

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday 26 February 2024, at 7:00pm.**

- | | |
|---|---|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES
February 20, 2024, Special Council Meeting | Pages
2 - 5 |
| 4. PUBLIC HEARING
None scheduled. | |
| 5. DELEGATION
5.a S/Sgt Warren Wright (RCMP, Olds Detachment). | 6 - 14 |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES
6.a Bowden Hotel.
6.b Land Annexation.
6.c Key Dates. | 15 - 33 |
| 7. BYLAWS & POLICIES
7.a Rates, Fees, Charges & Penalties Bylaw 01 / 2024
7.b Borrowing Bylaw 02 / 2024 | 34 - 48
49 - 52 |
| 8. NEW BUSINESS
8.a Notice of Motion
8.b Alberta Advantage Immigration Program - Rural Renewal Stream (update) | 53 - 67
68 - 69 |
| 9. FINANCIAL
9.a Year End 2023 Operating Revenue & Expenditure Statement | 70 - 72
73 - 79 |
| 10. CORRESPONDENCE
There are no items of correspondence. | |
| 11. REPORTS
11.a CAO's report
11.b Council Committee Reports
11.c Society & Other Reports | 80
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83 - 85 |
| 12. CLOSED SESSION OF COUNCIL ("in camera")
12.a Property Lease Agreement (Confidential).
This will be a closed session of Council as permitted by section 197 of the MGA.
An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of:
Section 16 "harmful to the business interests of a third party." | |
| 13. MEETING ADJOURNMENT | |



000002

**Town of Bowden – Special Council Meeting
held on Tuesday 20 February 2024
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	Sandy Gamble	
Councillor	Paul Webb	(arrived at 7:09pm)
Councillor	Deb Coombes	
Councillor	Randy Brown	
Councillor	Wayne Milaney	
Councillor	Marie Flowers	

ADMINISTRATION

CAO	Rudy Friesen
Recorder	Arno Glover

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

Motion 2.a

Moved by Councillor Randy Brown that Council adopts the agenda as presented.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the minutes as presented for the Regular Council Meeting of January 22, 2024.

MOTION CARRIED UNANIMOUSLY

Motion 3.b.

Moved by Councillor Deb Coombes that Council adopts the minutes as presented for the Regular Council Meeting of February 12, 2024.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There were no public hearings.

5. DELEGATION

There were no delegations.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

There was no further update on the Bowden Hotel.

000003

Agenda item 6.b Urban Hen Pilot Program

During the RCM of January 22, 2024, Council requested that Administration submit a formal licencing agreement and application form for the proposed Urban Hen Pilot Program for Council's further review and consideration.

Administration provided Council with 2 draft documents for approval namely:

- i. Urban Hen Pilot Program Agreement,
- ii. Urban Hen Licence Application Form.

These documents together formalise the process for the introduction of an urban hen pilot program.

Administration recommended that the Urban Hen Pilot Program be implemented for a trial period of 12 months in accordance with the terms and conditions as presented within the submitted documentation.

Motion 6.a

Moved by Councillor Randy Brown that Council approves the introduction of an Urban Hen Pilot Program to be run for a period of one year in accordance with the terms and conditions set out within the Urban Hen Pilot Program Agreement and the Urban Hen Licence Application Form, as submitted to Council, with a start date to commence sometime in 2024 (tbc) subject to all of the:

- i. licencing conditions being met,
- ii. preliminary program administrative tasks being completed and implemented.

This motion was defeated on a tied vote.

MOTION DEFEATED

Agenda item 6.c Negative Motions re: Motion 8.b RCM 22 Jan 2024.

Council debated whether the motion made during the RCM of 22 January was deemed to be a negative motion and therefore an irregularity of procedure.

Administration provided Council with information on the procedural rules of order governing meetings.

Council debated the matter.

Motion 6.b

Moved by Councillor Marie Flowers that Council accepts the matter of negative motions as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

No item submitted.

8. NEW BUSINESS**Agenda item 8.a Political Parties in Municipal Elections**

Administration provided Council with the results of a survey conducted for Alberta Municipalities to determine opinion on whether municipal candidates should be members of a political party.

Motion 8.a

Moved by Councillor Sandy Gamble that Council accepts the submitted report as information.

MOTION CARRIED UNANIMOUSLY

000004

9. FINANCIAL**Agenda item 9.a Operating Budget (6th draft)**

CAO Rudy Friesen provided Council with an overview of the sixth draft of the 2024 Operating Budget highlighting the changes made to the previously submitted draft.

The budget as presented to Council was not balanced.

Administration proposed that the surplus of \$37752.71 be transferred to Contingency Reserves (8-12-760-01).

Motion 9.a

Moved by Councillor Randy Brown that Council adopts the 2024 Operating Budget as presented and that the surplus amount of \$37752.71 be transferred to the Contingency Reserve Fund.

MOTION CARRIED UNANIMOUSLY

Agenda item 9.b Capital Budget

CAO Rudy Friesen requested that Council approve a request to pass an interim capital budget to allow preparations to commence with regard to three capital infrastructure projects as identified within the RFD submitted to Council.

Motion 9.b

Moved by Councillor Paul Webb that Council adopts a 2024 Interim Capital Budget based on the 2023 Capital Budget for the projects listed in a) to c) of this RFD until such time as the 2024 Capital Budget is passed by Council.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE**Agenda item 10.a Letter from Mayor Judy Dahl, Town of Olds**

Letter accepted as information.

Agenda item 10.b Letters received from Red Deer County Protective Services

Council was provided with a copy of the November / December / January enforcement contracts.

Motion 10.a

Moved by Councillor Deb Coombes that Council accepts the submitted items of correspondence as information.

MOTION CARRIED UNANIMOUSLY

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

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

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

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

No reports submitted.

Agenda item 11.c Society & Other Reports

MVRWSC Strategic Planning & Consultation meeting (of January 24, 2024).

MVRWSC Drought Committee Organizational meeting (of February 5, 2024).

000005

Motion 11.b

Moved by Councillor Randy Brown that Council accepts the submitted society and other reports as information.

MOTION CARRIED UNANIMOUSLY

Mayor Robb Stuart called for a brief recess at 7:41p.m.

Mayor Robb Stuart called the meeting back to order at 7:46p.m.

12. CLOSED SESSION OF COUNCIL ("in camera")**Agenda item 12.a Financial Matters**

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

Motion 12.a. Moved by Councillor Deb Coombes 7:46pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b. Moved by Councillor Deb Coombes at 8:45pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

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

13. MEETING ADJOURNMENT**Motion 13.a**

Moved by Councillor Marie Flowers at 8:46pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Delegation

Special Council Meeting: February 26, 2024	Agenda Item: 5.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Quarterly RCMP Community Policing Report

Agenda item 5.a RCMP Delegation

S/Sgt Warren Wright (Detachment Commander, Olds RCMP Detachment) is to provide Council with an overview of the Quarterly RCMP Community Policing Reports for the period October 1 to December 31, 2023.

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted Quarterly RCMP Community Policing Reports as information.



2024-01-30

Sgt. Randy Poon
Acting Detachment Commander
Olds, Alberta

Dear Mr. Randy Freesen,

Please find the quarterly Community Policing Report attached that covers the October 1st to December 31st, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Olds Detachment.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt. Randy Poon
Acting Detachment Commander
Olds RCMP Detachment



RCMP Provincial Policing Report

Detachment	Olds
Detachment Commander	Sgt. Randy Poon, Acting Detachment Commander
Quarter	Q3
FTE Utilization Plan	2023/24
Date of Report	2024-01-30

Community Consultations

Date	October 4, 2023
Meeting Type	Town Hall
Topics Discussed	Town of Bowden Town Hall at Friendship Centre in support of Council and CAO
Notes/Comments	General discussion with the citizens of the Town of Bowden

Date	November 27, 2023
Meeting Type	Meeting with Elected Officials
Topics Discussed	Town Council Meeting to present Q2 Policing Report
Notes/Comments	Discussion with the Town Council on the Q2 Policing Report and concerns Town Council may have with regards to policing.

Date	November 2023
Meeting Type	Community Connection
Topics Discussed	Charity Hockey Game
Notes/Comments	Planning for a charity hockey game between First Responders and the Olds College Broncos. The event brought together approximately 500 community members and raised close to \$5,000 in support of the Mountainview Emergency Shelter Society.

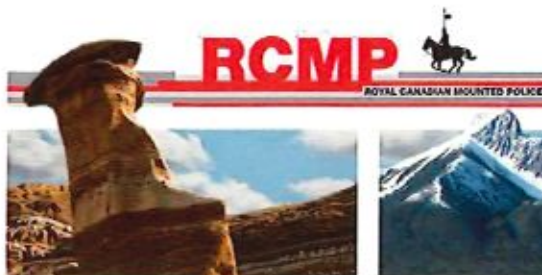


Community Priorities

Priority 1	Crime Reduction
Current Status & Results	Objective on track. Fewer subjects under judicially imposed conditions for curfew and condition checks. Although no specific warrant round up completed, the 3 month total of arrest warrants executed on par with other quarters. Slow month for proactive and reactive drug investigations. Completed 1 curfew and compliance check. Five arrest warrants executed on 2 individuals. No new drug investigations.
Priority 2	Be Clear, Accountable and Transparent
Current Status & Results	Objective on track. Consistent efforts to provide visibility and engagement within the Detachment area in Q3. Patrols conducted during school hours to enhance safety and provide awareness, this included high visibility patrols during Halloween to promote safe driving and pedestrian awareness.
Priority 3	Enhance Awareness and Education
Current Status & Results	Objective on track. Two separate presentations to the community on Family Violence and Mental Health and Fraud Preventions presentation to the seniors lodge completed in Q3. Olds College presentation family violence and mental health for surrounding communities Same presentation conducted at the Olds High School. Halloween safety presentation at the Bowden Grandview School with FCSS.

**Priority 4****Enhance Road Safety****Current Status &
Results**

Objective on track. Organized Checkstops in the area for impaired driving. Continued patrols made in the area for traffic offences. This included increased patrols during Halloween for road safety.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October – December			January – December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Total Criminal Code	72	62	-14%	403	261	-35%
<i>Persons Crime</i>	16	11	-31%	91	51	44%
<i>Property Crime</i>	39	37	-5%	263	165	-37%
<i>Other Criminal Code</i>	17	14	-18%	49	45	-8%
Traffic Offences						
<i>Criminal Code Traffic</i>	7	3	-57%	38	39	3%
<i>Provincial Code Traffic</i>	341	295	-13%	1575	1239	-21%
<i>Other Traffic</i>	0	1		4	3	-25%
CDSA Offences	1	1	0%	10	8	-20%
Other Federal Acts	3	2	-33%	16	12	-25%
Other Provincial Acts	25	20	-20%	111	115	4%
Municipal By-Laws	3	0	-100%	20	10	-50%
Motor Vehicle Collisions	129	148	15%	442	348	-21%

1. Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

There is a significant drop in Persons Crime for the 3rd quarter of 31%. Year to year comparison for the months of January to December, shows a large increase in Persons Crime of 44% and a 37% drop in Property Crime. Traffic offences show a drop both in the 3rd quarter and year to year comparison for the months of January to December.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	5	4	1	0
Detachment Support	2	2	0	0

2. Data extracted on December 31, 2023 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the five established positions, four officers are currently working with one officer on special leave (Medical).

Detachment Support: Of the two established positions, there are two resources working. There are currently no hard vacancies.

Quarterly Financial Drivers



**Olds Provincial Detachment
Crime Statistics (Actual)
Q4: 2019 - 2023**

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		1	0	2	0	0	-100%	N/A	-0.2
Other Sexual Offences		3	0	1	0	0	-100%	N/A	-0.6
Assault		5	6	8	5	6	20%	20%	0.1
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		2	0	4	5	1	-50%	-80%	0.3
Uttering Threats		6	2	3	5	4	-33%	-20%	-0.1
TOTAL PERSONS		19	8	18	16	11	-42%	-31%	-0.8
Break & Enter		30	10	7	3	8	-73%	167%	-5.1
Theft of Motor Vehicle		24	9	4	5	4	-83%	-20%	-4.4
Theft Over \$5,000		1	1	0	0	1	0%	N/A	-0.1
Theft Under \$5,000		27	13	7	7	8	-70%	14%	-4.4
Possn Stn Goods		17	12	3	1	0	-100%	-100%	-4.5
Fraud		4	6	11	10	8	100%	-20%	1.2
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		13	8	10	9	5	-62%	-44%	-1.5
Mischief - Other		11	4	3	4	3	-73%	-25%	-1.6
TOTAL PROPERTY		127	63	45	39	37	-71%	-5%	-20.4
Offensive Weapons		2	1	2	5	2	0%	-60%	0.4
Disturbing the peace		3	3	0	0	5	67%	N/A	0.1
Fail to Comply & Breaches		7	2	4	6	1	-86%	-83%	-0.8
OTHER CRIMINAL CODE		2	2	4	6	6	200%	0%	1.2
TOTAL OTHER CRIMINAL CODE		14	8	10	17	14	0%	-18%	0.9
TOTAL CRIMINAL CODE		160	79	73	72	62	-61%	-14%	-20.3



Olds Provincial Detachment

Crime Statistics (Actual)

Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	1	2	0	1	-50%	N/A	-0.3
Drug Enforcement - Trafficking		0	4	0	1	0	N/A	-100%	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	5	2	1	1	-50%	0%	-0.6
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		1	0	1	1	1	0%	0%	0.1
TOTAL FEDERAL		3	5	4	3	2	-33%	-33%	-0.4
Liquor Act		2	0	2	1	0	-100%	-100%	-0.3
Cannabis Act		11	1	1	0	0	-100%	N/A	-2.3
Mental Health Act		10	17	16	15	9	-10%	-40%	-0.4
Other Provincial Stats		22	24	19	9	11	-50%	22%	-3.7
Total Provincial Stats		45	42	38	25	20	-56%	-20%	-6.7
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		4	5	2	2	0	-100%	-100%	-1.1
Total Municipal		4	5	2	3	0	-100%	-100%	-1.0
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		10	8	11	14	12	20%	-14%	1.0
Property Damage MVC (Reportable)		128	82	73	98	117	-9%	19%	-0.6
Property Damage MVC (Non Reportable)		9	9	11	17	19	111%	12%	2.8
TOTAL MVC		147	99	95	129	148	1%	15%	3.2
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		1,104	758	697	341	295	-73%	-13%	-203.5
Other Traffic		3	2	0	0	1	-67%	N/A	-0.6
Criminal Code Traffic		15	9	4	7	3	-80%	-57%	-2.6
Common Police Activities									
False Alarms		7	7	6	2	2	-71%	0%	-1.5
False/Abandoned 911 Call and 911 Act		8	13	6	3	4	-50%	33%	-1.8
Suspicious Person/Vehicle/Property		53	33	20	17	11	-79%	-35%	-10.0
Persons Reported Missing		5	0	0	1	0	-100%	-100%	-0.9
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		9	6	17	7	6	-33%	-14%	-0.5
Form 10 (MHA) (Reported)		0	1	3	2	0	N/A	-100%	0.1

Regular Council Meeting: February 26, 2024.	Agenda Item: 6.a / 6.b / 6.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 Copy of email from RDC 2 Notice of Annexation (misc documents)

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

Content:

6.a Bowden Hotel

There is no further update on the Bowden Hotel at this time.

6.b Annexation of Lands

Council passed a motion during the RCM of August 14, 2023, to instruct Administration to formally advance the Annexation development proposal with Red Deer County.

The original Notice of Annexation Application was revised and resubmitted to Red Deer County to include a portion of Township Road 344 and Range Road 11 (as this was previously omitted in error).

At the February 20, 2024, Red Deer County Council meeting the proposed annexation was "approved in principle".

Updated documentation (as attached) is submitted to Council for information.

There will be a Public Open House on March 14, 2024 (5pm – 9pm at the Paterson Community Centre) hosted by Vicinia Planning to provided information on the proposed annexation / development.

6.c Key Dates *(for information only)*

March 7	Municipal Planning Commission meeting re: application DB-24-001 Apartments 7pm Bowden Event Centre
March 11	Regular Council Meeting
March 14	Vicina Planning Open House re: Land Annexation / Development 5pm – 9pm Paterson Community Centre
March 14/15	2024 Spring Municipal Leaders Caucus (Edmonton)
March 18/20	Rural Municipalities of Alberta Spring Conference (Edmonton)
March 25	Regular Council Meeting

Arno Glover

From: CAO
Sent: February 20, 2024 1:49 PM
To: Arno Glover
Subject: FW: Bowden Annexation Resolution

From: Ron Barr <RBarr@rdcounty.ca>
Sent: Tuesday, February 20, 2024 1:42 PM
To: CAO <cao@bowden.ca>; liz@viciniaplanning.com
Subject: FW: Bowden Annexation Resolution

Good afternoon Rudy and Liz,

Just letting you know that Council approved in principle the Town's proposed annexation.

Thanks,
Ron

From: Samantha Rodwell <SRodwell@rdcounty.ca>
Sent: Tuesday, February 20, 2024 1:32 PM
To: Ron Barr <RBarr@rdcounty.ca>
Subject: Bowden Annexation Resolution

Good Afternoon Ron,

At the February 20, 2024 Council Meeting the following resolution was passed:

CC-24-031 Moved by Councillor C.R. Huelsman to approve in principle, the Town of Bowden's proposed annexation, pursuant to the proposed process for negotiation and consultation as presented by the Town of Bowden in its formal Notice of Annexation Application.

CARRIED UNANIMOUSLY

If you require additional documentation regarding this resolution please let me know.

Regards,

Samantha Rodwell (she/her)
Legislative and Information Services Manager
p: 403.357.2366
38106 Range Road 275 | Red Deer County, AB T4S 2L9
srodwell@rdcounty.ca
www.rdcounty.ca





REQUEST FOR DECISION

Town of Bowden Notice of Annexation Application

Council Meeting Date: February 20, 2024
Prepared By: Planning & Development Services

1.0 PURPOSE

To advise Council that Red Deer County has received a formal Notice of Annexation Application (see Schedule A) from the Town of Bowden and to request Council's consideration of the Town's proposed annexation.

2.0 BACKGROUND

- On November 28, 2023, County Administration received a Notice of Annexation Application from the Town of Bowden (Schedule A). The Town is proposing to annex 41.41 ha (102.32 acres) west of Hwy 2 and north of Township Rd 344.
- The Notification includes two maps: one that identifies the annexation area boundary and the other provides information pertaining to physical conditions of the area. Both maps, however, have been revised following the initial submission to include portions of Twp Rd 375 and RR 11 (Schedule B). As a result, the overall area of the area to be annexed has been expanded from 37.59 ha (92.89 ac) to 41.41 ha. These changes will be reflected in the Annexation Negotiation Report.
- The Notification also provides justification for the annexation as per Section 116 (2) of the Municipal Government Act (MGA). The Notice notes that the subject lands fall within the North Bowden Industrial/Commercial Area Structure Plan and are identified for commercial and industrial uses. The landowner intends to develop these lands in accordance with the approved ASP which requires annexation into the Town of Bowden prior to full development. The proposed annexation is also supported by the Town of Bowden as it allows for non-residential economic growth opportunities for the Town and an expansion of their tax base.
- The Notification also includes a program for landowner and public consultation which includes the development of a webpage to disseminate information, letters to all affected landowners advising of the Notice of Annexation Application, the creation and maintenance of an email list for interested parties, as well as advertisements in local newspapers and on social media. The Town is also proposing to hold one public open house on March 14, 2024, at the Bowden Community Hall from 5:30PM-7:30 PM.

3.0 COMMUNICATIONS PLAN

As part of the agenda this report has been shared online. Live tweets are being shared on Red Deer County's Twitter Account as the meeting progresses. Direction on this

matter will be included in the Meeting Minutes which are published online and summarized in the County News.

4.0 RECOMMENDATION

Administration recommends that Red Deer County approve in principle the Town's proposed annexation, pursuant to the proposed process for negotiation and consultation as presented by the Town of Bowden in its formal Notice of Annexation Application.

Prepared by: Ron Barr, Technical and Projects Planning Manager

Reviewed by: Treena Miller, Director of Planning and Development

Reviewed by: Curtis Herzberg, County Manager



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M0K0

November 28th, 2023

NOTICE OF ANNEXATION APPLICATION

Mr. Curtis Herzberg
County Manager
38106 Range Rd 275
Red Deer County, AB, T4S 2L9

Formal Notice of the Town of Bowden's Annexation Application

On August 14, 2023, Town of Bowden Council authorized the Town of Bowden (Town) Administration to proceed with a Notice of Annexation Application.

The purpose of this letter is to fulfil the requirements of Section 116 of the Municipal Government Act ("MGA") and to initiate an annexation application for the areas on the attached map. By copy of this letter, all affected authorities as required by Section 116 of the MGA have been notified.

NOTIFICATION

This notification is being sent to you as the municipal authority from which the land is to be annexed, to the Land and Property Rights Tribunal (the "LPRT"), and all relevant local authorities as identified in Section 1(1)(m) of the MGA and outlined in Appendix 5.

DESCRIPTION OF LANDS TO BE ANNEXED

Appendix 1 contains a description and map of the lands that are the subject of this proposed annexation. The Town of Bowden seeks to annex those lands identified on Figure 1.

REASON FOR THE PROPOSED ANNEXATION

Appendix 2 contains a summary of the reasons for the proposed annexation. A complete justification for the annexation will be provided as part of the Report on Negotiations as required under sections 118 and 119 of the MGA.

PROPOSAL FOR CONSULTING WITH THE PUBLIC AND LANDOWNERS

Appendix 3 contains the proposed public consultation program.

AUTHORIZATION

Appendix 4 includes a copy of the Town of Bowden resolution from August 14, 2023 with respect to this notice, which authorizes the Town's Administration to proceed with the Notice of Annexation Application.

This application is consistent with the mutually adopted 2009 Intermunicipal Development Plan ("IDP") between Red Deer County ("The County") and the Town of Bowden.

NEGOTIATION / MEDIATION COMMITTEE

Appendix 5 contains an expanded list of authorities that may be affected by the proposed annexation. This list of authorities includes those listed in section 116(1) of the MGA, all relevant authorities listed in Section 6.1 of the Municipal Government Board's Annexation Procedure Rules – Effective June 15, 2018, and other authorities and parties that the Town would like to inform. These authorities and parties will receive a copy of this Notice of Intent.

Should you have any further questions with respect to the proposed annexation please contact myself, Rudy Friesen by phone at 403.224.3395 or by email at cao@bowden.ca.

Sincerely,



Rudy Friesen

Chief Administrative Officer

Town of Bowden

Enclosures

c: Minister Ric McIver, Alberta Municipal Affairs

Land and Property Rights Tribunal

Appendix 2 – Annexation Justification

The MGA Section 116(2)(b) requires as part of a written notice of a proposed annexation, that the notice “set out the reasons for the proposed annexation.” The following is an overview of the context and foremost reasons why the Town of Bowden is proposing annexation of the lands identified in Appendix 1. A more detailed annexation justification will be provided as part of the Report on Negotiations that will further describe the results of the annexation negotiations and public consultation process.

This appendix examines the justification for annexation in the context of the Annexation Principles from Municipal Government Board Order No. MGB 123/06. The Annexation Principles are set out in Appendix 6. The preliminary review indicates the proposed annexation is consistent with all 15 of the principles. The Town has outlined below those principles that can be addressed today and intends to fully address the suite of Annexation Principles in the Report on Negotiations.

Justification

As a municipality must apply for an annexation to Municipal Affairs, the landowner of the proposed annexation area identified in Appendix 1 has received support from the Town of Bowden Council to proceed with the annexation of the Section 26, Township 34, Range 01, West of the 5th Meridian legally described as the easterly 1650 feet of the southeast quarter Section 26, Township 34, Range 01, West of the 5th Meridian excepting thereout all registered plans and Lot A, Plan 2878 JK.

The proposed lands are within the North Bowden Industrial/Commercial Area Structure Plan and are identified for commercial and industrial land uses including a storm water management pond, public utility lot and internal roads. The landowner intends to develop these lands in accordance with the approved Area Structure Plan which require annexation into Bowden to occur prior to full development. Furthermore, the statutory documents require the landowner to pay the costs associated with development including, but not limited to, updating of all statutory documents after annexation and costs of supplying municipal infrastructure (i.e., water, sanitary, etc.) to the area.

Provision of Non-Residential Land Base for the Town of Bowden

The proposed annexation presents the potential for economic development opportunities within the Town of Bowden, and at the time the plan area builds out, will allow for non-residential tax revenue to be realized by the Town of Bowden rather than Red Deer County. As identified within the Red Deer County/Town of Bowden Intermunicipal Development Plan as Commercial Lands within the plan area. While the Town of Bowden has available commercial land on the east side of Highway 2, the current landowner of those lands has not indicated any future plans to develop, therefore expanding in a different area, with a landowner interested in pursuing development is a necessity for the Town of Bowden.

Associated Costs

There will be no costs associated with the annexation process to be borne by the Town of Bowden. The landowner of the subject land has retained a planning consultant (Elizabeth Armitage RPP MCIP with Vicinia Planning & Engagement Inc.) to complete all work necessary to process the proposed annexation.

There will be no costs for the Town of Bowden to provide municipal infrastructure to the development, as the landowner will be required to pay for all costs associated with the development. This requirement is specified within the ASP in Section 6:

"In accordance with the Red Deer County / Town of Bowden IDP, municipal services will be extended into the development using the logical extension of existing services south of the Plan Area. Development levies or equivalent contributions will be provided by the Developer to cover these costs. External upgrades required to facilitate the development of the Plan Area will be undertaken by the Developer and reimbursed through an Endeavor to Assist Agreement with new developments. It has been agreed that the development of Phase 1 would be permitted using interim servicing. These lots would then connect to municipal services once they are extended during Phase 2 development."

As all costs associated with servicing extensions required for the development of the plan area are the responsibility of the landowner. Should development not proceed for an unforeseeable reason, the town will not have invested any funds into the project and therefore will not risk allocating funds to a service a failed project.

As part of the annexation, some plan updates to the Town's planning documents will be required. The Town's Municipal Development Plan must be updated to include reference to the proposed annexation lands and the Land Use Bylaw will require minor amendments should Municipal Affairs approve the proposed annexation. Costs associated with these amendments should be the responsibility of the landowner.

Alignment with Existing Plans

The lands proposed for annexation are within the lands identified within the IDP as lands for future annexation consideration as per Policy 8.4.1 and on Map 1. Should Bowden Town Council wish to proceed, the IDP outlines the process for annexation in section 8.4.

Within the IDP, the goal of urban expansion and annexation is identified as:

- *To recognize and accommodate the growth aspirations of the Town in an orderly, economical, and logical manner which discourages loss and premature fragmentation of agricultural land.*

Within the IDP, the objectives related to urban expansion and annexation is identified as:

1. To establish a process for managing and assessing annexation proposals.
2. To set out the criteria for timely, cooperative, and strategic annexations.
3. To identify and protect areas to accommodate future expansion of the Town.
4. To promote infill options and intensification of land uses.

The proposed area for annexation aligns with the intent of section 8.4, including the goal and objectives listed above and all identified policy directions.

Alignment with section 8.4.11 of the IDP has been tabled below:

IDP Requirement	Annexation Proposal Response
a) Justifiable based on projected growth rates reflecting historic trends or anticipated economic stimulus;	As the landowner on the east side of Highway 2 has not pursued development, these lands are required by the Town of Bowden to accommodate commercial growth and provide an opportunity for economic stimulus for the community.
b) Availability and cost of providing municipal services including consideration of economies of scale related to the financing of municipal service extensions;	The landowner has agreed to fund the servicing extensions required to service the proposed annexation area.
c) Adequacy of transportation system and ability to expand to accommodate demands resulting from annexation including consideration of economies of scale related to the financing of transportation infrastructure;	The area has been studied in depth by Alberta Transportation through the 2012 Highway 2:22, 2A:14 & Highway 587:03 Interchange Upgrade Bowden study, in addition to having an adopted Area Structure Plan.
d) Landowner interest in pursuing development and as high a degree of concurrence among affected landowners as possible;	The proposed area for annexation is under single ownership. The landowner has a high degree of interest in advancing the annexation proposal and funding the costs associated with the annexation.
e) Measures to mitigate the impacts of annexation relating to such aspects as change in taxation levels, service provisions and treatment of and continuation of existing, approved uses and development;	The Town of Bowden will experience a positive effect on tax revenues post annexation when the area is developed. Service extensions have been identified within the adopted area structure plan for the area, and land uses identified have been approved. Amendments would be required to Town of Bowden planning documents to ensure consistency with the land uses approved within the Area Structure Plan.
f) Consistency with adopted statutory plans; and Red Deer County/Town of Bowden 26 Intermunicipal Development Plan	The proposal is consistent with directions within the IDP document.
g) Logical extension of jurisdictional boundaries including consideration of long-term responsibilities for maintenance and service delivery and the establishment of rational planning units.	The proposed area for annexation is directly adjacent to the Town of Bowden municipal boundary and presents a logical extension of jurisdictional area for consideration.

Appendix 3 – Proposed Public Consultation Program

Section 116(2)(c)(i) and (ii) of the MGA indicates the notice for annexation must include the proposals for consulting with the public and meeting with the owners of the land to be annexed and keeping them informed about the progress of the negotiations. Additionally, Annexation Principle 12 of Municipal Government Board Order No. MGB 123/06 outlines the importance of effective public consultation both prior to and during any annexation hearing or proceedings. The following public consultation program is proposed to meet these requirements.

A summary of the Public Consultation Program will be included in the report to the Land and Property Rights Tribunal as required in section 118 and 119 of the MGA.

This plan may be altered when implemented to adapt to public health measures and COVID-19 controls to protect the community. If changes are implemented The Town will endeavour to provide meaningful engagement opportunities that are satisfactory to the LPRT on behalf of the Town of Bowden.

3.1 WEBSITE

The Town proposes to develop a webpage on the Town's website to disseminate information related to the proposed annexation. The webpage will be updated regularly to reflect the progression of the annexation process. Information geared towards affected landowners on topics such as property taxes and future land uses will be provided on the website. The website will also include a sign-up for an email mailing list which will be used to send updates to interested parties throughout the annexation process. The website will also provide instructions on how interested parties can provide comments on the proposed annexation.

3.2 LETTERS TO AFFECTED LANDOWNERS

The Town proposes to send a letter to the one affected landowner within the annexation area advising them of the Notice of Intent. The letter will be mailed out at the same time as the notices to the affected authorities. A similar notice will also be provided to subsurface right holders.

Notice will also be provided to utility providers, regulators, and authorities. A list of these groups and information on engaging them is included in Appendix 5.

3.3 EMAIL LIST

The City proposes to maintain an email list as a mechanism for distributing information to interested parties.

3.2 ADVERTISING

The Town proposes to publish general notices to inform the public of the annexation and their opportunities for engagement. These advertisements will likely be published in the local newspapers, on social media, and by news release on the Town's Website. The Town will also share this information with the Red Deer County for use on their website and social media platforms or the County may choose to

link to the Town's engagement materials to provide information. These notices will identify the proposed annexation area and explain how to obtain more information about the annexation process.

3.3 OPEN HOUSE

Due to the small area of the proposed annexation, the Town proposes to hold one open house for landowners and the public in January 2024. The open house will provide details of the proposed annexation area, the annexation process, and explain the implications of annexation for landowners. Town staff, consultant support and the landowner will be in attendance to answer questions. The open house will also provide a forum to gather comments.

A summary document of all interests and concerns will be produced after the Open House in order to document different issues and how they are dealt with.

3.4 INDIVIDUAL MEETINGS

Although the open house should provide a forum to discuss any concerns related to the proposed annexation, The Town will entertain the possibility for one-on-one meetings with individual landowners as requested. This will provide a means for consultation for landowners that are unable to attend the planned open house. The Town will endeavor to find a solution that is suitable for the individual(s) that have requested the meeting.

3.5 TELEPHONE CALLS

Town staff and its consultant will be available to answer telephone calls to answer questions and provide details on how to engage in the planned public consultation.

3.6 CONSULTATION WITH ALBERTA TRANSPORTATION

The Town proposes direct consultation with Alberta Transportation that will satisfy and conform to the Municipal Government Board Annexation Bulletin No. 2 – 2008 and Provincial Land Use Policies Order in Council 522/96.

The Highway 2:22, 2A:14 & Highway 587:03 Interchange Upgrade Bowden (2012), prepared by Alberta Transportation, was completed to illustrate the future interchange at Highway 2 and Highway 587 at the Town of Bowden. The study was utilized to prepare the land use concept within the ASP. Thus, Alberta Transportation had been consulted during the 2019 preparation of the North Bowden Industrial and Commercial ASP and as such, is aware of the plans for the development of the proposed annexation area. This letter will be forwarded to Alberta Transportation and further comment if the need should exist.

Appendix 4 – Authorization by Red Deer Council

On August 14, 2023 Town of Bowden Council passed the following resolution:

Agenda Item 6.f Land Annexation Proposal

Administration provided Council with a summary (3 pages) of the presentation provided to Council during the 23 May RCM regarding the proposed annexation of land from Red Deer County (North of Bowden).

A meeting of the Intermunicipal Development Committee was held at Red Deer County offices on Monday, August 7, 2023. The purpose of this meeting was to discuss the annexation proposal.

An outcome of the meeting was that the IDC committee requested that Town of Bowden CAO communicate with the landowner, through their agent, to confirm the intermunicipal committee's support for a motion of intent to annex.

Council was very supportive of this annexation and of the positive relationship that exists between Red Deer County and the Town of Bowden in support of all intermunicipal matters.

Motion 6.a.

Moved by Councillor Paul Webb that Council instructs Administration to work with the landowner to prepare a Notice of Intent to Annex the lands known as Section 26, Township 34, Range 01, West of the 5th Meridian legally described as the easterly 1650 feet of the southeast quarter Section 26, Township 34, Range 01, West of the 5th Meridian excepting thereout all registered plans and Lot A, Plan 2878 JK".

MOTION CARRIED UNANIMOUSLY

Appendix 5 – Additional Notice to the Land and Property Right Tribunal

Section 6.1 of the Municipal Government Board's Annexation Procedure Rules requires that written notice to the Land and Property Rights Tribunal under section 116(1)(b) of the MGA must be accompanied by a list of the authorities that the Town believes may be affected by the proposed annexation, including not limited to:

- a) *The one or more municipality, special area or improvement district authorities from which the land is to be annexed.*
- b) *The board of trustees of the local school district(s) or division(s).*
- c) *Any regional health authorities.*
- d) *Any regional services commissions.*
- e) *Alberta Transportation.*
- f) *Public utility operator providing services to the initiating municipality and the area proposed for annexation.*
- g) *Irrigation districts.*

The below lists of authorities are provided to meet this requirement.

This notification is being sent to the Red Deer County (the municipal authorities to which the land is proposed to be annexed), the Land and Property Rights Tribunal, and all relevant local authorities as defined in Section 1(1)(m) of the MGA. These lists of notice to authorities are also intended to demonstrate the Town of Bowden's willingness to present a proposal to Red Deer County which complies with Principle 10 to provide satisfactory inter-agency consultation, coordination, and cooperation.

5.1 LIST OF AFFECTED AUTHORITIES THAT NOTICE HAS BEEN PROVIDED TO BY COPY OF THIS LETTER AS REQUIRED BY THE MUNICIPAL GOVERNMENT ACT:

- Minister of Municipal Affairs.
- Land and Property Right Tribunal.
- Alberta Health Services Board.
- Minister of Health.
- Chinook's Edge School Board.

5.2 LIST OF AUTHORITIES THAT MAY BE AFFECTED, THAT NOTICE WILL BE PROVIDED BY COPY OF THIS LETTER, IN ACCORDANCE WITH THE LAND AND PROPERTY RIGHTS TRIBUNAL'S ANNEXATION PROCEDURE RULES:

- Alberta Transportation.
- Telus Corporation.
- Volo Networks.
- Equus REA Ltd.
- Fortis Alberta Inc.
- TransAlta Utilities Corporation.

- Vesta Energy
- Certus Oil & Gas Inc.
- AltaLink Management Ltd.
- ATCO Electric.
- ATCO Gas.
- ATCO Pipelines.
- TC Energy
- TransCanada
- Parkland Fuels Limited
- Plains Midstream Canada ULC
- Canadian Natural Resources Limited
- Whitecap Resources Inc.
- Access Prosperity
- Dickson Drainage District #7
- Stars Aviation Canada Inc.
- Foothills Gas Olds
- Burnt Lake Gas Co-op Ltd.
- Crossroads Gas Co-op Ltd.
- Diamond Valley Gas Co-op Ltd.
- Foothills Gas Co-op Ltd.
- Gull lake Gas Co-op
- Rocky Gas Co-op Ltd.
- Alberta Agriculture & Rural Development Regulatory Services Division
- Alberta Agriculture & Food Regulatory Services Division
- Canadian Food Inspection Agency
- David Thomson Health Readon
- Alberta Energy Regulator.
- Alberta Sustainable Resources Development
- Alberta Utilities Commission.
- Alberta Environment and Protected Areas (EPA)
- National Resources Conservation Board
- Canada Post.
- Canadian National Railway
- Canadian Pacific Railway
- Alberta Transportation and Economic Corridors (TEC)
- Historical Resources Management, Alberta Culture & Community Spirit
- RCMP "K" Division
- Devin Dreeshen, MLA

Appendix 6 – Board Order No. MGB 123/06 – Annexation Principles

PART 3 - ANNEXATION PRINCIPLES

In the absence of criteria authorized by section 76 of the Act and in order to deal with the various issues raised by the affected parties, the landowners and the interest groups, the MGB has developed a series of annexation principles. The MGB has developed these principles from the examination of the annexation provisions in the Act, the Provincial Land Use Policies and previous annexation orders and recommendations. These principles are based on significant annexation decisions prior to 1995 and a total of nearly 170 annexations processed since the introduction of the 1995 Municipal Government Act. In summary, these principles include the following:

1. Annexations that provide for intermunicipal cooperation will be given considerable weight. Cooperative intermunicipal policies in an intermunicipal development plan will be given careful consideration, weight and support so long as they do not conflict with Provincial policies or interests.
2. Accommodation of growth by all municipalities (urban or rural) must be accomplished without encumbering the initiating municipality and the responding municipality's ability to achieve rational growth directions, cost effective utilization of resources, fiscal accountability and the attainment of the purposes of a municipality described in the Act.
3. An annexation or annexation conditions should not infringe on the local autonomy given to municipalities in the Act unless provisions of the Act have been breached or the public interest and individual rights have been unnecessarily impacted.
4. An annexation must be supported by growth projections, availability of lands within current boundaries, consideration of reasonable development densities, accommodation of a variety of land uses and reasonable growth options within each municipality (initiating and responding municipality).
5. An annexation must achieve a logical extension of growth patterns, transportation and infrastructure servicing for the affected municipalities.
6. Each annexation must illustrate a cost effective, efficient and coordinated approach to the administration of services.
7. Annexations that demonstrate sensitivity and respect for key environmental and natural features will be regarded as meeting provincial land use policies.
8. Coordination and cost effective use of resources will be demonstrated when annexations are aligned with and supported by intermunicipal development plans, municipal development plans, economic development plans, transportation and utility servicing plans and other related infrastructure plans.

9. Annexation proposals must fully consider the financial impact on the initiating and responding municipality.

10. Inter-agency consultation, coordination and cooperation is demonstrated when annexations proposals fully consider the impacts on other institutions providing services to the area.

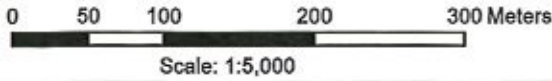
11. Annexation proposals that develop reasonable solutions to impacts on property owners and citizens with certainty and specific time horizons will be given careful consideration and weight.

12. Annexation proposals must be based on effective public consultation both prior to and during any annexation hearing or proceedings.

13. Revenue sharing may be warranted when the annexation proposal involves existing or future special properties that generate substantive and unique costs to the impacted municipality(s) as part of the annexation or as an alternative to annexation.

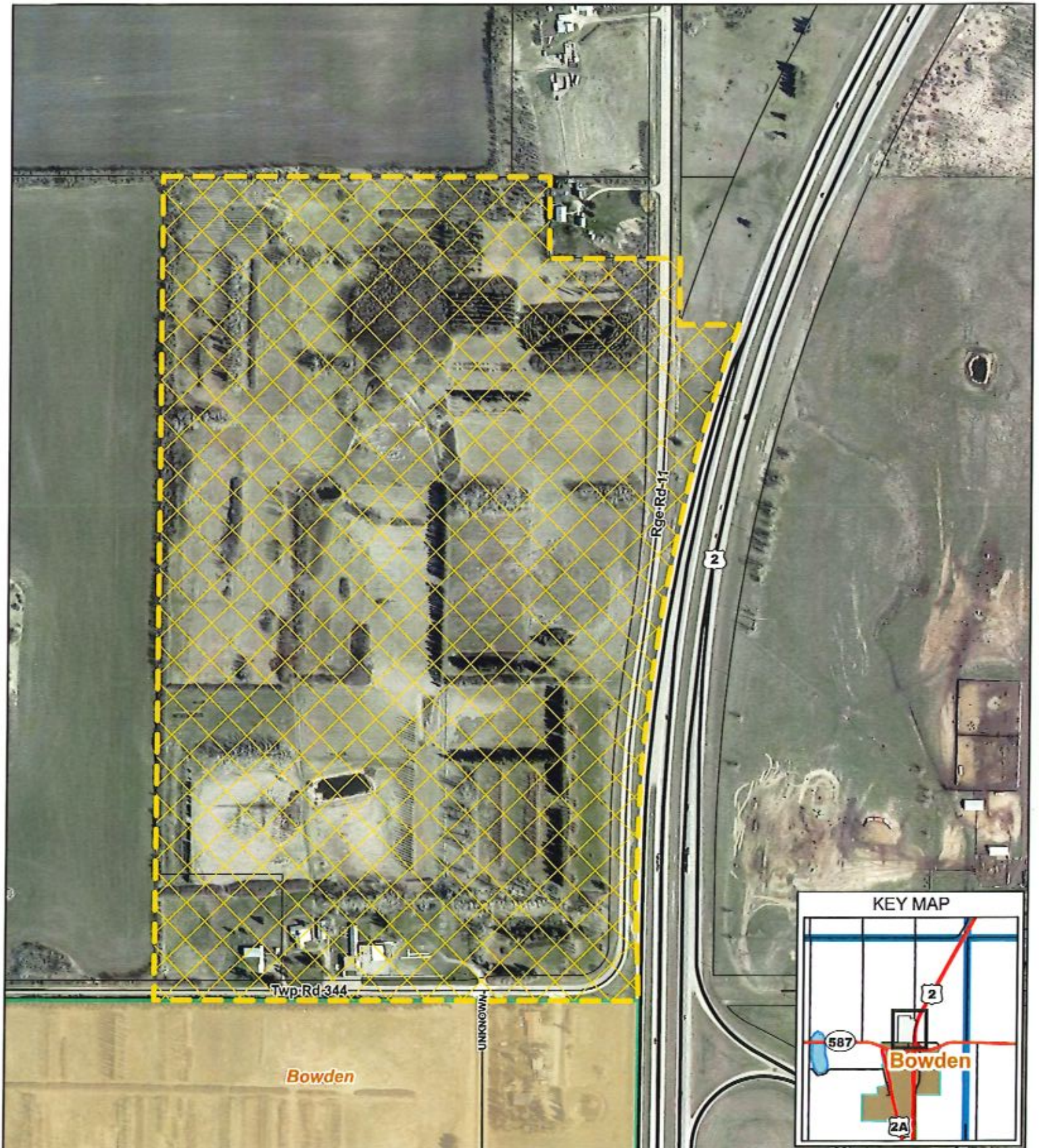
14. Annexation proposals must not simply be a tax initiative. Each annexation proposal must have consideration of the full scope of costs and revenues related to the affected municipalities. The financial status of the initiating or the responding municipality(s) cannot be affected to such an extent that one or the other is unable to reasonably achieve the purposes of a municipality as outlined in section 3 of the Act. The financial impact should be reasonable and be able to be mitigated through reasonable conditions of annexation.

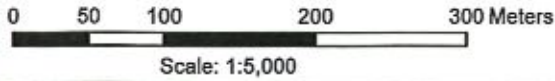
15. Conditions of annexation must be certain, unambiguous, enforceable and be time specific.



- Existing Municipal Boundary
- Proposed Annexation Area
- Road Network
 - Municipal Roads
 - Subdivision Roads
- Service Roads RD_County_Mosaic_2022.ecw
- Alleys
- LBP
- RGB
 - Red: Red
 - Green: Green
 - Blue: Blue

Date: February 2024





- Existing Municipal Boundary
- Proposed Annexation Area
- Index Contour (5 m)
- Intermediate Contour (1 m)

Date: February 2024



Regular Council Meeting: February 26, 2024.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: CAO
Report Type: RFD	Attachment(s): 1. Rates, Fees, Charges & Penalties Bylaw 01 / 2024

1 Rates, Fees, Charges & Penalties Bylaw 01 / 2024

1.1 Background:

The attached draft Rates, Fees, Charges & Penalties Bylaw is submitted to Council as a Request for Decision.

This bylaw repeals Rates, Fees, Charges & Penalties Bylaw 01 / 2023.

The current bylaw requires updating following the passing of the Operating Budgeting by Council in the Special Council Meeting of February 20, 2024.

1.2 Amendments

Revisions within the draft bylaw (highlighted in yellow) are as follows:

1

Section 4.2.5

This bylaw term has been reworded to allow the CAO flexibility to establish fees for administrative and operational services on an "as needs basis" and / or "cost recovery basis".

Administrative fees are typically small in nature and do not constitute a major revenue item within the Operating Budget.

Schedule A, Administration & Public Works fees has therefore been removed from the bylaw.

Administration will subsequently produce a separate general administration fees & charges document for use by Administration staff and to provide guidelines for residents on typical fees, eg: photocopying.

2

Section 4.2.7 (iii)

The maximum penalty of \$10,000.00 is amended as per the MGA.

3

Schedule B – Recreation (Arena)

The rates for Rink Board Advertising have been removed from the schedule. These will form part of the general administration fees and charges document.

4

Schedule E – Utilities

The water consumption rate (per m³) has increased from \$3.10 to \$3.18.

The sanitary sewer usage fee has increased from \$3.20 to \$3.31.

These increases represent a cost recovery of the charges levied by the utility commissions.

Bulk Water rates have been increased from \$5.00 per m³ to \$7.00 per m³.

For garbage and recycling the cost of a replacement cart is amended from a set fee of \$85.00 to variable recovery fee of "cost plus 10%".

1.3 Alternative Actions:

That Council by resolution:

- i. adopt Rates, Fees, Charges & Penalties Bylaw 01 / 2024,
or
- ii. make recommendations to Administration on further amendments as required.

1.4 Recommended Action:

That Council:

- i. grants first reading to Rates, Fees, Charges & Penalties Bylaw 01 / 2024 as presented,
- ii. after second reading unanimously vote in favour of allowing a third reading,
- iii. adopt Rates, Fees, Charges & Penalties Bylaw 01 / 2024.

1.5 Proposed Motions:

Motion by Councillor _____ that Council give first reading to Rates, Fees, Charges & Penalties Bylaw 01 / 2024.

Motion by Councillor _____ that Council give second reading to Rates, Fees, Charges & Penalties Bylaw 01 / 2024.

Moved by Councillor _____ that Council unanimously give consideration to a third reading of Rates, Fees, Charges & Penalties Bylaw 01 / 2024.

Motion by Councillor _____ that Council give third and final reading to Rates, Fees, Charges & Penalties Bylaw 01 / 2024 and is adopted accordingly and made effective once duly signed.

or,

Motion by Councillor _____ that Council give first reading to Rates, Fees, Charges & Penalties Bylaw 01 / 2024.

Moved by Councillor _____ that Council direct Administration to make amendments to Rates, Fees, Charges & Penalties Bylaw 01 / 2024 as directed.

1.6 Future Action:

1 Upon adoption of the bylaw, Administration to publish a copy of the bylaw on the Towns' website.

2 The revised utility rates will be applied to the March utility billings (invoiced in April).



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

Town of Bowden – Province of Alberta RATES, FEES, CHARGES, & PENALTIES BYLAW 01 / 2024

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta,

Whereas the Municipal Government Act, RSA2000, Chapter M-26 Part 2 Bylaws, Section 7 provides that Council may pass bylaws for municipal purposes respecting:

- i. the services provided by or on behalf of the municipality,
- ii. the enforcement of bylaws including fines & penalties.

And whereas the Municipal Government Act, RSA2000, Chapter M-26 Part 2 Bylaws, Section 8 provides that Council may pass bylaws for municipal purposes respecting, including but not limited to:

- i. the provision of a system of licences, permits or approvals,
- ii. the establishment of taxes for the purpose of raising revenue,
- iii. the establishment of fees for persons or businesses who do not reside or maintain a place of business within the municipality,
- iv. intermunicipal licencing programs.

And whereas the Council of the Town of Bowden wishes to incorporate in one bylaw rates, fees, charges, levy's, fines, and penalties so as to facilitate a regular review, appraisal and public transparency of such rates, fees, charges, levy's fines, and penalties.

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

1 SHORT TITLE

This bylaw may be known as and cited as the "Rates & Fees Bylaw".

2 PURPOSE

The purpose of this bylaw is to set rates, fees, charges, levies, fines, and penalties that will be charged for the services provided by the Town.

3 DEFINITIONS

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

Bylaw

Means this bylaw and all other Town bylaws made pursuant to the authority of the MGA, and includes any regulation, enactment or policy made pursuant to the authority of this or any other Town bylaw.

CAO (Chief Administrative Officer)

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

Council

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

Municipality

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

MGA

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

Occupant

A person (other than an owner) occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings (not owned by the Municipality) either as a tenant or lessee for the purpose of residential or commercial activity under agreement with the owner of the land or property or buildings.

Owner

Means a person who is one or more of the following:

- a) the registered / legal owner of the property,
- b) recorded as the owner of the property on the assessment roll of the Town,
- c) an authorized occupier of a property or premise,
- d) the person who has lawful possession of a property or premise,
- e) the person who has the right to exercise control over a property or premise,
- f) in control or development of a property or premise under construction.
- g) a person who is in control of an animal or vehicle or equipment

Person

Means any of the following:

- a) an individual (resident / non-resident or visitor),
- b) a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation,
- c) a trustee, executor, administrator, agent, or employee of either a) or b),
- d) unless the context otherwise requires, this does not include the Town.

Premise

Means any of the following:

- a) private land
- b) any building or a structure (either occupied or unoccupied)
- c) both or part of a) & b)

In addition, any building or structure or any part or portion of a building or structure, including any land used in connection with that building or structure for the purposes of:

- a) providing parking for vehicles,
- b) displaying or storing vehicles, equipment or other articles or things,
- c) enhancing the appearance or use of the building or structure,
- d) carrying out activities that are ancillary to the activities carried in or on that building or structure.

Property

Means any of the following:

- a) any public or private land,
- b) any building or structure (either residential or non-residential / occupied or unoccupied),
- c) a parcel of land as registered with Alberta Land Titles.
- d) both or part of a) & b),

situated within the Municipality.

Pursuant to

Means to execute, carry out or investigate an activity in accordance with the requirements of a statute, ruling, policy, order, or request.

Reasonably Practicable

Means fulfilling a legislative or practical obligation in a way that:

- a) is feasible given the circumstances and,
- b) would be considered appropriate by a reasonable person in similar circumstances.

Remedial Order

An order to remedy contraventions issued in accordance with section 545 of the MGA.

Resident

Means a person who resides within a Town of Bowden address (postal code T0M 0K0), or an organization that is based within the Municipality, or any person, group or team as determined by the CAO as being a "resident" at the sole discretion of the CAO (on a case-by-case basis, without setting of any precedent).

Residential

Means a premise where no commercial activity or business is carried out (unless authorized by permit through a Business Licence).

Town

Means the municipal corporation of the Town of Bowden.

Words (interpretation)

- i. "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- ii. "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- iii. "shall" is to be interpreted as "must".
- iv. "should" is to be interpreted as a recommended (desirable, not required to conform).
- v. "including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

4 DESIGNATION OF AUTHORITY

4.1 Authority of Council

Council will set rates, fees, charges, levies, penalties, and fines as set out in within this bylaw.

4.2 Authority of the CAO

4.2.1

Council authorizes the CAO to conduct all actions necessary in order to fulfill the responsibilities and duties legislated under any statutory enactment, regulation, order, this bylaw, or any other Town bylaw.

4.2.2

Without limitation, the CAO is empowered to provide for:

- i. administering or enforcing the provisions of this bylaw,
- ii. facilitating the billing and collecting of fees & penalties,
- iii. granting licences, approvals and permissions as set out in this bylaw,
- iv. approving exemptions to this bylaw or waiving penalties where appropriate or necessary,
- v. imposing additional costs or penalties associated with the collection of unpaid rates, fees, charges, and fines,
- vi. the recovery of any unforeseen costs associated with the provision of Town services,
- vii. any action or decision deemed as being reasonably practicable.

4.2.3

The provisions within any section of this bylaw where relevant, do not apply in cases where there is a temporary relaxation of any provision made by the CAO due to special circumstances or other special arrangements.

4.2.4

The CAO has the authority to make an exception to any rates, fees, charges, fines, or penalties contained within this bylaw at his / her own discretion without precedent in response to abnormal circumstance or needs or situation at the time (eg: an emergency action).

4.2.5

Where rates have not been established for a particular service within this bylaw, the CAO may establish and levy charges for services for other administrative / operational services provided by the Town.

4.2.6

The CAO has the authority to impose unspecified rates, fees, charges, fines, or penalties at his / her own discretion, without precedent, dependent upon the context, nature, and severity of a matter or the specific nature of a bylaw offence.

4.2.7

(i)

The CAO may issue a written warning that:

- i. directs a person to take action to remedy any contravention of this bylaw,
- ii. states the action the Town will take to remedy the contravention.

(ii)

This may lead to the issue of:

- i. a written warning,
- ii. a specific penalty listed for an offence as identified within this bylaw or any other Town bylaw,
- iii. an unspecified penalty of not less than \$50.00 up to a maximum of \$10,000.00 for any offence,
- iv. the issue of a Remedial Order to remedy the infraction in accordance with Division 4 Enforcement of Municipal Law and section 545 of the Municipal Government Act,
- v. any or all of i) to iv) above.

4.2.8

The CAO may delegate powers to Designated Officers as deemed appropriate or necessary.

4.2.9 Right of Appeal

Any person who considers themselves exempt of a rate, fee, charge, levy, fine or penalty or considers themselves aggrieved by a decision of the CAO (or a Designated Officer of the Town), may make an appeal to Council in accordance with the procedures outlined within the Council Procedural Bylaw.

Council's decision in respect of an appeal will be final and binding.

5 APPLICABILITY

5.1

This bylaw applies to all persons, owners, occupants, residents, customers, and businesses within the Town of Bowden municipal boundaries.

5.2

General Sales Tax (GST) will be applied in accordance with the statutory requirements of the Canada Customs and Revenue Agency (CRA) where applicable.

5.3

Nothing in this bylaw (either by inclusion or omission) exempts or relieves any person from:

- i. complying with the provision of any federal, provincial, enactment, code, or regulation,
- ii. any requirement of any lawful permit, order, or licence,
- iii. any fine, charge, fee or rate charge made by any other federal or provincial legislation or regulatory body.

5.4

The rates, fees, charges, levy's, fines and penalties stated within this bylaw may be enforced by the provisions contained within the Municipal Government Act (Part 13, Division, 4 Enforcement of Municipal Law), the Provincial Offences Procedures Act, R.S.A. 2000 C. P-24, or any other Provincial or Federal regulation where valid and enforceable.

5.5

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

- i. are at the discretion of the CAO, due to special circumstances, arrangements or need,
- ii. are as stated in this bylaw,
- iii. may apply to any Designated Officer or person acting under authority, or agreement or in the normal course of their official duties, for example: Peace Officers, RCMP, Fire Department.

5.6

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

6 SEVERABILITY

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

The addition or amendment of a rate, fee, charge, levy, order, fine or penalty in any section of this bylaw shall only affect that particular section of this bylaw and all other sections shall remain in full force and effect.

7 SCHEDULES

7 SCHEDULES

7.1 Schedules attached to this bylaw:

Schedule A	Business Licence
Schedule B	Recreation (Arena)
Schedule C	Planning / Development & Property Tax
Schedule D	Utilities
Schedule E	Cemetery
Schedule F	Animal Licencing
Schedule G	Bylaw Control & Enforcement Penalties

7.2

All schedules attached to this bylaw form part of this bylaw.

8 BYLAW PRECEDENCE

This bylaw (and the attached schedules) supersedes and takes precedence over all previously passed bylaws that make reference to, or include specific fees, charges, rates, levies, fines or penalties.

Bylaw **01 / 2023** and all amendments thereto are hereby repealed.

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

Read a first time in open council this **th day of February 2024,

Read a second time in open council this **th day of February 2024,

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

Read a third time in open council this **th day of February 2024.

Robb Stuart
Mayor

Rudy Friesen
Chief Administrative Officer

SCHEDULE A Business Licence

Service Description	Unit of Measure	\$ (GST included)
Licence Fee		
Business Licence - resident	Per calendar year	\$25.00
Business Licence - non-resident	Per calendar year	\$100.00
Business Licence - resident (after Aug 31 st)	Per month pro rata	\$5.00
Business Licence - non-resident (after Aug 31 st)	Per month pro rata	\$10.00
Business Licence - resident (temporary) ❶	Per licence	\$25.00
Business Licence - non-resident (temporary) ❶	Per licence	\$50.00
Penalties		(no GST)
Breach of Business Licence Bylaw	Per occurrence	\$250 to \$1000
Breach of Business Licence Bylaw	Repeat of offence	\$500 to \$2500

Notes

❶ A temporary Business Licence is valid for a period of two weeks only.

SCHEDULE B Recreation (Arena)

Service Description	Unit of Measure	\$ (plus GST)
Winter Ice Rental Rates❶	Minimum time charged 1 hour	
Prime time (4:00pm until closing & weekends)	Additional time charged per ½ hour	
Resident (youth team or group)	Per hour	\$90.00
Non-Resident (youth team or group)	Per hour	\$130.00
Resident (adult)	Per hour	\$140.00
Non-Resident (adult)	Per hour	\$160.00
Non-Prime time	additional time charged per ½ hour	
Youth	Per hour	\$85.00
Adult	Per hour	\$110.00
Bowden School	Per student per rental time slot	\$1.05
Upstairs lobby	Per event / booking	\$25.00
Arena – Summer Rental Rates		
Youth	Per hour	\$65.00
Adult	Per hour	\$85.00
Resident "non profit"	Per day	\$381.15
Resident "commercial event"	Per day	\$444.68
Non-Resident "commercial event"	Per day	\$571.73

Notes

❶ An interest penalty of 2% per month will be levied on all outstanding balances.

SCHEDULE C Planning / Development & Property Tax

Service Description	Unit of Measure	\$ (GST not included)
Property Tax		
Tax Certificate	Per roll number	\$25.00
Assessment Appeal Submission Fee	Per appeal	\$50.00
Tax Penalties (section 344 MGA applies)		
Current Year (as per Taxation & Property Assessment Notice)	Payment in full by June 30 th (or by Tax "TIPPS" program)	No penalty
Current Year (as per Taxation & Property Assessment Notice)	Later than June 30 th deadline	12% ^❶
Tax Arrears	All outstanding balances	15% ^❷
Appeal of Property Assessment	Residential	\$50.00
	Commercial	\$300.00
General Administration Fee	Per hour	\$25.00
Landowner Assessment Record / Tax Searches		\$20.00
Land Use Bylaw		
Off Site Levy	Residential (per Hectare)	\$15000
	Commercial (per Hectare)	\$15000
	Industrial (per Hectare)	\$15000
Land Use Planning & Development		
Planning & Development Service Fees	<i>rates determined by Red Deer County</i> ^❸	
Land Use Bylaw		
Penalties for specified offences under the Land Use Bylaw	First Offence	Written Warning
	Second Offence	\$250.00
	Third Offence	\$500.00
	Fourth Offence	\$1000.00
Penalties for unspecified offences under the Land Use Bylaw	Not less than	\$250.00
	Not more than	\$10000.00

Notes

❶ Tax payment must be made in full by June 30th. A penalty of 12% will be levied on the amount of any remaining balance.

❷ Current year taxes and penalties (combined) that remain unpaid by December 31st within any tax year become "tax arrears" and are subject to a further tax penalty of 15% effective January 1st.

Property Owners who default on payments under the monthly Tax Payment Program (TIPPS) will incur tax penalties as set out in ❶ above and ❷.

❸ Red Deer County is the approved Development Authority under a Municipal Services Agreement between the Town of Bowden and Red Deer County. Please refer to the Planning & Development page of the Red Deer County web site.

<http://www.rdcountry.ca/170/Planning-Development>

SCHEDULE D Utilities

Specific Services & Penalties	Unit of Measure	\$ (GST included)
Water Supply & Services		
Water meters & radio readers	Per meter / radio reader	Cost (plus 10%)
Meter inspection & testing (refunded only if meter is faulty)	Deposit	\$400.00
Utility connection fee	Per occurrence	\$25.00
Utility reconnection fee	Per occurrence (plus cost)	\$55.00
Tampering with or operating utility shut-off valve	Per occurrence	\$300.00
Penalty for utility account arrears	all outstanding balances	Monthly 2%
Service charge per account per month	Monthly	\$10.00
Water consumption	Actual per cubic meter (1m ³)	\$3.18
Bulk Water	Actual per cubic meter (1m ³)	\$7.00
Sanitary Sewer (wastewater)		
Service charge per account per month	Monthly	\$10.00
Usage fee (calculated pro rata on metered water)	Per cubic meter (1m ³)	\$3.31
Flat rate fee per business ^① (where applicable)	Monthly	\$50.00
Garbage & Recycling		
Solid Waste Cart Collection ^② (max 3 carts per property)	Monthly per cart	\$11.00
Recycling Cart Collection ^② (max 3 carts per property)	Monthly per cart	\$11.00
Cart replacement	Per cart	Cost (plus 10%)

Notes

① A Flat rate fee will be levied on commercial businesses, to cover wastewater charges, where no water meter is connected but sanitary sewer service is provided.

② Residential participation is mandatory – commercial participation is optional.

SCHEDULE E Cemetery

Service Description	Unit of Measure	\$
Sale of Plots		(plus GST)
Resident		
Grave Plot	Per plot	\$300.00
Field of Honour	Per plot	\$150.00
Non-Resident ^①		
Grave Plot	Per plot	\$1000.00
Field of Honour	Per plot	\$150.00
Preparation of Plots		
Monday to Friday 8.00am to 3.30pm		
Open & Closure of burial plot (casket)	Per plot	\$600.00
Open & Closure of burial plot (cremains)	Per plot	\$250.00
After 3.30pm on weekdays, weekends, Stat Holiday ^②		
Open & Closure of burial plot (casket)	Per plot	\$750.00
Open & Closure of burial plot (cremains)	Per plot	\$350.00
Vaults (for cremains)	Per unit	\$150.00 (no GST)
Columbarium		(GST included)
Niche (Resident) (includes first opening & plaque installation)	Per unit	\$900.00
Niche (Non Resident) (includes first opening & plaque installation)	Per unit	\$1400.00
Niche (Veteran or Veteran's spouse) (includes first opening & plaque installation)	Per unit	\$450.00
Second & subsequent opening (Mon to Fri 8.00am to 3.30pm)	Per opening	\$100.00
Second & subsequent opening (after normal working hours)	Per opening	\$150.00
Memory Wall or Niche Plaques (rates as per Nelson Granite)	Per plaque	variable
Installation of Memory Wall Plaques	Per installation	\$52.50
Disinterment (by agreement with CAO)	By agreement	variable

Notes

① Non-Resident is defined as an individual who has never resided in either the Town of Bowden or Red Deer County.

② Where a lot is either opened or closed (in part) after 3.30pm or at a weekend or on a statutory holiday or when hard frost conditions persist then the higher rate applies.

SCHEDULE F Animal Licencing

Specific Fees	Unit of Measure	\$ (GST included)
Licence Fee		
Licence purchased before 31st Jan in current year		
Spayed or neutered dog	Annually per calendar year	\$15.00
Unaltered dog	Annually per calendar year	\$20.00
Vicious or dangerous dog ❶ (subject to Court Order)	Annually per calendar year	\$250.00
Licence purchased after 31st Jan and before 31st Jul		
Spayed or neutered dog	Annually per calendar year	\$30.00
Unaltered dog	Annually per calendar year	\$40.00
Vicious or dangerous dog ❶ (subject to Court Order)	Annually per calendar year	\$250.00
New resident fee or fee for new pet		
Spayed or neutered dog	after 31 st July	\$15.00
Unaltered dog	after 31 st July	\$20.00
Other Fees		
Hobby Licence (purchased anytime)		\$50.00
Transfer of licence		No Fee
Service or guide dog (Owner has Service Dog Identification Card)		No Fee
Replacement tag	Per request	\$5.00
Impoundment and capture fees	Cost recovery basis	variable
Veterinary fees	As incurred	cost

Notes

❶ As defined and subject to provisions contained within the Town of Bowden Animal Control Bylaw.

SCHEDULE G Bylaw Control & Enforcement Penalties

G1

Reference should be made to all Town of Bowden bylaws for any other applicable rates, fees, and charges that are not specifically contained within this bylaw.

G2

Reference should be made to all Town of Bowden bylaws for any other fines or penalties that are not specifically contained within this bylaw, but which are associated specifically with the contravention of a provision within that bylaw.

G3

Reference should be made to the provisions set out in this bylaw specifically in terms 4.2.4, 4.2.5, and 4.2.6 with regard to ad-hoc, exceptional or additional rates, fees, charges, levies, fines, or bylaw control or enforcement penalties.

Regular Council Meeting: February 26, 2024.	Agenda Item: 7.b
Prepared by: Arno Glover	Approved by: CAO
Report Type: RFD	Attachment(s): 1. Borrowing Bylaw 02 / 2024

Borrowing Bylaw 02 / 2024**1 Background:**

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

This bylaw repeals Borrowing Bylaw 02 / 2023.

The Borrowing Bylaw satisfies section 251(1) and section 256(1) of the MGA covering the operating loan facility (line of credit) provided by ATB Financial.

Sections 251 & 256 of the MGA are reproduced (for information) below:

Borrowing bylaw**251**

- (1) *A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.*
- (2) *A borrowing bylaw must set out*
- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;*
 - (b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;*
 - (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.*
- (3) *A borrowing bylaw must be advertised.*

Operating expenditures**256**

- (1) *This section applies to a borrowing made for the purpose of financing operating expenditures.*
- (2) *The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.*
- (3) *A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.*

2 Amendments

Revisions to this bylaw are as follows:

i

The amount of taxes estimated to be levied for the current year reflects the tax revenues amount as stated in the 2024 Operating Budget as approved in the SCM of February 20, 2024.

ii

All dates have been changed from 2023 to 2024.

Note: The amount of the facility remains unchanged at \$200,000.00 and the interest rate remains unchanged at prime rate less 0.25%.

3 Recommended Action:

That Council:

- i. grants first reading to Borrowing Bylaw 02 / 2024 as presented,
- ii. after second reading unanimously vote in favour of allowing a third reading,
- iii. adopt Borrowing Bylaw 02 / 2024.

4 Proposed Motions:

Motion by Councillor _____ that Council give first reading to Borrowing Bylaw 02 / 2024.

Motion by Councillor _____ that Council give second reading to Borrowing Bylaw 02 / 2024.

Moved by Councillor _____ that Council unanimously give consideration to a third reading of Borrowing Bylaw 02 / 2024.

Motion by Councillor _____ that Council give third and final reading to Borrowing Bylaw 02 / 2024 and is adopted accordingly and made effective once duly signed.

5 Future Actions:

Upon adoption of the bylaw, Administration is to:

- 1 publish a copy of the bylaw on the Towns' website.
- 2 provide a copy of the bylaw to ATB Financial.



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

Town of Bowden – Province of Alberta BORROWING BYLAW 02 / 2024

Whereas the Municipal Government Act, RSA2000, Chapter M-26 section 251 provides that a Municipality may only make a borrowing if the borrowing is authorized by a Borrowing Bylaw,

And whereas, the Municipal Government Act, RSA2000, Chapter M-26 sections 256(1), (2) & (3) provides that a Municipality may make a borrowing for the purpose of financing operating expenditures,

And whereas, the amount of taxes estimated to be levied for the year 2024 by the Town of Bowden for all purposes is estimated to be the sum of **One Million, Four Hundred and Six Thousand, Six Hundred and Seventy-Six dollars, (\$1,406,676),**

And whereas, the Municipal Council of the Town of Bowden deems it necessary to authorize the short-term borrowing for the sum of up to Two Hundred Thousand Dollars (\$200,000) to finance budgeted operating expenditures,

And whereas, the amount of borrowings made for the purpose of financing operating expenditures will not exceed the amount of taxes estimated to be levied for the year **2024** by the Town of Bowden,

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

1 SHORT TITLE

This bylaw may be known as and cited as the "Borrowing Bylaw".

2 AGREEMENT

2.1 That the Municipal Council of the Town of Bowden borrow from ATB Financial up to the sum of Two Hundred Thousand Dollars (\$200,000) an "operating loan facility" to meet the operating expenditures and obligations of the Town of Bowden for the year **2024**, and further agree to pay interest on the daily outstanding principal at "prime" minus 0.25% per annum, payable on the last day of each month.

2.2 That the Chief Elected Official and the Chief Administrative Officer of the Town of Bowden are authorized to:

- i. arrange with ATB Financial for the amount of a loan of \$200,000, and for the terms and conditions of the loan to be entered into agreement with ATB Financial,
- ii. as security for the loan, provide ATB Financial all such promissory notes as may be required to provide evidence of the debt,

- iii. as security for the loan, provide ATB Financial all such securities as may be required to provide to secure repayment of the loan and interest thereon,

2.3 The source of money to be used to repay the principal and interest owing under this borrowing agreement are reserves, and revenues received from the collection of property taxes.

2.4 The facility is payable in full, on demand, by the Lender.

2.5 The amount to be borrowed and the term of the loan will not exceed the requirements set out within the Municipal Government Act.

3 BYLAW PRECEDENCE

This Bylaw supersedes and takes precedence over all previously passed bylaws that are referred to as the Borrowing Bylaw.

Bylaw **02 / 2023** and all amendments thereto are hereby repealed.

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

Notes:

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

2 This bylaw does not have to be advertised as per section 256(3) of the MGA.

Read a first time in open council this **th day of February 2024,

Read a second time in open council this **th day of February 2024,

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

Read a third time in open council this **th day of February 2024,

Robb Stuart
Mayor

Rudy Friesen
Chief Administrative Officer

Regular Council Meeting: February 26, 2024.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Urban Hen Pilot Program Agreement. 2 Urban Hen Licence Application Form.

Content:

8.a Notice of Motion

Notice of Motion

A definition of a "notice of motion" is that this is a proposal that a decision or action be discussed and voted on at the next meeting and should be included as an item of business on the agenda.

A notice of motion gives other members an opportunity to consider the members motion before the meeting takes place.

The Town of Bowden Council Procedural Bylaw allows a member to submit a notice of motion for future debate.

Background

During the SCM of February 20, 2024, Administration submitted to Council (as requested by motion 8.a of the RCM of January 22, 2024) the following documents for approval:

- 1 the Urban Hen Pilot Program Agreement,
- 2 the Urban Hen Licence Application Form.

These documents formalise the process and the regulatory conditions for the introduction of a 12-month trial urban hen pilot programme.

The recommendation made by Administration to Council was that Council "approve an Urban Hen Pilot Program to be implemented in accordance with the perms and conditions outline in the attached documentation. The start date for the 12-month term for the pilot program will be determined once all the licencing and preliminary work is complete".

Motion Passed

During the SCM of February 20, 2024, the following motion was made:

Motion 6.a moved by Councillor Randy Brown that Council approves the introduction of an Urban Hen Pilot Program to be run for a period of one year in accordance with the terms and conditions set out within the Urban Hen Pilot Program Agreement and the Urban Hen Licence Application Form, as submitted to Council, with a start date to commence sometime in 2024 (tbc) subject to all of the:

- i. licencing conditions being met,*
- ii. preliminary program administrative tasks being completed and implemented.*

Upon vote the motion was defeated by a tied vote of the six members present.

Notice of Motion

With reference to the motion made regarding the Urban Hen Pilot Program Councillor Paul Webb has requested that Council reconsider the motion.

In accordance with the requirements of the Council Procedural Bylaw the following statements are provided:

- i. the notice of motion is made on the basis that that Councillor Paul Webb arrived late for the meeting and was not afforded the opportunity to vote on the matter,
- ii. the notice of motion requests that the matter is reconsidered and debated with all members of Council present,
- iii. the notice of motion is submitted without comment.

Note:

Council Procedural Bylaw 08 / 2020 does not make reference (and therefore there is no requirement) as to whether a vote is required on a notice of motion.

Action

Administration respectfully resubmits for Council's attention the following documents for review:

- i. the Urban Hen Pilot Program Agreement,
- ii. the Urban Hen Licence Application Form.

Recommended Motion

Administration resubmits the recommended motion, for debate, as follows:

Motion by Councillor _____ that Council approves the introduction of an Urban Hen Pilot Program to be run for a period of one year in accordance with the terms and conditions set out within the Urban Hen Pilot Program Agreement and the Urban Hen Licence Application Form, as submitted to Council, with a start date to commence sometime in 2024 (tbc) subject to all of the:

- i. licencing conditions being met,
- ii. preliminary program administrative tasks being completed and implemented.

Urban Hen Pilot Program

Agreement between:

**The Town of Bowden
BOX 338, 2101 – 20th Avenue
Bowden, Alberta, T0M 0K0**

(Hereinafter referred to as the "Town")

- and -

**A N Other
(Civic Address)
Bowden, Alberta, T0M 0K0**

(Hereinafter referred to as the "Licence Holder")

Whereas, the Town of Bowden agrees to adopt and implement an Urban Hen Pilot Program,

Now therefore, the parties hereto agree to uphold all of the licencing requirements and restrictions as laid out within this agreement.

1 Purpose

The purpose of the Urban Hen Pilot Program is to regulate and appraise the keeping of urban hens in the Town of Bowden.

The program will be implemented for a one-year term commencing within 2024 for a period as determined by the CAO and as approved by Council resolution.

2 Definitions (applicable to this agreement)

Adjoining Neighbour

Means an owner or occupant of a property that is contiguous to a subject property along a common property line (and may include any property close by or across a street). Where the subject property is located on a corner lot, an adjoining neighbour includes an owner or occupant of property that is adjacent to the subject property across a lane or alleyway.

Animal Health Act

Means the Province of Alberta Animal Health Act, Statutes of Alberta 2007, Chapter A40.2 (and regulations made under that enactment).

The Animal Health Act enables the province to respond to animal diseases affecting animal health, public health, and food safety. The Act and its regulations are designed to control the spread of disease through inspections and surveillance, treatments, biosecurity measures, and control zones. The roles and duties of the Chief Provincial Veterinarian (CPV) of Alberta and inspectors are outlined. The Act requires an owner of an animal or authorized person to advise the CPV of suspected or confirmed reportable and notifiable diseases.

Animal Waste

Means excrement, urine, and includes any other waste material accumulated as a result of animal ownership.

Biosecurity

Refers to practices designed to prevent, reduce, and eliminate the introduction and spread of disease.

Coop

Means a fully enclosed waterproof structure (either permanent or mobile) with an attached outdoor enclosure (run).

Licence Holder

Means the person:

- a) to whom a license has been issued as named in this agreement,
- b) who harbours or has possession, control, care, or custody over an urban hen.

Noise

Means sound, which in the opinion of the CAO with regard to all contributing factors and circumstances including the time of day and the nature of the activity generating the sound, is likely to unreasonably annoy or disturb a person(s) or to injure, endanger or detract from the comfort, health, peace, or safety of other persons within the Town.

Notifiable diseases

Notifiable diseases are those which require monitoring for trade purposes or to understand their presence in Alberta, but for which no immediate action is required.

Nuisance (animal nuisance)

Means any activity that is either unacceptable or excessive with respect to the keeping of a hen or anything as a by-product of keeping a hen that has, or might be, detrimental to another person or property, including but not limited to:

- a) noise or smell,
- b) trespass,
- c) damage,
- d) threat to public health and safety,
- e) accumulation of animal waste,
- f) accumulation of material contaminated by animal waste,
- g) disposal of animal waste,
- h) disposal of material contaminated by animal waste,
- i) disposal of carrion, carcasses, or offal,
- j) lack of adequate containment or shelter.

Outdoor Enclosure

Means a securely enclosed, roofed outdoor area attached to and forming part of a coop providing an area for hens to roam.

Premises Identification (PID) Number

Is the registration number required by all poultry owners under the Alberta Animal Health Act. This number helps trace animals, manage disease outbreaks, and notify animal owners in emergencies.

Provincially reportable diseases

Reportable diseases are those which require action to control or eradicate because they are a threat to animal or human health, food safety or the economy.

Reasonable

Means to satisfy a tolerable, satisfactory, or agreeable requirement or standard or to satisfy the time by which an action must be carried out.

Rooster (including Cockerels and Capons)

Means a male member of the *G. gallus* species.

Urban Hen (Hen)

Means a domesticated female member of the *G. gallus* species (including pullets). This does **not** include other fowl types, including but not limited to, turkeys, ducks, geese, waterfowl, or guinea fowl.

3 General Guidelines

General terms and conditions of the Urban Hen Pilot Program are as follows:

3.1

The licence holder having been issued an Urban Hen Licence under the terms of this pilot program is not deemed to be in contravention of Schedule B2 (iii) of the Town of Bowden, Animal Bylaw (prohibited animals).

Section 10.2 of the Animal Bylaw applies (CAO's discretion to licence animals other than Domestic Household Pets).

3.2

This agreement is for a pilot program only.

If the pilot program does not result in a permanent program the licence holder will be given 90 days to remove the urban hens from notification by the CAO that the pilot program has ended.

3.3

The pilot program is limited to a maximum of four (4) applicants.

3.4

The maximum number of hens permitted per Urban Hen Licence is four (4).

Note: Section 10.3 of the Animal Bylaw states, "No person or owner or occupant may have more than 6 allowed animals (as defined in Schedule B of this Bylaw) within a property or premise unless licensed or authorized in writing by the CAO".

3.5

This agreement is for the keeping of urban hens defined as a domesticated female member of the *G. gallus* species (including pullets). This will not include other fowl types, including but not limited to, turkeys, ducks, geese, waterfowl, or guinea fowl.

3.6

A male member of the *G. gallus* species (cockerel, rooster, capon) cannot be kept within the Town.

3.7

Urban hens cannot be kept for the purpose of a commercial business or for farming purposes.

Note: A Business Licence will not be issued by the Town for the commercial sale of meat products, the commercial sale of eggs, the breeding of urban hens for resale or for the sale of hen manure.

3.7

No person is permitted to slaughter hens within the Town limits.

3.8

The carcase of a dead hen must be disposed of at an approved veterinarian clinic, farm, or abattoir.

Dead hens must not be put into the Town's garbage collection service, buried within the Licence Holder's property, or disposed of in any other way.

3.9

Licence holders will be required to notify the Town of changes in circumstances that may affect the keeping of urban hens under the terms of the pilot program and this agreement.

3.10

Licence holders will be required to notify the Town of changes in the number of hens kept within the property.

4 Hen Licencing Requirements

The licencing terms for this pilot program are as follows:

4.1

An Urban Hen Licence will be issued in accordance the provisions of this agreement and any other specific licensing conditions that may be imposed by the CAO for the keeping of urban hens within the Town.

4.2

Notwithstanding the terms contained within this agreement the CAO may at any time implement additional (site specific) conditions, procedures, or processes where necessary to ensure that the pilot program is conducted in accordance with the overall intentions of the pilot program and in response to any matters that may arise with regard to nuisance, noise, animal welfare and animal husbandry.

4.3

The applicant for an Urban Hen Licence cannot own or keep an urban hen within the Town until the applicant obtains (in advance of ownership) an Urban Hen Licence from the Town.

4.4

Urban Hen Licences are only valid for the term of the pilot program. If the pilot program is suspended or cancelled, the licence will no longer be valid.

The CAO will provide adequate notice to participants regarding the suspension or cancellation of a licence in order for the urban hens to be re-homed.

4.5

Urban Hen Licences are non-transferable from one person to another or from one property to another.

4.6

Urban Hen Licences shall only be issued to properties that are single-family dwellings.

4.7

The occupant of a property cannot apply for an Urban Hen Licence without the written consent of the owner of the property / premise. This must be provided to the Town as part of the licence application process.

4.8

An Urban Hen Licence will only be issued subject to a notice of intent being made to all adjoining neighbours and that any such notice is made in accordance with any policies, orders or direction given by the CAO with regard to the procedures for notification.

4.9

The CAO will not issue an Urban Hen Licence until:

- i. all the necessary pre licencing requirements have been met,
- ii. the applicant has complied with all Federal and Provincial regulations for the keeping of domestic livestock / urban hens,
- iii. until the appeal period has expired,
- iv. until all of the procedures for an appeal hearing have been followed and completed where an application is subject to an appeal hearing.

4.10

The licence holder will be responsible for complying with any:

- i. relevant or required federal or provincial enactment,
- ii. requirement of any lawful permit, order, or licence,
- iii. other relevant or required veterinary requirement,
- iv. recommended or enacted training requirement,

including but not limited to:

- registration in the provincial database and obtaining a premise identification number (PID),
- Canadian Food Inspection procedures,
- recording notifiable diseases,
- reporting provincially notifiable diseases.

4.11

The licence holder must not obstruct, hinder, or interfere with any Town employee or Designated Officer with respect to inspections or while exercising or performing their duties or powers pursuant to the provisions of the MGA, this agreement, any Town bylaw, or any other legal or statutory enactment.

5 Property Standards

The property requirement terms for this pilot program are as follows:

5.1

An urban hen must be kept within a hen coop. Free range urban hens are not permitted.

5.2

An urban hen coop as a structure must:

- i. not be indoors within a residential dwelling unit,
- ii. be securely fixed or embedded into the ground,
- iii. be located at the rear of a fenced property and must not be within 2 meters of a neighbouring residential dwelling (or any other minimum setback requirement as set out in the Town's Land Use Bylaw).

The maximum lot coverage of all structures on a property, including the hen coop must comply with the Town of Bowden Land Use Bylaw.

5.3

Hens must be kept within a fenced property, and the fence must be constructed in a way to ensure the hens cannot escape from the property.

5.4

The coop must provide each hen with at least 0.37 m² (4 square feet) of floor area inside the coop and at least 0.92 m² (10 square feet) of outdoor enclosure.

5.5

The licence holder must minimize any nuisances particularly with regard to the location of the coop – consideration must be given to neighbouring property windows, decks and play areas.

5.6

The licence holder must minimize animal nuisance and animal waste (as defined within this document) including but not limited to:

- i. attracting predator animals,
- ii. spreading food and animal waste over the property,
- iii. excessive smells,
- iv. excessive noise.

5.7

The licence holder must maintain reasonable housekeeping and animal husbandry practices, including but not limited to:

- i. securing each hen within the coop from sunset to sunrise each day,
- ii. providing each hen with food, water, shelter, light, ventilation, care, warmth, and opportunities for essential behaviours such as scratching, dustbathing, and roosting, to maintain the hen in good health,
- iii. constructing and maintaining the coop to prevent any predator or pest animal from harbouring within and / or underneath it,
- iv. maintaining the coop in good repair and sanitary condition,
- v. storing feed within fully enclosed containers,
- vi. removing leftover feed, trash, and manure in a timely manner,
- vii. having a plan for how to manage organic waste that will not result in odour issues or an unsightly property,
- viii. following strict biosecurity procedures as recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak.

5.8

The CAO at his / her own discretion, may impose additional property specific conditions of ownership as deemed necessary or appropriate.

6 Appeals

6.1

A neighbouring property owner / occupant has 14 days in which to submit an appeal after receiving notification of the application for an Urban Hen Licence.

6.2

An Urban Hen Licence will not be issued until a decision is made on any appeal notice received.

6.3

An appeal hearing must be held as soon as practically possible (within a maximum of 14 days).

6.4

The Appeal Committee shall consist of the Mayor, one Councillor and the CAO.

6.5

The Appeal Committee will determine and provide in writing the reasons why an Urban Hen Licence,

- i. may be issued,
- ii. may be issued with conditions,
- iii. may not be issued.

6.6

The decision of the Appeal Committee to grant or deny the issue of an Urban Hen Licence is final and binding with or without any special conditions attached.

7 Resources

Licence holders / Licence Applicants should ensure that they receive adequate training in order to have the required knowledge for keeping urban hens. The following are examples of resources available to Licence holders / Licence Applicants.

7.1

On line advice provided by the Government of Alberta.

Alberta Government web site: <https://www.alberta.ca/keeping-your-flock-healthy>

7.2

Information contained within the Alberta Government Publication titled,

“Raising Chickens in Alberta – A Guide for Small Flock Owners”.

(available as a digital copy from the CAO).

8 Relevant Enactments

Licence holders / Licence Applicants must make themselves familiar with all relevant or applicable Provincial Acts (and all regulations part of), and any relevant or applicable Town of Bowden bylaw or policy, including but not limited to the:

- i. Municipal Government Act, RSA2000, Chapter M-26,
- ii. Bylaw Enforcement Policy 05 / 2023
- iii. The Animal Health Act, Statutes of Alberta 2007, Chapter A40.2
- iv. All regulations made under the Animal Health Act that are filed as Alberta Regulations under the Regulations Act including but not limited to:

Animal Health (General)	130/2014
Biosecurity	185/2019
Disposal of Dead Animals	132/2014
Premises Identification	200/2008
Reportable and Notifiable Diseases	129/2014

(as amended over time).

9 Termination (of Licence)

9.1

A licence holder that does not continuously and consistently follow the requirements of the program (or any ongoing instructions issued by the CAO) may have their licence revoked at any time.

The CAO shall provide adequate notice to participants regarding the suspension or cancellation of a licence in order for the urban hens to be re homed.

9.2

An Urban Hen Licence may be revoked by the CAO if:

- i. the licence holder fails to meet the requirement of any federal or provincial enactment or order,
- ii. the licence holder fails to meet the provisions of any other Town bylaw, policy, or remedial order,
- iii. the terms and conditions for the issue of an Urban Hen Licence under the pilot program are not adhered to,
- iv. an individual hen or number of hens collectively are deemed to be a nuisance animal(s),
- v. the licence holder is negligent in the humane treatment of an animal.

10 Agreement & Signatures

10.1

Licence holders acknowledge by signing this agreement that the Urban Hen Pilot Program is a trial for a set / determined period of time.

10.2

The actual dates for the one-year Urban Hen Pilot Program will be notified separately by the CAO.

This trial period will commence upon all pre licencing requirements being satisfied and is dependent upon the Town having completed all pre licencing inspections and administration work.

10.3

This agreement shall come into effect upon signing.

10.4

In witness thereof the parties have executed this agreement on the ____ day of _____ 2024.

Town of Bowden

CAO Rudy Friesen:

Signature:

Licence Holder

A N Other

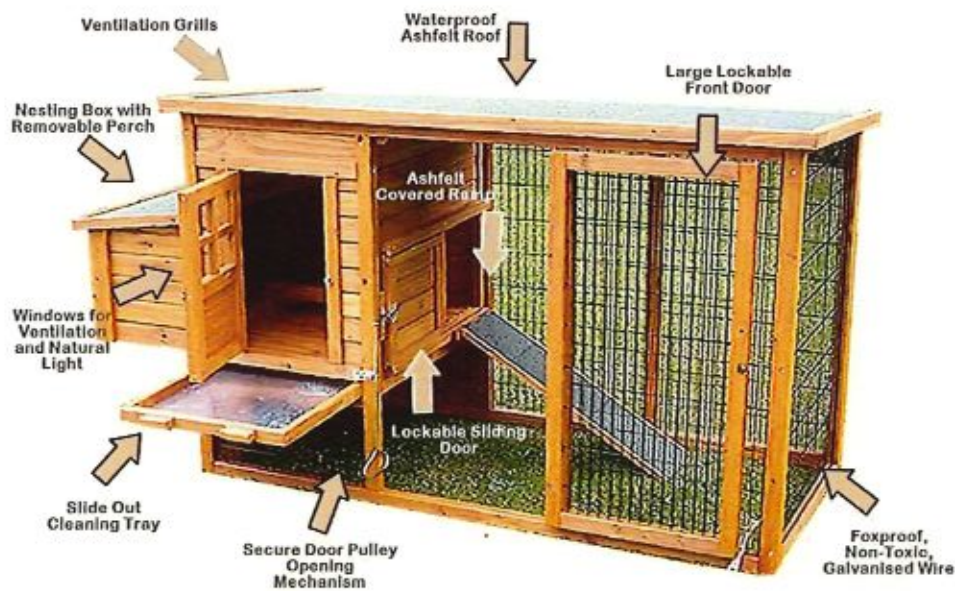
Signature:

Witness as to the signature of the Licence Holder:

Name: _____

Signature:

Schedule A - Example Images of Coops & Outdoor Enclosures



TOWN OF BOWDEN URBAN HEN LICENCE APPLICATION FORM

This form is for the application of an Urban Hen Licence for the keeping of domesticated hens under the Urban Hen Pilot Program.

The Urban Hen Licence will expire at the end of the pilot program. Continuation of the program will be dependent based on a review of the results and findings of the pilot program.

This form should be completed with reference to the terms and conditions contained within the Urban Hen Pilot Program agreement.

Please complete the form in its entirety and attach all requested supporting documentation.

Return this form to the Town Administration Office or scan and email to: **cao@bowden.ca**

Requirements:

- The applicant must be the registered owner of the property. If the applicant is not the homeowner written notification and permission must be sought from the property owner and submitted with this application.
- The applicant must obtain the necessary consent from all adjoining neighbours (as defined within the Urban Hen Program agreement) and submit written proof with this application.

Application Process:

The application will be reviewed by the CAO.

The CAO reserves the right to grant / deny any application or request further information or clarity on any matter. Approvals are granted on an individual basis (without precedent) considering criteria including but not limited to:

- i. incomplete information,
- ii. property standards including size and planned location of coop,
- iii. appeals made against the application.

Applicant Details:

Applicant Name:	
Civic Address:	
Applicant Cell Number:	
Applicant email Address:	
Name of Registered Owner of Property:	
Proposed number of hens to be kept:	
Size of Coop and Outdoor Enclosure:	<i>(please attach site plan)</i>
Neighbour Consent Approval:	<i>(please attach completed consent form(s))</i>
Premises Identification Number (PID):	

Terms and Conditions

The applicant is responsible for ensuring that all the licensing information is provided as requested by the CAO and for ensuring that all requirements as documented within the Urban Hen Pilot Program agreement are met.

An Urban Hen Licence will not be issued until:

- i. all of the licencing requirements have been met & the CAO is satisfied that the application is complete,
- ii. the applicant has signed the Urban Hen Pilot Program agreement.

In support of this application please submit:

- a site plan including location of coop, dimensions, and drawings of coop / outdoor enclosure.
- all neighbour consent documentation,
- a copy of the Premises Identification Number (PID),
- evidence of any past experience or training taken for domestic hen ownership.

Please indicate (check) the following:

- ☐ I have read and understand the terms contained within the Urban Hen Pilot Agreement (prior to submitting this application).
- ☐ I understand and give permission to the Town to conduct an inspection of the property at any time prior to the issue of a licence and periodically any time during the pilot program.
- ☐ I understand that the information provided may be subject to verification checks being made.

Other information:

(please provide any other relevant information in support of this application)

Declaration:

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 any rules provided or notified to me and in accordance with any Town bylaw of other statutory enactment including the terms and conditions contained within the Urban Hen Pilot Program agreement.

Signature:

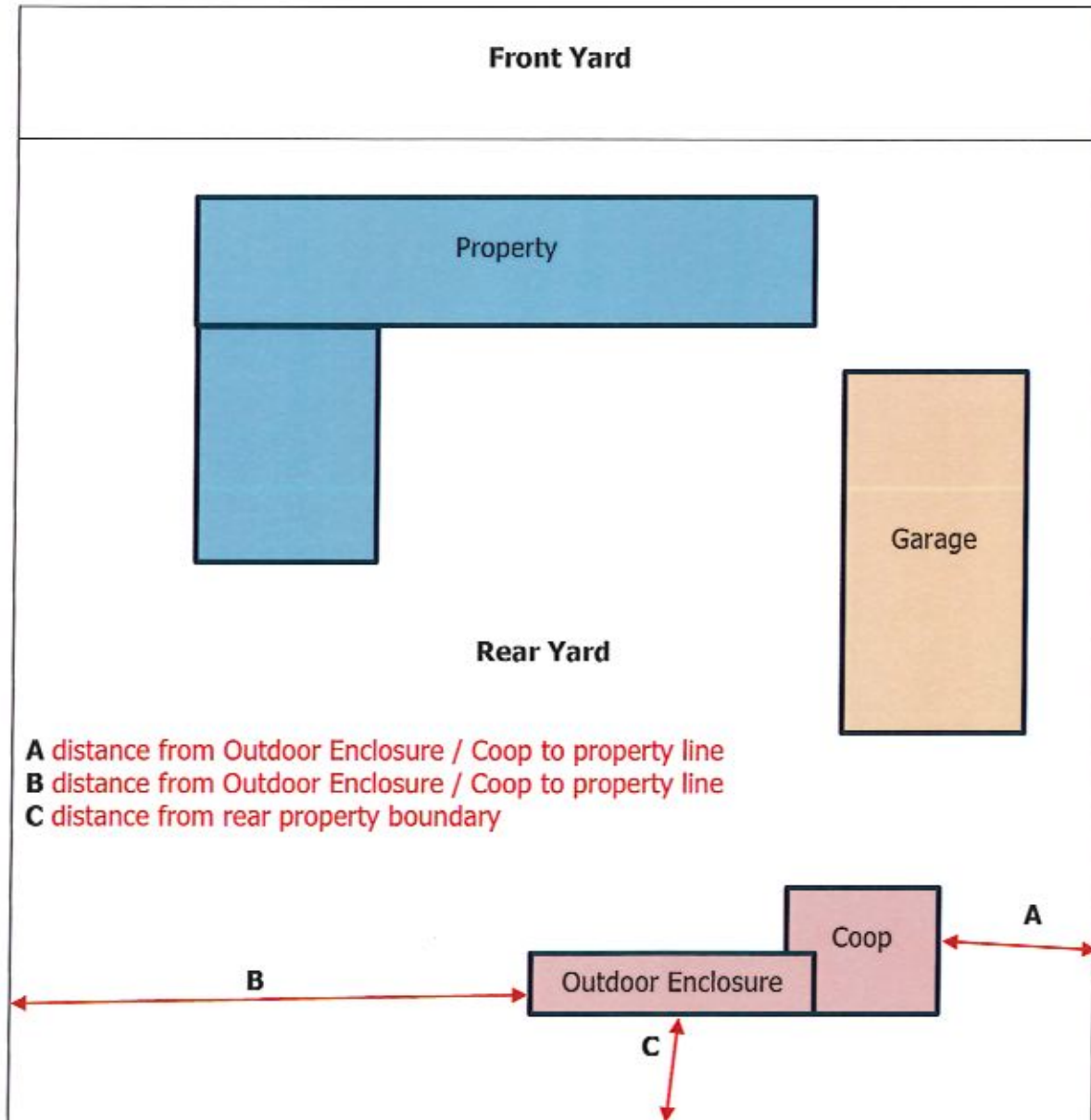
The information within this application is collected under Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of requesting data for the application of an Urban Hen Licence and is governed, authorized, and protected by that Act.

Site Plan

Please provide accurate details and measurements of the property site plan including:

- dimensions / layout of property,
- fence heights and type of fencing,
- measurement and size and height of coop,
- measurement and size and height of outdoor enclosure,
- distance from side of property line / rear of property line,

(Example site plan)



Section for completion by CAO

Date application received: _____

Date Application Fee \$30.00 received: _____

Application approved **Y / N** ☐If **"N"** complete sections A and / or B below**A. Additional information required:**

B. Reason(s) for non-approval of application:

If **"Y"** complete sections C below (as applicable)**C. Approval given but Special Condition(s) attached to the licence:**

Note:

The applicant is required to sign the Urban Hen Pilot Program agreement prior to issuing a licence.

Regular Council Meeting: February 26, 2024.	Agenda Item: 8.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s):

Content:

8.b Alberta Advantage Immigration Program - Rural Renewal Stream (update)

This program aims to address current labour needs and skill shortages in rural Alberta communities.

RRS requires a community to apply to the Government of Alberta for community designation.

The Town of Bowden was accepted into this program in September 2022 in partnership with the Town of Innisfail.

To date the Town has provided 11 "Candidate Community Endorsement" letters to immigrants currently working in the following businesses.

Shell Bowden	3
Bar Burrito	2
A&W	2
Tim Hortons	4

In order to qualify for a Town of Bowden "Candidate Community Endorsement" letter the following is necessary (as reproduced from the Town of Bowden web site).

All candidates must meet all criteria for the Rural Renewal Stream.

*Once an application is submitted the information will be reviewed by the Town to ensure that the candidate meets all the personal criteria and program eligibility. Once the Town has met the applicant and is satisfied the eligibility criteria have been met then a **Community Support Letter** will be provided to the candidate.*

The Town may choose to impose additional criteria separate from the mandatory criteria. This can include a particular skill set or certain occupations that helps the community fill a specific labour need.

All of the following information must be submitted to the Town in order for the Town to provide the candidate with the community support letter.

Completed Rural Renewal Stream Employer Application Form.

Copy of signed Job Offer Letter from the Employer.

Copy of Work Permit issued by Immigration, Refugees and Citizenship Canada.

Copy of Passport (photo page).

Copy of IELTS Test Report Form (English language speaking test).

Current civic address and email address.

In all cases the 11 applicants:

- i. have provided all the required documentation,
- ii. have been interviewed in person at the work site (in an established business in Town),
- iii. are living in either Bowden, Olds, or Innisfail,
- iv. have been assessed as having met the qualification criteria.

The last Candidate Community Endorsement letter produced by the Town was dated September 15, 2023.

Since that time Town Administration has received many in person and telephone enquiries from individuals and organizations that superficially do not meet the Town's qualification criteria. These include:

- i. immigration recruitment / placement agencies,
- ii. start up companies,
- iii. existing companies (but do not currently trade within the Town),
- iv. employers looking to recruit staff from abroad (persons not present within Canada),
- v. employers offering work in non eligible occupations (NOC codes).

In the past 6 months none of the applications received have met the Town's qualification criteria.

Most recently some communities including the Town of Sylvan Lake has "paused" their program to assess the business approval process and to allow time for the Provincial Government to catch up on the backlog of applications.

Administration has discussed the success and failings of the program with the department of Labour and Workforce Strategies, Alberta Government.

As a result of these discussions Administration respectfully informs Council (as a matter of information) that Administration is no longer accepting any new employer applications at this time.

Recommended Motion:

Motion by Councillor _____ that Council accepts the update on the Rural Renewal Stream as information.

Regular Council Meeting: February 26, 2024.	Agenda Item: 9.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Operating Revenues & Expenditures Report (for financial year ending Dec 31, 2023)

9.a Operating Revenue & Expenditures Report

1 Purpose

To provide Council with a quarterly financial operating report.

Attached is the Operating Revenues & Expenditures Report which provides an analysis of actual performance against budget for the financial year ending December 31, 2023.

Administration requests that Council review and approve the report by resolution.

2 Background

The report provides an analysis of actual financial results for the year 2023 with variance analysis against budgeted forecasts.

The CFO has submitted the financial data as being complete for the year. Administration believes that the report presents a true representation of the financial operating affairs for the year.

3 Notable Observations

The following notes provide a brief explanation of notable observations particularly where actual revenues and expenditures vary materially from the forecast budgeted amounts.

3.1 Revenues

- i. Tax revenues are greater than budget by a sum of \$95310.20.
At the time of the budget preparation actual increases in property assessments values were unknown and could not therefore be fully determined.
A 1% increase in property tax rates was applied as per the 2023 Operational Budget.
- ii. The MSI Operating Grant received was double the amount anticipated at the beginning of the year (actual \$162,042.00 budget \$81,021.00).
- iii. The Summer Temporary Employment Program grant was applied for but was not awarded.
- iv. Administrative Revenues Miscellaneous Income shows an unbudgeted amount of \$6960.00 this being a refund received from Fortis reference prior year streetlight capital projects.
- v. Administrative Revenues Other Income shows an unbudgeted amount of \$4124.48 this being funds received from the Bowden Event Centre as a contribution to the 2023 Emergency Management capital project.
- vi. Public Works Other Income \$1447.75 was revenue raised from equipment sold at auction.
- vii. Utility revenues (water / sanitary / recycling) are generally in line with budgeted forecasts.
- viii. Total budgeted revenues for 2023 from Red Deer County amount to \$125046.00. The actual amount received from Red Deer County was greater by \$1500.00 this being funds allocated for the operation / upkeep of the museum.
- ix. Total revenues totalled 8.06% more than budgeted forecasts.

3.2 Expenditures

- i. Employment expenses are generally in line with budget across all departments for the year.
- ii. Council Grants & Donations is the annual donation in support of the Ag Society.
- iii. Administration Membership Fees and Conference Costs is 408% above budget. These are the costs of the CAO's attendance and registration fees for numerous events, conferences, and seminars.
- iv. Administration Repairs & Maintenance (Building) includes resealing of the exterior windows (Admin & Library building) and the new interior window graphics.
- v. Fire Hall Repairs & Maintenance Building includes the cost of the new illuminated sign.
- vi. Public Works Repairs & Maintenance for the Bobcat and the Ford F550 exceed budgeted predictions. Annual maintenance costs were underestimated for these 2 vehicles.
- vii. Road Maintenance Snow Removal - throughout 2023 this work was completed by public works with no outside contractor assistance hence the \$25000.00 variance actual to budget.
- viii. Water Repairs & Maintenance Equipment exceeds budget by \$6432.48. While the budget includes provision for scheduled planned maintenance work it does not include any provision for unplanned / emergency / engineering consultancy work. A significant total of these costs is attributed to necessary engineering consultancy work and unforeseen SCADA system issues.
- ix. Water Repairs & Maintenance Infrastructure provides a budget for water main emergency infrastructure repairs. The yearly expenditure exceeded budget by \$37,521.48. Annual water infrastructure repair costs materially exceeded the anticipated amount.
- x. Water & Pumphouse Miscellaneous Goods & Supplies includes the purchase of new water meters and other equipment (eg: road valves) purchased as necessary or for stock holding.
- xi. Water Regional Water Supplies. This is water purchased from MVRWSC. The Town experienced a major water leak in March last year which took a protracted time to locate. In addition, a major fire on the east side of the QE2 highway consumed a lot of water.
- xii. Cemetery Repairs & Maintenance General includes the purchase of new decorative iron fencing which is offset by the corresponding cemetery revenues.
- xiii. Planning & Development Engineering & Consultancy. This is made up of engineering consultancy work carried out by ISL / Tagish Engineering relating to: the Off Leash Dog Park, the proposed south residential concept, and the Bowden Hotel.
- xiv. Arena expenses in total are \$17267.21 greater than budget. The Town has invested greater amounts into this facility than was originally budgeted (forecast). Additional remedial expenditures were required to equipment items within the compressor room (as noted on the ice plant shut down customer service report from CIMCO).
- xv. Parks & Amenities Trees / Shrubs / Plants. Additional tree removal expenses have been incurred that were not forecast at the time of the budget preparation.
- xvi. Library Repairs & Maintenance Building includes the cost of the new library sign. This expenditure was not included within the budget but was supported by Council.
- xvii. Donation Community Centre (budget amount of \$10,000.00). This comprises grants made to both the Bowden Event Centre and the Paterson Community Centre.

4 Summary

The Operating Financial Statement for the year shows a deficit of \$131,767.30.

An adjusted statement (that does not include the Bowden Hotel Property Tax bad debt) provides an operating surplus of \$165,434.65.

Contributing factors to this surplus include additional tax revenues of \$95310.20. and the additional MSI Operating Grant received of \$81,021.00. totalling \$176,331.20.

Note (for information)

This is a management accounting report.

The Town is required by the MGA to prepare annual audited financial statements by May 1 for the past financial calendar year. These statements must be consistent with principles and standards for financial reporting established by the Canadian Public Sector Accounting Board.

The audited financial statements (as prepared by BDO Canada) provide a consolidated statement of the assets, liabilities, revenues, and expenses of the Town.

There are four audited financial statements, namely:

1

Consolidated* Statement of Financial Position

This summarizes the Town's financial position at the end of the accounting period.

* Consolidated financial statements include both operating and capital financial activity.

2

Consolidated Statement of Operations

This statement summarizes the change in the overall financial position of the Town during the accounting period from January to December.

3

Consolidated Statement of Change in Net Financial Assets

This statement explains the change in the net asset position from the prior year and provides information on acquisitions, disposal, and the write off (depreciation) of tangible capital assets.

4

Consolidated Statement of Cash Flow

This statement sets out the changes in operating revenues, non-cash, capital and investing transactions.

5 Recommended Motion.

Motion by Councillor _____ that Council approves the Operating Revenues and Expenditures Report for the financial year 2023 as presented.



Town of Bowden
Operating Revenues & Expenditures (Year End Dec 31, 2023)

		2023 Actual	Variance Actual v Budget	2023 Budget
REVENUES				
		\$	%	\$
TAX REVENUES	MUNICIPAL RESIDENTIAL TAXES	846,167.33	5.93	798,801.16
	MUNICIPAL NON-RESIDENTIAL TAXES	255,478.60	9.98	232,301.65
	MUNICIPAL FARM TAXES	646.21	5.88	610.33
	SCHOOL RESIDENTIAL TAXES	256,898.21	6.57	241,055.72
	SCHOOL NON-RESIDENTIAL TAXES	47,510.80	-5.14	50,087.79
	DESIGNATED INDUSTRIAL PROPERTY TAX REQN	211.39	5.69	200.00
	POLICE FUNDING REQUISITION	45,604.35	2.90	44,321.00
	LATE TAX PAYMENT PENALTIES	55,170.99	22.60	45,000.00
	TOTAL	1,507,687.88	6.75	1,412,377.65
OTHER REVENUES	PROVINCIAL FINES	4,678.00	-8.27	5,100.00
	FRANCHISE FEES - FORTIS ELECTRICAL	130,596.69	-32.33	193,000.00
	FRANCHISE FEES - ATCO GAS	58,549.05	#DIV/0!	0.00
	INVESTMENT RETURNS (INTEREST EARNED)	134,531.49	79.38	75,000.00
	TOTAL	328,355.23	20.23	273,100.00
GRANT REVENUES	RED DEER COUNTY RECREATION GRANT	83,296.00	0.00	83,296.00
	MSI OPERATING GRANT	162,042.00	100.00	81,021.00
	TOTAL	245,338.00	49.31	164,317.00
ADMINISTRATIVE REVENUES	PROPERTY TAX CERTIFICATES	1,925.00	60.42	1,200.00
	BUSINESS LICENSES	2,625.00	5.00	2,500.00
	OFFICE PRINTING SERVICES	24.28	-67.63	75.00
	SUMMER TEMP EMPLOY' PROGRAM GRANT (STEP)	0.00	-100.00	12,960.00
	MISCELLANEOUS INCOME	6,960.00	#DIV/0!	0.00
	OTHER INCOME	4,124.48	4,024.48	100.00
	PENALTIES (ACCOUNTS RECEIVABLE)	577.07	15.41	500.00
		16,235.83	-6.34	17,335.00
BYLAW REVENUES	BYLAW ENFORCEMENT FINES & PENALTIES	165.00	65.00	100.00
	TOTAL	165.00	65.00	100.00
ANIMAL REVENUES	DOG LICENSES	2,385.00	-31.86	3,500.00
	OTHER INCOME	0.00	-100.00	50.00
	TOTAL	2,385.00	-32.82	3,550.00
PUBLIC WORKS REVENUES	OTHER INCOME / SERVICE FEES	1,447.75	1,347.75	100.00
	TOTAL	1,447.75	1,347.75	100.00
WATER REVENUES	DISTRIBUTED WATER COLLECTIONS	298,456.02	-0.51	300,000.00
	BULK WATER SALES	5,581.10	179.06	2,000.00
	WATER METERS & EQUIPMENT	2,502.72	150.27	1,000.00
	LATE PAYMENT PENALTIES	5,319.44	-12.80	6,100.00
	OTHER INCOME	110.00	10.00	100.00
	TOTAL	311,969.28	0.90	309,200.00
SANITARY SEWER REVENUES	WASTEWATER COLLECTIONS	306,928.09	-0.99	310,000.00
	RV DUMP	705.75	135.25	300.00
	WASTE WATER SERVICES	0.00	#DIV/0!	0.00
	SRDRWC SERVICE INCOME	25,260.40	1.04	25,000.00
	TOTAL	332,894.24	-0.72	335,300.00
SOLID WASTE REVENUES	SOLID WASTE COLLECTIONS	66,359.70	-4.66	69,600.00
	TOTAL	66,359.70	-4.66	69,600.00

RECYCLING REVENUES	RECYCLING INCOME	70,093.13	0.28	69,900.00
	ELECTRONICS RECYCLING INCOME	247.50	-50.50	500.00
	TOTAL	70,340.63	-0.08	70,400.00
FCSS REVENUES	CITY OF RED DEER - FCSS FUNDING	65,452.50	0.00	65,453.40
	CONTRIBUTIONS & DONATIONS	2,107.68	321.54	500.00
	TOTAL	67,560.18	2.44	65,953.40
CEMETERY REVENUES	GRAVE PLOT SERVICES	3,950.00	58.00	2,500.00
	PLOTS & VAULTS SALES	1,800.00	-28.00	2,500.00
	COLUMBARIUM NICHE SALES	1,470.64	-26.47	2,000.00
	RED DEER COUNTY CEMETERY GRANT	5,000.00	0.00	5,000.00
	OTHER INCOME	4,480.00	#DIV/0!	0.00
	TOTAL	16,700.64	39.17	12,000.00
ECONMIC DEVLPMNT REVNS	TRANSFER FROM RESERVES	0.00	#DIV/0!	0.00
	OTHER INCOME / NEWSLETTER ADVERTISING	762.00	-49.20	1,500.00
	TOTAL	762.00	-49.20	1,500.00
LAND REVENUES	SALE OF LOTS	0.00	#DIV/0!	0.00
	RENTAL INCOME (BILLBOARDS & PASTURE LEASE)	6,500.00	0.00	6,500.00
	TRANSFER FROM RESERVES	0.00	#DIV/0!	0.00
	TOTAL	6,500.00	0.00	6,500.00
PARADE REVENUES	CONTRIBUTIONS (Ag SOCIETY)	1,000.00	0.00	1,000.00
	TOTAL	1,000.00	0.00	1,000.00
SPECIAL EVENT REVENUES	CONTRIBUTIONS / DONATIONS / SALE OF GOODS	600.00	-60.00	1,500.00
	TOTAL	600.00	-60.00	1,500.00
ARENA REVENUES	ARENA RENTAL INCOME	87,484.84	-2.79	90,000.00
	OTHER INCOME (ADVERTISING BILLBOARDS)	3,180.00	6.00	3,000.00
	RED DEER COUNTY RECREATION GRANT	25,000.00	0.00	25,000.00
	TOTAL	115,664.84	-1.98	118,000.00
PARK REVENUES	RED DEER COUNTY RECREATION GRANT	3,750.00	0.00	3,750.00
	TOTAL	3,750.00	0.00	3,750.00
LIBRARY REVENUES	RED DEER COUNTY RECREATION GRANT	1,500.00	0.00	1,500.00
	CONTRIBUTIONS & DONATIONS	0.00	#DIV/0!	0.00
	TOTAL	1,500.00	0.00	1,500.00
MUSEUM REVENUES	RED DEER COUNTY RECREATION GRANT	3,000.00	100.00	1,500.00
	TOTAL	3,000.00	100.00	1,500.00
COMMUNITY HALL REVENUE	RED DEER COUNTY RECREATION GRANT	5,000.00	0.00	5,000.00
	TOTAL	5,000.00	0.00	5,000.00
TOTAL (ALL REVENUES)		3,105,216.20	8.06	2,873,583.05

EXPENDITURES

		\$		\$
REQUISITIONS	PROVINCIAL SCHOOL EDUCATION (PUBLIC)	301,821.56	6.27	284,006.32
	PROVINCIAL SCHOOL EDUCATION (CATHOLIC)	8,443.42	18.30	7,137.19
	TOTAL	310,264.98	6.57	291,143.51
COUNCIL	HONORARIUMS & PER DIEMS	66,942.36	-5.71	71,000.00
	EMPLOYMENT & CRA CONTRIBUTIONS	2,160.35	-13.59	2,500.00
	TRAINING & DEVELOPMENT	0.00	-100.00	5,000.00
	TRAVEL & SUBSISTENCE	9,835.62	9.28	9,000.00
	MEMBERSHIP & CONFERENCE COSTS	11,172.73	-3.68	11,600.00
	PROMOTIONS & PUBLIC RELATIONS	4,790.70	-4.19	5,000.00
	LIABILITY INSURANCE	336.00	-16.00	400.00
	ELECTION COSTS	0.00	#DIV/0!	0.00

MISCELLANEOUS GOODS & SUPPLIES	5,463.79	9.28	5,000.00
GRANTS & DONATIONS	10,000.00	0.00	10,000.00
TOTAL	110,701.55	-7.36	119,500.00

ADMINISTRATION

PAYROLL	319,925.62	0.92	317,000.00
EMPLOYMENT & CRA CONTRIBUTIONS	58,169.76	7.72	54,000.00
WORKERS COMPENSATION (WCB)	11,896.03	-0.87	12,000.00
TRAINING & DEVELOPMENT	575.00	-42.50	1,000.00
TRAVEL & SUBSISTENCE	5,417.82	80.59	3,000.00
MEMBERSHIP FEES & CONFERENCE COSTS	5,597.41	408.86	1,100.00
POSTAGE & COURIER	6,822.82	-2.53	7,000.00
TELEPHONE (LAND LINES & CELL PHONE)	6,877.18	4.20	6,600.00
ADVERTISING / PROMOTIONS / MARKETING	427.00	-52.56	900.00
CONTRACTED SERVICES (IT SERVICES)	22,953.68	-0.20	23,000.00
PERSONNEL RELATIONS	2,357.62	-41.06	4,000.00
JANITORIAL & CLEANING SUPPLIES	6,960.00	-0.85	7,020.00
POSTAGE	691.92	-1.15	700.00
COPIER & PRINTING	14,685.74	33.51	11,000.00
INTERNET SERVICES	3,600.00	0.00	3,600.00
SECURITY & ALARMS	325.01	-7.14	350.00
WEBSITE & APP (HOSTING & SUPPORT)	8,366.51	4.45	8,010.00
DEBIT MACHINE	699.18	16.53	600.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	27.75	-72.25	100.00
ASSESSMENT REVIEW COSTS	2,000.00	0.00	2,000.00
CONTRACTED SERVICES OTHER	0.00	-100.00	2,500.00
ACCOUNTING & AUDIT FEES / SERVICES	29,941.70	3.25	29,000.00
LEGAL & PROFESSIONAL FEES	471.88	-68.54	1,500.00
PROPERTY ASSESSMENT SERVICES	16,775.04	-0.15	16,800.00
REPAIRS & MAINTENANCE (EQUIPMENT)	2,836.21	-5.46	3,000.00
REPAIRS & MAINTENANCE (BUILDING)	1,968.99	96.90	1,000.00
INSURANCE (BUILDING & PROFESSIONAL LIABILITY)	14,248.70	1.78	14,000.00
MISCELLANEOUS GOODS & SUPPLIES	6,620.95	20.38	5,500.00
UTILITIES (ELECTRICITY)	3,898.44	-22.03	5,000.00
UTILITIES (GAS)	2,651.41	-11.62	3,000.00
TRANSFER TO CAPITAL	0.00	#DIV/0!	0.00
BANK CHARGES & SERVICE FEES	1,220.68	-15.82	1,450.00
CASH ROUNDING	0.07	#DIV/0!	0.00
BAD DEBTS - PROPERTY TAXES	297,201.95	#DIV/0!	0.00
BAD DEBTS - TRADE	125.04	#DIV/0!	0.00
TRANSFER TO CONTINGENCY RESERVES	21,244.14	0.00	21,244.14
CONTRACTED SERVICES (FLOOR MATS)	867.38	#DIV/0!	0.00
TOTAL	878,448.63	54.94	566,974.14

PROTECTIVE SERVICES
(FIRE)

REPAIRS & MAINTENANCE (BUILDING)	5,471.78	82.39	3,000.00
INSURANCE (BUILDING)	1,023.71	-2.50	1,050.00
UTILITIES (ELECTRICITY)	3,020.55	-32.88	4,500.00
UTILITIES (GAS)	4,351.77	24.34	3,500.00
TOTAL	13,867.81	15.09	12,050.00

EMERGENCY MANAGEMENT

FEES & SUBSCRIPTIONS	0.00	#DIV/0!	0.00
TRAINING & DEVELOPMENT	0.00	-100.00	500.00
TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
MISCELLANEOUS GOODS & SUPPLIES	16.95	-96.61	500.00
TOTAL	16.95	-98.31	1,000.00

PROTECTIVE SERVICES
(RCMP & BYLAW)

TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
TRAINING & DEVELOPMENT	0.00	#DIV/0!	0.00
MEMBERSHIP FEES & CONFERENCE COSTS	0.00	-100.00	60.00
TELEPHONE	127.87	-36.07	200.00
CONTRACTED BYLAW ENFORCEMENT SERVICES	25,000.00	-16.67	30,000.00
CONTRACTED SERVICES OTHER	0.00	-100.00	200.00
ALBERTA POLICE FUNDING MODEL	45,615.00	2.92	44,321.00
RED DEER COUNTY PROTECTIVE SERVICES	6,558.75	-0.63	6,600.00
LEGAL & PROFESSIONAL FEES	1,002.00	401.00	200.00
MISCELLANEOUS GOODS & SUPPLIES	964.06	-8.18	1,050.00

TOTAL	79,267.68	-4.07	82,631.00
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ANIMAL

CONTRACTED SERVICES (VETERINARY)	0.00	-100.00	100.00
MISCELLANEOUS GOODS & SUPPLIES	219.26	18.52	185.00
TOTAL	219.26	-23.07	285.00

PUBLIC WORKS

PAYROLL	222,313.75	-4.59	233,000.00
EMPLOYMENT & CRA CONTRIBUTIONS	44,474.17	-5.37	47,000.00
TRAINING & DEVELOPMENT	826.90	-17.31	1,000.00
TRAVEL & SUBSISTENCE	212.31	-29.23	300.00
TELEPHONE (LAND LINES & CELL PHONE)	1,941.60	29.44	1,500.00
ADVERTISING / PROMOTIONS / MARKETING	0.00	-100.00	100.00
ALBERTA ONE CALL SERVICES	465.50	-0.11	466.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	239.67	-40.08	400.00
SECURITY & ALARMS	682.80	-1.04	690.00
INTERNET SERVICES	1,353.70	-1.91	1,380.00
CONTRACTED SERVICES OTHER	0.00	-100.00	200.00
REPAIRS & MAINTENANCE (CASE GRADER)	2,124.62	-57.51	5,000.00
REPAIRS & MAINTENANCE (DEERE 4 WHEEL LOADER)	2,601.05	-25.68	3,500.00
REPAIRS & MAINTENANCE (BOBCAT SKID STEER)	6,670.31	166.81	2,500.00
REPAIRS & MAINTENANCE (OTHER)	0.00	-100.00	500.00
BUILDING REPAIRS & MAINTENANCE (WORKSHOP)	4,121.27	-54.21	9,000.00
BUILDING REPAIRS & MAINTENANCE (GARAGE)	407.90	-18.42	500.00
BUILDING REPAIRS & MAINTENANCE (QUONSET)	0.00	-100.00	500.00
REPAIRS & MAINTENANCE (STERLING TRUCK)	1,295.64	-35.22	2,000.00
REPAIRS & MAINTENANCE F150 (2007)	28.49	-98.58	2,000.00
REPAIRS & MAINTENANCE F350 (SAND / WATER TRUCK)	0.00	-100.00	2,000.00
REPAIRS & MAINTENANCE F250 (2018)	488.58	-51.14	1,000.00
REPAIRS & MAINTENANCE F550 (2013)	2,843.94	89.60	1,500.00
REPAIRS & MAINTENANCE F150 (2019)	0.00	-100.00	500.00
REPAIRS & MAINTENANCE (EQUIPMENT)	0.00	-100.00	500.00
EQUIPMENT RENTALS & SERVICES	0.00	-100.00	400.00
INSURANCE	9,803.85	22.55	8,000.00
MISCELLANEOUS GOODS & SUPPLIES	3,193.06	-29.04	4,500.00
FUEL / OIL / ADDITIVES	13,342.04	-11.05	15,000.00
PERSONAL PROTECTIVE EQUIPMENT	3,436.86	37.47	2,500.00
UTILITIES (ELECTRICITY)	2,826.68	-5.78	3,000.00
UTILITIES (GAS)	2,221.80	-25.94	3,000.00
TRANSFER TO PUBLIC WORKS RESERVES	9,400.00	0.00	9,400.00
REPAIRS & MAINTENANCE F150 (2018)	1,199.77	#DIV/0!	0.00
TOTAL	338,516.26	-6.70	362,836.00

ROAD MAINTENANCE

STREET SWEEPING	5,500.00	0.00	5,500.00
ROAD PATCHING	20,343.00	-32.19	30,000.00
SNOW REMOVAL	0.00	-100.00	25,000.00
ROAD / SIDEWALK REPAIRS	21,475.00	7.38	20,000.00
REPAIRS & MAINTENANCE (STREET LIGHTS)	0.00	-100.00	5,000.00
REPAIRS & MAINTENANCE (STREET SIGNS)	2,095.68	4.78	2,000.00
INSURANCE	1,869.18	1.04	1,850.00
MISCELLANEOUS GOODS & SUPPLIES	418.01	-79.10	2,000.00
ROAD PAINT (MATERIALS & EQUIPMENT)	3,385.44	-32.29	5,000.00
SAND & GRAVEL	7,402.92	23.38	6,000.00
UTILITIES (ELECTRICITY) STREET LIGHTS	76,219.08	7.35	71,000.00
TOTAL	138,708.31	-19.98	173,350.00

WATER & PUMPHOUSE

TRAINING & DEVELOPMENT	550.00	-50.00	1,100.00
TRAVEL & SUBSISTENCE	442.19	-55.78	1,000.00
MEMBERSHIP FEES & CONFERENCE COSTS	57.14	-94.51	1,040.40
TELEPHONE (LANDLINE)	391.80	-68.62	1,248.48
COMPUTERS & IT (REPAIRS & MAINTENANCE)	4,081.00	-48.34	7,900.00
WATER TESTING & TESTING EQUIPMENT	798.82	-20.12	1,000.00
HACH COLORIMETER CALIBRATION	100.00	-83.33	600.00
SECURITY & ALARMS	359.40	-0.17	360.00
INTERNET SERVICES	538.48	-10.25	600.00
REPAIRS & MAINTENANCE (EQUIPMENT)	11,432.48	128.65	5,000.00

REPAIRS & MAINTENANCE (BUILDING)	53.54	-96.43	1,500.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	77,521.48	93.80	40,000.00
REPAIRS & MAINTENANCE (CPR)	25.00	-50.00	50.00
INSURANCE	12,731.74	-2.06	13,000.00
MISCELLANEOUS GOODS & SUPPLIES	11,673.83	94.56	6,000.00
UTILITIES (ELECTRICITY)	9,284.86	-17.83	11,300.00
UTILITIES (GAS)	2,964.34	-40.71	5,000.00
REGIONAL WATER SUPPLIES (MVRWSC)	233,072.38	33.18	175,000.00
INFRASTRUCTURE LOAN (INTEREST)	9,745.39	0.00	9,745.39
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	27,196.39	0.00	27,196.39
BAD DEBTS (UTILITY BILLING)	-335.61	-435.61	100.00
TOTAL	402,684.65	30.43	308,740.66

WASTEWATER & STORMWATER

TRAINING & DEVELOPMENT	0.00	#DIV/0!	0.00
REPAIRS & MAINTENANCE (NORTH LIFT STATION)	2,154.74	-28.18	3,000.00
SMALL PROJECTS (SUMP PUMP PROGRAM)	284.82	-97.15	10,000.00
REPAIRS & MAINTENANCE (OTHER)	0.00	-100.00	2,000.00
REPAIRS & MAINTENANCE (INFRASTRUCTURE)	12,106.19	21.06	10,000.00
EQUIPMENT RENTALS & SERVICES	0.00	-100.00	100.00
INSURANCE	460.73	-7.85	500.00
MISCELLANEOUS GOODS & SUPPLIES	0.00	-100.00	100.00
UTILITIES (ELECTRICITY)	4,517.61	-9.65	5,000.00
UTILITIES (GAS)	645.80	-19.28	800.00
REGIONAL WASTEWATER COSTS (SRDRWSC)	355,702.35	4.62	340,000.00
INFRASTRUCTURE LOAN (INTEREST)	7,371.90	0.00	7,371.90
INFRASTRUCTURE LOAN (PRINCIPAL REPAYMENT)	21,476.16	0.00	21,476.16
TOTAL	404,720.30	1.09	400,348.06

SOLID WASTE

CONTRACTED SERVICES (TOWN)	4,094.29	-2.52	4,200.00
CONTRACTED SERVICES (RESIDENTIAL)	41,156.43	-2.70	42,300.00
REQUISITIONS	1,426.58	-44.69	2,579.22
TOTAL	46,677.30	-4.89	49,079.22

RECYCLING

CONTRACTED SERVICES (RESIDENTIAL)	24,496.64	-3.93	25,500.00
TOTAL	24,496.64	-3.93	25,500.00

FCSS

ADMINISTRATIVE SERVICES	48,392.98	-0.22	48,500.00
ADMINISTRATIVE COSTS	12,636.84	-2.79	13,000.00
SPECIAL FUNCTIONS & PROGRAMS	1,061.17	6.12	1,000.00
TRAVEL & SUBSISTENCE	1,361.88	-31.91	2,000.00
TELEPHONE	649.35	-7.24	700.00
ADVERTISING / PROMOTIONS / MARKETING	507.68	-15.39	600.00
FCSS COMMUNITY CAPACITY	3,780.85	26.03	3,000.00
INTERNET SERVICES	1,365.00	-1.09	1,380.00
JANITORIAL & CLEANING SUPPLIES	1,440.00	0.00	1,440.00
REPAIRS & MAINTENANCE (EQUIPMENT)	77.48	-84.50	500.00
REPAIRS & MAINTENANCE (BUILDING)	60.80	-93.92	1,000.00
MISCELLANEOUS GOODS & SUPPLIES	505.43	1.09	500.00
GOODS & SUPPLIES (VOLUNTEER SUPPER)	1,390.96	-22.72	1,800.00
GOODS & SUPPLIES (VOLUNTEER MILEAGE)	0.00	-100.00	100.00
GOODS & SUPPLIES (VOLUNTEER APPRECIATION)	875.91	94.65	450.00
DONATIONS	0.00	-100.00	200.00
UTILITIES (ELECTRICITY)	1,873.51	-10.79	2,100.00
UTILITIES (GAS)	2,090.35	16.13	1,800.00
REQUISITIONS (CITY OF RED DEER)	19,061.81	1.34	18,809.45
TOTAL	97,132.00	-1.77	98,879.45

CEMETERY

CONTRACTED SERVICES (WEED CONTROL)	1,140.00	-5.00	1,200.00
REPAIRS & MAINTENANCE (GENERAL)	6,974.98	39.50	5,000.00
MISCELLANEOUS GOODS & SUPPLIES	2,379.18	-4.83	2,500.00
DONATIONS (CEMETERY ASSOCIATION)	2,000.00	0.00	2,000.00
TOTAL	12,494.16	16.77	10,700.00

PLANNING & DEVELOPMENT

CONTRACTED SERVICES (INSPECTIONS)	0.00	-100.00	2,000.00
PLANNING & LEGAL FEES	0.00	-100.00	1,000.00

	LAND TITLE FEES	32.00	-36.00	50.00
	ENGINEERING & CONSULTANCY	6,921.51	73.04	4,000.00
	TOTAL	6,953.51	-1.37	7,050.00
ECONOMIC DEVELOPMENT	MEMBERSHIP FEES & CONFERENCE COSTS	1,287.98	28.80	1,000.00
	TRAVEL & SUBSISTENCE	0.00	#DIV/0!	0.00
	ADVERTISING / PROMOTIONS / MARKETING	0.00	-100.00	3,000.00
	TRANSFER TO CAPITAL (ECONOMIC DEVELOPMENT)	0.00	#DIV/0!	0.00
	TOTAL	1,287.98	-67.80	4,000.00
SENIORS	REQUISITIONS (PARKLAND)	2,235.00	0.00	2,235.00
	TOTAL	2,235.00	0.00	2,235.00
LAND	LEGAL & PROFESSIONAL FEES	875.00	-85.42	6,000.00
	CONTRACTED SERVICES	2,288.01	14.40	2,000.00
	DESIGNATED INDUSTRIAL PROPERTY TAXES	0.00	-100.00	200.00
	ADVERTISING / PROMOTIONS / MARKETING	0.00	-100.00	300.00
	TOTAL	3,163.01	-62.79	8,500.00
PARADE	MISCELLANEOUS GOODS & SUPPLIES	3,009.19	50.46	2,000.00
	TOTAL	3,009.19	50.46	2,000.00
SPECIAL EVENTS	MISCELLANEOUS GOODS & SUPPLIES	1,841.76	-26.33	2,500.00
	TOTAL	1,841.76	-26.33	2,500.00
RECREATION (ARENA)	PAYROLL	119,966.78	-1.67	122,000.00
	EMPLOYMENT & CRA CONTRIBUTIONS	22,124.80	-11.50	25,000.00
	TRAINING & DEVELOPMENT	517.15	3.43	500.00
	TRAVEL & SUBSISTENCE	219.42	-26.86	300.00
	MEMBERSHIP FEES & CONFERENCE COSTS	404.16	-32.64	600.00
	TELEPHONE (CELL PHONE)	1,701.85	-3.85	1,770.00
	CONTRACTED SERVICES (CIMCO)	8,100.00	110.39	3,850.00
	SECURITY & ALARMS	662.87	7.78	615.00
	CONTRACTED SERVICES (ICE EQUIPMENT)	715.00	-10.63	800.00
	CONTRACTED SERVICES (ICE PAINTING)	3,500.00	6.06	3,300.00
	FIRE SYSTEMS & EQUIPMENT	2,139.53	42.64	1,500.00
	INTERNET SERVICES	1,596.98	15.72	1,380.00
	CONTRACTED SERVICES (OTHER)	2,590.00	418.00	500.00
	REPAIRS & MAINTENANCE (PLANT ROOM)	4,903.17	-18.28	6,000.00
	REPAIRS & MAINTENANCE (OLYMPIA)	2,358.70	-41.03	4,000.00
	REPAIRS & MAINTENANCE (OTHER)	1,193.92	138.78	500.00
	REPAIRS & MAINTENANCE (BUILDING)	24,003.06	118.21	11,000.00
	REPAIRS & MAINTENANCE (GENERAL)	0.00	-100.00	500.00
	EQUIPMENT RENTALS & SERVICES	0.00	-100.00	200.00
	INSURANCE	15,189.98	8.50	14,000.00
	MISCELLANEOUS GOODS & SUPPLIES	7,742.10	54.84	5,000.00
	PROPANE SUPPLIES	1,315.85	-12.28	1,500.00
	UTILITIES (ELECTRICITY)	50,157.44	-3.54	52,000.00
	UTILITIES (GAS)	10,334.40	37.79	7,500.00
	BAD DEBTS	645.05	29.01	500.00
	TOTAL	282,082.21	6.52	264,815.00
PARKS & AMENITIES	CONTRACTED SERVICES (WEED CONTROL)	11,500.00	-4.17	12,000.00
	REPAIRS & MAINTENANCE (LAWN MOWERS)	3,023.87	20.95	2,500.00
	REPAIRS & MAINTENANCE (PLAYGROUNDS)	2,391.52	-4.34	2,500.00
	REPAIRS & MAINTENANCE (COMMUNITY ACTION PARK)	16.99	-98.87	1,500.00
	TREES / SHRUBS / PLANTS	4,250.00	112.50	2,000.00
	REPAIRS & MAINTENANCE (GENERAL)	192.83	-80.72	1,000.00
	EQUIPMENT RENTALS & SERVICES	2,182.80	-12.69	2,500.00
	INSURANCE	198.97	4.72	190.00
	MISCELLANEOUS GOODS & SUPPLIES (PARKS)	1,952.14	-34.93	3,000.00
	HANGING FLOWER BASKETS	3,056.89	1.90	3,000.00
	FUEL / OIL / ADDITIVES	2,081.52	-58.37	5,000.00
	TOTAL	30,847.53	-12.34	35,190.00

LIBRARY

TELEPHONE	1,089.60	▶ -0.95	1,100.00
SECURITY & ALARMS	248.52	▶ -19.83	310.00
FIRE SYSTEMS & EQUIPMENT MAINTENANCE	18.50	▶ -81.50	100.00
REPAIRS & MAINTENANCE (BUILDING)	4,596.00	▶ 819.20	500.00
INSURANCE	834.30	▶ 4.29	800.00
MISCELLANEOUS GOODS & SUPPLIES	439.12	▶ -12.18	500.00
UTILITIES (ELECTRICITY)	3,528.70	▶ -11.78	4,000.00
UTILITIES (GAS)	1,763.48	▶ -11.83	2,000.00
APPROPRIATION (PUBLIC LIBRARY BOARD)	11,217.50	▶ 0.00	11,217.50
REQUISITION (PARKLAND LIBRARY BOARD)	8,288.51	▶ 0.00	8,288.51
TOTAL	32,024.23	▶ 11.13	28,816.01

MUSEUM

FIRE SYSTEMS & EQUIPMENT MAINTENANCE	82.90	▶ -17.10	100.00
SECURITY & ALARMS	359.40	▶ -0.17	360.00
REPAIRS & MAINTENANCE (BUILDING)	2,437.46	▶ -2.50	2,500.00
INSURANCE	2,442.84	▶ -2.29	2,500.00
TOTAL	5,322.60	▶ -2.52	5,460.00

COMMUNITY CENTRE

DONATIONS (COMMUNITY CENTRES)	10,000.00	▶ 0.00	10,000.00
	10,000.00	▶ 0.00	10,000.00

TOTAL (ALL EXPENDITURES)	3,236,983.50	▶ 12.65	2,873,583.05
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OPERATING DEFICIT	-131,767.30		0.00
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Regular Council Meeting: February 26, 2024.	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**Recommended Motion:**

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

b. Council Committee Reports

Bowden Public Library meeting (of February 7, 2024).

(report submitted by Councillor Randy Brown)

c. Society & Other Reports

SRDRWC Strategic Planning Session meeting (of February 16, 2024).

(report submitted by Councillor Randy Brown)

MVRWSC meeting (of February 14, 2024).

(report submitted by Mayor Robb Stuart)

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted Council Committee and Society & Other reports as information.

Regular Council Meeting: February 26, 2024.	Agenda Item: 11.a
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1 Alberta Provincial Budget

I have received and accepted an invitation from Minister of Finance and President of the Treasury Board Nate Horner to attend presentation of the Provincial budget on February 29th. This invitation includes a pre-budget, embargoed presentation on the key elements included for 2024. I look forward to attending this event and reporting to Council at a subsequent Council meeting.

2 Regional Emergency Management Agency.

The newly formed Regional Emergency Management Agency held it's first meeting 14th, at Red Deer County. The agency now includes City and County of Red Deer, Bowden, Delburne, Elnora, Penhold, Innisfail and Sylvan Lake. I was nominated as Chair for the first year of operation. Karen Fegan, Delburne, was nominated Vice Chair. Our next meeting is March 26th in Sylvan Lake. At this meeting we will be conducting our Community Emergency Management Planning review with the Alberta Emergency Management Agency.

3 Council Audio Visual

Last year's approved upgrades to Council Chamber's audio/visual technology have been slow to materialize. While we did receive the large projection screen prior to the new year, the camera system was back ordered. That item is now schedule for delivery February 28th. As such, we hope to have the update technology function by the end of March.

Bowden Public Library Meeting February 7/2024

- Bottle depot fundraiser was discussed and tabled until next meeting. New plan is to run the drive during Bowden Daze.
- Julie presented a new plan of service outline. This was discussed and tabled until next meeting. Julie will present an updated plan for next meeting. We plan to have it ready to present the town before the end of May.
- Julie presented the completed surveys. We will investigate also using Survey Monkey. Julie will have it ready for the next meeting. So far, the main theme is better access to computers and extended hours of operation.
- We will investigate participating in the Town of Bowden Registration Night to try and get more community engagement.
- The family day movie event is organized and a schedule for volunteers was discussed.
- Financial report was presented and past as presented.
- Next meeting March 6th

SRD Strategic Planning Session – February 16th, 2024

Summary and action items:

SRD rate model – Olds members questioned the fairness of the (capital) reserve portion of the rate model and requested a view.

- Currently SRD budgets for a reserve allocation of \$750K/yr.
- Every \$1M of reserves equates to approximately \$0.32/m³ as per the current rate model.
- All SRD expenses (including debt and principal payments) are currently charged back to the members through the rate model.
- Current reserves are used for debt repayment, capital renewal, capital additions and general reserves.
- Discussion was had regarding the cost of capital additions of new infrastructure that may benefit individual members more and if those members should contribute more to the capital project realizing they could collect offsite levies from developers. This model would be very difficult to achieve and will not be pursued at this time.
- **Action required:**
 - Request the CAO to send all Board members a copy of the Business Plan and Bylaw for review.
 - Request the CAO to bring back options for funding the reserve portion of the budget and the impact to the members comparing the following options;
 - i. Funding reserves using the current rate model
 - ii. Funding reserved by applying a per capita model
 - iii. Funding reserves based on original allocation numbers
 - iv. Any other model the CAO deems appropriate for discussion

Capital replacement and future funding.

- SRD presented that in 2023 the Olds and Innisfail LS would need to be replaced, in 2040 the Penhold and Bowden LS would need to be replaced and the Transmission line would need to be replaced in 2083.
- Other infrastructure that would need to be replaced or expanded would the Waskasoo infrastructure
- Currently the SRD future capital requirements are being underfunded.
- The Board agreed there is a need to secure significant Provincial dollars to pay for future capital projects
- **Actions required:**
 - Request the CAO to create a long-term capital plan, with a focus on the next 10 yrs.
 - Once the capital plan is created, the Board will create a Provincial lobby strategy (what are we asking for?)

City of Red Deer Joint Planning Committee

- Meeting will be held on February 27th to discuss the rate model in detail. The JPC members will bring back information to the next Board meeting. Information gathered will also feed into the Provincial Lobby strategy for future funding.

Emergency Storage Ponds

- Currently the model for SRD is to have an ESP for every major Lift Station. If SRD would like to deviate from this design, Innisfail requested SRD to seek a professional review of the need for ESPs based on the current operating assumptions.
- **Action required – this was identified as the highest priority and should be brought back to the next Board meeting:**
 - Request the CAO to get a cost estimate for Stantec to review the system and the need for ESPs based on current operating conditions. In the Stantec review, request that higher risk areas for ESPs be identified so that the board can consider the requirement for capital expenditure balanced with the risk to the commission if ESPs were not built to the original design. Administration from member municipalities may need to be engaged to help determine risk, based on current development and Area Structure Plans outlining potential growth areas.
 - Request the CAO to engage with members to review current agreements and how they can be amended to include “assignment of risk” (previous Board motion).

Create a one page “talking points” document for Board members.

- The Board identified the need to have agreed “talking points” that all Board members could use when the opportunity to engage with Ministers arose.
- **Action Required**
 - Request the CAO to create a one-page document, highlighting the original purpose of the SRD (economic development and environmental protection) and any other historical information that the Board could use when engaging Provincial Ministers.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION

FEBRUARY 14, 2024

ZOOM MEETING

- All members in attendance.
 - Chairman, Operations Director, Technical Manager, Administration, and Finance reports presented, discussed and accepted for information.
 - Discussion on Didsbury's concerns with the Water Supply Agreement.
 - Staff working on Health and Safety Policy, 10-year capital budget, updating operations manual and membrane upgrades.
 - Staff and administration working with Fortis to determine the cause of the power outage and related issues.
 - CAO attended a meeting in Calgary that Alberta Environment organized to discuss provincial water shortage. Approx. fifty stakeholders in attendance, the majority from Southern Alberta. All attendees agreed to cooperate to minimize the effect of the water shortage.
 - Wes Olstad (Technical Services Manager) sent the annual report to Alberta Environment. If anyone is interested in viewing the 151-page report, contact me.
 - Discussion on drought committee protocols and keeping municipalities informed and involved.
 - Next meeting March 20th
- MVRWSC Comparative Income statement attached.

Mountain View Regional Water Services Commission
Comparative Income Statement
As at January 31, 2024

REVENUE

	Actual January 1 to January 31, 2024	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2024 to Dec. 31, 2024
Water Sales - Town of Innisfail	\$ 140,216.72	\$ 140,216.72	0.95	147,248.91	\$ 1,840,611.32
Water Sales - Bowden Institution	17,465.52	17,465.52	1.04	16,817.85	210,223.09
Water Sales - Town of Bowden	14,002.76	14,002.76	0.75	18,671.18	233,389.72
Water Sales - Town of Olds	178,718.40	178,718.40	0.90	197,865.48	2,473,318.49
Water Sales - Town of Didsbury	80,236.13	80,236.13	0.93	86,471.57	1,080,894.67
Water Sales - Town of Carstairs	59,765.86	59,765.86	0.93	64,526.38	806,579.75
Water Sales - Town of Crossfield	70,990.92	70,990.92	0.92	77,396.73	987,459.16