



**Town of Bowden – Regular Council Meeting
held on Monday January 13, 2025
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
Councillor	Paul Webb
Councillor	Deb Coombes
Councillor	Randy Brown
Councillor	Wayne Milaney
Councillor	Sandy Gamble
Councillor	Marie Flowers

ADMINISTRATION

CAO	Arno Glover
CFO	Jacqui Molyneux

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

Motion 2.a

Moved by Councillor Paul Webb that Council adopts the agenda as amended.

Note: (amended as follows):

Agenda Item 8.e Recognition

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a.

Moved by Councillor Randy Brown that Council adopts the minutes of the Regular Council Meeting of December 9, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There was no public hearing.

5. DELEGATION

There was no delegation.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

There was no update.

Mayor Robb Stuart requested that this item be removed from future agenda packs as a business arising agenda item.

CAO, Arno Glover stated that all future updates would form part of the CAO's Report.

Motion 6.a

Moved by Councillor Randy Brown that Council accepts Business Arising agenda item 6.a as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.b Council Resolutions Requiring Follow Up Action

Administration provided Council with a summary of Council resolutions that remain as work in progress / ongoing.

Motion 6.b

Moved by Councillor Deb Coombes that Council accepts the document as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.c Key Dates

Administration provided Council with forthcoming key dates.

A date was set for a review of the Town of Bowden Strategic Plan 2022 – 2025 this being Monday February 3, 2025 at 6:30pm in Council Chambers.

Motion 6.c

Moved by Councillor Marie Flowers that Council accepts Business Arising agenda item 6.c as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

There was no agenda item for Bylaws & Policies

8. NEW BUSINESS**Agenda item 8.a Fire Department Statistics 2024**

CAO Arno Glover provided Council with a summary of the fire department statistics for Station 7 (Bowden) provided by Mike Feduniw, Battalion Chief, Red Deer County Protective Services.

Mayor Robb Stuart requested that formal recognition be made during the next Fire Prevention Week scheduled for October 2025.

Mayor Robb Stuart requested that Administration send a letter of gratitude to the Fire Department.

Motion 8.a

Moved by Councillor Randy Brown that Council accepts the 2024 Fire Department Statistics as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b Municipal Elections 2025

CAO Arno Glover provided Council with information pertaining to the 2025 Municipal Elections.

Council was requested to appoint a Returning Officer and Substitute Returning Officer.

Motion 8.b.(i)

Moved by Councillor Paul Webb that Council nominates Arno Glover as the Returning Officer for the 2025 Municipal General Election and Jacqui Molyneux as Substitute Returning Officer for the 2025 Municipal General Election.

MOTION CARRIED UNANIMOUSLY

CAO Arno Glover stated that Candidate Information Packs are available for pick up, in person, from either the Returning Officer or Substitute Returning Officer.

Nomination Day is 12 noon on Monday September 22, 2025. This is the latest date on which candidate nominations can be received by the Returning Officer.

Council was advised not to submit nomination documents on or near to the Nomination Day deadline as any discrepancies may not be resolved by the deadline for closure of nominations.

There is a new requirement to maintain a Register of Candidates. A Notice of Intent Form must be completed in order to provide the necessary legislated candidate information.

These forms will be distributed with the Candidate Information Pack.

Motion 8.b.(ii)

Moved by Councillor Sandy Gamble that Council accepts agenda item 8.b as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.c Alberta Municipalities 2024 Year in Review

CAO Arno Glover provided Council with a 2024 year in summary report provided by Tyler Gandam, President of ABMUNIS.

Motion 8.c

Moved by Councillor Marie Flowers that Council accepts agenda item 8.c as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.d Library Board Training Dates

CAO Arno Glover provided Council with an email from the Parkland Library Board regarding training dates in January for library board members.

Councillors Webb, Coombes and Brown confirmed their intention to attend one of the training sessions on one of the alternate the dates offered.

Councillors are requested to contact the Officer Administrator (at Parkland Library Board) to confirm attendance.

Motion 8.d

Moved by Councillor Randy Brown that Council accepts agenda item 8.d as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.e Recognition (additional agenda item)

Mayor Robb Stuart requested that recognition is given to the current and past owners of the Bowden Reddi-Mart.

CAO Arno Glover requested that recognition is given to firefighter Jason Sahli who was recently named as Fire Fighter of the Year 2024 (Western Battalion).

The recipients will be asked to receive their recognition award at a future Regular Council Meeting.

Motion 8.e

Moved by Councillor Marie Flowers that the Town provides a recognition plaque and gift to the current and past owners of the Bowden Reddi-Mart and to Jason Sahli.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

Agenda item 9.a Operating Budget 2025

Administration submitted to Council a third draft of the 2025 Operating Budget for review and deliberation.

CAO Arno Glover and CFO Jacqui Molyneux provided an overview of the budget and the amendments made by Administration in the preparation of the third draft.

The third draft of the budget provided a balanced budget.

Councillor Paul Webb requested that the \$ amount allocated for Councillor Conference / Workshops / Event Costs receives further discussion and review due to the fact that there was no change in the 2025 budgeted amount over the amount provided in the 2024 budget.

CAO Arno Glover stated that this was an oversight and suggested that this could be remedied by moving previously budgeted costs from the museum (allocated for LED replacement lights) to Council expenditures.

Council accepted this suggestion. Administration will amend the budget accordingly.

A proposal regarding the museum lighting will be submitted to Council at a later date.

Motion 9.a

Moved by Councillor Randy Brown that Council adopts the 2025 Operating Budget as presented with the one amendment required namely the transfer of \$5,000.00 from Museum Repairs & Maintenance to Councillor Conference / Workshops / Event Costs.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE

Agenda item 10.a Red Deer County Protective Services

Agenda item 10.b STARS Letter of Gratitude

Agenda item 10.c Mountain View Regional Water Services Commission

Motion 10.a

Moved by Councillor Deb Coombes that Council accepts the submitted item of correspondence as information.

MOTION CARRIED UNANIMOUSLY

11. REPORTS

Agenda item 11.a CAO's Report

CAO Arno Glover provided Council with an overview of the items included within the CAO's report.

A request was made by the CAO that a date be set for a meeting of the Town of Bowden Emergency Advisory Committee in order to review actions required following the visit by a representative of the Alberta Emergency Management Agency.

A date was set for Monday Tuesday January 21, 2025 at 7:00pm in Council Chambers.

Motion 11.a

Moved by Councillor Sandy Gamble that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

No reports submitted.

Agenda item 11.c Society & Other Reports

- i. Mountain View Regional Water Services Commission (December 11, 2024)
- ii. South Red Deer Regional Wastewater Commission (email January 3, 2025)
- iii. Water v Wastewater Comparatives (2020 to 2024)
- iv. The Expanding Horizons Society Report was reviewed by Council under closed session. 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”.

Motion 11.b

Moved by Councillor Randy Brown that Council accepts agenda items 11.c (i) to (iii) as information.

MOTION CARRIED UNANIMOUSLY

Mayor Robb Stuart called for a brief recess at 8:41 p.m.

Mayor Robb Stuart called the meeting back to order at 8:45 p.m.

12. CLOSED SESSION OF COUNCIL (“in camera”)

Agenda items 11.c.iv / 12.a / 12.b & 12.c

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 8:45 p.m. that Council moves to an “in-camera” session as per section 27 of the FOIP Act.

MOTION CARRIED UNANIMOUSLY

Motion 12.b

Moved by Councillor Deb Coombes at 9:49 p.m. that Council return to an “open meeting” of Council.

MOTION CARRIED UNANIMOUSLY

There was no motion made with regard to Agenda Items 11.c.iv / 12.a. / 12.b / 12.c

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

Moved by Councillor Deb Coombes at 9:49 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Arno Glover**