

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday 11 March 2024**, at 7:00pm.

- | | |
|--|--|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES
February 26, 2024, Regular Council Meeting | Pages
2 - 6 |
| 4. PUBLIC HEARING
None scheduled. | |
| 5. DELEGATION
None scheduled. | |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES
6.a Bowden Hotel.
6.b Key Dates. | 7 - 8 |
| 7. BYLAWS & POLICIES
7.a Rates, Fees, Charges & Penalties Bylaw 01 / 2024
7.b Asset Management Policy 01 / 2024 | 9 - 33
34 - 41 |
| 8. NEW BUSINESS
8.a Municipal Policing Priorities | 42 - 45 |
| 9. FINANCIAL
No agenda item submitted. | |
| 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 | 46
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48 - 63 |
| 12. CLOSED SESSION OF COUNCIL ("in camera")
12.a Legal Matter (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 27 "deemed to be privileged information". | |
| 13. MEETING ADJOURNMENT | |



000002

**Town of Bowden – Regular Council Meeting
held on Monday 26 February 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	Paul Webb	
	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 Marie Flowers that Council adopts the minutes as presented for the Special Council Meeting of February 20, 2024.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There were no public hearings.

5. DELEGATION

5.a S/Sgt Warren Wright - RCMP Detachment Commander, Olds RCMP Detachment

S/Sgt Warren Wright provided an overview of the Community Policing Report for the period October 1 to December 31, 2023.

A "RCMP Town Hall Meeting" is tentatively planned for June.

Motion 5.a

Moved by Councillor Randy Brown that Council accepts the submitted Quarterly RCMP Community Policing Reports as information.

MOTION CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

There was no further update on the Bowden Hotel.

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Agenda item 6.b Land Annexation

Administration provided Council with updated documentation relating to the Land Annexation north of Bowden.

Council was informed that Red Deer County had "approved in principle" the proposed annexation during their RCM of February 20, 2024.

It was stated that there will be a Public Open House on March 14, 2024, at the Paterson Community Centre hosted by Vicinia Planning to provide information on the proposed annexation / development.

Motion 6.a

Moved by Councillor Deb Coombes that Council accepts as information the submitted documentation.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES**Agenda item 7.a Rates, Fees, Charges & Penalties Bylaw 01 / 2024**

Administration submitted to Council an amended Rates, Fees, Charges & Penalties Bylaw as a Request for Decision.

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

After review and deliberations Council stated that further amendments were required.

Administration will submit a revised bylaw to Council for second reading at a later date.

Motion 7.a moved by Councillor Paul Webb that Council give first reading to Rates, Fees, Charges & Penalties Bylaw 01 / 2024 and that Council direct Administration to make amendments to the draft bylaw as directed.

Councillor Wayne Milaney requested a recorded vote.

Recorded vote AGAINST	3	Councillor Wayne Milaney Councillor Sandy Gamble Councillor Deb Coombes
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Recorded vote FOR	4	Mayor Robb Stuart Councillor Paul Webb Councillor Marie Flowers Councillor Randy Brown
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MOTION CARRIED

Agenda item 7.b Borrowing Bylaw 02 / 2024

Administration submitted to Council an updated Borrowing Bylaw as a Request for Decision.

The current bylaw requires updating annually to approve the operating loan facility provided by ATB Financial and in accordance with the requirements of section 256 of the MGA.

Motion 7.b Moved by Councillor Marie Flowers that Council give first reading to Borrowing Bylaw 02 / 2024.

MOTION CARRIED UNANIMOUSLY

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Motion 7.c Moved by Councillor Sandy Gamble that Council give second reading to Borrowing Bylaw 02 / 2024.

MOTION CARRIED UNANIMOUSLY

Motion 7.d Moved by Councillor Paul Webb that Council give consideration to a third reading of Borrowing Bylaw 02 / 2024.

MOTION CARRIED UNANIMOUSLY

Motion 7.e Moved by Councillor Paul Webb that Council give third and final reading of Borrowing Bylaw 02 / 2024.

MOTION CARRIED UNANIMOUSLY

Borrowing Bylaw 02 / 2024 received third reading of Council and is passed accordingly.

8. NEW BUSINESS

Agenda item 8.a Notice of Motion

With reference to the motion made during the Special Council Meeting of February 20, 2024, regarding the Urban Hen Pilot Program, Councillor Paul Webb submitted a notice of motion requesting that Council reconsider the motion on the basis that that he arrived late for the meeting and was not afforded the opportunity to vote on the matter.

A motion was made as follows.

Motion 8.a

Moved by Councillor Paul Webb 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.

Councillors Sandy Gamble and Wayne Milaney requested a recorded vote.

Recorded vote AGAINST	3	Councillor Wayne Milaney Councillor Sandy Gamble Councillor Marie Flowers
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Recorded vote FOR	4	Mayor Robb Stuart Councillor Paul Webb Councillor Deb Coombes Councillor Randy Brown
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MOTION CARRIED

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

Administration provided Council with an update on the Rural Renewal Stream program.

Administration informed Council that after discussing the success and failings of the program with the , Alberta Government, Department of Labour and Workforce Strategies a decision had been made to no longer accept any new employer applications.

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Motion 8.b

Moved by Councillor Sandy Gamble that Council accepts the update on the Rural Renewal Stream as information.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL**Agenda item 9.a Operating Revenue & Expenditure Report**

Administration provided Council with a detailed Operating and Expenditures Report.

This provided an analysis of actual performance against budget for the financial year ending December 31, 2023.

Notable variances (actual v budget) were reported on for both revenues and expenditures.

Motion 9.a

Moved by Councillor Randy Brown that Council approves the Operating Revenues and Expenditures Report for the financial year 2023 as presented.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE

There were no items of correspondence.

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

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

Agenda item 11.c Society & Other Reports

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

MVRWSC meeting (of February 14, 2024).

Motion 11.a

Moved by Councillor Deb Coombes that Council accepts the submitted Council Committee and Society & Other reports information.

MOTION CARRIED UNANIMOUSLY

Mayor Robb Stuart called for a brief recess at 9:05p.m.

Mayor Robb Stuart called the meeting back to order at 9:12p.m.

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12. CLOSED SESSION OF COUNCIL ("in camera")**Agenda item 12.a Property Lease Agreement**

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 16 "is deemed harmful to the business interests of a third party".

Motion 12.a.

Moved by Councillor Paul Webb at 9:12pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b.

Moved by Councillor De Coombes at 9:44pm 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 9:13pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: March 11, 2024.	Agenda Item: 6.a / 6.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 (email) Mayors Prayer Meeting

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 Key Dates *(for information only)*

March 14	Vicinia 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
April 25	18th Annual Mayor's Prayer Meeting

Mayor

From: Mayor Prayer <mayorprayer-gmail.com@shared1.ccsend.com>
Sent: March 4, 2024 5:39 PM
To: bowdenmayor@gmail.com
Subject: 18th Annual Mayor's Prayer Breakfast - Attn: New Venue this Year

18th Annual Mayor's Prayer Breakfast

Success Builders invites you to join us, **Thursday, April 25, 2024** for a great breakfast, a time of prayer and to support and encourage the leaders of Central Alberta.

Attention: New Venue this year!!
The event will be held at Pidherney Centre
4725 - 43st Red Deer
Doors open at 6:15am

Preferred seating from March 4-21 for a table of 8 only
(Table of 8 is \$340)

Individual tickets are \$45 each

Tickets can be purchased online at www.eventbrite.com

For more information please visit our website at www.mayorsprayer.com

Buy Your Tickets Here



Home Church | 37557 Hwy 2A, Red Deer County, T4E 1S2 Canada

[Unsubscribe bowdenmayor@gmail.com](mailto:bowdenmayor@gmail.com)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by mayorprayer@gmail.com

Regular Council Meeting: March 11, 2024.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: CAO
Report Type: RFD	Attachment(s): 1. Rates & Fees Bylaw 2007 (Arena / Cemetery) 2. Rates & Fees examples (Innisfail / Olds / Eckville) 3. 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.

Rates, Fees, Charges & Penalties Bylaw 01 / 2024 received first reading of Council during the Regular Council Meeting of 26 February 2024.

During this meeting Council requested that Administration make changes to the bylaw, and that these be submitted to Council for further review and deliberation.

1.2 RCM 26 February 2024

1.2.1

During the RCM of 26 February 2024, the bylaw received first reading by a divided vote of Council (4 to 3 in favour).

1.2.2

Comment was made during the RCM of 26 February 2024 as to whether discussions on proposed changes to rates and fees should be made as part of the Operating Budget deliberations.

CAO Rudy Friesen agreed that a revised approach would be taken in the future.

Going forward therefore the 2024 Rates & Fees Bylaw will form part of the 2025 Operating Budget agenda for Council to review and discuss.

1.2.3

Council requested that the CAO implements and maintains a social media program to educate residents on bylaw requirements and typical bylaw infringements to avoid.

1.3 Past History of Amendments made to Rates & Fees Bylaws

1.3.1 Arena

Arena rates were last increased by 5% in 2023.

Arena Rates prior to 2023 had remained (on the whole) unchanged since the last revision made in 2016 - this in itself being an update of the 2007 Rates & Fees Bylaw.

A copy of Schedule D of the 2007 Rates & Fees Bylaw is attached (for reference / comparison).

1.3.2 Cemetery

Cemetery rates in comparison to the 2007 Rates & Fees Bylaw reveal that:

- i. the sale price for plots has not increased during the period 2007 to 2013.
- ii. the fee for the preparation of plots had increased by approx. 66% (2007 to 2013)

A copy of Schedule C of the 2007 Rates & Fees Bylaw is attached (for reference / comparison).

Note:

\$100 in 2007 is equivalent in purchasing power to about \$142.49 today (42.49% increase).

1.4 Latest Amendments (draft 2 of the 2024 Rates & Fees Bylaw)

Changes made to the 2024 bylaw (in comparison with the 2023 bylaw) remain highlighted in yellow.

Further revisions within the second draft of the 2024 bylaw are highlighted in blue as follows:

1.4.1

Section 4.2.4

This bylaw term was reworded (draft 1) to allow the CAO flexibility to establish fees for administrative and operational services on an “as needs basis” and / or “cost recovery basis”.

A further amendment (draft 2) has been made to remove the use of the term “at the discretion of”.

1.4.2

Section 4.2.5

This bylaw term has been reworded (draft 1) to allow the CAO flexibility to establish fines of penalties dependent upon the severity of the bylaw offence.

A further amendment (draft 2) has been made to remove the use of the term “at the discretion of”.

1.4.3

Schedule B – Recreation (Arena)

All rates have been increased by 10% as directed by Council.

(Council may consider providing approval for Administration to conduct rounding on some rates, for example \$99.00 to \$100.00)

Administration has provided Council with examples of comparative Arena rates.

1.4.4

Schedule E – Cemetery

All rates have been increased by 10% as directed by Council.

(Council may consider providing approval for Administration to conduct rounding on some rates, for example \$57.75 to \$58.00)

Administration has provided Council with examples of comparative Cemetery rates.

1.4.5**Schedule F – Animal Licencing**

Licence fees for Dangerous Dogs is increased from \$250.00 to \$300.00 (as directed by Council).

A Hobby Licence is increased from \$50.00 to \$100.00 (as directed by Council).

1.5 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.

1.6 Alternative Motions:

Motion by Councillor _____ that Council give second reading to 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,

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

1.7 Future Action:**1.7.1**

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

1.7.2

The revised utility rates will be amended within the Muniware software and applied to the March utility billings (invoiced in April).

1.7.3

Administration is to produce a separate general administration fees & charges schedule.



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 (second reading)

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 licensing 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 premises 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 of 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, or charges contained within this bylaw without precedent in response to abnormal circumstances or needs or situation at the time (eg: an emergency action).

4.2.5

The CAO has the authority to impose unspecified fines, or penalties without precedent, dependent upon the context, nature, and severity of a matter or the specific nature of a bylaw offence.

4.2.6

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

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**7.1 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 Licensing
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 26th day of February 2024,

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

and,

Read a third time in open council this **th day of March 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
Breach of Business Licence Bylaw	Repeat offence(s)	\$500

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	\$99.00
Non-Resident (youth team or group)	Per hour	\$143.00
Resident (adult)	Per hour	\$154.00
Non-Resident (adult)	Per hour	\$176.00
Non-Prime time	additional time charged per ½ hour	
Youth	Per hour	\$93.50
Adult	Per hour	\$121.00
Bowden School	Per student per rental time slot	\$1.16
Upstairs lobby	Per event / booking	\$27.50
Arena – Summer Rental Rates		
Youth	Per hour	\$71.50
Adult	Per hour	\$93.50
Resident "non profit"	Per day	\$419.27
Resident "commercial event"	Per day	\$489.10
Non-Resident "commercial event"	Per day	\$628.90

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 ❸</i>	
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	\$330.00
Field of Honour	Per plot	\$165.00
Non-Resident ^①		
Grave Plot	Per plot	\$1100.00
Field of Honour	Per plot	\$165.00
Preparation of Plots		
Monday to Friday 8.00am to 3.30pm		
Open & Closure of burial plot (casket)	Per plot	\$660.00
Open & Closure of burial plot (cremains)	Per plot	\$275.00
After 3.30pm on weekdays, weekends, Stat Holiday ^②		
Open & Closure of burial plot (casket)	Per plot	\$825.00
Open & Closure of burial plot (cremains)	Per plot	\$385.00
Vaults (for cremains)	Per unit	\$165.00 (no GST)
Columbarium		(plus GST)
Niche (Resident) (includes first opening & plaque installation)	Per unit	\$990.00
Niche (Non Resident) (includes first opening & plaque installation)	Per unit	\$1540.00
Niche (Veteran or Veteran's spouse) (includes first opening & plaque installation)	Per unit	\$495.00
Second & subsequent opening (Mon to Fri 8.00am to 3.30pm)	Per opening	\$110.00
Second & subsequent opening (after normal working hours)	Per opening	\$165.00
Memory Wall or Niche Plaques (rates as per Nelson Granite)	Per plaque	variable
Installation of Memory Wall Plaques	Per installation	\$57.75
Disinterment (by agreement with CAO)		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	\$300.00
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	\$300.00
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)		\$100.00
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.

**TOWN OF BOWDEN
PROVINCE OF ALBERTA**

BYLAW 03/2007

SCHEDULE 'D' – Arena, Campground & Parks Rental Rates

Arena Winter Rentals

Bowden Minor Hockey/Figure Skating (per hour)	\$65.00
Non-local minor sports (per hour)	\$85.00
Adult – local (per hour after 4:00 pm and weekends)	\$90.00
Adult – non-local (per hour after 4:00 pm and weekends)	\$100.00
Non Prime time Youth rental (per hour before 4:00 pm)	\$60.00
Non Prime time Adult rental (per hour before 4:00 pm)	\$70.00
School (per student)	\$1.00
Public Skating/Mom's & Tot's	Free

Arena Summer Rentals

Youth (per hour)	\$40.00
Adult (per hour)	\$65.00
Local non-profit events (per day)	\$325.00
Local commercial events (per day)	\$475.00
Non-local commercial events (per day)	\$625.00

Campground Fees (per night)	Without Power	\$12.00
	With Power	\$15.00

Campground Fees (per month)	Without Power	\$250.00
	With Power	\$350.00

Ball Diamonds

Minor Ball (two diamonds, twice per week to June 30 th)	\$300.00
Adult League (one diamond, once per week to June 30 th)	\$100.00
Adult League (one diamond, once per week, full season)	\$150.00
Tournaments (both diamonds Friday to Sunday)	\$150.00

Effective Date for Schedule 'D': May 1, 2007

For Schedule 'D': Unless otherwise stated GST is included in the Rates

**TOWN OF BOWDEN
PROVINCE OF ALBERTA**

**BYLAW 03/2007
SCHEDULE 'C' - Cemetery Rates**

A. SALE OF PLOTS

	<u>RESIDENT</u>	<u>NON-RESIDENT*</u>
PLOT	\$300.00	\$1,000.00
FIELD OF HONOUR PLOT	\$150.00	\$150.00

B. OPEN/CLOSE

MONDAY TO FRIDAY 8:00 AM TO 3:30 PM

OPEN/CLOSE PLOT	\$350.00
ASHES/CREMAINS	\$125.00

AFTER 3:30 PM WEEKDAYS, SATURDAY, SUNDAY OR STATUTORY HOLIDAYS

OPEN/CLOSE PLOT	\$450.00
ASHES/CREMAINS	\$150.00

C. DISINTERMENT

SIMILAR FEES TO THE ABOVE WILL BE CHARGED.

*Non-Resident is defined as an individual whom has never lived in Bowden or Red Deer County.

Effective Date for Schedule 'C': March 1, 2007

For Schedule 'C': Unless otherwise stated please add GST to the Rates

Town of Olds**BYLAW NO. 2023-38****RATES BYLAW****SCHEDULE 'D' Sportsplex Rates***Rates effective July 1, 2024***Definitions**

Adult: Adult teams, Olds College Intramurals, Junior A & B/College Hockey Games. Groups/individuals that identify as purposes with participants are age of majority (18+).

Youth: Olds Minor Hockey, Olds Figure Skating, Schools, Youth Groups, Junior A & B/College Practices. Groups/individuals that identify as purposes of minor aged participants.

Non-Local Adult: Bookings where a majority of the participants do not reside in the Olds Recreation Area.

Prime: Bookings scheduled after 3:00 PM Weekdays, Weekends, and Holidays.

NON-Prime: Bookings scheduled before 3:00 PM Weekdays.

Ice Rental

Description	Rate
October 1 - April 30 PRIME	
YOUTH	\$110
ADULT	\$225
October 1 - April 30 NON-Prime	
YOUTH	\$60
ADULT	\$120
Non-Local Adult	\$225
May 1 – August 31	
YOUTH	\$150
ADULT	\$225
Non-Local Adult	\$250

Public Skating

Description	Rate
Adult	N/C
Youth	N/C
Child	N/C
Shinny	\$5.00

Dry Floor Surface

Description	Rate
Concourse	\$375 per day
Adult Registered non-profit groups: trade shows, rodeos, dinners, markets, dances and bingos that require set-up/take down beyond hourly need	\$525 per day
Local Commercial Enterprises	\$1,000 per day
Non-Local Commercial Enterprises	\$1,500 per day
Local Youth	\$75/hour
Non-Local Youth	\$100/hour
Local Adult	\$100/hour
Non-Local Adult	\$200/hour

General Rentals

Description	Rate
Dressing Rooms (included in facility rent)	\$0
Dressing Rooms (per month)*	\$.50 per sq. ft
Lockers (per month)	\$.40 per sq. ft
Office Rentals (per month)	\$1.25 per sq. ft
Olds Grizzlys and Olds College Broncos	per Agreements
Concession Rental	per Minor Hockey Agreement
Curling Rink	per Curling Club Agreement

All rates subject to GST

SCHEDULE A

Senior	A Person 65 Years of Age or Older, Senior Rates Apply to Groups Whose Main Purpose is to Serve this Age Group		
Junior Program	Any Program, Group or Organization Whose Main Purpose is to Provide Services to People 18-20 Years of Age		
Non-Profit	Organizations that Operate for a Purpose Other than Monetary Gain and are Incorporated as a Society under the Societies Act or a Non-Profit Under Part 9 of the Companies Act.		
All Rate Categories are "Local" Unless Otherwise Specified			
TWIN ARENA	2023 Effective September 1, 2023	Effective 2019	Additional Details
Public Skates			
Drop-in Public Skating - Adult	Free	Free	
Drop-in Public Skating - Youth/Child	Free	Free	
Parent & Tot Skate (per attendee)	\$3.00	\$3.00	
Senior Skate	\$3.00	\$3.00	
Shinny - Adult	\$5.00	\$5.00	
Shinny - Youth/Child	\$3.00	\$3.00	
Ice Rentals (per hour)			
Youth – Prime Time	\$88.20	\$84.00	
Youth – Non-Prime Time	\$52.92	\$50.40	
Non-Local Youth	\$117.60	\$112.00	
Adult - Prime	\$147.00	\$140.00	
Adult - Non Prime Time	\$88.20	\$84.00	
Non Local Adult	\$183.75	\$175.00	
School Rates (Joint Use Agreement)	\$25.20	\$25.20	
Dry Floor Rentals (per floor)			
Youth - Hourly	\$50.00	\$48.60	
Junior - Hourly	\$65.00	\$64.80	
Adult - Hourly	\$82.00	\$81.00	
Non Local - Hourly	\$105.00	\$101.25	
Youth - Daily	\$400.00	\$388.80	Minimum 9 Hours Maximum 12 Hours
Junior - Daily	\$520.00	\$518.40	
Adult - Daily	\$656.00	\$648.00	
Non Local - Daily	\$840.00	\$810.00	
Youth - Weekend	\$950.00	\$885.00	6:00 p.m. Friday to 6:00 p.m. Sunday
Junior Minor Sport - Weekend	\$1,235.00	\$1,180.00	6:00 p.m. Friday to 6:00 p.m. Sunday Junior Only
Adult - Weekend	\$1,558.00	\$1,400.00	6:00 p.m. Friday to 6:00 p.m. Sunday
Non Local - Weekend	\$1,995.00	\$1,842.75	6:00 p.m. Friday to 6:00 p.m. Sunday
Additional Staff - Per Staff/Per Day	\$200.00	\$175.00	Tournaments or Special Event Rentals Only
Arena Prime Time	Monday through Thursday: 4:00 p.m.-12 midnight Friday: 4:00 p.m. - Closing		

Town of Olds
BYLAW NO. 2023-38

RATES BYLAW

SCHEDULE 'C' CEMETERY RATES

Sale of Cemetery Lots

Description	Resident	Non-Resident
Adult	\$1200	\$1800
Child (under age of 18)	\$750	\$1100
Field of Honor	\$800	\$800
Field of Honor Columbarium	\$900	\$1100
Columbarium Niches (includes first opening/closing)	\$1600	\$2000

Sales of burials lots include a onetime perpetual care fee of \$400.00

Sales of columbarium niches include a onetime perpetual care fee of \$200.00

Grave Opening and Closing

Description	Resident		Non-Resident	
	Summer ^B	Winter ^A	Summer ^B	Winter ^A
Adult	\$550	\$770	\$550	\$770
Child (under age of 18)	\$350	\$550	\$350	\$550
Cremation	\$350	\$550	\$350	\$550
Columbarium (Second Urn)	\$200	\$200	\$200	\$200
Scattering Garden	\$100	\$150	\$150	\$225
Weekend/Holiday, Weekday Late Fees ^C				
Full Burial	\$350	\$350	\$350	\$350
Cremains Burial	\$200	\$200	\$200	\$200
Niche Internment	\$165	\$165	\$275	\$275
Lot/Columbarium Niche Transfer Fee	\$125	\$125	\$125	\$125

A Winter November 1 – April 30

B Summer May 1 – October 31

C After Hours – anything outside of regular Town Administration Office Hours

Other

Description	Rate
Administration Fee	\$50
Monument permit fees	\$50

Niche Engraving – First Engraving	\$400
Niche Engraving – Second Engraving	\$325
Onsite Monument Inscription	\$400
Photo Ceramic	\$250

All rates subject to GST

SCHEDULE A

CEMETERY SERVICES			
Service	Fee	Perpetual Care	Total
Standard Plot (4x8 ft) – Town/County Resident	\$612.06	\$408.04	\$1,020.10
Standard Plot (4x8 ft) – Non-Town/County Resident	\$918.09	\$408.04	\$1,326.13
Infant Plot (4x4 ft) – Town/County Resident	\$255.03	\$0.00	\$255.03
Infant Plot (4x4 ft) – Non-Town/County Resident	\$433.54	\$0.00	\$433.54
Cremation Plot (4x4 ft) – Town/County Resident	\$510.05	\$204.02	\$714.07
Cremation Plot (4x4 ft) – Non-Town/County Resident	\$662.56	\$204.02	\$866.58
Field of Honor – Veteran	\$0.00	\$0.00	\$0.00
Field of Honor – Spouse	\$306.03	\$0.00	\$306.03
Field of Honor – Non-Resident Spouse	\$612.06	\$0.00	\$612.06
Plot Marker			\$30.30
Columbarium (12x12x15 inches)			
Niche & 1st Opening - Bottom Row	\$1,020.10	\$204.02	\$1,224.12
Niche & 1st Opening - Rows 2 & 3	\$1,836.18	\$204.02	\$2,040.20
Niche & 1st Opening - Top Row	\$2,040.20	\$204.02	\$2,244.22
Niche & 1st Opening- Bottom Row – Non-Resident	\$1,836.18	\$204.02	\$2,040.20
Niche & 1st Opening - Rows 2 & 3 – Non-Resident	\$2,040.20	\$204.02	\$2,244.22
Niche & 1st Opening - Top Row – Non-Resident	\$2,448.24	\$204.02	\$2,652.26
Family Vessel & 1st Opening	\$7,650.75	\$204.02	\$7,854.77
1st Opening After Hours Charge	\$61.20	\$0.00	\$61.20
Second or Subsequent Openings	\$204.20	\$0.00	\$204.20
Second or Subsequent Openings After Hours Charge	\$265.22	\$0.00	\$265.22
Plot Opening and Closing			
Adult Full Burial	\$612.06	\$0.00	\$612.06
Adult Ashes	\$408.04	\$0.00	\$408.04
Infant Full Burial	\$255.03	\$0.00	\$255.03
Infant Ashes	\$153.02	\$0.00	\$153.02
Plot Opening and Closing – After Hours (after 4:00 p.m. / Weekends / Holidays)			
Adult Full Burial	\$918.09	\$0.00	\$918.09
Adult Ashes	\$510.05	\$0.00	\$510.05
Infant Full Burial	\$433.54	\$0.00	\$433.54
Infant Ashes	\$306.06	\$0.00	\$306.06
Winter Rate (November 1-April 30 Inclusive)			After Hours Fee + 30%
PLANNING FEES			
Compliance Certificate (3–5 Business Days)			\$50.00
Compliance Certificate Rush Service (48 Hours)			\$200.00
Land Use Bylaw Confirmation Letter			\$100.00
Land Use Bylaw Amendment			\$1000.00
Statutory Land Use Plan or Outline Plan Amendment			\$500.00
Subdivision Approval Extension - First Request			No Charge
Subdivision Approval Extension - Second and Subsequent Requests			\$200.00
Subdivision or Development Appeal			\$250.00
Road Closure Bylaw			\$1000.00
Civic Address Map			\$10.00

Town of Eckville

CEMETERY COSTS AND PROCEDURES

CEMETERY COSTS

BURIAL PLOTS

Plot	Size	Price
Burial Plot – Includes the interment of one casket or one cremation urn	5' x 12'	\$250.00 + GST
Burial of additional casket within existing grave		\$125.00 + GST
Burial of additional cremated remains within an existing grave		\$100.00 + GST

CREMATION PLOTS

2' X 2' \$100.00 + GST

** Above prices **DO NOT** include digging of the grave or to auger hole for cremains. The Town does not dig grave sites for casket/coffin placement. The Town is able to auger a hole (15" diameter) for the burial of cremains. **The cost for this service is \$125.00 + GST** and requires 48 hours advance notice.

PERPETUAL CARE PRICING

Burial Plots	\$150.00 + GST
Cremation Plots	\$150.00 + GST

ADDITIONAL INFORMATION

1. One burial plot may have one (1) casket and as many as four (4) cremation urns interred (at corners of plot). If no casket is interred, as many as five (5) cremation urns may be interred (at corners and one in centre of plot).
2. When two (2) caskets are to be buried in one plot the first casket must be placed 10' down. There must be two feet (2') of earth between the caskets. The top of the second casket must be at least .9 metres (2.95 feet) below ground level.
3. Only one cremation urn is to be interred in each Cremation Circle plot.

Regular Council Meeting: March 11, 2024.	Agenda Item: 7.b
Prepared by: Arno Glover	Approved by: CAO
Report Type: RFD	Attachment(s): 1. Asset Management Policy 01 / 2024

2 Asset Management Policy 01 / 2024

1.1 Background

The attached Asset Management Policy is submitted to Council as a Request for Decision.

This policy supersedes Asset Management Policy 02 / 2023

1.2 Purpose for Update

The Town of Bowden Asset Management Policy provides a statement of the approach that the Town will adopt for asset management, ie: how the Town proposes to manage its assets.

The Asset Management Administrator is responsible for the ongoing maintenance of the components of the asset management program including:

- i. advancing the program,
- ii. maintaining a program of continuous review and assessment,
- iii. succession planning.

The Asset Management Policy has been updated as a process of continuous review and assessment.

All changes are highlighted in yellow and as noted in section 7.4.

1.3 Suggested Motion:

Motion by Councillor _____ that Council accepts Asset Management Policy 01 / 2024 as presented.



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

Town of Bowden – Province of Alberta

Policy Document (01 / 2024)

ASSET MANAGEMENT POLICY

1 POLICY (GENERAL)

1.1 Statement

The Town of Bowden utilizes a diverse asset portfolio to deliver core, essential services to its residents and to the local business community.

This Asset Management Policy provides a high-level statement that specifies the principles and approaches to be adopted for the management of the Town's capital assets.

1.2 Purpose

The purpose of this policy is to provide a commitment to developing and maintaining an asset management system that ensures provision is made for the ongoing maintenance and long-term replacement of Town assets considering:

- the successful delivery of core / essential services,
- long term financial stability and revenue streams,
- continuous assessment and revision of the Asset Management Strategy and Asset Management Plan.

2 DEFINITIONS

Asset

Means an item, thing or entity that has potential or actual value to the Town and that enables a service to be provided. The value of an asset can include tangible or intangible, financial, or non-financial, and other considerations including risk and opportunities.

Activities

Are the processes, tasks, or actions (defined within the Asset Management Strategy) to maintain and develop the asset management system.

Asset Management

A process of making decisions on how assets are used and cared for in a manner that manages current and future needs, considers risks and opportunities, and makes the best use of resources. This covers all asset types and includes all aspects of an asset's life cycle, for example: initial identification of requirements, purchasing options, acquisition, utilization, care & maintenance, renewal, retirement obligations and disposal.

Asset Management Plan

The Asset Management Plan (AMP) is an inventory (register) of the Town's tangible capital assets and forms part of the overall asset management system.

Asset Management Strategy

Is the organization's approach to implementing the Asset Management Policy.

Asset Management System

Is the set of policies, people, practices, and processes that are used in the governance of assets.

Capital Types**Capital Maintenance**

The activities necessary to retain an asset as near as practicable to an appropriate level of service condition.

Capital New

A new service or new asset that did not exist previously, eg: a new item of specialist equipment.

Capital Rehabilitation / Renewal

Mean works to rebuild or replace parts or components of an asset, to restore it to a required functional condition and to extend its life, and which may incorporate some modification, or

Activities that return the service capability of an existing asset up to the capability which it had originally had, for example: pavement reconstruction, pipeline replacement.

Capital Replacement

Means the complete replacement of an asset that provides a similar or agreed alternative level of service.

Capital Upgrade

Means activities taken to provide a higher level of service, for example: widening a road, replacing a utility pipeline with a larger size,

Chief Administrative Officer (CAO)

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

Council

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

Critical Assets

Are important assets that are considered to be critical in that there may be major consequences if they fail (eg: water or wastewater systems / infrastructure).

Level of Service

Is an expected level of performance of a service to be delivered including the expectations of the service recipient and a commitment to a specified level of performance.

Service attributes include quality, reliability, responsiveness, sustainability, timeliness, accessibility, and cost.

Life Cycle Costs

Is the total cost of an asset over its life including planning, design, construction, acquisition, operation & maintenance, decommissioning, and disposal.

Operations & Maintenance (O&M)

Means the function, duties and labour associated with the normal daily operations of an asset and the normal repairs, replacement of parts and structural components, materials and energy needed to preserve an asset in order that the asset continues to operate normally and achieves its expected life.

Planned Preventative Maintenance (PPM)

Means a scheduled maintenance routine for an asset to maintain the asset in accordance with manufacturers or operating guidelines so as to maintain the effectiveness of the asset.

Risk

In the context of asset management, the evaluation of the likelihood of an event occurring (breakdown, weather, unavailability of parts) that can cause an asset to fail and its potential impact on service delivery.

Sustainable Service Delivery

Means that community services are delivered or provided in a socially, economically, and environmentally responsible manner (and that do not compromise the ability of future generations to meet their future service needs).

Tangible Capital Assets

Means an asset that has a definable monetary value and has a physical form.

Tangible Capital Assets include:

- Land
- Land improvements,
- Town Engineered Infrastructure (above and below ground)
- Buildings,
- Vehicles,
- Machinery & Equipment.

Town

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

3 SCOPE

Asset management as a tool allows the Town to consider present and future asset needs, which is essential in order to:

- support sustainable service delivery to the community,
- effectively maintain critical infrastructure such as water distribution, wastewater collection and transport links,
- achieve the recreational, cultural, economic, institutional, and social needs of the community,
- plan for the future infrastructure needs of the community,
- maintain financial sustainability that satisfy both investment needs and long-term funding plans.

This policy applies to areas of operational activity within the Town that plans, manages, or utilizes tangible assets for the delivery of services to the residents of Bowden.

3.1 Tangible Capital Assets

Tangible Capital Assets are non-financial assets of material or physical form that:

- i. are held for use in the production or supply of goods and services for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other tangible capital assets,
- ii. have useful economic lives extending beyond an accounting period,
- iii. are to be used on a continuing basis,
- iv. are not for sale in the ordinary course of operations.

(source: Public Sector Accounting Handbook, section 3150 – Tangible Capital Assets).

This policy does not replace in part or full any existing capital planning and budgetary management requirements but rather compliments and adds to best practice procedures and management principles.

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

4 AUTHORITY / RESPONSIBILITIES

This policy requires commitment from both Council and Administration who have joint responsibility for the management of Town assets and the delivery of Town services.

4.1

Council is responsible for:

- i. adopting (by resolution) this policy,
- ii. maintaining a high-level oversight of the management of the Town's assets,
- iii. approving capital expenditures (capital budgeting),
- iv. assessing service level requirements and needs.

4.2

The Chief Administrative Officer is responsible for:

- i. ensuring that resources are utilized and allocated to support the implementation of the asset management system,
- ii. reporting to Council on the status, performance, and effectiveness of the asset management system,
- iii. ensuring that operational and capital budgets align with the Asset Management Plan (budgets are to employ a "full cost" accounting methodology whereby the complete end to end cost of maintaining an asset is considered and budgeted for).
- iv. reviewing on an ongoing basis the Asset Management Strategy and the Asset Management Plan in order to ensure quality, accuracy, and relevancy,
- v. aligning the Asset Management Strategy and the Asset Management Plan with other strategic plans, for example, the Inter Municipal Development Plan.

5 FUNDAMENTAL PRICIPLES

The following asset management principles will be adopted (where relevant or applicable) within the Town's Asset Management Strategy to ensure maximum value is realized across the complete asset base:

Aligned:

Ensuring that the Asset Management Strategy compliments all strategic objectives of the Town including other relevant and influencing policies, regulation, and enactments.

Sustainable:

Undertaking a long term, lifecycle-based approach in developing asset investment strategies.

Sustainable Service Delivery

Sustainable service delivery needs will be met by ensuring that adequate provision is given to the long-term planning, financing, operation, maintenance, repair, renewal, upgrade, replacement, and disposal of capital assets.

Systematic:

Adoption of a methodical approach to the management of assets.

Risk Based:

Management of assets based on attaining levels of service and focussing resources, expenditures and priorities based on risk and associated cost / benefit.

Optimal:

Making relevant asset investment decisions that may be based on trade-offs between competing factors of service level, risk, and cost,

Holistic:

Adoption of a “big picture” approach that includes examining asset interdependencies, and the management of assets across all lifecycle phases.

Management:

Adoption of management practices that effectively translate the Town's high-level objectives and aims into decisions, plans, activities, and deliverables.

Leadership:

Adopting an organizational culture that embodies a realization of care for all Town assets by providing where necessary policy awareness, operator competencies, and planned preventative maintenance schedules.

Assurance:

Provision of assurances that assets will fulfil their required purpose.

Value:

Recognition that assets exist to provide value to the Town, its residents, and stakeholders and those assets should be procured, delivered, and maintained in a cost-effective manner,

Integrated:

Coordinating all the above principles to ensure the delivery of cost-effective services and well-defined outcomes.

6 POLICY REQUIREMENTS

The following requirements form part of this policy.

- i. A documented Asset Management Strategy and Asset Management Plan must exist that compliment each other and this policy,
- ii. The asset management standards and principles as defined in this policy should be adopted and integrated into all planning and operational processes,
- iii. The Asset Management Strategy and Asset Management Plan should receive an annual review of its relevancy, effectiveness, and completeness,
- iv. Appropriate actions should be taken to implement necessary changes for non conformance and / or corrective action required following any review of the Asset Management Strategy and Asset Management Plan,
- v. The asset management system must adopt appropriate / best practices for the sourcing, purchasing, maintenance and disposal of any assets,
- vi. Asset renewal plans will be prioritized and implemented based on agreed levels of service and the effectiveness of the current assets to provide for those service levels,
- vii. All decisions relating to the provision of new assets and the upgrade of existing assets must consider the total life cycle costs of the asset,

- viii. An annual review must be made of all assets to ensure that the assets are managed, valued, and depreciated in accordance with asset management best practices and accounting standards,
- ix. An annual review must be made of all assets to ensure agreed levels of service are being maintained and to identify asset renewal policies,
- x. Where an asset requires ongoing maintenance in order to ensure their long-term effectiveness a Planned Preventative Maintenance (PPM) agreement must be put in place and included as part of the asset's life cycle costs.
- xi. Asset renewals and disposals will be agreed through the Town's budgetary process, funded in the annual capital budget and the funding sources will be identified,
- xii. Asset retirement obligations will satisfy the requirements of Public Sector Accounting Standard PS3280.
- xiii. Planned Preventative Maintenance agreements for appropriate key assets will be identified in the Town's budgetary process, and will be funded in the annual operational budget,
- xiv. Assets should be sourced with consideration of all relevant factors (not just cost) including supply chain lead times, project management costs (if applicable), financial funding sources, staff competencies & training requirements, compatibility (with other assets), environmental considerations, recommendations, software / instrumentation requirements, and health & safety matters.

6 NON-COMPLIANCE (CONSIDERATIONS)

A failure to adopt the principles of sound asset management practices may lead to:

- a risk that the Town fails to invest in new infrastructure and equipment and in doing so compromises the safety and long-term delivery of services,
- the risk of an inability to maintain and replace aging (fully depreciated) assets,
- conflicting investment priorities,
- a failure to meet service delivery standards, and operational inefficiencies (particularly where ongoing operation and maintenance costs are not accounted for in the initial capital ask)
- the inability to finance new asset acquisitions,
- a misalignment of the Town's Capital Plan with the Town's Asset Management Policy.

7 SUPPLEMENTARY INFORMATION

7.1 Additional Information

Questions or concerns relating to this Policy should be directed to the Chief Administrative Officer:

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

7.2 Related Documentation

Town of Bowden Asset Management Strategy
 Town of Bowden Asset Management Program Terms of Reference
 Town of Bowden Asset Management Plan
 Town of Bowden Accounting & Financial Controls Policy

7.3 Policy Specifics

Policy Number	01 / 2024
Policy Title	Asset Management Policy
Policy Type	Council Policy
Supersedes / Revokes	Policy 02 / 2023
Policy Passed	Regular Council Meeting of *****
Council Resolution	**
Date Effective	Immediate upon signing by Mayor & CAO
Policy Review Date	As required / at least annually
Distribution:	Town of Bowden Web Site Asset Management Administrator

7.4 Policy Revision History

	Date	Description of Change	Section	Approved by
1	April 2023	General revision & review following attendance and completion of asset management workshops and activities.	All	Council & CAO
2	March 2024	General revision following discussions with Auditors BDO Canada LLP	3.1 / 4.1 / 6(xii) / 7.2	

7.5

Signed:

Robb Stuart
Mayor

Rudy Friesen,
Chief Administrative Officer

Regular Council Meeting: March 11, 2024.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 RCMP Letter dated February 22, 2024. 2 email dated March 6, 2024 2 Copy of 2023 policing priorities letter.

Content:**8.a Municipal Policing Priorities 2024**

S/Sgt Warren Wright has requested that the Town submits the policing priorities for 2024 (by March 27).

Attached is the letter of request and a subsequent enquiry email.

In March last year S/Sgt Warren Wright provided a list of community policing options for Council consideration – these are reproduced as follows:

"S/Sgt Warren Wright was advised by K Div OSB that policing priorities are generated by the communities themselves. Community policing priorities are typically divided into three categories, namely:

1 Crime Reduction (as a general theme)

- i. *Persons Crimes*
 - *Domestic Violence*
 - *Drug Addiction*
 - *Elder Abuse (physical, emotional, financial)*
- ii. *Property Crimes*
 - *Theft of property*
 - *Fraud prevention*

2 Traffic Safety

- i. *Youth*
- ii. *Provincial Traffic enforcement*
- iii. *Impaired Driving*

3 Police Visibility - Community Engagement

- i. *Attending/participating in community events*
- ii. *Patrol presence with the community*
- iii. *Working with Red Deer County Patrol*

Recommended Motion

Motion by Councillor _____ that the policing priorities for 2024 / 2025 are as follows.

1 _____

2 _____

3 _____



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Security Classification/Designation

NCO i/c RCMP
Olds RCMP Detachment
5110 - 65 Avenue
Olds, Alberta
T4H 1L8

Your File

Mayor Robb STUART
Town of Bowden
Box 338
Bowden, Alberta
T0M 0K0

Our File

February 22, 2024

Dear Mayor STUART,

**Annual Performance Plan - 2024 / 2025
Town of Bowden - Municipal Policing Priorities**

In preparation of the 2024 / 2025 Annual Performance Plan for the Olds Detachment, I am requesting that the Town of Bowden please provide me with their policing priorities for the coming year. Last year (2023 / 2024), the Town identified their policing priorities as:

1. Crime Reduction
2. Community Engagment - Be Clear Accountable and Transparent
3. Mental Health and Violence in Relationships - Enhance Awareness and Education
4. Enhance Road Safety

If possible, can you please reply to my request for your policing priorities by March 27, 2024, as my intent is to have the entire Annual Performance Plan completed by April 1, 2024. If you have any questions or require further clarification on my request, please contact me at (403) 556-3324 or warren.wright@rcmp-grc.gc.ca.

Further, I am planning on hosting my annual Olds RCMP Town Hall in Bowden on a date in the week of June 24 to 29, 2024. Once the specific date is finalized, I will communicate with the Town requesting assistance in advertising on social media.

Thank you,



S/Sgt. Warren WRIGHT
Detachment Commander
Olds RCMP Detachment
(403) 556-3324

Arno Glover

From: CAO
Sent: March 6, 2024 10:08 AM
To: Arno Glover
Subject: Fwd: Town of Bowden - Request for Policing Priorities - 2024 2025

This is from Warren.

Rudy Friesen
CAO
Town of Bowden

Begin forwarded message:

From: "Wright, Warren (RCMP/GRC)" <Warren.Wright@rcmp-grc.gc.ca>
Date: March 6, 2024 at 9:48:23 AM MST
To: CAO <cao@bowden.ca>
Subject: RE: Town of Bowden - Request for Policing Priorities - 2024 2025

Not really, it's typically whatever is coming up to their attention or surfaces at Town Halls. It has been in the past 3 or 4 of the following:

Crime Reduction (can be more specific like property crime)
Community Engagement (can be more specific like attend public events)
Mental health & Domestic Violence (can be more specific like proactive presentations)
Traffic Safety (can be more specific like enforcement & education)

From these I make plans of what activities I'm going to make to address the stated priorities.

Please call me if you need something more than this @ 403-556-3324.

Warren

From: CAO <cao@bowden.ca>
Sent: March 6, 2024 9:37 AM
To: Wright, Warren (RCMP/GRC) <Warren.Wright@rcmp-grc.gc.ca>
Subject: Re: Town of Bowden - Request for Policing Priorities - 2024 2025

Good morning Warren,

Do you have a list of priorities from which Council can choose?

Rudy Friesen
CAO
Town of Bowden



000007
Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

March 17th, 2023

Staff Sargent Warren Wright
Olds RCMP Detachment
5110 65 Avenue
Olds, AB

Staff Sargent Wright,

RE: Bowden Policing Priorities – 2023

Thank you for your letter of January 31, 2023 requesting Bowden's policing priorities for 2023/2024.

At it's regular meeting March 13th, 2023, Council approved the following, in no particular order:

1 Police Visibility

2 Crime Reduction

3 Traffic Safety

In approving the priorities, Council recognized the positive impact seen to date from community engagement, and looked forward to continued results from your efforts in this area.

If you have any questions or require any additional information, please fee free to contact me at your convenience.

Yours truly,

A handwritten signature in blue ink, appearing to read "Rudy Friesen".

Rudy Friesen
CAO

Regular Council Meeting: March 11, 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**c. Society & Other Reports**

- i. Reynolds Mirth Richards & Farmer Municipal Law Seminar (February 23, 2024).
(report submitted by Mayor Rob Stuart)

The following reports are provided under separate cover (confidential)

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

- ii. Bowden Grandview School (meeting of February 27, 2024).
(report submitted by Councillor Deb Coombes)
- iii. Bowden Friendship Club (meeting of February 22, 2024).
(report submitted by Councillor Marie Flowers)
- iv. Expanding Horizons Society (meeting of January 29, 2024).
(report submitted by Councillor Marie Flowers)

Recommended Motion:

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

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

1 Alberta Provincial Budget

I was pleased to attend the pre-budget lock up announcement February 29th in Edmonton. The session was held at 1:30 pm, in advance of the Minister's presentation to the legislature at 3 pm. Not surprisingly, given the provincial concerns regarding drought, there were many water initiatives in the 2024 budget, from enhancing current water infrastructure to allocation of funds to study new water initiatives, including a feasibility of additional onstream storage on the Red Deer River.

Despite significant lobby efforts from both AB Muni's and RMA. The newly crafted Local Government Fiscal Framework saw no increase in infrastructure funding for Alberta Municipalities.

2 Arena Upgrades

Minor hockey volunteers are working hard to wrap up projects this spring as part of the Community Facility Enhancement Program grant they received from the province. Their \$80,000 grant was matched by the Town. Great work has been done through this program to enhance facilities and amenities within the Igloo Arena. A comprehensive list will be shared in the next month.

Meanwhile, I'm sure you can see the many improvements to this community facility thanks to the efforts of our community volunteers.

3 Staff Update

Friday, March 8th, was the last day for Brody Holsworth. Brody joined our team early last fall and been a great member of our public works team, including support of the arena schedule during busy weekends.

We are proud to share that Brody is leaving us to pursue a long sought-after opportunity as a City of Calgary firefighter. We wish Brody every success in his new career.

REYNOLDS MIRTH RICHARDS AND FARMER
MUNICIPAL LAW SEMINAR
FEBRUARY 23, 2024

Four topics:

Fortified and Surveilled Properties

- Many properties are being fortified. Bars on windows, fortified doors, surveillance cameras, etc.
- Bylaws should be specific (clear and concise)
- Emergency services must have access to property
- Surveillance cameras should be limited to property.
- Bylaw enforcement should be cost vs benefits evaluated
- Stop/remedy orders work best.
- Bylaws should not be worded "at the discretion of".
- Set minimum penalties.

Construction disputes and tendering issues

- Seeing more litigation involving tender shortfalls cost/plus.
- Review all projects to insure proper procedures and tender.
- Engineer's recommendation must be thoroughly reviewed.
- Tenders not accepted must have solid grounds.
- Request for Proposals can be upheld as tenders.
- Evaluation process must be clear and documented and weighing of scoring must be specific and documented.
- Ensure the terms for bid ensure the ability to change scope.
- Procurement policy can stipulate grounds to disqualify.
- Can be issues with subcontractors (liens,etc.)
- New rules under the Prompt Payment/Construction Lien Act

Use and Occupation of Municipal Roads

Most of this session applied to rural municipalities.

- Ensure there is no infringement on the right of way.
- Order to remedy is the best enforcement.
- Liability cases have been successful for hazards/upkeep.

Employment Law

- Random drug/alcohol testing has been challenged.
- Courts have enforced judgement for Tort of Harassment.
- Recommend "Whistle Blower Protection Policy".
- OHS officers can interview employees without legal rep.
- Supervisors and management can be held accountable for Occupational Health and Safety violations.
- Periodic review of safety procedures and policies must be done and documented, including practice drills.