

**REGULAR COUNCIL MEETING MINUTES**  
**Held on Monday, December 12, 2016**  
**Town of Bowden Administration Building**

**Call to Order**

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

<b>PRESENT</b>	Mayor Councillor Councillor Councillor Councillor Councillor	Robb Stuart Paul Webb Sandy Gamble Wayne Milaney Sheila Church Lloyd Lane
<b>ABSENT</b>	Councillor	Earl Wilson
<b>DELEGATIONS</b>	None	
<b>STAFF</b>	James Mason Jade Prefontaine	Chief Administrative Officer Development Officer

**Additions/Deletions to the Agenda & Adoption of the Agenda**

**CAO James Mason adds agenda items 6.c Sanitary Sewer Metering, 6.d Promotional Items, 6.e Late Payment Surcharge (Rec Fees) and 9.b In Camera Legal Issue.**

**Motion 2.a** Moved by Councillor Paul Webb that Council approves the November 28, 2016 Regular Council Meeting Agenda as amended. **MOTION CARRIED**

**Adoption of the Previous Minutes**

**Motion 3.a** Moved by Councillor Sandy Gamble that Council approves the November 28, 2016 Regular Council Meeting Minutes as presented. **MOTION CARRIED**

**Delegations**

None

**Old Business**

**Item 5.a Facility Security** Administration has brought forth proposals from Liberty Security to install cameras and alarm systems at the Town Office and Public Works Shop. At the November 28, 2016 Regular Council Meeting the recommendation to approve the quotes from Liberty as presented was approved in principle pending answers to additional questions. Administration has obtained answers to the questions and is presenting them to Council.

**Motion 5.a** Moved by Councillor Sandy Gamble that Council defer the item until the January 9, 2017 meeting pending Liberty contract detail clarification. **MOTION CARRIED**

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**Item 5.b. Rest Stop Janitorial** The Bowden Rest Stop is generally used by the public that is travelling the QE II Highway. Alberta Transportation and the Town previously entered into an Agreement that provided funding to defray the cost, including janitorial services to the Town for operating the Rest Stop. The Agreement expires at the end of 2016; efforts to renew the Agreement with Alberta Transportation have been unsuccessful to date. The Mayor and CAO have a scheduled meeting with Transportation Minister Mason on December 13, 2016 where they hope to obtain further funding for the rest stop.

**Motion 5.b** Moved by Councillor Paul Webb that council defer this item until the January 9<sup>th</sup>, 2017 Regular Council Meeting. **MOTION CARRIED**

**New Business**

**Item 6 a. Christmas Schedule** Town Office is scheduled to be closed December 26 & 27 for Boxing Day and a day in lieu of Christmas. Due to staff scheduling and expected lack of business; Administration is requesting that the Town Office be closed at Noon on Friday December 23<sup>rd</sup>, 2016

**Motion 6.a** Moved by Councillor Sheila Church that Council authorize Administration to close the Town Office for the afternoon of December 23, 2016. **MOTION CARRIED**

**Item 6.b Storage Facility** The majority of the permanent file storage for the Town of Bowden is currently hosted at the Bowden Heritage Rest Stop. The restrictions on space at that facility have led to the boxes of closed files from 2013-2016 to pile up in the back hallway of the Town Office. Administration is suggesting that a storage container such as a Sea Can be purchased to accommodate the Town of Bowden file storage needs. If a Sea Can was acquired, it could be located next to the Quonset across the tracks out of sight and behind locked gate.

**Motion 6.b** Moved by Councillor Sheila Church that Council directs Administration to apply to the Municipal Planning Commission to get approval for a sea can at the location by the Town Quonset. **MOTION CARRIED**

**Item 6.c Sanitary Sewer Meter** The South Red Deer Regional Wastewater Commission (SRDRWC) currently monitors and meters Olds & Innisfail for sewage fed into the SRDRWC pipeline system. The Bowden station is not being metered, only estimated at the present time. The estimated amount currently includes the difference of infiltration to the sewer line between Olds & Innisfail. Council is requesting that a meter be installed at the Bowden SRDRWC Lift station to more accurately determine the amount the Town of Bowden is being billed for.

**Motion 6.c** Moved by Councillor Sandy Gamble that Council and Administration start the process to have a meter installed by the SRDRWC to monitor the sewage into the SRDRWC Lift Station from Bowden. **MOTION CARRIED**

**Item 6.d Promotional Items** There is money available in the Promotional Items fund. Administration is requesting to use the funds to purchase leisure jackets for staff with the Town Logo on them.

**Motion 6.d** Moved by Councillor Sheila Church that Council approves the purchase of leisure jackets for the Town Staff from the Promotional Fund. **MOTION CARRIED**

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**Item 6.e Late Payment Surcharge (Rec Fees)** The Town of Bowden bills arena users for their ice time monthly throughout the winter skating season. Currently there is no penalty for late payments on rental invoices. Administration is recommending that a surcharge be added to outstanding invoices to encourage regular payments on accounts.

**Motion 6.e** Moved by Councillor Lloyd Lane that Council authorizes Administration to implement a 2% charge on overdue recreation accounts for every 30 day period that the account is overdue.

**MOTION CARRIED**

**Financial Statements**

**Motion 7.a** Moved by Councillor Wayne Milaney that Council accepts the Cheque Listing for information.

**MOTION CARRIED**

**Motion 7.b** Moved by Councillor Wayne Milaney that Council accepts the Bank Reconciliation for information.

**MOTION CARRIED**

**Correspondence & Information**

**Item 8.a Council Committee Reports** Council members share highlights of their Committee meetings with the other Council members.

**(Information)**

**Mayor Robb Stuart calls for a brief recess at 7:55 p.m.**

**Mayor Robb Stuart calls the meeting back to order at 7:58 p.m.**

**Committee of the Whole**

**Motion 9.a** Moved by Councillor Sheila Church that in accordance with Section 197(2) of the Municipal Government Act, the Council meeting go temporarily in camera to discuss labour and land issue(s) at 7:58 p.m.

**MOTION CARRIED**

**Motion 9.a.i** Moved by Councillor Paul Webb that Council return to open meeting at 8:36 p.m.

**MOTION CARRIED**

**Motion 9.a.ii** Moved by Councillor Paul Webb that Council directs the CAO to find additional cost/ disbursements of the proposal by North Star Planning to assist with annexation and proceed if it under \$10,000 total.

**MOTION CARRIED**

**Motion 9.b** Moved by Councillor Lloyd Lane that Council directs Administration to schedule a Special Budget Meeting for December 19<sup>th</sup>, 2016 at 6:30 p.m.

**MOTION CARRIED**

**Adjournment**

**Motion 10.a** Moved by Councillor Sandy Gamble that the December 12, 2016 Regular Council Meeting adjourns at 8:38 p.m.

**MOTION CARRIED**

**Meeting Adjourned**

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**Robb Stuart, Mayor**

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**James Mason, Chief Administrative Officer**