

## **Town of Bowden – Council Organizational Meeting** **AGENDA**

Pursuant to section 192(1) of the MGA  
and  
Section 6.3 of the Town of Bowden Council Procedural Bylaw 08 / 2020

A Council Organizational Meeting of the Town of Bowden to be held in Council Chambers,  
at 2101 – 20 Avenue, Bowden, on  
**Monday October 23, 2023**, commencing at **6:30 pm**.

### **1. CALL TO ORDER**

### **2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**

### **3. MATTER OF COUNCIL BUSINESS**

- i. Date & Time & location of Council Meetings for 2023 / 2024.
- ii. Elected Officials Remuneration.
- iii. Deputy Mayor Appointments and Schedule.
- iv. Council Committee Appointments (and appointment of Chairperson).
- v. Banking Services.
- vi. Other matters.
  - a. Strategic Plan Review Date.
  - b. Any other business.

### **4. MEETING ADJOURNMENT**

<b>Organizational Council Meeting:</b> October 23, 2023.	<b>Agenda Item:</b> 3.i
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> 1. Meeting Schedule 2023 / 2024

**1 Legislative Requirement:**

Subject to section 193 of the MGA and section 6 of the Council Procedural Bylaw 08 / 2020, Council will determine the date, time, and location of Regular Council Meetings.

**2 Review:**

Council to review the attached meeting schedule and amend the schedule if required.

## 2023 & 2024 Regular & Organizational Council Meeting Schedule

2023	Day	Meeting Type
October 23, 2023	Monday	Organizational Council Meeting
October 23, 2023	Monday	Regular Council Meeting
November 14, 2023	<b>Tuesday</b>	Regular Council Meeting (rescheduled due to Remembrance Day)
November 27, 2023	Monday	Regular Council Meeting
December 11, 2023	Monday	Regular Council Meeting
December 25, 2023	<b>n/a</b>	<b>No meeting</b> (Christmas Day)
2024	Day	Meeting Type
January 8, 2024	Monday	Regular Council Meeting
January 22, 2024	Monday	Regular Council Meeting
February 12, 2024	Monday	Regular Council Meeting
February 26, 2024	Monday	Regular Council Meeting
March 11, 2024	Monday	Regular Council Meeting
March 25, 2024	Monday	Regular Council Meeting
April 8, 2024	Monday	Regular Council Meeting
April 22, 2024	Monday	Regular Council Meeting
May 13, 2024	Monday	Regular Council Meeting
May 27, 2024	Monday	Regular Council Meeting
June 10, 2024	Monday	Regular Council Meeting
June 24, 2024	Monday	Regular Council Meeting
July 8, 2024	Monday	Regular Council Meeting
July 22, 2024	Monday	Regular Council Meeting
August 12, 2024	Monday	Regular Council Meeting
August 26, 2024	Monday	Regular Council Meeting
September 9, 2024	Monday	Regular Council Meeting
September 23, 2024	Monday	Regular Council Meeting
October 15, 2024	<b>Tuesday</b>	Regular Council Meeting (rescheduled due to Thanksgiving)
October 28, 2024	Monday	Organizational Meeting
October 28, 2024	Monday	Regular Council Meeting

Note:

All scheduled Council meetings will be held in the Council Chambers unless otherwise notified.



<b>Organizational Council Meeting:</b> Oct 23, 2023.	<b>Agenda Item:</b> 3.ii
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> 1. Elected Official's Remuneration, Benefits & Expenses Policy (01 / 2022) 2. Minutes – Council Remuneration Review Committee Meeting Sept 22, 2023. 3. Minutes - Council Remuneration Review Committee Meeting Oct 13, 2023.

### 1 Background:

The attached Elected Official's Remuneration, Benefits & Expenses Policy (01 / 2022) was passed by Council resolution during the RCM of June 27, 2022.

Schedule A of this policy outlines the process for conducting a remuneration review.

The first meetings of the newly formed Council Remuneration Review Committee took place during the summer of 2022. Their findings and recommendations were submitted to Council in the Organizational Meeting of Council held on October 24, 2022.

The motion made by Council during that 2022 Organizational Meeting was as follows:

Motion 3.b. Moved by Councillor Marie Flowers that the Elected Official's Remuneration, Benefits & Expenses Policy 01 / 2022 remains unchanged until the 2023 Organizational Meeting.

The Council Remuneration Review Committee met on September 22<sup>nd</sup> and October 13<sup>th</sup>, 2023, to review the Elected Official's Remuneration, Benefits & Expenses Policy (01 / 2022) and to make recommendation to Council in relation to proposed changes in the remuneration of the elected officials.

The minutes and recommendations of both meetings are included as part of this agenda.

### 2 Council Remuneration Review Committee Recommendations

The attached minutes of the Council Remuneration Review Committee Meeting of October 13, 2023, provides a record of the Committee's recommendations.

A summary of the recommendations is provided as follows:

- i. that there should be no change to monthly honoraria or per diem rates,
- ii. that subsistence levels should be reviewed in line with rates paid to Administration employees,
- iii. the set rate for the incidental expenses should be removed from the policy,
- iv. the mileage rate should be stated as being the current Alberta Government Kilometric Rate,
- v. that no further review takes place until the year of the next Municipal General Election (2025),
- vi. that Council may award a Cost-of-Living Allowance adjustment to the monthly honoraria and per diem rates.

Item vi is a new provision which will in turn require an amendment to be made to the Elected Official's Remuneration, Benefits & Expenses Policy.



**3 Alternative Actions:**

That no changes are made to Elected Official's Remuneration, Benefits & Expenses Policy (01 / 2022),

or

That Council fully accept the recommendations of the Council Remuneration Review Committee and direct Administration by resolution to amend the Elected Official's Remuneration, Benefits & Expenses Policy as per the recommendations.

or

That Council reject the recommendations (in full or part) of the Council Remuneration Review Committee and by resolution instruct Administration to amend the Elected Official's Remuneration, Benefits & Expenses Policy as directed by Council.

**4 Suggested Motions:**

Motion by Councillor \_\_\_\_\_ that the Elected Official's Remuneration, Benefits & Expenses Policy 01 / 2022 is amended as recommended by the Council Remuneration Review Committee.

or

Motion by Councillor \_\_\_\_\_ that the Elected Official's Remuneration, Benefits & Expenses Policy 01 / 2022 is amended by Administration as directed by the Council as follows:

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

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## **Town of Bowden – Province of Alberta Policy Document (01 / 2022) ELECTED OFFICIALS' REMUNERATION, BENEFITS & EXPENSES POLICY**

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### **1 POLICY STATEMENT**

The Town of Bowden will provide remuneration and benefits to elected officials in recognition of their public service and in consideration of carrying out their municipal duties.

Compensation for elected officials should:

- reflect their roles and responsibilities,
- recognize time commitments,
- be fair and reasonable,
- be determined within a remuneration framework that is financially sustainable.

The purpose of this policy is to provide an open (public) written statement that defines:

- the types of remuneration (including benefits),
  - the amount of remuneration (fixed and ascertainable),
  - procedures for submitting remuneration & expenses claims,
  - the process for remuneration review.
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### **2 DEFINITIONS**

#### **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 Municipal Government Act and is the administrative head of the Municipality (and includes any person given designated responsibilities by the CAO).

#### **Council**

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

#### **Elected Officials**

Means those persons elected as Mayor and Councillors (including the Deputy Mayor).

#### **Expenses**

Means reimbursement for approved expenses paid out of pocket, based on actual submitted receipts.

#### **Honorarium**

Means a flat monthly amount paid to elected officials as identified in section 4.1 of this policy.

#### **Per Diem**

Means an hourly, daily, or flat rate amount paid to cover specific meetings or duties as identified in section 4.2.1 of this policy.

**Remuneration**

Means the combination of honoraria, per diem and benefit payments.

**Town**

Means the municipal corporation of the Town of Bowden.

**Words (interpretation)**

- a) "may" is to be construed as permissive and empowering,
- b) "must" is to be construed as imperative,
- c) "shall" is to be construed as imperative (mandatory),
- d) "should" is to be construed as recommended.

**3 SCOPE**

This policy applies to all elected officials.

**4 REMUNERATION****4.1 Honoraria**

These are the amounts paid each month to elected officials irrespective of attendance at meetings or time spent on municipal matters.

As moved at the Council Organization Meeting of October 25, 2021, elected officials (by office) are compensated with a monthly honorarium, as follows:

Office	\$ (monthly)	\$ (yearly)
Mayor	700.00	8400.00
Deputy Mayor*	400.00	n/a
Councillor	350.00	4200.00

\* Effective only for the period during which the office of Deputy Mayor is held.

**4.2 Per Diems****4.2.1**

As moved at the Council Organization Meeting of October 25, 2021, elected officials receive a per diem, as follows:

This is remuneration made for attending (and travel time to) the meetings of Council, Council Committees and for performing other municipal duties as required by nature of holding public office.

Office	\$ (per hour*)	\$ (per ½ hour*)
Mayor	30.00	\$15.00
Councillor	30.00	\$15.00

\* calculated to the nearest hour or ½ hour.

**4.2.2**

Claimable Per Diems include:

- a) Regular Council Meetings, Special Council Meetings, Organizational Meetings of Council,
- b) Council Committee meetings that an elected official has been appointed to,
- c) Boards, Commissions, Society meetings that an elected official has been appointed to,
- d) Public Hearings,
- e) Conferences, Conventions, Education Sessions, Seminars and Workshops,



- f) Community partner meetings,
- g) Ministerial meetings.

#### 4.2.3

Non-Claimable Per Diems include:

- a) An honorarium or per diem may be accepted from other organizations (eg: where an elected official serves on a Regional Commission) however the per diem provided for by the Town in 4.2.1 cannot be claimed if a payment is already received from another organization.
- b) Where an elected official attends a meeting to which they are not the designated / alternate Council representative.

#### 4.2.4

Members are not limited in the number of educational or development activities they may attend however the total cost of all Council per diems may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

#### 4.2.5

The cost of Councillor representation at conferences and conventions may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

#### 4.2.6

Attendance at special events, social events, golf tournaments, facility tours, and galas etc will not receive a per diem payment.

#### 4.2.7

The Mayor may, at his / her discretion, claim per diem up to a maximum of two hours for a single appearance when invited to make public appearances in an official capacity

### 4.3 Expenses

#### 4.3.1

Provision will be made to cover an allowance for travel, subsistence and for expenses occurred in the fulfillment of duties.

Expense			Notes
Breakfast	\$17.50	Per day	if departed before 7:30am
Lunch	\$17.50	Per day	if departed before 1:00pm
Supper	\$30.00	Per day	if departed after 4.00pm
Gratuities on Meals	Max 15%		
Incidental Expenses	\$10.00	Per day	
Mileage Allowance*	\$0.53	Per km	use of personal vehicle
Travel & Accommodation	cost recovery		(refer to 4.3.2 below)

\* The mileage allowance rate should reflect the official Government of Alberta published mileage rate.

#### 4.3.2

Travel expenses to attend official functions are authorized by the inherent nature of this policy.

Council members must however demonstrate fiscal responsibility when making reservations for travel and accommodation. The most economic, efficient, or practical means should be sought.

The cost of Council members travel and accommodation may not exceed the total sum provided for these expenditures within the Town's operational budget for that year.

**4.3.3**

Miscellaneous expenses such as vehicle parking, hotel internet fees, registration fees, and secretarial services (photocopying) may be claimed where valid and applicable.

For all miscellaneous expenses claimed a copy of the printed receipt must be attached to the Councillor Timesheet / Expenses Claim Form. Photocopies of credit card statements are not acceptable.

**4.3.4 Non allowable expenses.**

The following expenses cannot be claimed:

- a) Fines, penalties, or liabilities as a result of a traffic violation or an offence committed under the Alberta Traffic Safety Act (or any other Provincial Act) or Bylaw.
- b) Liquor expenses,
- c) Fund raising donations, charitable donations, gifts, and any form of gaming or gaming entertainment,
- d) Attendance, and travel to, special events, social events, political party functions, fund raising functions, sporting tournaments, facility tours, galas and parades do not qualify to receive payment for expenses incurred,
- e) Spousal expenses including travel, meals, registrations, tickets, and fees are considered a personal expense and cannot be claimed.

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**5 EXPENSE SUBMISSION & REIMBURSEMENT PROCESS****5.1**

Council members must submit their timesheets according to the processing / payroll deadlines set by Administration.

**5.2**

Timesheet / expenses claim forms will be provided by Administration.

**5.3**

Timesheet / expenses claim forms submitted by Councillors must be approved by the Mayor.

**5.4**

Timesheet / expenses claim forms submitted by the Mayor must be approved by the CAO.

**5.5**

In the event of a dispute over a submitted expense "Council as a Whole" shall review the expense and determine its validity and eligibility for reimbursement.

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**6 REMUNERATION PROCESSING****6.1**

Remuneration will be processed via the Town's payroll system.

**6.2**

Remuneration will be paid on the 15th day of each month by direct credit transfer.

**6.3**

Remuneration deductions will be made by Administration in accordance with all applicable Canada Revenue Agency requirements or any other statutory enactment or court order made on earnings.



**6.4**

A deduction will be made to Alberta Municipalities in respect of a basic life insurance policy premium.

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**7 REMUNERATION REVIEW****7.1**

A remuneration review will occur every general election year or midterm if Council agree to do so by resolution made in a Regular Meeting of Council.

**7.2**

Any changes to Councillor's remuneration proposed during the annual Organizational Meeting of Council must receive formal approval through the annual Operating Budget review process.

**7.3**

Revised remuneration rates will become effective in the first pay period following formal approval of the Town's Operating Budget for that year.

**7.4**

The process for conducting a remuneration review is outlined in Schedule A of this Policy, "Council Remuneration Review Committee – Terms of Reference".

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**8 AUTHORITY / RESPONSIBILITIES****8.1**

The CAO is responsible for providing resources and implementing procedures to ensure this policy is effective in its operation.

**8.2**

Council will consider recommendations put forward by the Council Remuneration Review Committee.

Council may accept, reject, or modify (in full or part) any proposals made by the Council Remuneration Review Committee.

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**9 SUPPLEMENTARY INFORMATION****9.1 Related Documentation**

Schedule A                      Council Remuneration Review Committee – Terms of Reference.



**9.2 Additional Information**

Questions or concerns relating to this Policy should be directed to the Chief Administrative Officer:

Tel:                              403 224 3395  
E-mail:                        cao@bowden.ca



### 9.3 Policy Specifics

Policy Number	01 / 2022
Policy Title	Elected Officials Remuneration, Benefits & Expenses Policy
Supersedes / Revokes	n/a
Document produced by:	Arno Glover 
Date Passed (Council Meeting)	June 27, 2022
Council Resolution #	Motion 8.a
Date Effective	June 28, 2022
Policy Review Date	Every election year <u>or</u> as required.
Distribution:	Mayor / Councillors / CFO / CAO
Approved by:	Jacqui Molyneux (Acting CAO) 

### 9.4 Policy Revision History

Any proposed changes that materially affect this policy in principle or substance (including remuneration) can only be made by Council motion.

Any change to this policy to:

- i. correct clerical, grammatical or typographical errors, or
  - ii. clarify context or meaning,
- can be made with the CAO's approval.

All revisions to this policy must be recorded below.

The version control number of this document must be amended accordingly.

Date	Version Control #	Description of Change	Section	Approved by
n/a				

## **SCHEDULE A**

### **Council Remuneration Review Committee – Terms of Reference**

**A1****Legality**

The Town of Bowden Council Remuneration Review Committee is an ad-hoc Committee of Council.

**A2****Purpose**

The purpose of the Council Remuneration Review Committee is to review the Elected Officials' Remuneration, Benefits & Expenses Policy and to make recommendations to Council in relation to proposed changes in the remuneration of the elected officials.

**A3****Committee Membership**

Membership of the Council Remuneration Review Committee will consist of three volunteer residents from the Town of Bowden. Appointments to the committee will be ratified by Council resolution.

The CAO (or designated deputy) will act in an advisory role to the Committee and will provide any information necessary to the Committee to fulfill their duties.

**A4****Meetings**

The Council Remuneration Review Committee will meet in the third quarter (July to September) of any year in which a general election occurs or whenever deemed necessary as resolved by Council motion.

The frequency and dates of meetings will be at the discretion of the Committee as deemed necessary.

By reason of being an "ad hoc committee", the Council Remuneration Review Committee will be dissolved once a recommendation to Council has been submitted.

**A5**

The Council Remuneration Review Committee may consider all or some of the following factors in determining their recommendations:

- a) previous pay awards (when / how much),
- b) the existence of any policy directives,
- c) comparative studies with other Town's compensation awards,
- d) financial factors (eg: current state of the Town's financial health, debt burden, reserves),
- e) external factors such as, forecast inflation, the Consumer Price Index, local market conditions, economic indicators, community sentiment / perceptions.

**A6****Reporting & Records**

The Council Remuneration Review Committee will submit a written report of their recommendations to the CAO, no later than the 1<sup>st</sup> day of October for inclusion on the agenda of the annual Organizational Meeting of Council.

A review of Councillor's remuneration should be objective and made without any commentary on a perception of Councillor's efficacy or productivity.



## COUNCIL REMUNERATION REVIEW COMMITTEE MINUTES

Minutes of the Town of Bowden Council Remuneration Review Committee  
held in Council Chambers, 2101 – 20 Avenue  
at 10:00am on Friday October 13, 2023.

### 1. CALL TO ORDER

Present: Sena Urichuk	Resident
Shayla Linde	Resident
Melissa Braun	Resident
Arno Glover	Legislative & Municipal Services Officer

### 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA

**Motion 2.a** Moved by Sena Urichuk that the Committee adopts the Council Remuneration Review Committee agenda as presented.

**Motion Carried**

### 3. ADOPTION OF PREVIOUS MINUTES

**Motion 3.a** Moved by Shayla Linde that the Committee adopts the September 22, 2023, Council Remuneration Review Committee minutes as presented.

**Motion Carried**

### 4. NEW BUSINESS

#### **Agenda item 4a General Discussion**

The Committee reviewed and discussed their research and findings pertaining to elected officials' remuneration in comparable sized towns and in addition conducted a review of the current Elected Officials Remuneration, Benefits & Expenses Policy (01 / 2022).

#### **Agenda item 4b Recommendations**

The following recommendations were made:

#### **4.b (i)**

That no amendments be made to the monthly honoraria.

#### **4.b (ii)**

That no amendments be made to the per diem rates.

#### **4.b (iii)**

That subsistence expenses are amended in line with the current subsistence rates contained within the Town Administration Personnel & Human Resources Policy.

#### **4.b (iv)**

That the set rate for an incidental expenses allowance be deleted.



This was deemed as being not relevant in that elected officials can claim expenses for any actual incidental expenses incurred as per the provision currently contained in section 4.3.3 of the policy.

#### 4.b (v)

That the mileage rate be set as per the Alberta Government Kilometric Rate.

A summary of these recommendations is provided below:

Elected Official's Remuneration		
Base Remuneration	Current	Proposed
Mayor	\$700.00	no change
Deputy Mayor	\$400.00	no change
Councillors	\$350.00	no change
Per Diems		
Mayor & Councillors (per hour)	\$30.00	no change
Mayor & Councillors (per ½ hour)	\$15.00	
Expenses		
Breakfast	\$17.50	no change
Lunch	\$17.50	\$25.00
Supper	\$30.00	\$40.00
Incidental Expenses	\$10.00 per day	remove
Mileage Allowance	\$0.53 per km	as per the Alberta Government Kilometric Rate (currently \$0.54 per km)
Travel & Accommodation	cost recovery	no change

#### 4.b (vi)

That Council may review and award a Cost-of-Living Allowance (COLA) increase to the base remuneration and per diems annually, by resolution, at the Organizational Meeting of Council.

This new provision is to be recorded as an amendment (inclusion) to the Elected Officials Remuneration, Benefits & Expenses Policy (01 / 2022).

#### 4.b (vii)

That the Committee recommends that no further review of elected officials' remuneration takes place until the year of the next Municipal General Election.

**Motion 4.a** Moved by Melissa Braun that the Committee submits the recommendations recorded above as 4.b (i) to 4.b (vii) inclusive to the next Organizational Meeting of Council, scheduled for Monday October 23, 2023.

**Motion Carried**

**5. MEETING ADJOURNMENT**

**Motion 5.a** Moved by Sena Urichuk at 10:45am to adjourn the meeting.

**Motion Carried**

Signed:

*Sena Urichuk*  
*Stidell*  
*RS*

Administration thanked the Committee members for their time and effort taken to review the elected official's remuneration policy.

## **COUNCIL REMUNERATION REVIEW COMMITTEE MINUTES**

Minutes of the Town of Bowden Council Remuneration Review Committee held in  
Council Chambers, 2101 – 20 Avenue on  
Friday September 22, 2023

### **1. CALL TO ORDER**

Present: Sena Urichuk	Resident
Shayla Linde	Resident
Rudy Friesen	CAO
Arno Glover	Legislative & Municipal Services Officer

Absent: Melissa Braun      Resident

### **2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**

Motion 2.a Moved by Shayla Linde that the committee adopts the agenda as presented.

**Motion Carried**

### **3. NEW BUSINESS**

The committee reviewed the following documents.

- i. Minutes of Council Remuneration Review Committee 6 September 2022
- ii. Minutes of Council Organizational Meeting 24 October 2022
- iii. Elected Officials Remuneration, Benefits & Expenses Policy 01 / 2022
- iv. Factors for Consideration
- v. Pay Comparatives 2016 → 2023
- vi. Consolidated Financial Statements y/e 31 December 2022 (page 19)
- vii. HR Policy Town Employees (page 20 – subsistence rates)

Thereafter the committee had a round table discussion.

There was no motion made.

### **4. DATE OF NEXT MEETING**

Time & date of next meeting Friday October 13, 2023, at 10:00am.

### **5. MEETING ADJOURNMENT**

Motion 5.a Moved by Sena Urichuk at 10:40am to adjourn the meeting.

**Motion Carried**



## Deputy Mayor Appointments

<b>Organizational Council Meeting:</b> October 23, 2023.	<b>Agenda Item:</b> 3.iii
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> n/a

### 1 Legislative Requirement:

As per the requirements of section 152 of the Municipal Government Act Council must appoint a Deputy Chief Elected Official,

#### ***Deputy and acting chief elected officials***

- 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.
- (2)** A deputy chief elected official must act as the chief elected official
- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
  - (b) if the office of chief elected official is vacant.

The current schedule (as approved at the Council Organizational Meeting of October 25, 2021),

The Deputy Mayor's List for 2021 to 2025 is as follows:

Deputy Mayor List & Schedule 2021 to 2025	
Name	Term
Councillor Paul Webb	November 8, 2021 to June 27, 2022
Councillor Wayne Milaney	June 28, 2022 to February 27, 2023
Councillor Sandy Gamble	February 28, 2023 to October 23, 2023
Councillor Deb Coombes	October 24, 2023 to June 24, 2024
Councillor Marie Flowers	June 25, 2024 to February 24, 2025
Councillor Randy Brown	February 25, 2025 to October 27, 2025

### 2 Review:

Council to review the current schedule and amend the schedule **if required.**

### 3 Alternative Actions:

#### 3.1

That the Deputy Mayor List & Schedule for the term 2021 to 2025 remains unchanged as published,

or

#### 3.2

Council by resolution amend the Deputy Mayor List & Schedule for the remaining terms from October 24, 2023, to October 27, 2025.

<b>Organizational Council Meeting:</b> Oct 23, 2023.	<b>Agenda Item:</b> 3.iv
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> 1 Council Committee appointments (current) 2 Council Committee (blank form)

## 1 Legislative:

Council Committees are defined by Council Committee Bylaw – the current version of the bylaw is 06 / 2023 passed by Council in the RCM of October 10, 2023.

Appointments to other boards, associations and commissions are made by Council during the Organizational Council Meeting as per the provisions of Council Procedural Bylaw 08 / 2020.

## 2 Appointment of Elected Officials to Council Committee

There are seven Council Committees.

Four Committees consist of “All Council Members” so no individual appointments are required.

Three of the Council Committees require appointments.

These are:

- Intermunicipal Development Committee (3 appointed elected officials).
- Public Library Board (2 appointed elected officials)
- Bowden & District Cemetery Association (1 appointed elected official and 1 alternate).

Note:

As per the provisions set out within the Library Act:

- i. there must not be any alternate elected officials,
- ii. all appointed officials must be for a set term of office,
- iii. a resolution must be made by Council in respect of (i) and (ii) above.

## 3 Appointment of Committee Chairperson

As per the provisions set out in Council Committee Bylaw 06 / 2023 a chairperson must be appointed to each of the Council Committee.

The appointment of a chairperson is required for the following committees:

- i. Municipal Planning Committee,
- ii. Intermunicipal Planning Committee.

## 4 Review and Appointment of Elected Officials to Other Bodies & Organizations:

Council may appoint elected officials to other bodies and organizations as:

- i. required by enactment or policy (ie: appointments to Commissions or Boards)
- ii. deemed necessary.

**Recommended Motions:**

Motion by Councillor \_\_\_\_\_ that the appointed elected officials, and the nomination of a chairperson (where applicable) to the Town of Bowden Council Committees and other bodies and organizations are as discussed, agreed and recorded during the Organizational Meeting of Council.

Motion by Councillor \_\_\_\_\_ that the appointed elected officials to the Public Library Board are Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ for a period of one (1) year effective October 24, 2023.



2022 / 2023

List of:

**Council Committees & Appointment of Elected Officials**  
**Appointment of Elected Officials to other Bodies & Organizations**  
(as approved during the October 24, 2022, Organizational Meeting)

Council Committees		Appointed Members	
		Alternate *	
Municipal Planning Commission (MPC)	All Council Members		
Emergency Advisory Committee	All Council Members		
Special Events & Cultural Committee	All Council Members		
Intermunicipal Development Committee (3 Councillors)	Robb Stuart	Randy Brown	Paul Webb
Public Library Board (2 Councillors)	Deb Coombes	Marie Flowers	n/a
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Wayne Milaney	Deb Coombes *	n/a
<b>Other bodies &amp; organizations</b>			
Bowden & District Agricultural Society	Paul Webb	Marie Flowers *	n/a
Bowden Grandview School Council	Deb Coombes	Sandy Gamble *	n/a
Central Alberta Economic Partnership (CAEP)	Deb Coombes	Marie Flowers *	n/a
Central Alberta Regional Waste Management Commission	Sandy Gamble	Randy Brown *	n/a
Expanding Horizons Cultural Enhancement Society	Marie Flowers	Sandy Gamble *	n/a
Mountain View Regional Water Services Commission	Robb Stuart	Deb Coombes *	n/a
South Red Deer Regional Wastewater Commission	Robb Stuart	Marie Flowers *	n/a
Parkland Foundation Management Body	Sandy Gamble	Deb Coombes *	n/a
Parkland Regional Library Board	Deb Coombes	Sandy Gamble *	n/a
Red Deer & District Family and Community Support Services (FCSS)	Sandy Gamble	Marie Flowers *	n/a

**2023 / 2024**  
**Council Committee & Appointments**  
**&**  
**Appointment of Elected Officials to other Bodies & Organizations**

Council Committees	Chairperson	Appointed Members		
			Alternate *	
Municipal Planning Commission (MPC)	tbc	All Council Members		
Emergency Advisory Committee	Mayor	All Council Members		
Special Events & Cultural Committee	Mayor	All Council Members		
Weed Control Act – Appeals Committee	Mayor	All Council Members		
Intermunicipal Development Committee (3 Councillors)	tbc			
Public Library Board (2 Councillors)	Internally appointed			Term of Office 1 Year
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Internally appointed		*	n/a

Other bodies & organizations			
Bowden & District Agricultural Society		*	n/a
Bowden Grandview School Council		*	n/a
Central Alberta Economic Partnership (CAEP)		*	n/a
Central Alberta Regional Waste Management Commission		*	n/a
Expanding Horizons Cultural Enhancement Society		*	n/a
Mountain View Regional Water Services Commission		*	n/a
South Red Deer Regional Wastewater Commission		*	n/a
Parkland Foundation Management Body		*	n/a
Parkland Regional Library Board		*	n/a
Red Deer & District Family and Community Support Services (FCSS)		*	n/a



<b>Organizational Council Meeting:</b> October 23, 2023.	<b>Agenda Item:</b> 3.v.
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> n/a

**Content:****1. Legislative Requirement:**

Section 270(2) of the MGA requires that:

*A Municipality must ensure that all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council.*

**2. Other Requirement:**

ATB Financial require (annually) a copy of the motion made by Council.

**3. Recommended Action:**

That Council by motion designates ATB Financial to continue to provide banking services to the Town of Bowden.

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council designates ATB Financial to continue to provide banking services to the Town of Bowden for the remainder of 2023 and for the year 2024.