

REGULAR COUNCIL MEETING MINUTES
Held on Monday, November 28, 2016
Town of Bowden Administration Building

Call to Order

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

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

Additions/Deletions to the Agenda & Adoption of the Agenda

Motion 2.a Moved by Councillor Earl Wilson that Council approves the November 28, 2016 Regular Council Meeting Agenda as presented. **MOTION CARRIED**

Adoption of the Previous Minutes

Motion 3.a Moved by Councillor Sandy Gamble that Council approves the November 14, 2016 Regular Council Meeting Minutes as presented. **MOTION CARRIED**

Delegations

None

Old Business

Item 5.a Facility Security At the October 24, 2016 Regular Council Meeting Mike Landry from Liberty Security gave a presentation on the products and services offered by Liberty Security.

At the October 24, 2016 Regular Council Meeting the motion was passed "that Council instructs Administration to provide a recommendation for the Town Office Security and include a quote for the Public Works Shop for the next Council meeting."

Administration met with Liberty security and inspected the Public Works Shop to determine security options available. Administration also discussed Library security with the Librarian; the Librarian suggested that some form of security would be desirable there as well.

Liberty updated their estimate to include security and video monitoring at the Public Works Shop and Library.

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Motion 5.a Moved by Councillor Paul Webb that Council approves in principal, the quote from Liberty Security to supply and install security alarms and video monitoring systems for the Town Office, Town Library, Public Works shop pending satisfactory answers for the few remaining questions.

MOTION CARRIED

New Business

Item 6 a. Public Works Budget Adjustments The Town's Grader tires are in poor condition especially for use during the winter snow and ice conditions. Administration has obtained quotes from several suppliers; the lowest quote for six tires installed is \$7,831 plus GST, the highest quote is 12,996 plus GST.

Motion 6.a Moved by Councillor Sandy Gamble that Council directs Administration to look into Grader/Equipment training availability and cost and have staff obtain training.

MOTION CARRIED

Motion 6.a.i. Moved by Councillor Paul Webb that Council authorizes Administration to reallocate up to \$10,000 in the Public Works budget to the Grader to obtain new tires.

MOTION CARRIED

Item 6.b Rest Stop Maintenance The Bowden Rest Stop is generally used by the public that is travelling the QE II Highway. The Rest Stop provides a valuable service reducing the health and environmental damage done by human waste that would otherwise be deposited at various pullout locations along the QE II. Other services to the travelling public such as road maintenance are provided by for-profit contractors. However, the Rest Stop has been operated at a loss for so long that it is nearly unusable.

Alberta Transportation and the Town previously entered into an Agreement that provided funding to defray the cost 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.

At the August 8, 2016 Regular Council Meeting the motion was passed that "Council directs Administration to prepare a Request for Proposal (RFP) for the future operation & maintenance of the Bowden Heritage Rest Stop & Camp Ground."

The RFP was advertised and a number of proposals have been received from parties interested in providing janitorial services for the Rest Stop. In review of the proposals, the historical operating costs and the deteriorated state of the facility, Administration estimates a reasonable yearly combined budget be set at \$80,000-\$100,000. To fund this amount of expenditure the Town of Bowden property taxes would need to increase approximately 10%. This would be in addition to increases' due to Carbon Tax and Provincial Requisitions. Using property tax to fund the Rest Stop forces Bowden Ratepayers to subsidize Alberta Transportation.

Motion 6.b Moved by Councillor Paul Webb that Council defer this item to the December 12, 2016 Regular Council Meeting.

MOTION CARRIED

Councillor Wayne Milaney joins the Council Meeting at 7:34 p.m.

Item 6.c Rest Stop Listing In research of solutions to the Bowden Rest Stop Administration met with a property realtor. The Realtor will be providing suggestions as to property value and potential uses. This is a considerable challenge given Alberta Transportation's lack of commitment regarding the potential Overpass changes. Administration expects to have information for Council by the next Regular Council Meeting.

(Information)

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Item 6.d Donation Requests Administration has received three applications for financial support under Municipal Donation/Grant Policy 11-04. Applications are from Bowden Silent Santa, Bowden Blades Novice Tournament 2016 and Bowden Grandview School 2017 Graduating Class.

Motion 6.d Moved by Councillor Earl Wilson that Council approves a donation of \$1000 to Bowden Silent Santa. **MOTION CARRIED**

Motion 6.d.i. Moved by Councillor Wayne Milaney that Council approves a donation of \$100 to the Bowden Blades Novice Tournament. **MOTION CARRIED**

Motion 6.d.ii. Moved by Councillor Sheila Church that Council approves the use of the Igloo Arena at no cost to the Bowden Grandview Grad Class of 2017 for May 17th evening, 24th evening and the 25th – 28th for the Graduation Ceremonies. **MOTION CARRIED**

Item 6.e Employee Recognition Municipalities and businesses occasionally recognize their employees near the end of the year by providing monetary incentives, gift certificates or a holiday meal. Yearly recognition of employees can boost morale and increase employee loyalty.

Motion 6.e Moved by Councillor Wayne Milaney that Council authorizes the CAO to provide employees under his supervision with Coop gift certificates in the value of \$100 for each permanent employee. **MOTION CARRIED**

Item 6.f. Bylaws Review At the November 14 Regular Council Meeting the 2016 Strategic Planning Session was reviewed. One of the key strategic items is the review of Town Bylaws. Councillors committed to bring forward bylaws to recommend for review at the November 28 Regular Council Meeting.

Council members each chose specific bylaws to review and to bring forth the reviewed bylaws to a future Council meeting. (No Motion)

Item 6.g Town Signage Council included \$5,000 in the 2016 Operating Budget for replacing Town Entrance Signage. Administration contacted Wallah Signs and discussed options for replacement signage. The attached correspondence shows price estimates for cedar signs. Wallah Signs has been creating and installing signs since 1983 and has an established reputation for attractive and practical signs; they also build signs for other sign companies.

Council members struck a Sign Committee to review Town Signage options. The Committee will be Wayne Milaney, Sandy Gamble & Jade Prefontaine. (No Motion)

Item 6.h SRDRWC Financial Plan & Budget The South Red Deer Regional Wastewater Commission has forwarded a draft Financial Plan & Budget for Council review.

(Information)

Item 6.i. Cemetery Intersection A recently announced grain terminal facility North of the Bowden Cemetery may require an upgrade to the intersection near the North West corner of the Cemetery. It is suggested this intersection may encroach on the Cemetery property. Any changes to the Intersection will involve the County of Red Deer Planning Department. Councillor Milaney requested this item be brought to Council's attention to consider submitting a request to Red Deer County. In the upgrade to the Intersection it is possible to preserve the South boundary of the roadway and, make the improvements North of the East bound lane.

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Motion 6.i Moved by Councillor Wayne Milaney That Council authorizes Mayor Stuart to sign a letter of request to Red Deer County that any alterations to the Intersection of Highway 587 & Range Road 12 not change the portion of the South boundary of Highway 587 that borders the Bowden Cemetery.

MOTION CARRIED

Item 6.j. 2017 Budget Discussion Municipal Councils normally review Operating and Capital Budget projections periodically prior to final passage of the Budgets. Administration is currently assembling information and making estimates of what will be needed for the 2017 Operating and Capital Budgets. Council should schedule a day late this year or early 2017 to consider plans and requirements for the 2017 Budgets.

Motion 6.j Moved by Councillor Wayne Milaney that Council meet on December 12, 2016 to start planning for the 2017 Operating & Capital Budgets.

MOTION CARRIED

Item 6.k Inspiration Award Bowden is a member of The Central Alberta Regional Vision for Non-Violence Coalition. The Honorable Irfan Sabir, Minister of Human Services presented The Central Alberta Regional Vision for Non-Violence Coalition the Inspiration Award. This Award also recognizes the 30th Anniversary of Family Violence Prevention Month.

(Information)

Item 6.l MasterCard Credit Limit The Town of Bowden has established a MasterCard Account to be used by the Mayor and specific Staff for purchases where it is more practical than using an account or cash. Purchases made by credit card are easily tracked and identified. Mayor Stuart has suggested and Administration agrees that the current limit may be impractical for emergent situations that require use of the MasterCard.

Motion 6.l Moved by Councillor Paul Webb that Council approves the request to limit on the MasterCard from \$12,000 to \$25,000.

MOTION CARRIED

Item 6.m. Bowden Library Budget Municipal Councils review the library budgets for their municipality yearly as a legislated requirement.

Motion 6m. Moved by Councillor Sheila Church that Council reviews and approves the Bowden Library Budget.

MOTION CARRIED

Financial Statements

Motion 7.a Moved by Councillor Sandy Gamble that Council accepts the Cheque Listing for information.

MOTION CARRIED

Correspondence & Information

Item 8.a City of Lacombe Christmas Greetings Christmas Greetings from City of Lacombe: The City of Lacombe emailed Christmas Greetings to the Town of Bowden.

Item. 8. b The Royal Canadian Legion: a request of support for the Legion in the form of advertising in a publication was received. This request is outside of Town Policy for support.

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Item 8.c Alberta Municipal Affairs: Municipal Affairs confirmed the 2016 MSI Operating Spending Plan is accepted.

Item 8.d Canada 150 Community Infrastructure Program: Notification that the application to fund repairs for the Bowden Rest Area was rejected.

Motion 8.a – d. Moved by Councillor Sheila Church that Council accepts these correspondence items for information. **MOTION CARRIED**

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

Motion 8.e Moved by Councillor Sheila Church that Council accepts the Council Committee Reports for information. **MOTION CARRIED**

Committee of the Whole

None

Adjournment

Motion 10.a Moved by Councillor Earl Wilson that the November 28, 2016 Regular Council Meeting adjourns at 9:26 p.m. **MOTION CARRIED**

Meeting Adjourned

Robb Stuart, Mayor

James Mason, Chief Administrative Officer