



**Town of Bowden**  
**Box 338, 2101 20<sup>th</sup> Ave**  
**Bowden, Alberta, T0M 0K0**

---

**Town of Bowden – Province of Alberta**  
**COUNCIL COMMITTEE BYLAW**  
**06 / 2023**

---

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.

---

**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, Ad hoc Committee, Board, Association or Commission established by Council, 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 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 may pass no 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**

Ad hoc Council Committees can be established by Council resolution for the purpose of reviewing a specific matter or matters.

The composition and terms of reference of an ad hoc committee is at the discretion of Council.

---

## **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 preference may 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 Freedom of Information and Protection of Privacy Act.

**9.3**

A Council Committee must give at least 24 hours' public notice of a Council Committee meeting in compliance with the requirements 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 10 / 2021.

**9.5**

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

When the Chief Elected Official (the Mayor) is present at a Council Committee meeting the Chief Elected Official forms part of the quorum and when present is entitled to vote.

**9.6**

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

---

**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 Council Procedural Bylaw 08 / 2020.

**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 discussion 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 calendar 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 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 licence.

---

### **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. Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25,
  - 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. Land Use Bylaw 04 / 2021,
  - viii. Council Procedural Bylaw 08 / 2020,
  - ix. Councillor Code of Conduct Bylaw 07 / 2022,
  - x. Advertising Bylaw 10 / 2021,
  - xi. Minutes of Council Meetings Policy 02 / 2020.
- 

### **16 BYLAW PRECEDENCE**

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

Bylaw **09 / 2022** 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.

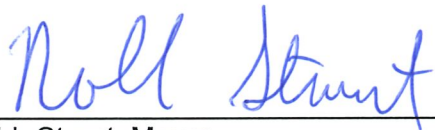
This bylaw will come into effect on the final day of passing and signature thereof.

**Read a first time in open council this 25<sup>th</sup> day of September 2023,**

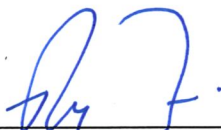
**Read a second time in open council this 25<sup>th</sup> day of September 2023,**

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

**Read a third time in open council this 10<sup>th</sup> day of October 2023.**



Robb Stuart, Mayor



Rudy Friesen, 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.

**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.

Council will appoint a chairperson and other officers annually at the Council Organizational Meeting.

#### **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 (Committee as a Whole) 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 (Committee as a Whole) 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 (Council as a Whole).

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**

**B5**

#### **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.



**Council Committee Bylaw**  
**SCHEDULE B Terms of Reference for Council Committees**

B6

**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 members of Town Council (Council as a Whole).

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

**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.