

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

**Call to Order**

Mayor Robb Stuart called the meeting to order at 6:58 p.m.

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

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

Mayor Robb Stuart adds Agenda Item 6.g Proclamation of Big Brothers Big Sisters Month.

**Motion 2.a** Moved by Councillor Sheila Church that Council approves the September 12, 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 August 22, 2016 Regular Council Meeting Minutes as presented. **MOTION CARRIED**

**Motion 3.b** Moved by Councillor Sandy Gamble that Council approves the September 1, 2016 Special Council Meeting Minutes as presented. **MOTION CARRIED**

**Delegations**

Chad Carmichael of Tagish Engineering for Agenda Item 5.a.

**Old Business**

**Item 5.a North Lift Station – Tagish Engineering Review** Chad Carmichael has prepared a brief presentation in regards to the North Lift Station replacement and what options may be available to Council to support long term development in North Bowden.

**(Information)**

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**New Business**

**Item 6 a. Sale of Surplus Vehicle** The Town recently purchased a One Ton Flat deck truck to replace the aging truck used for sanding and watering, this leaves the Town with a surplus 1995 Ford F350 vehicle that should be disposed of. A standing offer of \$400 has been received for the vehicle, in the past the Town has advertised surplus vehicles and equipment for sale by tender. Initially tendering surplus items gives equal opportunity for anyone to purchase these items for a fair market value at arm's length.

**Motion 6.a** Moved by Councillor Paul Webb that Council instructs Administration to offer the Surplus 1995 Ford F350 Truck for sale by tender for a period of 2 weeks after posting with the provision that the highest or any bid is not necessarily accepted. **MOTION CARRIED**

**Item 6.b ATCO Franchise Fees** As part of the franchise agreement between ATCO Gas and the Town of Bowden the fee collected on behalf of the Town can be changed yearly on request of the Town. Currently the fee is 22% of the Delivery Tariff; in 2015 the Fee generated approximately \$58,912. The estimated Fee revenue for 2017 is \$65,312 at the current rate of 22%. If Council wishes to increase the Franchise Fee ATCO Gas will need to be notified as soon as possible. If Council wishes to leave the Franchise Fee at the current rate no action is needed and this item can be received for Information.

**Motion 6.b.** Moved by Councillor Paul Webb that Council receives this item for information with no change to the Franchise Fees. **MOTION CARRIED**

**Item 6.c Arena Ice Conditioner** As part of the 2016 Capital Budget Council committed \$60,000 to purchase a replacement Ice Conditioner for the Arena. The CAO and Arena Operator viewed a number of machines and found three that appeared to meet the needs of the Arena, and were within the budgeted amount. In addition to the prices shown the machines should have new tires installed (\$1,200) and an inventory of spare ice blades (\$2,800).

**Motion 6.c** Moved by Councillor Paul Webb That Council approves purchase of the 2007 Olympia Ice Conditioner for \$45,500 with an additional \$4,000 allowed for new tires and ice blade inventory, GST extra, funds to be taken from Capital Grant Revenues. **MOTION CARRIED**

**Item 6.d Arena Staff Parking** On either side of the Arena entrance sidewalk there are handicapped parking spots, a specific parking sign was recently removed, however it would be convenient to have a parking spot dedicated for use by Arena Staff beside one of the handicapped spots. It could also be used for deliveries or services needing to be brought in the front entry.

**Motion 6.d** Moved by Councillor Earl Wilson that Council receives this item for information and that staff utilize the West side of the building for parking. **MOTION CARRIED**

**Item 6.e Bank Account for Expanding Horizons** Red Deer County has requested that we disperse the grant that was awarded to the Expanding Horizons for the new hall. We have opened a new chequing account with the ATB for this grant which we can print cheques on as needed. With doing this we have a total separate area that we can input the invoices for them and pay on their behalf without having this affect our financials. Also with doing this we have also created an income account and expense account for the Expanding horizons so that all interest on the grant is recorded and all expenses are recorded. GST will not be separated from the invoices and left for the Expanding Horizons to do with as they wish.

**Motion 6.e** Moved by Councillor Sandy Gamble that Council approves the new bank account for Expanding Horizons as presented. **MOTION CARRIED**

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**Item 6.f Replacement Meter Reader** As part of the 2016 Capital Budget Council decided to allocate \$7,000 to purchase a new Meter Reader for reading the Town water meters, this amount was based on an estimate received late in 2015. A substantial price adjustment occurred at year end largely due the exchange rate of the US dollar. The current Meter Reader is near the end of its useable life as it is essentially obsolete and if it has a major malfunction it will be difficult to fix, a new reader has about a six week delivery which would create a situation where estimates would need to be used for billing in the interim. The current cost of the replacement Meter Reader is \$10,850, which is slightly less than the July quote. Funding for this purchase can be taken from Capital Grant Revenues.

**Motion 6.f** Moved by Councillor Paul Webb that Council approves purchase of the Water Meter Reader as outlined in quotation number 00113420 for the amount of \$10,850 GST extra, funds to be taken from Capital Grant Revenues. **MOTION CARRIED**

**Item 6.g Proclamation of Big Brothers Big Sisters Month (September)** Big Brothers Big Sisters Prairies to Peaks Association is an important community organization committed to helping children and youth reach their full potential by matching them with caring, volunteer mentors. They are requesting that Council designate September as Big Brothers Big Sisters Month in the Town of Bowden.

**Motion 6.g** Moved by Councillor Sheila Church that Council approves the Proclamation of Big Brothers Big Sisters Month in the Town of Bowden as requested. **MOTION CARRIED**

**Financial Statements**

**Motion 7.a** Moved by Councillor Earl Wilson that Council accepts the Cheque Listing for information. **MOTION CARRIED**

**Motion 7.b** Moved by Councillor Lloyd Lane that Council accepts the August Bank Reconciliation for information. **MOTION CARRIED**

**Correspondence & Information**

**Item 8.a Stars of Alberta Volunteer Awards** honour extraordinary Albertans whose volunteer achievements have contributed to the wellbeing of their community and fellow community members. Six awards, two in each category of youth, adult and senior are presented annually on or around International Volunteer Day, December 5.

**Motion 8.a** Moved by Councillor Sandy Gamble that Council accepts this item for information. **MOTION CARRIED**

**Item 8.b Council Committee Reports**

**(Information)**

**Mayor Robb Stuart calls a brief recess at 8:10 p.m.**  
**Mayor Robb Stuart calls the meeting back to order at 8:14 p.m.**

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**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 a legal issue at 8:14 p.m.

**MOTION CARRIED**

**Motion 9.a.i** Moved by Councillor Lloyd Lane that Council return to open meeting at 9:02 p.m.

**MOTION CARRIED**

**Adjournment**

**Motion 10.a** Moved by Councillor Wayne Milaney that the September 12, 2016 Regular Council Meeting adjourns at 9:03 p.m.

**MOTION CARRIED**

**Meeting Adjourned**

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**Robb Stuart, Mayor**

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**James Mason, Chief Administrative Officer**