

Town of Bowden - Regular Council Meeting

AGENDA

000001

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday 22 January 2024**, at **7:00pm**.

1. CALL TO ORDER	
2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA	
3. ADOPTION OF PREVIOUS MINUTES Regular Council Meeting of January 8, 2024.	Pages 2 – 5
4. PUBLIC HEARING None scheduled.	
5. DELEGATION None scheduled.	
6. BUSINESS ARISING FROM PREVIOUS MINUTES 6.a Town of Olds Community Partnership Application.	6 7 - 8
7. BYLAWS & POLICIES No item submitted.	
8. NEW BUSINESS 8.a Urban Hens – Pilot Program (Proposal document) 8.b Emerging Trends in Municipal Law (Brownlee LLP) 8.c Annual Municipal Law Seminar (Reynolds, Mirth, Richards & Farmer LLP)	9 – 10 11 - 17 18 - 19 20 - 21
9. FINANCIAL 9.a 2024 Operating Budget – fifth draft as presented.	22 - 23 24 - 33
10. CORRESPONDENCE No item submitted.	
11. REPORTS 11.a CAO's report 11.b Council Committee Reports 11.c Society & Other Reports	34 35 36
12. CLOSED SESSION OF COUNCIL ("in camera") 12.a Personnel Evaluation (Confidential). Elected officials are to provide feedback to the CAO on his annual performance evaluation this being a legislative requirement as per section 205(1) of the MGA. This will be a closed meeting 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 17 "harmful to personal privacy".	
13. MEETING ADJOURNMENT	



000002

**Town of Bowden – Regular Council Meeting
held on Monday 8 January 2024
at Town of Bowden Council Chambers.**

MINUTES (unapproved)

1. CALL TO ORDER

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

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

ABSENT	Councillor	Randy Brown
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ADMINISTRATION	CAO	Rudy Friesen
	Recorder	Arno Glover

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Marie Flowers that Council adopts the minutes as presented for the Regular Council Meeting of December 11, 2023.

MOTION CARRIED UNANIMOUSLY

Motion 3.b.

Moved by Councillor Sandy Gamble that Council adopts the minutes as presented for the Special Council Meeting of December 19, 2023.

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 Outstanding Matters 2022 / 2023

Administration provided Council with a list of matters outstanding from previous Council meetings.

CAO Rudy Friesen provided an overview of each item.

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Agenda item 6.b Key Dates (for information)

Administration provided Council with information on future key dates.

Motion 6.a

Motion by Councillor Deb Coombes that Council accepts the matters of Business Arising as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

No item submitted.

8. NEW BUSINESS**Agenda item 8.a Town of Bowden Software Application (app)**

Administration provided Council with an update on the limitations of the "app" software and the development response received from the All-Net Account Manager.

Agenda item 8.b Dog Licencing 2024

Administration provided Council with an update on the number of (free) dog licence renewals made during December 2023.

Motion 8.a

Motion by Councillor Deb Coombes that Council accepts the items of new business as information.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL**Agenda item 9.a Operating Budget (4th draft)**

CAO Rudy Friesen provided Council with a detailed overview of the fourth draft of the 2024 Operating Budget.

A correction was made reference the note made in the RFD on Tax Revenues as follows:
"Tax Revenues (Municipal & School) for the 2024 budget now reflect actual tax revenues for 2023 (there is therefore no increase in property tax rates)" – this should read "revenues".

Administration noted the items of amendment required and the items where further clarification / explanation is needed.

Administration will revise the 2024 Operating Budget incorporating amendments as discussed and will resubmit a further draft budget at a later date to Council for further discussion.

Motion 9.a moved by Councillor Deb Coombes that Council directs Administration to make further amendments to the draft 2024 Operating Budget as required / requested and to resubmit to Council a revised balanced Operating Budget for further review, deliberation, adjustments, and approval at a future Council Meeting.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE**Agenda item 10.a Letter and documents received from Deputy Minister Brand Cox**

Information regarding the Local Government Fiscal Framework (LGFF) was provided to Council.

Agenda item 10.b Correspondence received from Vernon Raincock of Integrated Travel

Information regarding the Integrated (Rail) Travel proposals was provided to Council.

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Motion 10.a moved by Councillor Paul Webb 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 an update on the following matters.

1. The Bowden Hotel
2. Urban Hen Project
3. Annual Audit
4. FCSS

With regard to item 2 CAO Rudy Friesen requested that Council provide guidance as to the desired next steps following a presentation made to Council in September 2023 on urban hen ownership.

Council discussed the matter. Comparisons were made with reference to similar projects in other Towns. The matter of licencing and training requirements was raised.

Council requested that Administration submit to Council a proposal plan for a Pilot Project.

Motion 11.a moved by Councillor Paul Webb that Council instructs Administration to submit a proposal for a pilot project for urban hen ownership.

MOTION CARRIED

Motion 11.b 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

Mountain View Regional Water Services Commission report (meeting December 16, 2023).

Mountain View Regional Water Services Commission reports reference bulk water.

Copy of correspondence by Rebecca Schulz, Minister of Environment & Protected Areas.

Red Deer & District FCSS Program Report (Nov – Dec 2023).

Central Alberta Regional Waste Management Commission (Dec 6, 2023)

Parkland Foundation (numerous documents)

Motion 11.c moved by Councillor Marie Flowers that Council accepts the submitted Society reports as information.

MOTION CARRIED UNANIMOUSLY

Mayor Robb Stuart called for a brief recess at 8:32p.m.

Mayor Robb Stuart called the meeting back to order at 8:40p.m.

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12. CLOSED SESSION OF COUNCIL ("in camera")**Agenda item 12.a Personnel Evaluation (Confidential)**

Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 17 "is deemed harmful to personal privacy".

Motion 12.a. Moved by Councillor Deb Coombes 8:40pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b. Moved by Councillor Deb Coombes at 9:45pm 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 9:46pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: January 22, 2024.	Agenda Item: 6.a / 6.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information / RFD	Attachment(s): Town of Olds: 1 Letter of Request dated November 29, 2023 2 Copy of email from Judy Dahl

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 Town of Olds Community Partnership Application**Background**

During the RCM of December 11, 2023, Council were presented with a letter from Mayor Judy Dahl of the Town of Olds requesting support in respect of a grant application for a Regional Multiplex Study.

The request is for a letter of support for a grant application to undertake a condition assessment and feasibility study of the Olds Multiplex.

The attached letter is resubmitted to Council.

Council reviewed the letter and after debating the matter made the following motion.

Motion by Councillor Randy Brown that Council accepts as information the letter of request submitted by Mayor Judy Dahl of the Town of Olds.

Current

An email was sent from Mayor Judy Dahl to Mayor Robb Stuart dated January 15, 2024.

The email requested, "I am seeking a response by email or in writing with your Council decision".

Recommendation

Administration recommends that Council supports the request made by Mayor Judy Dahl and passes a resolution to that effect.

Recommended Motion

Motion by Councillor _____ that Council approves the request made by Mayor Judy Dahl to support the grant application in respect of a Regional Multiplex Study funded by the Alberta Community Partnership.



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Office Of the Mayor

November 29, 2023

His Worship
Rob Stuart
Town of Bowden

**Request for Letter of Support for the Town of Olds Alberta Community Partnership
Application**

Dear Mayor Stuart,

I hope this letter finds you well. On behalf of the Town of Olds Council, we are respectfully asking for Bowden's support to an Alberta Community Partnership (ACP) grant application for Phase 2 of a Regional Multiplex Study. This support would require a resolution from Bowden Town Council.

At present, the Town is undertaking a condition assessment and feasibility study of the Olds Sportsplex (Phase 1). This effort, which should be concluded by March 2024, will provide an engineering report on the current state of the building and its machinery; an opinion on its suitability for the current and future recreation needs of Olds and area; a high-level cost to achieve ~30 more years of life from the building; and an opinion on whether the Town should invest in this building or seek to build a new facility. The consultants are relying and expanding on the Mountain View Regional Parks, Recreation and Culture Master Plan from 2021 to inform the needs assessment portion. I know Bowden was not part of this plan when it was started in 2020, but we feel that Bowden residents form an important part of our recreational user group (and vice versa).

Regardless of the outcome of Phase 1, we are certain that a significant capital project will be required, probably within 7 – 10 years; starting to plan now is imperative for the Town of Olds. To date, we have received letters of support from Olds College of Agriculture and Technology, Chinook's Edge School Division, and Mountain View County, and have requested similar letters from our other municipal neighbours.

The Town will be the managing partner. No financial cost is being asked of Bowden for this study and this project will not proceed in 2024 should the grant application be unsuccessful.

Sincerely,

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

Her Worship
Mayor Judy Dahl

Mayor

From: Judy Dahl <jdahl@olds.ca>
Sent: January 15, 2024 12:48 PM
To: Lance Colby; Mayor
Subject: REQUEST LETTER OF SUPPORT FOR TOWN OF OLDS AB COMMUNITY PARTNERSHIP APPLICATION

Greetings, gentlemen, trust this finds you well.

In regard to the November 29, 2023 letter addressed to you "as captioned in the aforementioned subject," I am seeking a response by email or in writing with your council decision. We are in receipt of all but Town of Carstairs and Town of Bowden.

Thank you in advance, until next time.

Appreciatively,



Judy Dahl
MAYOR

📍 4512 – 46 Street, Olds, AB
📞 M: 403.556.6981
📞 C: 403.559.7886



Regular Council Meeting: January 22, 2024.	Agenda Item: 8.a / 8.b / 8.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Proposal for Urban Hen Pilot Program 2. email received from Brownlee Law LLP 3. email received from RMRF LLP.

Content:**8.a Urban Hens Pilot Program**

At the Regular Council Meeting held on January 8, 2024, Council directed Administration to draft a pilot program for Council's consideration.

This attached document has been prepared to provide Council with the proposed guidelines and regulations for a possible pilot program within the Town of Bowden.

Administration requests that Council consider this proposal with a view that an urban hen pilot program is approved subject to the (draft) requirements outlined in the attached document and the formal establishment of a licencing agreement.

Suggested Motion:

Motion by Councillor _____ that Council approves the implementation of an urban hen pilot program subject to the requirements contained within the proposal document and the establishment of a formal licencing agreement.

8.b Emerging Trends in Municipal Law

This annual event is scheduled for February 8 (Calgary) and February 15 (Edmonton) hosted by Brownlee LLP.

Administration seek confirmation from Council of those wishing to attend the seminar.

Attached is the email documentation received regarding content, timings, and cost.

Suggested Motion:

Motion by Councillor _____ that Council instructs Administration to make reservations for the following named elected officials _____ to attend the Emerging Trends in Municipal Law seminar.

8.c Annual Municipal Law Seminar

This annual event is scheduled for February 23 in Calgary hosted by Reynolds, Mirth Richards & Farmer LLP.

Administration seek confirmation from Council of those wishing to attend the seminar.

Attached is the email documentation received regarding content and timings.

Suggested Motion:

Motion by Councillor _____ that Council instructs Administration to make reservations for the following named elected officials _____ to attend the 39th Annual Municipal Law seminar.

Proposal for Urban Hen Pilot Program

Draft document – version 1 (January 17, 2024)

1 Introduction

Following a presentation to Council by Ms. Katie Smith on September 11th, 2023, Town Administration in conjunction with Ms. Smith has gathered information and conducted research into urban hen programs in other municipalities throughout Alberta.

Most neighbouring communities are now providing for the care of hens in urban locations based on a varied set of rules and regulations set out in various community standard or animal bylaws.

At the Regular Council Meeting held on January 8, 2024, Council directed Administration to draft a pilot program for Council's consideration.

This draft document has been prepared to provide Council with the proposed guidelines and regulations for a possible pilot program within the Town of Bowden.

The requirements and restrictions would apply to all participants in the pilot program.

A formal licensing agreement document will be produced by Administration if consent is given by Council to implement an urban hen pilot program.

2 Definitions

The following definitions are reproduced from, and are as defined, within the Town of Bowden Animal Bylaw as applicable to this document (other definitions are also included here).

Animal Waste

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

Animal Nuisance (nuisance)

Means any activity that is either unacceptable or excessive with respect to the keeping of an animal or anything as a by-product of keeping an animal 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.

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).

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 no actions will be taken.

Owner (of an animal)

Means a person (actual or presumed) who:

- a) has legal title to an animal,
- b) is the person to whom a license (Licensed Animal) has been issued,
- c) harbours or has possession, control, care, or custody over an animal,
- d) is the person who permits an animal to remain on the licenced property,

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

PID number is a 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) and does not include other fowl types, including but not limited to, turkeys, ducks, geese, waterfowl, or guinea fowl.

3 Purpose

The purpose of a pilot program is to regulate and appraise the keeping of urban hens in the Town of Bowden for a defined pilot program period.

The proposed pilot program will be implemented for a one-year period commencing sometime in 2024 dependent upon all licencing and other requirements being satisfied and dependent upon Town Administration having completed all necessary administrative work.

4 General Guidelines

Any owner that has been issued a Hen Licence under the terms of a pilot program would not be in contravention of the Town's Animal Control Bylaw, however, the licence holder would be subject to the terms and conditions of the pilot program.

In general, the terms for the pilot program would be as follows:

4.1

No person shall own or keep an urban hen within the Town unless that person obtains (in advance of ownership) an Urban Hen Licence from the Town.

4.2

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

4.3

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

4.4

All participants in the pilot program will acknowledge that the pilot program is a trial.

4.5

If the pilot program does not result in a permanent program participants will have 90 days from notification by the CAO of the end of the pilot program to rehome the urban hens.

4.6

An urban hen can only be kept if it is 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.

4.7

A male member of the *G. gallus* species (rooster) will not be allowed to be kept within the Town.

4.8

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

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

4.9

No person shall slaughter hens within the Town limits.

4.10

Dead hens must be disposed of at an approved veterinarian clinic. Dead hens must not be put into the garbage, buried, or disposed of in any other way.

4.11

Owners 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.

5 Hen Licencing Requirements

The proposed licencing terms for the pilot program would be as follows:

5.1

An application for an Urban Hen Licence must be completed (and purchased) prior to the introduction and keeping of any hens.

5.2

The issue of an Urban Hen Licence will be subject to the terms and conditions of the Urban Hen Pilot Program.

5.3

Notwithstanding term 5.2 the CAO may implement additional reasonable 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.

5.4

The CAO at his / her own discretion, may terminate the urban hen pilot program shall provide adequate notice to participants regarding the termination.

5.5

Any licence holder that does not continuously and consistently follow the requirements of the program may have their licence revoked at any time.

5.6

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

5.7

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

5.8

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

5.9

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

5.10

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.

5.11

The CAO will not issue an Urban Hen Licence until he / she is satisfied that:

- i. all the pilot program guidelines and regulations have been satisfied and are complied with,
- ii. the applicant has complied with all Federal and Provincial regulations for the keeping of domestic livestock / urban hens,
- iii. adjacent landowners have received notice of appeal, and the appeal period has expired.

5.12

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

- i. the owner (of the hens) fails to meet the requirement of any federal or provincial enactment or order,
- ii. the owner (of the hens) fails to meet the provisions of this or any other Town bylaw,
- 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 a 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.

5.13

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,
- obtaining a premise identification number (PID),
- Canadian Food Inspection procedures,
- recording notifiable diseases,
- reporting Provincially notifiable diseases.

5.14

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

6 Property Standards

The proposed property requirement terms for the pilot program would be as follows:

6.1

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

6.2

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 requirement as set out in the Town's Land Use Bylaw).

6.3

The licence holder must minimize any nuisances particularly with regard to the location of the coop – consideration must be given to neighbour's bedroom windows, decks and play areas,

6.4

The licence holder must minimize animal nuisance and animal waste (as defined in 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.

6.5

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.

6.6

The coop must provide each hen with at least 0.37 m² of floor area inside the coop and at least 0.92 m² of outdoor enclosure.

6.7

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. removing leftover feed, trash, and manure in a timely manner,
- vi. storing feed and manure within fully enclosed containers,
- vii. following strict biosecurity procedures as recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak.

6.8

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

7 Resources

Licence holders will be provided with the following resources.

7.1

Alberta Government Web Site.

<https://www.alberta.ca/keeping-your-flock-healthy>

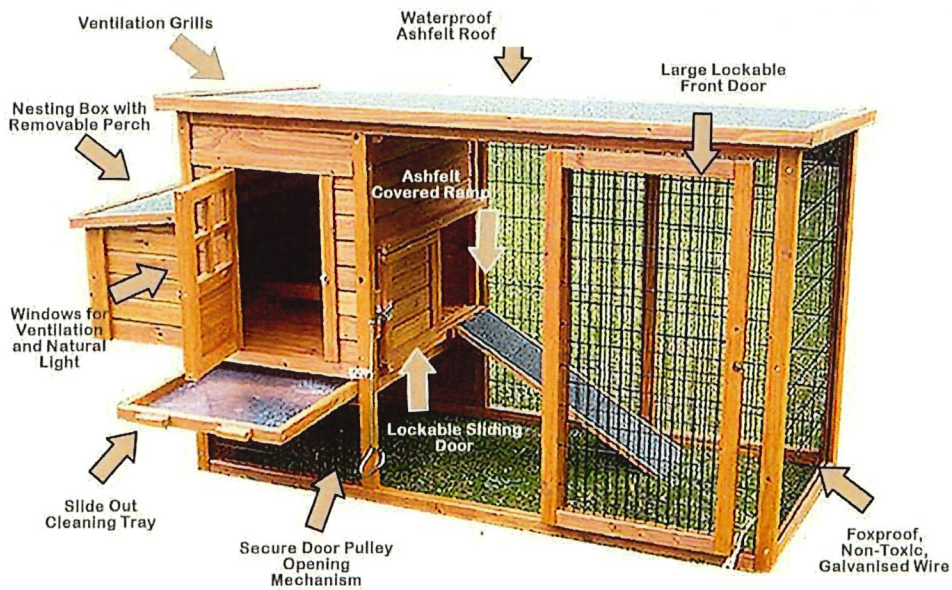
7.2

Alberta Government Publication (152 pages).

Raising Chickens in Alberta – A Guide for Small Flock Owners

8 Example Images

(refer to page 7)



Mayor

From: Moyo, Nicole <nmoyo@brownleelaw.com>
Sent: December 7, 2023 4:15 PM
To: Mayor
Subject: Emerging Trends in Municipal Law Topics Are Now Available

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED
BY



BROWNLEE LLP
Barristers & Solicitors

Hello,

Tickets are selling fast for Emerging Trends 2024!

Don't miss out on learning about current legal matters that are relevant to municipalities across Alberta.

During these sessions, we will cover the following topics and potentially more;

- 1) Teamwork: How Governance CAN Work
- 2) Flushing out the Details: Clearing Up Concerns Related to Municipal Utility Bylaws
- 3) Is the "just cause" test finally catching up to our new higher standards of workplace conduct and harassment free workplaces?
- 4) Municipal Risk Management

In addition, the seminar will feature our renowned annual sessions:

- 5) Recent Cases and Legislative Changes
- 6) Bear Pit Session (Open Q&A Discussion Period)

The topics presented will be identical at the Calgary and Edmonton/Virtual sessions.

Event Details

Calgary	Edmonton
<u>Date:</u> Thursday, February 8, 2024	<u>Date:</u> Thursday, February 15, 2024
<u>Time:</u> 7:45 am – 4:30 pm	<u>Time:</u> 7:45 am – 4:30 pm
<u>Location:</u> Best Western Premier	<u>Location:</u> Edmonton Expo Centre
<u>Address:</u> 1316 33 Street NE, Calgary	<u>Address:</u> 7515 - 118 Ave. NW, Edmonton
<u>REGISTER</u> Feb. 8, 2024	<u>REGISTER</u> Feb. 15, 2024

In-Person Admission: \$190 + GST

Virtual Admission: \$130 + GST

Should you require accommodation feel free to access our discounted hotel rates:

Hotel Booking Information

Calgary

Hotel: Best Western Premier Calgary Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

To book your room, call Geraldine at 403.248.8888 or [email the hotel](#) using the Block ID:273202. You can also [book a room online](#) and if the website link is not displaying the correct rooms as available, please ensure the dates for check in/out are set to February 7th – 8th.

Edmonton

Hotel: Sandman Signature Edmonton Downtown

Address: 10235 – 101 St. NW, Edmonton

To book a room *before January 31st*, 2024, call 1-800-SANDMAN, [email the hotel](#), or [book a room online](#) and provide the following information:

Block Code: 2402EMERGI

If you have any questions, please contact Nicole Moyo at nmoyo@brownleelaw.com.

This event is by invitation only.

Mayor

From: Reynolds Mirth Richards & Farmer LLP <clientrelations@rmrf.com>
Sent: January 2, 2024 9:30 AM
To: Mayor
Subject: 39th Annual Municipal Law Seminar

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[View this email in your browser](#)**Reynolds Mirth Richards & Farmer LLP**

39th Annual Municipal Law Seminar

Edmonton

Join us on February 9th for our Annual Municipal Law Seminar designed for municipal administration and elected officials. Explore recent changes and emerging trends that matter to you by tailoring your seminar experience with multiple breakout sessions to choose from.

Sessions at this year's seminar will include:

- Municipal Liability
- Fortification and Surveillance
- Use and Occupation of Municipal Roads
- Employment & Labour
- Construction
- Acquiring and Accessing Land

- Code of Conduct Bylaws

Space is filling up quickly, reserve your spot today!

Register Here

*Don't forget to reserve your hotel room before January 9. To book a room at our discounted seminar rate, please call 1 (800) 661-1122 and ask for the **Reynolds Mirth Municipal Law Seminar** block.*

Can't make the Edmonton seminar? Check out our Southern and Northern seminars:

Calgary

February 23

Southern Seminar

Calgary Registration

Grande Prairie

March 1

Northern Seminar

Grande Prairie Registration

Who Should Attend?

Administration and leadership as well as elected officials.

What Will I Learn?

We have a packed agenda that allows you to gain tools to help navigate recent changes and emerging trends in municipal law.

You have the opportunity to **tailor your experience** with **multiple breakout sessions** for you to choose from. These sessions have been curated to cover essentials to advanced competencies in municipal roles.

You'll leave the seminar with actionable tools and resources to take back to your municipality and peers.

Networking with fellow municipalities can also help you glean valuable insights from a large pool of experiences, ideas and solutions.

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Regular Council Meeting: January 22, 2024	Agenda Item: 9.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Draft 5 – 2024 Operating Budget

Agenda item 9.a Operating Budget

Administration provides Council with the fifth draft of the 2024 Operating Budget for the purpose of further discussion and review.

(i) Legislative Responsibility

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

Note: the part of the enactment underlined above is an amendment to the MGA introduced in 2022.

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

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

Section 248 (1) of the Municipal Government Act states, “that a municipality may only make an expenditure that is:

- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
- (b) for an emergency, or
- (c) legally required to be paid”.

Motion passed during RCM of January 8, 2024.

Motion 9.a moved by Councillor Deb Coombes that Council directs Administration to make further amendments to the draft 2024 Operating Budget as required / requested and to resubmit to Council a revised balanced Operating Budget for further review, deliberation, adjustments, and approval at a future Council Meeting.

(ii) Background

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

The first draft of the 2024 Operating Budget was presented to Council at the RCM of 14 November and provided an operating deficit of \$7,204.14.

The second draft of the 2024 Operating Budget was presented to Council at the RCM of 27 November and provided an operating deficit of \$50,220.54.

The third draft of the 2024 Operating Budget was presented to Council at the SCM of 19 December and provided an operating deficit of \$21,760.54.

The fourth draft of the 2024 Operating Budget is presented to Council at the RCM of 8 January and provided an operating surplus of \$39,957.91.

The fifth draft of the 2024 Operating Budget is presented to Council with an operating surplus of \$48,457.91 (an increase surplus of \$8,500.00).

The operating budget must be balanced (to zero) either by contributing from reserves or by making adjustments to revenues and expenditures during the budget deliberations.

Changes made to the previous operating budget to produce draft version 5 are as follows:

Arena Revenue

The budgeted amount for Arena revenues has been increased by \$10,000.00 (up from \$80,000.00 to \$90,000.00).

Emergency Management

The budgeted amount for emergency management expenditures has been increased to \$2000.00 (up from \$500.00).

Note.

There is currently no provision in this draft budget for:

- i. any revision to elected officials' remuneration,
- ii. any pay award in respect of the CAO's performance review.

(iii) Alternative Motions

The budget as presented is not balanced. Administration will therefore need to submit to Council a balanced budget pending the outcome of the deliberations and decisions made by Council during this meeting.

Motion by Councillor _____ that Council directs Administration to make further amendments to the draft 2024 Operating Budget as required / requested and to resubmit to Council a revised balanced Operating Budget for further review, deliberation, adjustments, and approval at a future Council Meeting.

or

Motion by Councillor _____ that Council directs Administration to _____.

(iv) Future Tasks

In due course Administration will submit to Council a revised:

- Rates & Fees Bylaw.
- Taxation Rate Bylaw.



TOWN OF BOWDEN

2024 OPERATING BUDGET DRAFT v5

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
TAX REVENUES				
1-00-110-00	MUNICIPAL TAXES - RESIDENTIAL	846,167.33	798,801.16	846,167.33
1-00-111-00	MUNICIPAL TAXES - NON-RESIDENTIAL	255,478.60	232,301.65	255,478.60
1-00-111-01	MUNICIPAL TAXES - FARM	652.67	610.33	646.21
1-00-112-00	SCHOOL TAXES - RESIDENTIAL	256,898.21	241,055.72	256,898.21
1-00-113-00	SCHOOL TAXES - NON-RESIDENTIAL	47,479.42	50,087.79	47,510.80
1-00-114-00	DIP REQUISITION	211.39	200.00	211.39
1-00-115-00	POLICE FUNDING	66,529.00	44,321.00	45,604.35
1-00-510-00	PENALTIES - TAXES	12,000.00	45,000.00	55,170.99
* TOTAL TAX REVENUES		1,485,416.62	1,412,377.65	1,507,687.88
OTHER REVENUES				
1-00-340-00	PROVINCIAL FINES REVENUES	5,000.00	5,100.00	4,678.00
1-00-540-00	FRANCHISE FEES-FORTIS	136,000.00	193,000.00	130,596.69
1-00-540-01	FRANCHISE FEES-ATCO	61,675.00	0.00	58,549.05
1-00-550-00	RETURN ON INVESTMENT	114,000.00	75,000.00	134,531.49
* TOTAL OTHER REVENUES		316,675.00	273,100.00	328,355.23
GRANT REVENUES				
1-12-740-01	GRANT-RED DEER COUNTY REC	86,422.00	83,296.00	83,296.00
1-12-840-02	MSI/LGFF OPERATING GRANT	162,042.00	81,021.00	162,042.00
* TOTAL GRANT REVENUES		248,464.00	164,317.00	245,338.00
ADMINISTRATIVE REVENUES				
1-12-411-00	TAX CERTIFICATES	1,200.00	1,200.00	1,925.00
1-12-522-00	BUSINESS LICENSES	2,500.00	2,500.00	2,625.00
1-12-590-00	OFFICE PRINTING SERVIES	75.00	75.00	24.28
1-12-900-00	MISC INCOME	0.00	0.00	6,960.00
1-12-990-00	OTHER INCOME-(NSF FEES)	100.00	100.00	4,124.48
1-12-990-01	PENALTIES-ACCOUNTS RECIEVABLE	500.00	500.00	577.07
* TOTAL ADMINISTRATIVE REVENUES		4,375.00	4,375.00	16,235.83
BYLAW REVENUES				
1-26-530-00	FINES - BYLAW ENFORCEMENT	100.00	100.00	165.00
* TOTAL BYLAW REVENUES		100.00	100.00	165.00
ANIMAL REVENUES				
1-27-525-00	DOG LICENSES	500.00	3,500.00	2,385.00
1-27-530-00	FINES - DOG	50.00	50.00	0.00
* TOTAL ANIMAL REVENUES		550.00	3,550.00	2,385.00
PUBLIC WORKS REVENUE				
1-31-840-00	STEP GRANT	16,800.00	0.00	0.00
1-31-990-00	OTHER INCOME - PUBLIC WORKS	200.00	100.00	1,447.75
* TOTAL PUBLIC WORKS REVENUE		17,000.00	100.00	1,447.75



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General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
WATER REVENUES				
1-41-410-00	SALE OF WATER	304,000.00	300,000.00	298,456.02
1-41-410-01	BULK WATER SALES	7,500.00	2,000.00	5,581.10
1-41-490-00	SALE OF WATER METERS	1,000.00	1,000.00	2,502.72
1-41-510-00	PENALTIES - WATER	5,000.00	6,100.00	5,319.44
1-41-990-00	OTHER INCOME - WATER	150.00	100.00	110.00
*	TOTAL WATER REVENUES	317,650.00	309,200.00	311,969.28
SANITARY SEWER REVENUES				
1-42-410-00	SALE OF SANITARY SEWER	315,000.00	310,000.00	306,928.09
1-42-410-01	RV DUMP	700.00	300.00	705.75
1-42-410-03	SEWER INCOME-SRDRW	27,000.00	25,000.00	23,558.00
*	TOTAL SANITARY SEWER REVENUES	342,700.00	335,300.00	331,191.84
SOLID WASTE REVENUES				
1-43-410-00	SOLID WASTE COLLECTIONS	63,800.00	69,600.00	66,359.70
*	TOTAL SOLID WASTE REVENUES	63,800.00	69,600.00	66,359.70
RECYCLING REVENUES				
1-44-410-00	RECYCLING INCOME	69,800.00	69,900.00	70,093.13
1-44-410-01	ELECTRONICS RYCLING INCOME	500.00	500.00	247.50
*	TOTAL RECYCLING REVENUES	70,300.00	70,400.00	70,340.63
FCSS REVENUES				
1-51-850-00	CITY OF RED DEER FCSS FUNDING	66,762.00	65,453.40	59,998.05
1-51-860-00	CONTR FRM INDIV/ORG	500.00	500.00	2,107.68
*	TOTAL FCSS REVENUES	67,262.00	65,953.40	62,105.73
CEMETERY REVENUES				
1-56-410-00	OPEN/CLOSE	3,000.00	2,500.00	3,950.00
1-56-410-01	SALE OF PLOTS/VAULTS	2,500.00	2,500.00	1,800.00
1-56-410-02	SALE OF COLUMBARIUM NICHE	2,000.00	2,000.00	1,470.64
1-56-850-00	RED DEER COUNTY CEMETERY GRANT	5,000.00	5,000.00	5,000.00
1-56-990-00	OTHER INCOME-CEMETERY	0.00	0.00	4,480.00
*	TOTAL CEMETERY REVENUES	12,500.00	12,000.00	16,700.64
ECONOMIC DEVELOPMENT REVENUES				
1-63-740-00	REGIONAL DEV GRANT	0.00	0.00	0.00
1-63-990-00	OTHER INCOME-NEWSLETTER ADVERTISING	800.00	1,500.00	762.00
*	TOTAL ECONOMIC DEVELOPMENT REV	800.00	1,500.00	762.00
LAND REVENUES				
1-66-560-00	RENTAL INCOME	6,500.00	6,500.00	6,500.00
1-66-490-00	SALE OF LOTS	0.00	0.00	0.00
1-66-920-00	TRANS FROM RESERVES-LAND	0.00	0.00	0.00

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
* TOTAL LAND REVENUES		6,500.00	6,500.00	6,500.00
PARADE REVENUES				
1-70-860-00	TRANS FROM ORGANIZATIONS	1,000.00	1,000.00	1,000.00
* TOTAL PARADE REVENUES		1,000.00	1,000.00	1,000.00
SPECIAL EVENT REVENUES				
1-71-860-00	SPECIAL EVENTS DONATIONS	700.00	1,500.00	600.00
* TOTAL REC BOARD REVENUES		700.00	1,500.00	600.00
RECREATION REVENUES				
1-72-560-00	RENTALS - ARENA	90,000.00	90,000.00	87,484.84
1-72-590-00	OTHER INCOME	3,500.00	3,000.00	3,180.00
1-72-850-00	RED DEER COUNTY REC GRANT	25,000.00	25,000.00	25,000.00
* TOTAL RECREATION REVENUES		118,500.00	118,000.00	115,664.84
PARK REVENUES				
1-73-850-00	RED DEER COUNTY REC GRANT	3,750.00	3,750.00	3,750.00
* TOTAL PARK REVENUES		3,750.00	3,750.00	3,750.00
LIBRARY REVENUES				
1-74-850-00	RED DEER COUNTY REC GRANT	1,500.00	1,500.00	1,500.00
1-74-860-00	CONTR FRM INDIV/ORG	0.00	0.00	0.00
* TOTAL LIBRARY REVENUES		1,500.00	1,500.00	1,500.00
MUSEUM REVENUES				
1-75-850-00	RED DEER COUNTY REC GRANT	3,000.00	1,500.00	3,000.00
* TOTAL MUSEUM REVENUES		3,000.00	1,500.00	3,000.00
COMMUNITY HALL REVENUE				
1-76-850-00	RED DEER COUNTY REC GRANT	5,000.00	5,000.00	5,000.00
* TOTAL COMMUNITY HALL REVENUE		5,000.00	5,000.00	5,000.00
** TOTAL OPERATING REVENUE		3,087,542.62	2,860,623.05	3,098,059.35
REQUISITIONS & GENERAL				
2-00-750-00	REQUISITIONS - PROV SCHOOL PUBLIC	296,872.27	284,006.32	301,821.56
2-00-750-01	REQUISITIONS - PROV SCHOOL CATHOLIC	7,505.36	7,137.19	8,443.42
* TOTAL REQUISITIONS & GENERAL		304,377.63	291,143.51	310,264.98
COUNCIL				
2-11-110-00	HONORARIUMS - COUNCIL	71,000.00	71,000.00	66,942.36
2-11-130-00	EMPLOYER CONTRA - COUNCIL	2,500.00	2,500.00	2,160.35
2-11-148-00	TRAINING & DEVEL-COUNCIL	7,000.00	5,000.00	0.00
2-11-211-00	TRAVEL & SUB - COUNCIL	10,000.00	9,000.00	9,835.62
2-11-214-00	MEMBERSHIP & CONF FEES - COUNCIL	13,100.00	11,600.00	11,172.73



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General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-11-223-00	PUBLIC RELATIONS - COUNCIL	5,000.00	5,000.00	4,790.70
2-11-274-00	INSURANCE - COUNCIL	400.00	400.00	336.00
2-11-290-00	ELECTION COSTS	0.00	0.00	0.00
2-11-510-00	GOODS & SUPPLIES - COUNCIL	8,000.00	5,000.00	14,242.32
2-11-510-01	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00
2-11-770-00	CONTRIBUTION TO ORGANIZATION	10,000.00	10,000.00	10,000.00
* TOTAL COUNCIL		127,000.00	119,500.00	119,480.08
ADMINISTRATION				
2-12-110-00	WAGES - ADMIN	331,551.00	317,000.00	319,925.62
2-12-130-00	EMPLOYER CONTRA - ADMIN	58,000.00	54,000.00	58,169.76
2-12-136-00	WORKERS COMPENSATION	13,000.00	12,000.00	11,896.03
2-12-148-00	TRAINING & DEVEL - ADMIN	1,000.00	1,000.00	575.00
2-12-211-00	TRAVEL & SUB - ADMIN	6,000.00	3,000.00	5,417.82
2-12-214-00	MEMBERSHIP & CONF FEES - ADMIN	6,000.00	1,100.00	5,597.41
2-12-216-00	POSTAGE & COURIER	8,000.00	7,000.00	6,822.82
2-12-217-00	TELEPHONE - ADMIN	6,900.00	6,600.00	6,877.18
2-12-221-00	ADVERTISING & PROMO - ADMIN	800.00	900.00	427.00
2-12-223-00	ADMIN-PERSONNEL RELATIONS	4,000.00	4,000.00	2,357.62
2-12-230-00	CONTRACTED SERV - SOFTWARE	23,000.00	23,000.00	22,953.68
2-12-230-01	CONTRACTED SERV - JANITORIAL	7,100.00	7,020.00	6,960.00
2-12-230-02	CONTRACTED SERV - POSTAGE MACHINE	700.00	700.00	691.92
2-12-230-03	CONTRACTED SERV - COPIER	13,000.00	11,000.00	14,685.74
2-12-230-04	CONTRACTED SERV - INTERNET	3,600.00	3,600.00	3,600.00
2-12-230-05	CONTRACTED SERV - SECURITY	270.00	350.00	325.01
2-12-230-07	CONTRACTED SERV - WEBSITE	9,000.00	8,010.00	8,366.51
2-12-230-08	CONTRACTED SERV - DEBIT MACHINE	600.00	600.00	699.18
2-12-230-09	CONTRACTED SERV - FIRE EXT INSPEC	100.00	100.00	27.75
2-12-230-10	CONTR SERV-ASSESSMENT REVIEW	2,000.00	2,000.00	2,000.00
2-12-230-99	CONTRACTED SERV - OTHER	1,500.00	2,500.00	0.00
2-12-231-00	ACCOUNTING & AUDIT	30,000.00	29,000.00	29,941.70
2-12-232-00	LEGAL - ADMIN	1,500.00	1,500.00	471.88
2-12-235-00	ASSESSMENT SERVICES	16,775.00	16,800.00	16,775.04
2-12-251-00	EQUIPMENT R & M - ADMIN	1,000.00	3,000.00	2,836.21
2-12-251-01	IT REPAIR/PURCHASES	2,000.00	0.00	0.00
2-12-252-00	BUILDING R & M - TOWN OFFICE	2,000.00	1,000.00	1,968.99
2-12-274-00	INSURANCE - ADMIN	16,386.00	14,000.00	14,248.70
2-12-510-00	GOODS & SUPPLIES - ADMIN	6,000.00	5,500.00	6,620.95
2-12-510-01	EQUIPMENT PURCHASES	0.00	0.00	0.00
2-12-540-00	UTILITIES POWER - ADMIN	5,000.00	5,000.00	3,898.44
2-12-541-00	UTILITIES GAS - ADMIN	3,500.00	3,000.00	2,651.41
2-12-762-00	TRANS TO CAPITAL - ADMIN	0.00	0.00	0.00
2-12-810-00	BANK CHARGES	1,200.00	1,450.00	1,220.68
2-12-810-01	PENNY ROUNDING CASH	0.00	0.00	0.07
2-12-920-01	BAD DEBTS - TRADE	0.00	0.00	125.04
2-12-762-19	TRANS TO RESERVES-CONTINGENCY	0.00	21,244.14	21,244.14
* TOTAL ADMINISTRATION		581,482.00	566,974.14	580,379.30
FIRE PROTECTION				
2-23-252-00	BUILDING R & M - FIRE HALL	5,000.00	3,000.00	5,471.78
2-23-274-00	INSURANCE - FIRE	1,177.27	1,050.00	1,023.71
2-23-540-00	UTILITIES POWER - FIRE	4,000.00	4,500.00	3,020.55
2-23-541-00	UTILITIES GAS - FIRE	4,000.00	3,500.00	4,351.77

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General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
* TOTAL FIRE PROTECTION		14,177.27	12,050.00	13,867.81
EMERGENCY MANAGMENT				
2-24-110-00	HONORARIUMS-EMERG MGMT	0.00	0.00	0.00
2-24-148-00	TRAINING & DEVEL - EMERG MGMT	500.00	500.00	0.00
2-24-211-00	TRAVEL & SUB - EMERG MGMT	0.00	0.00	0.00
2-24-510-00	GOODS & SUPPLIES - EMERG MGMT	2,000.00	500.00	16.95
2-24-251-00	EMERG MGMT-SMALL EQUIP PURCHASES	0.00	0.00	0.00
* TOTAL DISASTER SERVICES		2,500.00	1,000.00	16.95
BYLAW ENFORCEMENT				
2-26-148-00	TRAVEL & SUB-BYLAWS	0.00	0.00	0.00
2-26-211-00	TRAINING DEVELOPMENT-BYLAWS	0.00	0.00	0.00
2-26-214-00	MEMBERSHIP & CONF FEES - BYLAWS	60.00	60.00	0.00
2-26-217-00	TELEPHONE-BYLAWS	150.00	200.00	127.87
2-26-230-00	CONTRACTED SERV - BYLAWS	0.00	30,000.00	25,000.00
2-26-230-01	CONTRACTED SERVICES - SNOW/LAWN CARE	200.00	200.00	0.00
2-26-230-02	POLICE FUNDING	66,529.00	44,321.00	45,615.00
2-26-230-03	CONTRACTED SERV-RD COUNTY PATROL	36,600.00	6,600.00	6,558.75
2-26-232-00	LEGAL - BYLAWS	200.00	200.00	1,002.00
2-26-510-00	GOODS & SUPPLIES - BY-LAWS	150.00	1,050.00	964.06
* TOTAL BYLAW ENFORCEMENT		103,889.00	82,631.00	79,267.68
ANIMAL				
2-27-230-00	CONTRACTED SERV - VETERINARY	100.00	100.00	0.00
2-27-510-00	GOODS & SUPPLIES - ANIMAL	250.00	185.00	219.26
* TOTAL ANIMAL		350.00	285.00	219.26
PUBLIC WORKS				
2-31-110-00	WAGES - PUBLIC WORKS	214,910.10	233,000.00	222,313.75
2-31-110-01	WAGES-SUMMER STUDENTS	21,280.00	0.00	0.00
2-31-130-00	EMPLOYER CONTRA - PUBLIC WORKS	47,000.00	47,000.00	44,474.17
2-31-148-00	TRAINING & DEVEL - PUBLIC WORKS	1,000.00	1,000.00	826.90
2-31-211-00	TRAVEL & SUB - PUBLIC WORKS	300.00	300.00	212.31
2-31-217-00	TELEPHONE - PUBLIC WORKS	2,100.00	1,500.00	1,941.60
2-31-221-00	ADVERTISING & PROMO - PUBLIC WORKS	100.00	100.00	0.00
2-31-230-00	CONTRACTED SERV - AB ONE CALLS	487.06	466.00	465.50
2-31-230-01	CONTRACTED SERV - FIRE EXT. INSPEC.	400.00	400.00	239.67
2-31-230-02	CONTR SERV-SECURITY	690.00	690.00	682.80
2-31-230-04	CONTR SERV-INTERNET	1,380.00	1,380.00	1,227.20
2-31-230-99	CONTRACTED SERV - OTHER	200.00	200.00	0.00
2-31-251-00	EQUIPMENT R & M - 2006 GRADER	5,000.00	5,000.00	2,124.62
2-31-251-01	EQUIPMENT R & M - 2019 LOADER	5,500.00	3,500.00	2,601.05
2-31-251-02	EQUIPMENT R & M - BOBCAT	2,500.00	2,500.00	6,670.31
2-31-251-99	EQUIPMENT R & M - OTHER	500.00	500.00	0.00
2-31-252-00	BUILDING R & M - SHOP	5,000.00	9,000.00	4,121.27
2-31-252-01	BUILDING R & M - GARAGE	500.00	500.00	407.90
2-31-252-02	BUILDING R & M - QUONSET	500.00	500.00	0.00
2-31-255-00	VEHICLE R & M - 2007 GRAVEL TRUCK	2,000.00	2,000.00	1,295.64
2-31-255-01	VEHICLE R & M - 2007 FORD 150	1,000.00	2,000.00	28.49
2-31-255-02	VEHICLE R & M - 2012 SAND/WATER TRUCK	2,000.00	2,000.00	0.00

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General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-31-255-03	VEHICLE R & M - 2018 FORD F250	1,000.00	1,000.00	488.58
2-31-255-05	VEHICLE R & M-F550	2,000.00	1,500.00	2,843.94
2-31-255-06	VEHICLE R & M-2018 F150	1,000.00	0.00	1,199.77
2-31-255-07	VEHICLE R&M-F150 2019	500.00	500.00	0.00
2-31-259-00	GENERAL R & M - PUBLIC WORKS	500.00	500.00	0.00
2-31-260-00	RENTALS - PUBLIC WORKS	400.00	400.00	0.00
2-31-274-00	INSURANCE - PUBLIC WORKS	11,274.43	8,000.00	9,803.85
2-31-510-00	GOODS & SUPPLIES - PUBLIC WORKS	5,500.00	4,500.00	3,193.06
2-31-510-01	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00
2-31-521-00	GAS & OIL - PUBLIC WORKS	15,000.00	15,000.00	13,342.04
2-31-529-00	PERSONAL PROTECT EQUIP - PUBLIC WORKS	3,500.00	2,500.00	3,436.86
2-31-540-00	UTILITIES POWER - PUBLIC WORKS	3,600.00	3,000.00	2,826.68
2-31-541-00	UTILITIES GAS - PUBLIC WORKS	3,500.00	3,000.00	2,221.80
2-31-762-01	TRANS TO RESERVES-PUBLIC WORKS	9,400.00	9,400.00	9,400.00
* TOTAL PUBLIC WORKS		371,521.59	362,836.00	338,389.76
ROADS				
2-32-230-00	CONTRACTED SERV - STREET SWEEPING	5,500.00	5,500.00	5,500.00
2-32-259-00	GENERAL R & M - ROAD PATCHING	30,000.00	30,000.00	20,343.00
2-32-259-01	GENERAL R & M- SNOW REMOVAL	25,000.00	25,000.00	0.00
2-32-259-02	GENERAL R & M- SIDEWALKS/CURBS	25,000.00	20,000.00	21,475.00
2-32-259-03	GENERAL R&M- STREET LIGHTS	0.00	5,000.00	0.00
2-32-259-04	GENERAL R&M-STREET SIGNS	2,000.00	2,000.00	2,095.68
2-32-274-00	INSURANCE - ROADS	2,149.56	1,850.00	1,869.18
2-32-510-00	GOODS & SUPPLIES - ROADS	2,000.00	2,000.00	418.01
2-32-510-01	GOODS & SUP-ROAD PAINT	5,000.00	5,000.00	3,385.44
2-32-534-00	SAND & GRAVEL	6,000.00	6,000.00	7,402.92
2-32-540-00	UTILITIES POWER - STREET LIGHTS	80,000.00	71,000.00	76,219.08
* TOTAL ROADS		182,649.56	173,350.00	138,708.31
WATER				
2-41-148-00	TRAINING & DEVEL - WATER	1,100.00	1,100.00	550.00
2-41-211-00	TRAVEL & SUB-WATER	1,000.00	1,000.00	442.19
2-41-214-00	MEMBERSHIP & CONF FEES - WATER	600.00	1,040.40	57.14
2-41-217-00	TELEPHONE - WATER	391.80	1,248.48	391.80
2-41-230-00	CONTRACTED SERV - COMPUTER MAINTENANCE	8,000.00	7,900.00	4,081.00
2-41-230-01	WATER TESTING & TESTING EQUIP	1,000.00	1,000.00	798.82
2-41-230-03	CONTRA SERV-SECURITY	359.40	360.00	359.40
2-41-230-04	CONTRACTED SERV-INTERNET	587.40	600.00	538.48
2-41-233-00	ENGINEERING & CONSULTING	0.00	0.00	0.00
2-41-251-00	EQUIPMENT R & M - RESERVOIR	20,000.00	5,000.00	11,432.48
2-41-252-00	BUILDING R & M - RESERVIOR	1,500.00	1,500.00	53.54
2-41-259-00	GENERAL R & M - WATER	40,000.00	40,000.00	77,521.48
2-41-259-01	GENERAL R&M-WATER CROSSING CPR	50.00	50.00	25.00
2-41-274-00	INSURANCE - WATER	14,641.50	13,000.00	12,731.74
2-41-510-00	GOODS & SUPPLIES - WATER	6,000.00	6,000.00	11,673.83
2-41-510-01	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-41-540-00	UTILITIES POWER - WATER	12,000.00	11,300.00	9,284.86
2-41-541-00	UTILITIES GAS - WATER	5,000.00	5,000.00	2,964.34
2-41-542-00	REGIONAL WATER LINE	200,000.00	175,000.00	233,072.38
2-41-920-00	BAD DEBTS - WATER	100.00	100.00	(335.61)
2-41-831-00	INTEREST PMT - QE II CROSSING	8,482.75	9,745.39	9,745.39
2-41-832-00	PRINCIPAL PMT - QE II CROSSING	28,459.03	27,196.39	27,196.39

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
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* TOTAL WATER		349,271.88	308,140.66	402,584.65
 SANITARY SEWER				
2-42-148-00	TRAINING & DEVEL - SANITARY SEWER	0.00	0.00	0.00
2-42-230-01	CONTR SERV-NORTH LIFT STATION	2,000.00	3,000.00	2,154.74
2-42-230-02	CONTR SERV-SUMP PUMP PRG	5,000.00	10,000.00	284.82
2-42-251-01	EQUIPMENT R & M - LIFT STATION NORTH	2,000.00	2,000.00	0.00
2-42-259-00	GENERAL R & M - SANITARY SEWER	10,000.00	10,000.00	12,106.19
2-42-260-00	RENTALS - SANITARY SEWER	100.00	100.00	0.00
2-42-274-00	INSURANCE - SANITARY SEWER	529.84	500.00	460.73
2-42-510-00	GOODS & SUPPLIES -SANITARY SEWER	100.00	100.00	0.00
2-42-540-00	UTILITIES POWER - SANITARY SEWER	6,000.00	5,000.00	4,517.61
2-42-541-00	UTILITIES GAS - SANITARY SEWER	800.00	800.00	645.80
2-42-542-00	REGIONAL SEWER LINE	350,000.00	340,000.00	355,702.35
2-42-831-00	INTEREST PMT - QE II SEWER	6,538.24	7,371.90	7,371.90
2-42-832-00	PRINCIPAL PMT - QE II SEWER	22,309.82	21,476.16	21,476.16
		<hr/>	<hr/>	<hr/>
* TOTAL SANITARY SEWER		405,377.90	400,348.06	404,720.30
 SOLID WASTE				
2-43-230-00	CONTRACTED SERV - ARENA/PW DUMPSTER	4,200.00	4,200.00	4,094.29
2-43-230-01	CONTRACTED SERV-GARBAGE PICK UP	42,000.00	42,300.00	41,156.43
2-43-750-00	REQUISITIONS - SOLID WASTE	1,408.92	2,579.22	1,426.58
		<hr/>	<hr/>	<hr/>
* TOTAL SOLID WASTE		47,608.92	49,079.22	46,677.30
 RECYCLING				
2-44-230-00	CONTRACTED SERV - RECYCLING	24,000.00	25,500.00	24,496.64
		<hr/>	<hr/>	<hr/>
* TOTAL RECYCLING		24,000.00	25,500.00	24,496.64
 FCSS				
2-51-110-00	ADMINISTRATIVE SERVICES	50,195.60	48,500.00	48,392.98
2-51-130-00	ADMINISTRATIVE COSTS	13,500.00	13,000.00	12,636.84
2-51-148-00	MEETING/SPECIAL FUNCTIONS	1,000.00	1,000.00	1,061.17
2-51-214-00	PD/TRAVEL/CONFERENCES	2,000.00	2,000.00	1,361.88
2-51-217-00	TELEPHONE - FCSS	680.00	700.00	649.35
2-51-221-00	MARKETING & COMMUNICATION	600.00	600.00	507.68
2-51-223-00	FCSS COMMUNITY CAPACITY	3,000.00	3,000.00	3,780.85
2-51-230-01	CONTR SERV-INTERNET	1,380.00	1,380.00	1,365.00
2-51-230-02	CONTR SERV-JANITORIAL	1,440.00	1,440.00	1,440.00
2-51-251-00	EQUIPMENT R & M - FCSS	300.00	500.00	77.48
2-51-252-00	BUILDING REPAIR & MAIN-FCSS (OLD LIB)	1,000.00	1,000.00	60.80
2-51-510-00	GOODS & SUPPLIES - FCSS	2,500.00	500.00	505.43
2-51-510-07	GOODS & SUPPLIES-VOLUNTEER SUPPER	1,800.00	1,800.00	1,390.96
2-51-510-09	GOODS & SUPPLIES-VOLUNTEER MILEAGE	100.00	100.00	0.00
2-51-510-11	GOODS & SUPPLIES-VOLUNTEER APPRECIATION	450.00	450.00	875.91
2-51-510-12	GOODS & SUPPLIES-MISC DONATIONS	200.00	200.00	0.00
2-51-540-00	UTILITIES POWER-FCSS	2,100.00	2,100.00	1,873.51
2-51-541-00	UTILITIES GAS-FCSS	2,500.00	1,800.00	2,090.35
2-51-750-00	REQUISITIONS - FCSS	13,271.66	18,809.45	19,061.81
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* TOTAL FCSS		98,017.26	98,879.45	97,132.00

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General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
CEMETERY				
2-56-230-00	CONTRACTED SERV - WEED CONTROL	1,200.00	1,200.00	1,140.00
2-56-230-01	CONTRACTED SVC-FULL BURIAL	0.00	0.00	0.00
2-56-259-00	GENERAL R & M - CEMETERY	5,000.00	5,000.00	6,974.98
2-56-510-00	GOODS & SUPPLIES-CEMETERY	2,000.00	2,500.00	2,379.18
2-56-770-00	CONTR TO ORGANISATION-CEMETERY	2,000.00	2,000.00	2,000.00
* TOTAL CEMETERY		10,200.00	10,700.00	12,494.16
PLANNING & DEVELOPMENT				
2-61-230-00	CONTRACTED SERV - BLDG INSPECTIONS	12,000.00	2,000.00	0.00
2-61-232-00	LEGAL - PLANNING	500.00	1,000.00	0.00
2-61-232-01	TITLE SEARCHES	50.00	50.00	32.00
2-61-233-00	ENGINEERING	5,000.00	4,000.00	6,921.51
* TOTAL PLANNING & DEVELOPMENT		17,550.00	7,050.00	6,953.51
ECONOMIC DEVELOPMENT				
2-63-114-00	MEMBERSHIP & CONF FEES - ECON. DEV	1,500.00	1,000.00	1,287.98
2-63-211-00	TRAVEL & SUB - ECONOMIC DEVEL	0.00	0.00	0.00
2-63-221-00	ADVERTISING & PROMO - ECONOMIC DEV	0.00	3,000.00	0.00
* TOTAL ECONOMIC DEVELOPMENT		1,500.00	4,000.00	1,287.98
SENIORS				
2-64-750-00	REQUISITIONS - SENIORS	3,575.00	2,235.00	2,235.00
* TOTAL SENIORS		3,575.00	2,235.00	2,235.00
LAND				
2-66-221-00	ADVERTISING & PROMO - LAND	300.00	300.00	0.00
2-66-232-00	LEGAL - LAND	3,000.00	6,000.00	875.00
2-66-259-00	GENERAL R & M - LAND	2,000.00	2,000.00	2,288.01
2-66-273-01	DIP TAXES	200.00	200.00	0.00
* TOTAL LAND		5,500.00	8,500.00	3,163.01
PARADE				
2-70-510-00	GOODS & SUPPLIES - PARADE/BRKFEST	3,000.00	2,000.00	3,009.19
* TOTAL PARADE		3,000.00	2,000.00	3,009.19
SPECIAL EVENTS				
2-71-510-00	GOODS & SUPPLIES - XMAS EVENTS	2,500.00	2,500.00	1,841.76
* TOTAL REC BOARD		2,500.00	2,500.00	1,841.76
RECREATION				
2-72-110-00	WAGES - RECREATION	125,545.00	122,000.00	119,966.78
2-72-130-00	EMPLOYER CONTRA - RECREATION	24,000.00	25,000.00	22,124.80
2-72-148-00	TRAINING & DEVEL - RECREATION	800.00	500.00	517.15
2-72-211-00	TRAVEL & SUB - RECREATION	300.00	300.00	219.42
2-72-214-00	MEMBERSHIP & CONF FEES -RECREATION	600.00	600.00	404.16

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General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-72-217-00	TELEPHONE - RECREATION	1,500.00	1,770.00	1,701.85
2-72-230-00	CONTRACTED SERV - ICE PLANT	4,100.00	3,850.00	8,100.00
2-72-230-01	CONTRACTED SERV - SECURITY/ALARMS	615.00	615.00	662.87
2-72-230-02	CONTRACTED SERV - ICE MACH BLADE MNT	900.00	800.00	715.00
2-72-230-03	CONTRACTED SERV - ICE PAINTING	4,000.00	3,300.00	3,500.00
2-72-230-04	CONTRACTED SERV - FIRE ALARMS/EXTING	2,200.00	1,500.00	2,139.53
2-72-230-07	CONTR SERV-INTERNET	1,380.00	1,380.00	1,596.98
2-72-230-08	CONTR SERV-PEST CONTROL	2,500.00	0.00	0.00
2-72-230-99	CONTR SERV-OTHER	3,000.00	500.00	2,590.00
2-72-251-00	EQUIPMENT R & M - ICE PLANT	6,000.00	6,000.00	4,903.17
2-72-251-01	EQUIP R&M-OLYMPIA	5,000.00	4,000.00	2,358.70
2-72-251-99	EQUIPMENT R & M - OTHER	500.00	500.00	1,193.92
2-72-255-00	BUILDING R & M - ARENA	11,000.00	11,000.00	21,153.62
2-72-259-00	GENERAL R & M - RECREATION	500.00	500.00	0.00
2-72-260-00	RENTALS - ARENA	200.00	200.00	0.00
2-72-274-00	INSURANCE - RECREATION	17,468.48	14,000.00	15,189.98
2-72-510-00	GOODS & SUPPLIES - RECREATION	5,000.00	5,000.00	7,742.10
2-72-510-01	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-72-522-00	PROPANE	1,500.00	1,500.00	1,315.85
2-72-540-00	UTILITIES POWER - RECREATION	55,000.00	52,000.00	50,157.44
2-72-541-00	UTILITIES GAS - RECREATION	9,000.00	7,500.00	10,334.40
2-72-920-00	BAD DEBTS - ARENA	500.00	500.00	645.05
* TOTAL RECREATION		283,108.48	264,815.00	279,232.77
PARKS				
2-73-230-03	CONTRACTED SERV - WEED CONTROL	12,000.00	12,000.00	11,500.00
2-73-251-00	EQUIPMENT R & M - LAWN MOWERS	2,500.00	2,500.00	3,023.87
2-73-259-01	GENERAL R & M - PLAYGROUNDS	2,500.00	2,500.00	2,391.52
2-73-259-02	GEN R&M-COMMUNITY ACTION PARK	2,500.00	1,500.00	16.99
2-73-259-03	GEN R&M-TREES	10,000.00	2,000.00	4,250.00
2-73-259-04	REPAIRS & MAIN-WALKING TRAILS	5,000.00	0.00	0.00
2-73-259-05	REPAIRS & MAIN-DOG PARK	0.00	0.00	0.00
2-73-259-99	GENERAL R & M - OTHER	1,000.00	1,000.00	192.83
2-73-260-00	RENTALS - PARKS	2,500.00	2,500.00	2,182.80
2-73-274-00	COMMUNITY ACTION PARK-INSURANCE	228.82	190.00	198.97
2-73-510-00	GOODS & SUPPLIES - PARKS	7,500.00	3,000.00	1,952.14
2-73-510-01	GOODS & SUPPLIES - FLOWER BASKETS	3,500.00	3,000.00	3,056.89
2-73-510-03	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-73-521-00	GAS & OIL - PARKS	4,000.00	5,000.00	2,081.52
* TOTAL PARKS		53,228.82	35,190.00	30,847.53
LIBRARY				
2-74-217-00	TELEPHONE - LIBRARY	1,100.00	1,100.00	1,089.60
2-74-230-00	CONTRACTED SERV - SECURTIY	270.00	310.00	248.52
2-74-230-01	CONTRACTED SERV - FIRE EXT INSPEC	50.00	100.00	18.50
2-74-252-00	BUILDING R & M - LIBRARY	1,000.00	500.00	4,596.00
2-74-274-00	INSURANCE - LIBRARY	959.45	800.00	834.30
2-74-510-00	GOODS & SUPPLIES - LIBRARY	0.00	500.00	439.12
2-74-540-00	UTILITIES POWER - LIBRARY	4,000.00	4,000.00	3,528.70
2-74-541-00	UTILITIES GAS - LIBRARY	2,100.00	2,000.00	1,763.48
2-74-750-00	REQUISITIONS - LIBRARY	11,667.78	11,217.50	11,217.50
2-74-770-00	CONTRIBUTION TO ORGANIZATION	10,283.50	8,288.51	8,288.51



TOWN OF BOWDEN
2024 OPERATING BUDGET DRAFT v5

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General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
* TOTAL LIBRARY		31,430.73	28,816.01	32,024.23
MUSEUM				
2-75-230-00	CONTRACTED SERV - FIRE EXT INSPEC	100.00	100.00	82.90
2-75-230-01	CONTRACTED SERV-SECURITY	359.40	360.00	359.40
2-75-255-00	BUILDING R & M - MUSEUM	2,000.00	2,500.00	2,437.46
2-75-274-00	INSURANCE - MUSEUM	2,809.27	2,500.00	2,442.84
* TOTAL MUSEUM		5,268.67	5,460.00	5,322.60
COMMUNITY CENTRE				
2-76-255-00	COMMUNITY CENTER-GRANT	10,000.00	10,000.00	10,000.00
* TOTAL COMMUNITY CENTRE		10,000.00	10,000.00	10,000.00
** TOTAL EXPENDITURES		3,039,084.71	2,872,983.05	2,944,616.76
*** OPERATING (SURPLUS) DEFICIT		(48,457.91)	12,360.00	(153,442.59)

*** End of Report ***

Regular Council Meeting: January 22, 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

No item submitted.

c. Society & Other Reports

Mid Size Towns Caucus meeting notes (of January 12, 2024).

(reports submitted by Mayor Robb Stuart)

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted Mid Size Town Caucus report as information.

Regular Council Meeting: January 22, 2024.	Agenda Item: 11
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1 Snow Removal

Following an above average start to winter with little snow, we are now starting to experience some accumulations in town. We thank residents for their patience as we systematically work through route clearing throughout Bowden. We did have a slower than normal start to clearing down to an equipment issue, which we are working to resolve.

2 RDRMUG

Red Deer River Municipal Users Group held its annual meeting January 18th in Drumheller. I attended the meeting. Aside from the regular annual meeting business, there was significant discussion regarding drought concerns throughout central and Southern Alberta, including the letter from Minister Schulz regarding local drought strategies.

3 Bowden Igloo

It's a busy time at the arena with both Bowden minor hockey teams hosting tournaments. The U-9 tournament was held January 20th and 21st, and the U-7 tournament is scheduled for February 3rd.

The cold weather early in the new year did pose some challenges at the arena, with a few incidents of frozen pipes. We are working to assess and improve this situation to avoid further freezing and the potential extra damage this could cause.

4 Asset Management

The current asset management workshop series wraps up with a provincial group session in Edmonton on February 7th. We plan to attend to share our asset management story and hopefully learn from the 60 other Alberta community representatives that are expected to attend. At the conclusion of the workshop, we will have achieved the required training standard offered, as we continue to implement and improve the asset management system for the Town of Bowden.

MID-SIZE TOWNS CAUCUS MEETING

January 12, 2024

Zoom meeting

Towns in attendance: Eckville, Olds, Trochu, Sundre, Innisfail, Rimbey, Crossfield, Three Hills, Drayton Valley, Ponoka.

Chaired by Rhonda Hunter (Mayor of Didsbury)

- Discussion on Terms of Reference and membership costs

- Discussion on membership population (1,000 – 14,999).

- Discussion on meeting schedule (quarterly/semi annual)

- Discussion on executive (three to five)

- Some other discussion around meeting at Alberta

 - Municipalities, possible pros and cons of caucus and organizational issues.

A draft Terms of Reference will be circulated and discussed at the next meeting. Next meeting to be decided.