



**Town of Bowden – Regular Council Meeting  
held on Monday January 24, 2022  
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	Randy Brown	
	Councillor	Deb Coombes	
	Councillor	Marie Flowers	
	Councillor	Sandy Gamble	
	Councillor	Wayne Milaney	

**ABSENT** n/a

<b>STAFF</b>	CAO	Greg Skotheim
	Recorder	Arno Glover

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

#### **Motion 2.a**

Moved by Councillor Marie Flowers that Council amends the agenda as follows:

Item 13a CAO's Performance Evaluation is removed from the agenda to be replaced by a discussion on a Personnel matter in a closed session of Council.

*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 17 "harmful to personal privacy".*

**MOTION CARRIED UNANIMOUSLY**

### **3. ADOPTION OF PREVIOUS MINUTES**

#### **Motion 3.a.**

Moved by Councillor Randy Brown that Council approves the January 10, 2022, Regular Council Meeting Minutes subject to the following amendments:

- i. Item 3a correction of spelling mistake
- ii. Item 8b addition of Councillor Deb Coombes to attend training to be provided by Brownlee LLB.

**MOTION CARRIED UNANIMOUSLY**

### **4. ADOPTION OF MINUTES OF SPECIAL COUNCIL MEETING**

Motion 4.a. Moved by Councillor Paul Webb that Council approves the minutes of the January 17, 2022, Special Council Meeting subject to the following amendment:

- i. That the motion made reference agenda item 7a (COVID-19 REP Program) is correctly minuted as being made in open session of Council.

**MOTION CARRIED UNANIMOUSLY**

**5. PUBLIC HEARINGS**

There were no public hearings.

**6. DELEGATIONS**

There were no delegations.

**7. BUSINESS ARISING FROM THE MINUTES**

There were no matters arising from the minutes of the previous meeting.

**8. BYLAWS & POLICIES**

No items

**9. NEW BUSINESS****Agenda item 9a – Candidates' Election Financial Statements**

Motion 9.a. Moved by Councillor Randy Brown Council accepts as information the requirement for all election candidates to file a financial disclosure statement on or before 1 March 2022.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 9b – Tax Penalty Refund Request**

Motion 9.b. Moved by Councillor Sandy Gamble that Council agrees to waive (both) property tax penalties as per the email request submitted to the Town dated Jan 7, 2022

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 9c – Operating Budget & Capital Budget Dates**

Motion 9.c. Moved by Councillor Marie Flowers that Council:

- i. set the date for the resumption of the 2022 Operating Budget deliberations to be Monday 31 January 2022 at 7:00pm by virtue of Special Council Meeting,
- ii. set the date for the initial Capital Budget deliberations to be Monday 14 February 2022 as an agenda item for the Regular Council Meeting.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 9d – CAEP Fact Sheets**

Motion 9.d. Moved by Councillor Deb Coombes that Council accepts, as information, the CAEP membership benefits fact sheets as provided.

**MOTION CARRIED UNANIMOUSLY**

**10. FINANCIAL****Agenda item 10.a – Accounts Payable Bank Reconciliation**

Motion 10.a. Moved by Councillor Sandy Gamble that Council receives, as presented, the Accounts Payable Bank Reconciliation as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item 10.b Cheque Listing Report** (Payments # 22297 to 22350 totaling \$164503.17)

Councillor Marie Flowers made enquires reference payments 22323 (ISL Engineering) 22336 (Auriga) and 22344 (Fas Gas Oil). CAO Greg Skotheim provided answers.

Councillor Deb Coombes enquired reference payment 22334 (TAXervice). CAO Greg will provide an answer to Council in due course.

Motion 10.b. Moved by Councillor Sandy Gamble that Council receives, as information, the Cheque Listing report as presented.

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item 10.c Operating Expenditures Report (as at 31 Dec 2021)**

Mayor Robb Stuart stated that Administration will continue to provide a report to Council at the end of each calendar quarter.

Motion 10.c. Moved by Councillor Deb Coombes that Council receives, as information, the Operating Expenditures Report, as presented.

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item 10.d ATB Cheque Signing Signatories**

Motion 10.d. Moved by Councillor Paul Webb that Administration instruct ATB Financial to remove past elected officials Carol Pion and Kerry Kelm from the approved cheque signatories list.

**MOTION CARRIED UNANIMOUSLY**

Motion 10.e. Moved by Randy Brown that Administration instruct ATB Financial to add Councillor Deb Coombes and Councillor Marie Flowers to the approved list of cheque signatories.

**MOTION CARRIED UNANIMOUSLY**

**11. CORRESPONDENCE****Agenda Item 11.a. Letter received from Condo Corporation 0710572**

Motion 11.a. Moved by Councillor Paul Webb that Council directs Administration to further investigate the implications of the proposal submitted to Council by Condo Corporation 0710572 and to report back to Council.

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item 11.b. Letter to Fire Departments**

Motion 11.b Moved by Councillor Randy Brown that Council receives the letter as information.

**MOTION CARRIED UNANIMOUSLY**

**12. REPORTS****Agenda item 12.a: Submitted Reports as per Agenda**

Motion 12.a. Moved by Councillor Sandy Gamble that Council receives the submitted reports as information.

**MOTION CARRIED UNANIMOUSLY**

---

Mayor Robb Stuart called for a recess of Council at 8.18pm.

**13. CLOSED SESSION OF COUNCIL ("in camera")****Agenda item 13a: Personnel Matter**

*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 17 "harmful to personal privacy".*

**Motion 13.a** Moved by Councillor Marie Flowers that Council moves to an "In-Camera" session to discuss a Personnel matter at 8:25pm.

**MOTION CARRIED UNANIMOUSLY**

**Motion 13.b** Moved by Councillor Deb Coombes that Council return to an "open meeting" of Council at 9:00pm.

**MOTION CARRIED UNANIMOUSLY**

---

**14. MEETING ADJOURNMENT****Motion 14.a**

As there was no further business the meeting was adjourned at 9:01pm by Councillor Marie Flowers.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

---

**Minutes signed by:**



**Mayor**  
**Robb Stuart**



**CAO**  
**Greg Skotheim**