of part-time employees up the salary grid will be administered in the same way as for full-time employees.

Salaries of contractual employees are governed exclusively by the parameters disclosed within their contracts.

The Director's salary is negotiated separately and is not included within the salary grid.

The entire grid will be reviewed externally a minimum of every three years.

To ensure the budget cycle is not interrupted, this policy cannot be amended or rescinded except at the first board meeting of the new calendar year.

Potential Twelve-Step Grid Policy

4.4.10 Cost of Living and Compensation

PRLS prides itself on being a service oriented, progressive, and innovative employer.

In order to ensure that employees understand the goals and outcomes of the process, the compensation policy is intended to be fair and simple. While it is sensitive to the financial realities of PRLS, it is intended to ensure that PRLS consistently attracts and retains the staff necessary to meet the needs of its members. All human resource decisions made by the Board will align with this policy.

Principles that guide our staff compensation:

- we pay what the position is worth to the organization.
- we recognize the skills and qualifications needed to do the job.

Compensation at PRLS meets the following objectives:

- provides employees information about pay guidelines and salary ranges.
- supports a flexible organization that accommodates differences and changes in job requirements.
- reflects compensation that is comparable with the relevant labour market.
- provides guidelines to ensure that comparable jobs are paid equitably across the organization.
- rewards experience through movement on the grid to signify the increasing value of the employees and encourage retention.
- complies with Alberta Employment Standards and is subject to legislative change.

PRLS needs employees with a professional approach to their work, who are committed to PRLS' success and responsive to the changing needs of its members. The compensation strategy is a tool to ensure that we are able to attract and retain the employees we need to be successful.

We will strive to provide a total compensation package that is competitive when employees are qualified and performing at a satisfactory level. The total compensation package includes a salary, plus indirect compensation including such benefits as medical, dental, pension plan, vacation time, sick time, and other types of paid leave; paid breaks, staff development, and opportunities for continuing education.

When considering compensation, we consider the rates paid for comparable positions by the following:

- Librarians and Library Technicians: Red Deer Public Library and other mid-sized Alberta public libraries; Edmonton and Calgary Public Libraries.
- IT staff: similar sized organizations in Alberta.

- Operations staff: governmental organizations in Central Alberta.

Each position is assigned a pay level based on the qualifications and skill needed to perform at a satisfactory level. Experience is recognized through movement within the pay level assigned to the position.

Long service recognition is based on five-year increments and recognized through a monetary reward.

In order to ensure that the grid remains current, a mandatory blended, five-year cost of living adjustment (COLA) will be added to the entire salary grid annually. It will be based on the change in the Consumer Price Index, as reported by Statistics Canada, for 12 months ending January 31 for the year previous to the budget year.

When COLA is calculated, years where there is a negative or "0%" CPI, staff will not see a reduction in their salaries but the negative or 0% CPI will be included in the five-year blended COLA calculation.

When staff reach the last step of their line on the salary grid, they will only be eligible for an increase in salary equal to the percentage increase of the Consumer Price Index (COLA). Salaries are to never exceed the amount of the final step of each salary line.

Employees will receive their annual salary increase on the anniversary date on which they were hired with the exception of those hired before (date the policy passed). Existing staff will receive their salary increases in January.

Employee's salaries may be adjusted up, or multiple steps awarded, at any time, at the discretion of the Director.

The advancement of part-time employees up the salary grid will be administered in the same way as for full-time employees.

Salaries of contractual employees are governed exclusively by the parameters disclosed within their contracts.

The Director's salary is negotiated separately and is not included within the salary grid.

The entire grid will be reviewed externally a minimum of every five years.

To ensure the budget cycle is not interrupted, this policy cannot be amended or rescinded except at the first board meeting of the new calendar year.

November 21, 2023

BGS School Council email address is: bgsCouncil@gmail.com

Google Meet Link

Present: Karen Hronek, Linda Wagers, Jade Prefontaine, Deb Coombs, Brittany Houchin, Jeff Thompson, Jennifer Wood, Sarah Thompson, Vanessa Van Sickle

Regrets: Alahna Hunter, Dawn Westrate, Carla Sparks

Agenda Additions: December 19 meeting do we need it - No, will postpone until January 16, 2024

Old Business:

New Business:

Please remember that if you have individual questions or concerns please bring these directly to Jeff and Dawn at the school. This is a general forum for information sharing and idea creation.

BGS Admin:

BGS Upcoming Events

November 22- Wildlife/Outdoor Ed Field trip to William Bagnell Rec Area
November 23 Hot Dog day

Western day

Elementary Assembly 2:10 pm

November 24 K-12 Collaborative Day K-8 teachers in Delburne, Gr 9-12 teachers in Innisfail

November 30 Ice Cream Sundaes Hot lunch

December 1 Kindergarten Friday - (Kinders start alternating every other Friday)

December 6 Grade 11 and Life Skills Field trip to Theatre Calgary "A Christmas Carol"

Grade 3 /4 Field trip to Cornerstone Youth Theatre "Christmas Spectacular"

December 7 Grade 5 Farmer's Market

Pizza Hot Lunch
 Ugly Christmas Sweater Day
 December 8 Non-Instructional Day
 December 14 Poinsettia Delivery
 Elementary Christmas Concert 6:30 pm
 December 15 Kindergarten Friday
 December 21 Hot Dog Day
 December 22 PJ Day

Admin report

1. Just as a reminder, the agenda document and Google Meeting link is the same as last month so if you save it you will be able to access it at any time. Please let Dawn know if you want to add anything to the agenda.
2. We are very thankful for the tremendous support of the community with the Grad 2023 Spaghetti Dinner Fundraiser. Again, this year, people were very generous in their donations.
3. Amy Severtson attended the ASBA's Fall general Meeting Awards Ceremony on Sunday to receive her Zone 4 Edwin Parr Award for "...recognition of superior scholarship, outstanding performance, and demonstrated commitment to children and education during a teacher's first year of teaching."
4. We welcomed Jade Layden to our BGS Team in the kindergarten. We are thankful for the additional help.
5. Our K to 8 teachers are going to Delburne on Friday to participate in our ongoing collaborative work with the other 4 K-12 schools in CESD. This allows our teachers to work with other grade level teachers on curriculum, planning and assessment.
6. Our 9 to 12 teachers are in Innisfail collaborating with their subject areas colleagues on assessments.
7. Career Connection - Gr 9 Take Our Kids to Work Day (Nov 30)
 - a. CESD and BGS goals - Academics +
 - b. Explore, Engage, Experience (Careers, Dual Credit Programs with Olds College, Red Deer Polytechnic & SAIT & Work Experience +)
 - c. BGS Website - Under High School Tab, "Career Connections Handbooks"
8. There are 4 Basketball teams that are up and running right now Jr & Sr. Girls & Boys teams. Thank you to all the volunteers, students and staff who have helped bring this together.

Parent Questions:	None?
Town of Bowden:	<p>Councillor Deb Coombs.</p> <ul style="list-style-type: none"> -Attended Remembrance Day Celebration. Proud to attend, and enjoyed the ceremony. -Town has been working on Community Standards Bylaw, working on revisions based on resident feedback. -December 8th, Lighting of the Tree with Lions, Skating, Bonfire, Sleigh Rides, Hot Chocolate etc. Community Event. 5pm is the Tree Light up at Town Office, Then over to the Igloo for the remainder of the evening.
FOG:	None
Parents Matters group	January 17th at 6:30 (online). Meeting information to be sent to the group. There is also 3 BGS students attending "Students Matter Group" & "Indigenous Students Group"
CESD Trustee Report	<p>I have just attended the Fall General Meeting for Alberta School Boards Association up in Edmonton. As a Board, we were able to meet with MLAs Nixon, Dreeshen, and Cooper in a separate meeting and had a full and rigorous discussion with concerns we specifically have within our Division. I was also able to have a brief discussion with Minister LeGrange about her changing roles in the gov't and how her knowledge from the education portfolio works as a nice connection to the health portfolio. This has been an ongoing concern in trying to get these two ministries to recognize the need to be more connected when it comes to working with our students. I feel very confident that this is a very positive direction for us.</p> <p>While at the FGM, the Association recognized and celebrated our Edwin Parr winners. BGS's Amy Severtson was the recipient for Zone 4 (which is made up of eight school divisions). It was truly an honor to have Amy step up on the stage for her accomplishments alongside the other five Edwin Parr recipients for the province. We are all so very proud of her.</p> <p>What is happening at the Board? We have been focusing on risk mitigation throughout CESD. The division is moving forward with the</p>

	<p>education of the entire CESD staff. A major percentage of risk comes from human error.</p> <p>We are using ongoing school wide strategies to promote positive conditions for learning, We are encouraging academic engagement, connection, well-being, safe and caring learning environments.</p> <p>Improved attendance has been a very important factor in attributing higher student achievement. As Board members, we continue to be engaged in our schools and communities, and encourage communication with all stakeholders.</p> <p>*Emails for our students remain in place for one year past graduation!</p>
FCSS Report	<ol style="list-style-type: none"> 1. FCSS & YES have been enjoying Fidget Frenzy Club with the Grade 3/4s after school. So far we have created: Fluffy Slime, Lava Lamps & Stress Balls. We will be making "Look & Find Shakers" and DIY Sensory Boards in the coming weeks. 2. December with YES/FCSS will be running 2 days a week. Mondays will be the Grade 7/8 Holiday baking club (2 hour sessions) and Wednesdays will be grade 4-6 Holiday crafts (1 hr sessions). 3. December 5 FCSS will be assisting the Grade 5 class with its Farmers Market "make it day" and will bring the cotton candy machine for a student project. 4. December 19th is the Grade 1-6 Dance, FCSS will be on site with popcorn and will help create a photo booth. 5. Lions Holiday Hamper program is currently receiving applications, deadline for forms and donations is December 11th, Hamper pick up date Saturday, December 16. 6. Bowden Event Centre will be starting "Family & Community Game Nights" on Wednesdays, December 5, 12 & 19th from 6:30 - 8:30. No unaccompanied minors. 7. "Bowden Christmas Festival" will take place on Friday December 8th from 5-7:30 at the Igloo arena, there will be sleigh rides, skating, crafts, snacks & hot chocolate. Event starts with Bowden Lions Christmas Tree Light Up at the Town Office. 8. FCSS is looking for "Snow Buddies" to match up with folks in town who need assistance with shoveling. Students are welcome, contact FCSS.
	<p>Meeting dates for 2023/24 - September 20, October 17, November 21, January 16, 2024 February 27, March 19, April 23, May 21, June 18</p>