

**Town of Bowden - Regular Council Meeting**  
**AGENDA**

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday 8 April 2024**, at 7:00pm.

- |  |  |
|--|--|
| <b>1. CALL TO ORDER</b>  |  |
| <b>2. ADDITIONS / DELETIONS TO THE AGENDA &amp; ADOPTION OF THE AGENDA</b>   |  |
| <b>3. ADOPTION OF PREVIOUS MINUTES</b><br>March 25, 2024, Regular Council Meeting.   | <b>Pages</b><br><b>2 - 4</b>             |
| <b>4. PUBLIC HEARING</b><br>None scheduled.  |  |
| <b>5. DELEGATION</b><br>None scheduled.  |  |
| <b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b><br>6.a Bowden Hotel.<br>6.b Red Deer County Fibre Optic Network<br>6.c Key Dates.   | <b>5</b>                                 |
| <b>7. BYLAWS &amp; POLICIES</b><br>No agenda item submitted.   |  |
| <b>8. NEW BUSINESS</b><br>8.a Parkland Regional Library System Financial Statements.   | <b>6</b>                                 |
| <b>9. FINANCIAL</b><br>9.a Capital Budget 2024   | <b>7 - 79</b>                            |
| <b>10. CORRESPONDENCE</b><br>There are no items of correspondence.   |  |
| <b>11. REPORTS</b><br>11.a CAO's report.<br>11.b Council Committee Reports.<br>11.c Society & Other Reports.   | <b>80</b><br><b>81</b><br><b>82 - 91</b> |
| <b>12. CLOSED SESSION OF COUNCIL ("in camera")</b><br>12.a Legal Matter (Confidential).<br>This will be a closed session of Council as permitted by section 197 of the MGA.<br>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:<br>Section 27 "deemed to be privileged information". |  |
| <b>13. MEETING ADJOURNMENT</b>   |  |



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**Town of Bowden – Regular Council Meeting  
held on Monday 25 March 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

<b>PRESENT</b>	Mayor	Robb Stuart	(Chair)
	Councillor	Paul Webb	
	Councillor	Deb Coombes	
	Councillor	Randy Brown	
	Councillor	Wayne Milaney	
	Councillor	Marie Flowers	
	Councillor	Sandy Gamble	

<b>ADMINISTRATION</b>	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 amended.

*Note: amended as follows:  
Agenda item 8.c Cemetery*

**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 March 11, 2024.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There were no public hearings.

**5. DELEGATION**

There were no delegations.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Agenda item 6.a Bowden Hotel**

CAO Rudy Friesen gave a brief update on progress regarding the Bowden Hotel.

**Agenda item 6.b Key Dates**

Administration provided Council with forthcoming key dates.

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**7. BYLAWS & POLICIES**

There was no agenda item submitted.

**8. NEW BUSINESS****Agenda item 8.a Economic Development****Land Annexation**

CAO Rudy Friesen outlined the next steps in the land annexation development proposal.

In summary these are:

- the developer's agent to prepare a draft negotiation document,
- Red Deer County Council and the Town of Bowden Council to review the content of the negotiation document for review at a meeting of the Intermunicipal Development Committee approval and subsequent incorporation into a revised,
- followed by submission to the Land & Property Rights Tribunal,
- and Ministerial approval.

These tasks are anticipated to take 8 months.

**Regional Economic and Workforce Development Strategy**

CAO Rudy Friesen outlined a proposal submitted by the Town of Olds for a new initiative titled, "Business Retention Expansion Workforce Development (BREWD)".

Administration will continue to liaise with the Town of Olds on this initiative and report back to Council with more information as the project develops.

**Red Deer County / VALO Networks Fibre Optics Project**

Council stated that detailed discussions need to commence with regard to this project.

**Motion 8.a**

Moved by Councillor Paul Webb that Council directs Administration to investigate possibilities / costs of the fibre provision for the Town during the project installation phase.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.b Alberta Policing – News Release**

Administration provided Council with information from press articles reference the Alberta Government Public Safety Statutes Amendment Act 2024 and the creation of the Alberta Police Agency.

There was no motion made.

**Agenda item 8.c Cemetery (*new agenda item*)**

The Bowden & District Cemetery Association requested via Council as to whether the Town would consider completing the cemetery fence project in 2024.

CAO Rudy Friesen stated that the 2024 Capital Budget was a "work in progress" and that the inclusion of the fence would be included as item within the draft capital budget.

There was no motion made.



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**9. FINANCIAL**

There was no financial agenda item.

**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 Deb Coombes that Council accepts the submitted CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 11.b Council Committee Reports**

Bowden Public Library (meeting of March 6, 2024).

**Agenda item 11.c Society & Other Reports**

Bowden Grandview School (meeting of March 19, 2024).

Parkland Regional Library System Board (meeting of February 22, 2024).

Expanding Horizons Society (meeting of March 18, 2024).

**Motion 11.b**

Moved by Councillor Randy Brown that Council accepts the submitted Council Committee report and the Society and Other reports as information.

**MOTION CARRIED UNANIMOUSLY**

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

Moved by Councillor Marie Flowers at 8:14pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

\_\_\_\_\_  
Mayor  
Robb Stuart

\_\_\_\_\_  
CAO  
Rudy Friesen



<b>Regular Council Meeting:</b> March 8, 2024.	<b>Agenda Item:</b> 6.a / 6.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b>

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

**Content:**

**6.a Bowden Hotel**

The Government of Alberta has provided the following update.

*"Here is the status and the anticipation of the next steps.*

- i. The demolition project is complete,*
- ii. A subsequent environmental site assessment undertaken by Infrastructure did not reveal any exceedances or other concerns,*
- iii. The title will need to be cleared from registered interests ie. caveats, mortgages,*
- iv. Infrastructure will then take the title for sale. There are still appraisals and internal approvals process.*
- v. First offer to the Town at market value (only for municipal purposes) which we anticipate around fall 2024".*

**6.b Red Deer County Fibre Optic Network**

Reference motion 8.a RCM March 25, 2024.

*Moved by Councillor Paul Webb that Council directs Administration to investigate possibilities / costs of the fibre provision for the Town during the project installation phase.*

Administration met April 3<sup>rd</sup> with Red Deer County CAO Curtis Hertzberg to further investigate the Town's opportunities related to the current fibre optic work the County is doing in the Bowden area.

Several options were discussed that could provide fibre to Bowden residents and businesses.

We are now in the process of establishing high level costing for these options, for additional consideration by Council.

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

April 22	<b>Regular Council Meeting (7:00pm – Council Chambers)</b>
April 24	<b>Sub Development Appeal Board Hearing (1:00pm - RDC Council Chambers)</b>
April 24	<b>Volunteer Celebration Supper (5:30pm – Paterson Community Centre)</b>
April 25	<b>18<sup>th</sup> Annual Mayor's Prayer Meeting (6:15am Pidherney Centre Red Deer)</b>

<b>Regular Council Meeting:</b> April 8, 2024.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**8.a Parkland Regional Library System Financial Statements**

The Parkland Regional Library System Financial Statements for year ending December 31, 2023, have been received. These are available for inspection if requested (18 pages).

**Suggested Motion**

Motion by Councillor \_\_\_\_\_ that Council accepts the agenda item as information.

<b>Regular Council Meeting:</b> April 8, 2024	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1. Capital Budget 2024 Summary 2. Statement of Reserves 3. Business Case Forms (for each capital project)

## 1 Legislative Responsibility

### 1.1

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

### 1.2

Section 246 of the Municipal Government Act states that:

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

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

In order to satisfy the requirements of the MGA, Administration therefore provides Council with the first draft of the Capital Budget for 2024 for the purpose of initial discussion and review.

## 2 Background

### 2.1

During the Special Council Meeting of February 20, 2024, Administration requested that Council pass a motion to adopt an interim capital budget to allow preparations to commence with regard to the following infrastructure projects:

- i. Walking Trail (Phases 2a and 2b) (revised quotation & contractor scheduling),
- ii. Sewer Pipe Camera Work (submit calls for tender),
- iii. Arena Roof (contract with ISL for roof assessment work).

Without a motion Administration:

- was unable to commit any resource to these projects,
- risked not finding suitable external contractors to complete the work according to desired timescales.

The following motion was therefore passed by Council.

*Motion 9.b Moved by Councillor Paul Webb that Council adopts a 2024 Interim Capital Budget based on the 2023 Capital Budget for the projects listed in a) to c) of this RFD until such time as the 2024 Capital Budget is passed by Council.*

### 2.2 Capital Projects 2023

The Capital Budget for 2024 carries over one project approved by Council in 2023, the construction of an off-leash dog park on Town land situated west of the rail tracks.



### 3 Capital Projects 2024 - Considerations

#### 3.1

Council may prioritize any or all of the planned projects / items of expenditure within the draft 2024 Capital Budget in order that focus can be maintained on those projects deemed most important / critical.

#### 3.2

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

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

### 4 Presentation of draft Capital Budget 2024

#### 4.1

The draft 2024 capital budget is presented to Council in the following format.

- a Capital Budget Summary – this provides a high-level overview of each project and the project capital costing (known & estimated cost).
- a summary of the amount of capital reserves (at financial year end 2023 and adjusted for capital transfers, capital spend, contributions and estimated asset disposal income for 2024).
- a Business Case study for each capital project / item of capital expenditure.

#### 4.2

As stated in section 4.1(ii) above the summary of capital reserves provides a projected overview of movements within the reserve accounts during 2024 that reflect both capital funding and transfers.

A significant transfer out of reserves in 2024 is the contribution of \$80,000.00 in respect of the Towns contribution to the Arena CFEP grant (Community Facility Enhancement Program).

Administration proposes that the Town's financial contribution is funded from reserves as follows:

From Recreation reserves	9,050.84
From Rec Board reserves	15,205.25
From Land reserves	55,743.91
TOTAL	\$80,000.00

#### 4.3

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

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

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

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

## 5 Summary

The attached draft capital budget information as presented provides an overview of the 2024 projects for Council's review and deliberation.

It is proposed by Administration that a final (more complete) version of the Capital Budget is submitted to Council for approval during the RCM of April 22.

## 6 Recommended Action.

That Council reviews the draft 2024 Capital Budget and makes recommendations to Administration on any changes needed or further information required.

## 7 Suggested Motion

Motion by Councillor \_\_\_\_\_ that Council accepts the draft 2024 Capital Budget as information and that Administration submits a further draft of the 2024 Capital Budget at the Regular Council Meeting of 22<sup>nd</sup> April.



# 2024 Capital Budget Summary

revised 5 April 2024

Project#	Project Description	Project Details	Supplier / Contractor (s)	Budget TOTAL (red = estimate)	Analysis	Funding Source	Funding Source	Current TCA Replacement			Asset Category
								Purchase Year	Asset Number	Net Book Value	
1	Off Leash Dog Park	Installation of fencing / equipment groundworks	tbc	20000.00	\$ 18000.00	MSI		n/a	n/a	n/a	Land Improvements
2	Wastewater Sewer CCTV	Engineering Consultancy	tbc		2000.00						
3	Walking Trail (Phases 2a & 2b)	Main Contractor	ISL	45453.00	2000.00	MSI		n/a	n/a	n/a	Wastewater
4	Arena Roof Assessment	Engineering Consultancy	Geodyn		43453.00						
5	Pumphouse Upgrades	Main Contractor (groundwork)	Border Paving	182076.00	178076.00	MSI		n/a	n/a	n/a	Land Improvements
6	New Sidewalk 20th Avenue	Engineering Consultancy	ISL		2000.00						
7	Westview Drive Road	Street furniture	tbc		2000.00						
8	Cast Iron Water Pipe Replacement	Engineering Consultancy	ISL	19400.00	16400.00	MSI		n/a	n/a	n/a	Buildings
9	Pedestration Crosswalk	Contractor Repairs	tbc		3000.00						
10	Public Works equipment	P102 Vertical Turbine Pump & Motor overhaul	Sterling Industries	41611.30	22356.00	MSI		1981	n/a	n/a	Water
11	Public Works equipment	Installation of VEGA reservoir level sensor	Sterling Systems		6255.30			1981	n/a	n/a	Water
12	Public Works equipment	Calibration with SCADA	Johnson Controls		1000.00						
13	Arena equipment	Reservoir sediment removal & video inspection	tbc		12000.00						
14	Centennial Park (new equipment)	Installation of new sidewalk (23rd to 24th St)	Collins Concrete	88625.00	86625.00	MSI		n/a	n/a	n/a	Roads
15	Cemetery Border Fencing	Engineering Consultancy	ISL	27000.00	2000.00	MSI		n/a	n/a	n/a	Stormwater
16	Councillors IT Equipment	Repair of Stormwater culvert	tbc		2000.00						
17		Hydro Vac services	Collins Concrete		7000.00						
18		Sidewalk repair	Border Paving		10000.00						
19		Road resurfacing	tbc	50000.00	50000.00	MSI		n/a	n/a	n/a	Water
20		21st Street (from 20 Ave to 21 Ave)	ATS Traffic	13796.04	13796.04	MSI		n/a	n/a	n/a	Roads
21		Installation of digital crosswalk flashing beacon	Brandt	36644.39	36644.39	Reserves					Machinery & Equipment
22		John Deere Gator HPX615E	Brandt	35819.76	28000.00	Reserves		2008	ME15	0.00	Machinery & Equipment
23		John Deere 1550 Mower	Brandt		7819.76	Reserves					
24		John Deere 1550 Mower Rear Discharge Deck	Hotzy	8250.00	8250.00	Reserves		2003	ME10	0.00	Machinery & Equipment
25		Hotzy 106SSSE Hot Water Pressure Washer	Global Industries	6153.00	6153.00	Reserves		n/a	n/a	n/a	Machinery & Equipment
26		Auto Floor Scrubber (Arena)	CPL Limited	55000.00	50000.00	MSI		n/a	n/a	n/a	Land Improvements
27		Installation of picnic shelter / gazebo canopy	tbc		5000.00						
28		Foundation	Command Gate	18000.00	16000.00	MSI		n/a	n/a	n/a	Land Improvements
29		16 Panels	Public Works		2000.00						
30		Installation	tbc		3900.00	MSI		n/a	n/a	n/a	Machinery & Equipment
31		Apple Ipad 64mb with case (x6)									
TOTAL				551728.49	65728.49	564861.34	86867.15				
										0.00	

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revised 3 April 2024

## Reserves (forecast movements for 2024)

a/c	Description	2023 Year End Balance	Trf from Operating	Asset Disposal (Income)	Applied to Capital Projects	Contribution to Arena CFEP Grant	2024 Year End Balance
		\$	\$	\$	\$	\$	\$
8-12-760.01	Contingency	205004.23	0.00				205004.23
8-24-760.00	Disaster Services	1027.56	0.00				1027.56
8-31-760.00	Public Works	73303.22	9400.00	5000.00	-80714.15		6989.07
8-32-760.00	Street Lighting	35387.38	0.00				35387.38
8-32-760.01	Roads	65969.13	0.00				65969.13
8-41-760.00	Water	83242.60	0.00				83242.60
8-12-760.01	Sewer	147135.86	0.00				147135.86
8-24-760.00	FCSS	12756.52	0.00				12756.52
8-31-760.00	Cemetery	3634.20	0.00				3634.20
8-32-760.00	Economic Development	18.79	0.00				18.79
8-32-760.01	Land	518647.64	0.00			-55,743.91	462903.73
8-41-760.00	Rec Board	15205.25	0.00			-15205.25	0.00
8-31-760.00	Recreation	15203.84	0.00		-6,153.00	-9050.84	0.00
8-32-760.00	Library	6921.92	0.00				6921.92
		1183458.14	9400.00	5000.00	-86867.15	-80000.00	1030990.99

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## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Off Leash Dog Park</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management  This project is part of a long-term objective for the implementation of a land improvement amenity.
<b>Business Driver:</b>	This project is the commencement of a Capital Project plan previously submitted and approved by Council.  An off-leash dog park has been an item of discussion for a number of years both at Council open houses and strategic planning sessions.

### Background:

Council approved the location of the off-leash dog park during the RCM of August 28, 2023.

This requires a fenced area (page wire fence) that will be accessed by a new entrance gate located to the west of the existing service road gate.

Ground works commenced during the fall of 2023 to prepare the site and to infill the southern area with pathway soil removed from the golf course (at no cost to the Town).

In addition, some further landscaping / groundwork will be included to provide a car parking area on the north side of Township Road 343.

This capital project includes the cost of the fencing, entrance gate and any signage / small equipment costs as required.

**Operational / Community Need:**

<b>Opportunity Statement:</b>	<p>Completion of this project utilizes land that is currently zoned as Urban Reserve.</p> <p>There is no proposed development plan for this land which has remained dormant for many years and has limited economic appeal.</p> <p>The area for the Off Leash Dog Park is located north of the former municipal landfill site (previous use was for compost waste and snow removal storage).</p>
<b>Project Outcome:</b>	This investment delivers an important community amenity to the Town's residents.
<b>Requirements:</b>	<p>Project Site Survey (completed).</p> <p>Ground clearance and levelling (completed).</p> <p>Installation of fencing and entrance gate.</p> <p>Supply of gravel base &amp; signage for car parking.</p>
<b>Assumptions:</b>	All land owned by Town.
<b>Constraints:</b>	Funding requires approval from MSI / LGFF.
<b>Dependencies:</b>	Public works resource and equipment.
<b>Risk:</b>	Contractor availability not yet determined.

**Proposal:**

<b>Recommendation:</b>	A contractor has not been appointed at this time.
<b>Deciding Factor:</b>	1 Competitive Procurement Process not required (alternate quotes required from fencing contractors).
<b>Cost:</b>	<p><b>Note: Council approved this project 2022 Capital Budget</b></p> <p>Cost <b>Estimate</b> \$20000.00. (net of GST)</p> <p>To include installation of page wire fencing / groundwork / signage</p> <p>Groundwork supplies / signage purchased as required.</p>
<b>Contracting &amp; Procurement:</b>	
<b>Any other relevant factors:</b>	<p>Public Works assistance required for:</p> <ul style="list-style-type: none"> <li>(i) installation of signage.</li> <li>(ii) ground works for car parking (as required)</li> </ul>

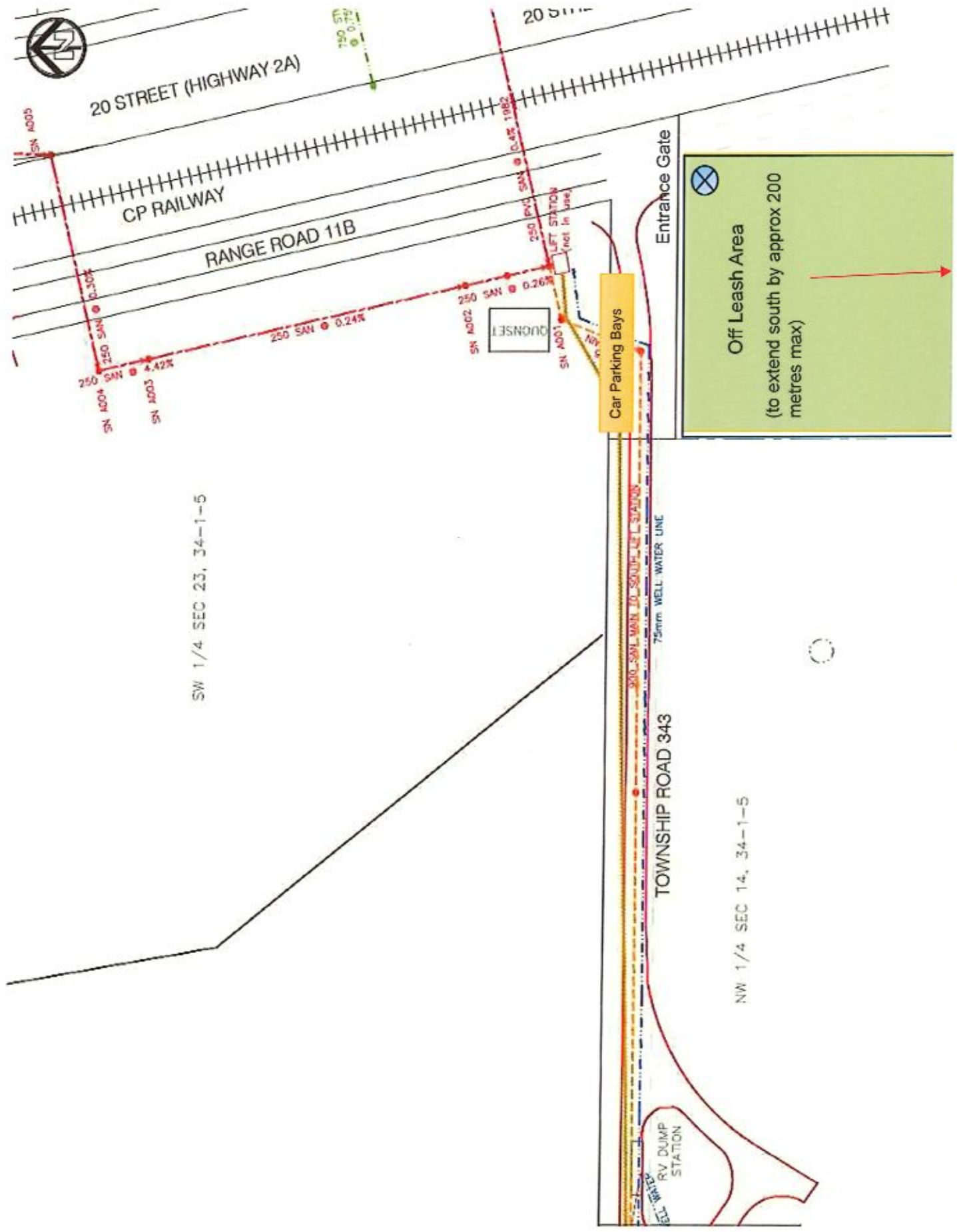


**Project Implementation:**

<b>Project Manager(s):</b>	Public Works Supervisor
<b>Project Start &amp; End Date:</b>	Spring / Summer 2024. (subject to contractor scheduling & availability and ground conditions)
<b>Risk:</b>	Minimal risk to operational service levels or local traffic
<b>Project Review Strategy:</b>	Public Works Supervisor as Project Manager to liaise and report on progress made / unforeseen delays directly to CAO.
<b>Project Performance Measurement:</b>	Success of project will be based on resident feedback / utilization of amenity.
<b>Change Management:</b>	Public Works responsible for future maintenance of the land area including fencing repairs, snow removal (as required) emptying of waste bins etc).

**Attachments:**

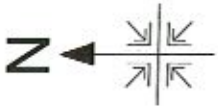
- 1 Schematic diagram.
- 2 Site plan showing current land use.



SW 1/4 SEC 23, 34-1-5


NW 1/4 SEC 14, 34-1-5





**LEGEND**  
--- Site Boundary  
--- Former Landfill

Site Plan Showing Current Land Use

 <b>REMEDIATION SERVICES INC.</b>	Date: May 12, 2021	Drawn by: AK	Revised by:
	File name: RJ21-934-2	Requested by:	Approved by: BE



## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

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

### Background:

Phase 1 of the project (extending from 21<sup>st</sup> Avenue to the point where it crosses underneath the rail tracks enroute to the south lift station) identified the presence of water inflow and infiltration along the entire section of the wastewater main.

The project reconstructed the existing sanitary main through a process of Cured-In-Place Pipe (CIPP) relining technology. Relining by installing a resin impregnated flexible tube is a more cost-effective option with no associated damage to the road surface.

Phase 2 of the sanitary sewer project will consist of flushing and video inspection of all areas in the Town where older Vitrified Clay Tile (VCT) and Asbestos Clay Tiles (AC) pipes exist.

In addition, CCTV camera work will assess the condition of the wastewater pipe that runs west under the CP rail tracks and which follows a southerly route until the point where it joins the SRDRWC South Lift station.

The result of the CCTV assessment in 2024 will allow Administration to plan for future Inflow and Infiltration remedial work as required / deemed necessary.

**Operational / Community Need:**

<b>Opportunity Statement:</b>	<p>This project allows the Asset Management Administrator to perform a condition assessment upon the wastewater infrastructure, particular with respect to the older Vitrified Clay Tile (VCT) and Asbestos Cement (AC) pipes.</p> <p>AC Pipes can last up to 70 years dependent on environment and condition. They are rot resistant and generally immune to freezing and pipe bursting.</p> <p>VCT Pipes have a low-pressure tolerance. As they age, they become brittle and are susceptible to cracks / breaks and tree intrusion.</p> <p>The age of the current AC / VCT pipes is approx. 50 years.</p>
<b>Project Outcome:</b>	<p>Completion of this project significantly adds to knowledge of the condition of the gravity main wastewater infrastructure.</p> <p>This will allow decisions on future capital budgets to focus on needs and priorities.</p> <p>All remedial work is aimed at reducing the \$ cost of wastewater treatment.</p>
<b>Project Requirements:</b>	<p>Initial discussion with ISL Engineering</p> <p>Identification of scope of project (this requirement has been completed) namely:</p> <ul style="list-style-type: none"> <li>▪ all VCT and AC gravity main wastewater infrastructure,</li> <li>▪ the force main infrastructure (unknown material) extending from Highway 2a under the CP rail tracks and to the South Lift Station.</li> </ul>
<b>Assumptions:</b>	None made
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	Public Works availability.
<b>Risk:</b>	Contractor availability not yet determined.

**Proposal:**

<b>Recommendation:</b>	<p>Contract direct with Geolyn Inspection Services for this work.</p> <p><i>Note: Council approved this project in the SCM of February 20, 2024 (Interim Capital Budget).</i></p>
<b>Deciding Factor:</b>	<p>Contractor chosen on recommendation of ISL.</p> <p>(no tender process required as this will require additional time and \$ resource).</p>
<b>Cost:</b>	<p>Cost \$43453.00.</p> <p>ISL Project Management \$ 2000.00.</p>
<b>Contracting &amp; Procurement:</b>	<p>Contractor Performance Bond required.</p> <p>Certificate of third-party insurance required.</p> <p>Payment to be made upon completion of work and submission of camera data / footage to ISL.</p>
<b>Any other relevant factors:</b>	<p>Contractor is deemed to be prime contractor for OHS responsibilities and for OHS risk assessments.</p>

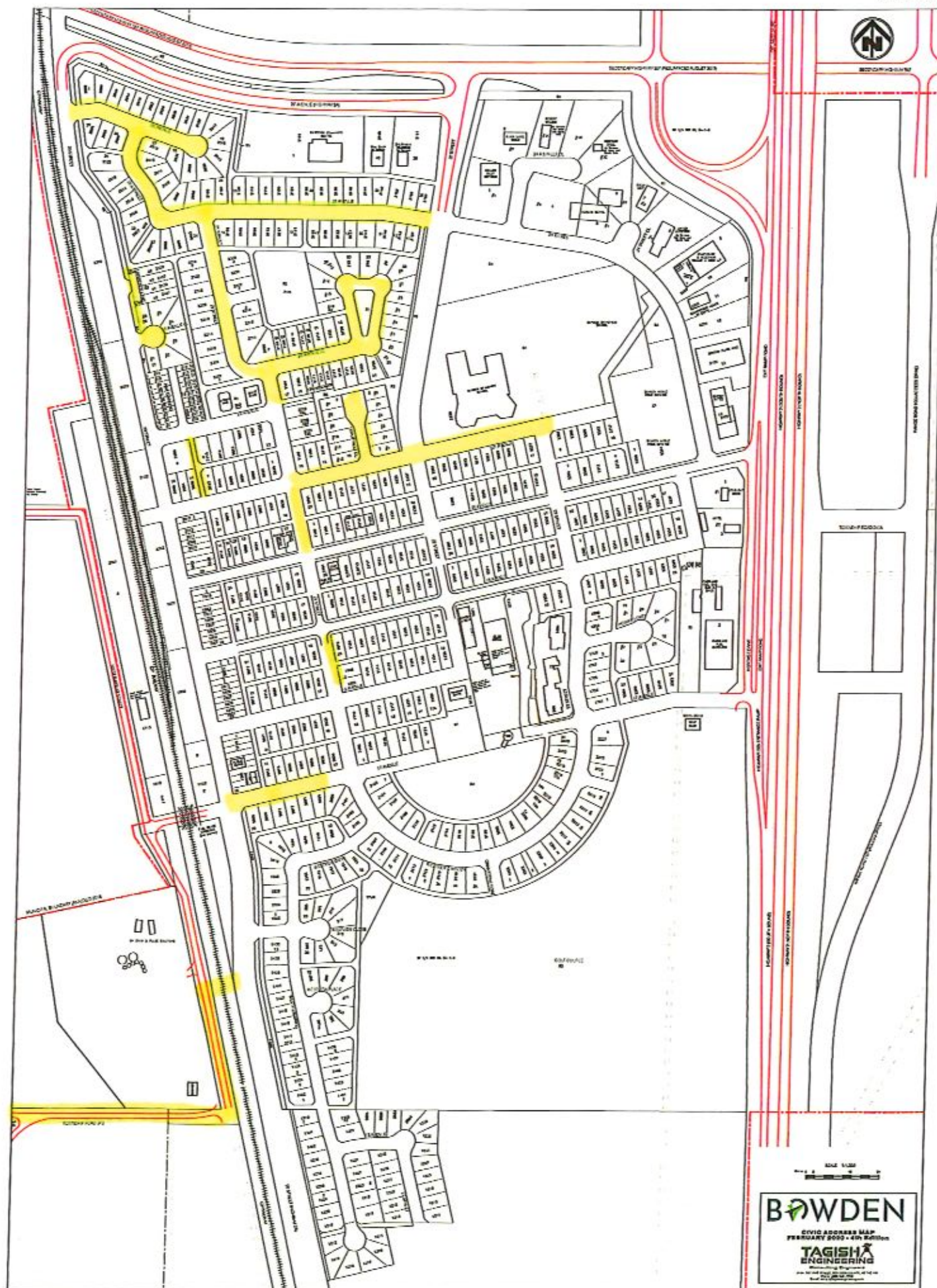


**Project Implementation:**

<b>Project Manager(s):</b>	ISL Engineering / Rudy Friesen.
<b>Project Start &amp; End Date:</b>	Spring / Summer 2024. (subject to contractor scheduling and availability)
<b>Risk:</b>	Minimal risk to operational service levels.  Traffic Management required. Public Works assistance required for barriers and safety signposting.
<b>Project Review Strategy:</b>	ISL Project Manager to liaise and provide written report on findings of camera work.
<b>Project Performance Measurement:</b>	Determination of the condition of the (non-PVC / HDPE wastewater infrastructure within the Town.
<b>Change Management:</b>	Administration to align findings of this capital project with wastewater asset schedules in Asset Management Plan.  Administration to plan for: 1 remedial work as part of future capital projects, 2 any immediate remedial work (fractured pipe repairs) 3 any requirement for extra high pressure hydro sewer flushing.

**Attachments:**

1. Civic Address Map (highlighting the scope of project)  
ie: all VCT and AC gravity main wastewater infrastructure)
2. Infrastructure Map M5 (highlighting the force main infrastructure extending from Highway 2a under the CP rail tracks and to the South Lift Station).





# LEGEND

- SANITARY GRAVITY MAIN
- SANITARY FORCE MAIN
- ABANDONED MAIN
- SANITARY MANHOLE
- FLOW DIRECTION
- STORM SEWER MAIN
- STORM MANHOLE
- CATCH BASIN
- FLOW DIRECTION
- WATER MAIN
- VALVE
- PLUG
- REDUCER
- HYDRANT
- CNIC ADDRESS 2105

TOWN/COUNTY BOUNDARY

These drawings have been checked for information and data supplied by the Town of Bowden. For the purpose of this drawing, the engineer is not responsible for errors, omissions or omissions.

**BOWDEN**

Scale 1:1000

March 0 5 10 15 20 25

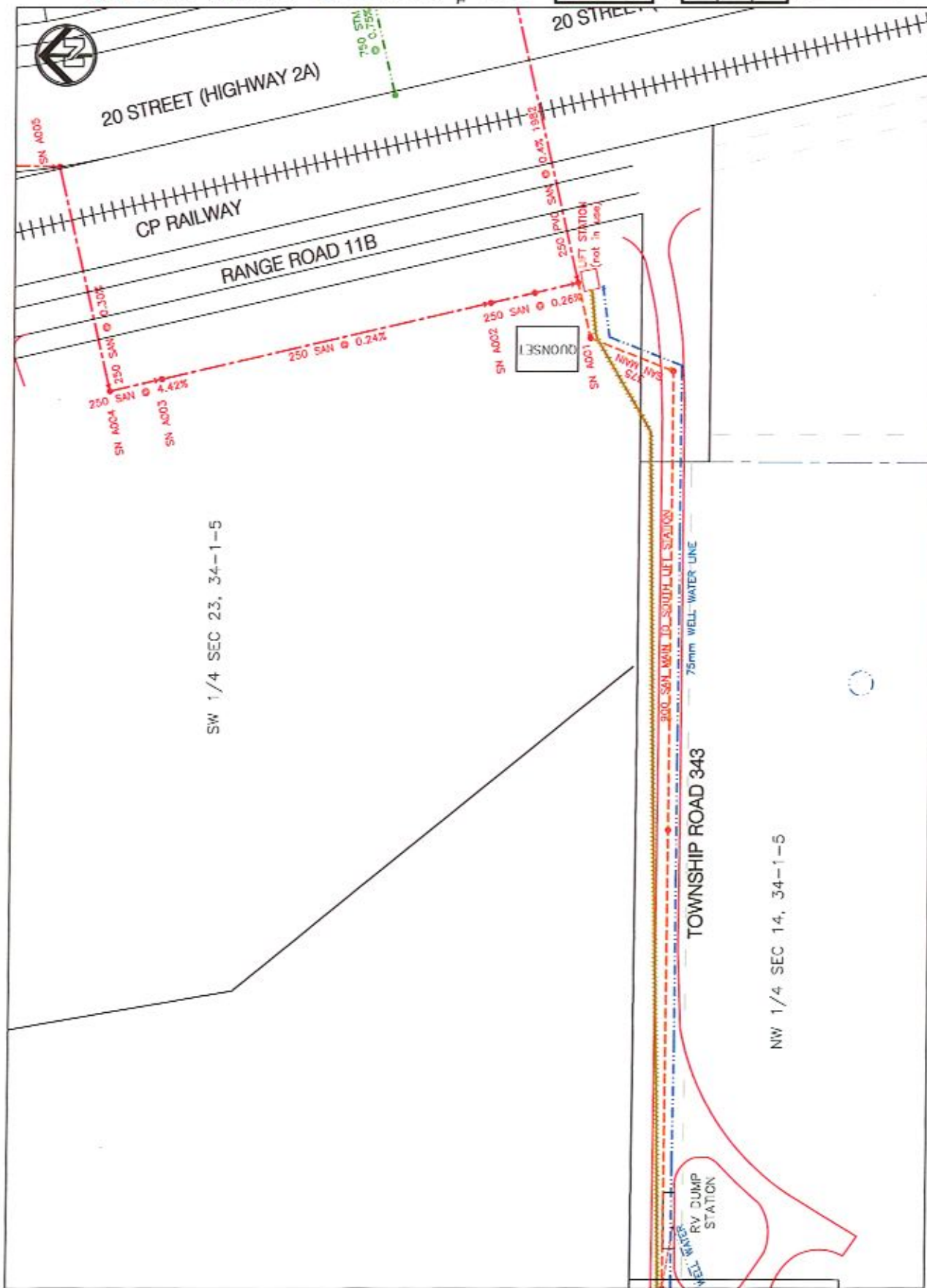
DATE FEBRUARY 2023

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Sheet

**M5**



## BUSINESS CASE FORM (Capital Budget 2024)

Phases 2a and 2b is the continuation of the project from the work completed in 2023. This extends the walking trail north along the west side boundary of the golf course across Westview Crescent, through Centennial Park terminating on the north end of the museum at 19<sup>th</sup> Avenue.

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

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Walking Trail (Phases 2A &amp; 2B)</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management This project is part of the long-term objective for the implementation of a "pathway paving plan".
<b>Business Driver:</b>	This project is a continuation of the 2022 Capital Project plan submitted to Council and the initial work completed in 2023. The walking trail project was broken down into 3 phases due to initial cost factors.

### Operational / Community Need:

<b>Opportunity Statement:</b>	This investment delivers an important community amenity to the Town's residents.
<b>Project Outcome:</b>	Completion of this project means both phase 2 and phase 3 of the walking trails project are completed. Phase 1 remains outstanding.
<b>Requirements:</b>	Project Site Survey. Project Site Testing. "One Call" utility locates. Mobilization, excavation, and grading. Supply of gravel base & asphalt (topsoil if required).
<b>Assumptions:</b>	All land owned by Town.
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF. Project costing is dependent on the findings of a project site survey. Width and depth of path are subject to site survey.
<b>Dependencies:</b>	n/a
<b>Risk:</b>	Contractor availability not yet determined.



**Proposal:**

<b>Recommendation:</b>	To contract with Border Paving for continuation of the implementation of a walking trail. <i>Note: Council approved this project in the SCM of February 20, 2024 (Interim Capital Budget).</i>
<b>Deciding Factor:</b>	1 Contractor has previously submitted cost estimates with guaranteed pricing for all stages of the project. 2 Competitive Procurement Process completed in 2022.
<b>Cost:</b>	Cost \$178076.25. (net of GST) ISL Project Management \$ 2000.00. (estimate) Garbage bins / signposting \$ 2000.00. (estimate)
<b>Contracting &amp; Procurement:</b>	Performance Bond required. Certificate of third-party insurance required. Payment to be made in 3 stages: Progress Payment 1 / Progress Payment 2 / Holdback 10%
<b>Any other relevant factors:</b>	Traffic Management not required. Public Works assistance required for: (i) barriers and safety signposting. (ii) removal of sub grade material and topsoil (as required) Contractor is deemed to be prime contractor for OHS responsibilities and for OHS risk assessments.

**Project Implementation:**

<b>Project Manager(s):</b>	ISL Engineering / Rudy Friesen.
<b>Project Start &amp; End Date:</b>	Spring / Summer 2024. (subject to contractor scheduling and availability and ground conditions)
<b>Risk:</b>	Minimal risk to operational service levels. Back-alley access (west of golf course) will experience disruption during groundwork preparation and pathway construction.
<b>Project Review Strategy:</b>	ISL as Project Manager to liaise and report on progress made / unforeseen delays directly to CAO.
<b>Project Performance Measurement:</b>	Success of project will be based on resident feedback / utilization of amenity.
<b>Change Management:</b>	Public Works responsible for future maintenance of the pathway (to include snow removal, sweeping, emptying of bins etc).

**Attachments:**

- 1 Phase 2A Pathway Plan (Museum to Westview Crescent).
- 2 Phase 2B Pathway Plan (Westview Crescent to alleyway south-west of golf course boundary).







## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Arena Roof Assessment</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management Building infrastructure is a tangible capital asset which is the responsibility of the Town to maintain.
<b>Business Driver:</b>	This project is a continuation of the 2022 Capital Project which completed essential repairs to the metal roof deck. Administration stated in the capital project documentation at that time that: <i>"further funds be allocated in the 2024 Capital Budget to carry out any additional remedial work as identified and to implement a two year maintenance cycle in order to mitigate any further deterioration".</i>

### Operational / Community Need:

<b>Opportunity Statement:</b>	ISL have carried out previous investigations into the state of the arena roof. This included (in 2021) both a cost estimate of a roof replacement and a structural upgrade of the roofing structure. Subsequent analysis of the roof in 2022 (through 5 exploratory openings) led to immediate remedial work to the metal roof skin by Lynnwood Roofing. ISL are proposing to carry out a further 4 exploratory openings to determine the condition of the roof following the 2024 onsite inspection.
<b>Project Outcome:</b>	Completion of this project will provide a further detailed analysis and understanding of the current condition of the arena roof assembly in specific areas of concern.
<b>Project Requirements:</b>	Access to Arena building and roof void.
<b>Assumptions:</b>	None made
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	Arena staff availability. ISL subcontractor availability & liaison.
<b>Risk:</b>	Asbestos is present in block insulation and roofing tar. ISL have been notified and provided with JJP Environmental Report.



**Proposal:**

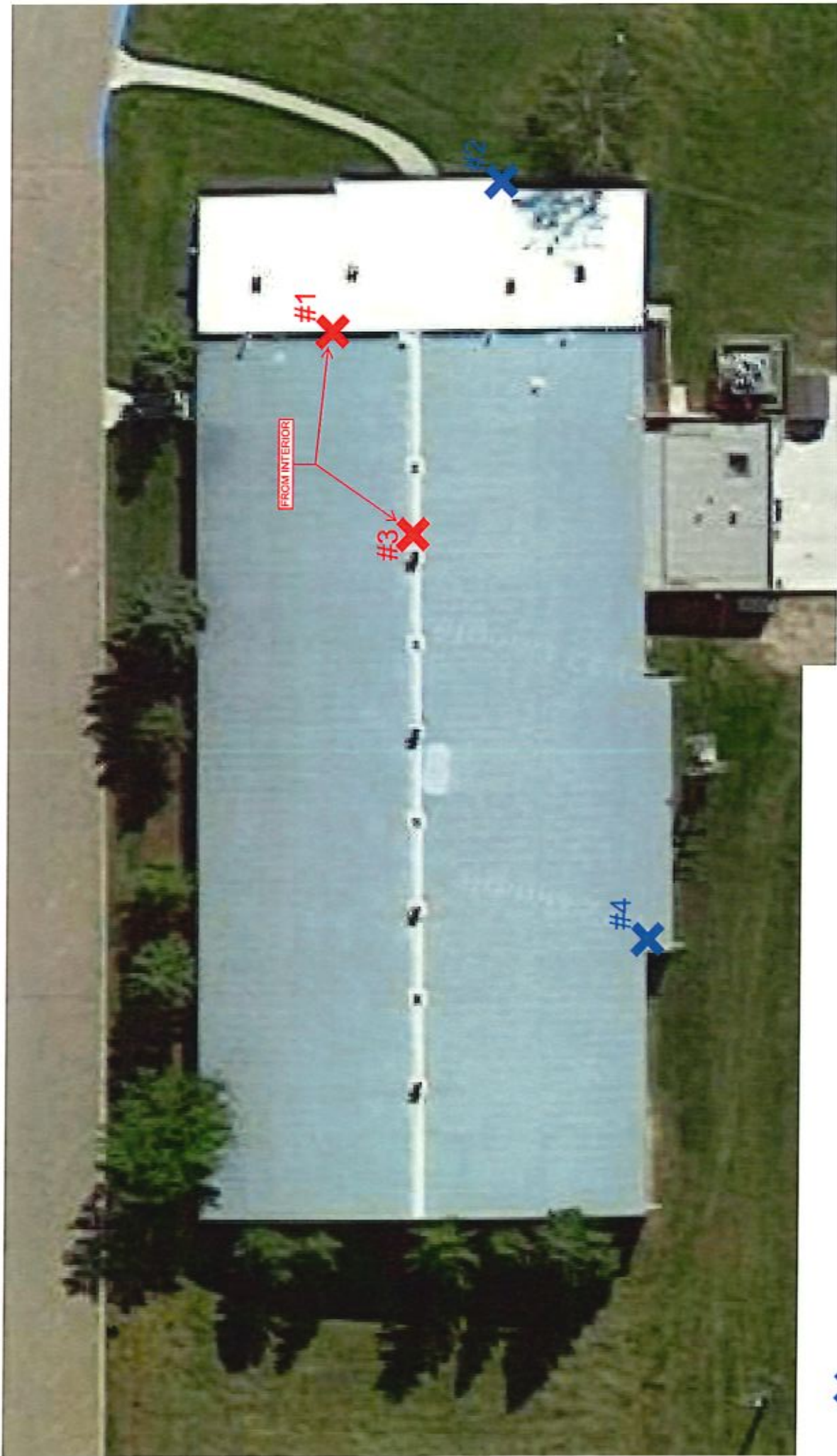
<b>Recommendation:</b>	To contract direct with ISL. <i>Note: Council approved this project in the SCM of February 20, 2024 (Interim Capital Budget).</i>
<b>Deciding Factor:</b>	Sole source purchase (no tender process required) in accordance with section 10 of Town's Procurement Policy <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
<b>Cost:</b>	Investigation Review \$9000.00. (completed) Schematic Design Development \$7400.00 Contractor Assistance \$3000.00+ Rental of aerial work platform \$ tbc
<b>Contracting &amp; Procurement:</b>	Payment to be made upon satisfactory completion of exploratory work and subsequent delivery of a Roof Condition Assessment Report (from ISL project engineer).
<b>Any other relevant factors:</b>	All contractors are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

**Project Implementation:**

<b>Project Manager(s):</b>	CAO Rudy Friesen.
<b>Project Start &amp; End Date:</b>	Project commenced during March 2024.
<b>Risk:</b>	Minimal risk to operational service levels.
<b>Project Review Strategy:</b>	Upon receipt of Roof Condition Assessment Report CAO and ISL to review observations and recommendations.  To further identify remedial action required and prioritization in accordance with future budget funding / capital planning.
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Administration to align findings of this assessment with building asset schedules in Asset Management Plan.  Administration to plan for any remedial work required as part of a long term (phased) future capital project.

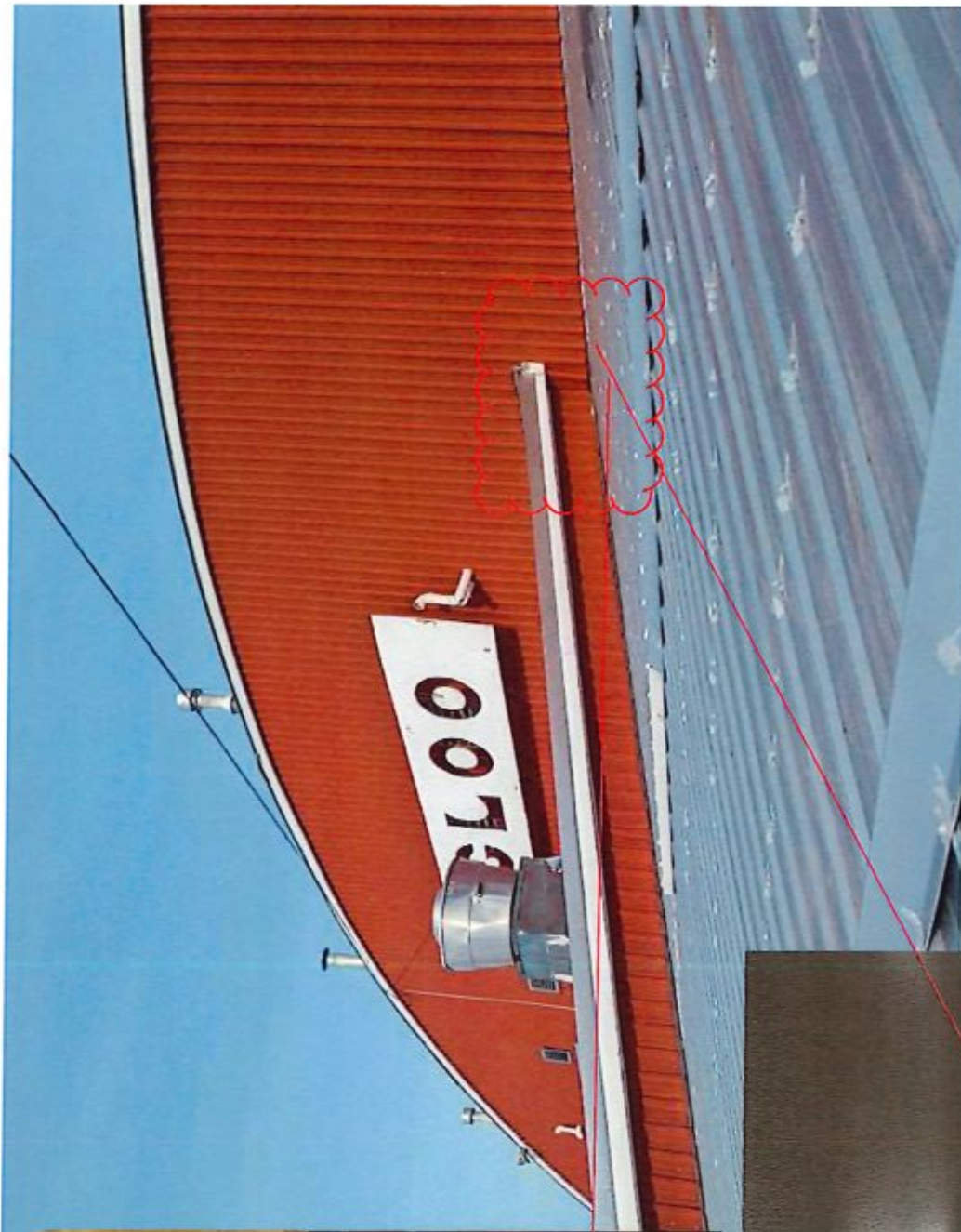
**Attachments:**

1. Exploratory Plan ([submitted by ISL]).

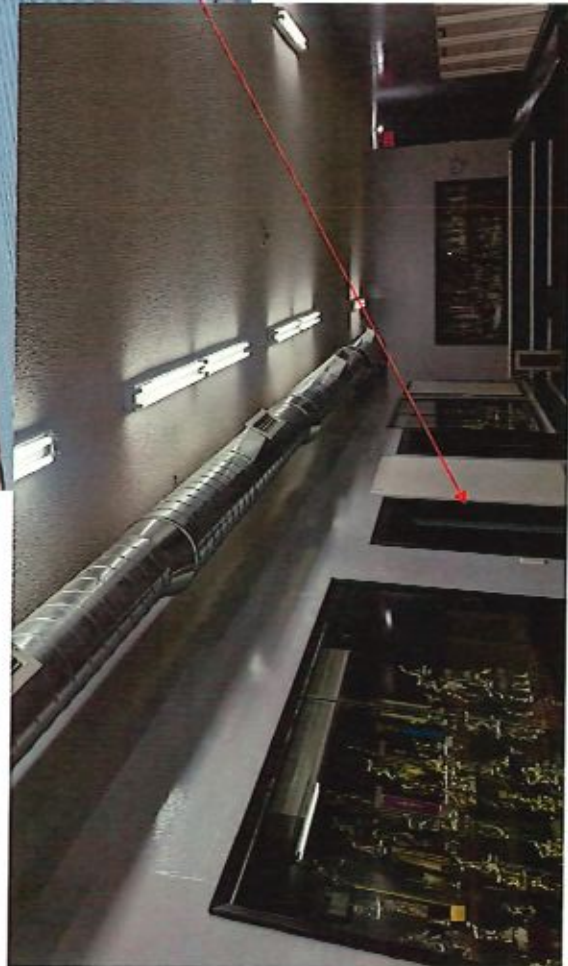


 Proposed Exploratory locations.





Exploratory location, proposed access from interior storage closet through interior wall

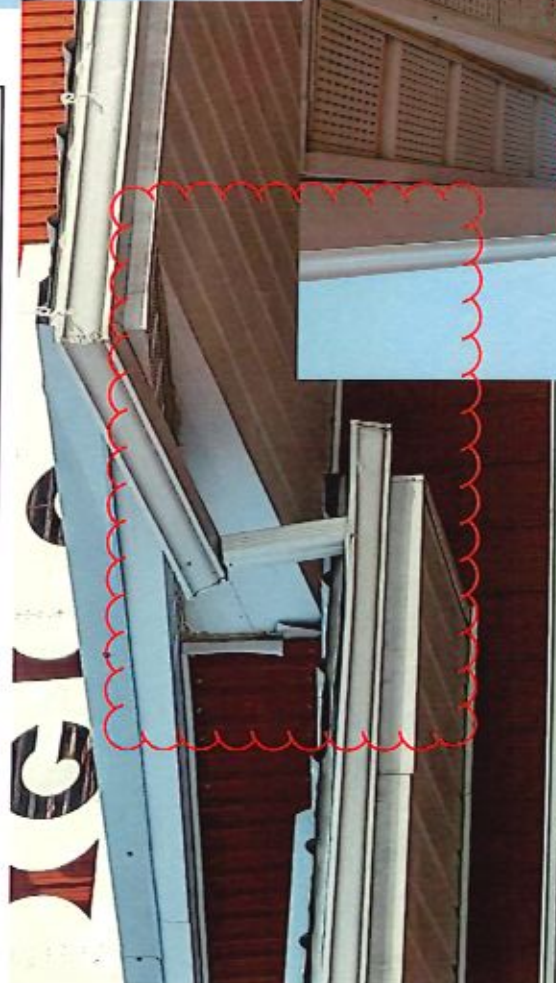
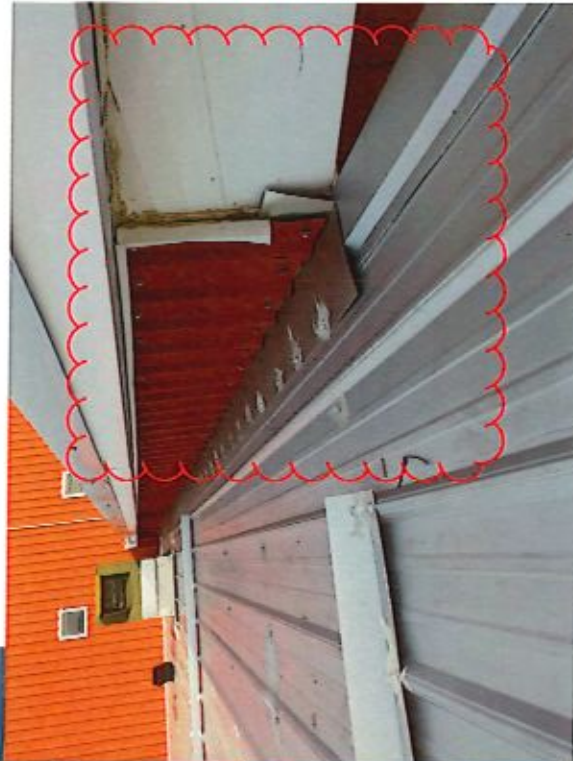
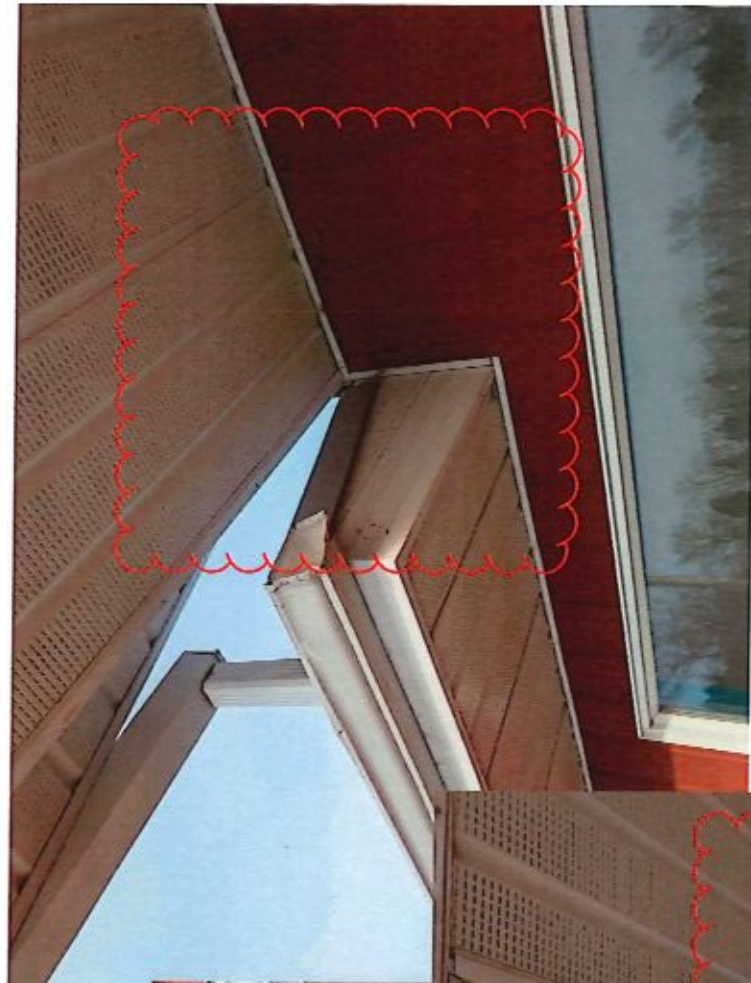


Exploratory Location #1 - Sloped Roof at wall transition





Opening in exterior cladding at eave of sloped metal roofing over main entrance. Remove soffit panels of high roof, cladding at vertical wall and flashings.

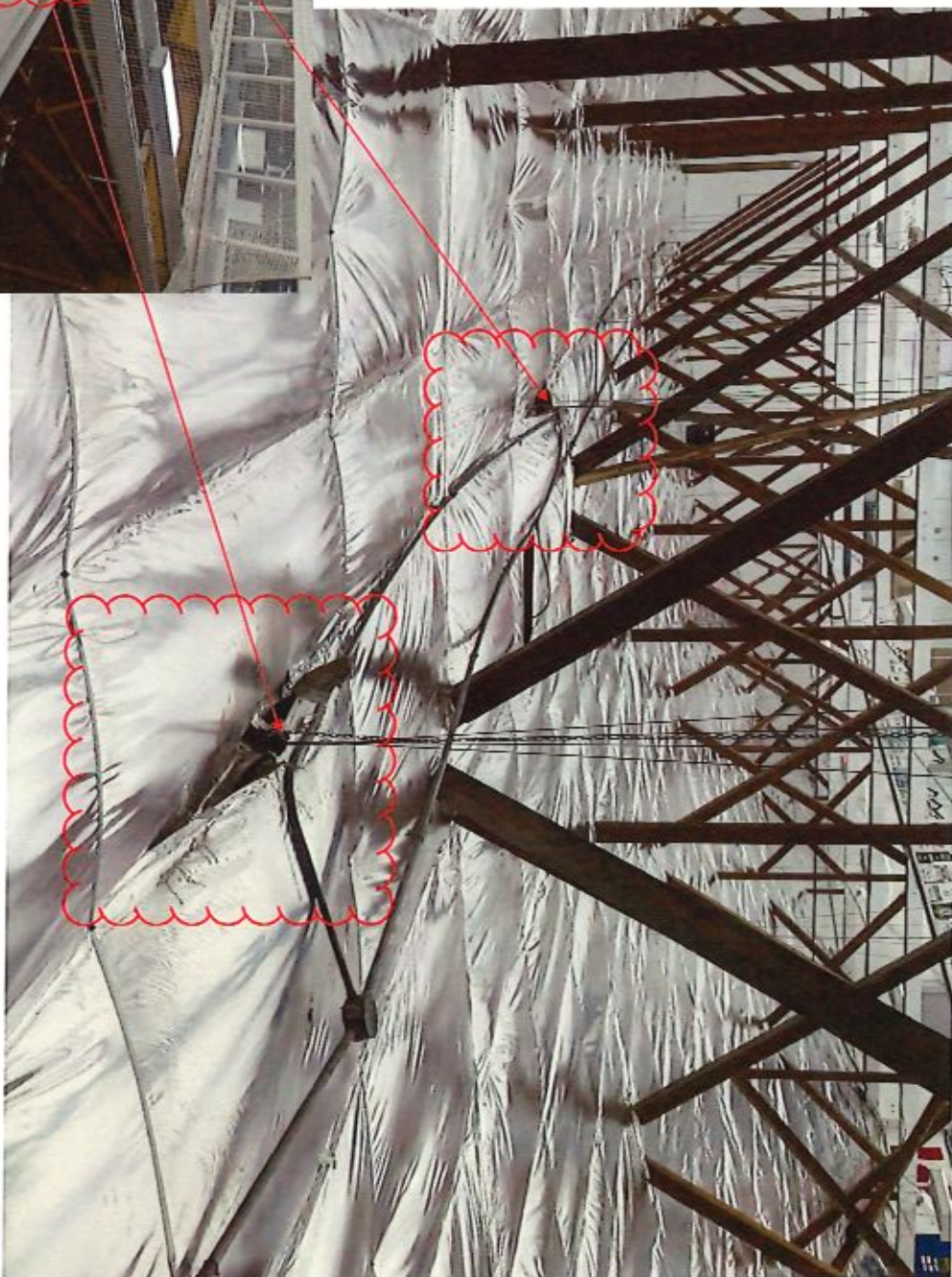


Exploratory Location #2 - Low to high roof transition





It is understood that the penetration above this insulation was repaired in 2022. We would like to pull the insulation away from these 2 locations to determine if there is potentially still a water source that could be causing this damage or if this is from previous water leaks. Both of these locations would require access with an aerial lift platform from the interior.

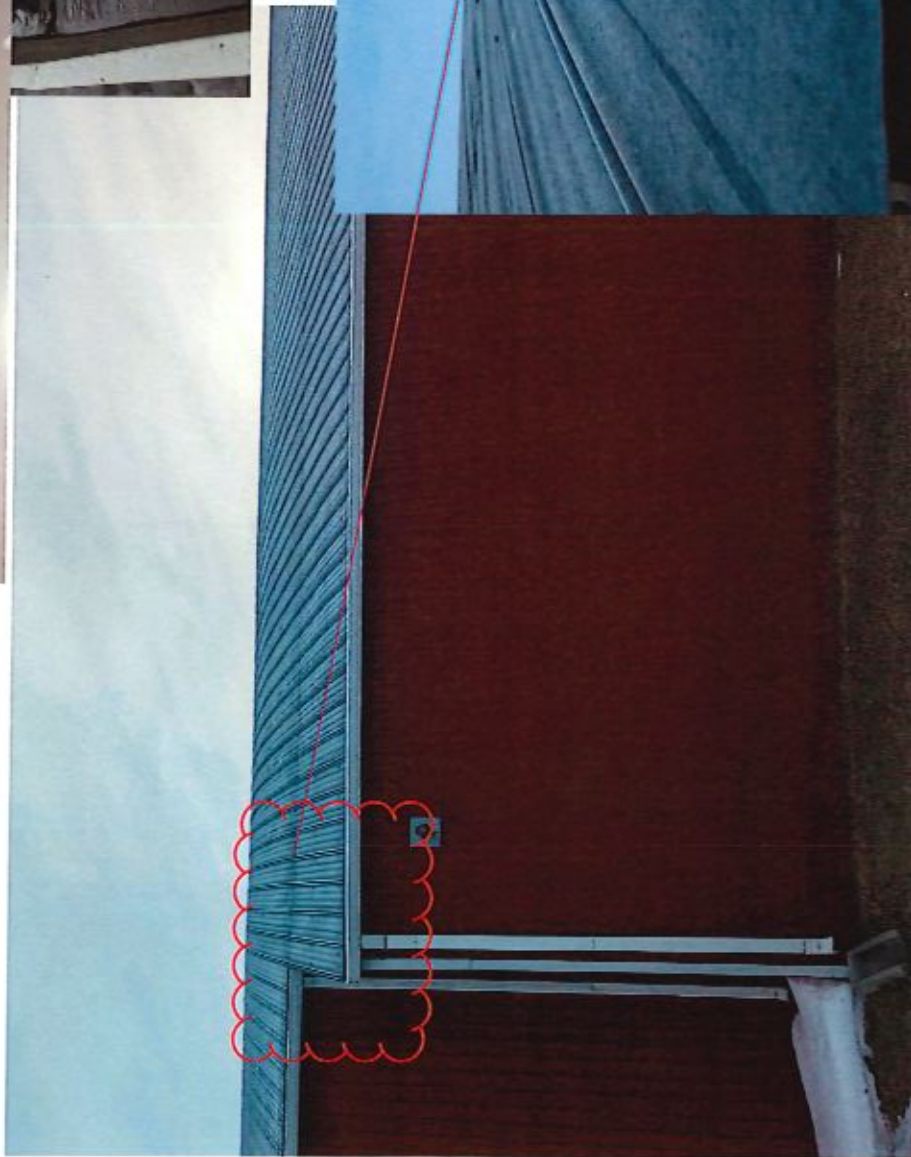


Exploratory Location #3 - Vapour barrier from interior





Remove up to 4 roof sheets from the lower section of the west elevation roof to determine the state of the deck sheathing. This will require lift access from exterior, fall arrest support, and sealant to reveal that joint in the roof sheets and fasteners that have been removed.



Exploratory Locations #3 - Barrel roof eave





A number of locations were observed to have splitting in the bowstring joists. We have requested comments from our structural team and further evaluation may be required to determine the integrity and any chances that may have occurred since our last structural review in 2020.



Structural Assessment





## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Pumphouse / Reservoir Upgrades</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management Water infrastructure is a tangible capital asset which is the responsibility of the Town to maintain.
<b>Business Driver:</b>	<p>1 These projects are part of a continuing objective of upgrades to equipment within the Pumphouse / Reservoir building (a proactive program that originally commenced in 2019 to replace and upgrade equipment that was 35 years old).</p> <p>The current upgrade projects include the overhaul of Pump P102 and the implementation of a reservoir transmitter.</p> <p>2 The reservoirs (x2) and the pump chamber require a 5-year inspection in accordance with Alberta Environment guidelines.</p>

### Background:

1

The Pumphouse building located at 2209 24a Crescent contains plant and equipment that distributes treated water, supplied by MVRWSC into the Towns' distributed water system. The original engineering design and equipment is 40 years old.

A series of 4 alternating electric pumps (P101 to P104) draw water up from the reservoir (according to measured flow demand) which is then stored temporarily under pressure (55psi) in a mains header system ready for distribution to the Town.

A number of essential rework and engineering upgrades have been performed since 2018 in order to remediate a previous long-term lack of proactive maintenance of the pumphouse equipment.

The following engineering upgrades have all been made since 2018.

- i. Removal, rebuild and reinstallation of P104 Vertical Drive Pump & Motor.
- ii. Removal, rebuild and reinstallation of P103 Vertical Drive Pump & Motor.
- iii. Replacement of main Pressure Relief, Pressure Control and Pressure Sustaining Valves.
- iv. Replacement of Variable Frequency Drive for Pump 104.
- v. Replacement of Variable Frequency Drive for Pump 101.
- vi. Replacement of 3 pressure transmitters.
- vii. Replacement of pressure gauges, ball valves and header tank fittings.
- viii. Re engineering of the main header tank to remove the need for water to be diverted from the main header tank through a smaller bypass pipe.
- ix. Installation of a new Siemens Magnetic Flow Meter.



2

There are no records available to Administration that provides any record of refurbishment of the P102 vertical drive pump & motor.

The 2024 capital budget proposes to carry out proactive maintenance on this capital asset.

Pump P102



3

Measurements of the reservoir levels are taken daily to ensure that the water level within the reservoir chambers remains at approximately 75% of volume. This  $\frac{3}{4}$  level ensures that water entering the pump chamber from the 2 main holding reservoirs enters in a disturbed state so providing a mixing process as a means of avoiding water stagnation.

The current measurement is completed manually by means of a weighted dip stick.

The installation of an electronic noncontact sensor for reservoir level monitoring will upgrade the system of measurement and allow the transmitter to send electrical outputs to the SCADA system for remote monitoring and alarm generation.

4

The 3 reservoir chambers were last inspected and cleaned by a specialist dive team in February 2019.

Whilst there are no firm guidelines within the Water Regulation Code of Practice, Alberta Environment recommends that a reservoir inspection and clean should be carried out every 3 to 5 years.

The cleaning operation will remove any sediment or other debris (rust and concrete flakes) from the floor and side walls of the reservoir cells.

A video inspection will initially be conducted to assess the state of the reservoir walls and sediment levels.

**Operational / Community Need:**

<b>Opportunity Statement:</b>	<p>1 The pump project completes the refurbishment of the 4 operational vertical turbine pumps within the pumphouse that are used to deliver water from the reservoir pump chamber to the water distribution network.</p> <p>2 The reservoir level transmitter was a recommendation made by Associated Engineering in 2023 as a result of a technical evaluation of the pumphouse instruments and control systems.</p>
<b>Project Outcome:</b>	<p>1 Completion of this project provides reassurance that the 4 main pumps will operate upon demand without failure due to a lack of planned maintenance.</p> <p>2 The new instrumentation will provide improved SCADA alert notification.</p> <p>3 The reservoir video task is essential to determine the condition of the reservoir walls in order to assess whether any water loss exists. Any large deposits of sediment identified will require removal.</p>
<b>Project Requirements:</b>	<p>1 Vertical Turbine Pump 102 – removal of pump, shaft, impeller, and pump electric motor. Remove to workshop and repair / refurbish parts as required. Reinstall.</p> <p>2 Removal of mechanical device. Mount new sensor and controller and install electrical relays. Calibrate with SCADA system.</p> <p>3 Conduct camera survey of reservoir 1, reservoir 2 and pump chamber.</p>
<b>Assumptions:</b>	None made
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	Public Works availability. Contractor liaison.
<b>Risk:</b>	Contractor availability not yet determined.



**Proposal:**

<b>Recommendation:</b>	To contract direct with chosen contractors.
<b>Deciding Factor:</b>	Sole source purchase (no tender process required) in accordance with section 10 of Town's Procurement Policy <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
<b>Cost:</b>	Pump 102 rebuild \$22356.00. Vega Level Transmitter \$ 6255.30 SCADA calibration \$ 1000.00. Reservoir Video Inspection \$12000.00 (estimate)
<b>Contracting &amp; Procurement:</b>	1 Payment to be made upon satisfactory completion of work, calibration and testing. 2 Payment of work upon submission of camera data / footage.
<b>Any other relevant factors:</b>	All contractors are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

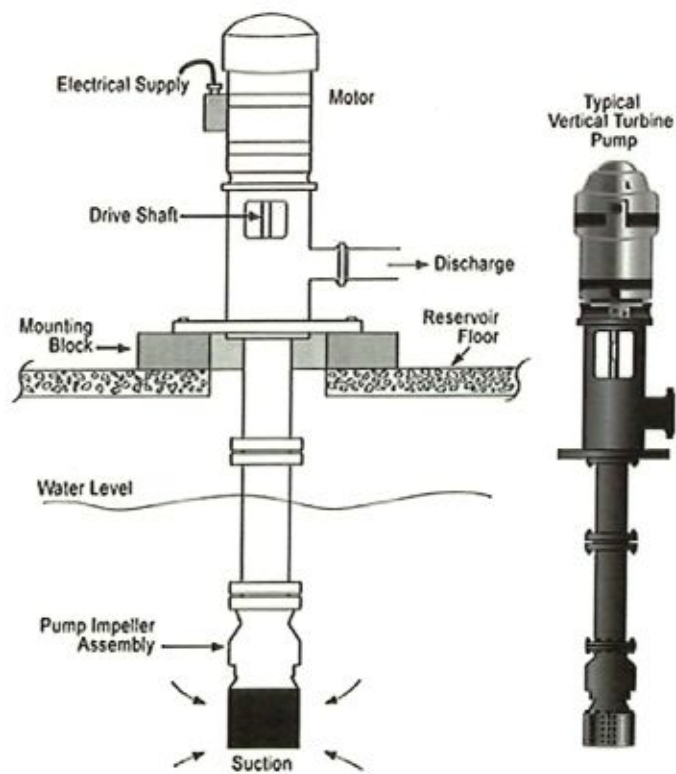
**Project Implementation:**

<b>Project Manager(s):</b>	Public Works Supervisor.
<b>Project Start &amp; End Date:</b>	Spring 2024. (subject to contractor scheduling and availability)
<b>Risk:</b>	Minimal risk to operational service levels / distribution of water.
<b>Project Review Strategy:</b>	Public Works Supervisor as project manager to liaise and report on progress made / unforeseen delays directly to CAO.
<b>Project Performance Measurement:</b>	Successful operation of Pump 102 (testing required)  Successful incorporation of the level transmitter with the SCADA control system and the testing of email & text alerts.
<b>Change Management:</b>	1 Administration to align findings of this capital project with water asset schedules in Asset Management Plan.  2 Administration to plan for any remedial work required as part of a future capital project.

**Attachments:**

1. Diagram of pump P102 and Vega Level Transmitter equipment.

Pump P102





In continuous level measurement, a level transmitter detects the level of a medium in a tank or silo and converts it into an electronic signal. The level signal is either displayed directly on site or incorporated into a process control or management system (SCADA).



**SECCICON**



## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Installation of new sidewalks (x2)</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	<p>Infrastructure and Asset Management</p> <p>This project aligns with the strategy of ensuring that funding is available to upgrade existing infrastructure assets (road improvement).</p> <p>New tangible capital asset.</p>
<b>Business Driver:</b>	This investment delivers an important public safety community amenity on streets that currently do not have a sidewalk.

### Operational / Community Need:

<b>Opportunity Statement:</b>	This project complements the proposal to install a pedestrian crossing beacon on the junction of 20 <sup>th</sup> Avenue and 23 <sup>rd</sup> Street.
<b>Project Outcome:</b>	This project provides additional road safety for pedestrians particularly on routes to / from Bowden Grandview School (and along main street to the Heritage Drive amenities).
<b>Project Requirements:</b>	Survey required of property lines / public right of way easements.
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	<p>ISL engineering survey.</p> <p>Public Works assistance may be required for barriers, safety signposting and traffic management.</p>
<b>Assumptions:</b>	None made



**Proposal:**

<b>Recommendation:</b>	To contract direct with Collins Concrete & ISL Engineering.
<b>Deciding Factor:</b>	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
<b>Cost:</b>	Cost        \$86,625.00. (concrete sidewalk work) \$ 2,000.00. (ISL engineering surveys) (subject to contingency)  20 <sup>th</sup> Avenue - 160 metres @ \$275 p/m 21 <sup>st</sup> Avenue - 155 metres @ \$275 p/m
<b>Contracting &amp; Procurement:</b>	Direct contract with sub-contractor / engineering partner. (subject to estimate)
<b>Any other relevant factors:</b>	All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

**Project Implementation:**

<b>Project Manager(s):</b>	Menno Sietzema
<b>Project Start &amp; End Date:</b>	Summer 2024. (subject to contractor scheduling and availability)
<b>Risk:</b>	Traffic disruption (minimal).
<b>Project Review Strategy:</b>	Public Works Supervisor to liaise directly with CAO and report on progress made / unforeseen issues / cost overruns.
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Asset Management Administrator to record and update asset schedules.

**Attachments:**

1. Infrastructure Map J6 (highlighted in orange) sidewalk on south side of 21<sup>st</sup> Avenue opposite Bowden Grandview School
2. Infrastructure Map J7 (highlighted in orange) sidewalk on south side of 20<sup>th</sup> Avenue from 23<sup>rd</sup> Street to 24<sup>th</sup> Street.

# LEGEND

SANITARY GRAVITY MAIN  
 SANITARY FORCE MAIN  
 ABANDONED MAIN  
 SANITARY MAN-HOLE  
 FLOW DIRECTION

STORM SEWER MAIN  
 STORM MAN-HOLE  
 CATCH BASIN  
 FLOW DIRECTION

WATER MAIN  
 VALVE  
 PLUG  
 REDUCER  
 HYDRANT

CIVIC ADDRESS 2105

TOWN/COUNTY BOUNDARY

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**BOWDEN**

Scale 1:1000  
 March 0 5 10 15 20 25  
 Date: FEBRUARY 2021

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J11	J12	J13

Sheet

**J6**





# LEGEND

- SANITARY GRAVITY MAIN
- SANITARY FORCE MAIN
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- HYDRANT
- CIVIC ADDRESS 2105
- TOWN/COUNTY BOUNDARY

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**BOWDEN**

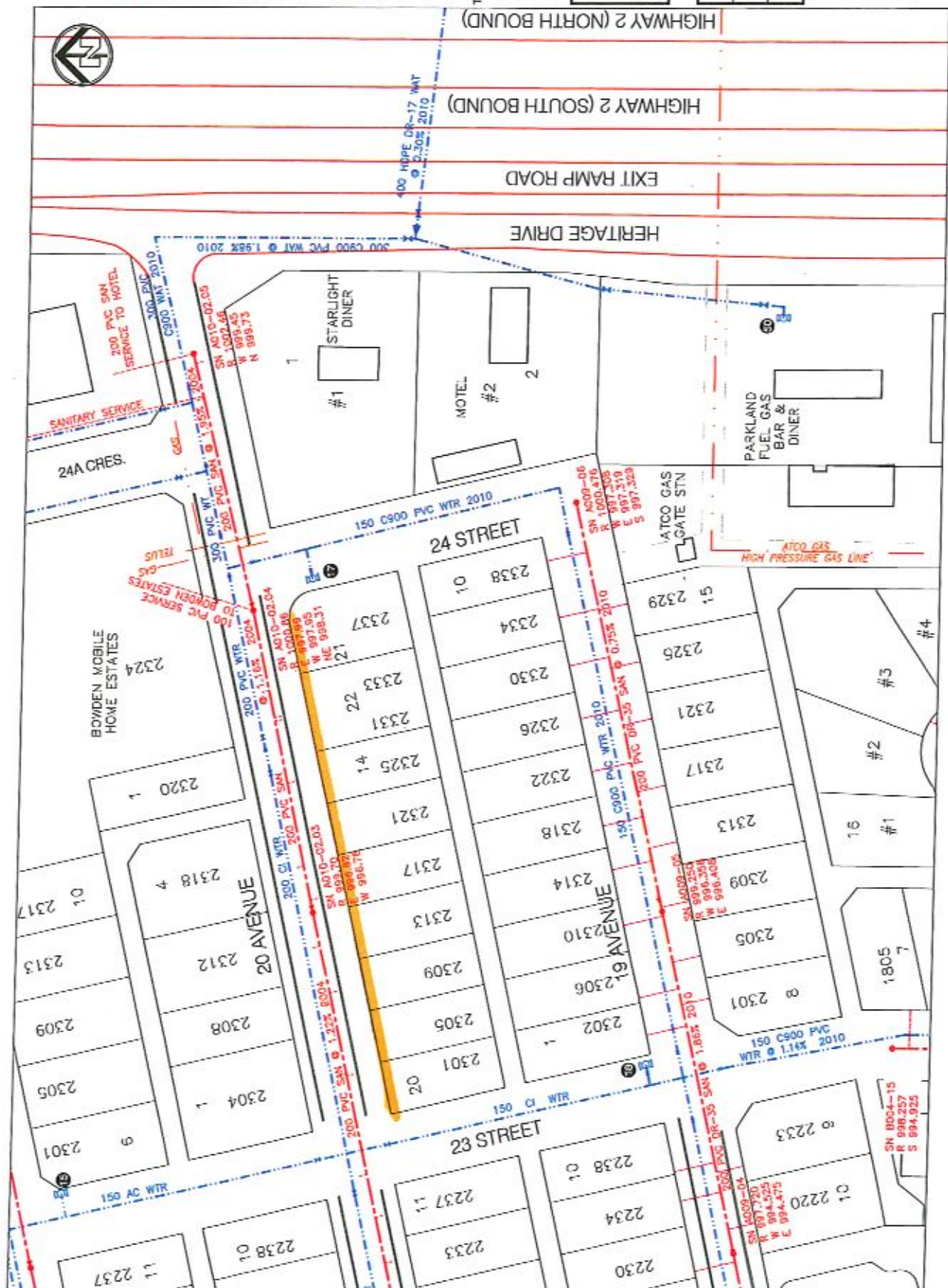
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K6	K7	K8

Sheet

**J7**



## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Stormwater Upgrade Project</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	<p>Infrastructure and Asset Management</p> <p>Stormwater infrastructure is a tangible capital asset which is the responsibility of the Town to upgrade / maintain.</p>
<b>Business Driver:</b>	<p>This section of the stormwater system carries excess rain and groundwater from the western boundary of the golf course underground in a utility right of way westwards of highway 2a via a 750mm (30 inch) galvanized steel pipe.</p> <p>The current state of the pipe is unknown, however the deformity in the road surface on Westview Drive suggests that the infrastructure has failed.</p> <p>The exact cause of the failure is unknown but may be a result of a substandard installation using poor quality materials, design limitations, insufficient compaction, or the disturbance of the subbase by water.</p> <p>The road surface on Westview Drive just south of Westview Place has become uneven laterally (the surface has pushed up). The deformation of the road surface has become a traffic safety issue. Short-term action taken by the Town has been to put up "uneven road surface" signage.</p> <p>Remedial / upgrade work is required - if neglected progressive deterioration will occur in the infrastructure (asset).</p>

### Operational / Community Need:

<b>Opportunity Statement:</b>	<p>If the stormwater is not flowing as planned, then excess water may be pooling underground and contributing to inflow and infiltration levels within the wastewater system.</p> <p>This project will allow an assessment to be made of this section of the stormwater system particularly as it has close proximity to the wastewater system.</p>
<b>Project Outcome:</b>	<p>Completion of this project significantly reduces the likelihood of future structural fractures within this section of the water distribution system.</p> <p>Remedial work to the road surface prevents further deterioration and provides improved stormwater drainage west on 20th Ave.</p>



<b>Project Requirements:</b>	<p>Project scope &amp; cost to be fully determined. Subcontractor labour &amp; equipment required for:</p> <ul style="list-style-type: none"> <li>• road excavation,</li> <li>• hydro excavation,</li> <li>• road re surfacing.</li> </ul> <p>Materials required:</p> <ul style="list-style-type: none"> <li>• galvanized steel stormwater pipe,</li> <li>• gravel,</li> <li>• asphalt,</li> </ul>
<b>Assumptions:</b>	<p>No substantial reengineering work is required of any of the other existing underground structures. Work is limited to the upgrade and replacement of the existing stormwater system.</p>
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	<p>1 One call locate" required to determine the number and type of utilities that lie beneath the road surface within the utility right of way.</p> <p>2 Contractor coordination / availability.</p>
<b>Risk:</b>	Excavation may reveal a deterioration in any part of the storm sewer / water / sanitary sewer system that all intersect at this point.

**Proposal:**

<b>Recommendation:</b>	<p>To obtain detailed quotations from chosen subcontractors who have previously contracted with the Town. eg: Howells Excavating / Border Paving / Collins Concrete.</p>
<b>Deciding Factor:</b>	<p>Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i></p>
<b>Cost:</b>	<p>Cost (estimate) \$27,000.00. (subject to contingency and determination of actual scope of work required after excavation reveals current state of underground infrastructure.</p>
<b>Contracting &amp; Procurement:</b>	<p>Contractor certificate of third-party insurance required. Payments to be made upon completion of work.</p>
<b>Any other relevant factors:</b>	<p>All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.</p>

**Project Implementation:**

<b>Project Manager(s):</b>	Public Works Supervisor.
<b>Project Start &amp; End Date:</b>	Summer 2024. (subject to contractor scheduling and availability)
<b>Risk:</b>	Traffic flow disruption. Public Works assistance required for barriers & safety signposting.
<b>Project Review Strategy:</b>	Public Works Supervisor to liaise directly with CAO and report on progress made & extent of state of failure of existing infrastructure.
<b>Project Performance Measurement:</b>	Assessment of stormwater flow.
<b>Change Management:</b>	1 Administration to update asset schedules.  2 Administration to update infrastructure diagrams.

**Attachments:**

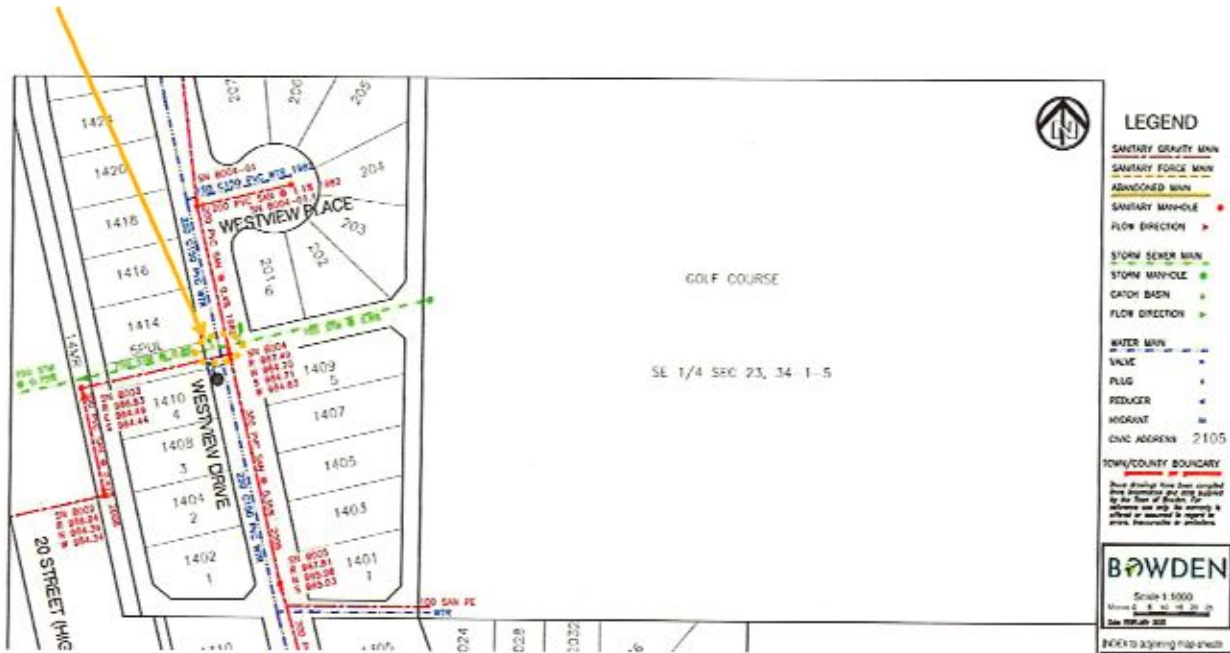
1. Infrastructure Map M6
2. Photographs provide images of the current state of the road surface.



# Westview Drive Stormwater Culvert

003047

## Area of deformation



## Looking east to west



## Looking west to east.



## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Water Distribution – Cast Iron Pipe Replacement Project</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management Water infrastructure is a tangible capital asset which is the responsibility of the Town to upgrade / maintain.
<b>Business Driver:</b>	<p>1. This section of the water distribution system consists of 4-inch (100mm) cast iron pipe. There have been 2 breaks in this section of the water main in recent years (2020 and 2022) due to corrosion of the pipe and a resultant failure of its structural integrity due to temperature changes and frost heave action. Remedial work at that time required deep excavation to allow the fitment of a 12-inch stainless-steel "speed sleeve" around the fractured length of pipe. The current age of the existing water main is not known but asset records indicate this as "prior to 1982" (40 plus years).</p> <p>2. The intersection of 20<sup>th</sup> Avenue / 21<sup>st</sup> Street is showing signs of deterioration of the road surface. A section of the concrete storm water gully was replaced (on the Town Office side in 2022). However, stormwater collects at the intersection and cannot flow freely down 20<sup>th</sup> Avenue.</p>

### Operational / Community Need:

<b>Opportunity Statement:</b>	<p>Replacement of the water main with new modern material (PVC pipe) is more resilient to corrosion and is more durable and flexible than cast iron. This project will prevent future incidents of pipe fractures of this type in this segment of the water distribution system. (Note: a significant amount of the Town's underground water mains is constructed of cast iron material. This would require a major water main renewal program to fully mitigate the possibility of future reoccurrences of cast iron mains failures).</p> <p>The replacement of the water mains will require repaving of the section of road surface where the excavation occurred. This will require resurfacing of the intersection of 20<sup>th</sup> Avenue / 21<sup>st</sup> Street. An opportunity exists to extend the repaving to cover the whole of the intersection.</p>
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<b>Project Outcome:</b>	<p>Completion of this project significantly reduces the likelihood of future structural fractures within this section of the water distribution system.</p> <p>Remedial work to the road surface prevents further deterioration and provides improved stormwater drainage west on 20th Ave.</p>
<b>Project Requirements:</b>	<p>Project scope &amp; cost to be fully determined.</p> <p>Subcontractor labour required for:</p> <ul style="list-style-type: none"> <li>• road excavation,</li> <li>• hydro excavation,</li> <li>• road re surfacing.</li> </ul> <p>Materials required:</p> <ul style="list-style-type: none"> <li>• PVC water pipe,</li> <li>• gravel,</li> <li>• asphalt,</li> <li>• road valve(s).</li> </ul>
<b>Assumptions:</b>	None made
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	Contractor coordination / availability.
<b>Risk:</b>	Contractor availability not yet determined.

**Proposal:**

<b>Recommendation:</b>	<p>Obtain quotations from chosen subcontractors who have previously worked for the Town.</p> <p>eg: Howells Excavating / Border Paving / Collins Concrete.</p>
<b>Deciding Factor:</b>	<p>Sole source purchase (no tender process required).</p> <p><i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i></p>
<b>Cost:</b>	Cost (estimate) \$50000.00.
<b>Contracting &amp; Procurement:</b>	<p>Contractor certificate of third-party insurance required.</p> <p>Payments to be made upon completion of work.</p>
<b>Any other relevant factors:</b>	All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

**Project Implementation:**

<b>Project Manager(s):</b>	Public Works Supervisor.
<b>Project Start &amp; End Date:</b>	Spring / Summer 2024. (subject to contractor scheduling and availability)
<b>Risk:</b>	Public Works assistance required for barriers, safety signposting and traffic Management. (this is a busy intersection with relatively large volumes of vehicular and pedestrian traffic to the Post Office).
<b>Project Review Strategy:</b>	Public Works Supervisor to liaise directly with CAO and report on progress made / unforeseen issues / cost overruns.
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	1 Public Works to repaint road / crossing markings.  2 Administration to update asset schedules.  3 Administration to update infrastructure diagrams.

**Attachments:**

1. Infrastructure Map J6
  - a. highlighted in yellow the section of Cast Iron Water main to be replaced.
  - b. highlighted in orange the road intersection of 20<sup>th</sup> Avenue & 21<sup>st</sup> Street.
2. Photographs of the road surface to provide images of the current state of the road surface.



# LEGEND

SANITARY GRAVITY MAIN

SANITARY FORCE MAIN

ABANDONED MAIN

SANITARY MANHOLE

FLOW DIRECTION

STORM SEWER MAIN

STORM MANHOLE

CATCH BASIN

FLOW DIRECTION

WATER MAIN

VALVE

PLUG

REDUCER

HYDRANT

CMC ADDRESS 2105

TOWN/COUNTY BOUNDARY

These drawings have been compiled from information and data supplied by the Town of Bowden. For the purpose of this drawing, the Town of Bowden is not responsible for any errors or omissions in the original information or data supplied.

Scale 1:1000

Metres 0 5 10 15 20 25

Date February 2013

INDEX to adjoining map sheets

Sheet J6

000051

150 ST REGIONAL WTR LINE

200 SAN 0.52%

200 SAN 0.4%

200 SAN 1.2%

200 SAN 1.1%

200 SAN 1.5%

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Intersection of 20<sup>th</sup> Avenue / 21<sup>st</sup> Street (south side).





## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Carmanah Solar Powered Crosswalk System</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to upgrade existing infrastructure assets (road improvement).  New capital asset (not a replacement of an existing asset).
<b>Business Driver:</b>	This investment delivers an important community amenity that substantially improves pedestrian road safety at the junction of 20 <sup>th</sup> Avenue (main street) and 23 <sup>rd</sup> Street (road to school).

### Operational / Community Need:

<b>Opportunity Statement:</b>	This project provides additional road safety for pedestrians particularly on routes to / from Bowden Grandview School (and across main street).
<b>Project Outcome:</b>	Crossing installed at west side of the intersection.
<b>Project Requirements:</b>	Road survey – confirmation of exact location of crossing posts.
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	Public Works assistance may be required for barriers, safety signposting and traffic Management.
<b>Assumptions:</b>	None made

**Proposal:**

<b>Recommendation:</b>	To contract direct with ATS Traffic of Calgary
<b>Deciding Factor:</b>	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
<b>Cost:</b>	Cost \$13796.04 (net of GST) Excludes: <ul style="list-style-type: none"> <li>• cost of locates / hydrovac (if applicable).</li> <li>• road paint (as required).</li> </ul>
<b>Contracting &amp; Procurement:</b>	Direct (cash) purchase from supplier. Warranty 5 years.
<b>Any other relevant factors:</b>	Quotation valid for 30 days.  All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

**Project Implementation:**

<b>Project Manager(s):</b>	Menno Sietzema
<b>Project Start &amp; End Date:</b>	Summer 2024. (subject to contractor scheduling and availability)
<b>Risk:</b>	Traffic disruption (minimal)
<b>Project Review Strategy:</b>	Public Works Supervisor to liaise directly with CAO and report on progress made / unforeseen issues / cost overruns.
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	1 Public Works to paint road / crossing markings.  2 Asset Management Administrator to record and update asset schedules.  3 Administration to update infrastructure diagrams.

**Attachments:**

1. Infrastructure Map J7 (crossing highlighted in orange).
2. Specification sheet



# LEGEND

- SANITARY GRAVITY MAIN
- SANITARY FORCE MAIN
- ABANDONED MAIN
- SANITARY MANHOLE
- FLOW DIRECTION
- STORM SEWER MAIN
- STORM MANHOLE
- CATCH BASIN
- FLOW DIRECTION
- WATER MAIN
- VALVE
- PLUG
- REDUCER
- HYDRANT
- CIVIC ADDRESS 2105
- TOWN/COUNTY BOUNDARY

These drawings have been prepared for the purpose of providing information and data required for the construction of the project. They are not to be used for any other purpose without the written consent of the engineer.

**BOWDEN**

Scale 1:1000

Metres 0 5 10 15 20 25

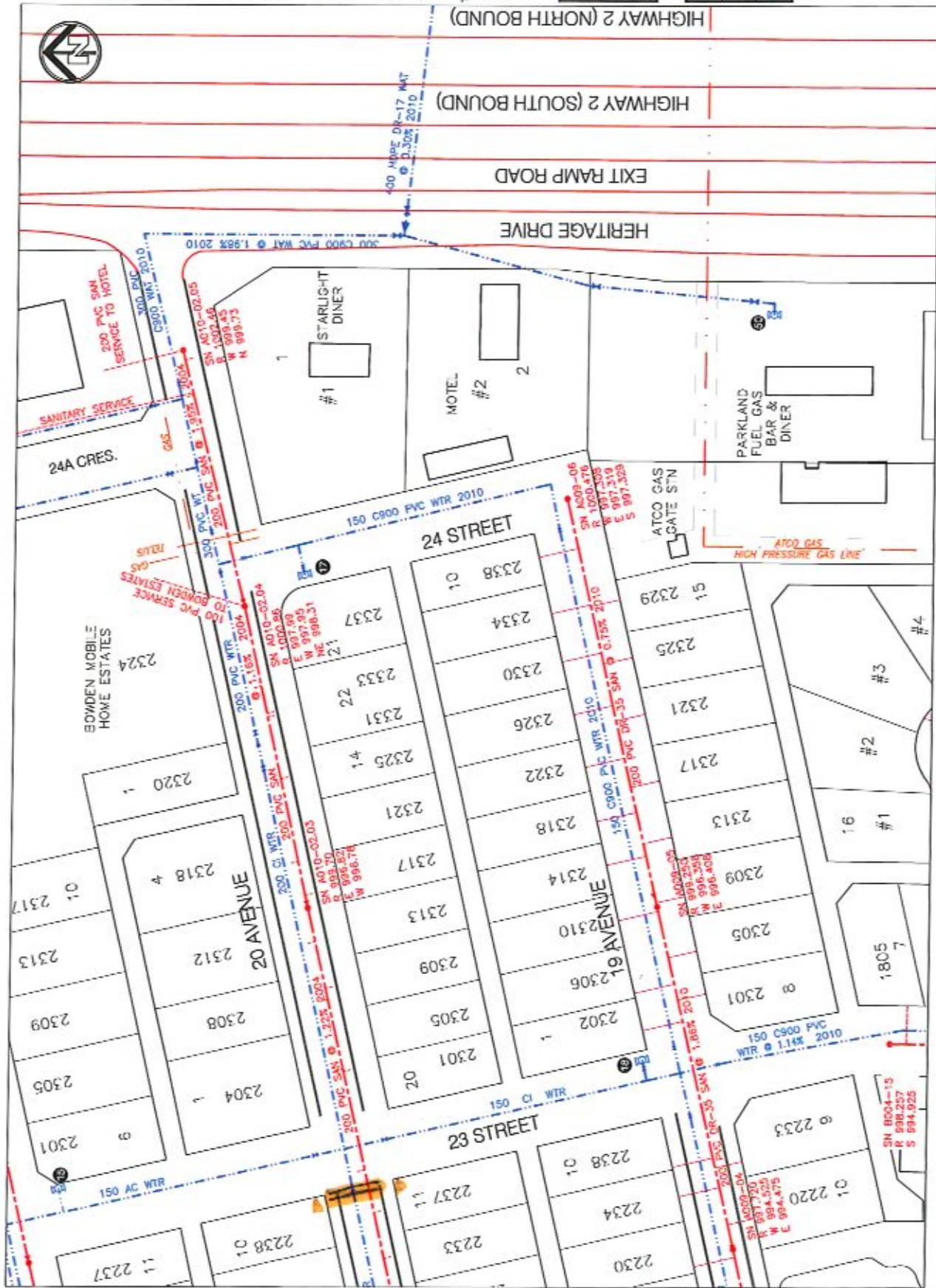
Date February 2009

INDEX to adjoining map sheets

16	17	18
J6	J7	J8
K6	K7	K8

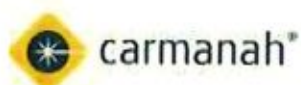
Sheet

**J7**





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



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





# BEACON - R920-E

000057

Product Code: 33120686

[REQUEST A QUOTE](#)

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

## Product Sheet

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

## Features

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

**All Carmanah traffic beacon and sign systems provide:**

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

[REQUEST A QUOTE](#)

## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>John Deere HPX615E Work Utility Vehicle</b> (complete with optional hydraulic blade kit)
<b>Finance Source:</b>	Public Works Reserves
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to maintain existing infrastructure assets (machinery & equipment).
<b>Business Driver:</b>	To provide Public Works / Parks with a lightweight vehicle that can be used for the maintenance of the walking trail (and other parks maintenance uses around the Town). Note: the design limitation / build specification of the walking trail does not permit the Town's pickup trucks (or the bobcat) by gross vehicle weight to access the trail for maintenance purposes. A lightweight utility vehicle is only suited for these tasks.

### Operational / Community Need:

<b>Opportunity Statement:</b>	This investment provides an alternative work vehicle for use in a variety of tasks where the use of a pickup truck is not suited or required. This is a fuel-efficient alternative to using pickup trucks. There is easy access in / out of the vehicle and for access to the rear cargo box.
<b>Project Outcome:</b>	The purchase of this equipment allows Public Works / Parks Department to efficiently maintain all sections of the new walking trail (snow removal, garbage removal etc). In addition, the vehicle can be used for parks maintenance providing easy access to tools (strimmers etc) negating the need to use pickup trucks for light maintenance work.
<b>Requirements:</b>	n/a
<b>Constraints:</b>	n/a
<b>Dependencies:</b>	n/a
<b>Risk:</b>	n/a



**Proposal:**

<b>Recommendation:</b>	To contract direct with Brandt Tractor of Red Deer County.
<b>Deciding Factor:</b>	Comparative quotation received from Bobcat for UV34 Utility Vehicle – John Deere better specification & price.
<b>Cost:</b>	Cost \$36644.39 (net of GST) (includes hydraulic blade kit)
<b>Contracting &amp; Procurement:</b>	Direct (cash) purchase from distributor. Warranty 2 years.
<b>Any other relevant factors:</b>	New asset (not a replacement of an existing asset).

**Project Implementation:**

<b>Project Manager(s):</b>	Menno Sietzema
<b>Project Start &amp; End Date:</b>	asap.
<b>Risk:</b>	n/a
<b>Project Review Strategy:</b>	n/a
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Asset Management Administrator to record and maintain addition of asset on AM schedules.

**Attachments:**

1. Sales Literature



[Home](#) > [Gator Utility Vehicles](#) > [Traditional Gators](#)  
> [HPX615E Work Series Utility Vehicle](#)



## HPX615E

### Work Series Utility Vehicle

- Electronic switch for instant 4WD engagement
- New dash display, including fuel gauge
- 16.4 cu ft (.46 cu m) cargo box with a 1,000 lb (450 kg) capacity
- Real dumping cargo box with pickup-style tailgate



## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>John Deere 1550 Terrain Cut Commercial Front Mower John Deere 72" Pro Commercial Rear Discharge Deck</b>
<b>Finance Source:</b>	Public Works Reserves
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to maintain existing infrastructure assets (machinery & equipment).
<b>Business Driver:</b>	An ongoing operational requirement to replace items of existing capital equipment deemed to be at the end of an asset's useful life. Replaces John Deere 1435 Mower & 72" Deck (purchased 2008)

### Operational / Community Need:

<b>Opportunity Statement:</b>	This investment is required as an ongoing requirement to replace ageing items of small equipment & machinery.
<b>Project Outcome:</b>	The purchase of this equipment allows Public Works / Parks Department to efficiently maintain parks / grass areas within the Town.
<b>Requirements:</b>	n/a
<b>Assumptions:</b>	n/a
<b>Constraints:</b>	n/a
<b>Dependencies:</b>	n/a
<b>Risk:</b>	n/a

**Proposal:**

<b>Recommendation:</b>	To contract direct with Brandt Tractor of Red Deer County.
<b>Deciding Factor:</b>	Comparative quotation received from Key Ag Kubota. Small (higher) difference in price. John Deere option maintains consistency of brand across lawn mowers.
<b>Cost:</b>	Cost \$35819.76. (net of GST) (includes commercial rear discharge deck)
<b>Contracting &amp; Procurement:</b>	Direct (cash) purchase from distributor Warranty 2 years
<b>Any other relevant factors:</b>	Replaces John Deere 1435 Mower & 72" Deck (purchased 2008) Asset is at end of useful life (15 years) fully amortized. NBV \$0.00 Estimated disposal revenue \$5000.00.

**Project Implementation:**

<b>Project Manager(s):</b>	Menno Sietzema
<b>Project Start &amp; End Date:</b>	asap.
<b>Risk:</b>	n/a
<b>Project Review Strategy:</b>	n/a
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Current asset to be disposed of by auction.  Asset Management Administrator to record and maintain addition & disposal of assets on AM schedules.

**Attachments:**

1. Sales Literature



[Find a Dealer](#)[Sign In](#)[ENGLISH](#)[Home](#) > [Mowers](#) > [Commercial Mowers](#) > [Front Mowers](#)> [1550 TerrainCut™ Front Mower](#)

## 1550

### TerrainCut™ Front Mower

- 7-Iron™ PRO Side Discharge or Fastback™ Rear Discharge Deck
- Diesel Engine
- Biodiesel Conversion Kit available
- Compatible with select front blade, snow blower and broom attachments

**Build Your Own**

[Find a Dealer](#) >[View Product Brochure](#) >[Request a Demo](#) >

## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Hot Shot Hot Water Gas Powered Portable Pressure Washer</b>
<b>Finance Source:</b>	Public Works Reserves
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to maintain existing infrastructure assets.
<b>Business Driver:</b>	An ongoing operational requirement to be: 1 reduce reliance on subcontractors / rental equipment 2 increase the scope of specialist tools available to Public Works

### Operational / Community Need:

<b>Opportunity Statement:</b>	This investment provides an important addition to the specialist equipment tool set of the Public Works Department.
<b>Project Outcome:</b>	The purchase of this equipment will allow Public Works to complete small infrastructure maintenance projects where it is necessary to use hydro excavation means, eg: street hydrant / street water valve replacement, removal of frozen soil / ice in cold weather
<b>Requirements:</b>	n/a
<b>Assumptions:</b>	n/a
<b>Constraints:</b>	Subcontracted Hydro Vac use (daylighting) is still required where a high-volume vacuum is required to remove liquidized earth or where deep excavations are required, eg: a water mains break.
<b>Dependencies:</b>	n/a
<b>Risk:</b>	Cost effective – less risk (& effort) than manual digging to expose buried utilities and for soil trenching.



**Proposal:**

<b>Recommendation:</b>	To contract with Pumps & Pressure of Red Deer for the supply of a Hot Shot portable pressure washer.
<b>Deciding Factor:</b>	Direct purchase – no competitive procurement process.
<b>Cost:</b>	Cost \$8250.00 (net of GST)
<b>Contracting &amp; Procurement:</b>	Direct purchase from distributor (Pumps & Pressure of Red Deer).
<b>Any other relevant factors:</b>	Replaces Dynablast High Pressure Washer (purchased 2003) NBV \$0.00 Estimated disposal revenue \$0.00

**Project Implementation:**

<b>Project Manager(s):</b>	Menno Sietzema.
<b>Project Start &amp; End Date:</b>	asap.
<b>Risk:</b>	n/a
<b>Project Review Strategy:</b>	Public works to report on annual asset use to Asset Management Administrator (via hour meter).
<b>Project Performance Measurement:</b>	The success of the project will be based on utilization of the asset and on future cost savings.
<b>Change Management:</b>	Public Works responsible for disposal of old Dynablast unit.  Asset Management Administrator to record and maintain asset data on AM system.

**Attachments:**

1. Hot Shot Specification sheet

**hotshot**

WWW.PUMPSANDPRESSURE.COM

# HOT WATER PRESSURE WASHER



## SPECIFICATIONS

MODEL	HS-4435HFG	HS-4435GRGF
Pressure	3,500 PSI	3,500 PSI
Volume	3.8 GPM	3.8 GPM
Engine	13HP Honda Gas Engine	13HP Honda Gas Engine
Pump Speed	3,600 RPM	1,750 RPM
BTU	300,000	300,000
Burner	12V	12V
Dimensions	42" x 28" x 43"	42" x 28" x 43"
Weight	440lbs	460lbs

### Features:

- Downstream Adjustable Chemical Injector
- Quick Connect Nozzles
- Heavy Duty Steel Frame
- Large Temperature Dial
- Easy Access On/Off Toggle Switch
- Replaceable Fuse
- Easy Access Control Panel
- Stainless Steel Coil Skin
- 50' High Pressure Hose
- Separate Unloader
- Interpump Pump
- Large Fuel Oil Tank
- 13" Pneumatic Tires
- SS Fire Target Plate
- SS Bottom Coil Pan

### Additional Options:

- Hose Reel Kit (**HR4KIT**)
- Gear/Pump Assembly (**GRGF**)



### GRGF Exclusive Features:

- Ideal for Tank Fed Applications
- Bigger, Slower Pump; Half the Speed, Twice the Life



CALL US TOLL FREE 1-888-430-9359 SALES@PUMPSANDPRESSURE.COM

Red Deer 403-347-9770 · Edmonton 780-930-9359 · Grande Prairie 780-539-9939 · Calgary 403-263-7207  
 Lethbridge 403-328-0504 · Saskatoon 306-242-6622 · Brandon 204-728-9303



## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Cat C20T Auto Floor Scrubber</b>
<b>Finance Source:</b>	Recreation Reserves
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to maintain existing small equipment assets.
<b>Business Driver:</b>	An ongoing operational requirement to replace an item of existing capital equipment deemed to be at the end of its useful life.

### Operational / Community Need:

<b>Opportunity Statement:</b>	This investment is required as an ongoing requirement to replace ageing items of small equipment & machinery.
<b>Project Outcome:</b>	The purchase of this equipment allows Arena workers to maintain and clean floor surfaces.
<b>Requirements:</b>	n/a
<b>Assumptions:</b>	n/a
<b>Constraints:</b>	n/a
<b>Dependencies:</b>	n/a
<b>Risk:</b>	n/a

**Proposal:**

<b>Recommendation:</b>	To contract direct with supplier.
<b>Deciding Factor:</b>	Direct purchase. Price comparisons with other similar equipment have been made.
<b>Cost:</b>	Cost \$6153.00. (net of GST)
<b>Contracting &amp; Procurement:</b>	Direct purchase from distributor
<b>Any other relevant factors:</b>	Replaces existing floor scrubber. NBV \$0.00 Estimated disposal revenue \$0.00.

**Project Implementation:**

<b>Project Manager(s):</b>	n/a
<b>Project Start &amp; End Date:</b>	n/a
<b>Risk:</b>	n/a
<b>Project Review Strategy:</b>	n/a
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Old floor scrubber to be disposed of.  Asset Management Administrator to record and maintain addition of asset on AM schedules.

**Attachments:**

1. Illustration.





**Model #: WB641746**

EXCLUSIVE BRANDS    DISCOUNTED

## **Cat® C20T Auto Floor Scrubber With Traction Drive, 20" Cleaning Path**

[View All Walk-Behind Floor Scrubbers](#)

| [Questions & Answers \(0\)](#)

[Purchase Information](#)

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## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

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

### Operational / Community Need:

<b>Opportunity Statement:</b>	This project complements the installation of the new playground in Centennial Park (south of the Arena) in 2023.
<b>Project Outcome:</b>	This project provides an additional outdoor amenity for public gatherings and meetings.
<b>Project Requirements:</b>	Measurement and site markings required for location of concrete pad and metal beam support pilings.  Decision to be made on colour of steel beams and pre painted metal roof panel.
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	Public Works assistance may be required for implementing barriers / safety fencing during the construction work.
<b>Assumptions:</b>	Land owned by the Town.



**Proposal:**

<b>Recommendation:</b>	To contract direct with CPL Custom Park & Leisure Limited.
<b>Deciding Factor:</b>	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
<b>Cost:</b>	Cost      \$50,000.00. (supply & installation) \$ 5,000.00. (concrete foundation) \$ tbc        (furniture & garbage bins)
<b>Contracting &amp; Procurement:</b>	Direct contract with supplier.
<b>Any other relevant factors:</b>	All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

**Project Implementation:**

<b>Project Manager(s):</b>	Menno Sietzema
<b>Project Start &amp; End Date:</b>	Summer 2024. (subject to contractor scheduling and availability)
<b>Risk:</b>	During construction safety fencing is required.
<b>Project Review Strategy:</b>	Public Works Supervisor to liaise directly with CAO and report on progress made / unforeseen issues / cost overruns.
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Public Works responsible for future maintenance including snow removal, sweeping, emptying of bins etc.  Asset Management Administrator to record and update asset schedules.

**Attachments:**

1. Photo (stock) & proposed position map.



Proposed Location of Picnic Shelter





## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Cemetery Ornamental Border Fencing</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	Infrastructure and Asset Management
<b>Business Driver:</b>	<p>This project is a continuation of the ongoing project to install an ornamental fence (and gates) on the north border of the cemetery adjacent to Highway 587.</p> <p>The intention is to fully complete the installation of all additional fence panels (16 in total) in 2024.</p>

### Operational / Community Need:

<b>Opportunity Statement:</b>	This project completes the visual improvement to the cemetery border and greatly enhances the aesthetics of this public amenity.
<b>Project Outcome:</b>	<p>This capital project has been requested by the Bowden &amp; District Cemetery Association.</p> <p>Completion of the fencing project in 2024 negates the need for a continuous piecemeal approach of buying and installing panels in part each year.</p> <p>(6 panels were purchased and installed in 2023)</p>
<b>Requirements:</b>	<ol style="list-style-type: none"> <li>1. Installation.</li> <li>2. Survey of the existing grave plots at the western end of the existing fence line.</li> <li>3. Survey of the revised property line following the recent road improvement and boundary (turning lane into Paterson Grain).</li> </ol>
<b>Assumptions:</b>	Land owned by Town.
<b>Constraints:</b>	Funding limits / approval from MSI / LGFF.
<b>Dependencies:</b>	Public Works to provide resource for installation.
<b>Risk:</b>	n/a

**Proposal:**

<b>Recommendation:</b>	To contract with Command Gate of Innisfail for the purchase of 16 powder coated fence panels.
<b>Deciding Factor:</b>	
<b>Cost:</b>	Cost                    \$16000.00 (net of GST) Installation costs   \$ 2000.00.
<b>Contracting &amp; Procurement:</b>	Cash purchase
<b>Any other relevant factors:</b>	New panels must match specification of existing fence panels.

**Project Implementation:**

<b>Project Manager(s):</b>	Menno Sietzema
<b>Project Start &amp; End Date:</b>	Summer 2024.
<b>Risk:</b>	No risk to operational service levels.
<b>Project Review Strategy:</b>	n/a
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Bowden & District Cemetery Association are responsible for the future maintenance and upkeep of the fence panels.

**Attachments:**

- 1 Pictures of limit of current fencing east and west of the entrance gates.
- 2 Schematic of revised cemetery boundary following revised road junction.



View south (east of cemetery entrance)



002075



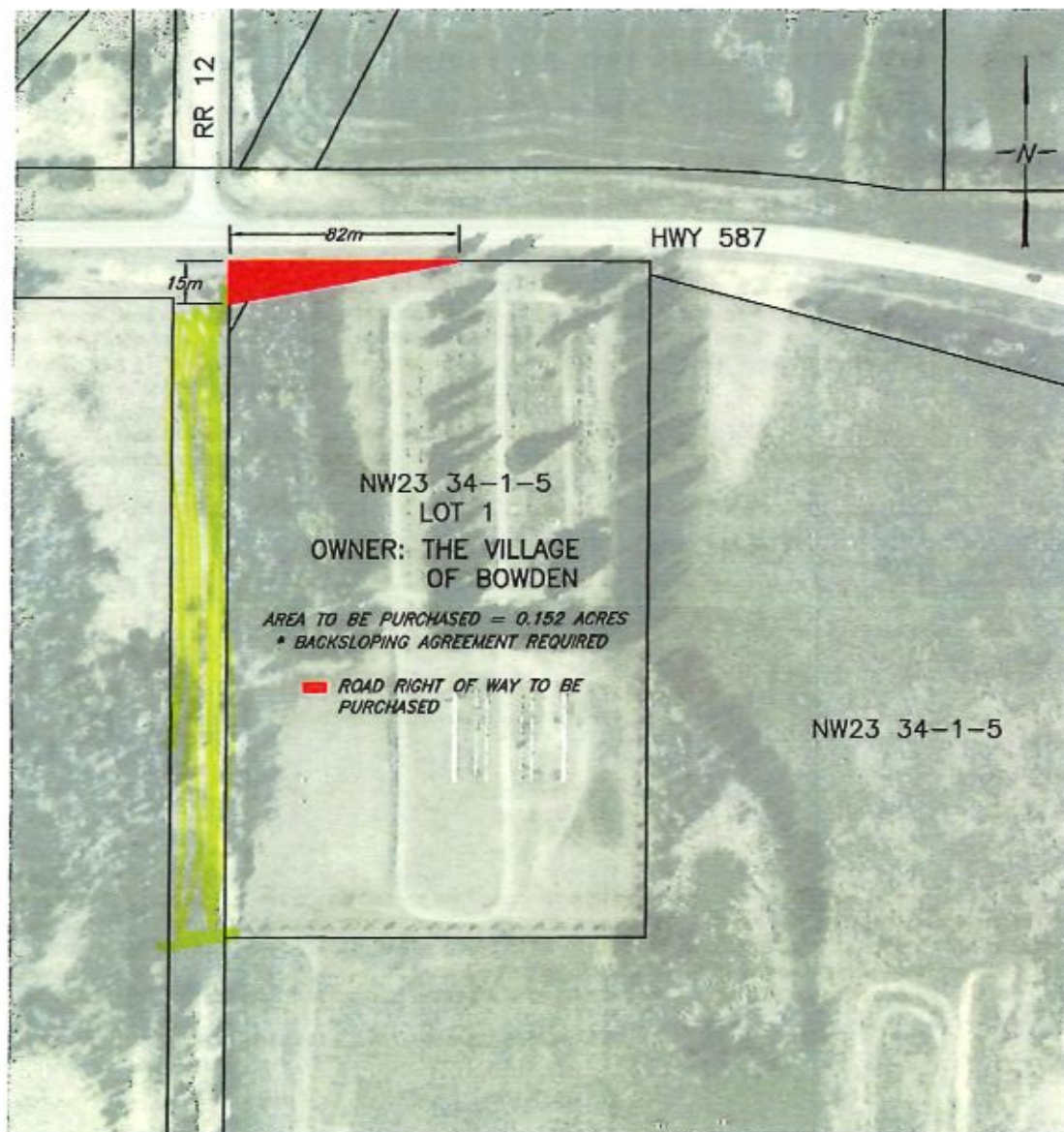
View south (west of cemetery entrance)



000076



HWY 587  
ROW TO BE PURCHASED



LOCATION: Z:\PROJECTS\336-COUNTY ROADS 2016\336-19-RR12 (HWY 587)  
130 - DESIGN\ROW TO BE PURCHASED.DWG

**AL-TERRA**

QUALITY • COMMITMENT • INTEGRITY • SUCCESS

Initials: PL Jawn

Witness Initials: AN

## BUSINESS CASE FORM (Capital Budget 2024)

### Overview:

<b>Project Type:</b>	2024 Capital Project
<b>Project Name:</b>	<b>Apple iPad 10.9" 64GB (with Wireless Connectivity).</b>
<b>Finance Source:</b>	MSI / LGFF
<b>Alignment with Strategic Plan:</b>	n/a
<b>Business Driver:</b>	Operational efficiencies.

### Operational / Community Need:

<b>Opportunity Statement:</b>	This capital equipment investment is a continuation of the program of improving IT / communications equipment for use during Council and Town Administration meetings.
<b>Project Outcome:</b>	The purchase of this IT / communications equipment allows Town Councillors to access meeting agenda documents conveniently via a digital format (pdf documents).
<b>Requirements:</b>	n/a
<b>Assumptions:</b>	n/a
<b>Constraints:</b>	n/a
<b>Dependencies:</b>	n/a
<b>Risk:</b>	n/a



**Proposal:**

<b>Recommendation:</b>	To purchase (x6) Apple iPads (for Town Councillor use).
<b>Deciding Factor:</b>	Cost (sourced from local supplier).
<b>Cost:</b>	Cost \$3900.00. (net of GST) (to include protective cover / case)
<b>Contracting &amp; Procurement:</b>	Direct (cash) purchase from supplier.
<b>Any other relevant factors:</b>	This equipment is for Town use only.  iPads are to be configured with @bowden.ca emails only. Internet access provided via wi-fi capability.

**Project Implementation:**

<b>Project Manager(s):</b>	CFO
<b>Project Start &amp; End Date:</b>	n/a
<b>Risk:</b>	n/a
<b>Project Review Strategy:</b>	n/a
<b>Project Performance Measurement:</b>	n/a
<b>Change Management:</b>	Administration to revise procedures for distribution of Council agenda packages (cease distribution of printed hard copies).  Asset Management Administrator to record and maintain addition of asset on AM schedules.

**Attachments:**

<b>Regular Council Meeting:</b> April 8, 2024.	<b>Agenda Item:</b> 11.a / 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> 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 reports submitted.

**c. Society & Other Reports**

- i. Mountain View Regional Water Services Commission Drought Committee (meeting of March 6, 2024).
- ii. Mountain View Regional Water Services Commission Drought Committee (meeting of March 27, 2024).
- iii. Mountain View Regional Water Services Commission (meeting of March 20, 2024).
- iv. Municipal Leaders Caucus (March 14 / 15, 2024).
- v. Rural Municipalities of Alberta Convention (March 18 / 20, 2024).

*(all reports submitted by Mayor Rob Stuart)*

**Note:**

All meeting minutes submitted should be assumed to be "unapproved".

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted Society & Other reports as information.



<b>Regular Council Meeting:</b> April 8 <sup>th</sup> , 2024.	<b>Agenda Item:</b> 11
<b>Prepared by:</b> Rudy Friesen	<b>Approved By:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**Economic Development Alberta**

I am attending the Economic Development Alberta Conference April 10-12 in Kananaskis.

This is my first opportunity to attend, and I hope it lives up to its reputation.

The session offers targeted information on specific economic development opportunities such as agriculture and energy, and hands on workshops to provide information from engaging site selectors to strategies for tapping into economic development resources within your community.

**Municipal Planning Decision Appeal**

Two separate appeals have been filed with the Subdivision and Appeal Board with respect to the recent Municipal Planning Commission decision regarding Development Application DB-24-001. At the writing of this report, a firm date in April for the hearing had not been confirmed.

**Urban Hen Pilot Program**

To date, Administration has received one application to participate in the recently approved urban hen pilot program for the Town. Everything appears to be in order with the application, as per the requirements of the pilot program. Once we have had the opportunity to meet with the applicant, we anticipate that this application will be approved and thereafter a date be set to commence the one-year pilot program.

**FCSS**

A meeting of the FCSS Partners group was held March 27<sup>th</sup>, to update the region on happenings in recent months. Work continues on the 50<sup>th</sup> anniversary celebrations for our regional group.

Part of the celebrations include Board tours of the various FCSS offices in action.

The current plan is to tour Bowden in early May. I will update Council as more definitive plans are in place.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSSION  
DROUGHT COMMITTEE  
MARCH 6, 2024

ZOOM MEETING

All members municipalities represented.

Discussion on community water survey. Some members did not agree with the numbers submitted. The numbers submitted were submitted by the member municipalities. Any misinformation or categories not included are the responsibility of the municipality.

Discussion on other organizations having drought meetings and who was invited and why others were not. Alberta Environment organized the meetings and they made the invitations.

There was a regional users meeting which included: Mountain View County, Red Deer County, Red Deer, North Red Deer Water Services Commission, and MVRWSC. There were questions why RDMUG was not included. This was a preliminary meeting to discuss regional use and cooperation locally. This was attended by technical members from the communiities.

Discussion on how to be eligible for grant money. Service Commissions are not eligible for grants, but raw water storage and moving raw water intake to Gleniffer Reservoir would be significant.



MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSSION  
DROUGHT COMMITTEE  
MARCH 27, 2024

ZOOM MEETING

All members municipalities represented.

Discussion on provincial water sharing agreements and the Memorandum of Understanding that has been proposed.

The MOU is specifically for the Red Deer River basin. Numerous comments about possible suggested revisions.

The MOU was presented to a technical group of representatives who were not empowered to commit to the agreement. Revisions have been submitted to the province for their review.

A motion was unanimously carried to wait until we have a response from the province.

## MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSSION

March 20<sup>th</sup>

## Zoom meeting

All members in attendance.

Vice-chairman, CAO, Operations Director, Technical Manager reports presented, discussed and accepted for information.

Preliminary design for electrical room upgrades has been awarded to Associated Engineering.

Spring runoff has started with the ice going out of the Little Red Deer and the Medicine Rivers. This requires an increase in chemicals to compensate for the change in water quality.

Auditor's preliminary report was presented and accepted for information.

Safety Manual has been updated and revised. Semi-annual water tests have been completed without issues.

Discussion on Supply and Services Agreement with the municipalities. Some communication issues but are resolved.

Appointed Technical Manager Wes Olstad to attend Genesis Insurance Annual General Meeting.

Comparative Income Statement Attached

**Mountain View Regional Water Services Commission**  
**Comparative Income Statement**  
**As at February 29, 2024**

Actual February 1 to February 29, 2024	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2024 to Dec. 31, 2024
\$ 145,252.04	\$ 285,468.76	0.91	\$ 312,903.92	\$ 1,840,611.32
17,660.72	35,126.24	0.98	35,737.93	210,223.09
13,750.60	27,753.36	0.70	39,676.25	233,389.72
174,683.84	353,402.24	0.84	420,464.14	2,473,318.49
76,233.09	156,468.22	0.85	183,752.09	1,080,894.67
57,941.64	117,707.50	0.86	137,118.56	806,579.75
71,577.98	142,568.90	0.87	164,468.06	967,459.16

**REVENUE**

Water Sales - Town of Innisfail  
 Water Sales - Bowden Institution  
 Water Sales - Town of Bowden  
 Water Sales - Town of Olds  
 Water Sales - Town of Didsbury  
 Water Sales - Town of Carstairs  
 Water Sales - Town of Crossfield



# MUNICIPAL LEADER'S CAUCUS

MARCH 14<sup>TH</sup> AND 15<sup>TH</sup>

Approx. 250 attendees

## MARCH 14

President's (Tyler Gandam) Welcome and Comments

Alberta Municipalities are working hard on lobbying and interacting with the provincial government. Do not think the LGFF funding was enough. Due to social media and disgruntled residents more elected officials are suffering from harassment and mental stress.

Municipal Affairs Minister (Ric McIver)

Provincial working cooperatively with AB Munis and RMA.

April 1<sup>st</sup> \$722 million LGFF funding will be available.

In 2025, this will increase by 14%. \$60 million in Local Community Improvement Grants.

Assistant Deputy Minister Environment (Stacey Smythe)

51 water advisories and water shortages in province.

Have had 75 meeting with stakeholders over 1000 people

Each basin will have a voluntary water sharing agreement

Epcor

Treatment plan supplies 7 water commissions which include 90 communities and 365,000 customers.

Board Discussion on Municipal Discourse

More and more negative and uninformed comments

Escalating from disagreement to abuse.

Working with other associations to brain storm to educate and inform public

Jim Willet (Mayor of Coutts)

Demonstration turned into occupation. Demonstrators turned into terrorists. Lots of police, but no enforcement. The more they tried to communicate with residents, the

more negative and disgruntled they became.

#### Municipal Orientation (Consultant)

Try to focus on meeting protocols and procedural bylaw.

Review Code of Conduct annually and ensure Public Participation procedure is effective. Not too grandiose.

#### Public Engagement

Set priorities and timelines. Most residents don't know roles of elected officials. Try to make them accountable for doctor's and lack of other commercial enterprises.

#### Alberta Municipalities Policy Procedures

Looking at revamping resolution process. There is a perception that it is small towns/villages against mid-size cities/cities (all parties unhappy).

Resolutions are valid for three years (lobbying prov.)

#### Breakout Sessions

Primary concerns of your municipality.

Positives and negatives that affect your community.

Feedback on Alberta Municipalities performance.

March 15<sup>th</sup>

#### President of FCM

FCM represents 2000 municipalities.

Many tools available on the FCM website.

Urges everyone to attend FCM in Calgary.

Mike Yargeau will be running for FCM 3<sup>rd</sup> VP.

#### NDP Municipal Affairs Critic (Kyle Kasawski)

Ab muni's are critical for Alberta's success.

UCP doesn't listen and downplays on muni's.

NDP will empower munis and increase funding.

Ministers Dialogue 1 (Bear pit) 11 ministers in attendance

Westlock Q-FCSS funding. A-High priority but no increase funding.

Delburne Q-Refocus of AHS. A Ongoing. Appreciate feedback.

Grande Prairie Q Rural stream issues. A-Ongoing improvements



SV Westcove Q-Funding for nurse prectioners. A- Ongoing.  
 Sylvan Lake Q-Code of Conduct review. A-In progress (impartial).  
 Airdrie Q Homeless Housing A- Working on issue Navigation Center  
 Provincial police A-Supporting all police. Enhancing Sheriffs.  
 St. Albert Q-Changes to health care. A- modifying funding issues  
 Bonnyville Q Rezone AHS zones Split North zone A Reviewing zones  
 LGFF road funding equation. A-Being evaluated.  
 Alberta Beach A-opioid support. A-Increasing addiction support.  
 Q-Police Advisory Board. A-Will be more local input.  
 Q-Overloaded Courts. A-Under review. Filling vacancies.  
 Q-Catch and release A-Trying to get federals to reform bail.  
 Blackfalds Q-Infrastructure shortfalls. A-Under review.  
 Banff Q-LGFF because of high tourist influx. A-Under review.  
 Cochrane Q-Midsize cities funding. A-Working on CMHC increase  
 Q-School funding. A-19 new in 2024. \$2.1 Billion funding.  
 Coutts Q-Rural crime. Increase border patrols. Working on it.  
 Smoky Lake Q-Recall legislation. A-Under review.

#### Minister's Dialogue II 8 Ministers.

Linden Q-municipal political parties. A Rules needed.  
 Cold Lake Q-Carbon capture A-Waiting for federal info.  
 Q-Derelict oil infrastructure A-Have made progress.  
 Q-Electricity rates. A- working on resolving. Revamp grid.  
 Edmonton Q-Municipal political parties. A-Very defensive.  
 Amisk Q-Rural Economic Development A more for small munis.  
 Q-Equitable Gaming A- Under review. (I spoke at microphone).  
 Q-Electricity rates Q-Fixed rates under review Slow process.  
 Q-Renewable energy. A-Concerns on sporadic nature.  
 Q-Rural access to support services. A-Looking at remote access.  
 Camrose Q-Housing crisis. A-Building codes need updating.  
 Vegreville Q-Budget concerns. A- Need to focus on debt repayment.  
 Peace River Q-Nuclear power. A-Making sure of pros and cons.

Premier Smith

Appreciate Alberta Municipalities efforts and cooperation.

Concerns on weather (Drought and wild fires).

Need to focus on debt management. Hope to repay \$3B.

More money will be available when there are surpluses.

Q and A

Q-Provincial property taxes. Concerns on assessments. Will invest.

Q-FCSS funding. A-She is in favor but needs to investigate.

Q-Funding for schools and daycares. A- Supportive.

Q-Political parties. A-Donations influencing local elections.

Q-Increase in education tax 12% due to assessments. A Will Investigate.



## RURAL MUNICIPALITIES OF ALBERTA CONVENTION MARCH 18<sup>TH</sup> TO 20<sup>TH</sup>

### MARCH 18

#### Breakout Session 1

##### Consulting Engineers of Alberta (CEA)

- Request For Proposal (RFP)

- Procurement RFP scoring. Inclusive and documented.

- Evaluate scope, budget, quality, and schedule.

- Clear terms of reference and qualifications.

- Process for pre-qualifying contractors.

- Ensure proper oversight of project.

- Qualification Based Selection:

  - Qualifications, experience, competence.

#### Breakout Session 2

##### Introduction to De-escalation

- Dissension is getting more frequent and intense.

- Most assertions are not factual and are usually opinions.

- Social media gives anyone the opportunity to say anything.

- Monitor website and remove false/personal comments, but do not give the impression you are censoring free speech.

- Do not get into debates and justification.

- Try to ensure clear communication with multiple methods.

- Give opportunities for feedback: open houses, surveys, etc.

## MARCH 19

RMA president's welcome and opening ceremony.

Minister of Municipal Affairs (Ric McIver)

Much the same speech as last week but catered to RMA.

President of Federation of Canadian Municipalities (Scott Pearce)

Same comment as above.

Ministerial Forum (Bear pit) 12 ministers

Many of the same questions from last week: want more funding (LGFF, FCSS, AHS concerns, electric, etc.) Many questions related to rural topics: bridge and road concerns, drought, water supply, wildfires, etc.

Breakout Session

### GROWING AGRI-TOURISM

Many rural businesses are getting into operations that are similar to the Bowden Sun Maze/Eagle Creek Farms. They have their businesses and are partnering with other entities to attract tourists. Many offer tours, products, rooms and meals. RMA and the province are providing grant money and resources to encourage operators.

### CANOE BENEFITS BY CANOE PROCUREMENT GROUP

This is the business arm of RMA. They procure supplies and equipment for the RMA members and associate members. They handle insurance policies and assist with claims. They employ over one hundred staff in a separate division the RMA.

### RESOLUTION SESSION

There were nine resolutions of which eight were carried. One was defeated. There were three emergent resolutions which were carried. The RMA Convention Handbook (with more information) is available at the councilor workstation.



MARCH 20

RURAL HEALTH PROFESSIONALS ACTION PLAN

Presentation on the shortage of doctors and nurses in rural Alberta. Many people do not have a family doctor (estimated at 600,000). The province, RMA and Alberta Municipalities are working together to solve the problem. Many municipalities have formed attraction and retention committees.

MINISTERIAL FORUM (11 Ministers)

I missed most of the Minister's Forum due to a Mountain View Regional Water Services Commission zoom meeting that I had to chair. The comments were similar to the day before but related to the different ministers. Devin Dreesen seemed to be the one who got the most questions. Brian Jean and Nate Horner were also popular. A comment from Stettler County was thanking Minister Horner for a "good job on the budget". Environment Minister (Rebecca Schulz) took some questions on drought and water licenses.