



**Town of Bowden – Regular Council Meeting
held on Tuesday 14 November 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	Sandy Gamble	
	Councillor	Marie Flowers	
	Councillor	Paul Webb	
	Councillor	Deb Coombes	
	Councillor	Randy Brown	
	Councillor	Wayne Milaney	

ADMINISTRATION	CAO	Rudy Friesen
	Recorder	Arno Glover

IN ATTENDANCE	Red Deer County Planning	Julie Harges
	Public Library Board	Shawna McDonald
		Melissa Braun

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 October 23, 2023, Council Organizational Meeting minutes as presented.

MOTION CARRIED UNANIMOUSLY

Moved by Councillor Marie Flowers that Council adopts the October 23, 2023, Regular Council Meeting Minutes as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARINGS

To discuss the revision to Land Use Bylaw 04 / 2021 (Bylaw 07 / 2023).

Bylaw 07 / 2023 received first reading by Council in the RCM of September 25, 2023.

A public hearing was necessary as a requirement of the provisions contained within Land Use Bylaw 04 / 2021.

The public hearing was held in accordance with the procedures outlined in Council Procedural Bylaw 08 / 2020.

Mayor Robb Stuart declared the public hearing open at 7:04pm and provided Council and members of the public with an overview of the purpose of the hearing.

Town Administration did not give a statement.

Red Deer County Planning & Development Officer, Julie Hades provided an overview of the land use amendments by reference to the content contained within the Administration Report dated September 11, 2023, relating to Schedule (C6) Central Commercial District C1.

The Planning & Development Officer stated that there had been no public objections received to the proposed changes. Alberta Transportation stated that they had no objection. There was no response received from Canadian Pacific Railway.

There were no presentations made by persons either in favour or opposed to the bylaw amendment.

The Planning & Development Officer anticipated that substantially more consideration and discussion on this land use amendment will occur in response to any development permit applications received with regard to proposed land use developments within Central Commercial District C1.

Council discussed the matter and agreed to immediately proceed with item 7 on the agenda (Bylaws & Policies).

Motion 4.a

Moved by Councillor Deb Coombes that Council accepts the Administration Report as presented and further accepts all comments made / reports received as information and thereby agrees to proceed with the process for adoption of the proposed revision to the Land Use Bylaw without further public hearing.

MOTION CARRIED

7. BYLAWS & POLICIES (rescheduled)

Agenda item 7.a Land Use Bylaw 07 / 2023.

Land Use Bylaw 07 / 2023 was presented to Council for second reading after having received first reading by resolution of Council on September 25, 2023.

Bylaw 07 / 2023 is a revision to Land Use Bylaw 04 / 2021 containing an amendment to Schedule (C6) Central Commercial District C1.

The proposed amendment allows for:

- i. a redefinition of the general purpose to include "some compatible residential uses",
- ii. an amendment to discretionary uses to include "Apartments".

Council reviewed the bylaw and proceeded to give second and third readings.

Motion 7.a

Moved by Councillor Paul Webb that Council gives second reading to Land Use Bylaw 07 / 2023.

MOTION CARRIED

Motion 7.b

Motion by Councillor Paul Webb that Council gives third and final reading to Land Use Bylaw 07 / 2023 and is adopted accordingly and made effective once duly signed.

MOTION CARRIED

Agenda item 7.b Elected Officials Remuneration, Benefits & Expenses Policy 07 / 2023.

A revised policy was presented to Council that included:

- i. the recommendations made by the Council Remuneration Committee and
- ii. the amendments requested by Council during the RCM of October 23, 2023.

Motion 7.c

Moved by Councillor Marie Flowers that Council gives approval to the Elected Officials Remuneration, Benefits & Expenses Policy 07 / 2023 as revised and presented.

MOTION CARRIED UNANIMOUSLY

5. DELEGATIONS

There were no delegations.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

CAO Rudy Friesen informed Council that an environmental test was still required on the site of the former Bowden Hotel before any further procedural matters could take place.

Agenda item 6.b Operating Statement ending Qtr 3 – Financial Query

CAO Rudy Friesen provided clarification regarding the question that arose during the Regular Council Meeting of October 23, requesting further information on the cost associated with cost centre 2-72-230-99 "Recreation - Contracted Services Other".

This was explained as being for pest control services at the arena.

Agenda item 6.c Bowden Library Budget and Funding 2024 Bylaw

The Town of Bowden Public Library Board submitted to Council a letter dated November 10, 2023, and a revised 2024 budget statement. This was received after the deadline for agenda submissions.

Mayor Robb Stuart and Council agreed to accept the letter and budget statement for review and discussion under agenda item 6.c.

Discussion centred around the purpose behind the request for additional funding, by means of both an increase in the Local Appropriation and by the allocation of the Red Deer County Library Grant (\$1500.00).

Representatives of the Public Library Board gave presentations as to their ideas for both service delivery and program delivery plans in 2024 to provided explanation as to why further funding was requested.

Council thanked Shawna McDonald and Melissa Braun for their presentations.

Motion 6.a

Motion by Councillor Randy Brown that Council approves the Local Appropriation requested by the Public Library Board of \$10283.50 for the year 2024.

MOTION CARRIED

Further discussion took place with reference to the Red Deer County Library Grant.

Council agreed to allocate the grant in full to the Public Library Board in 2024.

There was no motion made to this effect.

Note:

The Bowden Public Library Board letter dated November 10, 2023, and the revised 2024 budget statement are included as an attachment to these minutes as they did not form part of the agenda pack.

Agenda item 6.d Emergency Advisory Committee Meeting

This agenda item was included as a reminder that a date was set for a meeting of the Emergency Advisory Committee on Monday November 27, 2023.

Agenda item 6.e Community Standards Bylaw

CAO Rudy Friesen stated that work was ongoing to continue updating the Community Standards Bylaw.

Administration submitted Council a revised Community Standards Bylaw Roadmap that removed all reference to a set date in the future with regard to the completion of the remaining tasks.

Motion 6.b

Motion by Councillor Deb Coombes that Council accepts the matters of Business Arising as information.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS**Agenda item 8.a Grants & Donation Policy (Financial Assistance Request)**

An application was received from Bowden Minor Hockey for the sum of \$400.00 to support the cost of running their annual fund-raising tournament.

The Town of Bowden Grants & Donation Policy (passed by Council during the RCM of January 9, 2023) provides the Town with the means to provide community grants and donations to projects or organizations which demonstrate and provide cultural, social, or economic benefit to the local community.

Motion 8.a

Motion by Councillor Sandy Gamble that Council approves the donation of \$400.00 requested by Bowden Minor Hockey for the year 2024.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b 2023 Capital Projects Update

Administration provided Council with an update on the capital projects completed during 2023.

Motion 8.b

Motion by Councillor Randy Brown that Council accepts the 2023 Capital Projects Update Report as information.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL**Agenda item 9.a 2024 Operating Budget (1st draft)**

Administration submitted to Council the first draft of the 2024 Operating Budget for review and deliberation.

CAO Rudy Friesen 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 2023 Budget and YTD Actuals for 2023.

Further draft budgets will provide more detail line by line in the format of the Financial Operating & Expenditure Statements.

Motion 9.a moved by Councillor Marie Flowers that Council instructs Administration to make further amendments to the 2024 Operating Budget as required / requested and to resubmit to Council further draft(s) of the Operating Budget for further review, deliberation, adjustments, and approval.

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE

Agenda item 10.a Letter from Red Deer County Protective Service

Council was provided with a copy of the September enforcement contract.

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

11. REPORTS

Agenda item 11.a CAO's Report

CAO Rudy Friesen provided council with an overview of the items included within his CAO's report.

Motion 11.a moved by Councillor Sandy Gamble that Council accepts the submitted CAO's report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

Bowden & District Cemetery Association (regular meeting report October 12, 2023)

Agenda item 11.c Society & Other Reports

South Red Deer Regional Wastewater Commission (meeting of October 20, 2023)

Parkland Foundation CAO Report (September 2023)

Red Deer & District FCSS Board Meeting Report (meeting of October 3, 2023)

Motion 11.b moved by Councillor Deb Coombes that Council accepts the submitted reports as information.

MOTION CARRIED UNANIMOUSLY

12. MEETING ADJOURNMENT

Motion 12.a Moved by Councillor Marie Flowers at 8:29pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:



Mayor
Robb Stuart



CAO
Rudy Friesen