

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on Monday June 12, 2023, at 7:00pm.

- | | Pages |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES
May 23, 2023, Regular Council Meeting. | 2 - 5 |
| 4. PUBLIC HEARING
None scheduled. | |
| 5. DELEGATIONS
None scheduled. | |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES
6.a Bowden Hotel.
6.b Newsletter distribution copies
6.c Water Wells within the Municipality
6.d Summer 2023 Municipal Leaders Caucus
6.e Bowden Daze 2023 | 6 - 9 |
| 7. BYLAWS & POLICIES
No item submitted. | |
| 8. NEW BUSINESS
8.a Public Library Board Membership.
8.b Dog Licencing
8.c Red Deer County Subdivision Application | 10 - 16 |
| 9. FINANCIAL
No item submitted. | |
| 10. CORRESPONDENCE
10.a Red Deer County Protective Services - April Enforcement Contract. | 17 - 18 |
| 11. REPORTS
11.a CAO's Report.
11.b Council Committee Reports.
11.c Society & Other Reports. | 19
20
21 - 23
24 - 31 |
| 12. CLOSED SESSION OF COUNCIL ("in camera")
12.a Bylaw 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". | |
| 13. MEETING ADJOURNMENT | |



000002

**Town of Bowden – Regular Council Meeting
held on Tuesday May 23, 2023
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 7:04pm.

PRESENT

Mayor	Robb Stuart	(Chair)
Councillor	Deb Coombes	
Councillor	Sandy Gamble	
Councillor	Randy Brown	
Councillor	Marie Flowers	(attended 7:57pm)
Councillor	Wayne Milaney	
Councillor	Paul Webb	

STAFF

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”)

3.a Property Matters

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 7:05pm that Council moves to an “in-camera” session.

MOTION CARRIED UNANIMOUSLY

Motion 3.b. Moved by Councillor Deb Coombes at 8:21pm that Council return to an “open meeting” of Council.

MOTION CARRIED UNANIMOUSLY

Motion 3.c.

Moved by Councillor Randy Brown that Council instruct Administration to progress the development proposal (annexation of lands) in conjunction with Red Deer County and to arrange a subsequent meeting of the Intermunicipal Development Committee.

MOTION CARRIED UNANIMOUSLY

Motion 3.d.

Moved by Councillor Sandy Gamble that Council denies the application for property tax relief on those properties with the legal description 1905H:2.4 to 2.10 inclusive.

MOTION CARRIED UNANIMOUSLY

000003

4. ADOPTION OF PREVIOUS MINUTES**Motion 4.a.**

Moved by Councillor Sandy Gamble that Council adopts the May 8, 2023, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

5. PUBLIC HEARINGS

There were no public hearings.

6. DELEGATIONS

There were no delegations.

7. BUSINESS ARISING FROM PREVIOUS MINUTES**Agenda item 7.a Bowden Hotel**

An update on the Bowden Hotel was provided by the CAO.

Agenda item 7.b Advertising Billboard Content

In response to motion 12.c of the RCM of May 8, 2023, Administration provided Council with a response to the matter raised concerning the advertising content on a digital advertising billboard situated within the Town.

There was no motion made regarding agenda items 7.a and 7.b.

8. BYLAWS & POLICIES**Agenda item 8.a Taxation Rate Bylaw 05 / 2023**

Part 10, Division 2 Property Tax, Section 353(1) of the MGA applies which states that, *"each council must pass a property tax bylaw annually"*.

In the Regular Council Meeting of 23 January 2023, Council carried a motion to increase the residential and non-residential property tax rate by a 1% increase.

Taxation Rate Bylaw 05 / 2023 was therefore submitted to Council as a Request for Decision.

Motion 8.a by Councillor Marie Flowers that Council give first reading to Taxation Rate Bylaw 05 / 2023 as amended.

MOTION CARRIED UNANIMOUSLY

Motion 8.b by Councillor Paul Webb that Council give second reading to Taxation Rate Bylaw 05 / 2023.

MOTION CARRIED UNANIMOUSLY

Motion 8.c by Councillor Sandy Gamble that Council unanimously give consideration to a third reading of Taxation Rate Bylaw 05 / 2023.

MOTION CARRIED UNANIMOUSLY

Motion 8.d by Councillor Deb Coombes that Council give third and final reading to Taxation Rate Bylaw 05 / 2023.

MOTION CARRIED UNANIMOUSLY

Taxation Rate Bylaw 05 / 2023 received third reading of Council and was passed accordingly.

000004

9. NEW BUSINESS**Agenda item 9.a Sale of Property by Public Auction (Terms & Conditions).**

Section 445 of the MGA requires that a municipality publishes the conditions of sale with respect to the sale of properties by public auction.

Administration submitted a draft document to Council for review and for approval by Council resolution.

Motion 9.a by Councillor Paul Webb that the terms and conditions for the sale of property by public auction, as presented, are approved by Council.

MOTION CARRIED UNANIMOUSLY

Agenda item 9.b Public Library Board Appointments (Terms of Office)

Administration received a request from the Government of Alberta with reference to Bowden Public Library requesting confirmation by council motion of the appointment of all members to the Public Library Board including the provision of specific term of office end dates.

Administration therefore provided Council with the following table as a request for decision.

Board Member	Name	Position	Expiry Date
1	Marie Flowers	Councillor	October 23, 2023
2	Deb Coombes	Councillor	October 23, 2023
3	Leanna Pilon	Secretary	October 31, 2023
4	Shawna MacDonald	Chairperson	October 31, 2024
5	Justina Klassen-Fehr	Member	October 31, 2024
6	Marietta Tuckwell	Member	October 31, 2025
7	Caroline Furman	Member	October 31, 2025

Motion 9.b by Councillor Marie Flowers that the Town of Bowden Public Library Board appointments and their respective term of office end dates are approved by Council as presented.

MOTION CARRIED UNANIMOUSLY

Agenda item 9.c Summer 2023 Municipal Leaders Caucus (Draft Agenda)

Administration submitted to Council the draft agenda for review and discussion.

Motion 9.c by Councillor Randy Brown that Council accepts the agenda as presented as information and that Administration make arrangements for those Councillors who wish to attend.

MOTION CARRIED UNANIMOUSLY

10. FINANCIAL

No item submitted.

11. CORRESPONDENCE

No item submitted.

12. REPORTS**Agenda item 12.a CAO's Report**

000005

Agenda item 12.b Council Committee Reports

No item submitted.

Agenda item 12.c Society & Other Reports

Parkland Foundation Report (May 2023)

Central Alberta Regional Waste Management Commission Report (2022 Groundwater Monitoring Report & Financial Report)

Mountain View Regional Water Services Commission Report (10 May 2023)

Motion 12.a by Councillor Deb Coombes that Council accepts the reports as information.

MOTION CARRIED UNANIMOUSLY

13. MEETING ADJOURNMENT

Motion 13.a Moved by Councillor Marie Flowers at 9:08pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: June 12, 2023.	Agenda Item: 6.a / 6.b / 6.c / 6.d
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 Agenda for Summer 2023 Leaders Caucus

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

Content:

6.a Bowden Hotel

Refer to update provided in CAO's Report.

6.b Newsletter distribution copies

Agenda item 8.b. RCM May 23, 2023.

During discussions on the Community Standards Bylaw, with reference to communication and reaching out to residents, Council requested that Administration determine the number of properties within Red Deer County that receive the Town of Bowden Newsletter.

1 Administration is of the understanding that there are 374 rural properties within Red Deer County that receive mail distributed remotely by the Bowden Post Office.

2 Of the 374 rural properties approximately 200 properties receive the newsletter.

3 The average number of printed copies of the newsletter is approximately 525 each month. Therefore:

- i. 325 copies are distributed to Town resident's mailboxes.
- ii. 200 copies are delivered outside of the Town boundary.

6.c Water Wells within the Municipality

During general discussions during the RCM of 23 May, Council made enquiries as to the extent of properties within the Town still serviced by well water as opposed to water distributed by the municipality.

6.c.i

Administration last investigated this matter in 2019. Based on the findings made at that time the following information is submitted to Council as information.

27 Avenue

Commercial Property 2161
Commercial Property 2145

not billed for water or wastewater.
not billed for water or wastewater.

24 A Street Close

Commercial Property Plan 8110140 Block 15 Lot 3a
Commercial Property Plan 8110140 Block 15 Lot 3c
Non-residential properties, not licenced with Alberta Environment

not billed for water or wastewater.
not billed for water or wastewater.

24 Street Close

Commercial Property Plan 7510998 Block 15 Lot 8
Non-residential property, not licenced with Alberta Environment

not billed for water or wastewater.

**Little Bowden
WA Grain**

No Municipal water or wastewater services
No Municipal water or wastewater services

6.c.ii

Administration contacted Alberta Environment (AE) in 2019 for advice.

AE stated that it is normal practice for any property that has direct access to a water main to take their water supply from that water main. This provides safeguards for water quality & supply.

Water wells are permitted providing they are for residential use only (household domestic purposes).

If a commercial property owner wishes to use water from a supply other than the distributed water supply, they must apply to Alberta Environment for an Authorization.

A licensed property will have an Approval Authorization that can be searched for on a publicly accessible Alberta Environment web page.

A search on the AE Authorization Database revealed no existence of any approvals for 3 properties on 24 Street.

6.c.iii

Subsequent to Administration revised the Water Bylaw in 2020 to include provision relating to water wells. The extract taken from the bylaw is provided below.

5.7 Water Wells**5.7.1**

Where a utility service is available to the owner of a property situated on land that abuts or has a common boundary to a Town water main (or wastewater main), the owner shall, at the owner's expense, connect the property to the water (and wastewater) system in accordance with the standards set out in the Water Act and any other applicable Provincial Act, Regulations and Code or Bylaw.

The property owner should make such connection within a timescale no later than 10 years from the date of this Bylaw (unless repealed). There is no provision in this Bylaw for acquired rights of exemption ("grandfather rights").

The property owner should contact the CAO in order to establish any agreement with regard to any connection incentives or payment terms.

5.7.2

The Town may allow the use of a private water supply (eg: a well) for the following reasons;

- i. the location of the property or premise in relation to an existing water service main is such that the extension of the water service main is precluded because of excessive cost or engineering difficulty,*
- ii. the water service main adjacent to the property is of insufficient size or capacity to handle the proposed water supply and enlarging the water service main is deemed excessive in cost,*
- iii. the subject property is located within an area of the Town that has received approval authorization by Alberta Environment for the long-term use of a private water system in accordance with any applicable Provincial Act, Regulations and Code.*

6.d Summer 2023 Municipal Leaders Caucus

Agenda item 9.c. RCM May 23

Council may further discuss arrangements for the Summer 2023 Municipal Leaders Caucus.

6.e Bowden Daze 2023

Council may further discuss arrangements for the 2023 Bowden Daze parade.

Recommended Motion

Motion by Councillor _____ that the information provided in items 6.b and 6.c are accepted as information.

Agenda for Summer 2023 Municipal Leaders' Caucus

*Subject to change

000009

*Exact locations within the municipalities are being finalized and will be updated once all are confirmed.
Registrants will be notified via email.*

June 13	Diamond Valley
June 14	Delburne
June 20	Wembley
June 21	St. Paul
June 22	Spruce Grove

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.	Icebreaker Activity
10:30 a.m.	Session I – Election Debrief
10:45 a.m.	President's Report (LGFF, EPR, MFR)
11:00 a.m.	Session II – The Future of Municipal Government: Recommendations to Enhance Collaboration
12:00 p.m.	Lunch
1:00 p.m.	Session III – The Best Dam Session: Water Management Principles
2:00 p.m.	Session IV (locally led)
2:55 p.m.	Closing Remarks

Regular Council Meeting: June 12, 2023.	Agenda Item: 8.a / 8.b / 8.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information / RFD	Attachment(s): 1 RDC Subdivision Application Letter

Content:**8.a Public Library Board Membership**

Leanna Pillon resigned from the Public Library Board on May 30, 2023.

The position of Secretary has been filled by Caroline Furman and approved by motion of the members present at the board meeting of May 30, 2023.

Recommended Motion.

Motion by Councillor _____ that Council accepts the revision to the Library Board membership as information.

8.b Dog Licensing**(i) Background**

Section 5 of Animal Bylaw 06 / 2022 states:

"A dog owner shall purchase for each calendar year (valid January 1 to December 31) a dog licence from the Town, for each dog owned, at a fee set out in the Town's Rates & Fees Bylaw (Animal Licencing Schedule or this Bylaw)".

(ii) Revenues & Licences Issued Year 2022

Revenues from dog licencing for the year 2022 generated an annual revenue of \$3175.00. this being a consistent amount for the two previous years, 2020 and 2021.

The number of dog licences purchased in 2022 was 178.

(iii) Proposal

Administration wishes to change the manner in which dogs are licenced from that of an annual basis to an alternative permanent basis commencing January 1, 2024.

This means that each dog would be licenced once, permanently, and the tag assigned would be valid for the life of the dog.

The proposed cost of each permanent tag be set at \$10.00 (subject to any future increases deemed necessary due to inflationary considerations).

Replacement tags would be set at \$10.00.

(iv) Benefit

The purpose behind the proposed change is to implement a licencing system that encourages all dog owners within the Town to register their animals, so as to ensure that the Town creates an up to date and comprehensive animal record database.

The primary benefit for doing so is to assist in bylaw control and to ensure that dogs can be easily reunited with their owners if they stray or become lost.

Note:

With regard to all of the other provisions within the Animal Bylaw these will remain unchanged – for example this proposal will not change the number of animals permitted per household or change the stated fine (\$200.00) for not having a licenced dog.

If the proposal to Council is accepted, Administration will need to submit a revised Animal Bylaw in the future.

Suggested Motion.

Motion by Councillor _____ that Council by resolution agrees to accept the submitted proposal for a system of permanent dog licencing effective January 1, 2024.

8.c Red Deer County Subdivision Application

Administration has received a subdivision application from Red Deer County.

The proposed land subdivision is situated to the west of the Bowden Cemetery.

The parcel is within the Town of Bowden / Red Deer County Intermunicipal Development Plan.

The parcel is not located within an Area Structure Plan.

Recommended Motion.

Motion by Councillor _____ that Council accepts the application as submitted as information and that Administration submits a response stating that there are no concerns or objections to the application by the Town.



PLANNING & DEVELOPMENT SERVICES

38106 Range Road 275
Red Deer County, AB T4S 2L9
Phone: 403.350.2150
Fax: 403.346.9840

June 2, 2023

File: S-23-017

To Whom It May Concern:

RE: SUBDIVISION of NE 22-34-1-5

This letter is being sent to inform you that Red Deer County has received a subdivision application for the subdivision of 4.04 hectares (10 acres) from the NE-22-34-1-5, zoned Agricultural District (AG).

Red Deer County appreciates your feedback at this time. If you have any comments or concerns regarding this proposal, please submit them in writing by quoting **File: S-23-017** prior to **July 2, 2023**. Your comments will be included with the administration report when this application is considered by Red Deer County *Municipal Planning Commission (MPC)*. Information about the date this application will be considered by MPC is available by calling 403.350.2170 or checking the meeting agendas page on the County's website.

Please note that County Administration is not able to respond on an individual basis to feedback received. However, if you require further information or clarification on this application, please contact our office between 8:30 am - 4:30 pm Monday to Friday at 403.350.2170.

Municipal Planning Commission (MPC) meetings are open to the public and you are welcome to attend. Once made, the decision on this application will be posted on the County's website at www.rdcountry.ca/172/decisions

Sincerely,

Red Deer County
Julie Hardes
Development Officer
referrals@rdcounty.ca

SCHEDULE "A"**APPLICATION DETAILS:****Purpose of Application:**

- To consider the subdivision of 4.04 hectares (10 acres) from 64.7 hectares (160 acres) of Agricultural District zoned land within the NE-22-34-1-5

Proposed Land Use / Lot Description:

- The proposed parcel is accessed from Hwy 587 and the remainder of the quarter is accessed from Twp Rd. 343A (gravel).
- The subject parcel is zoned Agricultural District (AG) District.
- The proposed parcel meets the definition of a farmstead.
- The southern portion of the quarter contains a single detached dwelling and outbuildings.
- There is a battery facility within the center of the quarter section.
- The proposed parcel is located approximately 1 kilometer west of the Town of Bowden.

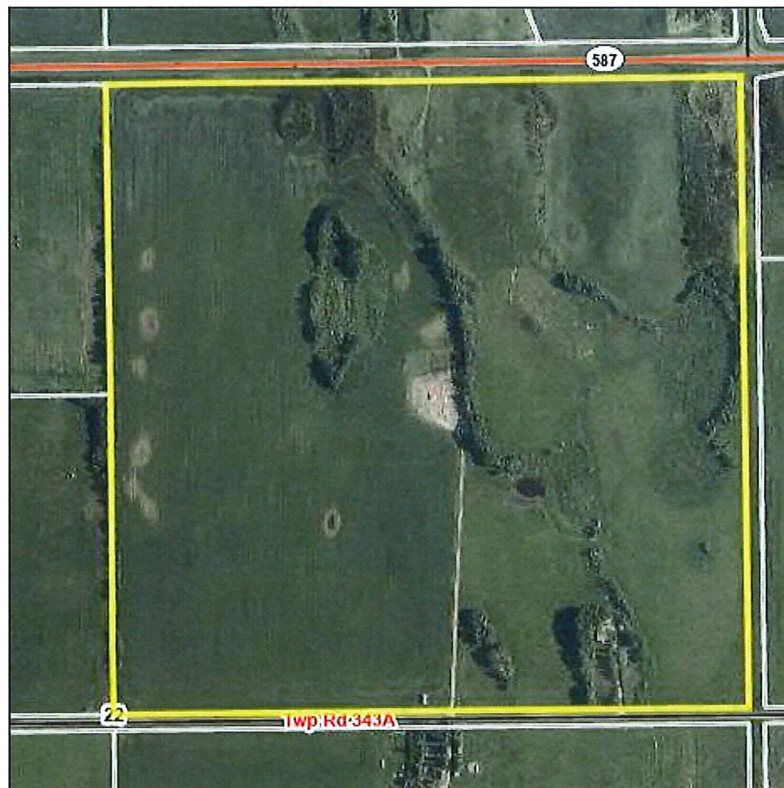
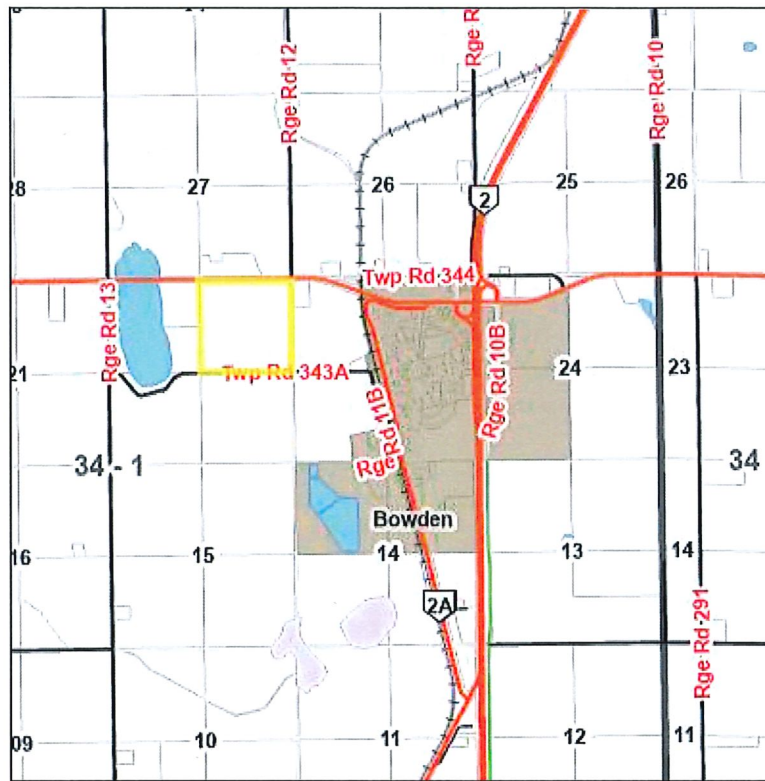
Surrounding Land Use / Environmental Considerations:

- The subject parcel is not located within an Environmentally Significant Area.
- Surrounding lands are agricultural in use.

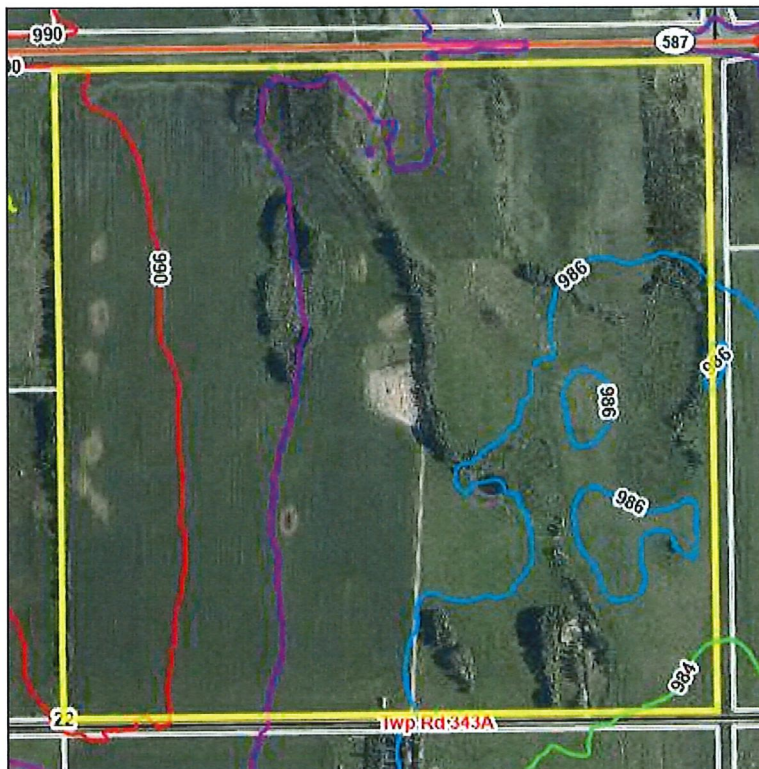
Statutory Document Information:

- The parcel is within the Town of Bowden / Red Deer County Intermunicipal Development Plan
- This parcel is not located within an Area Structure Plan.

SCHEDULE "B"

LAND LOCATION MAP

SCHEDULE "D"

REFERRAL AREA MAP & 2M CONTOUR MAP

Regular Council Meeting: June 12, 2023.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1. Letter from Red Deer County Protective Services

Content:**10.a**

Red Deer County Protective Services – April Enforcement Contract.

Recommended Motion:

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

Red Deer County**PROTECTIVE SERVICES**

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

May 24, 2023

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

Sent Via Email to: cfo@bowden.ca

Attention: Chief Administrative Officer

Dear Sir/Madam:

Re: April Enforcement Contract

Please be advised for the month of April, Red Deer County Patrol Officers spent 9 hours and 15 minutes in the Town of Bowden.

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

- 2023.04.03 at 1218 – inadequate mud flaps
- 2023.04.05 at 1443 – Bylaw
- 2023.04.05 at 1533 – Operate MV without licence in possession
- 2023.04.05 at 1533 – Fail to provide insurance
- 2023.04.08 at 0758 – Fail to stop at stop sign
- 2023.04.24 at 0835 – Fail to provide licence
- 2023.04.30 at 1233 – Speeding
- 2023.04.30 at 1249 – Speeding
- 2023.04.30 at 1309 – Speeding

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

Sincerely,

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

Regular Council Meeting: June 12, 2023.	Agenda Item: 11.a / 11.b / 11.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Content:**12****a. CAO's Report****b. Council Committee Reports**

- (i) Bowden Public Library (meeting minutes April 26, 2023)
(submitted by Councillor Marie Flowers)
- (ii) Bowden & District Cemetery Association (meeting minutes May 23, 2023)
(submitted by Councillor Sandy Gamble)

c. Society & Other Reports

- (i) Parkland Regional Library System Board Meeting Minutes
(submitted by Councillor Deb Coombes)

Recommended Motion:

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

Regular Council Meeting: June 12, 2023.	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1. Bowden Playground

Playground construction is underway. At the writing of this report, site preparation was to begin June 9th, with the structure being built June 12th.

2. Bowden Pathway

The first phase of the pathway project is nearing completion. Base work has been finished and paving is scheduled to commence in the near future, weather permitting.

3. Bowden Hotel

The tender for the Bowden Hotel site clean-up was posted June 1st. The province expects to award this tender in about 4 weeks time. The expectation is that the work begins mid July and is completed by mid September, according to officials with Alberta Infrastructure.

4. Sump Pump Program

The sump pump program was officially launched in June. Notice to residents was included in the June community newsletter. Several residents have already been in contact with the office. Past records on file suggest that there are approximately 30 sump pumps in Town that still drain directly into our sanitary sewer system.

Bowden Public Library

Meeting minutes: – April.26,2023

Present: Justina Klassen-Fehr, Shawna MacDonald, Julie Hamblin, Marie Flowers, Deb Coombes

1. Call to Order: Shawna MacDonald called the meeting to order at 4:00pm.
2. Adoption of Agenda: Shawna MacDonald motioned to adopt agenda. Carried.
3. Adoption of Minutes of last Meeting: Deb Coombes motioned to adopt agenda. Carried.
4. Business Arising:
Red deer County Grant: Budget due Dec.1,2023
5. New Business:
FCSS: Jade explained that she can work with the library on different events and crafts.
New Library sign: Shawna MacDonald motioned to accept sign. Carried.
Review of Financial Statement: motioned to adopt financial statement. Carried.
6. Next Meeting – May. 31, 2023. 4 pm
7. Adjournment motion: Shawna MacDonald adjourned meeting at 4:53 pm.

BOWDEN AND DISTRICT CEMETERY ASSOCIATION

REGULAR MEETING ON MAY 23,2023

IN ATTENDANCE: MICHELE BREWSTER, WAYNE MILANEY, DON PETERON, TROY FREDEEN, CHRIS HELM, MARG WESTMAN, SANDY GAMBLE AND TOWN EMPLOYEE MINO SIEZMAN.

ABDENT: DEB COOMBS

CALL TO ORDER: 3:00 PM

APPROVAL OF AGENDA: MOTION MADE BY DON PETERSON. CARRIED

APPROVAL OF MNUTES: MOTION MADE BY WAYNE MILANEY. CARRIED

OLD BUSINESS:

THE STONES WILL NEED TO BE BRUSHED. NO PRESSURE WASHER. MARG WESTMAN MADE THE MOTION FOR TROY FREDEEN TO PURCHASE ONE GALLON OF THE D2. CARRIED.

WAYNE WILL MEASURE AND TAKE A PICTURE OF THE NUMBERS ON THE SIGNPOSTS THAT NEED TO REPLACE. AN F AND 4 ARE NEEDED AND J NEEDS TO MOVED TO Its CORRECT PLACE.

DON PETRSON WILL TRY TO RECONNECT WITH THE COST OF 4 MORE FENCE PANELS.

THE TOWN WILL PROVIDE SOME MULCH TO TOP UP THE AREAS AROUND THE MEMORIAL TREES. THEY WILL ALSO HELP WITH THE WORK WHEN THE WORK CREW ARRIVE.

WAYNE MILANY WILL INSTALL THE STONE AND THE FLAGPOLE BY THE VETERANS SIGN IN THE NEXT COUPLE TO WEEKS. SHEILA CHURCH HAD RECEIVED A FLAG FROM MP EARL DREESHEN THAT WILL ALSO BE INSTALLED.

WAYNE MILANEY WITH THE HELP OF THE TOWN CREW REMOVE THE DEAD TREE ON THE HILL. IT WAS ALSO NOTED THAT ANOTHER TREE LOCATED BY THE COLUMBARIUM SHOULD ALSO BE REMOVED. NEW TREES WILL NEED TO BE PURCHASED TO REPLACE THEM.

AS WE NEED TO HAVE A LOOK AT OUR BYLAWS, WE WOULD LIKE TO MEET WITH ARNO AT THE TOWN OFFICE ON JUNE 7TH.

WE DID A WALK AROUND THE CEMETERY TO LOOK AT SOME OF OLDER GRAVES THAT ARE NEED TO BE REPAIRED. THE BRUCE FAMILY WOULD NEED TO CONTACT BUT, NO ONE KNOWS OF THEM SO THIS IS NEED SOME INVESTIGATION.

ADJOURNMENT: DON PETERSON MADE THE MOTION TO ADJOURN AT 3:46



PRLS Board Meeting Minutes

May 18, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday May 18, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

With Regrets: Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent: Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff: Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Guests: Lindsey Bauman and Erin Switenky (MNP)

Call to Order

Meeting called to order at 10:05 a.m. by Teresa Rilling.

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

Motion by Stephen Levy to excuse Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, and Janice Wing from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 24/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

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



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 25/2023

1.2. **Approval of Minutes**

Rilling asked if there were any amendments to the February 23, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the February 23, 2023 meeting as presented.

CARRIED

PRLS 26/2023

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

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

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

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

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

CARRIED

PRLS 27/2023

3.1. **Approval of the 2022 Parkland Audit**

Lindsey Bauman and Erin Switenky from Parkland's audit company, MNP, presented Parkland's audit. In their report, the auditors state:

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. Bauman noted the three items in the management letter from last year have been resolved, which shows the commitment of Parkland Staff to ensuring financial management is sound.

Motion by Elaine Fossen to approve the Parkland Regional Library Board 2022 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2022, and the Financial Statements for December 31, 2022, as presented.

CARRIED

PRLS 28/2023

3.2 **Audit Policy**

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors



stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

Staff inquired with the Public Library Services Branch (PLSB) whether there were any legislative requirements that would impede the Executive Committee from being the body responsible for approving Parkland's audit. They responded that there is "*nothing explicit in the legislation. However, it is implied that finances are the responsibility of the corporate board as a whole, not the Executive.*"

One advantage of having the audit approved earlier is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After some discussion, a motion was made:

Motion by Joy-Anne Murphy to hold a special online meeting of the full board to coincide with the completion of the audit for the full purpose of approving the Parkland Audit.

DEFEATED

PRLS 29/2023

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

Lindsey Bauman and Erin Switenky left the meeting at 11:09 a.m.

11:10 – 11:19 Comfort break

3.3. 2024 Budget/Requisition Increase

Sheppard reviewed a preliminary budget for 2024 for information. In the budget, there were no changes made to the requisition, or salary and benefits lines, excepting to adjust for current staffing levels. In the case of provincial operating funding, staff assumed the increases announced this year will continue next year.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.



Without addressing salaries, there is an initial balance of +\$30,256 at this time.

Motion by Deb Coombes to receive for information.

CARRIED

PRLS 31/2023

3.4. Salary Grid

Sheppard explained. At the September 15, 2022 board meeting, following the Compensation Review presented by Dr. Margaret Law, a motion was made *"to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid"*. This motion was a result of a recommendation from the Compensation Review which stated: *"The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."* Currently, there are fifteen steps on Parkland's salary grid with uniform increments of 2.5%.

Based on Law's Compensation Review, Parkland's salary ranges were acceptable. However, the Executive Committee was unable to provide direction to staff regarding the adoption of a new salary grid.

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine this issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Since Parkland still has to develop a budget for 2024, the Executive Committee recommended using the current salary grid and compensation policy for one more year since it is unlikely a new grid can be established before the budget needs to be approved by the board in September.

Volunteers from the Executive Committee for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, and Janice Wing.

Motion by Deb Smith to use the current compensation policy to create the 2024 budget, and to create a subcommittee to work on creating a new compensation policy and salary grid.

CARRIED

PRLS 32/2023

Motion by Les Stulberg to appoint Twyla Hale, Jul Bissell, and Stephen Levy to join the compensation review subcommittee.

CARRIED

PRLS 33/2023

Twyla Hale left the meeting at 12:00 p.m.



3.5. Marketing and Advocacy Committee Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular.

Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Motion by Doug Booker to receive the Marketing and Advocacy Committee report for information.

CARRIED

PRLS 34/2023

3.6. ALTA Representative

Sheppard reviewed. Former Parkland Board member Bob Green is stepping down from his long-time position as the Parkland representative on the board of the Alberta Library Trustee Association (ALTA). His term will be ending on May 31st this year. Green has asked for nominations or volunteers to serve on the ALTA board.

Sheppard asked for nominations or volunteers. Barb Gilliat volunteered to be Parkland's new ALTA representative.

3.7.1. Director's Report

3.7.2. Library Services Report

3.7.3. I.T. Report

3.7.4. Finance & Operations Report



Rilling asked if there were any questions regarding the Director's Report, Library Services Report, I.T. Report, or the Finance and Operations Report. There were none.

Motion by Len Phillips to receive the Director's Report, Library Services Report, I.T. Report, and Finance and Operations Report for information.

CARRIED
PRLS 35/2023

3.12. **Parkland Community Update**

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and water play that has been extremely popular. They are also holding film nights through the summer.

Motion by Dana Kreil to receive the Parkland Community Update for information.

CARRIED
PRLS 36/2023

4. **Adjournment**

Motion by Norma Penney to adjourn the meeting at 12:17 p.m.

CARRIED
PRLS 37/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 18, 2023

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board *"to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid"*. This motion was a result of a recommendation from the Compensation Review which stated: *"The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."*

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Committee News from Trustees

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Next Meeting: September 14, 2023 (in-Person)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.