

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on Tuesday 10 October commencing 7:00pm.

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None scheduled. | |
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None scheduled | |
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**Town of Bowden – Regular Council Meeting
held on Monday September 25, 2023
at Town of Bowden Council Chambers.**

000002

MINUTES DRAFT

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 7:02pm.

PRESENT

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

STAFF

CAO	Rudy Friesen
Recorder	Arno Glover
Julie Harges	Red Deer County, Planning & Development

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Deb Coombes that Council adopts the September 11, 2023, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

There were no public hearings.

5. DELEGATIONS

Katie Smith (Town of Bowden resident) presented to Council arguments in favour of urban hen ownership within the Town.

Included within the agenda were five supporting documents. A further handout was given to Councillors at the end of the presentation.

Motion 5.a moved by Councillor Randy Brown that Council accepts the delegation presentation and items submitted as information.

MOTION CARRIED UNANIMOUSLY

000003

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

An update was provided to Council as part of the CAO's Report (Agenda item 11.a).

Agenda item 6.b Council Remuneration Policy

The Elected Official's Remuneration, Benefits & Expenses Policy defines Councillor's remuneration and benefits and the process for remuneration review.

Administration informed Council that the first meeting of the Council Remuneration Committee was held on Friday September 22, 2023.

Agenda item 6.c Community Standards Bylaw

Administration informed Council that the draft Community Standards Bylaw has been amended to incorporate the requests made by Council during the Regular Council Meeting of 11 September.

The current version of the bylaw is draft version 3. This version of the bylaw has been posted on the Town's web site and distributed on the Town's Facebook site.

Printed hard copies of the bylaw will be made available for distribution to residents at the Council Open House scheduled for October 4, 2023.

There was no motion made on any item of business arising.

7. BYLAWS & POLICIES

Agenda item 7.a Revision to Land Use Bylaw 04 / 2021 (Bylaw 07 / 2023).

Administration submitted to Council a revision to the Land Use Bylaw as a Request for Decision.

The revision to the Land Use Bylaw contained reworded provisions for Central Commercial District C1 and was supported by an Administration Report submitted by Red Deer County, Development Officer, Julie Harde.

The proposed amendment allows for:

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

Council were provided the opportunity to discuss and review the proposed amendment directly with the RDC Development Officer.

After review and deliberations Council gave first reading to the revised bylaw.

Motion 7.a moved by Councillor Marie Flowers that Council give first reading to Land Use Bylaw 07 / 2023.

MOTION CARRIED UNANIMOUSLY

Subject to the provisions of the Land Use Bylaw the Development Officer must give notice of a public hearing.

A decision was made to advertise a public hearing for a period of at least 4 weeks.

The date of the public hearing was set for the Regular Council Meeting of Tuesday November 14, 2023 (tbc).

000004

Agenda item 7.b Council Committee Bylaw 06 / 2023.

Administration submitted to Council an amended Council Committee Bylaw as a Request for Decision.

The current Council Committee Bylaw (09 / 2022) requires amendment following the provisions within the Weed Control Act that requires the establishment of a Council Appeal Committee for the purpose of receiving appeals against any decision made by a weed control inspector, local authority notices, and debt recovery notices.

In addition, Administration took the opportunity to give the bylaw a full review as a process of continuous renewal in order to ensure that the bylaw remains appropriate, relevant, and meaningful.

After review and deliberations Council gave first and second reading to the bylaw.

Minor changes are required. Administration will submit a revised bylaw to Council for a third reading at a later date.

Motion 7.b moved by Councillor Randy Brown that Council give first reading to Council Committee Bylaw 06 / 2023.

MOTION CARRIED UNANIMOUSLY

Motion 7.c moved by Councillor Paul Webb that Council give second reading to Council Committee Bylaw 06 / 2023.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS**Agenda item 8.a Municipal Census**

Administration provided Council with information on the pros and cons of conducting a Municipal Census.

A request was made to Council for a decision to be made as to whether a 2024 population census is required, this being an optional not a compulsory requirement.

Motion 8.a moved by Councillor Deb Coombes that Council accepts the census data as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b Volunteer Applications

Administration provided Council with three applications for volunteer membership on two Council Committees.

Motion 8.b moved by Councillor Wayne Milaney that Council approves the volunteer applications as submitted.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

No agenda item submitted.

10. CORRESPONDENCE**Agenda item 10.a Letter from Red Deer County Protective Services**

Red Deer County Protective Services – August Enforcement Contract.

000005

Motion 10.a moved by Councillor Sandy Gamble that Council accepts the submitted item of correspondence as information.

MOTION CARRIED UNANIMOUSLY

11. REPORTS

Agenda item 11.a CAO's Report

Agenda item 11.b Council Committee Reports

No reports submitted.

Agenda item 11.c Society & Other Reports

Mountain View Regional Waste Services Commission (September 13 regular meeting minutes).

Motion 11.a moved by Councillor Marie Flowers that Council accepts the submitted reports as information.

MOTION CARRIED UNANIMOUSLY

12. CLOSED SESSION OF COUNCIL ("in camera")

Agenda item 12.a Property Matter

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

Motion 12.a. Moved by Councillor Sandy Gamble 8:36pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b. Moved by Councillor Deb Coombes at 9:00pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

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

13. MEETING ADJOURNMENT

Motion 13.a Moved by Councillor Marie Flowers at 9:01pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: October 10, 2023	Agenda Item: 6.a / 6.b / 6.c / 6.d
Prepared by: Melissa Christoffersen	Approved By: CAO
Report Type: Information	Attachment(s):

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

Content:**6.a Bowden Hotel**

Refer to CAO's report.

6.b Urban Chicken Proposal

Following the September 25th presentation by resident Katie Smith, we continue to gather information for a follow-up report to Council.

6.c Community Standards Bylaw

During the RCM of 11 September Administration submitted to Council draft 2 of the Community Standards Bylaw for review.

This bylaw (draft version 3) has been circulated publicly since September 11th. We are now compiling information gathered from the October 4th open house. Because of the amount of data gathered October 4th, we do not have a Draft IV available at this time. We will have an updated draft to Council October 23rd.

6.d Revision to Land Use Bylaw

Council passed first reading of the revision to the Land Use Bylaw September 25th. A public hearing date regarding the proposed revision is set for October 23rd, 2023.

Regular Council Meeting: October 10, 2023.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Council Committee Bylaw 06 / 2023

Content

7.a Council Committee Bylaw 06 / 2023 (third reading)

The attached draft Council Committee Bylaw is submitted for third reading and adoption by Council.

This bylaw repeals Council Committee Bylaw (09 / 2022).

Amendments to the bylaw are highlighted in yellow on the attached draft bylaw.

Alternative Actions:

That Council by resolution:

- i. Gives third reading and adopts Council Committee Bylaw 06 / 2023,
or
- ii. makes recommendations to Administration on further amendments as required.

Recommended Actions:

That Council adopt Council Committee Bylaw 06 / 2023.

Proposed Motion:

Motion by Councillor _____ that Council give third and final reading to Council Committee Bylaw 06 / 2023 and is adopted accordingly and made effective once duly signed.

Future Actions:

If adopted Administration are to publish a copy of the new Council Committee Bylaw on the Towns' website.

If adopted Administration to provide copies of the revised Council Committee Bylaw to all Councillors and to the chairperson of each Council Committee.

Administration to add the Weed Control Appeals Committee to the schedule of Council Committee Appointments.



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

Town of Bowden – Province of Alberta

COUNCIL COMMITTEE BYLAW

06 /2023

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

Whereas section 145(a) of the Municipal Government Act, RSA2000, Chapter M-26 states that a council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies,

And whereas, Council deems it desirable to enact a bylaw to establish Council Committees to advise, support and facilitate Council on matters relevant to Council mandates.

1 SHORT TITLE

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

2 DEFINITIONS

In this Bylaw (and the attached Schedules) the following definitions apply:

Alternate

Means an elected official appointed to a Council Committee in the capacity of a backup or reserve in case the appointed official is unable to attend a meeting.

CAO (Chief Administrative Officer)

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

Chair / Chairperson

Means a person who has authority to preside over a meeting.

Council

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

Councillor / Elected Official

Means all duly elected persons to Council and includes the chief elected official (Mayor).

Council Committee

Means a Standing Committee, Ad hoc Committee, Board, Association or Commission established by Council, and which may consist entirely of Councillors or a combination of Councillors and members at large.

Meetings

Means "open" public meetings of Council Committees held in accordance with Section 195 of the MGA.

Member

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

Members at Large

Means a volunteer member of the public appointed by Council to a Council Committee.

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26.

Municipality

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

Terms of Reference

Is a statement of the legality and purpose of a Council Committee as defined in this bylaw and sets out the terms pertinent to the mandate of each Committee.

Town

Means the Municipality of the Town of Bowden in the Province of Alberta.

Words (interpretation)

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

3 PURPOSE

The purpose of this bylaw is to:

- i. establish Council Committees whose role is to advise, support and facilitate Council on matters relevant to Council mandates,
- ii. to provide Councillors, members at large and the public with terms of reference regarding the function and procedures of each Council Committee.

4 APPLICABILITY**4.1**

The provisions within this bylaw apply to all Council Committees and members of Council Committees.

4.2

Council Committees are responsible and accountable only to Council.

4.3

The establishment of Council Committees is enacted through this bylaw.

The Terms of Reference (ie: function or purpose) for each Council Committee are defined within Schedule B of this bylaw.

4.4

An amendment or variation of the function or operation of a Council Committee from that set out in the Terms of Reference requires amendment of this bylaw through resolution approved by Council in a regular or special council meeting with the provision that the amendment does not conflict with any requirement of the MGA or any other Act, Regulation, or enactment.

5 POWERS OF COUNCIL COMMITTEES

5.1

A Council Committee may function:

- i. by receipt of requests from Council,
- ii. by receipt of requests from the CAO,
- iii. by committee initiative.

5.2

Council Committees may pass no resolutions other than a motion to report to or make recommendations to a regular or special meeting of Council.

5.3

A Council Committee does not have the power to pledge or commit the Municipality to any action, agreement or financial or legal liability or carry out the responsibilities of Town Administration without the written consent of the CAO.

5.4

A Council Committee does not have the power to form other ad hoc committees, sub committees or task forces without the permission of Council by resolution.

5.5

Ad hoc Council Committees can be established by Council resolution for the purpose of reviewing a specific matter or matters.

The composition and terms of reference of an ad hoc committee is at the discretion of Council.

6 REPORTING TO COUNCIL

6.1

Councillors appointed to a Council Committee are responsible for ensuring that Council is kept informed on the activities of that Council Committee by means of a written report to be included in the agenda of a Regular Council Meeting or Special Council meeting.

6.2

Written minutes or reports must reflect the actual meeting of the Council Committee and must reflect the majority position of the members of the Council Committee.

6.3

Council Committee meeting minutes may be submitted by the appointed Council representative in either draft form (noted as such) or approved signed form. If draft minutes are submitted the approved signed minutes must subsequently be submitted to Council as soon as reasonably possible.

7 MEMBERSHIP

7.1

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

- i. entirely of Councillors,
- ii. a combination of Councillors and other persons (members at large),
- iii. entirely of persons who are not Councillors.

7.2

In selecting committee members preference may be given to residents of the Town however nonresidents may be considered for appointment.

7.3

In addition to any appointment(s) made the chief elected official (the Mayor) is a member of all Councillor Committees and all bodies to which Council has the right to appoint members.

7.5

Membership will be defined within the Terms of Reference for each Council Committee as set out within Schedule B of this bylaw.

7.6

Councillors appointed to a Council Committee will be determined by Council in the annual Organizational Meeting of Council (or anytime by resolution of Council).

7.7

A Council Committee will consist of at least one appointed Councillor as defined within Schedule B of this Bylaw.

8 TERMS OF APPOINTMENT

8.1

Councillors who are appointed members of a Council Committee will normally hold office for a period of one year (in order to ensure rotation of members).

Council will appoint (or reappoint) Councillor members each year at the annual Organizational Meeting of Council (or if circumstances require by motion and resolution at a Regular Council Meeting).

Council may reappoint the same Councillor(s) to a committee if there is no new interest from another member of Council or if the committee requires the experience of a specific Councillor to function efficiently.

8.2

Members at Large will normally hold office for a 2-year term or as approved by Council resolution, or, as required by other enactment or authority.

8.3

In the event of a member vacancy occurring prior to the expiry of a term of office a new person will be appointed by Council to fill the vacancy and that person will hold office for the remainder of that term.

8.4

A member may resign from a Council Committee at any time by giving written notice to Council.

8.5

Council, by resolution, may remove any member from a Council Committee at any time on the recommendation of the Mayor or Committee Chair.

8.6

Council, by resolution, may alter the terms of appointment of any member.

8.7

Where membership of a Council Committee requires members to achieve a required standard of training this must be done in accordance with any statutory requirement or enactment.

9 MEETINGS**9.1**

The proceedings and deliberations of Council Committees must be conducted in public (Sections 197 & 198 of the MGA applies).

9.2

Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

9.3

A Council Committee must give at least 24 hours' public notice of a Council Committee meeting in compliance with the requirements of the MGA.

9.4

Notice (of a meeting or change in meeting) will be deemed to have been given if posted for public viewing at the Town Administration Office and / or if posted on the Town's website pursuant to section 606.1(1) of the Municipal Government Act and the Town Advertising Bylaw 10 / 2021.

9.5

A majority of the Committee members shall constitute a quorum at a Council Committee meeting.

When the Chief Elected Official (the Mayor) is present at a Council Committee meeting the Chief Elected Official forms part of the quorum and when present is entitled to vote.

9.6

All members of the Council Committee, including the Chair, are required to vote on any motion before the Council Committee. In the event of a tie, the motion will be defeated.

10 CHAIR**10.1**

The appointment of a chair is included within the terms of reference for each committee.

10.2

The chair will preside over and be responsible for the conduct of committee meetings.

10.3

The chair must ensure that the proceedings and discussions of the committee are conducted in accordance with the Council Procedural Bylaw 08 / 2020.

10.4

The chair may limit any presentation or discussion if it is determined to be repetitious, out of context, or if deemed to be inappropriate in any manner.

10.5

All discussion at a meeting will be directed through the chair.

10.6

The chair is responsible for ensuring that the meeting agenda is produced and distributed at least three calendar days in advance of a meeting.

10.7

The chair is responsible for ensuring that the meeting minutes are produced and distributed to the Council representative as soon as reasonably possible after the meeting.

11 ADMINISTRATION SUPPORT**11.1**

Town Administration staff may attend and provide advice to a Council Committee as required to assist the committee to fulfill their mandate.

11.2

Administrative support may include:

- i. assisting the chair to prepare meeting agendas, minutes, reports,
- ii. providing advice and expertise regarding municipal, legislative, regulatory and policy matters,
- iii. providing background or supporting information on a matter in hand,
- iv. assist in training and / or orientation of new members.

11.3

Town Administration staff cannot vote on any motion made.

11.4

Any request for information or support must be directed to the CAO for approval.

12 TERMS OF REFERENCE**12.1**

The Terms of Reference for each Council Committee shall be reviewed by Council within the first year of an electoral term or as frequently as necessary in order to accurately reflect the mandate of the Council Committee as conferred upon it by Council.

12.2

The Terms of Reference for each Council Committee shall set out as a minimum:

- i. a legality statement,
- ii. the purpose of the Council Committee,
- iii. membership / composition of the Council Committee,
- iv. frequency of meetings,
- v. reporting requirements,
- vi. any other relevant or required term / provision.

13 SEVERABILITY

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

Nothing in this bylaw relieves a person from complying with the provision of any Federal or Provincial enactment or regulation or the requirement of any lawful permit, order, or licence.

14 APPLICABILITY

14.1

This bylaw applies to all persons appointed to or attending a Council Committee meeting.

14.2

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

14.3

Exceptions (either permanent or temporary) to any provision within this bylaw are at the discretion of Council, by resolution, due to special circumstances, arrangements or need.

14.4

Nothing in this bylaw (either by inclusion or omission) exempts any person from any statutory enactment, regulation, code, any other applicable or relevant Town bylaw, policy, directive, or municipal order.

14.5

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

15 REFERENCES

References must be made where necessary to any relevant or applicable Provincial Act (and all regulations part of), or Town of Bowden bylaw or policy, including but not limited to the:

- i. Municipal Government Act, RSA2000, Chapter M-26,
 - ii. Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25,
 - iii. Emergency Management Act, RSA2000, Chapter E-6.8,
 - iv. Libraries Act, RSA2000, Chapter L-11,
 - v. Cemeteries Act, RSA2000, Chapter C3,
 - vi. Weed Control Act, RSA2008, Chapter W-5.1,
 - vii. Land Use Bylaw 04 / 2021,
 - viii. Council Procedural Bylaw 08 / 2020,
 - ix. Councillor Code of Conduct Bylaw 07 / 2022,
 - x. Advertising Bylaw 10 / 2021,
 - xi. Minutes of Council Meetings Policy 02 / 2020.
-

16 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws relating to the establishment and function of Council Committees.

Bylaw 09 / 2022 and all amendments thereto are hereby repealed.

Schedules attached to this bylaw:

- Schedule A List of Standing Council Committees
- Schedule B Terms of Reference for each Council Committees (those listed in Schedule A)

All schedules form part of this bylaw.

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

Read a first time in open council this 25th day of September 2023,
Read a second time in open council this 25th day of September 2023,
and finally passed by unanimous consent of the Councilors' present.
Read a third time in open council this **th day of _____ 2023.

Robb Stuart, Mayor

Rudy Friesen, Chief Administrative Officer

**Council Committee Bylaw
SCHEDULE A
List of Standing Council Committees, Boards, Associations and
Commissions.**

A1

Standing Committees

Intermunicipal Development Committee.
Emergency Advisory Committee.
Special Events & Cultural Committee.
Weed Control Act, Appeals Committee.

A2

Boards & Associations

Public Library Board.
Bowden & District Cemetery Association.

A3

Commissions

Municipal Planning Commission.

Council Committee Bylaw SCHEDULE B Terms of Reference

B1

Intermunicipal Development Committee

Legality

The Town of Bowden Intermunicipal Development Committee is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

The Town of Bowden Intermunicipal Development Plan is enabled under the provisions of Part 17 of the MGA and as enacted by this bylaw and by a jointly passed bylaw with Red Deer County.

The Intermunicipal Development Plan provides for a common coordinated approach to land use planning strategies, subdivision, and land development in fringe areas of land lying within the boundaries of the two municipalities.

The aim is to produce a plan that reduces potential development conflicts, addresses community concerns, and provides a framework for ongoing consultation and cooperation regarding areas of mutual concern, eg: the conservation of natural areas, long range planning, infrastructure development, provision of services and future land annexation.

Purpose

The purpose of the Intermunicipal Development Committee is to:

- i. ensure that the Intermunicipal Development Plan is developed in accordance with regulations prescribed in the Municipal Government Act and in accordance with any orders made by the Minister,
- ii. ensure that the stated objectives and policies of the Intermunicipal Development Plan are realized,
- iii. review, update and amend the Intermunicipal Development Plan as situation and future need arises,
- iv. maintain an understanding of the requirements of the MGA (Part 17), the Town of Bowden Land Use Bylaw, and any other Act, Regulation, or enactment appropriate to effectively conduct the affairs of the Committee.

Membership

Membership of the Intermunicipal Development Committee consists of three appointed Councillors.

Council will appoint a chairperson and other officers annually at the Council Organizational Meeting.

Meetings

The Intermunicipal Development Committee will meet as deemed necessary according to either need or statutory requirement.

Reporting

Written reports and minutes of the Intermunicipal Development Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B2

Emergency Advisory Committee

Legality

The Town of Bowden Emergency Advisory Committee is established under the requirement of the Emergency Management Act Revised Statutes of Alberta 2000 Chapter E-6.8. and as enacted by this Bylaw.

The general duties, rights and powers of the Emergency Advisory Committee are defined by the Town of Bowden Municipal Emergency Management Bylaw 03 / 2023.

Purpose

The purpose of the Emergency Advisory Committee is to:

- i. ensure that the Town provides resource to satisfy the requirements of the Emergency Management Act RSA2000, Chapter E-6.8,
- ii. review the Joint Municipal Emergency Plan at least once a year and make recommendations to Council of any proposed changes to the Plan or emergency programs or services,
- iii. liaison with the Director of Emergency Management in matters relating to the direction and control of duties and responsibilities and to ensure that emergency plans and programs are prepared, tested and implemented in accordance with any Provincial statute or regulation,
- iv. recommend a Director of Emergency Management.

Membership

The Emergency Advisory Committee consists of all elected officials (Committee as a Whole) and other persons and bodies as stated in the Town of Bowden Municipal Emergency Management Bylaw 03 / 2023.

The Mayor is designated as chair of the Emergency Advisory Committee

Meetings

The Emergency Advisory Committee will meet as a minimum once every 12 months or as required or deemed necessary.

Reporting

Written reports and minutes of the Emergency Advisory Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw
SCHEDULE B Terms of Reference for Council Committees

B3

Special Events & Cultural Committee

Legality

The Town of Bowden Special Events & Cultural Committee is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

Purpose

The purpose of the Special Events & Cultural Committee is to:

- i. organize, coordinate promote & execute Town recreational and cultural community events, including but not limited to, the Annual Bowden Parade, Canada Day, Movie in the Park, Igloo Daze, etc,
- ii. liaise and assist other organizations in the planning and coordination of community events,
- iii. liaise and communicate with residents and community groups regarding events, programs, and activities,
- iv. liaise with Town Administration where assistance is required in the provision of additional resource and on the planning & communication of events, eg: FCSS programs,
- v. recommend to Council the appointment of public members of the Board,
- vi. provide Council with a yearly Board Plan and annual financial budget.

Membership

The Special Events & Cultural Committee consists of all elected officials (Committee as a Whole) and other members at large as required (representatives from Town Administration, Town and area residents, and volunteers).

The Mayor is designated as chair of the Special Events & Cultural Committee.

Meetings

The Special Events & Cultural Committee will meet as required or deemed necessary.

Reporting

Written reports and minutes of the Special Events & Cultural Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B4

Weed Control Act – Appeals Committee

Legality

The Town of Bowden Weed Control Act Appeals Committee is established in accordance with Section 19.1 of the Weed Control Act, RSA2008, Chapter W-5.1 that states that a Council shall establish an independent appeal committee for the purpose of receiving appeals against any decision made by a weed control inspector, local authority notice, or debt recovery notice.

Purpose

The purpose of the Weed Control Act Appeals Committee is to:

- i. satisfy the requirements of Part 4, Section 19 of the Weed Control Act which states:
19.1 a local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices, and debt recovery notices.
19.2 a person who is given an inspector's notice, local authority's notice or debt recovery notice may, in accordance with the regulations, appeal it to an appeal panel.
19.3 the appeal panel may confirm, reverse, or vary the inspector's notice, local authority's notice, or debt recovery notice.
- ii. ensure that the requirements of the Weed Control Act are satisfied,
- iii. maintain an understanding of the requirements of the Weed Control Act and any other intermunicipal agreement appropriate to weed control in order to effectively conduct the affairs of the Committee.

Membership

Membership of the Weed Control Act Appeals Committee consists of all members of Town Council (Council as a Whole).

The Mayor is designated as chair of the Weed Control Act Appeals Committee.

Meetings

The Weed Control Act Appeals Committee will meet as required according to need or statutory requirement.

Reporting

Written reports and minutes of the Weed Control Act Appeals Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B5

Public Library Board

Legality

- i. The Town of Bowden Public Library Board is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26.
- ii. The Town of Bowden Public Library Board is required to satisfy the provisions of the Libraries Act RSA2000 Chapter L-11 and the Libraries Regulation 141/1998.

Purpose

In general, the purpose of the Public Library Board, is to:

- i. ensure the effective management, operation and control of the Town's public library, its services, and resources,
- ii. obtain adequate funding and prepare a budget for Library expenditures,
- iii. ensure that funds are received, spent, and audited in a proper manner and that financial accounts are maintained, audited, and presented to Council,
- iv. effectively communicate with Town Council,
- v. liaise with the CAO with regard to the care and maintenance of the library building and on any other matter requiring Town Administration intervention,
- vi. ensure that the library operates in accordance with statutory enactment, principally the Libraries Act (RSA 2000 Chapter L-11) and the Libraries Regulation,
- vii. create and maintain a Plan of Service and other policies as required by statutory enactment,
- viii. ensure that library services and operations are conducted in accordance with formulated policies bylaws and service plans as required by enactment,
- ix. liaise with the Parkland Regional Library Board on operational matters as required,
- x. appoint, appraise, and dismiss librarians and employees in accordance with budgeted financial constraints, and all applicable regulatory & legal responsibilities including the Employment Standards Code & Regulation and the Occupational Health & Safety Act.
- xi. liaise and communicate with residents and community groups (as required or deemed necessary) regarding any programs or initiatives concerning the operation of the Town library,
- xii. maintain an understanding of the requirements of all statutory legislation, issues, library general trends and developments and all required service delivery commitments.

Board Role

The Libraries Act sets the legal framework for public library service through the establishment of the Public Library Board who manage the public library service on behalf of the Town.

The Libraries Regulation sets out the required management practices for the Public Library Board.

Council's role is limited to the following nine responsibilities:

- i. establishment of a Library Board,
- ii. appointment to municipal and regional library boards,
- iii. funding (in whole or part) local library services,
- iv. provision of library building and equipment (in whole or part),
- v. determining the financial review,
- vi. receiving Library Board Bylaws,
- vii. receiving Library Board reports,
- viii. participating in a regional library system,
- ix. appointments to a regional library board.

The specific requirements of the Public Library Board are set out by both the MGA and the Libraries Act these being two distinct pieces of legislation and as such require a high degree of understanding particularly where legislative requirements are concerned.

The Public Library Board is responsible to the Provincial Government, the Town, Parkland Regional Library Board, and residents of the community.

Meetings

- i. the Bowden Public Library Board will meet at least 3 times every calendar year at a time and place designated by the chairperson,
- ii. other meetings can take place as required or deemed necessary by the chairperson, in order to accomplish required tasks and matters in hand,
- iii. an Organizational Meeting will be held in November each year as soon as possible after the annual Organizational Meeting of Town Council in order to confirm the appointment and terms of office for Library Board members,
- iv. a Quorum must exist for all meetings. A majority of the members of the Library Board constitutes a Quorum.

Board Membership

Membership of the Bowden Public Library Board will consist of:

- i. a minimum of one, and no more than two, appointed Councillors,
- ii. no fewer than 5 and no more than 10 members appointed by Council,
- iii. members will appoint a chairperson and other officers annually at the Organizational Meeting.
- iv. the chairperson cannot be a member of Town Council,
- v. the Board shall decide on the date of appointment of all members and submit this to Council for approval by resolution,
- vi. a member of the Board is eligible to be reappointed for only 2 consecutive terms of office, unless at least 2/3rds of Council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.
- vii. all persons appointed to the Public Library Board should attend all meetings in accordance with the provisions contained within the Libraries Act.
A person is disqualified from remaining a member of the Board if the person fails to attend, without authorization 3 consecutive regular meetings of the Board.
- viii. Council may at any time review the membership of the Board and may for any reason it considers appropriate revoke the appointment of any member.
- ix. a person who is an employee of the Public Library Board is not eligible to be a member of the Board but is entitled to attend Public Library Board meetings and provide input and advice on matters as deemed necessary.

Reporting & Records

- i. all minutes, resolutions and bylaws of the Public Library Board shall be permanently recorded and shall be signed by the Board Chairperson and the Secretary,
- ii. written reports or minutes of the Public Library Board meetings shall be submitted as soon as reasonably possible to a regular meeting of Council,
- iii. any substantive changes in organizational relationships, service goals, or future plans must be reported to Council as soon as reasonably possible,
- iv. a proposed financial operating budget (and supporting documentation) for the forthcoming calendar year must be submitted to Council no later December 1 in each calendar year,
- v. the operating budget must clearly state the amount of the local appropriation requested from the Town and any substantive changes or commitments in financial requirements,
- vi. Council must review the Library Board Budget in the last scheduled Regular Council Meeting held in December each calendar year and approve the budget either in full or part,
- vii. an independently produced financial report must be submitted to Council immediately after its completion.

Council Committee Bylaw
SCHEDULE B Terms of Reference for Council Committees

B5

Bowden & District Cemetery Association

Legality

The Bowden & District Cemetery Association is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

Council is the governing body of the Bowden & District Cemetery Association, established under the requirement of the Province of Alberta Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C3.

The Bowden & District Cemetery Association is an advisory body whose purpose is to assist and oversee the care and administration of the Cemetery.

Purpose

The purpose of the Bowden & District Cemetery Association, subject to Council approval is to:

- i. ensure that the future operation of the Cemetery is controlled, managed, and maintained through a program of perpetual care (preservation, improvement, embellishment, and maintenance),
- ii. ensure that Cemetery care funds are received, spent, and audited in a proper manner,
- iii. ensure that Cemetery services are conducted in accordance with any statutory or regulatory requirements including, but not limited to; the Cemeteries Act, the Burial of the Dead Act, and the Vital Statistics Act (as amended over time),
- iv. liaise with the CAO in order to ensure that the day-to-day operation of the cemetery is conducted in accordance with the requirements of the Town of Bowden Cemetery Bylaw 09 / 2020 (as amended over time) including but not limited to, cemetery services, cemetery supplies and maintenance and record keeping obligations,
- v. liaise and communicate with residents and community groups regarding any programs or initiatives concerning the operation, management, control, of the Cemetery or any revisions to services or fees.

Membership

One appointed Councillor and one alternate Councillor form part membership of the Bowden & District Cemetery Association.

Members will appoint a chairperson and other officers annually at the Annual General Meeting.

Meetings

The Bowden & District Cemetery Association will meet at least six times every calendar year. Additional meetings will take place as required or deemed necessary.

Reporting & Records

Written reports and minutes of the Bowden & District Cemetery Association shall be permanently recorded and signed by the chairperson and the appointed Councillor and submitted as soon as reasonably possible to a regular meeting of Council.

Audited financial statements must be submitted to Council as soon as possible after the Annual General Meeting of the Bowden & District Cemetery Association.

Council Committee Bylaw
SCHEDULE B Terms of Reference for Council Committees

B6

Municipal Planning Commission

Legality

The Municipal Planning Commission is established under the requirement of the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M26 that authorizes Council to enact a Bylaw to prohibit or regulate or control the use and development of land and buildings within the Municipality.

The powers and responsibilities of the Municipal Planning Commission are defined by the MGA Part 17 Planning & Development, Division 3 and the Town of Bowden Land Use Bylaw 04 / 2021.

Purpose

The purpose of the Municipal Planning Commission is to:

- i. exercise all the powers and perform all the duties prescribed to it in the Municipal Government Act and the Town of Bowden Land Use Bylaw,
- ii. act as the authority for any applications assigned to it by Council or by Red Deer County Planning Officers, under the Land Use Bylaw or any other statutory obligation or responsibility or need and make decisions as required,
- iii. make recommendations to Council of any proposed changes to the Intermunicipal Collaboration Framework agreement, or funding arrangements,
- iv. hold public meetings and liaise with community groups and residents where required either by enactment, bylaw or need,
- v. maintain an understanding of the requirements of the MGA (Part 17 regarding Planning & Development), the Town of Bowden Land Use Bylaw and any other Act, Regulation, or enactment appropriate to effectively conduct the affairs of the Commission.

Membership

Membership of the Municipal Planning Commission consists of all members of Town Council (Council as a Whole).

Council will appoint a chairperson annually at the Council Organizational Meeting.

Meetings

The Municipal Planning Commission will meet as required according to need or statutory requirement.

Reporting

Written reports and minutes of the Municipal Planning Commission meetings shall be prepared as soon as reasonably possible after each meeting of the Municipal Planning Commission and submitted to the Chairperson and CAO for signing.

Regular Council Meeting: October 10, 2023.	Agenda Item: 8.a / 8.b / 8.c / 8.d
Prepared by: Melissa Christoffersen	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Fortis Alberta Update letter. 2. Fortis Alberta Fee Rider Comparisons

Content:**8.a Fortis Alberta Electric Distribution Franchise Fee for 2024**

Administration has received a request from Dave Hunka at Fortis Alberta for Council to confirm the electric distribution fee for 2024.

The current percentage is **15% (effective since 1st January 2017)**

Comparison with other municipalities is provided below:

Municipality	%
Didsbury	17%
Innisfail	17%
Olds	15%
Penhold	19%

The estimated revenue to the Town for 2023 is \$131632.

The forecast revenue for 2024 is \$136018 based on an unchanged 15% percentage rate.

For analysis purposes the following changes in the percentage rate would return estimated forecasted revenues as given:

Rate %	Revenue forecast 2024
15%	\$136018
16%	\$145086
17%	\$154153
18%	\$163221
19%	\$172289
20% max	\$181385

Note:

1

All figures are estimates only.

2

All proposed rate changes require approval by Alberta Utilities Commission

3

The franchise fee cap is 20%

4
Any increase or decrease in the franchise fee must be advertised in the local press for 2 consecutive weeks.

5
A decision must be made by November 1st, 2023.

Alternative Motions:

Motion by Councillor _____ that Council increases the Fortis Alberta Electric Distribution Fee percentage from 15% to **% effective January 1, 2024.

or

Motion by Councillor _____ that Council maintains the Fortis Alberta Electric Distribution Fee percentage at 15% for 2024.

8b. RCMP Regimental Ball

The Town has confirmed one table for the event, October 14th in Olds. Attendance to be confirmed.

If Required:

Motion by Councillor _____ the Council book an additional ____ table(s) to accommodate all that wish to attend.

8c. Bowden Christmas Party

Paterson Commniity Centre's Christmas Dine and Dance is Saturday, December 2nd. Tickets are \$60/person and are available beginning October 16th.

Motion by Councillor _____ that the Town purchase ____ table(s) for Paterson Community Centre Dine and Dance

or

Motion by Councillor _____ that the Christmas party be referred to administration for additional information and be brought to Council at its next regular meeting.

8d. Bowden Golf Course Sponsorship

The Town of Bowden's Hole 2 sponsor sign agreement expires at the end of 2023. The total cost of sponsorship for the three-year agreement is \$892.50.

Motion by Councillor _____ that the Town renews its three-year sponsorship agreement with the Bowden golf course in the amount of \$892.50.

or

Motion by Councillor _____ that this item be referred back to Administration for additional information.

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

000028

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

Regular Council Meeting: October 10, 2023	Agenda Item: 9.a
Prepared by: Melissa Christoffersen	Approved By: CAO
Report Type: Decision	Attachment(s):

Content:**9.a Expanded Scope of Admin Capital Project****Background**

As part of its 2023 Capital Budget, Council approved two items listed as Administration Building Upgrades. These two items, the roof repair, and the upgraded flowing, totalled an estimated \$30,000. The two items have been completed at an amount significantly less than \$30,000.

As such, Administration is requesting a change in scope of the Administration Building Upgrades to include Audio/Visual improvements to Council Chamber, totalling \$8775.00.

Originally, the Council portion of the operating budget included \$5,000 for these upgrades. Administration was able to secure two quotes on the project. The first totalled \$14,406.67; the second totalled, \$8,778.53. Both these quotes exceed the \$5,000 equipment threshold and become considered as capital expenditures. As such, we would like to proceed with the project as a capital item as opposed to an equipment expenditure. This change in scope will add an item to admin capital but does not change the approval amount of \$30,000.00.

Recommended Action:

Motion by Councillor _____ that Council approves the inclusion of the audio/visual upgrades to council chamber as an additional item to the 2023 Administration Capital Upgrades, provided the cumulative projects do not exceed the currently approved total of \$30,000.

Or

Motion by Councillor _____ that Council denies this request and defers this project to be included in 2024 capital project discussions.

Or

Motion by Councillor _____ the Council instructs Administration to _____.

Regular Council Meeting: October 10, 2023	Agenda Item: 10.a
Prepared by: Melissa Christoffersen	Approved By: CAO
Report Type: Information	Attachment(s): 1. Newsletter from Central Alberta Economic Partnership

Content:**10.a**

Central Alberta Economic Partnership Newsletter.

Recommended Motion:

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



CONNECTIONS

THE LATEST INFORMATION FROM CENTRAL ALBERTA'S REDA

Welcome from Executive Director Tracy Gardner:

On behalf of CAEP, we are so excited to serve the Central Alberta region to offer resources and connectivity for our valued membership.

It has been a privilege to travel to communities that are focused, entrepreneurial and making a difference. Municipal officials, staff and citizens are addressing important issues that impact the vibrancy of their communities by tackling housing, transportation and new investment. A lot can be learned from this sharing and collaboration on regional growth and development.

CAEP is a "connector" and an organization that values bringing people together for intellectual sharing, business engagement and regional excellence. The Central Alberta region is vibrant with continued potential for growth and diversity regardless of the size of community. Rural communities are focusing on agriculture innovation, film industry, tourism and unique business attraction to create and enhance local growth and prosperity. We lean on the larger centers who maximize resources and continue the great work to position Central Alberta as a "destination of choice" for investment and development. This diversity in membership is what makes CAEP strong and resilient as we continue to ensure the region is a great place to live, work and play.

Here are a few things CAEP is working on:

- Business & Blue Jeans ~ Fall 2023
- Delegation Summit ~ postponed to April 2024
- Business Support Network Workshops for Employers ~ October 16 2023 Register below



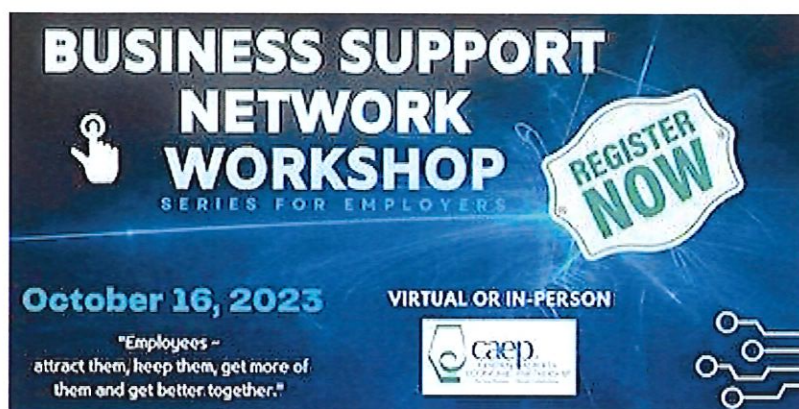
- Welcome Town of Rocky Mountain House!
- Continued visits around the region to enhance understanding of what makes each community authentic.

Call for CAEP Committee Members

Any CAEP Members who are interested to engage in committee work, please let Tracy know and we will share some exciting opportunities
Phone 587.447.2237 or email tracy@caepalberta.com

Committees include: Governance, Infrastructure and Engagement

Upcoming Events!



Mon, Oct 16, 2023 9:00 AM MST

Business Support Network Workshop Series

Red Deer Polytechnic, Room 2901B, Red Deer

[Tickets](#)



Photo Contest!

Email a picture of your community to info@CAEPalberta.com

Theme is "Communities in Action"

Submit a quality photo that demonstrates the space, colors, people and spirit of your community.



One entry will be randomly selected to
Win Homemade Desserts
 for you and up to a dozen colleagues!

Photos may be used by CAEP in future promotions.

Email your high res jpeg quality photo (Maximum 4MB) with Location and Title/Description in the email body to
info@caepalberta.com

Maximum entry: 6 photos per person.

Deadline: October 15 2023

Funding and Investment Opportunities

- **CanExport Community Investment Program: 2024-2025 Proposals Being Accepted from Sept 5 – 29, 2023.** Minor changes have been made to this grant that communities and non-profits can access in to attract, retain and expand foreign direct investment activities. See more in the [Applicant Guide](#).
- **Community Support Fund: Applications open Aug 1 to Oct 6.** First Nations, incorporated Indigenous communities and organizations, as well as municipalities and non-Indigenous organizations working with an Indigenous partner on an initiative that primarily benefits Indigenous people are eligible. Relevant projects include those that aim to enhance economic security for Indigenous women. See [Program Guidelines HERE](#).
- <https://www.alberta.ca/corporate-tax-incentives>
- <https://www.alberta.ca/alberta-agri-processing-investment-tax-credit>
- <https://investalberta.ca/business-support-programs/>
- <https://albertainnovates.ca/funding/>

Partner on Regional Skills Gap Study

Over the past three years, two excellent studies coordinated through the Central Alberta Economic Partnership (CAEP) have been completed for the Central Alberta Region, including: • The Regional Labour Market Overview • **The Workforce Development Strategy for Central Alberta**

Red Deer Polytechnic (RDP) would like to collaborate with other regional stakeholders to participate in **Part III – The Central Alberta Regional Skills Gap Study**. This would be a more detailed look into current and future regional skills and competency gaps and explore ways to address those gaps.

Red Deer Polytechnic will also be applying for the **Government of Alberta Labour Market Partnership grant funding for this study**, and we would like to invite other central Alberta stakeholders to partner with us on the project. ([Read the full invitation here.](#))

By September 25, RDP is looking to identify any regional partners interested in participating and contributing to the cost of funding the project as well as provide value-in-kind support that may include, but is not limited to:

- data development,
- project administration support,
- participant list development,
- coordination of sub-region activities.

If you have any questions or would like to discuss this opportunity further, please contact: J'Anna Aitchison Executive Director, Institutional Planning Red Deer Polytechnic J'Anna.Aitchison@rdpolytech.ca

Consolidating Wastewater Projects

There is work being done on consolidating wastewater projects into a master agreement that can span across Alberta municipalities, so that they be financed by CIB.

The current individual projects do not meet the minimum threshold size for investment thus the interest to consolidate them, into minimum \$400 million dollar buckets then CIB can finance up to 50 percent of the projects. This includes industrial water processing projects, large scale replacement of old water treatment plants at the end or near to the end of their life.

The intent of an industrial wastewater project is to treat the water to a level where the water can be returned to surface water and used for agriculture, industry, etc., instead of pumped into disposal wells.

Please share any future, currently planned and other proposed projects in your economic area.

Please provide CAEP with the name of Municipality, Project Description (10 words max), Total Project Cost and Proposed Installation Date. EMAIL Tracy@caepalberta.com

Delegation Summit n News



LIVE, WORK AND SETTLE IN
CENTRAL ALBERTA

- Visit six Central Alberta locations to explore business and investment opportunities and meet with consultants and entrepreneurs.
 - Access settlement support services in the region.
- We look forward to welcoming you to Central Alberta!



POSTPONED TO APRIL 2024!!



CAEP Mission

A convenor of business, communities, and people,
CAEP fosters local success to advance our regional competitive advantage.

CAEP Vision

Beyond ordinary, Central Alberta is a business friendly, diverse, and welcoming region that provides optimal opportunity for all.

CAEP Values

Put communities first
Act with integrity
Provide leadership
Be open and inclusive

403.357.2237 info@caepalberta.com caepalberta.com investcentralalberta.ca/

Central Alberta Economic Partnership Ltd. 5013 49th Avenue Red Deer, T4N 3X1 Canada

Unsubscribe_cao@bowden.ca

Regular Council Meeting: October 10, 2023.	Agenda Item: 11.a / 11.b / 11.c
Prepared by: Melissa Christoffersen	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Content:**11****a. CAO's Report****1. Bowden Hotel**

We received notification from Alberta Infrastructure last week that from their perspective, the reclamation of the Bowden Hotel site is complete. We await additional word from the province regarding next steps in the process.

2. Sewer Lining Project

The sewer lining project is progressing well. There remains one section of pipe from 20th Avenue to 21st avenue that needs to be lined. We look forward to seeing a positive impact in the inflow situation once the lining is finished.

3. FCSS Regional Initiative

A portion of the FCSS Regional initiative for 2023 includes an upcoming finance seminar. Bowden FCSS is working with our regional counterparts to produce a personal budget and finance seminar. The Bowden seminar is being held October 12th at 6:00 pm at Paterson Community Hall. Cost is free and dinner is included.

4. AB Muni's

Bowden was well represented at this year's AB Muni's convention. Aside from the convention sessions and networking events, we enjoyed a private reception with ATCO, and we as well enjoyed a private tour of the Alberta Legislature. Thank you to our tour guide, Speaker Nathan Cooper, MLA for Olds, Didsbury Three Hills.

5. Museum Roof

Shingling on the museum roof is now substantially complete. We did experience somewhat of a delay as work crews waited on their final delivery of product for the job. We are confirming a final inspection in the coming weeks to identify and deficiencies and that project will be completed.

b. Council Committee Reports

No reports submitted.

c. Society & Other Reports

No reports submitted.

Recommended Motion:

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