

A Regular Council Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20 Avenue, Bowden, on Tuesday April 11, 2023, commencing 7:00pm.

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| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES
March 27, 2023, Regular Council Meeting | Pages

2 - 4 |
| 4. PUBLIC HEARING
None scheduled. | |
| 5. DELEGATIONS
Ryan Wachter (BDO Canada)
Keith Bailey (Bowden Agricultural Society) | |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES
6.a Bowden Hotel
6.b Council Committees (meetings)
6.c Council Committees (appointment of chairperson) | 5 - 9 |
| 7. BYLAWS & POLICIES
No item submitted. | |
| 8. NEW BUSINESS
No item submitted. | |
| 9. FINANCIAL
No item submitted. | |
| 10. CORRESPONDENCE
No item submitted. | |
| 11. REPORTS
11.a CAO's Report
11.b Council Committee Reports
11.c Society & Other Reports | 10
11

12 - 15 |
| 12. CLOSED SESSION OF COUNCIL ("in camera")
12.a Delegation re: Bylaw Matter
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".

12.b CAO Performance Review
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 harmful to personal privacy". | |
| 13. MEETING ADJOURNMENT | |



000002

**Town of Bowden – Regular Council Meeting
held on Monday March 27, 2023
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

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

PRESENT

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

STAFF

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 Deb Coombes that Council adopts the March 13, 2023, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

There were no public hearings.

5. DELEGATIONS

There were no delegations.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

CAO Rudy Friesen stated that dialogue was ongoing regarding the clearance of the hotel debris.

Agenda item 6.b RCMP Policing Priorities for 2023

A copy of the Bowden Policing Priorities 2023 letter was provided to Council.

Agenda item 6.c Council Open House

Council discussed the format of the Council Open House scheduled for 13 April 2023.

There was no motion(s) made regarding agenda items 6.a. / 6.b / 6.c.

000003

7. BYLAWS & POLICIES**Agenda item 7.a Community Standards Bylaw 04 / 2023**

Administration provided Council with the first draft of the new Community Standards Bylaw.

This bylaw updates and replaces much of the outdated content within the existing Nuisance Bylaw (04-2014) and the Noise Control Bylaw (12-2001).

In addition, this new bylaw introduces many new provisions that aim to satisfy the changing needs and emerging issues within the Town with regard to community behaviours and standards.

Administration requested that Council provide first reading only to this bylaw.

This now provides residents with the opportunity for public engagement with Council during both the Council Open House meeting of 13 April and in a proposed public hearing forum to be held within a future Regular Council Meeting (date tbc).

The draft bylaw has been posted and made available for review on the Town's web site.

Motion 7.a by Councillor Randy Brown that Council give first reading to Community Standards Bylaw 04 / 2023.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS

There were no items of New Business.

9. FINANCIAL

There was no item submitted.

10. CORRESPONDENCE**Agenda item 10.a Red Deer County Protective Services – February Enforcement Letter**

There was no motion made regarding agenda item 10.a.

11. REPORTS**Agenda item 11.a****CAO's Report / 2022 Bylaw Review Report / 2022 Bowden FCSS Year in Review Report**

CAO Rudy Friesen submitted his report to Council.

In addition, annual review reports were submitted to Council from both FCSS and Bylaw.

Agenda item 11.b Council Committee Reports

No reports submitted.

Agenda item 11.c Society & Other Reports

Mountain View Regional Water Services Commission (meeting notes Mar 8, 2023)

Mayor Robb Stuart requested that Administration investigate any ruling within the MGA regarding who can qualify as the chairperson for Council Committees with specific reference made to the Bowden & District Cemetery Association.

000004

Mayor Robb Stuart requested that meetings be scheduled for the Emergency Advisory Committee and the Special Events & Cultural Committee.

All reports were submitted for information - there was no motion made regarding agenda items 11.a. / 11.b / 11.c.

12. CLOSED SESSION OF COUNCIL ("in camera")

There was no item of discussion within closed session of Council.

13. MEETING ADJOURNMENT

Motion 13.a Moved by Councillor Marie Flowers at 9:07pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Rudy Friesen**

Regular Council Meeting: April 11, 2023.	Agenda Item: 6.a / 6.b / 6.c
Prepared by: Arno Glover	Approved By: CAO
Report Type: Information / RFD	Attachment(s): Page 12 & Page 13 of Council Committee Bylaw 09 / 2022. 1 Terms of Reference Bowden District Cemetery Association 2 Terms of Reference Board Membership of the Bowden Public Library Board

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

Content:

6.a Bowden Hotel

Surveyors were on site at the Bowden Hotel on Tuesday 4 April.

6.b Council Committees - Meetings

At the RCM of March 27, 2023, Mayor Robb Stuart requested that meetings be scheduled for the following Council Committees:

Special Events & Cultural Committee.
Emergency Advisory Committee.

Administration's understanding is that meeting dates for these committees have not yet been determined.

6.c Council Committees – Appointment of Chair

At the RCM of March 27, 2023, Council requested that Administration conduct research and report back to Council as to whether there are provisions within the MGA that determine which persons may qualify / not qualify as chair of a Council Committee with specific reference made to the Bowden & District Cemetery Association.

Administration submits the following as information for Council to review.

(i)

Section 146 of the MGA states,

"Council Committees may consist of:

- i. entirely of Councillors,*
- ii. a combination of Councillors and other persons (members at large),*
- iii. entirely of persons who are not Councillors".*

Section 145 of the MGA states,

- 145(1) A council may, by bylaw, establish the procedures to be followed by the council.*
- 145(2) A council may, by bylaw, establish council committees and other bodies.*
- 145(3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.*

There is **no** reference within the MGA with regard to the appointment / eligibility / term of office for a chairperson of a Council Committee.

(ii)

The Town of Bowden Council Committee Bylaw exists to satisfy the requirements of section 145 of the MGA and contains provisions as follows:

Term 4.4

An amendment or variation of the function or operation of a Council Committee from that set out in the Terms of Reference requires amendment of this Bylaw through resolution approved by Council in a Regular or Special Council meeting with the provision that the amendment does not conflict with any requirement of the MGA or any other Act, Regulation, or enactment.

Term 11.1

The Terms of Reference for each Council Committee shall be reviewed by Council within the first year of an electoral term or as frequently as necessary in order to accurately reflect the mandate of the Council Committee as conferred upon it by Council.

Term 11.2

The Terms of Reference for each Council Committee shall set out as a minimum:

- *a legality statement,*
- *the purpose of the Council Committee,*
- *membership / composition of the Council Committee,*
- *frequency of meetings,*
- *reporting requirements.*

Schedule B

Defines the Terms of Reference for each Council Committee.

(iii)

The following are Council Committees as set out within the Council Committee Bylaw.

A1 Committees

Intermunicipal Development Committee	(Councillors only)
Emergency Advisory Committee	(Councillors only)
Special Events & Cultural Committee	(membership as needed / required)

A2 Boards & Associations

Public Library Board	(>5 and <10 members)
Bowden & District Cemetery Association	(no limit on membership)

A3 Commissions

Municipal Planning Commission	(Councillors only)
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The Terms of Reference for the Public Library Board contains membership clauses specific to the appointment of a chairperson. This was necessary and therefore included within the bylaw specifically in response to the requirements of the Libraries Act which sets out provisions for the establishment and proceedings of municipal library boards.

The Terms of Reference for all of the other Council Committees make **no** reference to the appointment or eligibility requirements of a committee chairperson.

(iv)

With reference to other municipalities, it is noted that the Town of Innisfail produces a Committee Member Handbook which provides information to all Council Committee members regarding roles and responsibilities and other relevant matters.

This guidebook contains a section on the election of a chairperson, reproduced as follows:

ELECTION OF THE CHAIR

At the inaugural meeting of the Committee, it is the expectation that a Chair will be voted in. The process for voting in a chair is as follows:

- Staff resource will call the meeting to order*
- Staff resource will request call for nominations for Chair of the Committee*
- Interested members can put their name forward, or members may nominate a fellow member*
- A motion to appoint the chair will be made and the vote will be called*
- Newly elected Chair will continue with agenda A tip sheet for chairing meetings can be found in appendix C of this document*

The Town of Innisfail, Council Procedure Bylaw states:

"Committees shall be chaired by a citizen representative should one exist".

(v)

Administration submits the above for information in response to the request made during the Regular Council Meeting of March 27, 2023.

If required Council may direct Administration, by motion, as follows:

Suggested Alternative Motions

Motion by Councillor _____ that Council directs Administration to amend the Council Committee Bylaw to include a provision for the appointment of a chairperson within the Terms of Reference for each Council Committee.

Motion by Councillor _____ that Council directs Administration to amend the Council Committee Bylaw to include a provision for the appointment of a chairperson within the Terms of Reference for the Bowden & District Cemetery Association.

Motion by Councillor _____ that Council accepts all of the above matters of Business Arising as information only.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B5

Bowden & District Cemetery Association

Legality

The Bowden & District Cemetery Association is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) that states that a Council may pass Bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this Bylaw.

Council is the governing body of the Bowden & District Cemetery Association, established under the requirement of the Province of Alberta Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C3, (as amended over time).

The Bowden & District Cemetery Association is an advisory body whose purpose is to assist and oversee the care and administration of the Cemetery.

Purpose

The purpose of the Bowden & District Cemetery Association, subject to Council approval is to:

- i. ensure that the future operation of the Cemetery is controlled, managed, and maintained through a program of perpetual care (preservation, improvement, embellishment, and maintenance),
- ii. ensure that Cemetery care funds are received, spent, and audited in a proper manner,
- iii. ensure that Cemetery services are conducted in accordance with any statutory or regulatory requirements including, but not limited to; the Cemeteries Act, the Burial of the Dead Act, and the Vital Statistics Act (as amended over time),
- iv. liaise with the CAO in order to ensure that the day-to-day operation of the cemetery is conducted in accordance with the requirements of the Town of Bowden Cemetery Bylaw 09 / 2020 (as amended over time) including but not limited to, cemetery services, cemetery supplies and maintenance and record keeping obligations,
- v. liaise and communicate with residents and community groups regarding any programs or initiatives concerning the operation, management, control, of the Cemetery or any revisions to services or fees.

Membership

One appointed Councillor and one alternate Councillor form part membership of the Bowden & District Cemetery Association.

Meetings

The Bowden & District Cemetery Association will meet at least six times every calendar year. Additional meetings will take place as required or deemed necessary.

Reporting & Records

Written reports and minutes of the Bowden & District Cemetery Association shall be permanently recorded and signed by the Board Chairperson and the appointed Councillor and submitted as soon as reasonably possible to a regular meeting of Council.

Audited financial statements must be submitted to Council as soon as possible after the Annual General Meeting of the Bowden & District Cemetery Association.

Board Membership

Membership of the Bowden Public Library Board will consist of:

- i. A minimum of one, and no more than two, appointed Councillor(s).
- ii. no fewer than 5 and no more than 10 members appointed by Council and who must be residents of either the Town of Bowden or Red Deer County.
- iii. Members will appoint a Chairperson and other officers annually at the Organizational Meeting.
- iv. The Chairperson cannot be a member of Council.
- v. The Board shall decide on the date of appointment of all members and submit this to Council for approval by resolution.
- vi. A member of the Board is eligible to be reappointed for only 2 consecutive terms of office, unless at least 2/3 of Council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.
- vii. All persons appointed to the Public Library Board should attend all meetings in accordance with the provisions contained within the Libraries Act.
A person is disqualified from remaining a member of the Board if the person fails to attend, without authorization 3 consecutive regular meetings of the Board.
- viii. Council may at any time review the membership of the Board and may for any reason it considers appropriate revoke the appointment of any member.
- ix. A person who is an employee of the Public Library Board is not eligible to be a member of the Board but is entitled to attend Public Library Board meetings.

Reporting & Records

- i. All minutes, resolutions and bylaws of the Public Library Board shall be permanently recorded and shall be signed by the Board Chairperson and the Secretary.
- ii. Written reports or minutes of the Public Library Board meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.
- iii. Any substantive changes in organizational relationships, service goals, or future plans must be reported to Council as soon as reasonably possible.
- iv. A proposed financial operating budget (and supporting documentation) for the forthcoming calendar year must be submitted to Council no later than December 1 in each year.
- v. The operating budget must clearly state the amount of the local appropriation requested from the Town and any substantive changes or commitments in financial requirements.
- vi. Council should review the Budget in the last scheduled Regular Council Meeting held in December each calendar year and approve either in full or part.
- vii. An independently produced financial report must be submitted to Council immediately after its completion.

Regular Council Meeting: April 11, 2023.	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****b. Council Committee Reports**

No reports submitted

c. Society & Other Reports

RMA Convention / President's Summit / Leadership Caucus Reports

*(submitted by Mayor Robb Stuart)***Alternative Motions:**

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

or

Motion by Councillor _____ that Council directs Administration to _____.

Regular Council Meeting: April 11, 2023	Agenda Item: 11
Prepared by: Rudy Friesen	Approved By: n/a
Report Type: Information	Attachment(s):

1. AB Muni's Presidents Summit / Leaders Caucus

Mayor Stuart and I attended the two events, which were held over three days March 29 - 31. The Summit gathered information from members regarding municipal collaboration. AB Munis is using the information to consider continued improvement to the Inter-Municipal Collaboration Framework.

The caucus focused more on elected officials, including presentations from the Minister of Municipal Affairs, the Premier and the Leader of the Opposition. The Mayor and I also managed to secure a 15 minute private meeting with Minister Schulz. We spoke about priorities for Bowden and thanked the Minister for the additional support to municipalities in the recent provincial budget.

2. ICS 300

I spent a full three days in Sundre last week participating in the Alberta Emergency Management's Incident Command System 300 course. 30 municipal personnel throughout central Alberta participated. The course involved 26 hours of instruction over the three days.

3. Water Repairs

Thank you to residents for their patience as Public Works personnel worked to locate and repair water leaks in town. During the final week of March, we were able to identify and successfully repair three separate leaks. While the excavation crew was in Town, we also replaced a failed water valve adjacent to the school.

4. Asset Management

The third of four asset management workshops took place last week. The final workshop in the Level one instruction is scheduled for May.

RMA Convention

March 21

- Opening ceremonies and welcome from RMA president
- Rebecca Schulz Minister of Municipal Affairs
 - o Glad to be able to attend and appreciates the relationship with RMA. Moving ahead on a variety of programs for RMA including orphan wells, ICF's, infrastructure, etc.
- Ministerial forum with ten ministers
 - o Q-Provincial police A-Non committal, revamp justice system
 - o Q Orphan wells A-Have made significant headway
 - o Q Regional health boards A-Working on solutions
 - o Q Centralized 911- A System is working but needs tweaks
 - o Q RCMP incompetence A Starting and investigation
 - o Q Library Act shortfalls A Working on changes for rural libraries
 - o Q Renewable energy on ag land A Five ministry consulting
 - o Q Stop funding drag readings A Municipal jurisdiction
 - o Q Ag Society Audits costs A Will look into audit requirements
 - o Q Land titles A Doubled staff but need technology upgrades
 - o Q Police funding model A Why we need to replace RCMP
 - o Q Grande Prairie policing vs County A Need provincial police
 - o Q Renewable energy concerns A Need more natural gas options

Keynote speaker Jody Wilson Raybould

Voiced concerns on how federal government is involved in a variety of questionable positions.

Very detailed presentation on how indigenous government and leaders work and processes.

Breakout sessions

ICF agreements-concerns and issues

Rural internet-Successes and problems that need addressing

Renewable Energy-Positives and negatives

Resolution Session All resolutions were passed.

Provincial supports for counties in dissolution process 95%

Funding for non-residential infrastructure 84%

Amendments to national building code 80%

Strategic direction for RMA 96%

Access to cell service shortfalls 94%

Rural access for addictions, mental health and homelessness 89%
 Revision to Stewardship Act 775
 Provincial review of agribusiness and agritourism 80%
 Fixed wing medivac services 93%
 Victim services delivery model 84%
 Reform bail system 92%
 Equitable casino funding 89%
 Municipal access to provincial data 89%
 Hydrogen industry support 84%
 Capital funding for housing management bodies 87%
 Funding for applied research for ag purposes 81%
 Negative impact of Bill C-21 90%
 Wastewater fee regulation 93%
 Non-profit exemption from federal fuel charge 80%

March 22

Joe Cecci (NDP)

Will fix health care issues and keep Alberta RCMP

Listen and work with municipalities, equal voice

Taneen Rudyk (FCM president)

Still pushing for federal gov't to pay RCMP backpay

Funding for broadband is available

Premier Danielle Smith

Balanced budget and muni's will be "true partners"

Need more use of natural gas rather than solar or wind

Will investigate casino funding inequities

Will help fund muni's that want their own police and supply more sheriffs.

President's Summit

March 29

- President's opening welcome and updates

 - Working with School of Public Policy on municipal governance model

 - Estimate that Alberta has a \$30 billion infrastructure deficit

- School of Public Policy presentation

 - Different forms of governance (amalgamation, specialized, service commissions

 - Role of facilitation, mediation and arbitration

- Rebecca Schulz (Minister of Municipal Affairs)

 - Loves her job and interacting with different municipalities

 - Working on finalizing ICF agreements but some contentious

 - Increased MSI funding and will work with muni's on new agreement

- Table discussion with Valleyview and Athabasca

 - Dispute resolution and what has worked well

 - Discussion on common problems and solutions

- Presentation from panel of other municipal associations

 - Saskatchewan, Manitoba and New Brunswick

March 30

- Breakout Sessions

 - Panel consisted of Cardston CAO, Mayor and CAO of Diamond Valley, Mayor of Sexsmith and Councillor from Wembley

 - Cardston spoke on ICF issues

 - Diamond Valley spoke on the trials and tribulations of amalgamation

 - Sexsmith and Wembley spoke on how well they cooperate and the benefits (including resource sharing).

Leadership Caucus

March 30

Alberta Municipalities Election Strategy

Focal point will be Calgary

Focus on municipal priorities

Priorities will be: community safety, infrastructure, and health care

Out of the 87 MLA's , 22 will not be seeking re-election.

Target members, public and media.

Alberta RCMP update

- Trying to improve public presence
- Federal review of RCMP started
- Prolific offender presentation available to municipalities.
- Success in targeting habitual offenders
- Justice system flawed

Victim Service's redesign

Alberta is working on changes to the victim's services and want municipalities to be full partners.

Will be announcing opportunities for engagement

Requests for Decisions

Both RFD's were carried and will be presented to the province.

March 31

Premier Smith

Loves getting the feedback at these events

Making significant headway in ambulance service and joint replacement

Wants cooperative and beneficial relationship with muni's

Panel on election 2023

Panel consisting of: Keith Gerein (Edmonton Journal), Jason Markusoff (CBC Calgary), Byron Hackett (Red Deer Advocate) and Jane Brown (poll conductor) presented and answered questions on upcoming election.

Rachel Notley

Municipal issues are Alberta issues

NDP will be accountable and accessible.

Increase FCSS funding by 50%

Increase funding for affordable housing

See website albertafutures.ca