

**ORGANIZATIONAL COUNCIL MEETING MINUTES**  
**Held on Monday, October 25, 2009 at the**  
**Town of Bowden Administration Building**

<b>PRESENT</b>	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

**Item # 1 Call to Order**

Chief Administrative Officer Lori Conkin called the meeting to order at 6:30 p.m.

**Item # 2 Official Oath of Office of Mayor**

Per the Municipal Government Act (MGA) Section 156 “ A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

Chief Administrative Officer Lori Conkin conducted an Official Oath of Office ceremony for Mayor Robb Stuart. The meeting was then turned over to the new Chief Elected Official Mayor Robb Stuart.

**Item # 4 Official Oath of Office of Council**

Per the Municipal Government Act (MGA) Section 156 “ A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

Mayor Robb Stuart conducted an Official Oath of Office ceremony for the following newly elected Councillors:

Councillor	Steve Blamire
Councillor	Sheila Church
Councillor	Patrick Doll
Councillor	Sandy Gamble
Councillor	Cory Jasper
Councillor	Wayne Milaney

### **Item # 5 Deputy Mayor Appointments**

Per the Municipal Government Act (MGA) Section 152(1) “ A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time and
- (b) the office will be filled at all times.

### **Motion # 5**

**Moved by** Councillor Cory Jasper that Council approves the schedule of appointment of Deputy Mayor as follows:

October 25, 2010 – April 25, 2011 – Councillor Sheila Church  
April 25, 2011 – October 24, 2011 – Councillor Sandy Gamble  
October 24, 2011 – April 23, 2012 – Councillor Wayne Milaney  
April 23, 2012 – October 22, 2012 – Councillor Steve Blamire  
October 22, 2012 – April 22, 2013 – Councillor Patrick Doll  
April 22, 2013 – October 28, 2013 – Councillor Cory Jasper

**MOTION CARRIED**

Per the Municipal Government Act (MGA) Section 156 “ A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

Mayor Robb Stuart conducted an Official Oath of Office ceremony for Deputy Mayor Sheila Church for the term October 25, 2010 – April 25, 2011.

### **Item # 6 Date/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<sup>nd</sup> and 4<sup>th</sup> Monday of each month with the 3<sup>rd</sup> 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 the November and December Committee meetings dates being moved to follow a Regular Council Meeting (see schedule below). This decision will give Council time to assess the feasibility in regards to length and cost of meetings held each month. If Council chooses to combine the meetings for the remainder of the schedule they will do so by resolution at a future regular council meeting. If, in addition to combining the meetings Council wishes to change the start time an amendment to Procedural Bylaw 04/2007 will need to be made.

Council deliberated conflicts brought forward by Administration due to the AUMA Conference and Christmas.

**Motion #6**

**Moved by** Councillor Sandy Gamble that Council sets the dates of Council and Committee meetings as follows:

08-Nov-10	Regular Council Meeting
29- Nov 10	Regular Council Meeting & Committee Meeting
13-Dec-10	Regular Council Meeting & Committee Meeting
10-Jan-11	Regular Council Meeting
17-Jan-11	Committee Meeting
24-Jan-11	Regular Council Meeting
14-Feb-11	Regular Council Meeting
<b>22-Feb-11</b>	<b>Committee Meeting (Tuesday)</b>
28-Feb-11	Regular Council Meeting
14-Mar-11	Regular Council Meeting
21-Mar-11	Committee Meeting
28-Mar-11	Regular Council Meeting
11-Apr-11	Regular Council Meeting
18-Apr-11	Committee Meeting
25-Apr-11	Regular Council Meeting
09-May-11	Regular Council Meeting
<b>16-May-11</b>	Committee Meeting
24-May-11	<b>Regular Council Meeting (Tuesday)</b>
13-Jun-11	Regular Council Meeting
20-Jun-11	Committee Meeting
27-Jun-11	Regular Council Meeting
11-Jul-11	Regular Council Meeting
18-Jul-11	Committee Meeting

25-Jul-11	Regular Council Meeting
08-Aug-11	Regular Council Meeting
15-Aug-11	Committee Meeting
22-Aug-11	Regular Council Meeting
12-Sep-11	Regular Council Meeting
19-Sep-11	Committee Meeting
26-Sep-11	Regular Council Meeting
<b>11-Oct-11</b>	<b>Regular Council Meeting (Tuesday)</b>
17-Oct-11	Committee Meeting
24-Oct-11	Organization Meeting & Regular Council Meeting

1. If the Monday is a statutory holiday the meeting is moved to Tuesday.
2. Municipal Planning Commission meetings will be held at the Town Office before each Regular Council Meeting starting at 7:00 p.m. or as required.

**MOTION CARRIED**

**Item #7 Council Per Diems and Expenses**

Council per diems and expenses were discussed. Mayor Robb Stuart brought forward his stance on the position of Deputy Mayor. He stated that this position will be involved at a greater level of Council governance as should be compensated accordingly.

Remuneration paid to Councillors for meeting attendance was discussed and a new rate for meetings one hour or less was established.

**Motion #7**

**Moved by** Councillor Sheila Church 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 – 4 hours (including travel time)	\$75.00/meeting
Meetings over 4 hours (including travel time)	\$100.00/meeting

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 # 8 Committees

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

### Motion #8

Moved by Councillor Sheila Church that Council appoints the following Council members to the committees, effective until October 24, 2011, 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

#### **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)Milaney & (m)Jasper

#### **Environmental Services**

Mountain View Regional Water Services Commission	(m)Stuart & (a)Doll
Red Deer River Watershed Alliance	(m)Milaney
Red Deer River Municipal Users Group	(m)Gamble
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.  
Parkland Foundation Management Body  
Bowden Cemetery Board

(m)Gamble & (a)Blamire  
(m)Gamble & (a)Church  
(m)Milaney & (a)Church

### **Recreation & Culture**

Bowden Recreation & Culture Board  
Bowden Public Library Board  
Parkland Regional Library Board  
Parade Committee

(m)Jasper & (a)Gamble  
(m)Church & (a)Gamble  
(m)Church & (a)Gamble  
(m)Church, (m)Gamble & (m)Doll

### **Planning**

Municipal Planning Commission  
Subdivision & Development Appeal Board  
Parkland Community Planning Services  
Intermunicipal Development Plan Committee

(m)Stuart, (m)Doll, (m)Blamire, (m)Jasper & (m)Milaney  
(m)Gamble & (m)Church  
(m)Doll & (a)Church  
(m)Church & (a)Stuart

### **Economic Development**

Economic Development  
Central Alberta Economic Partnership  
Community Futures Central Alberta Board of Directors

(m)Milaney, (m)Blamire & (a)Doll  
(m)Blamire & (a)Church  
(m)Stuart

### **Other**

Prairies to Peaks (P2P)/Rest Stop/Campground  
Parent Advisory Council - Local School Liaison  
Community Centre Steering Committee

(m)Doll & (a)Milaney  
(m)Jasper & (a)Blamire  
(m)Blamire & (m)Milaney

**MOTION CARRIED**

### **Item # 7 Assessment Review Board**

Motions 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 as required.

### **Item # 8 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 #8**

**Moved by** Councillor Cory Jasper that Council make the appointments for the fire department effective until October 24, 2011 as follows:

Fire Chief	Larry Werner
Deputy Fire Chief	Logan Dye
Captain	Steve Blamire

**MOTION CARRIED**

**Item # 9 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 #9**

**Moved by** Councillor Wayne Milaney that Council adopts the Town of Bowden 2010 Operating Budget as the Town of Bowden 2011 Interim Operating Budget until such time as the 2011 Town of Bowden Operating Budget is passed.

**MOTION CARRIED**

**Item # 10 Temporary Borrowing By-law 10-2010**

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 # 10.a**

**Moved by** Councillor Sheila Church that Council gives First Reading to Temporary Borrowing Bylaw 10-2010

**MOTION CARRIED**

**Motion # 10.b**

**Moved by** Councillor Cory Jasper that Council gives Second Reading to Temporary Borrowing Bylaw 10-2010

**MOTION CARRIED**

**Motion # 10.c**

**Moved by** Councillor Wayne Milaney that Council grants unanimous consent to present Temporary Borrowing Bylaw 10-2010 for Third Reading

**MOTION CARRIED UNANIMOUSLY**

**Motion # 10.d**

**Moved by** Councillor Steve Blamire that Council gives Third Reading to Temporary Borrowing Bylaw 10-2010

**MOTION CARRIED**

**Item # 13 Banking Services**

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

**Motion 13**

**Moved by** Councillor Cory Jasper that Council utilizes ATB Financial for its banking services for the 2011 year.

**MOTION CARRIED**

**Adjournment**

**Motion #14**

**Moved by** Councillor Sheila Church that the October 25, 2010 Organizational Council Meeting adjourn at 8:40 pm.

**MOTION CARRIED**

---

Mayor Robb Stuart

---

Lori Conkin, Chief Administrative Officer