

Town of Bowden - Regular Council Meeting AGENDA

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

- | | |
|--|---|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES
April 8, 2024, Regular Council Meeting. | Pages
2 - 4 |
| 4. PUBLIC HEARING
None scheduled. | |
| 5. DELEGATION
5.a BDO Canada (Audit Report and presentation of Consolidated Financial Statements 2023) | 5 |
| CLOSED SESSION OF COUNCIL ("in camera")
Agenda Item 5 (Financial)
<i>Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 "is deemed to be privileged information".</i> | |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES
6.a Bowden Hotel.
6.b Key Dates. | 6 - 8 |
| 7. BYLAWS & POLICIES
No agenda item submitted. | |
| 8. NEW BUSINESS
8.a 2024 Provincial Construction Program – Highway Projects. | 9 - 14 |
| 9. FINANCIAL
9.a Capital Budget 2024 (revised version 2).
9.b Reserves.
9.c MSI / LGFF Funded Projects.
9.d Accounting Standard PS3280.
9.e LGFF. | 15 - 33
34 - 37
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39 - 40
41 - 50 |
| 10. CORRESPONDENCE
10.a RDC Enforcement Contract. | 51 - 52 |
| 11. REPORTS
11.a CAO's Report.
11.b Council Committee Reports.
11.c Society & Other Reports. | 53
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55 - 56 |
| 12. MEETING ADJOURNMENT | |



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

MINUTES (unapproved)

1. CALL TO ORDER

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

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

ADMINISTRATION	CAO	Rudy Friesen
	Recorder	Arno Glover

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Sandy Gamble that Council adopts the minutes as presented for the Regular Council Meeting of March 25, 2024.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There were no public hearings.

5. DELEGATION

There were no delegations.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

CAO Rudy Friesen provided Council with an update on progress regarding the Bowden Hotel.

Agenda item 6.b Red Deer County Fibre Optic Network

CAO Rudy Friesen provided Council with an update on discussions with Red Deer County. It was stated that there are a number of options with regard to how the project could be funded and managed.

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Councillor Paul Webb stated that he was in favour of a no cost (to the Town) option.

Mayor Robb Stuart requested that the CAO maintains communication with RDC on progress made.

Councillor Deb Coombes requested that all options were presented to Council in a written format.

Agenda item 6.c Key Dates

Administration provided Council with forthcoming key dates.

Motion 6.a moved by Councillor Wayne Milaney that Council accepts the submitted items of Business Arising as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

There was no agenda item submitted.

8. NEW BUSINESS

Agenda item 8.a Parkland Regional Library System Financial Statement

Administration stated that the Parkland Regional Library System Financial Statements for 2023 were available for review (in printed format on the Councillor's desk within the Town Administration office).

Councillor Deb Coombes stated that the Parkland Regional Library budget for the year had yet to be finalized (approved at Board level).

Motion 8.a

Moved by Councillor Randy Brown that Council accepts the submitted item of New Business as information.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

Agenda item 9.a Capital Budget 2024

Administration submitted the first draft of the 2024 Capital Budget for Council's review and deliberation.

Administration received the comments made by Council and will submit a final version of the Capital Budget for Council approval at the next RCM.

Motion 9.a

Moved by Councillor Deb Coombes that Council accepts the 2024 Capital Budget as information.

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.

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Agenda item 11.b Council Committee Reports

There were no Council Committee reports.

Agenda item 11.c Society & Other Reports

Mountain View Regional Water Services Commission Drought Committee
(meeting of March 6, 2024).

Mountain View Regional Water Services Commission Drought Committee
(meeting of March 27, 2024).

Mountain View Regional Water Services Commission (meeting of March 20, 2024).

Municipal Leaders Caucus (March 14 / 15, 2024).

Rural Municipalities of Alberta Convention (March 18 / 20, 2024).

Motion 11.a

Moved by Councillor Paul Webb that Council accepts the submitted reports as information.

MOTION CARRIED UNANIMOUSLY

12. CLOSED SESSION OF COUNCIL ("in camera")**Agenda item 12.a Legal Matter (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 27 "is deemed to be privileged information".

Motion 12.a.

Moved by Councillor Paul Webb at 8:50pm that Council moves to an "in-camera" session.

MOTION CARRIED UNANIMOUSLY

Motion 12.b.

Moved by Councillor Marie Flowers at 9:10pm that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

Motion 12.c

Moved by Councillor Paul Webb to direct Administration to clarify with legal counsel the information discussed in closed session.

MOTION CARRIED UNANIMOUSLY

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

Moved by Councillor Marie Flowers at 9:15pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

Mayor
Robb Stuart

CAO
Rudy Friesen

Regular Council Meeting: April 22, 2024.	Agenda Item: 5.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Draft Consolidated Financial Statements 2023

5.a (i) Review of draft Consolidated Financial Statements

Ryan Wachter, BDO Canada.

BDO Canada will provide Council with an overview of the draft Consolidated Financial Statements for the financial year ending 31 December 2023.

5.a (ii)

Council is provided the opportunity to discuss the financial statements with the auditors in a closed session of Council.

The draft Financial Statements are provided under separate cover (these are confidential until reviewed and approved by Council and made public).

CLOSED SESSION OF COUNCIL ("in camera")**Agenda Item 5 (Financial)**

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

5.a (iii) Requested Motion

Motion by Councillor _____ that Council approves the Auditors Report and the Consolidated Financial Statements for year ending 31 December 2023 as presented.

Regular Council Meeting: April 22, 2024.	Agenda Item: 6.a / 6.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s):

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

Content:

6.a Bowden Hotel

There are no further updates.

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

April 24	Sub Development Appeal Board Hearing (1:00pm - RDC Council Chambers)
April 24	Volunteer Celebration Supper (5:30pm – Paterson Community Centre)
April 25	18th Annual Mayor's Prayer Meeting (6:15am Pidherney Centre Red Deer)
May 10	Parkland Regional Library System 65th Anniversary (1pm – 3pm Lacombe)
May 12	FCSS Partners group tour (noon luncheon)

Arno Glover

From: CAO
Sent: April 8, 2024 2:15 PM
To: Arno Glover
Subject: FW: You're Invited! Parkland's 65th Anniversary Celebration on May 10

From: Parkland Administration <administration@prl.ab.ca>

Sent: Monday, April 8, 2024 2:08 PM

To: Member Library Board Chairs <boardchairs@prl.ab.ca>; Municipal Administrators <municipaladministrators@prl.ab.ca>; PRL Board <prlboard@prl.ab.ca>; libraries@gov.ab.ca; Regional Systems Directors <regionalsystemsdirectors@prl.ab.ca>

Subject: You're Invited! Parkland's 65th Anniversary Celebration on May 10

Good Afternoon Everyone,

Calling all library staff and board members, you're invited! Please celebrate with us on **Friday May 10th from 1pm - 3pm** at Parkland HQ **4565 46 Street Lacombe, AB, T4L 0K2** for our 65th Anniversary! There will be cake, refreshments, and building tours. We'd love any contributions to our time capsule to be opened at our 100th anniversary.

Please note this event is not open to the public, but we are excited to host all of our library friends!

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Join Us!
Friday, May 10th from 1pm - 3pm



- **Contribute to our time capsule!**
- **Cake and refreshments**
- **Building tours**

Hailey Halberg

Marketing Specialist

Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2
403.782.3850 ext. 213 | prl.ab.ca

000008

Regular Council Meeting: April 22, 2024.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1 2024 Provincial Construction Program (reproduced in part)

8.a 2024 Provincial Construction Program

Administration submits to Council content from the 2024 Provincial Construction Program as it relates to Highway 2a.

Suggested Motion

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

2024 Provincial Construction Program

Highway & Water Management Projects

The 2024 Provincial Construction Program
is subject to change.

Projects may move on or off the Construction Program based on emerging needs, changing construction schedules, or available funding.

2024 Provincial Construction Program

Highway & Water Management Projects

The Government of Alberta is investing in highway and water management infrastructure to improve safe travel on Alberta's highways, connect communities, and help keep Albertans working. The projects will enhance transportation safety, support major trade corridors to improve travel for commercial carriers, and provide irrigation for the agriculture sector and flood protection for Alberta communities.

The 2024 Construction Program includes:

- Major capital projects scheduled for the next three years (2024-25 to 2026-27)
- Capital maintenance and renewal (bridge construction and highway rehabilitation) projects scheduled for the next three years (2024-25 to 2026-27)
- Water management infrastructure projects scheduled for the next three years (2024-25 to 2026-27)
- Slide repair projects scheduled for the next year (2024-25)

This program includes planning, design and construction work to reflect the life cycle of projects. **The 2024 Provincial Construction Program is subject to change.** Projects may move on or off the construction program based on emerging needs, changing construction schedules, or available funding. Minor safety-related improvements may be added as identified, generally in conjunction with larger projects. Emergent priority projects may also be added to address time-sensitive needs.

The following descriptions are used:

- Planning/Engineering – planning studies and the preliminary analyses completed for major capital projects
- Design – project management and hiring engineering consultant(s) to design the project (may include work to complete tender preparation)
- Construction – occurs when the project design has been completed, a tender is awarded, and a contractor is hired to build the project
- Economic Corridor – includes provincial highways that fall under the jurisdiction of Transportation and Economic Corridors and consist of the Strategic Highways, the National Highway System, and proposed oversize/overweight corridors (i.e., High Load Corridor)

Glossary

@.....	At
Ave.	Avenue
Bdry.....	Boundary
BF 74817 or (74817-02).....	Bridge File Number
CNR	Canadian National Railway
CP	Capital Project for water management projects
CPR.....	Canadian Pacific Railway
Cr.....	Creek
Cty	County
E	East
EB or EBL	Eastbound or Eastbound Lane
ECL	East Corporate (or City) Limit
EID	Eastern Irrigation District
FN.....	First Nation
G/S	Grade Separation Structure
Hwy.	Highway
Incl.....	Includes
Imp.	Improvement
Int.....	Intersection
Intersection Improvements	Adding/extending acceleration/deceleration tapers or lanes. May involve lighting.
Jct.....	Junction
LNID	Lethbridge Northern Irrigation District
LR.....	Local Road
N	North
NB or NBL.....	Northbound or Northbound Lane
NCL	North Corporate (or City) Limit
PAR.....	Park Access Road
Riv.	River
Rd. or Rds.....	Road or Roads
Repaving	Resurfacing an existing paved road
Rge.....	Range
S	South
SB or SBL	Southbound or Southbound Lane
SCL	South Corporate (or City) Limit
sel.....	Selective
Six-laning	Adding two lanes to a four-lane twinned highway
SMRID.....	St. Mary's River Irrigation District
SRA.....	Safety Rest Area
St	Street
SV.....	Summer Village
Tr.....	Trail
Twp.....	Township
UAR.....	Urban Approach Road
VIS.....	Vehicle Inspection Station
W	West
WB or WBL	Westbound or Westbound Lane
WCL	West Corporate (or City) Limit
WID	Western Irrigation District

Highway	Project/Location	Description	Status	Primary Purpose	Economic Corridor
2	Hwy. 2 Project, 6-laning at Red Deer (32nd Street) and Hwy. 11A (includes BF75335 and BF75420) and 8-laning between 32nd Street and Hwy. 11	Engineering	Planning/ Engineering	Major trade corridor and enhance public safety	Yes
2	Hwy. 2 Project, 8-laning between Stoney Trail (Calgary) and Hwy. 567(Airdrie)	Engineering	Planning/ Engineering	Major trade corridor and enhance public safety	Yes
2	Hwy. 2 Project, 6-laning between Hwy. 590 and McKenzie Road (Red Deer, includes Old Pole Road)	Engineering	Planning/ Engineering	Major trade corridor and enhance public safety	Yes
2	Hwy. 2 Project, S Dunvegan Hill realignment	Engineering	Planning/ Engineering	Major trade corridor and enhance public safety	Yes
2	Hwy. 2 and 338 Avenue	Engineering	Planning/ Engineering	Major trade corridor	Yes
2	Hwy. 2 near Slave Lake (upgrades)	Engineering	Planning/ Engineering	Major trade corridor	Yes
2	Hwy. 2 safety improvements (Between Red Deer and Leduc) pilot study	Engineering	Planning/ Engineering	Enhance public safety	Yes
2A	Between Hwy. 592 and 1 km S of Red Deer	9 km of repaving	Design	Improve connections between communities	No
2A	Waskasoo Creek Bridge on Hwy. 2A, 7 km N of Penhold (72633-2)	Bridge deck rehabilitation	Design	Improve connections between communities	No
2A	Between 1 km S of Hwy. 27 and the Town of Bowden	19 km of repaving	Construction	Improve connections between communities	No

2024 Construction Program

Highway & Water Management Projects

Status

-  Construction
-  Design

Bridge Work Activities

Status

-  Construction
-  Design
-  Planning

Water Management Work Activities

Status

-  Construction
-  Design

Safety Work Activities



Highway Work Activities

Status

-  Construction
-  Design
-  Planning



Regular Council Meeting: April 22, 2024	Agenda Item: 9.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1. Capital Budget 2024 Summary 2. Business Case Forms (for amended capital projects)

9.a (i) Legislative Responsibility

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

Section 246 of the Municipal Government Act states that:

“a capital budget must include the estimated amount for the following:

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

In order to satisfy the requirements of the MGA, Administration therefore provides Council with the second draft of the Capital Budget for 2024 for the purpose of further discussion and approval.

9.a (ii) Background

During the Regular Council Meeting of April 8, 2024, Administration presented to Council a first draft of the 2024 capital budget for Council's review and deliberation.

The draft budget contained the following documents:

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

Administration received the comments made by Council during the April 8, RCM and agreed to submit a revised version of the 2024 Capital Budget to Council for approval at this RCM.

The following motion was passed by Council.

Motion 9.a Moved by Councillor Deb Coombes that Council accepts the 2024 Capital Budget as information.

9.a (iii)

Administration further submits to Council a revised version of the Capital Budget for Council approval.

9.a (iv) Presentation of revised Capital Budget 2024 (version 2)

The revised 2024 Capital Budget is presented to Council as follows:

- i. a Capital Budget Summary – this provides a high-level overview of each project and the project capital costing (quoted & estimated costs).
- ii. a Business Case study for those revised capital projects / items of capital expenditure (revisions are highlighted in yellow).

Council is requested to either approve the 2024 Capital Budget as presented or advise Administration of any additional changes required.

9.a (v) Consideration

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

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

9.a (vi) Recommended Action

That Council reviews the revised 2024 Capital Budget and approves the budget as presented.

9.a (vii) Alternative Motions

That Council reviews the revised 2024 Capital Budget and approves the budget as presented.

Motion by Councillor _____ that Council approves the 2024 Capital Budget as presented.

or:

That Council reviews the revised 2024 Capital Budget and approves the budget subject to the inclusion of further revisions / amendments as requested by Council.

Motion by Councillor _____ that Council approves the 2024 Capital Budget as presented with the inclusion of amendments as discussed and required.

or:

That Council reviews the revised 2024 Capital Budget and advises Administration of any further revisions, amendments or further information required and requests that Administration resubmit a third draft of the 2024 Capital Budget at the Regular Council Meeting of 13th May.

Motion by Councillor _____ that Council instructs Administration to amend the 2024 Capital Budget to include further amendments as discussed and requested.

2024 Capital Budget Summary

revised 18 April 2024

revised 18 April 2024										
Project#	Project Description	Project Details	Budget TOTAL (red = estimate)	Analysis	Funding Source	Funding Source	Current TCA Replacement	Asset Category		
							Purchase Year	Asset Number	Net Book Value	
\$										
1	Off Leash Dog Park	Installation of fencing	20000.00	16000.00	MSI		n/a	n/a	n/a	Land Improvements
		Installation of signage / equipment groundworks		2000.00						
2	Wastewater Sewer CCTV	Engineering Consultancy	45453.00	2000.00	MSI		n/a	n/a	n/a	Wastewater
		Main Contractor		43453.00						
3	Walking Trail (Phases 2a & 2b)	Main Contractor (groundwork)	182076.00	178076.00	MSI		n/a	n/a	n/a	Land Improvements
		Engineering Consultancy		2000.00						
		Street furniture		2000.00						
4	Arena Roof Assessment	Engineering Consultancy	19900.00	16400.00	MSI		n/a	n/a	n/a	Buildings
		Contractor Repairs		3500.00						
5	Pumphouse Upgrades	P102 Vertical Turbine Pump & Motor overhaul	41611.30	22356.00	MSI		1981	n/a	n/a	Water
		Installation of VEGA reservoir level sensor		6255.30			1981	n/a	n/a	Water
		Calibration with SCADA		1000.00						
		Reservoir sediment removal & video inspection		12000.00						
6	New Sidewalk 20th Avenue	Installation of new sidewalk (23rd to 24th St)	46000.00	44000.00	MSI		n/a	n/a	n/a	Roads
		Engineering Consultancy		2000.00						
7	Cast Iron Water Pipe Replacement	21st Street (from 20 Ave to 21 Ave)	82895.00	57895.00	MSI		n/a	n/a	n/a	Water
		Asphalt resurfacing		25000.00						
8	Pedestration Crosswalk	Installation of digital crosswalk flashing beacon	13796.04	13796.04	MSI		n/a	n/a	n/a	Roads
9	Public Works equipment	John Deere Gator HPX615E	36644.39	36644.39		Reserves	n/a	n/a	n/a	Machinery & Equipment
10	Public Works equipment	John Deere 1550 Mower	35819.76	28000.00		Reserves	2008	ME15	0.00	Machinery & Equipment
		John Deere 1550 Mower Rear Discharge Deck		7819.76		Reserves				
11	Public Works equipment	Hotsy 1065SSE Hot Water Pressure Washer	8250.00	8250.00		Reserves	2003	ME10	0.00	Machinery & Equipment
12	Arena equipment	Auto Floor Scrubber (Arena)	6153.00	6153.00		Reserves	n/a	n/a	n/a	Machinery & Equipment
13	Centennial Park (new equipment)	Installation of picnic shelter / gazebo canopy	55000.00	50000.00	MSI		n/a	n/a	n/a	Land Improvements
		Foundation		5000.00						
14	Cemetery Border Fencing	16 Panels	18000.00	16000.00	MSI		n/a	n/a	n/a	Land Improvements
		Installation		2000.00						
15	Councillors IT Equipment	Apple iPad & iPen (x6)	4854.00	4854.00	MSI		n/a	n/a	n/a	Machinery & Equipment
						616452.49	616452.49	529585.34	86867.15	0.00

BUSINESS CASE FORM (Capital Budget 2024)

Overview:

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

Background:

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

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

Phase 2 of the sanitary sewer project will consist of:

- flushing and video inspection of all areas in the Town where older Vitrified Clay Tile (VCT) and Asbestos Clay Tiles (AC) pipes exist.
- CCTV camera work will assess the condition of the wastewater pipe that runs west under the CP rail tracks and which follows a southerly route until the point where it joins the SRDRWC South Lift station.
- an assessment of the condition of the stormwater culvert on Westview Drive.

The result of the CCTV assessment will allow Administration to:

- plan for future Inflow and Infiltration remedial work as required / deemed necessary to the wastewater system,
- assess the scope of any remedial work required to the stormwater culvert on Westview Drive.

Operational / Community Need:

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

Proposal:

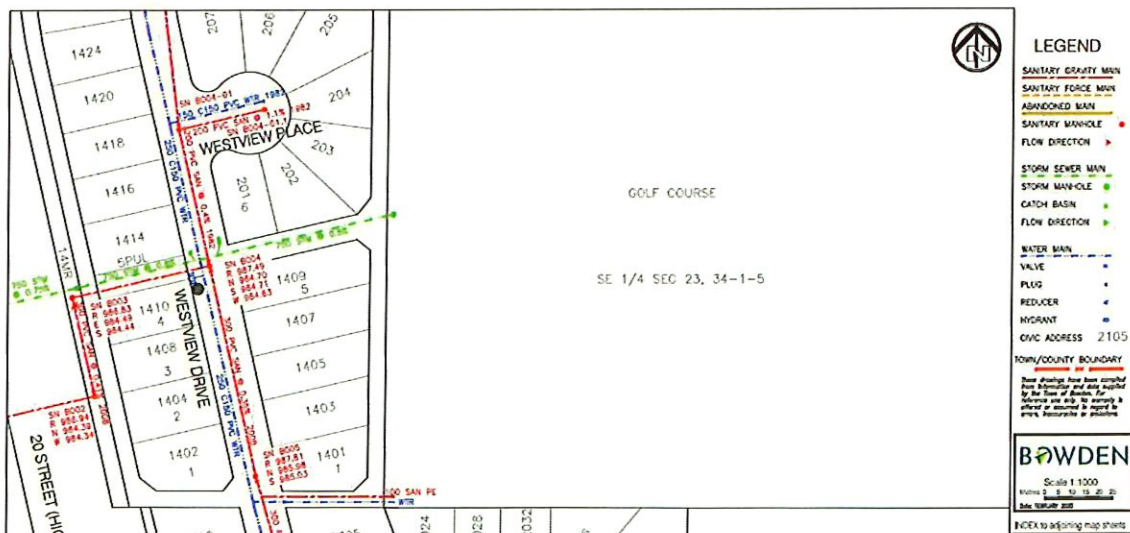
Recommendation:	<p>Contract direct with Geolyn Inspection Services for this work.</p> <p><i>Note: Council approved this project in the SCM of February 20, 2024 (Interim Capital Budget).</i></p>
Deciding Factor:	<p>Contractor chosen on recommendation of ISL.</p> <p>(no tender process required as this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

Project Implementation:

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

Attachments:

1. Civic Address Map (highlighting in yellow the scope of project)
ie: all VCT and AC gravity main wastewater infrastructure)
2. Infrastructure Map M5 (highlighting the force main infrastructure extending from Highway 2a under the CP rail tracks and to the South Lift Station).
3. Utility diagram showing (below) the storm water culvert on Westview Drive.



BUSINESS CASE FORM (Capital Budget 2024)

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

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

Overview:

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

Operational / Community Need:

Opportunity Statement:	This investment delivers an important community amenity to the Town's residents.
Project Outcome:	Completion of this project means both phase 2 and phase 3 of the walking trails project are completed. Phase 1 remains outstanding.
Requirements:	Project Site Survey. Project Site Testing. "One Call" utility locates. Mobilization, excavation, and grading. Supply of gravel base & asphalt (topsoil if required).
Assumptions:	All land owned by Town.
Constraints:	Funding limits / approval from MSI / LGFF. Project costing is dependent on the findings of a project site survey. Width and depth of path are subject to site survey.
Dependencies:	n/a
Risk:	Minimal risk to operational service levels.

Proposal:

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

Project Implementation:

Project Manager(s):	ISL Engineering / Rudy Friesen.
Project Start & End Date:	Spring / Summer 2024. (subject to contractor scheduling and availability and ground conditions)
Risk:	Back-alley access (west of golf course) will experience disruption during groundwork preparation and pathway construction. Administration to assess any legal liability regarding proximity to golf course. Potential future cost of installing netting / trees / signage.
Project Review Strategy:	ISL as Project Manager to liaise and report on progress made / unforeseen delays directly to CAO.
Project Performance Measurement:	Success of project will be based on resident feedback / utilization of amenity.
Change Management:	Public Works responsible for future maintenance of the pathway (to include snow removal, sweeping, emptying of bins etc).

BUSINESS CASE FORM (Capital Budget 2024)

Overview:

Project Type:	2024 Capital Project
Project Name:	Arena Roof Assessment (revised version 2)
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	Infrastructure and Asset Management Building infrastructure is a tangible capital asset which is the responsibility of the Town to maintain.
Business Driver:	This project is a continuation of the 2022 Capital Project which completed essential repairs to the metal roof deck. Administration stated in the capital project documentation at that time that: <i>"further funds be allocated in the 2024 Capital Budget to carry out any additional remedial work as identified and to implement a two year maintenance cycle in order to mitigate any further deterioration".</i>

Operational / Community Need:

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

Proposal:

Recommendation:	To contract direct with ISL. <i>Note: Council approved this project in the SCM of February 20, 2024 (Interim Capital Budget).</i>
Deciding Factor:	Sole source purchase (no tender process required) in accordance with section 10 of Town's Procurement Policy <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
Cost:	Phase 1 Investigation Review & Report \$16400.00 Contractor Assistance \$ 3500.00
Contracting & Procurement:	Payment to be made upon satisfactory completion of exploratory work and subsequent delivery of a Roof Condition Assessment Report (from ISL project engineer).
Any other relevant factors:	All contractors are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

Project Implementation:

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

Attachments:

BUSINESS CASE FORM (Capital Budget 2024)

Overview:

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

Operational / Community Need:

Opportunity Statement:	<p>Replacement of the water main with new modern material (PVC pipe) is more resilient to corrosion and is more durable and flexible than cast iron. This project will prevent future incidents of pipe fractures of this type in this segment of the water distribution system. (Note: a significant amount of the Town's underground water mains is constructed of cast iron material. This would require a major water main renewal program to fully mitigate the possibility of future reoccurrences of cast iron mains failures).</p> <p>The replacement of the water mains will require repaving of the section of road surface where the excavation occurred. This will require resurfacing of the intersection of 20th Avenue / 21st Street. An opportunity exists to extend the repaving to cover the whole of the intersection.</p>
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Project Outcome:	<p>Completion of this project significantly reduces the likelihood of future structural fractures within this section of the water distribution system.</p> <p>Remedial work to the road surface prevents further deterioration and provides improved stormwater drainage west on 20th Ave.</p>
Project Requirements:	<p>Project scope:</p> <p>Subcontractor labour required for:</p> <ul style="list-style-type: none"> • road excavation, • hydro excavation, • temporary water services, • installation of watermain, • installation of water main valves (x2) • water testing • road re surfacing. <p>Materials required:</p> <ul style="list-style-type: none"> • PVC water pipe, • gravel, • asphalt, • road valve(s). • road barricades
Assumptions:	None made
Constraints:	Funding limits / approval from MSI / LGFF.
Dependencies:	Contractor coordination / availability.
Risk:	Contractor availability not yet determined.

Proposal:

Recommendation:	Obtain quotations from chosen subcontractors who have previously worked for the Town.
Deciding Factor:	<p>Sole source purchase (no tender process required).</p> <p><i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i></p>
Cost:	<p>Cost Waterline Replacement \$57895.00.</p> <p>Estimated Cost Road Resurfacing \$25000.00</p>
Contracting & Procurement:	<p>Contractor certificate of third-party insurance required.</p> <p>Payments to be made upon completion of work.</p>
Any other relevant factors:	All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

Project Implementation:

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

Attachments:

BUSINESS CASE FORM (Capital Budget 2024)

Overview:

Project Type:	2024 Capital Project
Project Name:	Installation of new sidewalk (revised version 2)
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	Infrastructure and Asset Management This project aligns with the strategy of ensuring that funding is available to upgrade existing infrastructure assets (road improvement). New tangible capital asset.
Business Driver:	This investment delivers an important public safety community amenity.

Operational / Community Need:

Opportunity Statement:	This project complements the proposal to install a pedestrian crossing beacon on the junction of 20 th Avenue and 23 rd Street.
Project Outcome:	This project provides additional road safety for pedestrians along main street to the Heritage Drive amenities.
Project Requirements:	Survey required of property lines / public right of way easements.
Constraints:	Funding limits / approval from MSI / LGFF.
Dependencies:	ISL engineering survey. Public Works assistance may be required for barriers, safety signposting and traffic management.
Assumptions:	Administration has surveyed both the north and south side of 20th Avenue from 23rd Street to 24th Street. The preference is to locate the sidewalk on the south side of 20 Avenue due to the presence of power poles and the poor condition of the curb and gutters on the north side.

Proposal:

Recommendation:	To contract directly with the contractor & ISL Engineering.
Deciding Factor:	Sole source purchase (no tender process required). <i>"Sole source purchases are permitted where the compatibility of a purchased item with existing equipment, facilities or service is of major importance or bearing and the purchase must therefore be made from a single source".</i>
Cost:	Cost \$44,000.00. (concrete sidewalk work) \$ 2,000.00. (ISL engineering surveys) (subject to contingency & site survey) 20 th Avenue - 160 metres @ \$275 p/m
Contracting & Procurement:	Direct contract with sub-contractor / engineering partner. (subject to estimate)
Any other relevant factors:	All subcontractor(s) are deemed to be prime contractors for OHS responsibilities and for OHS risk assessments.

Project Implementation:

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

Attachments:

1. Infrastructure Map J7 (highlighted in orange) sidewalk on south side of 20th Avenue from 23rd Street to 24th Street.

North side power poles.



LEGEND

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

These drawings have been compiled from information and data supplied by the Town of Bowden. For reference only. The Engineer is not responsible for errors, omissions or omissions.

BOWDEN

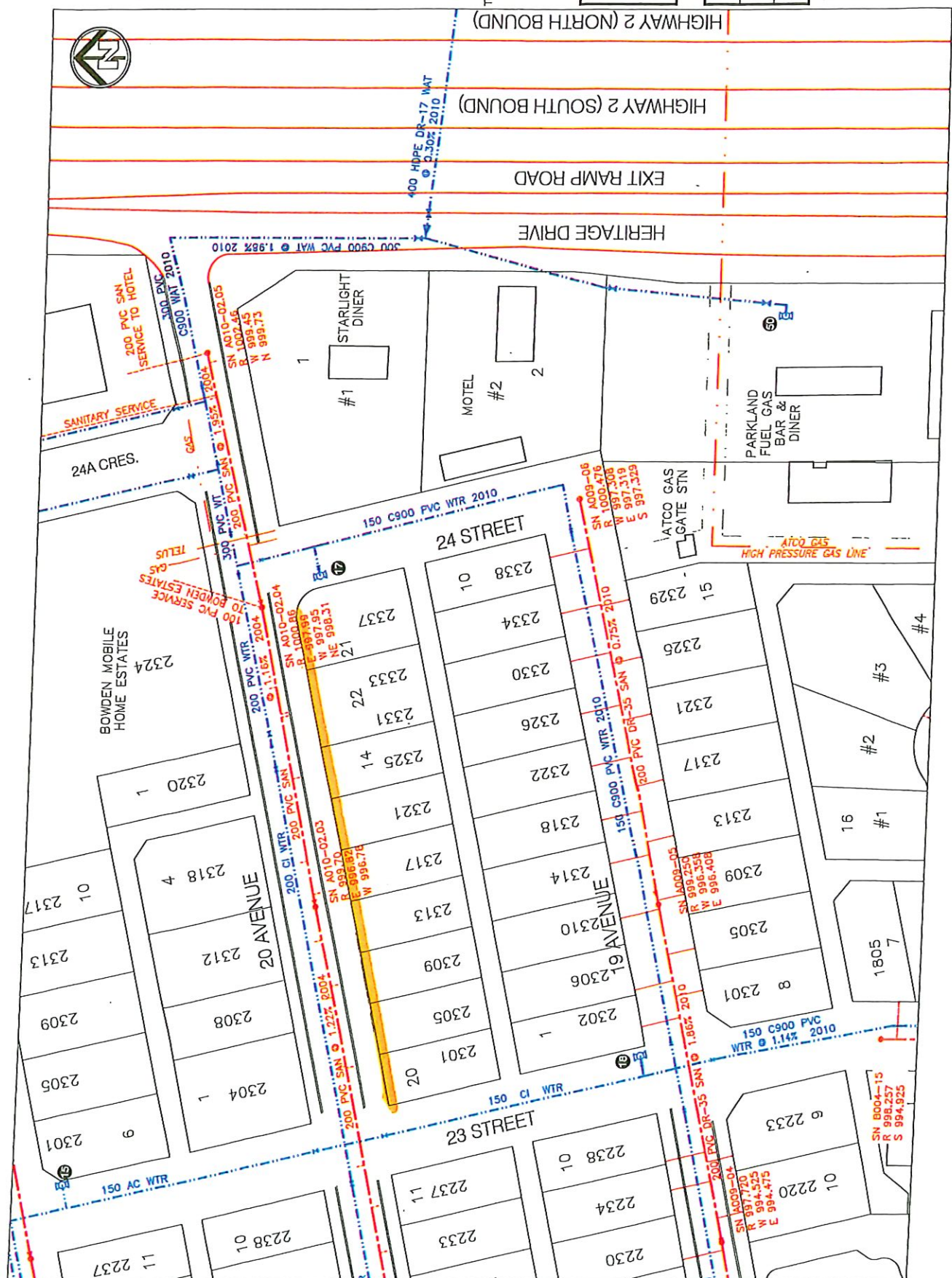
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 Date: FEBRUARY 2010

INDEX to adjoining map sheets

16	17	18
J6	J7	J8
K6	K7	K8

Sheet

J7



BUSINESS CASE FORM (Capital Budget 2024)

Overview:

Project Type:	2024 Capital Project
Project Name:	Apple iPad 10.9" 64GB 10th Generation (Wi-Fi) (revised version 2)
Finance Source:	MSI / LGFF
Alignment with Strategic Plan:	n/a
Business Driver:	Operational efficiencies.

Operational / Community Need:

Opportunity Statement:	This capital equipment investment is a continuation of the program of improving IT / communications equipment for use during Council and Town Administration meetings.
Project Outcome:	The purchase of this equipment allows: <ul style="list-style-type: none"> meeting agenda documents to be accessed conveniently via a digital format (pdf documents). note taking via use of a smart stylus. email accessibility, internet connectivity.
Requirements:	n/a
Assumptions:	n/a
Constraints:	n/a
Dependencies:	n/a
Risk:	n/a

Proposal:

Recommendation:	To purchase (x6) Apple iPads (x6) Apple iPencil
Deciding Factor:	Cost (sourced from local supplier).
Cost:	Cost (iPad) \$4200.00. (net of GST) (to include protective cover / case) iPencil \$ 654.00 (a smart keyboard is an accessory option but is not included in the specification / cost above).
Contracting & Procurement:	Direct (cash) purchase from supplier.
Any other relevant factors:	This equipment is for Town use only. iPads are to be configured with @bowden.ca emails only. Internet access provided via wi-fi capability.

Project Implementation:

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

Attachments:

1 Specification sheet for Apple iPad 10.9 (10th Generation) 64Gb

Regular Council Meeting: April 22, 2024	Agenda Item: 9.b
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Statement of Reserves 2 Analysis of Arena CFEP project spend.

9.b (i)

The attached statement of reserves provides a projected overview of movements within the reserve accounts during 2024 that reflect both capital funding and transfers (in and out).

1 Transfer from Operating Budget

An amount of \$9400.00 is transferred into Public Works Reserves (reference the decision made in 2020 on the funding of the John Deere 4 Wheel Loader).

2 Asset Disposal Revenue

An estimated amount of \$5000.00 is transferred into Public Works Reserves reference the sale (asset disposal) of the 2008 John Deere 1435 Mower.

3 Appropriated to 2024 Capital Projects

An amount of \$86867.15 is assigned to public works and arena capital projects (as identified in the 2024 Capital Projects schedule).

4 Contribution to Arena CFEP grant.

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

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

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

9.b (ii) Analysis of Arena Spend

An analysis of the CFEP project spend to date is provided as an attachment.

9.b (iii) Requested Motion

Motion by Councillor _____ that Council approves the movements in reserves as presented in the attached document titled "Reserves (forecast movements for 2024)"

revised 17 April 2024

Reserves (forecast movements for 2024)

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

000035

Total Grant	\$160,000.00
Total Spent	\$67,288.46
Remaining	\$92,711.54
Projected	\$98,965.37
Remaining	-\$6,253.83

Date	Contractor	Work Completed	Invoice
June 6, 2023	Broco Electric	Improved lighting, dressing room benches	\$2,352.00
June 6, 2023	Mackenzie Contracting	Painting, tear out, new build of staircase	\$9,160.50
July 20, 2023	Bloomer's Plumbing	Reconnect concession sink	\$207.03
July 25, 2023	Hawk Sheet Metal	Custom build and install of double sink in concession	\$2,541.00
July 25, 2023	Broco Electric	Electrical on water bottle station, move thermostat, dressing room benches	\$2,898.00
July 27, 2023	Bloomer's Plumbing	Heat shield install over time bench	\$913.23
July 27, 2023	Broco Electric	Dressing room improvements	\$2,898.00
Aug 8, 2023	AMCL	Roof Repair	\$1,437.19
Aug 8, 2023	Red West	Water fountain and bottle filling station	\$3,313.77
Aug 9, 2023	Mackenzie Contracting	Complete repair of concession ceiling	\$1,250.00
Aug 18, 2023	Bloomers Plumbing	Purchase and install heater above bleachers	\$6,851.34
Aug 18, 2023	Bloomers Plumbing	Work on boiler system	\$2,272.84
Aug 28, 2023	Neimeyers	Zamboni room grate	\$3,641.89
Aug 28, 2023	AMCL	Player box improvements	\$5,784.91
Sept 13, 2023	Bloomers Plumbing	Gas leak fix, dressing room sump reroute	\$2,514.36
Oct 11, 2023	Broco Electric	Lighting	\$1,281.00
Oct 11	Olds Sign Shop	arena signage	\$964.43
Oct 16, 2023	AMCL	West door repair	\$630.00
Nov 28, 2023	Parkland Audio	50% deposit on audio improvements	\$9,265.37
Feb 11, 2024	Bloomers Plumbing	attic work	\$2,360.43
Feb 12, 2024	AMCL	Player box improvements, shutters	\$3,753.75

Mar 1, 2024 Bloomers Plumbing	Heat to concession area	\$997.42
		\$67,288.46
Ongoing Work or Completed and waiting on invoice		
Spray insulation to mitigate pipes freezing	projected	\$30,000.00
Boiler system		\$30,000.00
Garbage bins, baby changing station		\$4,700.00
East door		\$2,000.00
Aesthetics - lumber and mats for floor		\$20,000.00
Player box fix		\$3,000.00
Sound System		\$9,265.37
Lighting		
Eavestroughs		
Signage		
		\$98,965.37

Regular Council Meeting: April 22, 2024	Agenda Item: 9.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s):

9.c (i)

Administration requests that Council approves the following projects.

These three projects do not meet the qualification criteria for tangible capital assets as they are deemed to be maintenance and repairs.

(ie: projects which only maintain the service potential of a capital tangible asset over its predetermined useful life, and which do not deliver any increase in service potential).

9.c (ii)

It is anticipated that the following projects be financed by MSI / LGFF allocated funding under the classification of building rehabilitation.

Item 1 - FCSS Flooring

A quoted amount of \$6500.00 for the installation of vinyl plank flooring (community room).

Item 2 - Council Chamber Flooring

A quoted amount of \$5000.00 for the installation of carpet tiles (Council Chambers).

It is anticipated that the following project be financed by MSI / LGFF allocated funding under the classification of roadways & bridges / stormwater structures.

Item 3 - Storm Pipe Regrading (Westview Drive)

A quoted amount of \$11298.00 for excavation, pipe regrade, backfill & compact (to include hydro-vac).

An additional estimated amount of \$15000.00 is required for asphalt repaving.

Note:

The quoted amount of \$11298.00 is based on the estimated remedial work needed to conduct a straightforward repair of the storm water culvert (ie: the cause of the road swelling on Westview Drive is the result of repeated frost heave action).

However, if the CCTV camera work reveals substantial structural deterioration of the storm water culvert the cost of the remedial work will exceed the quoted / estimated project cost stated above.

9.c (iii) Requested Motion

Motion by Councillor _____ that Council approves the allocation of MSI / LGFF funding for the projects identified above as items 1 to 3 in this RFD.

Regular Council Meeting: April 22, 2024	Agenda Item: 9.d
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s):

9.d (i)

The 2024 Operating Budget includes a contingency of \$10,000.00 for specialist services in order to conduct building and land assessments in respect of the asset retirement requirements of section PS3280 of the Public Sector Accounting Standards.

An Asset Retirement Obligation (ARO) is a legal obligation associated with the retirement of a tangible capital asset.

Examples include removal of asbestos, removal of a storage tank, environmental considerations for a wastewater or sewer treatment facility, and closure / post closure liabilities relating to landfill sites.

Following discussions with and advice from BDO Canada, the approach taken by the Town was to accept that there was a strong possibility that an asset retirement liability existed with respect to asbestos disposal within some (or all) of the Town's building assets.

In February 2024 Administration commissioned an Asbestos Containing Material (ACM) survey of three buildings namely the Arena, the Firehall and the Administration / Library building.

This work was conducted by a qualified environmental assessor.

The scope of work for this project consisted of:

- i. conducting an ACM survey of accessible areas of the buildings, collecting representative samples of building materials / finishes suspected to contain asbestos,
- ii. submission of the samples to a qualified laboratory for analysis,
- iii. preparation of a report detailing the ACM survey's findings, conclusions and recommendations for expected costs associated with the asbestos abatement.

The cost of the environmental survey was \$7100.00.

An internal report was produced by Administration and submitted to BDO Canada during the audit conducted on 26 / 27 March 2024.

In response to the report BDO Canada subsequently stated that the scope of the ARO for buildings should include other contaminants that could potentially exist (not just asbestos).

Other contaminants include for example, lead, mercury, mould, ozone depleting substances (ODS), urea formaldehyde foam insulation (UFFI), and polychlorinated biphenyls (PCB's).

9.d (ii)

Administration has agreed with BDO Canada to conduct a Hazardous Material Survey (in 2024) of the four remaining Town buildings namely the Pumphouse, Public Works, Museum and FCSS buildings.

Thereafter in 2025 Administration is to conduct a full Hazardous Material Survey of the three buildings tested only for asbestos earlier this year namely the Arena, the Firehall and the Administration / Library buildings.

9.d (iii)

In order to complete the scope of the PS3280 Public Sector Accounting Standards for 2024 Administration requests that Council approves additional funding of \$5000.00 to conduct a hazardous material survey for the Pumphouse, Public Works, Museum and FCSS buildings.

This work, once completed, will satisfy the requirement stipulated by BDO Canada.

9.d (iv) Requested Motion

Motion by Councillor _____ that Council approves an additional Operating Budget expenditure of \$5000.00 to complete the revised scope of the buildings environmental survey as requested by BDO Canada to satisfy the requirements of PS3280 for financial year 2024.

Regular Council Meeting: April 22, 2024	Agenda Item: 9.e
Prepared by: Arno Glover	Approved By: CAO
Report Type: RFD	Attachment(s): 1 Alberta Municipal Affairs Letter dated April 5, 2024. 2 Comparative Municipal Indicators. 3 Municipal Indicators 2018 and 2022 comparison. 4 Municipal Indicators - Guide to Results.

9.e (i)

Administration has received correspondence from Municipal Affairs with regard to the Local Government Fiscal Framework (LGFF) and a future requirement for investment in core infrastructure.

The Provincial Government is reviewing 2 key statistics:

1. Investment in Infrastructure Ratio.
2. Capital Grants as a Percentage of Investment in Infrastructure.

The attached letter states that the Town of Bowden has triggered alerts on both indicators and further states that LGFF project eligibility restrictions will become effective if the 2023 data triggers further alerts.

9.e (ii)

The Investment in Infrastructure Ratio compares investment in tangible capital assets to the amount of annual depreciation on existing tangible capital assets.

The Town of Bowden ratio (0.72) falls short of the municipal minimum standard (1.0).

A comparative review with neighbouring municipalities reveals an average ratio of 1.82.

A comparative with other Towns in Alberta (Towns with a population of less than 5000) reveals an average ratio of 1.94.

9.e (iii)

The Capital Grants as Percentage in Investment in Infrastructure indicates the level of dependency on grants to finance infrastructure projects.

9.e (iv)

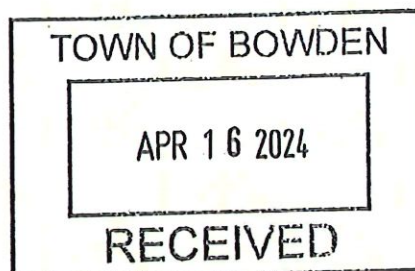
Administration will:

- reach out to Municipal Affairs and seek further guidance on what measures can be taken to avoid future project eligibility restrictions.
- continue to review capital projects needs and asset replacement requirements as an ongoing part of the Town's asset management program.

Future operating and capital budgets (and funding sources) may have to reflect a change in policy and strategic direction that provides for an significant increase in investment in core infrastructure (roads, water, wastewater, and stormwater systems).

9.d (v) Requested Motion

Motion by Councillor _____ that Council accepts the attached Municipal Affairs letter and the municipal indicators statistical data as information.



AR113560

April 5, 2024

Rudy Friesen
Chief Administrative Officer
Town of Bowden
PO Box 338
Bowden AB T0M 0K0

Dear Mr. Friesen:

Municipal Affairs is committed to ensuring that provincial funding provided under the Local Government Fiscal Framework (LGFF) prioritizes critical infrastructure needs in instances when municipalities face potential viability and infrastructure management challenges.

For the purpose of the LGFF capital program, municipalities are recognized as having these potential challenges when they trigger the following two measures for three consecutive years:

- o Investment in Infrastructure ratio – triggered when it falls below 1.0, which indicates municipal capital spending is less than depreciation of municipal assets.
- o Capital Grants as Percentage of Investment in Infrastructure ratio – triggered when the indicator is above 0.8 (i.e. 80 per cent), which indicates significant reliance on allocation-based infrastructure grants.

Municipalities that triggered both measures in the 2020 – 2022 period will be subject to project eligibility restrictions, if the measures are also triggered in the fourth consecutive year, based on 2023 data.

A review of the Investment in Infrastructure and the Grants as Percentage of Investment in Infrastructure ratios over the 2020 – 2022 period concluded that the Town of Bowden triggered both indicators in each of the three years, as outlined below.

Investment in Infrastructure			Capital Grants as Percentage of Investment in Infrastructure		
2020	2021	2022	2020	2021	2022
0.81	0.95	0.72	113%	100%	121%

This letter is a courtesy warning advising you that such restrictions could be put in place in fall 2024. If restrictions are put in place, any new project the Town of Bowden chooses to submit for

.../2

LGFF funding will have to pertain to core infrastructure. As outlined in the LGFF Capital Program Guidelines, core infrastructure is defined as capital assets related to:

- o roads and bridges;
- o water, wastewater and storm water systems;
- o police, fire and emergency services;
- o infrastructure management systems; and
- o disaster mitigation.

In addition, if cash-flow updates are required to previously approved LGFF projects not related to core infrastructure, they will be subject to a higher degree of scrutiny. These restrictions will be in place until at least one of the two ratios is at the required level, for a minimum of three years.

Review of 2023 data will take place in late summer/early fall 2024. At that point, if the Town of Bowden continues to trigger both measures, it will be notified that project eligibility restrictions are being placed upon the town.

At this time, you have the opportunity to explain if there are any extenuating circumstances justifying the town's low Investment in Infrastructure ratio and high Capital Grants as Percentage of Investment in Infrastructure ratio. In addition, to avoid the imposition of project eligibility restrictions, you can demonstrate that the town's core infrastructure is in good condition. This can be done through the submission of an asset condition assessment. Please direct all related correspondence to ma.lgffcapital@gov.ab.ca.

If the Town of Bowden's core infrastructure condition is not known at that time, you can make the decision to evaluate your infrastructure as part of an asset management plan. This activity can be funded through the LGFF capital or operating programs or with any remaining Municipal Sustainability Initiative capital or operating funding.

Additional information on project eligibility restrictions is outlined in Section 12 of the LGFF Capital Program Guidelines, available on the program website at www.alberta.ca/LGFF. Municipal Affairs staff are also available to you if you have any questions or require assistance. To speak to a grant advisor, please dial toll-free at 310-0000, then 780-422-7125.

Sincerely,



Ethan Bayne
Assistant Deputy Minister

MUNICIPALITY	YEAR	TAX BASE BALANCE	TAX COLLECTION RATE	POPULATION CHANGE	CURRENT RATIO	ACCUMULATED SURPLUS/DEFICIT	DEBT TO REVENUE PERCENTAGE	DEBT SERVICE TO REVENUE PERCENTAGE	INVESTMENT IN INFRASTRUCTURE	INFRASTRUCTURE AGE
Towns (close proximity)										
City of Red Deer	2022	60.88%	98.75%	3.85%	0.78	\$154,885,532	84.35%	9.36%	1.40	62.33%
Red Deer County	2022	34.61%	93.52%	8.62%	N/A	\$19,632,986	28.66%	7.57%	0.93	45.53%
Town of Carstairs	2022	81.78%	97.66%	42.30%	2.80	\$5,500,584	32.44%	10.03%	2.01	64.33%
Town of Didsbury	2022	85.60%	94.27%	2.28%	2.45	\$9,036,706	22.70%	5.53%	2.00	60.48%
Town of Innisfail	2022	55.27%	98.25%	0.80%	4.65	\$23,419,421	0.00%	0.00%	2.08	59.47%
Town of Olds	2022	68.03%	95.20%	8.20%	2.98	\$13,904,370	125.67%	8.60%	2.18	57.65%
Town of Penhold	2022	88.58%	95.67%	40.71%	3.98	\$5,984,491	31.48%	4.06%	1.14	67.81%
Town of Ponoka	2022	73.10%	96.00%	8.24%	3.28	\$10,469,669	67.27%	5.34%	2.26	53.01%
Town of Rocky Mountain House	2022	60.02%	97.94%	-7.33%	1.61	\$29,481,137	44.35%	15.81%	1.75	58.61%
Town of Sylvan Lake	2022	79.57%	98.40%	22.90%	1.85	\$9,303,812	67.04%	5.70%	2.46	67.33%
								AVERAGE	1.92	
Towns with Population <5000										
Town of Athabasca	2022	56.02%	94.33%	-7.73%	2.76	\$4,051,574	70.15%	5.87%	2.11	53.71%
Town of Barrhead	2022	65.62%	97.93%	-2.53%	8.14	\$7,638,700	30.61%	2.20%	1.63	54.22%
Town of Bashaw	2022	71.99%	87.99%	-2.86%	8.08	\$2,114,948	0.00%	0.00%	1.38	53.42%
Town of Beaverlodge	2022	64.48%	94.89%	-3.97%	1.98	\$3,063,546	101.14%	8.64%	2.09	65.45%
Town of Bon Accord	2022	91.39%	99.20%	-1.81%	4.92	\$3,192,669	40.22%	5.08%	2.17	56.45%
Town of Bow Island	2022	65.98%	99.38%	0.54%	4.07	\$4,697,512	53.13%	6.69%	1.52	47.48%
Town of Bowden	2022	71.91%	99.37%	3.14%	4.31	\$2,264,155	16.25%	2.57%	0.72	48.48%
Town of Bruderheim	2022	90.63%	89.21%	2.39%	1.52	\$1,336,618	40.50%	3.03%	1.02	50.78%
Town of Cardston	2022	79.26%	98.46%	4.02%	2.72	\$9,628,113	21.42%	2.14%	1.49	49.34%
Town of Castor	2022	74.21%	91.44%	-13.84%	3.67	\$1,871,954	25.30%	4.22%	1.42	49.51%
Town of Claresholm	2022	69.21%	95.04%	1.22%	1.86	\$6,470,819	61.66%	6.40%	1.82	32.53%
Town of Coalhurst	2022	93.62%	96.06%	24.68%	6.56	\$10,060,528	77.10%	5.89%	2.9	67.55%
Town of Fairview	2022	61.89%	95.36%	-10.91%	7.65	\$5,777,233	16.14%	3.44%	0.98	53.89%
Town of Falher	2022	59.43%	98.60%	-6.88%	3.12	\$3,635,549	3.46%	1.25%	0.96	45.52%
Town of Gibbons	2022	85.32%	101.30%	6.20%	0.26	\$-436,371	93.86%	10.36%	1.87	60.98%
Town of Hanna	2022	66.42%	99.27%	-10.44%	2.40	\$8,064,622	3.24%	0.44%	1.43	58.43%
Town of High Prairie	2022	56.20%	95.55%	-8.46%	4.27	\$11,282,344	12.86%	3.22%	1.39	44.96%
Town of Lamont	2022	79.26%	95.21%	-0.51%	2.03	\$4,437,727	63.73%	6.60%	1.53	47.48%
Town of Legal	2022	85.63%	97.65%	0.57%	6.50	\$3,797,352	20.48%	10.35%	1.52	46.89%
Town of Magrath	2022	86.22%	99.04%	4.42%	0.76	\$948,268	26.54%	4.89%	2.75	67.54%
Town of Manning	2022	69.00%	94.90%	-3.26%	1.93	\$2,144,586	25.76%	2.85%	0.59	46.24%
Town of Mayerthorpe	2022	64.04%	91.71%	-3.93%	0.74	\$825,153	71.21%	8.03%	1.6	60.40%
Town of McLennan	2022	63.47%	83.69%	-14.09%	4.88	\$1,873,234	6.87%	1.72%	1.4	45.69%
Town of Milk River	2022	64.58%	95.28%	1.60%	8.61	\$2,112,958	0.00%	0.00%	2.02	45.89%
Town of Millet	2022	80.01%	96.53%	-9.66%	2.83	\$5,927,309	24.06%	2.20%	2.84	56.88%
Town of Nobleford	2022	66.30%	98.29%	43.80%	32.2	\$4,946,486	8.75%	1.39%	2.57	57.48%
Town of Onoway	2022	50.64%	96.35%	-7.03%	1.57	\$655,034	41.56%	4.84%	1.19	55.83%
Town of Picture Butte	2022	77.85%	97.48%	16.97%	5.44	\$6,299,247	43.27%	6.51%	1.94	55.94%
Town of Pincher Creek	2022	70.89%	97.39%	0.08%	1.97	\$11,084,271	30.25%	2.70%	2.46	56.23%
Town of Provost	2022	54.52%	94.53%	-6.91%	5.46	\$9,725,865	10.23%	3.17%	1.94	57.66%
Town of Raymond	2022	86.39%	94.79%	5.45%	1.04	\$802,388	90.47%	8.56%	1.57	58.99%
Town of Sedgewick	2022	75.35%	97.26%	-11.20%	4.10	\$2,787,494	43.81%	4.39%	4.11	65.37%
Town of Sexsmith	2022	65.44%	99.66%	0.37%	10.0	\$21,804,321	89.02%	8.62%	1.64	47.36%
Town of Smoky Lake	2022	69.69%	91.95%	10.27%	2.55	\$5,526,466	6.76%	0.89%	1.35	39.35%
Town of Spirit River	2022	72.69%	91.84%	-17.17%	2.63	\$6,291,053	20.96%	2.67%	3.31	56.59%
Town of Staveland	2022	79.61%	82.24%	7.72%	1.90	\$1,326,713	24.49%	4.61%	0.52	44.03%
Town of Sundre	2022	68.93%	90.74%	-0.85%	4.31	\$9,783,048	50.14%	5.12%	1.14	60.21%
Town of Three Hills	2022	76.72%	97.73%	-5.82%	3.20	\$11,700,793	63.32%	7.42%	3.71	61.57%
Town of Two Hills	2022	71.60%	91.35%	-1.05%	1.58	\$2,132,971	95.93%	14.71%	1.8	54.97%
Town of Valleyview	2022	50.15%	98.24%	-15.16%	6.82	\$9,170,657	5.80%	1.65%	0.74	47.71%
Town of Vauxhall	2022	62.80%	97.94%	-0.16%	2.24	\$2,718,761	11.13%	2.03%	0.74	38.83%
Town of Vermilion	2022	54.37%	97.78%	-13.14%	1.48	\$8,551,427	81.44%	7.55%	2.15	57.55%
Town of Vulcan	2022	81.31%	94.77%	-3.65%	3.81	\$4,384,499	71.52%	7.53%	2.23	30.59%
Town of Wembley	2022	63.55%	94.19%	1.56%	1.61	\$2,962,496	21.20%	3.40%	9.43	83.19%
								AVERAGE	1.94	

Town of Bowden

2018

AUDIT OUTCOME

No Concern

MINISTRY INTERVENTION

No

TAX BASE BALANCE

82.97%

TAX COLLECTION RATE

92.88%

POPULATION CHANGE

0.32%

CURRENT RATIO

5.76

ACCUMULATED SURPLUS/DEFICIT

\$2,051,961

ON-TIME FINANCIAL REPORTING

(Date Received)

April 09, 2019

DEBT TO REVENUE PERCENTAGE

24.72%

DEBT SERVICE TO REVENUE PERCENT

2.75%

INVESTMENT IN INFRASTRUCTURE

1.36

INFRASTRUCTURE AGE

56.66%

INTEREST IN MUNICIPAL OFFICE

N/A

Town of Bowden

2022

AUDIT OUTCOME

No Concern

MINISTRY INTERVENTION

No

TAX BASE BALANCE

71.91%

TAX COLLECTION RATE

99.37%

POPULATION CHANGE

3.14%

CURRENT RATIO

4.31

ACCUMULATED SURPLUS/DEFICIT

\$2,264,155

ON-TIME FINANCIAL REPORTING

(Date Received)

April 14, 2023

DEBT TO REVENUE PERCENTAGE

16.25%

DEBT SERVICE TO REVENUE PERCENT

2.57%

INVESTMENT IN INFRASTRUCTURE

0.72

INFRASTRUCTURE AGE

48.48%

INTEREST IN MUNICIPAL OFFICE

N/A

000045

Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
1 - Audit Outcome An audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
2 - Ministry Intervention Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives were issued pursuant to an inspection.	The municipality was not the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.

See the indicator results at alberta.ca/municipal-indicators.aspx

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
3 - Tax Base Balance The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.	The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.	Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.
4 - Tax Collection Rate The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.	Review tax collection and recovery policies and processes.
5 - Population Change The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.	The population of the municipality is stable or growing.	Consider how services and infrastructure can be scaled down to accommodate reduced demands.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
6 - Current Ratio The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay for its current financial obligations using cash or near-cash assets.	Consider increasing revenues or reducing costs to provide additional working capital.
7 - Accumulated Surplus/Deficit The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).	The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i> . Municipalities in a deficit position are required to recover the shortfall in the next year.	The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.	Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.
8 - On-Time Financial Reporting Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.	The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	Consider additional resources to complete year-end accounting on a timely basis.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
9 - Debt to Revenue Percentage The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.
10 - Debt Service to Revenue Percentage The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.	The municipality has assumed a reasonable level of borrowing repayment obligations.
11 - Investment In Infrastructure The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.	The municipality's average capital additions exceed the average amortization (depreciation).	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
12 - Infrastructure Age The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.	Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
13 - Interest in Municipal Office The number of candidates running in a municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.	Consider increased focus on community engagement.

Regular Council Meeting: April 22, 2024.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): 1. Letter from Red Deer County Protective Services

Content:**10.a**

Red Deer County Protective Services – February Enforcement Contract.

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted item of correspondence as information.

Red Deer County

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

March 7, 2024

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

Sent Via Email to: cfo@bowden.ca

Attention: Chief Administrative Officer

Dear Sir/Madam:

Re: February Enforcement Contract

Please be advised for the month of February, Red Deer County Patrol Officers spent 12 hours and 37 minutes in the Town of Bowden.

The following tickets were issued during patrols conducted between 0600-2100:

- 2024.02.08 at 0934 – Operate motor vehicle without licence;
- 2024.02.17 at 1235 – Distracted driving; and
- 2024.02.17 at 1247 – Distracted driving.

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

Sincerely,

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

Regular Council Meeting: April 22, 2024.	Agenda Item: 11.a / 11.b / 11.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information	Attachment(s): As per content

Content:

11

a. CAO's Report**Recommended Motion:**

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

b. Council Committee Reports

No reports submitted.

c. Society & Other Reports

- i. Parkland Regional Library System 2023 Report (overview)

The following reports are provided under separate cover (confidential)

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

- ii. Bowden Historical Society (AGM meeting of March 26, 2024).
- iii. Bowden Historical Society (meeting of March 26, 2024).
(reports submitted by Councillor Deb Coombes)

Note:

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

Recommended Motion:

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

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

1. Economic Development Alberta

I attended the Economic Development Alberta Conference April 10-12. I joined approximately 500 other delegates representing communities and organizations from across Alberta. In general, I would say that most of the sessions and workshops were geared toward larger communities, but the plenary sessions did provide some broad overarching insights regarding various aspects of economic development, including, the provincial economy, housing, technology, and regulatory factors. Based on these sessions, I would suggest that Bowden is on the right track with it's focus on community housing, as well as our efforts to collaborate regionally to generate economic activity.

2. Annual 4H Banquet

I had the privilege of attending the Eagle Beef and Multi 4H Club annual spring fundraising banquet in Bowden on Saturday, April 13th. A packed house enjoyed the amenities of Paterson Community Hall, with 400 in attendance. We were catered to by 73 4H member ranging in age from 8 to 21. The event is an annual fundraiser for the Club. The support of the event is representative of the support Bowden receives from our rural neighbours. Many 4H parents involved in this event are also seen volunteering in our community in areas such as the Ag Society and minor hockey. Congratulations on an incredibly successful event.

3. Employee Engagement Survey

Administration has contracted Insight HR out of Edmonton to assist with an Employee Engagement Survey. All staff members were given the survey via email. Results are being tabulated, followed by in person focus groups at the end of April. Ultimately, this employee feedback will lead to the creation of an employee engagement strategy. The goal is a more effective and efficient workforce that is proud to support the Town of Bowden. More information will be shared as the strategy is developed.

4. FCSS Tours

FCSS Partners group tour information is taking shape. As it is currently published, a few members of the FCSS Regional Board will now be in Bowden May 12th. They plan to be here at Noon for a luncheon at FCSS, followed by a community garden tour and a demonstration of our Bowden Good Food Box. Council is invited to attend and connect on an informal basis with representatives of the FCSS Regional Board.

5. New Employee

We are pleased to welcome Shantelle Patterson to our Public Works department. Shantell started with us on April 15th.

Parkland Regional Library System

2023 Annual Report

Libraries, Value Beyond Words



Photo from Olds Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2023.



Parkland Libraries have...

637,120 items in their collections.



Photo from Hughenden Library

Virtual Library Services

- 262,476 website and online catalogue visits
- 58,010 eLibrary database sessions
- 156,051 digital checkouts
- 1,422,940 WiFi sessions at libraries

Parkland HQ

- Completed workshops, training, analysis, and reports on multiple topics for library staff
- Housed and managed 10,081 print items plus 3,635 non print items like kits and audiobooks
- Maintains a collection of 21,494 virtual items like eBooks and eAudiobooks

Libraries, Value Beyond Words



2023 Annual Report



Resource Sharing

- Van drivers made 3,180 deliveries driving 182,850 kilometers
- 843,900 items delivered in van runs in 2023
- Purchased, processed, and added 41,841 items to the system catalogue

Advocacy Activity

The Systems Advocacy Committee created and distributed advocacy materials for the Provincial election which may have significantly impacted the province-wide efforts to obtain an increase in operating grant funding from the Government of Alberta

IT Support

- A new website was implemented for the region. This was a major undertaking that involved many Parkland staff with many obstacles to overcome.
- 86 computers were replaced throughout the region.
- A total of 64 new wireless access points were replaced in all member libraries.

Library Services Support

- 73 visits to 43 member libraries
- Training provided to 10 new library managers
- 1,237 consulting sessions by Parkland Staff
- Held 18 training events for 255 attendees

Marketing Activity

- Canadian Library Month Contests resulted in 1,700 new cardholders in October
- Distributed 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services

Social Media

- A LinkedIn strategy was implemented and followers increased by 39%
- 69% increase in engagement for Facebook
- 35% increase in engagement for Instagram

Contact Us:

Parkland Regional Library System
4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Barb Gilliat

Director: Ron Sheppard (ext. 230)
Manager of Library Services: Andrea Newland (ext. 221)
Manager of Finance and Operations: Donna Williams (ext. 141)
Manager of Technology Infrastructure: Tim Spark (ext. 212)
IT Helpdesk (ext. 600)

[Complete Board and Municipality list here.](#)

*Statistics based on 2023 annual report to PLSB Municipal Affairs