



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 04 / 2025

A Council Organizational Meeting of the Town of Bowden to be held in Council Chambers,
at 2101 – 20th Avenue, Bowden, on

Monday October 26th, 2026,

**@
6:30 PM.**

1. CALL TO ORDER.

1.a Land Acknowledgement.

2. AGENDA ADDITIONS / DELETIONS (if required).

2.a Agenda Additions or Deletions.

3. MATTERS OF COUNCIL BUSINESS.

- a)** Agenda & Adoption of Agenda. (or adopt under 2.a).
- b)** Oath of Office for any new Councillors. (none scheduled).
- c)** Date, Time, Frequency & Location of all Council Meetings for 2026 / 2027.
- d)** Elected Officials Remuneration (defer to RCM of November 9th, 2026, OR approve).
- e)** Deputy Mayor Appointments and Schedule.
- f)** Council Committee Appointments AND Public Library Board.
- g)** Banking Services.
- h)** Other matters (if required).
- i)** Closed Session (if required).

4. (a) MEETING ADJOURNMENT.

5. (a) PHOTO OPPORTUNITY. (if required).



Agenda

Regular Council Meeting: 2026-10-26	Agenda Item: 2
Prepared by: CAO	Approved By: Mayor
Report Type: RFD	Attachment(s): Agenda.

2.a Agenda.

2.a

Administration submits to Council the Agenda for the Organizational Council Meeting Monday, October 26th, 2026.

2.a

Adoption of the Agenda.

Council to pass a motion to adopt the agenda as presented and printed.

Recommended Motion:

Motion 2.a

MOVED by Councillor _____ that Council adopts the agenda, as presented and printed, for the Organizational Council Meeting of October 26th, 2026.

Organizational Council Meeting: October 26 th , 2026.	Agenda Item: 3.c
Prepared by: CAO	Approved by: Mayor
Report Type: Request for Decision	Attachment(s): 1. RCM Schedule 2026-2027

3.c Council Meeting Schedule 2026-2027. a Legislative Requirement.

Subject to section 193 of the MGA.

193(1) *A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.*

and section 6 of the Council Procedural Bylaw 04 / 2025, states that:

the date, time and location of Regular Council Meetings will be determined by Council during the annual Organizational Meeting of Council and will be posted on the Town of Bowden website.

b Review.

Council is requested to review the attached Regular Council Meeting (RCM) schedule and amend the schedule if required.

Council may wish to (re) consider the:

- requirement for an RCM on Monday December 21st, 2026, **at 9:00 AM or 7:00 PM?**
- frequency of Regular Council Meetings.
- the number of Council meetings scheduled for July and August 2026?
- whether to move the day / timings of Regular Council Meetings?

3.c Meeting Schedule 2026-2027.**Proposed Motions**

MOVED by Councillor _____ that the Council Meeting schedule for 2027 is accepted as presented.

OR

MOVED by Councillor _____ that the Council Meeting schedule for 2027 is accepted as amended (amended as follows):



2026 & 2027 Regular & Organizational Council Meeting Schedule

2026	Day	Meeting Type
November 9, 2026	Monday	Regular Council Meeting
November 23, 2026	Monday	Regular Council Meeting
December 7, 2026	Monday	Regular Council Meeting Holiday's Schedule
December 21, 2026	Monday	Regular Council Meeting Holiday's Schedule (9:00 AM)
2027	Day	Meeting Type
January 11, 2027	Monday	Regular Council Meeting
January 25, 2027	Monday	Regular Council Meeting
February 8, 2027	Monday	Regular Council Meeting
February 22, 2027	Monday	Regular Council Meeting
March 8, 2027	Monday	Regular Council Meeting
March 22, 2027	Monday	Regular Council Meeting
April 12, 2027	Monday	Regular Council Meeting
April 26, 2027	Monday	Regular Council Meeting
May 10, 2027	Monday	Regular Council Meeting
May 25, 2027	Tuesday	Regular Council Meeting
June 14, 2027	Monday	Regular Council Meeting
June 28, 2027	Monday	Regular Council Meeting
July 12, 2027	Monday	Regular Council Meeting
July 26, 2027	Monday	Regular Council Meeting
August 9, 2027	Monday	Regular Council Meeting
August 23, 2027	Monday	Regular Council Meeting
September 13, 2027	Monday	Regular Council Meeting
September 27, 2027	Monday	Regular Council Meeting
October 12, 2027	Tuesday	Regular Council Meeting (Thanksgiving)
October 25, 2027	Monday	Organizational Meeting (6:30pm)
October 25, 2027	Monday	Regular Council Meeting

Note:

All Regular Council Meetings will commence at 7:00pm and be held at the Town Administration Office (2101 – 20th Avenue) in the Council Chambers unless otherwise notified. Statutory Mondays move to the Tuesday right after.

Organizational Council Meeting: October 26 th , 2026.	Agenda Item: 3.d
Prepared by: CAO	Approved by: Mayor
Report Type: Request for Decision	Attachment(s): 1. Elected Official's Remuneration, Benefits & Expenses Policy (05 / 2024)

3.d Remuneration.

a

Administration submits to Council the Elected Official's Remuneration, Benefits & Expenses Policy for Council to review.

A minor redraft of the policy was passed by Council during the RCM of November 28, 2024.

b

It is proposed that the Remuneration as presented is approved OR as at the ORG meeting 2025 Council can table the item until the next available RCM for review and discussion.

The approach here being that elected officials:

- review the content of the policy prior to any further discussion on remuneration,
- OR

Motion 3.d

MOVED by Councillor _____ to table until November 9th or approve as presented.



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta Policy Document (05 / 2024) ELECTED OFFICIALS' REMUNERATION, BENEFITS & EXPENSES POLICY

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.
-

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.

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 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 policy term to only those words or those items listed.

3 SCOPE

This policy applies to all elected officials.

4 REMUNERATION**4.1 Honoraria (Base Remuneration)**

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

Effective January 1, 2025, re: resolution 3.b moved at the Council Organization Meeting of October 28, 2024, elected officials receive a monthly honorarium, as follows:

Office	\$ (monthly)	\$ (yearly)
Mayor	778.00	9336.00
Deputy Mayor*	466.00	n/a
Councillor	414.00	4968.00

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

4.2 Per Diems**4.2.1**

Effective January 1, 2025, re: resolution 3.b moved at the Council Organization Meeting of October 28, 2024, 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	50.00	\$25.00
Councillor	50.00	\$25.00

* 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 Operating 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 Operating 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.

Effective January 1, 2025, re: resolution 3.b Organizational Meeting of Council, October 28, 2024.

Expense			Notes
Breakfast	\$20.00	Per day	if departed before 7:30am
Lunch	\$20.00	Per day	if departed before 1:00pm
Supper	\$50.00	Per day	if departed after 4.00pm
Gratuities on Meals	Max 15%		
Mileage Allowance	\$0.65	Per km	use of personal vehicle
Travel & Accommodation	cost recovery		(refer to 4.3.2 below)

4.3.2

Original itemized receipts must be submitted in respect of all expenses claimed.

The repayment of expenses will reflect the face value of the receipt(s) submitted.

Expenses will not be paid for any part / value that exceeds the maximum allowance per day.

4.3.3

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.

4.3.4

All miscellaneous expenses, including but not limited to, vehicle parking, hotel internet fees, registration fees, and secretarial services (photocopying) may be claimed where valid and applicable.

For all miscellaneous expenses claimed an itemized printed receipt must be attached to the Councillor Timesheet / Expenses Claim Form. Photocopies of credit card statements are not acceptable. Customer / Merchant cash summary receipts are not acceptable.

4.3.5 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 personal expenses and cannot be claimed.

4.4 Cost of Living Allowance (COLA)

Effective January 1, 2026, re: resolution 3.c Organizational Meeting of Council, October 28, 2024, Council may award a Cost-of-Living Allowance increase to the honorarium (base remuneration) and / or the per diem rates annually, by resolution, in parity with any COLA increase or decrease in Town Administration payroll.

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.

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.

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

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

7.3

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

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.

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	05 / 2024
Policy Title	Elected Officials Remuneration, Benefits & Expenses Policy
Policy Type	Council
Supersedes / Revokes	Policy 07 / 2023
Document produced by:	Arno Glover
Date Policy Passed	Regular Council Meeting of December 9, 2024
Council Resolution #	7.b
Date Policy Effective	Immediate upon signature by Mayor & CAO
Policy Review Date	Qtr 4, 2025
Distribution:	Mayor / Councillors / CFO / CAO / Town Web Site

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
14 Nov 2023	2	Amendment to Expenses	4.3.1
14 Nov 2023	2	New section reference COLA increases	4.4
28 Nov 2024	3	Amendment to honorariums, per diems, expenses, and COLA.	4.1 / 4.2 / 4.1 / 4.3.1 / 4.3.3 / 4.4

9.5

Signed:

 Robb Stuart Mayor	 Arno Glover, Chief Administrative Officer
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SCHEDULE A

Council Remuneration Review Committee – Terms of Reference

A1**Legality**

The Town of Bowden Council Remuneration Review Committee is an ad-hoc committee (this is not a Council Committee).

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 1st 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.

Organizational Council Meeting: October 26 th , 2026.	Agenda Item: 3.e
Prepared by: CAO	Approved by: Mayor
Report Type: Request for Decision	Attachment(s): None

3.e Deputy Mayor Appointment. a 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.

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

(a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or

(b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

b Deputy Mayor Schedule.

Council have previously appointed Councillors as the Deputy Mayor for an 8-month period rotating through all Councillors throughout the 4-year term of office.

The following schedule provides an 8-month rotation. Council is requested to provide the names of the Councillors for each 8-month period.

NOTE: this schedule can be amended at any time in the future by Council resolution.

Deputy Mayor List & Schedule 2025 to 2029	
Name	Term
Councillor Randy Brown	October 27, 2025, to October 26, 2026
Councillor Ryan Howlett	October 27, 2026, to June 22, 2027
Councillor Amanda Peffers	June 23, 2027, to February 22, 2028
Councillor Cam Morrison	February 23, 2028, to October 22, 2028
Councillor Marietta Tuckwell	October 23, 2028, to June 22, 2029
Councillor Carol Pion	June 23, 2029, to October 22, 2029

Suggested Motion.

Motion 3.e

MOVED by Councillor _____ that Council receive, accept and approve the revised Deputy Mayor List & Schedule for the electoral term from October 27th, 2025, to October 22nd, 2029.

Deputy Mayor List & Schedule 2025 to 2029	
Name	Term
Councillor Randy Brown	October 27, 2025, to June 22, 2026
Councillor Ryan Howlett	June 23, 2026, to February 22, 2027
Councillor Amanda Peffers	February 23, 2027, to October 19, 2027
Councillor Cam Morrison	October 20, 2027, to June 19, 2028
Councillor Marietta Tuckwell	June 20, 2028, to February 19, 2029
Councillor Carol Pion	February 20, 2029, to October 22, 2029

CAO Arno Glover stated to Council that this schedule could be amended at any time in a future Council meeting by resolution.

Motion 3.c. Moved by Councillor Ryan Howlett that the Deputy Mayor list & schedule is approved as discussed, agreed and recorded during this Organizational Meeting of Council for the electoral term from October 27, 2025, to October 22, 2029.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(vi) Council Committee Appointments

Council reviewed the:

- a. list of Council Committees (as defined by Council Committee Bylaw 06 / 2023),
- b. list of other bodies & organizations to which elected officials are appointed.

Council subsequently appointed elected officials to those committees, bodies, and organizations in accordance with the membership requirements of each Council Committee (as defined by the Terms of Reference for each committee).

Motion 7.a.i

Motion by Councillor Ryan Howlett that Council give second reading to Taxation Bylaw, 04/2026.

MOTION CARRIED UNANIMOUSLY

Motion 7.a.ii

Motion by Councillor Randy Brown that Council unanimously give consideration to a third reading of Taxation Bylaw, 04/2026.

MOTION CARRIED UNANIMOUSLY

Motion 7.a.iii

Motion by Councillor Marietta Tuckwell that Council give third and final reading to Taxation Bylaw, 04/2026 and is adopted accordingly and made effective once duly signed.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS**8.a Deputy Mayor Appointments**

Mayor Miller presented rationale for amending the Deputy Mayor appointments for the first year of this term. It was recommended to appoint an experienced councillor to the role in order to provide stability required in light of the absence of a permanent CAO. The recommendation is one way to support stable and effective governance during this transition period.

Motion 8.a

Motion by Councillor Amanda Peffers that the current Deputy Mayor List & Schedule is rescinded as discussed until the organizational meeting of October 26, 2026.

MOTION CARRIED UNANIMOUSLY

Motion 8.a.i

Motion by Councillor Ryan Howlett that Councillor Brown continue as Deputy Mayor until the organizational meeting of October 26, 2026.

MOTION CARRIED UNANIMOUSLY

8.b Photo Contest judging

Council reviewed all pictures submitted and resident on the tagged post on the town Facebook page. Recognition is noted to all that participated. First, second and third place photos were chosen in the three categories: Facilities, Scenery and Activities.

Motion 8.b

Motion by Carol Pion that Council notify Administration of the prize winners for announcements and prize distribution.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

None submitted.

10. CORRESPONDENCE**10.a Steve Clark**

- 2026-04-28 Email: fundraiser suggestion

10.b Parkland Regional Library System

- 2026-04-28 Email: Bill 28 – How it Affects your Municipal Library

- 2026-04-28 Letter: background information – impacts on public libraries, governance and municipalities

- Template materials for Municipal Councils.

Organizational Council Meeting: October 26 th , 2026.	Agenda Item: 3.f
Prepared by: CAO	Approved by: Mayor
Report Type: Request for Decision	Attachment(s): 1 Council Committee appointments (blank form) 2 Council Committee appointments (current) 3 Council Committee Bylaw 06 / 2023 4 Selecting System Board Members Parkland Regional Library Board 5 Section 6.4 Council Procedural Bylaw 04 / 2025

3.f Committees.

a Legislative

Town of Bowden Council Committees are defined by the Town of Bowden Council Committee Bylaw.

The current version of the bylaw is 06 / 2023 passed by Council in the RCM of October 10th, 2023.

Section 6.4 of the Town of Bowden Council Procedural Bylaw provides provisions in respect of the role and responsibilities of Council Committees.

Appointments to other boards, associations and commissions are typically made by Council during the Organizational Council Meeting.

b Appointment of Elected Officials to Council Committee.

There are seven Council “committees” as defined by the bylaw.

- | | |
|--|-------------------------|
| 1 Intermunicipal Development Committee | |
| 2 Emergency Advisory Committee | (all elected officials) |
| 3 Special Events & Cultural Committee | (all elected officials) |
| 4 Weed Control Act – Appeals Committee | (all elected officials) |
| 5 Public Library Board | |
| 6 Bowden & District Cemetery Committee | |
| 7 Municipal Planning Commission | (all elected officials) |

Three of the Council “committees” require Council to elect appointments to the committee.

These are:

- i. Intermunicipal Development Committee (3 appointed elected officials).
- ii. Bowden & District Cemetery Association (1 appointed elected official and 1 alternate).
- iii. Public Library Board (a minimum of 1 but no more than 2 appointed elected officials)

Note:

As per the provisions set out within the Provincial Library Act:

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

c Appointment of Committee Chair.

As per the provisions set out in Council Committee Bylaw 06 / 2023 a chairperson must be appointed annually at the Council Organizational Meeting to each of the following bodies,

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

Council is requested to appoint elected officials, and a chairperson (where applicable) to Town of Bowden Council Committees as required by bylaw.

Appointments can be revised in the future at any time by Council resolution.

The bylaw, if necessary, can be resubmitted at any time to Council for review, discussion, amendment and resolution.

d Review and Appointment of Elected Officials to Other Bodies & Organizations.

Council is requested to appoint elected officials to all other bodies and organizations as:

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

Appointments to outside agencies provide Council with an insight on committee activities and recommendations. The number of meetings annually may vary according to need, mandate or terms of reference for each agency.

Participating on a committee provides an opportunity for advocacy, support and understanding of other groups within the community. This in turn provides a greater awareness of initiatives and plans other groups may have and assists in developing a broader, more professional network of decision makers

Appointment to these agencies can be made either by self nomination or by determination of best fit according to experience, interest and knowledge.

The Water and Wastewater Commissions are agencies established by the Provincial Government and require a high degree of understanding and experience to provide effective governance, decisions and guidance on their operations.

Council is requested to appoint elected officials to other bodies and organizations as required.

3.f Council Committee Appointments.

Suggested Motion: 3.f

MOVED by Councillor _____ that the appointed elected officials, and the nomination of a chair (where applicable) to the Town of Bowden Council Committees and other bodies and organizations 2026/2027 are receive, accept and approved by Council.

Required Motion: 3.f (i)

MOVED 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 26th, 2026, ending October 25th, 2027.


2026-2027

same as 2025-2026

List of:
Council Committee & Appointments
&
Appointment of Elected Officials to other Bodies & Organizations

 (as approved during the Organizational Meeting of Council of October 26th, 2026).

Council Committees	Chairperson	Appointed Members		
Municipal Planning Commission (MPC)	Carol Pion	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)	Mayor	Carol Pion	Ryan Howlett	Marietta Tuckwell
Economic Development Committee	Mayor	Carol Pion	Randy Brown	Marietta Tuckwell
Governance & Priorities Committee	Mayor	All Council Members		
Public Library Board (2 Councillors)	Appointed by Board	Marietta Tuckwell	Amanda Peffers	Term of Office 1 Year
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Appointed by Board	Cam Morrison	Amanda Peffers	n/a

Other Bodies & Organizations

	Regular	Alternate
Bowden & District Agricultural Society	Laurie Miller	Ryan Howlett
Bowden Grandview School Council	Carol Pion	Marietta Tuckwell
Central Alberta Economic Partnership (CAEP) until March 31 st	Carol Pion	Randy Brown
Central Alberta Regional Waste Management Commission	Ryan Howlett	Cam Morrison
Expanding Horizons Cultural Enhancement Society	Laurie Miller	Marietta Tuckwell
Mountain View Regional Water Services Commission	Randy Brown	Carol Pion
South Red Deer Regional Wastewater Commission	Randy Brown	Cam Morrison
Parkland Foundation Management Body	Marietta Tuckwell	Amanda Peffers
Parkland Regional Library Board	Amanda Peffers	Marietta Tuckwell
Red Deer & District Family and Community Support Services	Ryan Howlett	Marietta Tuckwell
Bowden Friendship Club	Laurie Miller	Cam Morrison



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta

COUNCIL COMMITTEE BYLAW

07 / 2025

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 of 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.

Committee of the Whole

A type of Special Council Meeting that provides Council members with the opportunity for in depth and less formal discussions on specific topics. These meetings can receive input from Town Administration staff and members of the public.

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 appointed Councillors as stated within the Terms of Reference for each Committee as provided for 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 (including "Committee of the Whole" meetings) 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 given in accordance with the provisions contained within section 4 of the Town of Bowden Advertising Bylaw (Public Notification Methods).

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, 24th day of November 2025,

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

Read a third time in open council this, 24th day of November 2025.



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.

Council Committee Bylaw

SCHEDULE B 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 up to two members at large (non-voting), as 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 (non-voting), as appointed by Council resolution.

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 of the 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. There can be no motions made in these meetings.

Recommendations 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.

The Governance & Priorities Committee may receive proposals from Council members, external group presentations, and reports / presentations from Town Administration staff (with CAO approval).

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.



Selecting System Board Members

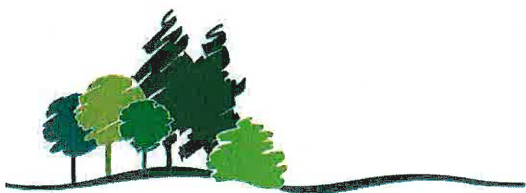
Municipal council has the prerogative to decide who is appointed to the library system board. Often, councillors are chosen for appointment to the system board but this is not required. Council may appoint any resident of the jurisdiction as a representative. It may be useful if the individual appointed to the system board has some ties to their local municipal or intermunicipal board. This is to ensure the system representative is familiar with local board issues, as well as the functionality of the local library service points. An individual can serve on both the local and the system boards should council desire, but each appointment must be made separately. As representatives of the member jurisdiction, system board members are expected to attend all meetings of the library system board and be familiar with the work of the board. A system board member may represent more than one municipality, if they are appointed by each one, but they would still have one vote.

System Board Member Responsibilities

Upon appointment, a board member becomes part of a legal entity responsible for governing the delivery of system library service throughout the region. Board members have a fiduciary responsibility to act in the best interest of the library system. They must act with competence, diligence, loyalty, and employ the same duty and care for the system they would when conducting their own affairs.

Just some of the duties of system board members include:

- Developing a Plan of Service (strategic plan) to establish goals and objectives for the library system
- Supporting ongoing professional development opportunities for its staff and its board members
- Ensure delivery of significant programs and services to member libraries
- Present a budget to the municipal council that reflects the system's Plan of Service
- Evaluate the performance of the system and adjust its goals and objectives where needs are not being met
- Ensure excellent management of the system within the budget
- Ensure adherence to the Libraries Act, its Regulation, and any other legislation affecting the operation of the system
- Support the core value of intellectual freedom
- Be able to set aside personal biases in the interests of what best serves the system in the areas of collections, programs, and services



Given the significant responsibilities and demands placed on library board members, potential trustees should exhibit the following characteristics. They should be:

- Interested in making a positive difference to library service throughout the system's region
- Available to attend board and committee meetings and to come prepared to contribute to discussions and decisions
- Willing to become more aware of the bigger picture by learning about library service at the system and provincial levels
- Open to learning about system services and structure, and how they serve the member library community
- Enthusiastic about working with other board members and the Chief Executive Officer within a process designed to provide programs and services that meet the greatest number of needs in within the system library community
- Stand by the decisions made by the board

References:

"Appointment to Library System Boards – A Fact Sheet for Alberta Public Library Boards and Councils" Government of Alberta January 11, 2022, Municipal Affairs [Appointments to Library System Boards \(alberta.ca\)](#) Accessed 28 June 2024.

- v. *A Special Council Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least ⅔ of the whole Council agrees to this in writing before the beginning of the meeting.*
- vi. *No matter, other than that specifically stated as the purpose for holding the meeting, may be discussed at that meeting unless the whole Council is present at that meeting and Council agree by resolution to deal with the matter in question.*

Written notice of a Council Special Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.2.2

The Mayor shall be appointed as chair of Special Council Meetings.

In the absence of the Mayor, the Deputy Mayor shall be appointed chair.

In the absence of both Mayor and Deputy Mayor, the CAO shall assume the chair and call for nominations of Council members in attendance to conduct a vote to elect a chair.

6.3 Organizational Meetings

6.3.1

Organizational Meetings shall be held in accordance with section 192 of the MGA which states, *"that a Council must hold an Organizational Meeting, annually, not later than 14 days after the third Monday in October"*.

6.3.2

In the case where a new Mayor has been elected immediately preceding the organizational meeting the CAO will call the meeting to order and will preside over the meeting until every member of Council has made the official oath of office as prescribed by the Oath of Office Act.

6.3.3

The Organizational Meeting will deal with matters of Council business as follows:

- i. Agenda and adoption of the agenda for the Organizational Meeting,
- ii. the administration of the oath and introduction of new members if the meeting immediately follows a municipal election,
- iii. date, time and location of Regular Council Meetings for the following 12-month period,
- iv. Council Per Diems & Expenses,
- v. appointment of Deputy Mayor, or Deputy Mayor List
- vi. Council Committee appointments,
- vii. banking services,
- viii. other matters,
- ix. adjournment (of meeting).

6.4 Council Committee Meetings

6.4.1

Council Committees are established by the Council Committee Bylaw under section 145 of the MGA.

6.4.2

Council Committee functions (terms of reference) are defined by the Town of Bowden Council Committee Bylaw.

6.4.3

Council may by bylaw delegate any of its powers, functions and duties to a Council Committee, the CAO or a designated officer unless the MGA or any other bylaw or enactment provides otherwise, (section 203(2) of the MGA provides exceptions to this).

6.4.4

A schedule of times for the meeting of Council Committees shall be defined within the terms of reference for each Council Committee.

6.4.5

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

- i. *entirely of Councillors,*
- ii. *of a combination of Councillors and other persons,*
- iii. *of persons who are not Councillors.*

6.4.6

Council Committee meetings shall be held in accordance with section 195 of the MGA which states that "the Municipality must give at least 24 hours' notice of a Council Committee Meeting (including date, time and location) to members of the Council Committee and to the public".

Written notice of a Council Committee Meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.4.7

The Mayor is "ex officio" (by virtue of office), a member of all Council Committees.

6.4.8

If the Mayor is present at a Council Committee meeting (ex officio) the Mayor forms part of the quorum and when present is entitled to vote.

6.4.9

The Mayor has all of the rights and privileges of the other Council Committee members.

6.4.10

A Council Committee does not have the power to commit the Municipality to any action, or financial or legal liability, contract or agreement.

6.4.11

Council Committees may not pass resolutions in contravention of term 6.4.10, but may pass a resolution to report to, or make recommendations to, Council for debate at a regular or special meeting of Council.

Any action required following a recommendation made by Council Committee must be discussed as a separate business item (or Notice of Motion) at a Regular or Special Council Meeting and any decision made can only be passed by resolution of Council.

6.4.12

Written reports or minutes of Council Committee meetings shall be submitted as soon as reasonably possible to a regular meeting of Council

or

as defined within the terms of reference for each Council Committee.

These should be submitted to the CAO for inclusion in the agenda package prior to a meeting of Council.

Minutes that are unapproved should be marked as such.

6.4.13

Council Committee meetings are meetings which are open to the public. Where a meeting or part of the meeting is closed to the public members of the Council Committee may only deliberate and must not make any decisions.

6.4.14

A Council Committee meeting may at its discretion permit members of the public to address the Council Committee when it is deemed appropriate and in the context of the business of the Council Committee.

Members of the public do not have a right to speak at a Council Committee meeting unless the Council Committee wishes to hear from them. This request should be addressed through the meeting Chair.

6.4.15

A Councillor (except the Mayor) who is not appointed as a member of a Council Committee does not have any special right to attend or address that Council Committee. They may attend as an observer only and are not entitled to vote on any matter.

7 CANCELLATION OF MEETINGS**7.1**

Regular Council meetings may be cancelled (and / or rescheduled):

- i. by a majority consent of Councillors at a previous meeting,
- ii. with consent of a majority of Councillors provided that 24 hours' notice was given to all Councillors and the public.

7.2

Special Council meetings may be cancelled (and / or rescheduled) by the Mayor provided that 24 hours' notice was given to all Councillors and the public

7.3

Council Committee meetings may be cancelled (and / or rescheduled) by the meeting chair provided that 24 hours' notice was given to all members and the public

7.4

Written notice of the cancellation of the meeting will be advertised in accordance with the Town of Bowden Advertising Bylaw.

8 HEARINGS**8.1 Public Hearings**

Council will hold a public hearing whenever the MGA or another enactment or policy requires.

Public hearings must satisfy (including but not limited to) the requirements of:

- i. section 199 of the MGA (meetings by electronic means),
- ii. section 216(1) of the MGA (public participation policy),
- iii. section 216(4) of the MGA (when to hold a public hearing),
- iv. section 692(1) of the MGA (planning bylaws).

Where a public hearing is held on a proposed bylaw or resolution the MGA states that:

"when this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution the public hearing must be held, unless another enactment specifies otherwise:

Organizational Council Meeting: October 26 th , 2026.	Agenda Item: 3.g
Prepared by: CAO	Approved by: Mayor
Report Type: Request for Decision	Attachment(s): n/a

3.g Banking.

a 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.

b ATB Financial.

ATB Financial is a financial institution and Crown corporation wholly owned by the province of Alberta.

The Town of Bowden currently uses ATB Financial for all monies deposited.

ATB Financial require (annually) a copy of a resolution made by Council confirming that ATB Financial is the

c Recommended Action.

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

ATB BANKING.

Recommended Motion 3.g

MOVED by Councillor _____ that Council designates ATB Financial to continue to provide banking services to the Town of Bowden for the remainder of 202 and for the year 202 .

Organizational Council Meeting: October 26 th , 2026.	Agenda Item: 3.h
Prepared by: CAO	Approved by: Mayor
Report Type: Request for Decision / Information	Attachment(s): n/a

3.h Other Matters.

Any other business

- 1.
- 2.
- 3.

Motion 3.h

MOVED by Councillor to accept as information any other matters discussed:



Closed Session

Regular Council Meeting: 2026-10-26 ORG	Agenda Items: 3.i
Prepared by: CAO	Approved by: Mayor
Report Type: RFD	Attachment(s): ORG meeting if required

3.i CLOSED Session of Council. If required.

Recommended Motion(s):

3.i CLOSED SESSION

Motion 3.i

MOVED by Councillor _____ that Council moves into closed session at _____ PM pursuant to the Access to Information Act, ss. 29 (Advice from Officials),

Motion 3.i

MOVED by Councillor _____ that Council returns to open session at _____ PM.

Motion 3.i

MOVED by Councillor _____ that Council action or accept as information _____