

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 **Monday 14 April 2025**, at 7:00pm.

1. CALL TO ORDER

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

3. ADOPTION OF PREVIOUS MINUTES

3.a March 24, 2025, Regular Council Meeting

4. PUBLIC HEARING

None scheduled.

5. DELEGATION

5.a BDO Canada – Presentation of 2024 Audited Financial Statements
Financial Matter (Confidential). **CLOSED SESSION**

This closed meeting of Council is permitted by section 197 of the MGA.

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

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.a Council Resolutions Follow Up Action Summary

6.b Key Dates.

7. BYLAWS & POLICIES

7.a Council Procedural Bylaw 04 / 2025

8. NEW BUSINESS

No agenda item

9. FINANCIAL

9.a 2025 Interim Operating Budget

9.b 2025 Capital Budget

10. CORRESPONDENCE

As per content page

11. REPORTS

11.a CAO's Report

11.b Council Committee Reports.

11.c Society & Other Reports.

12. CLOSED SESSION OF COUNCIL

12.a Legal (Confidential). **CLOSED SESSION**

This closed meeting of Council is permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 23 "local public body confidences".

12.b Property Matter (Confidential). CLOSED SESSION

This closed meeting of Council is permitted by section 197 of the MGA.

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

12.c Consultancy Resource (Confidential). CLOSED SESSION

This closed meeting of Council is permitted by section 197 of the MGA.

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of: Section 19 "confidential evaluations".

12.d Society & Other Reports (Confidential). CLOSED SESSION

This closed meeting of Council is permitted by section 197 of the MGA.

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

13. MEETING ADJOURNMENT



**Town of Bowden – Regular Council Meeting
held on Monday March 24, 2025
at Town of Bowden Council Chambers.**

MINUTES (unapproved)

1. CALL TO ORDER

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

PRESENT

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

ADMINISTRATION

CAO

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 presented.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the minutes of the Regular Council Meeting of March 10, 2025, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There was no public hearing.

5. DELEGATION

There was no public hearing.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Council Resolutions Requiring Follow Up Action

Administration provided Council with a summary of Council resolutions that remain as work in progress / ongoing.

Agenda item 6.b Key Dates

Administration provided Council with forthcoming key dates.

Motion 6.a

Moved by Councillor Marie Flowers that Council accepts agenda items 6.a and 6.b as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

Agenda item 7.a Rates, Fees, Charges & Penalties Bylaw 03 / 2025

Administration submitted to Council an amended Rates, Fees, Charges & Penalties Bylaw as a Request for Decision. This bylaw repeals Rates, Fees, Charges & Penalties Bylaw 01 / 2024.

The bylaw has been updated to reflect the decisions of Council during passing of the 2025 Operating Budgeting in the Regular Council Meeting of January 13, 2025.

The revised utility rates and monthly service charges will therefore be applied to the utility billings effective April 1, 2025.

Motion 7.a Moved by Councillor Sandy Gamble that Council gives first reading to Rates, Fees, Charges & Penalties Bylaw 03 / 2025.

MOTION CARRIED UNANIMOUSLY

Motion 7.b Moved by Councillor Marie Flowers that Council gives second reading to Rates, Fees, Charges & Penalties Bylaw 03 / 2025 to be adjusted as directed by Council.

MOTION CARRIED UNANIMOUSLY

Notes:

- 1 Revisions were made to the non resident Arena Ice Rental Rates for the 2025 – 2026 season.
- 2 Utility connection fees were increased from \$25.00 to \$50.00.
- 3 The proposed changes to dog licencing were not approved by Council. The animal licencing rates remain unchanged.

Motion 7.c Moved by Councillor Sandy Gamble that Council give consideration to a third reading of Charges & Penalties Bylaw 03 / 2025

MOTION CARRIED UNANIMOUSLY

Motion 7.d Moved by Councillor Randy Brown that Council gives third and final reading of Rates, Fees, Charges & Penalties Bylaw 03 / 2025.

MOTION CARRIED UNANIMOUSLY

Rates, Fees, Charges & Penalties Bylaw 03 / 2025 received third reading of Council and was passed accordingly.

Rates, Fees, Charges & Penalties Bylaw 01 / 2024 is therefore repealed.

8. NEW BUSINESS

There was no agenda item for New Business.

9. FINANCIAL

Agenda item 9.a Bowden Community Support Society

The trustees of the Bowden Community Support Society had requested that the remaining funds within their bank account be divided between the Town's two community centres namely Paterson Community Hall and the Bowden Event Centre.

Motion 9.a

Moved by Councillor Paul Webb that Council instructs Administration to make two payments each of the sum of \$920.54 to the Paterson Community Hall and the Bowden Event Centre.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE**Agenda item 10.a Correspondence.****Motion 10.a**

Moved by Councillor Randy Brown that Council accepts the submitted items of correspondence as information.

MOTION CARRIED UNANIMOUSLY

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

CAO Arno Glover provided Council with an overview of the items included within the CAO's report.

Motion 11.a

Moved by Councillor Marie Flowers that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

No reports submitted

Agenda item 11.c Society & Other Reports

Alberta Munis Presidents Summit (March 5, 2025)

Alberta Munis Leadership Caucus (March 6, 2025)

Community Navigator Report FCSS (March 2025)

Alberta Munis (Highlights from 2025 Spring Municipal Leaders Caucus)

Alberta Counsel (Legislative Session Summary March 17 to 20)

Alberta Counsel News (March edition)

Motion 11.b

Moved by Councillor Randy Brown that Council accepts the submitted Society & Other Reports as information.

MOTION CARRIED UNANIMOUSLY

12. MEETING ADJOURNMENT**Motion 12.a**

Moved by Councillor Paul Webb at 7:56 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
 Robb Stuart**

**CAO
 Arno Glover**

Regular Council Meeting: April 14, 2025.	Agenda Item: 5.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Draft Consolidated Financial Statements 2024

5.a. Review of draft Consolidated Financial Statements

Representatives from BDO Canada will provide Council with an overview of the draft Consolidated Financial Statements for the financial year ending 31 December 2024.

5.a.i

Council is provided the opportunity to discuss the financial statements with the auditors in a closed session of Council.

The draft Financial Statements are provided under separate cover (these are confidential until reviewed and approved by Council and made public).

CLOSED SESSION OF COUNCIL ("in camera")**Agenda Item 5.a Financial Matter (Confidential)**

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

Motion 5.a

Moved by Councillor _____ at _____pm that Council moves to an "in-camera" session.

Motion 5.b Moved by Councillor _____ at _____pm that Council return to an "open meeting" of Council.

Motion 5.c

Moved by Moved by Councillor _____ at _____pm that Council _____

5.a.ii Suggested Motion

Motion by Councillor _____ that Council approves the Auditors Report and the Consolidated Financial Statements for the year ending 31 December 2024 as presented.

Regular Council Meeting: April 14, 2025.	Agenda Item: 6.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): 1 Council Resolutions Follow Up

Matters arising from past minutes.

6.a Council Resolutions Requiring Follow Up Action

A summary of past Council resolutions that require follow up action is attached.

Administration submits the revised document for Council to review.

Town of Bowden

COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION

(new comments in red - updated 7 April 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	Intermunicipal Collaboration Framework Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	????
26 Jun 23	Water & Wastewater Connections To be b/fwd in future discussions on capital asset planning This matter is included in the agenda for the RCM of 14 April 2025	CAO	completed
25 Jun 24	Bylaw Enforcement Motion 6.c Administration to explore further options regarding bylaw enforcement The starting date for new Bylaw Enforcement Officer is May 15, 2025	CAO	completed
26 Aug 24	Firehall Flag Poles Motion 8.c Administration to liaise with RDC Protective Services	CAO	progress
27 Jan 25	Emergency Management Bylaw Motion 8.e an updated bylaw is to be submitted to Council	CAO	progress
10 Feb 25	Property Matter Motion 5.c CAO to contact Red Deer County and Alberta Environment. Red Deer County to be present at RCM of 24 February. Alberta Environment (meeting scheduled for 24 March)	CAO	completed
10 Mar 25	Elected Officials Orientation Training Council requested that Administration investigate the possibility of other options for the required training	CAO	ongoing

Agenda item 6.a Council Resolutions (continued)**Recommended Motion:**

Motion by Councillor _____ that Council accept agenda item 6.a as information.

Regular Council Meeting: April 14, 2025.	Agenda Item: 6.b
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s):

Content:**6.b Key Dates** *(for information)*

April 15	Emergency Advisory Committee (7:00pm Council Chambers) Meeting confirmed Attendee: Lorne Thompson Alberta Emergency Management Agency
April 28	Federal Election Regular Council Meeting
April 29	19th Annual Central Alberta Mayor's Prayer Breakfast Administration made registrations for: Mayor Robb Stuart Councillor Sandy Gamble Councillor Deb Coombes
July 12	Bowden Daze Parade
Date tbc	RCMP Open House
Alberta Municipalities June 11, 12, 25 & 26, 2025	Summer Municipal Leaders Caucuses (Various locations)
November 12 to 14, 2025	Alberta Municipalities Convention and Trade Show (Calgary TELUS Convention Centre) Hotel reservations have been made for 7 Councillors for the nights of Tuesday 11th November to Thursday 13th November (3 nights) Hyatt Regency Calgary

Recommended Motion:

Motion by Councillor _____ that Council accepts agenda item 6.b as information.

Regular Council Meeting: April 14, 2024	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by:
Report Type: RFD	Attachment(s): 1 Council Procedural Bylaw 04 / 2025 (1 st reading) 2 Alberta Municipal Affairs Procedure Bylaw and Agenda Guide Dec 2022

Council Procedural Bylaw 04 / 2025

7.a.i Background

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

This bylaw updates and replaces Council Procedural Bylaw 08 / 2020.

7.b.ii Justification

The existing Council Procedural Bylaw requires updating to reflect the legislative requirements introduced into the MGA through Bill 20.

In addition, bylaw 08 / 2020 has received a full review as a process of continuous renewal in order to:

- i. ensure that the bylaw remains appropriate, relevant, and meaningful,
- ii. create an effective document with improved provisions, and clarity of terms and definitions,

7.b.iii Significant enhancements in the revised bylaw

Amendments to the existing bylaw are highlighted in **yellow** text.

Many sections

Reference to made to the Town of Bowden Advertising Bylaw which post dates Council Procedural Bylaw 08 / 2020. The Advertising bylaw states the manner in which the notice of Council meetings will be made.

Section 4.4

The draft bylaw proposes that the Deputy Mayor is chosen by Council resolution as either the Organizational Meeting or during a Regular / special Council Meeting.

This removes the requirement to have an automatic change of Deputy Mayor according to a set schedule.

Section 10

This includes bylaw provisions to satisfy the new requirements of section 199 of the MGA.

Section 12

This provides additional provisions to clarify the requirements for delegations to Council.

Section 13.3

This extends the time that Administration is given in which to prepare the Council agenda package.

Section 13.4

This requires a decision by Council as to how an item may be added to the agenda at late notice.

Section 18.11.2

This allows the meeting Chair to bring a matter back to Council for further discussion and decision.

Schedule A

The new provisions of section 199 of the MGA are provided for reference purposes.

7.b.iv Recommended actions:

That Council grants first reading to Council Procedural Bylaw 04 / 2025.

Upon receiving first reading Administration to publish a copy of the draft bylaw on the Towns' website.

Administration to therefore submit Council Procedural Bylaw 04 / 2025 for second reading and final reading at the Regular Council Meeting of 28th April 2025.

This bylaw must receive third reading of Council by April 30, 2025.

Recommended motion:

Motion by Councillor _____ that Council gives first reading to Council Procedural Bylaw 04 / 2025. Administration to submit Council Procedural Bylaw 04 / 2025 for second reading at the Regular Council Meeting of 28th April 2025 to include any recommendations as made by Council during this Regular Council Meeting.



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

Town of Bowden – Province of Alberta

COUNCIL PROCEDURAL BYLAW

04 / 2025

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

Whereas section 145 of the Municipal Government Act, RSA2000, Chapter M-26 states that a council may pass bylaws in relation to procedures to be followed by council, council committees and other bodies established by the council,

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

1 SHORT TITLE

This bylaw may be known as, and cited as, the "Council Procedural Bylaw"

2 PURPOSE

To provide a standard format for conducting meetings and to provide members of Council, Council Committees, Town Administration and the public with an understanding of the process by which Council meetings are conducted and how decisions are made.

3 DEFINITIONS

In this bylaw the following definitions apply:

Adjournment

Means to set the time to which the meeting shall adjourn.

Agenda

Is a statement of the order of business for a meeting including any documents and reports that form part of the agenda.

Chair

For Council means the Mayor, or,

For a Council Committee, the individual appointed as Chair pursuant to the Town of Bowden Council Committee Bylaw, or,

Means the person presiding at a meeting who is responsible for making sure that each meeting is conducted according to any regulatory or policy requirements and for ensuring that meeting matters are dealt with in an orderly manner.

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 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.

Councillor

Persons elected to represent the municipality and includes the chief elected official (the Mayor).

Council Committee

Means a committee, or other bodies established by bylaw under section 145 of the Municipal Government Act, to provide advice and make recommendations to Council.

Delegation

Means a person or group of persons that has permission of Council to appear before Council or a Council Committee to provide pertinent information or views on a specific matter or matter for discussion.

Division of Question

Is where a motion is used to separate a main motion or amendment into parts to be voted on individually.

Electronic Means

Means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

Enactment

Means an Act or a regulation or any portion of an Act or regulation

FOIP

Means the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25.
(to be replaced by new legislation in spring 2025)

Emergent Items

Are items that require immediate attention & discussion. They are added to the agenda on a motion of two-thirds of the Councillors present

Limit Debate

Means to reduce or increase the number and length of speeches permitted or limit the length of debate on a specific question.

Member

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

Meetings

Means open public meetings of Council or Council Committee held in accordance with sections 192 to 200 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time).

MGA

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

Minutes

Means to accurately record the decisions, actions, motions and recommendations of a meeting.

Motion

A motion is a formal request made by a Councillor (or member) for a matter to be discussed at a meeting and following debate for a decision to be made.

Municipality

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

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26, and any regulations made thereunder.

Notice of Motion

Is the presentation of a motion for consideration and debate of business at a meeting.

Person

Means any of the following:

- i. an individual
- ii. a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation
- iii. a trustee, executor, administrator, agent, legal representative, or employee of either a) or b)

Point of Order

Is where the "Chair" enforces the rules of procedure.

Postpone the Matter to a Certain Time

Means to delay the consideration of a matter to either a definitive time (when further information is to be obtained) or indefinitely.

Public Hearing

Means an open hearing where members of the public must be invited in accordance with statutory legislation. A public hearing under Part 17 of the MGA must allow for electronic meetings to be held.

A public hearing is a Council Meeting (Regular or Special).

Public Meeting

Means an open meeting where members of the public are invited to attend the meeting. The public can attend either in person or electronically at the discretion of Council.

All Council meetings and Council Committee Meeting are public meetings.

Question of Privilege

Means to bring an urgent request to the meeting relating to the comfort, dignity, safety, or rights of either the assembly or an individual up for immediate consideration.

Quorum

Means the majority of all the Councillors that comprise the Council.

Recess

Means a short interruption which does not close the meeting.

Resolution

Means a record of a decision or of the wishes of Council including passing bylaws, establishing policies, formulating strategies, planning and routine administrative matters.

Special Resolution

Means a resolution passed by two-thirds of all members present.

Table the Matter

Means a motion to delay consideration of a matter in order to deal with more pressing matters does not set a time to resume consideration of the matter.

Terms of Reference

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

Town

Means the municipal corporation of the Town of Bowden.

Words (interpretation)

- i. "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- ii. "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- iii. "shall" is to be interpreted as "must".
- iv. "should" is to be interpreted as a recommended (desirable, not required to conform).
- v. "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.

4 STRUCTURE OF COUNCIL**4.1**

The Council of the Town of Bowden shall consist of seven elected officials.

4.2

Council will be elected by a vote of the electors within the Town of Bowden.

4.3

The chief elected official (the Mayor) shall be elected by a separate vote of the electorate.

4.4

The position of Deputy Mayor will be agreed upon by Council in the annual organizational meeting of Council or at any time upon resolution of Council.

5 STATUTORY NOTICES

Section 606 of the MGA sets out the requirements for the advertising of statutory notices

All statutory notices must be advertised in accordance with the Town of Bowden Advertising Bylaw.

Statutory notices are, including but not limited to:

- bylaws,
- resolutions,
- meetings (Regular Council Meetings, Special Council Meetings, Organizational Meetings, Council Committee Meetings).

- changes and cancellation of meetings,
 - public hearings,
 - other matters as required by the MGA (including development & planning applications, hearings, and appeals),
 - other matters as required by other enactments including, for example, the requirements of the Local Authorities Election Act:
 - LAEA section 26 Notice of Nomination Day.
 - LAEA section 35 Notice of Election.
 - LAEA section 53.01 Proof of elector eligibility.
 - LAEA section 74 Notice of Advance Vote.
-

6 MEETINGS

6.1 Regular Council Meetings

6.1.1

Regular Council meetings shall be held in accordance with section 193 of the MGA.

The date, time and location of Regular Council Meetings will be determined by Council during the annual Organizational Meeting of Council and will be posted on the Town of Bowden website.

Once published, notice of regularly scheduled Council meetings need not be given.

If, however, there is a change in the meeting date, time or location the CAO will deliver notice to all members of the Council and to the public at least 24 hours prior to the day of the rescheduled Regular Council Meeting.

Public notices will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.1.2

Any meeting that goes past three hours must obtain unanimous consent of Council.

Failure to achieve unanimous consent, the meeting shall resume at 7:00 pm the next evening unless Council through a majority decision consents to an alternate evening.

6.1.3

The Mayor shall preside over all Regular Council Meetings.

In the absence of the Mayor, the Deputy Mayor will be appointed chair.

In the absence of both the Mayor and the Deputy Mayor, the CAO must assume the chair and call for nominations of Council members in attendance to conduct a vote to elect a chair.

6.2 Special Council Meetings

6.2.1

Special Council meetings shall be held in accordance with section 194 of the MGA which states:

- i. *Special Council meetings are held whenever the Mayor considers it appropriate to do so.*
- ii. *the Mayor must call a Special Council Meeting if a written request is received, stating its purpose, from the majority of the Councillors.*
- iii. *A Special Council Meeting must be held within 14 days of the receipt of the written request.*
- iv. *At least 24 hours' notice shall be provided in writing to each Councillor and in writing to the public stating the purpose of the meeting and the date, time and location at which the Special Council Meeting shall be held.*

- v. *A Special Council Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least $\frac{2}{3}$ of the whole Council agrees to this in writing before the beginning of the meeting.*
- vi. *No matter, other than that specifically stated as the purpose for holding the meeting, may be discussed at that meeting unless the whole Council is present at that meeting and Council agree by resolution to deal with the matter in question.*

Written notice of a Council Special Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw

6.2.2

The Mayor shall be appointed as chair of Special Council Meetings.

In the absence of the Mayor, the Deputy Mayor shall be appointed chair.

In the absence of both Mayor and Deputy Mayor, the CAO shall assume the chair and call for nominations of Council members in attendance to conduct a vote to elect a chair.

6.3 Organizational Meetings

6.3.1

Organizational Meetings shall be held in accordance with section 192 of the MGA which states, "that a Council must hold an Organizational Meeting, annually, not later than 14 days after the third Monday in October".

6.3.2

In the case where a new Mayor has been elected immediately preceding the organizational meeting the CAO will call the meeting to order and will preside over the meeting until every member of Council has made the official oath of office as prescribed by the Oath of Office Act.

6.3.3

The Organizational Meeting will deal with matters of Council business as follows:

- i. Agenda and adoption of the agenda for the Organizational Meeting,
- ii. the administration of the oath and introduction of new members if the meeting immediately follows a municipal election,
- iii. date, time and location of Regular Council Meetings for the following 12-month period,
- iv. Council Per Diems & Expenses,
- v. appointment of Deputy Mayor,
- vi. Council Committee appointments,
- vii. banking services,
- viii. other matters,
- ix. adjournment (of meeting).

6.4 Council Committee Meetings

6.4.1

Council Committees are established by the Council Committee Bylaw under section 145 of the MGA.

6.4.2

Council Committee functions (terms of reference) are defined by the Town of Bowden Council Committee Bylaw.

6.4.3

Council may by bylaw delegate any of its powers, functions and duties to a Council Committee, the CAO or a designated officer unless the MGA or any other bylaw or enactment provides otherwise, (section 203(2) of the MGA provides exceptions to this).

6.4.4

A schedule of times for the meeting of Council Committees shall be defined within the terms of reference for each Council Committee.

6.4.5

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

- i. *entirely of Councillors,*
- ii. *of a combination of Councillors and other persons,*
- iii. *of persons who are not Councillors.*

6.4.6

Council Committee meetings shall be held in accordance with section 195 of the MGA which states that *"the Municipality must give at least 24 hours' notice of a Council Committee Meeting (including date, time and location) to members of the Council Committee and to the public".*

Written notice of a Council Committee Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.4.7

The Mayor is "ex officio" (by virtue of office), a member of all Council Committees.

6.4.8

If the Mayor is present at a Council Committee meeting (ex officio) the Mayor forms part of the quorum and when present is entitled to vote.

6.4.9

The Mayor has all of the rights and privileges of the other Council Committee members.

6.4.10

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

6.4.11

Council Committees may not pass resolutions in contravention of term 6.4.10, but may pass a resolution to report to, or make recommendations to, Council for debate at a regular or special meeting of Council.

Any action required following a recommendation made by Council Committee must be discussed as a separate business item (or Notice of Motion) at a Regular or Special Council Meeting and any decision made can only be passed by resolution of Council.

6.4.12

Written reports or minutes of Council Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council

or

as defined within the terms of reference for each Council Committee.

These should be submitted to the CAO for inclusion in the agenda package prior to a meeting of Council.

Minutes that are unapproved should be marked as such.

6.4.13

Council Committee meetings are meetings which are open to the public. Where a meeting or part of the meeting is closed to the public members of the Council Committee may only deliberate and must not make any decisions.

6.4.14

A Council Committee meeting may at its discretion permit members of the public to address the Council Committee when it is deemed appropriate and in the context of the business of the Council Committee.

Members of the public do not have a right to speak at a Council Committee meeting unless the Council Committee wishes to hear from them. This request should be addressed through the meeting Chair.

6.4.15

A Councillor (except the Mayor) who is not appointed as a member of a Council Committee does not have any special right to attend or address that Council Committee. They may attend as an observer only and are not entitled to vote on any matter.

7 CANCELLATION OF MEETINGS

7.1

Regular Council meetings may be cancelled (and / or rescheduled):

- i. by a majority consent of Councillors at a previous meeting,
- ii. with consent of a majority of Councillors provided that 24 hours' notice was given to all Councillors and the public.

7.2

Special Council meetings may be cancelled (and / or rescheduled) by the Mayor provided that 24 hours' notice was given to all Councillors and the public

7.3

Council Committee meetings may be cancelled (and / or rescheduled) by the meeting chair provided that 24 hours' notice was given to all members and the public

7.4

Written notice of the cancellation of the meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

8 HEARINGS

8.1 Public Hearings

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

Public hearings must satisfy (including but not limited to) the requirements of:

- i. section 199 of the MGA (meetings by electronic means),
- ii. section 216(1) of the MGA (public participation policy),
- iii. section 216(4) of the MGA (when to hold a public hearing),
- iv. section 692(1) of the MGA (planning bylaws).

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

A typical order of business for a public meeting or public hearing may 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, (by the CAO),
- iv. Town representative statement, (by 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 the Chair, or this bylaw),
- viii. any other person who wishes to be heard and whom Council agrees to hear.

If a public hearing is being held the meeting Chair will provide guidelines at the beginning of the meeting as to the meeting rules including procedures necessary in terms of disconnection or technical issues.

8.4

The Mayor (or meeting Chair) may allow questions after each presentation.

8.5

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

8.6

After all presentations have been made the Mayor (or meeting 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

Section 216(5) of the MGA states:

After the close of the public hearing Council may:

- i. pass a 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,*
- iii. defeat the bylaw or resolution,*

and in accordance with any requirement of the MGA or any other regulation or bylaw.

9 PUBLIC PRESENCE AT MEETINGS

9.1

Section 197 of the MGA applies which states:

- i. *All Council and Council Committee meetings must be held in public unless subsection (ii), (iii) or (iv) applies below.*
- ii. *Councils and Council Committees may close all or part of their meetings to the public ("in camera" sessions) if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.*
- iii. *A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under part 17 (of the MGA) may deliberate and make its decisions in meetings closed to the public.*
- iv. *When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve*
 - (a) the part of the meeting that is to be closed, and*
 - (b) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, the part of the meeting is to be closed.*

9.2

Everyone has a right to be present at Council and Council Committee meetings conducted in public, unless the person chairing the meeting expels a person for improper conduct (section 198 of the MGA).

9.3

A Council or Council Committee may require a person appearing before it or making any claim or submission to it, to do so under oath (section 200 of the MGA applies).

9.4

When a meeting is closed (in camera) to the public, the majority of members present may at their discretion invite any person or persons to attend that closed session.

The minutes of the meeting must show the names of the additional persons attending the closed session and the reason for that person(s) be present.

9.5

The media and the general public cannot attend a closed session but are permitted to return to the meeting following the closed session.

9.6

Where a Council Meeting (or part of a meeting) is closed to the public no resolution may be passed at that closed meeting or session, other than a resolution to revert back to an open meeting held in public.

If direction is given or a decision is reached (in a closed meeting) then a resolution must be made in the open meeting so that the Council's direction is subsequently recorded (prior to being acted on).

9.7

9.7.1

Closed session discussions will not be recorded, or any notes taken as these could form part of a future closed session of Council.

9.7.2

All members are required to keep matters discussed in a closed session in confidence until the matter is discussed at an open meeting or a meeting held in public.

9.7.3

The Freedom of Information and the Protection of Privacy Act (FOIP) defines items that allows Council to conduct a closed meeting.

The basis under which part of a meeting is held under closed session must be given (as follows):

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) is stated as:

- i. Section 16 harmful to the business interests of a third party*
- ii. Section 17 harmful to personal privacy (including Town employees)*
- iii. Section 18 harmful to individual or public safety*
- iv. Section 19 confidential evaluations*
- v. Section 20 harmful to law enforcement*
- vi. Section 21 harmful to intergovernmental relations*
- vii. Section 22 cabinet and treasury board confidences*
- viii. Section 23 local public body confidences*
- ix. Section 24 deemed to be advice from officials*
- x. Section 25 harmful to economic and other interests of a public body*
- xi. Section 26 on testing procedures, tests and audits where disclosure could prejudice tests or results*
- xii. Section 27 deemed to be privileged information*
- xiii. Section 28 harmful to the conservation of heritage sites*
- xiv. Section 29 being made available to the public with 60 days*

Reference to the FOIP Act is necessary for the specific details of each of the sections listed above.

Further reference must be made to section 21.6 of this bylaw.

9.8

The use of digital, audio, and video recording devices by meeting members (including Town Administration staff, the press or members of the public) is prohibited at all Council meetings unless authorized by the Mayor, or the Chair of the meeting (with the exception of public hearings on planning and development matters).

10 MEETING THROUGH ELECTRONIC COMMUNICATION

10.1

Council may elect to hold a Council meeting by electronic means.

Section 199 of the MGA states that:

- i. A council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.*

10.2

Council must hold a public hearing by electronic means under Part 17 to be conducted by electronic means.

Part 17 of the MGA is specific to Planning and Development.

10.3

Electronic will be by means of a communications platform that allows users to connect with video, audio and chat. The chosen platform will either be Zoom Communications or MS Teams. This requires the user to have an internet connection and a supported device. This is the responsibility of the user.

10.3

Councillors must give prior notice of their intention to attend electronically.

Councillors must declare a conflict of interest or pecuniary interest at least 6 hours before attending a meeting electronically in order that the meeting Chair can establish procedures for efficient and consistent handling of the meeting.

10.4

Councillors participating in a meeting held by means of an electronic communication facility are deemed to be present at the meeting.

However, a Council meeting must have the required number of Councillors present in person in the meeting to meet the requirements of a Quorum.

10.5

Where a Councillor attends a meeting remotely and part of that meeting is held in closed session the Councillor must ensure that they are alone when communicating by electronic means.

A Councillor will be required to identify themselves (by video) at the time of joining a meeting or when a vote is cast or when joining a closed session.

10.6

A person wishing to attend a public hearing electronically must register for participation at least 24 hours prior to the meeting commencement time.

A request should be submitted to: communications@bowden.ca.

10.7

All persons attending a public hearing by electronic means must adhere to any guidelines issued by the meeting Chair.

10.8

Notice of a public hearing conducted by electronic means will be advertised in accordance with the Town of Bowden Advertising Bylaw.

11 QUORUM

11.1

Section 167 of the MGA applies which states that:

"The quorum of a council (for a Council Meeting or Special Council Meeting) is defined as the majority of all the Councillors that comprise the Council".

11.2

If a quorum is not present within fifteen minutes after the time fixed for a meeting, the meeting Chair will record the names of the members present and the meeting will stand adjourned until the next regular meeting date.

The only action that can be taken in the absence of quorum is to fix a time to which to adjourn, decision to recess (allow more time to achieve the quorum), or to take measures to obtain a quorum.

11.3

If a quorum is lost after the meeting has been called to order, the meeting will be suspended until quorum is obtained. If a quorum cannot be obtained, then the meeting must be adjourned.

11.4

The CAO must record (minute) attendance at Council meetings and record details whenever a meeting was either adjourned or recessed.

12 DELEGATIONS & REQUESTS TO COUNCIL

12.1

A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council must request a Delegation Request Form from Town Administration.

The form must clearly set out the matter at issue (or the request being made) and be completed in full outlining the subject to be discussed and any other specific request to Council.

12.2

The Delegation Request Form must be signed by the legal name of the person(s) completing the form and must include the full address of the person completing the form and the name of any organization they represent.

12.3

The Delegation Request Form must be received by the CAO by 1:00 pm on a business day at least five (5) calendar days immediately preceding the meeting, at which it is to be presented. If the person wishes to appear before Council on the matter, it must be stated on the form.

12.4

The Delegation Request Form must make reference to all any supporting documents that will be presented at the meeting.

12.5

All documents to be submitted at a public hearing must be submitted in accordance with section 12.3 of this bylaw.

This is to allow the documents to be included in the agenda package and made available for public scrutiny before the meeting commences.

12.6

Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the Delegation Request Form. Where the meeting Chair determines that additional time shall be granted to a delegation the length of the extension shall be specified, and the meeting Chair may set a limit to this time.

12.7

A delegation request to Council may be refused if the subject involves current or pending litigation, insurance claims, matters beyond jurisdiction of Council or matters protected by protection of information statutes or regulation.

12.8

Delegations will conduct themselves in an orderly manner. Only delegates listed on the Delegation Request Form may address Council.

Only the meeting Chair may provide an exception to this.

13 AGENDA AND ORDER OF BUSINESS

13.1

Prior to each Council meeting the CAO will prepare an agenda (statement of the order of business) of all matters to be brought before Council.

The agenda package will include reports from Council Committees, reports from Town Administration and any other relevant or supporting documentation.

A Request for Decision document should be prepared for Council by Administration on matters that require resolution.

Administration may prepare a suggested choice of the recommended / alternative resolution(s).

13.2

In order to enable the CAO to do so, all appropriate supporting documents, correspondence and delegation notices intended to be submitted to the Council should be received by the CAO no later than 1:00 pm on a business day at least five (5) calendar days before the meeting.

13.3

The CAO shall place at the disposal of each Council member a copy of the agenda and all supporting materials not later than 5:00pm three (3) calendar days before the meeting.

13.4

Only items listed in the agenda and documents submitted within the deadlines noted in sections 13.2 and 13.3 of this bylaw may be discussed at a meeting, unless a resolution to add an item to the agenda is unanimously or majority of members passed by members present.

13.5

Generally, the order and content of the agenda will be:

- i. Call to Order,
- ii. Additions / Deletions to the Agenda (eg: urgent business & emergent items),
- iii. Adoption of the Agenda,
- iv. Adoption of Previous Minutes,
- v. Business Arising from the Minutes,
- vi. Public Hearings,
- vii. Delegations,
- viii. Bylaws & Policies,
- ix. New Business,
- x. Financial,
- xi. Correspondence,
- xii. Reports
 - a. CAO's Report,
 - b. Council Committee Reports,
 - c. Society & Other Reports.
- xiii. "In Camera" matters,
- xiv. Adjournment.

The Chair of the meeting must review and approve the order and content of the agenda prior to distribution and public release.

"In Camera" agenda items can appear on the agenda in any order as deemed appropriate or deemed practical to do so.

13.6

The general order of business of the agenda items will apply for all Council and Council Committee meetings unless as otherwise determined by a majority vote of the members present.

13.7

Any vote upon a matter of priority of business shall be decided without debate.

13.8

Submitted reports to Council may be presented in a "closed session" of Council if deemed necessary to protect the privacy of the information contained within.

All members are required to keep the content of all submitted private reports presented in a closed session in confidence until the report is made available at an open meeting or the report is placed in the public domain by the report's authors.

14 URGENT BUSINESS

14.1

A member may move to discuss a matter of urgent public importance without Notice of Motion during the Additions / Deletions to the Agenda period of the meeting.

14.2

A motion to bring a matter before Council as urgent business must satisfy the following conditions:

- i. the matter proposed for discussion is urgent requiring immediate attention,
- ii. the matter is not one which should have been dealt with by giving written notice of motion,
- iii. the matter does not require substantial review or reference to written documents, enactments, legal documents or be of a complex nature (eg, planning).

15 NOTICE OF MOTION

15.1 Notice of Motion Prior to Council Meeting

- i. a member who wishes to present a written notice of motion to Council must submit the motion to the CAO not later than 1:00 pm on a business day at least five (5) calendar days before the Council meeting,
- ii. the notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determine and evaluated,
- iii. the notice of motion must include sufficient detail about the motion's proposed action,
- iv. the notice of motion must be made without comment or debate by any other member but may include supporting documentation,
- v. the member who submitted the motion must be present during the reading of the motion,
- vi. if a notice of motion is given in accordance with this section, the motion will be added to the agenda for the Council or Standing Committee meeting on the date specified in the motion.

15.2 Notice of Motion during a Council Meeting

- i. a member who wishes to present a notice to Council during a meeting may do so only if Council (by majority) agrees to waive the requirements set out in section 15.1 of this Bylaw.

16 MINUTES

16.1

The minutes of Council Meetings and Council Committee Meetings form the legal record of the resolutions and actions made during the meeting.

The CAO must ensure that all minutes of Council Meetings and Council Committee Meetings are made in accordance with the requirements of the MGA.

16.2

A Council may act only by resolution or bylaw that is passed at a public meeting.

Council's direction to Town Administration (via the CAO) shall be enacted by Council resolution.

Where a resolution creates an action for Administration the resolution must provide clear direction in order that there is no ambiguity or need to conjecture or interpret the intent.

16.3

The legislative, recording and procedural requirements for recording the minutes of Council meetings are determined by the Town of Bowden, Minutes of Council Meetings Policy.

17 PROCEEDINGS AT MEETINGS

17.1

Duties of the meeting Chair include:

- i. the Chair will preside over the conduct of the meeting including the preservation of good order & decorum, ruling on points of order, replying to points of procedure, and deciding on all questions relating to the procedure of the meeting,
- ii. the Chair will make all reasonable effort, including the calling of a recess, to ensure all members in attendance at the meeting are present while a vote is being taken, unless a member is excused from voting under the MGA, or any other enactment.

17.2 Question of Privilege

- i. a meeting member who wishes to permanently leave a meeting prior to its adjournment will advise the chair, by means of a Question of Privilege. Their departure time must be recorded in the minutes of the meeting,
- ii. a member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the members collectively, or of themselves as members, will be permitted to raise a Question of Privilege,
- iii. a Question of Privilege will take place over all other matters. After the ruling of the Chair on the matter the meeting will resume immediately back to the pending matter or debate.

17.3 Appeal

- i. all decisions of the Chair will be final, subject to an immediate challenge (appeal),
- ii. the Chair will give reasons for the ruling and the members will decide the outcome that will be final and binding on the meeting,
- iii. if the decision is challenged, then the chair will put the appeal to the members present,
- iv. the decision will be decided by the majority vote of members present without debate.

17.4

Cell phones (or other electronic communication devices) may be referenced to during meetings provided they are set to mute and do not disturb or record the proceedings of the meeting and providing the meeting Chair has not ruled out their use.

18 RULES GOVERNING DEBATE

18.1

Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.

18.2

All questions or debate will be directed through the meeting Chair.

Through the Chair a member may ask:

- i. questions of another member (or of administrative staff) on a "point of information" relevant to the business in hand, and,
- ii. a question to obtain information relating to the minutes presented to the meeting, or any clause contained therein.

18.3

The meeting Chair, with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by this bylaw or by the Chair.

18.4

Supplementary questions, or a series of questions relating to the matter before the meeting may be raised by a member, but each question requires the consent of the Chair.

18.5

After any question is finally put to the Chair no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.

18.6

A motion does not require a seconder.

18.7

A motion may be withdrawn at any time before voting subject to no objection being raised by any member.

18.8

The following are not debatable by members of a meeting:

- i. adjournment,
- ii. to take a recess,
- iii. a question of privilege,
- iv. point of order,
- v. to limit debate on a matter before members,
- vi. on division of a question,
- vii. postpone the matter to a certain time,
- viii. to table the matter,
- ix. quorum.

18.9

Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the meeting Chair so directs.

18.10

Whenever the meeting Chair is of the opinion that a motion is contrary to the rules and privileges of Council, the Chair will inform the member immediately and will provide reasons applicable to the case without argument or comment, unless otherwise decided by a majority of members present who shall determine to uphold the ruling of the Chair or not as the case may be.

18.11

18.11.1

The meeting Chair has the authority to set a time limit that a member may speak on the same question or resolution, with regard to the importance of the matter

18.11.2

The meeting Chair has the authority to determine the number of times that a matter may be brought to Council with regard to the importance of the matter or additional information received since the time of last debate.

19 VOTING

19.1

Unless otherwise stated in this bylaw or an enactment, Council may act by bylaw or motion passed by a majority vote. A Council Committee may only act by motion passed by a majority vote.

19.2

Section 183 of the MGA applies which states that,

"every member attending a Council or Council Committee meeting shall vote on every matter, unless the member is required or permitted to abstain from voting under this or any other Bylaw or enactment".

19.3

When the meeting chair ascertains that no further information is required or debate forthcoming on a motion, the meeting Chair will immediately submit the motion to a vote of the members present and no further discussion will take place until the vote has been completed.

19.4

All elected officials (Council) shall cast a vote on every voting matter unless they are excused by resolution from voting or unless disqualified from voting by reason of pecuniary interest / conflict of interest.

19.5

Voting shall be made by the raising of hands as directed by the meeting Chair and in such a clear manner that they may be easily counted by the chair.

19.6

An equality of votes (a tied vote) on any matter, resolution or bylaw shall be deemed to be decided as defeated.

19.7

The Chair is responsible for the recording of votes, if requested, as set out in section 185 of the MGA.

The minutes must show the names of the members voting for or against all motions and those who were absent or abstained from the vote. The minutes must specify for each voter whether they voted "for" or "against" the proposal or "abstained". The motion outcome will be recorded as "carried" or "defeated". A tied vote is a defeated vote.

19.8

Councillors must declare if they have a pecuniary interest in a matter and / or a conflict of interest in a matter.

A Councillor is deemed to have a conflict of interest in a matter if it could affect a private interest of the Councillor or an employer of the Councillor or the Councillor knows or should know that the matter could affect a private interest of the Councillors family.

If a Councillor believes they have a conflict of interest or a perceived conflict of interest they must disclose the general nature of that conflict prior to or during any discussion on that matter.

If the Councillor makes such a disclosure, they must abstain from voting on any question relating to the matter.

The Councillor should leave the room in which the meeting is being held until the discussion is concluded.

19.9

The CAO (or recorder) shall record in the minutes each time a member of Council makes a disclosure by reason of "pecuniary interest" or conflict of interest.

The CAO (or recorder) shall record in the minutes each time a member of Council excuses themselves from a meeting by reason of "pecuniary interest" or conflict of interest.

The minutes of the meeting will indicate the declaration of disclosure, the time at which the member left the meeting and the time the member returned.

19.10

The behavior and conduct of Council members is covered by the Town of Bowden, Councillors Code of Conduct Bylaw.

The applicable procedures prescribed by the Councillors Code of Conduct Bylaw should apply equally to those members at a Council Committee meeting.

20 BYLAWS & POLICIES

20.1

The CAO must review and approve the final draft of every proposed bylaw or policy prior to its submission to Council.

20.2

All proposed bylaws must have a bylaw number and concise title assigned to it.

20.3

Council shall vote on the motion for the first reading of a proposed bylaw without amendment or debate.

After a first reading Council may:

- i. debate the content of the proposed bylaw,
- ii. propose amendments to the proposed bylaw,
- iii. refer by motion that Administration provides further information prior to second reading.

20.4

Council may decide to submit a proposed bylaw for public participation engagement if deemed appropriate.

Reference to the procedures contained within the Town of Bowden Public Participation Policy should be made.

20.5

When all amendments (if any) have been accepted the motion for second reading of the bylaw as presented or amended shall be considered.

If there are any further amendments to a proposed bylaw all Councillors must be given an opportunity to review the full text of the amendments prior to the third reading.

20.6

All aspects of passage of a bylaw at second reading shall apply to the third reading of a bylaw.

20.7

Council may not give a proposed bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote on a motion in favour of allowing a third reading at that meeting.

20.8

The Mayor and CAO must sign the bylaw as soon as practicably possible after the third reading has passed and shall declare the bylaw adopted and enacted with immediate effect unless the bylaw itself provides otherwise.

20.9

A bylaw can only be amended or repealed by another bylaw made in the same way as the original bylaw.

20.10

Council may consolidate a bylaw by incorporating all amendments into a single revised bylaw.

20.11

Resolutions (motions passed) shall come into effect as soon as they are passed unless they contain a specific (deferred) implementation date.

20.12

A Council Policy after being presented for discussion can be passed by simple majority vote of Councillors and shall come into effect as soon as the policy is passed by motion unless the policy contains a deferred implementation date.

20.13

Upon being passed a Council Policy must be signed by the CAO and by the chair of the meeting at which it was passed.

20.14

A signed copy of all Town of Bowden bylaws and **Council** policies must be:

- i. kept in the Bylaws & Policies folders maintained by the CAO,
- ii. digitally filed in the Bylaws and Policies folder within the Towns data server,
- iii. posted on the Town's web site.

21 APPLICABILITY

21.1

This bylaw applies to all Council and Council Committee meetings.

This bylaw applies to all persons attending Council meetings and Council Committee meetings.

21.2

This bylaw sets the rules and regulations for the order and conduct of business in all meetings of Council, Council Committee meetings, public hearings and any other meetings directed by Council.

21.3

A procedural provision contained within this bylaw may be waived if approved by the majority of members in a meeting. Any waiver can only be made effective for that meeting in which the motion was passed.

Note: any enactment or statute contained within the Municipal Government Act cannot be waived.

21.4

The precedent of rules governing the procedure of meetings is:

- i. the Municipal Government Act of Alberta, RSA 2000 Chapter M-26 (as amended over time)
- ii. any other applicable legislation or enactment
- iii. this bylaw and the Councillor Code of Conduct Bylaw
- iv. Roberts Rules of Order (at the discretion of the chair).

21.5

Where a Council Committee contains members that are not appointed Councillors:

- i. the applicable procedures prescribed by this bylaw **will** apply equally to those members,
- ii. the applicable procedures prescribed by the Councillors Code of Conduct Bylaw **will** apply equally to those members.

21.6

Nothing in this bylaw (either by inclusion or omission) exempts or relieves any person from any statutory enactment, regulation, code, bylaw, policy, or Ministerial Order including, but not limited to the:

- i. Municipal Government Act, RSA2000 Chapter M-26,
- ii. * Freedom of Information and Protection of Privacy (FOIP) Act,
- iii. Revision to Advertising Bylaw 06 / 2024,
- iv. Council Committee Bylaw 06 / 2023,
- v. Councillor Code of Conduct Bylaw 07 / 2022,
- vi. CAO Bylaw 08 / 2022,
- vii. Minutes of Council Meetings Policy 02 / 2020,
- viii. Public Participation Policy 1900 02.

* In December 2024, Alberta's government passed legislation that replaces the *Freedom of Information and Protection of Privacy (FOIP) Act* with two separate pieces of legislation – the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (PPA)*.

The Acts and associated regulations will come into force in Spring 2025.

21.7

Exceptions (either permanent or temporary) to any provision within this bylaw.

- i. can be made by the CAO, due to special circumstances, arrangements or need,
- ii. can be made by the Mayor, due to special circumstances, arrangements or need,
- iii. are as stated in this bylaw.

21.8

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

22 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, provincial, or municipal law or regulation or any requirement of any lawful permit, order, or enactment.

The Municipal Government Act (as amended over time) prevails at all times.

23 SCHEDULES

Schedules attached to this bylaw:

Schedule A

Section 169 MGA	Definitions
Section 170 MGA	Pecuniary interest and conflict of interest
Section 171 MGA	Bylaw requiring statement of disclosure
Section 172(1) MGA	Disclosure of Pecuniary Interest
Section 172(1)1 MGA	Disclosure of conflict of interest or perceived conflict of interest
Section 172(2) MGA	No review of Councillors Decision
Section 173 MGA	Effect of pecuniary interest on agreements

24 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed Bylaws relating to the procedure of Council meetings.

Bylaw 08 / 2020 and all amendments thereto are hereby repealed.

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 April 2025.

Read a second time in open council this ,

And

Read a third time in open council this ,

Robb Stuart, Mayor

Arno Glover, Chief Administrative Officer

SCHEDULE A

Extracts from the Municipal Government Act (MGA) current as of January 1, 2025

Division 6 – Pecuniary Interest and Conflict of Interest of Councillors

Sections 169 to 173.

- (a) in accordance with the Minister's order under subsection (3)(a), or
 - (b) for the purpose of complying with the results of a vote conducted under subsection (3)(b).
- RSA 2000 cM-26 s168;2021 cR-5.7 s71;2024 c11 s2(3)

Division 6

Pecuniary Interest and Conflict of Interest of Councillors

Definitions

169 In this Division,

- (a) "corporation", "director", "distributing corporation", "officer", "shareholder", "voting rights" and "voting shares" have the meanings given to them in the *Business Corporations Act*;
 - (b) "councillor's family" means the councillor's spouse or adult interdependent partner, the councillor's children, the parents of the councillor and the parents of the councillor's spouse or adult interdependent partner;
 - (b.1) "private interest" does not include the following:
 - (i) an interest in a matter that
 - (A) is of general application,
 - (B) affects a councillor as one of a broad class of the public, or
 - (C) concerns the remuneration and benefits of a councillor;
 - (ii) an interest that is trivial;
 - (c) "spouse" means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.
- RSA 2000 cM-26 s169;2002 cA-4.5 s60;2014 c8 s17;2024 c11 s2(5)

Pecuniary interest and conflict of interest

170(1) Subject to subsection (3), a councillor has

- (a) a pecuniary interest in a matter if

- (i) the matter could monetarily affect the councillor or an employer of the councillor, or
 - (ii) the councillor knows or should know that the matter could monetarily affect the councillor's family,
 - and
 - (b) a conflict of interest in a matter if
 - (i) the matter could affect a private interest of the councillor or an employer of the councillor, or
 - (ii) the councillor knows or should know that the matter could affect a private interest of the councillor's family.
- (2) For the purposes of
- (a) subsection (1)(a), a person is monetarily affected by a matter if the matter monetarily affects
 - (i) the person directly,
 - (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
 - (iv) a partnership or firm of which the person is a member,
 - and
 - (b) subsection (1)(b), a person's private interest is affected by a matter if the matter affects
 - (i) the person directly,
 - (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or

(iv) a partnership or firm of which the person is a member.

(3) A councillor does not have a pecuniary interest or a conflict of interest by reason only of any interest

- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b),
- (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected or whose private interest is affected, as the case may be, by a decision of the municipality,
- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- (h) that the councillor or member of the councillor's family may have
- (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or

emergency measures organization or other volunteer organization or service, or

(ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,

(i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,

(j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or

(k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.

(4) Subsection (3)(g) and (h) do not apply to a councillor who is an employee of an organization, club or service referred to in those clauses.

RSA 2000 cM-26 s170;2024 c11 s2(6)

Bylaw requiring statement of disclosure

171 A council may by bylaw

(a) require that each councillor file with a designated officer a statement of the name or names of

(i) the councillor's family,

(ii) the employers of the councillor,

(iii) each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer,

(iv) each distributing corporation in which the councillor beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and

- (v) each partnership or firm of which the councillor is a member,

and

- (b) require the designated officer to compile a list of all the names reported on the statements filed with the officer and give a copy of the list to the employees of the municipality indicated in the bylaw.

1994 cM-26.1 s171;1996 c30 s10

Disclosure of pecuniary interest

172(1) When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

- (a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- (b) abstain from voting on any question relating to the matter,
- (c) subject to subsection (3), abstain from any discussion of the matter, and
- (d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.

(3) If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,

- (a) it is not necessary for the councillor to leave the room, and
- (b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

(4) If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.

(5) The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

(6) If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor.

1994 cM-26.1 s172

Disclosure of conflict of interest or perceived conflict of interest

172.1(1) When a councillor believes the councillor may have a conflict of interest or perceived conflict of interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor may disclose the general nature of the conflict of interest or perceived conflict of interest prior to or during any discussion of the matter.

(2) If a councillor discloses a conflict of interest or perceived conflict of interest under subsection (1), the councillor may, if present, do any one or more of the following:

- (a) abstain from voting on any question relating to the matter;
- (b) abstain from any discussion of the matter;
- (c) leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(3) The disclosure of a councillor's conflict of interest or perceived conflict of interest under subsection (1) and the abstention of a councillor under subsection (2) must be recorded in the minutes of the meeting.

2024 c11 s2(7)

No review of councillor's decision

172.2 If a councillor decides to take or not to take any or all of the actions in section 172.1(2), that decision is not to be considered during

- (a) any hearing respecting the potential disqualification of the councillor, or
- (b) the process established by bylaw pursuant to section 146.1 to determine the validity of a complaint alleging a breach of the code of conduct by the councillor.

2024 c11 s2(7)

Effect of pecuniary interest on agreements

173 No agreement with a municipality under which a councillor of the municipality has a pecuniary interest is binding on the municipality unless

- (a) the agreement is for work in an emergency,
- (b) the agreement is
 - (i) for the sale of goods, or
 - (ii) for the provision of services to the municipality or to persons contracting with the municipalityat competitive prices by a dealer in those goods or services that is incidental to or in the ordinary course of the business,
- (c) the proposed agreement is approved by council before the agreement is signed by the municipality, or
- (d) the agreement was entered into before the term of the councillor started.

1994 cM-26.1 s173; 1996 c30 s11

Division 7

Disqualification of Councillors

Reasons for disqualification

174(1) A councillor is disqualified from council if

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b.1) the councillor
 - (i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the time period referred to in section 147.7 of the *Local Authorities Election Act*, and
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*;



Procedure Bylaw and Agenda Guide

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The contents of this publication are intended to provide general information. Readers should not rely on the contents herein to the exclusion of independent legal advice.

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Introduction

The tools that a municipality uses to govern how business is conducted at council and council committee meetings can be, at times, confusing and daunting. This booklet provides several suggested best practices to be considered when building a procedural bylaw. Having a good, functional procedural bylaw which meets the needs of the council, administration, and even the general public is an integral part of holding effective meetings. Procedural bylaws should be customized by each municipal council to suit the unique dynamics and circumstances of that council. It is recommended that a municipality's procedural bylaw is reviewed at the start of the council term in order that it continues to meet the unique needs of the council.

A procedural bylaw is your rulebook for your chambers. Embrace it!

The suggested agenda format presented here is used by many Canadian municipalities for most meetings, not just council meetings. It has been demonstrated to be an effective framework.

The *Municipal Government Act (MGA)* makes little reference to procedural bylaws and no reference to council agendas at all. Establishing a procedural bylaw, therefore, is not a legal requirement but rather a best practice. Section 145 of the *MGA* provides that a municipality may pass a bylaw in relation to the procedure and conduct of council, council committees, and other bodies established by council. Both procedural bylaws and agendas are important tools in strengthening the integrity of a municipal council's meeting process. They also ensure a level playing field for anyone attending council or council committee meetings and ensure consistent treatment of residents if any issues arise in a meeting that requires a standard procedure to adjudicate the matter at hand.

For information on minutes, please see "Preparation of Meeting Minutes for Council."

Procedural Bylaw

Hierarchy of Rules

As a starting point, it is important to note that federal legislation supersedes provincial legislation, especially in this case the *Municipal Government Act (MGA)*, and the *MGA* supersedes municipal bylaws. Nothing that is contrary to the legislation can be included in a procedural bylaw; however, the legislation can be built upon through the bylaw.

So, what should be included in a procedural bylaw? A procedural bylaw may include anything that a council believes is necessary to have municipal business dealt with and conducted in a professional, expedient manner. Like any other bylaw, it must include:

- the corporate title of the municipality;
- a bylaw number;
- a sub-title describing the purpose;
- an enactment phrase;
- a citation;
- any required definitions; and
- an application phrase.

Things to consider:

- Should urgent business (i.e. adding urgent matters to the agenda) be allowed and, if so, under what circumstances or subject to what conditions? How is "urgent business" defined?
- Which types of meetings does this bylaw apply to? Does it apply only to council meetings or does it also apply to committees of council, or other bodies established by council?
- Does it apply in any way to the public attending those meetings and, if so, how?
- How should the bylaw be made available to the public so that everyone knows the rules?

Meetings

Organizational Meetings

Section 192 provides when organizational meetings must be held. It is recommended that all councillors be present, otherwise the council will be unable to establish when all regularly scheduled meetings will be held (see Section 193).

The agenda for the organizational meeting must include:

- The appointment of the chief elected official (mayor or reeve), if the chief elected official is chosen from within the council (Section 159), and the appointment of the deputy chief elected official (Section 152);

and it may include such things as (this is not an exhaustive list):

- Appointment of members to the various internal and external boards and committees (if any);
- Setting the time, dates and location for regular meetings; as noted above, Section 193 requires all council members to be present to establish the schedule for regular council meetings;
- Review and signing of the code of conduct for elected officials;
- A review of the procedural bylaw if the organizational meeting being held is the first organizational meeting of the council term;
- A review of pertinent policies, such as remuneration, travel, subsistence and out of pocket expenses to be paid to members and members at large;
- Confirmation of the location of the municipal office (Section 204);
- Signing authorities, and any other necessary appointments (auditor, legal counsel, assessor, banking institution(s) to be used by the municipality).

Ex-Officio Membership of Chief Elected Official

Ex-officio membership in the context of a municipality means a chief elected official would be a member of council committees by virtue of their role as mayor or reeve. Section 154 of the *MGA* was amended in 2022 which removed ex-officio membership for mayors and reeves on council committees. While mayors and reeves are no longer by default assigned to council committees, council has the authority to continue with ex-officio membership for their chief elected officials if they choose.

Municipalities have the authority to establish ex-officio membership via their procedure bylaw or by amending each committee bylaw to establish preferred membership.

Regular Meetings

Establishing Regular Meeting Dates/Times/Locations

Section 193 provides that regular meetings do not need to be advertised unless changed. Dates of regularly scheduled council meetings are often established at the organizational meeting, but are not required. Alternatively, your procedural bylaw can "hard-wire" the regular meeting dates, times and locations by prescribing these within the bylaw, or the date, time and location of council meetings can be established at any meeting of council where all council members are in attendance.

Common Questions and Responses about Council Meetings:

What happens when there is no quorum at a regular meeting?

- If there are an Insufficient number of councillors at a meeting, no business can be conducted as a council may only act through resolutions or bylaws which are passed at a duly constituted council meeting in which a quorum (majority of council) are present. Any matters which were to be discussed and decided upon would have to be deferred to a special or regular meeting of council in which a quorum is present.

How long can a council meeting last?

- The answer depends on whether or not there are any provisions in your procedural bylaw which outline this. It is suggested that councils consider including meeting time limits within the bylaw, including any processes which allow for the meeting time to be extended.

Do resolutions for procedural matters such as adding or deleting items from an agenda or extending the time for a meeting have to be passed by a certain percentage of the council (such as more than 50% or at least two-thirds)?

- Your procedural bylaw can prescribe these amounts within the bylaw (while ensuring that any such provisions don't contradict any provisions within the *MGA*).

What happens when the chair of a meeting is absent?

- Your procedural bylaw may spell out who resumes the chair in the chair's absence. Often, the deputy chief elected official acts in the absence of the chief elected official.

Can a procedural bylaw include a provision for rotating of chairs and/or appointing someone other than the chief elected official (mayor or reeve) to chair meetings?

- Yes. If your procedural bylaw or another bylaw does not specify who chairs a council meeting, then that duty defaults to the chief elected official (Section 154).

Special Meetings

Section 194 states how and who may call a special meeting, when the meeting must be held and the notice requirement. It also states that only items that can be discussed at special meetings are those that are listed on the advertised agenda, unless agreed to by the whole council. Things to consider in determining whether or not to hold a special council meeting:

- Can the matters to be discussed at the special council meeting wait to be dealt with at a regular council meeting?
- Even if the matter(s) to be discussed at the special council meeting are urgent, will there be sufficient time and enough information available to complete the discussion on a topic and/or make a decision on the matter?

- Where/how will notices of special council meetings be posted? (your procedural bylaw can include how such notice will be provided to the public).

NOTE: A special meeting may be held without notice to the public if at least two-thirds of the whole council agrees in writing before the beginning of the meeting (see Section 194(4)).

Public Hearings

Section 216.4(1) outlines the public hearing process. Section 216.4(3) provides that council may establish procedures, by bylaw (such as within the procedural bylaw), for conducting the hearing and section 216.4(6) states that minutes are to be recorded as directed by council. A public hearing must be held **during** a regular or special council meeting and advertised as per section 606. Public hearing minutes form part of the council meeting minutes. Things to consider:

- Should you use the same process for recording the minutes of the hearing that you use for minute taking at a regular council meeting?
- Is more detail required to be recorded at a public hearing in order to preserve the positions of the hearing participants?
- What processes can be included in the procedural bylaw to ensure that everyone at a public hearing has a fair opportunity to participate and be heard?
- What should a council do with the information received at the public hearing in subsequently deciding upon the matter? Consider Section 216.4(5) which states that a council must either:
 - Pass the bylaw or resolution;
 - Make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or
 - Defeat the bylaw or resolution.

Quorum

Section 167 defines quorum as the majority of all councillors that comprise council. Section 180 indicates that council can only act by resolution or bylaw and section 181 states that neither are valid unless they are passed at a meeting open to the public at which a quorum is present. Things to consider for inclusion in your procedural bylaw:

- How long to wait for elected officials to arrive before starting the meeting?
- What happens if quorum is lost during the meeting?
- How long to wait for the councillors to return before adjourning the meeting?

Absences

Section 174(1)(d) states that a councillor is disqualified if they are absent from all regular council meetings held during any period of eight consecutive weeks, unless the absence is authorized by council prior to the end of the eight weeks, or if there is no regular meeting during the eight week period, before the end of the next regular meeting. This does not apply if a bylaw under Section 144.1 (Maternity and Parental Leave) is in effect or if a councillor is away on council business at the direction of council. Things to consider including within the procedural bylaw:

- Under what circumstances would council allow a prolonged absence?

Electronic Meetings

Section 199 allows council by bylaw to conduct their council meetings or council committee meetings through electronic means – either electronic or telephonic – so long as all persons attending can hear and communicate with each other during the course of the meeting. Local governments are encouraged to consider the unique circumstances of their communities and consider whether electronic/telephonic council meetings are appropriate for their needs. A separate bylaw may be passed to enable electronic/telephonic meetings, however, councils may wish to address electronic meetings in their procedure bylaw.

A bylaw passed under Section 199 must:

- Specify the type or types of electronic means by which meetings are authorized to be held,
- Require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw.
- Except in the case of a closed meeting, the bylaw must specify:
 - a method by which members of the public may access the meeting and make submissions;
 - a method for making the information publicly available before and during the meeting; and
 - a method for giving the public notice of the meeting.

Additional items to consider for inclusion within the procedural bylaw:

- What types of meetings (regular, special or committee) would the bylaw allow electronic participation?
- If council pays per diem costs for attendance at meetings should electronic meetings be reimbursed at the same rate?

Delegations

Section 153 states that councillors have specific duties. One of these is to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality. Section 198 provides the right of the public to be at council meetings. Both of these suggest the importance of allowing citizens to make presentations to council at a meeting. The procedural bylaw may include the rules for delegations. Things to consider:

- When do they present on the agenda?
- How much time are they given?
- How many delegations are to be scheduled per meeting?
- How frequently can a delegation come back to present information on the same topic?
- What type of notice and material are required in advance?
- Is council bound to make a decision on the delegation at the meeting or will council take time to consider the information?

Reports and Correspondence to Council

Most councillors sit on various committees and outside boards. It is then their role to report back to the rest of council anything of note and for the CAO to report to council. The procedural bylaw is the place to decide how these reports will be presented in a council meeting. Things to consider:

- How are the reports to be submitted, written or verbal? If written it is recommended that the reports are included in the agenda package.
- When do reports need to be received by administration?
- Is a request for decision (RFD) required to accept reports?
- What about the letters and other communications to council? Is each item listed and acknowledged separately?
- Is ALL correspondence – even invitations to events – included?

Electronic Devices

Council may be approached by the media or a member of the public to record meetings. Once again, the procedural bylaw is the document that should contain the rules that council wishes to apply in these circumstances. Things to consider:

- Does council want to allow meetings to be recorded?
- Is cell phone use allowed in the council chambers? In closed meetings?
- What about laptops and tablets that are not council property?

Parliamentary Rules

The purpose of parliamentary rules of order is to help people make group decisions after a full, fair and free discussion. Rules allow a council to conform to standards established formally through this bylaw, that council will conduct its decision-making in a way that is recognized throughout the province. This will ensure that there won't be any surprises for new comers to council meetings.

Your procedural bylaw may include referencing such resources *Robert's Rules of Order* or a similar publication to adjudicate matters which are not otherwise addressed within the bylaw or the *MGA*. Bear in mind that there is no legal requirement to follow such a document and many may find such a guide to be too formal and, at times, complex. There still may be some merit in referencing such a resource within your bylaw in order to provide guidance to the chair in unusual or difficult circumstances. Some things to consider:

- Do resolutions require a seconder (the *MGA* is silent on this so you may wish to have this clarified within your procedural bylaw)?
- Does the presiding officer leave the chair when making a motion or when participating in discussion?
- When can a motion be reconsidered?
- What types of motions are allowed?

Agenda

Parliamentary Rules

The agenda structure, timelines for input, rules for additions, distribution timelines, etc. should definitely be included in the procedural bylaw. Although the *MGA* does not outline the contents of the agenda for council meetings, there are several suggested best practices to consider which will allow meetings to run smoothly and to meet the requirements for council meetings in Sections 192 – 200 and 227 – 229.

An agenda is a list of individual items that must be "acted upon" or processed in the order in which they are presented, beginning with the call to order and ending with adjournment. In general, the agenda and information package should be prepared and provided for each meeting to each member of council, prior to the meeting, to ensure that council business is dealt with in an orderly and expedient manner and to allow each council member an opportunity to prepare for the meeting. The procedure bylaw should provide for the cut off time to submit items for the agenda and the time before the meeting the agenda package is to be provided to council.

Ideally, the agenda is distributed to council members, attendees and the recording secretary prior to the meeting, so they will be aware of the items to be discussed, and are able to prepare for the meeting accordingly. As the public should have access to the agenda package at the same time as council, many municipalities also post the agendas for the upcoming meeting on their municipal website.

When an agenda item requires a decision of council, the CAO is charged with ensuring that all information required has been identified and any recommendations provided (if required) be attached to the agenda. This could be in the form of a report or a request for decision (RFD). A RFD includes a background sentence or paragraph, a statement of the problem or issue, any findings or conclusions, any recommendations for action, policy or legislative implications, community response or financial impact and should list who has prepared or reviewed the information. A sample RFD is attached to this guide.

RFDs for issues that will be discussed in public should be available with the agenda package. RFDs for issues that meet the tests of harm in the *Freedom of Information and Protection of Privacy (FOIP) Act* should only contain information that does not cause harm (nature of issue, recommendation).

Council has the option to change the format of the agenda if they feel it isn't working for them. Some best practices to keep in mind when planning and developing the agenda structure and contents are:

- As a courtesy to the public, hold presentations/delegations at the beginning of the meeting.
- Arrange topics in sections – for example: all bylaw readings under Bylaws; the CAO report, financial reporting, and councillor reports could be included under Reports.
- Confidential items are those items that fall within the parameters of closing the meeting to the public as set out in Section 197 of the *MGA* and are normally left until the end of the meeting as a courtesy to the public.

Remember, a separate agenda is required for each kind of meeting – organizational, regular and special.

There can be no amendments to a special meeting agenda unless the whole council is present and the decision to add the item is unanimous.

Agenda Structure

The following sections are based on the sample agenda attached to this guide, and outline the types of information that should be contained under each section.

Title and Heading

The agenda title and heading should be similar to the council meeting minutes in format and should:

- state it is an agenda;
- name the municipality; and
- show the date, time, location and type of meeting for which the agenda is issued.

Acceptance of the Agenda

The agenda for a council meeting is not binding unless it has been adopted by a resolution at the start of the meeting. It may be adopted as presented or with amendments, such as deletions or additions. Things to consider:

- What kinds of additions are allowed?
- Is it an urgent request? It is recommended that items should only be added to the agenda at the meeting if the matter is of an urgent nature and cannot wait until the next regular meeting.
- Is a RFD required for the additions?

Adoption of the Previous Minutes

Section 208(1)(a)(iii) of the *MGA* requires that the minutes of each meeting be adopted by a motion of council at a subsequent meeting of council.

Public Hearings

Section 216.4(1) of the *MGA* outlines the public hearing requirements and specifies that a public hearing must be held during a regular or special council meeting.

Delegations

The agenda may provide a specific section for receiving presentations or questions from individuals or delegations. As a courtesy, delegations should be scheduled earlier in the agenda so that members of the public who want to address the council are not kept waiting.

Bylaws

All council members must be given the opportunity to review the full text of a proposed bylaw before being required to vote on it. See "Basic Principles of Bylaws" for more information.

Business

This section should identify items of business that require a council decision and should reference any attached RFD or other supporting information.

Councillor/Committee Reports

Councillors generally report to council on meetings they have attended. The municipality's process for receiving these reports should be included in the procedure bylaw.

CAO Report and Action List

Section 207 outlines the primary responsibilities of the CAO; however, other responsibilities are found throughout the *MGA*. One of these is to advise and inform the council on the operation and affairs of the municipality. Many CAOs use an action list to track and report to council on the status of actions taken on resolutions from previous meetings. The list would normally include any unfinished business that has been raised at a previous meeting that has not been completed. The items would remain on the action list until they are finalized. An action list template is attached to this guide.

Financial

It is the responsibility of the administration to provide council with financial information such as budget-to-actual comparison reports. Council should have a policy for administration indicating what you need to see, how often and the format required. See section 268.1 for more information on required reporting to council.

Correspondence

Any correspondence that is addressed to council or that should be brought to the attention of council should be listed on the agenda and included in the agenda package.

Confidential Items

Confidential items should be dealt with in a closed portion of the council meeting excluding the public. The agenda should contain a 'Confidential' heading, provide a brief description of the topic and state the section of *FOIP* that allows the topic to be discussed in a closed meeting. Section 197 provides the requirements and processes that must be followed when excluding the public from a meeting or portion of a meeting. For example, "Personnel – Evaluation - FOIP Section 17" could be used to describe conducting the performance appraisal of a chief administrative officer or "Legal – Arena Project - FOIP Section 27" could describe discussions regarding a pending court case. No bylaw or resolution can be passed at a closed meeting.

Important: The confidential materials would not be included in the distribution of the agenda to the general public. Is there secure system for emailing the agenda packages to council? Remember all members are required to keep matters discussed in a closed session in confidence until the item is discussed at a meeting held in public.

Adjournment

A meeting is adjourned when the agenda is finished.

Sample Agendas

MUNICIPALITY OF ANYWHERE AGENDA REGULAR COUNCIL MEETING Tuesday, January 16, 2022 Time, Location

The regular meeting of the council of the Municipality of Anywhere will be held in the Municipal Office on Tuesday, January 16, 2020, starting at 7:00 pm.

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA
3. ADOPTION OF THE PREVIOUS MINUTES
4. PUBLIC HEARINGS
 - a. Proposed bylaw to rezone.....
 - b.
5. DELEGATIONS
 - a. John Day to discuss recycling options. 7:40 p.m.
 - b.
6. BYLAWS
 - a. Bylaw 02-22, Establish the procedure and conduct of meetings of council and council committees
 - b.
7. BUSINESS
 - a.
 - b.
8. COUNCILLOR REPORTS
9. CAO REPORT and ACTION LIST
10. FINANCIAL
 - a. Budget-to-Actual reporting to date
11. CORRESPONDENCE
 - a. Correspondence – accept for information
12. CLOSED SESSION
 - a. Personnel – Evaluation - FOIP Section 17
 - b. Legal – Arena Project - FOIP Section 27
13. ADJOURNMENT

MUNICIPALITY OF ANYWHERE AGENDA

SPECIAL COUNCIL MEETING

Wednesday, January 17, 2020

The regular meeting of the council of the Municipality of Anywhere will be held in the Municipal Office on Wednesday, January 17, 2020, starting at 5:00 pm.

CALL TO ORDER

ACCEPTANCE OF AGENDA

BUSINESS

a.

ADJOURNMENT

Sample Request for Decision (RFD)

**MUNICIPALITY OF ANYWHERE
Request for Decision (RFD)**

Meeting: Regular Council

Meeting Date: January 16, 2022

Originated By: _____, Chief Administrative Officer

Title: Bylaw 02-22, PROCEDURAL BYLAW

Agenda Item Number: 6(b)

BACKGROUND/PROPOSAL:

Council requires a process to govern procedures at meetings to ensure that council meetings and council committee meetings are effective. The bylaw regulates the conduct of council, councillors and others attending council and council committee meetings.

At the December 19, 2021 council meeting, council passed the following resolution:

MOVED by Councillor Bucks that the Chief Administrative Officer prepare a proposed Procedural Bylaw for the January 16, 2022 regular meeting of council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The *Municipal Government Act* provides the following:

Section 145

A council may pass bylaws in relation to the following:

- a) the establishment and functions of council committees and other bodies;
- b) procedures to be followed by council, council committees and other bodies established by the council.

Proposed Bylaw No.02-18 is presented for first reading.

COSTS/SOURCE OF FUNDING (if applicable): Not applicable in any direct way.

RECOMMENDED ACTION:

- 1. Council review and give first reading to the proposed bylaw.
- 2. Council provide further direction or required changes/amendments.

Reviewed By: CAO: _____

Action List Template

ACTION LIST MUNICIPALITY OF: _____				
MONTH	RESOLUTION	ASSIGNED TO	STATUS	DATE COMPLETED

Regular Council Meeting: April 14, 2025	Agenda Item: 9.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: RFD	Attachment(s): 1 Alberta School Foundation Statement of Intent 2 Alberta Public Safety Letter dated March 31, 2025 3 Interim Operating Budget 2025

1 Background

An Operating Budget for 2025 was approved by Council in the RCM of January 13, 2025.

Administration submits to Council an Interim Operating Budget

2 Interim Changes made to 2025 Operating Budget

The following provides Council with a summary of the key changes that are included within the Interim Operating Budget.

2.1 Education Requisition (revision)

Provincial education property tax revenues will increase by 14% over 2024 to a total of \$3.1 billion.

The education property tax is a mandatory provincial levy collected by municipalities on behalf of the Government of Alberta. These funds provide a revenue source for Alberta's Kindergarten to Grade 12 education system, supporting all public and separate school students by contributing to basic instructional costs such as teacher salaries, classroom resources, and textbooks.

The increase in education property tax rates will affect all property owners in Bowden, as the Town is required to collect and remit these funds to the province.

While local municipalities do not set the education tax rate, they are required to include it on property tax notices and remit the collected funds to the province. The province then distributes funds to school boards on an equal per-student basis

With reference to the 2025 Statement of Intent provided by the Alberta School Foundation Fund the education tax revenues and expenditures now reflect the actual requisition for 2025.

This amounts to an increase of \$65089.15 over the original amount of the requisition contained within the Operating Budget passed by Council on January 13, 2025.

2.2 Police Funding Requisition

The Police Funding Requisition now reflects the actual requisition for 2025.

2.3 Case Grader Repairs & Maintenance

An assessment has been made on the Case Grader by a qualified service engineer.
The estimated cost of the repairs has been adjusted down from \$10,000.00 to \$6,000.00.

2.4 Pumphouse Equipment Repairs & Maintenance

An additional \$4,000.00 has been provided to equipment repairs for the servicing of 2 Pressure Reducing Valves in the Pumphouse (reference transfer from 2.3 above).

3 Net Effect

There are no changes to the total value of revenues and expenditures (this remains as a balanced budget).

An amendment to the Operating Budget can be made by Council at any time.

4 Summary**Municipal Rax Rates**

The 2025 Operating Budget provides for a 1% increase on the 2024 actual tax revenues (\$ amount) for Municipal Residential Taxes and Municipal Non-Residential Taxes (this remains unchanged in the Interim Operating Budget).

Subsequent revisions to the Operating Budget can be made at the time the Taxation Rate Bylaw is presented to Council in order to reflect:

- i. actual property tax assessments,
- ii. notifications received of actual requisitions,
- iii. any additional adjustments / revisions required by Council.

Transfers of Operating Revenue to Reserves.

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.

Within the Operating Budget there is no transfer of revenues to capital reserves.

New Borrowings

There is no inclusion in the Operating Budget for any new borrowing expenditure to:

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

Statement of Intent

Jacqui Molyneux
Accounts payable staff
Town of Bowden
PO BOX 338
Bowden, AB T0M 0K0

Statement of Intent Date: 14-Mar-25
Statement of Intent Number: 2025-4968

This 2025 Statement of Intent has been provided for information purposes only and is not the March 2025 invoice. Your March 2025 payment is the amount on your March 2025 invoice which was processed on March 7, 2025 and this is accessible via [AIMS](http://extranet.education.alberta.ca/aims/) (<http://extranet.education.alberta.ca/aims/>).

Due to the late approval of the Order in Council, which sets the mill rates for the year, the 2025 provincial education property tax requisitions were not released by March 15, 2025. In accordance with the Education Act, the March 2025 invoice amounts were based on your 2024 property tax requisitions.

June and September invoices will continue to reflect 2024 requisition amounts until the 2025 Order in Council has been approved. Upon approval of the Order in Council, the next quarterly invoice will include any adjustments due from previous quarterly payments based on the 2025 education property tax requisition.

Please review and compare your Statement of Intent to the Education Requisition Comparison Report in the MERO application (www.milenet.ca). There may be discrepancies if your municipality has submitted a 2025 assessment revision since January 22, 2025. For questions regarding your equalized assessment or education requisition, please contact the Grants and Education Property Tax Branch at 780-422-7125 or by email at taxprogramdelivery@gov.ab.ca. For any other questions including payments, please phone Shanon Vergara at (780) 427-2172 or email at shanon.vergara@gov.ab.ca.

Your patience and cooperation on this matter is appreciated.

Summary of Municipal Affairs Equalized Assessments

		Mill Rate	Total Payment
Residential & Farm Land	\$108,644,992.00	2.72	\$295,514.38
Non-Residential	\$16,044,971.00	4.00	\$64,179.88
	\$124,689,963.00		\$359,694.26

Opted-out School Authority Details

Name	Residential & Farm Land	Non-Residential	Mill Rate	Totals
Red Deer Catholic Regional Division No. 39	\$3,592,843.00		2.72	\$9,772.53
Red Deer Catholic Regional Division No. 39		\$0.00	4.00	\$0.00
	\$3,592,843.00	\$0.00		\$9,772.53



Public Safety and
Emergency Services

Public Security Division
10th Floor, John E. Brownlee Building
10365 97 Street
Edmonton, Alberta, Canada T5J 3W7
Telephone: 780-427-3457

March 31, 2025

Mr. Arno Glover
Chief Administrative Officer
Town of Bowden
PO Box 338, Bowden, AB T0M0K0

Dear Mr. Glover:

This letter is to inform you that an error was discovered in the total equalized assessment used to calculate the 2024-25 Police Funding Model share of front-line policing costs.

Equalized Assessment *Previous* Total: \$359,176,224,029

Equalized Assessment *Revised* Total: \$347,369,936,418

Reconciliation of the **Town of Bowden** 2024-25 amount:

Original amount (sent):	\$62,915	
<u>Add: adjustment to original amount:</u>	<u>\$411</u>	System generated invoice to follow
Total revised amount:	\$63,326	See attached

You will note that for this year (2024-25) your share of front-line policing costs is **\$63,326**. This is **\$2,659** less than the **\$65,985** share of costs invoiced for 2023-24.

Please remit the amount due within 45-days from the date of the invoice, made payable to the Government of Alberta at the address shown on the invoice.

We sincerely apologize for any inconvenience this may have caused. For questions related to the financial details of the invoice, please contact Ann Chen at ann.chen@gov.ab.ca. Other background and contextual inquiries regarding the Police Funding Model may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Yours truly,



Town of Bowden
2025 (Interim) Operating Budget

(version 2 revised April 8, 2025)

2024	2024	2025
YTD		
(end of Qtr 3		
2024)	Budget	Budget

REVENUES

	\$	\$	\$
TAX REVENUES			
MUNICIPAL RESIDENTIAL TAXES	846,752.76	846,167.33	855,220.29
MUNICIPAL NON-RESIDENTIAL TAXES	255,478.60	255,478.60	258,033.38
MUNICIPAL FARM TAXES	67.18	652.67	67.18
SCHOOL RESIDENTIAL TAXES	271,677.51	256,898.21	305,286.91
SCHOOL NON-RESIDENTIAL TAXES	58,368.87	47,479.42	64,179.88
DESIGNATED INDUSTRIAL PROPERTY TAX REQSTN	220.23	211.39	211.39
POLICE FUNDING REQUISITION	65,985.01	66,529.00	63,326.00
LATE TAX PAYMENT PENALTIES	11,664.93	12,000.00	12,000.00
TOTAL	1,510,215.09	1,485,416.62	1,558,325.03
OTHER REVENUES			
PROVINCIAL FINES	3,982.00	5,000.00	5,000.00
FRANCHISE FEES - FORTIS ELECTRICAL	103,691.15	136,000.00	139,000.00
FRANCHISE FEES - ATCO GAS	44,235.59	61,675.00	79,000.00
INVESTMENT RETURNS (INTEREST EARNED)	109,216.71	114,000.00	115,000.00
TOTAL	261,125.45	316,675.00	338,000.00
GRANT REVENUES			
RED DEER COUNTY RECREATION GRANT	86,422.00	86,422.00	86,500.00
MSI / LGFF OPERATING GRANT	162,042.00	162,042.00	162,042.00
TOTAL	248,464.00	248,464.00	248,542.00
ADMINISTRATIVE REVENUES			
PROPERTY TAX CERTIFICATES	2,075.00	1,200.00	1,500.00
BUSINESS LICENSES	2,175.00	2,500.00	2,500.00
SUMMER TEMP EMPLOY' PROGRAM (STEP) GRANT	2,100.00	16,800.00	4,200.00
OTHER INCOME	1,112.37	100.00	500.00
PENALTIES (ACCOUNTS RECEIVABLE)	2,051.95	500.00	500.00
CREDIT CARD PROCESSING FEE	0.00	0.00	100.00
TOTAL	9,514.32	21,175.00	9,300.00
BYLAW REVENUES			
BYLAW ENFORCEMENT FINES & PENALTIES	0.00	100.00	100.00
TOTAL	0.00	100.00	100.00
ANIMAL REVENUES			
DOG / CHICKEN LICENSES	735.00	500.00	700.00
TOTAL	735.00	550.00	700.00
PUBLIC WORKS REVENUES			
OTHER INCOME / SERVICE FEES	0.00	200.00	200.00
TOTAL	0.00	200.00	200.00
WATER REVENUES			
DISTRIBUTED WATER COLLECTIONS	268,202.34	304,000.00	350,000.00
BULK WATER SALES	8,855.97	7,500.00	8,000.00
WATER METERS & EQUIPMENT	677.60	1,000.00	1,000.00
LATE PAYMENT PENALTIES	4,759.01	5,000.00	5,000.00
ACCOUNT SET UP FEE	0.00	0.00	1,500.00
OTHER INCOME	110.00	150.00	150.00
TOTAL	282,604.92	317,650.00	365,650.00
SANITARY SEWER REVENUES			
WASTEWATER COLLECTIONS	272,423.61	315,000.00	357,000.00
RV DUMP	787.10	700.00	700.00
SRDRWC SERVICE INCOME	21,780.18	27,000.00	27,000.00
TOTAL	294,990.89	342,700.00	384,700.00
SOLID WASTE REVENUES			
SOLID WASTE COLLECTIONS	60,013.80	63,800.00	70,000.00
TOTAL	60,013.80	63,800.00	70,000.00
RECYCLING REVENUES			
RECYCLING INCOME	58,946.43	69,800.00	71,000.00

ELECTRONICS RECYCLING INCOME	0.00	500.00	200.00
RECYCLING CIRCULAR MATERIALS	0.00	0.00	22,152.00
TOTAL	58,946.43	70,300.00	93,352.00

FCSS REVENUES

CITY OF RED DEER - FCSS FUNDING	66,762.90	66,762.00	66,762.00
FCSS JOINT EVENTS	4,645.04	500.00	200.00
COMMUNITY GARDEN	0.00	0.00	250.00
VOLUNTEER SUPPER GRANT	0.00	0.00	600.00
FAMILY DAY MOVIE	0.00	0.00	150.00
COOKING ON A BUDGET	0.00	0.00	100.00
CVITP GRANT	0.00	0.00	750.00
MISC DONATION OTHER PROGRAMS	0.00	0.00	100.00
TOTAL	71,407.94	67,262.00	68,912.00

CEMETERY REVENUES

GRAVE PLOT SERVICES	4,980.00	3,000.00	3,000.00
PLOTS & VAULTS SALES	1,620.00	2,500.00	2,500.00
COLUMBARIUM NICHE SALES	4,102.14	2,000.00	2,000.00
RED DEER COUNTY CEMETERY GRANT	5,000.00	5,000.00	5,000.00
OTHER INCOME	0.00	0.00	0.00
TOTAL	15,702.14	12,500.00	12,500.00

ECONMIC DEVLPMNT REVNS

OTHER INCOME / NEWSLETTER ADVERTISING	1,260.00	800.00	1,000.00
TOTAL	1,260.00	800.00	1,000.00

LAND REVENUES

RENTAL INCOME (BILLBOARDS & PASTURE LEASE)	7,000.00	6,500.00	7,800.00
TOTAL	7,000.00	6,500.00	7,800.00

PARADE REVENUES

CONTRIBUTIONS (Ag SOCIETY)	1,000.00	1,000.00	1,000.00
TOTAL	1,000.00	1,000.00	1,000.00

SPECIAL EVENT REVENUES

CONTRIBUTIONS / DONATIONS / SALE OF GOODS	660.00	700.00	600.00
TOTAL	660.00	700.00	600.00

ARENA REVENUES

ARENA RENTAL INCOME	60,685.49	90,000.00	95,000.00
OTHER INCOME (ADVERTISING BILLBOARDS)	6,380.00	3,500.00	3,000.00
RED DEER COUNTY RECREATION GRANT	25,000.00	25,000.00	25,000.00
TOTAL	92,065.49	118,500.00	123,000.00

PARK REVENUES

RED DEER COUNTY RECREATION GRANT	3,750.00	3,750.00	3,750.00
TOTAL	3,750.00	3,750.00	3,750.00

LIBRARY REVENUES

RED DEER COUNTY RECREATION GRANT	1,500.00	1,500.00	1,500.00
CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
TOTAL	1,500.00	1,500.00	1,500.00

MUSEUM REVENUES

RED DEER COUNTY RECREATION GRANT	3,000.00	3,000.00	3,000.00
TOTAL	3,000.00	3,000.00	3,000.00

COMMUNITY HALL REVENUE

RED DEER COUNTY RECREATION GRANT	5,000.00	5,000.00	5,000.00
TOTAL	5,000.00	5,000.00	5,000.00

TOTAL (ALL REVENUES)	2,928,963.76	3,087,542.62	3,296,931.03
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EXPENDITURES

REQUISITIONS

	\$	\$	\$
PROVINCIAL SCHOOL EDUCATION (PUBLIC)	240,935.61	296,872.27	359,694.26
PROVINCIAL SCHOOL EDUCATION (CATHOLIC)	6,599.10	7,505.36	9,772.52
TOTAL	247,534.71	304,377.63	369,466.78

COUNCIL

HONORARIUMS & PER DIEMS	46,064.47	59,155.20	77,568.00
EMPLOYMENT & CRA CONTRIBUTIONS	1,921.85	2,500.00	3,000.00
TRAINING & DEVELOPMENT	0.00	7,000.00	7,000.00
CONFERENCE / WORKSHOPS / EVENT COSTS	25,433.70	37,500.00	37,500.00
MEMBERSHIP AUMA	2,560.30	2,600.00	2,700.00
PUBLIC RELATIONS & GRANTS & DONATIONS	5,287.24	5,000.00	7,500.00

IT SUPPORT & SERVICES	0.00	0.00	1,000.00
LIABILITY INSURANCE	336.00	400.00	400.00
ELECTION COSTS	0.00	0.00	5,000.00
MISCELLANEOUS GOODS & SUPPLIES	3,968.96	8,000.00	8,000.00
AG SOCIETY DONATIONS	10,000.00	10,000.00	10,000.00
TOTAL	95,572.52	132,155.20	159,668.00

ADMINISTRATION

PAYROLL	283,455.81	337,379.50	284,244.00
EMPLOYMENT & CRA CONTRIBUTIONS	51,150.49	58,000.00	55,000.00
WORKERS COMPENSATION (WCB)	10,193.12	13,000.00	13,000.00
TRAINING & DEVELOPMENT	0.00	1,000.00	1,000.00
TRAVEL & SUBSISTENCE	4,876.58	6,000.00	2,500.00
MEMBERSHIP FEES & CONFERENCE COSTS	4,602.03	6,000.00	2,500.00
POSTAGE & COURIER	6,770.75	8,000.00	7,000.00
TELEPHONE (LAND LINES & CELL PHONE)	5,483.66	6,900.00	6,900.00
ADVERTISING / PROMOTIONS / MARKETING	444.00	800.00	800.00
CONTRACTED SERVICES (IT SERVICES)	21,524.49	23,000.00	25,000.00
PERSONNEL RELATIONS	813.16	4,000.00	3,000.00
JANITORIAL & CLEANING SUPPLIES	5,800.00	7,100.00	7,200.00
POSTAGE MACHINE LEASE	691.92	700.00	700.00
COPIER & PRINTING	11,245.89	13,000.00	13,000.00
INTERNET SERVICES	3,600.00	3,600.00	3,600.00
SECURITY & ALARMS MONITORING FEE	269.40	270.00	270.00
MATS	1,899.67	0.00	2,300.00
WEBSITE & APP (HOSTING & SUPPORT)	8,868.49	9,000.00	9,000.00
DEBIT MACHINE	617.45	600.00	800.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	143.72	100.00	100.00
ASSESSMENT REVIEW COSTS	2,000.00	2,000.00	2,000.00
CONTRACTED SERVICES OTHER	3,000.00	1,500.00	1,000.00
ACCOUNTING & AUDIT FEES / SERVICES	36,380.00	30,000.00	38,000.00
LEGAL & PROFESSIONAL FEES	1,601.68	1,500.00	1,500.00
PROPERTY ASSESSMENT SERVICES	15,396.80	16,775.00	16,900.00
REPAIRS & MAINTENANCE (EQUIPMENT)	728.38	1,000.00	1,500.00
IT REPAIRS / UPGRADES	1,185.00	2,000.00	4,500.00
REPAIRS & MAINTENANCE (BUILDING)	2,057.19	2,000.00	2,000.00
INSURANCE (BUILDING & PROFESSIONAL LIABILITY)	14,174.50	16,386.00	17,500.00
MISCELLANEOUS GOODS & SUPPLIES	5,319.85	6,000.00	7,000.00
EQUIPMENT PURCHASES (CAMERA SYSTEM)	0.00	0.00	5,000.00
UTILITIES (ELECTRICITY)	4,150.76	6,000.00	5,000.00
UTILITIES (GAS)	2,495.17	5,000.00	3,000.00
BANK CHARGES & SERVICE FEES	1,879.40	1,200.00	1,800.00
CASH ROUNDING	-0.07	0.00	0.00
BAD DEBTS - PROPERTY TAXES	0.00	0.00	0.00
BAD DEBTS - TRADE	0.00	0.00	0.00
TRANSFER TO CAPITAL FROM OPERATING	0.00	0.00	0.00
TRANSFER TO CONTINGENCY RESERVES	37,752.71	37,752.71	0.00
TOTAL	550,572.00	625,063.21	544,614.00

PROTECTIVE SERVICES (FIRE)

REPAIRS & MAINTENANCE (BUILDING)	2,259.30	5,000.00	5,000.00
INSURANCE (BUILDING)	1,202.00	1,177.27	1,250.00
UTILITIES (ELECTRICITY)	3,224.17	4,000.00	4,000.00
UTILITIES (GAS)	4,621.99	4,000.00	5,500.00
TOTAL	11,307.46	14,177.27	15,750.00

EMERGENCY MANAGEMENT

FEES & SUBSCRIPTIONS & CONSULTANCY	0.00	0.00	3,000.00
TRAINING & DEVELOPMENT	0.00	500.00	2,000.00
TRAVEL & SUBSISTENCE	0.00	0.00	500.00
MISCELLANEOUS GOODS & SUPPLIES	37.00	2,000.00	1,946.78
TOTAL	37.00	2,500.00	7,446.78

PROTECTIVE SERVICES (RCMP & BYLAW)

TRAVEL & SUBSISTENCE	0.00	0.00	0.00
TRAINING & DEVELOPMENT	0.00	0.00	0.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00	60.00	0.00
TELEPHONE	71.55	150.00	150.00
CONTRACTED BYLAW ENFORCEMENT SERVICES	0.00	0.00	30,000.00
CONTRACTED SERVICES OTHER	0.00	200.00	0.00

ALBERTA POLICE FUNDING MODEL	65,985.00	66,529.00	63,326.00
RED DEER COUNTY PROTECTIVE SERVICES	4,950.00	36,600.00	9,000.00
LEGAL & PROFESSIONAL FEES	0.00	200.00	0.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	150.00	0.00
TOTAL	71,006.55	103,889.00	102,476.00

ANIMAL

CONTRACTED SERVICES (VETERINARY)	0.00	100.00	100.00
MISCELLANEOUS GOODS & SUPPLIES	238.96	250.00	250.00
TOTAL	238.96	350.00	350.00

PUBLIC WORKS

PAYROLL	197,733.86	213,681.60	241,561.00
PAYROLL (SUMMER STUDENTS)	21,059.60	21,280.00	21,280.00
EMPLOYMENT & CRA CONTRIBUTIONS	39,303.43	47,000.00	49,000.00
TRAINING & DEVELOPMENT	48.99	1,000.00	1,000.00
TRAVEL & SUBSISTENCE	108.39	300.00	300.00
TELEPHONE (LAND LINES & CELL PHONE)	1,814.22	2,100.00	2,100.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	100.00	750.00
ALBERTA ONE CALL SERVICES	487.53	487.06	510.23
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	363.46	400.00	2,400.00
SECURITY & ALARMS	625.90	690.00	690.00
INTERNET SERVICES	900.01	1,380.00	1,300.00
CONTRACTED SERVICES OTHER	2,435.49	200.00	500.00
REPAIRS & MAINTENANCE (CASE GRADER)	293.93	5,000.00	6,000.00
REPAIRS & MAINTENANCE (DEERE 4 WHEEL LOADER)	10,905.02	5,500.00	2,500.00
REPAIRS & MAINTENANCE (BOBCAT SKID STEER)	1,628.11	500.00	7,000.00
REPAIRS & MAINTENANCE KABOTA	0.00	0.00	7,500.00
REPAIRS & MAINTENANCE (OTHER)	1,584.58	500.00	500.00
BUILDING REPAIRS & MAINTENANCE (WORKSHOP)	4,624.55	5,000.00	5,500.00
BUILDING REPAIRS & MAINTENANCE (GARAGE)	0.00	500.00	1,000.00
BUILDING REPAIRS & MAINTENANCE (QUONSET)	137.25	500.00	1,000.00
REPAIRS & MAINTENANCE (STERLING TRUCK)	1,029.46	2,000.00	2,000.00
REPAIRS & MAINTENANCE F150 (2007)	93.98	1,000.00	1,000.00
REPAIRS & MAINTENANCE F350 (SAND / WATER TRUCK)	288.89	2,000.00	2,000.00
REPAIRS & MAINTENANCE F250 (2018)	145.05	1,000.00	1,000.00
REPAIRS & MAINTENANCE F550 (2013)	204.42	2,000.00	3,500.00
REPAIRS & MAINTENANCE F150 (2018)	154.78	1,000.00	1,000.00
REPAIRS & MAINTENANCE F150 (2019)	459.01	500.00	3,000.00
REPAIRS & MAINTENANCE (EQUIPMENT)	0.00	500.00	1,000.00
EQUIPMENT RENTALS & SERVICES	0.00	400.00	400.00
INSURANCE	9,171.25	11,274.43	11,000.00
MISCELLANEOUS GOODS & SUPPLIES	5,400.27	5,500.00	3,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	3,000.00
VEHICLE MAINTENANCE CLEANING SUPPLIES	0.00	0.00	1,000.00
FUEL / OIL / ADDITIVES	13,607.91	15,000.00	15,000.00
PERSONAL PROTECTIVE EQUIPMENT	3,716.78	3,500.00	3,000.00
UTILITIES (ELECTRICITY)	2,673.79	3,600.00	3,600.00
UTILITIES (GAS)	2,581.77	3,500.00	3,500.00
TRANSFER TO PUBLIC WORKS RESERVES	9,400.00	9,400.00	0.00
TOTAL	332,981.68	370,293.09	410,391.23

ROAD MAINTENANCE

STREET SWEEPING	0.00	5,500.00	6,000.00
ROAD PATCHING	44,903.60	30,000.00	55,000.00
RED DEER COUNTY ROAD MAINTENANCE		0.00	3,000.00
SNOW REMOVAL	12,965.90	25,000.00	25,000.00
ROAD / SIDEWALK REPAIRS	17,031.17	25,000.00	25,000.00
REPAIRS & MAINTENANCE (STREET LIGHTS)	5,985.00	0.00	5,000.00
REPAIRS & MAINTENANCE (STREET SIGNS)	1,824.77	2,000.00	3,500.00
ROAD CRACK FILLING	0.00	0.00	45,000.00
INSURANCE	1,737.00	2,149.56	2,400.00
MISCELLANEOUS GOODS & SUPPLIES	1,867.67	2,000.00	5,500.00
ROAD PAINT (MATERIALS & EQUIPMENT)	1,930.33	5,000.00	5,000.00
SMALL EQUIPMENT/TOOL PURCHASES		0.00	4,000.00
SAND & GRAVEL	6,939.98	6,000.00	10,000.00
UTILITIES (ELECTRICITY) STREET LIGHTS	76,916.91	80,000.00	95,000.00
TOTAL	172,102.33	182,649.56	289,400.00

WATER & PUMPHOUSE

TRAINING & DEVELOPMENT	300.00	1,100.00	1,100.00
TRAVEL & SUBSISTENCE	34.48	1,000.00	200.00
MEMBERSHIP FEES & CONFERENCE COSTS	57.14	600.00	600.00
TELEPHONE (LANDLINE)	326.40	391.80	400.00
SCADA & IT (REPAIRS & MAINTENANCE)	6,713.00	8,000.00	10,000.00
WATER TESTING SUPPLIES	502.81	1,000.00	1,000.00
HACH COLORIMETER CALIBRATION	0.00	0.00	750.00
SECURITY & ALARMS	359.40	359.40	360.00
INTERNET SERVICES	538.47	587.40	600.00
ENGINEERING & CONSULTANCY	0.00	0.00	2,000.00
EQUIPMENT INSPECTION (PUMPSx4 & FIRE PUMP)	0.00	0.00	4,500.00
REPAIRS & MAINTENANCE (EQUIPMENT)	5,384.87	20,000.00	9,000.00
REPAIRS & MAINTENANCE (BUILDING)	1,938.37	1,500.00	6,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	13,057.48	40,000.00	30,000.00
REPAIRS & MAINTENANCE (CPR)	25.00	50.00	40.00
INSURANCE	12,778.00	14,641.50	14,000.00
MISCELLANEOUS GOODS & SUPPLIES	927.83	6,000.00	6,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	500.00
UTILITIES (ELECTRICITY)	9,377.02	12,000.00	12,000.00
UTILITIES (GAS)	2,594.77	5,000.00	5,000.00
REGIONAL WATER SUPPLIES (MVRWSC)	160,728.39	200,000.00	210,000.00
INFRASTRUCTURE LOAN (INTEREST)	8,482.75	8,482.75	7,161.49
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	28,459.03	28,459.03	29,780.29
BAD DEBTS (UTILITY BILLING)	-1.62	100.00	100.00
TOTAL	252,583.59	349,271.88	351,091.78

WASTEWATER & STORMWATER

TRAINING & DEVELOPMENT	0.00	0.00	1,000.00
REPAIRS & MAINTENANCE (NORTH LIFT STATION)	4,540.00	2,000.00	2,000.00
SMALL PROJECTS	317.00	5,000.00	2,000.00
REPAIRS & MAINTENANCE (OTHER)	138.89	2,000.00	2,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	11,344.76	10,000.00	10,000.00
EQUIPMENT RENTALS & SERVICES	0.00	100.00	100.00
INSURANCE	780.00	529.84	850.00
MISCELLANEOUS GOODS & SUPPLIES	13.58	100.00	100.00
UTILITIES (ELECTRICITY)	5,829.30	6,000.00	7,500.00
UTILITIES (GAS)	603.24	800.00	700.00
REGIONAL WASTEWATER COSTS (SRDRWSC)	269,862.98	350,000.00	320,000.00
INFRASTRUCTURE LOAN (INTEREST)	6,538.24	6,538.24	5,672.23
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	22,309.82	22,309.82	23,175.83
TOTAL	322,277.81	405,377.90	375,098.06

SOLID WASTE

CONTRACTED SERVICES (TOWN)	3,422.47	4,200.00	4,300.00
CONTRACTED SERVICES (RESIDENTIAL)	35,356.92	42,000.00	43,000.00
GOODS AND SUPPLIES BINS	0.00	0.00	1,000.00
REQUISITIONS (CITY OF RED DEER)	1,408.92	1,408.92	1,450.00
TOTAL	40,188.31	47,608.92	49,750.00

RECYCLING

CONTRACTED SERVICES (RESIDENTIAL)	20,494.99	24,000.00	25,000.00
GOODS AND SUPPLIES BINS	0.00	0.00	1,000.00
TOTAL	20,494.99	24,000.00	26,000.00

FCSS

PAYROLL	44,448.52	50,195.60	56,420.00
EMPLOYMENT & CRA CONTRIBUTIONS	10,936.60	13,500.00	14,000.00
PROFESSIONAL DEVELOPMENT & CONFERENCES	618.06	1,000.00	1,600.00
TRAVEL & SUBSISTENCE	734.58	2,000.00	2,000.00
TELEPHONE	639.92	680.00	680.00
PARTNER PROGRAM HENDAY ASSOC	2,842.76	3,000.00	200.00
YES PROGRAM	0.00	0.00	1,000.00
SUMMER DAZE	0.00	0.00	460.00
CVTIP (TAX FILING)	0.00	0.00	400.00
FAMILY DAY MOVIE	0.00	0.00	200.00
COMMUNITY SUPPORT PROGRAMS	0.00	0.00	500.00
COMMUNITY GARDEN	0.00	0.00	650.00
BGS PARTNERSHIP PROGRAMS	0.00	0.00	600.00
COOKING ON A BUDGET	0.00	0.00	600.00
RETRO BINGO	0.00	0.00	200.00

VOLUNTEER APPRECIATION SUPPER	0.00	0.00	2,800.00
YOUTH WEEK EVENT	0.00	0.00	200.00
SENIOR'S WEEK	0.00	0.00	500.00
COMMUNITY SHOWCASE	0.00	0.00	500.00
INTERNET SERVICES	1,380.00	1,380.00	1,380.00
JANITORIAL	1,200.00	1,440.00	2,400.00
SECURITY & ALARMS	0.00	0.00	565.00
REPAIRS & MAINTENANCE (IT & EQUIPMENT)	224.46	300.00	300.00
REPAIRS & MAINTENANCE (BUILDING)	2,290.00	1,000.00	2,500.00
INSURANCE-FCSS	678.00	950.00	700.00
MISC GOODS & SUPPLIES-OFFICE	4,458.74	2,500.00	500.00
EVENT / MEETING SUPPLIES	1,765.79	1,800.00	840.00
CLEANING SUPPLIES	93.28	100.00	400.00
UTILITIES (ELECTRICITY)	1,715.70	2,100.00	2,500.00
UTILITIES (GAS)	2,055.50	2,500.00	3,000.00
REQUISITIONS (CITY OF RED DEER)	13,271.66	13,271.66	13,271.66
TOTAL	90,610.50	98,967.26	111,866.66

CEMETERY

CONTRACTED SERVICES RDC (WEED CONTROL)	1,140.00	1,200.00	1,200.00
CONTRACTED SERVICES (BURIAL)	1,950.00	0.00	1,500.00
CONTRACTED SERVICES (PUBLIC FACILITIES)	0.00	0.00	840.00
REPAIRS & MAINTENANCE (GENERAL)	7,076.94	5,000.00	2,000.00
MISCELLANEOUS GOODS & SUPPLIES	782.00	2,000.00	1,000.00
DONATIONS (CEMETERY ASSOCIATION)	2,000.00	2,000.00	2,000.00
TOTAL	12,948.94	10,200.00	8,540.00

PLANNING & DEVELOPMENT

CONTRACTED SERVICES (INSPECTIONS)	17,000.00	12,000.00	3,500.00
PLANNING & LEGAL FEES	6,149.97	500.00	2,500.00
LAND TITLE FEES	6.00	50.00	50.00
ENGINEERING & CONSULTANCY	2,874.90	5,000.00	5,000.00
TOTAL	26,030.87	17,550.00	11,050.00

ECONOMIC DEVELOPMENT

MEMBERSHIP FEES & CONFERENCE COSTS	1,065.60	1,500.00	1,400.00
TRAVEL & SUBSISTENCE	0.00	0.00	0.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	0.00	0.00
TOTAL	1,065.60	1,500.00	1,400.00

SENIORS

REQUISITIONS (PARKLAND)	3,575.00	3,575.00	4,000.00
TOTAL	3,575.00	3,575.00	4,000.00

LAND

PROFESSIONAL / CONSULTANCY FEES	0.00	300.00	18,000.00
LEGAL FEES	2,455.15	3,000.00	3,000.00
STATUTORY ADVERTISING	0.00	2,000.00	500.00
DESIGNATED INDUSTRIAL PROPERTY TAXES	0.00	200.00	220.00
TOTAL	2,455.15	5,500.00	21,720.00

SPECIAL EVENTS (PARADE)

MISCELLANEOUS GOODS & SUPPLIES	2,633.86	3,000.00	3,000.00
TOTAL	2,633.86	3,000.00	3,000.00

SPECIAL EVENTS (CHRISTMAS)

MISCELLANEOUS GOODS & SUPPLIES	324.60	2,500.00	2,500.00
TOTAL	324.60	2,500.00	2,500.00

RECREATION (ARENA)

PAYROLL	113,110.48	125,545.00	135,200.00
EMPLOYMENT & CRA CONTRIBUTIONS	23,437.63	24,000.00	26,000.00
TRAINING & DEVELOPMENT	798.30	800.00	600.00
TRAVEL & SUBSISTENCE	52.89	300.00	300.00
MEMBERSHIP FEES & CONFERENCE COSTS	366.62	600.00	2,000.00
TELEPHONE (LAND LINE & CELL PHONE)	1,648.81	1,500.00	1,900.00
SECURITY & ALARMS	489.70	615.00	600.00
CONTRACTED SERVICES (CIMCO)	3,975.00	4,100.00	4,500.00
CONTRACTED SERVICES (ICE PAINTING)	3,900.00	4,000.00	4,000.00
CONTRACTED SRVS (BLADE MAINTENANCE)	502.00	900.00	1,100.00
FIRE SYSTEMS & EQUIPMENT	1,977.83	2,200.00	2,200.00
INTERNET SERVICES	1,380.00	1,380.00	1,380.00
CONTRACTED SERVICES (PEST CONTROL)	2,050.00	2,500.00	2,500.00
REPAIRS & MAINTENANCE (PLANT ROOM)	7,013.10	6,000.00	2,500.00

REPAIRS & MAINTENANCE (OLYMPIA)	3,719.82	5,000.00	1,500.00
SMALL EQUIPMENT PURCHASES	0.00	0.00	800.00
REPAIRS & MAINTENANCE (OTHER)	480.00	500.00	500.00
REPAIRS & MAINTENANCE (BUILDING)	18,630.16	11,000.00	7,500.00
REPAIR & MAINTENANCE (ICE EDGER)	0.00	0.00	500.00
REPAIRS & MAINTENANCE (GENERAL)	737.25	500.00	500.00
EQUIPMENT RENTALS & SERVICES	0.00	200.00	1,000.00
INSURANCE	16,736.25	17,468.48	18,000.00
MISCELLANEOUS GOODS & SUPPLIES	3,394.25	5,000.00	5,000.00
PROPANE SUPPLIES	937.04	1,500.00	2,000.00
PERSONAL PROTECTIVE EQUIPMENT	0.00	0.00	1,500.00
UTILITIES (ELECTRICITY)	49,488.64	55,000.00	65,000.00
UTILITIES (GAS)	13,549.86	9,000.00	17,000.00
BAD DEBTS	893.75	500.00	500.00
TOTAL	269,269.38	283,108.48	306,080.00

PARKS & AMENITIES

CONTRACTED SERVICES (WEED CONTROL) OASIS	13,341.68	12,000.00	6,500.00
CONTRACTED SERVICES (NOXIOUS WEEDS) RDC	0.00	0.00	3,000.00
CONTRACTED SERVICES (CONTROL OFFICER)	0.00	0.00	6,500.00
REPAIRS & MAINTENANCE (LAWN MOWERS)	2,541.16	2,500.00	2,500.00
REPAIRS & MAINTENANCE (OTHER EQUIP)	709.37	0.00	1,500.00
REPAIRS & MAINTENANCE (PLAYGROUNDS)	251.56	2,500.00	4,000.00
REPAIRS & MAINTENANCE (COMMUNITY ACTION PARK)	89.98	2,500.00	1,000.00
TREES / SHRUBS / PLANTS	9,566.32	10,000.00	5,000.00
REPAIRS & MAIN WALKING TRAILS	0.00	0.00	4,500.00
REPAIRS & MAIN DOG PARK	0.00	0.00	500.00
REPAIRS & MAINTENANCE (HERITAGE DRIVE)	0.00	1,000.00	1,000.00
EQUIPMENT RENTALS	1,845.90	2,500.00	2,500.00
INSURANCE	209.00	228.82	300.00
MISCELLANEOUS GOODS & SUPPLIES (PARKS)	6,433.21	7,500.00	7,500.00
HANGING FLOWER BASKETS	3,055.00	3,500.00	3,500.00
GOODS & SUPPLIES COMMUNITY TRAILS	0.00	0.00	2,000.00
SMALL EQUIPMENT/TOOL PURCHASES	0.00	0.00	500.00
FUEL / OIL / ADDITIVES	2,885.71	4,000.00	4,000.00
TOTAL	40,928.89	53,228.82	56,300.00

LIBRARY

TELEPHONE	961.60	1,100.00	1,100.00
SECURITY & ALARMS	269.40	270.00	270.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	18.50	50.00	50.00
REPAIRS & MAINTENANCE (BUILDING)	0.00	1,000.00	1,500.00
INSURANCE	993.00	959.45	1,000.00
JANITORIAL	0.00	0.00	2,400.00
UTILITIES (ELECTRICITY)	3,977.72	4,000.00	5,000.00
UTILITIES (GAS)	1,343.56	2,100.00	2,000.00
REQUISITION (PARKLAND LIBRARY BOARD)	11,667.78	11,667.78	11,667.78
APPROPRIATION (PUBLIC LIBRARY BOARD)	10,283.50	10,283.50	25,524.56
TOTAL	29,515.06	31,430.73	50,512.34

MUSEUM

FIRE SYSTEMS & EQUIPMENT MAINTENANCE	37.00	100.00	100.00
SECURITY & ALARMS	359.40	359.40	359.40
REPAIRS & MAINTENANCE (BUILDING)	3,107.05	2,000.00	5,000.00
INSURANCE	2,952.00	2,809.27	3,000.00
TOTAL	6,455.45	5,268.67	8,459.40

COMMUNITY CENTRE

DONATIONS (COMMUNITY CENTRES)	10,000.00	10,000.00	10,000.00
TOTAL	10,000.00	10,000.00	10,000.00

TOTAL (ALL EXPENDITURES)	2,612,711.21	3,087,542.62	3,296,931.03
OPERATING DEFICIT/SURPLUS	316,252.55	0.00	0.00

Agenda item 9.a (continued)**Alternative Motions**

Motion by Councillor _____ that Council adopts the 2025 Interim Operating Budget as presented.

or

Motion by Councillor _____ that Council instructs Administration to make further amendments to the 2025 Interim Operating Budget as directed as follows: _____

Regular Council Meeting: April 14, 2025	Agenda Item: 9.b
Prepared by: Arno Glover	Approved By: Mayor Robb Stuart
Report Type: Request for Decision	Attachment(s): 1 MSI Statement 2 MSI Projects ongoing summary 3 LGFF Capital Funding Statement 4 CCBF Funding Statement 5 Reserves (2025 forecast) 6 Capital Budget Cost Summary 7 Business Case Forms (for each capital project)

9.b.i Legislative Responsibility

Section 245 of the Municipal Government Act states that "each council must adopt a capital budget for each calendar year by January 1 of that calendar year".

Section 246 of the Municipal Government Act states that:

"a capital budget must include the estimated amount for the following:

- (a) the amount needed to acquire, construct, remove or improve capital property;*
- (b) the anticipated sources and amounts of money to pay the costs referred to in clause (a);*
- (c) the amount to be transferred from the operating budget".*

In order to satisfy the requirements of the MGA, Administration therefore provides Council with the first draft of the Capital Budget for 2025 for the purpose of initial discussion and review.

9.b.ii Background

During the Regular Council Meeting of December 9, 2024, Council made a motion to adopt an interim capital budget to satisfy the legislative requirements of the MGA.

During the Regular Council Meeting of January 27, 2025, Council approved the final phase of the walking trail project to include the additional option (and cost) of a spur from the trail into 23rd Avenue Close.

9.b.iii Capital Grant Funding

The following provides an indication of grant funding available for capital projects.

MSI

With reference to the attached MSI Financial Summary Report the following provides a breakdown of funds available from this grant program.

a) Total funds allocated (since 2007)	\$4,618,891.00
➤ b) Income earned (interest)	\$ 121,878.00
c) Funds allocated to past projects	\$3,714,213.00
	<hr/>
	\$1,026,556.00
d) Funds allocated to current projects	\$ (708,053.00)
e) Funds available for future projects	\$ 318,503.00

Local Government Fiscal Framework (LGFF)

Municipal Affairs has confirmed LGFF capital allocations as follows:

• 2024 LGFF capital allocation	\$ 362,245.00
• 2025 LGFF capital allocation	\$ 388,583.00
• 2026 LGFF capital allocation	\$ 400,010.00

Funds available for future projects	\$1,026,556.00
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Canada Community Building Fund (CCBF)

This Federal grant scheme provides conditional grants for capital-related projects.

The 2024 funding available carried forward to 2025 is: **\$ 420,334.00**

9.b.iv Reserves

Reserves carried forward from 2024 amount to: **\$1,043,869.50**

Projects funded by reserves in 2025 (if approved) will,
reduce the value of reserves at year end to: **\$ 978,404.50**

9.b.v Capital Projects 2024 (carried forward)

The Capital Budget for 2025 carries over one project approved by Council in 2024, that being the construction of picnic shelter / gazebo in the Arena Park.

This was originally quoted for in 2023. A current estimate has been obtained. The cost from the original supplier has increased by \$9080.00.

A revised Business Case Form is submitted providing an alternative option.

9.b.vi Capital Projects 2025 - Considerations

Council may prioritize any or all of the planned projects / items of expenditure within the draft budget. Focus can be maintained on those projects deemed most important / critical.

When reviewing each project for approval, matters for consideration may include:

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

9.b.vii Presentation of draft Capital Budget 2025

Administration provides Council with the following:

- Capital Budget Summary – a high-level overview of each project and the project capital costing (typically these are estimated costs).
- a summary of the amount of capital reserves (provided above within this RFD),
- a Business Case study for each capital project.

The Business Case Form is a document that used by Administration to present to Council a proposal seeking funding and / or approval of an activity, initiative, or project.

For capital budgeting each Business Case Form (as a fully completed document) seeks to provide all the relevant information that allows a request for capital funding to be clearly demonstrated thereby aiding the budget review and approval process.

An explanation of some of the sections contained within the Business Case Form are as follows:

Alignment with Strategic Plan:	<i>How does the investment fit within the Town's strategic plan or long-term objectives?</i>
Business Driver:	<i>Who or what is driving or what has triggered the change / requirement? eg: asset management, legal, stakeholders, Council etc</i>
Problem / Opportunity Statement:	<i>A short statement containing a clear business need as to why the investment is considered.</i>
Project Outcome:	<i>What the expected result or benefit derived from the project / investment.</i>
Dependencies:	<i>Identification of any dependencies that are necessary prior to / during the project.</i>
Recommendation:	<i>A short statement that says why the preferred option / supplier is recommended.</i>
Risk:	<i>A list of any risk with the project / investment either during the project or in the future or Any anticipated Loss of Service / downtime etc</i>
Change Management:	<i>The impact of the project on organizational culture / operations / systems / processes.</i>

9.b.viii Summary

1

The majority of funding for past capital projects has been sourced from grants. This will continue for 2025.

The exception to this is that machinery & equipment must be sourced from reserves as these do not qualify for grants.

The Local Fiscal Framework places a large emphasis on asset management and infrastructure.

The wastewater pipe replacement and relining project are a continuation of projects in previous years to upgrade and maintain the wastewater system with the overall aim to reduce Infiltration & Inflow (I&I) thereby reducing wastewater costs.

2

There is no contribution to capital reserves from the 2025 Operating Budget.

3

Town buildings have not received a condition assessment as part of a process of capital planning to identify improvement plans required on key components within each facility.

However:

- assessments have been made on the Arena roof,
- the firehall roof will require remedial work (to be funded from reserves).

4

There are two business case studies proposing the purchase of 2 new items of equipment – one item is to replace an ageing item of equipment in the Arena and the other is a new item for Public Works.

The 2025 Operating Budget provides funds for the repair and maintenance of all other existing items of machinery & equipment.

5

To date there has been a lot of planning and time invested to source contractors, scope projects and to obtain quotations / estimates.

In most cases, a budget estimate is provided due to:

- the difficulty associated with forecasting exact capital budget costs,
- confirmed estimates not yet being unavailable,
- the sourcing of second equipment being subject to availability.

The procurement process is conducted whenever possible through a competitive process however sole source purchases are made where:

- the compatibility of a purchased item with existing equipment, facilities or service is of overriding importance,
- the acquisition is of a highly specialized nature or only available from one supplier,
- the Town is committed to purchase from a single supplier by contractual agreement,
- it is deemed necessary and prudent to do so by the CAO (particularly in cases where the degree of effort in realizing best value should be in direct proportion to the price or value of the goods and services being purchased).

9.b.ix Request for Decision

The attached draft capital budget information as presented provides an overview of the 2025 projects for Council's review and deliberation.

Administration requests that Council provides an indication on:

- capital projects approved,
- any changes required,
- any further information required.

9.b.x Alternative Motions

Motion by Councillor _____ that Council accepts the 2025 Capital Budget as presented.

Motion by Councillor _____ that Council _____

TOWN OF BOWDEN

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$124,125	\$124,125	\$0	100	Certified	\$1,401	\$0
2008	\$124,302	\$124,302	\$0	100	Certified	\$4,461	\$0
2009	\$94,945	\$94,945	\$0	100	Certified	\$484	\$349,234
2010	\$284,777	\$284,777	\$0	100	Certified	\$0	\$285,261
2011	\$287,419	\$287,419	\$0	100	Certified	\$31	\$287,450
2012	\$290,526	\$290,526	\$0	100	Certified	\$0	\$189,000
2013	\$288,931	\$288,931	\$0	100	Certified	\$0	\$12,288
2014	\$368,169	\$368,169	\$0	100	Certified	\$1,032	\$0
2015	\$362,856	\$362,856	\$0	100	Certified	\$2,700	\$1,112,926
2016	\$349,266	\$349,266	\$0	100	Certified	\$105,000	\$0
2017	\$346,489	\$346,489	\$0	100	Certified	\$3,108	\$386,804
2018	\$424,574	\$424,574	\$0	100	Certified	\$2,655	\$401,348
2019	\$257,567	\$257,567	\$0	100	Certified	\$1,006	\$82,850
2020	\$326,591	\$326,591	\$0	100	Certified	\$0	\$211,926
2021	\$380,088	\$380,088	\$0	100	Certified	\$0	\$0
2022	\$154,133	n/a	n/a	0	Certified	\$0	\$35,000
2023	\$154,133	n/a	n/a	0	Certified	\$0	\$360,126
2024	\$0	n/a	n/a	0	n/a	n/a	n/a
Total	\$4,618,891	\$4,310,625	\$0			\$121,878	\$3,714,213

"Pending" Project Summary

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$0	\$0

* Amounts reflect the total increase or decrease to the original accepted amounts.

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	14	21	35
Total Project Costs	\$708,053	\$6,967,428	\$7,675,481
Total MSI Funding to be Applied	\$708,053	\$4,013,041	\$4,721,094
Total MSI Funding Applied	\$0	\$3,714,213	\$3,714,213

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.

TOWN OF BOWDEN

Accepted

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-16756	Off Leash Dog Park Construction	Jul 18, 2024	Jul 18, 2024	Jul 19, 2024	\$25,000	\$25,000
CAP-16757	Wastewater Infrastructure Assessment	Apr 10, 2024	Apr 10, 2024	May 16, 2024	\$45,453	\$45,453
CAP-16758	Walking Trail Phase 2A & 2B	Apr 10, 2024	Apr 10, 2024	May 16, 2024	\$183,000	\$183,000
CAP-16763	Pumphouse and Reservoir Upgrades	Apr 11, 2024	Apr 11, 2024	May 16, 2024	\$42,000	\$42,000
CAP-16764	Arena Roof Assessment	Apr 11, 2024	Apr 11, 2024	May 16, 2024	\$19,400	\$19,400
CAP-16766	21 Street Waterline Replacement	Aug 29, 2024	Aug 29, 2024	Sep 9, 2024	\$105,000	\$105,000
CAP-16767	Westview Drive Storm Water Upgrade	Apr 11, 2024	Apr 11, 2024	May 16, 2024	\$27,000	\$27,000
CAP-16768	Sidewalk Installation	Apr 11, 2024	Apr 11, 2024	May 16, 2024	\$89,000	\$89,000
CAP-16769	Solar Powered Crosswalk System	Apr 11, 2024	Apr 11, 2024	May 16, 2024	\$14,000	\$14,000
CAP-16770	Outdoor Picnic Shelter	Apr 11, 2024	Apr 11, 2024	May 16, 2024	\$65,000	\$65,000
CAP-16771	Cemetery Fencing	Apr 11, 2024	Apr 11, 2024	May 16, 2024	\$18,000	\$18,000
CAP-16803	Administration Upgrade	Apr 30, 2024	Apr 30, 2024	Jun 20, 2024	\$17,200	\$17,200
CAP-17038	Pumphouse Reservoir Upgrades	Jul 23, 2024	Jul 23, 2024	Sep 9, 2024	\$45,000	\$45,000
CAP-17212	Street Light Upgrade	Oct 18, 2024	Oct 18, 2024	Jan 28, 2025	\$13,000	\$13,000
Number of Projects:	14			Total:	\$708,053	\$708,053

Amendment requested on an accepted project.

Note:

- "Accepted" values reflect amounts on the financial grid as Accepted by the Minister of Municipal Affairs.

Local Government Fiscal Framework – Capital Funding

Local Government	2024 Allocation ^{1,2}	2025 Allocation ^{1,2}	2026 Allocation ^{3,2}
Charter Cities³			
CALGARY	\$223,865,417	\$254,980,948	\$249,394,219
EDMONTON	\$158,134,583	\$179,067,590	\$173,721,890
Charter Cities Sub-total	\$382,000,000	\$434,048,538	\$423,116,109
Other Cities⁴			
AIRDRIE	\$8,022,724	\$9,323,778	\$9,423,380
BEAUMONT	\$2,377,384	\$2,743,339	\$2,830,373
BROOKS	\$1,832,503	\$2,100,833	\$2,085,971
CAMROSE	\$2,432,254	\$2,815,477	\$2,746,762
CHESTERMERE	\$2,322,425	\$2,661,954	\$2,754,423
COLD LAKE	\$2,092,889	\$2,411,348	\$2,426,514
FORT SASKATCHEWAN	\$3,377,559	\$3,905,018	\$3,958,594
GRANDE PRAIRIE	\$7,878,359	\$9,140,129	\$8,317,332
LACOMBE	\$1,789,732	\$2,054,696	\$2,024,408
LEDUC	\$4,629,986	\$5,350,363	\$5,537,435
LETHBRIDGE	\$12,323,689	\$14,272,235	\$14,337,752
LLOYDMINSTER	\$2,610,197	\$3,025,206	\$2,951,126
MEDICINE HAT	\$8,196,006	\$9,461,402	\$9,217,417
RED DEER	\$13,207,703	\$15,330,053	\$14,806,087
SPRUCE GROVE	\$4,257,264	\$4,929,748	\$5,145,270
ST. ALBERT	\$7,969,935	\$9,257,152	\$9,222,073
WETASKIWIN	\$1,645,709	\$1,873,886	\$1,810,879
Towns⁴			
ATHABASCA	\$518,404	\$575,400	\$538,366
BANFF ⁵	\$1,402,845	\$1,486,202	\$1,373,563
BARRHEAD	\$744,316	\$853,040	\$782,052
BASHAW	\$287,914	\$300,508	\$317,976
BASSANO	\$338,248	\$385,143	\$384,842
BEAVERLODGE	\$442,929	\$493,622	\$463,394
BENTLEY	\$325,579	\$345,214	\$344,190
BLACKFALDS	\$1,379,424	\$1,579,440	\$1,562,613
BON ACCORD	\$380,306	\$422,612	\$393,889
BONNYVILLE	\$1,034,025	\$1,178,996	\$1,141,923
BOW ISLAND	\$511,199	\$561,243	\$587,132
BOWDEN	\$362,245	\$388,583	\$400,010
BRUDERHEIM	\$331,548	\$369,868	\$327,311
CALMAR	\$415,248	\$457,052	\$441,445

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SFE in Review

MUNICIPALITY

Municipality Name

Town of Bowden

Municipal Code

0040

Program Year

FY2024

CCBF FUNDING AVAILABLE

Total Funding Carry-Forward from Previous Year:	\$295,765 (A)
Funding Allocation in Reporting Year:	\$124,569 (B)
Credit Items Earned in Reporting Year:	\$0 (C)
Total CCBF Funding Available in Reporting Year:	\$420,334 (D)

PROJECT COSTS AND CCBF FUNDING APPLIED

(1) Project No.	(4) Minister's Accepted Amount	(5) Accepted Amount Remaining	(6) Total Actual Qualifying Project Costs in Reporting Year	(7) Project Costs to be Funded by Provincial Grant Programs	(8) Project Costs to be Funded by Other Programs
(2) Project Name (3) Status					

Total Applied Amount in Reporting Year:	\$0 (E)
Total Funding Available for Future Years (D-E):	\$420,334 (F)

Are all projects with 2024 CCBF expenditures reported on the SFE?

Yes

List any unreported projects in the comment box below and/or provide other additional information which may assist in the review of the SFE.

Submitted By : Jacqui Molyneux, Representative

Submitted On : Mar 13, 2025

Report Generated: Friday, March 14, 2025 12:37 PM

COLUMN EXPLANATION

Column 1 - Project No.: Provided in the Minister's project acceptance letter.

Column 2 - Project Name: Provided in the Minister's project acceptance letter (as indicated on the project application form)

Column 3 - Status: Report on all approved projects, regardless of status:

- LEGEND
- In Progress - project has started with or without expenditures in reporting year;
- Not Started - project has not yet begun;
- Delayed - project has started but has been delayed with no expenditures in reporting year;
- Completed/Fully Funded - project has been completed in reporting year and no additional CCBF funds will be applied as Completed/Fully Funded, it is not reported on in future years; and

reconciled 8 April 2025

Reserves (opening balances 2025)

a/c	Description	2024 Year End Balance	Trf from Operating	Asset Disposal (Income)	Applied to Capital Projects	2025 Forecast Year End Balance
		\$	\$	\$	\$	\$
8-12-760.01	Contingency	142,054.93	0.00	0.00	-24,465.00	117,589.93
8-24-760.00	Disaster Services	1,027.56	0.00	0.00		1,027.56
8-31-760.00	Public Works	82,703.22	0.00	0.00	-41,000.00	41,703.22
8-32-760.00	Street Lighting	35,387.38	0.00	0.00		35,387.38
8-32-760.01	Roads	65,969.13	0.00	0.00		65,969.13
8-41-760.00	Water	83,242.60	0.00	0.00		83,242.60
8-12-760.01	Sewer	147,135.86	0.00	0.00		147,135.86
8-24-760.00	FCSS	12,756.52	0.00	0.00		12,756.52
8-31-760.00	Cemetery	3,634.20	0.00	0.00		3,634.20
8-32-760.00	Economic Development	18.79	0.00	0.00		18.79
8-32-760.01	Land	462,903.73	0.00	0.00		462,903.73
8-41-760.00	Rec Board	0.00	0.00	0.00		0.00
8-31-760.00	Recreation	113.66	0.00	0.00		113.66
8-32-760.00	Library	6,921.92	0.00	0.00		6,921.92
		1,043,869.50	0.00	0.00	-65,465.00	978,404.50
					Contribution from Operating Budget 2025	0.00
					Reserves Year End Forecast	978,404.50

2025 Capital Budget Summary

revised 10 April 2025

Project#	Project Description	Project Details	Budget TOTAL (all costs are estimates)	Funding Source	Project Manager	Asset (New / Used)
1	Picnic Shelter / Gazebo	Option 1	69000.00	MSI / LGFF	CAO	NEW
		Option 2	31000.00		CAO	NEW
2	Wastewater Sewer CCTV	Sanitary pipe replacement & relining	542620.00	MSI / LGFF	ISL	n/a
3	Walking Trail (Phase 1 & spur)	Main Contractor (groundwork) & consultancy	122000.00	MSI / LGFF	ISL	n/a
4	Concrete Work	Installation of concrete sidewalk & swales	59000.00	MSI / LGFF	CAO	n/a
5	Solar Powered Crosswalk	R290-E Solar crosswalk system	14000.00	MSI / LGFF	CAO	NEW
6	Arena Roof Assessment	Engineering Consultancy	40200.00	MSI / LGFF	ISL	n/a
7	Arena Building Upgrades	Upstairs (new floor / storage area / bar style table / plexiglass	23650.00	Reserves	CAO	NEW
8	Arena Summer Activity Equipment	Hockey goal frames x2 Pickleball equipment	3000.00	Reserves	CAO	NEW
9	Arena Ice Equipment	Gas Powered Edger	6000.00	Reserves	CAO	NEW
10	Articulated Boom Lift	Genie Z45 46' Platform	41000.00	Reserves	CAO	USED
With Option1			920 470.00			
With Option2			882 470 00			

BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2024 Capital Project (carried forward to 2025)
Project Name:	Installation of outdoor Picnic Shelter (steel or wood design option)
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to upgrade existing infrastructure assets (land improvement). New tangible capital asset.
Business Driver:	This investment delivers a new public amenity.

Operational / Community Need:

Opportunity Statement:	This project complements the installation of the new playground in Centennial Park in 2023.
Project Outcome:	This project provides an additional outdoor amenity for public gatherings and meetings.
Project Requirements:	Measurement and site markings required for location of concrete pad and metal beam support pilings. Size 32' x 22'
Constraints:	Funding limit of \$65000.00 approved by MSI grant.
Dependencies:	Public Works assistance may be required for implementing barriers / safety fencing during the construction work.
Assumptions:	

Proposal:

Recommendation:	n/a
Deciding Factor:	Council decision
Cost:	<p>Option 1 \$59,000.00. (supply & installation) \$10,000.00. (concrete foundation) \$69,000.00</p> <p>Option 2 \$21,000.00. (supply & installation) \$10,000.00. (concrete foundation) \$31,000.00</p> <p style="text-align: right;">\$ tbc (furniture & garbage bins)</p>
Contracting & Procurement:	Direct contract with supplier.
Any other relevant factors:	<p>Exact location of Gazebo to be determined.</p> <p>Land owned and maintained by Town.</p> <p>All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.</p> <p>During construction safety fencing is required.</p>

Project Implementation:

Project Manager(s):	Public Works with CAO oversight
Project Start & End Date:	Summer 2025. (subject to contractor scheduling and availability)
Risk:	Price increases due to tariffs or supply changes
Project Review Strategy:	Public Works to liaise directly with CAO and report on progress made / unforeseen issues / cost overruns.
Project Performance Measurement:	n/a
Change Management:	<p>Public Works responsible for future maintenance including snow removal, sweeping, emptying of bins etc.</p> <p>Asset Management Administrator to record and update asset schedules.</p>

Attachments:

1. Photos (stock)



METAL BEAM PICNIC SHELTER - 32' x 22'

SPECIFICATIONS

STEEL:

- COLUMNS: 152mm x 152mm (6"x6") SQUARE TUBE.
- BEAMS: 203mm x 152mm (8"x6") SQUARE TUBE.
- RAFTERS: 127mm x 127mm (5"x5") SQUARE TUBE

- ROOF: PRE-FINISHED METAL PANEL ATTACHED DIRECTLY TO METAL BEAM PICNIC SHELTER FRAME.

STEEL FINISH:

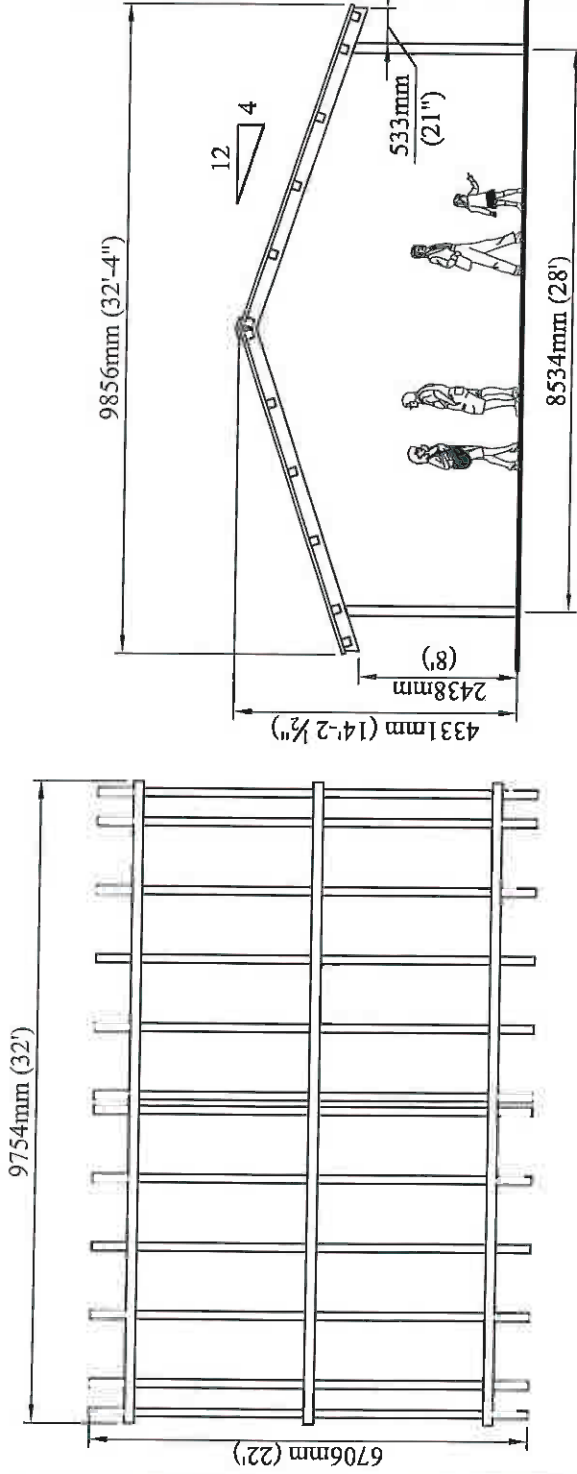
- 3 STEP POWDER COAT PROCESS:
- 1. SURFACE PREPARATION- SANDBLAST METAL
- 2. PRIME COAT- APPLICATION OF ZINC RICH PRIMER
- 3. TOP COAT- FINAL COATING IS BAKED ON FOR THE BEST IN LONG LASTING DURABILITY

AVAILABLE IN A WIDE VARIETY OF COLORS. REFER TO COLOR CHART FOR MORE INFORMATION.

GENERAL CONCEPT ONLY.
NOT FOR CONSTRUCTION.

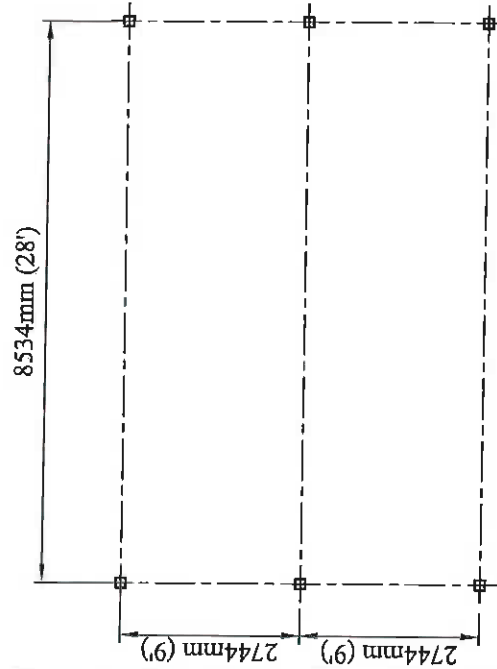


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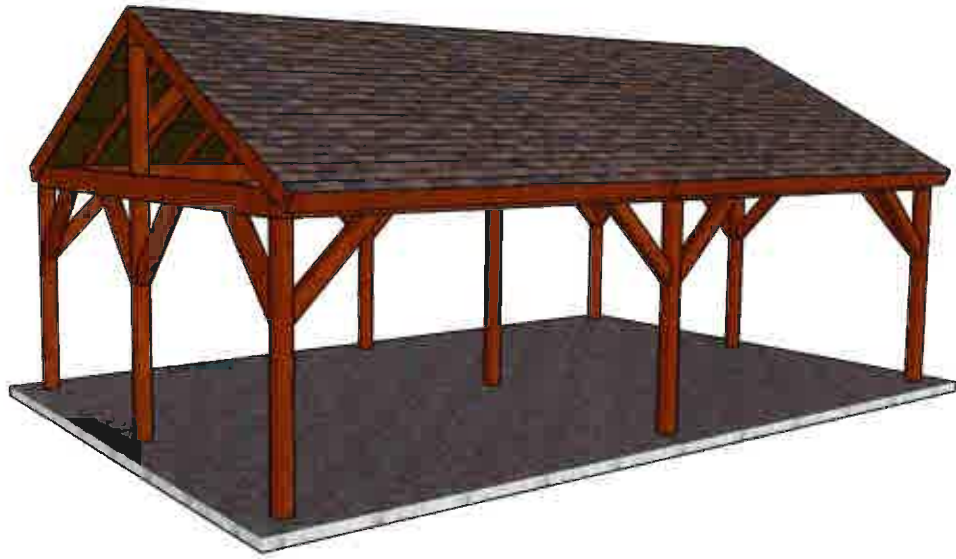
ELEVATION

ROOF PLAN



COLUMN LAYOUT

GardenPlansFree.com



BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2025 Capital Project
Project Name:	Sanitary Sewer Replacement & Relining Project
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	Infrastructure and Asset Management Wastewater infrastructure is a tangible capital asset which is the responsibility of the Town to maintain.
Business Driver:	<p>This project is part of a continuing objective of identifying and remediating the levels of inflow & infiltration (I&I) of groundwater and stormwater into the sanitary sewer system.</p> <p>This project is a follow up from the:</p> <ul style="list-style-type: none">• Manhole relining capital project (completed 2018 / 2019)• Highway 2a Sewer pipe relining project (2023)• Sanitary Sewer CCTV Camera (I&I) Project (2024)

Background:

In 2023 the Town completed a project to reconstruct the sanitary main through a process of Cured-In-Place Pipe (CIPP) relining technology along a large section of Highway 2a.

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

In 2024 The Town completed a project consisting of:

- flushing and video (CCTV camera work) inspection of all areas in the Town where older Vitrified Clay Tile (VCT) and Asbestos Clay Tiles (AC) pipes exist.
- CCTV camera work to assess the condition of the wastewater pipe that runs west under the CP rail tracks and which follows a southerly route until the point where it joins the SRDRWC South Lift station.

In consultation with ISL engineering the result of the CCTV assessment identified areas where remedial work / deemed necessary to the wastewater system.

The overall aim is to reduce Inflow and Infiltration (I&I) into the Town's wastewater system.

Operational / Community Need:

Opportunity Statement:	<p>This project follows on from the previous conducted in 2024 whereby the older section of the Town's infrastructure was assessed with respect to the older Vitrified Clay Tile (VCT) and Asbestos Cement (AC) pipes.</p> <p>AC Pipes can last up to 70 years dependent on environment and condition. They are rot resistant and generally immune to freezing and pipe bursting.</p> <p>VCT Pipes have a low-pressure tolerance. As they age, they become brittle and are susceptible to cracks / breaks and tree intrusion.</p> <p>The age of the current AC / VCT pipes is approx. 50 years.</p> <p>The CCTV camera analysis identified areas where the underground wastewater system is damaged and requires replacement.</p> <p>Once the repairs are complete, additional Cured-In-Place Pipe (CIPP) relining technology work will commence.</p>
Project Outcome:	<p>Completion of this project significantly improves the condition of the gravity main wastewater infrastructure and prolongs its active useful life.</p> <p>All remedial work is aimed at reducing the \$ cost of wastewater treatment.</p>
Project Requirements:	<p>Discussion with ISL Engineering to identify and scope the project.</p> <p>This requirement has been completed, and sections of the wastewater infrastructure have been identified for remedial work.</p> <p>This will include:</p> <ul style="list-style-type: none"> 1 Open trench excavation to replace 3 sections of wastewater pipe. 2 Asphalt replacement of road surface, 3 Pipe relining on: <ul style="list-style-type: none"> 26th Avenue 25th Avenue 21st Street 17th Avenue
Assumptions:	None made
Constraints:	Funding limits / approval from MSI / LGFF.
Dependencies:	Contractor availability.
Risk:	Contractor unavailability.

Proposal:

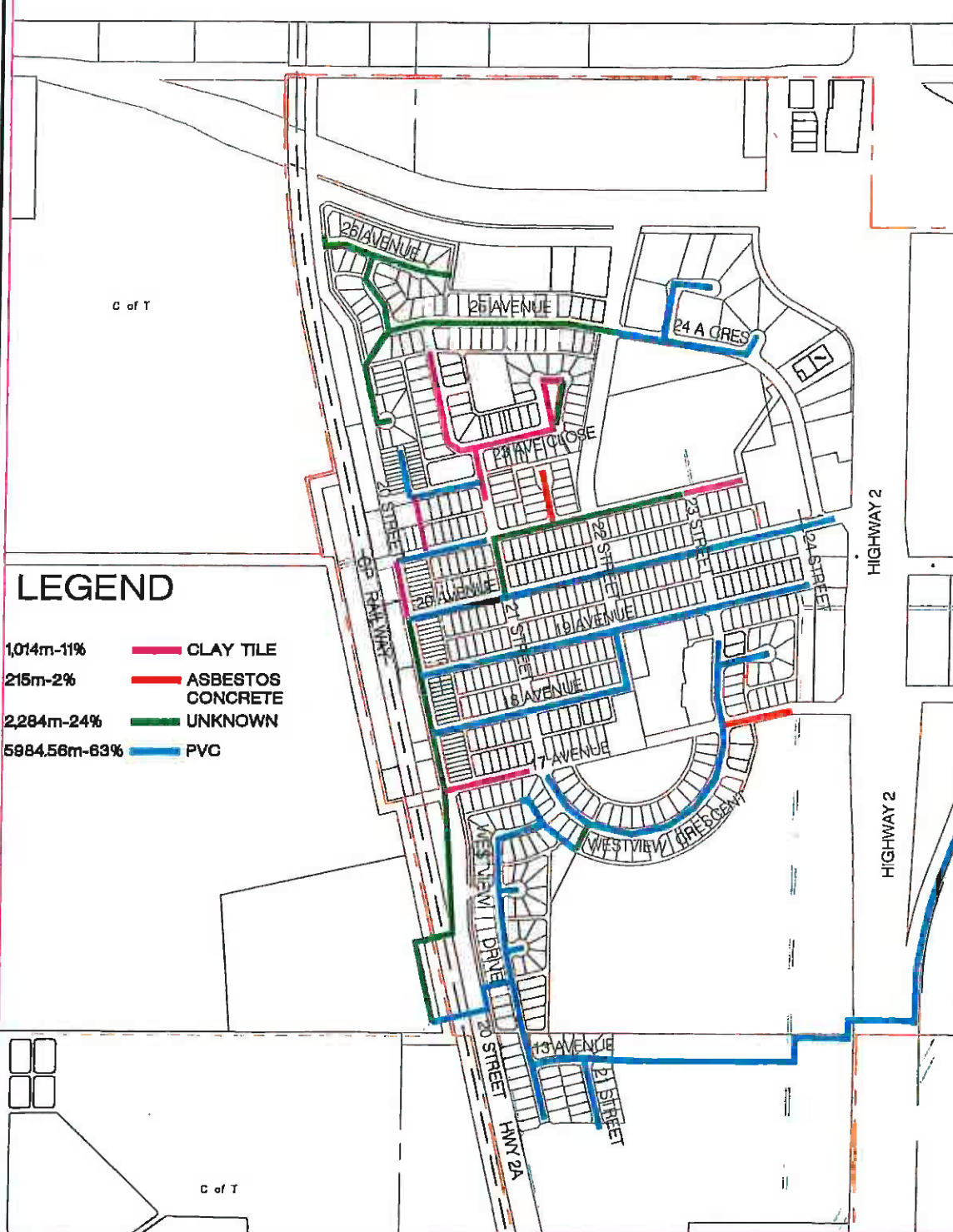
Recommendation:	Contract directly with: ISL Engineering Groundworks Contractor Paving Contractor Cured Pipe Technology Contractor								
Deciding Factor:	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>								
Cost:	<table> <tr> <td>Total Cost</td><td>\$485,620.00.</td></tr> <tr> <td>Contingency</td><td>\$ 50,000.00.</td></tr> <tr> <td>Project Management</td><td>\$ 7,000.00.</td></tr> <tr> <td>TOTAL</td><td>\$542,620.00</td></tr> </table>	Total Cost	\$485,620.00.	Contingency	\$ 50,000.00.	Project Management	\$ 7,000.00.	TOTAL	\$542,620.00
Total Cost	\$485,620.00.								
Contingency	\$ 50,000.00.								
Project Management	\$ 7,000.00.								
TOTAL	\$542,620.00								
Contracting & Procurement:	Contractor Performance Bond required. Certificate of third-party insurance required. Payment to be made upon completion of work and satisfaction of Engineering partner.								
Other relevant factors:	Contractor is deemed to be prime contractor for OHS responsibilities and for OHS risk assessments.								

Project Implementation:

Project Manager(s):	ISL Engineering with CAO oversight.
Project Start & End Date:	Summer / Autumn 2025. (subject to contractor scheduling and availability)
Risk:	Minimal risk to operational service levels. Traffic Management required. Public Works assistance required for barriers and safety signposting.
Project Review Strategy:	ISL Project Manager to liaise directly with CAO and report on progress made / issues / cost overruns etc.
Project Performance Measurement:	Determination of the condition of the (non-PVC / HDPE wastewater infrastructure within the Town.
Change Management:	Identification of any further remedial work either as an immediate requirement or as part of a future capital project. Administration to update infrastructure drawings / records.

Attachments:

1. Plan of wastewater infrastructure within Town by pipe material.
2. Sanitary Infrastructure (from Town's Asset Management Plan).



LEGEND

- 1,014m-11% CLAY TILE
- 215m-2% ASBESTOS CONCRETE
- 2,284m-24% UNKNOWN
- 5984.56m-63% PVC

TAGISH
ENGINEERING
LTD
Consulting Engineers

G4, 5550 - 45 St.
RED DEER, AB T4N 1L1

Ph: (403) 346-7710
Fax: (403) 341-4909
E-mail: admin@tagish-engineering.com

Client
TOWN OF BOWDEN
Project

SANITARY REHABILITATION PROJECT

SANITARY PIPE MATERIALS

Scale: 1 : 10,000	Date: September 15, 2016
Drawn: CDC	Project No.: BN00
Designed: CDC	Dwg File: M:\Town of Bowden\BN49 - North Lift
Checked: ??	Station\AutoCAD\BN49_Flush&Line.dwg
Approved: ??	

Drawing No.

1

Bowden Asset Management Plan
Sanitary Infrastructure

Road/Segment Description	Type	Asset ID	Material	Diameter (mm)	Length (m)	Install Date	Length (m)	Map
20 Street (HWY2A)	Forcemain	SFM1	HDPE	150	355.1	Unknown		
Township Road 343	Forcemain	SFM2	Unknown	900	359.2	Unknown	359.2	M5
Township Road 343	Forcemain	SFM3	Unknown	550	569.7	Unknown	569.7	M5
Township Road 343	Forcemain	SFM4	Unknown	550	550.3	Unknown	550.3	M5
13 Ave	Gravity Main	SGL1	PVC	300	89.1	2008		
13 Ave	Gravity Main	SGL2	PVC	300	53.8	2008		
13 Ave	Gravity Main	SGL3	PVC	450	254.0	2010		
Golf Course	Gravity Main	SGL4	PVC	450	57.5	2010		
Golf Course	Gravity Main	SGL5	PVC	450	40.3	2010		
Golf Course	Gravity Main	SGL6	HDPE	450	91.5	2010		
Golf Course	Gravity Main	SGL7	HDPE	450	18.5	2010		
Golf Course	Gravity Main	SGL8	HDPE	450	12.0	2010		
21 Street	Gravity Main	SGL9	PVC	250	123.2	2008		
Westview Place	Gravity Main	SGL10	PVC	200	32.2	1982		
Westview Drive	Gravity Main	SGL11	PVC	200	48.8	1982		
Westview Drive	Gravity Main	SGL12	PVC	200	70.2	1982		
Westview Drive	Gravity Main	SGL13	PVC	200	46.2	1982		
Westview Drive	Gravity Main	SGL14	PVC	200	89.2	1982		
Westview Drive	Gravity Main	SGL15	PVC	200	87.2	1982		
Westview Close	Gravity Main	SGL16	PVC	200	33.8	1982		
Westview Drive	Gravity Main	SGL17	PVC	200	103.3	1982		
Westview Drive	Gravity Main	SGL18	PVC	200	51.0	1982		
Westview Drive	Gravity Main	SGL19	PVC	300	78.9	2008		
Westview Drive	Gravity Main	SGL20	PVC	300	51.3	2008		
Westview Drive	Gravity Main	SGL21	PVC	300	36.9	2008		
Westview Drive	Gravity Main	SGL22	PE HDPE?????	100	48.6	Unknown		
Westview Drive	Gravity Main	SGL23	PVC	300	68.2	2008		
Westview Drive	Gravity Main	SGL24	PVC	200	67.9	2008		
Westview Drive	Gravity Main	SGL25	PVC	200	25.3	2008		
Westview Drive	Gravity Main	SGL26	PVC	200	41.6	2015		
Westview Drive	Gravity Main	SGL27	PVC	200	15.6	1982		
Westview Drive	Gravity Main	SGL28	PVC	200	3.0	1982		
Westview Crescent	Gravity Main	SGL29	PVC	200	66.1	2010		
Westview Crescent	Gravity Main	SGL30	PVC	200	45.5	2010		
Westview Crescent	Gravity Main	SGL31	PVC	200	77.6	2010		
Westview Crescent	Gravity Main	SGL32	PVC	200	63.6	2010		
Westview Crescent	Gravity Main	SGL33	PVC	200	57.5	2010		
Westview Crescent	Gravity Main	SGL34	PVC	200	57.2	2010		
Westview Crescent	Gravity Main	SGL35	PVC	200	59.0	2010		
Westview Crescent	Gravity Main	SGL36	PVC	200	32.7	2010		
17 Avenue	Gravity Main	SGL37	Vitrified Clay Tile	200	151.0	1954	151.0	K5 / K6
17 Avenue	Gravity Main	SGL38	Asbestos Concrete	200	122.0	1970	122.0	K5 / K6
17 Avenue	Gravity Main	SGL39	Asbestos Concrete	200	21.0	1970	21.0	K5 / K6
17 Avenue	Gravity Main	SGL40	Asbestos Concrete	200	43.3	1970	43.3	K5 / K6
18 Avenue	Gravity Main	SGL41	PVC	200	91.1	2010		
18 Avenue	Gravity Main	SGL42	PVC	200	154.5	2010		
18 Avenue	Gravity Main	SGL43	PVC	200	101.2	2010		
Howard Crescent	Gravity Main	SGL44	PVC	200	92.3	2010		
19 Avenue	Gravity Main	SGL45	Unknown	200	114.0			
19 Avenue	Gravity Main	SGL46	PVC	200	112.0	2003		
19 Avenue	Gravity Main	SGL47	PVC	200	119.5	2003		
19 Avenue	Gravity Main	SGL48	PVC	200	122.3	2010		
19 Avenue	Gravity Main	SGL49	PVC	200	101.1	2010		
19 Avenue	Gravity Main	SGL50	PVC	200	120.2	2010		
20 Avenue	Gravity Main	SGL51	PVC	200	87.2	2004		
20 Avenue	Gravity Main	SGL52	PVC	200	85.2	2004		
20 Avenue	Gravity Main	SGL53	PVC	200	143.0	2004		
20 Avenue	Gravity Main	SGL54	PVC	200	133.6	2004		
20 Avenue	Gravity Main	SGL55	PVC	200	142.0	2004		
20 Avenue	Gravity Main	SGL56	PVC	200	88.7	2004		
20 Avenue	Gravity Main	SGL57	PVC	200	75.7	2004		
21 Avenue	Gravity Main	SGL58	PVC	200	53.6	2015		
21 Avenue	Gravity Main	SGL59	PVC	200	106.2	2015		
21 Avenue	Gravity Main	SGL60	Vitrified Clay Tile	200	110.1	1974-1977	110.1	J6 / I6

21 Avenue	Gravity Main	SGL61	Vitrified Clay Tile	200	12.2	1974-1978	12.2	J6
21 Avenue	Gravity Main	SGL62	Vitrified Clay Tile	200	91.5	1974-1979	91.5	J6
21 Avenue	Gravity Main	SGL63	Vitrified Clay Tile	200	123.0	1974-1980	123.0	J6
21 Avenue	Gravity Main	SGL64	Vitrified Clay Tile	200	105.0	1974-1981	105.0	J6
22 Avenue	Gravity Main	SGL65	PVC	200	8.1	2015		
22 Avenue	Gravity Main	SGL66	PVC	200	118.8	2015		
23 Avenue Close	Gravity Main	SGL67	Vitrified Clay Tile	200	76.8	Unknown	76.8	I6
23 Avenue Close	Gravity Main	SGL68	Vitrified Clay Tile	200	35.9	1977	35.9	I6
23 Avenue Close	Gravity Main	SGL69	Vitrified Clay Tile	200	85.6	1977	85.6	I6
23 Avenue Close	Gravity Main	SGL70	Vitrified Clay Tile	200	63.4	1977	63.4	I6
23 Avenue Close	Gravity Main	SGL71	Vitrified Clay Tile	200	76.2	1977	76.2	I6
23 Avenue Close	Gravity Main	SGL72	Vitrified Clay Tile	200	24.9	1977	24.9	I6
23 Avenue Close	Gravity Main	SGL73	Vitrified Clay Tile	200	26.0	1977	26.0	I6
23 Avenue Close	Gravity Main	SGL74	Vitrified Clay Tile	200	80.4	1977	80.4	I6
23 Avenue Close	Gravity Main	SGL75	Vitrified Clay Tile	200	77.8	1977	77.8	I5
25 Avenue	Gravity Main	SGL76	Vitrified Clay Tile	200	54.0	1977	54.0	H5 / H6
25 Avenue	Gravity Main	SGL77	Vitrified Clay Tile	200	88.9	1977	88.9	H5 / H6
25 Avenue	Gravity Main	SGL78	Vitrified Clay Tile	200	77.7	1977	77.7	H5 / H6
25 Avenue	Gravity Main	SGL79	Vitrified Clay Tile	200	81.1	1977	81.1	H5 / H6
25 Avenue	Gravity Main	SGL80	Vitrified Clay Tile	200	62.0	1977	62.0	H5 / H6
25 Avenue	Gravity Main	SGL81	Vitrified Clay Tile	200	70.0	1977	70.0	H5 / H6
20A Street	Gravity Main	SGL82	Vitrified Clay Tile	200	45.3	1977	45.3	H5
20A Street	Gravity Main	SGL83	Vitrified Clay Tile	200	54.5	1977	54.5	H5
20A Street	Gravity Main	SGL84	Vitrified Clay Tile	200	42.7	1977	42.7	H5
24 Avenue Close	Gravity Main	SGL85	Vitrified Clay Tile	200	25.0	1977	25.0	I5
24A Crescent	Gravity Main	SGL86	PVC	200	119.2	2004		
24A Crescent	Gravity Main	SGL87	PVC	200	147.2	2004		
24 Street Close	Gravity Main	SGL88	PVC	200	35.8	2004		
24A Street Close	Gravity Main	SGL89	PVC	200	98.1	2004		
24A Street Close	Gravity Main	SGL90	PVC	200	66.7	2004		
26 Avenue	Gravity Main	SGL91	Vitrified Clay Tile	200	92.9	1977	92.9	H5
26 Avenue	Gravity Main	SGL92	Vitrified Clay Tile	200	49.3	1977	49.3	H5
26 Avenue	Gravity Main	SGL93	Vitrified Clay Tile	200	57.9	1977	57.9	H5
26 Avenue	Gravity Main	SGL94	Vitrified Clay Tile	200	28.0	1977	28.0	H5
26 Avenue	Gravity Main	SGL95	Vitrified Clay Tile	200	11.6	1977	11.6	H5
Highway 2A	Gravity Main	SGL96	Assumed VCT	200	99.7	1977		
Highway 2A	Gravity Main	SGL97	Vitrified Clay Tile	200	100.4	1954-1977		
Highway 2A	Gravity Main	SGL98	PVC Assumed	250	97.8	1980		
Highway 2A	Gravity Main	SGL99	PVC Assumed	250	100.0	1980		
Highway 2A	Gravity Main	SGL100	Assumed VCT	250	99.0	1954		
Highway 2A	Gravity Main	SGL101	PVC Assumed	250	103.8	1980		
Highway 2A	Gravity Main	SGL102	PVC Assumed	250	137.0	1980		
Highway 2A	Gravity Main	SGL103	PVC Assumed	250	66.1	1980		
Highway 2A	Gravity Main	SGL104	PVC Assumed	250	15.2	1980		
Highway 2A	Gravity Main	SGL105	PVC Assumed	250	97.5	1980		
Highway 2A	Gravity Main	SGL106	PVC Assumed	250	13.0	1980		
Highway 2A	Gravity Main	SGL107	PVC Assumed	250	13.0	1980		
Highway 2A	Gravity Main	SGL108	PVC	250	98.0	1982		
21 Street	Gravity Main	SGL109	Vitrified Clay Tile	200	58.2	1977	58.2	I6
21 Street	Gravity Main	SGL110	Vitrified Clay Tile	200	33.0	1977	33.0	J6
21 Street	Gravity Main	SGL111	Unknown	200	100.8	1954	100.8	K6
21A Street Close	Gravity Main	SGL112	Asbestos Concrete	200	93.4	1977	93.4	J6
22 Street	Gravity Main	SGL113	PVC	200	99.0	2010		
23 Street	Gravity Main	SGL114	PVC	200	41.3	2010		
23 Street	Gravity Main	SGL115	PVC	200	55.7	2010		
23 Street	Gravity Main	SGL116	PVC	200	47.5	2010		
Range Road 10B	Gravity Main	SGL117	PVC	300	115.2	2010		
Range Road 10B	Gravity Main	SGL118	PVC	300	158.0	2010		
Range Road 10B	Gravity Main	SGL119	PVC	300	120.8	2010		
Range Road 10B	Gravity Main	SGL120	PVC	300	150.1	2010		
Range Road 10B	Gravity Main	SGL121	PVC	375	44.5	2010		
Range Road 10B	Gravity Main	SGL122	PVC	375	104.5	2010		
Range Road 10B	Gravity Main	SGL123	PVC	375	89.1	2010		
Highway 2 Crossing	Gravity Main	SGL124	HDPE	450	114.3	2010		
Amy Gardens	Gravity Main	SGL125	PVC	200	77.6	2007		
21 Avenue Back Lane	Gravity Main	SGL126	Vitrified Clay Tile	200	95.0		95.0	J5
					11469.4	4026.6		



Damaged pipe



Relined pipe



Liner conforms to previous shape



BUSINESS CASE FORM (Capital Budget 2025)

Phase 1 is the continuation of the project from the work completed in 2023 and 2024.

This phase extends the walking trail north from the junction of 21st Avenue & 22nd Street up to 25th Avenue.

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

Overview:

Project Type:	2025 Capital Project
Project Name:	Walking Trail (Phase 1 of plan)
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	Infrastructure and Asset Management This project is part of the long-term objective for the implementation of a "pathway paving plan".
Business Driver:	This project is a continuation of the 2022 Capital Project plan submitted to Council and the initial work completed in 2023. The walking trail project was broken down into 3 phases due to initial cost factors.

Operational / Community Need:

Opportunity Statement:	This investment delivers an important community amenity to the Town's residents. Phases 2 & 3 of the project have been well received by residents.
Project Outcome:	Completion of this phase completes the project.
Requirements:	Project Site Survey (completed) "One Call" utility locates (Telus required to relocate pedestals) Utility Crossing Agreement (completed) Mobilization, excavation, and grading. Supply of gravel base & asphalt (& topsoil for borders).
Assumptions:	none
Constraints:	Funding limits / approval from MSI / LGFF. Project costing is dependent on the findings of a project site survey. Width and depth of path are subject to site survey.
Dependencies:	All land has been identified as Town property.
Risk:	Specification does not meet City of Calgary standard specifications Minimal risk to operational service levels.

Proposal:

Recommendation:	<p>To contract with Border Paving for continuation of the implementation of the walking trail.</p> <p>An additional option to extend the walking trail as with a spur to provide a link through the existing alleyway to 23 Avenue Close (refer to diagram) has been approved by Council.</p>
Deciding Factor:	<p>1 Contractor has previously submitted cost estimates with guaranteed pricing for all stages of the project.</p> <p>2 Competitive Procurement Process completed in 2022.</p>
Cost:	<p>Cost \$99929.50. (net of GST)</p> <p>Optional Cost \$14812.25. (net of GST).</p> <p>ISL Project Management \$ 7000.00. (estimate)</p> <p>There no requirement in this phase for signposting.</p>
Contracting & Procurement:	<p>Performance Bond required.</p> <p>Certificate of third-party insurance required.</p> <p>Payment to be made in 3 stages:</p> <p>Progress Payment 1 / Progress Payment 2 / Holdback 10%</p>
Other relevant factors:	<p>Traffic Management is not required.</p> <p>Public Works assistance for:</p> <p>(i) resource as required.</p> <p>(ii) removal of sub grade material and topsoil (as required)</p> <p>Contractor is deemed to be prime contractor for OHS responsibilities and for OHS risk assessments.</p>

Project Implementation:

Project Manager(s):	ISL Engineering (with CAO oversight)
Project Start & End Date:	Spring / Summer 2025. (date tbc) (subject to contractor scheduling and availability and ground conditions)
Risk:	Minimal
Project Review Strategy:	ISL as Project Manager to liaise and report on progress made, unforeseen delays and issues directly with CAO.
Project Performance Measurement:	Success of project will be based on resident feedback / utilization of amenity.
Change Management:	Public Works responsible for future maintenance of the pathway (to include snow removal, sweeping, emptying of bins etc). Equipment was purchased in 2024 specifically for trail maintenance.

100

[illegible][illegible]

3

An aerial photograph showing a small boat in the water near a shoreline. A small building is visible on the shore. The image is oriented vertically.

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BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2025 Capital Project
Project Name:	Installation of new sidewalk and concrete swales.
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	<p>Infrastructure and Asset Management</p> <p>This project aligns with the strategy of ensuring that funding is available to upgrade existing infrastructure assets (road improvement).</p> <p>New tangible capital asset.</p>
Business Driver:	<p>This investment provides the missing link that connects the walking trail from the museum to the final phase.</p> <p>A paved sidewalk in this block provides a continuous walkway for pedestrians extending from the southern boundary to the north boundary of the Town.</p> <p>Concrete swales are required for effective storm water surface drainage on 20th Avenue and 21st Avenue.</p>

Operational / Community Need:

Opportunity Statement:	This project complements the final stage of the walking trail project.
Project Outcome:	This project provides additional road safety for pedestrians on an important school route.
Project Requirements:	<p>A survey is required of the property lines / public right of way easements.</p> <p>This has been completed.</p>
Constraints:	Funding limits / approval from MSI / LGFF.
Dependencies:	Public Works assistance may be required for barriers, safety signposting and traffic management.
Assumptions:	None

Proposal:

Recommendation:	To award to the lowest priced contractor.
Deciding Factor:	Best bid / contractor availability. A Request for Proposal has been submitted to 3 contractors.
Cost:	Cost \$49,000.00. (concrete sidewalk work) \$10,000.00 (asphalt repairs) There will be a requirement to make good the road surface either side of the concrete swales.
Contracting & Procurement:	Direct contract with appointed contractor subject to RFD Proposals received.
Other relevant factors:	All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

Project Implementation:

Project Manager(s):	Public Works with oversight from CAO.
Project Start & End Date:	Early Summer 2025. (subject to contractor scheduling)
Risk:	Traffic disruption – detours required.
Project Review Strategy:	Public Works to liaise directly with CAO and report on progress made / unforeseen issues / cost overruns.
Project Performance Measurement:	n/a
Change Management:	Asset Management Administrator to record and update asset schedules.

Attachments:

1. Concrete Work – Summary to Council

Concrete Work – Summary to Council

The Town has submitted a Request for Proposal to three contractors for concrete work.

Contractors were required to submitted proposal that cover all elements of:

- site surveys,
- project planning,
- costing & estimating
- project management,
- inspection & quality control,
- mobilization of equipment and resources.

The project scope included 8 items:

1 Concrete Swale

Junction 20th Avenue & 21st Street (south side)

Saw cut and remove road asphalt.

Install 1 metre concrete swale with reinforcing (east west direction)



2 Concrete Swale

Junction 20th Avenue & 21st Street (north side)

Saw cut and remove road asphalt.

Install 1 metre concrete swale with reinforcing (east west direction)



3 Concrete Swale

Junction 21st Avenue & 21st Street (south side)

Remove existing swale, saw cut and remove road asphalt.

Install 1 metre concrete swale with reinforcing (east west direction)



4 Concrete Swale

Junction 21st Avenue & 21st Street (north side)

Saw cut and remove road asphalt.

Install 1 metre concrete swale with reinforcing (east west direction)



5 Concrete Swale

Junction 20th Avenue & 22nd Street (north side)

Saw cut and remove road asphalt.

Install 1 metre concrete swale with reinforcing (east west direction)



6 Concrete Swale

Junction 20th Avenue & 22nd Street (south side)

Saw cut and remove road asphalt.

Install 1 metre concrete swale with reinforcing (east west direction)



7 New Sidewalk, Curb and Gutter

22nd Street (east side block between 20th Avenue and 19th Avenue)

Remove existing material (grass, gravel, concrete)

Preparation and installation of base material

Installation and forming of concrete sidewalk (approx. 84 metres by 1.5 metres) curb and gutter

Installation of steel reinforcement on alleyway and driveways (x2) aprons (as required)

Curb ramp, flare and lip required on each apron

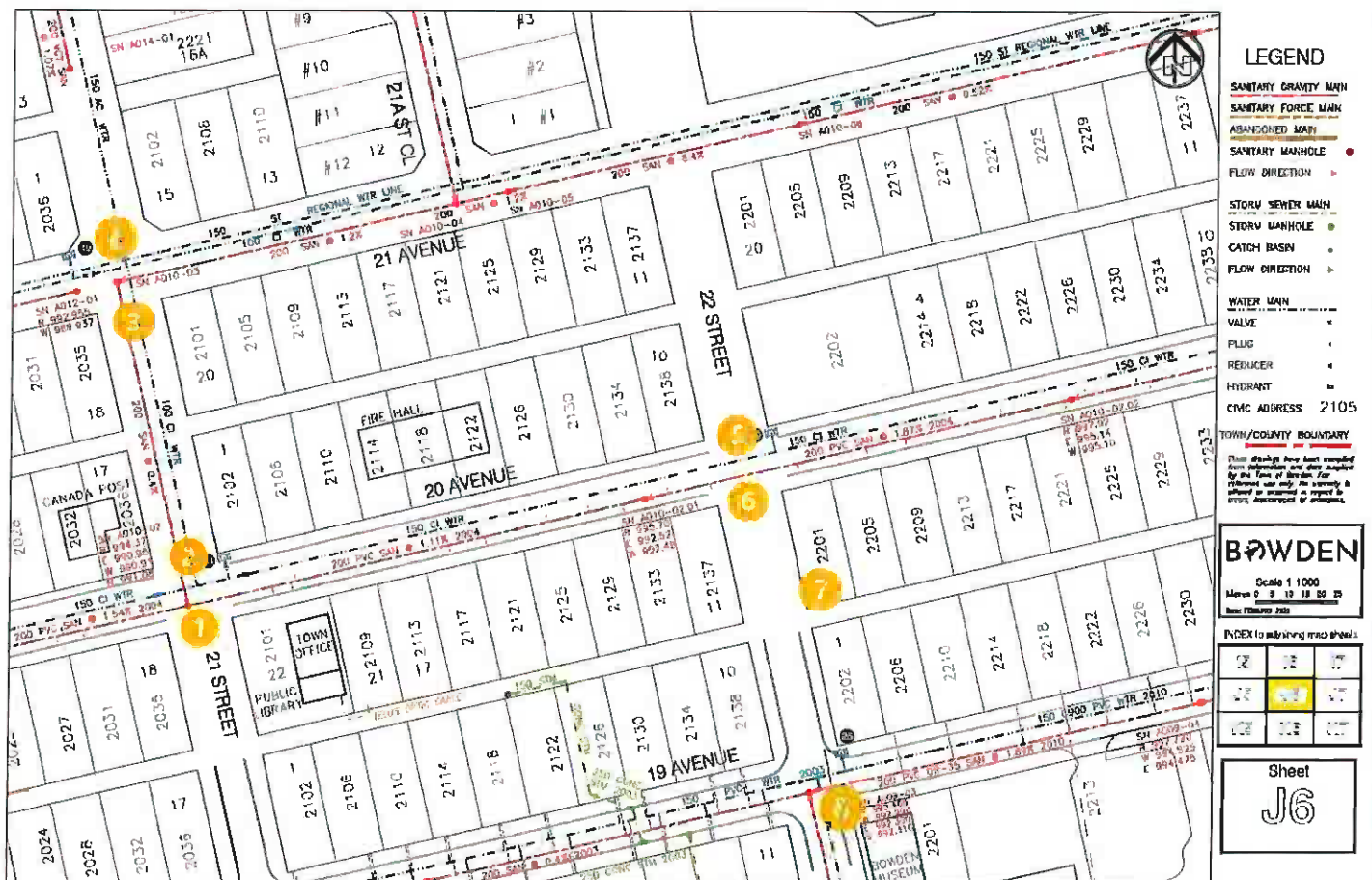
Curb ramp, flare and lip required on each end of sidewalk for wheelchair access.



8 New Curb Ramps

22nd Street (junction 22nd Street and 19th Avenue by museum)

Curb ramp, flare and lip required on end of sidewalk (x2) for wheelchair access.



BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2025 Capital Project
Project Name:	Solar Powered Crosswalk System
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	<p>Infrastructure and Asset Management</p> <p>This project aligns with the strategy of ensuring that funding is available to upgrade existing infrastructure assets (road improvement).</p> <p>New capital asset (not a replacement for an existing asset).</p>
Business Driver:	<p>This investment delivers an important community amenity that substantially improves pedestrian road safety at the junction of 20th Avenue (main street) and 22nd Street (school route).</p> <p>This project compliments the proposed new concrete sidewalk for the block from 19th Avenue to 20th Avenue.</p>

Operational / Community Need:

Opportunity Statement:	This project provides additional road safety for pedestrians particularly on routes to / from Bowden Grandview School (and across main street).
Project Outcome:	The additional of a second new crosswalk system to be installed on 20 th Avenue.
Project Requirements:	Road survey – confirmation of exact location of crossing posts.
Constraints:	Funding limits / approval from MSI / LGFF.
Dependencies:	Public Works assistance may be required for barriers, safety signposting and traffic Management.
Assumptions:	None made

Proposal:

Recommendation:	To contract direct with ATS Traffic.
Deciding Factor:	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
Cost:	Cost \$14143.58 net of GST. (subject to change) The cost includes installation but excludes: <ul style="list-style-type: none"> • cost of locates / hydrovac (if applicable). • road paint (as required)
Contracting & Procurement:	Direct (cash) purchase from supplier. Warranty is 5 years.
Other relevant factors:	Quotation is valid for 30 days from February 12, 2025. All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

Project Implementation:

Project Manager(s):	Jason Sahli
Project Start & End Date:	Summer 2025. (subject to contractor scheduling and availability)
Risk:	Traffic disruption (minimal)
Project Review Strategy:	Jason Sahli to liaise directly with CAO and report on progress made / unforeseen issues / cost overruns.
Project Performance Measurement:	n/a
Change Management:	1 Public Works to paint road / crossing markings. 2 Asset Management Administrator to record and update asset schedules. 3 Administration to update infrastructure diagrams.

Attachments:

1. Infrastructure Map J6 (crossing highlighted in orange).
2. Specification sheet



Home > Catalog > Traffic Calming > RRFB - Rectangular Rapid Flashing Beacons >
Carmanah Compact, Solar-Powered Rectangular Rapid Flashing Beacon - R920-E



**CARMANAH COMPACT, SOLAR-POWERED
RECTANGULAR RAPID FLASHING**



BEACON - R920-E

Product Code: 33120686

REQUEST A QUOTE

Carmanah Compact, Solar-Powered Rectangular Rapid Flashing Beacon - R920-E

Product Sheet

A low-cost, effective rectangular rapid flashing beacon (RRFB) to improve driver yield rates at unsignalized crosswalks, such as mid-block and trail crossings, roundabouts and more. Once actuated by a pedestrian, this solar-powered beacon alerts motorists with a quick, ultra-bright flash pattern (wig-wag + simultaneous or WW+S) that is highly visible in all roadway conditions. Designed with efficient solar energy management, the compact R920-E can operate reliably in northern locations where a typical solar-powered system would not be sustainable and would require frequent, avoidable battery replacements. RRFBs are proven to reduce pedestrian crashes by 47% (0.53 crash modification factor, or CMF) and increase driver yield rates between 73-96%.

Features

- MUTCDC compliant
- Mounts to various standard round and square pole sizes
- Simplified user interface for in-the-field programming
- Multiple accessible pedestrian signals (APS) pushbutton options
- Solar Power Report™ (SPR) prepared for every location to ensure long battery life
- Industry-leading 5-year system warranty

All Carmanah traffic beacon and sign systems provide:

- High performance LED signaling
- Easy installation and maintenance
- Reliable, long-lasting operation, even in harsh weather conditions

REQUEST A QUOTE

BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2025 Capital Project
Project Name:	Arena Building Upgrades
Finance Source:	Contingency Reserves 8-12-760-01
Alignment with Strategic Plan:	Infrastructure and Asset Management All Town buildings are tangible capital assets which are the responsibility of the Town to maintain.
Business Driver:	This project is a continuation of upgrades to the arena building and structures (a proactive program that commenced in 2023). A significant number of upgrades have been made over the past 2 years to replace and upgrade equipment that was in urgent need of upgrade, preventative maintenance or repair)

Operational / Community Need:

Opportunity Statement:	<p>This investment upgrades the upstairs viewing area within the arena and includes:</p> <ul style="list-style-type: none"> 1 installation of new commercial grade flooring (labour & materials), 2 construction of storage room (for tables & chairs), 3 construction of bar style tables and chairs (replacement of row of bleachers) 4 replacement plexi viewing glass. <p>This provides an updated viewing gallery and facility for special events rentals and tournaments.</p>
Project Outcome:	The compliments the upgrades made to the arena facilities in previous years.
Requirements:	
Constraints:	n/a
Dependencies:	n/a
Risk:	n/a

Proposal:

Recommendation:	To contract direct with appointed contractors.
Deciding Factor:	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
Cost:	Estimated Cost \$21500.00 (net of GST) Contingency \$2150.00 (10%) Actual cost may vary depending on cost of materials and fluctuations in availability.
Contracting & Procurement:	Direct purchase
Other relevant factors:	

Project Implementation:

Project Manager(s):	Annette Boomer
Project Start & End Date:	Spring / Summer 2025
Risk:	n/a
Project Review Strategy:	n/a
Project Performance Measurement:	n/a
Change Management:	Asset Management Administrator to record and maintain schedule of building improvements on AM schedules.

Attachments:

n/a

BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2025 Capital Project
Project Name:	Arena Equipment – Summer Activity Equipment
Finance Source:	Contingency Reserves 8-12-760-01
Alignment with Strategic Plan:	n/a
Business Driver:	To provide an additional community service within an existing Town facility.

Operational / Community Need:

Opportunity Statement:	This investment utilizes the arena facility throughout the spring / summer months and provides the community with additional recreational facilities.
Project Outcome:	The provision of purchase of this equipment provides arena workers with equipment that is fit for purpose.
Requirements:	Restructuring of Arena staff work schedules
Constraints:	n/a
Dependencies:	Availability of Arena staff.
Risk:	n/a

Proposal:

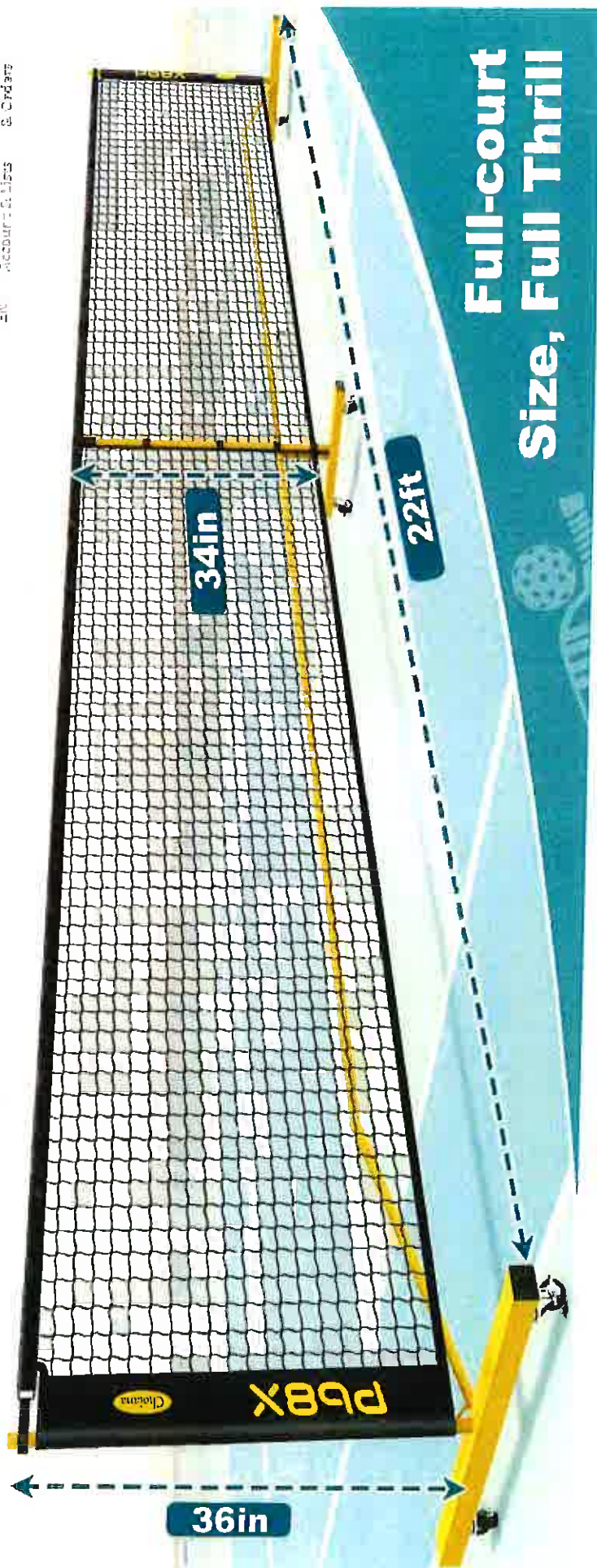
Recommendation:	To contract direct with Big Hill Services (& other suppliers)
Deciding Factor:	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
Cost:	Hockey Nets Estimated Cost \$2365.00 (net of GST) Pickleball Equipment (Nets & Paddles) Estimate \$500.00 Misc equipment \$100.00 Actual cost will vary depending on the provision of up-to-date quotation for hockey nets.
Contracting & Procurement:	Direct purchase
Other relevant factors:	The current hockey goal frames are ageing. These goals required rewelding earlier this year. The purchase of 2 new (professional) goal frames will provide new equipment for the arena for the 2025 / 2026 ice hockey season. Four (full size) goal frames will allow two floor hockey games to be played simultaneously (width to width on the concrete surface) in the summer months.

Project Implementation:

Project Manager(s):	Annette Boomer
Project Start & End Date:	Spring 2025
Risk:	n/a
Project Review Strategy:	n/a
Project Performance Measurement:	n/a
Change Management:	Asset Management Administrator to record equipment in small equipment register.

Attachments:

1 Pickleball Net example.



High-quality Pickleball Balls

The Choiana pickleball net set is included 4 set of pickleball balls, which is crafted with superior material and superb seam welding technology to achieve consistent fly pattern, a great of bounce and pop experience. So elevate your pickleball experience.

Superior Storage Bag

A durable bag is included to our pickleball set, so you can easy to tote around. This zipper bag can hold everything, and have strong handle allow to carry at ease. The bag can maximize the portability of the net, so you can play the pickleball anywhere.

BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2025 Capital Project
Project Name:	Arena Equipment – Gas Power Ice Edger
Finance Source:	Contingency Reserves 8-12-760-01
Alignment with Strategic Plan:	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to maintain / upgrade existing small equipment assets.
Business Driver:	An ongoing operational requirement to replace an item of existing equipment deemed to be at the end of its useful life (25 years old).

Operational / Community Need:

Opportunity Statement:	This investment is required as an ongoing requirement to identify and replace ageing items of capital equipment & machinery.
Project Outcome:	The purchase of this equipment provides arena workers with equipment that is fit for purpose.
Requirements:	
Constraints:	n/a
Dependencies:	n/a
Risk:	n/a

Proposal:

Recommendation:	To contract direct with Big Hill Services.
Deciding Factor:	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
Cost:	Estimated Cost \$6084.00 (net of GST) Actual cost may vary depending on the provision of up-to-date quotation.
Contracting & Procurement:	Direct purchase
Other relevant factors:	Replacement of ageing equipment (25 years old). Asset is at end of useful life (25 years) fully amortized. NBV = \$0.00 No resale value

Project Implementation:

Project Manager(s):	Annette Boomer
Project Start & End Date:	Spring 2025
Risk:	n/a
Project Review Strategy:	n/a
Project Performance Measurement:	n/a
Change Management:	Current asset to be disposed of. Asset Management Administrator to record and maintain schedule of plant & equipment on AM schedules.

Attachments:

1 Olympia specification sheet.

Standard OLYMPIA Edger Features:

- handle mount electric start
- Engine Brake Safety Handle
- Adjustable Cut depth control lever
- Engine Mounted independent of base
- Preset Cutting Angle
- 8 Carbide Tipped blades

BATTERY EDGER:

Width 16"
 Length 41"
 Height 37"
 Depth of cut 0" to 1/2"
 Width of cut 14"
 Batteries (3) Sealed Lead Acid Gel-Filled
 Weight 250 lb
 Electric Motor 3.1 kw
 Smart Charger and Cable Included

GAS EDGER:

Width 16"
 Length 41"
 Height 37"
 Depth of Cut 0" to 1/2"
 Width of Cut 14"
 Tank 1 litre
 Weight 106 lb
 Engine 190 cc
 InStart Batteries and Charger Included

PROPANE EDGER:

Width 16"
 Length 41"
 Height 37"
 Depth of Cut 0" to 1/2"
 Width of Cut 14"
 Propane tank 5 lb
 Weight 111 lb
 Engine 190 cc
 InStart Batteries and Charger Included

Air Quality & Ice Quality - You Can Have Both with the OLYMPIA Battery Edger

With sealed lead acid gel-filled batteries, eight carbide tipped blades and level controls at your finger tips the OLYMPIA Battery Edger delivers the finest, pollution free finish in the industry. Powered by a 3.1 kw motor, the OLYMPIA Battery Edger is totally non-polluting, environmentally friendly and provides more than 40 minutes of high performance edging between charging.



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Ease of use, safety, durability and efficiency are standard features in the OLYMPIA line of edgers. Featuring the latest in engine technology utilizing a 190cc 4-stroke engine offering 8.75 foot pounds of torque for clean efficient cutting. Combined with the Lithium Ion InStart technology and centralized controls in the handle the OLYMPIA Edgers meet all your ice edging needs.



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BUSINESS CASE FORM (Capital Budget 2025)

Overview:

Project Type:	2025 Capital Project
Project Name:	Genie Z45 Articulated Boom Lift
Finance Source:	Public Works Reserves 8-31-760-00
Alignment with Strategic Plan:	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to maintain existing infrastructure assets (machinery & equipment).
Business Driver:	To provide Public Works / Parks with a lightweight mobile aerial platform that can be used for tree maintenance, accessing gutters and eavestroughs, installing Christmas lights, replacing light fittings (arena / firehall) etc.

Operational / Community Need:

Opportunity Statement:	This investment provides a piece of equipment for use in a variety of tasks. In the past this equipment has been utilized on a rental basis. Having this type of equipment on hand provides for: <ul style="list-style-type: none">• more flexibility to respond to tasks as they arise,• improved workforce safety when working at heights,
Project Outcome:	The purchase of this equipment allows Public Works / Parks Department to efficiently maintain town buildings and the public parks.
Requirements:	Platform height 46 feet.
Constraints:	n/a
Dependencies:	n/a
Risk:	n/a

Proposal:

Recommendation:	To contract direct with Groundhog Sales & Rentals
Deciding Factor:	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
Cost:	Estimated Cost \$41000.00 (net of GST) This is used equipment. Actual cost will depend on availability of equipment at time of purchase.
Contracting & Procurement:	Direct (cash) purchase from distributor.
Other relevant factors:	This is an asset addition (not a replacement for an existing asset).

Project Implementation:

Project Manager(s):	Jason Sahli
Project Start & End Date:	Spring 2025
Risk:	n/a
Project Review Strategy:	n/a
Project Performance Measurement:	n/a
Change Management:	Asset Management Administrator to record and maintain addition of assets on AM schedules.

Attachments:

1. Sales Literature (generic)

Genie® Z[®]-45/25J DC

Specifications

Models	Z-45/25J DC	
Measurements	US	Metric
Working height max. ⁽¹⁾	51 ft 9 in	15.94 m
Platform height max.	45 ft 9 in	13.94 m
Horizontal reach max.	25 ft 1 in	7.65 m
Up and over clearance max.	23 ft 9 in	7.24 m
A Platform length	2 ft 6 in	0.76 m
B Platform width	6 ft	1.83 m
C Height - stowed (tires)	6 ft 7 in	2.00 m
D Length - stowed (tires)	22 ft 5 in	6.83 m
E Width	5 ft 10.25 in	1.79 m
F Wheelbase	6 ft 8 in	2.03 m
G Ground clearance - center	9.5 in	0.24 m

Productivity

Lift capacity max. - unrestricted	500 lb	227 kg
Platform rotation	160°	160°
Jib length	5 ft	1.52 m
Vertical jib rotation	135°	135°
Turntable rotation	355°	355°
Turntable tailswing	0 in	0 cm
Drive speed - stowed ⁽²⁾	3.0 mph	4.8 km/h
Drive speed - raised	0.61 mph	1.0 km/h
Gradeability - stowed ⁽²⁾	30%	30%
Tilt sensor activation (front to back/side to side)	2.5° - 4.5° / 4.5°	2.5° - 4.5° / 4.5°
Turning radius - inside/outside	6 ft / 14 ft	1.8 m / 4.27 m
Tires (solid, non-marking)	9 x 14.5 in	0.23 x 0.37 m

Power

Power	48V DC (8x6V 350Ah)	48V DC (8x6V 350Ah)
Auxiliary power unit	24V DC	24V DC
Hydraulic tank capacity	8 gal	30.3 L

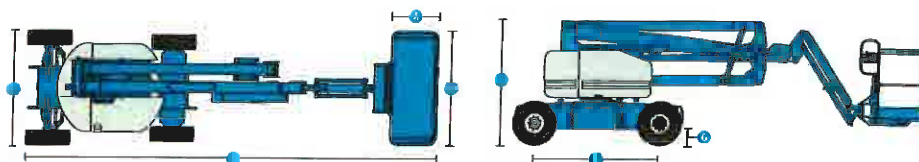
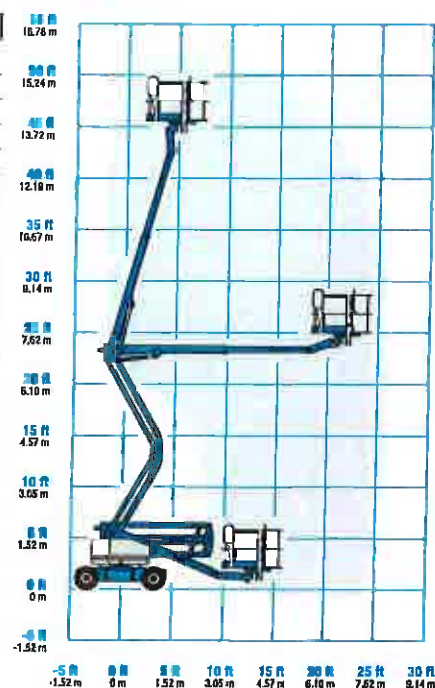
Weight⁽³⁾ and Floor Loading⁽⁴⁾

Weight (tires)	16,315 lb	7,400 kg
Tire contact pressure	100 psi	689 kPa
Occupied floor pressure (tires)	315 psf	15.08 kPa

Sound and Vibration Levels

Sound Pressure level (ground workstation)	< 70 dBA	< 70 dBA
Sound Pressure level (platform workstation)	< 70 dBA	< 70 dBA
Vibrations	8 ft 2 in/s ²	2.5 m/s ²

Range of motion Z-45/25J DC



- (1) The metric equivalent of working height adds 2 m to platform height. The Imperial equivalent adds 6 ft to platform height.
 (2) Gradeability applies to driving on slopes and may vary depending on options and machine configurations. See operator's manual for details regarding slope ratings.
 (3) Weight refers to standard configuration and may vary depending on options and/or country standards.
 (4) Floor loading information is approximate and may vary depending on options and machine configurations. It should be used only with adequate safety factors.

Regular Council Meeting: April 14, 2025.	Agenda Item: 10.a to 10.f
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): as per content

Agenda item 10**Content:**

- 10.a** Ric McIver, Minister, Municipal Affairs (Letter dated March 12, 2025)
- 10.b** Ric McIver, Minister, Municipal Affairs (Letter dated February 26, 2025)
- 10.c** Ric McIver, Minister, Municipal Affairs (Letter dated April 8, 2025)
- 10.d** Red Deer County Protective Services (March Enforcement Contract)
- 10.e** Mountain View Hospice Society (Fundraiser Request)
- 10.f** Olds Healthcare Fundraising Committee (Fundraiser Request)



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118376

March 12, 2025

Dear Chief Elected Officials:

As you are aware, changes to the *Local Authorities Election Act (LAEA)* in *Bill 20, the Municipal Affairs Statutes Amendments Act, 2024*, came into force on October 31, 2024. One of these changes prohibits the use of tabulators, voting machines, vote recorders, and automated voting systems in local elections.

This change inadvertently created a lack of clarity regarding whether Elector Assistance Terminals (EATs) would be permitted in upcoming local elections. As you may know, an EAT is an assistive voting machine that enables electors with visual or physical disabilities to vote independently and privately. EATs are not connected to the Internet or another network and create a paper ballot that records the vote cast by the elector. EATs were offered in some local jurisdictions in the 2021 general elections and to electors in the 2023 provincial general election.

Our government is planning to bring forward *LAEA* amendments in spring 2025 to clarify that local authorities may, by bylaw, offer EATs to electors. In order to offer EATs in the 2025 general local elections, a local authority will be required to pass a bylaw by June 30, 2025.

If you have any questions regarding this upcoming change, please reach out to Municipal Affairs staff by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000) or via email at ma.advisory@gov.ab.ca.

Sincerely,

Ric McIver
Minister



ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Calgary-Hays

AR118277

February 26, 2025

Dear Chief Elected Officials/Associations/Library Boards/Regional Services
Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The *Provincial Priorities Regulation* (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A



Province of Alberta
Order in Council

O.C. 041/2025

FEB 26 2025

ORDER IN COUNCIL

Approved and ordered:

Stakhani

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Provincial Priorities
Regulation set out in the attached Appendix.

FILED UNDER

THE REGULATIONS ACT

as ALBERTA REGULATION 21/2025

ON February 26 2025

[Signature]
REGISTRAR OF REGULATIONS

CHAIR

[Signature]

For Information only

Recommended by: President of Executive Council

Authority: Provincial Priorities Act
(section 4)



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

April 8, 2025

I am pleased to share that today, our government tabled Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*. Bill 50 makes amendments to the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, *New Home Buyer Protection Act (NHBPA)*, and the *Safety Codes Act (SCA)* to modernize municipal processes.

The proposed amendments will strengthen local governance and reduce conflict by repealing code of conduct provisions and granting Ministerial authority to establish procedures of council. The amendments also clarify the accountability of chief administrative officers and strengthen oversight authorities of appointed Official Administrators.

Also included are amendments regarding Intermunicipal Collaboration Frameworks (ICFs) which would clarify the required content of ICFs and strengthen the dispute resolution process to ensure ICFs are adopted and implemented effectively.

Changes are also proposed to the *LAEA* to clarify administrative requirements in advance of the October 2025 municipal and school board elections. In addition, we are allowing for the use of elector assistance terminals which enable voters who live with visual or physical impairments to vote independently and privately. We are also proposing amendments to residency requirements so that residents displaced by last year's wildfire in Jasper can vote and run for office, provided they intend to return to the community.

Finally, proposed changes to the *NHBPA* and the *SCA* address stakeholder concerns with the current new home buyer protection program, the quality of new homes, affordability, and red tape.

I invite you to read Bill 50. A copy of the Bill can be found here: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>. Additional information about the proposed amendments is also available here: www.alberta.ca/modernizing-municipal-processes.

.../2



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

I will be hosting a town hall for stakeholders to share additional information and answer questions about the proposed amendments. The town hall will take place virtually on April 16, 2025, at 6:00 PM. Please send the names and email addresses of your representative(s) who will attend to ma.engagement@gov.ab.ca. Individuals identified by your organization will receive a link ahead of the town hall.

Sincerely,

Ric McIver

Ric McIver
Minister



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

April 1, 2025

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: March Enforcement Contract

Please be advised for the month of March, Red Deer County Patrol Officers spent 11 hours and 2 minutes in the Town of Bowden.

The 7 tickets were issued during patrols conducted between 0600-2100:

- 2025-03-10 at 07:22 hrs – Speeding in Playground Zone
- 2025-03-10 at 07:05 hrs – Vehicle Fail to have Two Headlamps
- 2025-03-15 at 12:11 hrs – Drive Unregistered Motor Vehicle
- 2025-03-17 at 07:13 hrs – Speeding in Playground Zone
- 2025-03-17 at 07:40 hrs – Fail to Produce Insurance
- 2025-03-17 at 07:40 hrs – Drive Unregistered Motor Vehicle
- 2025-03-20 at 12:09 hrs - Speeding in a Playground Zone

There was 1 complaint received in the month of March.

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

On behalf of: Sgt. Irv Heide

Sincerely,

CPO Levi Simcoe
A/Patrol Manager,
Red Deer County, Protective Services



Mountain View Hospice Society

5026 51 Street, Box 4231, Olds, AB T4H 1P8

403-586-9992

Charitable #: 83517-7403 RR0001

Email: admin@hospiceolds.com

March, 2025

To Whom It May Concern,

I hope this message finds you well. I am reaching out on behalf of the organizing committee for the 2025 Golf Classic Fundraiser, an annual event (June 12, 2025) dedicated to raising critical funds for the Mountain View Hospice Society (MVHS). We are seeking the generous support of local businesses and community members, either as sponsors or active participants.

The past few years have brought significant challenges, particularly within the healthcare sector. Families relying on the hospice suites at Seasons Encore have felt the impact of these changes deeply. Despite these obstacles, we remain steadfast in our mission to provide exceptional, compassionate palliative care at no cost to those in need.

As part of our ongoing efforts to sustain and expand these vital services, we are hosting our annual Golf Classic this June. We would be honored if you would consider contributing an item for our silent auction. Events like this are crucial to our fundraising efforts, and your donation would play a vital role in helping us continue our work.

We understand that times are challenging for many businesses, and we deeply appreciate any support you can provide. Whether it's a gift for the silent auction or a financial donation, your contribution will make a significant difference in the lives of the families we serve.

If you have any questions or would like more information about the event, please feel free to contact me, Charlene Wilson, at admin@hospiceolds.com or 403-586-9992, or reach out to our Executive Director, Mary Marshall, at ed@hospiceolds.com or 403-415-9850. You can also visit our website at www.olds hospice.com for more details.

Thank you for considering supporting the Mountain View Hospice Society. Your generosity ensures that we can continue to provide essential palliative care to families in our community.

Warm regards,
Charlene Wilson
Business Operations Coordinator
Mountain View Hospice Society

CAO

From: info
Sent: March 27, 2025 3:07 PM
To: CAO
Subject: FW: Sponsorship/Silent Auction Opportunities with Mountain View Hospice Society
Attachments: 2025 SPONSORSHIP PACKAGE.Version 2.3.pdf; Silent Auction Ask.Golf.2025March.pdf

Jen Masching
Tax & Utility Administrator
Phone: 403-224-3395
Fax: 403-224-2244
Email: reception@bowden.ca



From: Charlene Wilson <Charlene@hospiceolds.com>
Sent: March 27, 2025 2:57 PM
To: info <info@bowden.ca>
Subject: Sponsorship/Silent Auction Opportunities with Mountain View Hospice Society

Good afternoon Council,

We are excited to share the Mountain View Hospice Society's **Sponsorship and Silent Auction Opportunities** for the year! Your support is invaluable in helping us provide essential programs and services, including grief and bereavement support, healthy aging initiatives, and compassionate care for families in our community.

If you would like more details or wish to secure your sponsorship early, please don't hesitate to reach out—I would be happy to assist.

You could also sponsor a team to play in our golf tournament.

Thank you for your generosity and commitment to our cause. Together, we can continue making a meaningful difference in the lives of those we serve.

I have attached a copy of our Sponsorship package as well as an letter asking for a donation to our silent auction for our upcoming golf tournament.

Please feel free to contact me with any questions or for more information.

Warm regards,

Charlene Wilson

Business Operations Coordinator

403-586-9992

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Charlene Wilson

Business Operations Coordinator

5026 51 Street, Box 4231, Olds, AB T4H 1P8

Phone: 403-586-9992

Website: www.olds hospice.com



Mountain View Hospice Society

2025 SPONSORSHIP PACKAGE

Your assistance greatly contributes to enabling individuals to approach the end of their lives with the same peace, happiness, and dignity with which they lived their lives.



For more information, please contact Mary Marshall @ 403-415-9850 or ed@hospiceolds.com

WE ARE AN INVESTMENT YOU CAN TRUST

HELPING PEOPLE LIVE UNTIL THEY DIE

OUR MISSION

To provide quality, compassionate care in a home like setting for those facing chronic and terminal illness by offering physical, psychological, emotional, spiritual and educational support to individuals, their families and community at the end of life and during bereavement.

Year	New Clients per year/ Includes consults	Total Clients Served
2020	78	407
2021	77	484
2022	60	544
2023	70	614
2024	100	714

We are dedicated to delivering top-tier palliative care within Mountain View County and its neighboring regions. Our comprehensive range of programs and services encompass hospice care, bereavement support, and NavCARE assistance for individuals and families confronting palliative and chronic illnesses. Furthermore, we offer free support during times of bereavement and grief.

To achieve these objectives, we depend on a team of compassionate, well-trained volunteers who generously contribute their expertise and care to those in need, alongside the financial support of our local community.

For more information, please contact Mary Marshall @ 403-415-9850 or ed@hospiceolds.com

GRIEF & BEREAVEMENT

The Society offers personalized weekly bereavement support and group sessions each spring and fall, providing a safe and compassionate space for healing. Our skilled Bereavement Facilitators are dedicated to guiding individuals through the challenges of losing a loved one, fostering resilience, connection, and hope throughout their journey toward healing.

Year	New	Current
2021	24	38
2022	15	31
2023	10	24
2024	53	55

NAV-CARE

Nav-CARE's specially trained volunteer navigators enhance healthy aging and support for those with chronic or terminal illnesses by connecting individuals to community resources, services, and offering compassionate emotional and social support. This free program fosters well-being, independence, and meaningful connections, improving quality of life for individuals and their families.

Year	New	Current
2021	10	28
2022	8	26
2023	26	45
2024	79	88

CLIENT SERVICES

VOLUNTEER DRIVER PROGRAM

The Volunteer Driver Program provides compassionate transportation for individuals with chronic or terminal illnesses. Trained volunteers offer reliable rides to medical appointments, treatments, or grocery trips, ensuring clients maintain access to essential services. This program fosters independence and connection, easing the burden on families and enhancing the quality of life.

HOSPICE SUPPORT

Mountain View Hospice Society's trained palliative care volunteers provide compassionate support at home, hospice suites or in hospitals. Offering holistic care—addressing physical, emotional, spiritual, and educational needs—they assist individuals and families during life's final stages, ensuring comfort and dignity while fostering connection within the community.

LET'S GO HIKING



HIKE FOR
HOSPICE

OLDS HIKE SPONSORSHIP

Sunday, May 4th 2025 @ 9:30 a.m.

Benefit	Platinum \$3500	Gold \$2000	Silver \$1000	Bronze \$500
Opportunities	1	3	Unlimited	Unlimited
Option to speak at event	✓			
Company Banner placement (you provide)	Unlimited	At registration table		
Logo on e- signature promoting the event one month before the event	✓			
Company logo featured prominently on all marketing materials and websites	✓	✓		
Pre-hike mention on our website and radio	✓	✓		
Multiple social media mentions pre-hike	✓	✓		
Name on scheduled email blasts pre and post-hike	✓	✓	✓	✓
Post-hike thank you at event, on social media, on our website, and in print	✓	✓	✓	✓
Proud sponsor graphic provided	✓	✓	✓	✓
Company volunteer opportunity at the event	✓	✓	✓	✓



For more information, please contact Mary Marshall @ 403-415-9850 or ed@hospiceolds.com

LET'S GO HIKING



HIKE FOR
HOSPICE

DIDSBURY HIKE SPONSORSHIP

Sunday, May 4th 2025 @ 9:30 a.m.

Benefit	Platinum \$3500	Gold \$2000	Silver \$1000	Bronze \$500
Opportunities	1	3	Unlimited	Unlimited
Option to speak at event	✓			
Company Banner placement (you provide)	Unlimited	At registration table		
Logo on e- signature promoting the event one month before the event	✓			
Company logo featured prominently on all marketing materials and websites	✓	✓		
Pre-hike mention on our website and radio	✓	✓		
Multiple social media mentions pre-hike	✓	✓		
Name on scheduled email blasts pre and post-hike	✓	✓	✓	✓
Post-hike thank you at event, on social media, on our website, and in print	✓	✓	✓	✓
Proud sponsor graphic provided	✓	✓	✓	✓
Company volunteer opportunity at the event	✓	✓	✓	✓



For more information, please contact Mary Marshall @ 403-415-9850 or ed@hospiceolds.com



OTHER WAYS TO SUPPORT

- **Donate an item for our silent auction for our Golf Classic**
- **One time donation or monthly donations through Canada Helps**
 - **Plan a third party fundraiser**
 - **Plan a legacy**
- **Provide a gift to name a space and/or a program**
 - **Provide a gift in memory of a loved one.**
- **Donate items to Nu2U Community Thrift Store**
 - **Sponsor one of our programs listed above**
 - **Become a Volunteer**

- » **Join the Board of Directors**
- » **Join our events committee and/or Client Services**
 - » **Become a client support volunteer**
- » **Volunteer at Nu2U Community Thrift Store**

For more information, please contact Mary Marshall @ 403-415-9850 or mary@nu2u.ca or www.nu2u.ca

GOLF TOURNAMENT SPONSORSHIP

Thursday, June 12th, 2025

Our annual golf tournament is a great opportunity to showcase your business while supporting a fun, engaging event in your community. We have a wide variety of sponsorship options that may suit your needs and your budget.

	Platinum Presenting Sponsor \$6000	Gold Prize Sponsor \$3000	Silver Golf Cart Sponsor \$2500	Bronze Welcome Sponsor \$1500	Breakfast Sponsor \$1000	Happy Cart Sponsor \$1000	Hole in One Sponsor \$750	Hole Sponsor \$750	Lunch Hole Sponsor Provide Food	Online Auction Sponsor \$500
Opportunities	1	1	1	SOLD	1	SOLD	2	9	3	SOLD
# of entry fees included	8	4	2							
Opportunity to speak & present @ reception	✓	✓								
Company banner placement (you provide)	Unlimited	At your hole	Name & Logo on golf cart	Registration table	Breakfast table		At Hole	At Hole	At Hole	Auction table
A-Stand Signage (we provide)	5	4	2							
Opportunity for hole engagement	✓	✓								
Opportunity for volunteer participation	Several	Several	Several	Registration table	Breakfast table	Driving Happy Cart	At Hole	At Hole	At Hole	
Recognition on radio ads & in print	✓	✓	✓							
Recognition on all social media platforms	✓	✓	✓	✓	✓	✓				
Proud sponsor graphic provided	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

For more information, please contact Mary Marshall Executive Director at 403-415-9850 or ed@hospiceolds.com

PLATINUM SPONSOR (Presenting)

\$6,000

1 Opportunity

Includes:

- 8 entry fees, including carts
- Opportunity to speak & present @ reception
- Company banner(s) placed on site (you provide)
- 5 coroplast H-stands (we provide)
- Opportunity for hole engagement
- Opportunity for volunteer participation
- Recognition on radio & all social media platforms
- Proud sponsor graphic provided & sized for social media

GOLD SPONSOR (PRIZE)

2 Opportunities

\$3,000

1 still Available

Includes:

- 4 entry fees, including carts
- Opportunity to speak & present @ reception
- Name & logo @ prize holes & on prize table
- 4 coroplast H-stands signage (we provide)
- Opportunity for volunteer participation
- Recognition on radio & all social media platforms
- Proud sponsor graphic provided & sized for social media



SILVER SPONSOR (Golf Cart)

\$2,500

1 Opportunity

- 2 entry fees, including carts
- Name & logo on golf cart
- Option for company swag giveaway on cart
- 2 coroplast H-stands signage (we provide)
- Opportunity for volunteer participation
- Recognition on radio & all social media platforms
- Proud sponsor graphic provided & sized for social media



BRONZE SPONSOR (Registration Table)

\$1,500

1 Opportunity

Includes:

- Company banner at registration table (you provide)
- Opportunity for volunteer participation (at registration table)
- Recognition on all social media platforms
- Proud sponsor graphic provided & sized for social media



BREAKFAST SPONSOR

\$1,000

1 Opportunity

Sold \$500

Includes:

- Company banner (you provide) at breakfast table
- Opportunity for volunteer participation (at breakfast table)
- Recognition on all social media platforms
- Proud sponsor graphic provided & sized for social media

HAPPY CART SPONSOR

\$1,000

1 Opportunity

Includes:

- Name & logo on happy cart
- Opportunity for volunteer participation (driving happy cart)
- Cart will have coffee w/ Baileys in the morning and beer in the afternoon
- Recognition on all social media platforms
- Proud sponsor graphic provided & sized for social media



HOLE SPONSOR

\$750

10 Opportunities

Includes:

- Set up booth & company banner (you provide) at your hole
- Opportunity for volunteer participation
- Proud sponsor graphic provided & sized for social media

Sold 1



HOLE IN ONE SPONSOR

\$1,000

2 Opportunities

Includes:

- Set up booth & company banner (you provide)
- Opportunity for volunteer participation
- Proud sponsor graphic provided & sized for social media



LUNCH HOLE SPONSOR PROVIDE FOOD

3 Opportunities

Includes:

- Provide food for the golfers at your hole location
- Set up booth & company banner (you provide) placed at your hole
- Opportunity for volunteer participation at your hole
- Proud sponsor graphic provided & sized for social media

ONLINE AUCTION SPONSOR

\$500

1 Opportunity

Includes:

- Name & logo on silent auction table
- Logo placement on online auction link
- Proud sponsor graphic provided & sized for social media



OLDS MEMORIAL BUTTERFLY RELEASE SPONSORSHIP

Sunday, July 13, 2025

Our beautiful and sacred gathering offers a space for friends, family, and especially children to express their final goodbyes in a peaceful and healing manner.



Seasons
RETIREMENT COMMUNITIES

TITLE SPONSOR

\$2,000

- Company banner placement (you provide)
- Company logo featured prominently on all marketing materials & website
- Pre-butterfly release mention on our website & radio
- Multiple social media mentions pre-butterfly release
- Name on schedule email blasts pre and post-butterfly release
- Post-butterfly release thank you at event, social media, our website, and in print
- Proud sponsor graphic provided
- Company volunteer opportunity during event

Butterfly Sponsor

\$1,000

- Name on schedule email blasts pre and post-butterfly release
- Post-butterfly release thank you at event, social media, our website, and in print
- Proud sponsor graphic provided
- Company volunteer opportunity during event



A Favor to Support Our annual fundraiser- Barn Dance 2025

Dear Friend,

The Olds Healthcare Fundraising Committee is a dedicated not-for-profit organization focused on enhancing healthcare through essential equipment upgrades and impactful community programs. This year, we are excited to host our largest fundraiser at the Olds College Alumni Centre on May 10, 2025.

Our goal is ambitious: we aim to raise \$250,000 for the 2025 Hospital Capital Project, dedicated to advancing healthcare initiatives for Senior Care.

Your support is crucial. As valued neighbors and business leaders, you can play a key role in our 2025 Capital Project Senior Care Campaign, helping to ensure that quality healthcare is available right here at home. The Barn Dance is not just a fun evening; it's a powerful opportunity to highlight the importance of an enhanced healthcare network, vital for our community's well-being. There are multiple ways you can contribute to this significant cause.

Become an Event Sponsor (Please see attached 'Levels of Sponsor Recognition' all details)

Purchase two (2) tickets (Scan QR Code or call us for ticket drop off)

Donate to our Online, Silent, and Live Auction

Make a cash donation or sponsorship towards the event or our campaign

For any questions or to purchase physical tickets, please contact **Jin Dupuis at 403-921-1556**. If you'd like to make a donation, complete the attached form and email it to info.oldshefc@gmail.com, or call for pick-up arrangements.

Together, we can elevate our hospital to be a leader in healthcare innovation, ensuring quality care for generations to come.

Thank you for your support!

Jinell Dupuis
Administrative Coordinator/ Marketing
Olds Healthcare Fundraising Committee





LEVELS OF SPONSORSHIP & RECOGNITION

GOLD SUPPORTER

WITH YOUR SPONSORSHIP OF \$1,500 YOU WILL RECEIVE

Name on individual sign at the event (option to bring own branded sign)

1 sponsor group social media post

4 individual social media post

2 radio ad shout out

2 live group shout-out during the event

Recognition in the event

Recognition in the Olds Healthcare Fundraising Committee Newsletter and Website

Tax receipt for amount donated

SILVER SUPPORTER

WITH YOUR SPONSORSHIP OF \$1,000 YOU WILL RECEIVE

Name on sponsor group sign at event

1 sponsor group social media post

1 individual social media post

1 live group shout-out during the event

Recognition in the event

Recognition in the Olds Healthcare Fundraising Committee Newsletter and Website

Tax receipt for amount donated

BRONZE SUPPORTER

WITH YOUR SPONSORSHIP OF \$800 YOU WILL RECEIVE

Name on sponsor group sign at event

1 donor group social media post

1 live group shout-out during the event

Recognition in the event

Tax receipt for amount donated

UNIQUE SPONSORSHIP OPPORTUNITIES

LIQUOR CHEST

\$500

Donations In kind are always welcomed and the value of the item(s),
equipment or device will be tiered to the sponsorship level.

Olds Fundraising Committee Annual Barn Dance



Sponsor/Donor Name:

Please print or type name/sponsor exactly as you would like it to appear in print

Receipt Name:

Please print or type SPONSOR name exactly as you would like it to appear on Official Receipt

Address:

City:

Province:

Postal Code:

Phone: ()

Fax: ()

Email:

Print Name:

Signature:

Date:

☐ **CASH DONATION**

☐ **SPONSORSHIP**

Amount: \$

Donation will go directly to Senior Care Campaign

Payment Type:

☐ Cheque

☐ MasterCard

☐ Visa

Card Number:

Expiry Date:

/

CCV#

Name as it appears on the card:

AUTHORIZING SIGNATURE:

☐ **GIFT IN KIND**

(SILENT AUCTION OR RAFFLE
ITEMS)

Fair Market Value: \$

Description:

Signature verifying value: _____

Please attach documentation indicating fair market value of service/product donated.

Barn Dance proceeds will benefit:

Senior Care Campaign

Olds HealthCare Fundraising Committee (www.oldshealthdonations.com)

Ph: 403-556-3505

Received: _____

Initial: _____

Office Use Only

Entered: _____

Initial: _____

100% of every Donation goes directly to Healthcare in Olds and surrounding areas.

Bony McCurdy	401 550 3595
Sylvia Hunter	401 550 7442
Liz Mills	401 318 0326
Joan Quabson	401 550 0415
Ed Hill (Jean)	401 550 5226
Doreen Wilson	401 580 4533
Monika Schneider	603 763 1717
Peggy Abdalla	410 854 0601
Timothy Apple	250 215 8512
Carol Edwards	604 922 0588
Daniel M. Cullney	607 723 9455

Please reach out to us to discuss our impact to healthcare within our community and how you can contribute now and in the future.



SCAN ME

Office 401 550-3595
 Address 2801 57 Ave Circle AB T 9H 1T4
 Email OldsHealth@gmail.com
 Website www.oldshealthfunctions.com



**FUNDRAISING
COMMITTEE**

MEETINGS HELD EVERY 3RD THURSDAY
 Assuring quality healthcare, close to home,
 for generations to come



Agenda item 10 (continued)**Alternative Motions:**

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

Motion by Councillor _____ that Council accepts agenda items 10.a, to 10.d as information.
With regard to agenda items 10.e and 10.f (Fundraiser Requests) Council will _____

Regular Council Meeting: April 14, 2025.	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s) 1 CAO's Report

Content:**Agenda item 11.a (CAO's Report)**

Regular Council Meeting: April 14, 2025	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s):

CAO's Report

1 Road Traffic Incident (update)

With regard to the road traffic incident involving a town vehicle by the cemetery the Town's Insurance Company has given approval to replace both the damaged cemetery gates and the headstone.

A new cemetery gate has now been installed.

2 Community Engagement Software Application (update)

Administration has received training on use of the new community engagement app.

Town Administration has nominated 5 persons to download the new app. Throughout April they will receive test notifications and respond with feedback on a test basis.

Administration has received adverting material to promote the new app. This will commence in May.

3 Firehall

The appointed structural engineer has completed his investigation.

Administration has requested that the structural engineer provides a list of recommended construction companies that can be contacted in order to provide quotations on the work required.

4 Land Use Bylaw Consultancy

Administration has contacted two planning consultancies to obtain quotations for the provision of professional services for the revision of the Town's Land Use Bylaw.

These submitted proposals will be reviewed under closed session of Council.

5 Alberta Environment & Parks (AEP)

Administration has met with representatives from Alberta Environment & Parks to review the current water / wastewater operations and to discuss the regulatory procedures required for any extension of the water and wastewater systems within the Town.

6 Bylaw Enforcement

Administration has met with the Director of Protective Service (Town of Olds) to prepare an outline agreement with regard to the contracted services of a Bylaw Officer.

The task of updating the Town's Traffic Bylaw has been identified as a primary task.

7 Summer Students

Administration has interviewed 3 candidates for the position of "Summer Student" to provide additional resource to the Parks Department in the summer months.

Administration has made a formal offer of employment to 2 of the candidates.

8 Pumphouse SCADA Software

Public Works have received refresher training from Johnson Controls on the SCADA software.

(SCADA = Supervisory Control and Data Acquisition, a system that uses networked data communications and sensors to monitor and control the equipment in the Pumphouse according to predetermined logic, settings and parameters).

9 MVRWSC AGM

The CAO and the Mayor attended the Mountain View Regional Water Services Commission AGM and regular Board Meeting on April 9, 2025 in Innisfail.

10 Town Buildings Environmental Assessments

JJP Environmental has conducted a HAZMAT survey to collect samples of building materials / finishes suspected to contain PCB's and other metals.

This follows on from the asbestos sampling conducted in 2024.

The buildings surveyed included:

- Firehall,
- Town Administration Office,
- Town Library,
- Igloo Arena

This is a requirement to satisfy PS3280 Public Sector Asset Retirement Obligations which places a requirement on the Town to provide provisions within the Audited Financial Statements to cover the removal and abatement of hazardous materials.

11 Municipal Elections (Forms)

The Province has now updated and made available the latest versions of the election forms.

The Returning Officer will need to update the Candidate Information Pack and provide new copies to those 9 residents who have received a copy of the pack.

12 RCMP Policing Priorities 2025 – 2026

The Town has signed an Acknowledgement Agreement with the RCMP confirming the policing priorities for the coming year, these being:

- 1 Crime Reduction
- 2 Police Visibility
- 3 Traffic Safety

13 Dog Licencing

Administration has written to dog owners (who have not purchased a dog licence in 2025) to remind them of the requirement to do so.

14 Emergency Management**14.1**

The CAO and the Director of Emergency Management have had a second meeting with the Regional Field Officer from the Alberta Emergency Management Agency.

Lorne Thompson will attend the meeting of the Emergency Advisory Committee scheduled for Tuesday April 15, at 7:00pm.

14.2

The CAO and the Director of Emergency Management attended a meeting of the Red Deer Regional Emergency Management Partnership in Innisfail on April 4, 2025.

This partnership provides emergency management planning for regional emergencies affecting the communities of Bowden, Delburne, Elnora, Innisfail, Penhold, Red Deer County and the City of Red Deer.

Each partner is required to conduct a tabletop exercise in preparation for the functional exercise scheduled for June.

The purpose of the functional exercise is to discuss plans, policies and procedures among the regional partners to increase familiarity with each others plans.

14.3

The CAO and the Director of Emergency Management attended the Emergency Management "tabletop" exercise conducted by Red Deer County on April, 9, 2025.

The emergency situation was the failure of the Dickson Dam. Participants were required to provide input into key events occurring within specific time periods broken down into three modules, Preparedness, Response and Recovery.

The main purpose behind the Town attending this exercise was to gain an insight into how RDC conducted this exercise.

The Town will be required to conduct the same tabletop exercise as a precursor to the Regional Functional Exercise scheduled for June.

14.4

The CAO and the Director of Emergency Management are finalising the Emergency Response Plan for the Arena.

Administration has purchased a "One Plan Emergency Readiness" checklist specifically for ammonia emergencies.

In addition, copies of the publication "30-minute standard emergency control guide" have been purchased from the Ammonia Safety and Training Institute. These will form part of the Arena Emergency Response Plan.

15 Training

The CAO has registered for 4 webinar courses provided by Alberta Municipal Affairs under the Municipal Affairs Administrators Training Initiative (MAATI).

These courses are:

- | | |
|--------------------------------|--------------------------|
| • Electronic Council Meetings, | completed April 7, 2025 |
| • Elections Database Training, | completed April 8, 2025 |
| • Legislative Compliance, | scheduled April 15, 2025 |
| • Municipal Inspections. | scheduled April 28, 2025 |

Information gained during the Electronic Council Meetings webinar has proved useful for the revision to the Council Procedural Bylaw.

Information gained during the Elections Database Training webinar is relevant for the forthcoming municipal election and the online reporting requirements for the Returning Officer.

16 Planning & Development

The CAO has met with representatives from Red Deer County Planning & Development Office.

The purpose of the meeting was to formally meet and make introductions with the new Town planner.

Administration and Red Deer County will work together to develop enhanced operating procedures on matters relating to planning and development.

Administration staff will attend a training session with Red Deer County Planning & Development Office on April 29, 2025.

The purpose of this training is to enhance the level of in-house knowledge with the aim of providing an increased level of first line support for when planning applications / queries are received in the Town Administration Office.

17 Ongoing / Future Tasks

An update on ongoing tasks is provided below:

- i. Emergency Response Plan for Arena (ABSA audit requirement), **WIP**,
- ii. Liaison with Structural Engineer (Firehall) **WIP**,
- iii. Completion of 3 Year Financial Plan **WIP**,
- iv. Emergency Management Bylaw revision,
- v. Traffic Bylaw revision.

Agenda item 11.a CAO's Report (continued)**Recommended Motion:**

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

Regular Council Meeting: April 14, 2025.	Agenda Item: 11.b / 11.c
Prepared by: Arno Glover	Approved by: Mayor Robb Stuart
Report Type: Information	Attachment(s): As per content

Agenda Item 11 b / 11.c**Content:****11.b****Council Committee Reports**

No reports submitted.

11.c**Society & Other Reports**

- i. Rural Municipalities of Alberta Convention (report)
(report submitted by Mayor Robb Stuart)
- ii. Family & Community Support Services Board Meeting (April 1, 2025)
(report submitted by Mayor Robb Stuart)
- iii. Mountain View Regional Water Services Commission Meeting (March 12, 2025)
(report submitted by Mayor Robb Stuart)
- iv. Parkland Foundation Board Meeting (February 6, 2025)
(report submitted by Councillor Sandy Gamble)
- v. South Red Deer Regional Wastewater Commission (March report)
(report submitted by CAO Arno Glover)
- vi. Alberta Counsel (Legislative Session Summary March 24 to 27)
(report submitted by CAO Arno Glover)
- vii. CAEP Strategic Plan (2025 to 2027)
(report submitted by CAO Arno Glover)
- viii. Parkland Foundation Financial Statements (Year End 2024)
(this report is available to view in hard copy print on the Councillors desk)

The following report is provided under separate cover (confidential)

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

- ix. Bowden Friendship Club (Annual General Meeting Minutes March 27, 2025)
(report submitted by Marie Flowers)

Note:

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

RMA Convention

March 17

Recreation Cost Sharing Agreements Leduc County

Counties have multiple urbans to reach agreements with.

Operating costs based on population and per capita usage.

Villages – 70% funding Towns -40 to 70% Cities – 15%

Cost shares are specific to municipalities.

Will contribute capital funding. Need full disclosure before project is initiated. Construction plans and costs.

Expected operating costs, usage and benefits. Will help accessing grants. Monitor inflation and contingency.

Non-profit organizations can apply for funding. Will also lend technical and labor support.

Annual operating costs. Partial payment during year and full payment after audit.

Find urban municipalities do not want to work together and expect Counties to support all individual projects.

March 18

RMA's Wildfire Working Group Report

Report on how RMA members are working together and with province to lessen the number and the impact of wildfires

Mackenzie County Floodplain initiative

Discussion on how Mackenzie County is trying to be proactive and assist affected communities when the Peace River floods.

STARS

Presentation of the benefits of STARS and how to contribute.

Royal Canadian Mounted Police

Presentation on how RCMP are making progress with habitual criminals and how the Police Funding Model is helping.

Resolution Session

Sixteen resolutions were presented and discussed. Ten resolutions were passed and six were defeated. A copy of resolution session is at the workstation.

March 19

Minister of Municipal Affairs (Ric McIver)

Looking for open and frank conversations. Permit approval. If you haven't received an answer in 90 days, then the permit is approved. There will be enhanced provincial fire services funding. There will be Code of Conduct amendments.

Premier Smith

Appreciates and looks forward to working with RMA. Focus will be on minimizing proposed tariffs. Will cut taxes for families. Provinces need to cooperate with each other and cut red tape.

Q and A

Q-Equitable gaming funding. A-Province needs to correct.

Q-Help with agri-tariffs A-Will try to help

Q-Help with industrialization A-Counties need less red tape.

Q-More rural funding A-Per capita, cities are not getting enough

FCM president

Working on behalf of all members. Will focus on tariffs threat.

Ministerial Forum #1

Rajan Sawhney, Rebecca Schulz, Adriana LaGrange,

Mickey Amery, Dan Williams, Mike Ellis, Devin Dreesen

Paint Earth Q-Truck driver training issues. A Will investigate

Ponoka Q-Service rights enforcement. A-Will investigate

Slave Lake Q-Issues with Hwy. 44 A- Money approved for work

Westlock Q-Funding for bridges. A-Will try to cooperate

Taber Q-Provincial road cooperation A- Will work on it

Lacombe Q-Fracking during drought A-Trying to stop fresh water use

Rockyview Q-Hwy 1 intersection A-Will deal with it today

Bonnyville Q-Addiction housing A-In progress

Stettler Q-Integrated water program A-Looking to cut red tape
Bonnyville Q-Will Mike Ellis visit ROTC center A-Yes
St. Paul Q-Prosecuting criminals. A-Federal but working on it
Big Lakes Q-More focus on Northern Alberta A Already getting more
Mountain View Q-Temporary Diversion License A- Being investigated
Q-Streamline immigration for health care A-being done
Pincher Creek Q-Heavy traffic on access roads A-Will investigate
Kneehill Q-Travel nurses protocols A-Already working on it
Northern Sunrise Q Electricity inequities A- Minister working on it
Minburn Q-Pension plan reform A-No new information

Ministerial Forum #2

Nathan Nuedorf, R.J. Sigurdson, Brian Jean, Todd Loewen,
Matt Jones, Dale Nally, Muhammad Yaseen

Lacombe Q- Direct selling natural gas A-Already investigating
St. Paul Q-Protect canola industry A -Federal but are working on it
Big Lakes Q-Day care facility issues A-Will fast track
Newell Q Initiative for diverse markets A-Trying to be proactive
Northern Lights Q-Nuclear power initiative A Federal working on it
Bonnyville Q-Building code reform A-Will try to cooperate.
Two Hills Q Casino funding inequality. A-Being worked on
Yellowhead Q-FCSS funding A-No more funding available
Stettler Q-More access to service A-Will try to alleviate
Yellowhead Q-Fast track gravel permits A-Moving ahead.
Clearwater Q-Wildfire working group A-Input is being analyzed
Sterling Q-Changes to gas and utilities act A-Making positive change
Q-Provincial priorities act A-Trying not to duplicate funding
Q-Cutting of trees in provincial park A-Will investigate
Flagstaff Q-11 million owed by oil companies A- More enforcement
Northern Lights Q-ICF changes A-Will be done by May, 2025.

Family and Community Support Services Board Meeting

April 1, 2025

Agenda of adopted as amended - Alberta family initiative.

Program Specialist report (Jason Klinck)

Grant to Clearview Meadows for \$452.50.

Cormac Russell virtual presentation will be on April 8 at the Pidherney Center at 8:00 p.m. Invitation sent to 150 individuals.

Bobby-Jo Standard and Jason will be attending a conference in Lloydminster from April 30th to May 2nd.

Deadline for Spring Intake is April 15th. Volunteers will review applications on April 25th.

FCSSAA Spring meeting will be held in the Lacombe Memorial Center (Country Room) on May 21st. All day sessions will include zone updates, presentations and interactive learning. Lunch will be provided.

RSVP by the end of April.

Capacity Building Project

Assist in building the capacity of prevention based organizations. Host learning sessions at already set quarterly meetings to assist organizations in building community relationships and provide contacts.

Springbrook Playgroup

Motion carried to provide \$2500 to supplies to setup a weekly playgroup for children under 5 at the Springbrook Family Resource Center. Program will see a partnership with the Innisfail Family Resource Network.

Brain Builder Video

Video on childhood brain development and how positive influences can have long term effects on children. How active children (sports, clubs, and other social activities help



Red Deer & District
FCSS Board Meeting
February 4, 2025

1. CALL TO ORDER

Dick Lemke, Chair call the meeting to order at 5:22 p.m.

2. APPROVAL OF THE AGENDA

2.1. Approval of the March 4, 2025 Meeting Agenda

Moved by Councillor Sandy Gamble, seconded by Anyawa Okpo

Resolved that the Agenda for the March 4, 2025 meeting of the Red Deer & District FCSS Board be approved, as circulated.

IN FAVOUR: Councillor Dana Depalme, Councillor Cameron Galisky,
Councillor Sandy Gamble, Councillor Chad Krahn, Councillor
Christine Moore, Dick Lemke, Anyawa Okpo

ABSENT: Councillor Jeff Bourne, Councillor Lisa Ferguson, Councillor
Cindy Jefferies, Sheyi Olubowale, Gordon Thomas

MOTION CARRIED

3. APPROVAL OF THE MINUTES

3.1. Approval of the February 4, 2025 Meeting Minutes

Moved by Councillor Dana Depalme, seconded by Councillor Cameron Galisky

Resolved that the Minutes of the February 4, 2025 meeting of the Red Deer & District FCSS Board be approved.

IN FAVOUR: Councillor Dana Depalme, Councillor Cameron Galisky,
Councillor Sandy Gamble, Councillor Chad Krahn, Councillor
Christine Moore, Dick Lemke, Anyawa Okpo

ABSENT: Councillor Jeff Bourne, Councillor Lisa Ferguson, Councillor
Cindy Jefferies, Sheyi Olubowale, Gordon Thomas

MOTION CARRIED

Councillor Jeff Bourne arrived late to the meeting at 5:23 p.m.

Red Deer & District
FCSS Board Meeting
February 4, 2025**4. REPORTS****4.1. Program Specialist Update**

Jason Klinck, Program Specialist - Safe & Healthy Communities and Bobby-Jo Stannard, Community Development Superintendent presented this item.

4.2. Cost Sharing 2024 Amendments

Moved by Councillor Cameron Galisky, seconded by Councillor Chad Krahn

Resolved that the Red Deer & District FCSS Board having considered the March 4, 2025 report re: 2024 FCSS Year End Financials Amendment from Administration hereby approves the amendment to the 2024 FCSS Year End Financials, as presented.

IN FAVOUR: Councillor Jeff Bourne, Councillor Dana Depalme, Councillor Cameron Galisky, Councillor Sandy Gamble, Councillor Chad Krahn, Dick Lemke, Councillor Christine Moore, Anyawa Okpo

ABSENT: Councillor Lisa Ferguson, Councillor Cindy Jefferies, Sheyi Olubowale, Gordon Thomas

MOTION CARRIED

4.3. Regional Project 2025

Moved by Councillor Sandy Gamble, seconded by Councillor Jeff Bourne

Resolved that the Red Deer & District FCSS Board having considered the March 4, 2025 report re: 2025 Regional Project Memo from Administration hereby funds the proposed regional project up to \$20,000

IN FAVOUR: Councillor Jeff Bourne, Councillor Dana Depalme, Councillor Cameron Galisky, Councillor Sandy Gamble, Councillor Chad Krahn, Dick Lemke, Councillor Christine Moore, Anyawa Okpo

ABSENT: Councillor Lisa Ferguson, Councillor Cindy Jefferies, Sheyi Olubowale, Gordon Thomas



Red Deer & District
FCSS Board Meeting
February 4, 2025

4.4. Spark Review

Kirby Brigden, Research and Evaluation Coordinator presented this item

5. NEXT MEETING

The next meeting of the Red Deer & District FCSS Board is scheduled for Tuesday, April 1, 2025, at 5:00 p.m., Crimson Star Meeting Room, 2nd floor, City Hall.

6. ADJOURNMENT

Moved by Councillor Chad Krahn, seconded by Councillor Christine Moore

Resolved that the Tuesday, March 4, 2025, meeting of the Red Deer & District Family and Community Support Services Board be adjourned at 6:20 p.m.

IN FAVOUR: Councillor Jeff Bourne, Councillor Dana Depalme, Councillor Cameron Galisky, Councillor Sandy Gamble, Councillor Chad Krahn, Dick Lemke, Councillor Christine Moore, Anyawa Okpo

ABSENT: Councillor Lisa Ferguson, Councillor Cindy Jefferies, Sheyi Olubowale, Gordon Thomas

MOTION TO ADJOURN CARRIED

Chair

Legislative Advisor

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION
March 12, 2025

All members in attendance.

Chairman, CAO, Operations Director, Technical Manager, Finance
presented, discussed and accepted for information.

Pivotal LLP – Draft audit review. Accepted for information.

Review of drought management strategy and proposed
MVRWSC water restrictions. Accepted for information and will
be sent to member municipalities for feedback.

Review of Bylaws 2021-3 and 2025-1. Motion to amend and
resubmit.

Letter from Municipal Affairs explaining the Provincial Priorities Act.

A copy of the act is available for review at the workstation.

The Annual General Meeting is scheduled for April 9th in Innisfail.

Comparative Income Statement Attached

10

Mountain View Regional Water Services Commission
Comparative Income Statement
As at February 28, 2025

	Actual February 1 to February 28, 2025	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2025 to Dec. 31, 2025
REVENUE					
Water Sales - Town of Innisfail	\$ 143,910.00	\$ 314,906.65	0.89	\$ 352,787.46	\$ 2,075,220.38
Water Sales - Bowden Institution	16,017.24	33,340.04	0.82	\$ 40,732.95	239,605.61
Water Sales - Town of Bowden	16,486.10	34,189.90	0.99	\$ 34,480.18	202,824.61
Water Sales - Town of Olds	162,241.10	344,293.40	0.83	\$ 417,073.97	2,453,376.28
Water Sales - Town of Didsbury	75,437.95	159,547.40	0.83	\$ 192,256.68	1,130,921.63
Water Sales - Town of Carstairs	63,824.70	135,699.75	0.84	\$ 162,282.03	954,600.16
Water Sales - Town of Crossfield	77,561.75	163,354.25	0.90	\$ 180,658.88	1,062,699.32



Drought Management Strategy

BACKGROUND

MVRWSC has two current diversion licenses from the Red Deer River;

- 1975-07-02-0 – for 8,070 acre-feet (9,954,198 m³) annually
 - No restrictions on this license for diversion
- 2001-11-26-010 – for 3,380,995 m³ annually (MV and RV Counties)
 - Flows in the river must meet or exceed the WCO of 16 m³/s for this license to be able to divert

INTRODUCTION

Water restrictions provide the means for reducing water usage during times when source water (river water) is limited. The purpose of restrictions is to limit non-essential use so water is available for essential uses such as human consumption, sanitation, firefighting, etc. The intent of restrictions is to resolve short-term supply shortages and are not intended to address long term supply issues.

RESTRICTION ACTIVATION

Restrictions will be activated when water demand exceeds the capabilities of the source water supply in the Red Deer River. This condition will often be associated with periods of drought causing declining reservoir levels (Dickson Dam) with the inability to recover even during nonpeak use times. The MVRWSC Chairman, CAO and Director of Operations will evaluate supply and usage conditions, in consultation with the Province of Alberta, and determine if restrictions are necessary and which level of restriction should be enforced.

WATER ALLOCATIONS

Allocations will be calculated using the available supply and population statistics from the Government of Alberta Municipal Affairs to determine a per capita supply. This is outlined in Appendix A of the Water Supply Agreement. Each member municipality and customer will be responsible for bringing usage levels within the available per capita supply.



RESTRICTION NOTIFICATION

MVRWSC will communicate restriction levels and allocations to member municipality administration as outlined in the Water Supply Agreement and non-member customers will be notified as per their Agreement. Member municipalities and customers are responsible for public notice of restrictions. MVRWSC will give as much advance notice of restrictions as possible.

RESTRICTION ENFORCEMENT

Member municipalities are responsible for the enforcement of restrictions within their respective jurisdictions. MVRWSC will enforce restrictions placed on non-member customers.

RESTRICTION LEVELS

MVRWSC will issue restriction level advisories as recommended measures to reduce demand. However, member municipalities and customers are only required to bring usage within their prescribed allocation. The restrictions used may vary between municipalities with some using less or more stringent restrictions to meet their allocated supply. Voluntary reductions below allocations are encouraged and would serve member self-interests by reducing the duration and severity of restrictions.

Recommended water restrictions for each member municipality are as follows:

Restriction Level 1 Recommendation

The following residential uses are permitted only during even numbered days at even numbered addresses and odd numbered days at odd numbered addresses:

- Lawn watering
- Filling of swimming pools and spas
- Filling of fountains and other water features
- Washing of Outdoor surfaces (driveways)

Mountain View Regional Water Services Commission**Restriction Level 1A Recommendation**

The following residential uses are permitted only during even numbered days at even numbered addresses and odd numbered days at odd numbered addresses between the hours of 7:00pm and 9:00am for 1 hour:

- Lawn watering
- Filling of swimming pools and spas
- Filling of fountains and other water features

Restriction Level 1B Recommendation

The following residential uses are permitted at even numbered addresses on Mondays and Thursdays and odd numbered addresses on Tuesday and Friday between the hours of 8:00pm and 8:00am for 30 minutes:

- Lawn watering
- Filling of swimming pools and spas (topping off only)
- Filling of fountains and other water features (topping off only)

Restriction Level 2 Recommendation

The following residential uses are not permitted:

- Lawn watering
- Filling of swimming pools and spas
- Filling of fountains and other water features
- Washing of vehicles, homes, driveways, windows, patios, paths, boats, etc.
- Use of water toys

The following non-residential uses are not permitted:

- Lawn watering (except for turf farms)
- Washing driveways, paths, patios, windows, etc.

Restriction Level 3 Recommendation

The following residential uses are not permitted:

- Lawn watering
- Watering gardens and flower beds

Mountain View Regional Water Services Commission



- Filling of swimming pools and spas
- Filling of fountains and other water features
- Washing of vehicles, homes, driveways, windows, patios, paths, boats, etc.
- Use of water toys

The following non-residential uses are not permitted:

- Lawn watering (including turf farms)
- Washing driveways, paths, patios, windows, etc.
- Bulk water sales
- Use by commercial nurseries and market gardens
- Use by commercial car wash facilities
- Limiting commercial, industrial and institutional use

Restriction Level 4 Recommendation

Only residential use for consumption, preparation of food, sanitary and hygienic purposes is permitted.

Only essential commercial, industrial and institutional use permitted such as hospitals, fire fighting, etc.

RESTRICTION EXEMPTIONS

Exemptions to these restrictions may be granted if the user can demonstrate reasonable need. Uses eligible for exception within each member municipality will be at the discretion of each respective member and forwarded to the Commission for review. MVRWSC Chairman and CAO will evaluate and issue exceptions for non-member customers. All exceptions granted will be approved in writing.

RESCINDING & ADJUSTMENT of RESTRICTIONS

MVRWSC Chairman, CAO and Director of Operations will evaluate supply and usage conditions and determine if restrictions are necessary or if restriction levels or allocations require adjustment.

Approved by MVRWSC Board of Directors _____

OUTDOOR

WATER RESTRICTION

STAGES

Do your part!

Stay informed on water restrictions and understand what actions you need to take. Updates will be shared on The City's social media, website and through local media.

The City's role

We'll monitor conditions and determine when restrictions need to be implemented or adjusted. Where possible, we will also reduce water use in our operations.

Enforcement

We strive to take an education-first approach about the importance of reducing water, rather than enforcement. Fines can range from \$250 to \$2,500, plus disconnection of water service.

reddeer.ca/drought



MYRWS 1 1A 1B 2

STAGE 1		STAGE 2		STAGE 3		STAGE 4	
VOLUNTARY restrictions		MANDATORY restrictions		MANDATORY restrictions		MANDATORY restrictions	
WATERING	Sprinklers and irrigation	Even numbered addresses: Even days of the month Odd numbered addresses: Odd days of the month Watering is allowed from: 7 p.m. to 9 a.m. for 1 hour <i>*Newly planted lawn can be watered on all days at any time for 3 hours for 3 weeks after planting</i>	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Watering is allowed from: 8 p.m. to 8 a.m. for 30 mins	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Watering is allowed from: 8 p.m. to 8 a.m. for 30 mins	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Watering is allowed from: 8 p.m. to 8 a.m. for 30 mins	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Watering is allowed from: 8 p.m. to 8 a.m. for 30 mins	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Watering is allowed from: 8 p.m. to 8 a.m. for 30 mins
	Hoses with spray nozzle (only for gardens, trees and shrubs)	YES	YES	YES	YES	YES	YES
	Hand Watering	YES	YES	YES	YES	YES	YES
	Vehicles	Only at car wash	Only at car wash	Only at car wash	Only at car wash	Only at car wash	Only at car wash
WASHING	Swimming pools and hot tubs	YES	YES	YES	YES	YES	YES
	Ponds, fountains, water parks and water features	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Filling and refilling allowed from: 7 p.m. and 9 a.m.	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Filling and refilling allowed from: 7 p.m. and 9 a.m.	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Filling and refilling allowed from: 7 p.m. and 9 a.m.	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Filling and refilling allowed from: 7 p.m. and 9 a.m.	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Filling and refilling allowed from: 7 p.m. and 9 a.m.	Even numbered addresses: Mondays & Thursdays Odd numbered addresses: Tuesdays & Fridays Filling and refilling allowed from: 7 p.m. and 9 a.m.
CLEANING	Outdoor surfaces (driveways, decks, patios, etc.)	YES	NO	NO	NO	NO	NO

MINUTES

Board Members	Connie Huelsman, Board Chair Red Deer County	Ken Denson Town of Penhold	Jul Bissell Village of Elnora
	Dale Dunham Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations
	Vern Woitas, (regrets) Finance and Payroll, The Bethany Group		

1.	Call to Order The meeting was called to order at 10:00 am by Chair Huelsman.	
2.	Review of Agenda PF 25-02-01 MOVED by S. Gamble to Approve the February 6, 2025 Agenda as presented. CARRIED	
3.	Approval of Minutes PF 25-02-02 MOVED by T. Wilson to Approve the December 5, 2024 Organization meeting and Regular meeting minutes as presented. CARRIED <i>Chair Huelsman and CEO Beck approved the use of their electronic signatures.</i>	
4.	Correspondence	
	a.	ASCHA – Home for Housing Conference Sandy confirmed to attend, Dale will advise by next week.
	b.	Audit Planning Letter
	PF 25-02-03 MOVED by D. Dunham to accept the correspondence as information. CARRIED	
5.	Reports	
	a.	Financial Reports

		N/A Audit activities occurring
	b.	<p>Occupancy Report – to December 31, 2024</p> <p>Summary report for 2024. Autumn Grove full. Maintenance has developed a schedule to get units rent ready (units that need refurbishment after move-outs).</p> <p>PF 25-02-04 MOVED by J. Bissell to accept the occupancy report as presented. CARRIED</p>
	c.	<p>CAO Report</p> <p>Lodge events, thanks to Sandy who was able to attend the Christmas event. Menus and Meals on Wheels update.</p> <p>Capital projects update Bowden community housing unit ongoing, boilers complete at Autumn Grove, Dodd's Lake boilers/air units submitted to GoA once approved will go to tender.</p> <p>Audit 2024, 2025 Senior income amounts, ASCHA conference information.</p> <p>Recent announcements on the official transition to Assisted Living Alberta with a stand-up date of April 1. Compliance and monitoring and palliative care will stay with health and capital division now with SCSS and ADM Williams.</p> <p>Met with Maggie Carrol shared information on the organization.</p> <p>PF 25-02-05 MOVED by K. Denson to accept the CAO report for information. CARRIED</p>
6.	New Business	
	a.	
7.	Previous Business	
	a.	<p>Project planning</p> <ul style="list-style-type: none"> - ADM Williams supports information being included in this business plan cycle.
8.	<p>Next Meeting</p> <p>Regular meeting Thursday March 27, 2025 at 10:00 am, via Zoom.</p>	
9.	<p>Adjournment</p> <p>PF 25-02-06 MOVED by S. Gamble to adjourn the February 6, 2025 meeting at 10:25 am. CARRIED</p>	

March 7, 2025

Ms. Carla Beck
Chief Administrative Officer
Parkland Foundation
4035 – 50 Ave
Innisfail, Alberta T4G 1B1

Dear Ms. Beck:

The provincial *Budget 2025* was formally announced on February 27th and we are pleased to provide your 2025 Alberta Social Housing Corporation (ASHC) Social Housing, Lodge Assistance Program , and Capital Maintenance & Renewal budgets.

These targets will supersede the interim 2025 ASHC budget information that was provided to you in mid-December and the correlated funding provided towards your operations in the 1st quarter of 2025. Changes to your monthly funding will begin in April 2025 to match the increases in our 2025-26 ASHC fiscal cycle.

The ASHC recognizes the importance of the contribution from the Government of Canada to the social housing programs in Alberta. The funding provided in the Social Housing Agreement and the Canada Community Housing Initiative is part of the National Housing Strategy and provides funding to improve housing affordability.

For more information on the Canada Community Housing Initiative and the National Housing Strategy, please visit: <https://www.cmhc-schl.gc.ca/en/nhs>.

Social Housing Operating Budget

Your 2025 approved operating program deficit budget is **\$125,712**.

The ASHC monthly funding received for the January – March (Interim) period will continue through the remainder of 2025.

- January – December Monthly Payment **\$ 10,476**

Your 2025 budget should provide options for keeping units open and addressing rising operating costs, such as utilities, staffing, supplies and other expenses. In addition, this increase in funding may allow flexibility towards other housing related initiatives including tenant support worker(s), operating maintenance, staffing compliments, etc.

Ms. Carla Beck
Parkland Foundation

As in the past, HMBs are at liberty to adjust revenues and expense categories between properties within your Social Housing Budgets while balancing to your approved operating budget target. In the next couple of weeks, you will be provided with site-level budget templates. Please complete and return your 2025 site-level budget reallocations to your Housing Advisor by **June 30, 2025**.

Lodge Assistance Program (LAP)

In 2024, the ASHC returned to the LAP grant funding methodology based solely upon your February 28 snapshot and submissions.

LAP rates are being increased by a cost-of-living increase to assist with increasing operating costs (including new initiatives like tenant support workers) and the minimum monthly disposable income increase to \$365 from \$357 per month for residents within the Seniors Lodge Program. Similar to past years, you will see the adjustment to your LAP grant for the new rates and 2025 eligible resident count starting July 1st. Your monthly LAP grant for January to June 2025 will remain unchanged and is based on final eligible resident counts from 2024.

The new rates provided by ASHC are increasing as follows:

- LAP and Unique Homes are increased from \$20.50 to **\$21.50**,
- Small Lodge Grant rate is increased from \$9.00 to **\$9.50**,
- Cottage rates are increased from \$3.00 to **\$3.50**.

We appreciate your cooperation in submitting only the lodge residents through the Housing Partner Portal. Continuing Care Type B (formerly Designated Supportive Living) residents are not eligible for LAP. They may be eligible to receive the Supplementary Accommodation Benefit (SAB) to assist with the Continuing Care – Residential accommodation charges.

Capital Maintenance & Renewal (CMR)

Department staff are reviewing the 2025 Provincial Budget and your submitted CMR projects identified within your current business plan submission. Decisions on funding availability for both ASHC Owned Assets and Non-ASHC Owned Assets will be forthcoming.

The approvals considered age, condition, impact of failure and facility component priorities (i.e., life safety, building envelope, mechanical, electrical, environmental sustainability, etc.). As per our process, the CMR proposed projects are reviewed by Infrastructure and Treasury Board & Finance (TBF). Proposed CMR projects from other Ministries follow a similar process.

2024 Surplus Carryovers

In previous years, a request to carryover surplus funds from one fiscal cycle to the next fiscal cycle was completed. This is a result of your operations being in favourable position compared to your approved budget. To streamline the process and as per Section 22(1) of the Management Body Regulation and Administration Regulation (MBOAR) "*A management body shall transfer to the Minister all or any portion of the surplus from its operating budgets in each fiscal year as required by the Minister.*"

Surplus funds, resulting from an improvement when compared to your operating budgets, can be transferred into your Deferred Operation Reserve Fund (DORF) to be used for future years within your operational requirements in your Community Housing and Seniors Self-Contained portfolio. The transfer in, and future usage, of DORF funds will be detailed on your annual financial statements (Statement of Changes in Deferred Operating Reserve Fund) and can be discussed with your Housing Advisor if clarification is needed.

The approved operating "budgeted" surplus required to be transferred to the Minister will be confirmed in your annual audit review letter in addition to the expected balance in your DORF as per ASHC records.

Section 4.4 of the Management Body Handbook will include more clarification.

Stronger Foundations – Affordable Housing Strategy

2024 was the third year of implementation of *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. The strategy outlines changes needed to provide safe, stable, affordable housing for an additional 25,000 households.

For a review of the five key goals to be achieved over the next 10 years and a progress update, please go to [Stronger Foundations](#).

Budget 2025 continues to provide additional funding to build, deliver and support affordable housing options as part of Alberta's Stronger Foundations strategy.

Overall

We appreciate your continued efforts in working within your approved budgets with minimal impact to the services provided to tenants and ensure that units remain operational.

Section 21 of the *Management Body Operation and Administration Regulation* notes that expenditures must be made within approved budgets. ASHC has limited funding for contingency and HMBs will be held accountable to manage operations within their

Ms. Carla Beck
Parkland Foundation

budgets. Budget amendments will only be considered on an emergency basis for unforeseen events.

If you have any questions or concerns regarding your budget, please contact your Housing Advisor directly.

Yours truly,



Philip Henke, CPA, CGA
Director
HMB Operations and Compliance
Housing Division

cc: Connie Huelsman Board Chair, Parkland Foundation
Janet Parsons, Housing Advisor

AUTUMN GROVE LODGE

Statement of Operations

For the 2 months ended February 28, 2025

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rental Revenue	102,469	101,893	576	1	203,466	203,785	(320)	0		1,222,712
Grant - AB Seniors	32,424	32,513	(89)	0	64,848	65,026	(178)	0		390,156
Resident Services Other	3,189	2,073	1,117	54	6,234	6,626	(392)	-6		24,871
Non-Resident Services	4,893	3,669	1,224	33	5,393	4,053	1,340	33	1	44,027
Investment Income	369	555	(186)	-34	711	2,332	(1,622)	-70	2	6,657
TOTAL REVENUE	143,344	140,702	2,642	2	280,652	281,823	-1,171	0		1,688,423
EXPENSES										
Salaries and Benefits	84,064	105,364	21,300	20	158,965	210,728	51,762	25	3	1,264,365
Operating Expenses	6,811	4,817	(1,994)	-41	12,038	9,633	(2,405)	-25	4	57,800
Food	17,618	19,912	2,294	12	38,714	39,824	1,110	3		238,942
Maintenance	2,771	5,090	2,319	46	7,406	10,180	2,774	27	5	61,079
Utility Costs	6,567	13,187	6,620	50	19,153	26,374	7,222	27	6	158,245
Carbon Tax	1,062	1,237	175	14	1,062	2,474	1,412	57	7	14,843
Administration - All other Admin	1,283	2,508	1,225	49	2,999	5,016	2,017	40	8	30,096
Administration - Management Fee	6,096	6,066	(31)	-1	12,273	12,131	(142)	-1		72,788
TOTAL EXPENSE	126,271	158,180	31,909	149	252,610	316,360	63,750	20		1,898,158
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	17,072	(17,478)	34,550	(198)	28,042	(34,537)	62,579	(181)		(209,735)
OTHER ITEMS										
Requisition Revenue	23,333	46,667			46,667	46,667	(0)	(0.00)		280,000
TOTAL OTHER ITEMS	23,333	46,667	-	-	46,667	46,667	-	-		280,000
SURPLUS (DEFICIT) BEFORE AMORTIZATION	40,406	29,189	11,217	N/A	74,709	12,130	62,578	N/A		70,265

AUTUMN GROVE LODGE
Statement of Operations
For the 2 months ended February 28, 2025

NOTES

- 1** YTD variance is due to new Meals on Wheels program added \$2,000.00
- 2** Investment income lower bank interest rates
- 3** Salaries and wages under budget. Annual reviews under way.
- 4** Cleaning supplies costs. Order of 3,300.00 expensed in February
- 5** No major repair or maintenance costs YTD.
- 6** Utilities are low due to timing of invoices.
- 7** Carbon tax low due to timing and budget allocated for increase expected in April
- 8** Under budget due to timing of admin purchases not yet realized

HOUSING OPERATIONS

Statement of Operations

For the 2 months ended February 28, 2025

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rent	66,540	66,379	160	0	135,340	132,759	2,581	2		796,552
Resident Services Other	7,260	7,990	(730)	(9)	15,527	15,981	(454)	(3)		95,885
Non-Resident Services	-	822	(822)	(100)	-	1,644	(1,644)	(100)	1	9,862
Investment Income	1,704	2,697	(993)	(37)	3,903	5,394	(1,491)	(28)	2	32,361
TOTAL REVENUE	75,504	77,888	(2,384)	(3)	154,770	155,777	(1,007)	(1)		934,660
EXPENSES										
Salaries and Benefits	27,085	26,997	(88)	(0)	40,954	53,994	13,040	24	3	323,962
Operating	4,669	4,365	(305)	(7)	9,355	8,730	(625)	(7)	4	52,379
Operating Maintenance	7,862	25,122	17,260	69	25,765	50,244	24,479	49	5	301,464
Utilities										-
Utilities/Carbon Tax	28,898	25,306	(3,592)	(14)	50,949	50,612	(337)	(1)		303,671
Taxes and Land Leases			-	-	-	-	-	N/A		-
Administration			-	-	-	-	-	N/A		-
Administration - All other Admin	3,202	3,050	(152)	(5)	6,394	6,099	(295)	(5)		36,596
Administration - Management Fee	3,525	3,525	(0)	(0)	7,050	7,050	(0)	(0)		42,300
TOTAL EXPENSES	75,241	91,750	17,213	19	140,467	176,729	37,390	21		1,060,372
SURPLUS (DEFICIT)	263	(13,862)	14,829	107	14,303	(20,952)	36,383	174		(125,712)

HOUSING OPERATIONS
Statement of Operations
For the 2 months ended February 28, 2025

NOTES

- 1** Damages to rental unit - waiting for payment
- 2** Interest rates are dropping
- 3** Salaries and wages under budget. Annual reviews under way.
- 4** Cleaning supplies - pest control - bed bugs removal 667.00
- 5** Underbudget. No major projects or renovations at this time.

Occupancy/Waitlist

For Selected Properties
Date From: 02/01/2025 to 02/28/2025

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	2	1	1	86	FEMALE 47 MALE 16	2	95%
BOWDEN R&N	Rural and Native	BOWDEN	2	0	0	1	28	FEMALE 2 MALE 1	4	50%
Bow Glen Court	Senior Self Contained	BOWDEN	10	0	0	2	74	FEMALE 3 MALE 6	6	80%
Westview Manor	Senior Self Contained	BOWDEN	20	0	0	2	72	FEMALE 11 MALE 9	4	90%
ELK HAVEN	Senior Self Contained	DELBURNE	12	1	1	0	74	FEMALE 6 MALE 5	3	100%
JUBILEE MANOR	Senior Self Contained	ELNORA	4	0	0	0	75	FEMALE 1 MALE 3	3	100%
PIONEER MANOR	Senior Self Contained	ELNORA	4	0	0	0	77	FEMALE 0 MALE 4	3	100%
AUTUMN GROVE SSC	Senior Self Contained	INNISFAIL	30	2	0	1	81	FEMALE 25 MALE 11	3	97%
Dodds Lake Manor	Senior Self Contained	INNISFAIL	32	0	0	6	78	FEMALE 24 MALE 3	5	81%
Penhold Royal Manor	Senior Self Contained	PENHOLD	8	0	0	0	79	FEMALE 4 MALE 4	6	100%
Totals			182	5	2	13	72	FEMALE 123 MALE 62 UNSPECIFIED 1	4	

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

Provincial Budget 2025/2026

The Ministry has provided the budget letter for Parkland Foundation, attached for your information. It is great to see an increase in the Social Housing Budget of approximately \$15,000.00 as well as the increase in the Lodge Assistance Program grant from \$20.50 to \$21.50.

We have not yet received notification of our capital maintenance and renewal budget for 2025, but expect to receive these letters prior to the end of March.

The ASCHA budget analysis is also attached for your information.

Resident Spring Meetings

The meeting dates were emailed to the board on March 3 as most of the dates were prior to the board meeting. The Autumn Grove Lodge meeting is on Tuesday, April 29, 2025 at 2:00 pm. We provide these dates in the event that any Board members would like to attend a meeting, but attendance is not required should these dates and times not fit into your schedules. Administration will continue to bring forward topics of interest to share with the Board.

Lodge Events

Pink shirt day was recognized



Capital projects

We have now completed the pre-bid meetings for Dodds Lake Manor for the replacement of the make up air unit, hot water tanks and boilers. The work will be started as soon as that has been awarded.

ASCHA

Sector fact sheets are attached for further information.

The ASCHA Convention is March 30th – April 2nd. Sandy and Dale will be attending from the board.

Menu

Managers will be meeting to get the spring/summer menus developed for resident review. We like to get this started early so that both the cooks and the residents have time to submit any changes they would like to see. *Launches in May*

Communication

Be sure to like and follow our Facebook Page for Autumn Grove Lodge as well as The Bethany Group Facebook or Instagram page for updates and information.



Autumn Grove Innisfail AB

Retirement & Assisted Living Facility • 17 mi • Always open • 445 followers



Senior Lodge and Self Contained Suites In Innisfail Alberta.

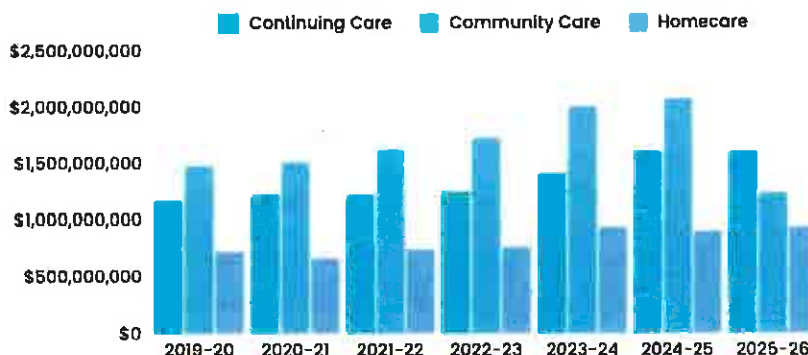
Assisted Living Alberta (ALA)

ALA receives a budget allocation of \$3.848 billion in 2025-26, continued annually through 2028. Please note there is another estimated number for ALA in 2025-26 that puts the total slightly higher at closer to \$3.9 billion, but the main budget documents refer to the first number.

Continuing Care

With continuing care moving to this ministry, it is being reported here. Continuing care saw an increase of \$76.02 million between Budget 2024-25 and the estimate for 2025-26 for a total of \$1,596,420,000.

CONTINUING CARE, COMMUNITY CARE & HOME CARE SPENDING



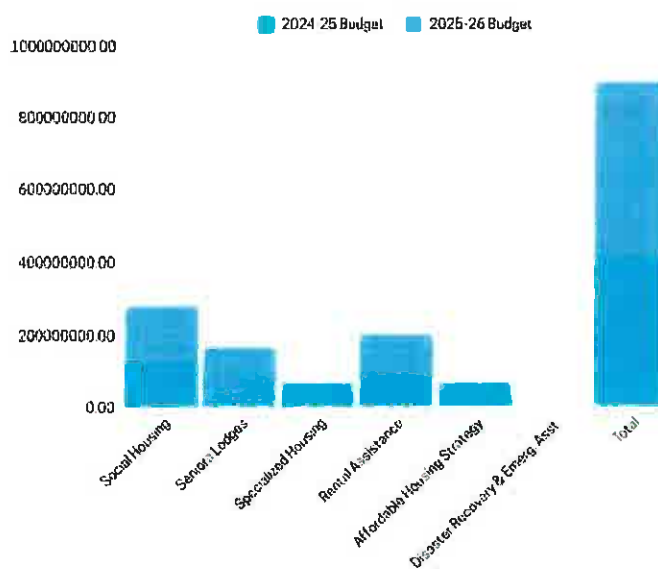
Community Care

Community care saw an increase of \$109.6 million in the same period, representing a 9.81% increase. Home care saw an increase of \$44.4 million, representing a 5% increase. This amounts to an increase of \$230.02 million or 6.53% overall or a total budget of \$3.7552 billion - a significant portion of Assisted Living Alberta's budget and is most likely due to increased clients/residents in these programs. ALA's budget is allocated to support services (\$126 million this budget), information technology, and administration (\$25.2 million this budget). The chart above shows the year-over-year changes in spending in the three budget lines.

Housing Programs

This year, there has been a change in reporting on housing programs, with lodge funding being broken out as its own budget line and emergency assistance being expanded to include disaster recovery and emergency assistance. Excluding capital expenditures in Alberta Social Housing Corporation, the collective increase for all housing programs and the Affordable Housing Strategy is \$70.975 million between Budget 2024 and Budget 2025.

Housing Program Spending 2024-25 to 2025-26



Capital

The move of Continuing Care to this ministry also brings its capital budget envelopes. Continuing Care Capital is allocated a three-year total of \$649 million, with \$178 million estimated for

ASCHA's Summary & Analysis of Alberta's 2025 Provincial Budget

Prepared by ASCHA for Members
March 4, 2025



Overall Context of Revenue and Expenditures in Budget 2025

Budget 2025, aptly titled "*Meeting the Challenge*," was recently delivered by the Honourable Nate Horner, and speaks to many uncertainties in our current economic climate. The threat of American tariffs on Canadian goods and resources, built into Budget 2025 at 15% (10% for non-renewable resources), will directly impact our provincial coffers. Despite this, the Budget offers some reassurance as oil production is expected to remain strong with the caveat that growth is expected to slow, and the unemployment rate is expected to rise with any potential tariffs.

For context, resource revenue is projected to be \$17.1 billion in this fiscal year, a decline of \$4.4 billion from the projections last year (which were \$21.5 billion). Alberta's total revenue is \$74.1 billion, a decrease of \$6.6 billion from the previous forecast of \$80.7 billion. Alberta's fiscal framework restricts significant spending initiatives, prioritizing a balanced budget and directing surplus cash to debt repayment, savings, or one-time initiatives. If revenues drop significantly, it has a built-in contingency, allowing the province to run a deficit, but they must return to balance within three years.

Given the shifting statements from the Trump Administration, the province is budgeting on a 15% tariff on all goods and 10% on non-renewable resources, acknowledging that things could change rapidly. If the U.S. brings in a 25% tariff across the board long-term, the province expects the deficit could approach \$9 billion. Without tariffs, the deficit may only be a third of that projection - around \$3 billion.

Revenue & Expenses - Estimated (Billions)



Projected revenue, therefore, is impacted by the above and also factors in a decline in personal and corporate income tax revenues. The government has acted on their promised income tax cut of a new 8% tax bracket for the first \$60,000 of income to address pressing affordability concerns. It is important to note that this will be a phased approach, with a 9% tax bracket introduced in 2026 and a reduced 8% bracket in 2027. Once the tax cut is fully implemented, taxpayers are expected to save up to \$760 annually. However, while income and corporate taxes will

see cuts, education property taxes will be increasing – the full details are provided under the Ministry of Municipal Affairs analysis below.

The Canada Social Transfer is estimated at \$2.089 billion in 2025-26 and projected to increase to \$2.197 billion and \$2.285 billion in the next three years, respectively. Total transfers across government from the Government of Canada are estimated to be \$13.287 billion, representing 17.93% of total revenue in 2025-26 based on the estimates within the Budget. This includes the Canada Health Transfer, Canada Social Transfer, infrastructure support, labour market agreements, agriculture support programs, early learning childcare agreements etc.

Total expenses for this fiscal year are forecasted to be \$79.3 billion, an increase of \$4.4 billion from the forecast made by Minister Horner last fall. Given these considerations, what follows in this detailed summary for Alberta's housing sector is good news amid a political and economic climate that could have seen more restraint in budget allocations and cuts, given the projected deficit. We will need to continue to make the case that the sector's work is cost-effective and focuses on positive outcomes for Albertans.

Strategic Priorities of the 2025 Budget

The Budget has outlined two strategic priorities:

1. **Maintaining Alberta's Advantage** (economic growth, investment, infrastructure development)
2. **Supporting Albertans** (healthcare, housing, community and social supports)

The housing market is highlighted as a bright spot, with housing development expected to increase as it continues to keep pace with the influx in Alberta's population. Overall, we are seeing many of the asks in our Pre-Budget Submission considered in this year's Provincial Budget.

The Good News

- Overall, providers operating social housing will see an increase of approximately 2.2-2.5% for operational expenses (budget letters will be going out in the next week, which will include the details for your organization).
- Lodge Assistance Program rates will be increased from \$20.50 to \$21.50 per unit to account for the impact of inflation, representing an overall increase of approximately \$1.1 million in this fiscal year. This increase will be effective January 1, 2025.
- Housing programs (community housing, seniors housing) have collectively increased by approximately \$23 million to address operational pressures.
- Rent assistance will increase by \$27.8 million this fiscal year, including an approximately \$8 million contribution for housing benefits to survivors of gender-based violence, an increase for current rent assistance recipients, and finally, \$10 million to support an additional 8,900 households.
- Alberta Social Housing Corporation will receive increases, including capital investment, which will be the biggest allocation. Affordable housing programs will see a total investment of \$1.2 billion over three years.

Public Sector Compensation (excluding physician compensation)

2025-26 - \$26.498 B
2026-27 - \$27.09 B
2027-28 - \$27.674 B



Full-time Equivalents (across ministries and agencies): **277,155** an increase of 4,856 since Budget 2024-25

- While the programs are not tied to indexing, the government has intentionally funded housing programs similarly to avoid large gaps or significant jumps in funding need.
- The Affordable Housing Partnership Program (AHPP) sees a substantial increase of \$250 million to \$655 million (over three years) to support the Stronger Foundations goal of creating 13,000 affordable housing units. The funding helps build 6,300 new units, with 3,301 units funded under Stronger Foundations since its release in 2021. They are reviewing the most recent round of applications and are likely at least three weeks away from making any announcements. We anticipate this will also inform funding available for the next round of AHPP.
- \$50 million in new funding has been allocated to the Seniors Lodge Modernization Program (\$150 million over three years). Some applications for lodges under the Affordable Housing Partnership Program will be considered for this funding, which aligns with our policy recommendations to consider dedicated funding streams.

The Not-So-Great News

- There is no consideration for the Alberta Seniors Transition Credit (which is not unexpected, given the considerations on Alberta's revenue) and overall funding approach.
- There is no consideration of restoring and expanding funding for pharmacist and doctor visits, but this could still be addressed within the transformations taking place in health refocusing.

The Wait

- Similar to the above, leveraging housing and facility-based continuing care as hubs, 24-7 homecare and increasing funding for contracted providers would be within the mandate of the current health refocus work (and was shared in our Prebudget Submission to socialize the ideas more broadly). We hope to see more details as transformational details are released.
- Property tax equity for housing providers offering units with government-set rates is not part of the Budget but there will be further engagement on COPTER. Please note, given the increase in the education portion of property taxes, providers who could potentially receive an exemption under COPTER should apply for it as soon as possible.

HIGHLIGHTS BY MINISTRY & CATEGORY

Ministry of Health

In 2025, Alberta's health care system will continue to be reorganized with four new agencies: Acute Care Alberta and Primary Care Alberta - managed by the Health Ministry, Recovery Alberta – managed by the Ministry of Mental Health and Addiction, and Assisted Living Alberta – managed by the Ministry of Seniors, Community, and Social Services. Budget numbers have been updated to reflect the shifts.

The health budget will increase to \$24.037 billion (inclusive of amortization and inventory consumption) up from \$22.603 billion in the last budget (which at that time saw an increase of \$342 million from the fall forecast). The total budget for Health in the last budget was \$28.373 billion for 2024-25, which shows the shift of funding to other ministries, including Assisted Living Alberta. Health expenses are anticipated to increase on average by 3.5%/year, with operating expenses rising on average by 3.6%/year over the next two years.

The Canada Health Transfer increased by \$400 million, representing \$6.560 billion this fiscal year. It is projected to grow to just over \$7 billion in 2026-27 and \$7.456 billion in 2027-28.

Acute Care

Acute care operating expenses for 2025-26 are \$4.639 billion, \$160 million higher than in 2024-25.

Physician Compensation

The physician compensation and development budget is \$6.931 billion in 2025-26, a decrease of \$29 million from 2024-25. It is projected to grow to \$8.052 billion by 2027-28. This includes \$15 million for recruiting and retaining physicians who practice full-time in underserved areas, an increase of \$12 million for the existing Rural Remote Northern Program, and \$12 million annually for the physician support program.

Budget 2025 allocated \$88 million from the Integrated Health and Social Infrastructure Planning funding approved in Budget 2024 towards planning and design for health and mental health projects. This includes \$65 million for acute care, \$20 million for primary care, and \$3 million for mental health and addiction facilities planning.

Ministry of Mental Health and Addiction

The expenses for this Ministry increased by \$51 million to a total of \$1.79 billion from the fall forecast - \$1.663 billion is for operational expenses in this fiscal year. The total expenses will decline by \$112 million in 2027-28 as capital grants for the construction of recovery communities are not included after that. Eleven new recovery communities will be operational by 2027.

The Budget notes that the *Compassionate Intervention Act* will be introduced this spring to create a framework to assist those struggling with addiction or substance abuse who are likely to cause harm to themselves or others. The act will mandate treatment based on their risk of harm to self or others.

Ministry of Seniors, Community & Social Services

As mentioned, the movement of continuing care to this Ministry means that the budget will grow substantially, seeing a rise in total expenses to \$10.6 billion this fiscal year. Due to the shift, the numbers for the prior year are stated comparably. The budget for expenses for the Ministry was \$5.447 billion in 2024-25. Outside of the shift in already allocated funding from Health, the Ministry budget sees an increase of \$833 million from last fall's forecast. This is primarily attributed to the projected demands on social programs and continuing care based on population growth and need. Contingencies have been built into social programs in case of potential tariff impacts.

With a continued focus on housing, Alberta Social Housing Corporation (ASHC) sees both capital and operational increases. The operational portion of ASHC spending increased from \$257 million in last year's budget to \$292 million, rising to \$308 million in 2026-27 and \$323 million in 2027-28.

Over three years, \$112 million has been allocated for asset transfers, including \$37.5 million in this fiscal year.

this year, \$200 million in 2026-27, and \$271 million in 2027-28. There are separate line items for the following (funding for both projects budgeted in the 2026-27 & 2027-28 fiscal years):

- Bethany Continuing Care Centre (Calgary) will receive a three-year total of \$57 million
- Good Samaritan Society Continuing Care (Edmonton) will receive a three-year total of \$63 million

Continuing Care Capital Program		
	Last Year's Budget	This Year's Budget
1 st fiscal year	\$121.5 million (2024-25)	\$178 million (2025-26)
2 nd fiscal year	\$173 million (2025-26)	\$200 million (2026-27)
3 rd fiscal year	\$359.8 million (2026-27)	\$271 million (2027-28)
Three-year total	\$654.3 million	\$649 million

With capital shifting to its new home, work is underway to ensure that continuing care capital funding does not face continued delays in funding these critically needed projects.

On affordable housing capital, there are significant investments, which are detailed below:

Pine Grove Manor, destroyed in the Jasper wildfire, has been allocated \$16 million for a rebuild and is a separate line item with dedicated funding.

As noted above, the Affordable Housing Partnership Program's allocation increased from Budget 2024 (\$405.5 million between 2024 and 27) to \$655 million over three years. AHPP funding is detailed below:

Affordable Housing Partnership Program		
	Last Year's Budget	This Year's Budget
1 st fiscal year	\$62.1 million (2024-25)	\$157 million (2025-26)
2 nd fiscal year	\$139.4 million (2025-26)	\$204 million (2026-27)
3 rd fiscal year	\$204 million (2026-27)	\$293 million (2027-28)
Three-year total	\$405.5 million	\$655 million

The Indigenous Housing Capital Program also receives an increase in funding, bringing its three-year total from \$75 million to \$92 million.

Indigenous Housing Capital Program		
	Last Year's Budget	This Year's Budget
1 st fiscal year	\$25 million (2024-25)	\$45 million (2025-26)
2 nd fiscal year	\$25 million (2025-26)	\$25 million (2026-27)
3 rd fiscal year	\$25 million (2026-27)	\$25 million (2027-28)
Three-year total	\$75 million	\$92 million

Specialized housing sees a budget commitment of \$5 million in 2025-26.

Capital Maintenance and Renewal (CMR)

The CMR for the preservation and maintenance of housing and seniors' facilities is \$131 million over 3 years (\$42 million, \$43 million, and \$46 million, respectively), which is expected to repair about 5,100

units. The CMR letters will be separate from your operational letters and will come later this month (if you haven't received notice by March 17, you can contact the capital division).

Within the Budget, the government responds to the Auditor General's Recommendations from the November report, [Processes to Assess and Manage the Condition of Affordable Housing - Seniors, Community and Social Services](#).

The high-level recommendations and the government's response and additional context based on current work are below:

1. Maintain Facility Condition Information

The government accepts this recommendation and cites that it aligns with the recommendations made in the consulting report, including:

- Implement building condition assessments and facility condition indices
- Develop a data framework to track and analyze housing asset information
- Implementation actions are underway with a target completion of March 2027

2. Improve Oversight Processes

Implement an overall maintenance strategy to guide decision-making and resource allocation and ensure capital maintenance projects are prioritized consistently and transparently based on well-supported rationale.

The government accepts this and notes the work underway, including work to develop the capital maintenance and redevelopment plan for all government-owned assets. The successful proponent for this work will begin work and engagement with housing providers with a target completion date of March 2027.

3. Implement Performance Measures

Develop and use performance measures to report on the condition of social housing. The government accepts this and shares that the department will review the existing performance framework from Stronger Foundations to see if additional or refined measures are needed, with a target completion date of March 2027.

From the department, we understand that they are looking for performance measures outside of what is used at Infrastructure because housing assets cannot be considered like roads or non-residential buildings.

As we noted in our pre-budget submission, ASCHA advocates blocking CMR funding to allow providers flexibility in responding to the CMR needs of the ASHC units they operate on behalf of government. Based on the Auditor General's recommendations and the government's response, there are three main implications for our block funding proposal.

- 1) Alignment with a centralized, data-drive framework
- 2) Detailed justification for prioritization and oversight
- 3) Integration with long-term planning timelines

These considerations are already part of the block funding proposal that ASCHA's Affordable Housing Task Force is developing, which will be a part of our ongoing advocacy to ensure CMR is streamlined, saves costs and improves tenant well-being while protecting our housing stock for current and future tenants.

Benefits & Income Supports

These benefits and supports represent a significant portion of the Ministry's budget; below are some relevant line items, including a chart showing the budget growth between 2021 and this budget.

- **Alberta Seniors Benefit** - \$540 million in 2025-26, an increase of \$33 million. It is projected to rise to \$578 million in 2026-27 and \$619 million in 2027-28, attributed to the senior population's growth and annual rate escalation.
- **Assured Income for the Severely Handicapped (AISH)** – is up to \$1.641 billion, a decrease from the last budget of \$1.69 billion.
- Funding has also been allocated to prepare for the new Alberta Disability Assistance Program, which will launch in 2026. This includes expanding employment supports for disabled Albertans.
- **Employment & Income Support** - \$1.255 billion, representing an increase of \$466 million from the 2024-25 budget (and a \$258 million increase from the forecast in last year's budget)

Community Supports and Family Safety & Homelessness and Outreach Support Services

Community Supports and Family Safety account for \$130 million, a slight decrease of \$6 million from the last budget. The budget for Homeless and Outreach Support is \$220 million, an increase of \$7 million from the 2024-25 budget.

Municipal Affairs

Increases of \$96 million in capital grants from the fall forecast calculated under *the Local Government Fiscal Framework Act* to include \$8 million in other capital grants, \$25 million in operating expenses and \$19 million for raising grants in places of taxes from 50% to 75% and \$3 million for Jasper revenue stabilization.

Education property tax will increase in 2025-26 following a freeze in 2024-25. The total collected from the education property tax is forecasted to increase from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26.

Education Property Tax Increase



Going from \$2.56 to **\$2.72** per **\$1000** equalized assessment for residential/farmland properties

Going from \$3.76 to **\$4.00** per **\$1000** equalized assessment for non-residential properties

Other Relevant Budget Items

Public Safety and Emergency Services

This Ministry's budget is increasing by approximately \$44 million from the last budget, mainly to secure the 298-kilometer Alberta-United States border. This includes a new Interdiction Patrol team to combat drug smuggling, gun trafficking, illegal border crossings, and other illegal activities, which will include peace officers.

Locomotive Fuel Tax

While it may not be relevant to most housing providers, the locomotive fuel tax rate will increase from 5.5 to 6.5 cents per litre effective March 1, 2025, which may impact those who utilize goods transported by train. The additional revenue is expected to be \$3 million.

Tax Credit Programs Wound Down

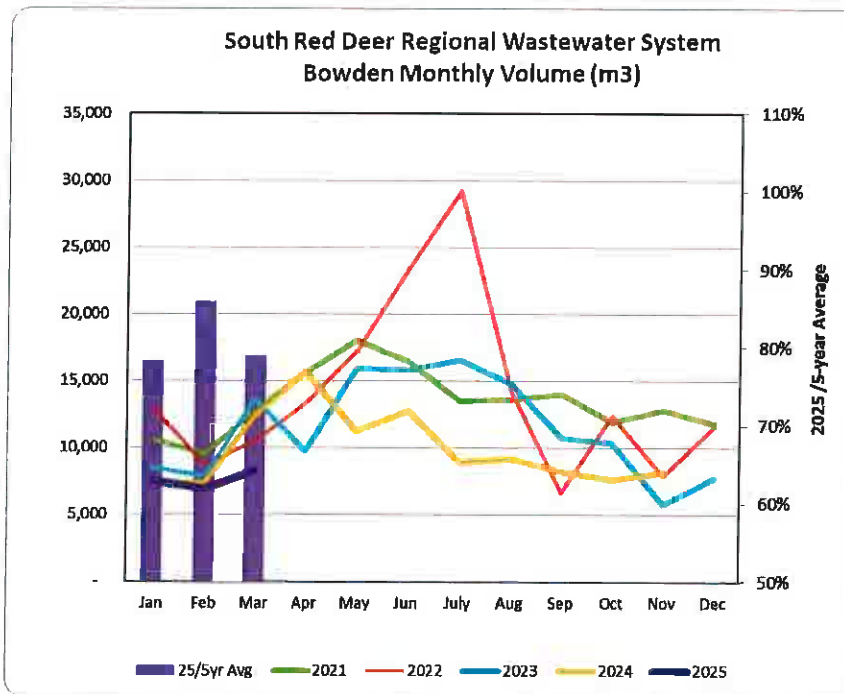
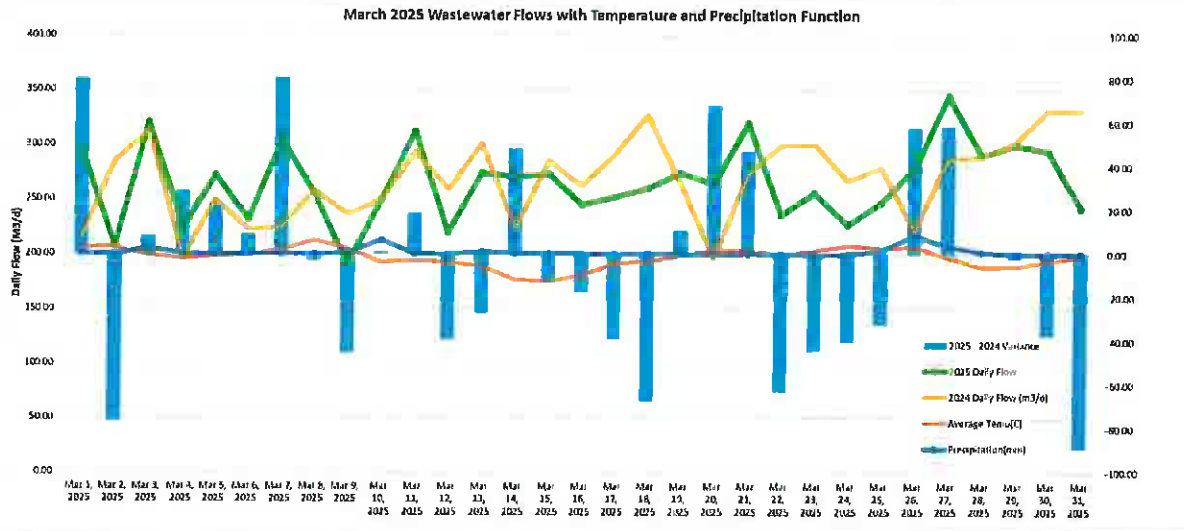
The Budget also mentions the winding down of the Alberta Climate Leadership Adjustment Rebate and the Alberta Family Employment Tax Credit, which were eliminated in 2019 and 2020, respectively. The programs continue to be administered to accommodate late-filed tax returns and reassessments. For the Alberta Family Employment Tax Credit, it was a refundable tax credit to helped working families with children and was automatically filed with your tax return and Canada Child Benefit (the underlying message being if you have tenants who may be eligible but haven't filed their taxes for eligible years, they should contact the Canada Revenue Agency as soon as possible).

Please note that this summary and analysis are based on the best available information as of March 4, 2025, and errors and omissions are accepted.

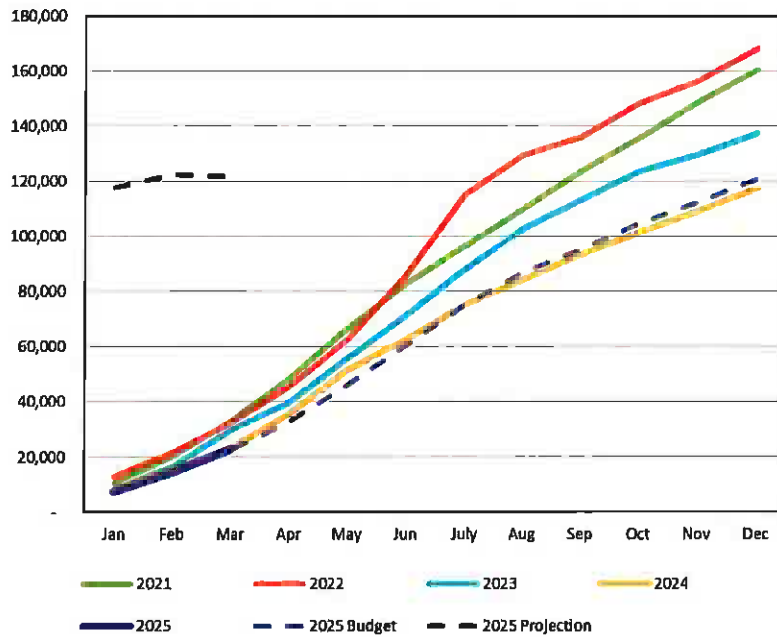
From: [CAO.SRD@VIC](#)
 To: [CAO.SRD@VIC](#)
 Subject: SRD WWC - March 2025 Wastewater Flow Statistics
 Date: April 7, 2025 3:40:11 PM
 Attachments: [SRD WWC - March 2025 Wastewater Flow Statistics.pdf](#)
[SRD WWC - March 2025 Wastewater Flow Statistics.pdf](#)
[SRD WWC - March 2025 Wastewater Flow Statistics.pdf](#)
[SRD WWC - March 2025 Wastewater Flow Statistics.pdf](#)
[SRD WWC - March 2025 Wastewater Flow Statistics.pdf](#)

Hi Arno and Randy,

Here is the SRD flow data for March 2025. Average flows for 2025 compared to 2024 are essentially the same as shown in the random up/down variance in the year-over-year comparison. We will get some better insight into the success of I&I mitigation when we get into the full-on rainy season over the next few months. The only notable rain event was on March 26th, and you can see an increase in flow to set the maximum for the month so clearly there is still some rain getting directly into your collection system.



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



Total wastewater volumes recorded on SCADA for March 2025 were 8,231 m3 compared to the billing report of 8,303 m3. Variance again is due to differences in opening and closing balances depending on when the operators took the readings. SRS volumes through Bowden were 69.95 m3 from 7 loads during the month. Overall, cumulative flows from Bowden are tracking roughly 0.8% above the downwardly revised full-year budget of 120,658 m3.

If you have any questions, please let me know!

Michael Wuelberick, P.Eng
Chief Administrative Officer
South Red Deer Regional Wastewater Commission
Bay 1, 7889 - 49th Avenue
Red Deer, AB T4P 2B4
Tel: (403) 507 5139

South Red Deer Regional Wastewater System
2025 Wastewater Volume and Sales Summary
March 31, 2025

	January		February		March		Total to Date		2025 Budget		YTD to Budget
	m3	\$	m3	\$	m3	\$	m3	\$	m3	\$	
Members											
Rate per m3		\$2.78		\$2.78		\$2.78		\$2.78			
Olds											25.0%
Mountain View County (via SRS)	82,965	\$230,641.59	74,618	\$207,436.96	87,737	\$243,907.75	245,319	\$681,986.29	1,197,834	\$3,329,978.52	20.5%
Commission Own Use	362	\$1,007.56	15	\$40.89	405	\$1,124.65	782	\$2,173.10	4,484	\$12,465.52	17.4%
Bowden											
Innisfail	7,512	\$20,882.05	6,927	\$19,257.37	8,303	\$23,082.48	22,742	\$63,221.90	120,658	\$335,429.24	18.8%
Municipal Utility Adjustment(Sewer)	50,926	\$169,374.61	54,435	\$151,330.55	61,682	\$171,475.15	177,043	\$492,180.32	852,948	\$2,371,195.44	20.8%
Total Innisfail	-	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	-	\$0.00	
Penhold											
Municipal Utility Adjustment(Sewer)	50,926	\$169,374.61	54,435	\$151,330.55	61,682	\$171,475.15	177,043	\$492,180.32	852,948	\$2,371,195.44	20.8%
Total Penhold	23,901	\$66,444.78	21,607	\$60,067.46	23,416	\$65,096.48	68,924	\$191,608.72	302,178	\$840,054.84	22.8%
Red Deer County											
Springbrook	23,901	\$66,444.78	21,607	\$60,067.46	23,416	\$65,096.48	68,924	\$191,608.72	302,178	\$840,054.84	22.8%
Gasoline Alley	10,294	\$28,617.32	9,076	\$25,231.28	10,714	\$29,784.92	30,084	\$83,633.52	147,002	\$408,665.56	20.5%
Total Red Deer County	32,922	\$91,523.16	30,785	\$85,582.30	38,900	\$108,142.00	102,607	\$285,247.46	459,623	\$1,277,751.94	22.3%
Total Members	43,216	\$120,140.48	39,861	\$110,113.58	49,614	\$137,926.92	132,691	\$368,880.98	606,625	\$1,686,417.50	21.9%
	218,882	\$608,491.07	197,463	\$548,946.81	231,156	\$642,613.43	647,500	\$1,810,051.31	3,084,727	\$8,575,541.06	21.0%
Customers											
Septage Receiving Stations Volume											
Olds	494		162		695		1352				
Bowden	12		29		66		107				
Innisfail	160		74		530		764				
Total SRS Volume (Incl MV County)	667		265		1292		2223				
SRS Customer Revenue											
SRS Customer Volume	304		250		887		1,442				
SRS Customer Rate		\$7.52		\$7.52		\$7.52		\$7.52			
SRS Customer Sales Revenue		\$2,288.49		\$1,880.90		\$6,670.92		\$10,840.31			
Total Sales Volume and Revenue	219,186	\$610,779.56	197,713	\$550,827.71	232,043	\$649,284.35	648,942	\$1,810,891.61	26,969	\$202,807	5%
									3,111,696	\$8,778,348	21%

Approved: Michael Wuetherick, CAO
April 1st, 2025

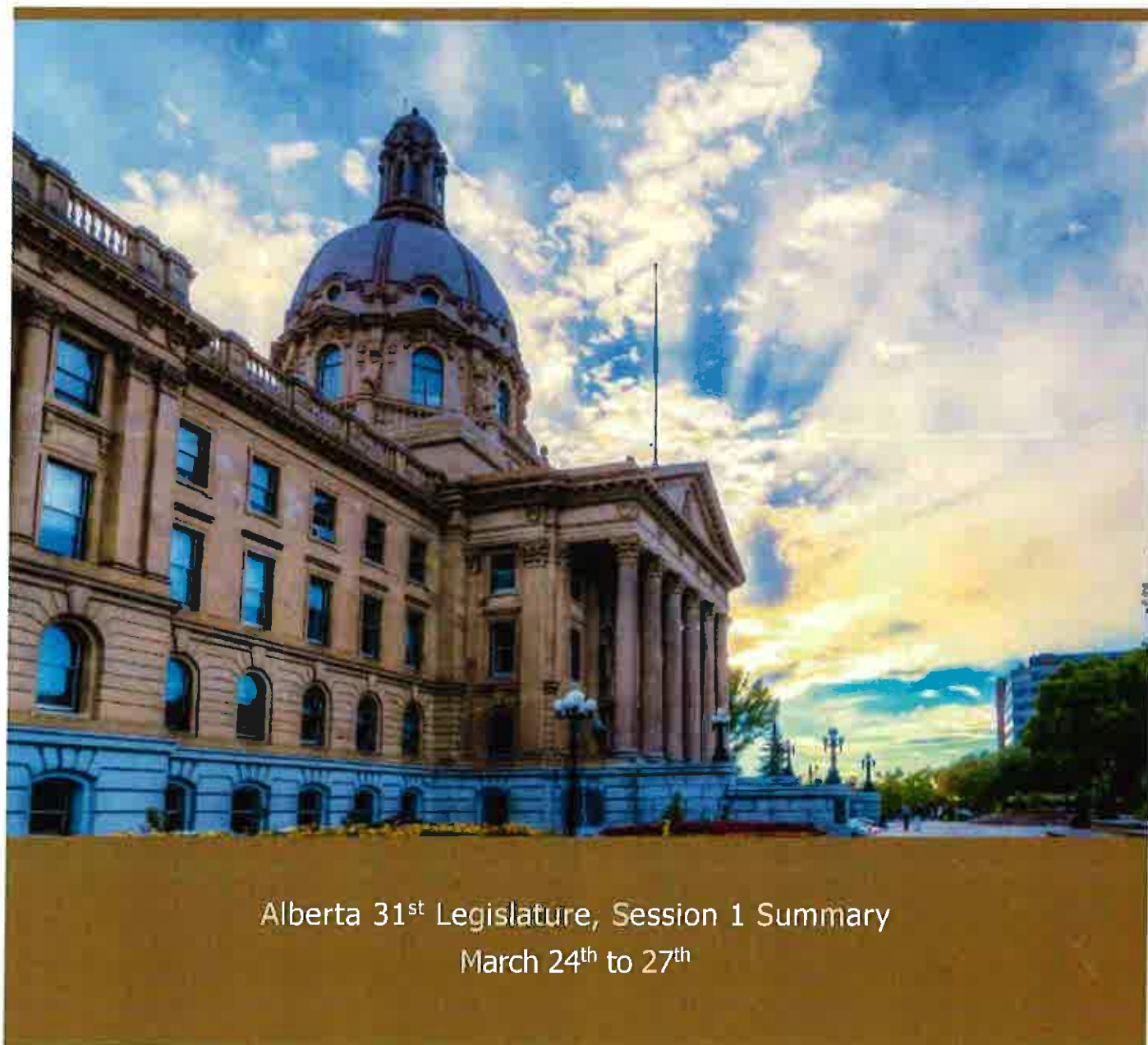




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Alberta 31st Legislature, Session 1 Summary
March 24th to 27th

Alberta 31st Legislature, Session 1 Summary: March 24 to 27

Bill Updates

Government Bills

- **Bill 37: Mental Health Services Protection Amendment Act, 2025:** proposes revisions to the existing *Mental Health Services Protection Act*. Key changes include updating definitions related to services and service providers, removing certain compliance requirements, and modifying the licensing provisions for specified service providers. Additionally, the bill amends the authority of directors to publish information about service providers, aiming to enhance clarity and oversight within Alberta's mental health services framework.

Status: Adjourned during Second Reading

Bill text: [Bill 37: Mental Health Services Protection Amendment Act, 2025](#)

GOA overview: [Updating Regulation, Licensing of Addiction Treatment](#)

- **Bill 38: Red Tape Reduction Statutes Amendment Act, 2025:** proposes changes to multiple Alberta statutes to streamline administrative processes. Notable amendments include transferring certain ministerial powers under the Charitable Fund-raising Act to a Director of Charitable Fund-raising, revising reporting requirements in the Child and Youth Advocate Act, and updating procedures in the Post-secondary Learning Act to facilitate amalgamations of student associations with societies. Additionally, the bill introduces provisions in the Residential Tenancies Act to allow electronic service of notices under specific circumstances.

Status: Adjourned during Second Reading

Bill text: [Bill 38: Red Tape Reduction Statutes Amendment Act, 2025](#)

GOA overview: [RTR Bill Improves Housing, Trades, and Charities](#)

- **Bill 39: Financial Statutes Amendment Act, 2025 (\$):** serves as Alberta's *Budget 2025* bill, introducing amendments to various financial statutes. It adjusts corporate and personal tax provisions, including extending reassessment periods for corporate tax in specific cases and updating income tax brackets based on inflation. The bill also modifies the *Sustainable Fiscal Planning and Reporting Act*, revising how funds are allocated to the Alberta Heritage Savings Trust Fund.

Status: Adjourned During Second Reading

Bill Text: [Bill 39: Financial Statutes Amendment Act, 2025 \(\\$\)](#)

GOA Overview: [Helping Alberta Meet the Challenge](#)

- **Bill 40: Professional Governance Act:** establishes a framework for regulating professional regulatory organizations in Alberta. It defines how organizations can be designated, sets governance and accountability standards, and outlines procedures for professional registration, competency requirements, and reinstatement. The bill also includes provisions for regulatory body amalgamations and name changes. These measures standardize the oversight of professional organizations across various fields.

Status: Adjourned During Second Reading

Bill Text: [Bill 40: Professional Governance Act](#)

GOA Overview: [Modernizing Alberta's Professional Regulatory Laws](#)

Government Bills Continued

- **Bill 41: Wildlife Amendment Act, 2025:** updates the *Wildlife Act* to refine definitions and clarify regulatory provisions. Key changes include revising the definition of "resident" to specify residency requirements for hunting and trapping, expanding the meaning of "tag" to include electronic tags, and clarifying the definition of "trap" and "vehicle" in relation to wildlife management. The bill also reinforces that ownership of wildlife remains with the Crown unless legally transferred and updates licensing provisions to streamline regulatory language. These amendments aim to modernize and improve the administration of Alberta's wildlife laws.

Bill Status: Passed First Reading

Bill Text: [Bill 41: Wildlife Amendment Act, 2025](#)

GOA Overview: [Modernizing Hunting and Trapping Legislation](#)

- **Bill 42: Appropriation Act, 2025 (\$):** Bill 42 authorizes government spending for the 2025–26 fiscal year and implements the funding allocations outlined in Budget 2025. It provides legal authority for expenditures across government departments, including expenses, capital investments, financial transactions, and contingency funding.

Bill Status: Received Royal Assent

Bill Text: [Bill 42: Appropriation Act, 2025 \(\\$\)](#)

- **Bill 43: Appropriation (Supplementary Supply) Act, 2025 (\$):** authorizes additional government spending to supplement funding for the 2024–25 fiscal year, as part of Budget 2025. It provides for extra allocations across various departments and enables limited transfers between ministries to address updated financial requirements.

Bill Status: Received Royal Assent

Bill Text: [Bill 43: Appropriation \(Supplementary Supply\) Act, 2025 \(\\$\)](#)

- **Bill 44: Agricultural Operation Practices Amendment Act, 2025:** updates the *Agricultural Operation Practices Act* to refine terminology and adjust regulations related to organic material management. The bill replaces references to "composting materials" with "organic materials," expands the definition of composting, and formally defines "digestate" as a by-product of anaerobic digestion. It establishes a legal framework for diverting agricultural organic waste to biogas plants, which process it into energy or renewable natural gas. The legislation replaces an existing memorandum of understanding between government agencies with formal regulations, providing clearer guidelines for biogas operations. Additionally, the bill outlines conditions for storing and using digestate as a soil amendment, incorporating it into farm operations as an alternative to synthetic fertilizers.

Bill Status: Passed First Reading

Bill Text: [Bill 44: Agricultural Operation Practices Amendment Act, 2025](#)

GOA Overview: [Growing the Agricultural and Biogas Industries](#)

- **Bill 45: Critical Infrastructure Defence Amendment Act, 2025:** updates the *Critical Infrastructure Defence Act* to expand the definition of "essential infrastructure" and clarify its application. The amendments add all land within two kilometers of Alberta's border with the United States to the list of protected infrastructure. The bill also includes facilities involved in bitumen, crude oil, and natural gas extraction, processing, and refining, as well as the head offices of companies operating such facilities. Additionally, the Act is amended to explicitly apply to the Government of Canada to limit federal jurisdiction over critical infrastructure in Alberta.

Bill Status: Passed First Reading

Bill Text: [Bill 45: Critical Infrastructure Defence Amendment Act, 2025](#)

GOA Overview: [Protecting Alberta from Unconstitutional Federal Overreach](#)

Government Bills Continued

- **Bill 46: Information and Privacy Statutes Amendment Act, 2025:** updates the *Access to Information Act* and *Protection of Privacy Act* to clarify data management and disclosure rules. It introduces provisions allowing the Lieutenant Governor in Council to make regulatory amendments to align with legislative changes. The bill also formalizes the role of the Office of Statistics and Information, specifying that certain data-sharing and privacy rules do not apply to it. Additionally, it adjusts provisions related to judicial records, data matching, and non-personal data disclosure, ensuring consistency between the *Access to Information Act* and *Protection of Privacy Act*.

Bill Status: Passed First Reading

Bill Text: [Bill 46: Information and Privacy Statutes Amendment Act, 2025](#)

GOA Overview: [Updates to Privacy and Access Legislation](#)

- **Bill 47: Automobile Insurance Act:** introduces a new framework for automobile insurance in Alberta, replacing existing provisions under the Insurance Act. It establishes a no-fault insurance model that provides benefits such as income replacement, health care coverage, and death benefits regardless of who is at fault in an accident. The bill outlines eligibility, benefit categories, and compensation procedures, while also limiting tort claims to specific circumstances. It creates the Alberta Automobile Care-first Tribunal to handle appeals and formalizes rules for insurers, claimants, and the oversight of the system. The Act is set to apply to accidents occurring on or after January 1, 2027.

Bill Status: Passed First Reading

Bill Text: [Bill 47: Automobile Insurance Act](#)

GOA Overview: [Enabling Better Auto Insurance](#)

- **Bill 48: iGaming Alberta Act:** establishes the Alberta iGaming Corporation to manage and operate online lottery schemes on behalf of the Government of Alberta. The bill defines the corporation's mandate, governance structure, and regulatory framework, including oversight by a board of directors and the ability to enter agreements with other provinces. It introduces rules for the registration and regulation of iGaming suppliers, standards for online gaming operations, and restrictions related to advertising and access. The Act also amends the Gaming, Liquor and Cannabis Act to integrate online gaming within Alberta's broader gaming regulatory regime.

Bill Status: Passed First Reading

Bill Text: [Bill 48: iGaming Alberta Act](#)

GOA Overview: [Bet Safely, Bet With Confidence](#)

Private Member Bills

- **Bill Pr5: Community Foundation of Lethbridge and Southwestern Alberta Act:** repeals and replaces the 2010 Act governing the Community Foundation of Lethbridge and Southwestern Alberta. The new legislation continues the Foundation as a corporate body and outlines its objects, governance, and powers. It clarifies how donations may be received, managed, and applied, including provisions for investment, donor intent, managed funds, and trust property. The Act defines the geographical focus of the Foundation, formalizes the appointment and responsibilities of the Board, and includes updated provisions for indemnity, audits, and administrative costs.

Bill Status: Passed First Reading

Bill Text: [Bill Pr5: Community Foundation of Lethbridge and Southwestern Alberta Act](#)

Private Member Bills Continued

- **Bill Pr6: Burman University Amendment Act, 2025:** makes minor updates to the Burman University Act by replacing outdated references to “College Heights” with “Lacombe” and updating the institution's terminology from “college” to “university.” These amendments reflect the current name and status of Burman University and align the Act’s language with the institution’s existing operations and location.

Bill Status: Passed First Reading

Bill Text: [Burman University Amendment Act, 2025](#)

Session Transcripts

Monday, March 24, 2025, Afternoon: [Transcript](#)

Monday, March 24, 2025, Evening: [Transcript](#)

Tuesday, March 25, 2025, Afternoon: [Transcript](#)

Wednesday, March 26, 2025, Afternoon: [Transcript](#)

Thursday, March 27, 2025, Afternoon: [Transcript](#)



2025 ~ 2026 ~ 2027



Strategic Planning

~ Executive Summary ~

The CAEP Board of Directors completed a Strategic Planning Session facilitated by Kent Rupert, Rupert Strategic Consulting Ltd, and Tracy Gardner, CAEP, on February 20th. A review of the previous Regional Economic Growth Strategy combined with constructive feedback from membership led to productive conversation regarding CAEP priorities. Aligning with both qualitative and quantitative objectives that measure effectiveness of CAEP, the Board identified the following **Organizational Goals**:

Community Investor Profiles

- Profile Options:
 - Condensed Profile
 - Inclusive Profile

Regional Investor Profile

- Regional Investor Readiness Checklist
- Regional Dashboard

Networking

- Annual General Meeting
- Fall General Meeting
- Lunch & Learns
- Fundraising Dinner

The Board explored the importance of **Regionalism** and how CAEP can deliver regional promotion strategies and partnerships that elevate Central Alberta's competitiveness. This priority led to the impact statement that includes "**Empowering Investment Attraction in Central Alberta**". This guiding principle honors the business retention and expansion that municipal members focus on internally while CAEP contributes to the economic development landscape by focusing on investment attraction and being a **Connector** with investment stakeholders.

This strategic planning session led to the following **Action Items**:

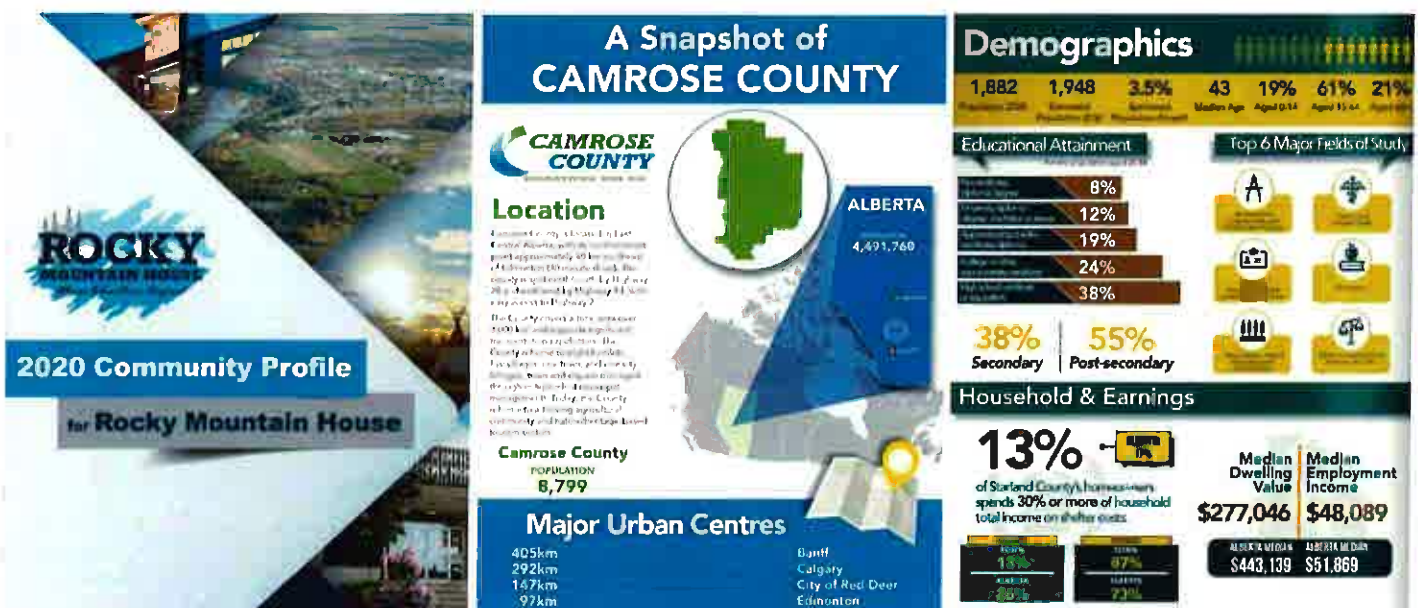
- ✓ **Review and modernization of the CAEP Articles of the Association**
- ✓ **Create a Committee Structure on an Ad Hoc "project basis" only**
- ✓ **Development of a provincial Government Relations Strategy for advocacy**
- ✓ **Creation of an annual internal and external Communications Strategy focusing on...**
- ✓ **Calendar of Events which includes timely and relevant Lunch & Learns as well as the AGM and FGM**
- ✓ **Host an annual Fundraising Dinner that showcases advocacy and networking**

Community Investor Readiness Profiles

McSweeney & Associates Consulting Inc. creates unique and "Made In" solutions that reflect the needs of each community. This is accomplished through reputable investment readiness experts and market leaders that are most familiar with Central Alberta.

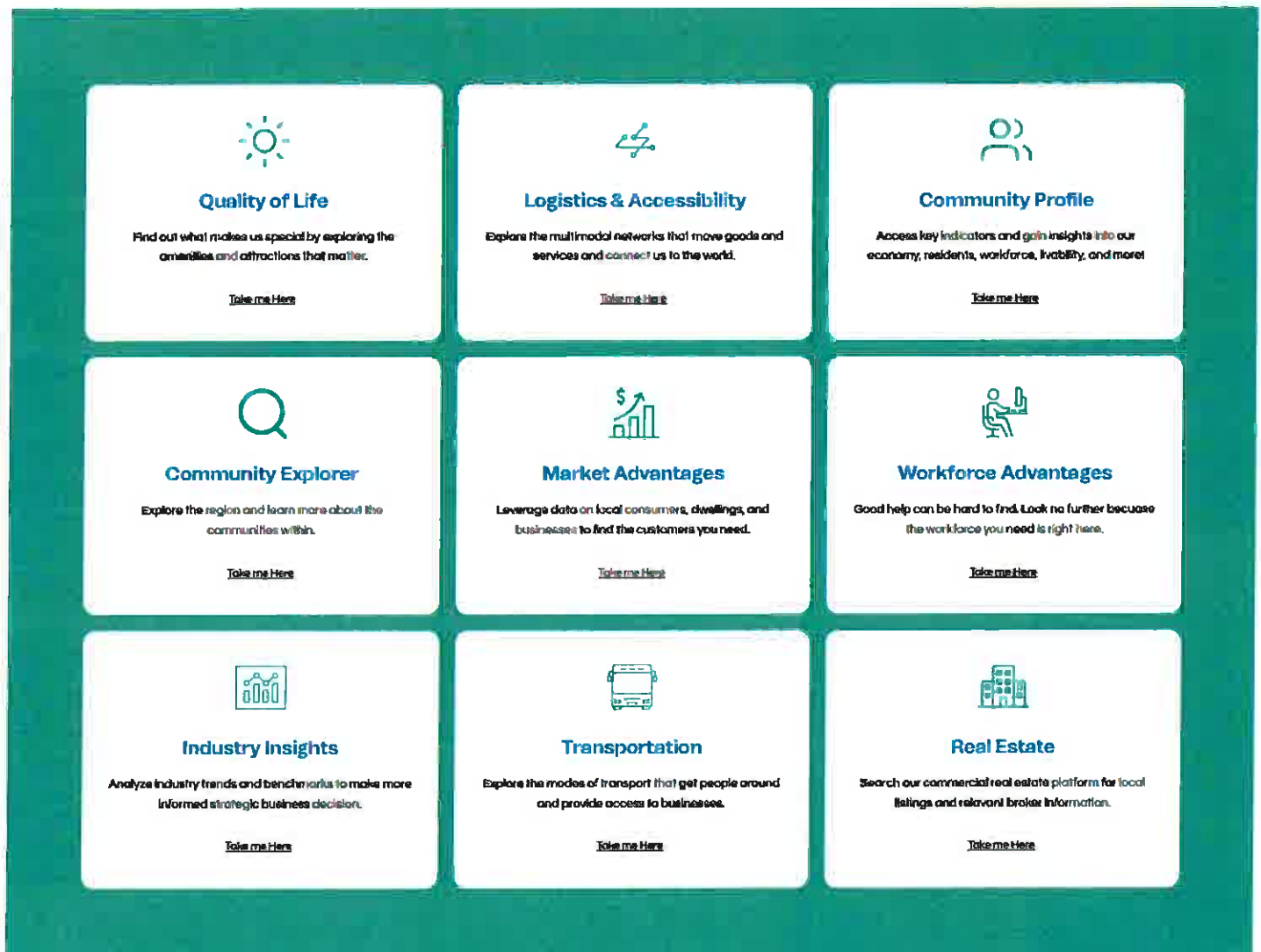
CAEP Municipal Members will have the option to engage in either the creation of a comprehensive profile or updating an existing profile. Some members have collaborated on these profiles in previous funding opportunities. Community Investor Readiness Profiles will include, but not limited to:

- ✓ **Data Preparation & Input for the Investment Readiness Profile**
 - Demographics & Labour Force Capacity
 - Education, employment trends, wages
 - Business Environment & Local Advantage
 - Chambers, PSI's, Community Futures
 - Quality of Life Assets
 - Housing, schools, health & social services, protective services
 - Location & Transportation
 - Linkages, taxes, utilities, infrastructure, development policy
 - Economic Development
 - Building and development
- ✓ **Customized Design of the Profile**
- ✓ **Launch of the Community Investor Readiness Profile**



Regional Investor Profile

McSweeney & Associates Consulting Inc. will collaborate with Central Alberta Economic Partnership and Invest Alberta to best position Central Alberta for success when producing a Regional Profile that captures all compelling and relevant data. This process will follow a very similar tactic to the Community Investor Readiness Profiles created by LocalIntel.



This regional collaboration will also showcase the following ecosystem partners that support business and economic development leading to purposeful and intentional coordination.



Networking

Networking is the process of building and maintaining connections with others to share information, ideas and opportunities. This is a high priority for CAEP as we provide a responsibility to be a "**Connector**" within the regional economic development ecosystem coupled with municipal and provincial levels of government. The gathering of information and people is accomplished in the following practices:

Annual General Meeting

- May/June
- Financial accountability for CAEP and its Members

Fall General Meeting

- November
- Board Elections & Composition
- Committee Reports

Lunch & Learns

- Monthly
- Showcasing industry experts on timely and relevant topics

Fundraiser Dinner

- Once per year
- Linkage to Ministers and MLA's

This Networking strategy focuses on **economic development training** and **regional ecosystem engagement**. The two annual General Meetings are conducting regular CAEP business while also inviting speakers that share appropriate topic content relevant to the industry and regional members. The Lunch & Learns are designed to bring quick, accessible and impactful speakers that empower regional content. Topics include but not limited to workforce development, trade barriers, clean energy, utility access, leadership, etc.

The Fundraiser Dinner allows CAEP to invite its municipal and associate members, strategic partners and government officials to network. This formal event delivers an interactive atmosphere where CAEP facilitates a "hot stove lounge" session that asks the tough questions impacting rural and urban municipalities. Additionally, the format of the event is intended to be a revenue generator for CAEP.



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

Agenda item 11.b / 11.c (continued)**Recommended Motion:**

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