

ORGANIZATIONAL COUNCIL MEETING MINUTES
Held on Monday, October 24, 2011 at the
Town of Bowden Administration Building

PRESENT	Mayor	Robb Stuart
	Councillor	Steve Blamire
	Councillor	Sheila Church
	Councillor	Patrick Doll
	Councillor	Sandy Gamble
	Councillor	Cory Jasper
	Councillor	Wayne Milaney

ABSENT None

STAFF Lori Conkin, Chief Administrative Officer

Call to Order

Mayor Robb Stuart called the meeting to order at 6:34 p.m.

Item # 1 Dates and Time of Council Meetings

Per the Municipal Government Act (MGA) Section 193(1) %A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meeting on specified dates times and places.+

Per Town of Bowden Bylaw 04/2007 %The Procedural Bylaw+

Section 6 %The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.+

Section 9 %Regular meetings of Council shall be at 7:30 pm.+

Currently regular council meetings are held at the Town office on the 2 and 4th Monday of each month with the 3rd Monday being a committee meeting. If the Monday is a statutory holiday the meeting is moved to Tuesday.

Municipal Planning Commission meetings are held before each Regular Council Meeting starting at 7:00 pm as required.

Discussion by Council in regards to Committee meetings resulted in all of the Committee meetings to follow a Regular Council Meeting (see schedule below). Council wishes to change the start time so an amendment to Procedural Bylaw 04/2007 will need to be made.

Motion #1

Moved by Councillor Cory Jasper that Council sets the dates of Council and Committee meetings as follows:

14-Nov-11	Regular Council Meeting & Committee Meeting
28- Nov 11	Regular Council Meeting & Committee Meeting
12-Dec-11	Regular Council Meeting & Committee Meeting
26-Dec-11	No Meetings
09-Jan-12	Regular Council Meeting & Committee Meeting
23-Jan-12	Regular Council Meeting & Committee Meeting
13-Feb-12	Regular Council Meeting & Committee Meeting
27-Feb-12	Regular Council Meeting & Committee Meeting
12-Mar-12	Regular Council Meeting & Committee Meeting
26-Mar-12	Regular Council Meeting & Committee Meeting
09-Apr-12	Regular Council Meeting & Committee Meeting
23-Apr-12	Regular Council Meeting & Committee Meeting
14-May-12	Regular Council Meeting & Committee Meeting
28-May-12	Regular Council Meeting & Committee Meeting
11-Jun-12	Regular Council Meeting & Committee Meeting
25-Jun-12	Regular Council Meeting & Committee Meeting
09-Jul-12	Regular Council Meeting & Committee Meeting
23-July-12	Regular Council Meeting & Committee Meeting
13-Aug-12	Regular Council Meeting & Committee Meeting
27-Aug-12	Regular Council Meeting & Committee Meeting
10-Sep-12	Regular Council Meeting & Committee Meeting
24-Sep-12	Regular Council Meeting & Committee Meeting
09-Oct-12	Regular Council Meeting & Committee Meeting (Tuesday)
22-Oct-12	Organizational Meeting, Regular Council Meeting & Committee Meeting

1. Written committee reports are due Wednesday at 1:00 p.m. prior to the meeting.
2. Meetings start at 7:00 p.m.
3. Municipal Planning Commission meetings will be held at the Town Office before each Regular Council Meeting starting at 6:30 p.m. as required.

MOTION CARRIED

Item #2 Council Per Diems and Expenses

Council per diems and expenses were discussed. Remuneration paid to Councillors for meeting attendance was discussed and a new rate for meetings over 3 hours was established.

Motion #2

Moved by Councillor Steve Blamire that Council sets the Remuneration rates as follows:

Base Remuneration

Mayor	\$500.00/month
Deputy Mayor	\$300.00/month
Councillor	\$250.00/month

Meeting Remuneration

1 hour and less (including travel time)	\$25.00/meeting
Over 1 hour . 2 hours (including travel time)	\$50.00/meeting
Over 2 hours . 3 hours (including travel time)	\$75.00/meeting
Meetings over 3 hours (including travel time)	\$25.00/hour to a maximum of 8 hours

In the event that an MPC Meeting is held on the same night as a Council Meeting, those two meetings shall be considered, for the purposes of remuneration calculations, as one meeting.

Expenses

Meal Expenses:	Breakfast	\$10.85/day
	Lunch	\$10.55/day
	Supper	\$25.45/day

Incidental Expenses: \$10.00/day

Mileage Rate: \$0.44/km

MOTION CARRIED

Item # 3 Committees

At each organizational meeting appointments to committees are completed for the following 12 months.

Motion #3

Moved by Councillor Cory Jasper that Council appoints the following Council members to the committees, effective until October 23, 2012, as follows:

{NOTE: Member is identified as (m) and Alternate is identified as (a)}

General Government

Staff/Personnel	(m)Mayor & (m)Deputy Mayor
Assessment Review Board	(m)Blamire & (m)Milaney
Public Works	(m)Doll & (a)Milaney
Finance Committee	(m)Stuart, (m)Church & (m)Doll

Protective Services

Olds & District Community Policing Advisory	(m)Jasper & (a)Milaney
Bowden Fire Department	(m)Doll & (a)Milaney
Bylaw Enforcement and Development Control	(m)Jasper & (a)Blamire

Municipal Emerg. Management Committee (m)Blamire, (m)Jasper & (m)Milaney

Environmental Services

Mountain View Regional Water Services Commission (m)Stuart & (a)Doll
Red Deer River Watershed Alliance (m)Milaney & (a) Doll
Red Deer River Municipal Users Group (m)Gamble & (a)Church
South Red Deer Regional Wastewater Commission (m)Stuart & (a)Church
Central Alberta Regional Waste Mgt. Commission (m)Church & (a)Gamble
Central Waste Management Commission (m)Stuart & (a)Doll

Public Health Services

Red Deer & District F.C.S.S. (m)Gamble & (a)Blamire
Parkland Foundation Management Body (m)Gamble & (a)Milaney
Bowden Cemetery Board (m)Milaney & (a)Church

Recreation & Culture

Bowden Recreation & Culture Board (m)Jasper & (a)Gamble
Bowden Public Library Board (m)Church & (a)Gamble
Parkland Regional Library Board (m)Church & (a)Gamble
Parade Committee (m)Church, (m)Doll & (m)Gamble

Planning

Municipal Planning Commission (m)Stuart, (m)Church, (m)Doll, (m)Gamble & (m)Jasper
Subdivision & Development Appeal Board (m)Blamire & (m)Milaney
Parkland Community Planning Services (m)Doll & (a)Stuart
Intermunicipal Development Plan Committee (m)Church & (m)Stuart

Economic Development

Economic Development (m)Blamire, (m)Milaney & (a)Doll
Central Alberta Economic Partnership (m)Church & (a)Gamble
Community Futures Central Alberta Board of Directors (m)Stuart

Other

Parent Advisory Council - Local School Liaison (m)Gamble & (a)Jasper
Community Centre Steering Committee (m)Blamire & (m)Milaney
Community Bus Committee (m)Doll & (m)Gamble

MOTION CARRIED

Item # 4 Public-At-Large Committee Appointments

Motion # 4

Moved by Councillor Sheila Church that Council approves that a motion will be brought forward by Administration at future Council Meetings to appoint Public-At-Large Committee members as required for such committees as the Assessment Review Board and the Subdivision & Development Appeal Board.

MOTION CARRIED

Item # 5 Appointing the Fire Chief

Bylaw 06/2003 amended Bylaw 18/2001 as follows:

- 3.1 *Subject to an annual review the Fire Chief shall be appointed, by Council, at the annual organizational meeting of Council.*
- 3.3 *The Council may appoint up to three Officers other than the Fire Chief and, in doing so, shall consider the recommendations of the Fire Chief. These other Officers shall be supervised by the Fire Chief;*

Motion #5

Moved by Councillor Wayne Milaney that Council make the appointment of Larry Werner as Fire Chief for the fire department effective until October 23, 2012.

MOTION CARRIED

Mayor Robb Stuart calls for a short break at 7:35 p.m.

Mayor Robb Stuart calls the meeting back to order at 7:46 p.m.

Moved by Councillor Wayne Milaney that Council make the appointments for the fire department effective until October 23, 2012 as follows:

Deputy Fire Chief	Logan Dye
Captain	Steve Blamire
Lieutenant	Justin Ouellette

MOTION CARRIED

Item # 6 Interim Operating Budget

The Municipal Government Act states:

- 242 (1) *Each council must adopt an operating budget for each calendar year.*
- (2) *A council may adopt an interim operating budget for part of a calendar year.*
- (3) *An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.*

Motion #6

Moved by Councillor Cory Jasper that Council adopts the Town of Bowden 2012 Interim Operating Budget until such time as the 2012 Town of Bowden Operating Budget is passed.

MOTION CARRIED

Item # 7 Temporary Borrowing By-law 01-2011

It is relatively common for municipalities to borrow for operating purposes (overdraft) in the spring before tax revenue starts to accumulate. For the Town to maintain their current overdraft they need to pass a Borrowing Bylaw. This Bylaw is reviewed at every Organizational Meeting to ensure that the needs of the Town will be met.

Motion # 7.a

Moved by Councillor Sandy Gamble that Council gives First Reading to Temporary Borrowing Bylaw 01-2011. **MOTION CARRIED**

Motion # 7.b

Moved by Councillor Cory Jasper that Council gives Second Reading to Temporary Borrowing Bylaw 01-2011. **MOTION CARRIED**

Motion # 7.c

Moved by Councillor Sheila Church that Council grants unanimous consent to present Temporary Borrowing Bylaw 01-2011 for Third Reading. **MOTION CARRIED UNANIMOUSLY**

Motion # 7.d

Moved by Councillor Steve Blamire that Council gives Third Reading to Temporary Borrowing Bylaw 01-2011. **MOTION CARRIED**

Item # 8 Banking Services

A motion is required to utilize banking services through a financial institution. Currently, the Town utilizes ATB Financial.

Motion # 8

Moved by Councillor Sheila Church that Council utilizes ATB Financial for its banking services for the 2012 year. **MOTION CARRIED**

Adjournment

Motion #9

Moved by Councillor Cory Jasper that the October 24, 2011 Organizational Council Meeting adjourn at 7:50 pm. **MOTION CARRIED**

Mayor Robb Stuart

Lori Conkin, Chief Administrative Officer