

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on **Tuesday 14 November** commencing **7:00pm**.

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES	Pages
October 23, 2023, Council Organizational Meeting	2 - 4
October 23, 2023, Regular Council Meeting.	5 - 8
4. PUBLIC HEARING	9 - 11
Revision to Land Use Bylaw (04 / 2021)	12 - 13
5. DELEGATIONS	
None scheduled	
6. BUSINESS ARISING FROM PREVIOUS MINUTES	14
6.a Bowden Hotel	
6.b Qtr 3 Operating Statement – Financial Query	
6.c Bowden Library Budget & Funding 2024	
6.d Community Standards Bylaw (revised roadmap)	15
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7.a Land Use Bylaw 07 / 2023 (second reading)	18 - 20
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10. CORRESPONDENCE	44
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12. MEETING ADJOURNMENT	



000002

**Town of Bowden – Council Organizational Meeting
held on Monday October 23, 2023
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 6:30pm.

PRESENT	Mayor	Robb Stuart	(Chair)
	Councillor	Deb Coombes	
	Councillor	Sandy Gamble	
	Councillor	Paul Webb	
	Councillor	Marie Flowers	
	Councillor	Randy Brown	
ABSENT	Councillor	Wayne Milaney	
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. MATTERS OF COUNCIL BUSINESS

Agenda Item 3(i) Date & Time & Location of Council Meetings for 2023 / 2024

Councillor Marie Flowers stated that regarding the Regular Council Meeting Schedule there should be no requirement for meetings to be scheduled for July and August.

Mayor Robb Stuart responded by requesting that the summer meetings remain on the schedule as a decision could be made anytime to cancel a Council meeting if one is not required.

CAO Rudy Friesen stated that he would be absent for the December 11, 2023, RCM.

Motion 3.a. Moved by Councillor Deb Coombes that Council adopts the Regular & Organizational Council Meeting Schedule as presented (attached).

MOTION CARRIED

Agenda Item 3(ii) Elected Officials Remuneration

Motion 3.b. Moved by Councillor Randy Brown that the Elected Official's Remuneration, Benefits & Expenses Policy 01 / 2022 is amended by Administration as recommended by the Council Remuneration Committee.

Council thanked the Committee members for their time and effort taken to review the elected official's remuneration policy.

MOTION CARRIED UNANIMOUSLY

000003

Agenda Item 3(iii) Deputy Mayor Appointments and Schedule

There was brief discussion on the schedule. Councillor Paul Webb suggested that the Deputy Mayor should be appointed annually at the Organizational Meeting of Council for a one-year term. The role would be filled by the Councillor who is deemed best suited with time and resource to commit to the position.

Motion 3.c. Moved by Councillor Sandy Gamble that the Deputy Mayor List & Schedule for the term 2021 to 2025 remains unchanged as published.

Agenda Item 3(iv) Council Committee Appointments & Appointment of Chairperson**1**

Council reviewed the:

- a. list of Council Committees (as defined by Council Committee Bylaw 06 / 2023),
- b. list of other bodies & organizations to which elected officials are appointed.

Council subsequently appointed elected officials to those committees, bodies, and organizations in accordance with the:

- a. membership requirements of each Council Committee,
- b. Council preference for which elected officials should represent the Town on other bodies and organizations.

2

Council appointed a chairperson to those Council Committees where required.

3

Council appointed representatives to the Bowden Friendship Club.

4

As per the provisions set out within the Library Act Council appointed two elected officials to the Public Library Board for a set term of office.

Motion 3.c. Moved by Councillor Paul Webb that the appointed elected officials and the nomination of a chairperson (where applicable) to the Town of Bowden Council Committees and other bodies and organizations are as discussed, agreed, and recorded during the Organizational Meeting of Council.

MOTION CARRIED UNANIMOUSLY

Motion 3.d. Moved by Councillor Randy Brown that the appointed elected officials to the Public Library Board are Councillor Deb Coombes and Councillor Randy Brown for a period of one (1) year effective October 24, 2023.

MOTION CARRIED UNANIMOUSLY

Note:

Attached to these minutes are the Council Committees & Appointments listing for 2022/2023 and 2023/2024 for comparative purposes.

Agenda Item 3(v) Banking Services

Motion 3.d. Moved by Councillor Sandy Gamble that Council designates ATB Financial Services to continue to provide banking services to the Town of Bowden for the remainder of 2023 and for the year 2024.

MOTION CARRIED UNANIMOUSLY

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Agenda Item 3(vi) Other Matters**a Strategic Plan Review Date**

A date was set for a meeting to review the Town of Bowden Strategic Plan.

This was scheduled for Wednesday November 22, 2023, at 7:00pm in Council Chambers.

CAO Rudy Friesen confirmed that a facilitator will not be provided.

b Any other business

There was no discussion or motion made regarding this agenda item.

4. MEETING ADJOURNMENT

Motion 4.a Moved by Councillor Sandy Gamble 6:59 to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Rudy Friesen**



000005

**Town of Bowden – Regular Council Meeting
held on Monday 23 October 2023
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 7:15pm.

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

ABSENT	Councillor	Wayne Milaney
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ADMINISTRATION	CAO	Rudy Friesen
	Recorder	Arno Glover

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

Motion 2.a

Moved by Councillor Paul Webb that Council adopts the agenda as amended.

Note: (amended as follows):

New Agenda Item 8(e) Plaque

(submitted by Mayor Robb Stuart).

New Agenda Item 8(f) FCM Annual Conference 2024

(submitted by Mayor Robb Stuart).

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the October 10, 2023, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

There were no public hearings.

5. DELEGATIONS

Irve Heide, Patrol Manager, Red Deer County Protective Services
(apologies received for absence).

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

There was no further update on the Bowden Hotel.

000006

Agenda item 6.b Community Standards Bylaw

Administration is to resubmit a revised roadmap & schedule plan for the Community Standards Bylaw to Council for review at the next Regular Council Meeting.

Agenda item 6.c Revisions to Land Use Bylaw

CAO Rudy Friesen stated that the date for a public hearing to consider the proposed revisions to Central Commercial District C1 has been set for Tuesday November 14, 2023. (RCM).

Agenda item 6.d Letter of Thanks to MLA Nathan Cooper

CAO Rudy Friesen stated that a letter of thanks had been sent to MLA Nathan Cooper.

Agenda item 6.e Letter of Request to Minister Devin Dreeshen

CAO Rudy Friesen confirmed that a letter of request had been sent to Minister Devin Dreeshen and stated that to date a response had not yet been received by Administration.

There was no motion made regarding agenda items 6.a to 6.e.

7. BYLAWS & POLICIES

No item submitted.

8. NEW BUSINESS**Agenda item 8.a Appointment of Deputy Mayor**

Councillor Deb Coombes took the oath of office for Deputy Mayor for the period from October 24, 2023, to June 24, 2024.

Agenda item 8.b Emergency Advisory Committee Meeting

Administration requested that Council set a date for a meeting of the Emergency Advisory Committee.

A date was set for Monday November 27, 2023, at 6:30pm in Council Chambers

(Note: membership of this Committee is "all council members").

Agenda item 8.c Bowden Library Budget & Funding 2024

Administration submitted to Council the 2024 budget received from the Public Library Board.

Council is required to approve by resolution the amount of the local appropriation as identified and requested within the Public Library Board budget.

Council debated the requested increase in the local appropriation and raised further questions concerning program delivery and library opening hours.

Motion 8.a moved by Councillor Randy Brown that Council accept the submitted Public Library Board budget as information, for further debate at the next Regular Council Meeting.

MOTION CARRIED

Agenda item 8.d Parkland Regional Library System – 2024 per Capita Requisition

Administration provided Council with information pertaining to the 2024 Parkland Regional Library Board budget.

The 2024 budget contained a per capita rate of \$9.18 an increase up from \$8.75.

000007

Motion 8.b moved by Councillor Randy Brown that Council accepts the proposed increase in the municipal per capita requisition from \$8.75 to \$9.18.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.e Plaque

Council approved the purchase of a plaque.

Motion 8.c moved by Councillor Marie Flowers that Administration purchase a plaque on behalf of Council.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.f Federation of Canadian Municipalities (FCM) Annual Conference 2024

Mayor Robb Stuart stated that the Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show 2024 will be held in Calgary on June 6 – 9.

This brings together municipal elected officials from across Canada and provides programming, learning, and networking opportunities.

Administration was requested to:

- i. make preliminary bookings for accommodation,
- ii. include the projected cost for all Councillors to attend this event within the 2024 Operational Budget.

There was no motion made regarding agenda item 8.f.

9. FINANCIAL

Agenda item 9.a Appointment of Auditor (BDO Canada LLP)

Administration submitted to Council an engagement letter received from BDO Canada LLP for auditing services for financial year ending December 31, 2023.

Motion 9.a moved by Councillor Paul Webb that Council appoints BDO Canada LLP of:

179D Leva Avenue,
Suite 100,
Red Deer, Alberta, T4E 1B9,

as the auditors of the Town of Bowden for financial year ended December 31, 2023, for the estimated audit fee as detailed in page 3 of the submitted engagement document.

MOTION CARRIED UNANIMOUSLY

Agenda item 9.b Operating Revenues & Expenditure Report

Administration provided Council with a financial operating statement for the period January 1 to September 30, 2023.

The operating statement provides an analysis of actual financial results against planned budgeted forecasts.

Council and the CAO discussed and reviewed the financial operating statement.

Administration is to report back to Council on costs included within account code 2-72-230-99 "Recreation Contracted Services Other".

002008

Motion 9.b moved by Councillor Sandy Gamble that Council approves the Financial Report as presented.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE

There were no items of correspondence.

11. REPORTS

Agenda item 11.a CAO's Report

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

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

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

Bowden Public Library Board (meeting of September 12, 2023)

Bowden Public Library Board (meeting of October 18, 2023)

Bowden & District Cemetery Association (special meeting of May 31, 2023)

Agenda item 11.c Society & Other Reports

PRLS Board Meeting Minutes (meeting of September 14, 2023)

Mountain View Regional Water Services Commission (meeting of October 11, 2023)

Bowden Grandview School Council (meeting of September 20, 2023).

Bowden Grandview School Council (meeting of October 17, 2023).

Bowden Ag Society (meeting of September 27, 2023)

Expanding Horizons Society (meeting of October 5, 2023)

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

MOTION CARRIED UNANIMOUSLY

12. MEETING ADJOURNMENT

Motion 12.a Moved by Councillor Marie Flowers at 8:38pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: November 14, 2023.	Agenda Item: 4
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Administration Report RDC Planning & Development Services

Purpose:

In accordance with the Town of Bowden Land Use Bylaw a public hearing is required to amend Town of Bowden Land Use Bylaw 04-2021 with respect to an amendment of schedule C(6) Central Commercial District C1.

Background:

Council gave first reading to the amend the bylaw during the Regular Council Meeting of September 25, 2023.

The public hearing has been advertised on the Town's web site (posted 26 Sept 2023) in accordance with the notice requirements provisions contained within the Land Use Bylaw
(a copy of the web page notification is included as part of this RFD).

Format of Public Hearing

The format of the public hearing will be in accordance with the provisions stated within section 230 of the MGA and section 8 of the Town of Bowden Council Procedural Bylaw 08 / 2020.

Section 230(2)b of the MGA states that a public hearing must be held during a regular or special council meeting.

Section 8 of the Town of Bowden Council Procedural Bylaw 08 / 2020 is reproduced below.

8.1 Public Hearings

Council will hold a public hearing whenever the MGA or another enactment or policy requires.

This must satisfy all of the requirements of section 230 of the MGA (and must be recorded).

Where a public hearing is held on a proposed bylaw or resolution the MGA states that:

"when this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution the public hearing must be held, unless another enactment specifies otherwise:

- (a) before second reading of the bylaw or*
- (b) before council votes on the resolution"*

8.2

Council by resolution will set a time, date, and location of a public hearing.

8.3

The order of business for a Public Hearing will be:

- i. Chair to declare meeting open*
- ii. Chair to provide background as to purpose of the meeting and of any bylaw or resolution proposed by Council (ie, the purpose of the public hearing).*
- iii. Town Administration statement, eg, CAO*
- iv. Town representative statement, eg, Red Deer County Development Officer*
- v. presentations by those in favour*
- vi. presentations by those opposed*
- vii. any person affected who wishes to be heard who has complied with the procedures outlined by Council*
- viii. any other person who wishes to be heard and whom Council agrees to hear.*

8.4

The Mayor (or chair) may allow questions from Council after each presentation.

8.5

Persons speaking will be given the opportunity to speak only once however the Mayor (or chair) may allow a concluding statement from those that have made a presentation.

8.6

After all presentations have been made the Mayor (or chair) will declare the hearing closed.

8.7

No verbal or written submissions may be received after the public hearing is closed unless otherwise agreed by resolution of Council.

8.8

After the close of the public hearing Council may:

- i. pass the bylaw or resolution,*
- ii. further debate the bylaw or resolution and either*
 - a. make any further amendment to the bylaw or resolution it considers necessary,*
 - b. proceed to pass the bylaw or resolution without further public hearing.*

defeat the bylaw or resolution.

Administration Report

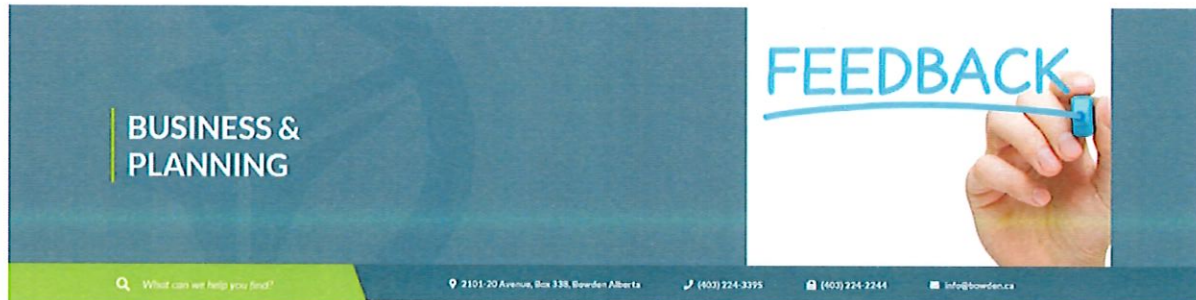
Reference should be made to the Administration Report prepared by Red Deer County Planning & Development Services dated September 11, 2023.

Suggested Motion:

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

Note:

The revised Land Use Bylaw will be presented for further debate as agenda item 7.a within this Regular Council Meeting.



Economic Development

Planning & Development

Public Hearing - Revision to Land Use Bylaw

Land Use Bylaw

Developments Permits & Proposed Development Notices

Planning Authorities, Planning Decisions & Appeal Bodies

Municipal Development Plan

Inter-Municipal Development Plan

Municipal Planning Commission

PDF Resources

ANNOUNCEMENT

A public hearing is scheduled for Tuesday November 14, 2023 (as an agenda item of the Regular Council Meeting) to allow residents to review and give feedback on a proposed revision to the Land Use Bylaw.

The revision to Land Use Bylaw 04/2021 contains amended provisions for Central Commercial District C1 and was granted 1st reading by Council during the Regular Council Meeting of 25th September, 2023.

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".

Following 1st reading there is a requirement to give notice of a public hearing as per Page 19, section 5.6.8 of the Town of Bowden Land Use Bylaw which states:

"Following first reading of an amending bylaw, the Development Officer must give notice of the public hearing by doing at least one of the following:

1. publishing notice at least once a week for two consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates,
2. mailing or delivering notice to every residence in the area to which the proposed bylaw relates,
3. advertising on the Town's municipal website for at least 4 consecutive weeks".

The revised bylaw (after 1st reading) is hereby made available for review / download below:

Land Use Bylaw 07 / 2023

(posted 26 September 2023)



BOWDEN INFORMATION & SERVICES

 View all
COUNCIL MINUTES

 Stay Up to Date
BOWDEN NEWSLETTER

 Looking for Something?
BUSINESS DIRECTORY

 What's Happening
EVENTS CALENDAR

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ONLINE FORMS

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GARBAGE & RECYCLING

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TOWN OF BOWDEN APP

By downloading our app it's easy to stay connected to what's happening in our community. The Town of Bowden app features:

- > Local News & Notices
- > Local maps
- > Council Meeting Minutes & Agendas
- > Alert Notifications
- > Local Weather
- > Business Directory



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ADMINISTRATION REPORT

Date: September 11, 2023
Memo To: Town of Bowden Council
From: Planning & Development Services
Subject: Town of Bowden Land Use Bylaw Amendment

1.0 PURPOSE:

To consider granting first reading to amend the Town of Bowden Land Use Bylaw 04-2021 as follows; and;

To set a public hearing date for October 10, 2023 (revised to November 14, 2023)

Amend Schedule C(6) CENTRAL COMMERCIAL DISTRICT (C1)

TO:

General Purpose: The provide an area for intensive commercial use, offering a wide variety of good and services, and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

Amend: The provide for a range of commercial, retail, business service uses offering a wide variety of goods and services that allows for some compatible residential uses, and other uses, herein listed, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

Permitted Uses:

- Accessory buildings or uses
- Convenience stores
- Day Care Facilities
- Food and Beverage service facility
- Live / work unit
- Offices
- Personal Services
- Retail Sales

Discretionary Uses: Bus Depots

Commercial recreation and entertainment facilities
Funeral homes
Repair services
Sea Cans
Signs
Apartments

Explanation: This will allow for more flexibility in the type of development within the Central Commercial District area, and more affordable housing options within the Town of Bowden

ALTERNATIVES:

- a. Grant first reading to amend the Town of Bowden Land Use Bylaw 04-2021 as follows;
and;

To set a public hearing date for October 10, 2023.

- b. Postpone first reading; or
- c. Deny.

4.0 RECOMMENDATIONS:

Grant first reading to amend the Town of Bowden Land Use Bylaw 04-2023 as follows;
and;

To set a public hearing date for October 10, 2023. (revised to November 14, 2023)

Prepared by Julie Hardes
Development Officer

Reviewed by Treena Miller
Director of Planning and Development

Reviewed by Rudy Friessen
Chief Administrative Officer

Regular Council Meeting: November 14, 2023.	Agenda Item: 6.a / 6.b / 6.c / 6.d / 6.e
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 Community Standards Bylaw Roadmap (v4)

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

Content:**6.a Bowden Hotel**

There is no further update on the Bowden Hotel.

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

During the Regular Council Meeting of October 23, Council requested further information on the cost associated with cost centre 2-72-230-99 "Recreation - Contracted Services Other".

This cost (\$1620.00) was for pest control services at the arena.

6.c Bowden Library Budget and Funding 2024

During the Regular Council Meeting of October 23, Council was requested to approve by resolution the amount of the local appropriation requested by the library board. This was not approved pending further information to be submitted to Council on proposed library services and programs for 2024.

There is no further update on this matter.

6.d Emergency Advisory Committee Meeting

Administration requested that Council set a date for a meeting of the Emergency Advisory Committee.

For Information: a date was set for Monday November 27, 2023, at 6:30pm in Council Chambers

6.e Community Standards Bylaw

Council continues to work on updating the Community Standards Bylaw based on feedback received from residents at the October 4th Council Open House.

Administration has revised the Community Standards Bylaw roadmap to remove any reference to a set date in the future with regard to the completion of the remaining tasks.
(a copy of the revised roadmap (v4) is attached).

Council is to review the schedule of key dates and determine the course of next action.

Recommended Motion

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



Town of Bowden

COMMUNITY STANDARDS BYLAW 04 / 2023

ROADMAP & SCHEDULE (key dates, actions & responsibilities)

Key Dates	Action / Task	By Whom	Notes
27 March 2023	Draft 1 of bylaw receives 1 st reading of Council	Council	Draft 1
28 March 2023	Draft 1 of bylaw posted on Towns Web Site – invitation for residents to provide feedback	Admin	Draft 1
13 April 2023	Draft 1 of bylaw presented to public for discussion at Council Open House	Council	Draft 1
23 May 2023	Administration submits proposed bylaw schedule to Council (informal as information)	Admin	
ongoing	Administration commences amendments to draft 1 of bylaw	AG	
RCM 24 July	Administration request agreement and adoption of the bylaw schedule by Council	Council	Presented to Council
25 July 2023	Administration to revise schedule dates per Council's decision (to include Open House)	Admin	resubmit RCM 14 Aug
25 July 2023	August Newsletter - Mayor's message to include reminder / request for resident's feedback	Council	
25 July 2023	Administration revise wording on web site (responses to be sent to pa@bowden.ca)	Admin	
RCM 11 Sept	Revised bylaw (draft 2) to be submitted to Council to review progress to date (only)	Admin	Draft 2
12 Sept 2023	Administration to incorporate any further amendments as required by Council	AG	Draft 3
4 October 2023	Council Open House – draft 3 to be presented to residents – Q&A and feedback session	Council	Draft 3
Oct – Dec 2023	Council to review requests made in Council Open House – redraft as required	Council	
tbc	Council Open House – draft 4 to be presented to residents – Q&A and feedback session	Council	Draft 4
tbc	Council to further review requests made in Council Open House – redraft as required	Council	
tbc	Administration to submit draft 5 of bylaw in RCM (date tbc) for second reading	Admin	Draft 5
tbc	Final review period – redraft as required	Council	Draft 6
tbc	Administration to submit final version of bylaw in RCM (date tbc) for third & final reading	Admin	Draft 6

Regular Council Meeting: November 14, 2023.	Agenda Item: 7.a / 7.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Land Use Bylaw 07 / 2023 2. Elected Officials Remuneration, Benefits & Expenses Policy 07 / 2023

Content

1 Land Use Bylaw 07 / 2023

The attached revision of the Land Use Bylaw is submitted to Council as a Request for Decision.

1.1 Background:

At the RCM of 25 September, Council received an Administration Report from Red Deer County, Development Officer, Julie Hardes which has now been made subject to a public hearing.

This report provided information on a request made to the Planning Department to consider an amendment to Land Use Bylaw 04 / 2021 for Central Commercial District C1.

The proposed amendment allows for:

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

A draft revision of the Land Use Bylaw was presented to Council and received first reading by resolution of Council on September 25, 2023.

1.2 Revisions to Bylaws – Requirements per the MGA

Part 3, Division 7, Section 65 of the Municipal Government Act (Revision of Bylaws) requires that the revised bylaw includes any requirements for advertising and public hearings.

Page 19, section 5.6.8 of the Town of Bowden Land Use Bylaw states:

"Following first reading of amending a bylaw, the Development Officer must give notice of the public hearing by doing at least one of the following:

- publishing notice at least once a week for two consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates,*
- mailing or delivering notice to every residence in the area to which the proposed bylaw relates,*
- advertising on the Town's municipal website for at least 4 consecutive weeks".*

Notice of the proposed change to the Land Use Bylaw has been advertised on the Town's web site since September 25, 2023 (a period greater than 4 weeks).

1.3

Subject to the information received and debate conducted during the public hearing, Council are requested to further debate Land Use Bylaw 07 / 2023.

1.4 Recommended Actions:

Administration recommends that Council consider:

- i. granting second reading to Revised Land Use Bylaw 07 / 2023 as presented,
- ii. after second reading unanimously voting in favour of allowing a third reading,
- iii. adopting revised Land Use Bylaw 07 / 2023.

1.5 Recommended Motions:

Motion by Councillor _____ that Council give second reading to revised Land Use Bylaw 07 / 2023.

Moved by Councillor _____ that Council unanimously give consideration to a third reading of revised Land Use Bylaw 07 / 2023.

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

1.6 Future Actions:

If adopted Administration are to publish a copy of the revised Land Use Bylaw on the Towns' website.

2 Elected Officials Remuneration, Benefits & Expenses Policy 07 / 2023**2.1**

At the Organizational Meeting of Council of 23 October 2023, Council passed the following motion.

***Motion 3.b.** Moved by Councillor Randy Brown that the Elected Official's Remuneration, Benefits & Expenses Policy 01 / 2022 is amended by Administration to include the recommendations made by the Council Remuneration Committee.*

2.2

A copy of the amended policy is attached for Council approval by resolution (amendments are highlighted in yellow).

2.3 Future Actions:

When approved and signed Administration are to publish a copy of the revised policy on the Towns' website

Recommended Motion:

Motion by Councillor _____ that Council give approval to the revised Elected Officials Remuneration, Benefits & Expenses Policy 07 / 2023



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

Town of Bowden – Province of Alberta
REVISION TO LAND USE BYLAW 04 - 2021
Bylaw 07 / 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,

Whereas Part 17, Division 5, Section 639 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) provides that every municipality must pass a Land Use Bylaw,

And whereas Part 17, Division 5, Section 640(1) of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) provides that a Land Use Bylaw may prohibit or regulate and control the use and development of land and buildings in a municipality,

And whereas Part 3, Division 7, Section 63(1) of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) provides that a council of a municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them,

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

2 PURPOSE

To revise Schedule C(6) Land Use District Regulations – Central Commercial District (C1) .

3 BYLAW PRECEDENCE

Central Commercial District C1 of the Land Use District Regulations are amended as per page 2 of this bylaw.

All other provisions within Bylaw 04 / 2021 remain unchanged and in effect.

SCHEDULE C6 LAND USE DISTRICT REGULATIONS CENTRAL COMMERCIAL DISTRICT (C1)

General Purpose:	To provide for a range of commercial, retail, business service uses offering a wide variety of goods and services, that allows for some compatible residential uses, and other uses, herein listed, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.
Permitted Uses:	Accessory buildings and uses Convenience store Day care facilities Food and beverage service facility Live/Work unit Offices Personal services Retail Sales
Discretionary Uses:	Bus depots Commercial recreation and entertainment facilities Funeral homes Repair services Sea Cans Signs Apartments

The following regulations apply to permitted uses:

Minimum Front Yard:	Nil
Minimum Side Yard:	Nil, or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard:	Shall be provided for parking and loading spaces in accordance with Sections 3(1) and 3(2) of Schedule B.
Maximum Parcel Coverage:	75%
Outdoor Storage and Display:	Outdoor storage or display is not permitted
Maximum Building Height:	10.0 m (32.8 ft.)
The following regulation applies to dwelling units:	
Dwelling Unit Entrance:	Dwelling units shall have an entrance separate from the entrance to any commercial component of the building.
Supplementary Regulation:	All uses must also comply with the regulations in Schedule B.

The regulations for all discretionary uses shall be as established in Schedule B.

OTHER REQUIREMENTS:

- i. The Development Authority has the right to refuse permission for the erection or placement of any building where in their opinion the design or appearance of the building will adversely affect the amenities of the surrounding area or buildings.
- ii. Hard surfacing of all driveways, parking pads and areas used for vehicular storage shall be required where any driveway, parking pad or area used for vehicular storage enters a paved road; otherwise the surfacing shall be all-weather.

This bylaw revision 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 ** day of _____ 2023,

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

Read a third time in open council this ** day of _____ 2023.

Robb Stuart, Mayor

Rudy Friesen, Chief Administrative Officer



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

Town of Bowden – Province of Alberta Policy Document (07 / 2023) ELECTED OFFICIALS' REMUNERATION, BENEFITS & EXPENSES POLICY

1 POLICY STATEMENT

The Town of Bowden will provide remuneration and benefits to elected officials in recognition of their public service and in consideration of carrying out their municipal duties.

Compensation for elected officials should:

- reflect their roles and responsibilities,
- recognize time commitments,
- be fair and reasonable,
- be determined within a remuneration framework that is financially sustainable.

The purpose of this policy is to provide an open (public) written statement that defines:

- the types of remuneration (including benefits),
 - the amount of remuneration (fixed and ascertainable),
 - procedures for submitting remuneration & expenses claims,
 - the process for remuneration review.
-

2 DEFINITIONS

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 Municipal Government Act and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

Council

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

Elected Officials

Means those persons elected as Mayor and Councillors.

Expenses

Means reimbursement for approved expenses paid out of pocket, based on actual submitted receipts.

Honorarium

Means a flat monthly amount paid to elected officials as identified in section 4.1 of this policy.

Per Diem

Means an hourly, daily, or flat rate amount paid to cover specific meetings or duties as identified in section 4.2.1 of this policy.

Remuneration

Means the combination of honoraria, per diem and benefit payments.

Town

Means the municipal corporation of the Town of Bowden.

Words (interpretation)

- a) "may" is to be construed as permissive and empowering,
- b) "must" is to be construed as imperative,
- c) "shall" is to be construed as imperative (mandatory),
- d) "should" is to be construed as recommended.

3 SCOPE

This policy applies to all elected officials.

4 REMUNERATION**4.1 Honoraria (Base Remuneration)**

These are the amounts paid each month to elected officials irrespective of attendance at meetings or time spent on municipal matters.

As moved at the Council Organization Meeting of October 23, 2023, elected officials (by office) are compensated with a monthly honorarium, as follows:

Office	\$ (monthly)	\$ (yearly)
Mayor	700.00	8400.00
Deputy Mayor*	400.00	n/a
Councillor	350.00	4200.00

* Effective only for the period during which the office of Deputy Mayor is held.

4.2 Per Diems**4.2.1**

As moved at the Council Organization Meeting of October 23, 2023, elected officials receive a per diem, as follows:

This is remuneration made for attending (and travel time to) the meetings of Council, Council Committees and for performing other municipal duties as required by nature of holding public office.

Office	\$ (per hour*)	\$ (per ½ hour*)
Mayor	30.00	\$15.00
Councillor	30.00	\$15.00

* calculated to the nearest hour or ½ hour.

4.2.2

Claimable Per Diems include:

- a) Regular Council Meetings, Special Council Meetings, Organizational Meetings of Council,
- b) Council Committee meetings that an elected official has been appointed to,
- c) Boards, Commissions, Society meetings that an elected official has been appointed to,
- d) Public Hearings,

- e) Conferences, Conventions, Education Sessions, Seminars and Workshops,
- f) Community partner meetings,
- g) Ministerial meetings.

4.2.3

Non-Claimable Per Diems include:

- a) An honorarium or per diem may be accepted from other organizations (eg: where an elected official serves on a Regional Commission) however the per diem provided for by the Town in 4.2.1 cannot be claimed if a payment is already received from another organization.
- b) Where an elected official attends a meeting to which they are not the designated / alternate Council representative.

4.2.4

Members are not limited in the number of educational or development activities they may attend however the total cost of all Council per diems may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

4.2.5

The cost of Councillor representation at conferences and conventions may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

4.2.6

Attendance at special events, social events, golf tournaments, facility tours, and galas etc will not receive a per diem payment.

4.2.7

The Mayor may, at his / her discretion, claim per diem up to a maximum of two hours for a single appearance when invited to make public appearances in an official capacity.

4.3 Expenses

4.3.1

Provision will be made to cover an allowance for travel, subsistence and for expenses occurred in the fulfillment of duties.

Expense			Notes
Breakfast	\$17.50	Per day	if departed before 7:30am
Lunch	\$25.00	Per day	if departed before 1:00pm
Supper	\$40.00	Per day	if departed after 4.00pm
Gratuities on Meals	Max 15%		
Mileage Allowance*		Per km	use of personal vehicle
Travel & Accommodation	cost recovery		(refer to 4.3.2 below)

* The mileage allowance rate will be the **current** Alberta Government published Kilometric Rate.

Receipts must be submitted in respect of all allowances claimed for travel & subsistence.

4.3.2

Travel expenses to attend official functions are authorized by the inherent nature of this policy.

Council members must however demonstrate fiscal responsibility when making reservations for travel and accommodation. The most economic, efficient, or practical means should be sought.

The cost of Council members' travel and accommodation may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

4.3.3

Miscellaneous expenses such as vehicle parking, hotel internet fees, registration fees, and secretarial services (photocopying) may be claimed where valid and applicable.

For all miscellaneous expenses claimed a copy of the printed receipt must be attached to the Councillor Timesheet / Expenses Claim Form. Photocopies of credit card statements are not acceptable.

4.3.4 Non allowable expenses.

The following expenses cannot be claimed:

- a) Fines, penalties, or liabilities as a result of a traffic violation or an offence committed under the Alberta Traffic Safety Act (or any other Provincial Act) or Bylaw.
- b) Liquor expenses,
- c) Fund raising donations, charitable donations, gifts, and any form of gaming or gaming entertainment,
- d) Attendance, and travel to, special events, social events, political party functions, fund raising functions, sporting tournaments, facility tours, galas and parades do not qualify to receive payment for expenses incurred,
- e) Spousal expenses including travel, meals, registrations, tickets, and fees are considered a personal expense and cannot be claimed.

4.4 Cost of Living Allowance (COLA)

Council may award a Cost-of-Living Allowance increase to the honorarium (base remuneration) and / or the per diem rates annually, by resolution, during the annual Operating Budget review process and deliberations.

5 EXPENSE SUBMISSION & REIMBURSEMENT PROCESS**5.1**

Council members must submit their timesheets according to the processing / payroll deadlines set by Administration.

5.2

Timesheet / expenses claim forms will be provided by Administration.

5.3

Timesheet / expenses claim forms submitted by Councillors must be approved by the Mayor.

5.4

Timesheet / expenses claim forms submitted by the Mayor must be approved by the CAO.

5.5

In the event of a dispute over a submitted expense "Council as a Whole" shall review the expense and determine its validity and eligibility for reimbursement.

6 REMUNERATION PROCESSING**6.1**

Remuneration will be processed via the Town's payroll system.

6.2

Remuneration will be paid on the 15th day of each month by direct credit transfer.

6.3

Remuneration deductions will be made by Administration in accordance with all applicable Canada Revenue Agency requirements or any other statutory enactment or court order made on earnings.

6.4

A deduction will be made to Alberta Municipalities in respect of a basic life insurance policy premium.

7 REMUNERATION REVIEW**7.1**

A remuneration review will occur every general election year or midterm if Council agree to do so by resolution made in a Regular Meeting of Council.

7.2

Revised remuneration rates will become effective in the first pay period following formal approval of the Town's Operating Budget for that year.

7.3

The process for conducting a remuneration review is outlined in Schedule A of this Policy, "Council Remuneration Review Committee – Terms of Reference".

8 AUTHORITY / RESPONSIBILITIES**8.1**

The CAO is responsible for providing resources and implementing procedures to ensure this policy is effective in its operation.

8.2

Council will consider recommendations put forward by the Council Remuneration Review Committee.

Council may accept, reject, or modify (in full or part) any proposals made by the Council Remuneration Review Committee.

9 SUPPLEMENTARY INFORMATION**9.1 Related Documentation**

Schedule A Council Remuneration Review Committee – Terms of Reference.

9.2 Additional Information

Questions or concerns relating to this Policy should be directed to the Chief Administrative Officer:

Tel: 403 224 3395
E-mail: cao@bowden.ca

9.3 Policy Specifics

Policy Number	07 / 2023
Policy Title	Elected Officials Remuneration, Benefits & Expenses Policy
Supersedes / Revokes	Policy 01 / 2022
Document produced by:	Arno Glover
Date Passed (Council Meeting)	Regular Council Meeting of November 14, 2023
Council Resolution #	(tbc)
Date Policy Effective	Immediate (upon signature)
Policy Review Date	Summer 2025 (prior to General Election).
Distribution:	Mayor / Councillors / CFO / CAO
Approved by:	Rudy Friesen (CAO)

9.4 Policy Revision History

Any proposed changes that materially affect this policy in principle or substance (including remuneration) can only be made by Council motion.

Any change to this policy to:

- i. correct clerical, grammatical or typographical errors, or
 - ii. clarify context or meaning,
- can be made with the CAO's approval.

All revisions to this policy must be recorded below.

The version control number of this document must be amended accordingly.

Date	Version Control #	Description of Change	Section
14 Nov 2023	2	Amendment to Expenses	4.3.1
14 Nov 2023	2	New section reference COLA increases	4.4

9.5

Signed:

Robb Stuart
Mayor

Rudy Friesen,
Chief Administrative Officer

SCHEDULE A

Council Remuneration Review Committee – Terms of Reference

A1

Legality

The Town of Bowden Council Remuneration Review Committee is an ad-hoc committee (it is not a Council Committee).

A2

Purpose

The purpose of the Council Remuneration Review Committee is to review the Elected Officials' Remuneration, Benefits & Expenses Policy and to make recommendations to Council in relation to proposed changes in the remuneration of the elected officials.

A3

Committee Membership

Membership of the Council Remuneration Review Committee will consist of three volunteer residents from the Town of Bowden. Appointments to the committee will be ratified by Council resolution.

The CAO (or designated deputy) will act in an advisory role to the Committee and will provide any information necessary to the Committee to fulfill their duties.

A4

Meetings

The Council Remuneration Review Committee will meet in the third quarter (July to September) of any year in which a general election occurs or whenever deemed necessary as resolved by Council motion.

The frequency and dates of meetings will be at the discretion of the Committee as deemed necessary.

By reason of being an "ad hoc committee", the Council Remuneration Review Committee will be dissolved once a recommendation to Council has been submitted.

A5

The Council Remuneration Review Committee may consider all or some of the following factors in determining their recommendations:

- a) previous pay awards (when / how much),
- b) the existence of any policy directives,
- c) comparative studies with other Town's compensation awards,
- d) financial factors (eg: current state of the Town's financial health, debt burden, reserves),
- e) external factors such as, forecast inflation, the Consumer Price Index, local market conditions, economic indicators, community sentiment / perceptions.

A6

Reporting & Records

The Council Remuneration Review Committee will submit a written report of their recommendations to the CAO, no later than the 1st day of October for inclusion on the agenda of the annual Organizational Meeting of Council.

A review of Councillor's remuneration should be objective and made without any commentary on a perception of Councillor's efficacy or productivity.

Regular Council Meeting: November 14, 2023.	Agenda Item: 8.a / 8.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: 8.a RFD / 8.b Information	Attachment(s): 1 Financial Assistance Application Form (separate cover) 2 Capital Projects Update Report 2023

Content:

8.a Grants & Donation Policy (Financial Assistance Request) Background.

Reference should be made to the Financial Assistance Application Form (provided under separate cover) subject to FOIP Act exception to disclosure (sections 17 – harmful to personal privacy).

The Town of Bowden Grants & Donation Policy was passed by Council during the RCM of January 9, 2023.

The following is reproduced from the policy:

“The Town of Bowden is committed to supporting sustainable activities that positively impact the local community.

Community grants and donations are available to projects or organizations which demonstrate and provide cultural, social, or economic benefit to the local community.

The purpose of the Grants & Donation Policy is to:

- i. provide a framework that ensures financial assistance applications are assessed and awarded in a consistent and equitable manner and which positively support the social wellbeing of the Town of Bowden local community,*
- ii. provide an accessible and documented process for persons seeking financial assistance from the Town,*
- iii. provide the CAO and Council with clear direction for the consideration and approval of requests for financial assistance,*
- iv. enhance Council's appreciation and understanding of community groups and their programs within the local community,*
- v. maintain public trust and confidence in municipal government affairs and procedures”.*

The disbursement of monetary payments as donation, grants, or contributions as gifts in-kind does not form part of the Town's regular program of service delivery.

Any disbursement must therefore receive prior Council approval and must align with Council's core values on supporting community programs or initiatives.

Application Received.

An application has been received from Bowden Minor Hockey (available for Council review under separate cover).

The sum of \$400.00 has been requested to support the cost of running their annual fund-raising tournament.

The application is submitted to Council as a Request for Decision.

Suggested Motion

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

8.b 2023 Capital Projects Update

Please refer to the attached report.

Recommended Motion

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

Year to Date Review of 2023 Capital Projects

1 Walking Trail Project

2022 Budget Project Cost	\$240,000.00
2023 Revised Project Cost	\$204,199.88
Actual Project Cost (2022 / 2023)	\$212,467.17

This **2023** revised project was for commencement of the initial phase of the walking trail project (phases 3a and 3b) extending from the midpoint of Westview Drive toward the Ag Society grounds.

Border Paving were the approved contractor for this project having been appointed through a competitive tendering process (project managed by ISL engineering).

The 2 phases of the trail including the landscaping work around the sides of the asphalt borders was completed in September.

The original **2022** capital budget estimate was \$240,000.00 for all phases of the trail (underestimated).

The revised cost as per tender for phases 3a and 3b was estimated as \$204199.98.

Expenditure on professional engineering services (in both 2022 and 2023) is **\$11,411.00** to date.

ISL have completed the engineering inspection of the walking trail and approved the final holdback payment.

Administration has installed dog waste containers. Further equipment will be added in 2024.



2 Public Works Vehicle Replacement**Budget Project Cost \$110,000.00****Actual Project Cost \$ 85,648.50**

Administration purchased two used Ford pickup trucks in March 2023 to replace two of the aging vehicles in the public works fleet. These 2 new vehicles are:

	Cost
i. Ford F150 4WD 2018 Supercab	\$38256.25,
ii. Ford F250 4WD 2018 Crewcab	\$52893.25.

Assets replaced.

- i. Ford 2008 F250 2WD truck - sold at auction for: \$5501.00.
- ii. The Ford F150 pickup truck (2007 model) has been transferred to the Arena.

3 Public Works Equipment**Budget Project Cost \$20,000.00****Actual Project Cost \$21,500.00**

In March two additional items of equipment were purchased to improve the Town's street cleaning and alley cleaning capabilities.

- i. a street cleaning brush attachment that collects the swept material (as opposed to ejecting the material), Cost \$8500.00.
- ii. a snow plow blade that allows snow removal to be undertaken in more confined areas (ie: areas where use of the Case grader is impractical or unsuitable), Cost \$13000.00.

Both these attachments can be universally fitted to both the Bobcat Skid Steer and the John Deere 4 Wheel Loader.

Bucket Sweeper



Snow Pusher



4 Community Playground**Budget Project Cost \$70,000.00****Actual Project Cost \$64,734.73**

Administration contracted with ParknPlay Design for the replacement community playground at Centennial Park.

The installation of the playground was completed on Friday 16th June.

**5 Museum Remedial Repairs****Initial Budget Estimate \$20,000.00****Quoted Project Cost \$33,950.00****Revised Project Cost \$45,000.00****Total Project Cost \$51,668.00**

Essential remedial work was required to the roof of the Museum building.

The estimated cost of this project was underestimated at the onset. The cheapest quotation (from a total of 4 received) received was \$33,950.00 from Cooper Roofing of Red Deer. The quotation submitted contained a sizing error and was subsequently revised.

Cooper Roofing will make a contribution of (\$5000.00) in 2024 to arena operations.



6 Emergency Management

Budget Project Cost \$10,000.00

Actual Project Cost \$11,621.99

An essential upgrade of the emergency backup generator was completed during 2023 at the Bowden Events Centre (this building is designated as the Town's emergency shelter).

This included the installation of:

- i. a Kohler commercial grade natural gas generator running on a 3-phase power supply,
- ii. an automated transfer switch.

The Bowden Events Centre have contributed \$4,000.00 towards the project cost.

The total cost of the project was \$11621.99 (net of the contribution) which also included the purchase of a new heavy gauge steel storage cabinet.

7 Remedial / Upgrade to Administration / Library Building

Budget Project Cost \$30,000.00

Project Cost to date \$21,775.58

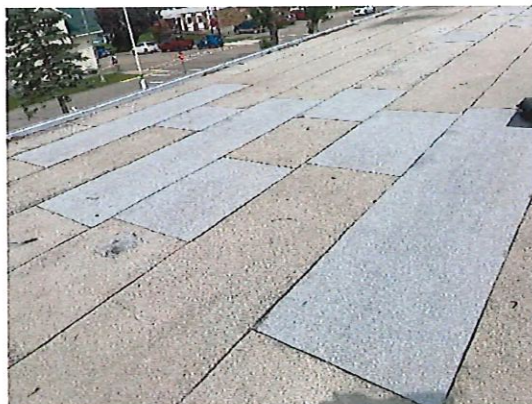
New Project Cost \$ 8,775.00

Roof Repair

During 2022 an investigation was made into the current state of the Administration / Library building roof in response to water leaks occurring during periods of snow melt and heavy rain.

Essential remedial (patching) work was required to this roof.

This was completed in August.



New Flooring

Following the upgrade of the library floor in 2022, the Town administration building was upgraded with new flooring in July. This upgrade replaced the existing tiles and carpet tiles with vinyl plank flooring in the following areas: the vestibule, the reception area, both offices and the open plan office area

Audio / Visual Equipment

Council approved a request by Administration to upgrade the audio / visual conferring equipment within council chambers. This work has not yet commenced.

8 Sanitary Sewer Relining Project

Budget Project Cost	\$150,000.00
Project Cost (to date)	\$111,502.76

This sanitary sewer project was a key capital undertaking this year.

This project was to reline what is thought to be the most troubled portion of the Town's sanitary sewer system, in an attempt to reduce and prevent what is believed to be high volumes of inflow and infiltration into the wastewater system.

The completed section of pipe relining runs beneath Highway 2a and extends from 21st Avenue to the point where it crosses underneath the rail tracks enroute to the south lift station.

This material composition of the current pipe is Vitrified Clay Pipe (VCP) which is a hard ceramic material which offers good resistance to all forms of sewage, but which is susceptible to cracking and fracture through frost heave.

Replacement of the current pipe with modern PVC material would be a very expensive undertaking.

Relining by installing a resin impregnated flexible tube is a cheaper option with no associated damage to the road surface.

Phase 1 of this project completed in August was to flush the sewers and to camera the pipeline.

This revealed that a remedial repair was required to replace a portion of broken sewer line. This incurred additional expense to both repair the damaged pipe and make good the road surface (which is a provincial highway).

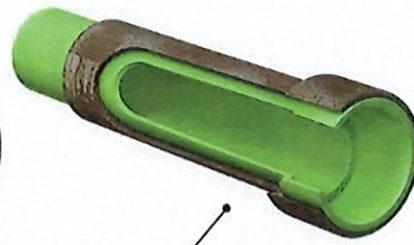
All costs for this project have not yet been received.



Damaged pipe



Relined pipe



Liner conforms to previous shape

9 Water Main Emergency Repair

Budget Project Cost
Actual Project Cost

\$65,000.00
\$77,108.20

In the RCM of 8 May Administration requested approval for the replacement of a section of water main to replace the broken cast iron water pipe east of the junction of 21st Avenue and 23rd Street (by Bowden Grandview School).

A significant amount of the underground water distribution infrastructure throughout the Town of Bowden consists of cast iron pipe. These pipes are susceptible to corrosion and frost heave fractures. New modern material (PVC pipe) is more resilient to corrosion as this is more durable and flexible than cast iron material.

This addition capital project was realized when a water valve was replaced at this location. The broken section of water main at this location was stated as being the source of unwanted additional water consumption in the Town.

Administration received a quotation of \$55000.00 which was significantly lower than budgeted estimate of \$65000.00 for the groundwork to be completed. The anticipated savings have however been offset by the cost of the asphalt paving required to repair the road surface.

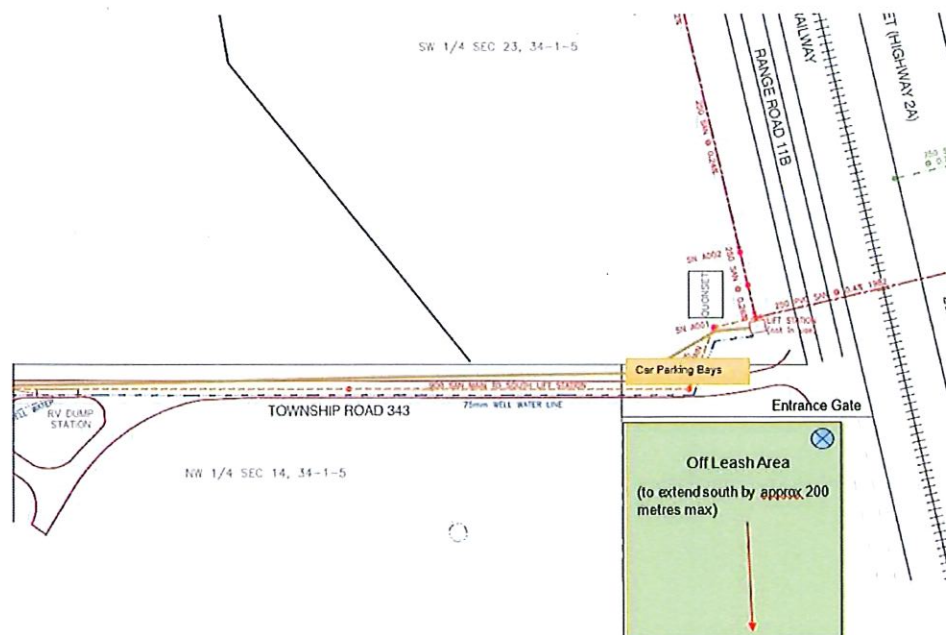
10 Off Leash Dog Park

Notional Cost \$20,000.00

Administration has identified an area west of the rail tracks (opposite the Public Works quonset) as the location of an "Off Leash" dog park.

Administration is in the process of obtaining quotes for fencing.

This project will be carried forward to the 2024 Capital Budget.



Regular Council Meeting: November 14, 2023	Agenda Item: 9.a
Prepared by: Arno Glover / Rudy Friesen	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Draft 1 – 2024 Operating Budget

1 Legislative Responsibility

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

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

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

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

Administration therefore provides Council with the first draft (overview) of the 2024 Operating Budget for the purpose of further discussion and review.

2 Background

The operating budget as presented provides a first draft overview summary analysis of projected revenues and expenditures with comparatives to the 2023 Budget and YTD Actuals for 2023.

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

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

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

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

3 Considerations

3.1

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

- what are the strategic / policy priorities of Council,
- what are the service delivery priorities for each functional area (admin / public works / arena)
- what are the future costs of maintaining current service levels,
- community needs and benefits,
- availability of funds either from operating reserves or from external sources.

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

3.2

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

3.2.1

Note: each 1% increase in tax rates provides an additional tax revenue of \$10825.00 based on current property tax assessments.

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

- i. alignment with Councils' strategic priorities,
- ii. maintain / increase in municipal service levels,
- iii. transfers to capital reserves to cover future infrastructure requirements,
- iv. increases in operational expenditures to cover inflationary increases in subcontracted services and equipment purchases.

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

	Municipal Tax Rates	Inflation Rate	COLA Award
2020	0%	1.3%	1.75%
2021	0%	3.1%	1.5%
2022	0%	6.5%	2.0%
2023	1%	3.7%	4.0%

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

Note:

Subsequent revisions can be made to municipal tax rates (and the Operating Budget) at the time the Taxation Rate Bylaw is presented to Council in order to reflect:

- i. actual property tax assessments (typically received in April each year),
- ii. notifications received of education requisitions.

Note: the education requisitions will not be known until the spring after the Provisional Government has passed its budget.

3.2.2

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

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

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

4 Current Budget Assumptions

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

4.1

An increase in the residential and commercial tax rates has been included within the first draft budget at a notional 2%.

4.2 Franchise Fees

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

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

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

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

4.3 Water & Wastewater Utility Rates

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

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

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

Current cost (2023) of water / wastewater cost with comparative utility recharge rates.

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

Note:

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

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

Water

	2022	2023 YTD
Water Revenues	\$300906.11	\$239090.71
Water Expenditures	\$336551.33	\$343182.54
(DEFICIT)	(\$35645.22)	(\$104091.83)

Wastewater

	2022	2023 YTD
Wastewater Revenues	\$322814.63	\$257008.00
Wastewater Expenditures	\$453303.80	\$342417.37
(DEFICIT)	(\$130489.17)	(\$85409.34)

4.4 Solid Waste Rates

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

4.5 Provincial Police Funding Model

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

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

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

4.6 Dog Licence Revenues

Dog Licence Revenues are substantially reduced to reflect the change in policy regarding fee rates for 2024. (Dog licences will be offered free of charge in December 2023 as per the resolution made in the RCM of June 12, 2023).

4.7 Bowden Public Library Appropriation

There is currently no increase in the draft budget for the public library local appropriation as this has not yet been approved by Council.

4.8 Red Deer County Grants

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

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

4.9 Administration Salaries**4.9.1**

COLA adjustments are made to counteract the effects of inflation.

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

4.9.2

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

4.10 Elected Official's Remuneration

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

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

4.11 Federation of Canadian Municipalities Annual Conference 2024

Included in Council expenditures is the cost to cover all Councillor attendance at the FCM Conference in Calgary in 2024. This is estimated to be \$17000.00.

4.12 General / Miscellaneous**4.12.1**

MSI Operating Grant Funding in 2024 is a like value 2024 as for 2023.

4.12.2

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

4.12.3

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

The grant provides a 50% share of the total project cost hence the corresponding total cost is shown in Economic Development Expenditures.

4.12.4

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

Note:

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

4.12.5

There is no other transfer of operating revenues to any other capital reserves or contingency reserves.

4.12.6

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

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

5 Suggested Motion

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

6 Future Actions**6.1**

Council has a date set for a review of the “2022 – 2025 Strategic Plan” for Wednesday November 22, 2023.

Decisions or requirements from that review that affect remuneration or expenditures should be incorporated in future drafts of the Operating Budget.

6.2

Administration to submit to Council further drafts of the Operating Budget with the aim of achieving final approval prior to the end of calendar year 2023.

Note:

If budget deliberations are not concluded by December 31 an interim budget must be adopted by Council resolution before any expenditures or collection of revenues can be made (as required by section 248 of the MGA).

6.3

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

The Capital Budget is required to state any transfers from the Operating Budget.

6.4

Administration is to submit to Council a revised:

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

at a future (2024) Regular Council Meeting.



2024 REVENUE

Description	2024 Budget	2023 Budget	2023 YTD Actual
TAX REVENUES	1,494,077.65	1,412,377.65	1,507,658.57
OTHER REVENUES	287,675.00	273,100.00	255,495.60
GRANT REVENUES	248,464.00	164,317.00	245,338.00
ADMINISTRATIVE REVENUES	16,375.00	17,335.00	14,965.12
BYLAW REVENUES	100.00	100.00	165.00
ANIMAL REVENUES	2,050.00	3,550.00	2,285.00
PUBLIC WORKS REVENUE	200.00	100.00	2,197.75
WATER REVENUES	315,150.00	309,200.00	264,994.32
SANITARY SEWER REVENUES	343,200.00	335,300.00	282,625.95
SOLID WASTE REVENUES	63,800.00	69,600.00	54,428.36
RECYCLING REVENUES	70,300.00	70,400.00	58,337.06
FCSS REVENUES	65,953.40	65,953.40	61,328.05
CEMETERY REVENUES	12,500.00	12,000.00	15,787.14
ECONOMIC DEVELOPMENT REV	30,800.00	1,500.00	762.00
LAND REVENUES	6,500.00	6,500.00	5,700.00
PARADE REVENUES	1,000.00	1,000.00	1,000.00
REC BOARD REVENUES	700.00	1,500.00	600.00
RECREATION REVENUES	118,500.00	118,000.00	87,553.97
PARK REVENUES	3,750.00	3,750.00	3,750.00
LIBRARY REVENUES	1,500.00	1,500.00	1,500.00
MUSEUM REVENUES	3,000.00	1,500.00	3,000.00
COMMUNITY HALL REVENUE	5,000.00	5,000.00	5,000.00
OPERATING REVENUE	3,090,595.05	2,873,583.05	2,874,471.89



2024 EXPENSES

Description	2024 Budget	2023 Budget	2023 YTD Actual
REQUISITIONS & GENERAL	302,022.20	291,143.51	226,516.65
COUNCIL	136,900.00	119,500.00	95,917.29
ADMINISTRATION	595,855.00	566,974.14	481,968.88
FIRE PROTECTION	12,030.00	12,050.00	9,251.92
DISASTER SERVICES	1,000.00	1,000.00	0.00
ENFORCEMENT	103,889.00	82,631.00	76,599.71
ANIMAL	350.00	285.00	219.26
PUBLIC WORKS	382,957.06	362,836.00	281,539.65
ROADS	187,560.00	173,350.00	123,217.70
WATER	348,930.38	308,740.66	343,182.54
SANITARY SEWER	380,354.86	400,348.06	342,417.37
SOLID WASTE	48,200.00	49,079.22	35,348.30
RECYCLING	24,000.00	25,500.00	18,531.72
FCSS	106,261.66	98,879.45	65,959.17
CEMETERY	10,200.00	10,700.00	11,802.92
PLANNING & DEVELOPMENT	7,550.00	7,050.00	6,293.66
ECONOMIC DEVELOPMENT	61,500.00	4,000.00	1,177.98
SENIORS	2,235.00	2,235.00	2,235.00
LAND	5,500.00	8,500.00	3,163.01
PARADE	3,000.00	2,000.00	3,009.19
REC BOARD	2,000.00	2,500.00	0.00
RECREATION	286,775.00	264,815.00	241,536.28
PARKS	43,700.00	35,190.00	34,377.23
LIBRARY	29,882.51	28,816.01	30,050.74
MUSEUM	5,146.52	5,460.00	4,822.11
COMMUNITY CENTRE	10,000.00	10,000.00	10,000.00
EXPENDITURES	3,097,799.19	2,873,583.05	2,449,138.30
OPERATING (SURPLUS) DEFICIT	7,204.14	0.00	(425,333.59)

Regular Council Meeting: Nov 14, 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 – September Enforcement Contract.

Recommended Motion:

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



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

October 5, 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: September Enforcement Contract

Please be advised for the month of September, Red Deer County Patrol Officers spent 12 hours and 39 minutes in the Town of Bowden.

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

- 2023.09.09 at 0913 – Bowden Fire Services Bylaw 04-2013 (10.5 Possess, handle, discharge or set off fireworks within the Town of Bowden)

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

Sincerely,

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

Regular Council Meeting: November 14, 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:

11

a. CAO's Report

(to include summary report on YTD training completed)

b. Council Committee Reports

Bowden & District Cemetery Association (Regular Meeting Report October 12, 2023)

*(report submitted by Councillor Deb Coombes)***c. Society & Other Reports**

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

(report submitted by Mayor Robb Stuart)

Parkland Foundation CAO Report (September 2023)

(report submitted by Councillor Sandy Gamble)

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

*(report submitted by Councillor Sandy Gamble)***Recommended Motion:**

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

Regular Council Meeting: November 14, 2023.	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s): 1 Summary of YTD Training

Contents

1. MAATI Training

Arno Glover and I attended a one-day Municipal Affairs Administrator Training Initiative (MAATI) seminar in Stony Plain October 30th.

We received updates from the department regarding several key areas of reporting and responsibility. These included budgeting and financial reporting, and accurate creation of bylaws, policies, and procedures. This was a beneficial training opportunity and provided ways we can improve in these areas.

Municipal Affairs provides these key opportunities twice each year.

2. RMA Convention

At the writing of this report, I was preparing to depart to Edmonton for the Rural Municipalities Convention. A verbal update will be provided to Council on key learnings from the event.

3. Bylaw Enforcement Update

With the resignation of our Bylaw Enforcement Officer after 6 years of service, Administration has reached out to Red Deer County Enforcement to provide additional coverage to the Town of Bowden until the end of the calendar year.

This will provide time needed to get our program re-established for the new year.

4. Extended Producer Responsibility

Several municipalities and other organizations are engaging in a new program called Extended Producer Responsibility, where the responsibility for the recycling cost of many products incurred by the company or organization that originally produced the product. The program is being operated through the Alberta Recycling Management Authority.

The program is currently scheduled to fully launch in 2025.

The Town of Bowden is pre-registered to be a participant in the program.

5. Summary of YTD Training (refer to attached report).

Summary of Employee Training 2023

1 Administration Training

Municipal Tax Seminar (Red Deer).

This course provided delegates with an update on Alberta municipal tax rules and regulations.

Attendee Jacqui Molyneux

Incident Command System 300 (Intermediate ICS)

This course provides a review of ICS fundamentals, assessing incidents and setting objectives, Unified Command, Resource Management, the planning process, demobilization, transfer and termination of command of an incident.

Attendees Rudy Friesen
Jason Sahli

Municipal Asset Management Program

These courses were delivered through Rural Municipalities of Alberta (RMA) and Urban Systems Limited and was funded by the Federation of Canadian Municipalities (FCM).

The courses covered 5 key competences:

- 1. Policy & Governance*
- 2. People & Leadership*
- 3. Data & Information*
- 4. Planning & Decision Making*
- 5. Contribution to Asset Management Practice*

Attendees Rudy Friesen
Arno Glover

Municipal Affairs Administrators Training Initiative

These in person courses are for CAO's and other municipal staff. Courses attended include:

- 1. Viability Warning Lights*
- 2. Municipal Restructuring Options*
- 3. Finance*
- 4. Procedures, Policies and Bylaws*
- 5. Corporate Planning & Budgeting*

Attendees Rudy Friesen
Arno Glover

2 Public Works / Arena Training

Worker Fall Protection

This is a requirement of the OHS Act for working at heights of more than 3 metres providing hands on training for emergency response procedures and the inspection, fitting and connecting of fall protection equipment.

Attendees	Menno Sietzema Jason Sahli Kole Molyneux
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H²S

This is a requirement by SRDRWC for all Wastewater Operators.

Attendees	Jason Sahli Kole Molyneux
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Overhead Crane

This is a requirement by SRDRWC for all Wastewater Operators.

Attendee	Kole Molyneux
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Transportation of Dangerous Goods by Ground

This requirement was for the transportation of propane cylinders.

Attendee	Annette Boomer
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Arena Compressor Plant Maintenance

This covers the operation of the plant chiller equipment and ammonia safety training.

Attendees	Annette Boomer Cody Atkinson Arno Glover
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ARFP Arena Building Maintenance Level 1

This two-day course covers these areas of facility operation; preventive maintenance, life cycle planning, thermodynamics, HVAC / boiler operation and mechanical maintenance, basic carpentry, painting, basic electricity, plumbing, and facility safety.

Participants receive the Building Maintenance Level 1 Certificate.

Attendees	Cody Atkinson
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Submitted by CAO Rudy Friesen.

BOWDEN AND DISTRICT CEMETERY ASSOCIATION

REGULAR MEETING OCT 12 2023

PRESENT: SANDY, MARG, WAYNE, CHRIS, DEB

MEETING CALLED TO ORDER: 705PM

APPROVAL OF AGENDA: MARG

APPROVAL OF PREVIOUS MINUTES: JUNE 7—WAYNE

TREASURERS REPORT

OLD BUSINESS:

- Fence panels are here, Public Works will help install on Oct 17
- Invite Arno back for revised Bylaws

NEW BUSINESS:

- Purchasing of remaining fence panels---**Town of Bowden putting in the Capital Budget for 80 feet on east side and 100 feet on the west side of cemetery**

NEW PROJECTS FOR THE ^{Coming} COOMING YEAR:

- Ask town to take over the mowing of paths
- Apply Cleaner to old stones (product already purchased)
- Replace 3 trees, with a plan for more
- Visit Cemetery in the spring
- **Ask the Town for more Row Ribbons**
- Plan a D-Day Celebration

Next Meeting Nov. 6 2023

RESPECTFULLY SUBMITTED



DEB COOMBES, SECRETARY



South Red Deer Regional Wastewater Commission
October 20, 2023

- Meeting held at Mountain View County office. All members in attendance.
- All lift stations are operating well, with minor ongoing maintenance being done.
- On July 21st there was an uncontrolled wastewater release from an Air Relief Valve. A small volume was released and vac trucks recovered the majority. Alberta Environment investigated and there were no repercussions.
- Discussion on rate increases. A formal motion to increase rates will be made on December 8th. Rate will probably be increased \$2.59 to \$2.66 a cubic meter.
- Year to date budget was presented and no concerns were raised.
- CAO is working on the 2024 budget, which will probably be presented on December 8th.
- Stantec Engineering was hired to do some exploratory work on information needed for building an Olds storage pond.
- Next meeting December 8th in Olds.
- Wastewater volume summaries are at the council workstation for viewing.

The following items are provided in summary of key activities at Autumn Grove Lodge and Parkland Foundation Housing:

Capital Projects

We have sent a budget request to government as we had an incident at Autumn Grove Lodge where the high limit switch failed on one of the boilers and it caused the pressure relief valve to blow. We do have to replace the circulation pump and the flow switch and the high limit switch which costs approximately \$8991.00.

The 11-unit renovations are currently being put on the APC (Alberta Purchasing Connection) which means it will be going to bids fairly quickly. This took some time due to APC technical difficulties with the staff changeover and access. Also, time was needed for our Facility Services Manager to learn the APC process.

Snow Removal Contract

We have sent out the RFP for the new snow removal contract. We were able to send it out to 5 different contractors and we have to date received 1 back however, the due date is the 20th of September to get the bid packages in.

Events/Community Open House

The Open House was held on Tuesday August 29. Local MLA Minister Devin Dreeshen, MP Earl Dreeshen, Innisfail Mayor Jean Barclay and The Bethany Group Board Chair Jack Ramsden were in attendance.

Reporting Requirements

An update of the Management Body Handbook was released in May 2023. A review of the reporting and communication accountabilities was completed this summer.

From this review, processes around tenant meetings will be updated. The Board will be advised of tenant meetings and board members are able to attend if they wish. Major themes addressed in the tenant meetings and actions that are committed to during these meetings will be included in the CAO reports for information.

Advocacy Update

The Ministry of Seniors, Community and Social Services mandate letter was issued August 2023 and has been attached for information.

This message was included when Minister Nixon's office declined the event invitation:

"We unfortunately won't be able to make August 29 work. We will be asking you to our future housing roundtable, dates to be determined, we are also hoping to get to Minister Dreeshen's riding in September, dates to be determined, we will add you to the list for that tour." Justin Marshall, Chief of Staff

Advocacy notes were emailed to the board on September 25, prior to the ABMunis Convention.

Early Conventions

ASCHA

The ASCHA Regional meeting will be on Wednesday October 4, in Red Deer (Gasoline Alley). Event information and nomination information for ASCHA board positions was sent out to the board on August 31 and September 25.



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Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

August 3, 2023

The Honourable Jason Nixon
Minister of Seniors, Community and Social Services

Dear Minister:

I want to thank you for your service to this government and congratulate you on your new role as Minister of Seniors, Community and Social Services.

Our Cabinet is made up of talented, diverse, and experienced leaders and I am proud to share with you our responsibility to fulfill the mandate given to us by Albertans. We all love this beautiful province and want the best for our families and our future. Over the next four years, we will take clear and decisive action to grow and diversify our economy while ensuring our health, education and other core social programs are world class.

I have full confidence that our team will build on our solid foundation of stability, informed decision-making, and good governance to improve the lives of Albertans and help our province realize its potential.

As in many cities across Canada, it is becoming increasingly difficult to buy or rent a home in Calgary, Edmonton and other Alberta communities. The reasons for this range from a dramatic spike in interest rates brought on by federal overspending, to unnecessary red tape for those trying to add additional suites in their properties, to poor urban planning in general.

Overcoming this challenge will require a multi-ministry effort and a willingness to be creative and innovative while avoiding simplistic knee-jerk policies, such as rent control, that will only deepen the crisis by driving out investment in new builds.

Under your leadership as Minister of Seniors, Community and Social Services, I expect you to work closely with your Cabinet and Caucus colleagues and the public service through the committee, Cabinet, and legislative processes to deliver on the following commitments to support Albertans, including:

- As lead, working in cooperation with relevant ministries, including the Minister of Affordability and Utilities, to develop and implement an affordable and attainable home ownership and rental strategy that focuses on incentivizing the construction of new homes and rental units and creating additional financing options for prospective homeowners, while removing barriers for both homebuyers and



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

renters. The strategy should be focused on both middle-income and low-income prospective renters and buyers, including seniors.

- Exploring the feasibility of a “short-term disability” program to better facilitate, where medically appropriate, the return of Albertans to work when medically able to do so.
- Ensuring supports for the vulnerable, including AISH and the seniors’ benefit, continue to be indexed to inflation.
- Ensuring those with severe disabilities have seamless support from first diagnosis through childhood and adulthood without interruption of needed supports.
- Working with the federal government and municipalities to ensure housing-related programs align with the housing needs of Albertans.
- Continuing to implement Stronger Foundations, Alberta’s 10-year strategy to address affordable housing across the province.
- Providing adequate ongoing funding to food banks and other operators to ensure families have access to nutritional food in times of need.
- Ensuring adequate funding is provided to partners to ensure low-income Albertans can access municipal transit at lower prices.
- Working with seniors lodge providers to undergo a planned review for the purpose of expanding seniors lodges and facilities to keep up with increased growth and demand.
- Ensuring the Office of the Public Guardian is funded appropriately to support aging seniors who become mentally or physically unable to make personal decisions for themselves.
- Working with the Minister of Mental Health and Addiction, who is lead, to align the policies of your ministry with the Alberta model recovery-oriented system of care.
- Designing a ministry-specific job-attraction strategy that raises awareness for young Albertans (aged 16 to 24) and adults changing careers of the professions available in the seniors and community supports sector, including pathways for education and training.



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

I direct you to work closely with the public service, including your Deputy Minister and other senior officials in your ministry, to support the priorities outlined in this letter with the highest standard of professionalism, integrity, and creativity.

I also expect you to regularly and proactively reach out to all ministry-related stakeholders in order to take feedback and identify potential solutions on issues of importance to them, including finding ways our government can reduce burdensome and unnecessary red tape and barriers that are hurting their members' ability to grow the economy and improve quality of life for the Albertans they serve.

Together with you and our Caucus and Cabinet colleagues, I look forward to serving all Albertans to ensure our province remains one of the best places on earth to live, work and raise a family.

Sincerely,

A handwritten signature in black ink, appearing to read "Danielle Smith".

Danielle Smith

Premier of Alberta



Signing Authority Update October 2023
Parkland Foundation

Bank and Investment Account Summary

The Bethany Group is administrator for the Parkland Foundation and manages financial transactions through operating and investment accounts, as well as with Canada Revenue Agency on behalf of the Housing Management Body.

- Operating Accounts - There are currently two operating accounts with Alberta Treasury Branch; one for Parkland Foundation Housing and one for Parkland Foundation – Autumn Grove Lodge
- Canada Revenue Agency - The CRA account is used for GST purposes

Policy

The current policy for delegation of authority delegates authority to the CEO of The Bethany Group, and includes the full details on which positions and documents are included in the delegation of authority. Signing authority is restricted to Board Members of the Parkland Foundation and Management Staff of Parkland Foundation and The Bethany Group.

Updated Signing Authorities

To ensure all accounts are updated in accordance with the approved policy, both ATB and CRA have requested the Board of Directors make an official record of these changes.

It is recommended that the motion confirm the policy in place, and state the positions and names for each accounts as laid out in the attached detail of operating and investment accounts. This shows the account name, bank, and signing authorities by position and name of incumbent.

Board Motion Required

The motion is to confirm the updated signing authorities as follows.

Signing Authority for operating accounts to be Parkland Foundation Board Chair and Board Vice Chair, Chief Executive Officer, Director Housing and Lodges, and Payroll and Finance Officer:

- Chief Executive Officer - Carla Beck
- Director of Housing and Lodges – Shannon Holtz
- Payroll and Finance Officer – Vernon Woitas
- Board Chairperson – Connie Huelsman
- Board Vice Chairperson – Sandy Gamble

Alberta Treasury Branch also requires that an Administrator be named for operating accounts to process Electronic Funds transfers, download bank statements, etc.- Administrator to be the Chief Executive Officer with Primary position to be Payroll and Finance Officer, and secondary position to be Director, Housing and Lodges. These positions may delegate to other staff as approved by the Chief Executive Officer in writing:

- Payroll and Finance Officer – Vernon Woitas
- Director, Housing and Lodges – Shannon Holtz

Canada Revenue Agency - CRA requires a "Super User" to be named. Primary position is to be the Chief Executive Officer, with delegation to the Payroll and Finance Officer:

- Payroll and Finance Officer – Vernon Woitas

SENIORS' INCOME AMOUNTS

July 2023 – September 2023

The following income amounts reflect the **maximum benefit** rates that an *eligible* single senior or senior couple may receive:

	SINGLE PERSON <i>Maximum monthly payment amount</i>	COUPLE <i>Maximum monthly payment amount</i>	Maximum annual income to receive the Benefit (general guideline only)
Alberta Seniors Benefit (ASB)	\$303.08	\$454.58 (per household)	\$31,080 (single) \$50,720 (combined income)
Old Age Security (OAS) Age: 65 – 74	\$698.60	\$698.60 (each)	Less than \$134,626 (individual income)
Age: 75 and over	\$768.46	\$768.46 (each)	Less than \$137,331 (individual income)
Guaranteed Income Supplement (GIS)	\$1,043.45	\$628.09 (each)	Single Person: Less than \$21,168 Couple: Less than \$27,984 (if spouse receives full OAS) Less than \$39,168 (if your spouse receives the allowance) Less than \$50,736 (if spouse does not receive OAS pension or allowance)
Approximate total monthly income			
Age: 65 – 74	\$2,045.13	\$3,107.96 (per couple)	
Age: 75 and over	\$2,114.99	\$3,247.68 (per couple)	

Lodge Program Disposable Income amount is \$342.

NOTES:

- Next adjustment(s), if any, will be on **October 1, 2023**.
- **Special Needs Assistance for Seniors Program** payments are *not* considered income when calculating rent. (A senior may receive one or more payments in a benefit year (July 1 to June 30) up to a maximum of \$5,000 per eligible single senior or senior couple per benefit year.) <http://www.seniors-housing.alberta.ca/seniors/special-needs-assistance.html>
- The above is general information. Specific information on the pension benefits available from the federal government can be found on the Government of Canada Pension Programs website at <https://www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security/payments.html>

Old Age Security (OAS) and Guaranteed Income Supplement (GIS) benefits are reviewed in January, April, July, and October to reflect increases in the cost of living as measured by the average Consumer Price Index.

NOW REGISTERING

Online registration through our website www.thebethanygroup.ca or call 780-679-2012



TOM JACKSON
Actor, singer, author
& philanthropist



CHERYL BERNARD
Canadian Olympic Curler

THE BETHANY GROUP
faith & aging  **2023**
conference
Human Connections

DATE



Nov 3, 2023

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Occupancy/Waitlist

For Selected Properties
Date From: 08/01/2023 to 08/31/2023

Building Name	Type	Town	No. Of Units	Move Outs	Move Ins	Vacant Units	Current Avg. Age	Current Gender	Avg. Length of Stay (Years)	Occupancy
AUTUMN GROVE LODGE	Lodge	INNISFAIL	60	0	0	1	85	FE MALE 45 21	2	98%
BOWDEN R&N	Rural and Native	BOWDEN	2	0	0	0	20	FE MALE 4 2	3	100%
Bow Glen Court	Senior Self Contained	BOWDEN	10	0	0	4	75	FE MALE 3 6	6	60%
Westview Manor	Senior Self Contained	BOWDEN	20	0	0	8	73	FE MALE 7 7	4	60%
ELK HAVEN	Senior Self Contained	DELBURNE	12	0	1	2	74	FE MALE 5 5	2	83%
JUBILEE MANOR	Senior Self Contained	ELNORA	4	0	0	0	78	FE MALE 1 4	2	100%
AUTUMN GROVE SSC	Senior Self Contained	INNISFAIL	30	0	0	1	81	FE MALE 23 12	2	97%
Dodds Lake Manor	Senior Self Contained	INNISFAIL	32	0	0	3	76	FE MALE 25 7	5	91%
Penhold Royal Manor	Senior Self Contained	PENHOLD	8	0	0	0	79	FE MALE 5 3	6	100%
Totals			178	0	1	19	71	FE MALE 118 67	4	UNSPECIFIED 0

Total Applicants on Waitlist

Program Type	Town	Count
Lodge	INNISFAIL	14
Senior Self Contained	BOWDEN	7
Senior Self Contained	DELBURNE	2
Senior Self Contained	INNISFAIL	35
Senior Self Contained	PENHOLD	7
Total		65

Total Albertans Served

Program Type	Child (Under 18)	Adult (18 - 64)	Senior (65+)
Lodge	0	0	66
Rural and Native	3	3	0
Senior Self Contained	0	4	109
Total	3	7	175

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AUTUMN GROVE LODGE

Statement of Operations

For the 8 months ended August 31, 2023

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rental Revenue	94,863	92,960	1,904	2	754,780	743,676	11,104	1	1	1,115,514
Grant - AB Seniors	20,925	20,121	804	4	167,400	160,968	6,432	4	4	241,452
Resident Services Other	3,064	3,585	0	N/A	30,855	28,676	2,179	8	8	43,014
Non-Resident Services	0	0	0	N/A	12,889	10,864	2,025	19	19	16,296
Investment Income	1,159	75	1,084	1,445	6,555	600	5,955	993	2	900
TOTAL REVENUE	120,011	116,740	3,271	3	972,478	944,784	27,694	3	3	1,417,176
EXPENSES										
Utility Costs	11,167	15,549	4,382	28	93,954	124,395	30,441	24	3	186,593
Carbon Tax	0	800	800	100	3,553	6,400	2,847	44	44	9,600
Operating Expenses	2,506	4,071	1,565	38	36,648	32,568	-4,080	-13	4	48,852
Food	16,318	15,000	-1,318	-9	137,675	120,000	-17,675	-15	5	180,000
Maintenance	1,478	3,931	2,452	62	27,699	31,445	3,746	12	12	47,168
Salaries and Benefits	80,107	83,552	3,445	4	657,549	668,413	10,864	2	6	1,002,619
Administration - All other Admin	86	2,942	2,856	97	13,414	23,533	10,119	43	43	35,300
Administration - Management Fee	5,277	5,283	6	0	44,718	42,264	-2,454	-6	-6	63,396
TOTAL EXPENSE	116,940	131,127	14,188	11	1,015,210	1,049,019	33,809	3	3	1,573,528
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	3,071	(14,387)	17,458	(121)	(42,732)	(104,235)	61,503	(59)	(59)	(156,352)
OTHER ITEMS										
Requisition Revenue	12,933	12,933	(0)	(0)	103,467	103,467	(0)	(0)	(0)	155,200
TOTAL OTHER ITEMS	12,933	12,933	(0)	-	103,467	103,467	-	-	-	155,200
SURPLUS (DEFICIT) BEFORE AMORTIZATION	16,004	(1,454)	17,458	N/A	60,735	(768)	61,503	N/A	N/A	(1,152)

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AUTUMN GROVE LODGE
Statement of Operations
For the 8 months ended August 31, 2023

NOTES

- 1 Occupancy doing better than budget with 59 units or 98% occupied
- 2 Investment income greater than budget due to higher bank interest rates
- 3 YTD largest variance is broken down as follows: under budget - electricity \$14534, heating \$6520, waste removal \$7847

000063

HOUSING OPERATIONS
Statement of Operations
For the 8 months ended August 31, 2023

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rent	62,459	66,280	(3,821)	(6)	482,202	530,242	(48,040)	(9)	1	795,363
Resident Services Other	8,155	8,130	25	0	62,729	65,040	(2,311)	(4)		97,560
Non-Resident Services	-	-	-	N/A	-	-	-	N/A		
Investment Income	-	-	-	N/A	7,638	-	7,638	N/A		
TOTAL REVENUE	70,614	74,410	(3,796)	(5)	552,569	372,051	180,518	49		892,923
EXPENSES										
Salaries and Benefits	17,134	18,213	1,079	6	112,583	145,703	33,121	23	2	233,508
Operating	2,233	7,394	5,161	70	27,227	59,153	31,925	54	3	36,114
Operating Maintenance	4,315	17,919	13,604	76	145,659	143,353	(2,307)	(2)		224,000
Utilities										
Other Utilities	22,642	21,599	(1,044)	(5)	188,296	172,791	(15,505)	(9)	4	325,736
Administration - All other Admin	2,126	6,538	4,412	67	42,473	52,303	9,830	19	5	97,460
Administration - Management Fee	3,525	3,531	6	0	28,200	28,248	48	0		42,225
TOTAL EXPENSES	51,975	75,194	23,218	31	544,438	601,550	57,112	9		959,043
SURPLUS (DEFICIT)	18,639	(784)	19,422	2,479	8,131	(229,499)	237,630	104		(66,120)

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HOUSING OPERATIONS
Statement of Operations
For the 8 months ended August 31, 2023

NOTES

- 1** Current month occupancy is at 85% or 104 of 122 units are occupied
- 2** Salaries and wages under budget due to timing with Journal Entries
- 3** Timing of invoices vs expenditures
- 4** YTD month variances are higher than anticipated
- 5** YTD variance due to timing of invoices

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Unapproved - MINUTES

of the **Red Deer & District Family and Community Support Services Board**
meeting held on **Tuesday, October 3, 2023**
Crimson Star Room, 2nd floor, City Hall commencing at 5:21 p.m.

PRESENT:

Members:

Milt Williams, Citizen Representative, Chair
Councillor Jeff Bourne, Village of Delburne
Councillor Michael Dawe, City of Red Deer
Councillor Lisa Ferguson, Village of Elnora
Councillor Sandy Gamble, Town of Bowden
Councillor Philip Massier, Red Deer County
Councillor Christine Moore, Red Deer County
Councillor Tyrone Muller, Town of Penhold
Dick Lemke, Citizen Representative
Gordon Thomas, Citizen Representative, Vice-Chair
Sheyi Olubowale, Citizen Representative

Support Staff:

Jason Klinck, Program Specialist, Safe & Healthy Communities
Rebecca Derwantz, Committees Coordinator

ABSENT:

Members:

Councillor Kraymer Barnstable

1. CALL TO ORDER

Milt Williams, Chair, called the meeting to order at 5:21 p.m.

2. APPROVAL OF AGENDA

2.1. Approval of the October 3, 2023 Meeting Agenda

Moved by Councillor Sandy Gamble, seconded by Gordon Thomas

Resolved that the agenda for the October 3, 2023 meeting of the Red Deer & District FCSS Board be approved as circulated.

IN FAVOUR: Councillor Jeff Bourne, Councillor Michael Dawe,
Councillor Lisa Ferguson, Councillor Sandy Gamble,
Councillor Philip Massier, Councillor Christine Moore,
Councillor Tyrone Muller, Dick Lemke, Gordon Thomas,
Milt Williams, Sheyi Olubowale

ABSENT: Councillor Kraymer Barnstable

MOTION CARRIED

3. APPROVAL OF MINUTES

3.1. Approval of the June 6, 2023 Meeting Minutes

Moved by Dick Lemke, seconded by Councillor Tyrone Muller

Resolved that the minutes of the June 6, 2023 meeting of the Red Deer & District FCSS Board be approved as amended.

IN FAVOUR: Councillor Jeff Bourne, Councillor Michael Dawe,
Councillor Lisa Ferguson, Councillor Sandy Gamble,
Councillor Philip Massier, Councillor Christine Moore,
Councillor Tyrone Muller, Dick Lemke, Gordon Thomas,
Milt Williams, Sheyi Olubowale

ABSENT: Councillor Kraymer Barnstable

MOTION CARRIED

4. REPORTS

4.1. Program Specialist Update

Jason Klinck, Program Specialist, Safe & Healthy Communities spoke to this item.

4.2. 2023 Proposed Cost-Share Summary

Jason Klinck, Program Specialist, Safe & Healthy Communities spoke to this item.

Moved by Councillor Christine Moore, seconded by Councillor Tyrone Muller

Resolved that the Red Deer & District FCSS Board having considered the report from Safe & Healthy Communities hereby approves the 2023 Proposed Cost-Share Summary as presented.

IN FAVOUR: Councillor Jeff Bourne, Councillor Michael Dawe,
Councillor Lisa Ferguson, Councillor Sandy Gamble,
Councillor Philip Massier, Councillor Christine Moore,
Councillor Tyrone Muller, Dick Lemke, Gordon Thomas,
Milt Williams, Sheyi Olubowale

ABSENT: Councillor Kraymer Barnstable

MOTION CARRIED

5. CLOSED MEETING

5.1. Motion to go into Closed Meeting

Moved by Councillor Jeff Bourne, seconded by Sheyi Olubowale

Resolved that the Red Deer & District FCSS Board hereby agrees to enter into a closed meeting of the Red Deer & District FCSS Board on Tuesday, October 3, 2023 at 5:56 p.m. and hereby agrees to exclude the following:

- All members of the media, and
- All members of the public

to discuss:

- Indigenous Funding Request Letter - FOIP Sections 21(1)(a) Disclosure harmful to intergovernmental relations, 23(1)(b) Local public body confidences, 24(1)(a) Advice from officials
- Mid-Year Monitoring and Financial Report FOIP Sections 16(1) Disclosure harmful to business interest of a third party, 24(1)(a) Advice from officials
- Reconnect Funding Recommendations FOIP Sections: 16(1) Disclosure harmful to business interest of a third party, 23(1)(a) Local public body confidences, 24(1)(a) Advice from officials

IN FAVOUR: Councillor Jeff Bourne, Councillor Michael Dawe,
Councillor Lisa Ferguson, Councillor Sandy Gamble,
Councillor Philip Massier, Councillor Christine Moore,
Councillor Tyrone Muller, Dick Lemke, Gordon Thomas,
Milt Williams, Sheyi Olubowale

ABSENT: Councillor Kraymer Barnstable

MOTION CARRIED

The following people were present:

Councillor Jeff Bourne, Councillor Michael Dawe, Councillor Lisa Ferguson, Councillor Sandy Gamble, Councillor Philip Massier, Councillor Christine Moore, Councillor Tyrone Muller, Dick Lemke Citizen Representative, Gordon Thomas Citizen Representative, Milt Williams Board Chair, Sheyi Olubowale Citizen Representative

Jason Klinck Program Specialist, Rebecca Derwanz Committees Coordinator

5.1. Motion to go into Open Meeting

Moved by Councillor Philip Massier, seconded by Sheyi Olubowale

Resolved that the Red Deer & District FCSS Board hereby agrees to enter into an open meeting of the Red Deer & District FCSS Board on Tuesday, October 3, 2023 at 6:55 p.m.

IN FAVOUR: Councillor Jeff Bourne, Councillor Michael Dawe,
Councillor Lisa Ferguson, Councillor Sandy Gamble,

Councillor Philip Massier, Councillor Christine Moore,
Councillor Tyrone Muller, Dick Lemke, Gordon Thomas,
Milt Williams, Sheyi Olubowale

ABSENT: Councillor Kraymer Barnstable

MOTION CARRIED

6. BUSINESS ARISING

6.2. Reconnect Funding Recommendations

Moved by Councillor Jeff Bourne, seconded by Councillor Michael Dawe

Resolved that the Red Deer & District FCSS Board having considered the closed report dated October 3, 2023 re: Reconnect Funding Recommendations hereby adopts the recommendations as presented and agrees this information will remain confidential as protected under FOIP Sections: 16(1) Disclosure harmful to business interest of a third party, 23(1)(b) Local public body confidences, 24(1)(a) Advice from officials, until agreements have been fully executed.

IN FAVOUR: Councillor Jeff Bourne, Councillor Michael Dawe,
Councillor Lisa Ferguson, Councillor Sandy Gamble,
Councillor Philip Massier, Councillor Christine Moore,
Councillor Tyrone Muller, Dick Lemke, Gordon Thomas,
Milt Williams, Sheyi Olubowale

ABSENT: Councillor Kraymer Barnstable

MOTION CARRIED

7. NEXT MEETING

The next meeting of the Red Deer & District FCSS Board is scheduled for Tuesday, November 7, 2023 at 5:00 p.m., Crimson Star Room, 2nd floor, City Hall.

FCSS Program Specialist Report

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FCSS Program Report

1. 2024-26 Contracts

- Applications have been returned to majority of applicants where the requested funding was different from approved, to make revisions to budget and outputs based on approved funding, and re-submit in Smartsimple. Activities will form the basis of program logic models that will be attached to funding agreements
- Expecting agreements to be executed by end of October

2. 1:1 Sessions

- During August and September, had individual meetings with funded organizations mostly in their offices and home communities, to check in on impact and evaluation, and to discuss financials

3. Capacity Building

- Three capacity building grants have been awarded:
 - Suicide Intervention Training – Mustard Seed (\$3,640)
 - Staff Mental Health and Resiliency Program – Turning Point Society (\$8,200)
 - Professional Development of Staff and Board – African Caribbean Centre of Central Alberta (\$2000)
- Other applications are pending, based on expected year end surplus

4. Spark Grants

- Summer Solstice in Parkvale (\$1000)
- Little Souls: The Journey On (\$1000)
- Kentwood Concert and Movie (\$1000)
- Oriole Park Pancake Breakfast (\$790)
- Movie in the Park – Clearview Ridge (\$1000)

5. Applicant Debriefing Sessions

- Hosted 5 debriefing sessions with organizations not successful in funding applications, including Central Alberta Sexual Assault Support Centre, African Caribbean Centre of Central Alberta, Canadian Mental Health Association, Shining Mountain, and Red Deer Native Friendship Centre
- Provided feedback around the strengths of their applications and areas for improvement

6. Regional Project - Affordability

- Secured speakers for Affordability Series around Energy, Food Production, Food Consumption, Personal Finance, and Benefits. Initial sessions will be hosted in Benalto (Seniors Benefits on Sept.29) and Penhold (Energy Savings, date TBD).
- As most subject matter experts have no associated costs, there is some expected surplus in this budget line

FCSS Program Specialist Report

7. FCSSAA Conference

- Nov.22-24 in Edmonton. Theme for 2023: Creation Connections: Building Bridges
- Board members are welcome to attend
- FCSS Red Deer & District will present 2 sessions on granting for community inclusion (Reconnect) and Community Engagement for Grantors

8. Director's Network Meeting

- Hosted on Sept.22nd and including FCSS representatives across Alberta

9. FCSS Retreat

- Hosted FCSS retreat Sept.19 with Community Workers, Facilitators, CAOs, and one Board member at Red Lodge. The day was focused on building relationships among the team and sharing evaluation data to plan community outreach strategies

FCSS Program Specialist Report

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What's new?	2 event nights were held in collaboration with the FRN on June 6 and 14, 2023. Both events had approximately 10 youth attend. Currently looking for a community volunteer to take the lead on these programs.
Key milestone(s)	Partnership with Chinook's Edge School division now allows Red Deer County Free access to school facilities, including Spruce View.
Roadblock(s)	Partnership with Chinook's Edge School division now allows Red Deer County Free access to school facilities, including Spruce View.
Key partnership(s)	Spruce View School Innisfail & Area Family Resource Network
Learning(s)	Continued communication with community partners is essential for programs like these to operate. Will continue to work with the community to ensure these programs are effective.

FCSS Community Worker/Mobilizer Name:	Jennifer Blaylock
Municipality Name:	Town of Penhold

Ongoing Work List:

Project/Worked	Date Last Reported
Information & Referrals	10/03/2023
CCR (Coordinated Community Response Coalition) Elder Abuse Awareness	10/03/2023
Community Services Advisory Board (CSAB) community groups meeting & connect (April 20, May 18, June 15 meetings)	10/03/2023
RNFVN (Regional Non-Violence Coalition)	10/03/2023
Little Libraries	10/03/2023
Playgroup (10 sessions) break for the summer, resume in September	10/03/2023
Tech Tips for Older Adults & Seniors (in partnership with Henday Association for Lifelong Learning) (April 17, May 15, June 19)	10/07/2023
Home Alone course April 22	10/07/2023
Welcome to Penhold Night April 26, (in partnership with Jamie Seiyama FCSS Community Worker)	10/07/2023
Mental Health Week May 1-8, Smile Cookies and mental health brochure, (in partnership with Jamie Seiyama FCSS Community Worker)	10/07/2023
Walk & Tech (Tuesdays in May), (in partnership with the Penhold & District Library)	10/07/2023

Red Deer & District FCSS Board
2023

FCSS Program Specialist Report

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Project Name: Age Friendly Community Series	FCSS Outcome: The community is connected and engaged
What's going on?	12 sessions on Age Friendly topics throughout Red Deer County at various hall
What's new?	This was feasible through the New Horizons for Seniors grant awarded this year
Key milestone(s)	102 seniors participated in various sessions. The feedback gathered through surveys will inform the Age Friendly Community Strategy
Roadblock(s)	Not all sessions were full, some were cancelled due to lack of participants
Key partnership(s)	Henday Association of Lifelong Learning, FCSS, Red Deer County and various community associations and halls
Learning(s)	Gathered information about topics that are important to seniors and feedback on how to provide valuable supports and resources that are needed

FCSS Community Worker/Mobilizer Name:	Jamie Seiyama
Municipality Name:	Town of Penhold

Ongoing Work List:

Project/Worked	Date Last Reported
Information and Referrals - Ongoing	31/03/2023
Connecting with School Councils & Day Care - Ongoing	31/03/2023
Involvement in IMPACT Provincial Collective Ongoing	31/03/2023
Lego Club Spring Session	31/03/2023
Daddy & Me Play Days - May 6	31/03/2023
Family Play Days - Apr 15 & June 24	31/03/2023

FCSS Program Specialist Report

Art of Conversation	31/03/2023
Welcome to Penhold (with FCSS Community Worker Jennifer Blaylock)	30/06/2023
Information and Referrals - Ongoing	31/03/2023
Connecting with School Councils & Day Care - Ongoing	31/03/2023
Involvement in IMPACT Provincial Collective Ongoing	31/03/2023
Lego Club Spring Session	31/03/2023
Daddy & Me Play Days - May 6	31/03/2023

Project Name: Super Dads Super Kids	FCSS Outcome: Individuals experience personal well-being
What's going on?	Each year our FCSS team does mental health awareness for Mental Health Week in May. In the past we have done activities like Chalk the Walk and providing important Mental Health numbers through stickers on takeout containers on local businesses and bookmarks.
What's new?	This year for Mental Health Week we decided to change it up and created a mental health brochure called "Behind the Smile" in which included information about stigma, language around mental health and checking-in with friends, family and ourselves. We also included important helpline numbers and websites. This year Mental Health Week coincided with Tim Horton's Smile Cookie week so we provided Smile Cookies with the brochures to promote mental health awareness.
Key milestone(s)	We handed out 97 brochures and cookies to the staff of all three schools in Penhold. We got positive feedback about the project with staff reporting they appreciated it.
Roadblock(s)	Although we wanted to target more places in town our budget for this project would not allow us to visit them all. We decided to start with the schools to provide the mental health information and a treat as a great place to start. Next year we plan to target other businesses in town.
Key partnership(s)	This was a partnership with both Penhold FCSS Community Workers.
Learning(s)	Although our reach was not as wide as when we did the labels and bookmarks by changing our strategy this time, it brought new awareness to mental health by offering more information in the brochure and targeting an audience.

Red Deer & District FCSS Board
2023

FCSS Program Specialist Report

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FCSS Community Worker/Mobilizer Name:	Megan Soldan
Municipality Name:	Springbrook

Ongoing Work List:

Project/Worked	Date Last Reported
FCSS Community Worker Meetings	30/06/2023
Springbrook Community Association Meetings	30/06/2023
Age-Friendly Nordic Walk	30/06/2023
Food for Thought Program	30/06/2023
Senior's Coffee & Social	30/06/2023
LEGO 4 Kids	30/06/2023
Tech Time for Older Adults and Seniors	30/06/2023
Family & Youth Interagency Meetings	30/06/2023
Youth Bowling Night with BGC	30/06/2023
Gal's Night Out Paint Night	20/04/2023
Equity, Diversity, Inclusion and Indigenization Training	18/05/2023
Helping with Senior's Week Luncheons	08/06/2023

Project Name: Youth Bowling Night	FCSS Outcome: Children and Youth Develop positively
What's going on?	BGC and Springbrook FCSS hosted a year-end wrap up bowling night.
What's new?	BGC Staff and Springbrook FCSS explored ideas to work together collaboratively on a youth night. This is the first time we've hosted a youth bowling night together, though we try to collaborate on youth/children events a couple times a year.
Key milestone(s)	Meeting even more new faces and connecting with other youth in the community.
Roadblock(s)	We continue to find it difficult to connect with and engage the youth in the community. Attendance was lower than we were hoping.

FCSS Program Specialist Report

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Key partnership(s)	Springbrook FCSS worked closely with Youth HQ/Boys & Girls Club on this.
Learning(s)	The youth really enjoyed the night out - but there needs to be more advertising and engaging with more youth in the community to reach even more people.

FCSS Community Worker/Mobilizer Name:	Michelle Rich
Municipality Name:	Village of Elnora

Ongoing Work List:

Project/Worked	Date Last Reported
Elnora FCSS Newsletter - 1080 sent out to the Village of Elnora and it's surrounding area	01/04/2023
Meals on Wheels - 4 clients to date with deliveries scheduled twice a week	01/04/2023
Volunteer Income Tax Program - 20 individuals used this program which was an increase from 12 clients from 2022	01/04/2022

Project Name: Adopt an Easter Bunny Event	FCSS Outcome: Healthy Functioning within families
What's going on?	Families were invited to attend this Adopt-an-Easter Bunny-Event to help bring families together and to learn through play!
What's new?	There was a need for family programming in our community. This was a great way to offer this type of event to the citizens of Elnora.
Key milestone(s)	Had full attendance for this family program! We found that was a huge success for Elnora as some of our past events haven't been "sold out"! Families were seen having a lot of fun with each other and all the parents were engaged and helped with building their child's Bunny House. We saw the family members supporting each other by working together to build the bunny houses - each family was heard laughing together and we were pleased to see the relationship between parents/grandparents and their child(ren) deepen! This was such a fun and memorable event!

FCSS Program Specialist Report

Roadblock(s)	We really didn't experience any road blocks per say... we could have offered additional spots for the families who wanted to attend but couldn't!
Key partnership(s)	Innisfail Family Resource Network was our key partnership for this event. This agency has been extremely motivated in helping FCSS with youth & family programming here in Elnora! They've been instrumental in helping to achieve our outcome for this event.
Learning(s)	I learned that families love programs that they can do together. As Elnora is so far away from larger centres, we don't have many areas/agencies that offer programming for them. The registration for this program was full right away which thrilled us - so moving forward, FRN and FCSS will be working together to offer more FAMILY programs vs just youth programs.
Project Name: Fraud Prevention Luncheon	FCSS Outcome: Community social issues are identified and addressed
What's going on?	The residents of Elnora were invited to attend a lunch & learn type of program that would help them to learn about the recent cases of fraud & scams that have been targeting individuals.
What's new?	A free lunch was offered to all of the residents in Elnora to help protect themselves against Fraud and Internet scams that have been plaguing our village over the past 6 months.
Key milestone(s)	The amount of fraud occurrences have increased in and around Elnora. We decided to offer a Fraud Prevention Luncheon to help educate the community on the recent scams and what to look for in case they or someone they know, get fraudulent calls. By offering an educational luncheon to everyone, we concluded the program with approximately 20 people in attendance! Due to the increase of fraud cases in Elnora & area, it was incredible to see so many individuals wanting to educate themselves to prevent further fraud attempts.
Roadblock(s)	There were no roadblocks to report for this event
Key partnership(s)	The Three Hills RCMP was my key partnership for this event. Without the assistance from the RCMP, the residents could have found themselves being the perfect target for criminals. The partnership with the Three Hills RCMP has been slow to develop due to lack of members but now that we

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FCSS Program Specialist Report

	have had a opportunity to work together, they are more than willing to provide more information sessions to the general public . Working with the RCMP has helped to ensure that we have identified a complex social issue that plagued our residents and marginalized people.
Learning(s)	This learning session really helped the residents of Elnora! Once again, we had a tremendous turnout for our information session with approximately 20 people attending! Residents were clearly engaged with the Three Hills RCMP as they learned about the many forms of fraud and scams that target the vulnerable populations. These individuals confidently walked away with the knowledge and resource material help to fight the war on fraudulent calls & emails. Many people were extremely happy with the program that we offered, and as a result, FCSS will make sure that we offer this type of presentation in the near future!

FCSS Community Worker/Mobilizer Name:	Angie Schickerowski
Municipality Name:	Red Deer County - Benalto

Ongoing Work List:

Project/Worked	Date Last Reported

Project Name:	FCSS Outcome:
What's going on?	

FCSS Program Specialist Report

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What's new?	
Key milestone(s)	
Roadblock(s)	
Key partnership(s)	
Learning(s)	

FCSS Community Worker/Mobilizer Name:	Shari Caffet
Municipality Name:	Village of Delburne

Ongoing Work List:

Project/Worked	Date Last Reported

Project Name:	FCSS Outcome:
What's going on?	
What's new?	
Key milestone(s)	
Roadblock(s)	
Key partnership(s)	
Learning(s)	
Project Name: Meet an Author Night	
What's going on?	
What's new?	
Key milestone(s)	
Roadblock(s)	
Key partnership(s)	
Learning(s)	

FCSS Program Specialist Report

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Project Name: Indoor Walking Group	
What's going on?	
What's new?	
Key milestone(s)	
Roadblock(s)	
Key partnership(s)	
Learning(s)	

FCSS Community Worker/Mobilizer Name:	Jennifer Reichel
Municipality Name:	City of Red Deer

Ongoing Work List:

Project/Worked	Date Last Reported
ReConnect Grant Projects	10/04/2023
Community Association Support	10/04/2023
High Risk Youth Coalition	10/04/2023
Youth Safety in Rec Centres	10/04/2023
Pop-Up Spray Parks	
Block Party Program	10/07/2022

Project Name: Youth Safety in Rec Centres	FCSS Outcome: Community social issues are identified and addressed
What's going on?	I was asked to create a project charter for a multi-prong approach to ensuring youth safety in rec centres and addressing some of the concerns that have come forward
What's new?	We have had conversations with Recreation staff and with members of the High Risk Youth Coalition to explore the concerns further and develop potential approaches that provide for both youth safety and engagement, but also the safety of staff and other patrons.
Key milestone(s)	The Project Charter was completed and a Project Logic Model is being developed. There is an openness to doing this differently.
Roadblock(s)	The project feels stalled waiting for potential funding to hire outreach staff and the city is not able to hire the staff

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FCSS Program Specialist Report

	so it has to be a contract with another organization. In the meantime we had hoped to have youth serving agencies more present in rec centres but they are busy and time is flying by over the summer.
Key partnership(s)	This is a partnership between Recreation and Community Development, but includes Parks, and potentially all the organizations around the High Risk Youth Coalition.
Learning(s)	There has been expressed a need in the community for more youth outreach workers. The trick is that they do need to have a specific skill set and the City does not hire Outreach/social workers so it will have to be a unique partnership with the youth serving agencies.
Project Name: Community Association Support	FCSS Outcome: The community is connected and engaged
What's going on?	We continue to offer support to community associations. Part of the includes hosting monthly online get togethers and attending meetings at their request.
What's new?	We hosted the annual Spring Summit to bring the community associations together. This was also a volunteer appreciation event as all community association members are volunteers who are passionate and serve their community.
Key milestone(s)	This year marked one of the largest turn outs. People were so grateful for the meal and the opportunity to connect with each other, there was a lot of sharing that took place.
Roadblock(s)	Finding funding to show our appreciation through an event like this is difficult and not really part of regular budgets but is so important in community building.
Key partnership(s)	All of the community association board members were invited to the spring event and we partnered with the Food Bank to provide catering services and share about their organization.
Learning(s)	These association members love sharing and learning from each other and they all have different circumstances and challenges. It has been great though to see them wanting to do more together and share resources.

FCSS Community Worker/Mobilizer Name:	Jade Prefontaine
Municipality Name:	Town of Bowden

Red Deer & District FCSS Board
2023

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FCSS Program Specialist Report

Ongoing Work List:

Project/Worked	Date Last Reported
AHS Mental Health Dream Boards	04/04/2023
Cake Walk at Bowden Grandview School	13/04/2023
Celebrate Volunteers Appreciation Supper	18/04/2023
Jo(e)s Social Media Parent Presentation	01/05/2023
Let's Chalk About it with FSW & YES at BGS	02/05/2023
Community Garden Planning & Planting	19/05/2023
Digital Drop Ins with Henday (May)	17/05/2023
Grade 5 Park Clean Up treats	26/05/2023
Indigenous Flag Day BBQ at BGS	30/05/2023
Fraud Prevention Session with Olds RCMP	31/05/2023
Summer Vibes Seniors Week Event	13/06/2023
Playschool Wind-up & Face Painting	14/06/2023
Grade 7 Year End Carnival Cotton Candy & popcorn	19/06/2023
Elementary School Dance (support)	14/06/2023
Crime Prevention Through Environmental Design with Red Deer County Protective Services & Olds RCMP	21/06/2023
Grade 3,4,5 & 7 Wind up at FCSS/Olde Library (park & BBQ)	26/06/2023
Community Garden Pumpkin Patch & Berry Patch	10/06/2023
Dry Pantry/Food Resource (ongoing weekly)	01/04/2023
Good Food Box Program (ongoing monthly)	12/04/2023

Project Name: Bowden Community Garden	FCSS Outcome: Individuals experience personal well-being
What's going on?	The Bowden Community Garden is a low cost, barrier free place to grow your own fresh food and produce. There are 16 in ground lots, and 4 raised beds that are rented out annually to individuals, families and seniors.
What's new?	We have many new gardeners this year (many seniors retired from last). The garden is exploring new methods of soil improvements, sustainability and gardening techniques. This year we have introduced a community berry patch, and

FCSS Program Specialist Report

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	a pumpkin patch for the students and gardeners to access.
Key milestone(s)	This year we have attempted a "no till" garden, and the results have been fantastic! Encouraging gardeners to leave in organic compost materials. There have been less weeds and better soil health. Gardeners are also encouraged to introduce themselves to each other, and to help and share garden tips and tricks. It has built a good community feeling, and allowed some mobility challenged gardeners to success with partnering
Roadblock(s)	That we haven't met all together yet as a group. Hopeful to have a garden meeting or celebration towards the end of season.
Key partnership(s)	The partnerships that are created between gardeners. The relationships that have developed out of gardening have created long term friendships and supports.
Learning(s)	Say "YES" to trying new things. There have been so many new and great happenings in the garden, always learning & sharing.

FCSS Community Worker/Mobilizer Name:	Dale Loutit
Municipality Name:	City of Red Deer

Project Name: Red Deer High Risk Coalition	FCSS Outcome: Families have social supports
What's going on?	Coalition of workers from all sectors of Red Deer who come together to support and address vulnerable youth.
What's new?	Strategy plan, review of mission, vision, values and name.
Key milestone(s)	2 sessions toward updating Strategy plan
Roadblock(s)	Break over summer will continue in the fall.
Key partnership(s)	AHS public health facilitator helped create and present items to group.
Learning(s)	This group has youth and their families as high priority, learned they are striving for equity amongst all youth in Red Deer.
Project Name: Reconnect Learning sessions	FCSS Outcome: The community is connected and engaged

FCSS Program Specialist Report

What's going on?	Learning sessions for Reconnect grant receivers. 4 session 1 time per week.
What's new?	1 hour learning sessions over 4 weeks to help grant recipients grow their outreach to the community.
Key milestone(s)	All session completed.
Roadblock(s)	Sessions could have been longer to keep conversations going. More open dialogue toward challenges.
Key partnership(s)	Volunteers and residents of Red Deer.
Learning(s)	Everyone who shared had wonderful insights in their programs and communities they are involved in.

FCSS Community Worker/Mobilizer Name:	Nora Smith
Municipality Name:	City of Red Deer

Project/Worked	Date Last Reported
4 Season Placemaking Grant - see below	31/03/2023
Downtown Neighbourhood Association - see below	31/03/2023
Vacant Spaces Grant - facilitate focus group	31/03/2023
REconnect Learning Series - facilitate sessions	31/03/2023
Create Placemaking - Back Alley Collective	31/03/2023
Coordinating Communication @ Events - facilitate DT stakeholders	

Project Name: Downtown Neighbourhood Association	FCSS Outcome: The community is connected and engaged
What's going on?	Held 2 focus group sessions to explore elements that would inform a terms of reference for group.
What's new?	Those in the focus group are determining the optimal look, feel and structure for this innovative, hybrid group.
Key milestone(s)	The group (mix of residents, social agencies and businesses) decided on a "hats off" approach in order to create a great neutral space for gathering.
Roadblock(s)	
Key partnership(s)	Residents

FCSS Program Specialist Report

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	Businesses DBA Social Agencies: Turning Point, Youth HQ, Safe Harbour
Learning(s)	Trust your instinct when trying innovative approaches despite resistance to changing the status quo.



000088

Date: **October 3, 2023**

To: **Red Deer and District FCSS Board Members**

From: **Bobby-Jo Stannard, Community Development Superintendent**

Subject: **2023 FCSS Proposed Cost-Share Summary**

Background:

The 2023 FCSS Cost Share Summary been attached for Board approval through formal resolution.

This updated Cost-Share reflects the 5% increase in FCSS funding announced in the 2023 Government of Alberta Budget. The City of Red Deer City Manager signed an amended agreement in late June to accept the additional of funding to be included in the Red Deer & District FCSS annual allocation.

The 2023 amount (pro-rated for 9 months) of \$131,111.96 2023 has not been allocated as of yet by the FCSS Board therefore the increase will be cost-shared across the six partner municipalities according to population. The increase has been factored into the 2024-2026 Red Deer & District FCSS Funding Cycle.

Discussion

The Executive Branch of FCSS at the Government of Alberta is aware that most municipalities will be requesting a carry forward for the additional funding as it was not planned in yearly budgets.

Proposed Resolution: *Resolved that the Red Deer & District FCSS Board hereby approve the 2023 FCSS Proposed Cost-Share Summary, as presented.*

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ORGANIZATION**FCSS DESIGNATED FUNDING STREAM:****Designated Playschools**

Benalto Playschool
Bowden Play and Learn Playschool
Delburne Playschool
Elnora Playschool
Red Deer Family Services Bureau O/A Family Services of Central Alberta
Spruce View Rural Child Care Society

Designated Program Fund

Big Brothers and Big Sisters of Red Deer and District
Boys & Girls Clubs of Red Deer & District
Central Alberta Refugee Effort (C.A.R.E.) Committee
Chinook's Edge School Division
Circle of Red Deer Seniors Society
Red Deer Catholic
Red Deer Family Services Bureau O/A Family Services of Central Alberta
Red Deer Family Services Bureau O/A Family Services of Central Alberta
Red Deer Meals On Wheels
Red Deer Public School District
Shalom Counselling Centre
YMCA of Northern Alberta
Town of Penhold

TOTAL FCSS DESIGNATED**FCSS INDIGENOUS FUNDING STREAM:**

Red Deer Aboriginal Dance Troupe
Urban Aboriginal Voices Society
City of Red Deer

TOTAL FCSS INDIGENOUS

FCSS MUNICIPAL STAFF:	
City of Red Deer	
Red Deer County	
Red Deer County	
Red Deer County	
Red Deer County	
Red Deer County	
Red Deer County	
Town of Bowden	
Town of Penhold	
Village of Delburne	
Village of Elnora	

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TOTAL FCSS ADMINISTRATION

OTHER FCSS PROGRAMS:	
City of Red Deer	
SmartSimple Licensing	
Spark Grants	
Regional Projects	
Emerging Projects	

2023 FCSS Budget Increase

TOTAL OTHER FCSS PROGRAMS

Provincial Grant Funding Available (80%)

Municipal Matching Share (20%)

Total Program Funding Available (100%)

2023 PROPOS

000091

PROGRAM NAME**TOTAL FUNDING****Funding**

Benalto Playschool	\$ 6,700.00
Bowden Play and Learn	\$ 3,000.00
Delburne Playschool	\$ 6,500.00
Elnora Playschool	\$ 5,000.00
Ready to Learn Together	\$ 5,000.00
Spruce View Playschool	\$ 7,982.00
Total Designated Playschool Funding	\$ 34,182.00

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Big Brothers and Big Sisters of Red Deer and District	\$ 200,000.00
Boys and Girls Club of Red Deer & District	\$ 384,370.00
Immigrant Youth Program	\$ 83,000.00
Family School Wellness Program	\$ 188,000.00
Golden Circle Outreach	\$ 336,059.00
Family School Enhancement Counsellors(FSEC)/First Nations, Métis, and Inuit Support Team(FNMI)	\$ 196,500.00
FSCA Counselling Services	\$ 122,000.00
Home Support (HSP)	\$ 45,903.00
Meals on Wheels	\$ 90,000.00
Community Liaison Workers	\$ 210,574.00
Healthier Families and Individuals	\$ 116,000.00
Universal Access	\$ 75,022.00
Penhold Youth Club (PYC)	\$ 51,000.00
Total Designated Program Funding	\$ 2,098,428.00
FUNDING STREAM	\$ 2,132,610.00

The Fire Within Project: A Way of Life	\$ 90,000.00
Urban Aboriginal Voices Society	\$ 100,000.00
Indigenous Agency Capacity Building Project	\$ 10,000.00
FUNDING STREAM	\$ 200,000.00

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City Community Facilitators (4 positions)	\$ 388,497.60
Benalto Community Worker	\$ 47,126.45
Red Deer County Community Facilitator	\$ 97,124.40
Red Deer County Aging in Place Community Worker	\$ 65,453.40
Springbrook Community Worker	\$ 65,453.40
West County Community Worker	\$ 65,453.40
Bowden Community Worker	\$ 65,453.40
Penhold Community Worker (2 positions)	\$ 130,906.80
Delburne Community Worker	\$ 65,453.40
Elnora Community Worker	\$ 65,453.40
NISTRATION	\$ 1,056,375.65

FCSS Program Support	\$ 317,910.00
FCSS Program Support	\$ 55,200.00
Replacing Great Neighbours	\$ 25,000.00
Regional Projects	\$ 20,000.00
Emerging Issue Projects	\$ 77,695.60
	\$ 131,111.96
PROGRAMS	\$ 626,917.56

TOTAL FCSS FOR 2023 \$ 4,015,903.21

2023 Budget**2022 Carryforward**

3,212,722.57

13,601.80

803,180.39

3,400.45

4,015,902.96

17,002.25



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2023 FCSS Cost Share Increase

DM 3075173

ED FCSS BUDGET COST-SHARE

000003

PROVINCIAL CONTRIBUTION (FCSS GRANT 80%)	CITY OF RED DEER COST-SHARE	RED DEER COUNTY COST-SHARE	TOWN OF BOWDEN COST-SHARE
5,360.00	-	1,340.00	-
2,400.00	-	240.00	360.00
5,200.00	-	520.00	-
4,000.00	-	400.00	-
4,000.00	1,000.00	-	-
6,385.60	-	1,596.40	-
\$ 27,345.60	\$ 1,000.00	\$ 4,096.40	\$ 360.00

160,000.00	31,955.07	6,014.71	390.73
307,496.00	61,591.01	11,559.37	750.92
66,400.00	16,600.00	-	-
150,400.00	-	18,800.00	5,640.00
268,847.20	67,211.80	-	-
157,200.00	39,300.00	-	-
97,600.00	24,400.00	-	-
36,722.40	9,180.60	-	-
72,000.00	18,000.00	-	-
168,459.20	42,114.80	-	-
92,800.00	18,533.94	3,488.53	226.62
60,017.60	15,004.40	-	-
40,800.00	-	2,040.00	-
1,678,742.40	343,891.63	41,902.62	7,008.28
\$ 1,706,088.00	\$ 344,891.63	\$ 45,999.02	\$ 7,368.28

72,000.00	18,000.00	-	-
80,000.00	20,000.00	-	-
8,000.00	2,000.00	-	-
\$ 160,000.00	\$ 40,000.00	\$ -	\$ -

000004

310,798.08	77,699.52	-	-
37,701.16	-	9,425.29	-
77,699.52	-	19,424.88	-
52,362.72	-	13,090.68	-
52,362.72	-	13,090.68	-
52,362.72	-	13,090.68	-
52,362.72	-	2,618.14	10,472.54
104,725.44	-	5,236.27	-
52,362.72	-	2,618.14	-
52,362.72	-	2,618.14	-
\$ 845,100.52	\$ 77,699.52	\$ 81,212.89	\$ 10,472.54

254,328.00	50,794.19	9,560.68	621.08
44,160.00	8,819.60	1,660.06	107.84
20,000.00	3,994.38	751.84	48.84
16,000.00	3,195.51	601.47	39.07
62,156.48	12,413.84	2,336.58	151.79
104,889.57	21,083.59	3,977.24	252.38
501,534.05	100,301.11	18,887.88	1,221.01
\$ 3,212,722.57	\$ 562,892.26	\$ 146,099.79	\$ 19,061.83

000005

TOWN OF PENHOLD COST-SHARE	VILLAGE OF DELBURNE COST-SHARE	VILLAGE OF ELNORA COST-SHARE
-	-	-
-	-	-
-	780.00	-
-	-	600.00
-	-	-
-	-	-
\$ -	\$ 780.00	\$ 600.00
1,281.34	265.44	92.70
2,462.55	510.14	-
-	-	-
9,400.00	1,880.00	1,880.00
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
743.18	153.96	53.77
-	-	-
8,160.00	-	-
22,047.07	2,809.54	2,026.47
\$ 22,047.07	\$ 3,589.54	\$ 2,626.47
-	-	-
-	-	-
-	-	-
\$ -	\$ -	\$ -