



## ORGANIZATIONAL COUNCIL MEETING MINUTES

Held on Monday, October 25, 2021

Town of Bowden Administration Building

### 1. Call to Order

CAO Greg Skotheim called the meeting to order at 6:30 p.m.

#### PRESENT

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

#### ABSENT

#### STAFF

CAO	Greg Skotheim
FCSS	Jade Prefontaine

#### GUESTS

Red Deer County Councillor, Connie Huelsman

### 2. Official Oath of Office of Mayor

**Motion 2.** Red Deer County Councillor Connie Huelsman (Commissioner for Oaths) conducts the Oath of Office Ceremony for Mayor Robb Stuart.

Meeting is turned over to the Mayor, Robb Stuart.

### 3. Official Oath of Office of Councillors

**Motion 3.** Mayor Robb Stuart conducts the Oath of Office Ceremony for Councillors. Councillors take office.

#### **4. Deputy Mayor Schedule & Appointment**

**Motion 4.** Moved by Councillor Randy Brown that Council approves the Deputy Mayor Meeting Schedule & Appointment as decided by Council. (Attached). **CARRIED UNANIMOUSLY**

#### **5. Date & Time of Council Meetings**

**Motion 5.** Moved by Councillor Sandy Gamble that Council approves the Date & Time of Council Meetings as amended to change the date of Tuesday, May 23, 2021 to Tuesday, May 24, 2021. (Attached) **CARRIED UNANIMOUSLY**

#### **6. Council Per Diems & Expenses**

**Motion 6.a** Moved by Councillor Marie Flowers that Council approves the Per Diems & Expenses as presented for 2021 & 2022. (Attached) **CARRIED UNANIMOUSLY**

#### **7. Council Committee Appointments**

**Motion 7.** Council members discuss and appoint to each Committee, a Main & Alternate member(s) of Council.

Councillor Randy Brown & Mayor Robb Stuart excuse themselves from the meeting at 7:07p.m. to allow Council to deliberate the Committee Appointment to the South Red Deer Regional Wastewater Commission (SRDRWC) as they both (Brown & Stuart) want to be the main on that Commission.

Councillor Randy Brown & Mayor Robb Stuart re-enter the Council Committee Meeting at 7:11 p.m. Councillor Paul Webb advises Brown & Webb that Mayor Robb Stuart has been made the Main Appointment to the (SRDRWC).

Council Receives the Council Committee Appointments for information. (Attached)

#### **8. Council Orientation Training**

**Motion 8.** Council Receives the Council Orientation Training package for information.

9. Banking Services

**Motion 9.** Moved by Councillor Marie Flowers that Council authorizes Administration to continue using ATB Financial for the Town of Bowden banking services.


**CARRIED UNANIMOUSLY**

10. Adjournment

**Motion 10.** Mayor Robb Stuart Adjourned the Council Organizational Meeting at 7:25p.m.

Meeting Adjourned

  
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Mayor, Robb Stuart

  
\_\_\_\_\_  
Greg Skotheim, CAO



## **Town of Bowden 2021 to 2025 Deputy Mayor List & Schedule**

As approved at the October 25, 2021 Council Organizational Meeting (Agenda Item 4)

The Alberta Municipal Government Act stipulates that Council must appoint a Deputy Chief Elected Official.

### **Deputy and acting chief elected officials**

**"152(1)** A council must appoint one or more councillors as deputy chief elected official so that

(a) only one councillor will hold that office at any one time, and

(b) the office will be filled at all times.

**(2)** A deputy chief elected official must act as the chief elected official

(a) when the chief elected official is unable to perform the duties of the chief elected official, or

(b) if the office of chief elected official is vacant.

The Deputy Mayor's List for 2021 to 2025 is as follows:

<b>Deputy Mayor List &amp; Schedule 2021 to 2025</b>	
<b>Name</b>	<b>Term</b>
Councillor Paul Webb	November 8, 2021 to June 27, 2022
Councillor Wayne Milaney	June 28, 2022 to February 27, 2023
Councillor Sandy Gamble	February 28, 2023 to October 23, 2023
Councillor Deb Coombes	October 24, 2023 to June 24, 2024
Councillor Marie Flowers	June 25, 2024 to February 24, 2025
Councillor Randy Brown	February 25, 2025 to October 27, 2025



## Town of Bowden 2021 & 2022 Council Meeting Schedule

\*As approved at the October 25, 2021 Organizational Meeting (Agenda Item 5)

2021	Weekday	Meeting Type
October 25, 2021	Monday	Organizational Council Meeting
October 25, 2021	Monday	Regular Council Meeting
November 8, 2021	Monday	Regular Council Meeting
November 22, 2021	Monday	Regular Council Meeting
December 13, 2021	Monday	Regular Council Meeting
December 27, 2021	Monday	CANCELLED - No meeting held due to Christmas Season
2022	Weekday	Meeting Type
January 10, 2022	Monday	Regular Council Meeting
January 24, 2022	Monday	Regular Council Meeting
February 14, 2022	Monday	Regular Council Meeting
February 28, 2022	Monday	Regular Council Meeting
March 14, 2022	Monday	Regular Council Meeting
March 28, 2022	Monday	Regular Council Meeting
April 11, 2022	Monday	Regular Council Meeting
April 25, 2022	Monday	Regular Council Meeting
May 9, 2022	Monday	Regular Council Meeting
May 24, 2022	Tuesday	Regular Council Meeting (Victoria Day Long Weekend)
June 13, 2022	Monday	Regular Council Meeting
June 27, 2022	Monday	Regular Council Meeting
July 11, 2022	Monday	Regular Council Meeting
July 25, 2022	Monday	Regular Council Meeting
August 8, 2022	Monday	Regular Council Meeting
August 22, 2022	Monday	Regular Council Meeting
September 12, 2022	Monday	Regular Council Meeting
September 26, 2022	Monday	Regular Council Meeting
October 11, 2022	Tuesday	Regular Council Meeting (Thanksgiving Long Weekend)
October 24, 2022	Monday	Organizational Meeting
October 24, 2022	Monday	Regular Council Meeting



**Town of Bowden 2021 & 2022 Council Remuneration Schedule**  
As approved at the October 25, 2021 Council Organizational Meeting (Agenda Item 6)

Council Remuneration for the 2021/2022 Council Season	
<b>Base Remuneration</b>	<b>2021/2022</b>
Mayor	\$700.00
Deputy Mayor	\$400.00
Councillors	\$350.00
<b>Meetings</b>	<b>2021/2022</b>
Meetings up to a maximum of eight hours (including travel time)	\$30.00/hr.
<b>Meals</b>	<b>2021/2022</b>
Breakfast	\$17.50
Lunch	\$17.50
Supper	\$30.00
<b>Per Diem</b>	<b>\$10.00</b>
<b>Mileage/Km</b>	<b>\$0.53</b>





## Town of Bowden 2021 & 2022 Committee Appointments

As approved at the October 25, 2021 Organizational Meeting (Agenda Item 7)

Council Committee Appointments	Main	Alternate (1)	Alternate (2)
Bowden & District Agricultural Society	Paul Webb	Marie Flowers	n/a
Bowden & District Cemetery Association	Wayne Milaney	Deb Coombes	n/a
Bowden Historical Society	Sandy Gamble	Marie Flowers	n/a
Bowden Friendship Club	Marie Flowers	Sandy Gamble	n/a
Public Library Board	Marie Flowers	Paul Webb	
Bowden Grandview School Council	Deb Coombes	Sandy Gamble	n/a
Bylaw Enforcement & Development Control Committee	Wayne Milaney	Randy Brown	n/a
Central Alberta Economic Partnership (CAEP)	Randy Brown	Paul Webb	n/a
Central Alberta Regional Waste Management Commission	Sandy Gamble	Randy Brown	n/a
Economic Development Committee (3 members)	Randy Brown	Paul Webb	Deb Coombes
Emergency Advisory Committee (3 members)	Robb Stuart	Wayne Milaney	Sandy Gamble
Expanding Horizons Cultural Enhancement Society	Marie Flowers	Sandy Gamble	n/a
Intermunicipal Development Committee (3 members)	Robb Stuart	Randy Brown	Paul Webb
Mountain View Regional Water Services Commission (MVRWSC)	Robb Stuart	Deb Coombes	n/a
Municipal Planning Commission (MPC) (All members of Council)	All Council Members	All Council Members	All Council Members
Olds & District Policing Committee	Wayne Milaney	Sandy Gamble	n/a
Parkland Foundation Management Body	Sandy Gamble	Deb Coombes	n/a
Parkland Regional Library Board	Marie Flowers	Sandy Gamble	n/a
Personnel Committee (Mayor + 2 Councillors)	Robb Stuart	Marie Flowers	Randy Brown
Red Deer & District Family and Community Support Services (FCSS)	Sandy Gamble	Deb Coombes	n/a
South Red Deer Regional Wastewater Commission	Robb Stuart	Randy Brown	n/a
Special Events & Cultural Committee (3 members)	Sandy Gamble	Deb Coombes	Marie Flowers