

# Town of Bowden - Special Council Meeting AGENDA

A Special Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Tuesday 20 February 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>	<b>Pages</b>
<b>3.a</b> Regular Council Meeting of January 22, 2024.	<b>2</b>
<b>3.b</b> Regular Council Meeting of February 12, 2024.	<b>3 - 6</b>
	<b>7</b>
<b>4. PUBLIC HEARING</b>	
None scheduled.	
<b>5. DELEGATION</b>	
None scheduled.	
<b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b>	<b>8 - 10</b>
<b>6.a</b> Bowden Hotel.	
<b>6.b</b> Urban Hen Pilot Programme.	<b>11 - 23</b>
<b>6.c</b> Negative Motions re: Motion 8.b RCM 22 Jan 2024.	
<b>6.d</b> Key Dates.	
<b>7. BYLAWS &amp; POLICIES</b>	
No item submitted.	
<b>8. NEW BUSINESS</b>	<b>24</b>
<b>8.b</b> Political Parties in Municipal Elections – Survey.	<b>25 - 31</b>
<b>9. FINANCIAL</b>	<b>32 - 34</b>
<b>9.a</b> 2024 Operating Budget – sixth draft as presented.	<b>35 - 44</b>
<b>9.b</b> 2024 Capital Budget	<b>45</b>
<b>10. CORRESPONDENCE</b>	<b>46</b>
<b>10.a</b> Letter received from Mayor Judy Dahl, Town of Olds.	<b>47</b>
<b>10.b</b> Letters received from Red Deer County Protective Services	<b>48 - 50</b>
<b>11. REPORTS</b>	<b>51</b>
<b>11.a</b> CAO's report	<b>52</b>
<b>11.b</b> Council Committee Reports	
<b>11.c</b> Society & Other Reports	<b>53 - 54</b>
<b>12. CLOSED SESSION OF COUNCIL ("in camera")</b>	
<b>12.a</b> Financial Matter (Confidential).	
This will be a closed session of Council as permitted by section 197 of the MGA.	
An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of:	
Section 27 "deemed to be privileged information".	
<b>13. MEETING ADJOURNMENT</b>	

<b>Special Council Meeting:</b> February 20, 2024	<b>Agenda Item:</b> 3.a / 3.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO.
<b>Report Type:</b> RFD	<b>Attachment(s):</b> As per content

**Content:**

- 1  
Administration submits to Council the minutes of the previous two Regular Council Meetings held on:
- Monday January 22, 2024.
  - Monday February 12, 2024.

- 2  
The Regular Council Meeting of February 12 was adjourned after 15 minutes due a quorum of elected officials not being reached.

- 3  
Subsequent to the RCM of February 12, Mayor Robb Stuart has called for a Special Council Meeting to be held to deliberate all the agenda of the February 12, 2024, meeting plus an additional 2 items relating to:
1. 2024 Capital Budget.
  2. Additional items of correspondence.

4  
**Adoption of Minutes of Previous Minutes:**

Council is requested to pass a motion to adopt the minutes of the previous meetings (as attached).

**Recommended Motions:**

Motion by Councillor \_\_\_\_\_ that Council adopts the minutes, as presented, for the Regular Council Meeting of January 22, 2024.

Motion by Councillor \_\_\_\_\_ that Council adopts the minutes, as presented, for the Regular Council Meeting of February 12, 2024.





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**Town of Bowden – Regular Council Meeting  
held on Monday 22 January 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

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

<b>ABSENT</b>	Councillor	Wayne Milaney
	Councillor	Marie Flowers

<b>ADMINISTRATION</b>	CAO	Rudy Friesen
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**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.d Alberta Mid Sized Towns Mayors' Caucus*

*Agenda item 8.e Meeting with MLA Devin Dreeshen*

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Deb Coombes that Council adopts the minutes as presented for the Regular Council Meeting of January 8, 2024.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There were no public hearings.

**5. DELEGATION**

There were no delegations.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Agenda item 6.a Bowden Hotel**

There was no further update on the Bowden Hotel.

**Agenda item 6.b Town of Olds Community Partnership Application**

During the RCM of December 11, 2023, Council was presented with a letter from Mayor Judy Dahl of the Town of Olds requesting support in respect of a grant application to undertake a condition assessment and feasibility study of the Olds Multiplex.

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Subsequently Mayor Robb Stuart received an email from Mayor Judy Dahl dated January 15, 2024, requesting a response with Councils' decision.

Administration recommended that Council support the request made by Mayor Judy Dahl and pass a resolution to that effect.

**Motion 6.a**

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

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

No item submitted.

**8. NEW BUSINESS**

**Agenda item 8.a Urban Hens – Pilot Program (Proposal Document)**

Administration provided Council with a proposal for an urban hen pilot program.

Council reviewed the document and gave appreciation to resident Katie Smith for her input and assistance in preparing the document.

Council requested that Administration provide clarification on:

- i. the number of hens allowed per application,
- ii. inclusion of terms with regard to permission obtained from neighbouring properties.

**Motion 8.a**

Moved by Councillor Paul Webb that Administration incorporates the changes requested by Council and resubmit at a later date a formal licencing agreement document and application form for the program for Council's further review and consideration.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.b Emerging Trends in Municipal Law**

Administration provided Council with details of the seminar to be hosted by Brownlee LLP and requested confirmation of those elected officials wishing to attend.

There was no decision made. There was no motion made.

**Agenda item 8.c Annual Municipal Law Seminar**

Administration provided Council with details of the seminar to be hosted by Reynolds, Mirth, Richards & Farmer LLP and requested confirmation of those elected officials wishing to attend.

There was no decision made. There was no motion made.

**Agenda item 8.d Alberta Mid Sized Towns Mayors' Caucus (new agenda item)**

Mayor Robb Stuart provided Council with the Terms of Reference for the Alberta Mid Sized Towns Mayors' Caucus.

Council discussed the merits for and against becoming a partner in the venture.



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**Motion 8.b**

Moved by Councillor Randy Brown that the Town of Bowden no longer participates in the venture and does not become a member of the Alberta Mid Sized Towns Mayors' Caucus.

**MOTION CARRIED**

**Agenda item 8.d Meeting with MLA Devin Dreeshen**

Mayor Robb Stuart informed Council that he would be in attendance at a meeting on January 25, with other Town mayors at which MLA Devin Dreeshen would be present.

He would approach MLA Devin Dreeshen to request an in-person constituency update to be given to Council by the MLA at a future RCM.

There was no motion made on agenda item 8.d.

**9. FINANCIAL****Agenda item 9.a Operating Budget (5<sup>th</sup> draft)**

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

Administration noted the further items of amendment required by Council.

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

**Motion 9.a**

Moved by Councillor Paul Webb that Council directs Administration to make amendments to the draft 2024 Operating Budget as requested namely to:

- i. incorporate a \$5000.00 budget per Councillor for professional development,
  - ii. incorporate a \$7500.00 budget for the Mayor for professional development,
- and to incorporate further additional amendments as discussed and requested.

**MOTION CARRIED UNANIMOUSLY**

**10. CORRESPONDENCE**

There were no items of correspondence.

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

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

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

No reports submitted.

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

Mid Size Towns Caucus meeting notes

**Motion 11.a**

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

**MOTION CARRIED UNANIMOUSLY**

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

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

**Motion 12.a.**

Moved by Councillor Randy Brown at 8:14pm that Council moves to an "in-camera" session.

**MOTION CARRIED UNANIMOUSLY****Motion 12.b.**

Moved by Councillor Sandy Gamble at 9:12pm that Council return to an "open meeting" of Council.

**MOTION CARRIED UNANIMOUSLY**

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

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

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

**MOTION CARRIED UNANIMOUSLY****Meeting Adjourned****Minutes signed by:**

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**Mayor**  
**Robb Stuart**

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**CAO**  
**Rudy Friesen**





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**Town of Bowden – Regular Council Meeting  
held on Monday 12 February 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

<b>PRESENT</b>	Mayor	Robb Stuart	(Chair)
	Councillor	Sandy Gamble	
	Councillor	Deb Coombes	
<b>ABSENT</b>	Councillor	Wayne Milaney	
	Councillor	Marie Flowers	
	Councillor	Randy Brown	
	Councillor	Paul Webb	
<b>ADMINISTRATION</b>	CAO	Rudy Friesen	
	Recorder	Arno Glover	

Section 167 of the MGA states:

*Except as provided in this or another enactment, the quorum of a council is:*

- (a) the majority of all the councillors that comprise the council under section 143, or*
- (b) if there is a vacancy on the council*

Section 11.2 of the Town of Bowden Council Procedural Bylaw 08 / 2020 states:

*If a quorum is not present within fifteen minutes after the time fixed for a meeting, the meeting chair will record the names of the members present and the meeting will stand adjourned until the next regular meeting date.*

*The only action that can be taken in the absence of quorum is to fix a time to which to adjourn, decision to recess (allow more time to achieve the quorum), or to take measures to obtain a quorum.*

At 7.15pm Mayor Robb Stuart made the decision to adjourn the meeting until the next Regular Council Meeting scheduled for February 26, 2024.

**Minutes signed by:**

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

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

<b>Special Council Meeting:</b> February 20, 2024.	<b>Agenda Item:</b> 6.a / 6.b / 6.c / 6.d
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information / RFD	<b>Attachment(s):</b> 1 Urban Hen Pilot Program Agreement 2 Urban Hen Licence Application Form

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

**Content:**

**6.a Bowden Hotel**

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

**6.b Urban Hen Pilot Program**

**Background**

Following a presentation to Council by resident Katie Smith on September 11<sup>th</sup>, 2023, Town Administration in conjunction with Ms. Smith have worked together to develop a pilot program for the keeping of urban hens.

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

A proposal document was submitted to Council during the RCM of January 22, 2024.

Council reviewed the proposal document and requested that Administration provide clarification on:

- i. the number of hens allowed per application,
- ii. inclusion of terms with regard to permission obtained from neighbouring properties.

A motion was passed as follows: moved by Councillor Paul Webb that Administration incorporates the changes requested by Council and resubmit at a later date a formal licencing agreement document and application form for the program for Council's further review and consideration.

**Current**

**Administration now submits to Council the following draft documents for approval:**

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

**These documents formalise the process for the introduction of an urban hen pilot programme.**

**The requirements and restrictions would apply to all participants in the pilot program (max of 4 in total).**

**Recommendation**

**Administration recommends that Council approve an Urban Hen Plot Program to be implemented in accordance with the perms and conditions outline in the attached documentation.**

**The start date for the 12-month term for the pilot program will be determined once all the licencing and preliminary work is complete.**



**Recommended Motion**

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

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

**6.c Motion 8.b Negative Motions re: Motion 8.b RCM 22 January 2024**

Mayor Robb Stuart has requested that Administration raise the matter of "negative motions".

**Background**

The following is reproduced from the minutes of the RCM of 22 January 2024.

***Agenda item 8.d Alberta Mid Sized Towns Mayors' Caucus (new agenda item)***

*Mayor Robb Stuart provided Council with the Terms of Reference for the Alberta Mid Sized Towns Mayors' Caucus.*

*Council discussed the merits for and against becoming a partner in the venture.*

***Motion 8.b***

*Moved by Councillor Randy Brown that the Town of Bowden no longer participates in the venture and does not become a member of the Alberta Mid Sized Towns Mayors' Caucus.*

**MOTION CARRIED**

**Matter for Discussion**

According to Roberts Rules of Order:

- i. a motion is, "a statement that describes an action or a decision",
- ii. a basic rule for using motions is that positive (action) motions are permitted (not negative).

*An exception to this rule is when a governing body is asked to act on a request and wishes to create a record as to why the denial is justified.*

Administration has conducted research on this matter – the following observations are noted.

1  
The MGA makes little reference to procedural bylaws and agenda. Section 145 of the MGA states that, "a council may by bylaw establish the procedures to be followed by council". (This is a not a legal requirement but best practice).

2  
There is no term within the Council Procedural Bylaw that makes reference to "negative motions".

3  
The Alberta Government Procedure Bylaw & Agenda Guide makes no reference to "negative motions". There is however a statement that reads, "Your procedural bylaw may include reference to Roberts Rules of Order to adjudicate matters which are not otherwise addressed within the bylaw of the MGA".

4  
Section 4.4 of the Council Procedural Bylaw states that the *"precedent of rules governing the procedure of meetings is:*

- i. *the Municipal Government Act of Alberta, RSA 2000 Chapter M-26 (as amended over time)*
- ii. *any other applicable legislation or enactment*
- iii. *this Bylaw and the Councillor Code of Conduct Bylaw*
- iv. *Roberts Rules of Order (at the discretion of the chair)".*

5  
The Government of Canada House of Commons Procedure & Practice Guide states, *"It is customary for motions to be expressed in the affirmative. A motion should not contain any objectionable or irregular wording. It should neither be argumentative nor in the style of a speech".*

### Revised Motion

Administration suggests that Council may wish to debate and make a revised motion regarding the matter of further participation in the Alberta Mid Sized Towns Mayor's Caucus.

A recommended motion is provided below.

### Recommended Motion:

Revised motion with respect to motion 8.b of the RCM of January 22, 2024: moved by Councillor \_\_\_\_\_ that the invitation to further participate in the Alberta Mid Sized Towns Mayor's Caucus is respectfully denied.

An alternative motion is provided below.

### Alternative Motion:

Motion by Councillor \_\_\_\_\_ that Council accepts the matter of negative motions as information.

### 6.d Key Dates (for information only)

February 26	Regular Council Meeting 7:00pm
March (tbc)	Municipal Planning Commission meeting (it is recommended that a date is determined prior to the end of February in order that this can be published in the March Town Newsletter).
March 14 & 15	2024 Spring Municipal Leaders Caucus (Edmonton)
March 18 - 20	Rural Municipalities of Alberta Spring Conference (Edmonton)



## **Urban Hen Pilot Program**

### **Agreement between:**

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

(Hereinafter referred to as the "Town")

- and -

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

(Hereinafter referred to as the "Licence Holder")

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

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

### **1 Purpose**

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

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

### **2 Definitions** (applicable to this agreement)

#### **Adjoining Neighbour**

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

#### **Animal Health Act**

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

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

**Animal Waste**

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

**Biosecurity**

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

**Coop**

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

**Licence Holder**

Means the person:

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

**Noise**

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

**Notifiable diseases**

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

**Nuisance (animal nuisance)**

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

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

**Outdoor Enclosure**

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

**Premises Identification (PID) Number**

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

**Provincially reportable diseases**

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



**Reasonable**

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

**Rooster (including Cockerels and Capons)**

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

**Urban Hen (Hen)**

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

**3 General Guidelines**

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

**3.1**

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

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

**3.2**

This agreement is for a pilot program only.

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

**3.3**

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

**3.4**

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

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

**3.5**

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

**3.6**

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

**3.7**

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

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

**3.7**

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

**3.8**

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

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

**3.9**

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

**3.10**

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

## **4 Hen Licencing Requirements**

The licencing terms for this pilot program are as follows:

**4.1**

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

**4.2**

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

**4.3**

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

**4.4**

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

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

**4.5**

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

**4.6**

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

**4.7**

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



#### **4.8**

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

#### **4.9**

The CAO will not issue an Urban Hen Licence until:

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

#### **4.10**

The licence holder will be responsible for complying with any:

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

including but not limited to:

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

#### **4.11**

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

### **5 Property Standards**

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

#### **5.1**

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

#### **5.2**

An urban hen coop as a structure must:

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

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

#### **5.3**

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

#### **5.4**

The coop must provide each hen with at least 0.37 m<sup>2</sup> (4 square feet) of floor area inside the coop and at least 0.92 m<sup>2</sup> (10 square feet) of outdoor enclosure.

#### **5.5**

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

#### **5.6**

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

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

#### **5.7**

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

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

#### **5.8**

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

### **6 Appeals**

#### **6.1**

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

#### **6.2**

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

#### **6.3**

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

#### **6.4**

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



**6.5**

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

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

**6.6**

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

**7 Resources**

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

**7.1**

On line advice provided by the Government of Alberta.

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

**7.2**

Information contained within the Alberta Government Publication titled,

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

(available as a digital copy from the CAO).

**8 Relevant Enactments**

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

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

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

(as amended over time).

## 9 Termination (of Licence)

### 9.1

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

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

### 9.2

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

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

## 10 Agreement & Signatures

### 10.1

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

### 10.2

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

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

### 10.3

This agreement shall come into effect upon signing.

### 10.4

In witness thereof the parties have executed this agreement on the \_\_\_\_ day of \_\_\_\_\_ 2024.

**Town of Bowden**  
**CAO Rudy Friesen:**

Signature: \_\_\_\_\_

**Licence Holder**  
**A N Other**

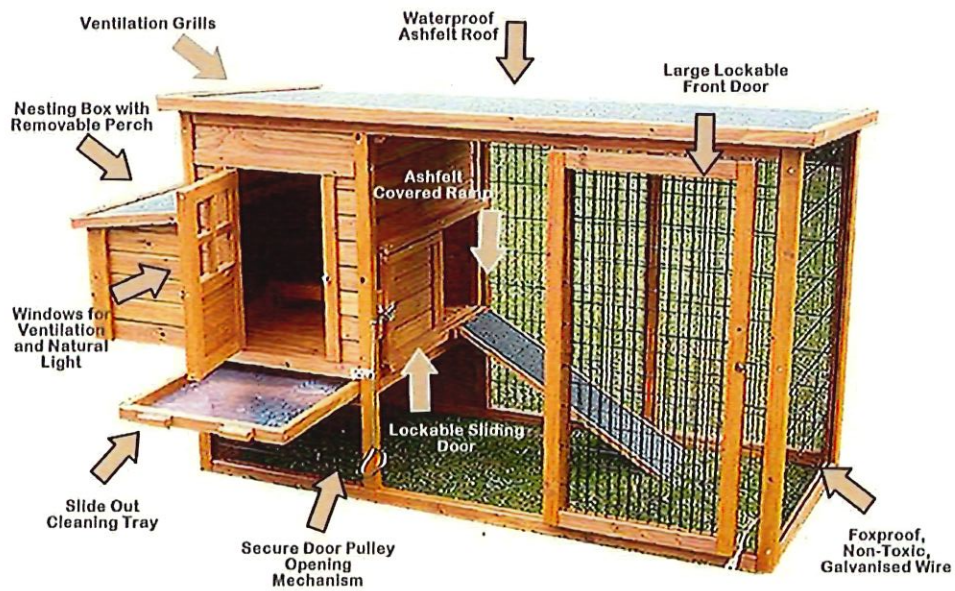
Signature: \_\_\_\_\_

Witness as to the signature of the Licence Holder:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## Schedule A - Example Images of Coops & Outdoor Enclosures



## TOWN OF BOWDEN URBAN HEN LICENCE APPLICATION FORM

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

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

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

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

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

### Requirements:

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

### Application Process:

The application will be reviewed by the CAO.

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

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

### Applicant Details:

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



## Terms and Conditions

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

An Urban Hen Licence will not be issued until:

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

In support of this application please submit:

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

Please indicate (check) the following:

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

## Other information:

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


## Declaration:

*I certify that the information provided within this application is factual and correct and that I have read, understood, and agree to be bound by any rules provided or notified to me and in accordance with any Town bylaw of other statutory enactment including the terms and conditions contained within the Urban Hen Pilot Program agreement.*

**Signature:**

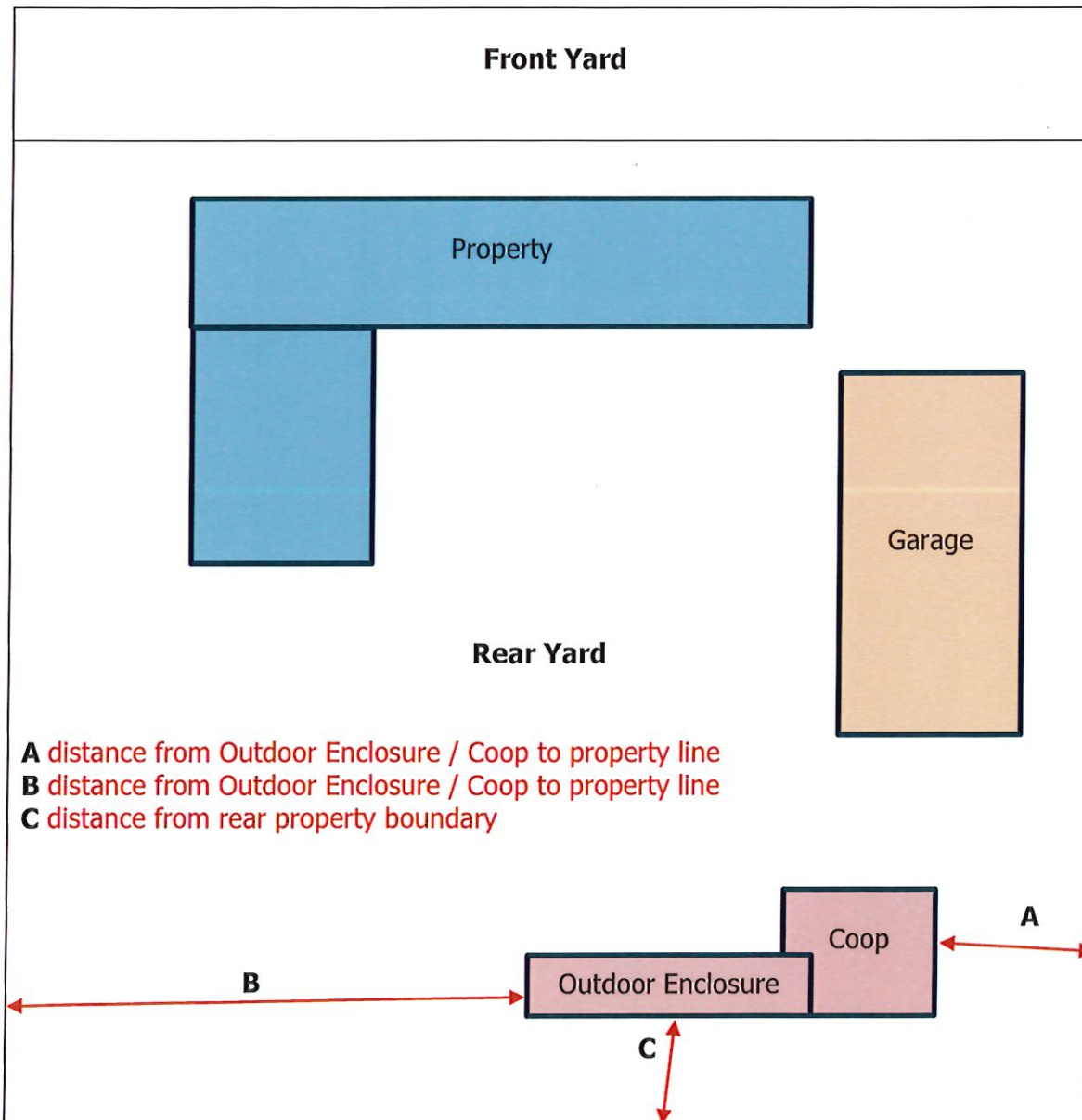
*The information within this application is collected under Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of requesting data for the application of an Urban Hen Licence and is governed, authorized, and protected by that Act.*

## Site Plan

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

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

*(Example site plan)*





**Section for completion by CAO**

---

Date application received: \_\_\_\_\_

Date Application Fee \$30.00 received: \_\_\_\_\_

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


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


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


**Note:**

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

<b>Special Council Meeting:</b> February 20, 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> 1. Report on survey of Political Parties in Municipal Elections

**Content:****8.a Political Parties in Municipal Elections**

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

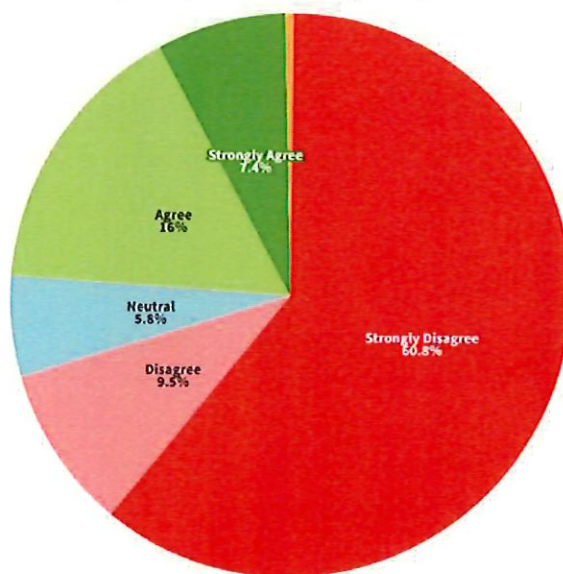
The survey report is submitted in part.

A hard copy of the full report (35 pages) is available on the Councillor desk.

The overall results of this survey fall in line with a Government of Alberta survey conducted from November 7, 2023, to December 6, 2023, that asked for respondents for feedback on a statement that read, "the electoral ballot should be amended to allow political parties to be listed by municipal candidates."

**Responses to Alberta government's online survey**

"The electoral ballot should be amended to allow political parties to be listed by municipal candidates"



Source: Government of Alberta survey - 7,680 responses from Nov. 7, 2023 to Dec. 6, 2023 • Graphic: Matthew Black/Postmedia  
[Click here to open the graphic in a new window](#)

**Suggested Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the attached report as information.



# Political Parties in Municipal Elections

Omnibus Research

Prepared for:  
Alberta Municipalities

September 2023

Prepared by



In partnership with

**Trend**  **search**

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# Table of Contents

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## Questionnaire

## Data Tables

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# Methodology

- Survey questions were administered through the *TrendWatch Alberta Omnibus Survey* between August 29 and September 12, 2023.
- *TrendWatch Alberta* is a monthly omnibus survey of 900 Albertans, ages 18 and over. The margin of error for a probability sample of 900 people is plus or minus 3.3 percentage points, 19 times out of 20 (i.e., at a 95% confidence interval).

## Survey Design

- Survey respondents were initially contacted at random by live telephone interviewers and given the option of:
  - answering the survey over telephone at that time,
  - answering over the telephone at a more convenient time, or
  - receiving the link and answering the survey online.
- The initial sample list contained approximately 50 percent landlines and 50 percent cellphones.
- Interviewers made up to five attempts to reach each phone number in the sample before classifying it as unreachable.

## Interviews

- All surveys were conducted by qualified interviewers working out of Trend Research's centralized CATI facility in Edmonton. Field supervisors were always present to ensure accurate interviewing and recording of responses.
- The interviewing staff at Trend receives extensive training on the proper administration of interviews and are closely monitored by supervisors. A minimum of 10 percent of each interviewer's work was unobtrusively monitored for quality control in accordance with the standards set out by the Canadian Research Insights Council (CRIC).

# Survey Findings

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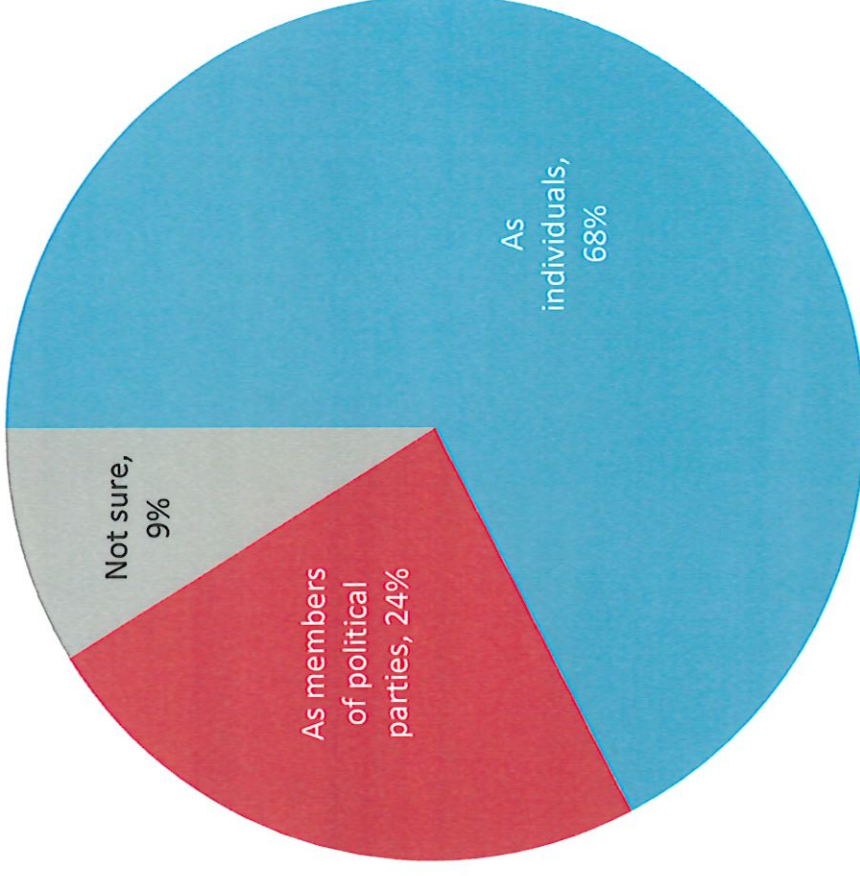


# Party Affiliation in Municipal Elections

Survey respondents were reminded that most candidates who run in federal and provincial elections in Canada represent political parties, but this is not the case in municipal elections. They were then asked if they would prefer to see municipal candidates continue to run as individuals, or as members of a political party.

More than two in three Albertans (68%) would prefer to see municipal candidates run as individuals. One in four (24%) would prefer to see them run as members of a political party, and nine per cent are unsure.

Those with a post graduate education are particularly likely prefer to see candidates run as individuals (77%).



In federal and provincial elections in Canada, most of the candidates who run represent a political party. In municipal elections in Alberta, candidates run as individuals, not members of political parties. In your view, would you prefer to see municipal candidates where you live run...?

# Agreement with Statements

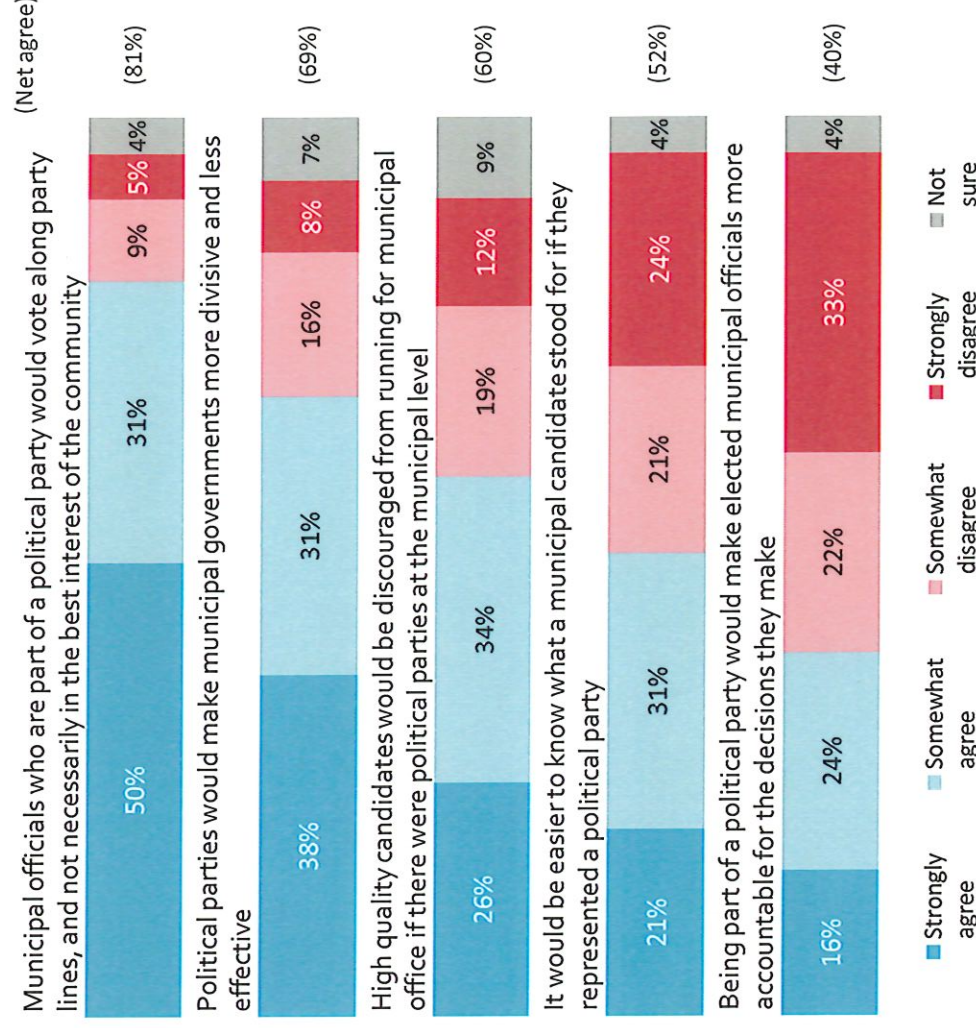
In order to gain a better understanding of why people do or do not support the introduction of political parties in municipal politics, survey respondents were presented with five statements and asked the extent to which they agree or disagree with each.

An overwhelming majority of Albertans (81%) agree that, if political parties are introduced into municipal elections, “municipal officials who are part of a political party would vote along party lines, and not necessarily in the best interest of the community” (including 50 per cent who strongly agree).

Most Albertans also agree that “political parties would make municipal governments more divisive and less effective” (69%), and that “high quality candidates would be discouraged from running for municipal office if there were political parties at the municipal level” (60%).

Albertans are divided on whether “it would be easier to know what a municipal candidate stood for if they represented a political party” (52%).

Finally, Albertans tend to disagree that “being part of a political party would make elected municipal officials more accountable for the decisions they make” (40%).



Please indicate your agreement or disagreement with each of the following statements about introducing political parties into Alberta municipal elections.



# Agreement with Statements

Those who prefer to see municipal candidates continue to run as individuals are particularly likely to agree that independents would be more likely to work in the best interest of the community (92%), parties would make municipal government more divisive (82%), and high quality candidates would be discouraged from running if there were political parties (73%).

Those who would prefer to see municipal candidates run as members of political parties are particularly likely to agree that it would be easier to know what a municipal candidate stood for if they represented a party (87%), and that being part of the party would make them more accountable (79%).

Also noteworthy is that those with a high school education or less are particularly likely to agree that it would be easier to know what a municipal candidate stood for if they represented a party (67%), and that being part of the party would make them more accountable (52%).

**% saying “agree”**  
Based on those who prefer for candidates run as ...

	Total (n=900)	Individuals (n=680)	Members of political parties (n=614)	Don't Know (n=78)
Municipal officials who are part of a political party would vote along party lines, and not necessarily in the best interest of the community	82%	92%	60%	65%
Political parties would make municipal governments more divisive and less effective	69%	82%	38%	45%
High quality candidates would be discouraged from running for municipal office if there were political parties at the municipal level	60%	73%	32%	37%
It would be easier to know what a municipal candidate stood for if they represented a political party	52%	38%	87%	64%
Being part of a political party would make elected municipal officials more accountable for the decisions they make	40%	25%	79%	44%

Please indicate your agreement or disagreement with each of the following statements about introducing political parties into Alberta municipal elections.



<b>Special Council Meeting:</b> February 20, 2024	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1. <b>Draft 6</b> – 2024 Operating Budget

### Agenda item 9.a Operating Budget

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

#### (i) Legislative Responsibility

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

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

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

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

#### Motion passed during SCM of December 15, 2023.

Motion 3.b moved by Councillor Paul Webb that Council adopts a 2024 Interim Operating Budget based on the 2023 Operating Budget until such time as the 2024 Operating Budget is passed by Council.

#### Motion passed during RCM of January 22, 2024.

Motion 9.a moved by Councillor Paul Webb that Council directs Administration to make amendments to the draft 2024 Operating Budget as requested namely to:

- i. incorporate a \$5000.00 budget per Councillor for professional development,
  - ii. incorporate a \$7500.00 budget for the Mayor for professional development,
- and to incorporate further additional amendments as discussed and requested.

#### (ii) Background

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

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

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

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



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

The fifth draft of the 2024 Operating Budget was presented to Council at the RCM of 22 January with provided an operating surplus of \$48,457.91.

The sixth draft of the 2024 Operating Budget is now presented to Council with an operating surplus of \$37752.71.

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

**(iii) Changes made (version 5 to version 6)**

Changes made to the previous operating budget to produce draft version 6 are as follows:

The cost centre "Council Expenditures" has been revised to present these costs in more easily understandable segments as follows:

**Council Expenditures - Council Honorariums & Per Diems**

This budget line is revised to include now only:

- a) base honorariums for all elected officials,
- b) the "per diem" meeting attendance allowance based on regular council meetings (2 per month) and an estimate of other meetings (5 per month) to include special council meetings / council committee meetings, open house events etc.

Included within this draft of the Operating Budget is a 4% COLA increase in both the monthly base honorarium and the per diem \$ meeting rate for all elected officials.

**Council Expenditures – Training & Development**

This budget line provides \$7000.00 for all elected officials to cover the cost of attending in house events such as Strategic Planning meetings, Councillor Orientation meetings etc.

**Council Expenditures - Professional Development**

This new budget line total of \$37500.00 satisfies the requirement of motion 9.b made during the RCM of 22 January and provides the sum of \$7500.00 for the Mayor and \$5000.00 per Councillor per annum for professional development.

This includes items such as convention attendance, workshop activities etc.

**Council Expenditures – Membership Dues**

This budget line total of \$2600.00 provides for the annual membership subscription for Alberta Munis.

Collectively the impact of the above changes to Council Expenditures within the budget is an increase of \$5155.20 (version 5 to version 6 of the draft Operating Budget).

Other changes to the draft budget are as follows:

**Administration Expenditures - Wages**

This budget line now includes a revised total wage cost in respect of the pay award made following the CAO's performance review.

**Note:** as presented to Council in the RCM of January 8, the 2024 budgeted payroll values for Administration include pay increases awarded to Town employees based only on merit awards, these being the outcome of the staff performance evaluations conducted in November & December 2023.

The overall effect of all the merit awards made amounts to a 3.48% increase in budgeted payroll costs for all permanent Town employees across all departments (excluding the CAO).

**FCSS Expenditures - Insurance**

This budget line now includes a cost of \$950.00 for the FCSS building insurance (this item was inadvertently missed as part of the Suncorp property evaluations and is now corrected).

**(iv) Consideration**

The budget as presented is not balanced.

Administration proposes that the surplus amount of \$37752.71 be transferred to Contingency Reserves (8-12-760-01) thereby increasing the contingency reserve fund from \$205,004.23 to \$242,756.94.

**(vi) Suggested Motion**

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

**(vii) Alternative Motion**

Motion by Councillor \_\_\_\_\_ that Council directs Administration to \_\_\_\_\_.





# TOWN OF BOWDEN

## 2024 OPERATING BUDGET DRAFT v6

Page 1 of 10  
2024-Feb-15  
12:41:53PM

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

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
<b>WATER REVENUES</b>				
1-41-410-00	SALE OF WATER	304,000.00	300,000.00	298,456.02
1-41-410-01	BULK WATER SALES	7,500.00	2,000.00	5,581.10
1-41-490-00	SALE OF WATER METERS	1,000.00	1,000.00	2,502.72
1-41-510-00	PENALTIES - WATER	5,000.00	6,100.00	5,319.44
1-41-990-00	OTHER INCOME - WATER	150.00	100.00	110.00
* TOTAL WATER REVENUES		317,650.00	309,200.00	311,969.28
<b>SANITARY SEWER REVENUES</b>				
1-42-410-00	SALE OF SANITARY SEWER	315,000.00	310,000.00	306,928.09
1-42-410-01	RV DUMP	700.00	300.00	705.75
1-42-410-03	SEWER INCOME-SRDRW	27,000.00	25,000.00	25,260.40
* TOTAL SANITARY SEWER REVENUES		342,700.00	335,300.00	332,894.24
<b>SOLID WASTE REVENUES</b>				
1-43-410-00	SOLID WASTE COLLECTIONS	63,800.00	69,600.00	66,359.70
* TOTAL SOLID WASTE REVENUES		63,800.00	69,600.00	66,359.70
<b>RECYCLING REVENUES</b>				
1-44-410-00	RECYCLING INCOME	69,800.00	69,900.00	70,093.13
1-44-410-01	ELECTRONICS RYCLING INCOME	500.00	500.00	247.50
* TOTAL RECYCLING REVENUES		70,300.00	70,400.00	70,340.63
<b>FCSS REVENUES</b>				
1-51-850-00	CITY OF RED DEER FCSS FUNDING	66,762.00	65,453.40	65,452.50
1-51-860-00	CONTR FRM INDIV/ORG	500.00	500.00	2,107.68
* TOTAL FCSS REVENUES		67,262.00	65,953.40	67,560.18
<b>CEMETERY REVENUES</b>				
1-56-410-00	OPEN/CLOSE	3,000.00	2,500.00	3,950.00
1-56-410-01	SALE OF PLOTS/VAULTS	2,500.00	2,500.00	1,800.00
1-56-410-02	SALE OF COLUMBARIUM NICHE	2,000.00	2,000.00	1,470.64
1-56-850-00	RED DEER COUNTY CEMETERY GRANT	5,000.00	5,000.00	5,000.00
1-56-990-00	OTHER INCOME-CEMETERY	0.00	0.00	4,480.00
* TOTAL CEMETERY REVENUES		12,500.00	12,000.00	16,700.64
<b>ECONOMIC DEVELOPMENT REVENUES</b>				
1-63-740-00	REGIONAL DEV GRANT	0.00	0.00	0.00
1-63-990-00	OTHER INCOME-NEWSLETTER ADVERTISING	800.00	1,500.00	762.00
* TOTAL ECONOMIC DEVELOPMENT REV		800.00	1,500.00	762.00
<b>LAND REVENUES</b>				
1-66-560-00	RENTAL INCOME	6,500.00	6,500.00	6,500.00
1-66-490-00	SALE OF LOTS	0.00	0.00	0.00
1-66-920-00	TRANS FROM RESERVES-LAND	0.00	0.00	0.00





# TOWN OF BOWDEN

## 2024 OPERATING BUDGET DRAFT v6

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
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*	TOTAL LAND REVENUES	6,500.00	6,500.00	6,500.00
<b>PARADE REVENUES</b>				
1-70-860-00	TRANS FROM ORGANIZATIONS	1,000.00	1,000.00	1,000.00
*	TOTAL PARADE REVENUES	1,000.00	1,000.00	1,000.00
<b>SPECIAL EVENT REVENUES</b>				
1-71-860-00	SPECIAL EVENTS DONATIONS	700.00	1,500.00	600.00
*	TOTAL REC BOARD REVENUES	700.00	1,500.00	600.00
<b>RECREATION REVENUES</b>				
1-72-560-00	RENTALS - ARENA	90,000.00	90,000.00	87,484.84
1-72-590-00	OTHER INCOME	3,500.00	3,000.00	3,180.00
1-72-850-00	RED DEER COUNTY REC GRANT	25,000.00	25,000.00	25,000.00
*	TOTAL RECREATION REVENUES	118,500.00	118,000.00	115,664.84
<b>PARK REVENUES</b>				
1-73-850-00	RED DEER COUNTY REC GRANT	3,750.00	3,750.00	3,750.00
*	TOTAL PARK REVENUES	3,750.00	3,750.00	3,750.00
<b>LIBRARY REVENUES</b>				
1-74-850-00	RED DEER COUNTY REC GRANT	1,500.00	1,500.00	1,500.00
1-74-860-00	CONTR FRM INDIV/ORG	0.00	0.00	0.00
*	TOTAL LIBRARY REVENUES	1,500.00	1,500.00	1,500.00
<b>MUSEUM REVENUES</b>				
1-75-850-00	RED DEER COUNTY REC GRANT	3,000.00	1,500.00	3,000.00
*	TOTAL MUSEUM REVENUES	3,000.00	1,500.00	3,000.00
<b>COMMUNITY HALL REVENUE</b>				
1-76-850-00	RED DEER COUNTY REC GRANT	5,000.00	5,000.00	5,000.00
*	TOTAL COMMUNITY HALL REVENUE	5,000.00	5,000.00	5,000.00
**	TOTAL OPERATING REVENUE	3,087,542.62	2,860,623.05	3,105,216.20
<b>REQUISITIONS &amp; GENERAL</b>				
2-00-750-00	REQUISITIONS - PROV SCHOOL PUBLIC	296,872.27	284,006.32	301,821.56
2-00-750-01	REQUISITIONS - PROV SCHOOL CATHOLIC	7,505.36	7,137.19	8,443.42
*	TOTAL REQUISITIONS & GENERAL	304,377.63	291,143.51	310,264.98
<b>COUNCIL</b>				
2-11-110-00	HONORARIUMS & PER DIEMS - COUNCIL	59,155.20	71,000.00	66,942.36
2-11-130-00	EMPLOYER CONTRA - COUNCIL	2,500.00	2,500.00	2,160.35
2-11-148-00	TRAINING & DEVEL-COUNCIL	7,000.00	5,000.00	0.00
2-11-211-00	PROFESSIONAL DEVELOPMENT	37,500.00	9,000.00	9,835.62
2-11-214-00	ANNUAL MEMBERSHIP DUES - COUNCIL	2,600.00	11,600.00	11,172.73

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-11-223-00	PUBLIC RELATIONS - COUNCIL	5,000.00	5,000.00	4,790.70
2-11-274-00	INSURANCE - COUNCIL	400.00	400.00	336.00
2-11-290-00	ELECTION COSTS	0.00	0.00	0.00
2-11-510-00	GOODS & SUPPLIES - COUNCIL	8,000.00	5,000.00	5,463.79
2-11-510-01	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00
2-11-770-00	CONTRIBUTION TO ORGANIZATION	10,000.00	10,000.00	10,000.00
<b>* TOTAL COUNCIL</b>		<b>132,155.20</b>	<b>119,500.00</b>	<b>110,701.55</b>
<b>ADMINISTRATION</b>				
2-12-110-00	WAGES - ADMIN	336,151.00	317,000.00	319,925.62
2-12-130-00	EMPLOYER CONTRA - ADMIN	58,000.00	54,000.00	58,169.76
2-12-136-00	WORKERS COMPENSATION	13,000.00	12,000.00	11,896.03
2-12-148-00	TRAINING & DEVEL - ADMIN	1,000.00	1,000.00	575.00
2-12-211-00	TRAVEL & SUB - ADMIN	6,000.00	3,000.00	5,417.82
2-12-214-00	MEMBERSHIP & CONF FEES - ADMIN	6,000.00	1,100.00	5,597.41
2-12-216-00	POSTAGE & COURIER	8,000.00	7,000.00	6,822.82
2-12-217-00	TELEPHONE - ADMIN	6,900.00	6,600.00	6,877.18
2-12-221-00	ADVERTISING & PROMO - ADMIN	800.00	900.00	427.00
2-12-223-00	ADMIN-PERSONNEL RELATIONS	4,000.00	4,000.00	2,357.62
2-12-230-00	CONTRACTED SERV - SOFTWARE	23,000.00	23,000.00	22,953.68
2-12-230-01	CONTRACTED SERV - JANITORIAL	7,100.00	7,020.00	6,960.00
2-12-230-02	CONTRACTED SERV - POSTAGE MACHINE	700.00	700.00	691.92
2-12-230-03	CONTRACTED SERV - COPIER	13,000.00	11,000.00	14,685.74
2-12-230-04	CONTRACTED SERV - INTERNET	3,600.00	3,600.00	3,600.00
2-12-230-05	CONTRACTED SERV - SECURITY	270.00	350.00	325.01
2-12-230-07	CONTRACTED SERV - WEBSITE	9,000.00	8,010.00	8,366.51
2-12-230-08	CONTRACTED SERV - DEBIT MACHINE	600.00	600.00	699.18
2-12-230-09	CONTRACTED SERV - FIRE EXT INSPEC	100.00	100.00	27.75
2-12-230-10	CONTR SERV-ASSESSMENT REVIEW	2,000.00	2,000.00	2,000.00
2-12-230-99	CONTRACTED SERV - OTHER	1,500.00	2,500.00	0.00
2-12-231-00	ACCOUNTING & AUDIT	30,000.00	29,000.00	29,941.70
2-12-232-00	LEGAL - ADMIN	1,500.00	1,500.00	471.88
2-12-235-00	ASSESSMENT SERVICES	16,775.00	16,800.00	16,775.04
2-12-251-00	EQUIPMENT R & M - ADMIN	1,000.00	3,000.00	2,836.21
2-12-251-01	IT REPAIR/PURCHASES	2,000.00	0.00	0.00
2-12-252-00	BUILDING R & M - TOWN OFFICE	2,000.00	1,000.00	1,968.99
2-12-274-00	INSURANCE - ADMIN	16,386.00	14,000.00	14,248.70
2-12-510-00	GOODS & SUPPLIES - ADMIN	6,000.00	5,500.00	6,620.95
2-12-510-01	EQUIPMENT PURCHASES	0.00	0.00	0.00
2-12-540-00	UTILITIES POWER - ADMIN	5,000.00	5,000.00	3,898.44
2-12-541-00	UTILITIES GAS - ADMIN	3,500.00	3,000.00	2,651.41
2-12-762-00	TRANS TO CAPITAL - ADMIN	0.00	0.00	0.00
2-12-810-00	BANK CHARGES	1,200.00	1,450.00	1,220.68
2-12-810-01	PENNY ROUNDING CASH	0.00	0.00	0.07
2-12-920-01	BAD DEBTS - TRADE	0.00	0.00	125.04
2-12-762-19	TRANS TO RESERVES-CONTINGENCY	0.00	21,244.14	21,244.14
<b>* TOTAL ADMINISTRATION</b>		<b>586,082.00</b>	<b>566,974.14</b>	<b>580,379.30</b>
<b>FIRE PROTECTION</b>				
2-23-252-00	BUILDING R & M - FIRE HALL	5,000.00	3,000.00	5,471.78
2-23-274-00	INSURANCE - FIRE	1,177.27	1,050.00	1,023.71
2-23-540-00	UTILITIES POWER - FIRE	4,000.00	4,500.00	3,020.55
2-23-541-00	UTILITIES GAS - FIRE	4,000.00	3,500.00	4,351.77



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
<b>* TOTAL FIRE PROTECTION</b>		<b>14,177.27</b>	<b>12,050.00</b>	<b>13,867.81</b>
<b>EMERGENCY MANAGMENT</b>				
2-24-110-00	HONORARIUMS-EMERG MGMT	0.00	0.00	0.00
2-24-148-00	TRAINING & DEVEL - EMERG MGMT	500.00	500.00	0.00
2-24-211-00	TRAVEL & SUB - EMERG MGMT	0.00	0.00	0.00
2-24-510-00	GOODS & SUPPLIES - EMERG MGMT	2,000.00	500.00	16.95
2-24-251-00	EMERG MGMT-SMALL EQUIP PURCHASES	0.00	0.00	0.00
<b>* TOTAL DISASTER SERVICES</b>		<b>2,500.00</b>	<b>1,000.00</b>	<b>16.95</b>
<b>BYLAW ENFORCEMENT</b>				
2-26-148-00	TRAVEL & SUB-BYLAW	0.00	0.00	0.00
2-26-211-00	TRAINING DEVELOPMENT-BYLAW	0.00	0.00	0.00
2-26-214-00	MEMBERSHIP & CONF FEES - BYLAW	60.00	60.00	0.00
2-26-217-00	TELEPHONE-BYLAW	150.00	200.00	127.87
2-26-230-00	CONTRACTED SERV - BYLAW	0.00	30,000.00	25,000.00
2-26-230-01	CONTRACTED SERVICES - SNOW/LAWN CARE	200.00	200.00	0.00
2-26-230-02	POLICE FUNDING	66,529.00	44,321.00	45,615.00
2-26-230-03	CONTRACTED SERV-RD COUNTY PATROL	36,600.00	6,600.00	6,558.75
2-26-232-00	LEGAL - BYLAW	200.00	200.00	1,002.00
2-26-510-00	GOODS & SUPPLIES - BY-LAW	150.00	1,050.00	964.06
<b>* TOTAL BYLAW ENFORCEMENT</b>		<b>103,889.00</b>	<b>82,631.00</b>	<b>79,267.68</b>
<b>ANIMAL</b>				
2-27-230-00	CONTRACTED SERV - VETERINARY	100.00	100.00	0.00
2-27-510-00	GOODS & SUPPLIES - ANIMAL	250.00	185.00	219.26
<b>* TOTAL ANIMAL</b>		<b>350.00</b>	<b>285.00</b>	<b>219.26</b>
<b>PUBLIC WORKS</b>				
2-31-110-00	WAGES - PUBLIC WORKS	214,910.10	233,000.00	222,313.75
2-31-110-01	WAGES-SUMMER STUDENTS	21,280.00	0.00	0.00
2-31-130-00	EMPLOYER CONTRA - PUBLIC WORKS	47,000.00	47,000.00	44,474.17
2-31-148-00	TRAINING & DEVEL - PUBLIC WORKS	1,000.00	1,000.00	826.90
2-31-211-00	TRAVEL & SUB - PUBLIC WORKS	300.00	300.00	212.31
2-31-217-00	TELEPHONE - PUBLIC WORKS	2,100.00	1,500.00	1,941.60
2-31-221-00	ADVERTISING & PROMO - PUBLIC WORKS	100.00	100.00	0.00
2-31-230-00	CONTRACTED SERV - AB ONE CALLS	487.06	466.00	465.50
2-31-230-01	CONTRACTED SERV - FIRE EXT. INSPEC.	400.00	400.00	239.67
2-31-230-02	CONTR SERV-SECURITY	690.00	690.00	682.80
2-31-230-04	CONTR SERV-INTERNET	1,380.00	1,380.00	1,353.70
2-31-230-99	CONTRACTED SERV - OTHER	200.00	200.00	0.00
2-31-251-00	EQUIPMENT R & M - 2006 GRADER	5,000.00	5,000.00	2,124.62
2-31-251-01	EQUIPMENT R & M - 2019 LOADER	5,500.00	3,500.00	2,601.05
2-31-251-02	EQUIPMENT R & M - BOBCAT	2,500.00	2,500.00	6,670.31
2-31-251-99	EQUIPMENT R & M - OTHER	500.00	500.00	0.00
2-31-252-00	BUILDING R & M - SHOP	5,000.00	9,000.00	4,121.27
2-31-252-01	BUILDING R & M - GARAGE	500.00	500.00	407.90
2-31-252-02	BUILDING R & M - QUONSET	500.00	500.00	0.00
2-31-255-00	VEHICLE R & M - 2007 GRAVEL TRUCK	2,000.00	2,000.00	1,295.64
2-31-255-01	VEHICLE R & M - 2007 FORD 150	1,000.00	2,000.00	28.49
2-31-255-02	VEHICLE R & M - 2012 SAND/WATER TRUCK	2,000.00	2,000.00	0.00

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-31-255-03	VEHICLE R & M - 2018 FORD F250	1,000.00	1,000.00	488.58
2-31-255-05	VEHICLE R & M-F550	2,000.00	1,500.00	2,843.94
2-31-255-06	VEHICLE R & M-2018 F150	1,000.00	0.00	1,199.77
2-31-255-07	VEHICLE R&M-F150 2019	500.00	500.00	0.00
2-31-259-00	GENERAL R & M - PUBLIC WORKS	500.00	500.00	0.00
2-31-260-00	RENTALS - PUBLIC WORKS	400.00	400.00	0.00
2-31-274-00	INSURANCE - PUBLIC WORKS	11,274.43	8,000.00	9,803.85
2-31-510-00	GOODS & SUPPLIES - PUBLIC WORKS	5,500.00	4,500.00	3,193.06
2-31-510-01	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00
2-31-521-00	GAS & OIL - PUBLIC WORKS	15,000.00	15,000.00	13,342.04
2-31-529-00	PERSONAL PROTECT EQUIP - PUBLIC WORKS	3,500.00	2,500.00	3,436.86
2-31-540-00	UTILITIES POWER - PUBLIC WORKS	3,600.00	3,000.00	2,826.68
2-31-541-00	UTILITIES GAS - PUBLIC WORKS	3,500.00	3,000.00	2,221.80
2-31-762-01	TRANS TO RESERVES-PUBLIC WORKS	9,400.00	9,400.00	9,400.00
* TOTAL PUBLIC WORKS		371,521.59	362,836.00	338,516.26
<b>ROADS</b>				
2-32-230-00	CONTRACTED SERV - STREET SWEEPING	5,500.00	5,500.00	5,500.00
2-32-259-00	GENERAL R & M - ROAD PATCHING	30,000.00	30,000.00	20,343.00
2-32-259-01	GENERAL R & M- SNOW REMOVAL	25,000.00	25,000.00	0.00
2-32-259-02	GENERAL R & M- SIDEWALKS/CURBS	25,000.00	20,000.00	21,475.00
2-32-259-03	GENERAL R&M- STREET LIGHTS	0.00	5,000.00	0.00
2-32-259-04	GENERAL R&M-STREET SIGNS	2,000.00	2,000.00	2,095.68
2-32-274-00	INSURANCE - ROADS	2,149.56	1,850.00	1,869.18
2-32-510-00	GOODS & SUPPLIES - ROADS	2,000.00	2,000.00	418.01
2-32-510-01	GOODS & SUP-ROAD PAINT	5,000.00	5,000.00	3,385.44
2-32-534-00	SAND & GRAVEL	6,000.00	6,000.00	7,402.92
2-32-540-00	UTILITIES POWER - STREET LIGHTS	80,000.00	71,000.00	76,219.08
* TOTAL ROADS		182,649.56	173,350.00	138,708.31
<b>WATER</b>				
2-41-148-00	TRAINING & DEVEL - WATER	1,100.00	1,100.00	550.00
2-41-211-00	TRAVEL & SUB-WATER	1,000.00	1,000.00	442.19
2-41-214-00	MEMBERSHIP & CONF FEES - WATER	600.00	1,040.40	57.14
2-41-217-00	TELEPHONE - WATER	391.80	1,248.48	391.80
2-41-230-00	CONTRACTED SERV - COMPUTER MAINTENANCE	8,000.00	7,900.00	4,081.00
2-41-230-01	WATER TESTING & TESTING EQUIP	1,000.00	1,000.00	798.82
2-41-230-03	CONTRA SERV-SECURITY	359.40	360.00	359.40
2-41-230-04	CONTRACTED SERV-INTERNET	587.40	600.00	538.48
2-41-233-00	ENGINEERING & CONSULTING	0.00	0.00	0.00
2-41-251-00	EQUIPMENT R & M - RESERVOIR	20,000.00	5,000.00	11,432.48
2-41-252-00	BUILDING R & M - RESERVIOR	1,500.00	1,500.00	53.54
2-41-259-00	GENERAL R & M - WATER	40,000.00	40,000.00	77,521.48
2-41-259-01	GENERAL R&M-WATER CROSSING CPR	50.00	50.00	25.00
2-41-274-00	INSURANCE - WATER	14,641.50	13,000.00	12,731.74
2-41-510-00	GOODS & SUPPLIES - WATER	6,000.00	6,000.00	11,673.83
2-41-510-01	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-41-540-00	UTILITIES POWER - WATER	12,000.00	11,300.00	9,284.86
2-41-541-00	UTILITIES GAS - WATER	5,000.00	5,000.00	2,964.34
2-41-542-00	REGIONAL WATER LINE	200,000.00	175,000.00	233,072.38
2-41-920-00	BAD DEBTS - WATER	100.00	100.00	(335.61)
2-41-831-00	INTEREST PMT - QE II CROSSING	8,482.75	9,745.39	9,745.39
2-41-832-00	PRINCIPAL PMT - QE II CROSSING	28,459.03	27,196.39	27,196.39



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
* TOTAL WATER		349,271.88	308,140.66	402,584.65
<b>SANITARY SEWER</b>				
2-42-148-00	TRAINING & DEVEL - SANITARY SEWER	0.00	0.00	0.00
2-42-230-01	CONTR SERV-NORTH LIFT STATION	2,000.00	3,000.00	2,154.74
2-42-230-02	CONTR SERV-SUMP PUMP PRG	5,000.00	10,000.00	284.82
2-42-251-01	EQUIPMENT R & M - LIFT STATION NORTH	2,000.00	2,000.00	0.00
2-42-259-00	GENERAL R & M - SANITARY SEWER	10,000.00	10,000.00	12,106.19
2-42-260-00	RENTALS - SANITARY SEWER	100.00	100.00	0.00
2-42-274-00	INSURANCE - SANITARY SEWER	529.84	500.00	460.73
2-42-510-00	GOODS & SUPPLIES -SANITARY SEWER	100.00	100.00	0.00
2-42-540-00	UTILITIES POWER - SANITARY SEWER	6,000.00	5,000.00	4,517.61
2-42-541-00	UTILITIES GAS - SANITARY SEWER	800.00	800.00	645.80
2-42-542-00	REGIONAL SEWER LINE	350,000.00	340,000.00	355,702.35
2-42-831-00	INTEREST PMT - QE II SEWER	6,538.24	7,371.90	7,371.90
2-42-832-00	PRINCIPAL PMT - QE II SEWER	22,309.82	21,476.16	21,476.16
* TOTAL SANITARY SEWER		405,377.90	400,348.06	404,720.30
<b>SOLID WASTE</b>				
2-43-230-00	CONTRACTED SERV - ARENA/PW DUMPSTER	4,200.00	4,200.00	4,094.29
2-43-230-01	CONTRACTED SERV-GARBAGE PICK UP	42,000.00	42,300.00	41,156.43
2-43-750-00	REQUISITIONS - SOLID WASTE	1,408.92	2,579.22	1,426.58
* TOTAL SOLID WASTE		47,608.92	49,079.22	46,677.30
<b>RECYCLING</b>				
2-44-230-00	CONTRACTED SERV - RECYCLING	24,000.00	25,500.00	24,496.64
* TOTAL RECYCLING		24,000.00	25,500.00	24,496.64
<b>FCSS</b>				
2-51-110-00	ADMINTRATIVE SERVICES	50,195.60	48,500.00	48,392.98
2-51-130-00	ADMINISTRATIVE COSTS	13,500.00	13,000.00	12,636.84
2-51-148-00	MEETING/SPECIAL FUNCTIONS	1,000.00	1,000.00	1,061.17
2-51-214-00	PD/TRAVEL/CONFERENCES	2,000.00	2,000.00	1,361.88
2-51-217-00	TELEPHONE - FCSS	680.00	700.00	649.35
2-51-221-00	MARKETING & COMMUNICATION	600.00	600.00	507.68
2-51-223-00	FCSS COMMUNITY CAPACITY	3,000.00	3,000.00	3,780.85
2-51-230-01	CONTR SERV-INTERNET	1,380.00	1,380.00	1,365.00
2-51-230-02	CONTR SERV-JANITORIAL	1,440.00	1,440.00	1,440.00
2-51-251-00	EQUIPMENT R & M - FCSS	300.00	500.00	77.48
2-51-252-00	BUILDING REPAIR & MAIN-FCSS (OLD LIB)	1,000.00	1,000.00	60.80
2-51-274-00	INSURANCE-FCSS	950.00	0.00	0.00
2-51-510-00	GOODS & SUPPLIES - FCSS	2,500.00	500.00	505.43
2-51-510-07	GOODS & SUPPLIES-VOLUNTEER SUPPER	1,800.00	1,800.00	1,390.96
2-51-510-09	GOODS & SUPPLIES-VOLUNTEER MILEAGE	100.00	100.00	0.00
2-51-510-11	GOODS & SUPPLIES-VOLUNTEER APPRECIATION	450.00	450.00	875.91
2-51-510-12	GOODS & SUPPLIES-MISC DONATIONS	200.00	200.00	0.00
2-51-540-00	UTILITIES POWER-FCSS	2,100.00	2,100.00	1,873.51
2-51-541-00	UTILITIES GAS-FCSS	2,500.00	1,800.00	2,090.35
2-51-750-00	REQUISITIONS - FCSS	13,271.66	18,809.45	19,061.81
* TOTAL FCSS		98,967.26	98,879.45	97,132.00

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



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-72-217-00	TELEPHONE - RECREATION	1,500.00	1,770.00	1,701.85
2-72-230-00	CONTRACTED SERV - ICE PLANT	4,100.00	3,850.00	8,100.00
2-72-230-01	CONTRACTED SERV - SECURITY/ALARMS	615.00	615.00	662.87
2-72-230-02	CONTRACTED SERV - ICE MACH BLADE MNT	900.00	800.00	715.00
2-72-230-03	CONTRACTED SERV - ICE PAINTING	4,000.00	3,300.00	3,500.00
2-72-230-04	CONTRACTED SERV - FIRE ALARMS/EXTING	2,200.00	1,500.00	2,139.53
2-72-230-07	CONTR SERV-INTERNET	1,380.00	1,380.00	1,596.98
2-72-230-08	CONTR SERV-PEST CONTROL	2,500.00	0.00	0.00
2-72-230-99	CONTR SERV-OTHER	3,000.00	500.00	2,590.00
2-72-251-00	EQUIPMENT R & M - ICE PLANT	6,000.00	6,000.00	4,903.17
2-72-251-01	EQUIP R&M-OLYMPIA	5,000.00	4,000.00	2,358.70
2-72-251-99	EQUIPMENT R & M - OTHER	500.00	500.00	1,193.92
2-72-255-00	BUILDING R & M - ARENA	11,000.00	11,000.00	24,003.06
2-72-259-00	GENERAL R & M - RECREATION	500.00	500.00	0.00
2-72-260-00	RENTALS - ARENA	200.00	200.00	0.00
2-72-274-00	INSURANCE - RECREATION	17,468.48	14,000.00	15,189.98
2-72-510-00	GOODS & SUPPLIES - RECREATION	5,000.00	5,000.00	7,742.10
2-72-510-01	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-72-522-00	PROPANE	1,500.00	1,500.00	1,315.85
2-72-540-00	UTILITIES POWER - RECREATION	55,000.00	52,000.00	50,157.44
2-72-541-00	UTILITIES GAS - RECREATION	9,000.00	7,500.00	10,334.40
2-72-920-00	BAD DEBTS - ARENA	500.00	500.00	645.05
* TOTAL RECREATION		283,108.48	264,815.00	282,082.21
<b>PARKS</b>				
2-73-230-03	CONTRACTED SERV - WEED CONTROL	12,000.00	12,000.00	11,500.00
2-73-251-00	EQUIPMENT R & M - LAWN MOWERS	2,500.00	2,500.00	3,023.87
2-73-259-01	GENERAL R & M - PLAYGROUNDS	2,500.00	2,500.00	2,391.52
2-73-259-02	GEN R&M-COMMUNITY ACTION PARK	2,500.00	1,500.00	16.99
2-73-259-03	GEN R&M-TREES	10,000.00	2,000.00	4,250.00
2-73-259-04	REPAIRS & MAIN-WALKING TRAILS	5,000.00	0.00	0.00
2-73-259-05	REPAIRS & MAIN-DOG PARK	0.00	0.00	0.00
2-73-259-99	GENERAL R & M - OTHER	1,000.00	1,000.00	192.83
2-73-260-00	RENTALS - PARKS	2,500.00	2,500.00	2,182.80
2-73-274-00	COMMUNITY ACTION PARK-INSURANCE	228.82	190.00	198.97
2-73-510-00	GOODS & SUPPLIES - PARKS	7,500.00	3,000.00	1,952.14
2-73-510-01	GOODS & SUPPLIES - FLOWER BASKETS	3,500.00	3,000.00	3,056.89
2-73-510-03	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-73-521-00	GAS & OIL - PARKS	4,000.00	5,000.00	2,081.52
* TOTAL PARKS		53,228.82	35,190.00	30,847.53
<b>LIBRARY</b>				
2-74-217-00	TELEPHONE - LIBRARY	1,100.00	1,100.00	1,089.60
2-74-230-00	CONTRACTED SERV - SECURTIY	270.00	310.00	248.52
2-74-230-01	CONTRACTED SERV - FIRE EXT INSPEC	50.00	100.00	18.50
2-74-252-00	BUILDING R & M - LIBRARY	1,000.00	500.00	4,596.00
2-74-274-00	INSURANCE - LIBRARY	959.45	800.00	834.30
2-74-510-00	GOODS & SUPPLIES - LIBRARY	0.00	500.00	439.12
2-74-540-00	UTILITIES POWER - LIBRARY	4,000.00	4,000.00	3,528.70
2-74-541-00	UTILITIES GAS - LIBRARY	2,100.00	2,000.00	1,763.48
2-74-750-00	REQUISITIONS - LIBRARY	11,667.78	11,217.50	11,217.50
2-74-770-00	CONTRIBUTION TO ORGANIZATION	10,283.50	8,288.51	8,288.51

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
* TOTAL LIBRARY		31,430.73	28,816.01	32,024.23
<b>MUSEUM</b>				
2-75-230-00	CONTRACTED SERV - FIRE EXT INSPEC	100.00	100.00	82.90
2-75-230-01	CONTRACTED SERV-SECURITY	359.40	360.00	359.40
2-75-255-00	BUILDING R & M - MUSEUM	2,000.00	2,500.00	2,437.46
2-75-274-00	INSURANCE - MUSEUM	2,809.27	2,500.00	2,442.84
* TOTAL MUSEUM		5,268.67	5,460.00	5,322.60
<b>COMMUNITY CENTRE</b>				
2-76-255-00	COMMUNITY CENTER-GRANT	10,000.00	10,000.00	10,000.00
* TOTAL COMMUNITY CENTRE		10,000.00	10,000.00	10,000.00
** TOTAL EXPENDITURES		3,049,789.91	2,872,983.05	2,938,814.17
*** OPERATING (SURPLUS) DEFICIT		(37,752.71)	12,360.00	(166,402.03)

\*\*\* End of Report \*\*\*



<b>Special Council Meeting:</b> February 20, 2024	<b>Agenda Item:</b> 9.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b>

## Agenda item 9.b Capital Budget

### (i) Legislative Responsibility

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

Administration to date has not submitted to Council a Capital Budget for 2024 (this is currently a Work in Progress task).

### (ii) Request

Administration requests that Council pass a motion to adopt an interim capital budget to allow preparations to commence with regard to the following infrastructure projects:

- Walking Trail (Phases 2a and 2b) – submit calls for tender,
- Sewer Pipe Camera Work – submit calls for tender,
- Arena Roof – contract for roof assessment and repair planning.

Without the motion Administration:

- cannot commit any resource to a capital project,
- risks not finding suitable schedules for work to be completed by external contractors

### (iii) Suggested Motion

Motion by Councillor \_\_\_\_\_ 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.

<b>Special Council Meeting:</b> February 20, 2024.	<b>Agenda Item:</b> 10.a / 10.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> (as per content listing provided below)

**Content:****10.a****Letter received from Mayor Judy Dahl, Town of Olds**

re: Letter of Support for Alberta Community Partnership Application, dated January 30, 2024.

**10.b****Letter received from Sgt Irv Heide, Red Deer County Protective Services**

re: January 2024 Enforcement Contract  
December 2023 Enforcement Contract  
November 2023 Enforcement Contract

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted items of correspondence as information.



Office Of the Mayor

January 30, 2024

ATTENTION: Town of BOWDEN Mayor Robb Stuart  
Village of CREMONA Mayor Tim Hagen  
Town of SUNDRE Mayor Richard Warnock  
Mountain View County Reeve Angela Aalbers  
Olds College of Agriculture and Technology, President Dr. Ben Cecil  
Chinook's Edge School Division, Superintendent Kurt Sacher

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

It is with appreciation that the Town of Olds Council members express our gratitude for your support in regard to the captioned Alberta Community Partnership Application.

Recap of intention: the Town is undertaking a condition assessment and feasibility study of the Olds Sportsplex (Phase 1). This effort, which should be concluded by March 2024, will provide an engineering report on the current state of the building and its machinery; an opinion on its suitability for the current and future recreation needs of Olds and area; a high-level cost to achieve ~30 more years of life from the building; and an opinion on whether the Town should invest in this building or seek to build a new facility. The consultants are relying and expanding on the Mountain View Regional Parks, Recreation and Culture Master Plan from 2021 to inform the needs assessment portion.

Regardless of the outcome of Phase 1, we are certain that a significant capital project will be required, probably within 7 – 10 years; starting to plan now is imperative for the Town of Olds. We have requested support from other municipal neighbours and respect all feedback.

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

Yours In Community,

  
Her Worship  
Mayor Judy Dahl

Copy: Olds Council members  
CAO Brent Williams



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

February 15, 2024

Town of Bowden  
2101 – 20 Avenue,  
Box 388  
Bowden, AB T0M 0K0

Sent Via Email to: [cfo@bowden.ca](mailto:cfo@bowden.ca)

Attention: Chief Administrative Officer

Dear Sir/Madam:

**Re: November Enforcement Contract**

Please be advised for the month of November, Red Deer County Patrol Officers spent 10 hours and 02 minutes in the Town of Bowden.

The following ticket was issued during patrols conducted between 0600-2100:

- 2023.11.06 at 0648 – Speeding;
- 2023.11.06 at 0659 – Unregistered motor vehicle; and
- 2023.11.06 at 0715 - Unregistered motor vehicle.

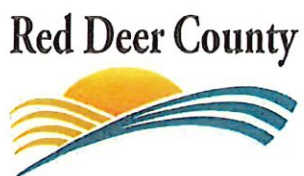
I trust you will find the foregoing satisfactory, if you have any questions please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Babbitt', written over the printed name.

John Babbitt  
Acting Patrol Manager,  
Red Deer County, Protective Services





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

February 15, 2024

Town of Bowden  
2101 – 20 Avenue,  
Box 388  
Bowden, AB T0M 0K0

Sent Via Email to: [cfo@bowden.ca](mailto:cfo@bowden.ca)

Attention: Chief Administrative Officer

Dear Sir/Madam:

**Re: December Enforcement Contract**

Please be advised for the month of December, Red Deer County Patrol Officers spent 11 hours and 17 minutes in the Town of Bowden.

The following ticket was issued during patrols conducted between 0600-2100:

- 2023.12.01 at 1210 – Unregistered motor vehicle; and
- 2023.12.14 at 2005 – Unregistered motor vehicle.

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

Sincerely,

John Babbitt  
Acting Patrol Manager,  
Red Deer County, Protective Services



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

February 12, 2024

Town of Bowden  
2101 – 20 Avenue,  
Box 388  
Bowden, AB T0M 0K0

Sent Via Email to: [cfo@bowden.ca](mailto:cfo@bowden.ca)

Attention: Chief Administrative Officer

Dear Sir/Madam:

**Re: January Enforcement Contract**

Please be advised for the month of January, Red Deer County Patrol Officers spent 10 hours and 06 minutes in the Town of Bowden.

The following ticket was issued during patrols conducted between 0600-2100:

- 2024.01.25 at 1550 – Non-compliant window glazing

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Irv Heide', written over a horizontal line.

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



<b>Special Council Meeting:</b> February 20, 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 item submitted.

**c. Society & Other Reports**

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

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

*(reports submitted by Mayor Robb Stuart)*

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted society & other reports as information.

<b>Special Council Meeting:</b> February 20, 2024.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Rudy Friesen	<b>Approved By:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

### 1 Mountain View Regional Water Commission Drought Committee

Members of Council and Administration attended a drought committee meeting February 5<sup>th</sup>, hosted by Mountain View Regional Water Services Commission. As a result of dry conditions in the province, Alberta Environment and Protected Areas Minister Rebecca Schulz has called on all water users, including municipalities, to consider water saving initiatives in the event that drought conditions persist. Once the Commission develops some water saving strategies, Bowden will work to incorporate those into our water bylaw this spring.

### 2 Provincial Drought Committee

As part of Minister Schulz's initiative, she has called on WaterSmart to develop a drought strategy for the province. A component of this strategy involves gathering major water licence holders in the province to develop water sharing agreements in the event shortages occur. WaterSmart invited me to the first of these water sharing meetings. It was held February 9<sup>th</sup> in Calgary. I will provide a verbal update on any relevant details as a result of the session.

### 3 Regional Emergency Management Agency

The newly formed Regional Emergency Management Agency was officially signed into force at a meeting February 14<sup>th</sup> at Red Deer County. Bowden has previously been a part of this regional agency, along with Red Deer County, Delburne, Elnora, Innisfail and Penhold. The City of Red Deer has now been included. This will add to the resource and expertise of our region in the event of emergency situations. The signing of the agreement was followed by the new Agency's first emergency management meeting that afternoon. Bowden was selected as Agency Chair for the first year of operations.

### 4 Annexation Open House

The annexation of County property to the North of the current Bowden limit is progressing well, with no particular obstacles to date. An Open House is scheduled to take place Thursday, March 14<sup>th</sup>, at 7:00 pm at Paterson Community Hall.

### 5 Asset Management Cohort

Arno Glover and I attended the final cohort workshop of the provincial asset management cohort February 6<sup>th</sup> in Edmonton. The Asset Management program was sponsored by FCM, led provincially by AB Muni's and RMA, and the program details were delivered by professionals from Urban Systems. The asset management program has become a requirement of provincial and federal governments in order to maintain capital funding. The final workshop focussed on the risk assessment component of asset management. We learned how to articulate risk as a component of asset management, as well as working to complete our first high level risk assessment. We were also introduced to the process of integrating risk management into our decision-making process.

### 6 Red Deer County Fire Search and Rescue Awards

At Red Deer County's recent awards celebration, Firefighter of the Year for Bowden Station 7 was awarded to Jason Sahli. Congratulations to Jason for this significant achievement.



MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION  
Strategic Planning and Consultation Meeting  
January 24, 2024

- All members and most alternates in attendance.
- Most member municipalities CAO's and Directors of Operations in attendance.
- Introductions and overview of agenda and upcoming discussions.
- Water Commission is asking member municipalities to do a survey and submit the results to the water commission to add with identifying water users and water quantity needed.
- Discussion on the survey and a roundtable forum for any questions or concerns.
- Water commission will be setting up two committees. One will be made up of board members and one designated representative from each municipality. The other committee will be a technical committee made up of one municipality representative and the water commissions Director of Operations (Tim Ainscough) and the technical/quality control person (Wes Olstad).
- Director of Operations gave an update on the water commission's capital projects and the proposed timelines.
- The one committee will meet on February 5<sup>th</sup> for the first time. This will be an orientation meeting to discuss strategy on moving forward and identifying member concerns and solutions.
- The technical committee will meet once the representative have been designated.

MOUNTAIN VIEW REGIONAL WATER SERVICES COMMISSION  
Drought Committee Organizational Meeting  
February 5, 2024

- All members and most alternates in attendance.
  - Most member municipalities CAO's and/or Directors of Operations in attendance.
  - Introductions and overview of agenda and upcoming discussions.
  - Presentation from Todd Aasen from Alberta Environment (Approvals Manager for Central Alberta). In depth information on water agreements and the conditions of rivers and reservoirs that affect Alberta. A copy of the power point presentation will be provided.
  - Water Commission has received the surveys back from member municipalities. The results will aid the water commission with identifying water users and water quantities needed. Discussion on the survey and a roundtable forum for any questions or concerns. Agreement that the surveys need to be more uniform and consistent.
  - John Van Doesburg and Bill Windsor (Didsbury representative) met with the Associate Deputy Minister and Compliance Manager from Alberta Environment.
  - Presentation of the Drought Committee's Terms of Reference. These will be reviewed and changes made. The Terms of Reference will be approved at the March 6<sup>th</sup> Drought Committee meeting.
  - Information on provincial water shortage management stages and the MVRWSC Water Restriction Policy were reviewed.
- Discussion on water licenses and a copy of the commission's water license was provided.