



**Town of Bowden – Regular Council Meeting  
held on Monday 9<sup>th</sup> December 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**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	(via digital media)
	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 8.b Firehall Roof*

**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 25, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There was no public hearing.

**5. DELEGATION**

**Agenda item 5.a S/Sgt Warren Wright (Olds RCMP Detachment Commander)**

S/Sgt Warren Wright provided an overview of the Community Policing Report and Quarterly Crime Statistics for the period July to September 2024.

S/Sgt Warren Wright stated that Body Worn Camera's will be introduced sometime in mid 2025.

Council reviewed and discussed the letter received from the Deputy Premier of Alberta, Minister Mike Ellis, concerning the proposed changes to police governance in Alberta.

**Motion 5.a**

Moved by Councillor Deb Coombes that Council accepts the RCMP Crime Statistics and Provincial Policing Report as information.

**MOTION CARRIED UNANIMOUSLY**

## 6. BUSINESS ARISING FROM PREVIOUS MINUTES

### Agenda item 6.a Bowden Hotel

There was no update.

#### 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 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.

Mayor Robb Stuart requested that a date be set in 2025 for a review of the Town of Bowden Strategic Plan 2022 – 2025.

#### Motion 6.c

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

**MOTION CARRIED UNANIMOUSLY**

## 7. BYLAWS & POLICIES

### Agenda item 7.a 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 give second and third reading to the bylaw.

#### Motion 7.a

Moved by Councillor Deb Coombes that Council gives second reading to Municipal Election Bylaw 10 / 2024.

**MOTION CARRIED UNANIMOUSLY**

Bylaw 10 / 2024 was passed by Council without further amendment.

#### Motion 7.b

Moved by Councillor Paul Webb that Council gives third and final reading to Municipal Election Bylaw 10 / 2024 and is adopted accordingly and made effective once duly signed.

**MOTION CARRIED UNANIMOUSLY**



### **Agenda item 7.b Elected Officials Remuneration, Benefits and Expenses Policy 05 / 2024**

A revision of the 2023 policy was required in order to:

- incorporate the decisions made by Council during the Organizational Meeting of Council on October 28, 2024,
- review and update the document.

Administration recommended that Council grants approval to the revised Elected Officials Remuneration, Benefits and Expenses Policy.

Council reviewed and approved the policy without amendment.

#### **Motion 7.c**

Moved by Councillor Sandy Gamble that Council approve Elected Officials Remuneration, Benefits and Expenses Policy 05 / 2024.

**MOTION CARRIED UNANIMOUSLY**

## **8. NEW BUSINESS**

### **Agenda item 8.a CAO Delegation of Powers**

Section 209 of the MGA states that the CAO may delegate any powers, duties or function to an employee of the municipality.

Section 7.2 of the Town of Bowden Chief Administrative Officer Bylaw states that the CAO may delegate powers to a deputy or competent person as deemed necessary or appropriate.

CAO Arno Glover stated that during his planned absence from work commencing Saturday 14<sup>th</sup> December 2024 that all CAO responsibilities are to be delegated to CFO Jacqui Molyneux, with the exception that there is no delegated authority to sign any contractual agreement, this directive being effective until January 2, 2025.

#### **Motion 8.a**

Moved by Councillor Deb Coombes that Council accepts the delegation of power notification as information.

**MOTION CARRIED UNANIMOUSLY**

### **Agenda item 8.b Firehall Roof**

CAO Arno Glover reported to Council that there had been a structural failure in the firehall roof.

Notification has been provided to the Red Deer County Fire Chief and the Station 7 Battalion Chief.

A claim had been submitted earlier that day to the Town's insurer Alberta Municipalities. A Claims Examiner was scheduled to visit the following day.

#### **Motion 8.b**

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

**MOTION CARRIED UNANIMOUSLY**

## **9. FINANCIAL**

### **Agenda item 9.a Operating Budget 2025**

Administration submitted to Council the second 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 second draft.

The second draft of the budget provided an operating deficit of \$21,960.96.

Council debated alternative means by which the budget deficit might be balanced.

Council reviewed past increases in municipal tax revenues.

A proposal was made by Council that the deficit be made up (in part) by application of a percentage increase in tax revenues.

**Motion 9.a** moved by Paul Webb that Municipal Tax Revenues increase by a 1.5% uplift on the amount (\$) of the actual tax revenues received in 2024.

Councillor Wayne Milaney requested a recorded vote.

Recorded vote FOR	3	Mayor Robb Stuart Councillor Paul Webb Councillor Deb Coombes
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Recorded vote AGAINST	3	Councillor Randy Brown Councillor Wayne Milaney Councillor Sandy Gamble
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**MOTION DEFEATED**

**Motion 9.b** moved by Randy Brown that Municipal Tax Revenues increase by a 1% uplift on the amount (\$) of the actual tax revenues received in 2024.

Councillor Paul Webb requested a recorded vote.

Recorded vote FOR	4	Councillor Randy Brown Councillor Wayne Milaney Councillor Sandy Gamble Councillor Deb Coombes
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Recorded vote AGAINST	2	Mayor Robb Stuart Councillor Paul Webb
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**MOTION CARRIED**

CFO Jacqui Molyneux stated that a 1% increase in tax revenues would not cover the budget deficit.

Council debated the matter in hand. It was proposed that the transfer of \$9400.00 to public works reserves be removed from the budget.

Administration is to make the two amendments required by Council and to represent the budget for further review and deliberation.

**Motion 9.c Operating Budget 2025**

Moved by Councillor Paul Webb that Council instructs Administration to make further amendments to the 2024 Operating Budget as requested and to resubmit to Council a further draft of the Operating Budget for further review at the RCM of January 13, 2025.

**MOTION CARRIED UNANIMOUSLY**



**Agenda item 9.b Interim Operating Budget 2025**

In order to satisfy the requirements of sections 242 and 248 of the MGA, Administration requested that Council pass a motion to adopt an Interim 2025 Operating Budget based on the 2024 Operating Budget until such time that the 2025 Operating Budget is passed by Council.

**Motion 9.d**

Moved by Councillor Deb Coombes that Council adopts a 2025 Interim Operating Budget based on the 2024 Operating Budget until such time as the full 2025 Operating Budget is passed by Council.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 9.c Interim Capital Budget 2025**

In order to satisfy the requirements of sections 242 and 248 of the MGA, Administration requested that Council pass a motion to adopt an Interim 2025 Capital Budget based on the 2024 Capital Budget until such time that the 2025 Capital Budget is passed by Council.

**Motion 9.e**

Moved by Councillor Paul Webb that Council adopts a 2025 Interim Capital Budget based on the 2024 Capital Budget until such time as the full 2025 Capital Budget is passed by Council.

**MOTION CARRIED UNANIMOUSLY**

**10. CORRESPONDENCE****Agenda item 10.a Red Deer County Protective Services****Motion 10.a**

Moved by Councillor Randy Brown that Council accepts the submitted item of correspondence as information.

**MOTION CARRIED UNANIMOUSLY**

**11. REPORTS****Agenda item 11.a CAO's Report**

Refer to Agenda Item 12.a

**Agenda item 11.b Council Committee Reports**

No reports submitted.

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

- i. Alberta Legislature Summary (December 2 - 4)
- ii. Alberta Municipalities 2024 Outstanding Resolutions (October 30, 2024)
- iii. MVRWSC Report (meeting of November 27, 2024)
- iv. SRDRWC Volume & Sales Report (November, 2024)

**Motion 11.a**

Moved by Councillor Deb Coombes that Council accepts agenda reports 11.c as information.

**MOTION CARRIED UNANIMOUSLY**

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

**Agenda item 12.a CAO’s Report**

*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 Wayne Milaney at 8:52pm 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 9:10 p.m. that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

There was no motion made with regard to Agenda Item 12.a.

**13. MEETING ADJOURNMENT**

**Motion 13.a**

Moved by Councillor Paul Webb at 9:10 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

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**Mayor  
Robb Stuart**

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**CAO  
Arno Glover**