

Town of Bowden - Regular Council Meeting
AGENDA

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on November 14, 2022,
commencing immediately after adjournment of the MPC Meeting.

- | | |
|---|--|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES
October 24, 2022, Council Organizational Meeting. | Pages
2 - 5 |
| 4. ADOPTION OF PREVIOUS MINUTES
October 24, 2022, Regular Council Meeting. | 7 - 9 |
| 5. PUBLIC HEARING
None scheduled. | |
| 6. DELEGATIONS
None scheduled. | |
| 7. BUSINESS ARISING FROM PREVIOUS MINUTES
7.a Bowden Hotel
7.b Sleigh Ride in the Park
7.c Arena Roof | 10 - 22 |
| 8. BYLAWS & POLICIES
8.a Council Committee Bylaw 09 / 2022 | 23 - 24
25 - 38 |
| 9. NEW BUSINESS
None | |
| 10. FINANCIAL
Moved to Agenda Item 13 - Closed Session of Council | |
| 11. CORRESPONDENCE
11.a Mayor Judy Dahl – Town of Olds | 39
40 |
| 12. REPORTS
12.a CAO's Report
12.b Council Committee Reports
12.c Society & Other Reports | 41
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43 - 60 |
| 13. CLOSED SESSION OF COUNCIL ("in camera")
13a Financial Report
Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 "is deemed to be privilege information". | |
| 14. MEETING ADJOURNMENT | |



000002

**Town of Bowden – Council Organizational Meeting
held on Monday October 24, 2022
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 6:59pm.

PRESENT

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

ABSENT

Councillor	Wayne Milaney
Councillor	Randy Brown

STAFF

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.

MOTION CARRIED UNANIMOUSLY

3. MATTERS OF COUNCIL BUSINESS

Agenda Item 3(i) Date & Time & Location of Council Meetings

Motion 3.a. Moved by Councillor Deb Coombes that Council adopts the council meeting schedule as presented.

MOTION CARRIED

Agenda Item 3(ii) Council Per Diems & Expenses

Motion 3.b. Moved by Councillor Marie Flowers that the Elected Official's Remuneration, Benefits & Expenses Policy 01 / 2022 remains unchanged until the 2023 Organizational Meeting.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(iii) Deputy Mayor Appointments

No Motion Made

Note:

The Deputy Mayor List & Schedule remains unchanged to that published in the Organizational Meeting of 25 October 2021.

000003

Agenda Item 3(iv) Council Committee Appointments**1**

Council discussed and reviewed the:

- a. list of Council Committees (as defined by Council Committee Bylaw 05 / 2022),
- b. list of other bodies & organizations to which elected officials are appointed,
- c. requirement or need to have elected officials' representation on each committee, body, or organization.

2

Council after review and discussion agreed to dissolve:

The Economic Development Committee

In future:

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

Bylaw Enforcement & Development Control Committee

In future:

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

Personnel Committee

In future:

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

3

Council after review and discussion agreed to amend the membership criteria of the following Council Committees as follows:

Special Events and Cultural Committee

Membership is amended from three appointed elected officials to all elected officials.

Emergency Advisory Committee

Membership is amended from three appointed elected officials to all elected officials.

4**Future Action:**

Administration will repeal Council Committee Bylaw 05 / 2022 to incorporate the decision by Council to:

- i. dissolve the three Committees named in 2 above,
- ii. amend the membership criteria for the two Council Committees named in 3 above.

Administration will submit to Council an amended Council Committee Bylaw in due course.

5

Council subsequently appointed elected officials to those remaining 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 each committee, body, and organization.

000004

Motion 3.c. Moved by Councillor Deb Coombes that the revised schedule of council committees, and the elected official appointments to those committees, and other bodies and organizations is approved as agreed by Council.

MOTION CARRIED UNANIMOUSLY

Note:

Attached to these minutes are the Council Committees & Appointments listing for 2021/2022 and 2022/2023 for comparative purposes.

Agenda Item 3(v) Banking Services

Motion 3.d. Moved by Councillor Sandy Gamble that Council designates ATB Financial Services for the provision of banking services to the Town of Bowden.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(vi) Other Matters

3(vi)a Council Agendas

Motion 3.e. Moved by Councillor Paul Webb that the full agenda for all Council meetings is made publicly available.

MOTION CARRIED UNANIMOUSLY

3(vi)b Cheque Listing Report

Motion 3.f. Moved by Councillor Sandy Gamble that the cheque listing report be removed from the Council agenda pack.

MOTION CARRIED UNANIMOUSLY

3(vi)c CAO Timesheet

Council by decision agreed that there is no requirement for the CAO to submit a timesheet.

No Motion made.

4. MEETING ADJOURNMENT

Motion 4.a Moved by Councillor Paul Webb at 8:22 to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Rudy Friesen**

2022 / 2023

List of:

Council Committees & Appointment of Elected Officials
Appointment of Elected Officials to other Bodies & Organizations
(as approved during the October 24, 2022, Organizational Meeting)

Council Committees	Appointed Members		
		Alternate *	
Municipal Planning Commission (MPC)	All Council Members		
Emergency Advisory Committee	All Council Members		
Special Events & Cultural Committee	All Council Members		
Intermunicipal Development Committee (3 Councillors)	Robb Stuart	Randy Brown	Paul Webb
Public Library Board (2 Councillors)	Deb Coombes	Marie Flowers	n/a
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Wayne Milaney	Deb Coombes *	n/a
Other bodies & organizations			
Bowden & District Agricultural Society	Paul Webb	Marie Flowers *	n/a
Bowden Grandview School Council	Deb Coombes	Sandy Gamble *	n/a
Central Alberta Economic Partnership (CAEP)	Deb Coombes	Marie Flowers *	n/a
Central Alberta Regional Waste Management Commission	Sandy Gamble	Randy Brown *	n/a
Expanding Horizons Cultural Enhancement Society	Marie Flowers	Sandy Gamble *	n/a
Mountain View Regional Water Services Commission	Robb Stuart	Deb Coombes *	n/a
South Red Deer Regional Wastewater Commission	Robb Stuart	Marie Flowers *	n/a
Parkland Foundation Management Body	Sandy Gamble	Deb Coombes *	n/a
Parkland Regional Library Board	Deb Coombes	Sandy Gamble *	n/a
Red Deer & District Family and Community Support Services (FCSS)	Sandy Gamble	Marie Flowers *	n/a
Olds Police Advisory Committee (tbc)	Wayne Milaney	Sandy Gamble *	n/a

Town of Bowden 2021 & 2022 Council Committee Appointments

(as appointed during the October 25, 2021, Organizational Meeting
or by subsequent motion made by Council).

Council Committees (as defined by Council Committee Bylaw 05 / 2021)	Appointed Members		
		Alternate *	
Economic Development Committee (3 Councillors)	Randy Brown	Paul Webb	Deb Coombes
Intermunicipal Development Committee (3 Councillors)	Robb Stuart	Randy Brown	Paul Webb
Emergency Advisory Committee (3 Councillors)	Robb Stuart	Wayne Milaney	Sandy Gamble
Bylaw Enforcement & Development Control Committee (1 Councillor & 1 Alternate Councillor)	Wayne Milaney	Randy Brown *	n/a
Personnel Committee (Mayor + 2 Councillors)	Robb Stuart	Marie Flowers	Randy Brown
Special Events & Cultural Committee (3 Councillors)	Sandy Gamble	Deb Coombes	Marie Flowers
Public Library Board (2 Councillors)	Marie Flowers	Paul Webb	n/a
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Wayne Milaney	Deb Coombes *	n/a
Municipal Planning Commission (MPC)	All Council Members		
Other bodies & organizations			
Bowden & District Agricultural Society	Paul Webb	Marie Flowers *	n/a
Bowden Historical Society	Sandy Gamble	Marie Flowers *	n/a
Bowden Friendship Club	Marie Flowers	Sandy Gamble *	n/a
Bowden Grandview School Council	Deb Coombes	Sandy Gamble *	n/a
Central Alberta Economic Partnership (CAEP)	Randy Brown	Paul Webb *	n/a
Central Alberta Regional Waste Management Commission	Sandy Gamble	Randy Brown *	n/a
Expanding Horizons Cultural Enhancement Society	Marie Flowers	Sandy Gamble *	n/a
Mountain View Regional Water Services Commission	Robb Stuart	Deb Coombes *	n/a
South Red Deer Regional Wastewater Commission	Robb Stuart	Randy Brown *	n/a
Olds & District Policing Committee	Wayne Milaney	Sandy Gamble *	n/a
Parkland Foundation Management Body	Sandy Gamble	Deb Coombes *	n/a
Parkland Regional Library Board	Marie Flowers	Sandy Gamble *	n/a
Red Deer & District Family and Community Support Services (FCSS)	Sandy Gamble	Deb Coombes *	n/a



000007

**Town of Bowden – Regular Council Meeting
held on Tuesday October 24, 2022
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 8:28pm.

PRESENT

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

ABSENT

Councillor	Randy Brown
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 Marie Flowers that Council adopts the agenda as amended.

Note: (amended as follows):

Item 8(b) New Business – emergent item. Rural Municipalities of Alberta

Item 8(c) New Business – emergent item. Special Events & Cultural Committee Meeting

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the October 11, 2022, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

There were no public hearings.

5. DELEGATIONS

There were no delegations

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

CAO Rudy Friesen provided Council with an update on progress.

000008

Agenda item 6.b Fortis Alberta Electric Agreement

Council was provided with a copy of the franchise agreement form submitted by Administration to Fortis Alberta. This confirmed that there would be no change to the franchise fee for 2023.

Agenda item 6c Capital Budget 2022 – Walking Trails Project

There was no discussion on this matter.

Agenda item 6d Capital Budget 2022 – Arena Roof

CAO Rudy Friesen informed Council that Administration are due to receive the arena roof report from ISL Engineering by the date of the next Council meeting.

There was no motion made regarding any of the Business Arising agenda items.

7. BYLAWS & POLICIES

No Agenda item

8. NEW BUSINESS**Agenda item 8.a Red Deer County Planning & Development – Relaxation Notice Letter**

Council reviewed the information received.

There was no motion made regarding this matter.

Agenda item 8.b Rural Municipalities of Alberta

Mayor Robb Stuart outlined the importance of attending the forthcoming RMA conference.

Motion 8.a. Moved by Councillor Marie Flowers that the Mayor and the CAO attend the RMA Conference on 8 -10 November.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.c Special Events & Cultural Committee

Council requested that this committee set a time and date to meet.

Motion 8.b. Moved by Councillor Marie Flowers that the Special Events & Cultural Committee meet on Sunday 30th October at 10:00am.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL**Agenda item 9.a Cheque Listing Report**

Motion 9.a. Moved by Councillor Sandy Gamble that Council accepts as information the cheque listing reports for October 11 and October 24.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE**Agenda item 10.a Red Deer County Protective Services Letter (September).**

Motion 10.a. Moved by Councillor Marie Flowers that Council accepts as information the September Enforcement Contract letter.

MOTION CARRIED UNANIMOUSLY

000009

11. REPORTS**Agenda item 11.i CAO's Report**

CAO Rudy Friesen submitted his report to Council.

Agenda item 11.ii Council Committee Reports

No Reports submitted

Agenda item 11.iii Society & Other Reports

Mountain View Regional Water Services Commission Report (meeting of October 12, 2022).

Bowden & District Agricultural Society Report (meeting of October 19, 2022).

Parkland Foundation 2021 Annual Report.

Fortis Alberta – Town of Bowden 2021 Franchise Presentation.

Motion 11.a. Moved by Councillor Paul Webb that Council receives, as information, all the reports as submitted.

MOTION CARRIED UNANIMOUSLY

Mayor Robb Stuart called for a brief recess at 9:19pm.

Mayor Robb Stuart called the meeting back to order at 9:22pm.

12. CLOSED SESSION OF COUNCIL ("in camera")**Agenda Item 12.a (Development Matter)**

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

Motion 12.a. Moved by Councillor Deb Coombes at 9:22pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b. Moved by Councillor Marie Flowers at 9:41pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

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

13. MEETING ADJOURNMENT

Motion 13.a Moved by Councillor Marie Flowers at 9:42pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: Nov 14, 2022.	Agenda Item: 7a / 7b / 7c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information only	Attachment(s): 1 ISL Construction Review Report (11 Oct 2022)

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

Content:

7a Bowden Hotel.

CAO has arranged to meet with the Minister of Infrastructure Nathan Neudorf.
(date & time tbc).

7b Special Events & Cultural Committee.

Sleigh Ride in the Park – Friday December 16th

Councillor Sandy Gamble to provide update (to include discussion on Protective Services involvement)

7c Capital Budget 2022 – Arena Roof.

(i) Background

The 2022 Capital Budget allocated \$25000.00 to:

- carry out remedial roof maintenance to address water leaks into the arena building,
- perform multiple exploratory test openings in the roof to assess the condition of the top chords of the roof trusses, in order to ascertain whether significant deterioration has occurred,
- provide a written engineers report on the findings.

The purpose of the investigative element of this work was to allow a plan of action to be developed based on what is needed both in the immediate short term and the longer term with consideration also being given to financial considerations and other relevant factors.

(ii) ISL Construction Review Report

ISL submitted their report to Administration on 21st October 2022.

With reference to the attached report:

Pages 2 to 4 Exploratory Openings (EXOs)

There were 5 exploratory openings made in the barrel roof of the arena.

The report provides photographs and a summary of the findings of each opening.

Pages 5 to 10 Roof Repairs

Repairs were made to the barrel roof, the sloped roof, and the flat roof of the arena.

The report provides photographs and a summary of the findings of the work completed.

(iii) ISL Discussion

Administration discussed the findings of the report with ISL on 27th October 2022.

a)

The exploratory openings allowed a visual examination to be made of the timber framing of the barrel roof. The general overview of the condition of the roof trusses and members is that they are in relatively good condition, ie:

- there is no sign of major deterioration,
- the deterioration that does exist is not increasing at an alarming rate.

However, ISL state that the roof is at the end of its life from a structural engineering point of view.

The ISL report dated October 2020, provided an analysis of the load carrying capacity of the roof according to National Building Code guidelines. The report states that the roof does not meet current structural load standards and any snow accumulation above 7" will over stress the roof members.

However, the barrel roof design may be the roofs' saving grace as typical snow depths of this magnitude are not normally seen.

The ISL Report dated December 2021 provided probable cost estimates for a new roof of \$2076897.00. (to include new roof members, insulation, vapour barriers and metal layers).

b)

The metal roof deck was in a poor state with many loose fasteners, deformations, and open holes.

The remedial work carried out was essential and will go some way to prevent further deterioration of all sections of the arena roof.

ISL suggest that an assessment is made of any water infiltration and moisture ingress after the spring run off.

This remedial work was completed within the allocated budget.

(iv) Administration's recommendations**a)**

Any immediate requirement to replace the whole of the roof structure within the arena should be put on hold but cannot be dismissed or ignored in the future.

In place of this, Administration recommends an alternative "planned phased approach" to extend the life of the current roof including the wooden joists / trusses, insulation material, vapour barrier and metal layers.

Phase 1 - 2023

Conduct an assessment of any water infiltration and moisture ingress in late spring next year.

Phase 2 - 2024

Maintain an annual assessment of any water infiltration and moisture ingress in late spring.

Allocate further funds in the 2024 Capital Budget to carry out further remedial work on the current metal roof.

Phase 3 – subsequent years

Maintain an alternate cycle every two years of allocating funds for remedial repairs to the metal roofing in order to mitigate any further deterioration (as required or deemed necessary).

This physical condition assessment cycle provides a program of regular preventative maintenance on the arena roof as part of a capital asset management program designed to extend the life of the asset.

The remedial work corrects deficiencies only (those requiring action within the next 12 to 24 months).

The process of inspection planning and continually observing and reporting on deficiencies must result in remedial maintenance work being carried out, as required (funding to be made available).

Note: this program will not bring the building or its infrastructure back to its original condition or enable it to meet current codes or building standards.

b)

Administration also recommends obtaining an estimate, through ISL, for the replacement of the whole of the metal roof skin (and vapour barrier).

A part of a longer-term capital planning model for subsequent years the replacement of the whole of the roof structure above the timber framework should be considered dependent on further assessments, levels of deterioration and the financial resources available.

c)

Administration does not recommend the replacement of the whole roof (all parts) as part of a stand-alone capital project without first performing a full facility condition assessment of the arena building.

This assessment would include:

- all structural elements of the building,
- electrical engineering,
- mechanical engineering,
- HVAC & boiler equipment,
- refrigeration equipment and system components (eg: underfloor brine pipe infrastructure).

This assessment importantly must not only evaluate the physical condition of the arena building but must also include a functionality assessment.

A functionality assessment questions the buildings suitability for its current or intended use and its future potential, ie:

- who does it serve,
- the purpose its is designed or expected to fulfill,
- current level of usefulness (eg: financial cost v levels of use),
- operational and viability considerations.

Regular Council Meeting: November 14, 2022.	Agenda Item: 8
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Council Committee Bylaw 09 / 2022

1 Council Committee Bylaw 09 / 2022

1.1 Background:

The attached draft Council Committee Bylaw is submitted to Council as a Request for Decision.

This Bylaw repeals Council Committee Bylaw (05 / 2022).

Bylaw 05 / 2022 requires updating following the decisions made by Council in the Council Organization Meeting of October 24, 2022.

1.2 Amendments

(i)

Revisions to this Bylaw are in line with the resolutions made and minutes of the Council Organizational Meeting.

(ii)

In addition: the latest version of the MGA (dated 1 August 2022) has repealed section 154(2) which previously stated:

"The chief elected official (the Mayor) is a member of all Council Committees and all bodies to which Council has the right to appoint members under this Act unless the Council provides otherwise".

The revised Council Committee Bylaw (09 / 2022) has therefore removed reference to this wording (from page 4).

Council may however wish to retain this function by adding a clause to the new Bylaw (section 8.2).

(iii)

The revisions to draft Bylaw 09 /2022 are highlighted in yellow.

1.3 Alternative Actions:

That Council by resolution:

- i. adopt Council Committee Bylaw 09 / 2022,
or
- ii. makes recommendations to Administration on further amendments as required.

1.4 Recommended Actions:

That Council:

- i. grants first reading to Council Committee Bylaw 09 / 2022 as presented,
- ii. after second reading unanimously vote in favour of allowing a third reading,
- iii. adopt Council Committee Bylaw 09 / 2022.

Proposed Motions:

Motion by Councillor _____ that Council give first reading to Council Committee Bylaw 09 / 2022.

Motion by Councillor _____ that Council give second reading to Council Committee Bylaw 09 / 2022.

or,

Moved by Councillor _____ that Council direct Administration to make amendments to Council Committee Bylaw 09 / 2022 as directed.

Moved by Councillor _____ that Council unanimously give consideration to a third reading of Council Committee Bylaw 09 / 2022.

Motion by Councillor _____ that Council give third and final reading to Council Committee Bylaw 09 / 2022 and is adopted accordingly and made effective once duly signed.

1.5 Future Action:

Administration to publish a copy of the new Bylaw on the Towns' website and to provide copies of the revised Bylaw to all Councillors.



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

Town of Bowden – Province of Alberta

COUNCIL COMMITTEE BYLAW

09 /2022

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

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

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

1 SHORT TITLE

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

2 DEFINITIONS

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

Alternate

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

CAO (Chief Administrative Officer)

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA (or his / her designate) and is the administrative head of the Municipality.

Council

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

Councillor / Elected Official

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

Council Committee

Means a Committee, Board, Association or Commission appointed by Council, and which may consist entirely of councillors or a combination of councillors and members at large.

Meetings

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

Member

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

Members at Large

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

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time).

Municipality

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

Terms of Reference

Is a statement of the legality and purpose of a Council Committee as defined in this Bylaw.

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,
- e) "including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

3 PURPOSE

To:

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

4 APPLICABILITY**4.1**

This Bylaw applies to all Council Committees and members of Council Committees.

4.2

Council Committees are responsible and accountable only to Council.

4.3

The establishment of Council Committees is enacted through this Bylaw.

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

4.4

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

5 POWERS OF COUNCIL COMMITTEES**5.1**

A Council Committee may function:

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

5.2

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

5.3

A Council Committee does not have the power to commit the Municipality to any action, or financial or legal liability.

5.4

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

6 REPORTING TO COUNCIL**6.1**

Councillors (appointed or alternate) to a Council Committee are responsible for ensuring that Council is kept informed on the activities of that Council Committee.

6.2

Written reports must reflect the actual meeting of Council Committee (as minuted) and must reflect the majority position of the members of the Council Committee.

7 PUBLIC PRESCENCE AT MEETINGS

The proceedings and deliberations of a Council Committee must be conducted in public (Sections 197 & 198 of the MGA applies) except where the information is protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) and as enacted in the Council Procedural Bylaw.

8 MEMBERSHIP**8.1**

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

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

delete

(subject to section 154(2) of the MGA) which states that:

"The chief elected official (the Mayor) is a member of all Council Committees and all bodies to which Council has the right to appoint members under this Act unless the Council provides otherwise".

review

8.2

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

8.3

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

8.4

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

8.5

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

9 TERM

9.1

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

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

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

9.2

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

9.3

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

9.4

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

10 MEETINGS

10.1

Section 197 of the MGA applies which states that all Council Committees must conduct their meetings in public.

10.2

A Council Committee must give at least 24 hours' public notice of a Council Committee meeting or a change in the location of time of a Council Committee meeting.

10.3

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

10.4

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

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

10.5

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

11 TERMS OF REFERENCE

11.1

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

11.2

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

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

12 SEVERABILITY

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

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

13 BYLAW PRECEDENCE

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

Bylaw **05 / 2022** and all amendments thereto are hereby repealed.

Schedules attached to this Bylaw:

Schedule A List of Council Committees

Schedule B Terms of Reference for each Council Committee as listed in Schedule A

All schedules form part of this Bylaw.

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

Read a first time in open council this 14th day of November 2022,

Read a second time in open council this ** day of ** 2022,

and finally passed by unanimous consent of the Councilors' present.

Read a third time in open council this ** day of ** 2022,

Robb Stuart, Mayor

Rudy Friesen, Chief Administrative Officer

Council Committee Bylaw
SCHEDULE A List of Council Committees

A1

Committees

Intermunicipal Development Committee
Emergency Advisory Committee
Special Events & Cultural Committee

A2

Boards & Associations

Public Library Board
Bowden & District Cemetery Association

A3

Commissions

Municipal Planning Commission

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B1

Intermunicipal Development Committee

Legality

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

The Town of Bowden Intermunicipal Development Plan is enabled under the provisions of Part 17 of the MGA (as amended over time) and as enacted by this Bylaw and by a jointly passed Bylaw with Red Deer County, Bylaw 05/2009 (as amended over time).

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

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

Purpose

The purpose of the Intermunicipal Development Committee is to:

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

Membership

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

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B2

Emergency Advisory Committee

Legality

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

The general duties, rights and powers of the Emergency Advisory Committee are defined by the Town of Bowden Municipal Emergency Management Bylaw 03 / 2020 (as amended over time)

Purpose

The purpose of the Emergency Advisory Committee is to:

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

Membership

The Emergency Advisory Committee consists of **all elected officials (Committee as a Whole)** and other persons and bodies as stated in the Town of Bowden Municipal Emergency Management Bylaw 03 / 2020 (as amended over time).

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B3

Special Events & Cultural Committee

Legality

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

Purpose

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

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

Membership

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

Meetings

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

Reporting

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

Council Committee Bylaw
SCHEDULE B Terms of Reference for Council Committees

B4

Public Library Board

Legality

- i. The Town of Bowden Public Library Board is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) that states that a Council may pass Bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this Bylaw.
- ii. The Town of Bowden Public Library Board is required to satisfy the provisions of the Libraries Act RSA2000 Chapter L-11 and the Libraries Regulation 141/1998 (as amended over time).

Purpose

The purpose of the Public Library Board, subject to Council approval, is to:

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

Meetings

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

Board Membership

Membership of the Bowden Public Library Board will consist of:

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

Reporting & Records

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B5

Bowden & District Cemetery Association

Legality

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

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

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

Purpose

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

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

Membership

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

Meetings

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

Reporting & Records

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

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

Council Committee Bylaw
SCHEDULE B Terms of Reference for Council Committees

B6

Municipal Planning Commission

Legality

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

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

Purpose

The purpose of the Municipal Planning Commission is to:

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

Membership

Membership of the Municipal Planning Commission consists of all elected officials.

Meetings

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

Reporting

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

Regular Council Meeting: November 14, 2022.	Agenda Item: 11
Prepared by: Arno Glover	Approved By: Mayor Robb Stuart
Report Type: Information	Attachment(s): 1 Letter from Mayor Judy Dahl, Town of Olds

Content:

11.a

Letter received from Mayor Judy Dahl (attached)

1 Comparison of population statistics for Town of Bowden.

	Population
1 Parkland Invoice for 2022	1214
2 Treasury Board Statistics	1214
3 Alberta Municipal Affairs	1282
4 Statistics Canada	1280 (2021 Census)
5 Statistics Canada	1240 (2016 Census)

2 Financial Implication

The **actual** 2022 requisition based on a population of 1214 at \$8.55 per capita \$10379.70

A revised 2022 requisition based on a population of 1280 at \$8.55 per capita \$10944.00

Forecast 2023 requisition based on a revised population of 1240 at **\$8.75** per capita \$10850.00

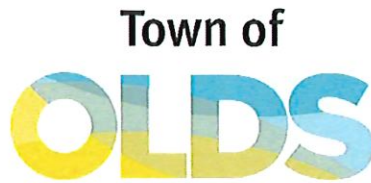
Forecast 2023 requisition based on a revised population of 1280 at **\$8.75** per capita \$11200.00

3 Recommended Motions:

Motion by Councillor _____ that the Town notifies Parkland Regional Library System that the statistics used for the calculation of the annual requisition is based on the most recent population figure for the Town of Bowden as published by Alberta Municipal Affairs.

or

Motion by Councillor _____ that Council directs Administration to:



000 40

21 October 2022

Re: Request to amend PRL Membership Agreement

Dear Library Members,

The intent of this letter is to notify Parkland Regional Library (PRL) members that the Town of Olds has submitted a request to the board to amend the Membership Agreement, and further, to summarize our rationale in the hopes that your municipality will do the same.

Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: *"The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."*

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures.

To be clear, the Town of Olds is not disputing the dollar amount it provides to PRL, as we recognize the value of this organization; instead, Olds takes issue with the choice to use population statistics that are outside the scope of the Agreement. Should PRL adopt the Municipal Affairs' population figures and finds itself with a financial shortfall, the requisition can then be raised to achieve balance. Achieving balance using inaccurate statistics is, in our opinion, neither transparent nor in line with the spirit of the Agreement.

Members from PRL Area 9, (Town of Carstairs, Town of Didsbury, Town of Olds, County of Mountainview and Village of Cremona) are in agreeance and have passed respective motions asking for section 8.3 of the Agreement to be opened and amended as noted above.

If you agree with our position, we ask that your municipality consider a similar motion and forward that to PRL.

Thank you for your time and please reach out to Olds' PRL representative, Heather Ryan, (hryan@olds.ca) if you wish to discuss this further.

Kind Regards,

A handwritten signature in black ink that reads "Judy Dahl".

Mayor Judy Dahl

c: Town of Olds Council

Regular Council Meeting: November 14, 2022.	Agenda Item: 12
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

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

None submitted

c. Society & Other Reports

Expanding Horizons Report (Meeting October 13, 2022)

(report submitted by Councillor Marie Flowers)

Bowden Friendship Club (Meeting October 20, 2022)

(report submitted by Councillor Marie Flowers)

Bowden Grandview School (Meeting October 18, 2022)

(report submitted by Councillor Deb Coombes)

South Red Deer Regional Wastewater Commission (Meeting October 21, 2022)

*(report submitted by Mayor Robb Stuart)***Alternative Motions:**

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

or

Motion by Councillor _____ that Council directs Administration to _____.

Regular Council Meeting: November 14, 2022.	Agenda Item: 12.a
Prepared by: Rudy Friesen	Approved by: n/a
Report Type: Information	Attachment(s):

1. RMA

I was fortunate to attend RMA Convention November 8-10 in Edmonton. This proved a great opportunity to network with fellow municipalities, and also to engage informally with several Provincial ministers

2. Minor Hockey

I met November 4th with the President of Minor Hockey to make introductions and renew our commitment to our informal partnership to provide service to various users of the Igloo Arena

3. Minister Dreeshen

On short notice I was able to meet with Minister Dreeshen on November 4th. I was able to update him on several of our ongoing projects

4. FCSS

Regional FCSS held a Partners meeting November 3rd. We discussed financial components of a new Regional Agreement. The current agreement expires in December. 2023.

Expanding Horizons Society
Date: Thursday, October 13, 2022
Location: Paterson Community Centre
Time: 7:00pm

1. Stan called meeting to order at 6:57pm

Attendance: Stan, Marie, Karen, Rob, Tara, Pamala, Kim, Brad, Pat

2. Approval of Agenda

Motion: Moved by Pat Filipenko that Agenda for October 13, 2022 meeting be approved as presented. **CARRIED UNANIMOUSLY**

3. Minutes from September 13, 2022

Motion 3.a. Moved by Pat Filipenko that the September 13, 2022 meeting minutes be adopted as presented. **CARRIED UNANIMOUSLY**

4. Correspondence – None

5. Financials – Financial Statements to August 31, 2022

Motion 5.a. Moved by Karen Fagan that the Financial Statements to October 1, 2022 be adopted as presented. **CARRIED UNANIMOUSLY**

5.b. – Stan notes that Grant Johnson invoice for fence around air conditioner was \$1875.00, Sena has paid by cheque.

6. Old Business:

- a) **Landscaping/Trees** – Stan ordered 24 assorted @ \$250.00 per tree (discounted from \$300 per tree from Silver Blue Nursery). Oak tree at the main entrance will be donated by Stan & Liz Mills, 1 hole left for tree to be moved from Wilcox's. Lorne will move the tree in October. Concern arose regarding no motion for purchase of trees; a misunderstanding about what the landscaping budget was.

Motion 6.a. Moved by Rob Wilcox that the payment for trees come out of general account. **CARRIED UNANIMOUSLY**

7. New Business

- a) **Beef Supper** – Mabel and Louise have everything organized for volunteers and execution
- b) **Kostumes & Karaoke** – Jade and Kim have organized decorating, entertainment. Looking for bartenders and a second shift of people to work the door. Hoping to have 100+ people in

attendance. If weather conditions favorable may be able to get a food truck, or will look at concession snacks and/or pizza by the slice from Pizza Café. **No Motion**

- c) **Christmas Party** – Bowden Grad class will assist caterers with bussing table, cleaning, kitchen. Possible menu change depending price back from Bob Ronnie. Kim will send out a volunteer sign up in the next 2 weeks. **No Motion**
- d) **Bingo** – decision to hold off starting on monthly Bingo until January 2023. **No Motion**
- e) **Handicap button on front door** – agreed it needs to be addressed to properly accommodate wheelchair needs, Kim will talk to Norm to understand optimal requirements and with Adam Willert to rewire. **No Motion**
- f) **Ramp onto stage** – wheelchair ramp onto stage does not seem feasible for the space we have. Stan looked into some lifts but there is no pricing on website, home use lifts range from \$5,000-\$10,000. **No motion**
- g) **Bricks falling off on west side near main doors** – Rob recommends Peel 400 construction glue to put them back on. Kim will also look into replacement bricks. **No motion**
- h) **Building shifting** – door in family room; Paul to have a look at it and kitchen door and front door. **No motion**
- i) **Snowblower/Storage** – Paul has a snowblower he will use to clear sidewalks and possibly store it behind air conditioner fence. As there is no lock on the fence, storage will be at Paul's discretion. **No motion**
- j) **Christmas Tree** – Sheila requested to buy a larger pre-lit Christmas, we looked online they are \$1,200 - \$3,300. Will look at after Christmas for when they go on sale. Stan volunteered a spruce tree from their farm if we decide to go with a real tree. **No motion**
- k) **Paterson Letter follow up** – Stan delivered the letter to the terminal but has not heard anything back. Kim will follow up to ensure Mr. Paterson received the letter and invite terminal staff to Christmas function. **No motion**
- l) **Bowden Institute Crew** - to deep clean in kitchen/appliances, etc – Sena has spoken to Institute, they are finishing up outside jobs while the weather is nice. They will let us know when they're available. **No motion**
- m) **Grad rental fee** - grad will provide service for Community Supper, Christmas Party & Play. If funerals request set up and grads provide the service, they will be paid the \$250.00. Discount will be given based on consideration of amount of hours and effort put into volunteering for events; amount will be determined at later date. **No motion**

8. Manager report

- a) Extinguishers have been recertified for the year. Fire Panel was scheduled to be completed today but no one came. Will contact tomorrow.
- b) Paul put up the advertising sign – looks great
- c) Paul, Chad, Steve & I met today to discuss stage build. Adam to coordinate with Paul for electrical. Will take 3 days to complete.
- d) Planning for Kostumes and Karaoke complete. Lots of buzz around town about attending so hoping for a good turnout.
- e) The ceiling speakers are yet to be installed; will get a date set with Chad and Steve for completion when they do the stage sub-woofers.
- f) Volunteer sign up for Kostumes & Karaoke and Christmas Party
- g) Paul will water in the trees at hall before snow falls
- h) Paul to install AED in front entry where it is visible

Rob moves to adjourn 8:05pm. All in favor. Carried.

Next meeting: Tuesday, November 8 @ 7:00pm

EXPANDING HORIZONS
FINANCIAL STATEMENT SEPTEMBER 30, 2022

GENERAL ACCOUNT

Balance forward August 31, 2022	97,034.72
---------------------------------	-----------

INCOME

Bank Interest	3.50	<u>3.50</u>
		97,038.22

EXPENSES

A.V. Shop (sound system)	927.76	
Chadd Hunter (sound system)	<u>2,720.65</u>	
	3,648.41	<u>3,648.41</u>
Bank Balance September 30, 2022		93,389.81

OPERATINS ACCOUNT

Balance forward August 30, 2022	47,838.07
---------------------------------	-----------

INCOME

Wedding Deposits	1,250.00	
Wedding Payments	500.00	
Hall Rentals	4,200.00	
Catering (Main Roads)	1,896.00	
December Market	400.00	
Bank Interest	<u>1.47</u>	
	8,247.44	<u>8,247.44</u>
		56,085.51

EXPENSES

Kim Urichuk	2,000.00	
Custom Clean	483.00	
Sandy Wilcox (cork board)	22.03	
Town Bowden	85.88	
Damage Deposit Refunds	3,000.00	
Direct Energy	82.55	
Empringham (garbage disposal)	1,401.78	
Epcor	1,239.63	
Mt. View cleaning	34.65	
Kim Urichuk (main roads & office)	186.93	
Sena Urichuk (catering main roads)	561.03	
Shaw Cable	<u>163.75</u>	
	10,101.23	<u>10,101.23</u>
Bank Balance September 30, 2022		45,984.28

DINNER THEATRE ACCOUNT

Balance forward August 31., 2022		18,098.87
INCOME		
Bank Interest	.33	<u>.33</u>
		18,099.20
No Expenses		
Bank Balance September 30, 2022		18,099.20

BENEVOLENT ACCOUNT

Balance forward August 31, 2022	1,648.93
No New Entries	
Bank Balance September 30, 2022	1,648.93

CASINO ACCOUNT

Balance forward August 31, 2022	833.50
No New Entries	
Bank Balance September 31, 2022	833.50

Dina Bluchek - Treasurer

Bowden Friendship Club

000 48

P.O. Box 496, 2133-18 Ave.

Bowden, Alberta TOM 0K0

BOARD MEETING – October 20, 2022 (7:00 pm)

MINUTES

Attendance: Karilynn Marshall, Laurie Miller, Carol Christenson, Don and Donna Peterson, Glen Fox and Joan Green, Sandra Wilcox, Shannon Webb, Marie Flowers

Call to Order:

Call the Meeting to Order: Time: 6:57 pm by: Karilynn Marshall

Approval of Agenda:

Approval of the agenda with additions by: Marie Flowers; second by Sandy Wilcox. All in favour.

Approval of Past Minutes: August 18, 2022

Approved as read by: Shannon Webb; second by: Glen Fox. All in favour.

Treasurer Report:

August 31, 2022 Bank Balances:

General Account \$23,253.90; Casino Account \$983.52

GIC Investments: (As at August 31, 2022) \$38,947.67

Summary Income/Expenses:

Month	Account	Income	Description	Expenses	Description
Aug	Gen	1,144.64	Rentals	7,223.66	Fire extinguisher inspection, DD refunds, stucco, misc. maintenance
Aug	Casino	1.24	Interest	983.52	Utilities/service charge

September 30, 2022 Bank Balances:

000 49

General Account \$23,105.67; Casino Account \$497.14

GIC Investments: (As at September 30, 2022) \$38,947.67

Summary Income/Expenses:

Month	Account	Income	Description	Expenses	Description
Sep	Gen	569.54	Rentals, interest	717.77	refund DD, maintenance expenses
Sep	Casino	1.37	interest	487.75	Utilities, S/C

Treasurer's Report Approved by: Laurie Miller. Second: Don Peterson. All in favour.

Don Peterson makes a motion to transfer \$10,000 from General to Casino. Second Joan Green. All in Favor.

Committee Reports:

Kitchen Cleaning/Supplies:

- Kitchen (5 rentals) – tea towels and dishtowels washed and returned after each. Bathrooms checked and replenished.
- Last inventory in July and will do another prior to Shannon's November rental.

Building Maintenance:

- Exit lights checked.
- Spot checks for floor cleanliness.
- New flag

Bookings Report:

- August 21, September 4, 18, October 2, 16 and 30: Sinclair Group
- August 25: Family Resources Network
- September 8: Nutrien
- September 9: Elsie Gow
- September 17: Community Garage Sale
- September 30: Enns
- October 1: Karilynn Marshall
- October 14, 21, 28: Family Resources Network
- November 3: Popovich Concert
- November 8 thru 13: Shannon Webb.
- November 18 – 25: Family Resources Network
- November 30: County Fire.

- December 13: Bowden Ag
- December 15: Christmas Dinner
- December 17: Sandra Gyorffy
- December 24: Edie Sale – Community Christmas Dinner
- 2023-May 9 to 14: reserved by Shannon Webb.

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Discussion regarding request from Edie Sale to host a community supper for December 24 and wants the hall for free. Laurie Miller moved that Edie Sale get the hall free for December 24; Second: Shannon Webb. All in favour. It was noted that Karilynn will see if she can find a sponsor to cover a discounted rental fee (15%).

Promotions:

- Newsletter September, October
- ½ page ad Bowden town Newsletter: July, September, October
- September 15: Table at FCSS Community Registration Night. Working on possible events by RCMP and was asked about a Community Kitchen project. If this proceeds a rental rate for the kitchen will have to be determined to cover costs.
- Garage Sale: good promotion of the facility. Was approached regarding offering latin dancing classes/events and query was referred to Don.

Alberta Gaming:

- Casino – scheduled for 3rd quarter (July to September) of 2023.

Old Business:

- **Sign:** sign ordered shortly after last meeting. Logo being used in newsletter. Grant to hang the sign between two north facing windows.
- **Popovich:** \$1080 ticket sales to date. All board members to bring one or two squares to hall by 5:30 to prepare platters. Serve coffee and tea, use Styrofoam cups in stock. Coffee was not popular at last event. Karilynn to investigate and proceed if possible with liquor license. Donna will do ice tea/juice. Ian to do bar. \$682.50 Popovich invoice received to be paid on or before the event.
- **Christmas Dinner:** Tickets handed out tonight (capped at 64) - \$30 each. Karilynn getting tablecloths and napkins. Turkey dinner (mashed potatoes, dressing, two veggies, etc. to be billed at maximum \$25/person) Entertainment – Charlie Brittan (there will be room for dancing). Come in to set up by 4:30. Liquor sales: wine \$20/bottle.

New Business:

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- **Pizza Night:** there will be pizza luncheon for the church meeting but no other plans for an event.
- **Christmas Decorating:** Joan Green
- **Liquor and Gaming:** discussion surrounding annual licensing for liquor sales and raffles or 50/50.

Next Meeting/Event:

- December 1: 7:00 pm conference call
- December 15 – Christmas Dinner at 6:00 pm.

Adjournment:

- Meeting Adjourned at 8:07 pm by: Karilynn Marshall; second by: Glenn Fox. All in favour.

October 18, 2022 @ noon

BGS School Council email address is: bgsCouncil@gmail.com <u>Google Meet Link</u>	
Present: Jeff Thompson, Jen Barry, ALahna Hunter, Linda Wagers, Jade Prefontaine, Lindsey Taylor, Dawn Westrate	
Agenda Additions: None	
Old Business: None	
New Business:	Please remember that if you have individual questions or concerns please bring these directly to Jeff and Dawn at the school. This is a general forum for information sharing and idea creation.
BGS Admin:	<u>BGS Upcoming Events</u> October 19-High School Hike to Powderface Creek and Prairie Creek Trail Loop October 20-Anything but a Backpack Day -Jr/Sr Dance 6:30-9:30 October 21-K-12 Collaborative Day Nov 1 and 2-Parent Teacher Interviews Nov 2-Take our Kids to Work (grade 9)

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Nov 3- Picture Retakes
 Nov 8-BGS Remembers 10:30 am
 Nov 10-Fall Break
 Nov 11-Remembrance Day
 Nov 24-Spaghetti Supper (get your tickets from a grade 12 student)

Admin report

1. The Breakfast Program is starting strong. Grant received, program is serving many youth.
2. Mustard Seed Lunches: Monday & Wednesday delivery for the week. Turkey dinner bags - 16 given out this year.
3. Innisfail Family Resource Network
 - a. Jenny Crumley
 - b. Family resources to access in our school (parenting courses, Government document assistance, youth courses, In-home visitation, behavior management, etc.)
 - c. Jenny will be in the school on Monday afternoons
 - d. FRN also offers 0-6 yr old programming in Bowden at the Friendship Centre every Friday morning.
4. YES (Youth Empowerment and Support) Monday, Wednesday and alternating Fridays.
 - a. Kendra Weisbrodt
 - i. Peer Mentoring (Collab w/ Youth HQ)
 - ii. Digital Citizenship 6 to 9 (for now)
 - iii. Leadership
 - iv. Health relationships
 - v. After school and noon activities including ball hockey, art clubs, Lego clubs, board games, button making, etc
 - vi. Collaboration programming with FCSS.

	<p>5. Dual credit courses - partnerships with Olds College & SAIT</p> <ul style="list-style-type: none"> a. 3 in Regular dual credit courses (not trade related). b. 7 in Tech 1000 (sem 1)(Introduction to Trades) c. 7 in Welding 1167 (sem2) d. 2 in Welding 2167 <p>6. Green Certificate, Work Experience and RAP</p> <p>7. Collab Day Friday October 21</p> <ul style="list-style-type: none"> a. 4 to 8 MIPI and HLAT work b. K to 3 PLC - new curriculum c. High School Google Classroom collaborative work d. Vertical Teams (in house) <p>8. High School Elbow Falls/ Powderface Hike - tomorrow</p> <ul style="list-style-type: none"> a. Winter Trip 15 b. Desire to continually add experiences to our High School <p>9. Parent Teacher Interviews November 1 & 2</p> <ul style="list-style-type: none"> a. Format - will offer face to face with follow up calls or virtual where needed. b. Report cards - Chinooks Edge has gone to a 2 report card year for all levels. Digital format through Power School for Grade 5 and up. This gives parents access to student progress at all times. Chinooks Edge may choose to use the digital starting at Kindergarten for the future. <p>10. Red Deer Polytech will be in Bowden Grandview for the next 8 weeks observing the k-12 school.</p>
Parent Questions	None
Town of Bowden:	Deb Coombs is absent. No update.

FOG:	<p>Breakfast program going really well</p> <p>Life Skills and Foods Class is helping make items for the program. They will be doing muffins, boiled eggs, cut up vegetables, and stuff for parfaits.</p> <p>We also have supplied a few extra snacks that are in the staff room.</p> <p>Freezers are full in the breakfast room</p> <p>Receipts will be submitted but we have spent over \$1200</p> <p>We are having a fog meeting this week to discuss what fundraisers we want to do. Always looking for suggestions. We will definitely be doing the chocolate one.</p> <p>Hot lunch this Thursday, homemade chicken noodle soup with grilled cheese sandwich. 40 orders</p>
Parents Matters group	<p>* Parents Matter meeting Oct 25th @7PM online. Interested? Please let Jeff Thompson know and an invitation will be sent out to you. One parent rep for a school requested.</p>
CESD Trustee Report	<p>* Congratulations to all the award winners last Friday evening. It is such a pleasure to see how many students are doing so well in their studies. It is a true indication to the combined committed efforts of staff, students, and parents! It was also nice to see the choir and how proud the group was to be able to perform.</p> <p>* Flourishing Stories and Innovations - Congratulations to Amy Severtson whose application for her "Farmers Market" was received and accepted. Amy grabbed this idea and is up and running with it. There is still opportunity for other teachers to submit ideas! Grant monies are still available for new ideas submission.</p> <p>* Parents Matter meeting Oct 25th @7PM online. Interested? Please let Jeff Thompson know and an invitation will be sent out to you. One parent rep for a school requested.</p> <p>* PLC (Professional Learning Communities) - going well. Specifically in the lower grades, focus is on implementation of new curriculum material. This is allowing for better connections throughout the division for "horizontal" (same grades), "vertical" (better flow</p>

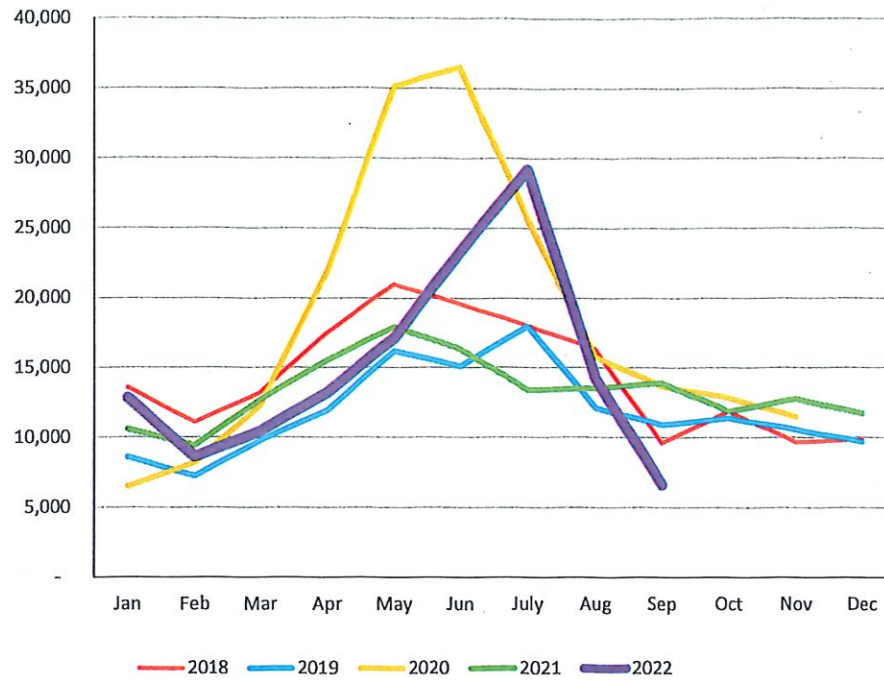
	<p>from one grade to the next), and school with community.</p> <p>* CESD is looking for extra bus drivers....Interested? Perhaps more advertising in local newsletter (Your Town News & Red Deer County News)</p>
FCSS Report	<ol style="list-style-type: none"> 1. Community Garden is wrapped up for the season. Thank you to Ms. Sedova and her crew of kiddo's & helpers for keeping the BGS plot(s) so nice all season. 2. Y.E.S. & FCSS are at it again! We have solidified programs into the Spring of next year. Programs will include Kids Cooking for Grade 7, Kids Baking for Grade 8, 4 corner Soccer, Lego Club, Mini Sticks, Movie Days and more! Currently we are running DIY days with Grade 4/5 and have done "electronics take apart" and "Halloween Inchies" unfortunately, due to a scheduling conflict, we have had to cancel the Movie Day this Friday. *Update - we will try to host it at FCSS/Olde Library 3. Fall Beef Supper at the Paterson Community Center this Friday, October 21, as a fundraiser for Bowden Expanding Horizons. Cost is \$20/adult and \$10 for child. 4. FCSS will be joining the Foods & Outdoor Ed classes tomorrow on their hike to Powderface Creek in Bragg Creek area. Looking forward to building on relationships with the older youth. Thank you to Ms. S-G for the invitation. 5. FCSS & Red Deer County Recreation have partnered to have a Yoga instructor come to the Paterson Community Centre in the new year one day a week. The 1hr sessions will be free of charge, and open to Bowden & County residents. This will start on Wednesday, January 4, 2023 and will run every week (on Wed.) until March 29. 6. FCSS received a donation of 25 locally grown spaghetti squash, would anyone like a squash? 😊

	2022/23 Meeting Dates: September 20, October 18, November 15 , December 20 (tentative) January 24, February 28, March 21, April 18, May 16, June 20 (meetings will be at noon online through Google Meet)
	Meeting adjourned at 1:05 pm

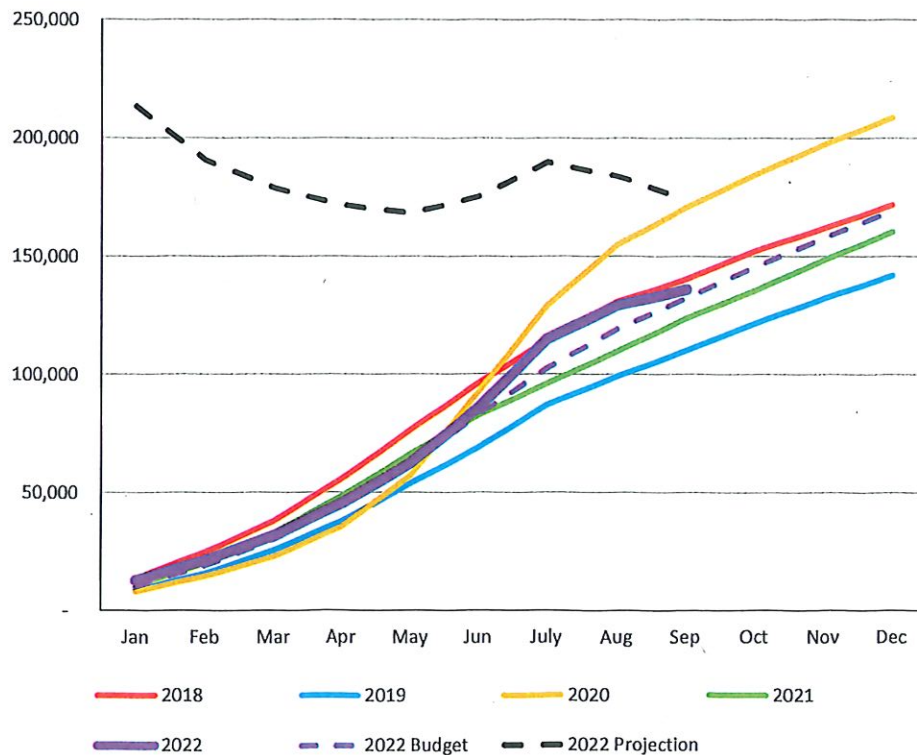
South Red Deer Regional Wastewater Commission
October 21, 2022

- Meeting held at County of Mountain View office. All members in attendance.
- All lift stations are operating well, with minor ongoing maintenance being done.
- Contract awarded to Stantec Engineering to do the detailed engineering for the emergency storage pond located in Innisfail. The tender for construction is expected to be ready for bidding in early spring of 2023.
- A motion was carried to send the participating municipalities an extension of the Operating Agreement. This would extend the agreement to December 31, 2026. A provision to add a Deputy Operating Supervisor is included in the new agreement.
- Preliminary discussion on 2023 budget. Administration is proposing an increase to \$2.61 from \$2.48. a cubic meter.
- A draft of the 2022-2025 Operating and Capital Budgets were presented for the board's information.
- Discussion on the role of the Audit Committee resulted in scrapping the committee. The function of the Audit Committee will become the board's responsibility.
- In a closed session, the Chief Administrative Officer's evaluation was discussed and approved.
- Wastewater volumes for Bowden are attached.
- Next meeting will be the Organizational Meeting which will be held in Penhold December 9th at 9:00 a.m.

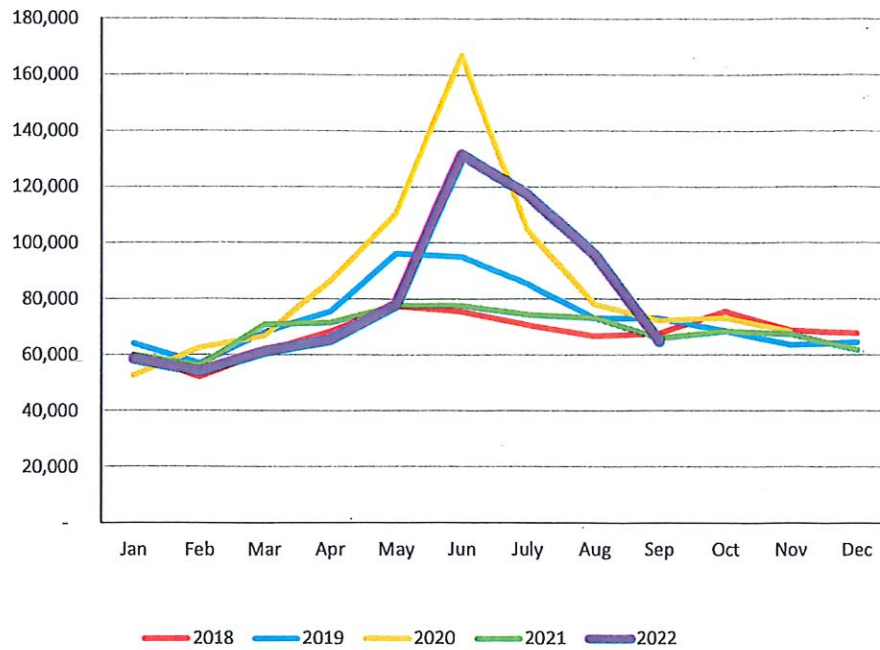
**South Red Deer Regional Wastewater System
Bowden Monthly Volume (m3)**



**South Red Deer Regional Wastewater System
Bowden - Cumulative Annual Flows (m3)**



**South Red Deer Regional Wastewater System
Innisfail Monthly Volume (m3)**



**South Red Deer Regional Wastewater System
Innisfail - Cumulative Annual Flows (m3)**

