

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 January 9, 2023, commencing 7:00pm.

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES December 12, 2022, Regular Council Meeting	Pages 2 - 5
4. PUBLIC HEARING None scheduled	
5. DELEGATIONS None scheduled	
6. BUSINESS ARISING FROM PREVIOUS MINUTES 6.a Bowden Hotel 6.b RCMP Public Open House Meeting 6.c Intermunicipal Recreation and Culture Grant and Library Agreements	 6
7. BYLAWS & POLICIES 7.a Grants & Donation Policy 01 – 2023 (revised policy) 7.b AUMA Convention Policy 11 – 01 & Urban Forest Policy 72 – 01 (existing policies)	 7 - 8 9 - 19 20 - 24
8. NEW BUSINESS 8.a Budget Deliberations 8.b Emerging Trends in Municipal Law 8.c Volunteer Application Form (Public Library Board)	 25 26 – 28 29
9. FINANCIAL No item submitted	
10. CORRESPONDENCE 10.a Non-Ambulance Transfer Announcement (received from Interim AHS President) 10.b November Enforcement Contract (received from Red Deer County) 10.c Letter sent to Premier D Smith (received from Mayor Lance Colby, Town of Carstairs)	 30 31 - 33 34 35 - 36
11. REPORTS 11.a CAO's Report 11.b Council Committee Reports 11.c Society & Other Reports	 37 38 - 44 45 - 63
12. CLOSED SESSION OF COUNCIL ("in camera") 12a Planning & Development Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 "is deemed to be privileged information".	
13. MEETING ADJOURNMENT	



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**Town of Bowden – Regular Council Meeting
held on Monday December 12, 2022
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

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

PRESENT

Mayor	Robb Stuart	(Chair)
Councillor	Deb Coombes	(via Zoom link)
Councillor	Paul Webb	
Councillor	Marie Flowers	
Councillor	Wayne Milaney	
Councillor	Sandy Gamble	

ABSENT

Councillor	Randy Brown
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STAFF

CAO	Rudy Friesen
Recorder	Arno Glover

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

Motion 2.a

Moved by Councillor Deb Coombes that Council adopts the agenda, as amended.

Note: (amended as follows):

Item 8.b New Business – emergent item.

Special Events Committee update – ref Christmas Festival.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Wayne Milaney that Council adopts the November 28, 2022, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

There were no public hearings.

5. DELEGATIONS

Attendees: S/Sgt. W. Wright & Sgt. G. Beach, RCMP Olds Detachment.

S/Sgt Warren Wright provided an overview of the Community Policing Report for the period July 1 to September 30, 2022.

S/Sgt Warren Wright stated that the next Town Hall Meeting will take place in January 2023 (the exact date to be provided to Administration by 4th January).

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6. BUSINESS ARISING FROM PREVIOUS MINUTES**Agenda item 6.a Bowden Hotel**

CAO Rudy Friesen informed Council that the meeting with the Minister of Infrastructure has yet to be rescheduled, (date tbc).

Agenda item 6.b**Red Deer County – Inter Municipal Recreation, Culture & Library Funding Agreements.**

CAO Rudy Friesen informed Council that the revised Inter Municipal Recreation, Culture & Library Funding Agreements were on the agenda for approval by Red Deer County Council at their next regular council meeting.

There was no motion made regarding agenda items 6.a. and 6.b.

7. BYLAWS & POLICIES

There was no agenda item for this meeting.

8. NEW BUSINESS**Agenda item 8.a Bowden Christmas Dinner**

CAO, Rudy Friesen provided Council with an overview of a Community Christmas Dinner event to be held in the Town on 24th December.

Council by reference to the Municipal Donation / Grant Policy stated that any request for Town support should be made according to the process outlined within the policy.

Motion 8.a. Moved by Councillor Deb Coombes that Council refers the matter back to Administration for contact to be made with the applicant on the decision of Council.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b Christmas Festival

Councillor Deb Coombes provided Council with an update on this event and on a number of organizational matters that required further discussion and decision.

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

9. FINANCIAL**Agenda item 9.a Interim Capital Budget for 2023**

As per a new requirement of the MGA enacted in August 2022, Administration made a request to Council to pass a motion to adopt an Interim 2023 Capital Budget, based on the 2022 Capital Budget until such time that the 2023 Capital Budget is passed by Council.

Motion 9.a Moved by Councillor Paul Webb that Council adopts a 2023 Interim Capital Budget based on the 2022 Capital Budget until such time as the full 2023 Capital Budget is passed by Council.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE**Agenda item 10.a**

Email received from the Board of Trustees of Chinook Edge School Division.

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Agenda item 10.b**Letter received from Red Deer County Protective Services (October Enforcement Contract).****Motion 10.a** Moved by Councillor Deb Coombes that Council accepts the items of correspondence as information.**MOTION CARRIED UNANIMOUSLY****11. REPORTS****Agenda item 11 CAO's Report**

CAO Rudy Friesen submitted his report to Council.

Motion 11.a. Moved by Councillor Marie Flowers that Council receives, as information, the CAO report as submitted.**MOTION CARRIED UNANIMOUSLY****Agenda item 11 Council Committee Reports**

No reports submitted

Agenda item 11 Society & Other Reports

Statistics Canada – 2021 Census of Population.

Motion 11.b. Moved by Councillor Deb Coombes that Council receives, as information, the Statistics Canada report as submitted.**MOTION CARRIED UNANIMOUSLY**

Mayor Robb Stuart called for closed session of Council at 8:03pm.

12. CLOSED SESSION OF COUNCIL ("in camera")**Agenda Item 12.a (Human Resources)***Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 "is deemed to be privileged information".***Motion 12.a.** Moved by Councillor Marie Flowers at 8:03pm that Council moves to an "in-camera" session.**MOTION CARRIED UNANIMOUSLY****Motion 12.b.** Moved by Councillor Paul Webb at 8:28pm that Council return to an "open meeting" of Council.**MOTION CARRIED UNANIMOUSLY**

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

13. MEETING ADJOURNMENT**Motion 13.a** Moved by Councillor Sandy Gamble at 8:29pm to adjourn the meeting.**MOTION CARRIED UNANIMOUSLY****Meeting Adjourned**

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Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Rudy Friesen**

Regular Council Meeting: January 9, 2023.	Agenda Item: 6.a / 6.b / 6.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information only	Attachment(s): None

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

Content:**6.a Bowden Hotel**

There is no further update on this matter.

6.b RCMP Public Open House Meeting

The date, time, and venue for the RCMP Public Open House Meeting is set for Tuesday January 24, 2023, at the Bowden Friendship Club (7:00pm to 8:30pm).

6.c Intermunicipal Recreation and Culture Grant and Library Agreements

Both contracts have now been formally signed by both parties.

The agreements are effective for 2023 and expire December 31, 2027.

Regular Council Meeting: January 9, 2023.	Agenda Item: 7.a & 7.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): As per content

Content:**1 Background**

The attached policy documents (3 in total) are submitted to Council as a Request for Decision.

2 Justification

To:

- i. support Administration's objective of ensuring that municipal policies and programs are implemented according to the CAO's obligations under section 207 of the MGA,
- ii. ensure that policies remain appropriate, relevant & meaningful,
- iii. repeal policies that are obsolete,
- iv. ensure that only relevant material is made available to residents regarding the provision of Town services.

3 Grants & Donations Policy

Administration submits Grants & Donations Policy (01-2023) to Council for review and approval.

This Grants & Donations Policy provides the framework that ensures applications for financial assistance are assessed and awarded in a consistent and equitable manner and that they support projects that are of benefit to the local community.

The revised policy has been restructured to allow for two application deadlines per annum.

In addition, the revised policy:

- i. clearly defines the authority and responsibilities for Council, the CAO, and applicants,
- ii. redefines and clarifies the funding conditions,
- iii. defines the application process,
- iv. includes a revised (simplified) Financial Assistance Application Form.

The policy supersedes the existing policy (Municipal Donation / Grant Policy 11-4) dated June 2016.

Alternative Actions.

That Council:

- i. reviews the draft Grants & Donation Policy (01-2023) as submitted and grants approval, or,
- ii. reviews the policy as submitted and makes recommendations to Administration on amendments where required.

Suggested Motions.

Motion by Councillor _____ that Council approve Grants and Donation Policy (01-2023) as presented.

or

Motion by Councillor _____ that Council direct Administration to make amendments to the draft Grants and Donation Policy (01-2023) as directed and to resubmit a revised version to Council at a later date for approval.

4 AUMA Convention Policy & Urban Forest Policy

Administration seeks Council direction on the following policies.

AUMA Convention Policy	#11-01 (July 2006)
Urban Forest Policy	#72-01 (February 2007)

(copies attached).

Administration submits these policies to Council for a decision to be made as to whether either or both of these policies should be repealed (made null and void) or be updated.

Motion by Councillor _____ that AUMA Convention Policy #11-01 and the Urban Forest Policy #72-01 be repealed.

or

Motion by Councillor _____ that Administration submits to Council at a later date revised and updated policies for AUMA Convention and Urban Forest.



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

Town of Bowden – Province of Alberta Policy Document (01 -2023) GRANTS & DONATIONS POLICY

1 INTRODUCTION

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

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

2 PURPOSE

The purpose of the Grants & Donation Policy is to:

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

This policy states the process and governing principles for how requests for financial assistance must be managed.

3 POLICY STATEMENT

The disbursement of monetary payments as donation, grants, or contributions as gifts in-kind does not form part of the Town's regular program of service delivery. Any disbursement must therefore receive prior Council approval and must align with Council's core values on supporting community programs or initiatives.

The Town reserves the right to exercise responsible financial stewardship and may request accountability and transparency from any person to which financial assistance is given.

The CAO will provide direction where necessary to ensure that all applications are correctly completed prior to submission to Council.

4 SCOPE

This policy applies to all:

- i. all persons who request financial assistance from the Town of Bowden,
- ii. all Administrators of this policy,
- iii. Town Council.

5 DEFINITIONS

Applicant

Means the person, organization or group submitting a request to the Town of Bowden for financial assistance.

Application & Selection Process

Means a formal process whereby a request for a donation, grant or gift in kind is assessed against eligibility criteria and the decision made is subject to any or all of the requirements of this policy.

CAO (Chief Administrative Officer)

Is the person appointed by the Council to the position of Chief Administrative Officer for the Town in accordance with the MGA and is the administrative head of the Municipality.

Council

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

Donation

Means a monetary contribution with no terms or conditions imposed on the recipient other than the program or initiative that it must be used for. For example, "to offset the cost of a tournament" or to "offset the cost of running a community hall".

Financial Assistance

Means either a donation, grant or gift in-kind.

Financial Assistance Application Form

Means the application form that must be used by a person or organization to request a donation, grant, or gift in-kind and is the start of the application and selection process.

Gifts In-Kind

Means assistance given where no financial payment is made but rather goods and services are given. For example, the use of municipally owned equipment or resources where the rental fee is either waived or reduced.

Grant

Means a monetary payment to an organization that must be spent specifically for the purpose agreed.

Municipality

Means the Town of Bowden.

Person

Means:

- a) an individual (resident / non-resident or visitor),
- b) a legal entity, association, partnership, society, not for profit organization or charity.

Recipient

Means the person, organization or group that has received (or is due to receive) financial assistance from the Town of Bowden.

Town

Means the municipal corporation of the Town of Bowden, its administrative staff, and designated officers.

Words (interpretation)

- i. "may" is to be construed as permissive and empowering,
- ii. "must" is to be construed as imperative,
- iii. "shall" is to be construed as the same as imperative,
- iv. "should" is to be construed as a recommended,
- 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.

6 GENERAL CRITERIA & CONDITIONS**6.1 Funding Conditions****6.1.1**

Financial assistance (funding) for projects or programs must demonstrate or provide a positive contribution to the:

- i. welfare of the local community,
- ii. health, education, and training of people within the local community,
- iii. economic advancement of the local community,
- iv. cultural, heritage, social or environmental well-being of the local community.

6.1.2

Financial assistance (funding) will not be provided to projects or programs:

- i. considered to be within the private or commercial sector,
- ii. that receive funding from other agencies (eg: FCSS),
- iii. that are contrary to the policies or core values of the Municipality,
- iv. that do not provide a benefit to the local community.

6.1.3

Financial assistance (funding) will not be provided:

- i. for staffing costs (full or in part),
- ii. to individuals (requests for sponsorship),
- iii. to repay debts or loans,
- iv. for any party-political event (or to organizations with political affiliations),
- v. for ongoing projects,
- vi. to projects or events that have already taken place,
- vii. if the applicant has not followed the correct application process as set out in this policy.

6.1.4

Financial assistance provided by the Town for a program or event should not be the sole source of funding. Applicants must demonstrate a sound financial need for financial assistance.

6.1.5

The applicant is solely responsible for the operational fulfillment of any financially assisted program.

The Town accepts no liability for any financial losses incurred or liabilities that may arise from a supported project or program.

6.1.6

The applicant / recipient must request approval in writing from Council if the nature / scope of the approved project / program changes from that of the original application.

6.1.7

Any financial assistance given can only be used for the defined purposes as set out either in the Council resolution or the submitted application form.

6.1.8

Any decision to provide financial assistance will not be regarded as a commitment by the Municipality to continue to provide financial assistance in the future.

6.2 Discretionary Conditions**6.2.1**

The Town of Bowden may at any time exercise discretion in approving applications which fall outside the full requirements of this policy based on the extent to which the applicant can demonstrate the project's contribution to the local community.

Council will consider each case on its merits and any financial assistance provided will be without precedent.

6.2.2

An approval for financial assistance may be made by Council subject to the satisfaction of one or more conditions and any payments due may be held back until those conditions are satisfied.

6.2.3

The recipient must, as a condition of the application, provide accounting records of the project / program if requested to do so.

6.2.4

The Town may invite applications for financial assistance through advertising on the Town's website and social media channels.

6.3 Process**6.3.1**

Applications for financial assistance must be made using the Financial Assistance Application Form, which can be requested from the Town Administration Office or found as a document for download from the Town of Bowden website: www.bowden.ca.

Completion of the application form is required to initiate the application and approval process.

6.3.2

All applications submitted for financial assistance must be transparent and factual and must not contain any false, deceptive, or incorrect information.

6.3.3

Each application must contain all of the required information, including all applicable supporting documentation, and must be submitted prior to the specified deadlines.

An application will not be submitted to Council by the CAO if any of the following conditions exist:

- i. the Financial Assistance Application Form is not complete,
- ii. a current financial statement is not included,
- iii. a detailed budget for the projects or program is not provided,
- iv. a final report remains outstanding from a previous application.

6.3.4

Applications for financial assistance will be reviewed in the first instance by the CAO.

Any incomplete applications will be returned to the applicant and an indication provided as to what further information is required.

6.3.5

All applications are subject to Council approval.

All applicants acknowledge and agree that the decision(s) made by Council for financial assistance are solely a matter for and are made at the discretion of Council.

6.3.6

Applications will not be approved if budgetary constraints prevent the ability for the Town to make a financial contribution.

6.3.7

Council may impose any conditions and / or restrictions as it deems fit or appropriate including setting of standards, timescales or how the financial assistance must be used.

6.3.8

A decision made by Council to approve, deny, or vary an application is final.

6.3.9

The CAO will notify applicants of their status within 60 days of the application deadline.

6.3.10

Applicants may only submit one application per calendar year.

6.4 Application Deadlines**6.4.1**

The Town will review applications semi-annually.

6.4.2

The first application deadline is 30th April.

6.4.3

The second application deadline is 30th October.

6.4.4

Council may consider applications outside of the application deadlines if the applicant is able to demonstrate that the purpose for which they are seeking financial assistance was not foreseen at the time of the biannual application deadlines.

6.5 Recognition**6.5.1**

The Town of Bowden requires successful applicants to provide recognition of the grant / donation funding in their event promotion and / or advertising including the use of the Town of Bowden branding where appropriate.

7 STATUTORY INFORMATION

7.1

Applications for financial assistance submitted to Council will be heard during a Town of Bowden Regular Council Meeting. Information submitted and any decision made will therefore be in the public domain.

7.2

The information provided by the applicant is collected under the authority of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25.

7.3

Nothing in this policy (either by inclusion or omission) exempts the Town from any obligation, liability or accountability imposed by statutory regulation or enactment, including but not limited to, the Municipal Government Act, and public sector accounting standards and principles.

8 AUTHORITY / RESPONSIBILITIES

8.1

Both Council and the CAO have joint responsibility for the ongoing maintenance of this policy as follows:

8.1.1

Council is responsible for:

- i. adopting (by resolution) this policy and all future amendments thereof,
- ii. considering the merits of all requests for financial assistance,
- iii. approving requests (by resolution) for financial assistance, subject to the provisions of this policy,
- iv. rejecting requests (by resolution) for financial assistance,
- v. reviewing this policy in order to ensure quality, accuracy, and relevancy.

8.1.2

The CAO is responsible for:

- i. providing administrative support to applicants including the initial review of a request for financial assistance to ensure compliance with the provisions of this policy,
- ii. administering this policy in accordance with the direction of Council,
- iii. ensuring that requests for financial assistance are aligned with the operational budget,
- iv. acting as a liaison with applicants, taking appropriate action and implementing any changes as required or deemed necessary,
- v. reviewing on an ongoing basis this policy in order to ensure quality, accuracy, and relevancy.

8.2

The standards and principles as defined in this policy should be adopted by all persons seeking financial assistance from the Town.

Applicants must therefore:

- i. ensure that the information they provide in their application is factually correct,
- ii. agree to be bound by the terms and conditions as set out in this policy and with any other agreement or condition made by the Town in respect of the application.

9 SUPPLEMENTARY INFORMATION

9.1

Questions or concerns relating to this policy should in the first instance be directed to the Chief Administrative Officer:

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

9.2

All schedules form part of this policy.

Schedules attached to this policy:

Schedule A Town of Bowden Financial Assistance Application Form

9.3 Policy Specifics

Policy Number	01 / 2023
Policy Title	Grants & Donations Policy
Policy Type	Council Policy
Supersedes / Revokes	Policy 11-04 (of June 2016)
Policy Passed	Regular Council Meeting of ** / ***** / 2023
Council Resolution	*****
Date Effective	Immediate upon signing by Mayor & CAO
Policy Review Date	As required / at least every Council term
Distribution:	Elected Officials / CAO / CFO

9.4 Policy Revision History

Date	Description of Change	Section	Approved by

9.5

Signed:

Robb Stuart Mayor	Rudy Friesen, Chief Administrative Officer

**TOWN OF BOWDEN
FINANCIAL ASSISTANCE APPLICATION FORM****(CONFIDENTIAL)****Year 2023**

This is an application for financial assistance by way of donation, grant or gift in-kind from the Town of Bowden. The eligibility and process for receiving financial assistance are defined in the Town of Bowden policy document titled, "Grants & Donation Policy 01-2023".

Application Checklist:

Please complete the form in its entirety – where not applicable annotate as: (n/a)

Return this form in the first instance to the Town Administration Office or scan and email to:

cao@bowden.ca

Your application must include all the following items for your organization:

- ☐ Current Year Budget
- ☐ Most recent audited financial statements
- ☐ List of Board Directors or Organizing Committee members
- ☐ Specific Project or Event Budget (projected revenues or costings).

This form should be submitted prior to 30th April or 30th October each calendar year.

The application will be reviewed for completeness by the CAO. The CAO and / or Town Council reserves the right to request further information or clarity on any matter or request proof on how the grant / donation funds will be spent.

General:

Legal Name of Organization	
Full Civic Address	
Registered Charity Number	<i>(if applicable)</i>
Registration Not for Profit <i>(date & registration number)</i>	<i>(if applicable)</i>
Type of Organization	
Fiscal Year	<i>(from / to)</i>

Funding:*(please indicate the amount of financial assistance requested)*

\$

Primary Contact: *(for this application)*

Contact Name	
Contact Cell Number	
Email	

Organization: Board of Directors / Committee Members:

Position	Name	Address

Membership:*(please provide details of membership numbers)*

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Organizational Purpose:*(please provide details of your organization's mission statement, core values, & goals)*

Utilization: (how the funds be used)*(please check one box and provide further details in the description box below)*

Capital Equipment Purchase <input type="checkbox"/>	Operational Costs <input type="checkbox"/>	One Time Event <input type="checkbox"/>	Other <input type="checkbox"/>
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Description:*(describe in detail how the funds will be used)*

Funding: (other sources)*(please indicate if your organization received funding last year from other sources)*

Source:	Amount \$	Source:	Amount \$
Source:	Amount \$	Source:	Amount \$

(how was the grant(s) used)

Other information:*(please provide any other relevant information in support of your application – attach separate sheets if necessary)*

Authorization:

Name:		Phone (cell):	
Position:		Email:	
Declaration:	<i>I certify that the information provided within this application is factual and correct and that I have read, understood, and agree to be bound by the terms and conditions as set out in the Town of Bowden Grants & Donations Policy and other agreement or condition made by the Town in respect of this application.</i>		Signature:

The information within this application is collected under Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of determining eligibility for a Financial Assistance Grant and is governed, authorized, and protected by that Act.

Section for completion by Town of Bowden

Date received: _____

Date reviewed (by CAO): _____

Application complete Y / N ☐

If incomplete state, why:

Further Action (if required):

Date for submission to Council: _____

Town of Bowden Policy # 11-01 AUMA Convention**Department:** Council and Other Legislative**Replaces:****Approval Date:** July 24, 2006**Amendment Dates:**

PURPOSE

The AUMA holds an annual convention which Council feels is important enough that there should be some sort of guidelines regarding it. Council considers this convention to be a vital part of Council training and feels that the Town is well served by having representatives every year.

POLICY GUIDELINES**1. Convention Attendance**

- 1.1 The Town of Bowden will send representatives to every annual AUMA Convention regardless of location.
- 1.2 Representatives will potentially include a maximum of the whole of Council and the Chief Administrative Officer.
- 1.3. None of the potential representatives described in clause 1.2 are obligated to attend so long as one individual attends to represent the Town of Bowden.

2. Convention Budget and Agenda

- 2.1 The Town of Bowden will annually budget for the whole of Council and the Chief Administrative Officer to attend the Pre-Convention, Main Convention and Gala.
- 2.2 None of the representatives that will be in attendance at any part of the convention are obligated to attend any other part of the convention. For example a Councillor can attend the Main Convention without having to attend the Pre-Convention or Gala. The budget shall reflect the situation of all potential representatives attending all possible parts of the convention regardless of the potential that every part is not attended or that some representatives don't attend.
- 2.3 Representatives' expenses shall be dealt with in the same manner as is described in the Council Remuneration Policy with per diems and expenses, such as mileage and subsistence, allocated as normal.
- 2.4 Representatives will get their own hotel rooms which they can share free of charge within the rules of the hotel.

3. Partner Program and Spouses

- 3.1 Representatives can have up to a maximum of one guest invited to the gala with the ticket at the expense of the Town.
- 3.2 Notwithstanding clause 2.4 and 3.1 the Town of Bowden will not cover the costs of the Partner Program or any other expense associated with any guest, spouse, or child that has accompanied a representative.

Town of Bowden Policy # 72-01
Urban Forest

SI
000022

Department: Recreation/Parks Facilities and Programs
Replaces:
Approval Date:
Amendment Dates:

PURPOSE

The Town of Bowden is known for its beautiful parks and bountiful green spaces. To maintain this standard, Council encourages the expansion of the Town's Urban Forest. It recognizes that all trees have a life expectancy and eventually will need to be removed and replaced. Trees will only be removed when specific criteria have been met.

POLICY GUIDELINES

1 Tree Removals

1.1 All trees have a life expectancy; some live longer than others but eventually all trees will need to be removed and replaced. Trees are a community asset and therefore an important part of a community's image, identity, and atmosphere. Any tree removals will be effectively communicated with the adjacent property owner well in advance of the tree being taken down. A tree located on a Town titled boulevard, road right of way, or park shall be considered for removal if:

- 1.1.1 The tree is dead (the majority of the crown is dead and the tree is past the stage where it can be cost effectively treated).
- 1.1.2 It is necessary for insect and disease control.
- 1.1.3 The tree has been damaged during a storm and there is no chance of treating the tree (when over two thirds of the crown has been damaged).
- 1.1.4 Major decay is found in the trunk and are not successfully compartmentalizing the decay on their own (the decay is continually spreading throughout the tree).
- 1.1.5 Trees that have to be removed for construction purposes only when there are no cost-effective alternatives to save the trees.
- 1.1.6 A past history of extensive damage has been recorded to Town property (i.e., sewer, sidewalk, roadway) and it is in the best interest of the Town to have the tree removed.

1.2 Removal is the final choice after all other alternatives have been considered. Removals will be accomplished on a first come first served basis, taking into account risk management. Due to budget constraints, removals are completed on a "as time permits" basis and no concrete date can be given for removals. Removals are usually done in the spring, or fall but if a tree has been inspected and deemed a 'high risk' hazard, the removal of the tree will be done as quickly as possible. The Parks & Recreation Department shall make all decisions as to which trees to remove and has the responsibility to ensure that the funding required to remove said trees is presented to Council for budget.

DP

2 Tree Planting

2.1 The intent of this section of the policy is to limit and control the planting of trees along road right of ways and boulevards as well as parks. Trees located in these areas require a higher degree of monitoring and long term maintenance due to the location. The Town will monitor the installation or replacement of trees on Town titled property, such as boulevards and road right of ways to ensure proper species selection and installation techniques are used.

2.2 All plantings located within Town owned road right of ways and boulevards shall be approved by the Parks & Recreation Department. Trees that have been removed may or may not be replaced due to surrounding area circumstances, but for every tree that the Town removes from its property, two suitable species of trees will be planted somewhere on Town property. All plantings will be monitored on a rotating yearly basis based on species and location. Planned streetscapes will be approved by the Parks & Recreation Department before planting. Plantings located within Town owned road right of ways or boulevards that have not been approved by the Parks & Recreation Department may be removed. The cost of the removal will be billed to the person or people responsible for the unauthorized planting. If a property owner wants to plant trees located within the road right of way or boulevard, the trees must meet current Town of Bowden development specifications and be of an approved species for the area. The planting must be approved by the Parks & Recreation Department. All tree planting in new developments will be located in such a manner that at mature size they will remain inside of the homeowner's property line, unless previously approved in writing by the Parks & Recreation Department. All plant material and installation techniques will meet current development guidelines and specifications at all times.

3. Donated/Volunteer Planting

3.1 Should residents propose to plant "donated trees" in Town Parks the following criteria shall be applied to evaluate the proposal:

- 3.1.1 The donating party of any plant material to be located upon Town property must communicate their intentions in writing to the Parks & Rec. Dept. before any planting is started.
- 3.1.2 All planting locations are to be approved by the Parks & rec. Dept. and must meet current industry standards in relation to setbacks, planting methods, and viable species used.
- 3.1.3 No plant material, except for annuals and approved perennials is to be located within two and one half (2 ½) metres of any fence.
- 3.1.4 The Parks & Rec. Dept. will carry out "pre" and "post" park inspections and any damage to Town owned property will be the responsibility of the party planting the trees/shrubs.
- 3.1.5 All plant material is to be healthy and viable at the time of planting.
- 3.1.6 All plant material is to be selected from the recommended planting list, a copy of which is available from the Town upon request.

DP

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- 3.1.7 The Town will not be responsible for any vandalism/death of plant material that has been planted by a homeowner or party unless that plant material is located on Town Property.
- 3.1.8 The Town reserves the right to remove any plant material planted upon property owned by the Town.

4. Suggested Tree List for Residential Planting in the Bowden Area

4.1 Species Very Well Adapted:

- 4.1.1 *Caragana arborescence* 'Sutherland' Sutherland Caragana
- 4.1.2 *Crataegus spp.* Hawthorn
- 4.1.3 *Elaeagnus angustifolia* Russian Olive (Hot Infertile Sites)
- 4.1.4 *Malus spp.* Apple and Crab Apple
- 4.1.5 *Prunus padus var. commutate* Mayday
- 4.1.6 *Prunus virginiana* 'Shubert' Shubert Chokecherry
- 4.1.7 *Ulmus Americana* American Elm (Large Yard)
- 4.1.8 *Picea pungens* Colorado Spruce

4.2 Species Adapted but Requiring a Higher Degree of Care and Maintenance:

- 4.2.1 *Aesculus glabra* Ohio Buckeye
- 4.2.2 *Betula papyrera* Paper Birch (Wet Location)
- 4.2.3 *Betula pendula* 'Gracilis' Cut Leaf Weeping Birch (Wet Location)
- 4.2.4 *Populus tremula* 'Erecta' Columnar Aspen (Moist Protected Site)
- 4.2.5 *Prunus maackii* Amur Cherry
- 4.2.6 *Prunus pensylvanica* Pin Cherry
- 4.2.7 *Quercus macrocarpa* Bur Oak
- 4.2.8 *Salix acutifolia* Sharp Leaf Willow
- 4.2.9 *Salix pentandra* Laurel Leaf Willow
- 4.2.10 *Sorbus spp.* Mountain Ash
- 4.2.11 *Tilia cordata* Linden
- 4.2.12 *Larix siberica* Native/Siberian Larch (Wet Location)
- 4.2.13 *Picea glauca* White Spruce (Wet Location)
- 4.2.14 *Pinus cembra* Swiss Stone Pine
- 4.2.15 *Pinus sylvestris* Scots Pine

DP

Regular Council Meeting: January 9, 2023.	Agenda Item: 8.a / 8.b / 8.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): As per content

Content:**8.a Operating Budget Deliberations**

Administration has prepared the first draft of the 2023 Operational Budget.

Administration requests that Council determine a date for an initial review of the first draft of the Operational Budget.

Recommended Motion.

Motion by Councillor _____ that Council set the date for a Special Council Meeting to conduct an initial review of the 2023 Operational Budget for ** January 2023 at **:**.pm.

8.b Emerging Trends in Municipal Law

Administration has received details from Brownlee LLP with reference to their scheduled event in February regarding municipal legal matters.

Council to discuss and determine those wishing to attend the seminar.

Recommended Motion.

Motion by Councillor _____ that Councillor(s) _____ attend the Emerging Trends in Municipal Law seminar.

8.c Volunteer Application Form

Administration has received an application for the Public Library Board.

Suggested Motions.

Motion by Councillor _____ that Council accepts the application for membership of the Public Library Board and that the appointee to the Public Library Board (Councillor Deb Coombes) subsequently progresses the application.

or

Motion by Councillor _____ that Council rejects the application for membership of the Public Library Board.

or

Motion by Councillor _____ that Council defers the application for membership of the Public Library Board subject to further information being provided.

Mayor

From: Rosso, Julia <jrosso@brownleelaw.com>
Sent: December 19, 2022 4:27 PM
To: Mayor
Subject: Have you registered for the upcoming Emerging Trends yet?



BROWNLEE LLP
Barristers & Solicitors

EMERGING TRENDS IN MUNICIPAL LAW

**THE TRENDS YOU NEED TO KNOW
FOR YOUR COMMUNITY TO GROW**

CALGARY | FEBRUARY 9, 2023

ATTEND IN-PERSON

EDMONTON | FEBRUARY 16, 2023

ATTEND IN-PERSON OR VIRTUALLY

BrownleeLaw.com

Dear Robb,

Registration for Emerging Trends is still open!

Don't miss out on the opportunity to learn about the latest legal insights and current issues relevant to municipalities across the province.

We will discuss complex developments matters, land titles delays, cybersecurity threats and much more. Here's a sneak peek of the topics prepared for our upcoming seminar;

- **Even Miracles Take a Little Time; Sometimes Land Titles Takes Longer**

The registration period for the Alberta Land Titles Office continues to trend longer, currently sitting at 18 weeks. This presentation will review how the gap is affecting municipal real estate transactions, planning matters, expropriation and taxation and will provide strategies and tips for bridging the gap.

- **Constructive Takings: The Impact of *Annapolis* on Municipal Authority to Regulate Land**

The Supreme Court of Canada recently provided further direction on the circumstances in which government regulation of land may amount to a constructive taking of private property. This presentation will provide an overview of the Supreme Court of Canada decision in *Annapolis Group Inc. v. Halifax Regional Municipality*, 2022 SCC 36. We will also discuss the potential impacts that the Court's comments in *Annapolis* may have on municipal planning decisions going forward.

The same seminar will be hosted in Calgary on Thursday February 9 and Edmonton on Thursday February 16. You can register to attend virtually or in person for the Edmonton session only.

Event Details

<p>Calgary</p> <p><u>Date:</u> Thursday, February 9, 2023</p> <p><u>Time:</u> 8:30 am – 3:30 pm</p> <p><u>Location:</u> Best Western Premier Calgary Plaza Hotel & Conference Centre</p> <p><u>Address:</u> 1316 - 33 St. NE, Calgary</p>	<p>Edmonton</p> <p><u>Date:</u> Thursday, February 16, 2023</p> <p><u>Time:</u> 8:30 am – 3:30 pm</p> <p><u>Location:</u> Edmonton Expo Centre</p> <p><u>Address:</u> 7515 - 118 Ave. NW, Edmonton</p>
<p><u>REGISTER</u></p> <p><u>Feb. 9, 2023</u></p>	<p><u>REGISTER</u></p> <p><u>Feb. 16, 2023</u></p>

In-Person Admission: \$185 + GST

Virtual Admission: \$100 + GST

Hotel Booking Information

Calgary

Hotel: Best Western Premier Calgary Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

To book your room before January 6, 2023, call **1.800.661.1464**, [email the hotel](#), or

Edmonton

Hotel: Sandman Signature Edmonton Downtown

Address: 10235 – 101 St. NW, Edmonton

To book a room before January 30, 2023, call **1-800-SANDMAN**, [email the hotel](#), or

Topics at this year's seminar will include:

Hearing Problems? Navigating Public Hearings under the Municipal Government Act

The Municipal Government Act requires municipalities to conduct public hearings in a number of circumstances. Navigating the procedural requirements set out in the legislation, and additional requirements that have been imposed by the Courts, can present a number of challenges for both administration and council. This session will explore the legal requirements and best practices for public hearings, with reference to case law. Topics will include when a public hearing is required, advertising and notice requirements, conduct of public hearings, the duty of procedural fairness, and challenges to public hearing procedures.

Employment Potpourri 2023

An update on the trials and tribulations of workplace issues of interest to municipalities, including:

- Harassment/bullying;
- New WCB policy on medical cannabis;
- Post-incident and random drug testing;
- Vicarious liability for privacy breaches;
- Dealing with long term disability cases and avoiding human rights complaints; and
- Sick leave abuse.

As the law changes, so should your standard form contracts

In this session, we will discuss recent legal changes which may impact the interpretation, validity and enforceability of common terms found in standard construction contracts. We will then provide advice and recommendations for updating your standard form construction contracts. This session will review both common law and legislative changes, including the new provisions of the Prompt Payment and Construction Lien Act.

LPRT – The Newest Acronym on the Municipal Block

It has been about a year now that the Land and Property Rights Tribunal (the "LPRT") replaced the Municipal Government Board, the Land Compensation Board, the New Home Buyer Protection Board and the Surface Rights Board. With more subdivision and development appeals headed to the LPRT instead of local Subdivision and Development Appeal Boards, we will cover a wide variety of topics, including the critical impacts on municipalities, what you can expect in terms of timing and expense, and how best to navigate the shift toward decision-making at the provincial level.

Bear Pit

Registrants will have the opportunity to submit legal questions on matters affecting municipalities for discussion by our panel of lawyers.

Reynolds MINTH

March 3 Calgary

7:30 - 9:30

\$160

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Regular Council Meeting: January 9, 2023.	Agenda Item: 10.a / 10.b / 10.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information / RFD	Attachment(s): Email received from AHS Red Deer County Enforcement Letter Copy letter from Mayor of Carstairs

Content:**10.a**

Email received from Mauro Chies, Interim AHS President and CEO of Alberta Health Services.

Recommended Motion:

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

10.b

Letter received from Red Deer County Protective Services re: November Enforcement Contract.

Recommended Motion:

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

10.c

Copy of correspondence sent to Alberta Premier Danielle Smith by Mayor Lance Colby, Town of Carstairs.

Recommended Motion:

Motion by Councillor _____ that Council _____

Arno Glover

From: CAO
Sent: December 23, 2022 8:29 AM
To: Arno Glover
Subject: FW: Non-Ambulance Transfer Announcement

Can we produce this in a way that it could be included with Council package as correspondence?

It has been shared in not an ideal format.

Thanks

Rudy Friesen
 Chief Administrative Officer (CAO)
 Phone: 403-224-3395
 Email: cao@bowden.ca



From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: December 21, 2022 3:13 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: Non-Ambulance Transfer Announcement



Good afternoon,

Today Dr. John Cowell provided an update to media on his first 30 days as AHS's Official Administrator. His focus has been on four priority areas:

- Improving EMS response times
- Decreasing emergency department wait times
- Reducing wait times for surgeries
- Improving patient flow throughout the system

As part of Improving EMS response times, Premier Smith, Minister Copping and Dr. Cowell spoke to the decision to reduce EMS transports of medically stable patients. The non-ambulance transfer (NAT) program has been piloted in

Calgary, Bonnyville, Valleyview, Athabasca and St. Paul for six months. Evaluation of those pilots suggests that adoption of this algorithm could divert 15 per cent of transports from emergency medical services. This is already happening in many places across the province, and [this policy](#) formalizes this expectation. We are now expanding the program across the province.

In his comments to media, Dr. Cowell identified non-ambulance transfer as a service Health Advisory Councils have requested in their communities and have deemed a high priority for Albertans.

AHS Zone leaders will be working to identify options for supporting patients for whom getting a ride from a family member or friend is not an option. Alternative transportation options may include community shuttles, wheelchair-accessible taxis and other locally available options. AHS will cover the cost of transportation for patients who express they are financially unable to do so.

Community partners and operators interested in learning about how to join the preferred vendor list Dr. Cowell referenced in his remarks can contact AHS at cpsm.customersupport@albertahealthservices.ca or 1-877-595-0007.

This program supports using EMS when their skillset is truly required and will support patient flow, allowing for safe, faster discharges for medically stable patients, which can then provide other patients access to a hospital bed sooner. Read the full [News Release](#) here.

We plan to host a virtual session with you, our community partners, to provide further information and to answer your questions. Please watch for an invitation to that conversation early in the New Year.

Dr. Cowell also provided updates on each of the four priority areas. I have included summaries of those updates below for your information.

As we head into the holiday season, I want to thank you for your commitment to your communities, and your passion for healthcare. I look forward to meeting with you in the New Year as we continue to strive to improve Alberta's healthcare system, together.

Sincerely,

Mauro Chies

Interim President and CEO



Summary of AHS' progress on our 4 Priority Areas:

Improving EMS response times

Nineteen new ambulances have been added this year and we are aggressively working to recruit and retain EMS staff. Initiatives like the NAT program will help keep our ambulances and skilled crews on the roads. We will shortly be able to widely support our paramedics to treat patients on scene without transporting people to hospital, if clinically appropriate.

Decreasing emergency department wait times

For Emergency Departments, we have taken actions including expanding hours for non-urgent pediatric clinics, increasing supports in the ED to support assessment and discharge of elderly and frail patients and working with community partners to facilitate safe discharge for individuals experiencing homelessness. Dr. Cowell has met with the Alberta Medical Association, and they are jointly working to increase the availability of primary care for Albertans. This would, in turn, take some of the pressure off AHS, which becomes the only option for care in some communities on the weekend and in the evenings at times.

Reducing wait times for surgeries

Surgical activity provincewide is at 99 per cent of pre-pandemic levels. We continue to focus on surgical prioritization, central access and intake and Rapid Access Clinics for orthopedic patients. The province has expanded the number of surgeries performed at Chartered Surgical Facilities. We are working directly with surgeons who have longer waitlists to address this challenge. In the longer term, we are exploring ways to optimize surgical activity at rural sites.

Learn more about the [Alberta Surgical Initiative](#).

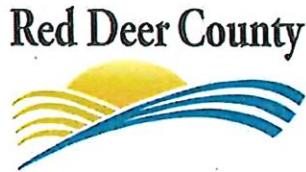
Improving patient flow throughout the system.

Patient flow is critical to our system, and it's critical to patient care. We are working to ensure that we have good flow across all our sites. Next year, 1,150 continuing care spaces will be added to our system. This creates more opportunity to quickly place patients who are assessed and ready to move into continuing care, making an acute care space available to someone who needs that level of care.

These are ambitious goals and these actions and measures are highlights of a series of strategic actions being put in place to better serve Albertans. AHS cannot achieve these targets alone and will therefore continue to look to you – our community partners – as we work to improve the healthcare system for all Albertans. Learn more here: [Community Partners & Stakeholders](#).



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

December 21, 2022

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: November Enforcement Contract

Please be advised for the month of November, Red Deer County Patrol Officers spent 9 hours and 13 minutes in the Town of Bowden.

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

- 2022.11.05 at 1256 – Wrong way on a one way; and
- 2022.11.19 at 0721 – Fail to stop at stop sign.

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

Sincerely,

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

Premier SMITH:

On behalf of our residents, we congratulate you on your election as Premier of Alberta. We realize that you have important decisions to make and one of them is regarding the proposed Alberta Provincial Police Service versus the R.C.M.P. It is the proposed APPS, status of the RCMP, and, as well, Alberta's faltering court system that we write to you about.

You are aware most Municipalities and Counties are not in favor of moving from the RCMP to an Alberta Police Service. Most elected officials have listened to the Alberta Government proposal about how they intend to implement this and the costs of doing so but do not agree with the costs and the viability of the proposal. The residents of Alberta deserve the opportunity to express their voice in this matter as it directly affects them. As provincial and municipal elected officials we owe it to our residents to ensure they have a say in something of this magnitude, and the only way to do this is by putting it on the ballot next spring.

There continue to be many, many questions and concerns left unanswered by the Alberta Government as to the proposed APPS. To clarify the province's stand on this, is there a study by the Alberta Government that shows most Albertans approve of this proposal?

Look at Surrey B.C. and learn from their experience. What they thought was a good decision to move away from the RCMP turned out not to be as their City Council has now published a report that proposes a framework to maintain the Surrey RCMP as the city's police of jurisdiction. Thinking that most RCMP members would simply leave and join a Surrey Municipal Police Service was an incorrect assumption. Recruiting Police Officers is not as easy as it sounds. Most departments are having trouble recruiting officers just to replace the ones that are retiring.

- Has the Alberta Government met with the Council and Administration of Surrey to hear from them what they saw as the major flaw in the previous decision?
- Why the Surrey transition failed?
- How many RCMP members crossed over to the new Surrey Police Service vs what they expected?
- Was their public in favor of the transition or was it simply a Council decision with no public consultation?

Why is the Alberta Government so intent on setting up an Alberta Police Service? The idea of having better policing? The Alberta Government's proposal is to increase the numbers from 3,097 RCMP officers to 3,153 APPS officers, is an increase of only 56 officers. These numbers will not make a significant difference in the ability of the APPS to offer better service to the rural communities. In making this change:

- Where is the Government expecting to recruit police personnel with experience in Forensics, Major Crimes, Traffic Investigations (Fatal and Serious Injury accidents), General Investigations, Tactical and General Duties.

It takes training and years of experience to acquire the skills needed to effectively do the aforementioned duties.

- Where does the Government expect to recruit the 4,139 officers and civilian members from? If the government is expecting a massive exodus from the current RCMP and Municipal Police Departments, they need to rethink this idea.
- Did anyone doing the study reach out to current police members from the RCMP and Municipal Departments to try and determine the percentage of members who would cross over?

The APPS model suggests they would hire their own Mental Health and Social Worker professionals to work directly with the APPS.

- Why not do this now with the RCMP?
- The report talks about using HUBS, why not encourage and work with the RCMP to seriously look at Regional Policing?
- The report talks about setting up Forensic Labs, why not do that now?
- The report is speculating how much better the citizens of Alberta would be under the proposed APPS model instead of looking at ways to enhance the services provided by the RCMP; why not first look at how to enhance the current policing model vs tear it down?

The report suggests that Albertans would receive better policing in the rural area and more officers would be available. This idea is good in theory but not necessarily true. The RCMP have a vast amount of territory to cover, and this would be the same for the APPS as there will not be a detachment in every community in Alberta. The HUB model will deploy APPS members from the larger municipalities to the small communities and the rural areas so basically nothing will change.

- Will the APPS always be fully staffed? Probably not.

There are many assumptions in the report, and it needs to be examined more thoroughly. The following statement was made in the report referring to the RCMP members being transferred out of communities: "This lack of continuity means that knowledge and experience never accumulate properly within local law enforcement. This results in criminals having the "upper hand." Members of the law enforcement community would disagree with this statement as the problem is with the Justice System.

The Government also needs to seriously look at the Court System. The Justice system in Alberta needs repair. We need to hire more prosecutors, pay them more and provide them with more support personnel. Prosecutors have too many cases and this matter needs to be addressed. If more Court Rooms and Judges are necessary, then let us address the Judicial side before we spend money on the APPS model.

There have been rumors and reports that the Government of Canada is looking at the viability of the RCMP staying in contract policing. The Alberta Government may have more information about this and if they have, we as taxpayers should also be privy to this information. If Ottawa is going to transition out of contract policing and there is a timetable for this to happen, please tell us.

Should the Federal Government decide they are ending contracts with the provinces for policing then the people of Alberta would recognize the need for an Alberta Police Service. Until then why not work to enhance the ability of the RCMP to police our province.

The APP Service Transition Study stated no decision has been made on whether Alberta will create a provincial police service. If this statement is true, then please do not move forward without further consultation with Albertans. It is critical that the Provincial Government provide more clarity in the costing, the recruiting, and the training for an Alberta Police Service.

In closing, the Government of British Columbia and Nova Scotia were looking at replacing the RCMP with a provincial police service.

- Do we know how their studies are going?
- What plans, if any, have they to move forward and replace the RCMP?
- Has the fact that Surrey B.C. stopped the transition from the RCMP to their own municipal police service affected the decision of the B.C. Government to move forward?
- Why push forward with the APPS when it is not necessary at this time and not supported by the public.

We would suggest that Alberta has more critical issues to deal with, like Health Care and the Economy.

Respectfully,

Regular Council Meeting: January 9, 2023.	Agenda Item: 11.a / 11.b / 11.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Content:**11****a. CAO's Report****Review of 2022 Capital Projects**

Administration has provided Council with a summary of the status of the 2022 Capital Projects.

This will provide Council with up-to-date information on the 2022 capital projects in advance of the 2023 Capital Budget deliberations.

b. Council Committee Reports

None submitted

c. Society & Other Reports

Parkland Regional Library Board (Board Meeting Minutes November 17, 2022)

(report submitted by Councillor Deb Coombes)

CAEP General Meeting (Meeting Minutes November 23, 2022)

(report submitted by Councillor Deb Coombes)

Mountain View Regional Water Services Commission (Meeting Minutes Dec 14, 2022)

(report submitted by Mayor Robb Stuart)

South Red Deer Regional Wastewater Commission (Meeting December 9, 2022)

(report submitted by Mayor Robb Stuart)

Alternative Motions:

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

or

Motion by Councillor _____ that Council directs Administration to _____.

Regular Council Meeting: January 9, 2023.	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved by: n/a
Report Type: Information	Attachment(s): Capital Projects 2022 - Review

Agenda Item 11(a)**1 Emergency Shelter**

I met with officials from the Friendship Centre on January 4th, to discuss requirements for ongoing provision of an emergency shelter for the community. Upgrades are being considered for 2023.

2 Ministerial Meetings

Contact has been re-established last week in order to get our meetings set up with Ministers of Municipal Affairs and Infrastructure. Hopefully we are able to undertake these meetings prior to the end January.

3 Capital Projects Update – (attached report)

Details of the status of our 2022 Capital projects form a major portion of this CAO's report. This background will be of use to Council as it prepares to deliberate the 2023 capital budget priorities.

Regular Council Meeting: January 9, 2023.	Agenda Item: 6.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): None

To provide Council with a summary of the status of the 2022 Capital Projects.

Capital Projects - Completed.

1 Pumphouse Re-Engineering

Background

Prior to this project water from the underground reservoir was pumped up and held, under pressure, in a main header tank (12-inch pipe) and for the water to be diverted through a 3-inch diameter pipe to subsequently return back to the 12-inch pipe prior to distribution.

The engineering decision behind this restriction in the water flow cannot be explained as there are no records to substantiate the reasoning for this.

It was possible to not divert the water (by closing the valves to / from the 3-inch bypass) however it was necessary for the water to pass through a magnetic flow meter on the 3-inch pipe in order to provide input data to the SCADA system (that controls pump operation to satisfy variances in flow demand).

Project

To re-engineer the current method of operation to ensure that water is not diverted from the main header tank through the smaller bypass pipe. This would require the installation of a new flow meter on the main header tank.

Work

Sterling Power Systems completed the work, per the submitted project proposal, in July 2022.

Subsequent rework of the SCADA system was required in order to ensure that the parameters within the flow meter were configured and calibrated to provide the correct inputs to the SCADA system. This work was completed by Johnson Controls.

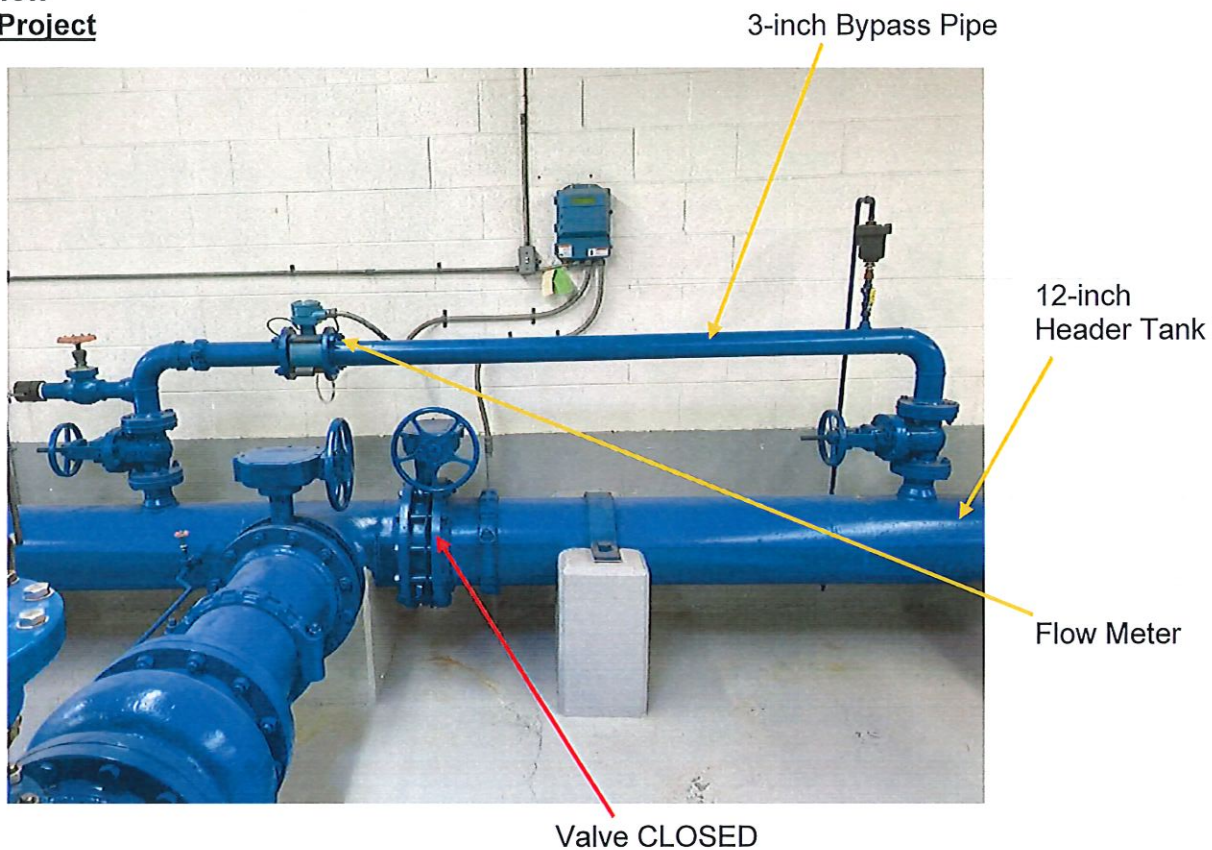
Additional further work was also undertaken by Johnson Controls to supply and install additional monitoring equipment to provide notification whenever the Fire Pump was commanded "ON" by the SCADA system.

Cost Summary

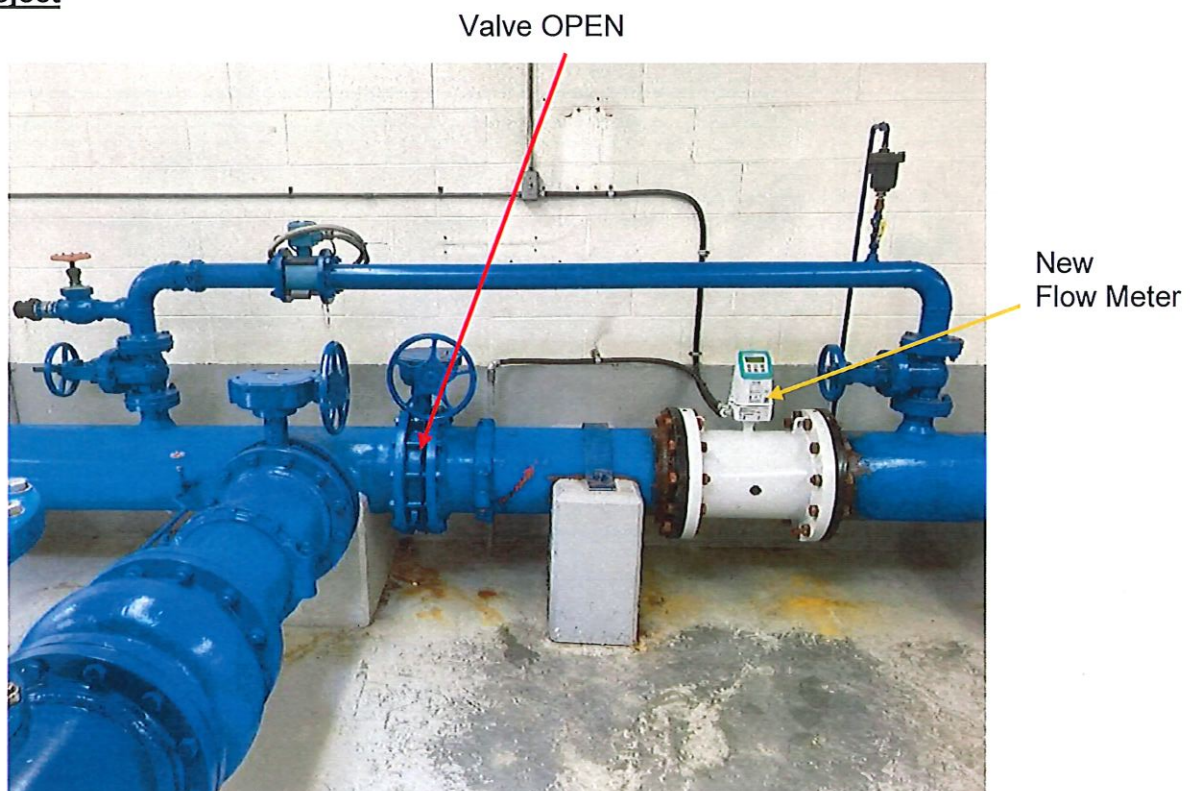
Project Budget	\$38000.00
Actual Project Cost	\$35203.00 (financed by Federal Gas Tax)

(continued on next page)

Illustration
Prior to Project



After Project



2 Arena Roof Maintenance

Background

The 2022 Capital Budget allocated funds to:

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

The purpose of the investigative element of this work was to allow a future plan of action to be developed based on what was identified / required both in the immediate short term and the longer term.

Project Work

Lynnwood Roofing carried out essential roof repairs to the metal roof deck which was in a poor state with many loose fasteners, deformations, missing trim and open holes.

The remedial work that was carried will prevent further deterioration of all sections of the arena roof.

In addition to the repairs a number of exploratory openings (5) were made which allowed a visual examination to be made of the timber framing of the barrel roof. The general overview of the condition of the roof trusses and members was reported as being in relatively good condition, ie:

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

A full engineering report by ISL Engineering was submitted to Council in the Regular Council Meeting of 14 November 2022.

Recommendations

The recommendations made to Council by Administration in that meeting were to:

- i. conduct an assessment of any water infiltration and moisture ingress after the spring run off,
- ii. allocate further funds in the 2024 Capital Budget to carry out any additional remedial work as identified and required on the current metal roof,
- iii. implement an alternate maintenance cycle every two years where funds are allocated for remedial repairs to the metal roof as deemed necessary in order to mitigate any further deterioration.

Cost Summary

The roof remedial work was completed within the allocated budget.

Project Budget	\$25000.00
Current Project Cost	\$22961.92 (financed by MSI)

Additional costs

Administration expects to receive additional project costs (final invoice from ISL).

In addition, Administration commissioned Lynnwood roofing to carry out repairs to the (missing) eavestrough and damaged siding on the west side of the arena barrel roof.

The final project spend is anticipated to be within (or just above) the total budgeted amount for this project.

3 John Deere Z997R Diesel Mower

Background

The 2022 Capital Budget allocated funds to purchase a commercial mower to replace the Badboy Outlaw mower.

Purchase

A used John Deere mower (297 hours) was purchased from Brandt Tractor Limited in November 2022.



Cost Summary

Project Budget	\$14500.00
Actual Cost	\$14500.00 (financed from Town Reserves)

Future Action

The Badboy Outlaw mower will be sent to auction in the spring of 2023 – subject to market conditions it might be possible to raise \$5000.00 from the sale of this mower.

4 Solar Sign

Background

Council approved the transfer of the Fortis Grant received for solar lighting from the 2021 Operating Budget to the 2022 Capital Budget reserves.

Project

The project was to install solar lighting on the Town Sign situated on the corner of 27th Avenue and 22nd Street.

Work

Work by CAP Solar Pumps Limited commenced on this project in December 2022.

On 21 December, Administration received confirmation that the installation was fully functional.

Cost Summary

Project Budget	\$5000.00	
Actual Project Cost	\$5746.00	(financed in part by Fortis Grant)

Capital Projects – Not Complete.**1 Trail Paving Project****Background**

The 2022 Capital Budget allocated funds (\$240000.00) for a “Capital Works Pathway” funded by MSI.

A tender document was posted on the Alberta Purchasing Connection in August 2022.

The scope of the project provides for the implementation of paved walkway in three distinct project phases:

Phase 1	22 Street from 24a Crescent to 21 st Avenue
Phase 2	19 th Avenue to Westview Drive
Phase 3	East of Highway 2a (Westview Drive to the Bowden Rodeo Grounds).

Preliminary Work Completed

The following activities have been completed.

- i. Proposed pathway drawings for all phases of the trail,
- ii. Crossing & Proximity Notification (agreement signed with Axia Fibrenet Limited),
- iii. Facility Crossing Agreement (signed with Fortis Alberta),
- iv. Tender Contract Document (produced by ISL Engineering),
- v. Tender Results Summary & Recommendation Report (document produced by ISL Engineering).

Bid Analysis

The Tender Results Summary & Recommendation Report submitted by ISL Engineering provided details of the results of the tender submission process.

The lowest bid submitted was by Border Paving at:	\$454467.15.
The allocated amount for this project is:	\$240000.00.

The capital budget as originally submitted to Council did not therefore allow for all phases of this project to be completed within the allocated funds available.

ISL suggested in their report that this, *"would only allow the general items, Phase 1 and Phase 2A to proceed"*.

In the Regular Council Meeting of 11 October 2022, Council passed a motion to for Administration to obtain definitive costings from Border Paving to complete Phase 3a and Phase 3b.

Council's decision to proceed with Phases 3A and 3B was communicated to ISL Engineering.

Border Paving provided revised costings for phases 3A and 3B and submitted revised costings of \$185636.26.

ISL recommended accepting this revised price and to award the contract to Border Paving.

Additional Work

An engineering survey of the land east of Highway 2a is required to determine the exact location of the trail with regard to the existing easement, culvert, and adjoining privately owned land.

Administration will continue to work with ISL Engineering to maintain progress on this project with a view for the project start and completed in spring 2023.

2 Playground Project

Background

The 2022 Capital Budget allocated funds (\$70000.00) for a new play structure to be installed in the Arena Park funded by MSI.

Two options (with drawings) were submitted by ParknPlay Design.

Progress

A Council Open House held in May 2022 provided residents with an overview of the project scope and the two options.

There has been no further development of this project.

Project slippage can be attributed in part to the changeover of CAO and a change in operational priorities.

3 Off Leash Dog Park

Background

The 2022 Capital Budget allocated funds (\$15000.00) for work to provide an off-leash dog park south of Township Road 343 west of the CP rail tracks.

Progress

There has been no development of this project.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

Organizational Meeting

Parkland's board has approximately eight new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Teresa Rilling!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Teresa Rilling - Town of Sylvan Lake (Committee Chair)

Joy-Anne Murphy - City of Camrose

Deb Coombs - Town of Bowden

Len Phillips - Town of Rocky Mtn. House

Jamie Coston - Town of Rimbey

Norma Penney - Village of Clive

Barb Gilliat - Village of Alix

Debra Smith - Village of Lougheed

Shannon Wilcox - Town of Carstairs

Janice Wing - Town of Innisfail

Budget 2023

The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell - Village of Elnora

Deb Coombs - Town of Bowden

Teresa Cunningham - Town of Penhold

Barb Gilliat - Village of Alix

Gord Lawlor - Town of Stettler

Stephen Levy - Village of Sedgewick

Joyce McCoy - Town of Didsbury

Shawn Peach - Town of Castor

Norma Penney - Village of Clive

Debra Smith - Village of Lougheed

Teresa Rilling - Town of Sylvan Lake (ex-officio)

Board Meeting Dates for 2023

Parkland will be holding board meetings virtually in November and February, with the May and September meetings held in person at headquarters. Board meeting dates are subject to change, but are set as follows:

- **February 23** - Annual Report, Year in Review
- **May 18** - 2022 Financial Statements presented
- **September 14** - Budget presentation for 2024
- **November 16** - Organizational Meeting

Strategic Plan Update

In addition to three focus group sessions held by Shari Hansen, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones.

The new strategic plan has been approved by the board and is effective from 2023-2025.

Board Meetings, Virtual or in-Person?

Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023. After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Systems Advocacy Committee

Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Marketing and Advocacy Report

In September, Parkland delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were seven prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donald. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Committee News from Trustees

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has

stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends' group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Board Members Present

Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young, (Guest) Donna Engel

With Regrets

Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent

Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Next Meeting: February 23, 2023 (Zoom)

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



PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

Present via Zoom: Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

With Regrets: Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

Absent: Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

Staff: Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk, Jessica Dinan

Guests: Donna Engel

Call to Order

Meeting called to order at 10:19 a.m. by Smith.

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

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 44/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 45/2022

1.2. Approval of Minutes

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 46/2022

1.3. Business arising from the minutes of the September 15, 2022 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED
PRLS 47/2022

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

3.2. Election of Executive Committee

Smith reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2022

3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13th and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED

PRLS 49/2022

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023 are:

- Jul Bissell – Village of Elnora
- Deb Coombs – Town of Bowden
- Teresa Cunningham – Town of Penhold
- Barb Gilliat – Village of Alix
- Gord Lawlor -Town of Stettler
- Stephen Levy – Village of Sedgewick
- Joyce McCoy – Town of Didsbury
- Shawn Peach – Town of Castor
- Norma Penney – Village of Clive
- Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED

PRLS 50/2022

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED
PRLS 51/2022

3.6. **Dates for 2023 Meetings**

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 52/2022

3.7. **Board Meetings – Virtual or in-Person?**

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

Zoom – 14 votes

In-person – 4 votes

Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED
PRLS 53/2022

3.8. Draft Strategic Plan 2023-2025

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13th meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED
PRLS 54/2022

3.9. Policy Revisions

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6 – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13th meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED
PRLS 55/2022

3.10. Budget Approval Update

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

3.11.1. Director & Library Services Report

3.12.2. Finance & Operations Report

Smith asked if there were any questions regarding the Director & Library Services Report, or the Finance and Operations Report. There were none.

Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED
PRLS 56/2022

3.12. Parkland Community Update

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24th.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10th.

Penhold & District Public Library is holding their community Christmas celebration on November 25th.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED
PRLS 57/2022

4. Adjournment

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

Chair

CAEP 2022 Fall General Meeting
Thursday November 23rd, Red Deer

Shared by Helen Hafke, Town of Didsbury Representative

AGM

Chairs message – James Carpenter

CAEP Board of Directors elections

Results: Faye McGhee – 3 year term – County/Municipal District

Jean B & Chris Vardas (Sundre) – 3 year term Town or Village

Joyce McCoy (Didsbury) – 1 Year term town or village

CAEP Update

Kimberley Worthington

Regional Ec Growth Strategy

Workforce Strategies Program

Regional Branding & Website

Broadband

Corridors, Competitiveness, Capacity

Municipal Investment Attraction Readiness

KeyNote Speaker: Sasha Sergeev

Topic: Ec. Diversification through 21st Century Supply Chain Effectiveness

What is Supply Chain?

You need the right : Procurement
Place
Time
Price
Quality

Just like a chain, you must connect the network of layers. Dozens of components, from the base raw products to the final product must link together.

COVID showed how much we are connected and how one link can disrupt everything. It shows how complex these chains are today.

What are the impacts? Today we still see challenges with:

Product	challenge
Semi Conductors	war in Ukraine. Ukraine processed Nuon Gas which is needed to produce SC
Tire shortage (specialized)	shortage of specialty rubber More expensive to purchase/produce
Vehicle parts	labour shortages in plants
Metal/Aluminum	rare metals Energy diversification
China	strict COVID rules causing major disruptions to labour/mfg creating shortages of parts needed to finish products
Cement	excalation of mixer costs have climbed 55 – 200%
Food	continuous
Helium	Welding /Semi Conductors

Solutions?

Decoupling – we need to decouple our dependency on China and start moving mfg. back into North America

Labour shortages

Not just a COVID issue, it just highlighted the issue. Generational changes show a trend to more High Tech jobs, for young people. Trucking is affective as there is a lack of new drivers or immigrant processing of permits takes too long. This will continue to be a HOT item.

Inflation. Central Bank of Canada raising % to try and curb inflation

PROJECTIONS:

More that 50% mild recession for US/Canada and a high recession for Europe in the next 5 – 12 months.

Commodity markets are cooling. Metals are down 30% since March.

Economy is starting to slow down which means inflation should also start slowing. Pricing will not drop to Pre-Pandemic levels but will drop 10-20%

There are generic and there will always be certain products that will continue to be an issue.

Economy in Canada

3.14 – 1.2\$ growth%

New job creation of up to 750,000

Inflation should drop to about 4.5%

Wage growth will slow down.

Supply Chain changes

Moving to efficiency. Moving from “just in case” to a “just in time” attitude

Off-shoring has created dependency of having everything in One Basket

Near Shoring – starting to bring everything home again – this will also lessen transport issues

Diversfy sources for suppliers

Need to develop relationship with suppliers

Forecast what is coming and be prepared

TRENDS

Digistization

No more paper trails

Items that used to take 12 – 15 items to produce now take 1000's all must be tracked

Every part/activity now comes with full digital history

IOT – Internet of Things –

Fridges will be able to order groceries when your food levels are low

Machinery now talks to one another. Warehouses will auto – replenish when stock reaches min levels.

Driverless trucks – robots to load and unload

This will reduce employment by 50% within 5 – 10 years

Understanding your supply chain has become a Must not a Maybe. Get qualified help, don't hire an Admin to do purchasing. Must have right skills.

Helen Hafke

Town of Didsbury Representative

Minutes

Mountain View Regional Water Services Commission

Regular Meeting – Anthony Henday Water Plant

Dec 14, 2022

Members Present:

Chairman Lance Colby – Town of Carstairs
Vice Chairman Robb Stuart – Town of Bowden
Gavin Bates – Town of Innisfail
Wanda Blatz – Town of Olds
Jerry Roberts – Town of Carstairs alternate
John Baswick – Town of Didsbury

Members on Phone:

Mike Knight – Town of Crossfield

Staff Present:

John Van Doesburg – CAO
Tim Ainscough – Operations Director
Wes Olstad – Technical Manager
Samantha Lafontaine – Finance Manager

1. Call to Order

Chairman Lance Colby called the meeting to order at 9:02 a.m.

2. Adoption of Agenda

Wanda Blatz moved to accept the agenda as presented.

Carried

Mike Knight joined the meeting via telephone at 9:06 a.m.

3. Approval of November Meeting Minutes

Robb Stuart moved to approve the November Organizational Meeting Minutes with the amendment to include his alternate in the member information.

Carried

Gavin Bates motioned to approve the November Regular Meeting Minutes

Carried

4.Reports

Lance Colby presented the Chairman's Report.

Tim Ainscough presented the Director of Operations Report.

Wes Olstad presented the Technical Manager's Report.

John Van Doesburg presented the Administrative Report.

Samantha Lafontaine presented the Financial Report.

Robb Stuart moved to accept the presented reports as information.

Carried

5. Business Arising from Minutes

a) In Camera Session – Stantec

FOIP Section 25 - Disclosure harmful to economic and other interests of a public body.

FOIP Section 16 - Disclosure harmful to business interests of a third party

FOIP Section 24 -Advice from Officials

FOIP Section 27 – Privileged Information

Gavin Bates moved to go in camera at 9:30 a.m.

Carried

Tim Ainscough left the meeting at 9:30 a.m.

Wes Olstad left the meeting at 9:30 a.m.

Samantha Lafontaine left the meeting at 9:40 a.m.

b) In Camera Session - Personnel

FOIP Section 25 - Disclosure harmful to economic and other interests of a public body.

FOIP Section 17 - Disclosure harmful to personal privacy

FOIP Section 24 -Advice from Officials

FOIP Section 22 – Cabinet and Treasury Board Confidences

John Baswick moved to come out of camera at 10:03 a.m.

Tim Ainscough returned to the meeting at 10:03 a.m.

Samantha Lafontaine returned to the meeting at 10:03 a.m.

Break -- 10:05 -- 10:20 a.m.

John Baswick motioned to direct Brownlee Law to proceed with discovery without prejudice.

Carried

Wanda Blatz moved to increase the cost of living by 3.5% for the 2023 year.

Carried

Gavin Bates moved to approve the salary grid changes outlined by the CAO.

Carried

c) MVRWSC 2023 Budget

1. 2023-2025 Budget

John Baswick motioned to approve the 2023 -2025 budget as presented.

Carried

2. Rates Bylaw 2022-1 -- Second and Third Reading

Wanda Blatz moved to approve second reading of Rates Bylaw 2022-1.

Carried

Gavin Bates moved to approve the third and final reading of Rates Bylaw 2022-1.

Carried

7. Next Meeting Jan. 11, 2023 -- Anthony Henday Plant

8. Adjournment

Mike Knight moved to adjourn the meeting at 10:24 a.m.

Carried

Chairman

Manager

South Red Deer Regional Wastewater Commission December 9, 2022

- Meeting held at Town of Penhold office. All members in attendance.

Organizational Meeting

Confirmation of Municipal Representatives

	Main	Alternate
Bowden	Robb Stuart	Marie Flowers
Innisfail	Jean Barclay	Janice Wing
Olds	Harvey Walsh	Dan Daley
Penhold	Tyrone Muller	Michael Yargeau
Mountain View County	Angela Aalbers	Greg Harris
Red Deer County	Lonny Kennet	Dana Depalme

Election of Chair Angela Aabers

Election of Vice Chair Tyrone Muller

Board Appointments

Operating and Technical Committee Lon Kennet

Environmental and Occupational Health Robb Stuart, Tyrone Muller

Audit Committee All of Board of Directors

Establishment of Meeting Dates 2023

Regular

February 17th, April 28th, June 16th, August 18th, October 2th, December 8th

Annual General Meeting

Before April 28th regular

Organizational

Before December 8th regular

Regular Meeting

The commission will invoice the Town of Olds for approx. \$94,000 for costs to deal with the rain event that the SRD responded to.

Adjacent land-owner crop damages were \$19,000.

Operations have been normal with standard maintenance.

The 2023 Financial Plan and Budget were approved and 2022 to 2025

Proposed Financial summary was presented for information. This

Information is available at the Councillor Work Station.

Grant application for the Olds Emergency Storage has been submitted to for review and approval.

Innisfail Emergency Storage project has been tendered for engineering.

Third reading was carried for the 2023 Rate Bylaw. Members rate will be

\$2.59 per cubic meter and customers rate will be \$6.95 per cubic meter

Attached is the member wastewater sales summary.

The following financial and other statements are presented for information:

1. Wastewater Sales Summary to November 30th, 2022

Wastewater services billed for the 11-month period ending November 30th, 2022, were 3,302,708 m3, which is 10.1% above budget, or 304,331 m3 above budget for the year. Of the incremental volume, 80% is from Olds due to the high flows in June-July as discussed in prior meetings.

Wastewater volumes by member as of November 30th, 2022, are outlined below:

Reported Updated as at:	Budget Comparison - YTD			
2022-11-30	Sales (m3)	Budget (m3)	Variance (m3)	Variance %
Olds	1,371,283	1,133,544	237,739	21.0%
MV County	3,730	4,562	-832	-18.2%
Bowden	156,338	157,967	-1,629	-1.0%
Innisfail	851,517	835,594	15,923	1.9%
Penhold	293,193	252,204	40,989	16.3%
SRS	28,141	21,543	6,598	30.6%
Subtotal Regional Line	2,704,202	2,405,414	298,788	12.4%
Springbrook	160,719	178,615	-17,896	-10.0%
Gasoline Alley	437,787	414,348	23,439	5.7%
Subtotal Waskasoo System	598,506	592,963	5,543	0.9%
Total SRD Volumes	3,302,708	2,998,377	304,331	10.1%