

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday 24 June 2024, at 7:00pm.**

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES	Pages
3.a June 10, 2024, Regular Council Meeting	2 - 6
3.b June 12, 2024, Special Council Meeting	7 - 9
4. PUBLIC HEARING	
None scheduled.	
5. DELEGATION	
5.a Chris Burt (Fortis Alberta Stakeholder Relations Manager)	10 - 23
6. BUSINESS ARISING FROM PREVIOUS MINUTES	
6.a Bowden Hotel	24
6.b Fortis Streetlights	24 - 27
6.c Bylaw Enforcement	28 - 31
6.d Next Generation Economy Initiative (BREWD)	32 - 53
6.e Capital Project – Walking Trail	54 - 57
6.f Key Dates.	58 - 61
7. BYLAWS & POLICIES	
No agenda item submitted	
8. NEW BUSINESS	
8.a Deputy Mayor – Oath of Office	62 - 63
9. FINANCIAL	
No agenda item submitted	
10. CORRESPONDENCE	64
10.a Municipal Affairs - Canada Community Building Fund	65
10.b Municipal Affairs – Bill 20	66 - 68
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11. REPORTS	70
11.a CAO's Report.	71
11.b Council Committee Reports.	
11.c Society & Other Reports.	72 - 105
12. CLOSED SESSION OF COUNCIL (“in camera”)	
12.a Personnel (Confidential).	
This closed meeting of Council is permitted by section 197 of the MGA. An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 27 “deemed to be privileged information”.	
13. MEETING ADJOURNMENT	



000002

**Town of Bowden – Regular Council Meeting
held on Monday 10 June 2024
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

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

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

ADMINISTRATION	CAO	Rudy Friesen
	Recorder	Arno Glover

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Marie Flowers that Council adopts the minutes for the Regular Council Meeting of May 27, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

Motion 3.b.

Moved by Councillor Randy Brown that Council adopts the minutes for the Special Council Meeting of June 3, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There were no public hearings.

5. DELEGATION

Agenda item 5.a Keith Bailey, President, Bowden Agricultural Society

Keith provided Council with an overview of the events planned for the summer season at the Bowden Agricultural Grounds.

The Bowden Daze CPRA Pro Rodeo event will take place over the period of July 12 -14, 2024.

A request was made to Council for sponsorship donation for the event.

000003

Council appreciates the mutual partnership and support that exists between the Town and the Ag Society, and the request was approved as per the amount budgeted within the 2024 Operating Budget.

Agenda item 5.b S/Sgt Warren Wright (Olds RCMP Detachment)

S/Sgt Warren Wright provided an overview of the Community Policing Report and Quarterly Crime Statistics for the period January to March 2020 – 2024.

S/Sgt Warren Wright further provided details of a Youth Academy to be held in July as a weeklong event targeted at youth interested in police careers.

Two grade 10 – 12 students from Bowden Grandview School will be invited.

Further details of this event will be provided in due course.

Moved by Councillor Deb Coombes that Council accepts the RCMP reports as information.

MOTION CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

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

Agenda item 6.b Bylaw Enforcement

CAO Rudy Friesen provided Council with a brief update on the Peace Officer Enforcement Service Agreement that had been received from Red Deer County.

There had not been time to review the agreement for submission on the Council agenda.

Details of the agreement will be submitted to Council in due course.

Agenda item 6.c Key Dates

Administration provided Council with forthcoming key dates.

An error regarding the MVRWSC tour is corrected as follows (in red text).

June 19 MVRWSC tour of Anthony Henday Water Treatment Plant (4:00pm – 7:00pm)

In addition, a further date was discussed this being the date of the CAEP Annual General Meeting.

This is scheduled for: Friday June 28, 2024, 08:30 a.m. - 12:00 p.m. at Didsbury Golf Course.

There was no motion made reference agenda items 6.a / 6.b / 6.c.

7. BYLAWS & POLICIES

Agenda item 7.a Fire Bylaw 03 / 2024

Fire Bylaw 03 / 2024 received first reading of Council during the RCM of May 13, 2024.

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Administration submitted to Council the second draft of Fire Bylaw 03 / 2024 for second reading.

A single amendment to the first draft of Fire Bylaw 03 / 2024 was made this being the consolidation of all of the 1st offence penalties to a consistent sum of \$500.00. as requested by Council in the RCM of May 13, 2024.

Bylaw 03 / 2024 received second and third readings and was passed by Council after review and deliberation.

Motion 7.a moved by Councillor Randy Brown that Council give second reading to Fire Bylaw 03 / 2024.

MOTION CARRIED UNANIMOUSLY

Motion 7.b moved by Councillor Paul Webb that Council give third and final reading to Fire Bylaw 03 / 2024 and is adopted accordingly and made effective once duly signed.

MOTION CARRIED UNANIMOUSLY

Agenda item 7.b Water Bylaw 05 / 2024

Water Bylaw 05 / 2024 was submitted to Council as a Request for Decision.

Water Bylaw 02 / 2020 has been revised to incorporate water conservation measures (restrictions) in response to recent concerns over drought conditions.

Administration recommended that Council by resolution grant first reading to Water Bylaw 05 / 2024.

Motion 7.c moved Paul Webb that Council give first reading to Water Bylaw 05 / 2024 incorporating the amendments as discussed and agreed by Council.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS

Agenda item 8.a Highway 2.a

Administration provided Council with the latest bulletin regarding the paving of Highway 2a between the Town of Olds and the Town of Bowden.

Motion 8.a

Moved by Councillor Marie Flowers that Council accepts the Alberta Transportation update bulletin as information.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

There was no agenda item submitted.

10. CORRESPONDENCE

There was no agenda item submitted.

11. REPORTS

Agenda item 11.a CAO's Report

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

000005

With reference to:

Item (iv) County Enforcement Meeting

CAO Rudy Friesen provided Council with an overview of the meeting held with the Red Deer County Director of Emergency Management.

A new agreement had been submitted the details of which had not yet received review and analysis.

Council discussion centred around the number of hours that a new agreement should provide (this was suggested as being 35 hours per month) and that any agreement should contain a definition of proactive bylaw enforcement.

New Item – Land Annexation Update

CAO Rudy Friesen stated that both Red Deer County and the Town of Bowden are required to approve by Council resolution a Negotiation Report in support of an Uncontested Annexation.

This report is currently in draft stage.

Once both Councils provide consent the report will be submitted to the Alberta Land & Property Rights Tribunal pursuant to Division 6 Annexation of the Municipal Government Act.

Motion 11.a

Moved by Councillor Paul Webb that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

There were no Council Committee reports submitted.

Agenda item 11.c Society & Other Reports

There were no Society & Other Reports submitted.

Mayor Robb Stuart called for a brief recess at 8:28 p.m.

Mayor Robb Stuart called the meeting back to order at 8:36 p.m.

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

Agenda item 12.a (Personnel).

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

Motion 12.a

Moved by Councillor Sandy Gamble at 8:36 p.m. that Council moves to an “in-camera” session for Agenda item 12.a as per section 27 of the FOIP Act.

MOTION CARRIED UNANIMOUSLY

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Motion 12.b

Moved by Councillor Deb Coombes at 9.17 p.m. that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

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

13. MEETING ADJOURNMENT

Motion 13.a

Moved by Councillor Deb Coombes at 9:18 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Rudy Friesen**



000007

**Town of Bowden – Special Council Meeting
held on Wednesday 12 June 2024
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 7:30pm.

PRESENT	Mayor	Robb Stuart	(Chair)
	Councillor	Sandy Gamble	
	Councillor	Paul Webb	
	Councillor	Deb Coombes	
	Councillor	Randy Brown	
	Councillor	Marie Flowers	
	Councillor	Wayne Milaney	
	CAO	Rudy Friesen	
	Recorder	Arno Glover	

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

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

Agenda item 3.a Personnel Matter

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

Motion 3.a.

Moved by Councillor Paul Webb at 7:31pm that Council moves to an “in-camera” session.

MOTION CARRIED UNANIMOUSLY

CAO Rudy Friesen left the meeting at 7:40pm
Recorder Arno Glover left the meeting at 7:50pm.

Motion 3.b.

Moved by Councillor Deb Coombes at 8:52pm that Council return to an “open meeting” of Council.

MOTION CARRIED UNANIMOUSLY

Motion 3.c

Moved by Councillor Marie Flowers at 8:52pm that Council direct Mayor Robb Stuart to contact a lawyer for action on a personnel issue.

MOTION CARRIED UNANIMOUSLY

000008

4. MEETING ADJOURNMENT

Motion 4.a

Moved by Councillor Deb Coombes at 8:53pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
Robb Stuart**

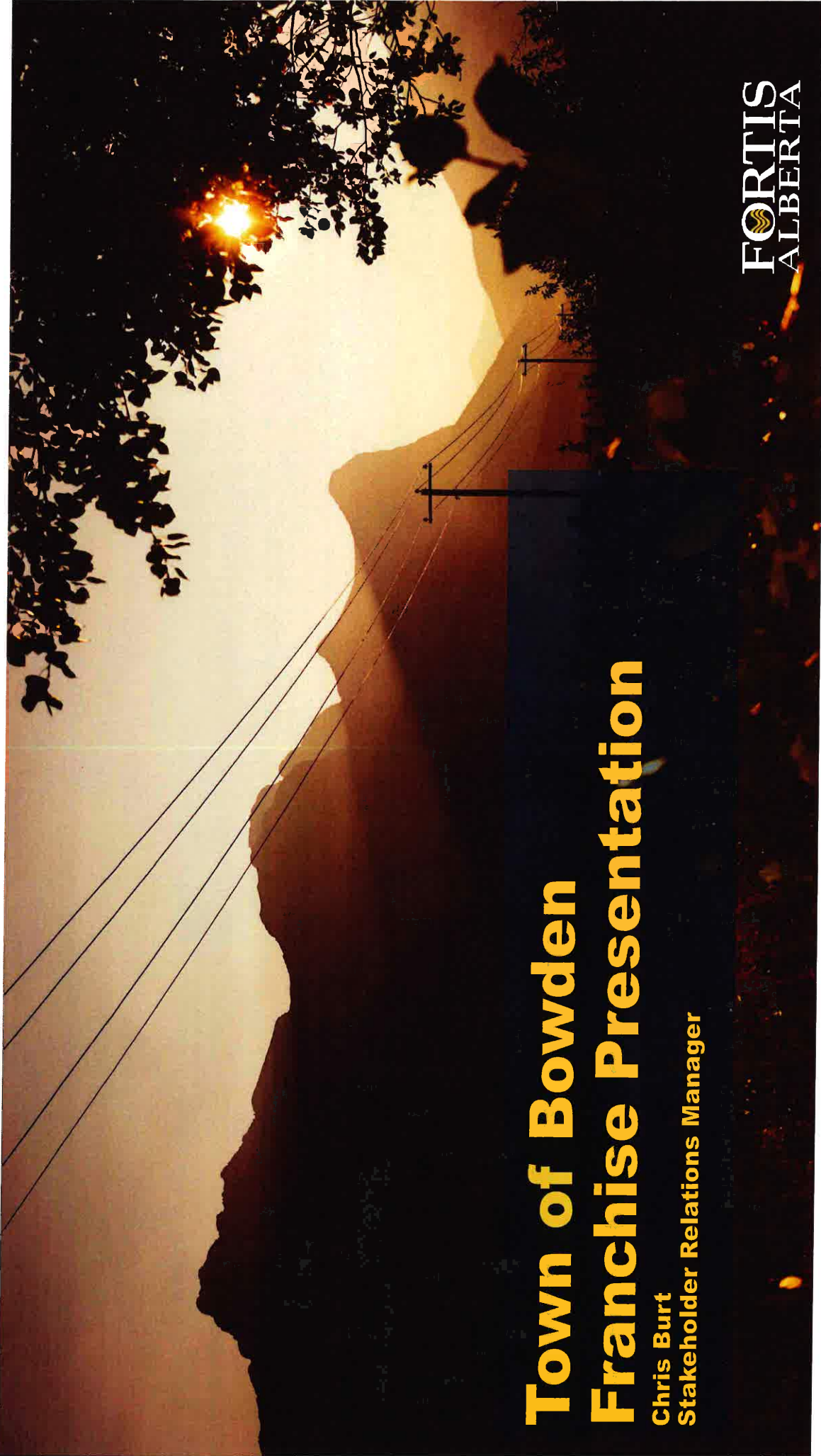
Regular Council Meeting: June 24, 2024.	Agenda Item: 5.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 Fortis Alberta Franchise Presentation

5.a**Chris Burt – Fortis Alberta, Stakeholder Relations Manager**

Provided to Council is the Fortis Alberta Franchise Presentation previously submitted during the RCM of May 27, 2024.

Suggested Motion:

Motion by Councillor _____ that Council accepts the Fortis Alberta presentation as information.



Town of Bowden Franchise Presentation

Chris Burt
Stakeholder Relations Manager

**FORTIS
ALBERTA**

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FortisAlberta at a Glance

583,500+
customers (residential, farm and industrial sites)

128,000 km+
of power lines

1 million+
power poles

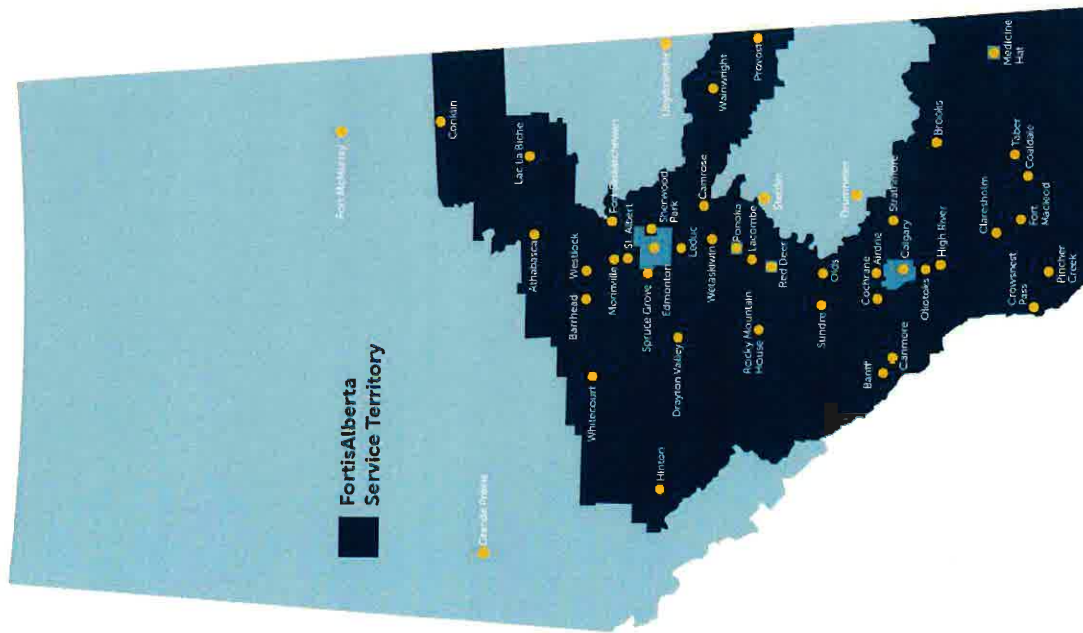
60% of Alberta's electric
distribution network

17,000 GWh
of electricity delivered per year

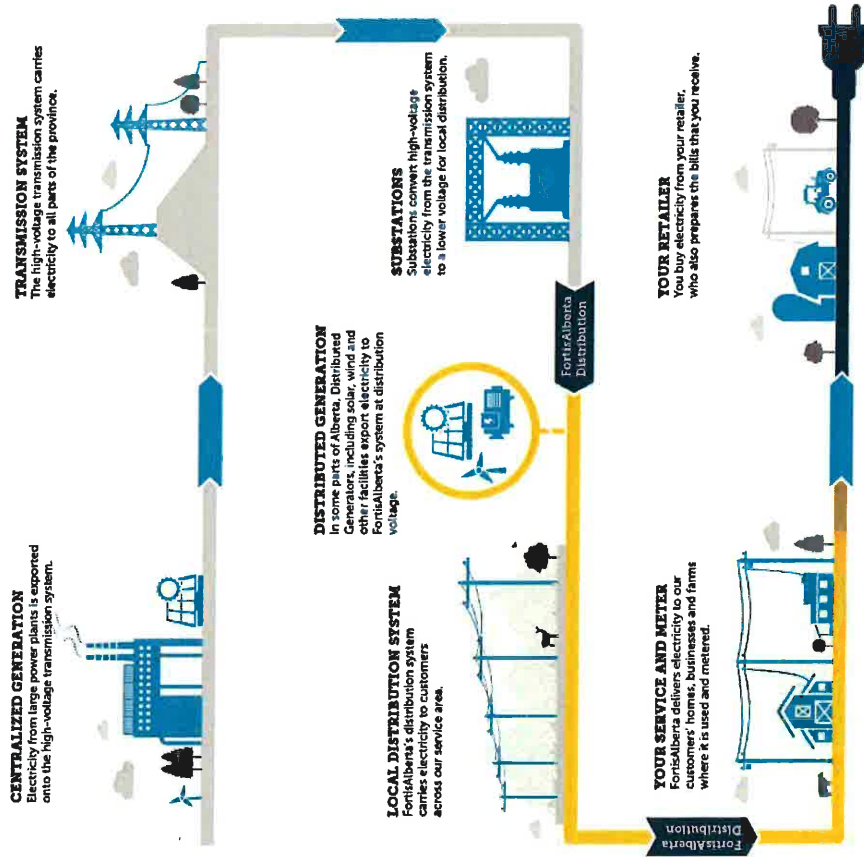
15% of electricity delivered each year is generated
by renewable sources connected to our system

240 number of communities
we operate in

1200+
Albertans employed



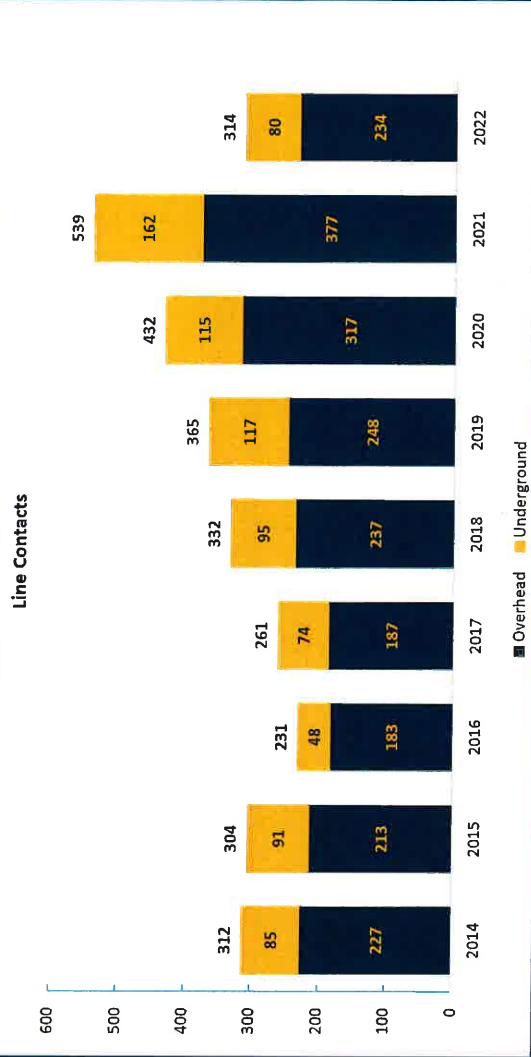
Alberta's Electricity System



Electrical Safety



#clickbeforeyoudig



Reliability Results

YEAR	SAIDI	SAIFI
2022	1.57	1.08
2021	0.67	0.40
2020	4.36	2.06

These major event outages have occurred within your Municipality over the last 3 years.

SAIDI (System Average Interruption Duration Index)

=

$\frac{\text{Total Customer-Hours of Interruption}}{\text{Total Customers Served}}$

SAIFI (System Average Interruption Frequency Index)

=

$\frac{\text{Total Customer Interruptions}}{\text{Total Customers Served}}$

	2020		2021		2022	
	SAIDI	SAIFI	SAIDI	SAIFI	SAIDI	SAIFI
FortisAlberta Average	1.82	1.20	2.42	1.42	1.70	1.08
Canadian Average	5.49	2.44	4.50	2.28	8.33	2.63

The Canadian and FortisAlberta Inc. Averages exclude significant events (i.e., hurricanes, floods, ice storms etc.)



Outage Detail


Cause	Outage Date ▲	Customer Hours	Customer Interruptions
Equipment Failure	11/7/2020	1047	638
Lightning	12/27/2022	938	642
Scheduled Outage	7/24/2019	629	631
Tree Contacts	11/1/2019	114	29
Unknown	6/16/2021	207	54
	11/8/2020	1709	638
	10/20/2021	72	20
	7/17/2022	75	54







FORTIS ALBERTA



We're available 24/7 during power outages and emergencies.






- 

OUTAGE MAP
View and report power outages within the FortisAlberta service territory. 
- 

STREETLIGHT MAP
Locate streetlights, request repairs, and check the repair status. 
- 

MY ACCOUNT
View site and project status information and review your electricity consumption. 
- 

CHECK PROJECT STATUS
Check the status of your new or upgraded service. 
- 

ABOUT US
Connect with us online and learn more about the company. 

Streetlights

Rate Code	Description	Site ID	Quantity
3114	100 HPS CONNECT/UNMTRD INVE	0040168342115	10
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040170707111	1
3180	100 LED EQ CONNECT/UNMTRD INVE	0040168342115	14
3182	150 LED EQ CONNECT/UNMTRD INVE	0040168342115	71
3186	250 LED EQ CONNECT/UNMTRD INVE	0040168342115	1
3174	70 LED EQ CONNECT/UNMTRD YARDL	0040168342115	78
Total			175

This inventory is as of December 31, 2023

Total Number of Reported Streetlight Outages from January 1 – December 31, 2023		
Total # of Streetlight Repairs Reported	Total # of Streetlight Repairs Met SLA	Total # of Streetlight Repairs Missed SLA
4	4	0

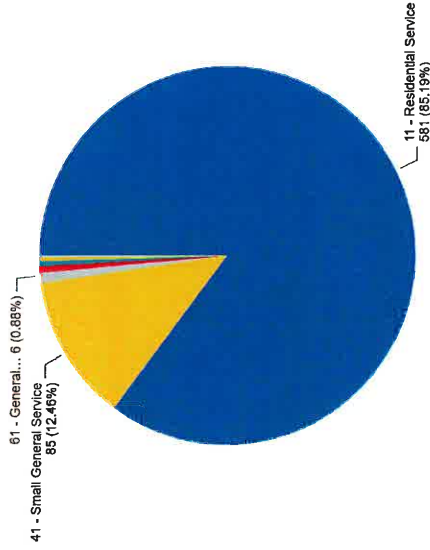


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Site Count

Site Count - Bowden

Rate Category	2021	2022	2023
11 - Residential Service	571	572	581
21 - FTS FARM BREAKER (CLOSED)	1	1	1
26 - Irrigation Service	1	1	1
31 - Street Lights	1	1	1
38 - Yard Lighting Service	3	3	3
41 - Small General Service	80	83	85
41D - Small Gen. Service Flat Rate Only	4	4	4
61 - General Service	5	6	6
Total	666	671	682

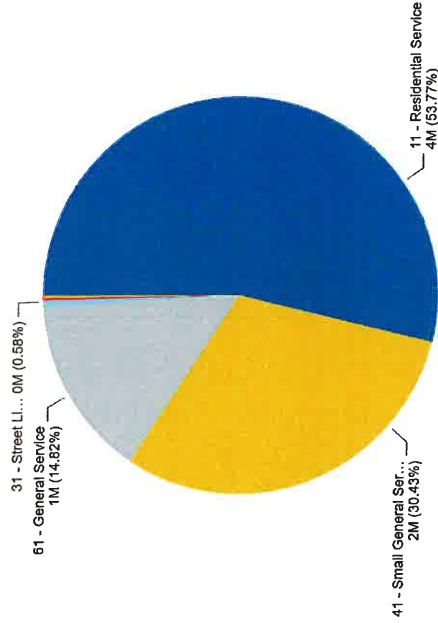


- 11 - Residential Service
- 41 - Small General Service
- 61 - General Service
- 41D - Small Gen. Service Flat Rate Only
- 38 - Yard Lighting Service
- 21 - FTS FARM BREAKER (CLOSED)
- 26 - Irrigation Service
- 31 - Street Lights

Consumption

Historical Consumption (kWh) - Bowden

Rate Category	2021	2022	2023
11 - Residential Service	3,648,183	3,667,425	3,653,202
21 - FTS FARM BREAKER (CLOSED)	10,932	10,601	8,294
26 - Irrigation Service	6,914	7,952	7,174
31 - Street Lights	35,938	38,145	39,155
38 - Yard Lighting Service	3,239	3,148	2,403
41 - Small General Service	1,449,522	1,866,015	2,067,150
41D - Small Gen. Service Flat Rate Only	12,430	9,927	9,927
61 - General Service	1,292,599	1,264,251	1,006,759
Total	6,459,757	6,867,464	6,794,064



- 11 - Residential Service
- 41 - Small General Service
- 61 - General Service
- 31 - Street Lights
- 41D - Small Gen. Service Flat Rate Only
- 21 - FTS FARM BREAKER (CLOSED)
- 26 - Irrigation Service
- 38 - Yard Lighting Service

Municipal Sites with Consumption

Rate Category	2023 Site Count	2023 Consumption
31 – Streetlights	1	39,174
38 – Yard Lighting Service	1	515
41 – Small General Service	14	233,736
61 – General Service	1	134,478
Total	17	407,903

Franchise Fee & Linear Tax

Franchise Fees - Bowden

Rate Category	2021	2022	2023
11 - Residential Service	\$61,742	\$65,201	\$67,869
21 - FTS FARM BREAKER (CLOSED)	\$290	\$294	\$286
26 - Irrigation Service	\$236	\$279	\$279
31 - Street Lights	\$7,549	\$8,246	\$8,850
38 - Yard Lighting Service	\$153	\$154	\$130
41 - Small General Service	\$22,672	\$28,549	\$31,336
41D - Small Gen. Service Flat Rate Only	\$524	\$499	\$514
61 - General Service	\$19,025	\$21,930	\$20,886
Total	\$112,192	\$125,152	\$130,150

Linear Tax - Bowden

Rate Category	2021	2022	2023
11 - Residential Service	\$5,602	\$3,866	\$5,235
31 - Street Lights	\$657	\$495	\$702
41 - Small General Service	\$2,019	\$1,702	\$2,442
41D - Small Gen. Service Flat Rate Only	\$46	\$30	\$41
61 - General Service	\$1,739	\$1,307	\$1,599
Total	\$10,063	\$7,399	\$10,019

Maintenance Activities

FortisAlberta spent over \$115M in capital maintenance activities in 2022 and has forecasted to spend over \$115M* again for 2023. * this does not include line moves or urgent repairs.

Municipality	Feeder	Detailed Line Patrol	Pole & Ground Replacement	Vegetation Management
Town of Bowden	55S-2037L	2027	2028	2023





System Planning

Distribution Feeder	214S-28LS
Substation Transformer	42.0 MVA
2032 Estimated Substation Transformer Capacity	21.0 MVA
2032 Estimated Distribution Feeder Capacity	2.5 MVA



For detailed planning capacity information please contact your Stakeholder Relations Manager.

THANK YOU

Regular Council Meeting: June 24, 2024.	Agenda Item: 6.a / 6.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Fortis Budgetary Print (21 st Street) 2 Aerial overview (21 st Street).

Matters arising from past minutes (updates in red).

Content:

6.a Bowden Hotel

There are no further updates at this time.

6.b Fortis – Additional Street Lights

6.b.(i) Background

The following is an extract from the RCM Minutes of 27 May 2024.

CAO's Report - Additional Street Lights

CAO Rudy Friesen stated that if requested Fortis could undertake a light audit within the Town sometime in the fall. There was no decision made on this.

Administration further provided Council with a schematic illustration of the proposed location of an additional 4 streetlights on 21st Street.

Fortis had provided a budgeted estimate of \$6500.00 (plus ongoing fees) for the installation subject to a formal quote and engineering site survey.

Council requested that Administration proceed with the installation of the four additional streetlights.

This would require a revision to be made to the 2024 capital budget.

Motion 11.a

Moved by Councillor Sandy Gamble that Administration proceeds with the installation of the four additional streetlights as per the submitted schematic and that the 2024 Capital Budget is revised to include the additional cost of the installation.

MOTION CARRIED UNANIMOUSLY

6.b.(ii) Consideration

In view of any additional / relevant information presented to Council by Fortis Stakeholder Relations Manager, Chris Burt, with respect to a street light audit, Administration requests from Council that consideration is given to rescind motion 11.a of the RCM of 27 May 2024.

The arguments for this are as follows:

- i. the 4 additional streetlights proposed for 21 Street have been identified by Administration following a casual walk-through assessment and not as a result of a formal streetlight audit.
- ii. Administration requests that Town representatives in conjunction with Fortis conduct a full and complete street light audit of the Town in the fall of 2024.
- iii. this will allow a 2025 capital project to be submitted to Council as one project that includes all additional streetlights as identified as being required.
- iv. Administration suggests that an ad hoc Council Committee be created with a stated purpose of conducting the streetlight survey. This committee will consist of any number of Councillors and any other persons deemed relevant or appropriate to the task.

A revised budgetary costing (estimate) received from Fortis (June 10) for the 4 streetlights is now stated as \$9000.00 and which may increase further in cost subject to a full engineering survey and rework required to easements.

In addition to this initial cost there is also a 15-year investment per streetlight of \$3325.00.

Additional matter of consideration.

All of the 2024 Capital Projects were submitted to Council in the form of a Business Case Study that provided Council with the information necessary to review each proposed project by considering matters such as:

- what does each project / item of capital expenditure provide?
- what are the future costs of maintaining the assets (impact on operational budget),
- needs versus wants (what is necessary versus what is desirable),
- community needs and benefits,
- will the asset / program / service delivery be relevant in future years?
- source of funding and the availability of funds either from reserves or from grants including the Local Government Fiscal Framework (LGFF formerly MSI).

The streetlight revision to the 2024 Capital Budget made by motion 11.a was not made based on a submitted presentation of all pertinent information as set out within a Business Case Study.

Administration respectfully questions whether there was sufficient background information and research conducted to fully justify the 4 streetlights proposed for 21 Street.

6.b.(iii) Suggested Actions

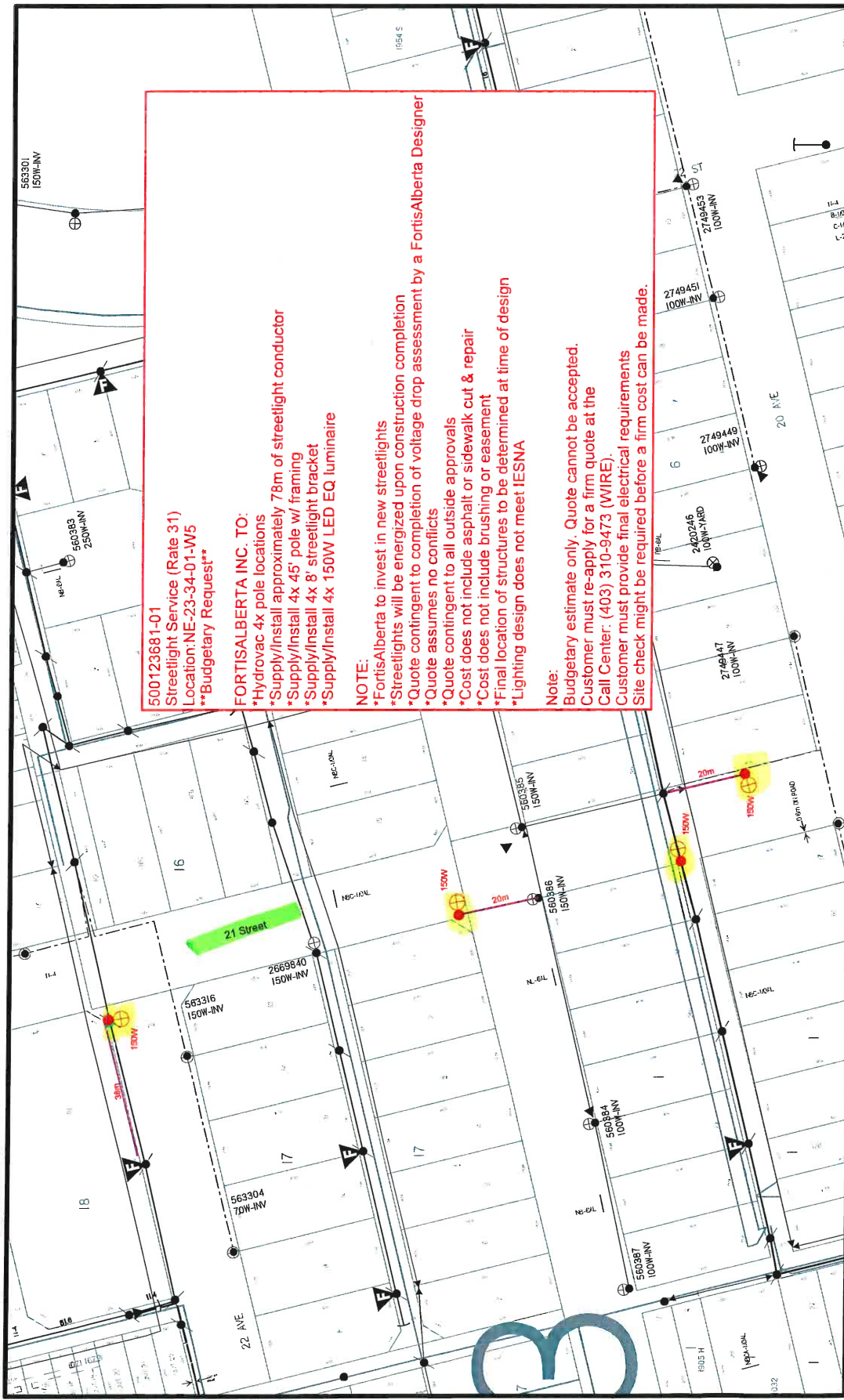
That Council:

- i. reviews the decision made during the RCM of 27 May 2024,
- ii. defers the installation of additional streetlights on 21 Street pending the outcome of a full streetlight audit to be conducted in the Town in the fall of 2024.

6.b(iv) Suggested Motions

Motion by Councillor _____ that Council rescinds motion 11.a of the RCM of 27 May 2024 and thereby defers the decision made to install additional streetlights.

Motion by Councillor _____ that Council creates an ad hoc Council Committee tasked with making recommendations to Council on the need for additional streetlighting within the Town with a view that these recommendations are submitted to Council in the form of a Business Case Study as part of the 2025 Capital Budget deliberations.



560123681-01
 Streetlight Service (Rate 31)
 Location: NE-23-34-01-W5
 ***Budgetary Request**

FORTISALBERTA INC. TO:
 *Hydrovac 4x pole locations
 *Supply/Install approximately 78m of streetlight conductor
 *Supply/Install 4x 45' pole w/ framing
 *Supply/Install 4x 8' streetlight bracket
 *Supply/Install 4x 150W LED EQ luminaire

NOTE:
 *FortisAlberta to invest in new streetlights
 *Streetlights will be energized upon construction completion
 *Quote contingent to completion of voltage drop assessment by a FortisAlberta Designer
 *Quote assumes no conflicts
 *Quote contingent to all outside approvals
 *Cost does not include asphalt or sidewalk cut & repair
 *Cost does not include brushing or easement
 *Final location of structures to be determined at time of design
 *Lighting design does not meet IESNA

Note:
 Budgetary estimate only. Quote cannot be accepted.
 Customer must re-apply for a firm quote at the
 Call Center: (403) 310-9473 (WIRE).
 Customer must provide final electrical requirements
 Site check might be required before a firm cost can be made.

LEGEND:

- RED NEW PRIMARY
- PURPLE NEW SECONDARY
- BLUE SALVAGE
- GREEN BRUSHING
- BLACK EXISTING FACILITIES

FORTIS ALBERTA

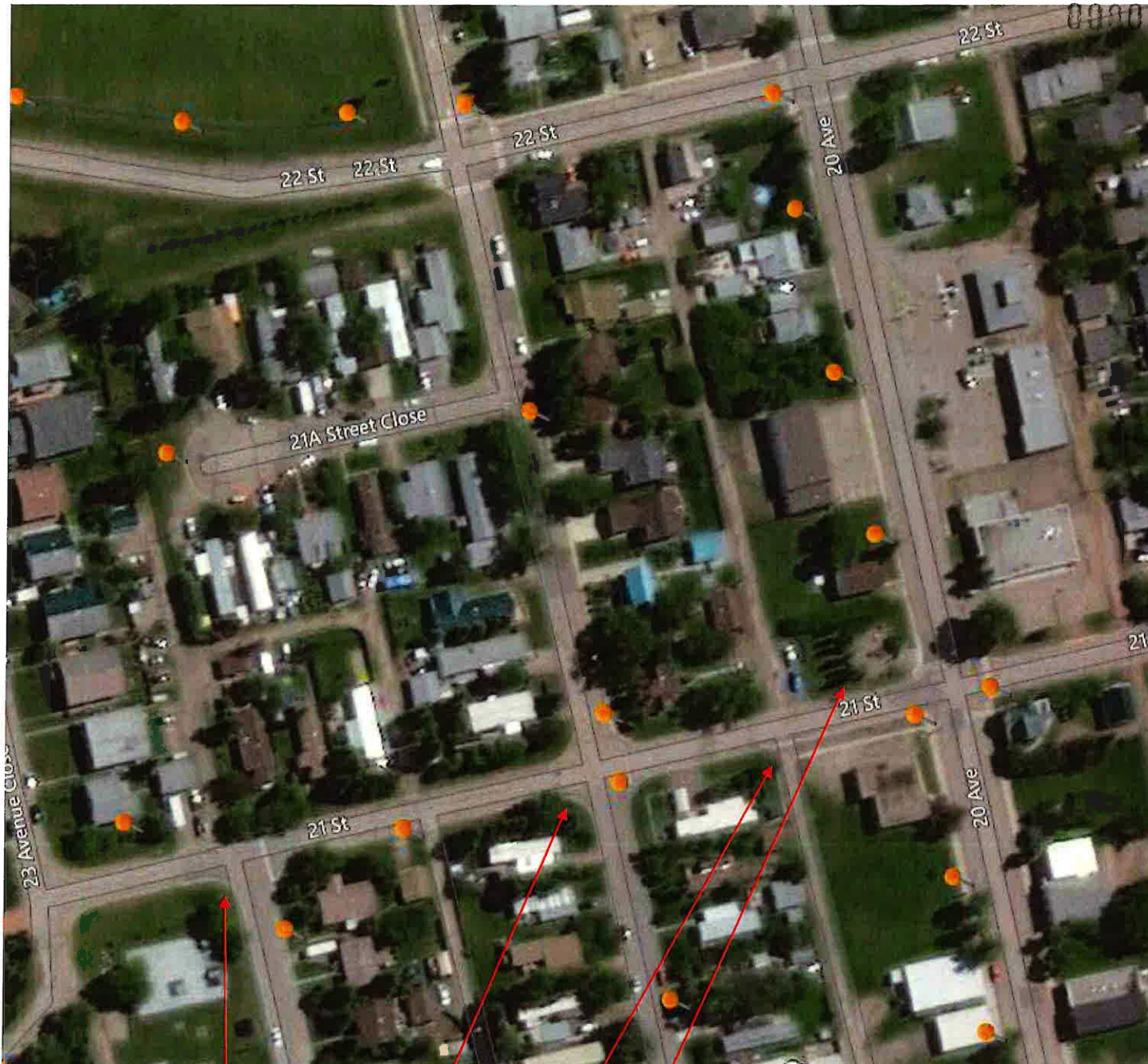
Designer: Anthony Raho
 Customer: Town of Bowden
 Location: NE-23-34-01-W5

Date: 6/10/2024
 WO#(O)#: 500123681

LAND ONLY TO SCALE 1:1,500
 Print 1.0

Budgetary Print

NOTES:



New Street Lamps Required

21st Street, Bowden, TOM OK0

1 West Side

2 West Side

3 West Side

4 East Side

Regular Council Meeting: June 24, 2024.	Agenda Item: 6.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s):

The following provides an update on Bylaw Enforcement.

6.c Bylaw Enforcement

6.c.(i) Legislative Background

MGA

A bylaw enforcement officer by definition of section 555 of the MGA is a *“person who is appointed in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace”*.

BYLAW

The Town of Bowden Designated Officer Bylaw 04 / 2020 states that the *“Bylaw Enforcement Officer is the designated officer appointed under section 555 of the Municipal Government Act, RSA2000, Chapter M-26 and has the responsibility for the execution of duties and obligations as defined by the Act, and the Town of Bowden, Bylaw Enforcement Officer Bylaw and any other relevant bylaw, act or regulation.*

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

POLICY

The Municipal Government Act provides the statutory power to enforce bylaws however it does not provide guidance on how to fairly and reasonably exercise discretion when making bylaw enforcement decisions.

The Town of Bowden Bylaw Enforcement Policy 05 / 2023 established formal procedures for accepting, processing, and investigating bylaw complaints. Sections 5.2 to 5.4 of the policy are reproduced below:

5.2

Prior to any formal enforcement proceedings, the Town will attempt to seek voluntary bylaw compliance, resolving matters informally using generally accepted mediation and dispute resolution methods.

The Town’s enforcement model follows a general approach which is typically as follows:

- *communication,*
- *education,*
- *collaboration,*
- *compliance.*

5.3

Typically, in the first instance a written or verbal warning informs the recipient that they are contravening a specific bylaw requirement, and the warning will recommend a course of action to achieve compliance.

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

5.4

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

The overall philosophy is to resolve issues or complaints through a process of community engagement and education with the overall aim of ensuring that all bylaws are followed by everyone for the benefit of all residents within our community.

The ultimate goal of bylaw enforcement is remediation and compliance.

When a person violates a municipal bylaw there are two enforcement options available:

1. issue a bylaw penalty,
2. pursue an order under the Municipal Government Act.

Municipalities are authorized to issue violation tickets by virtue of both the MGA and the Provincial Offences Procedures Act. These are deemed to be provincial offences and as such may be appealed in a Provincial Court. If the appeal goes to court the Town has to prove that the offence occurred beyond "reasonable doubt – ie: 99% proof". Violation tickets are therefore most appropriate for straightforward situations such as parking, snow removal and animal violations.

Municipal Orders require a person who has violated a bylaw to take specific steps to bring themselves into compliance with the bylaw. Unlike provincial violation tickets the standard of proof is a "balance of probabilities – ie: more than 50%". There is typically no \$ penalty associated with a compliance order other than the potential recovery of costs associated with remedying the contravention.

6.c.(ii) Operational Background

The Town's Bylaw Enforcement Officer voluntarily resigned her employment in October 2023.

Since then, a reliance has been made on Red Deer County to enforce Town bylaws within the scope of the current hours made available to the Town as part of a Memorandum of Agreement with Red Deer County.

The current service agreement is 10 hours per month at a rate of \$55.00 per hour.

From an operational point of view proactive bylaw enforcement since October 2023 not been conducted in the manner prescribed by the Town's Policy.

Red Deer County Peace Officers have in most part solely enforced Provincial Offences (follow up action on receipt of written complaints made).

6.c.(iii) Revised RDC Service Agreement

At the RCM of June 10, 2024, CAO Rudy Friesen provided Council with a brief update on a revised Peace Officer Enforcement Service Agreement that had tentatively been discussed with Red Deer County.

At the time of that meeting a review has not been made of the agreement for submission on the Council agenda.

Administration has since reviewed the Memorandum of Agreement.

Notable inclusions within the Memorandum of Agreement are noted as follows:

- Clause 6 states, "County Peace Officers will assist with bylaw related investigations that exceed the Town employed Bylaw Officer(s) scope of authority and where authority exercised by a Peace Officer is required on an as-requested basis.
- Schedule A states the legislation covered by the Memorandum of Agreement. This covers 7 Provincial Acts (not bylaw).
- Schedule B provides for 12 hours a month at \$75.00 per hour (to include any court time).

In a subsequent follow up conversation with the Red Deer County Director of Community & Protective Services further confirmation and clarification on the revised Memorandum of Agreement was given as follows:

- the contracted hours have been increased by 20% but no further commitment can be given,
- any additional hours beyond the 12 hours would be charged at a higher rate of \$100.00 (subject to request and resource availability),
- there is no capacity to provide proactive bylaw enforcement (based on current staffing levels),
- a new (dedicated) contracted officer for bylaw enforcement is quoted as costing \$100.00 per hour, subject to RDC Council approval and contract.

The revised Memorandum of Agreement does not therefore provide for proactive bylaw enforcement and assumes that the Town will have a Bylaw Enforcement Officer.

Red Deer County do not have the current resource capacity to provide for proactive bylaw enforcement.

A contracted dedicated resource (supplied by RDC) for the future provision of this service is likely to be cost prohibitive.

6.c(iv) Alternatives

(a)

Administration to revert to the previous arrangement prior to October 2023 where the Town contracts with an individual to provide bylaw enforcement services, where the individual is based within the Town Administration Office and is dedicated solely to Town bylaw enforcement.

Note:

Administration has received proposals from individuals wishing to provide contracted bylaw enforcement services to the Town.

A proposal has been received from an individual who is currently employed as a Detachment Services Assistant for the RCMP. This individual has a Criminal Justice Policing Diploma and has received outline permission to provide (part time) bylaw enforcement services to the Town of Bowden. This proposal is in its infancy and requires further discussion, review and follow up.

Subject to further discussion this alternative will provide an immediate permanent (or interim stop gap solution) to the matter of bylaw enforcement and provides a dedicated in-house resource committed solely to proactive bylaw enforcement.

(b)

Administration has been in tentative discussions with the Town of Innisfail regarding the provision of a shared bylaw enforcement officer.

Innisfail Protective Services has prepared and submitted a proposal to Council justifying the creation of a full time third bylaw enforcement officer within the Town of Innisfail.

An element of this proposal is cost recovery through a shared resource agreement with the Town of Bowden.

Proactive bylaw enforcement would form part of any future agreement under this option.

6.c.(v) Budget Considerations

The Town of Bowden Operating Budget for 2024 provides for the cost of bylaw enforcement services.

The budget amount for this year is \$36600.00.

Current YTD spend is \$3300.00 (in respect of monthly payments made to RDC under the current 10-hour per month agreement).

Previous in-house bylaw enforcement was contracted out at 20 hours per week.

6.c.(vi)

Administration proposes that bylaw enforcement is provided as a internal contracted service where the direction and control of the bylaw enforcement officer is managed 100% in house.

Administration requests that Council directs the CAO to source alternative practical and effective solutions to bylaw enforcement services within the Town.

6.c.(vii) Suggested Motion

Motion by Councillor _____ that Council directs the CAO to make provisions to ensure that proactive bylaw enforcement is put in place within the Town as soon as possible.

Regular Council Meeting: June 24, 2024.	Agenda Item: 6.d
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 BREWD Outline document (as submitted to Council at the RCM of 25 March). 2 NGEI Presentation

Matters arising from past minutes.

6.d Next Generation Economy Initiative (NGEI)

6.d(i)

Reproduced from the Minutes of the RCM of March 25, 2024.

Regional Economic and Workforce Development Strategy

CAO Rudy Friesen outlined a proposal submitted by the Town of Olds for a new initiative titled, "Business Retention Expansion Workforce Development (BREWD)".

Administration will continue to liaise with the Town of Olds on this initiative and report back to Council with more information as the project develops.

6.d(ii)

The Town of Olds Office of Economic Development has submitted a presentation titled, "Next Generation Economy Initiative (NGEI)".

This provides further details and costings on Phase 1 of the program titled "Business Retention, Expansion and Workforce Development" (BREWD).

The community cost is stated as \$6000.00 for Phase 1.

6.d(iii)

Administration requests direction from Council with regard to further involvement and participation by the Town of Bowden with this program.

6.d(iv)

Motion by Councillor _____ that Council directs Administration to participate in the Next Generation Economy Initiative (NGEI) in conjunction with other EDAC Members.

Or

Motion by Councillor _____ that Council directs Administration not to further participate in the Next Generation Economy Initiative (NGEI).



BREWD

Taking Action for Business



In Partnership:



The Town of Olds is partnering with, Mountain View County, Community Futures Central Alberta, Olds College of Agriculture and Technology and other key regional and provincial stakeholders to advance the **Next Generation Economy Initiative (NGEI)**. This initiative is an extensive three-year industry and economic growth plan encompassing two key areas of development:

1. Economic Foundation Inputs - Development of the region's Economic Foundation (innovation, human resources, financial, infrastructure, property, business climate, marketing, and quality of life) is about engaging business and industry to test if the foundation has the capacity, competency, and responsiveness to support future growth and enable a competitive advantage for its businesses. A healthy foundation is essential for enabling and fostering the growth of business and industry and their ability to compete globally. The Economic Foundation Inputs will be initially tested through the Business Retention, Expansion and Workforce Development (BREWD) project. The information derived from BREWD will then be utilized for diagnosing whether the system of inputs offers the advantages needed to form, retain and grow, and attract the region's clusters. As outlined next in the 3C (Cluster Competitiveness Chain) project.
2. Economic Engine Outputs - Developing Economic Engines is about identifying the region's industry clusters that are driving regional performance, and those clusters that are emerging or have the potential to emerge. This includes engaging the region's export producers and regional suppliers to assess the region's clusters and the depth and width of their value chains. In definition, clusters are geographic concentrations of interconnected companies or institutions that manufacture products or deliver services to a particular field or industry. Simplistically, clusters are groups of producers and suppliers, using similar inputs – a value chain. To initiate this a 3C (Cluster Competitiveness Chain) project will be executed.

NGEI focuses on four key goals:

1. Developing regional alliances and partnerships;
2. Fostering a culture of entrepreneurship, enterprise, and innovation;
3. Building on competitive advantages; and
4. Engaging Leadership and effective governance.

The following document provides an overview and key deliverables of Phase 1 of NGEI, the BREWD initiative.

BACKGROUND

BREWD is important to our economy because:

- 70-80% of new jobs come from existing business.
- 100% of jobs lost come from existing business.
- Existing business have built the economy to the level of success it is today.
- Attraction efforts are unlikely to be successful if existing firms are not happy.
- It is less costly to retain and existing job than to attract new business and jobs.
- Businesses that stay competitive are more likely to remain and possibly expand.

BUSINESS BENEFITS

- A unified voice.
- Challenges / opportunities identified and prioritized.
- A business directed plan of action.
- Service providers and business aligned, working together and taking action.
- Creation of a strong competitive business environment in the region where business can grow and succeed.

OBJECTIVES

- Enhance cooperation and consensus among businesses, government, and economic development organizations.
- Provide support/information to address immediate individual business issues and opportunities.
- Encourage, support, and facilitate human resource planning and labour market adjustments for the area.
- Accurately assess the needs of local business, including workforce challenges, and develop a corresponding action plan for economic prosperity.

PURPOSE

BREWD purpose is to foster a more competitive business environment that provides business and industry the economic support system they need to grow and succeed.

SCOPE

The scope will be determined by the businesses, communities, and counties that choose to partner in the project and building a regional alliance.

PROJECT TEAMS

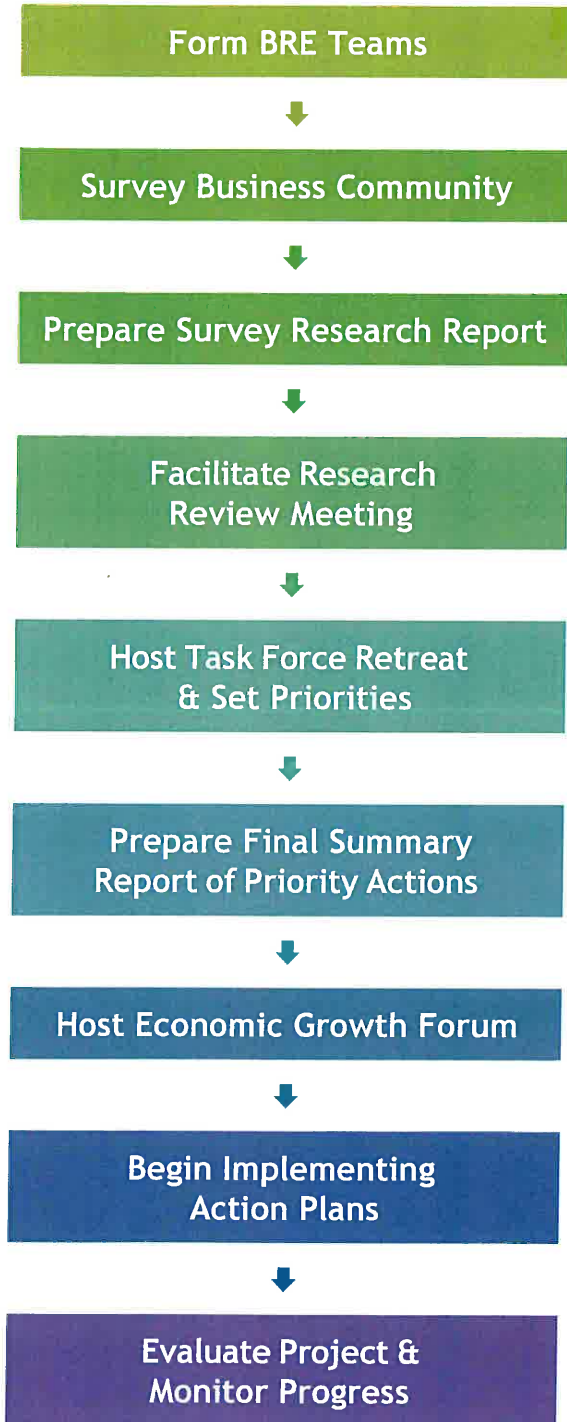
The Teams include four key groups of volunteers who will visit businesses and make decisions about what should be done to help local businesses survive and thrive. A total of 6-8 hours of time will be requested of each team volunteer.

1. **Leadership Team** – “Mobilizers”
Mobilize the community and manage the project teams.
2. **Business Visitation Team** – “Advocators”
Promote and encourage business to complete the survey.
3. **Workforce Team** – “Advisors”
Advise on current and future workforce needs, changes and challenges.
4. **Task Force Team** – “Strategizers”
Set priorities and develop action plans for implementation and ongoing monitoring and evaluation.

**BUSINESS RETENTION EXPANSION
PROCESS**



**WORKFORCE DEVELOPMENT
PROCESS**



The following table illustrates the key deliverables of the BREWD initiative with proposed timelines.

TIMELINE	BRE PROCESS	WD PROCESS
FEB-APR	Form BREWD Teams (Leadership, Workforce, Visitation, Task Force) to collaborate and spearhead the project to success (Project Leadership Team will seek volunteers from the community and area to form the various teams)	Complete Current Workforce Profile – identify existing pressures employers will face to attract and retain labour. Environmental Scan – Scan emerging trends, issues, and business environment including workforce retention and attraction strategies.
MAY-JUN	Survey Business Community - develop survey and conduct one-on-one interviews and online survey. (BRE survey will be conducted online and the workforce survey will be conducted, in part, online and with one-on-one interviews (#TBD)	Future Workforce Demands – determine the future needs of business considering the emerging trends and issues identified in the environmental scan.
JULY	Prepare Survey Research Report - Compile and present findings from primary and secondary research (scan, visitations, engagement) and determine overarching themes / opportunities.	Workforce Gap Analysis – analyzing the data and identifying gaps between workforce supply and demand
AUG-SEP	Facilitate a Research Review Meeting (BRE & Workforce) - discussions with the Leadership Team and Workforce Team to assess the Survey Research Report to provide further advisement and identify potential solutions / projects	Strategy Development - develop strategies and complementary activities to address workforce gaps and potential surpluses
SEP	Host a Task Force Retreat and Set Priorities (BRE & Workforce)- engaging a broad cross-section of community leaders to provide further insight and advisement to set priorities and determine which priority projects will be led to action and who will lead them forward.	
OCT	Prepare Summary Report of Priority Actions (BRE & Workforce)- outlining projects ranked in order of priority and project leaders to implement action.	
NOV	Host Economic Growth Forum (BRE & Workforce)- community celebration and official launch of the projects moving into action. The Forum will serve to communicate the commitment of the Town, County, local business, organizations, and institutions to the growth of business and the local economy.	
ONGOING	Begin Implementing Action Plans (BRE & Workforce) - Leaders are positioned and dialogue begins for initiating a plan for action.	
ONGOING	Evaluate Project and Monitor Progress (BRE & Workforce)- Measure progress, align priorities, and celebrate success.	



NEXT GENERATION ECONOMY INITIATIVE

High performance economic planning and action system



000039

NGEI Regional Economic Strategy Funding Partners



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY



Community
Futures Central Alberta



TOWN OF



Alive With Opportunity

INVEST
OLDS

FORTIS
ALBERTA

Canada

Alberta

NGEI LEADERSHIP

EDAC Members:
Mountain View County
Olds College of Agriculture and Technology
Community Futures Central Alberta
Olds Chamber of Commerce
Century 21 Bravo Realty
Town of Olds / Invest Olds



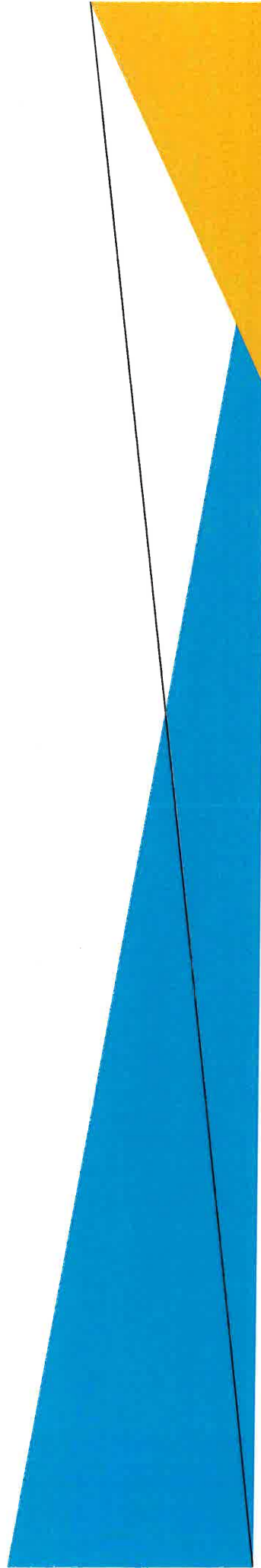
**ECONOMIC DEVELOPMENT
ACTION COMMITTEE**

**WORKFORCE
COMMITTEE**

**AGRICULTURE
COMMITTEE**

**ACCESS TO
CAPITAL
COMMITTEE**

**CONSTRUCTION
COMMITTEE**



NGEI Regional Economic Strategy Workforce Development Committee Partners



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY



**CATHOLIC
SOCIAL
SERVICES**



Canada Advantage

Care for Newcomers

Canada Alberta

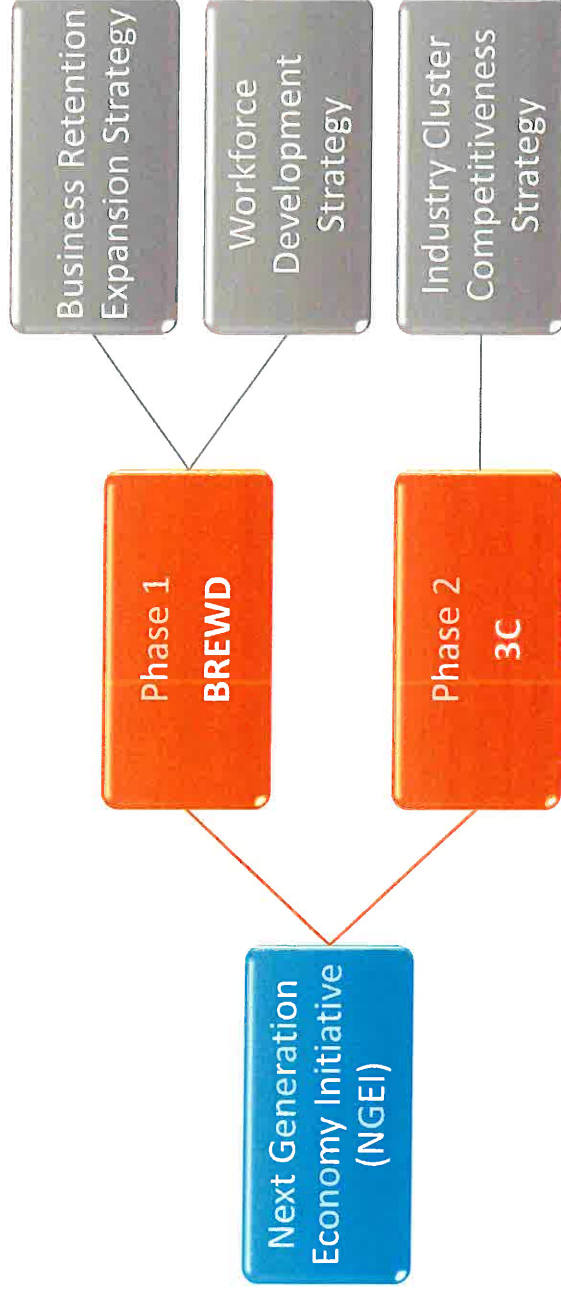
NGEI Regional Economic Strategy Other Committee Partners

Other EDAC sub-committees are currently in the formation stage.

While the Agriculture and Construction industries are key economic drivers in the region, ALL industries will be engaged to participate in Phase 1 – Business Retention, Expansion and Workforce Development (BREW)

Join the movement today!

NGEI Regional Economic Strategy



What is Business Retention & Expansion?

- A **proven, systematic, economic development model** that has been applied internationally for over 35 years.
- A process that **engages local business** to identify business needs, set priorities, and ultimately create jobs and wealth.
- A **prioritized plan and direction** for local governments, training institutions and economic and business development agencies.

"a business directed plan of action"

BREWD Purpose & Objectives

PURPOSE

To foster a more competitive business environment that provides business and industry the economic support system they need to grow and succeed.

OBJECTIVES

- Enhance cooperation and consensus among businesses, government and economic development organizations.
- Provide support/information to address immediate individual business issues and opportunities;
- encourage, support and facilitate human resource planning and labour market adjustments for the area; and
- Accurately assess the needs of local business, including workforce challenges, and develop a corresponding action plan for economic prosperity.

BREWD Approach

Phase 1

BRE + WD = (BREWD)

BRE PROCESS



SEPT - OCT

WORKFORCE DEVELOPMENT PROCESS



COMMUNITY & BUSINESS BENEFITS

BREWD Analysis

- Assesses your economic / business environment
- Online survey accessible to ALL businesses in your community
- Survey takes 20-45 minutes to complete
- Timeline Target: September - October

Workforce Development Analysis

- Assesses your labour market needs.
- F2F interviews with target employers (up to 10 employers in your community)
- Questionnaire completed with job seekers in the region
- Timeline Target: September - October

Sector Analysis

- Assesses key industries driving our regional economy
- Online survey accessible targeting key industries (agriculture, construction and retail) in your community
- Survey time is still to be determined.
- Timeline Target: September - October

COMMUNITY & BUSINESS BENEFITS

- Your community / businesses can be part of two overall regional strategies (Business Retention and Expansion Strategy and a Workforce Development Strategy)
- In addition to the above, your community will also receive a Community Strategy Summary that will show how your community / businesses align to the overall strategies and where your community is unique.
- Data obtained from your businesses will be given to you for further use if desired.
- An opportunity to join together for the betterment of our region.

REQUIREMENTS FOR SUCCESS

BRE Strategy requires partnering communities to:

- 1. Organize and host two 1- hour information sessions:** Together, we will present at:
 - Session #1 on what BREWD is about and why business will want to participate and how. Volunteers are signed up to engage your businesses.
 - Session #2 Volunteer training on what is required to get business completing the survey.
- 2. Promote BREWD in your community.** Various promotional mediums will be provided to you to help spread the word.
(Note: this strategy also includes a sector gap analysis requiring that agriculture and construction industries are targeted)

WD Strategy requires partnering communities to:

- 1. Identify 10 key Employers** – the consultant will do F2F interviews and have them complete the labour section of the BRE survey.
- 2. Contact the Employers** – garner employer agreement to participate. Cold calls from an outside consultant rarely works.

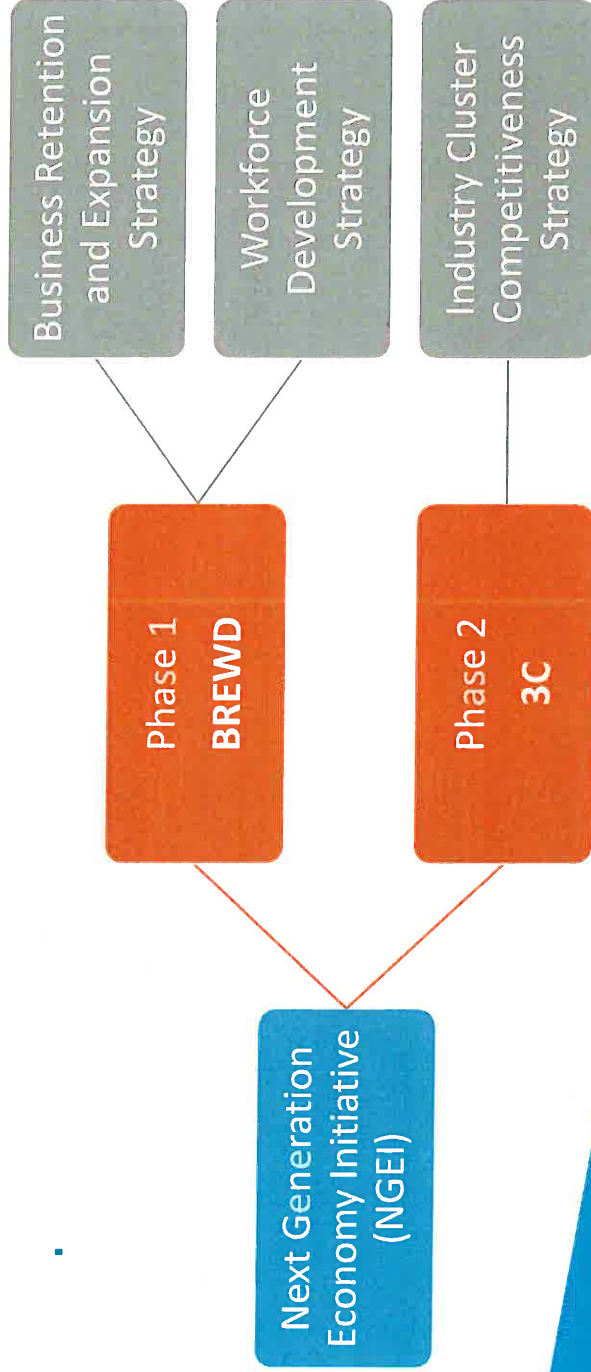
WORK COMPLETED TO DATE

- LEADERSHIP: 2 of 5 teams formed to lead regional effort.
- FUNDING: Grant funding secured to date \$262,500
- REGIONAL PLANNING:
 - Economic and workforce development planning meetings (*started*)
 - Municipal partner engagement (*started*)
 - Industry team formation (*started*)

COMMUNITY COST

\$3,000

\$3,000



REGIONAL BENEFITS

By analyzing each community's economy, there is an opportunity to exploit strengths across the region. Each community will see how it "fits" within the broader regional economy. What makes each community unique and where does each align where does e complement each other and where do we each hold a competitive advantage.

Key Benefits: by working together we optimize...

- Cost efficiencies – shared costs create economies of scale
- Access to resources – capital, expertise, distribution channels accelerate development and implementation of projects.
- Synergies – improved regional knowledge reveals potential synergies for industries and economies.
- Competitive advantages – together we are more effective allowing our industries to be more competitive.
- United voice through collaborative learning and knowledge leads to growth opportunities for business and communities

Regular Council Meeting: June 24, 2024.	Agenda Item: 6.e
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Walking Trail Schematic & photos.

6.e 2024 Capital Project – Walking Trails

6.e(i) Background

Phases 2a and 2b of the walking trail project is the continuation of the work completed in 2023.

These phases extend the walking trail north along the west side boundary of the golf course across Westview Crescent, through Centennial Park terminating on the north end of the museum at 19th Avenue.

Phase 2b is where the planned route of the walking trail adjoins the golf course at the rear of the properties situated along West View Drive / Westview Place / Westview Close.

6.e(ii) Site Walkthrough

A site walkthrough was conducted on Wednesday 19th June with representatives from ISL Engineering and Border Paving.

The purpose of the walkthrough was to identify the exact course of the walking trail and to mark the ground in preparation for work to commence.

Work is scheduled to commence on Monday 24 June.

6.e(iii) Identified Concerns

By reference to the attached diagram.

The proposed route from Westview Crescent south to point A on the map is without concern as there is sufficient grassed area to the east of the back alley and the golf course boundary.

However, at point A going south to point B there is a significant reduction in land area between the alleyway and the golf course boundary fence.

In addition, the area is not flat but sloped as this provides a non structured stormwater catchment.

Furthermore, there is a raised engineered stormwater catchment basin mid way between points A and B which forms part of a structured stormwater design that carries water from the golf course west to highway 2A.

This does not allow a walking trail to be laid without the construction of engineering structures to both bridge the stormwater structure and to provide a vertical retaining foundation to prevent the pathway from subsiding.

6.e(iv) Alternatives

A number of alternatives are presented:

- Do not provide a walking trail from Point A to Point B.
Residents will be required to walk on the existing gravel back alley.
- Completely reroute the walking trail.
This could be extended north from where the trail currently ends to 15 Avenue.
Residents would use existing sidewalks and alleyways to meet up with the walking trail which would restart at the playground adjoining the golf course.
(blue arrow marker on map)
- Redesign part A to B of the walking trail with engineered structures.
This will be a costly option.
- Relocate the golf course boundary fence 2 metres to the east and use that land for the trail.
(orange arrow marker on map)

Relocation of the golf course boundary fence appears to be the most viable option.

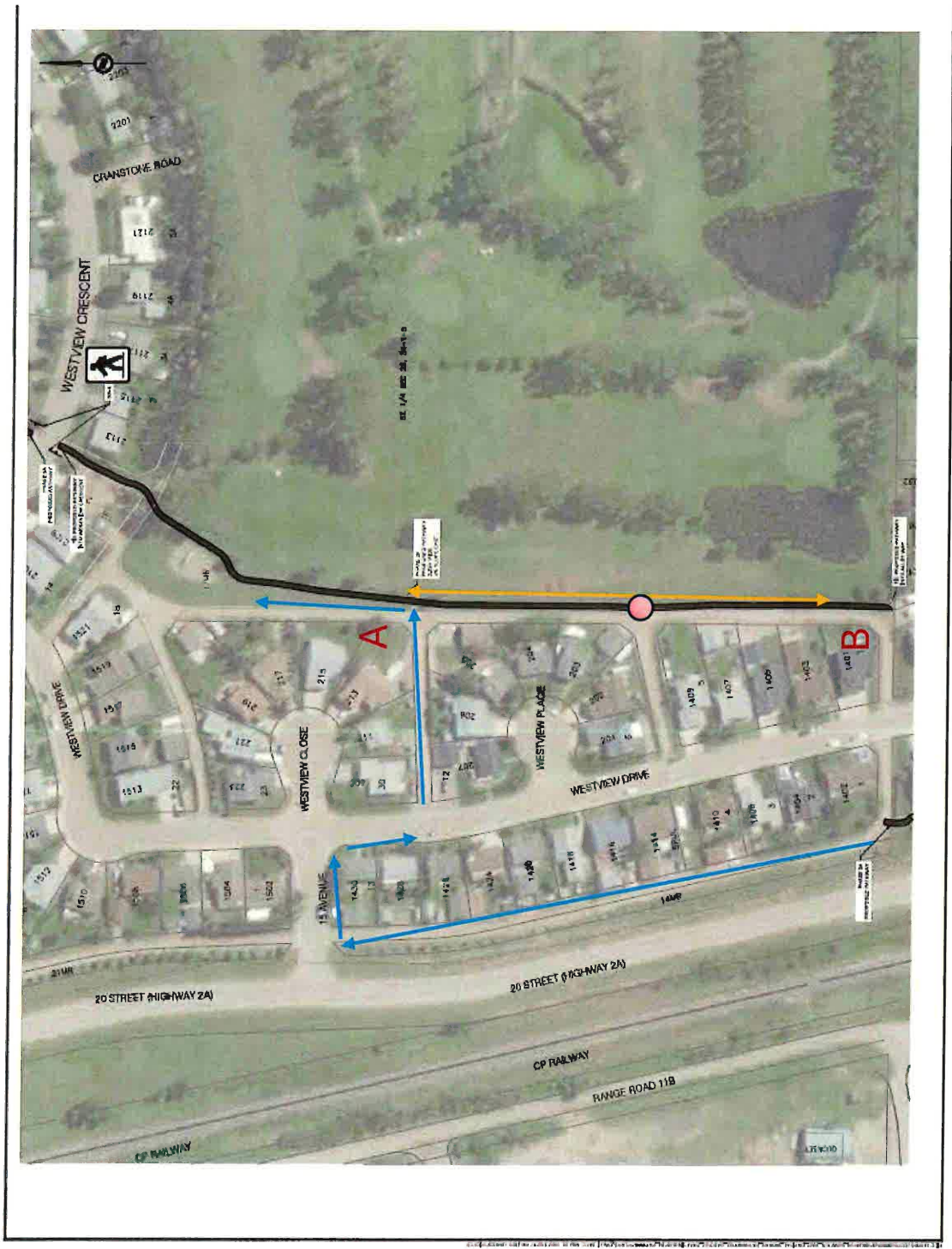
The land area is flat and free from obstruction.

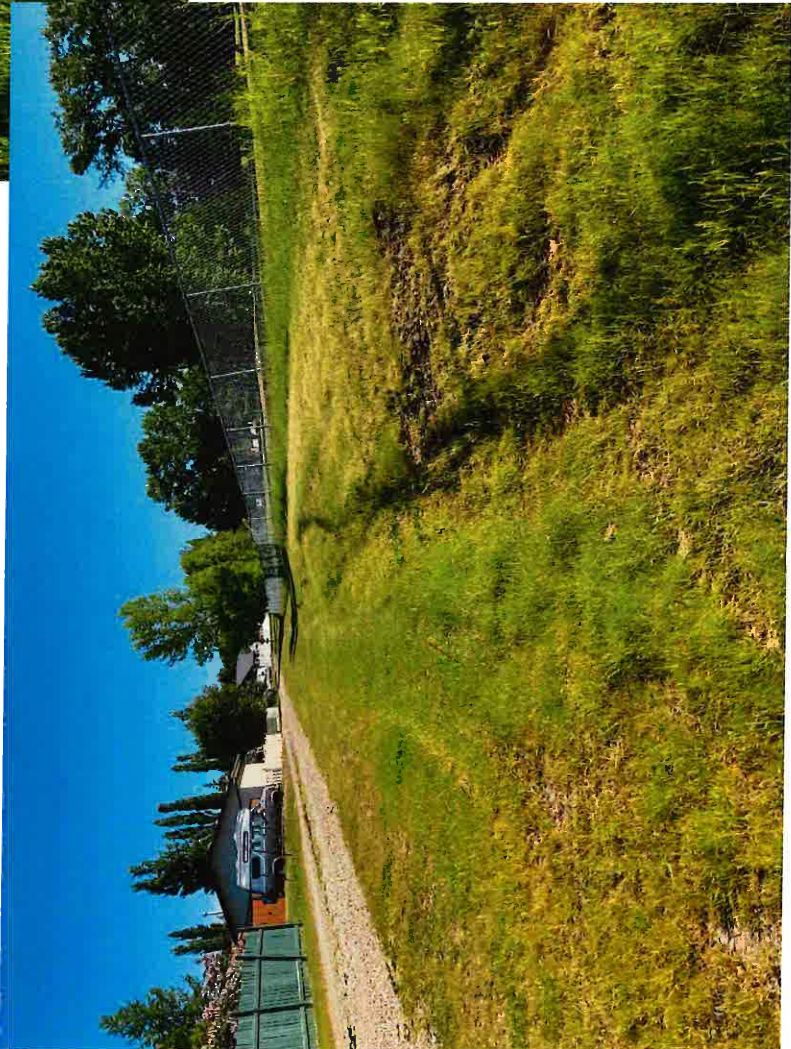
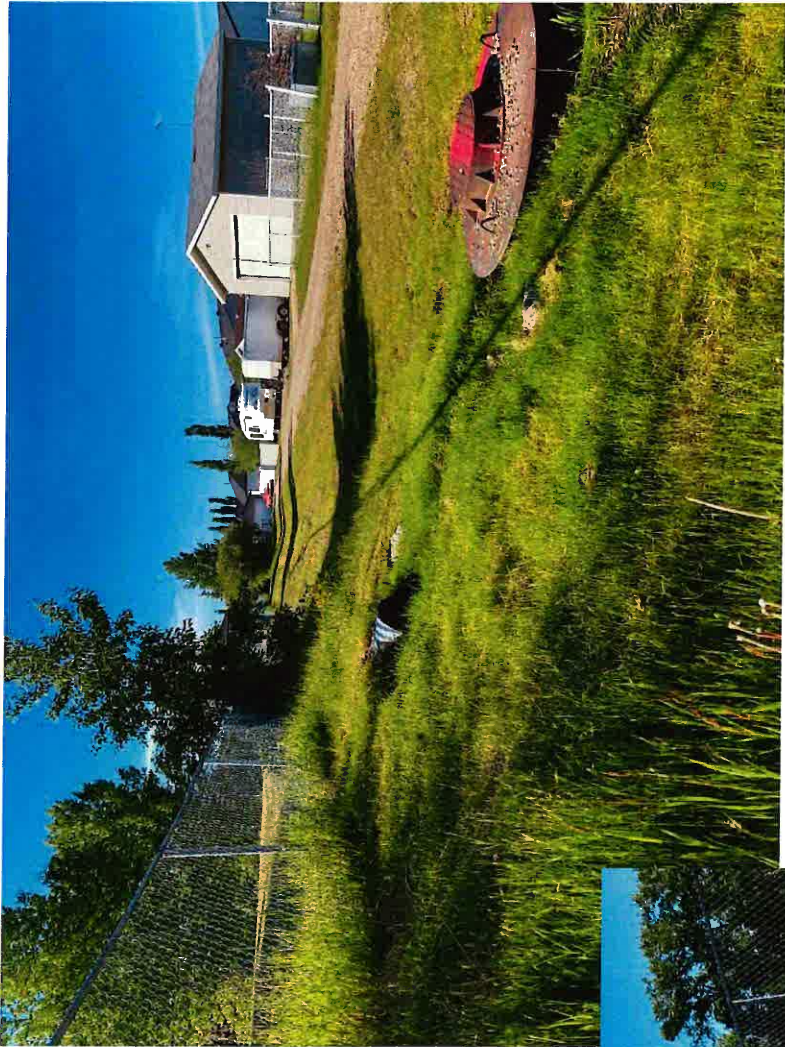
This option would however require:

- Approval from Bowden Hi Way Golf Association.
- Reconstruction of the fence.

6.e(v)

Administration requests direction from Council with regard to the alternatives presented above.





Regular Council Meeting: June 24, 2024.	Agenda Item: 6.f
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 Draft Agenda 2024 Municipal Leaders Caucus 2 CAEP Annual General Meeting (information).

Matters arising from past minutes.

Content:

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

- June 26** Intermunicipal Development Meeting – re: Land Annexation Negotiation Report
Red Deer County offices 1:30pm

- June 26** Special Events Committee meeting (7:00pm Council Chambers)

- June 27** Alberta Municipalities Summer Municipal Leaders Caucus (10:00am Innisfail)
(draft agenda attached)

- June 28** CAEP AGM (08:30am Didsbury Golf Course).
(details attached)

- July 12 - 14** Bowden Daze Rodeo

Draft Agenda for Summer 2024 Municipal Leaders' Caucus

Wednesday, June 12	Town of Falher	Falher Regional Recreation Centre
Thursday, June 13	Town of Bonnyville	Centennial Centre
Friday, June 14	City of St. Albert	St. Albert Curling Club
Wednesday, June 26	Village of Stirling	Stirling Community Centre
Thursday, June 27	Town of Innisfail	Innisfail Golf Club

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	A Watery Icebreaker Activity
10:30 a.m.	<p>Municipal Water Conservation Municipalities have the power to use water more effectively. In 2014, ABmunis adopted a water conservation policy asking municipalities to reduce their consumption by 30% by 2020 and we achieved that target! But lots of work remains. Our provincial average water consumption improved, but all municipalities can improve on water conservation through reduced demand and reduced infrastructure water loss. ABmunis is studying what new targets might look like, how best to measure progress, and how to support municipalities become better water managers.</p>
11:15 a.m.	<p>Provincial Infrastructure Funding You know how important provincial funding is to help build and maintain your local infrastructure. But do your residents, local media, and provincial MLAs truly understand the challenge your community faces if provincial funding for municipalities remains low? This session will involve an update on ABmunis' plans for new research to strengthen our advocacy for increased municipal infrastructure funding. Members are encouraged to come prepared to share one or two important infrastructure projects that are being delayed or cancelled because of your current funding challenges.</p>
11:45 a.m.	<p>Assessment Model Review It has been almost 20 years since the Government of Alberta has updated the assessment models for regulated property such as oil and gas wells and pipelines, telecommunications, railway, electrical power, and machinery and equipment. In that time, there have been three different, smaller-scale reviews, with the last one ending in 2020 when the Government of Alberta backed away from its plans and implemented several <u>short-term tax incentives</u> for oil and gas wells. This session will inform members about Municipal Affairs' current plan to review and update the assessment models for regulated property, which could have substantial impacts for some municipalities in four to five years.</p>
12:00 p.m.	Lunch

1:00 p.m.	<p>Local Election and Municipal Governance Changes</p> <p>The province's spring legislative session led to many surprising and highly concerning changes to legislation that will have significant impacts on municipal elections and municipal government operations. We will provide an overview of the changes and what they mean for municipal leaders. Members are encouraged to use this session to share what they've heard from MLAs and residents regarding changes to the <i>Local Authorities Election Act</i> and <i>Municipal Government Act</i> and highlight potential risks and consequences that ABmunis should be aware of. For example, we want to hear your thoughts on our advocacy approach and efforts as well as how changes to conflict of interest provisions and the increased ability for provincial oversight and interference may make you feel intimidated or impact the function of council.</p>
1:45 p.m.	<p>ABmunis Advocacy and Your Municipality</p> <p>This session will explore how the provincial government makes decisions and how you can inform and influence those decisions. How is your relationship with your MLA? What is your approach to engagement? Share your approach and hear from others as to what is and isn't working in terms of engagement. ABmunis will also highlight our advocacy, how we approach priority issues, and how you can help amplify our message.</p>
2:20 p.m.	<p>President's Report</p> <p>Brief update on other initiatives ABmunis is undertaking on your behalf.</p>
2:30 p.m.	<p>Host Municipality Session</p>
2:55 p.m.	<p>Closing Remarks</p>



2024 Annual General Meeting

Fri, June 28, 2024 08:30 a.m. - 12:00 p.m. MDT
 2302 20 Ave, Didsbury, AB T0M 0W0, Canada

2024 Annual General Meeting | Central Alberta Economic Partnership

Join us for the 2024 Annual General Meeting (AGM) hosted by the Central Alberta Economic Partnership (CAEP). This event is an excellent opportunity to engage with fellow members, hear insightful discussions, and contribute to the future directions of CAEP.

Date and Time

- **Date:** Friday, June 28th
- **Registration:** 8:30 AM

Location

- Didsbury Golf Course

Schedule

- **8:30 AM:** Registration & Coffee
- **9:00 AM:** Welcome & Breakfast
- **9:45 AM:** AGM Commences
- **10:45 AM:** Coffee Break
- **11:00 AM:** Keynote Speaker
- **12:00 PM:** Closing Remarks and Thank You's

Ticket Price

- **CAEP Member Ticket:** \$45
- **Non-CAEP Member Ticket:** \$60
- **Complimentary Code:** GOA, Board

Regular Council Meeting: June 24, 2024.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Deputy Mayor – Official Oath of Office

Content:

8.a Appointment of Deputy Mayor

8.a.(i) Legislative Requirement

As per the requirements of section 152 of the Municipal Government Act, Council must appoint a Deputy Chief Elected Official,

Deputy and acting chief elected officials

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

8.a.(ii) Deputy Mayor Schedule

The current schedule as approved at the Council Organization Meeting of October 25, 2021, is provided below.

The Deputy Mayor's List for 2021 to 2025 is as follows:

Deputy Mayor List & Schedule 2021 to 2025	
Name	Term
Councillor Paul Webb	November 8, 2021 to June 27, 2022
Councillor Wayne Milaney	June 28, 2022 to February 27, 2023
Councillor Sandy Gamble	February 28, 2023 to October 23, 2023
Councillor Deb Coombes	October 24, 2023 to June 24, 2024
Councillor Marie Flowers	June 25, 2024 to February 24, 2025
Councillor Randy Brown	February 25, 2025 to October 27, 2025

8.a.(iii) Recommended Action

That Councillor Marie Flowers takes the oath of office for Deputy Mayor for the period from June 25, 2024, until February 24, 2025.

OFFICIAL OATH OF OFFICE

Town of Bowden

Deputy Mayor

June 25, 2024, to February 24, 2025

Councillor Marie Flowers

I, Marie Flowers, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Deputy Mayor for the Town of Bowden, So Help Me God.

Signed _____

Dated _____

Sworn before me at the Town of Bowden in the Province of Alberta this 24th day of June 2024.

Robb Stuart, Mayor Town of Bowden
Term Expires October 27, 2025

BOWDEN

Regular Council Meeting: June 24, 2024.	Agenda Item: 10.a / 10.b / 10.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 Letter from Alberta Municipal Affairs 2 Letter from Alberta Municipal Affairs (June 6, 2024) 3 Email from Alberta Municipal Affairs (June 14, 2024)

Content:

10.a

Alberta Municipal Affairs – letter from Minister Ric McIver – reference Canada Community Building Fund.

10.b

Alberta Municipal Affairs – letter from Minister Ric McIver – reference Bill 20.

Recommended Motion:

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

10.c

Alberta Municipal Affairs – MA Engagement Team email (re: meeting opportunity with Minister Ric McIver).

Recommended Motion:

Motion by Councillor _____ that Council prepares a list of potential topics for discussion with Minister Ric McIver and further submits an email request for a meeting with the Minister.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver
Minister

cc: Chief Administrative Officers



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115084

June 6, 2024

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

Dear Mayor Stuart:

The Honourable Danielle Smith, Premier of Alberta, shared your letter of May 14, 2024, regarding Alberta's introduction of Bill 20: the *Municipal Affairs Statutes Amendment Act, 2024*. I am pleased to respond on behalf of the Government of Alberta.

As you are aware, Bill 20 recently passed and will modify two key pieces of legislation for Alberta municipalities – the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)*. Bill 20 will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials. I realize there has been much misinformation about the contents and intent of this bill, and I am pleased to respond.

Under Canada's Constitution, there are two levels of government that are defined: provincial and federal. All municipal matters fall under provincial jurisdiction. The Government of Alberta has delegated significant authority to locally elected municipal governments under the *MGA*, to make decisions of a local nature on behalf of their residents. This said, all municipal jurisdictions are subject to provincial legislation and authority.

Through the powers in the Constitution and the *MGA*, the provincial government has always had the ability to dismiss a councillor, and it is a process that is not taken lightly. As you may be aware, I recently made the decision to dismiss a mayor and several councillors. More information on that situation is available at www.alberta.ca/chestermere-municipal-inspection.

This process was done through a municipal inspection and ministerial order. While this process may be appropriate for most cases, there may be situations that require an expedited process as outlined in Bill 20. I strongly believe in local decision-making, but like all governments, municipalities must focus on matters within their delegated responsibility when making their decisions.

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- 2 -

Similarly, the province's authority to repeal or amend bylaws is not new. The *MGA* already provides Cabinet the ability to intervene in planning and development bylaws; however, this ability has never been used. In 2022, the government introduced Bill 4, which amended the *MGA* to repeal bylaws related to face mask mandates in the City of Edmonton. This was an example of a municipal bylaw that was contrary to provincial public health advice. The changes in Bill 20 will enable government to repeal bylaws through a more expedited process; however, it remains that this would be only used in rare circumstances.

On May 23, I tabled additional amendments, to further clarify the intent of this bill. The amendments can be found at www.alberta.ca/strengthening-local-elections-and-councils. I encourage you to review the bill with amendments directly for more information on the contents of Bill 20.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever.

In addition, the updates to the *MGA* and the *LAEA* will enhance transparency and ensure that local elected officials are held accountable to the Albertans they represent. We are strengthening public trust in local elections by eliminating the use of electronic tabulators. It is important for Albertans to feel they can trust the methods and results of local elections and requiring all ballots to be counted by hand will give Albertans that assurance.

Bill 20 will also enable the option to have criminal record checks as a part of candidate nomination packages and will allow local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. I will also note that no candidate will be required to join a political party – they will always remain voluntary and local.

Bill 20 will also increase transparency in campaign financing. In 2018, the government at the time banned corporation and union donations to individual candidates. Rather than taking the "big money" out of local elections, donations shifted to third-party advertisers. For example, Calgary's Future raised \$1.7 million to endorse nine specific candidates who were elected in the 2021 municipal election. By enabling corporation and union donations at a cap of \$5,000 per municipality, voters will have public records of the unions, corporations, and individuals supporting candidates. We are also introducing an expense cap for municipal campaigns to limit donations collected and keep local campaigns focused on the current election.

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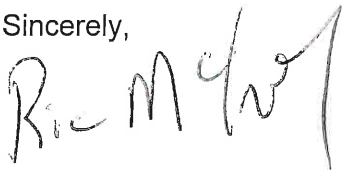
Albertans deserve to have faith in their local governments, and Albertans expect municipal leaders to behave responsibly to reflect the interests and needs of the community. Occasionally, the provincial government is asked to look into the management of an Alberta municipality and the leadership of its elected officials. We always treat such requests with the due diligence they deserve. Albertans deserve a provincial government that can respond promptly to extraordinary situations that occur within a municipality.

Bill 20 also includes amendments to the *MGA* that will encourage housing development in municipalities. Affordable and attainable housing has become one of the most urgent concerns across the country, and the Government of Alberta is unlocking options for municipalities to consider as they take local action to address housing affordability. The amendments to the *MGA* will create balance between appropriate engagement with residents and stakeholders and prompt municipal planning and development decisions. This ensures that municipalities have greater flexibility to tackle their housing priorities while providing residents with the opportunity to have their say about development plans in their communities.

This bill was informed by feedback my ministry received from Albertans in 2021-23. The results of the consultation surveys can be found at www.alberta.ca/local-elections-and-councillor-accountability-engagement. I appreciate your feedback and your participation in the discussion of this important piece of legislation. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve.

Now that Bill 20 has passed, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Sincerely,



Ric McIver
Minister

cc: Honourable Danielle Smith, Premier of Alberta
Honourable Devin Dreeshen, MLA, Innisfail-Sylvan Lake

Arno Glover

From: CAO
Sent: June 14, 2024 11:38 AM
To: Arno Glover
Subject: FW: Meeting request with Minister Mclver – ABmunis Fall 2024 Convention

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: Friday, June 14, 2024 11:37 AM
To: MA Engagement Team <ma.engagement@gov.ab.ca>
Subject: Meeting request with Minister Mclver – ABmunis Fall 2024 Convention

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric Mclver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister Mclver during the convention, please submit a request by email with potential topics for discussion to ma.engagement@gov.ab.ca no later than **July 12, 2024**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister Mclver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs

Regular Council Meeting: June 24, 2024.	Agenda Item: 11.a / 11.b / 11.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Content:**11.a
CAO's Report****Recommended Motion:**

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

**11.b
Council Committee Reports**

No reports submitted.

**11.c
Society & Other Reports**

- i. Parkland Regional Library System Board Meeting Minutes (May 16, 2024)
(report submitted by Councillor Deb Coombes)
- ii. Bowden Grandview School (meeting of May 21, 2024)
(report submitted by Councillor Deb Coombes)

The following reports are provided under separate cover (confidential)

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

- iii. Bowden Friendship Club (meeting of May 16, 2024).
(report submitted by Councillor Marie Flowers)
- iv. Bowden Ag Society (meeting of April 24, 2024).
(report submitted by Councillor Paul Webb)
- v. Bowden Ag Society (meeting of May 21, 2024).
(report submitted by Councillor Paul Webb)

Note:

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

Recommended Motion:

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

Regular Council Meeting: June 24 th , 2024.	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1 Employee Engagement Program

We have been working with Insight Human Resources over the past two months to develop an employee engagement strategy. We began to roll out portions of the strategy with staff on June 18th. This has been a fully inclusive and interactive process.

Of course, the ultimate goal is greater employee satisfaction, and ultimately, improved service to our residents.

2 LGAA

I attended the Local Government Administrators Conference June 19, 20.

As part of the convention organizing committee, I was asked to moderate some sessions.

As well, I engaged with representatives from Municipal Affairs regarding several issues, including Bill 20 and LGFF.

I hope to have additional information to provide on June 24th.

3 Town Maintenance

Crews have been out in two areas during the past week. Of course, street patching got underway the week of the 17th.

The work will be ongoing in different phases as other infrastructure projects are undertaken.

Also, work has begun on some major tree maintenance.

We have some large trees in town that need are in poor health and need to be removed.



PRLS Board Meeting Minutes

May 16, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday May 16, 2024 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie AlMBERG, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Jaime Coston, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Edna Coulter, Jeff Eckstrand, Stephen Levy, Shawn Peach

Absent: Jul Bissell, Doug Booker, Doug Francoeur, Darryl Motley, Jacquie Palm-Fraser, Ron These

Visitors: Lindsey Schmidt, Erin Switenky, Tim Field (Village of Big Valley), Trina Suther (Village of Hughenden)

Staff: Hailey Halberg, Olya Korolchuk, Paige Mueller, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

According to section 31 (1) of the Alberta Libraries Act,

Board member disqualification

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.



The following board members have sent their regrets and cannot attend today's board meeting. To ensure their continuance on the Parkland Library Board in compliance with the legislation the following motion will be made.

Motion by Gord Lawlor to excuse Edna Coulter, Jeff Eckstrand, Stephen Levy, and Shawn Peach from attendance at the board meeting on May 16, 2024 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 11/2024

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. Joy-Anne Murphy mentioned that the timed agenda should be noted as approximate so that there is no motion necessary if the time allotment goes over.

Motion by Ray Reckseidler to accept the agenda as amended.

CARRIED
PRLS 12/2024

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the February 22, 2024 minutes.

Motion by Gord Lawlor to approve the minutes of the February 22, 2024 meeting as presented.

CARRIED
PRLS 13/2024

1.3. Business arising from the minutes of the February 25, 2024 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Diane Roth to approve the consent agenda as presented.

CARRIED
PRLS 14/2024

3.1 Presentation of the 2023 Parkland Audit

Gilliat turned the meeting over to Lindsey Schmidt and Erin Switenky from Parkland's audit company, MNP, to review and discuss any questions from the 2023 Financial Statement's and Audit Findings.



The audit statements and findings were previously presented by Lindsey Schmidt and Erin Switenky at the March Executive Committee meeting where they were approved. The auditors stated that;

"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."

Bauman noted that there is no management letter this year, or recommendations, which shows the commitment of Parkland Staff to ensuring Parkland's financial management is sound.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 15/2024

Lindsey Bauman and Erin Switenky left the meeting at 10:41 a.m.

3.2 PRLS Membership Agreement

Gilliat reviewed. At the February board meeting there was discussion about the possibility of opening and thoroughly revising Parkland's membership agreement.

At their March 21st meeting, the Executive Committee discussed whether it should recommend opening Parkland's agreement. After much discussion, the majority of Executive Committee members present at the meeting approved a motion recommending the board leave the membership agreement as it is.

Not including staff time, or additional stakeholder meeting costs, Parkland's legal firm, Chapman Riebeek, estimated that legal costs associated with a major revision of the membership agreement would cost between \$5,000 - \$7,500.

As for timelines, Parkland's Director inquired with the other library systems which undertook changes to their agreement and one system took five years, a second took between four and five years, and a third took about one year for a single amendment.

Since legislation has changed over the years, the Public Library Services Branch with Municipal Affairs would have to review any changes to the membership agreement for legislative compliance. It would also be advisable to consult with our municipal membership to see what changes they might want since the Parkland agreement is an intermunicipal agreement.

After some discussion, it was agreed that there is nothing so outdated that the agreement needs to be changed at present.

Motion by Janice Wing to receive for information.

CARRIED
PRLS 16/2024



3.3. Employee Retention - Deb Smith

Smith reviewed her submission to the board package, talking about Parkland's product being its staff and that it is important to value and compensate the specialized staff that Parkland has.

Motion by Dana Kreil to receive for information.

CARRIED
PRLS 17/2024

3.4. PRLS Compensation Policy

Gilliat reviewed. The Parkland board passed a new compensation policy along with a new salary grid at the board meeting in November 2023. The new grid and policy will not take effect until January 2025. At the start of 2024 staff worked with the Executive Committee on how the new salary grid would be implemented since how staff are placed on the new grid would have significant budget implications.

Williams reviewed the potential changes. When examining the new compensation policy within the context of implementing the new grid, it became apparent that some clarification in the wording of the policy would be useful. Issues for revision included:

- Clarify when a staff member qualifies for a salary increase when returning from an authorized leave
- Clearly stating that adding a cost-of-living adjustment to the grid will be optional
- Removing the sentence at the end of the policy where it states that the compensation policy can only be changed at the February board meeting because the board can change its policies at any time
- Other alterations amounted to minor changes in wording designed to clarify the policy

Deb Coombes left the meeting at 10:50 a.m.

Motion by Janice Wing to approve the changes to Parkland's 4.4.10 *Cost of Living and Compensation Policy* as amended.

CARRIED
PRLS 18/2024

3.5. PRLS 2025 Budget

Williams presented the budget. In response to direction provided by the Executive Committee staff have prepared the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.



- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents.
- Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- The Government of Alberta has indicated operating grants will be funded at the same level as 2024. The system operating grant will remain at \$4.75 per capita and the rural library services grant at \$5.60 per capita (lines 1.1, 1.4, and 2.1).
- The new nine-step salary grid will be implemented by putting staff on the grid at the nearest dollar amount to where they are now but not lower. There will be no additional step increase and no COLA adjustment was added. The increase to the salary line equals approximately 2.8%.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

All other adjustments to budget lines, up or down, are based on multi-year estimates or adjustments for inflation.

A letter from Ric McIver, the Minister of Municipal Affairs, confirming that library funding will be stable in 2025 was included in the package.

The budget with the full notes will be brought back to the board in September for formal approval. At this meeting board input is being sought as staff adjust to the return to the population figures supplied by Municipal Affairs to invoice municipalities.



Motion by Ray Reckseidler to approve the 2025 Parkland budget as presented.

CARRIED

PRLS 19/2024

3.6. Audit Policy Statement

Williams reviewed. At the May 18, 2023 meeting of the Parkland board, the following motion was made to empower the Executive Committee to review and approve Parkland's audit;

Motion by Deb Smith to change PRLS Executive Committee policy to read "The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting".

CARRIED

PRLS 30/2023

While policy 2.6 the "Role of the Executive Committee" was updated, a further change in 4.4.4 of Parkland's audit policy statement was not updated. Since the direction and motion approved by the board was clear, Parkland has updated the wording of 4.4.4 to correctly reflect current practice and ensure policy 4.4.4 reflects the change made by the board.

Motion by Teresa Cunningham to receive for information.

CARRIED

PRLS 20/2024

3.7. Board Room Recording Equipment

Williams reviewed. With the advent of COVID-19 and Parkland's switch to virtual "Zoom" meetings, the technology allowed Parkland to record board discussions and motions. While the board opted for virtual meetings for 2024, many board members prefer in-person meetings and there is always the possibility Parkland will return to in-person board meetings in the future.

At the October 2023 Executive Committee meeting, a motion was made that all board meetings be recorded and posted publicly. For board meetings to be recorded, Parkland will either have to remain holding board meetings online in perpetuity, or implement upgrades to the board room's sound system to accommodate the recording of in-person meetings.

Parkland solicited a quote from the same audio/visual company that installed our current board room set up. The estimated cost is over \$33,000 to install recording equipment. Parkland has no budget line to pay for this upgrade, so funds would have to be provided from reserves.

The system Parkland looked at was a very inexpensive system which will also require significant additional staff training plus additional staff to operate during in-person board meetings. More sophisticated systems could be purchased, but costs could more than double.



After reviewing the matter at their January 25th meeting, Parkland's Executive Committee decided to table the decision on whether to upgrade the board room with recording equipment until after the auditors confirm if Parkland has a surplus from 2023, and if so, in what amount.

When expenditures from reserves in 2023 are taken into account, Parkland's net change in financial assets decreased by \$236,248. To site one example, the new websites developed for Parkland's libraries completed last year cost \$200,000 from the Technology Reserve. For 2024 technology purchases for Parkland and member libraries are anticipated to be over \$212,000. Parkland does not budget funds for reserves, and with reserve levels dropping, the Executive Committee needed to decide on what Parkland's spending priorities should be. Parkland only replenishes its reserves when there are budget surpluses.

The matter was discussed at the March Executive Committee meeting and they agreed that purchasing equipment for recording board meetings is not a priority at this time, especially if board meetings remain virtual.

Unless the board wants this matter pursued, no further action will be taken.

Motion by Teresa Cunningham to receive for information

CARRIED

PRLS 21/2024

3.8. Marketing and Advocacy Committee Report

Gilliat turned the meeting over to Gord Lawlor, the Chair of the Advocacy Committee.

Parkland's new Return on Investment documents are available on Parkland's website.

In past years, the sharing of resources among libraries was calculated only using the statistics for those counties with an outlet library. However, when calculating the ROI amounts for items such as materials allotment, technology savings, and the Rural Library Services Grant, the combined statistics for all area libraries were used.

Staff discussed this matter with the Advocacy Committee and the Executive Committee. Both committees voiced strong support for including the full resource sharing numbers from all the libraires in the counties for the sake of consistency.

Copies will be sent to each municipality. As board members, your advocacy assignment is to please ensure that the ROI for your member municipality is presented to council. If council or administration has any questions about their ROI that you can't answer, please have them contact Parkland directly and staff will be happy to answer any questions or meet with municipal council or administration.

On May 10th, Parkland celebrated its 65th anniversary. There was a small celebration with cake and good company. Parkland purchased some art for the occasion and gave building tours to people who hadn't visited the new building before. Thank you to everyone who came out for the get together.



Finally, included in the package was a letter drafted and distributed by the Library Association of Alberta (LAA) on the issue of the Government of Alberta's position on *Parental Rights*. This letter was sent to all major news outlets, the LAA membership, and to all Parkland libraries by LAA's President. This is the first time in living memory a library association has taken a position on a political issue in Alberta. Parkland has been a member of LAA for decades. LAA is a multi-sector library association.

Parkland's Executive and Advocacy Committees reviewed LAA's letter. Subsequently, Parkland made inquiries with our local member of the Legislative Assembly (MLA) Jennifer Johnson and were informed no legislation has been drafted. This means the LAA was taking a position on legislation that does not yet exist.

In addition to sending Parkland's response letter to the LAA, it was sent to all Parkland member libraries. This is because the President of the LAA sent it to all Parkland libraries through her Parkland email account and not an LAA email address.

A response to Parkland's letter from the LAA was received on May 6th and another letter was received from the City of Camrose Public Library Board on May 7th. A response from PRLS Board Chair Barb Gilliat was sent to the Camrose Library Board on May 9th.

Joy-Anne Murphy from the City of Camrose spoke to the letter from the Camrose Public Library (CPL) Board. She voiced three concerns:

1. There seemed to be the same lack of consultation by Parkland with its libraries before writing their resignation letter as Parkland had pointed to LAA's lack of consultation with its members before distributing their original letter.
2. PRLS speaks to remaining impartial, on political or social issues. CPL believes the issue of intellectual freedom should not be categorized as political as it applies to all patrons in libraries.
3. CPL is concerned that this issue has created division, which could negatively impact Parkland's smaller libraries in regards to access to services from LAA.

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

CARRIED
PRLS 22/2024

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, and Finance & Operations Report for information.

CARRIED
PRLS 23/2024



3.10. Parkland Community Update

Hardisty Public Library has partnered with Vision Credit Union to receive a helping hand grant for \$5,000 to provide cement steps and hand rails for the library. They also have a ground level automatic door at the side entrance to the library.

Bentley Municipal Library is celebrating their 75th anniversary on the 15th of June.

Innisfail Public Library celebrated their 120th anniversary on April 13th with a cake and time capsule. They have also launched a new program, a human library, in cooperation with the Innisfail Welcoming and Inclusive Community Committee. A resident who emigrated from Sri Lanka presented on May 15th at the library.

Camrose Public Library is starting a fund in cooperation with the Battle River Community Foundation, but needed seed money of \$10,000, which was provided by an anonymous donor. They will be adding monies to the fund in the future. They also have 3 summer students hired with help from a federal government program. Lastly, they are holding intellectual freedom training on May 27th with James Turk for the Camrose staff and library board.

Stettler Public Library have their summer student pages returning for the 4th year in a row.

Penhold and District Public Library acquired a telescope and are creating a policy to lend it out to the public. They are currently gearing up for summer reading club. The library manager and Board Chair came to Parkland's 65th anniversary and appreciated the time capsule on display.

4. Adjournment

Motion by Ray Reckseidler to adjourn the meeting at 11:53 a.m.

CARRIED
PRLS 24/2024

Chair



Town of Bowden 2023 Return on Investment

Your Membership

Total Financial Benefits

\$96,144.79

Return on Investment

\$1.00 = \$8.57

Based on a population of **1,282**, the cost of membership to Parkland Regional Library System for the Town of Bowden was **\$11,217.50** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to Bowden Public Library:

2023 materials allotment	\$1,448.66
Rural Library Services Grant	\$15,321.60
Allotment from Red Deer County	<u>\$3,413.73</u>
TOTAL	\$20,183.99

Cost benefits of PRLS services

Technology Savings to Bowden Public Library:

Computers for library use	\$1,699.98
Software & Licensing	\$4,132.52
SuperNet connection	<u>\$6,483.60</u>
TOTAL	\$12,316.10

Resource Sharing Savings to Bowden Public Library:

Items borrowed from other libraries	1,891 @\$15.78	\$29,839.98
Digital items borrowed from PRLS	696 @\$48.57	<u>\$33,804.72</u>
TOTAL		\$63,644.70

Combined Savings

\$75,960.80



System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
 - *Ancestry Library Edition*, a popular genealogical research resource.
 - *Consumer Reports* for thorough consumer product information.
 - *Grant Connect*, linking Canadian charities with funding programs.
 - *PressReader*, offering access to newspapers and magazines.
 - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
 - Large print books
 - Audiobooks
 - Program kits (book-based, tech-based, gaming, virtual reality)
 - Gaming equipment & promotional items
 - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

Red Deer County assigned a rural population of 3,021 to the Town of Bowden

May 21, 2024

BGS School Council

email address is: bgscouncil@gmail.com

Google Meet Link

Present: Deen Lockhat (incoming principal), Alahna Hunter, Marie Flowers, Jen Wood, Brittany Houchin, Lindsay Taylor, Linda Wagers,

Regrets: Jade FCSS, Carla Sparks, Deb Coombes

Agenda Additions:

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:**

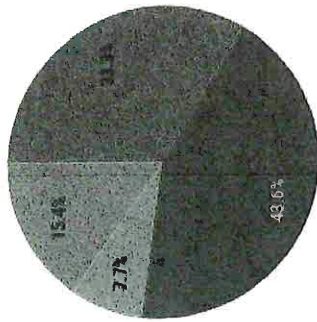
BGS Upcoming Events

May 22-Grade 4-6 Track day pm
 May 24- PE 20/30 swimming pm
 May 27-The Climb conference gr 10 & 11 girls at RDP
 May 29-HS Track zones
 May 31-Welcome to Kindergarten 1-3:30
 -Class of 2024 Cap and Gown
 June 1-Class of 2024 Banquet
 June 4-Physics 30 Field trip
 June 5-HS PE Mountain Biking
 June 6-RD Symphony Orchestra- Elementary pm
 June 7-Non-Instructional Day
 June 11-ELA 30 Part A Diploma Exam
 June 12-ELA 9 Part B PAT
 June13-Math 9 Part A PAT
 June 14-Grade 2/ 3 Field Trip
 June 17-Math 30 Diploma Exam
 June 18-ELA 30 Part B Diploma Exam
 -Math 9 Part B PAT

Admin Report

1. Deen Lockhat introduction
2. 2024-2025 BGS Student Calendar
3. Welcome Back BBQ date? Sept 12?
4. Staffing:
 - a. Jade Wilde maternity leave end of May - Amanda Knock will come in for June
 - b. Katelyn Barkshire - gr 6
 - c. Coreen Nelson - gr 3
5. BGS Spring Survey

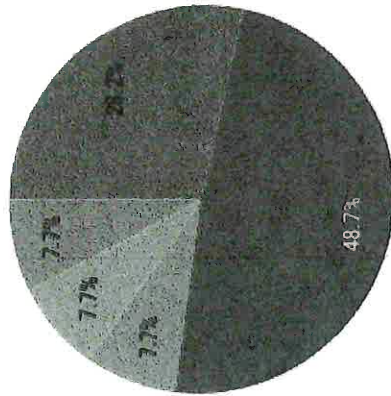
1. Our teachers and support staff work hard to engage every student in meaningful learning by challenging, encouraging, and believing in them. Our goal is to ensure that every child reaches their academic potential. Are you satisfied with the level of support your child is receiving to be academically successful at school?



- Very Satisfied
- Satisfied
- Dissatisfied
- Unsure at this time

Very Satisfied	13
Satisfied	17
Dissatisfied	3
Unsure at this time	6
Grand total	39

2. Safety is a key priority for Chinook's Edge School Division. We believe that every student deserves to feel welcome, safe and accepted in our school environments. Do you agree that your child's learning environment is welcoming, caring, respectful and safe?

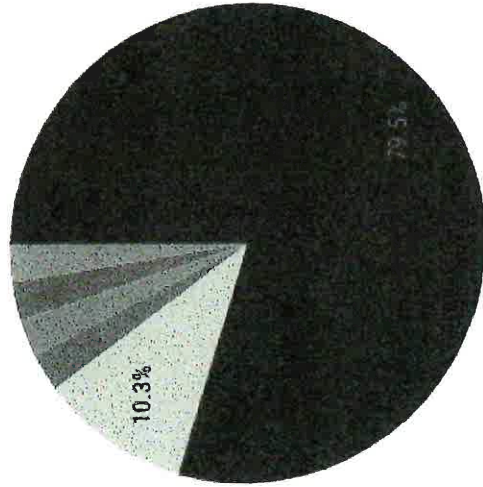


- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Unsure at this time

Strongly Agree	11
Agree	19
Disagree	3
Strongly Disagree	3
Unsure at this time	3
Grand total	39

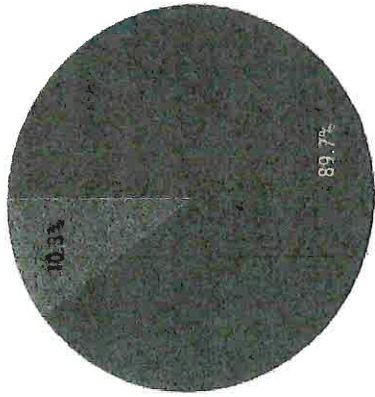
3. Research shows that regular attendance is crucial for academic success at school. If regular attendance is a challenge for your child, please identify the reason for absenteeism.

- None of the above. Attendance is not an issue for my child.
- Other
- Mental health challenges, aside from anxiety, prevent my child from attending.
- My child is not engaged in their learning.
- My child misses school frequently for sporting or cultural events.
- Anxiety is a barrier for my child.



None of the above. Attendance is not an issue for my child.	31
Other	4
Mental health challenges, aside from anxiety, prevent my child from attending.	1
My child is not engaged in their learning.	1
My child misses school frequently for sporting or cultural events.	1
Anxiety is a barrier for my child.	1
Grand total	39

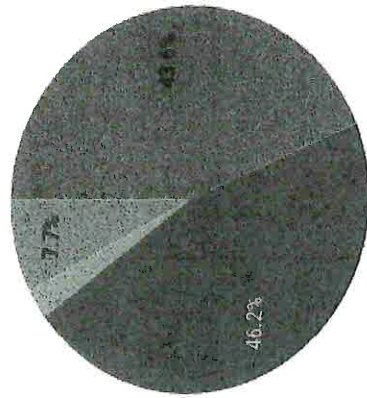
4. Research supports the positive impact that an adult role model can have on a child. Whether that person is an Educational Assistant, a Teacher, Administrator, or Support Staff member, is your child connected to at least one adult in the school?



● Yes
● No

Response	Count
Yes	35
No	4
Grand total	39

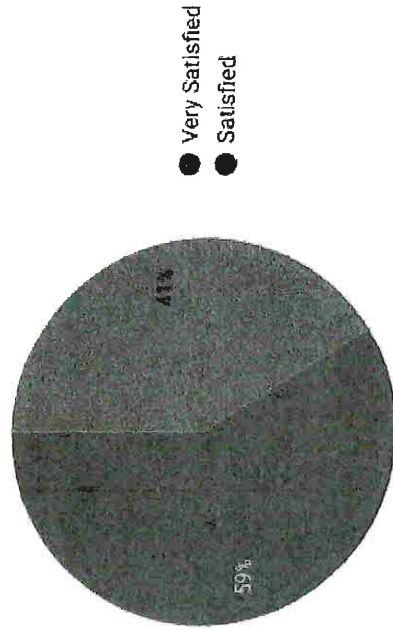
5. We invite parents to participate in their child's learning by attending parent teacher interviews and/or School Council, checking PowerSchool regularly, connecting with their child's teacher, volunteering and simply talking at home about learning at school. Are you satisfied that your child's school provides adequate opportunities for you to be involved in your child's education?



- Very Satisfied
- Satisfied
- Very Dissatisfied
- Unsure at this time

Very Satisfied	17
Satisfied	18
Very Dissatisfied	1
Unsure at this time	3
Grand total	39

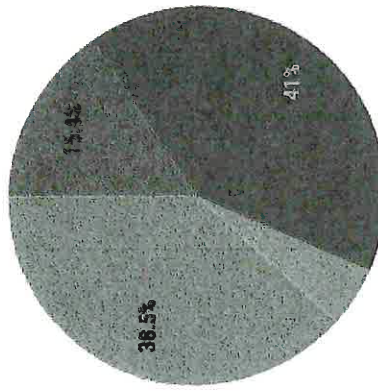
6. In Chinook's Edge School Division we believe strong relationships between school and home are integral, and are built through open communication. We use a variety of tools to communicate: emails/texts, newsletters, PowerSchool, websites, social media, phone calls and parent teacher interviews. Also, staff communicate directly with students/families using Google classroom, and newsletters. How satisfied are you with the communication your family receives?



Very Satisfied	16
Satisfied	23
Grand total	39

7. From Kindergarten to grade 12, our schools provide career pathway learning for students to explore and experience a variety of future career possibilities. This may look like guest speakers sharing career experiences, field trips focused on career-related experiences, post-secondary representatives visiting the school or your child going to the post-secondary, career interest inventories to discover future possibilities, conversations with career counsellors, and real work-related learning like work experience or dual credit. Are you satisfied with the opportunities to explore post-secondary education and career pathways that are provided by your child's school?

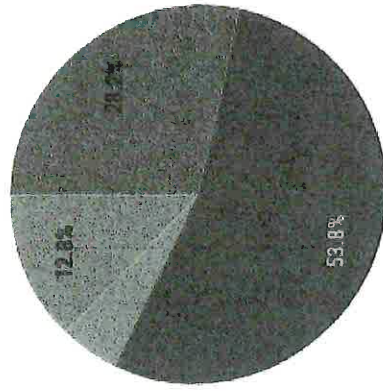
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- Very Satisfied
- Satisfied
- Dissatisfied
- Unsure at this time

Very Satisfied	6
Satisfied	16
Dissatisfied	2
Unsure at this time	15
Grand total	39

8. At Chinook's Edge School Division we work to create an environment that piques curiosity, provides interactive learning opportunities and extends beyond the four walls of the classroom. Our school staff create positive, interesting and accessible learning environments for students each day. Based on your experience are you satisfied with your child's level of engagement at school?



- Very Satisfied
- Satisfied
- Dissatisfied
- Unsure at this time

Very Satisfied	11
Satisfied	21
Dissatisfied	2
Unsure at this time	5
Grand total	39

Parent Questions:

None at this time

Town of Bowden:

Marie attended for Deb today. Nothing to report.

FOG:

Did a flowers fundraiser. We raised approx \$500. FOG meeting will happen in June. Will send out an email for all that attended the fall meeting. Want the new principal to be present so the group can discuss future projects. We can then plan a gaga pit date for installation. Once school is over it will be great to get that installed. Then we are not disrupting any school activities.
Breakfast program is down to the last month. Will have extra stuff for the days of finals for any class that wants

	<p>extra breakfast.</p>
<p>Parents Matters group</p>	<p>There will have to be new representation for next year from our school for parent matters committee since Carla will stepping down. Please let Alahna know if you are interested.</p>
<p>CESD Trustee Report</p>	<p>Parents Matter meeting from April had a presentation from Hugh Sutherland School Parent Council and made some great suggestions to the group as to what they do to make things work well and better. Also Innisfail High School contributed to this discussion.</p> <p>ASCA was attended by 12 parents representing CESD and info from SVS parents was/is to be shared with BGS parents.</p> <p>The Board has completed its 3-yr Capital Plan for 2025-8 The five top included are:</p> <ul style="list-style-type: none"> ● 1. New Grade 10-12 high school in Sylvan Lake ● 2. Modernization of Innisfail High School ● 3. New elementary school in Olds ● 4. New Grade K to 8 school in Liberty Landing in Gasoline Alley ● 5. New middle school in Carstairs or a modernization of Hugh Sutherland School <p>Penhold Waskasoo Middle School is well on its way into construction!</p> <p>Transportation continues to haunt us. We will be trying to do our best to balance against rising costs. Busing in Bowden will remain as is. REMINDER! Please pay your transportation fees before June 1st in order to save \$25 per student. A "late fee" will be accessed for any transportation fees not paid by the end of June.</p>

	<p>ASBA (AB School Boards Assoc) has the Spring General Meeting June 2-4th and I will be attending as well as the Rural Cacus meeting.</p> <p>Looking forward to BGS Grad next week - seriously WHERE HAS THIS YEAR GONE?</p>
<p>FCSS Report</p>	<p>Hello Everyone! Sorry I cannot attend today's meeting as I am on holiday. Tying up a few loose ends this a.m. and sneaking this report in too.</p> <ol style="list-style-type: none"> 1. YES/FCSS - Wrapped "Chillin with my Gnomies" Grade 5 made a Gnome for themselves, and one for a friend. The results were super cute. 2. YES/FCSS Started "YES Chef" with grades 5-6 last monday with "No Bake Protein Bites". It was the perfect starter, next Monday the 27th we will make Pita Pizza. Summer activity planning will be taking place that day too. 3. The Community Garden officially opened this past weekend. We are excited to have the addition of a large rain tote this year. Looking forward to working in the Garden with the Life Skills Crew. 4. Bowden Public Library will offer LEGO Club Wednesday, May 22 from 6 to 7:15. Children under 6 must have a guardian. 5. Resume Writing Workshop at the Bowden Public Library with Henday Association on May 27. Registration Required, contact B.P.L.> 6. Innisfail FRN is offering Bowden Youth at the Bowden Event Centre on May 27th "Bird Brains". Ages 7-12 welcome, registration required. 7. Innisfail FRN is hosting a new program "Preschool Pals" on Mondays from 1-2:30 at the Bowden Event Centre. Ages 0-6 and their caregivers. Registration Required. 8. Bowden Daze Pro-Rodeo save the date: July 12, 13 & 14. Congratulations to Brooklyn Van Sickle (BGS 2024 Grad Student) for becoming one of 3 contestants for the "Bowden Daze 2024 Rodeo Queen".
	<p>Meeting dates for 2023/24 - September 20, October 17, November 21, January 16, 2024 February 27, March 19, April 23, May 21, 2024</p>