



**Town of Bowden – Regular Council Meeting  
held on Monday 25<sup>th</sup> November 2024  
at Town of Bowden Council Chambers.**

**MINUTES**

**1. CALL TO ORDER**

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

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

<b>ABSENT</b>	Councillor	Marie Flowers
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<b>ADMINISTRATION</b>	CAO	Arno Glover
	CFO	Jacqui Molyneux

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

**Motion 2.a**

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

*Note: (amended as follows):*

*Agenda Item 5 Delegation redesignated as Bowden Public Library Board Budget*

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Sandy Gamble that Council adopts the minutes of the Regular Council Meeting of November 12, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There was no public hearing.

**5. BOWDEN PUBLIC LIBRARY BOARD BUDGET**

**Agenda item 5.a Presentation of Public Library Board Budget**

Councillor Randy Brown provided Council with an overview of the Bowden Public Library Board Budget for 2025

This included a proposal to extend the library opening hours and to increase the number of programs from 19 to 38.

The Local Appropriation requested from the Town is \$25,524.56 an increase in funding of 148% over 2024. (increased from \$10,283.50).

**Motion 5.a**

Moved by Councillor Paul Webb that Council approves the submitted Bowden Public Library Board budget for a term of 1 year as presented.

**MOTION CARRIED UNANIMOUSLY**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES****Agenda item 6.a Bowden Hotel**

Administration reported that a Discharge of Tax Notification had been signed by the Town and submitted to the Land Titles Office.

This will formally discharge the Municipal encumbrance from the property title (a sum of \$297,201.95).

**Motion 6.a**

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.c Key Dates**

Administration provided Council with forthcoming key dates.

CAO Arno Glover is to confirm attendees for the Red Deer & District FCSS 50<sup>th</sup> Anniversary Celebration event.

Mayor Robb Stuart is to confirm attendees for the Ag Society event on December 14.

**Motion 6.c**

Moved by Councillor Deb Coombes that Council accepts Business Arising agenda item 6.c as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.d Red Deer & District FCSS Multi Operating Agreement**

Administration provided an overview of the revised agreement.

It was proposed that the Mayor and the CAO review the agreement.

**Motion 6.d**

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

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES****Agenda item 7.a Business Licence Bylaw 09 / 2024**

Administration submitted to Council Business Licence Bylaw 09 / 2024.

Council gave first reading to the bylaw in the RCM of November 12, 2024.

Council and Administration discussed the business licence application procedure in particular with regard to home occupation businesses and the requirement to satisfy any discretionary use within the Town's Land Use Bylaw.

Council recommended that the application process for home occupation business is implemented as follows:

- i. businesses who currently have a 2024 Business Licence request a Business Licence renewal,
- ii. businesses who do not have a 2024 Business Licence are required to submit an application for a "new licence".

Home occupation businesses that fall into category (ii) will be required to provide a Development Permit in accordance with any relevant provisions for discretionary use as stipulated within the Town's Land Use Bylaw.

This requirement necessitates a minor rewording of section 4.4.1 of the bylaw and the use of two distinct applications forms. Council approved the changes and gave second reading.

Bylaw 09 / 2024 received third reading and was passed by Council without further amendment.

**Motion 7.a**

Moved by Councillor Deb Coombes that Council gives second reading to Business Licence Bylaw 09 / 2024.

**MOTION CARRIED UNANIMOUSLY**

**Motion 7.b**

Moved by Councillor Paul Webb that Council gives third and final reading to Business Licence Bylaw 09 / 2024 and is adopted accordingly and made effective once duly signed.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 7.b Municipal Election Bylaw 10 / 2024**

Administration submitted to Council, Municipal Election Bylaw 10 / 2024.

This bylaw updates and replaces Municipal Election Bylaw 02 / 2021.

Administration stated that the existing bylaw requires updating to:

- incorporate changes within the Local Authorities Election Act,
- make reference to the 2025 General Municipal Election.

Administration requested that that Council grants first reading to Municipal Election Bylaw 10 / 2024.

In addition, Administration requested an indication from Council with respect to:

- i. whether a deposit of \$100.00 should be provided by each candidate,
- ii. whether candidates are required to provide a criminal record check.

Council provided an indication that both of the above requirements should included in the bylaw.

Administration is to continue to research the new legislative requirements and to keep Council informed of relevant new information.

**Motion 7.c**

Moved by Councillor Sandy Gamble that Council gives first reading to Municipal Election Bylaw 10 / 2024.

**MOTION CARRIED UNANIMOUSLY**

## 8. NEW BUSINESS

### Agenda item 8.a Extended Producer Responsibility Regulation

Administration provided Council with information pertaining to the Extended Producer Responsibility Regulation under the Environmental Protection and Enhancement Act for single use products, packaging and paper products.

This new regulation in Alberta shifts the financial and operational responsibility for recycling from municipalities to the organizations that produce and sell packaging and paper.

Administration stated that the Town is currently in the final stages of contract discussions with Circular Materials. A Master Servicing Agreement will be put in place.

More information about the scheme can be found on the Circular Materials website:  
<https://www.circularmaterials.ca>

### Motion 8.a

Moved by Councillor Randy Brown that Council accepts the Extended Producer Responsibility Regulation update as information.

**MOTION CARRIED UNANIMOUSLY**

**Mayor Robb Stuart called for a brief recess at 8:10 p.m.**

**Mayor Robb Stuart called the meeting back to order at 8:20 p.m.**

## 9. FINANCIAL

### Agenda item 9.a Operating Budget 2025

Administration submitted to Council the first 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 assumptions made by Administration in the preparation of the first draft.

The operating budget as presented provided an overview summary analysis of projected revenues and expenditures with comparatives to the 2024 Budget and YTD Actuals for 2024.

Administration noted the requirements and comments of Council.

**Motion 9.a** moved by Councillor Wayne Milaney that Council instructs Administration to make further amendments to the 2025 Operating Budget as required / requested and to resubmit to Council further draft of the Operating Budget for further review, deliberation, adjustments, and approval.

**MOTION CARRIED UNANIMOUSLY**

As per the provision within section 6.1 of the Town of Bowden Council Procedural Bylaw 08 / 2020 unanimous consent is required to extend a meeting beyond three hours duration.

### Motion

Moved by Councillor Paul Webb that Council extends the meeting duration beyond three hours.

**MOTION CARRIED UNANIMOUSLY**

## 10. CORRESPONDENCE

There were no items of correspondence.

## 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.

### Motion 11.a

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

**MOTION CARRIED UNANIMOUSLY**

### Agenda item 11.b Council Committee Reports

- i. Bowden Public Library Board (minutes of annual organizational meeting of Nov 13, 2024)

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

- i. Alberta Legislate Session 1 Summary Report (November 18 – 21)
- ii. RMA Fall Convention (notes of from November 5)
- iii. Bowden Grandview School Council Meeting Report (September 13, 2024)
- iv. Bowden Grandview School Council Meeting Report (October 15, 2024)
- v. Bowden Grandview School Council Meeting Report (November 19, 2024)
- vi. Parkland Regional Library Board Talk (highlights of 14 November Board Meeting)
- vii. Parkland Regional Library Minutes (14 November Board Meeting)

### Motion 11.b

Moved by Councillor Randy Brown that Council accepts submitted reports 11.b.i and 11.c.(i) to (vii) as information.

**MOTION CARRIED UNANIMOUSLY**

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

### Agenda item 11.b.ii Public Library Board Meeting Minutes (November 13, 2024)

*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 10:21 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 10:29 p.m. that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

Moved by Councillor Deb Coombes that Council accepts the submitted report (agenda item 11.b.ii) as information.

**MOTION CARRIED UNANIMOUSLY**

**13. MEETING ADJOURNMENT**

**Motion 13.a**

Moved by Councillor Sandy Gamble at 10:30 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**



**Mayor  
Robb Stuart**



**CAO  
Arno Glover**