

Regular Council Meeting: November 10, 2025.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: RFD	Attachment(s): 1 Council Committee Bylaw 07 / 2025

7.a Council Committee Bylaw 07 / 2025**7.a.i Background:**

The attached draft Council Committee Bylaw is submitted to Council as a Request for Decision.

This bylaw repeals Council Committee Bylaw (06 / 2023).

Bylaw 06 / 2023 was updated principally to:

- establish an Appeals Committee to satisfy the requirements of the Weed Control Act.
- allow Committees that meet irregularly and for the purpose of timely reporting the option to submit draft minutes to Council for information purposes.
- allow residents that do not live in Bowden to be appointed as Council Committee members. The Libraries Act legislation does not impose any residency requirements. Opening up membership to individuals from neighbouring communities can strengthen and bring broader knowledge to committees particularly if the skills set is appropriate to the terms of reference of the committee.
- state that input and support from Town Administration employees can be provided to Council Committees subject to any of the provisions within any bylaw (eg: voting).

7.a.ii Current Amendments**a**

Bylaw 07 / 2025:

- reintroduces the Economic Development Committee, and,
- establishes the Governance & Priorities Committee.

Other amendments have made to bring the bylaw up to date as a process of continuous review of completeness and relevancy to ensure that the bylaw remains appropriate and meaningful.

b

Additions and amendments are highlighted as **yellow text** on the attached draft bylaw.

c Notes

- i. There are now 4 committees that currently accept public membership, namely:
 - Special Events & Cultural Committee,
 - Public Library Board,
 - Bowden & District Cemetery Association,
 - Municipal Planning Commission.
- ii. Chairperson responsibilities are covered in the Town of Bowden Councillor Procedural Bylaw but are also contained in this bylaw for reasons of completeness particularly if sole reference is made to the Council Committee Bylaw.

d Recommended Actions:

- i. That Council grants first reading to Council Committee Bylaw 07 / 2025.

Recommended Motion:

Motion by Councillor _____ that Council give first reading to Council Committee Bylaw 07 / 2025.

- ii. That Council reviews the first draft of Council Committee Bylaw 07 / 2025.
- iii. That Council makes recommendations to Administration on any further amendments as required by Council for inclusion and further discussion during the second reading of the bylaw.

Moved by Councillor _____ that Council direct Administration to make amendments to Council Committee Bylaw 07 / 2025 as discussed, agreed and recorded during the meeting.

e Future Actions:

- i. Administration to publish a copy of the draft bylaw on the Towns' website.
 - ii. Administration to publish a notice on the Town's Facebook page referring to the draft bylaw availability on the web site.
 - iii. Administration to re submit the bylaw at the RCM of November 24 for second & third readings.
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Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta
COUNCIL COMMITTEE BYLAW
07 / 2025 (1st reading of Council)

A bylaw of the Town of Bowden, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, for the purpose of the establishment and function Council Committees.

Whereas section 145(a) of the Municipal Government Act, RSA2000, Chapter M-26 states that a council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies,

And whereas, Council deems it desirable to enact a bylaw to establish Council Committees to advise, support and facilitate Council on matters relevant to Council mandates **and policies**.

1 SHORT TITLE

This bylaw may be known as, and cited as, the "Council Committee Bylaw".

2 DEFINITIONS

In this bylaw (and the attached Schedules) the following definitions apply:

Alternate

Means an elected official appointed to a Council Committee in the capacity of a backup or reserve in case the appointed official is unable to attend a meeting.

CAO (Chief Administrative Officer)

Is the person appointed by Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the MGA and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

Chair / Chairperson

Means a person who has authority to preside over a meeting.

Council

Means the duly elected Municipal Council of the Town of Bowden.

Councillor / Elected Official

Means all duly elected persons to Council and includes the chief elected official (Mayor).

Council Committee

Means a Standing Committee, Board, Association or Commission established by Council **(or other enactment)**, and which may consist entirely of Councillors or a combination of Councillors and members at large.

Meetings

Means “open” public meetings of Council Committees held in accordance with Section 195 of the MGA.

Member

Means either a Councillor or a “member at large” appointed by Council to a Council Committee.

Members at Large

Means a volunteer member of the public appointed by Council **resolution** to a Council Committee.

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26.

Municipality

Means the Town of Bowden, a municipal corporation within the Province of Alberta.

Terms of Reference

Is a statement of the legality and purpose of a Council Committee as defined in this bylaw and sets out the terms pertinent to the mandate of each Committee.

Town

Means the Municipality of the Town of Bowden in the Province of Alberta.

Words (interpretation)

- a) “may” is to be interpreted as permissive (allowed but not obligatory, optional).
- b) “must” is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- c) “shall” is to be interpreted as “must”.
- d) “should” is to be interpreted as a recommended (desirable, not required to conform).
- e) “including but not limited to” means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

3 PURPOSE

The purpose of this bylaw is to:

- i. establish Council Committees whose role is to advise, support and facilitate Council on matters relevant to Council mandates,
- ii. to provide Councillors, members at large and the public with terms of reference regarding the function and procedures of each Council Committee.

4 APPLICABILITY**4.1**

The provisions within this bylaw apply to all Council Committees and members of Council Committees.

4.2

Council Committees are responsible and accountable only to Council.

4.3

The establishment of Council Committees is enacted through this bylaw.

The Terms of Reference (ie: function or purpose) for each Council Committee are defined within Schedule B of this bylaw.

4.4

An amendment or variation of the function or operation of a Council Committee from that set out in the Terms of Reference requires amendment of this bylaw through resolution approved by Council in a regular or special council meeting with the provision that the amendment does not conflict with any requirement of the MGA or any other Act, Regulation, or enactment.

5 POWERS OF COUNCIL COMMITTEES

5.1

A Council Committee may function:

- i. by receipt of requests from Council,
- ii. by receipt of requests from the CAO,
- iii. by committee initiative.

5.2

Council Committees must not pass resolutions other than a motion to report to or make recommendations to a regular or special meeting of Council.

5.3

A Council Committee does not have the power to pledge or commit the Municipality to any action, agreement or financial or legal liability or carry out the responsibilities of Town Administration without the written consent of the CAO.

5.4

A Council Committee does not have the power to form other ad hoc committees, sub committees or task forces without the permission of Council by resolution.

5.5

A Council Committee may not hold a public hearing unless provided for by enactment or legislation.

6 REPORTING TO COUNCIL

6.1

Councillors appointed to a Council Committee are responsible for ensuring that Council is kept informed on the activities of that Council Committee by means of a written report to be included in the agenda of a Regular Council Meeting or Special Council meeting.

6.2

Written minutes or reports must reflect the actual meeting of the Council Committee and must reflect the majority position of the members of the Council Committee.

6.3

Council Committee meeting minutes may be submitted by the appointed Council representative in either draft form (noted as such) or approved signed form. If draft minutes are submitted the approved signed minutes must subsequently be submitted to Council as soon as reasonably possible.

7 MEMBERSHIP

7.1

Council Committees may consist of: (section 146 of the MGA):

- i. entirely of Councillors,
- ii. a combination of Councillors and other persons (members at large),
- iii. entirely of persons who are not Councillors.

7.2

In selecting committee members who are not Councillors, preference should be given to residents of the Town however nonresidents may be considered for appointment.

7.3

In addition to any appointment(s) made the chief elected official (the Mayor) is a member of all Councillor Committees and all bodies to which Council has the right to appoint members.

7.5

Membership will be defined within the Terms of Reference for each Council Committee as set out within Schedule B of this bylaw.

7.6

Councillors appointed to a Council Committee will be determined by Council in the annual Organizational Meeting of Council (or anytime by resolution of Council).

7.7

A Council Committee will consist of at least one appointed Councillor as defined within Schedule B of this bylaw.

8 TERMS OF APPOINTMENT

8.1

Councillors who are appointed members of a Council Committee will normally hold office for a period of one year (in order to ensure rotation of members).

Council will appoint (or reappoint) Councillor members each year at the annual Organizational Meeting of Council (or if circumstances require by motion and resolution at a Regular Council Meeting).

Council may reappoint the same Councillor(s) to a committee if there is no new interest from another member of Council or if the committee requires the experience of a specific Councillor to function efficiently.

8.2

Members at Large will normally hold office for a 2-year term or as approved by Council resolution, or,
as required by other enactment or authority.

8.3

In the event of a member vacancy occurring prior to the expiry of a term of office a new person will be appointed by Council to fill the vacancy and that person will hold office for the remainder of that term.

8.4

A member may resign from a Council Committee at any time by giving written notice to Council.

8.5

Council, by resolution, may remove any member from a Council Committee at any time on the recommendation of the Mayor or Committee Chair.

8.6

Council, by resolution, may alter the terms of appointment of any member.

8.7

Where membership of a Council Committee requires members to achieve a required standard of training this must be done in accordance with any statutory requirement or enactment.

9 MEETINGS

9.1

The proceedings and deliberations of Council Committees must be conducted in public (Sections 197 & 198 of the MGA applies).

9.2

Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in **Division 2 of Part 1 of the Access to Information Act**.

9.3

A Council Committee must give at least 24 hours' notice of a meeting **both to its members and the public in compliance with the provisions of section 195 of the MGA.**

9.4

Notice (of a meeting or change in meeting) will be deemed to have been given if posted for public viewing at the Town Administration Office and / or if posted on the Town's website pursuant to section 606.1(1) of the Municipal Government Act and the Town Advertising Bylaw.

9.5

A majority of the Committee members shall constitute a quorum at a Council Committee meeting.

9.6

All members of the Council Committee, including the Chair, are required to vote on any motion brought before the Council Committee. In the event of a tie, the motion will be defeated.

9.7

Members of Council are required to attend all meetings to which they are appointed and must notify the meeting Chair and arrange for the alternate to attend if they are unable to attend.

10 CHAIR

10.1

The appointment of a Chair is included within the terms of reference for each committee.

10.2

The Chair will preside over and be responsible for the conduct of committee meetings.

10.3

The Chair must ensure that the proceedings and discussions of the committee are conducted in accordance with the Town of Bowden Council Procedural Bylaw.

10.4

The Chair may limit any presentation or discussion if it is determined to be repetitious, out of context, or if deemed to be inappropriate in any manner.

10.5

All discussions at a meeting will be directed through the Chair.

10.6

The Chair is responsible for ensuring that the meeting agenda is produced and distributed at least three days in advance of a meeting.

10.7

The Chair is responsible for ensuring that the meeting minutes are produced and distributed to the Council representative as soon as reasonably possible after the meeting.

11 ADMINISTRATION SUPPORT

11.1

Town Administration staff may attend and provide advice to a Council Committee as required to assist the committee to fulfill their mandate.

11.2

Administrative support may include:

- i. assisting the chair to prepare meeting agendas, minutes, reports,
- ii. providing advice and expertise regarding municipal, legislative, regulatory and policy matters,
- iii. providing background or supporting information on a matter in hand,
- iv. assist in training and / or orientation of new members.

11.3

Town Administration staff cannot vote on any motion made.

11.4

Any request for information or support from Town Administration staff must be directed to the CAO for approval.

12 TERMS OF REFERENCE

12.1

The Terms of Reference for each Council Committee shall be reviewed by Council within the first year of an electoral term or as frequently as necessary in order to accurately reflect the mandate of the Council Committee as conferred upon it by Council.

12.2

The Terms of Reference for each Council Committee shall set out as a minimum:

- i. a legality statement,
- ii. the purpose of the Council Committee,
- iii. membership / composition of the Council Committee,
- iv. frequency of meetings,
- v. reporting requirements,
- vi. any other relevant or required term / provision.

13 SEVERABILITY

Every provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

Nothing in this bylaw relieves a person from complying with the provision of any Federal or Provincial enactment or regulation or the requirement of any lawful permit, order, or license.

14 APPLICABILITY

14.1

This bylaw applies to all persons appointed to or attending a Council Committee meeting.

14.2

No person shall obstruct, hinder, or interfere with any person while exercising or performing their duties or powers pursuant to the provisions of this bylaw, or any other enactment.

14.3

Exceptions (either permanent or temporary) to any provision within this bylaw are at the discretion of Council, by resolution, due to special circumstances, arrangements or need.

14.4

Nothing in this bylaw (either by inclusion or omission) exempts any person from any statutory enactment, regulation, code, any other applicable or relevant Town bylaw, policy, directive, or municipal order.

14.5

All references in this bylaw to an act, statute, regulation, or another bylaw or policy refer to the current version of that enactment, as amended or replaced from time to time including all successor legislation.

15 REFERENCES

References must be made where necessary to any relevant or applicable Provincial Act (and all regulations part of), or Town of Bowden bylaw or policy, including but not limited to the:

- i. Municipal Government Act, RSA2000, Chapter M-26,
- ii. Access to Information Act, RSA2024, Chapter A-1.4,
- iii. Emergency Management Act, RSA2000, Chapter E-6.8,
- iv. Libraries Act, RSA2000, Chapter L-11,
- v. Cemeteries Act, RSA2000, Chapter C3,
- vi. Weed Control Act, RSA2008, Chapter W-5.1,
- vii. Town of Bowden Land Use Bylaw,
- viii. Town of Bowden Council Procedural Bylaw,
- ix. ~~Councillor Code of Conduct Bylaw~~ (rescinded)
- x. Town of Bowden Advertising Bylaw,
- xi. Minutes of Council Meetings Policy.

16 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws relating to the establishment and function of Council Committees.

Bylaw 06 / 2023 and all amendments thereto are hereby repealed.

Schedules attached to this bylaw:

- Schedule A List of Standing Council Committees
- Schedule B Terms of Reference for each Council Committees (those listed in Schedule A)

All schedules form part of this bylaw.

This bylaw will come into effect on the final day of passing and signature thereof.

Read a first time in open council this 10th day of November 2025,

Read a second time in open council this

and finally passed by unanimous consent of the Councilors' present.

Read a third time in open council this

Laurie Miller, Mayor

Arno Glover, Chief Administrative Officer

Council Committee Bylaw
SCHEDULE A
List of Standing Council Committees, Boards, Associations and
Commissions.

A1

Standing Committees

Intermunicipal Development Committee.

Emergency Advisory Committee.

Special Events & Cultural Committee.

Weed Control Act, Appeals Committee.

Economic Development Committee

Governance & Priorities Committee

A2

Boards & Associations

Public Library Board.

Bowden & District Cemetery Association.

A3

Commissions

Municipal Planning Commission.

Council Committee Bylaw SCHEDULE B Terms of Reference

B1

Intermunicipal Development Committee

Legality

The Town of Bowden Intermunicipal Development Committee is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

The Town of Bowden Intermunicipal Development Plan is enabled under the provisions of Part 17 of the MGA and as enacted by this bylaw and by a jointly passed bylaw with Red Deer County.

The Intermunicipal Development Plan provides for a common coordinated approach to land use planning strategies, subdivision, and land development in fringe areas of land lying within the boundaries of the two municipalities.

The aim is to produce a plan that reduces potential development conflicts, addresses community concerns, and provides a framework for ongoing consultation and cooperation regarding areas of mutual concern, eg: the conservation of natural areas, long range planning, infrastructure development, provision of services and future land annexation.

Purpose

The purpose of the Intermunicipal Development Committee is to:

- i. ensure that the Intermunicipal Development Plan is developed in accordance with regulations prescribed in the Municipal Government Act and in accordance with any orders made by the Minister,
- ii. ensure that the stated objectives and policies of the Intermunicipal Development Plan are realized,
- iii. review, update and amend the Intermunicipal Development Plan as situation and future need arises,
- iv. maintain an understanding of the requirements of the MGA (Part 17), the Town of Bowden Land Use Bylaw, and any other Act, Regulation, or enactment appropriate to effectively conduct the affairs of the Committee.

Membership

Membership of the Intermunicipal Development Committee consists of three appointed Councillors.

The Mayor is designated as chair of the Intermunicipal Development Committee.

Meetings

The Intermunicipal Development Committee will meet as deemed necessary according to either need or statutory requirement.

Reporting

Written reports and minutes of the Intermunicipal Development Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B2

Emergency Advisory Committee

Legality

The Town of Bowden Emergency Advisory Committee is established under the requirement of the Emergency Management Act Revised Statutes of Alberta 2000 Chapter E-6.8. and as enacted by this bylaw.

The general duties, rights and powers of the Emergency Advisory Committee are defined by the Town of Bowden Municipal Emergency Management Bylaw 03 / 2023.

Purpose

The purpose of the Emergency Advisory Committee is to:

- i. ensure that the Town provides resource to satisfy the requirements of the Emergency Management Act RSA2000, Chapter E-6.8,
- ii. review the Joint Municipal Emergency Plan at least once a year and make recommendations to Council of any proposed changes to the Plan or emergency programs or services,
- iii. liaison with the Director of Emergency Management in matters relating to the direction and control of duties and responsibilities and to ensure that emergency plans and programs are prepared, tested and implemented in accordance with any Provincial statute or regulation,
- iv. recommend a Director of Emergency Management.

Membership

The Emergency Advisory Committee consists of all elected officials and other persons and bodies as stated in the Town of Bowden Municipal Emergency Management Bylaw 03 / 2023.

The Mayor is designated as chair of the Emergency Advisory Committee

Meetings

The Emergency Advisory Committee will meet as a minimum once every 12 months or as required or deemed necessary.

Reporting

Written reports and minutes of the Emergency Advisory Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B3

Special Events & Cultural Committee

Legality

The Town of Bowden Special Events & Cultural Committee is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

Purpose

The purpose of the Special Events & Cultural Committee is to:

- i. organize, coordinate promote & execute Town recreational and cultural community events, including but not limited to, the Annual Bowden Parade, Canada Day, Movie in the Park, Igloo Daze, etc,
- ii. liaise and assist other organizations in the planning and coordination of community events,
- iii. liaise and communicate with residents and community groups regarding events, programs, and activities,
- iv. liaise with Town Administration where assistance is required in the provision of additional resource and on the planning & communication of events, eg: FCSS programs,
- v. recommend to Council the appointment of public members of the Board,
- vi. provide Council with a yearly Board Plan and annual financial budget.

Membership

The Special Events & Cultural Committee consists of all elected officials and other members at large as required (representatives from Town Administration, Town and area residents, and volunteers).

The Mayor is designated as Chair of the Special Events & Cultural Committee.

Meetings

The Special Events & Cultural Committee will meet as required or deemed necessary.

Reporting

Written reports and minutes of the Special Events & Cultural Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B4

Weed Control Act – Appeals Committee

Legality

The Town of Bowden Weed Control Act Appeals Committee is established in accordance with Section 19.1 of the Weed Control Act, RSA2008, Chapter W-5.1 that states that a Council shall establish an independent appeal committee for the purpose of receiving appeals against any decision made by a weed control inspector, local authority notice, or debt recovery notice.

Purpose

The purpose of the Weed Control Act Appeals Committee is to:

- i. satisfy the requirements of Part 4, Section 19 of the Weed Control Act which states:
19.1 a local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices, and debt recovery notices.
19.2 a person who is given an inspector's notice, local authority's notice or debt recovery notice may, in accordance with the regulations, appeal it to an appeal panel.
19.3 the appeal panel may confirm, reverse, or vary the inspector's notice, local authority's notice, or debt recovery notice.
- ii. ensure that the requirements of the Weed Control Act are satisfied,
- iii. maintain an understanding of the requirements of the Weed Control Act and any other intermunicipal agreement appropriate to weed control in order to effectively conduct the affairs of the Committee.

Membership

Membership of the Weed Control Act Appeals Committee consists of all members of Town Council.

The Mayor is designated as chair of the Weed Control Act Appeals Committee.

Meetings

The Weed Control Act Appeals Committee will meet as required according to need or statutory requirement.

Reporting

Written reports and minutes of the Weed Control Act Appeals Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B5

Public Library Board

Legality

- i. The Town of Bowden Public Library Board is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26.
- ii. The Town of Bowden Public Library Board is required to satisfy the provisions of the Libraries Act RSA2000 Chapter L-11 and the Libraries Regulation 141/1998.

Purpose

In general, the purpose of the Public Library Board, is to:

- i. ensure the effective management, operation and control of the Town's public library, its services, and resources,
- ii. obtain adequate funding and prepare a budget for Library expenditures,
- iii. ensure that funds are received, spent, and audited in a proper manner and that financial accounts are maintained, audited, and presented to Council,
- iv. effectively communicate with Town Council,
- v. liaise with the CAO with regard to the care and maintenance of the library building and on any other matter requiring Town Administration intervention,
- vi. ensure that the library operates in accordance with statutory enactment, principally the Libraries Act (RSA 2000 Chapter L-11) and the Libraries Regulation,
- vii. create and maintain a Plan of Service and other policies as required by statutory enactment,
- viii. ensure that library services and operations are conducted in accordance with formulated policies bylaws and service plans as required by enactment,
- ix. liaise with the Parkland Regional Library Board on operational matters as required,
- x. appoint, appraise, and dismiss librarians and employees in accordance with budgeted financial constraints, and all applicable regulatory & legal responsibilities including the Employment Standards Code & Regulation and the Occupational Health & Safety Act.
- xi. liaise and communicate with residents and community groups (as required or deemed necessary) regarding any programs or initiatives concerning the operation of the Town library,
- xii. maintain an understanding of the requirements of all statutory legislation, issues, library general trends and developments and all required service delivery commitments.

Board Role

The Libraries Act sets the legal framework for public library service through the establishment of the Public Library Board who manage the public library service on behalf of the Town.

The Libraries Regulation sets out the required management practices for the Public Library Board.

Council's role is limited to the following nine responsibilities:

- i. establishment of a Library Board,
- ii. appointment to municipal and regional library boards,
- iii. funding (in whole or part) local library services,
- iv. provision of library building and equipment (in whole or part),
- v. determining the financial review,
- vi. receiving Library Board Bylaws,
- vii. receiving Library Board reports,
- viii. participating in a regional library system,
- ix. appointments to a regional library board.

The specific requirements of the Public Library Board are set out by both the MGA and the Libraries Act these being two distinct pieces of legislation and as such require a high degree of understanding particularly where legislative requirements are concerned.

The Public Library Board is responsible to the Provincial Government, the Town, Parkland Regional Library Board, and residents of the community.

Meetings

- i. the Bowden Public Library Board will meet at least 3 times every calendar year at a time and place designated by the chairperson,
- ii. other meetings can take place as required or deemed necessary by the chairperson, in order to accomplish required tasks and matters in hand,
- iii. an Organizational Meeting will be held in November each year as soon as possible after the annual Organizational Meeting of Town Council in order to confirm the appointment and terms of office for Library Board members,
- iv. a Quorum must exist for all meetings. A majority of the members of the Library Board constitutes a Quorum.

Board Membership

Membership of the Bowden Public Library Board will consist of:

- i. a minimum of one, and no more than two, appointed Councillors,
- ii. no fewer than 5 and no more than 10 members appointed by Council,
- iii. members will appoint a chairperson and other officers annually at the Organizational Meeting.
- iv. the chairperson cannot be a member of Town Council,
- v. the Board shall decide on the date of appointment of all members and submit this to Council for approval by resolution,
- vi. a member of the Board is eligible to be reappointed for only 2 consecutive terms of office, unless at least 2/3rds of Council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.
- vii. all persons appointed to the Public Library Board should attend all meetings in accordance with the provisions contained within the Libraries Act.
A person is disqualified from remaining a member of the Board if the person fails to attend, without authorization 3 consecutive regular meetings of the Board.
- viii. Council may at any time review the membership of the Board and may for any reason it considers appropriate revoke the appointment of any member.
- ix. a person who is an employee of the Public Library Board is not eligible to be a member of the Board but is entitled to attend Public Library Board meetings and provide input and advice on matters as deemed necessary.

Reporting & Records

- i. all minutes, resolutions and bylaws of the Public Library Board shall be permanently recorded and shall be signed by the Board Chairperson and the Secretary,
- ii. written reports or minutes of the Public Library Board meetings shall be submitted as soon as reasonably possible to a regular meeting of Council,
- iii. any substantive changes in organizational relationships, service goals, or future plans must be reported to Council as soon as reasonably possible,
- iv. a proposed financial operating budget (and supporting documentation) for the forthcoming calendar year must be submitted to Council no later December 1 in each calendar year,
- v. the operating budget must clearly state the amount of the local appropriation requested from the Town and any substantive changes or commitments in financial requirements,
- vi. Council must review the Library Board Budget in the last scheduled Regular Council Meeting held in December each calendar year and approve the budget either in full or part,
- vii. an independently produced financial report must be submitted to Council immediately after its completion.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B6

Bowden & District Cemetery Association

Legality

The Bowden & District Cemetery Association is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

Council is the governing body of the Bowden & District Cemetery Association, established under the requirement of the Province of Alberta Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C3.

The Bowden & District Cemetery Association is an advisory body whose purpose is to assist and oversee the care and administration of the Cemetery.

Purpose

The purpose of the Bowden & District Cemetery Association, subject to Council approval is to:

- i. ensure that the future operation of the Cemetery is controlled, managed, and maintained through a program of perpetual care (preservation, improvement, embellishment, and maintenance),
- ii. ensure that Cemetery care funds are received, spent, and audited in a proper manner,
- iii. ensure that Cemetery services are conducted in accordance with any statutory or regulatory requirements including, but not limited to; the Cemeteries Act, the Burial of the Dead Act, and the Vital Statistics Act (as amended over time),
- iv. liaise with the CAO in order to ensure that the day-to-day operation of the cemetery is conducted in accordance with the requirements of the Town of Bowden Cemetery Bylaw 09 / 2020 (as amended over time) including but not limited to, cemetery services, cemetery supplies and maintenance and record keeping obligations,
- v. liaise and communicate with residents and community groups regarding any programs or initiatives concerning the operation, management, control, of the Cemetery or any revisions to services or fees.

Membership

One appointed Councillor and one alternate Councillor form part membership of the Bowden & District Cemetery Association.

Members will appoint a chairperson and other officers annually at the Annual General Meeting.

Meetings

The Bowden & District Cemetery Association will meet at least six times every calendar year. Additional meetings will take place as required or deemed necessary.

Reporting & Records

Written reports and minutes of the Bowden & District Cemetery Association shall be permanently recorded and signed by the chairperson and the appointed Councillor and submitted as soon as reasonably possible to a regular meeting of Council.

Audited financial statements must be submitted to Council as soon as possible after the Annual General Meeting of the Bowden & District Cemetery Association.

SCHEDULE B Council Committee Bylaw Terms of Reference for Council Committees

B7

Municipal Planning Commission

Legality

The Municipal Planning Commission is established under the requirement of the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M26 that authorizes Council to enact a Bylaw to prohibit or regulate or control the use and development of land and buildings within the Municipality.

The powers and responsibilities of the Municipal Planning Commission are defined by the MGA Part 17 Planning & Development, Division 3 and the Town of Bowden Land Use Bylaw 04 / 2021.

Purpose

The purpose of the Municipal Planning Commission is to:

- i. exercise all the powers and perform all the duties prescribed to it in the Municipal Government Act and the Town of Bowden Land Use Bylaw,
- ii. act as the authority for any applications assigned to it by Council or by Red Deer County Planning Officers, under the Land Use Bylaw or any other statutory obligation or responsibility or need and make decisions as required,
- iii. make recommendations to Council of any proposed changes to the Intermunicipal Collaboration Framework agreement, or funding arrangements,
- iv. hold public meetings and liaise with community groups and residents where required either by enactment, bylaw or need,
- v. maintain an understanding of the requirements of the MGA (Part 17 regarding Planning & Development), the Town of Bowden Land Use Bylaw and any other Act, Regulation, or enactment appropriate to effectively conduct the affairs of the Commission.

Membership

Membership of the Municipal Planning Commission consists of all of all elected officials and 2 members at large, appointed by Council resolution.

Council will appoint a chairperson annually at the Council Organizational Meeting.

The Special Events & Cultural Committee consists of all elected officials (Committee as a Whole) and other members at large as required (representatives from Town Administration, Town and area residents, and volunteers).

Meetings

The Municipal Planning Commission will meet as required according to need or statutory requirement.

Reporting

Written reports and minutes of the Municipal Planning Commission meetings shall be prepared as soon as reasonably possible after each meeting of the Municipal Planning Commission and submitted to the Chairperson and CAO for signing.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B8

Economic Development Committee

Legality

The Economic Development Committee is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

Purpose

The Economic Development Committee is an advisory committee to Council.

Its purpose is to:

- i. identify, investigate, analyze and report to Council on matters affecting or having the potential to affect, the growth, prosperity and economic wellbeing of the community,
- ii. plan and develop strategies and policies to develop a successful business climate and encourage economic investment in the Town,
- iii. liaise with Town residents, Town businesses and stakeholders with regard to any programs or initiatives to further develop business awareness, or to enhance growth or economic development,
- iv. liaise with Town Administration on the provision of funds where budgeted for.

Membership

The Economic Development Committee consists of three appointed Councillors and up to two members at large as appointed by Council.

Meetings

The Economic Development Committee will meet with other community organizations, businesses, developers, vendors, consultants, the CAO and other individuals as required or deemed necessary in order to achieve its aims, ongoing responsibilities and requirements.

Reporting

Written reports and minutes for the Economic Development Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council.

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B9

Governance & Priorities Committee

Legality

The Governance & Priorities Committee is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of Council Committees and other bodies and as enacted by this bylaw.

Definition

The Governance & Priorities Committee is a "Committee as a Whole".

This Committee enables Council to informally review upcoming and important issues with members of Town Administration where the focus is on understanding the broader policy implications of the matters in hand.

The Committee provides an important forum for policy debate and public input on issues within the Council's area of responsibility.

Purpose

The Governance & Priorities Committee purpose is to:

- i. review matters of governance including policies, and bylaws,
- ii. receive updates on emerging projects and initiatives,
- iii. help Council reach consensus and develop recommendations for action over a series of meetings,
- iv. provide the opportunity for the public, community partners and stakeholders, to participate in discussion and provide input on community matters,
- v. allow for elected official's training & development.

Limitation

The Governance & Priorities Committee acts principally as a forum for discussion and is not a decision-making body.

Recommendations made to Council must be submitted as a Request for Decision as part of the agenda for either a Regular Council Meeting or Special Council Meeting.

Membership

The Governance & Priorities Committee consists of all elected officials.

Council will appoint a chairperson annually at the Council Organizational Meeting.

Meetings

The Governance & Priorities Committee will meet as required according to need.

Reporting

Written reports and minutes for the Governance & Priorities Committee meetings must be submitted prior to or at the same time as the recommendation to Council is placed on a Council agenda.