

AGENDA

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 - 20th Avenue, Bowden,
on **Monday October 26th, 2026, 7:00 PM**

- 1. CALL TO ORDER**
 - 1.a** Land Acknowledgement.
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
 - 2.a** Agenda (Adopt).
- 3. ADOPTION OF PREVIOUS MINUTES**
 - 3.a** Regular Council Meeting (October 13th, 2026) (Adopt).
- 4. PUBLIC HEARING**
 - 4.a** None scheduled.
- 5. DELEGATIONS**
 - 5.a** Community Support Donation Review (Christmas 2026). **CLOSED SESSION.**
Municipal Government Act, s. 197; Access to Information Act, ss. 19 (Business Interests of a Third Party), 29 (Advice from Officials), and 30 (Economic and Other Interests of a Public Body);
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
 - 6.a** Council Resolutions Follow-Up Action (Information).
 - 6.b** Key Dates (Information).
- 7. BYLAWS & POLICIES**
 - 7.a** Natural Gas Distribution System Franchise Agreement Bylaw 03-2026 (RFD / 2nd and 3rd readings as per RCM March 23rd, 2026).
 - 7.b** Procedural Bylaw 09-2026 (RFD / MAP gap 2 from Sept 2026 / 2nd and 3rd readings).
 - 7.c** SDAB Agreement RDC and SDAB Bylaw 10-2026 (RFD / all required readings for new bylaw).
- 8. NEW BUSINESS**
 - 8.a** None scheduled.
- 9. FINANCIAL**
 - 9.a** None scheduled.
- 10. CORRESPONDENCE**
 - 10.a** Correspondence (Information).
- 11. REPORTS**
 - 11.a** CAO's Report (Information).
 - 11.b** Council Reports (None scheduled - due November 9th RCM).
- 12. CLOSED SESSION** Access to Information Act, ss. 29 (Advice from Officials).
 - 12.a** Land Use Bylaw and MDP review of edits and corrections October 5th and October 9th.
- 13. ADJOURNMENT**
 - 13.a** Move.



Agenda

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

2.a Agenda.

2.a

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

2.a

Adoption of the Agenda.

Council is requested 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 Regular Council Meeting of October 26th, 2026.

Regular Council Meeting: 2026-10-26	Agenda Item: 3.a
Prepared by: CAO	Approved By: CAO
Report Type: RFD	Attachment(s): Minutes October 13 th , 2026, Regular Meeting.

3.a Minutes.

3.a

Administration submits to Council the minutes of the previous Regular Council Meeting held on:

- Monday, October 13th, 2026.

3.a

Adoption of Previous Minutes:

Council is requested to pass a motion to adopt the minutes of the previous meeting(s) (as attached).

Recommended Motion:

Motion 3.a

MOVED by Councillor _____ that Council adopts the minutes, as presented and printed, for the Regular Council Meeting of October 13th, 2026.

Town of Bowden - Regular Council Meeting

MINUTES

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 - 20th Avenue, Bowden,
on **Tuesday, October 13th, 2026, 7:00 PM**

1. CALL TO ORDER

Mayor Laurie Miller called the meeting to order at 7:00 PM.

PRESENT	Mayor	Laurie Miller
	Deputy Mayor	Randy Brown
	Councillor	Ryan Howlett
	Councillor	Cam Morrison
	Councillor	Amanda Peffers
	Councillor	Carol Pion
	Councillor	Marietta Tuckwell (regrets)
	CFO	Jacqui Molyneux (regrets)
	CAO	Christiaan Liebenberg (Recorder)
	Delegate	Edie Sale

1.a Land Acknowledgement.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

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

2.a Agenda.

Motion 2.a

MOVED by Councillor Amanda Peffers that Council adopt the agenda for the October 13th, 2026, Regular Council Meeting as presented and printed.

CARRIED

3. ADOPTION OF PREVIOUS MINUTES

3.a Regular Council Meeting (September 28th, 2026).

Motion 3.a

MOVED by Deputy Mayor Randy Brown that Council adopt the minutes, as presented and printed, for the Regular Council Meeting of September 28th, 2026.

CARRIED

4. PUBLIC HEARING

None scheduled.

5. DELEGATIONS

5.a Community Christmas Lunch 2026 Donations: CLOSED SESSION OF COUNCIL. ATIA s. 30 - To discuss Third Party Matters.

Motion 5.a (i)

MOVED by Councillor Carol Pion at 7:01 PM that Council moves into a closed session to discuss Third Party Matters ATIA s. 30.

CARRIED

Motion 5.a (ii)

MOVED by Deputy Mayor Randy Brown at 7:36PM that Council return to an “open meeting” of Council.

CARRIED**Motion 5.a (iii)**

MOVED by Councillor Amanda Peffers that Council table the donation for the 2026 Community Christmas Lunch until the October 26th Regular Council Meeting.

CARRIED**6. BUSINESS ARISING FROM PREVIOUS MINUTES****6.a Council Resolutions Follow-Up Action.****Motion 6.a**

MOVED by Deputy Mayor Randy Brown that Council accepts the Council Resolutions Follow Up Action Report as information.

CARRIED**6.b Key Dates.****Motion 6.b**

MOVED by Councillor Ryan Howlett that Council accepts agenda item 6.b Key Dates as information.

CARRIED**7. BYLAWS & POLICIES****7.a Procedural Bylaw 09-2026 MAP requirements Sept 2026.****Motion 7.a (i)**

MOVED by Councillor Cameron Morrison that Council gives first reading to Bylaw No. 09-2026 as amended: all Code of Conduct references removed; 6.4.12 Council reports will come to the Mayor; 13.2 Cut off for submissions is the prior Wednesday at noon; 13.3 The Agenda package will be made available the prior Thursday at 4pm; 13.5 (i) add “Land Acknowledgement”; 19.7 to have the first part reworded starting with “if a recorded vote is requested, the chair is responsible for recording the vote”.

CARRIED**8. NEW BUSINESS****8.a Bowden Infrastructure Projects 2027 to be submitted to/for MSI, LGFF and CCBF funding.****Motion 8.a**

MOVED by Councillor Ryan Howlett that Council receive, accept and approve the proposed priority capital infrastructure project submissions for 2027 presented in writing:

1. ISL Road and Underground Work 17th /19th Avenue = \$819,624.44 AND 21st Avenue Back Alley Drainage = \$121,287.60.
2. Library Roof Repairs = \$159,377.40.
3. Igloo Arena Scope of Work focus on possible 2027 and 2028 front remediation and roof repairs = \$270,000.00.

CARRIED**8.b Friends of Grandview - Tim Horton's Cookie Day 2026 Donation.****Motion 8.b**

MOVED by Deputy mayor Randy Brown that Council receive, accept and approve the donations from the Tim Horton's Cookie Day to Friends of Grandview a registered society.

CARRIED

9. FINANCIAL

9.a Capital Plan 2027-2031 as per the MAP requirements Sept 2026.

Motion 9.a

MOVED by Councillor Cameron Morrison that Council receive, accept and approve the Town of Bowden Capital Plan 2027-2031 as presented in writing by Administration.

CARRIED

10. CORRESPONDENCE

10.a AB Muni's Gas Aggregation.
(email received September 28th, 2026).

10.b CAEP Fee's No change Announcement.
(email received September 17th, 2026).

10.c Canada Post letter.
(received September 18th, 2026).

10.d Chinook's Edge Board Highlights September 22nd.
(email received September 24th, 2026).

10.e Webinar Police Funding Model October 28th 6pm.
(email received September 17th, 2026).

10.f Regional Relations & Recreational Rivalries: Join Us October 20 Town of Penhold.
(email received October 6th, 2026). RSVP October 15th. (late addition October 13th).

Motion 10

MOVED by Councillor Ryan Howlett that Council accepts correspondence items 10 a, b, d and e as presented as information.

CARRIED

Motion 10.c

MOVED by Councillor Ryan Howlett that Council authorize the mayor to seek clarification from Canada Post regarding their letter dated 18th September 2026.

CARRIED

Motion 10.f

MOVED by Councillor Ryan Howlett that Council approves attendance at the Regional & Recreational Rivalries event in Ponoka dated October 20th for the following elected officials: Mayor Laurie Miller, Deputy Mayor Randy Brown, Councillors Ryan Howlett and Carol Pion.

CARRIED

11. REPORTS

11.a CAO's Report.

Motion 11.a

MOVED by Deputy Mayor Randy Brown that Council accepts the submitted CAO report as information.

CARRIED

11.b Council Committee Reports: September 2026.

Motion 11.b

MOVED by Deputy Mayor Randy Brown that Council accept all the Council Committee Reports for September 2026 as submitted for information.

CARRIED

Motion 11.b (i)

MOVED by Deputy Mayor Randy Brown that Council approve the purchase and attendance for Business of the year 2026 for Councillors Amanda Peffers and Carol Pion.

CARRIED**Motion 11.b (ii)**

MOVED by Deputy Mayor Randy Brown that Council move a possible seniors FCSS organised trip at the Discovery Wildlife Park in Innisfail during November 2026 to Special Events.

CARRIED**Motion 11.b (iii)**

MOVED by Deputy Mayor Randy Brown that Administration review the Bowden Historical Society school sign installation request.

CARRIED**11.c Other Bodies & Organizations.**

- i. Parkland Regional Library Board September 17th **Budget 2027.**
- ii. Red Deer County Enforcement Report **September 2026.**
- iii. FCSS Community Navigator Report **September 2026.**

Motion 11.c

MOVED by Councillor Carol Pion that Council receive and accept as information the Parkland Regional Library Board Budget 2027, the Red Deer County Enforcement Report September 2026 and the FCSS Community Navigator Report September 2026.

CARRIED**12. CLOSED SESSION****12.a Beauty of Bowden Photo Contest - Winner of Swag Bag.****Motion 12.a (i)**

MOVED by Deputy Mayor Randy Brown that Council moves into closed session at 9:09 PM pursuant to section 197 of the Municipal Government Act to discuss personal information of identifiable individuals and is subject to the personal privacy exception under Alberta's access and privacy legislation.

CARRIED**Motion 12.a. (ii)**

MOVED by Councillor Ryan Howlett that Council returns to open session at 9:21 PM.

CARRIED**Motion 12.a. (iii)**

MOVED by Councillor Ryan Howlett that Council announce picture 11, 12, 22 and 27, as presented as the winners of the Beauty of Bowden Photo Contest and the Mayor deliver the swag bag prizes awarded.

CARRIED**13. ADJOURNMENT****Motion 13**

MOVED by Councillor Amanda Peffers at 9:22 PM to adjourn the meeting.

CARRIED

Minutes signed by:

Mayor
Laurie Miller

CAO
Christiaan Liebenberg

Regular Council Meeting: 2026-10-26	Agenda Item: 5.a
Prepared by: CAO	Approved By: CAO
Report Type: RFD	Attachment(s): Edie Sale: Community Support Christmas Lunch donation request = \$2,622.48

5.a Delegations.

5.a Community Support Donation (Christmas) Request from October 13th RCM.

CLOSED SESSION OF COUNCIL.

Municipal Government Act, s. 197 – authorizes Council to close all or part of a meeting when the matter falls within an exception in the ATIA. **ATIA s. 29** – Advice from Officials, where Administration is presenting recommendations, analysis, options, or negotiation strategies to Council. Section 29 specifically protects advice, recommendations, analyses, policy options, and positions developed for contractual negotiations. **ATIA s. 30** – Disclosure Harmful to the Economic and Other Interests of a Public Body, where disclosure could prejudice the Town's financial or negotiating position in relation to waste collection contracts or procurement. & **ATIA s. 19** – Disclosure Harmful to Business Interests of a Third Party, if contractor pricing, proprietary methodologies, or confidential commercial information will be discussed. This section is commonly relied upon for procurement and contract matters

Recommended Motion(s):

Motion 5.a (i)

MOVED by Councillor _____ at _____ am/pm that Council moves into a closed session to discuss Third Party Matters (ATIA s. 30).

Motion 5.a (ii)

MOVED by Councillor _____ at _____ am/pm that Council return to an “open meeting” of Council.

Motion 5.a (iii)

MOVED by Councillor _____ that Council approve a community support donation in the following amount of \$_____ for the 2026 Community Christmas Lunch.

Business Arising (1) Council Resolutions

Regular Council Meeting: 2026-10-26	Agenda Item: 6.a
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): Council Resolutions.

6.a Council Resolutions Requiring Follow Up Action Report.

An up-to-date summary of past Council resolutions that require follow-up action is attached for information.

6.a Matters arising from past minutes (2026).

Recommended Motions:

Motion 6.a

MOVED by Councillor _____ that Council accepts the Council Resolutions Follow Up Action Report as information.

Town of Bowden

COUNCIL RESOLUTIONS & FOLLOW UP ACTION

(updated comments in red - updated 2026-10-22)

Meeting Date	Resolution	Action By Whom	Date back to Council
26 Jan 26	Agenda Item 10.h – Brownlee – Emerging Trends in Municipal Law. Follow-up for offering later in the year.	CAO	Pending
23 Feb 26	Agenda Item 11.a – ATCO Process for Renewal. March 23 RCM: 1 st reading of by-law 03-2026: Done Step 10 Send Proof & Feedback to ATCO 2026-06-25: Done (Proof of Publication, Public Feedback & Confirmation of Advertising): Done Step 15: next step: 2 nd and 3 rd Reading Bylaw 03-2026 and sign the agreement RCM October 26 th , 2026.	CAO	In progress
13 Oct 26			
23 Mar 26 August 26 Sept 14-26 Oct 5-26 Oct 9-26 Oct 26-26	Agenda Item 6.b – MDP – LUB rewrite(s). April 20: drafts reviewed, waiting on second draft. Final Draft will be shared in November 2026 – images has been provided by Comms for input into MDP and LUB late July / Aug 10 RCM. October 5th and October 9th Council met with Vicinia Planning to review the potential updates. The final documents are likely to be presented for approval in March 2027. Council to review edits at RCM October 26.	CAO	In progress
23 Mar 26	Agenda Item 11.a – Solar Energy Projects. New CAO to investigate full cost/benefit report. Meeting completed Oct 16 with Vendor. See their summary attached here as part of Item 6.a. They hope to present to Council in early 2027.	CAO	Pending
28 Sept 26 14 Sept 26 10 Aug 26	Live Barn installation at the Bowden Arena. Arena Supervisor has received a tech doc and completed submitted back to LB.	CAO	In progress
2025 Sept – 26 26 Oct 26	Municipal Accountability Review (follow up September 2026) gap 2 - Procedural Bylaw 09-2026 update. Procedural Bylaw 09-2026 part of Gap 2 is presented at this meeting for 2nd and 3rd Readings.	CAO	In progress
Sept 28-26 Oct 13-26	Financials: as part of the MAP gaps identified September 2026 Council must approve a 3-year operating plan; a 5-year capital plan and a capital budget prior to January 1 of the following year. The 5-year 2027-2031 Capital Plan was approved at October 13 th RCM – Budgets 2027 CFO is working on those for November.	CAO	In progress
24 Aug 26	30km/h Traffic Signage Westview – First Calls are still 20-30 days out (as of Oct 5) – the signs arrived mid Sept so as soon as first calls are done can be installed.	CAO	In progress
Sept 14-26	Municipal Services Agreement Renewal with Red Deer County and as per Current Planning and Long-Range Planning RFD Sept 14 RCM – CAO met with Red Deer County Oct 1 1.30pm at County to discuss Planning Services in more detail. RDC are very specific about the governance portion	CAO	In progress completion anticipated Dec 2026

	around communications and the chain of command especially when it comes to MPC – there is no desire to have Bowden MPC chair/members to discuss planning matters with RDC Planning staff – all communications should go to CAO and then to RDC planning staff – RDC confirmed Oct 2 that the CAO is the signing authority for all planning matters not RDC staff. The proposed agreement will be signed for one year only to ensure the governance piece / chain of command is adhered to. Planning Staff has reiterated their great appreciation for the excellent work Jacqui has done over the last few months to address the “creep” and are fully appreciative of Bowden Town Staff doing or answering as much planning work as possible. RDC has been informed about Vicinia Planning Long Range Planning Contract and vice versa – Vicinia has also confirmed that private planning work will not be done to avoid any conflict of interest as it pertains to Bowden Long Range or other Planning work. Next steps October 26th, 2026: As part of the ongoing discussions around the renewal of the Municipal Services Agreement 2016-2025 with Red Deer County, The SDAB Bylaw has been amended as requested at the time but now a new SDAB agreement with accompanying Bylaw (presented at this meeting Item 7 with accompanying correspondence) is required. Administration hopes to address and finalize this item at this RC meeting. The County has reached out to a number of municipalities about Planning Appeal / SDAB services and has had a huge response therefore the standardized approach to this service. The SDAB agreement and accompanying Bylaw 10-2026 is presented here for all readings and forms part of the Municipal Services Agreement 2015-2026 renewal.		In progress
2025-2026	MAP Municipal Accountability Program review – all the remaining 6 gaps have now been closed. See CAO report Item 11.a / email October 16th from Municipal Affairs.		Completed

D-COM ENERGY SOLUTIONS



The Igloo Solar

D-Com Energy Solutions

4010 9 Ave N Unit 3,
Lethbridge, AB T1H 6T8

587-394-5846
scott.alexander@d-com.ca

TABLE OF CONTENTS

1 ABOUT US	3
2 PROJECT PORTFOLIO	4
3 PROJECT SUMMARY	5
4 PROJECT DETAILS	6
4.1 Meter #1	6
4.1.1 PV SYSTEM DETAILS	6
4.1.2 REBATES & INCENTIVES	7
4.1.3 UTILITY RATES	8
4.1.4 CURRENT ELECTRIC BILL	8
4.1.5 NEW ELECTRIC BILL	9
5 DETAILED CASH FLOW ANALYSIS	10
6 ENVIRONMENTAL BENEFITS	13

1 ABOUT US



OUR HISTORY

D-Com Energy Solutions started in 2001, offering low-voltage data and electrical services, including:

- Fiber optics
- Network cable installations
- Sound and security integrations
- Fire alarm installations

From the very beginning, we've kept our eyes on the immense possibilities technology can achieve. And, as the industry has progressed over the years to include all manner of data, we've grown – and thrived – with it. With each step, we've gained expertise and experience which we've worked to leverage to take on new challenges and larger projects.

REACHING FOR THE SUN

Ten years later in 2011, we saw a similar chance for growth in the solar sector. While solar energy was still a young industry, we took everything we'd learned from our years of installation experience and started a new venture installing solar panels.

With a long history in electrical installations, we were able to take on large, industrial projects alongside smaller solutions. Once again, we grew as the industry moved from small, residential installations to major energy production plants.

Soon, we were working with companies across western Canada to install and maintain major solar farms.

2 PROJECT PORTFOLIO



FARM SOLAR PV

Services Provided: Design & Development

Location: SOUTHERN ALBERTA

PROVEN TRACK RECORD & PERFORMANCE GUARANTEES



TOWN OF CARDSTON

System Rating: 1.9 MW

Services Provided: Design Input & Construction

Location: Cardston, AB



LETHBRIDGE COUNTY BUILDING

Services Provided: Electrical Upgrades & Solar Installation

Location: Lethbridge, AB



MED HAT HIGH SCHOOL

Services Provided: Design Build

Location: Medicine Hat, AB

3 PROJECT SUMMARY

Payment Options	Igloo Solar Loan
IRR - Term	33.5%
LCOE PV Generation	\$0.073 /kWh
Net Present Value	\$437,130
Total Payments	\$213,841
Total Incentives	\$29,897
Net Payments	\$183,944
Electric Bill Savings - Term	\$1,266,867
Upfront Payment	\$57,731
Loan Term	10 Years

COMBINED SOLAR PV RATING

Power Rating: 97,200 W-DC

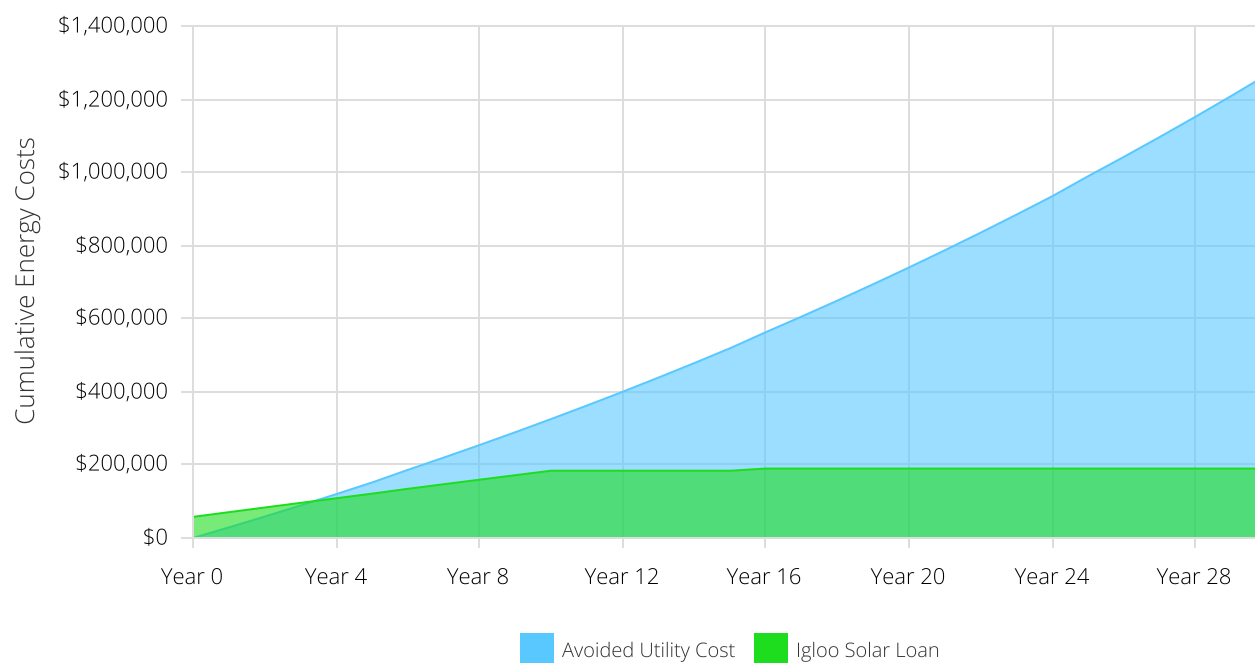
Power Rating: 85,540 W-AC-CEC

COMBINED ESS RATINGS

Energy Capacity: 0.0 kWh

Power Rating: 0.0 kW

CUMULATIVE ENERGY COSTS BY PAYMENT OPTION



4.1.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: Meter #1
Address: 2101 20 Ave Bowden AB T0M 0K0

SOLAR PV EQUIPMENT DESCRIPTION

Solar Panels: (180) Longi LR5-72HBD-540M (2024)
Inverters: (1) Ginlong Technologies Solis-75K-5G-US

SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
Inverters: 15 Years

Solar PV System Cost and Incentives

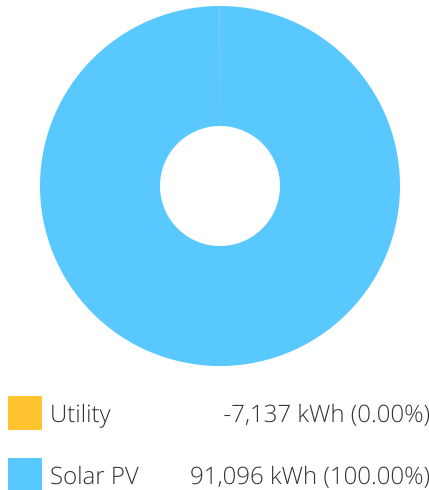
Solar PV System Cost	\$192,456
Carbon Credit	-\$29,897
Net Solar PV System Cost	\$162,559

SOLAR PV SYSTEM RATING

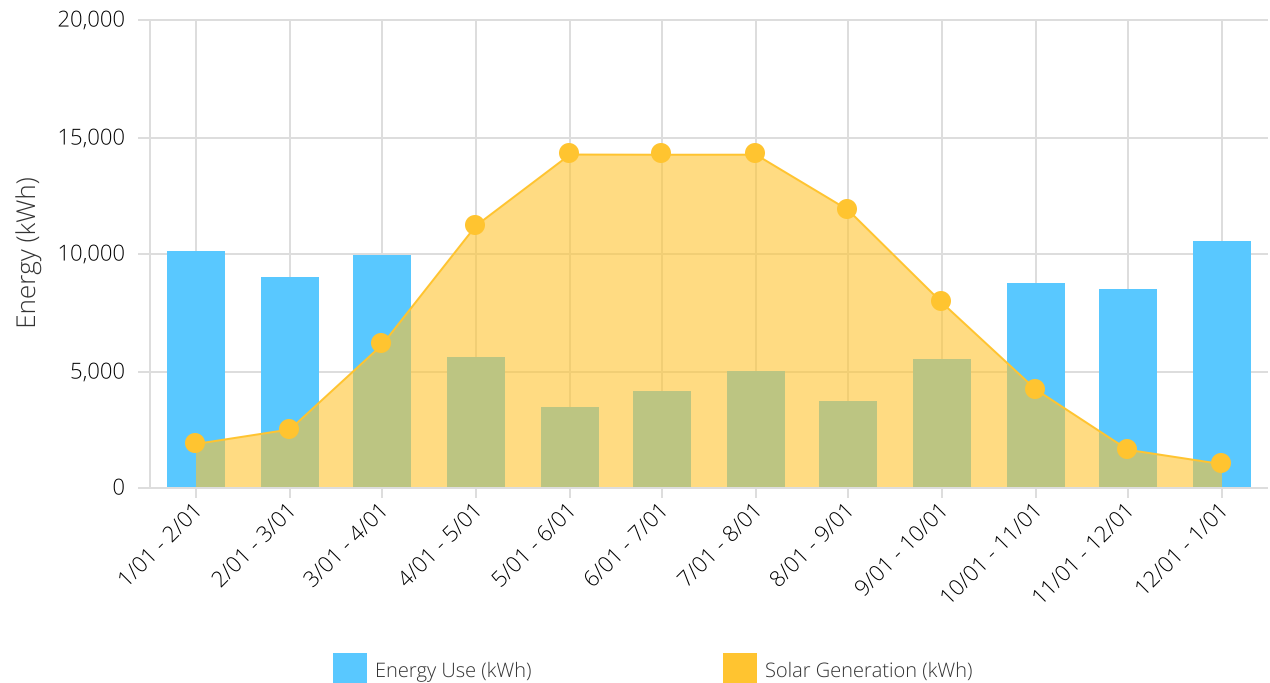
Power Rating: 97,200 W-DC
Power Rating: 85,540 W-AC-CEC

ENERGY CONSUMPTION MIX

Annual Energy Use: 83,959 kWh



MONTHLY ENERGY USE VS SOLAR GENERATION



4.1.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Carbon Credit

A 3cent / kWh credit based on a medium outlook for carbon pricing. 10 years

Total Incentive Value: \$29,897

4.1.3 UTILITY RATES

The table below shows the rates associated with your current utility rate schedule (41 -Solar Club- Copied on 2/4/2025 4:38:01 PM (UTC)). Your estimated electric bills after solar are shown on the following page.

Customer Charges				Energy Charges				Demand Charges			
Season	Charge Type	Rate Type	41 -Solar Club- Copied on 2/4/2025 4:38:01 PM (UTC)	Season	Charge Type	Rate Type	41 -Solar Club- Copied on 2/4/2025 4:38:01 PM (UTC)	Season	Charge Type	Rate Type	41 -Solar Club- Copied on 2/4/2025 4:38:01 PM (UTC)
Q1	Flat Rate	per day	\$1.07	Q1	Flat Rate	Import	\$0.08207	Q1	Flat Rate	Import	\$8.84
Q2	Flat Rate	per day	\$1.07	Q2	Flat Rate	Import	\$0.37326	Q2	Flat Rate	Import	\$8.84
Q3	Flat Rate	per day	\$1.07	Q3	Flat Rate	Import	\$0.36509	Q3	Flat Rate	Import	\$8.84
Q4	Flat Rate	per day	\$1.07	Q4	Flat Rate	Import	\$0.11122	Q4	Flat Rate	Import	\$8.84
								Q1	Flat Rate	Import	\$11.47
								Q2	Flat Rate	Import	\$11.47
								Q3	Flat Rate	Import	\$11.47
								Q4	Flat Rate	Import	\$11.47

4.1.4 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: FA - 41 -Solar Club- Copied on 2/4/2025 4:38:01 PM (UTC)

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges				
Bill Ranges & Seasons	Total	NC / Max	Other	NBC	Energy	Demand	Total
1/1/2025 - 2/1/2025 Q1	10,078	96	\$33	\$0	\$827	\$1,950	\$2,810
2/1/2025 - 3/1/2025 Q1	8,984	87	\$30	\$0	\$737	\$1,767	\$2,534
3/1/2025 - 4/1/2025 Q1	9,947	91	\$33	\$0	\$816	\$1,848	\$2,698
4/1/2025 - 5/1/2025 Q2	5,597	46	\$32	\$0	\$2,089	\$1,372	\$3,493
5/1/2025 - 6/1/2025 Q2	3,380	33	\$33	\$0	\$1,262	\$1,257	\$2,551
6/1/2025 - 7/1/2025 Q2	4,070	37	\$32	\$0	\$1,519	\$1,292	\$2,843
7/1/2025 - 8/1/2025 Q3	4,973	52	\$33	\$0	\$1,816	\$1,425	\$3,273
8/1/2025 - 9/1/2025 Q3	3,714	35	\$33	\$0	\$1,356	\$1,275	\$2,664
9/1/2025 - 10/1/2025 Q3	5,500	47	\$32	\$0	\$2,008	\$1,381	\$3,421
10/1/2025 - 11/1/2025 Q4	8,725	88	\$33	\$0	\$970	\$1,787	\$2,791
11/1/2025 - 12/1/2025 Q4	8,445	84	\$32	\$0	\$939	\$1,708	\$2,679
12/1/2025 - 1/1/2026 Q4	10,546	99	\$33	\$0	\$1,173	\$2,011	\$3,216
Total	83,959	-	\$389	-	\$15,513	\$19,071	\$34,972

4.1.5 NEW ELECTRIC BILL

RATE SCHEDULE: FA - 41 -Solar Club- Copied on 2/4/2025 4:38:01 PM (UTC)

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges				
Bill Ranges & Seasons	Total	NC / Max	Other	NBC	Energy	Demand	Total
1/1/2025 - 2/1/2025 Q1	8,196	96	\$33	\$0	\$679	\$1,950	\$2,661
2/1/2025 - 3/1/2025 Q1	6,481	87	\$30	\$0	\$546	\$1,767	\$2,343
3/1/2025 - 4/1/2025 Q1	3,834	77	\$33	\$0	\$340	\$1,646	\$2,019
4/1/2025 - 5/1/2025 Q2	-5,613	37	\$32	\$0	\$1,943	\$1,292	\$619
5/1/2025 - 6/1/2025 Q2	-10,869	13	\$33	\$0	\$3,794	\$1,080	\$2,681
6/1/2025 - 7/1/2025 Q2	-10,171	17	\$32	\$0	\$3,549	\$1,115	\$2,402
7/1/2025 - 8/1/2025 Q3	-9,270	20	\$33	\$0	\$3,238	\$1,142	\$2,063
8/1/2025 - 9/1/2025 Q3	-8,171	15	\$33	\$0	\$2,853	\$1,098	\$1,722
9/1/2025 - 10/1/2025 Q3	-2,418	28	\$32	\$0	\$824	\$1,213	\$420
10/1/2025 - 11/1/2025 Q4	4,523	88	\$33	\$0	\$532	\$1,787	\$2,352
11/1/2025 - 12/1/2025 Q4	6,814	84	\$32	\$0	\$766	\$1,708	\$2,505
12/1/2025 - 1/1/2026 Q4	9,528	99	\$33	\$0	\$1,064	\$2,011	\$3,107
Total	-7,136	-	\$389	-	\$12,277	\$17,808	\$5,920

ANNUAL ELECTRICITY SAVINGS: \$29,052

Assumptions and Key Financial Metrics

PV Degradation Rate	0.50%	Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%
State Income Tax Rate	0.0%	Interest Rate	3%	Total Project Cost	\$192,456
Upfront Payment	\$57,731	Loan Term	10 Years		

Years	Upfront	1	2	3	4	5	6	7	8	9	10	11	12
Cash													
Financing Payments	-\$57,731	-\$15,611	-\$15,611	-\$15,611	-\$15,611	-\$15,611	-\$15,611	-\$15,611	-\$15,611	-\$15,611	-\$15,611	-	-
O&M / Equipment Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-
Electric Bill Savings	-	\$29,052	\$29,774	\$30,514	\$31,270	\$32,045	\$32,838	\$33,649	\$34,480	\$35,331	\$36,201	\$37,092	\$38,004
Carbon Credit	-	\$2,733	\$2,787	\$2,842	\$2,899	\$2,956	\$3,015	\$3,074	\$3,135	\$3,197	\$3,259	-	-
Cash Total	-\$57,731	\$16,174	\$16,951	\$17,745	\$18,558	\$19,390	\$20,241	\$21,113	\$22,004	\$22,916	\$23,849	\$37,092	\$38,004
Total Cash Flow	-\$57,731	\$16,174	\$16,951	\$17,745	\$18,558	\$19,390	\$20,241	\$21,113	\$22,004	\$22,916	\$23,849	\$37,092	\$38,004
Cumulative Cash Flow	-\$57,731	-\$41,557	-\$24,606	-\$6,861	\$11,697	\$31,087	\$51,328	\$72,441	\$94,445	\$117,361	\$141,211	\$178,302	\$216,306

Assumptions and Key Financial Metrics

PV Degradation Rate	0.50%	Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%
State Income Tax Rate	0.0%	Interest Rate	3%	Total Project Cost	\$192,456
Upfront Payment	\$57,731	Loan Term	10 Years		

Years	13	14	15	16	17	18	19	20	21	22	23	24	25
Cash													
Financing Payments	-	-	-	-	-	-	-	-	-	-	-	-	-
O&M / Equipment Replacement	-	-	-	-\$5,900	-	-	-	-	-	-	-	-	-
Electric Bill Savings	\$38,937	\$39,891	\$40,868	\$41,868	\$42,891	\$43,938	\$45,008	\$46,104	\$47,225	\$48,371	\$49,544	\$50,744	\$51,971
Carbon Credit	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Total	\$38,937	\$39,891	\$40,868	\$35,968	\$42,891	\$43,938	\$45,008	\$46,104	\$47,225	\$48,371	\$49,544	\$50,744	\$51,971
Total Cash Flow	\$38,937	\$39,891	\$40,868	\$35,968	\$42,891	\$43,938	\$45,008	\$46,104	\$47,225	\$48,371	\$49,544	\$50,744	\$51,971
Cumulative Cash Flow	\$255,242	\$295,134	\$336,002	\$371,970	\$414,861	\$458,799	\$503,807	\$549,911	\$597,136	\$645,507	\$695,051	\$745,795	\$797,765

Assumptions and Key Financial Metrics

PV Degradation Rate	0.50%	Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%
State Income Tax Rate	0.0%	Interest Rate	3%	Total Project Cost	\$192,456
Upfront Payment	\$57,731	Loan Term	10 Years		

Years	26	27	28	29	30	Totals
Cash						
Financing Payments	-	-	-	-	-	-\$213,841
O&M / Equipment Replacement	-	-	-	-	-	-
Electric Bill Savings	\$53,226	\$54,509	\$55,822	\$57,164	\$58,537	\$1,266,867
Carbon Credit	-	-	-	-	-	\$29,897
Cash Total	\$53,226	\$54,509	\$55,822	\$57,164	\$58,537	-
Total Cash Flow	\$53,226	\$54,509	\$55,822	\$57,164	\$58,537	\$1,077,023
Cumulative Cash Flow	\$850,991	\$905,500	\$961,322	\$1,018,486	\$1,077,023	-

6 ENVIRONMENTAL BENEFITS



OVER THE NEXT 20 YEARS, YOUR SYSTEM WILL DO MORE THAN JUST SAVE YOU MONEY. ACCORDING TO THE EPA'S GREENHOUSE GAS EQUIVALENCIES CALCULATOR ([SOURCE](#)), YOUR SOLAR PV SYSTEM WILL HAVE THE IMPACT OF REDUCING:



1,427

Lbs of CO2 Offset



3,244,840

Miles Driven By Cars



21,408

Trees Planted

Regular Council Meeting: 2026-10-26	Agenda Item: 6.b
Prepared by: CAO	Approved by: Mayor
Report Type: Information	Attachment(s): as presented below.

6.b Key Dates *(for information).*
OCTOBER 2026

October 20	Bowden Grandview School.
October 26	Organizational Meeting 6:30 PM Council Chambers.
October 26	RCM 7:00 PM Council Chambers.
October 28	Bowden Public Library Board.

NOVEMBER 2026

November 9	RCM 7:00 PM Council Chambers.
November 10	Expanding Horizons.
November 16	Special Events Committee 6.30 PM to 8:00 PM.
November 17	Land Use Bylaw and MDP Open House 4:.30 PM to 7:30 PM at Friendship Center.
November 18	CAEP Fall General Meeting (FGM) at Lacombe Golf and Country Club.
November 19	Parkland Regional Library Board.
November 23	RCM 7:00 PM Council Chambers.
November 24	Corporate Services Chinook's Edge School Division Dinner Invite at 4904 50 Street, Innisfail: 4 – 6:30 PM. In person event.
November 30	Special Events Committee 6.30 PM to 8:00 PM.

DECEMBER 2026

December 1	FCSS.
December 3	Parkland Foundation Management Body.
December 3	Central Alberta Regional Waste Management Commission.



Business Arising (2) Key Dates

December 9	Bowden Ag, AGM.
December 14	RCM 7:00 PM Council Chambers.
December 21	RCM 7:00 PM Council Chambers.
<u>JANUARY 2027</u>	
January 18	Economic Development Committee 7:00 PM.

Recommended Motion:

Motion 6.b

MOVED by Councillor _____ that Council accepts agenda item 6.b as information.

Regular Council Meeting: October 26, 2026.	Agenda Item: 7.a
Prepared by: CAO	Approved by: CAO
Report Type: RFD	Attachment(s): 1. ATCO Franchise Fee Bylaw 03-2026 for Council 2nd and 3rd Reading. 2. SIGNED Agreement ATCO - Council to move CAO and Mayor sign.

Natural Gas Distribution System Franchise Agreement Bylaw 03/2026.

7.a Background:

- See the RFD from CAO March 23rd RCM.
- See ATCO email on document completion steps 1 and 2 (or Step 15 from the Process for Renewal).

7.a Steps 1 and 2 (see ACTO email October 9th).

Approve the agreement for signing (ATCO already signed) Mayor and CAO.

Give second and third reading for Bylaw 03-2026.

Administration will return these preliminary documents to ATCO.

7.a Recommended Motions:

Motion 7.a (i)

MOVED by Councillor _____ that Council receive, accept and approve the ATCO executed Natural Gas Distribution System Franchise Agreement as presented in writing and Council authorize the Mayor and CAO sign the agreement completing step 15 of the “process for renewal”.

Motion 7.a (ii)

MOVED by Councillor _____ that Council give second reading to Natural Gas Distribution System Franchise Agreement Bylaw 03/2026.

Motion 7.a (iii)

MOVED by Councillor _____ that Council give third and final reading to Natural Gas Distribution System Franchise Agreement Bylaw 03/2026.

Regular Council Meeting: March 23, 2026.	Agenda Item: 7.a
Prepared by: Greg Skotheim	Approved by:
Report Type: RFD	Attachment(s): 1. ATCO Franchise Fees and Renewal process. 2. Draft Agreement ATCO

Natural Gas Distribution System Franchise Agreement Bylaw 03/2026.

7.a.i Background:

This bylaw repeals Natural Gas Distribution System Franchise Agreement Bylaw 02/2017.

This Agreement is between The Town of Bowden and ATCO Gas and Pipelines Ltd.

7.a.ii Amendments Required at this time.

The Town of Bowden will fill out the Form of Application.

Review the draft renewal franchise agreement.

Decide on the length of the term. Min. 10 and max. 20 years.

Decide on a franchise fee %.

Decide if linear property tax will be levied.

Confirm the Municipalities contact details. Provide the names & titles of the two municipal representatives who will be signing the agreement.

Initial each page of the draft agreement to indicate that the contents have been reviewed.

Give first reading to the Bylaw. Return these preliminary documents to ATCO.

7.a.iii Proposed Motions:

Motion by Councillor _____ that Council give first reading to Natural Gas Distribution System Franchise Agreement Bylaw 03/2026.



Outlook

Re: Atco Franchise fee agreement

From Belich, Kyla <kyla.belich@atco.com>**Date** Fri 10/9/2026 1:36 PM**To** Jacqui Molyneux <cfo@bowden.ca>**Cc** CAO <cao@bowden.ca> 2 attachments (2 MB)

AUC Disposition 31086-D01-2026 - Bowden.pdf; Franchise Agreement - Bowden - 2027 - partially executed.pdf;

Hi there,

Great news, the update is that it has been approved, and the ATCO signatories got to it yesterday!

Next steps:

1. Countersign the franchise agreement (attached) and return a copy to us
2. Send us a signed copy of bylaw 03-2026 after it has passed third reading

Once we have those two things, the renewal process will be complete!

Talk soon,

Kyla

Kyla Belich, P. Eng.

Senior Manager – Red Deer Region Operations

ATCO Gas & Pipelines

C. 587.679.1423

P. 403.357.5234

A. 7590 Edgar Industrial Drive, Red Deer AB, T4P 3R2

kyla.belich@atco.com[ATCO.com](https://atco.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.



Bylaw No. 03-2026

A bylaw of the TOWN of BOWDEN (the Municipality) to authorize the Mayor and Administrator to execute an agreement with ATCO Gas and Pipelines Ltd. (the Company) to renew an agreement with and to confer a franchise on the Company to deliver natural gas to customers within the Municipality.

WHEREAS the Company has requested a franchise be granted to provide natural gas services to customers within the Municipality;

AND WHEREAS it is deemed that such an agreement would be of benefit to customers within the Municipality;

THEREFORE under the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 3, Division 3, Section 45 - 47 be it enacted that the Mayor and Administrator be authorized to sign the agreement which is attached to and forming part of this bylaw and marked as Schedule "A" between the Municipality and the Company to renew an agreement with and to confer a franchise on the Company to deliver natural gas services within the Municipality;

This bylaw shall come into force upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given Third reading and finally passed.

READ a First time this 23rd day

of MARCH 2026

L. Miller

Mayor L. Miller

[Signature]
Administrator

READ a Second time this _____ day

of _____ 2026

Mayor

Administrator

READ a Third time and finally
passed this _____ day

of _____ 2026

Mayor

Administrator

7. BYLAWS & POLICIES

ATCO Gas and Pipelines Ltd. Agreement and renewal process were reviewed. The CAO is to complete the application process with Mayor and CFO signing.

Motion 7.a.ii

Motion by Councillor Randy Brown that Administration prepare the agreement for a 10-year term commencing at the rate of 22% with no linear property tax.

Councillor Randy Brown requested a recorded vote on this Motion as per Section 185 of the Municipal Government Act.

Vote result:

For: Mayor Miller, Councillors Brown, Howlett, Peffers and Pion

Against: Councillors Morrison and Tuckwell

MOTION CARRIED BY 5-2 MAJORITY

Motion 7.a.iii

Motion by Councillor Carol Pion that Council give first reading to Natural Gas Distribution System Franchise Agreement Bylaw 03/2026.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS

8.a Library Board Volunteers – Terms

As per the library legislative requirements council is asked to pass a motion appointing volunteers and terms.

Motion 8.a

Motion by Councillor Cam Morrison that Council appoint the individual to the Bowden Library Board for the specified terms as presented.

MOTION CARRIED UNANIMOUSLY

8.b Economic Committee Volunteer

Motion 8.a

Motion by Councillor Marietta Tuckwell that the application by Anaya Lea be referred to the Economic Development Committee.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

None Submitted

13. MEETING ADJOURNMENT**Motion 13**

Motion by Councillor Cam Morrison at 10:34pm to adjourn the meeting.

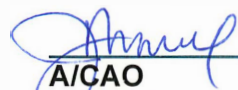
MOTION CARRIED UNANIMOUSLY

Meeting adjourned.

Minutes signed by:



**Mayor
Laurie Miller**



**A/CAO
Jacqui Molyneux**

Regular Council Meeting: 2026-10-26	Agenda Item: 7.b
Prepared by: CAO	Approved By: CAO
Report Type: RFD	Attachment(s): Bylaw 09-2026 including the removal of all references to Code of Conduct and Council amendments from October 13 th , 2026, RCM.

7.b MAP Legislative Gap 2: Procedural Bylaw 09-2026 including Council amendments RCM October 13th, 2026.

7. BYLAWS & POLICIES

7.a Procedural Bylaw 09-2026 MAP requirements Sept 2026.

Motion 7.a (i)

MOVED by Councillor Cameron Morrison that Council gives first reading to Bylaw No. 09-2026 as amended: all Code of Conduct references removed; 6.4.12 Council reports will come to the Mayor; 13.2 Cut off for submissions is the prior Wednesday at noon; 13.3 The Agenda package will be made available the prior Thursday at 4pm; 13.5 (i) add "Land Acknowledgement"; 19.7 to have the first part reworded starting with "if a recorded vote is requested, the chair is responsible for recording the vote".

CARRIED

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 Mayor for inclusion in the agenda package prior to a meeting of Council.

Minutes that are unapproved should be marked as such.

Bylaw 09 / 2026

Town of Bowden

Council Procedural Bylaw

13.2

In order to enable the CAO to do so, all appropriate supporting documents, correspondence and delegation notices intended to be submitted to the Council should be received by the CAO no later than 12:00 PM on a business day at least five (5) calendar days before the meeting.

13.3

The CAO shall provide at the disposal of each Council member a copy of the agenda and all supporting materials not later than 4:00 PM four (4) calendar days before the meeting.

13.5

Generally, the order and content of the agenda will be:

- i. Call to Order, and Land Acknowledgement.
- ii. Additions / Deletions to the Agenda (e.g.: urgent business & emergent items),
- iii. Adoption of the Agenda,
- iv. Adoption of Previous Minutes,
- v. Business Arising from the Minutes,
- vi. Public Hearings

defeated.

19.7

Recording of Votes (by the CAO / Legislative Coordinator / Recorder): section 185 of the MGA.

185(1) Before a vote is taken by council, a councillor may request that the vote be recorded.

185(2) When a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

From: Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

Sent: Tuesday, September 22, 2026 12:26 PM

To: CAO <cao@bowden.ca>; Municipal Accountability Program <MAP@gov.ab.ca>; info <info@bowden.ca>

Subject: RE: Town of Bowden Municipal Accountability Program - 1 Year Reminder

Hello Christiaan,

Please see my comments below for each non-compliant item.

1. Auditor, Audited Financial Statements, Financial Information Return – **Gap closed**
2. Procedural Bylaw – Bylaw 06/2026 section 6.4.7 must state when the CEO is appointed to a board, committee, or subdivision and development authority under Part 17 of the MGA, Section 154(3) of the MGA requires the person be appointed to in their own name. In addition, bylaw 06-2026 section 21.6(v) has not been removed as this pertains to the councillor code of conduct bylaw 07/2022 which has been repealed by provincial legislation. **Gap still open**

6.4.7

The Mayor is a member of all Council Committees. When the CEO is appointed to a board, committee, or subdivision and development authority under Part 17 of the MGA, Section 154(3) of the MGA requires the person to be appointed to in their own name.

21.6

Nothing in this bylaw (either by inclusion or omission) exempts or relieves any person from any statutory enactment, regulation, code, bylaw, policy, or Ministerial Order including, but not limited to the:

- i. Municipal Government Act, RSA2000 Chapter M-26,
- ii. Access to Information Act and Protection of Privacy Act (ATIA/POPA),
- iii. Revision to Advertising Bylaw 06 / 2024,
- iv. Council Committee Bylaw 06 / 2023,
- v. CAO Bylaw 08 / 2022,
- vi. Minutes of Council Meetings Policy 02 / 2020,
- vii. Public Participation Policy 1900 02.

Recommended Motion(s):**Motion 7.b**

- i) MOVED by _____ that Council gives second reading to Bylaw No. 09-2026.
- ii) MOVED by _____ that Council gives third and final reading to Bylaw No. 09-2026.



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

Town of Bowden – Province of Alberta COUNCIL PROCEDURAL BYLAW 09 / 2026

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, for the purpose of regulating the procedure of Council and Council Committee Meetings.

Whereas section 145 of the Municipal Government Act, RSA2000, Chapter M-26 states that a council may pass bylaws in relation to procedures to be followed by council, council committees and other bodies established by the council,

Now therefore, the Council of the Town of Bowden hereby enacts as follows:

1 SHORT TITLE

This bylaw may be known as, and cited as, the “Council Procedural Bylaw.”

2 PURPOSE

To provide a standard format for conducting meetings and to provide members of Council, Council Committees, Town Administration and the public with an understanding of the process by which Council meetings are conducted and how decisions are made.

3 DEFINITIONS

In this bylaw the following definitions apply:

Adjournment

Means to set the time to which the meeting shall adjourn.

Agenda

Is a statement of the order of business for a meeting including any documents and reports that form part of the agenda.

Chair

For Council means the Mayor, or,

For a Council Committee, the individual appointed as Chair pursuant to the Town of Bowden Council Committee Bylaw, or,

Means the person presiding at a meeting who is responsible for making sure that each meeting is conducted according to any regulatory or policy requirements and for ensuring that meeting matters are dealt with in an orderly manner.

CAO (Chief Administrative Officer)

Is the person appointed by the 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).

Council

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

Councillor

Persons elected to represent the municipality and include the chief elected official (the Mayor).

Council Committee

Means a committee, or other bodies established by bylaw under section 145 of the Municipal Government Act, to provide advice and make recommendations to Council.

Delegation

Means a person or group of persons that has permission of Council to appear before Council or a Council Committee to provide pertinent information or views on a specific matter or matter for discussion.

Division of Question

Is where a motion is used to separate a main motion or amendment into parts to be voted on individually.

Electronic Means

Means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

Enactment

Means an Act or a regulation or any portion of an Act or regulation

ATIA/POPA

Means Access to Information Act and Protection of Privacy Act.

Emergent Items

Are items that require immediate attention & discussion. They are added to the agenda on a motion of two-thirds of the Councillors present

Limit Debate

Means to reduce or increase the number and length of speech permitted or limit the length of debate on a specific question.

Member

Means either a Councillor or a "person at large" appointed by Council to a Council Committee.

Meetings

Means open public meetings of Council or Council Committee held in accordance with sections 192 to 200 of the Municipal Government Act, RSA2000, Chapter M-26.

MGA

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

Minutes

Means to accurately record the decisions, actions, motions and recommendations of a meeting.

Motion

A motion is a formal request made by a Councillor (or member) for a matter to be discussed at a meeting and following debate for a decision to be made.

Municipality

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

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26, and any regulations made thereunder.

Notice of Motion

Is the presentation of a motion for consideration and debate of business at a meeting.

Person

Means any of the following:

- i. an individual
- ii. a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation
- iii. a trustee, executor, administrator, agent, legal representative, or employee of either a) or b)

Point of Order

Is where the “Chair” enforces the rules of procedure.

Postpone the Matter to a Certain Time

Means to delay the consideration of a matter to either a definitive time (when further information is to be obtained) or indefinitely.

Public Hearing

Means an open hearing where members of the public must be invited in accordance with statutory legislation. A public hearing under Part 17 of the MGA must allow for electronic meetings to be held.

A public hearing is a Council Meeting (Regular or Special).

Public Meeting

Means an open meeting where members of the public are invited to attend the meeting. The public can attend either in person or electronically at the discretion of Council.

All Council meetings and Council Committee Meeting are public meetings.

Question of Privilege

Means to bring an urgent request to the meeting relating to the comfort, dignity, safety, or rights of either the assembly or an individual up for immediate consideration.

Quorum

Means the majority of all the Councillors that comprise the Council.

Recess

Means a short interruption which does not close the meeting.

Resolution

Means a record of a decision or of the wishes of Council including passing bylaws, establishing policies, formulating strategies, planning and routine administrative matters.

Special Resolution

Means a resolution passed by two-thirds of all members present.

Table the Matter

Means a motion to delay consideration of a matter in order to deal with more pressing matters does not set a time to resume consideration of the matter.

Terms of Reference

Is a statement of the purpose and procedures of a Council Committee as defined in the Council Committee Bylaw.

Town

Means the municipal corporation of the Town of Bowden.

Words (interpretation)

- i. "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- ii. "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- iii. "shall" is to be interpreted as "must".
- iv. "should" is to be interpreted as a recommended (desirable, not required to conform).
- v. "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.

4 STRUCTURE OF COUNCIL**4.1**

The Council of the Town of Bowden shall consist of seven elected officials.

4.2

Council will be elected by a vote of the electors within the Town of Bowden.

4.3

The chief elected official (the Mayor) shall be elected by a separate vote of the electorate.

4.4

The position of Deputy Mayor will be agreed upon by Council in the annual organizational meeting of Council or at any time upon resolution of Council.

5 STATUTORY NOTICES

Section 606 of the MGA sets out the requirements for the advertising of statutory notices.

Statutory notices must be advertised in accordance with the Town of Bowden Advertising Bylaw.

Statutory notices are, including but not limited to:

- bylaws,
- resolutions,
- meetings (Regular Council Meetings, Special Council Meetings, Organizational Meetings, Council Committee Meetings),

- changes and cancellation of meetings,
- public hearings,
- other matters as required by the MGA (including development & planning applications, hearings, and appeals),
- other matters as required by other enactments including, for example, the requirements of the Local Authorities Election Act:
 - LAEA section 26 Notice of Nomination Day.
 - LAEA section 35 Notice of Election.
 - LAEA section 53.01 Proof of elector eligibility.
 - LAEA section 74 Notice of Advance Vote.

6 MEETINGS

6.1 Regular Council Meetings

6.1.1

Regular Council meetings shall be held in accordance with section 193 of the MGA.

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.

Once published, notice of regularly scheduled Council meetings need not be given.

If, however, there is a change in the meeting date, time or location the CAO will deliver notice to all members of the Council and to the public at least 24 hours prior to the day of the rescheduled Regular Council Meeting.

Public notices will be advertised in accordance with the Town of Bowden Advertising Bylaw.

6.1.2

Any meeting that goes past three hours must obtain unanimous consent of Council.

Failure to achieve unanimous consent, the meeting shall resume at 7:00 pm the next evening unless Council through a majority decision consents to an alternate evening.

6.1.3

The Mayor shall preside over all Regular Council Meetings.

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

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

6.2 Special Council Meetings

6.2.1

Special Council meetings shall be held in accordance with section 194 of the MGA which states:

- i. Special Council meetings are held whenever the Mayor considers it appropriate to do so.*
- ii. the Mayor must call a Special Council Meeting if a written request is received, stating its purpose, from the majority of the Councillors.*
- iii. A Special Council Meeting must be held within 14 days of receipt of the written request.*
- iv. At least 24 hours' notice shall be provided in writing to each Councillor and in writing to the public stating the purpose of the meeting and the date, time and location at which the Special Council Meeting shall be held.*

- 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 $\frac{2}{3}$ 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 a member of all Council Committees. When the CEO is appointed to a board, committee, or subdivision and development authority under Part 17 of the MGA, Section 154(3) of the MGA requires the person to be appointed to in their own name.

6.4.8

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

6.4.9

The Mayor has all 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 Mayor 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:

- (a) before second reading of the bylaw or*
- (b) before council votes on the resolution”*

8.2

Council by resolution will set a time, date and location of a public hearing.

8.3

A typical order of business for a public meeting or public hearing may be:

- i. Chair to declare meeting open,
- ii. Chair to provide background as to purpose of the meeting and of any bylaw or resolution proposed by Council (ie, the purpose of the public hearing),
- iii. Town Administration statement, (by the CAO),
- iv. Town representative statement, (by Red Deer County Development Officer),
- v. presentations by those in favour,
- vi. presentations by those opposed,
- vii. any person affected who wishes to be heard (who has complied with the procedures outlined by the Chair, or this bylaw),
- viii. any other person who wishes to be heard and whom Council agrees to hear.

If a public hearing is being held the meeting Chair will provide guidelines at the beginning of the meeting as to the meeting rules including procedures necessary in terms of disconnection or technical issues.

8.4

The Mayor (or meeting Chair) may allow questions after each presentation.

8.5

Persons speaking will be given the opportunity to speak only once, however the Mayor (or meeting Chair) may allow a concluding statement from those that have made a presentation.

8.6

After all presentations have been made the Mayor (or meeting Chair) will declare the hearing closed.

8.7

No verbal or written submissions may be received after the public hearing is closed unless otherwise agreed by resolution of Council.

8.8

Section 216(5) of the MGA states:

After the close of the public hearing Council may:

- i. *pass a bylaw or resolution,*
- ii. *further debate the bylaw or resolution and either:*
 - a. *make any further amendment to the bylaw or resolution it considers necessary,*
 - b. *proceed to pass the bylaw or resolution without further public hearing,*
- iii. *defeat the bylaw or resolution,*

and in accordance with any requirement of the MGA or any other regulation or bylaw.

9 PUBLIC PRESENCE AT MEETINGS

9.1

Section 197 of the MGA applies which states:

- i. *All Council and Council Committee meetings must be held in public unless subsection (ii), (iii) or (iv) applies below.*

- ii. *Councils and Council Committees may close all or part of their meetings to the public ("in camera" sessions) if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of the Access to Information Act, Chapter A-1.4.*
- iii. *A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under part 17 (of the MGA) may deliberate and make its decisions in meetings closed to the public.*
- iv. *When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve*
 - (a) the part of the meeting that is to be closed, and*
 - (b) The basis on which, under an exception to the disclosure of Division 2 of the Access to Information Act, Chapter A-1.4.*

9.2

Everyone has a right to be present at Council and Council Committee meetings conducted in public, unless the person chairing the meeting expels a person for improper conduct (section 198 of the MGA).

9.3

A Council or Council Committee may require a person appearing before it or making any claim or submission to it, to do so under oath (section 200 of the MGA applies).

9.4

When a meeting is closed (in camera) to the public, the majority of members present may at their discretion invite any person or persons to attend that closed session.

The minutes of the meeting must show the names of the additional persons attending the closed session and the reason for that person(s) be present.

9.5

The media and the general public cannot attend a closed session but are permitted to return to the meeting following the closed session.

9.6

Where a Council Meeting (or part of a meeting) is closed to the public no resolution may be passed at that closed meeting or session, other than a resolution to revert back to an open meeting held in public.

If direction is given or a decision is reached (in a closed meeting) then a resolution must be made in the open meeting so that the Council's direction is subsequently recorded (prior to being acted on).

9.7

9.7.1

Closed session discussions will not be recorded, or any notes taken as these could form part of a future closed session of Council.

9.7.2

All members are required to keep matters discussed in a closed session in confidence until the matter is discussed at an open meeting or a meeting held in public.

9.7.3

The Access to Information Act and Protection of Privacy Act (ATIA/POPA) defines items that allows Council to conduct a closed meeting.

The basis under which part of a meeting is held under closed session must be given (as follows):

Exception to disclose under Division 2 of the Access to Information Act, Chapter A-1.4 (as amended over time) is stated as:

- 19** *Disclosure harmful to business interests of a third party*
- 20** *Disclosure harmful to personal privacy*
- 21** *Disclosure harmful to individual or public safety*
- 22** *Confidential evaluations*
- 23** *Disclosure harmful to law enforcement*
- 24** *Workplace investigations*
- 25** *Disclosure and complaints*
- 26** *Disclosure harmful to intergovernmental relations*
- 27** *Cabinet and Treasury Board confidences*
- 28** *Local public body confidences*
- 29** *Advice from officials*
- 30** *Disclosure harmful to economic and other interests of a public body*
- 31** *Testing procedures, tests and audits*
- 32** *Privileged information*
- 33** *Disclosure harmful to conservation of heritage sites, etc.*
- 34** *Information that is or will be available to the public*

Reference to the ATIA/POPA is necessary for the specific details of each of the sections listed above.

9.8

The use of digital, audio, and video recording devices by meeting members (including Town Administration staff, the press or members of the public) is prohibited at all Council meetings unless authorized by the Mayor, or the Chair of the meeting (with the exception of public hearings on planning and development matters).

10 MEETING THROUGH ELECTRONIC COMMUNICATION

10.1

Council may elect to hold a Council meeting by electronic means.

Section 199 of the MGA states that:

- i. A council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.*

10.2

Council must hold a public hearing by electronic means under Part 17 to be conducted by electronic means.

Part 17 of the MGA is specific to Planning and Development.

10.3

Electronic will be by means of a communications platform that allows users to connect with video, audio and chat. The chosen platform will either be Zoom Communications or MS Teams. This requires the user to have an internet connection and a supported device. This is the responsibility of the user.

10.3

Councillors must give prior notice of their intention to attend electronically.

Councillors must declare a conflict of interest or pecuniary interest at least 6 hours before attending a meeting electronically in order that the meeting Chair can establish procedures for efficient and consistent handling of the meeting.

10.4

Councillors participating in a meeting held by means of an electronic communication facility are deemed to be present at the meeting.

However, a Council meeting must have the required number of Councillors present in person in the meeting to meet the requirements of a Quorum.

10.5

Where a Councillor attends a meeting remotely and part of that meeting is held in closed session the Councillor must ensure that they are alone when communicating by electronic means.

A Councillor will be required to identify themselves (by video) at the time of joining a meeting or when a vote is cast or when joining a closed session.

10.6

A person wishing to attend a public hearing electronically must register for participation at least 24 hours prior to the meeting commencement time.

A request should be submitted to: communications@bowden.ca

10.7

All people attending a public hearing by electronic means must adhere to any guidelines issued by the meeting Chair.

10.8

Notice of a public hearing conducted by electronic means will be advertised in accordance with the Town of Bowden Advertising Bylaw.

11 QUORUM**11.1**

Section 167 of the MGA applies which states that:

“The quorum of a council (for a Council Meeting or Special Council Meeting) is defined as the majority of all the Councillors that comprise the Council”.

11.2

If a quorum is not present within fifteen minutes after the time fixed for a meeting, the meeting Chair will record the names of the members present and the meeting will stand adjourned until the next regular meeting date.

The only action that can be taken in the absence of quorum is to fix a time to which to adjourn, decision to recess (allow more time to achieve the quorum), or to take measures to obtain a quorum.

11.3

If a quorum is lost after the meeting has been called to order, the meeting will be suspended until quorum is obtained. If a quorum cannot be obtained, then the meeting must be adjourned.

11.4

The CAO must record (minute) attendance at Council meetings and record details whenever a meeting was either adjourned or recessed.

12 DELEGATIONS & REQUESTS TO COUNCIL

12.1

A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of Council, or who wish to have any matter considered by Council must request a Delegation Request Form from Town Administration.

The form must clearly set out the matter at issue (or the request being made) and be completed in full outlining the subject to be discussed and any other specific request to Council.

12.2

The Delegation Request Form must be signed by the legal name of the person(s) completing the form and must include the full address of the person completing the form and the name of any organization they represent.

12.3

The Delegation Request Form must be received by the CAO by 1:00 pm on a business day at least five (5) calendar days immediately preceding the meeting, at which it is to be presented. If the person wishes to appear before Council on the matter, it must be stated on the form.

12.4

The Delegation Request Form must make reference to all any supporting documents that will be presented at the meeting.

12.5

All documents to be submitted at a public hearing must be submitted in accordance with section 12.3 of this bylaw.

This is to allow the documents to be included in the agenda package and made available for public scrutiny before the meeting commences.

12.6

Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the Delegation Request Form. Where the meeting Chair determines that additional time shall be granted to a delegation the length of the extension shall be specified, and the meeting Chair may set a limit to this time.

12.7

A delegation request to Council may be refused if the subject involves current or pending litigation, insurance claims, matters beyond jurisdiction of Council or matters protected by protection of information statutes or regulation.

12.8

Delegations will conduct themselves in an orderly manner. Only delegates listed on the Delegation Request Form may address Council.

Only the meeting Chair may provide an exception to this.

13 AGENDA AND ORDER OF BUSINESS

13.1

Prior to each Council meeting the CAO will prepare an agenda (statement of the order of business) of all matters to be brought before Council.

The agenda package will include reports from Council Committees, reports from Town Administration and any other relevant or supporting documentation.

A Request for Decision document should be prepared for Council by Administration on matters that require resolution.

Administration may prepare a suggested choice of the recommended / alternative resolution(s).

13.2

In order to enable the CAO to do so, all appropriate supporting documents, correspondence and delegation notices intended to be submitted to the Council should be received by the CAO no later than 12:00 PM on a business day at least five (5) calendar days before the meeting.

13.3

The CAO shall provide at the disposal of each Council member a copy of the agenda and all supporting materials not later than 4:00 PM four (4) calendar days before the meeting.

13.4

Only items listed in the agenda and documents submitted within the deadlines noted in sections 13.2 and 13.3 of this bylaw may be discussed at a meeting, unless a resolution to add an item to the agenda is passed by a majority of members present.

13.5

Generally, the order and content of the agenda will be:

- i. Call to Order, and Land Acknowledgement.
- ii. Additions / Deletions to the Agenda (e.g.: urgent business & emergent items),
- iii. Adoption of the Agenda,
- iv. Adoption of Previous Minutes,
- v. Business Arising from the Minutes,
- vi. Public Hearings,
- vii. Delegations,
- viii. Bylaws & Policies,
- ix. New Business,
- x. Financial,
- xi. Correspondence,
- xii. Reports
 - a. CAO's Report,
 - b. Council Committee Reports,
 - c. Society & Other Reports.
- xiii. "In Camera" matters,
- xiv. Adjournment.

The Chair of the meeting must review and approve the order and content of the agenda prior to distribution and public release.

"In Camera/Closed Session" agenda items can appear on the agenda in any order as deemed appropriate or deemed practical to do so.

13.6

The general order of business of the agenda items will apply to all Council and Council Committee meetings unless as otherwise determined by a majority vote of the members present.

13.7

Any vote upon a matter of priority of business shall be decided without debate.

13.8

Submitted reports to Council may be presented in a “closed session” of Council if deemed necessary to protect the privacy of the information contained within.

All members are required to keep the content of all submitted private reports presented in a closed session in confidence until the report is made available at an open meeting or the report is placed in the public domain by the report’s authors.

14 URGENT BUSINESS**14.1**

A member may move to discuss a matter of urgent public importance without Notice of Motion during the Additions / Deletions to the Agenda period of the meeting.

14.2

A motion to bring a matter before Council as urgent business must satisfy the following conditions:

- i. the matter proposed for discussion is urgently requiring immediate attention,
- ii. the matter is not one which should have been dealt with by giving written notice of motion,
- iii. the matter does not require substantial review or reference to written documents, enactments, legal documents or being of a complex nature (e.g., planning).

15 NOTICE OF MOTION**15.1 Notice of Motion Prior to Council Meeting**

- i. a member who wishes to present a written notice of motion to Council must submit the motion to the CAO not later than 1:00 pm on a business day at least five (5) calendar days before the Council meeting,
- ii. the notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determine and evaluated,
- iii. the notice of motion must include sufficient detail about the motion’s proposed action,
- iv. the notice of motion must be made without comment or debate by any other member but may include supporting documentation,
- v. the member who submitted the motion must be present during the reading of the motion,
- vi. if a notice of motion is given in accordance with this section, the motion will be added to the agenda for the Council or Standing Committee meeting on the date specified in the motion.

15.2 Notice of Motion during a Council Meeting

- i. a member who wishes to present a notice to Council during a meeting may do so only if Council (by majority) agrees to waive the requirements set out in section 15.1 of this Bylaw.

16 MINUTES**16.1**

The minutes of Council Meetings and Council Committee Meetings form the legal record of the resolutions and actions made during the meeting.

The CAO must ensure that all minutes of Council Meetings and Council Committee Meetings are made in accordance with the requirements of the MGA.

16.2

A Council may act only by resolution or bylaw that is passed at a public meeting.

Council's direction to Town Administration (via the CAO) shall be enacted by Council resolution. Where a resolution creates an action for Administration the resolution must provide clear direction in order that there is no ambiguity or need to conjecture or interpret the intent.

16.3

The legislative, recording and procedural requirements for recording the minutes of Council meetings are determined by the Town of Bowden, Minutes of Council Meetings Policy.

17 PROCEEDINGS AT MEETINGS

17.1

Duties of the meeting Chair include:

- i. the Chair will preside over the conduct of the meeting including the preservation of good order & decorum, ruling on points of order, replying to points of procedure, and deciding on all questions relating to the procedure of the meeting,
- ii. the Chair will make all reasonable effort, including the calling of a recess, to ensure all members in attendance at the meeting are present while a vote is being taken, unless a member is excused from voting under the MGA, or any other enactment.

17.2 Question of Privilege

- i. a meeting member who wishes to permanently leave a meeting prior to its adjournment will advise the chair, by means of a Question of Privilege. Their departure time must be recorded in the minutes of the meeting,
- ii. a member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the members collectively, or of themselves as members, will be permitted to raise a Question of Privilege,
- iii. a Question of Privilege will take place over all other matters. After the ruling of the Chair on the matter the meeting will resume immediately back to the pending matter or debate.

17.3 Appeal

- i. all decisions of the Chair will be final, subject to an immediate challenge (appeal),
- ii. the Chair will give reasons for the ruling and the members will decide the outcome that will be final and binding on the meeting,
- iii. if the decision is challenged, then the chair will put the appeal to the members present,
- iv. the decision will be decided by the majority vote of members present without debate.

17.4

Cell phones (or other electronic communication devices) may be referenced during meetings provided they are set to mute and do not disturb or record the proceedings of the meeting and providing the meeting Chair has not ruled out their use.

18 RULES GOVERNING DEBATE

18.1

Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.

18.2

All questions or debate will be directed through the meeting Chair.

Through the Chair a member may ask:

- i. questions of another member (or of administrative staff) on a "point of information" relevant to the business in hand, and,

- ii. a question to obtain information relating to the minutes presented to the meeting, or any clause contained therein.

18.3

The meeting Chair, with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by this bylaw or by the Chair.

18.4

Supplementary questions, or a series of questions relating to the matter before the meeting may be raised by a member, but each question requires the consent of the Chair.

18.5

After any question is finally put to the Chair no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.

18.6

A motion does not require a seconder.

18.7

A motion may be withdrawn at any time before voting subject to no objection being raised by any member.

18.8

The following are not debatable by members of a meeting:

- i. adjournment,
- ii. to take a recess,
- iii. a question of privilege,
- iv. point of order,
- v. to limit debate on a matter before members,
- vi. on division of a question,
- vii. postpone the matter to a certain time,
- viii. to table the matter,
- ix. quorum.

18.9

Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the meeting Chair so directs.

18.10

Whenever the meeting Chair is of the opinion that a motion is contrary to the rules and privileges of Council, the Chair will inform the member immediately and will provide reasons applicable to the case without argument or comment, unless otherwise decided by a majority of members present who shall determine to uphold the ruling of the Chair or not as the case may be.

18.11**18.11.1**

The meeting Chair has the authority to set a time limit that a member may speak on the same question or resolution, with regard to the importance of the matter.

18.11.2

The meeting Chair has the authority to determine the number of times that a matter may be brought to Council with regard to the importance of the matter or additional information received since the time of last debate.

19 VOTING

19.1

Unless otherwise stated in this bylaw or an enactment, Council may act by bylaw or motion passed by a majority vote (quorum)

A Council Committee may only act by motion passed by a majority vote (quorum)

19.2

Section 183 of the MGA applies which states that,

“every member attending a Council or Council Committee meeting shall vote on every matter, unless the member is required or permitted to abstain from voting under this or any enactment”.

19.3

When the meeting chair ascertains that no further information is required or debate forthcoming on a motion, the meeting Chair will immediately submit the motion to a vote of the members present and no further discussion will take place until the vote has been completed.

19.4

All elected officials (Council) shall cast a vote on every voting matter unless they are excused by resolution from voting or unless disqualified from voting by reason of pecuniary interest / conflict of interest.

19.5

Voting shall be made by the raising of hands as directed by the meeting Chair and in such a clear manner that they may be easily counted by the chair.

19.6

An equality of votes (a tied vote) on any matter, resolution or bylaw shall be deemed to be decided as defeated.

19.7

Recording of Votes (by the CAO / Legislative Coordinator / Recorder): section 185 of the MGA.

185(1) Before a vote is taken by council, a councillor may request that the vote be recorded.

185(2) When a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

19.8

Councillors must declare if they have a pecuniary interest in a matter and / or a conflict of interest in a matter. A Councillor is deemed to have a conflict of interest in a matter if it could affect a private interest of the Councillor or an employer of the Councillor or the Councillor knows or should know that the matter could affect a private interest of the Councillors family.

If a Councillor believes they have a conflict of interest or a perceived conflict of interest they must disclose the general nature of that conflict prior to or during any discussion on that matter.

If the Councillor makes such a disclosure, they must abstain from voting on any question relating to the matter

The Councillor should leave the room in which the meeting is being held until the discussion is concluded.

19.9

The CAO (or recorder) shall record in the minutes each time a member of Council makes a disclosure by reason of “pecuniary interest” or conflict of interest.

The CAO (or recorder) shall record in the minutes each time a member of Council excuses themselves from a meeting by reason of “pecuniary interest” or conflict of interest.

The minutes of the meeting will indicate the declaration of disclosure, the time at which the member left the meeting and the time the member returned.

19.10

The behavior and conduct of Council members is covered by this Bylaw.

The applicable procedures prescribed by this Bylaw should apply equally to those members at a Council Committee meeting.

20 BYLAWS & POLICIES

20.1

The CAO must review and approve the final draft of every proposed bylaw or policy prior to its submission to Council.

20.2

All proposed bylaws must have a bylaw number and concise title assigned to it.

20.3

Council shall vote on the motion for the first reading of a proposed bylaw without amendment or debate.

After a first reading Council may:

- i. debate the content of the proposed bylaw,
- ii. propose amendments to the proposed bylaw,
- iii. refer by motion that Administration provides further information prior to second reading.

20.4

Council may decide to submit a proposed bylaw for public participation engagement if deemed appropriate.

Reference to the procedures contained within the Town of Bowden Public Participation Policy should be made.

20.5

When all amendments (if any) have been accepted the motion for second reading of the bylaw as presented or amended shall be considered.

If there are any further amendments to a proposed bylaw all Councillors must be given an opportunity to review the full text of the amendments prior to the third reading.

20.6

All aspects of passage of a bylaw at second reading shall apply to the third reading of a bylaw.

20.7

Council may not give a proposed bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote on a motion in favour of allowing a third reading at that meeting.

20.8

The Mayor and CAO must sign the bylaw as soon as practicably possible after the third reading has passed and shall declare the bylaw adopted and enacted with immediate effect unless the bylaw itself provides otherwise.

20.9

A bylaw can only be amended or repealed by another bylaw made in the same way as the original bylaw.

20.10

Council may consolidate a bylaw by incorporating all amendments into a single revised bylaw.

20.11

Resolutions (motions passed) shall come into effect as soon as they are passed unless they contain a specific (deferred) implementation date.

20.12

A Council Policy after being presented for discussion can be passed by simple majority vote of Councillors and shall come into effect as soon as the policy is passed by motion unless the policy contains a deferred implementation date.

20.13

Upon being passed a Council Policy must be signed by the CAO and by the chair of the meeting at which it was passed.

20.14

A signed copy of all Town of Bowden bylaws and Council policies must be:

- i. kept in the Bylaws & Policies folders maintained by the CAO,
- ii. digitally filed in the Bylaws and Policies folder within the Towns data server,
- iii. posted on the Town's web site.

21 APPLICABILITY**21.1**

This bylaw applies to all Council and Council Committee meetings.

This bylaw applies to all people attending Council meetings and Council Committee meetings.

21.2

This bylaw sets the rules and regulations for order and conduct of business in all meetings of Council, Council Committee meetings, public hearings and any other meetings directed by Council.

21.3

A procedural provision contained within this bylaw may be waived if approved by the majority of members in a meeting. Any waiver can only be made effective for that meeting in which the motion was passed.

Note: any enactment or statute contained within the Municipal Government Act cannot be waived.

21.4

The precedent of rules governing the procedure of meetings is:

- i. the Municipal Government Act of Alberta, RSA 2000 Chapter M-26 (as amended over time).
- ii. any other applicable legislation or enactment.
- iii. this bylaw.
- iv. Roberts Rules of Order (at the discretion of the chair).

21.5

Where a Council Committee contains members that are not appointed Councillors:

- i. the applicable procedures prescribed by this bylaw will apply equally to those members,
- ii. the applicable procedures prescribed for Councillors (MGA) will apply equally to those members.

21.6

Nothing in this bylaw (either by inclusion or omission) exempts or relieves any person from any statutory enactment, regulation, code, bylaw, policy, or Ministerial Order including, but not limited to the:

- i. Municipal Government Act, RSA2000 Chapter M-26,
- ii. Access to Information Act and Protection of Privacy Act (ATIA/POPA),
- iii. Revision to Advertising Bylaw 06 / 2024,
- iv. Council Committee Bylaw 06 / 2023,
- v. CAO Bylaw 08 / 2022,
- vi. Minutes of Council Meetings Policy 02 / 2020,
- vii. Public Participation Policy 1900 02.

21.7

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

22 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, provincial, or municipal law or regulation or any requirement of any lawful permit, order, or enactment.

The Municipal Government Act (as amended over time) always prevails.

23 SCHEDULES

Schedules attached to this bylaw:

Schedule A

Section 169 MGA	Definitions
Section 170 MGA	Pecuniary interest and conflict of interest
Section 171 MGA	Bylaw requiring statement of disclosure
Section 172(1) MGA	Disclosure of Pecuniary Interest
Section 172(1)1 MGA	Disclosure of conflict of interest or perceived conflict of interest
Section 172(2) MGA	No review of Councillors Decision
Section 173 MGA	Effect of pecuniary interest on agreements

24 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws relating to the procedure of Council meetings.

Bylaw 08 / 2020 and Bylaw 06-2026 and all amendments thereto are hereby repealed.

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

READ a first time this 13th day of October 2026.

READ a second time this 26th day of October 2026.

READ a third and final time on this 26th day of October 2026.

SIGNED this 26th day of October 2026.

Laurie Miller
Mayor

Christiaan Liebenberg
Chief Administrative Officer

SCHEDULE A

Extracts from the Municipal Government Act (MGA) current as of January 1, 2025

Division 6 – Pecuniary Interest and Conflict of Interest of Councillors

Sections 169 to 173.



RE: Town of Bowden Municipal Accountability Program - 1 Year Reminder

From Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

Date Fri 10/2/2026 2:48 PM

To CAO <cao@bowden.ca>

Cc Jacqui Molyneux <cfo@bowden.ca>

Hi again,

Yes, I can definitely confirm that all gaps have been addressed and 6.48 with (ex-officio) can stay as is. Bylaw 09-2026 is ready for town council.

Priscilla

Classification: Protected A

From: CAO <cao@bowden.ca>

Sent: Friday, October 02, 2026 1:55 PM

To: Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

Cc: Jacqui Molyneux <cfo@bowden.ca>

Subject: Re: Town of Bowden Municipal Accountability Program - 1 Year Reminder

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Thanks - please see attached the revised Procedural Bylaw 09-2026 for Oct 13 RCM - could you please confirm it addresses all the gaps? Also confirm 6.48 is correct it makes some reference to ex officio too and all the MAP gaps are addressed please do so as soon as possible as our package goes out Wed noon Oct 7 that is. On the 3 last page I also have the bylaw06-2026 rescinded - please confirm its correct. Thanks, you



Christiaan Liebenberg, RPP, MCIP, CLGM

Chief Administrative Officer

Town of Bowden

Box 338, 2101 20th Ave

Bowden, Alberta, T0M 0K0.

Tel: 403 224 3395

Cell: 403 586 2824

From: CAO <cao@bowden.ca>

Sent: Monday, September 28, 2026 11:27 AM

Regular Council Meeting: 2026-10-26	Agenda Item: 7.c
Prepared by: CAO	Approved By: CAO
Report Type: RFD	Attachment(s): Please see the email update from Red Deer County Oct 8 – as part of our Municipal Services Agreement renewal the Town of Bowden should enter into a SDAB Agreement and accompanying Bylaw – all drafted by the County and ready for signature and readings. See attachment.

7.c Updated Municipal Services Agreement Red Deer County / Town of Bowden 2026.

RDC Legislative Services requires the Town to enter into a SDAB agreement and adopt an accompanying SDAB Bylaw. This service level requirement forms part of the updated Municipal Services Agreement 2016-2025 renewal.

7.c (i) SDAB Agreement.

7.c (ii) SDAB Bylaw.

Recommended Motion(s):

Motion 7.c (i)

MOVED by _____ that Council receive, accept and approve the SDAB Agreement as presented by Red Deer County Legislative Services and Council authorize the Mayor and CAO sign the agreement for execution.

Motion 7.c (ii through v).

- ii. MOVED by _____ that Council gives first reading to Bylaw No. 10-2026.
- iii. MOVED by _____ that Council gives second reading to Bylaw No. 10-2026.
- iv. MOVED by _____ that Council gives agreement to consider third and final reading of Bylaw No. 10-2026.
- v. MOVED by _____ that Council gives third and final reading to Bylaw No. 10-2026.

Red Deer County Summary – Legislative Services

“This year the County issued an open call to municipalities in need of SDAB Services.

We received tremendous interest and have been retained by many municipalities to provide SDAB services.

I attach the SDAB Services Agreement we require for all municipalities. Under the agreement, The County provides clerk and board services, including board management – board member training and support, hearing coordination, records management, and related appeal administration services. The agreement also outlines your responsibilities - including passing the required bylaw, advertising, public

notice requirements on subdivision and development decisions, and the documentation required when appeals are filed.

NOTE: *the agreement has an ongoing term. However, in the interest of transparency, please know the County is providing the service on a trial basis, and we will be checking in next year to assess the model.*

*If you are **ready to retain services**, your municipality must pass a bylaw authorizing the services (a bylaw template is in Schedule A of the attached) and enter into the agreement with Red Deer County (attached) before services can be provided. An invoice for the annual membership fee will be issued in due course."*

SCHEDULE A – FORM OF BYLAW



A BYLAW OF THE **TOWN OF BOWDEN**, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended requires a municipality to establish a subdivision and development appeal board by bylaw or to authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of **TOWN OF BOWDEN** considers it beneficial to enter into an agreement with Red Deer County for the purpose of Red Deer County providing subdivision and development appeal board services for **TOWN OF BOWDEN**.

NOW THEREFORE the Council of the **TOWN OF BOWDEN** duly assembled enacts as follows:

SHORT TITLE

- 1) The title of this bylaw shall be the “SDAB Services Bylaw.”

DEFINITIONS

- 2) Except as otherwise provided, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 3) In this Bylaw, the following terms shall have the meanings shown:
 - a) “Act” means *the Municipal Government Act*, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed.
 - b) “Agreement” means the Subdivision and Development Appeal Board Services Agreement executed by the Municipality and Red Deer County and amended from time to time.
 - c) “Board” means the Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw.
 - d) “CAO” means the Chief Administrative Officer appointed by Council of the **TOWN OF BOWDEN** under section 205 of the Act.

- e) “Member” means a person appointed to the Board.
- f) “Municipality” means the **TOWN OF BOWDEN.**
- g) “Red Deer County CAO” means the Chief Administrative Officer appointed by Red Deer County Council under section 205 of the Act.

ESTABLISHMENT

- 4) The Board is established for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of services to the Municipality, by Red Deer County.

AGREEMENT

- 5) The CAO is hereby delegated the authorization to enter into an Agreement with Red Deer County to establish and provide services of the Board respecting matters including but not limited to:
 - a) working boards (hearing directives or procedures of the Board),
 - b) membership of the Board,
 - c) appointment of Members,
 - d) training of Members,
 - e) eligibility to be a Member,
 - f) meetings and hearings of the Board,
 - g) panels of the Board,
 - h) conflict of Interest, Bias, and Confidentiality of Members,
 - i) remuneration for Members, and
 - j) general provisions such as hearings may be in person, by telephone or video; public notice of hearings will be provided on the Coordinator’s website,
 - k) presiding officers,
 - l) preliminary hearings,
 - m) administration and records
 - n) appointment, powers, and duties of the clerk,
 - o) the appointment and removal of Members and the Clerk in accordance with the Act and the Agreement, and
 - p) severability.

POWERS AND DUTIES OF BOARD

- 6) The Board shall hear and decide upon appeals made with respect to a decision made by the Municipality’s Subdivision Authority and the failure or refusal to make a decision by the Municipality’s Subdivision Authority in accordance with the Act.

- 7) The Board shall hear and decide upon appeals made against a decision or order made by the Municipality's Development Authority and the failure or refusal to make a decision by the Municipality's Development Authority in accordance with the Act.
- 8) The Board shall hear and decide upon appeals made against a Stop Order made by the Municipality's Development Authority.

FILING AN APPEAL

- 9) A person may appeal to the Board in accordance with the Act.
- 10) Appeals must be filed with the Municipality.
- 11) A notice of appeal shall be deemed to be filed with the Board on the date the complete notice of appeal and appeal fee is received in the Municipality.

APPEAL FEES

- 12) Appeal fees are set as follows:

MGA (s. 630.1 allows a Council to establish filing fees). The Town of Bowden will adhere to the SDAB fees set by Red Deer County. The Town of Bowden with this Bylaw implements a Best practice for filing fees to cost enough to deter frivolous appeals but not so much they are a barrier for someone to file an appeal. The Town of Bowden also implements with this Bylaw a Best practice that if an appeal is successful or partially successful the fee is refunded.

- 13) Appeal fees must be paid to the Municipality.

SEVERABILITY

- 14) Every provision of this Bylaw is independent of all other provisions and 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.

TRANSITION AND EFFECTIVE DATE

- 15) Bylaw No. 06 / 2019; 03 / 2015; 07 / 1995 and 04 / 1995 are hereby repealed.
- 16) The terms of current board members are ended upon this bylaw coming into force.
- 17) This Bylaw comes into force on the date of third reading and signing.

- 18) Where, prior to the coming into force of this Bylaw, a subdivision appeal, development appeal, or appeal from a stop order, was filed with or assigned to another subdivision and development appeal board of THE TOWN OF BOWDEN, and remains outstanding, the appeal shall continue before the Board established under this Bylaw.
- 19) For greater certainty:
- a) the appeal shall be treated as if it had been properly filed with the Board on the date it was originally filed;
 - b) all materials, records, fees, and steps taken in relation to the appeal before this Bylaw came into force remain valid; and
 - c) the Board may hear, determine, and dispose of the appeal in accordance with the Act and this Bylaw.

READ a first time this 26th day of October 2026.

READ a second time this 26th day of October 2026.

Given Unanimous consent to go to third reading on this 26th day of October 2026.

READ a third and final time on this 26th day of October 2026.

SIGNED this 26th day of October 2026.

**FIRST READING:
SECOND READING:
THIRD READING:**

MAYOR
Date Signed:

CHIEF ADMINISTRATIVE OFFICER
Date Signed:

SCHEDULE B – FEES

1. ANNUAL SERVICE FEE: \$500

2. ADDITIONAL FEES:

- a) Clerk services will be charged at a rate of \$75/hour for all administration related to appeal hearing including but not limited to preparing notices of hearing, scheduling the appeal, preparing for and attending the appeal, working with the Board to prepare the decision, issuing the decision and handling any follow up related to the appeal.
- b) Withdrawn Appeals: in instances where an appeal is filed and then withdrawn; the Municipality will be obligated to pay the hourly rate for the effort put into the file.
- c) Member Remuneration: in instances where an appeal proceeds to a hearing; the Municipality will be obligated to pay Member Remuneration and expenses in accordance with the following:

Up to 4 hours	Over 4 Hours
\$105	\$210

- d) Meals and Expenses of the Board: will be charged to the Municipality in accordance with policies and procedures prescribed by the Coordinator.
- e) Office/Print Supplies: will be charged to the Municipality on a cost recovery basis.
- f) Legal Services: will be charged to the Municipality on a cost recovery basis.
- g) Audio, Digital Recording and Transcript Services: will be charged to the Municipality on a cost recovery basis.
- h) Venue booking fees, rates and charges will be charged to the Municipality on a cost recovery basis.



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0
403 224 3395
www.bowden.ca

October 15th 2026
Kathy Jensen
Area Superintendent

Via email: Katherine.jensen@canadapost.ca

Subject: Proposed adjustment to Bowden Post Office' hours.

Dear Kathy

Thank you for your letter of September 18, 2026, regarding the potential changes to service hours in our community.

We appreciate your commitment to undertaking consultations before any decisions are made and to keeping the Town informed as the process moves forward.

At this stage, we would appreciate some clarification regarding the nature and extent of the changes being considered, including any potential impacts on service availability in our community. Maintaining accessible and reliable services for Bowden residents is an important consideration for our community.

We look forward to receiving further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "L. Miller".

Laurie Miller
Mayor
Town of Bowden



Royal Canadian Legion Innisfail Branch 104

5108 - 49 Avenue
Innisfail Alberta T4G 1R1
Phone: (403) 227 -3622
email: rcl104innisfail@shaw.ca

Mayor Laurie Miller.
Town of Bowden,
2101 20th Avenue,
Bowden, Alberta, T0M 0K0.

13 October 2026.

Remembrance Day – November 11, 2026

On behalf of the Royal Canadian Legion and Branch #104, Innisfail, I am pleased to invite you to join us for our Remembrance Day service and wreath laying ceremony on Wednesday November 11, 2026.

Please meet up beforehand in the Branch Clubroom no later than 10:00am. We gather at the Cenotaph at approximately 10:30am for the commencement of the parade and Remembrance Day service.

As in previous years, the Branch will supply a wreath for you to place at the Cenotaph on behalf of the Town of Bowden.

Please join us after the ceremony in the Branch Clubroom for refreshments and entertainment.

This year the Royal Canadian Legion celebrates its 100-year centenary. Remembering our past plays a large part of our future, and we thank you for your contribution to the Royal Canadian Legion during our Remembrance Week activities.

Please respond with confirmation of your attendance either by telephone to the Branch Office (403 227 3622) or by email to: rcl104innisfail@shaw.ca

If you have any questions regarding the event, please contact me on 403 598 5730.

Arno Glover.
Poppy & Remembrance Chair.



Regular Council Meeting: 2026-10-26	Agenda Item: 11.a
Prepared by: CAO	Approved by: CAO
Report Type: Information	Attachment(s): Municipal Affairs Staff Training Initiatives November 2026 & Bylaw and Policy Progress Report – December 8 th , 2025, RCM.

11.a CAO Report October 26th, 2026.

CAO

- Fall work continuing.
- Operational items: Office Roof estimates still awaiting other 2 estimates for roof and library repairs.
- Budget 2027 in preparation.

Operations

- Fall work continuing – tree cutting and trimming was done.
- Stop signs Westview – First Calls are still a few weeks 20 days out so once that is done and weather holds up.
- Historical Society School sign. Still working on it once we have all the details.

Training

- Inspiris Cyber security - had our quarterly meeting October 21st.

Housekeeping: Meetings/Training

- To meet with School Division / Superintendent November 3rd (re-scheduled from October 28th) at Town Office.
- CAO Training LGAA Administrator's meeting Oct 21 Cochrane.
- See attached Bylaw and Policy Progress from December 8, 2025.
- See Map email update October 16th, 2026.

Staffing

- Legislative Coordinator Position Posted October 14th – Interviews scheduled in November 2026.

Emergency Management

- DEM is organization ICS 100 and 200 training for all staff here in Bowden – over the winter.
- CAO to take ICS 300 middle Dec or January 2027.

Recommended Motion:

Motion 11.a

MOVED by Councillor _____ that Council accept the submitted CAO report as information

Regular Council Meeting: December 8, 2025. October 26, 2026.	Agenda Item: 7.a
Prepared by: CAO	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s): 1 Index of Active Bylaws 2 Index of Policies

7.a.i

The attached information is provided to Council as requested during the RCM of November 24, 2025.

- An index of all active bylaws,
- An index of Town policies.

7.a.ii

Notes:

1

Bylaws and policies are posted on the Town's web site and can be downloaded as a pdf document.

2

There are a few policies that are not publicly available on the Town's web site. Typically, these are of an internal operational nature and may have content (policies and procedures) that is not deemed to be for open public view.

These policies are:

- Personnel & Human Resources,
- Accounting & Financial Controls Policy,
- Procurement Policy,
- Communications & Information Policy – **currently as of October 2026 under review (Oct 2nd meeting).**

7.a.iii Bylaws (Review & Updates required in 2026)

The following bylaws require revision and update in 2026.

Land Use Bylaw (10 / 2021) *in progress as per Oct 5 and Oct 9 Council and Vicinia Planning Meetings*

Initial scope of project identified, and early stages of rewrite has commenced.

Traffic Bylaw (11 / 2012)

Outdated (Requested by Bylaw Enforcement Officer).

Nuisance Bylaw (04 / 2014)

Outdated (Requested by Bylaw Enforcement Officer).

Municipal Development Plan (09 / 2012) *in progress as per Oct 5 and Oct 9 Council and Vicinia Planning Meeting*

Outdated (not relevant to current needs).

Intermunicipal Collaborative Framework (11 / 2018) *Red Deer County emailed Administration October 7th to advise of their intent to share the draft.*

There is an Alberta Government (MGA) requirement to update this bylaw.

Taxation Rate Bylaw (05 / 2025) Due April 2026 with PFM going on tax notice not the actual Bylaw (see MAP CAO report Oct 13 RCM).

To reflect changes made in Operational Budget (taxation revenues).

Rates, Fees, Charges & Penalties Bylaw (03 / 2025) Adopted RCM May 11, 2026.

To reflect changes made in Operational Budget (as required to reflect decision made on revenues)

Borrowing Bylaw (02 / 2025)

Required by ATB / to reflect changes made in Operational Budget and Tax Revenues)

New Bylaw (Vegetation & Green Waste)

Requested by Bylaw Enforcement Officer and Weed Control Officer

Council Procedural Bylaw (04 / 2025) Adopted RCM October 26, 2026.

As stated in the documented response to the Alberta Government reference the Municipal Affairs MAP Audit (reproduced below – **below completed Oct 26 2026**)

Town Administration will submit to Council a revised Council Procedural Bylaw in early 2026.

As required, this will remove any reference to:

- i. Councillor codes of conduct,*
- ii. the Mayor being an ex officio member of all committees.*

In addition, it will include:

- iii. elements of the repealed Councillor Code of Conduct bylaw pertinent to council procedures,*
- iv. the requirements of sections 201.1(1) to (5) of the MGA.*

Designated Officer Bylaw (04 / 2020)

As stated in the documented response to the Alberta Government reference the Municipal Affairs MAP Audit (reproduced below)

The Town of Bowden Designated Officer Bylaw 04 / 2020 requires an update to remove the position of FOIP Coordinator to be replaced with a Privacy Officer as required by new Provincial legislation.

7.a.iv Policies (Review & Updates required in 2026)

The following policies require revision and update in 2026.

Personnel & Human Resources (04 / 2024) (in progress for review Oct 2026)

Annual review and update required as per the stated provision within the policy.

Public Participation Policy (1900-02) (dated 2018)

As stated in the documented response to the Alberta Government reference the Municipal Affairs MAP Audit (reproduced below – **this Gap was addressed at the Sept 28 RCM**)

Town Administration will submit to Council a revised Public Participation Policy in 2026.

7.a Bylaws & Policies

Recommended Motion:

MOVED by Councillor _____ that Council accept the Bylaw and Policy Updates 2026 provided with agenda item 7.a as information.



RE: Town of Bowden Municipal Accountability Program (MAP) Review- Completion

From Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

Date Fri 10/16/2026 9:39 AM

To CAO <cao@bowden.ca>

Hi Christiaan,

I have reviewed the 2025 financial statements, which are now compliant as they include the salaries and benefits for all designated officers. With this item resolved, I am pleased to inform you that the MAP Review for the Town of Bowden is now complete. Thank you very much for all your hard work in bringing the non-compliant items up to legislative standards so quickly. You will receive a formal letter soon confirming the completion of the 2025-2026 MAP Review.

Thanks kindly,
Priscilla

Classification: Protected A

From: Priscilla Sorochan

Sent: Friday, October 16, 2026 9:21 AM

To: CAO <cao@bowden.ca>

Subject: RE: Town of Bowden Municipal Accountability Program - 1 Year Reminder

Good morning Christiaan,

Thanks so much for amending this bylaw as it's now compliant and meets all legislative requirements. I've closed the gap on this item. 😊

Thanks again and have a great weekend!

Priscilla

From: CAO <cao@bowden.ca>

Sent: Friday, October 16, 2026 8:00 AM

To: Priscilla Sorochan <priscilla.sorochan@gov.ab.ca>

Subject: Re: Town of Bowden Municipal Accountability Program - 1 Year Reminder

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Cheers - see attached the final draft for Oct 26 Procedural Bylaw 09-2026

All code of conduct has been removed.

Here are the snapshot of what council amended in 6.4.12 / 13.2 / 13.3 / and 13.5 (i) and for 19.7 I just copied all of MGA section 185.

Regular Council Meeting: 2026-10-26	Agenda Items: 12.a
Prepared by: CAO	Approved by: Mayor
Report Type: RFD	Attachment(s): October 26 LUB and MDP folder link

12.a CLOSED Session of Council. LUB and MDP edits from Oct 5 and 9.

Recommended Motion(s):

12.a Land Use Bylaw and Municipal Development Plan rewrite 2026 - review edits October 5th & 9th.

Motion 12.a (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 12.a. (ii)

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

Motion 12.a. (iii)

MOVED by Councillor _____ that Council approve all the MDP and LUB edits as presented in writing by Vicinia Planning Inc.