

**REGULAR COUNCIL MEETING MINUTES**  
**Held on Tuesday, November 8, 2010 at the**  
**Town of Bowden Administration Building**

**Call to Order**

Mayor Robb Stuart called the meeting to order at 7:33 p.m.

<b>PRESENT</b>	Mayor	Robb Stuart
	Councillor	Sheila Church
	Councillor	Sandy Gamble
	Councillor	Cory Jasper
	Councillor	Pat Doll
	Councillor	Wayne Milaney

**ABSENT** Councillor Steve Blamire

**STAFF** Lori Conkin, Chief Administrative Officer  
Andy Weiss, Manager of Administrative Services

**DELEGATION** Marty Schmidt – Bearden Engineering

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

**CAO Lori Conkin adds Agenda Item # 8.f – FCSS Invitation to Council Members**  
**CAO Lori Conkin adds Agenda Item # 8.g – SRDRWC Invitation to Council Members**

**Motion 2.a** Moved by Councillor Sheila Church that Council approves the November 8, 2010 Regular Council Meeting Agenda as amended. **MOTION CARRIED**

**Adoption of the Previous Minutes**

**Motion 3.a.i** Moved by Councillor Sandy Gamble that Council approves the October 25, 2010 Organizational Council Meeting Minutes as presented. **MOTION CARRIED**

**Motion 3.a.ii** Moved by Councillor Cory Jasper that Council approves the October 25, 2010 Regular Council Meeting Minutes as presented. **MOTION CARRIED**

**Item 5 Old Business**

**Item 5.a Public Hearing Bylaw 09-2010 (Manufactured Home Community Taxation Bylaw)**

**Mayor Robb Stuart called the Public Hearing to order at 7:35 p.m.**

Andy Weiss, Manager of Administrative Services outlined that Recovery of taxes levied upon manufactured homes within manufactured home communities has been a significant challenge for all communities in Alberta. The Municipal Government Act has provisions for a solution to this ongoing issue. Section 304 (1) (j) of the Municipal Government Act (Recording Assessed Persons) identifies that: "A designated manufactured home on a site in a manufactured home community and any other improvements located on the site and owned or occupied by the person occupying the designated manufactured home" is the assessed property and Section 304 (1) (j) (ii) of the Municipal Government Act identifies that: The owner of the manufactured home community is the assessed person upon passage of this bylaw.

In essence upon passage of this bylaw, the owner of the manufactured home community itself will be responsible for payment of taxes levied against individual units within the park. The owner then can choose to recover these costs through monthly rents charged in the park. Mr. Weiss stated that in preparing this bylaw, he had several discussions with the owner of the Bowden Mobile Home Park and he is supportive of this bylaw provided that he is not held responsible for any back taxes.

Councillor Pat Doll asked if passage of this bylaw would result in double taxation for either the park owner or the residents. Mr. Weiss answered that all taxation levy amounts would be no different than without the bylaw, and that this simply changed collection methodologies.

Councillor Wayne Milaney asked if notice would be provided to all affected parties and Mr. Weiss stated that notice would be given to all.

No further questions from Council or members of the public.

**Mayor Robb Stuart closed the Public Hearing at 7:40 p.m.**

**Item 5.b Bylaw 09-2010 (Manufactured Home Community Taxation Bylaw)**

**Motion 5.b.i** Moved by Councillor Sandy Gamble that Council gives Second Reading to Bylaw 09-2010 (Manufactured Home Community Taxation Bylaw) **MOTION CARRIED**

**Motion 5.b.ii** Moved by Councillor Cory Jasper that Council gives Third and Final Reading to Bylaw 09-2010 (Manufactured Home Community Taxation Bylaw) **MOTION CARRIED**

**Motion 5.b.iii** Moved by Councillor Sheila Church the Council directs Administration to correspond with Mr. Wayne Fiddler of Crescent Hill Holdings Inc. to indicate that Council has given passage to this bylaw and further that Crescent Hill Holdings Inc. will not be held responsible for any delinquent taxes prior to January 1, 2012 on any manufactured homes that are owned by others in the Bowden Mobile Estates parcel. **MOTION CARRIED**

**Delegation**

Marty Schmidt (Bearden Engineering) presented the Draft Community Needs Assessment and Facility Development Strategy Report to Council.

- Mr. Schmidt outlined a summary of his role in this process. Bearden Engineering conducted facility condition studies on existing facilities in Bowden as well as site selection potentials for a future Community Centre.
- Mr. Schmidt points out that pathways were identified as a high community member priority in the survey responses reviewed. As such, consideration must be given for planning for such features within Bowden.
- After considering several options for a community centre location, two options were selected by the consultants as potential viable options. Option # 1 is located south of the Igloo Arena and Option # 2 is located on lands currently housing the Lions Hall.
- In reviewing Option # 1, Councillor Sheila Church states that she does not support the proposed configuration of adding 3 additions onto the existing library structure. She asks why there was not consideration given to having a new library on one floor of the new community centre.
- Mr. Schmidt agreed that that was a possibility to consider.
- Andy Weiss asked to speak as a member of the public. He states that as a member of the Bowden Public Library Board, he also does not support the proposed additions to the existing library.
- Councillor Wayne Milaney agrees that the proposal add onto the existing library does not appear to be the best solution.
- Councillor Pat Doll asks if the stated \$3,000,000.00 budget proposed in the report is for upgrades to the existing facilities as well as for construction of the new facilities. Mr. Schmidt says yes.
- Councillor Pat Doll suggests that existing facilities simply be sold and the funds derived from those sales be directed towards a new multi-use facility. Administrations points out that not all of the facilities are owned by the municipality. As well, the market value of these structures may be low given the specialized nature of existing uses.
- Mr. Schmidt explained the nine initial potential sites were visited and the viable choices were narrowed down to two spots. He went on to discuss specifics of both potential options.
- Mr. Schmidt explained that the library could be housed in the upper floor of the new facility, which is currently undeveloped.

- Councillor Wayne Milaney points out that the Option # 2 site is to be housed partially on private lands, which can be a challenge for development.
- Councillor Cory Jasper identifies that the availability of suitable parking would be a significant issue with Option # 2.
- Mr. Schmidt states that there are 53 parking stalls identified in this option and further parking may be potentially obtained on Rail lands to the east of this location.
- Councillor Wayne Milaney suggests that constructing a full second story as opposed to a partial second story may be worthy of consideration.
- Mr. Schmidt replies that this possibility may exceed the \$3,000,000.00 budget.
- Mr. Schmidt asks Council members – How much “push-back” from the public can be anticipated from using the park for Option # 1?
- Councillor Cory Jasper asks if seniors will utilize the library if it is housed in the second story.
- Mr. Schmidt stated that elevators are standard in this type of facility and that there are several second-floor libraries currently in operation.
- Councillor Wayne Milaney agrees.
- Councillor Pat Doll asks if further phases are being contemplated such as a water park or swimming pool.
- Mr. Schmidt states that further phases are not contemplated in this study, but that additional components are doable with adequate community master planning.
- Councillor Sandy Gamble asks if there is room in Centennial Park for a water park or skateboard park as well as this facility.
- Mr. Schmidt replies that there is room if the public will be happy with additional use taken out of the areas now being used for open park space. As well, these additional components must be in high visibility areas for patron security and to mitigate potential vandalism issues. He adds that it is important to understand how much “push-back” is anticipated from the public regarding how much space this facility will eventually encompass in Centennial Park.
- Councillor Wayne Milaney stated that the building and parking areas as identified in Option # 2 should be flipped so as to ensure that the building is constructed on existing lions Club lands.
- Mayor Robb Stuart points out that these options are being presented for discussion purposes only and that no decision has been made yet. He adds that both options have pros and cons. Mayor Stuart adds that although pathways were not part of the original scope of this study, but that it was great to see that they have been included in the report and studied.

**Mayor Robb Stuart called for a short break at 8:40 p.m.**

**Mayor Robb Stuart called the meeting back to order at 8:50 p.m.**

## **Item 5 Old Business**

### **Item 5.c Thank you to outgoing Mayor and Councillors**

**Motion 5.c** Moved by Councillor Sandy Gamble that Council directs Administration to purchase a thank you plaque and cheque to past elected officials from Council (to be given at the 2010 Christmas Party) in the amounts as follows:

- Cody Berggren \$150.00
- Bernice Willsie \$100.00
- Lloyd Lane \$75.00
- Earl Wilson \$50.00

**MOTION CARRIED**

### **Item 5.d Staff Christmas Party**

- Councillor Pat Doll states that he attended a Fire Department meeting on October 27, 2010 and that the brigade wants to hold their own Christmas Party.
- CAO Lori Conkin relates that she was contacted by the Fire Chief via fax indicating that the Fire Department would be attending the Staff Christmas Party.

**Motion 5.d** Moved by Councillor Cory Jasper that the 2010 Town of Bowden Staff Christmas Party will be held on December 10 and that Administration is directed to inform staff as to the location at a later date when a suitable venue is acquired.

**MOTION CARRIED**

### **Item 6 New Business**

#### **Item 6.a Committee membership request**

**Motion 6.a** Moved by Councillor Sheila Church that Council approves the request from Mr. Dave Welton to be appointed for a 3 year term to the Town of Bowden economic Development Committee.

**MOTION CARRIED**

#### **Item 6.b Red Deer County subdivision request**

The attached letter from Snell & Oslund Surveys (1979) Ltd. outlines that the owner of a portion of the S.E. ¼ sec. 26-34-1 W5M in Red Deer County is proposing to subdivide a 3.437 Ha parcel off of title. The proposed lot includes all of the buildings and improvements used in the existing commercial nursery (Alberta Nurseries), while the remainder of the parcel is agricultural land. Red Deer County has informed the applicant that the application cannot be processed at this time because Town of Bowden Bylaw 05-2009 (Red Deer County/Town of Bowden Intermunicipal Development Plan) Section 3.3.8 states that: *On the lands within the Future Town Boundary shown on Map 1 and identified for future Town industrial and commercial growth, subdivision for more than a first parcel out shall not be allowed until the land is annexed into the Town.*

Snell & Oslund Surveys (1979) Ltd. is requesting that the Town review the Intermunicipal Development Plan (IDP) and the attached application and advise them if an amendment to the IDP is possible and if the proposed subdivision would be acceptable to the municipality.

Mayor Robb Stuart suggests that this item be discussed further In-Camera.

**Motion 6.b.i** Moved by Councillor Wayne Milaney that in accordance with Section 197(2) of the Municipal Government Act, the Council meeting go temporarily in camera to discuss a legal issue at 9:18 p.m.

**MOTION CARRIED**

**Motion 6.b.ii** Moved by Councillor Wayne Milaney that the Council meeting come out of camera at 9:35 p.m.

**MOTION CARRIED**

**Motion 6.b.iii** Moved by Councillor Cory Jasper that Council begins amendment of Town of Bowden Bylaw 05-2009 (Red Deer County/Town of Bowden Intermunicipal Development Plan) to facilitate specific amendment of Section 3.3.8 which states that: *On the lands within the Future Town Boundary shown on Map 1 and identified for future Town industrial and commercial growth, subdivision for more than a first parcel out shall not be allowed until the land is annexed into the Town.*

**MOTION DEFEATED**

#### **Item 6.c Community Needs Assessment and Facility Development Strategy Report**

In 2008 Council participated in a Strategic Plan Development Workshop. One of the key outcomes was the consensus to collaborate with community groups and individuals, initiate interest in a new multi-purpose community centre, and to complete a feasibility study of location, cost and funding.

The next step in the process was to complete a needs assessment study and development strategy.

The committee met with Paul Conrad & Associates Ltd and Bearden Engineering and it was the committees combined recommendation to hire Paul Conrad and Associates Ltd to undertake this task. Monies were allocated in the 2010 budget that was approved by Council April 12, 2010.

Earlier in tonight's meeting, Mr. Marty Schmidt from Beardon Engineering appeared as a delegation to discuss the draft report.

Councillor Sheila asks CAO Lori Conkin if the Town can afford to build the proposed facility based on the specifics as outlined in the draft report.

CAO Lori Conkin replies yes, with proper financial planning.

**Motion 6.c.i** Moved by Councillor Sandy Gamble that in accordance with Section 197(2) of the Municipal Government Act, the Council meeting go temporarily in camera to discuss a legal issue at 9:40 p.m.

**MOTION CARRIED**

**Motion 6.c.ii** Moved by Councillor Sheila Church that the Council meeting come out of camera at 10:03 p.m.

**MOTION CARRIED**

**Motion 6.c.iii** Councillor Sandy Gamble moves that Council defers acceptance of this report for information until such time as the report is amended to contemplate current financial data.

**MOTION CARRIED**

**Motion 6.c.iiii** Councillor Pat Doll moves that Council directs Administration to contact Paul Conrad of Paul Conrad and Associates Ltd. and Marty Schmidt of Bearden Engineering to postpone any further public open houses until such time as Council receives an amended satisfactory report for information.

**MOTION CARRIED**

#### **Item 6.d Fire Department Budget Request**

Fire Chief Larry Werner is requesting a budget adjustment for the purchase of 5 sets of bunker gear. The cost of this gear is 1,715.00 per set for a total expenditure of \$8,575.00.

This purchase of bunker gear was not fully budgeted for in the 2010 budget process. It is the opinion of the Fire Chief that the necessity of the immediate purchase is imperative.

Fire Chief Werner is requesting authorization to reduce the budget of account 2-23-510-01 Goods and Supplies by \$2,783.00 and increase the budget of account 2-23-529-00 by the same dollar amount to enable the purchase of the 5 sets of bunker gear.

**Motion 6.d** Moved by Councillor Pat Doll that Council directs Administration to do the following 2010 Town of Bowden Operating Budget amendment:

- Reduce budget account 2-23-510-01 Goods & Supplies – Fire Supplies by \$2,783.00 and increase the budget of account 2-23-529-00 Personal Protect Equip – Fire by the same dollar amount.

**MOTION CARRIED**

#### **Item 6.e Strategic Planning Workshop**

“Strategic planning is an organization’s process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.”

It has been past Councils practice to hold a full day Strategic Planning Workshop. A facilitator from Alberta Municipal Affairs through the Alberta Community Development Libraries, Community and Voluntary Sector Services Branch is available on February 05 or February 12, 2011. This workshop should be attended by all Council and Staff members as Council directs.

**Motion 6.e** Moved by Councillor Pat Doll that Council holds an all-day Town of Bowden Strategic Planning Workshop on February 12, 2011 and further that it is mandatory that the following staff are to attend:

- Lori Conkin, Chief Administrative Officer
- Andy Weiss, Manager of Administrative Services
- Corrie Monk, FCSS Administrator
- Hank Van Erp, Manager, Public Works

- Don Poynter, Manager, Parks & Recreation

**MOTION CARRIED**

### **Item 7 Financial Statements**

The following financial documents were presented to Council for approval:

- Cheque Listing to November 03, 2010 (Cheque #'s 8507 – 8558 totaling \$764,528.47)
- Bank Reconciliation for October, 2010

**Motion 7.a** Moved by Councillor Wayne Milaney that Council approves the attached Financial Statements as presented.

**MOTION CARRIED**

### **Item 8 Correspondence**

The following correspondence was presented to Council for information:

- a) Bylaw Enforcement Summary Report A summary of the Bylaw Enforcement Officer's activities for the month of October 2010.
- b) Alberta Urban Municipalities Association (AUMA) AUMA 2010 Convention Policy and Resolutions Handbook.
- c) Canadian Red Cross An invitation for the Mayor and Council to attend an Open House for Elected Officials December 9, 2010.
- d) Central Alberta Economic Partnership (CAEP) An invitation for the Mayor and Council to attend the Fall Annual General Meeting on December 02, 2010.
- e) Community Futures Central Alberta A request to Council to participate in a questionnaire.
- f) Family & Community Support Services (FCSS) An invitation for the Mayor and Council to attend the FCSS Funding Model meeting on December 7, 2010.
- g) South Red Deer Regional Wastewater Commission (SRDRWC) An invitation to a SRDRWC Board Orientation session on November 19, 2010.

**Motion 8.a** Moved by Councillor Sheila Church that Council receives the attached correspondence for information.

**MOTION CARRIED**

### **Adjournment**

**Motion 10** Moved by Councillor Wayne Milaney that the November 8, 2010 Regular Council Meeting adjourns at 10:55 p.m.

**MOTION CARRIED**

---

**Mayor Robb Stuart**

---

**Lori Conkin, Chief Administrative Officer**