

Town of Bowden - Regular Council Meeting
AGENDA

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday November 24, 2025, 7:00pm**

- 1. CALL TO ORDER**
- 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**
- 3. ADOPTION OF PREVIOUS MINUTES**
 - 3.a** Regular Council Meeting (November 10, 2025)
 - 3.b** Special Council Meeting (November 18, 2025)
- 4. PUBLIC HEARING**

None scheduled.
- 5. DELEGATIONS**
 - 5.a** Jade Scott – FCSS
 - 5.b** Liz Armitage – Vicinia Planning

CLOSED SESSION OF COUNCIL
Property Development (Confidential).
An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of:
Section 32 "privileged information"
- 6. BUSINESS ARISING FROM PREVIOUS MINUTES**
 - 6.a** Council Resolutions Follow Up Action
 - 6.b** Key Dates
- 7. BYLAWS & POLICIES**
 - 7.a** Council Committee Bylaw 07 / 2025 (2nd reading)
- 8. NEW BUSINESS**
 - 8.a** Understanding Chemical Sensitivity (MCS)
 - 8.b** Volunteer Application Form
- 9. FINANCIAL**
 - 9.a** 2025 Capital Budget Update
- 10. CORRESPONDENCE**
 - 10.a** → **10.c**
- 11. REPORTS**
 - 11.a** CAO's Report.
 - 11.b** Council Committee Reports.
 - 11.c** Society & Other Reports.
- 12. CLOSED SESSION OF COUNCIL**
 - 12.a** Staffing (Confidential).
An exception to disclose under Division 2 of Part 1 of the Access to Information Act, Statutes of Alberta 2024, Chapter A-1.4 (as amended over time) therefore applies on the basis of:
Section 20 "harmful to personal privacy"
- 13. MEETING ADJOURNMENT**



**Town of Bowden – Regular Council Meeting
held on Monday November 10, 2025
at Town of Bowden Council Chambers.**

MINUTES (unapproved)

1. CALL TO ORDER

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

PRESENT

Mayor	Laurie Miller	(Chair)
Councillor	Randy Brown	
Councillor	Ryan Howlett	
Councillor	Cam Morrison	
Councillor	Amanda Peffers	
Councillor	Carol Pion	
Councillor	Marietta Tuckwell	

ADMINISTRATION

CAO

Arno Glover

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

Motion 2.a

Moved by Councillor Randy Brown that Council adopts the agenda as presented.

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a

Moved by Councillor Randy Brown that Council adopts the minutes of the Organizational Meeting of Council of October 27, 2025, as presented.

MOTION CARRIED UNANIMOUSLY

Motion 3.b

Moved by Councillor Carol Pion that Council adopts the minutes of the Regular Council Meeting of October 27, 2025, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There was no public hearing.

5. DELEGATION

5.a Sheila Church & Pat Filipenko - Expanding Horizons

Representatives from the Expanding Horizons Committee provided Council with an overview of their intention to apply for a Community Facility Enhancement Program (CFEP) Grant in respect of the paving of the parking lot at the Paterson Community Hall.

CFEP Grants provide up to \$125,000 in financial assistance to upgrade, expand, purchase or build arts, cultural, heritage, recreational, sport or other related public-use community facilities.

The grant application will be submitted to the Alberta Government by the end of December (for approximately \$103,000.00). The grant application must state any amount that would form part of a financial contribution by the Town.

3

It was stated that this request for financial assistance is for an amount that is in addition to the annual community hall contribution made each year by the Town.

The CAO provided a copy of the Expanding Horizons Financial statements to Councillor Marietta Tuckwell.

Motion 5.a

Moved by Councillor Carol Pion that Council accepts the Expanding Horizons delegation presentation as information.

MOTION CARRIED UNANIMOUSLY

5.b S/Sgt Jamie Day - Detachment Commander Olds RCMP

S/Sgt Jamie Day provided an overview of the Community Policing Report and Quarterly Crime Statistics for the period July 1 to September 30, 2025.

Council was informed that these statistics are pertinent to the Olds RCMP detachment and specific solely to the Town of Bowden.

S/Sgt Jamie Day stated that he would introduce new ways of providing statistical and RCMP community reports to the Town for publication on social media.

S/Sgt Jamie Day and the Olds Detachment Crime Prevention Officer will attend the Council Open House scheduled for Thursday February 12, 2026.

Motion 5.b

Moved by Councillor Amanda Peffers that Council accepts the RCMP delegation presentation as information.

MOTION CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Council Resolutions Requiring Follow Up Action

Administration provided Council with a summary of Council resolutions that remain as work in progress / ongoing.

CAO Arno Glover stated that there was an error in respect of the amount stated for the Financial Assistance Request. This should be \$1000.00.

Motion 6.a

Moved by Councillor Marietta Tuckwell that Council accepts the Resolutions Follow Up Action Report (as amended) as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.b Key Dates

Administration provided Council with forthcoming key dates.

Administration is to add a date (tbc) for a Strategic Planning meeting.

Motion 6.b

Moved by Councillor Randy Brown accepts agenda item 6.b as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.c Operating Budget 2026

Administration requested that Council set a date for a Special Council Meeting to commence budget deliberations.

Mayor Laurie Miller requested that the Public Library Board provide the following documents in order that the library requisition can be reviewed during the budget deliberations:

- i. Financial Operating Statement 2025
- ii. Current Balance Sheet
- iii. Budget 2026

Councillor Marietta Tuckwell stated that the Public Library Board have a meeting scheduled and that this matter would be brought forward to the meeting Chair.

Motion 6.c

Moved by Councillor Ryan Howlett that Council sets a Special Council Meeting date of Tuesday November 18, 2025, at 7:00pm to commence the 2026 Operating Budget deliberations.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.d Christmas Dine & Dance – Paterson Community Hall

Administration requested that Council confirm numbers wishing to attend the event in order that tickets could be purchased.

It was stated that the Town would be reimbursed for the cost of any Councillor guest / partner attending the event.

Motion 6.d

Moved by Councillor Amanda Peffers that the Town purchase 6 tickets for the Paterson Community Hall Dine & Dance event on Saturday December 6, 2025, funded through the Council Public Relations Budget allocation.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

Agenda item 7.a Council Committee Bylaw 07 / 2025

Administration submitted to Council an amended Council Committee Bylaw as a Request for Decision.

This bylaw repeals Council Procedural Bylaw 06 / 2023.

This bylaw has been updated to:

- reintroduce the Economic Development Committee, and,
- establish the Governance & Priorities Committee.

In addition, the bylaw received a review as a process of continuous renewal in order to ensure that the bylaw remains appropriate, relevant, and meaningful,

Motion 7.a

Moved by Councillor Marietta Tuckwell that Council gives first reading to Council Committee Bylaw 07 / 2025.

MOTION CARRIED UNANIMOUSLY

Following Council review and discussion CAO Arno Glover stated that the following amendments would be made as requested by Council:

- i. that section 9.4 of the bylaw receives review for accuracy,
- ii. that the membership of the Municipal Planning Commission is revised to include up to 2 members at large.

Motion 7.b

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

MOTION CARRIED UNANIMOUSLY

Administration will:

- i. submit an amended version of the bylaw to Council for second reading at the RCM of November 24, 2025,
- ii. publish a copy of the draft bylaw on the Towns' website (as submitted for 1st reading of Council),
- iii. publish a notice on the Town's Facebook page referring to the draft bylaw availability on the web site.

8. NEW BUSINESS

Agenda item 8.a Amendment to Council Committee Appointment

Administration requested that Council pass a resolution to amend an appointment to the Intermunicipal Development Committee made during the Organizational Meeting of Council on October 27, 2025.

The revision requested was that Councillor Marietta Tuckwell is to be replaced by Councillor Cam Morrison.

Motion 8.a

Moved by Councillor Ryan Howlett that Council appoints Councillor Cam Morrison to the Intermunicipal Development Committee in replacement of Councillor Marietta Tuckwell.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b Elected Officials Remuneration

Administration submitted to Council the Elected Officials Remuneration, Benefits & Expenses Policy 05 / 2024.

Administration requested that Council review the current remuneration for elected officials and propose a future course of action.

CAO, Arno Glover stated that there was a provision in the policy regarding a Council resolution made on October 24, 2024, to link any Cost-of-Living Allowance (COLA) awarded to Town Administration staff in 2026 to be made in parity also to Councillor remuneration.

Motion 8.b

Moved by Councillor Randy Brown that Council accepts the Elected Officials Remuneration, Benefits & Expenses Policy 05 / 2024 as presented with no requirement for immediate amendment.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.c Municipal Accountability Program (MAP)

The Office of Municipal Affairs conducted a Municipal Accountability Review in September 2025.

The review was an audit of Town compliance with the legislative requirements of (principally) the Municipal Government Act and other enactments and regulations including Town bylaws, policies and meeting minutes.

Administration provided two documents to Council:

- i. 2025 -2026 Municipal Accountability Program Report,
- ii. Response to Legislative Gaps Report produced by Town Administration.

Both reports were submitted in an open meeting of Council as recommended by Municipal Affairs.

Administration stated that it would:

- submit the Response to Legislative Gaps Report to Municipal Affairs following the RCM,
- continue to maintain dialogue with Municipal Affairs and report on progress made particularly as each legislative gap is rectified,
- post on the Towns website (on a new web page) both the 2025-2026 Municipal Accountability Program Report, and the Response to Legislative Gaps Report.

Administration requested that Council accepts both the 2025-2026 Municipal Accountability Program Report and the Response to Legislative Gaps Report as information.

Motion 8.c.i

Moved by Councillor Ryan Howlett that Council accepts the 2025-2026 Municipal Accountability Program Report and the Response to Legislative Gaps Report as information.

MOTION CARRIED UNANIMOUSLY

Administration stated that it would provide Council with up updates as each legislative gap is rectified.

Motion 8.c.ii

Moved by Councillor Carol Pion that Administration report to Council on progress made as each legislative gap is rectified.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

No agenda item

10. CORRESPONDENCE**Agenda item 10.a Alberta Municipal Affairs**

Letter of congratulation to new Council

Agenda item 10.b Canadian Pacific Kansas City (CPKC)

Introductory & contact information email

Agenda item 10.c Red Deer County Enforcement Contract (October 2025)

Monthly statistical report

Agenda item 10.d Fortis Alberta

Introductory & contact information letter

Agenda item 10.e Innisfail & District Chamber of Commerce

AGM invitation letter

Agenda item 10.f Discovery Wildlife Park

Light the Night Event.

Motion 10.a.i

Moved by Councillor Randy Brown that Council accepts agenda items 10.a / 10.b / 10.c / 10.d / 10.e as information.

Motion 10.a.ii

Moved by Councillor Randy Brown that with regard to agenda item 10.f that Council accepts the item of correspondence as information.

Administration will inform the Discovery Wildlife Park of the decision made.

11. REPORTS**Agenda item 11.a CAO's Report**

CAO Arno Glover provided Council with an overview (and update) on the items included within the CAO's report.

CAO Arno Glover stated that there would be a delegation to Council at the RCM of November 24 this being Liz Armitage of Vicinia Planning. This was omitted in his report.

Motion 11.a

Moved by Councillor Ryan Howlett that Council accepts the submitted CAO report as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

- i. Special Events & Cultural Committee (minutes of meeting of November 3, 2025).

Agenda item 11.c Society & Other Reports

- i. Alberta Counsel News (Issue 235 November 2025).

Motion 11.c

Moved by Councillor Cam Morrison that Council accepts the Council Committee Report and the Society & Other Report as information.

MOTION CARRIED UNANIMOUSLY

12. MEETING ADJOURNMENT**Motion 12.a**

Moved by Councillor Carol Pion at 9:03 pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Minutes signed by:

**Mayor
Laurie Miller**

**CAO
Arno Glover**

DRAFT



**Town of Bowden – Special Council Meeting
held on Tuesday 18 November 2025
at Town of Bowden Council Chambers.**

MINUTES (unapproved)

1. CALL TO ORDER

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

PRESENT

Mayor
Councillor
Councillor
Councillor
Councillor
Councillor

Laurie Miller
Randy Brown
Ryan Howlett
Cam Morrison
Amanda Peffers
Carol Pion
Marietta Tuckwell

(Chair)

ADMINISTRATION

CAO

Arno Glover

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

Motion 2.a

Moved by Councillor Randy Brown that Council adopts the agenda as presented.

MOTION CARRIED UNANIMOUSLY

3. FINANCIAL

Agenda item 3.a Town of Bowden 2026 Operating Budget (1st Draft)

Administration submitted to Council the 1st draft of the 2026 Operating Budget.

Additional briefing notes were provided within the agenda to provide Council with:

- i. an appreciation of the scope and purpose of the budget,
- ii. information on past budgets and past decisions made,
- iii. matters for consideration during future budget deliberations.

In response to general questions raised by Council the CAO stated:

- that an independent audit is performed annually by BDO Canada LLP. Annual Consolidated Financial Statements are produced in accordance with Public Sector Accounting Standards.
- The Town cannot under the Municipal Government Act plan for a deficit. As such, all budgeted revenues must equal budgeted expenditures.
- The budget must be prepared on a financially viable basis. The 2025 final year-end results will be referenced to assist in achieving a viable & balanced budget.
- There are many factors that prevent the budget being prepared prior to December 31, 2025.
- There will be a requirement for Council to adopt (by resolution) an Interim Budget for 2026 during the RCM of December 22, 2025.

Motion 3.a

Moved by Councillor Marietta Tuckwell that Council instructs Administration to make further amendments to the first draft of the 2026 Operating Budget as required / requested and to resubmit to Council a second draft of the Operating Budget for further review, deliberation, adjustments, and approval.

Further action:

Administration is to:

- i. obtain a cost for the annual certification of the Genie aerial lift platform,
- ii. colour code all budget items that cannot be determined until the Town receives notification / confirmation from external agencies of requisitions / other costs.
- iii. submit a second draft of the 2026 Operating Budget at the RCM of December 22, 2025.

4. ANY OTHER BUSINESS

There was no item / discussion regarding agenda item 4.

5. MEETING ADJOURNMENT**Motion 5.a**

Moved by Councillor Cam Morrison at 8:52pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Minutes signed by:

**Mayor
Laurie Miller**

**CAO
Arno Glover**

Regular Council Meeting: November 24, 2025.	Agenda Item: 5.a / 5.b
Prepared by: Arno Glover	Approved By: Mayor Laurie Miller
Report Type: RFD / Information	Attachment(s):

Delegations

5.a

Jade Scott - FCSS

5.b

Liz Armitage – Vicinia Planning

Regular Council Meeting: November 24, 2025.	Agenda Item: 6.a
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s): 1 Council Resolutions Follow Up Action Report

Matters arising from past minutes.

6.a Council Resolutions Requiring Follow Up Action Report

A summary of past Council resolutions that require follow up action is attached.

Town of Bowden

COUNCIL RESOLUTIONS & FOLLOW UP ACTION

(updated comments in red - updated 19 November 2025)

Meeting Date	Resolution	Action By Whom	Date back to Council
24 Apr 23	Intermunicipal Collaboration Framework Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines Municipal Services Agreement (planning services) with RDC expires 31 December 2025 ICF changes to be introduced into the MGA reference Bill 50. Current ICF expired in December 2022 – the provincial government 2-year moratorium expired in December 2024. Latest MGA is now published dated May 15, 2025. The requirement for an ICF is now a relevant statute.	Council / CAO	progress
7 Nov 25	CAO emailed RDC requesting meeting – no response received to date		
23 June 25	Role of the Chief Administrative Officer Motion 8.g Revision of Council Procedural Bylaw This will also include amendments that are now required following the repeal of the FOIP Act. The MAP audit requires an update this bylaw.	CAO	progress
22 Sept 25	Agenda item 6.c Bowden Grandview School Scholarship Awards Criteria Council to review and determine a revised criteria for the award of the scholarship.	Council	progress
27 Oct 25	Agenda item 10.a Golf Sponsorship Request by Bowden Hi-Way Golf	CAO	RCM Feb 8, 2026
10 Nov 25	Agenda item 10.f Correspondence to Discovery Wildlife Park – email sent	CAO	complete
10 Nov 25	Agenda item 5.a Council to consider request made by Expanding Horizons re financial assistance for parking lot project	Council	progress
10 Nov 25	Agenda item 6.d Administration to purchase 6 tickets for Christmas Dine & Dance	CAO	complete
10 Nov 25	Agenda item 8.c Administration to publish MAP Report & response on web site and submit response to Municipal Affairs	CAO	complete

Agenda item 6.a Council Resolutions Follow Up Action Report (continued)**Recommended Motions:**

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

Regular Council Meeting: November 24, 2025.	Agenda Item: 6.b
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s):

6.b Key Dates *(for information)*

NOVEMBER

November 26

Legal Seminar hosted by Town of Blackfalds conducted by Reynolds Mirth LLP
1:00pm until 4:00pm. Topics to include:

- Pecuniary interest and conflict of interest
- Public hearings/statutory hearings (and engaging with the public)
- Council as an employer (and corresponding obligations to the CAO)
- Enforcement of municipal bylaws (and Council's role in that process)
- Process for passing and amending bylaws in relation to Land Use Planning

November 27

CAEP Fall General Meeting (Pine Hills Golf Course, RMH)

DECEMBER

December 6

Christmas Dinner & Dance 5:30pm Paterson Community Hall

December 8

Regular Council Meeting 7:00pm Council Chambers
Meeting with Minister Dreeshen (tbc)

December 12

Christmas Special Event Igloo Arena

December 22

Regular Council Meeting **9:00am** Council Chambers

2026

JANUARY

January 21

Alberta Emergency Management Agency Training
Mandatory training for all elected officials
Innisfail Library 9:00am to 3:00pm
(confirmation of numbers attending required)

FEBRUARY

February 12

Council Open House (venue tbc)

TBC

Strategic Planning Meeting

Recommended Motion:

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

Regular Council Meeting: November 24, 2025.	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: RFD	Attachment(s): 1 Council Committee Bylaw 07 / 2025

The attached draft Council Committee Bylaw is submitted to Council for second reading.

7.a Council Committee Bylaw 07 / 2025

7.a.i Background:

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

Bylaw 06 / 2023 was updated principally to:

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

7.a.ii Current Amendments

a

Bylaw 07 / 2025:

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

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

b

Additions and amendments to Council Committee Bylaw (06 / 2023) as presented to Council in the RCM of November 10, 2025, remain highlighted as **yellow text**.

Revisions / amendments to the first draft of Bylaw 07 / 2025 following the first reading by Council are highlighted in **blue** text.

7.a.iii Recommended Actions:

That Council grants second reading to Council Committee Bylaw 07 / 2025.

and subject to any further revisions that may be required,

That Council grants third reading to Council Committee Bylaw 07 / 2025.



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

Town of Bowden – Province of Alberta COUNCIL COMMITTEE BYLAW

07 / 2025 (2nd reading of Council)

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

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

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

1 SHORT TITLE

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

2 DEFINITIONS

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

Alternate

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

CAO (Chief Administrative Officer)

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

Chair / Chairperson

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

Committee of the Whole

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

Council

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

Councillor / Elected Official

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

Council Committee

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

Meetings

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

Member

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

Members at Large

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

MGA

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

Municipality

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

Terms of Reference

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

Town

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

Words (interpretation)

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

3 PURPOSE

The purpose of this bylaw is to:

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

4 APPLICABILITY**4.1**

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

4.2

Council Committees are responsible and accountable only to Council.

4.3

The establishment of Council Committees is enacted through this bylaw.

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

4.4

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

5 POWERS OF COUNCIL COMMITTEES

5.1

A Council Committee may function:

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

5.2

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

5.3

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

5.4

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

5.5

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

6 REPORTING TO COUNCIL

6.1

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

6.2

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

6.3

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

7 MEMBERSHIP

7.1

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

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

7.2

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

7.3

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

7.5

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

7.6

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

7.7

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

8 TERMS OF APPOINTMENT

8.1

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

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

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

8.2

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

8.3

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

8.4

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

8.5

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

8.6

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

8.7

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

9 MEETINGS**9.1**

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

9.2

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

9.3

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

9.4

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

9.4

Notice (of a meeting or change in meeting) will be given in accordance with the provisions contained within section 4 of the Town of Bowden Advertising Bylaw (Public Notification Methods).

9.5

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

9.6

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

9.7

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

10 CHAIR**10.1**

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

10.2

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

10.3

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

10.4

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

10.5

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

10.6

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

10.7

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

11 ADMINISTRATION SUPPORT**11.1**

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

11.2

Administrative support may include:

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

11.3

Town Administration staff cannot vote on any motion made.

11.4

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

12 TERMS OF REFERENCE**12.1**

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

12.2

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

- i. a legality statement,
- ii. the purpose of the Council Committee,
- iii. membership / composition of the Council Committee,
- iv. frequency of meetings,

- v. reporting requirements,
- vi. any other relevant or required term / provision.

13 SEVERABILITY

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

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

14 APPLICABILITY

14.1

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

14.2

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

14.3

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

14.4

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

14.5

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

15 REFERENCES

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

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

16 BYLAW PRECEDENCE

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

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

Schedules attached to this bylaw:

Schedule A List of Standing Council Committees

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

All schedules form part of this bylaw.

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

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

Read a second time in open council this **24th day of November 2025,**

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

Read a third time in open council this

Laurie Miller, Mayor

Arno Glover, Chief Administrative Officer

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

A1

Standing Committees

Intermunicipal Development Committee.

Emergency Advisory Committee.

Special Events & Cultural Committee.

Weed Control Act, Appeals Committee.

Economic Development Committee

Governance & Priorities Committee

A2

Boards & Associations

Public Library Board.

Bowden & District Cemetery Association.

A3

Commissions

Municipal Planning Commission.

Council Committee Bylaw SCHEDULE B Terms of Reference

B1

Intermunicipal Development Committee

Legality

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

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

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

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

Purpose

The purpose of the Intermunicipal Development Committee is to:

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

Membership

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

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

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B2

Emergency Advisory Committee

Legality

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

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

Purpose

The purpose of the Emergency Advisory Committee is to:

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

Membership

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

The Mayor is designated as chair of the Emergency Advisory Committee

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B3

Special Events & Cultural Committee

Legality

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

Purpose

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

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

Membership

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

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

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B4

Weed Control Act – Appeals Committee

Legality

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

Purpose

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

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

Membership

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

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

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B5**Public Library Board****Legality**

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

Purpose

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

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

Board Role

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

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

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

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

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

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

Meetings

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

Board Membership

Membership of the Bowden Public Library Board will consist of:

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

Reporting & Records

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B6

Bowden & District Cemetery Association

Legality

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

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

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

Purpose

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

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

Membership

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

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

Meetings

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

Reporting & Records

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

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B7

Municipal Planning Commission

Legality

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

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

Purpose

The purpose of the Municipal Planning Commission is to:

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

Membership

Membership of the Municipal Planning Commission consists of all of all elected officials and **up to two members at large (non-voting), as appointed by Council resolution.**

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

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

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B8

Economic Development Committee

Legality

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

Purpose

The Economic Development Committee is an advisory committee to Council.

Its purpose is to:

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

Membership

The Economic Development Committee consists of three appointed Councillors and up to two members at large (non-voting) as appointed by Council resolution.

Meetings

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

Reporting

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

Council Committee Bylaw

SCHEDULE B Terms of Reference for Council Committees

B9

Governance & Priorities Committee

Legality

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

Definition

The Governance & Priorities Committee is a "Committee of the Whole".

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

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

Purpose

The Governance & Priorities Committee purpose is to:

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

Limitation

The Governance & Priorities Committee acts principally as a forum for discussion and is not a decision-making body. **There can be no motions made in these meetings.**

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

Membership

The Governance & Priorities Committee consists of all elected officials.

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

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

Meetings

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

Reporting

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

7.a Council Committee Bylaw 07 / 2025 (continued)

Recommended Motion:

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

Motion by Councillor _____ that Council gives third reading to Council Committee Bylaw 07 / 2025.

7.a.iv Future Action:

Administration to publish a copy of the bylaw on the Towns' website.

Regular Council Meeting: November 24, 2025.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: RFD	Attachment(s): 1 Document "Understanding MCS"

8.a Understanding Multiple Chemical Sensitivity (MCS)

Administration submits to Council a document prepared by Mayor Laurie Miller.

The purpose of the report is to highlight the condition known as Multiple Chemical Sensitivity (MCS).

Council and Administration are requested to have awareness, understanding and recognition of this condition.

Whenever possible the working / meeting environment should be void of any chemicals that could potentially cause a reaction / symptoms to occur.

Recommended Motion

Moved by Councillor _____ that Council _____

Understanding Multiple Chemical Sensitivity (MCS)

Information for Council and Staff – Awareness and Accommodation

What is Multiple Chemical Sensitivity?

Multiple Chemical Sensitivity (MCS)—also known as Environmental Sensitivities—is a chronic condition in which exposure to everyday chemicals or environmental triggers causes physical symptoms that can range from mild to debilitating. Common triggers include fragrances, cleaning agents, air fresheners, pesticides, new building materials, and vehicle exhaust.

Symptoms vary among individuals and can include:

- Dizziness or disorientation
- Headaches, nausea, or fatigue
- Difficulty concentrating (“brain fog”)
- Respiratory irritation or shortness of breath
- Loss of balance or coordination

A Personal Note

As someone living with MCS, my primary reactions to chemical exposure are dizziness and disorientation severe enough to affect balance. These symptoms can come on suddenly when exposed to fragrances, cleaning products, laundry detergents, dryer sheets, fabric softeners, hair sprays, perfumes, deodorants, or other scented personal care items.

Creating awareness and simple environmental adjustments can make a tremendous difference in safety, comfort, and participation.

Recognition as a Disability

In Alberta, MCS is recognized as a disability under the **Alberta Human Rights Act**. The Act defines physical disability broadly to include any physical condition that restricts normal function.

Individuals with MCS are therefore entitled to reasonable accommodation — for example, implementing fragrance-free policies, selecting low-emission cleaning products, or improving ventilation.

Federally, the **Canadian Human Rights Commission** also recognizes environmental sensitivities as a disability requiring accommodation under the **Canadian Human Rights Act**.

Duty to Accommodate: Employers, landlords, and service providers must accommodate individuals with disabilities to the point of undue hardship. In a municipal context, this means ensuring that facilities, meeting spaces, and workplace practices consider scent and chemical sensitivities where possible.

How Council and Staff Can Help

- **Promote a fragrance-free environment:** Encourage staff and visitors to avoid scented products such as perfume, aftershave, scented lotions, hair sprays, deodorants, laundry detergents, fabric softeners, and dryer sheets.
- **Use low-emission cleaning products:** Select unscented or low-VOC (volatile organic compound) cleaning supplies.
- **Improve air quality:** Maintain proper ventilation and allow fresh air exchange when possible.
- **Communicate respectfully:** Recognize that MCS is a legitimate disability under human rights law.
- **Provide notice of chemical use:** Give advance notice when painting, cleaning, or renovating to allow sensitive individuals to avoid exposure.

Why It Matters

Supporting individuals with MCS promotes inclusive, healthy, and accessible environments—core values of good governance and community leadership. Awareness helps prevent unintentional exclusion and ensures that all members of council and the public can participate fully and safely in municipal life.

For More Information

- Alberta Human Rights Commission: www.albertahumanrights.ab.ca
- Canadian Human Rights Commission – Policy on Environmental Sensitivities

Prepared by Laurie Miller, Mayor of Bowden

Regular Council Meeting: November 24, 2025.	Agenda Item: 8.b
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: RFD	Attachment(s): 1 Volunteer Application Form

8.b Volunteer Application

8.b.i

Administration submits to Council a Volunteer Application Form for both the:

- i. Special Events & Cultural Committee,
- ii. Bowden Public Library Board.

Note: Personal details on the Volunteer Application Form are redacted for privacy reasons.

8.b.ii

Council may make a decision regarding the application to the Special Events & Cultural Committee.

8.b.iii

Council are required to make a decision (by resolution) regarding the application to the Bowden Public Library Board.

However:

a

Reference should be made to the membership requirements of the Bowden Public Library Board as set out in the Council Committee Bylaw.

b

Reference should be made to any other relevant enactment (Libraries Act or Library Board bylaws).

c

The term of office for the appointment must be determined (as required by the Libraries Act) and stated in the Council resolution when appointing a member to the Board.

It is recommended that Council refer this application to the Bowden Public Library Board for review and ratification.



TOWN OF BOWDEN Volunteer Application Form (CONFIDENTIAL)

Please download this form, complete, and deliver in person to the Town Office or scan and email to: info@bowden.ca

Name: Alexis Masse

Address:

Phone num

Occupation

Hobbies / Interests:

Taking care of my dogs/cats, reading, dancing, travelling

Which Council Committee(s) or Board(s) are you interested in?

Special Events & Cultural Committee, Bowden Public Library Board

How did you learn of this volunteer opportunity?

Town of Bowden's website

Please list any other community organizations you are involved with in a volunteer capacity and tell us what you find satisfying and /or challenging about your role: (optional)

In the past: 1. Winnipeg Folk Festival - I loved being part of a community of music lovers

2. Wichita Animal Action League - Giving back to the organization that helped me with my pets was amazing

3. We day Manitoba - This was such an inspiring event to be part of!

Signature:

Date: November 10, 2025

The personal information on this form is collected under the authority of Section 32(c) of the Freedom of Information and Protection of Privacy Act and is used solely for the purpose of carrying out the volunteer program within the Town of Bowden.

Questions about collection of this information can be directed to the Chief Administrative Officer at:
Box 338, 2101 20 Avenue, Bowden, Alberta, T0M 0K0 or email CAO@bowden.ca

Agenda Item 8.b (continued) – Volunteer Application**Suggested Motions****Motion**

Moved by Councillor _____ that the application by Alexis Masse to become a volunteer on the Special Events & Cultural Committee is approved and that a member of the Special Events Committee contacts the applicant to notify her of the decision and to extend an invitation to the next meeting.

Motion

Moved by Councillor _____ that the application by Alexis Masse to become a volunteer on the Bowden Public Library Board is referred to the chair of the Public Library Board for review and approval and confirmation of any decision (and the term of office) is provided to the CAO.

Regular Council Meeting: November 24, 2025	Agenda Item: 9.a
Prepared by: Arno Glover	Approved By: Mayor Laurie Miller
Report Type: Information	Attachment(s): 1 2025 Capital Budget Cost Summary 2 (misc) Sanitary Infrastructure Information

Agenda item 9.a 2025 Capital Budget Update

The following information is provided to Council to:

- provide an update on the progress of the 2025 Capital Projects,
- provide background information on past capital budgeting for future consideration.

9.a.i Background

a Legislative Responsibility

Section 245 of the Municipal Government Act states that “each council must adopt a capital budget for each calendar year by January 1 of that calendar year”.

Section 246 of the Municipal Government Act states that:

“a capital budget must include the estimated amount for the following:

- (a) the amount needed to acquire, construct, remove or improve capital property;*
- (b) the anticipated sources and amounts of money to pay the costs referred to in clause (a);*
- (c) the amount to be transferred from the operating budget”.*

b Capital Projects Carried forward

There was one project carried forward to the 2025 Capital Budget that being the construction of a picnic shelter / gazebo in the Arena Park.

This was originally quoted for in 2023. A current estimate was obtained in early 2025. The cost of the structure (excluding the concrete foundation) in 2025 had increased by \$9,080.00 to \$60,175.00.

A revised Business Case Form was submitted to Council for approval. This provided an alternative cheaper option (\$21,000.00 in total excluding the foundation) this being a wooden structure (as opposed to a steel construction).

Council by resolution decided to remain with a steel beam structure.

c Capital Decisions

During the Regular Council Meeting of April 14, 2025, Council made a motion to adopt the 2025 Capital Budget.

Earlier that year during the Regular Council Meeting of January 27, 2025, Council also approved the final phase of the walking trail project to include an additional option (and the \$15,000.00 cost) of a spur from the trail into 23rd Avenue Close.

9.a.ii Capital Grant Funding

The following information is reproduced from the documents previously submitted to Council during the 2025 Capital Budget deliberations in respect of capital grant funding.

a MSI

With reference to the attached MSI Financial Summary Report the following provides a breakdown of funds available from this grant program.

a) Total funds allocated (since 2007)	\$4,618,891.00
b) Income earned (interest)	\$ 121,878.00
c) Funds allocated to past projects	\$3,714,213.00
	\$1,026,556.00
d) Funds allocated to current projects	<u>\$ (708,053.00)</u>
e) Funds available for future projects	<u>\$ 318,503.00</u>

b Local Government Fiscal Framework (LGFF)

Municipal Affairs has confirmed LGFF capital allocations as follows:

• 2024 LGFF capital allocation	\$ 362,245.00
• 2025 LGFF capital allocation	\$ 388,583.00
• 2026 LGFF capital allocation	\$ 400,010.00
Funds available for future projects	<u>\$1,026,556.00</u>

The Local Government Fiscal Framework places a large emphasis on asset management and infrastructure.

c Canada Community Building Fund (CCBF)

This Federal grant scheme provides conditional grants for capital-related projects.

The 2024 funding available carried forward to 2025 is: \$ 420,334.00

d Reserves

Reserves carried forward from 2024 amount to:	\$1,043,869.50
Projects funded by reserves in 2025 (if approved) will,	
reduce the value of reserves at year end to:	\$ 970,219.50

The majority of funding for past capital projects has been sourced from grants.

The exception to this is that machinery & equipment must be sourced from reserves as these do not qualify for grants.

9.a.iii Capital Projects General Considerations

When presented with capital project options, Council may prioritize / reject any or all of the planned projects / items of expenditure within the proposed budget.

Focus may be maintained on those projects that are deemed most important / critical.

When reviewing each project for approval, matters for consideration may include:

- what does each project / item of capital expenditure provide?
- what are the future costs of maintaining the assets (and its impact on operational budget),
- needs versus wants (what is necessary versus what is desirable),
- community needs and benefits,
- will the asset / program / service delivery be relevant in future years?
- source of funding and the availability of funds either from reserves or from grants including the Local Government Fiscal Framework (LGFF formerly MSI).

9.a.iv Costing & Procurement Procedures

In order to establish a capital budget time and planning resource is required to source contractors, scope projects and to obtain quotations / estimates.

In most cases, a budget estimate is provided due to:

- the difficulty associated with forecasting exact capital budget costs,
- confirmed estimates not being unavailable at the time of the budget deliberations,
- the sourcing of equipment / suppliers and contractor availability.

The procurement process for capital projects is conducted whenever possible through a competitive process however sole source purchases can be made where:

- the compatibility of a purchased item with existing equipment, facilities or service is of overriding importance,
- the acquisition is of a highly specialized nature or only available from one supplier,
- the Town is committed to purchase from a single supplier by contractual agreement,
- it is deemed necessary and prudent to do so by the CAO (particularly in cases where the degree of effort in realizing best value should be in direct proportion to the price or value of the goods and services being purchased).

9.a.v Presentation of 2025 Capital Budget to Council

a

Earlier this year Administration provided Council with the following information for each capital project:

- a Capital Budget Summary. This is a high-level overview of all the projects and the project capital costings (these can be estimated costs with or without contingencies),
- a summary of the amount of capital reserves,
- a Business Case study for each capital project.

The Business Case Form is a document that used by Administration to present to Council a proposal seeking funding and / or approval of an activity, initiative, or project.

For capital budgeting each Business Case Form (as a fully completed document) seeks to provide all the relevant information that allows a request for capital funding to be clearly demonstrated thereby aiding the budget review and approval process.

An example of some of the sections contained within the Business Case Form is as follows:

Alignment with Strategic Plan:	<i>How does the investment fit within the Town's strategic plan or long-term objectives?</i>
Business Driver:	<i>Who or what is driving or what has triggered the change / requirement? eg: asset management, legal, stakeholders, Council etc</i>
Problem / Opportunity Statement:	<i>A short statement containing a clear business need as to why the investment is considered.</i>
Project Outcome:	<i>What the expected result or benefit derived from the project / investment.</i>
Dependencies:	<i>Identification of any dependencies that are necessary prior to / during the project.</i>
Recommendation:	<i>A short statement that says why the preferred option / supplier is recommended.</i>
Risk:	<i>A list of any risk with the project / investment either during the project or in the future or Any anticipated Loss of Service / downtime etc</i>
Change Management:	<i>The impact of the project on organizational culture / operations / systems / processes.</i>

b

There was no contribution to capital reserves from the 2025 Operating Budget.

The Operating Budget must be used to provide funds for the repair and maintenance of all tangible capital assets including:

- existing items of vehicles / machinery / plant & equipment / buildings,
- the future maintenance / repairs of new items of capital equipment added to the asset register within the current financial accounting period.

c

Town buildings in the past have not received a condition assessment as part of a capital planning process to identify improvement plans required on key components within each facility, with the exception of:

- assessments made on the condition of the Arena roof,
- remedial work required to the Firehall roof.

In 2024 and 2025 the Town employed environmental consultants to conduct a hazardous building materials survey in all Town buildings. This was in response to Public Sector Accounting Standard PS3280 relating to Asset Retirement Obligations (ARO).

9.a.v 2025 Capital Budget Update & Overview

There are 3 projects that incurred unanticipated cost overruns (2 minor, 1 material).

Cost overruns can occur as a result of either one or a combination of more than of the following factors:

- i. use of estimates in capital budgeting,
- ii. inadequate evaluation of project site conditions,
- iii. poor project delivery / project management,
- iv. inadequate research into equipment specifications & requirements,
- v. contingencies,
- vi. project scope creep.

a Picnic Shelter / Gazebo

This project in the Arena Park compliments the installation of the new playground in 2023 and the addition of the walking trail in 2024.

An initial estimate for the concrete slab foundation was \$10,000.00.

Several conversations took place with the supplier of the outdoor shelter regarding the engineering specification of the concrete slab foundation. The original concrete work was quoted at a cost of \$27,000.00.

Administration negotiated a revised engineering specification with a corresponding reduction in cost, this being \$17,560.00.

Both the additional and the revised cost was reported to Council. A revised cost estimate for this project was submitted to the Provincial Government to amend the original MSI grant funding request.

The additional cost of the furniture and installed lighting amounts to approximately \$6000.00.

Further additional furniture (waste bins) and landscaping is required to complete this project.

This project has exceeded estimates by \$14,340.21. due to:

- cost increases over time,
- inadequate research into the cost of the concrete base (specification).

b Wastewater Infrastructure (Sanitary Sewer Replacement)

This project is part of a continuing objective of identifying and remediating the levels of inflow and infiltration (I&I) of groundwater and stormwater into the sanitary sewer system.

This project follows on from the:

- Manhole relining capital project (completed 2018 / 2019)
- Highway 2a Sewer pipe relining project (completed in 2023)
- Sanitary Sewer CCTV Camera (I&I) Project (conducted in 2024).

Analysis of the older section of the Town's infrastructure was made to identify those areas which have Vitrified Clay Tile (VCT) and Asbestos Cement (AC) pipes. This was achieved by CCTV camera analysis

AC Pipes can last up to 70 years dependent on environment and condition. They are rot resistant and generally immune to freezing and pipe bursting.

VCT Pipes have a low-pressure tolerance. As they age, they become brittle and are susceptible to cracks / breaks and tree intrusion.

The age of the current AC / VCT pipes is approximately 50 years.

In 2023 the Town completed a project to reconstruct the sanitary main through a process of Cured-In-Place Pipe (CIPP) relining technology along a large section of Highway 2a.

Relining by installing a resin impregnated flexible tube is a cost-effective option with the advantage of no associated damage to the road surface.

In 2024 The Town completed a further capital project consisting of:

- i. flushing and video (CCTV camera work) inspection of all areas in the Town where older Vitrified Clay Tile (VCT) and Asbestos Clay Tiles (AC) pipes exist.
- ii. CCTV camera work to assess the condition of the wastewater pipe that runs west under the CP rail tracks and which follows a southerly route until the point where it joins the SRDRWC South Lift Station.

In 2025 (in consultation with ISL engineering) a further project was planned which aimed to remediate areas identified as a result of the 2024 CCTV assessment.

Areas where remedial work was carried out in 2025 is as follows:

- open trench excavation to replace 3 sections of wastewater pipe (23 Avenue Close),
- asphalt replacement of road surface,
- additional Cured-In-Pipe relining along sections of 26th Ave / 25th Ave / 21st Street / 17th Ave

Completion of this project will significantly improve the condition of the gravity main wastewater infrastructure and prolong its active useful life.

c Walking Trail (Phase 1 & Spur)

This project was a continuation of the 2022 capital project plan with initial work being completed in 2023.

The walking trail project was broken down into 3 phases in order to spread the cost and the project management / time resource (note: phase 3 was commenced first).

The final phase (Phase 1) of the walking trail (21 Avenue to 25 Avenue) was completed in June 2025.

After completing the installation of the asphalt surface the following tasks were subsequently completed:

- landscaping,
- additional gravel added to the road alley to the west of the walking trail,
- painted stop lines added to the asphalt surface,
- installation of two waste bag dispensers and two waste bins in this section of the walking trail.

The specification of the path (in all phases throughout the Town) was reduced from the engineering standard in response to cost considerations (as follows):

	City of Calgary Standard	Town of Bowden actual
Path Width	3 metres	2.5 metres
Gravel Base	100mm	75mm
Asphalt Layer	80mm	60mm

Public Works are responsible for the future maintenance of all phases of the pathway including snow removal, sweeping, emptying of bins etc.

Specialist equipment (a Kubota Utility Vehicle & accessories) was purchased in 2024 / 2025 to assist in this task (note: the Bobcat exceeds the specification weight limitations of the path).



d New Sidewalk & Concrete Swales

The installation of a new sidewalk and gutter on 22nd Street compliments the final stage of the walking trail project.

The new paved sidewalk provides additional road safety for pedestrians on an important school route.

The addition of this sidewalk in this block now provides a continuous pedestrian walkway extending from the southern boundary of the Town (from the Rodeo Grounds) to the northern boundary of the Town (ie: all phases of the walking trail).

This capital project also installed six (6) new concrete swales to assist in effective stormwater management and water surface drainage on 20th Avenue and 21st Avenue.

A Request for Proposal (RFP) was prepared by the Town and submitted to three contractors for the tender of contracted services for the provision of the concrete structures.

This total cost of this project is below the budget estimate, however this has been achieved by including the cost of the asphalt resurfacing work within the wastewater project.

e Solar Powered Crosswalk

This project delivers an important community amenity that substantially improves pedestrian road safety at the junction of 20th Avenue (main street) and 22nd Street (school route).

This project compliments the new concrete sidewalk for the block from 19th Avenue to 20th Avenue and provides additional road safety for pedestrians particularly on routes to / from Bowden Grandview School (and across main street).

f Arena Structural Roof Assessment (Phase 2)

Work has continued to assess the condition of the arena roof in order to determine its condition and to provide an “end of life estimate”.

The original work undertaken by the Town’s structural engineers (ISL Engineering) identified that the arena roof (tin roof and roof insulation) is nearing the end of its life and required replacement. The condition of the tin roof is critical to maintain operations and to protect the wood truss structure. A proposed solution was to re-roof the Arena building with exterior insulation and new metal cladding.

However, the initial investigation also reported that wood trusses in buildings of this era typically have structural deficiencies. In addition, they do not meet current snow loading code. The wood structure barrel roof consists of several bow string wood trusses (glulam chords and timber diagonals) which deteriorate over time.

ISL Engineering recommended an additional study to determine the structural integrity of the wood trusses (by a process of resistograph testing).

An IML Resistograph is a specialized tool designed for non destructive wood testing that measures resistance encountered as a drill penetrates the wood. This allows an assessment to be made of the condition of the wood.

This second phase assessment was deemed to be fundamental in order to assess the full scope of any future repair work needed and the potential cost.

This second exploratory structural analysis did not involve any repair work but was required to better quantify all potential repairs with the aim of determining / limiting any future structural upgrades.

There was also a requirement to ensure that from a liability point of view that the wooden trusses are safe and are not in danger of failing.

The scope of the 2025 project was defined as:

“Resistograph testing and connection capacity analysis of the roof structure to further understand the condition of the roof structure and inform the scale of future repairs and reinforcement that will be needed”.

Conduct interior review and non-destructive testing, to examine existing conditions and details for moisture related deterioration:

- *All trusses to be tested at several key locations over the course of 4 days.*
- *Connection geometry to be measured and confirmed onsite*
- *Analyze connection capacity of all bowstring truss connections.*
- *Prepare an assessment report clearly outlining our observations and recommendations”.*

As a deliverable ISL are due to provide:

- i. a report on the condition of the roof trusses,
- ii. a Conceptual Development Plan (CDP).

Going forward the Town will need to identify whether there is a requirement to replace just the tin roof (lower-cost option) or replace both the tin roof and the wooden trusses (higher-cost option).

The CDP report has been requested by Administration as an additional project item in order to provide an answer to the question of “where do we go next”?

g Arena Building Upgrades

This project was a continuation of upgrades to the arena building and structures (a proactive program that commenced in 2023).

A significant number of upgrades have been made over the past 2 years to replace and upgrade equipment that was in urgent need of upgrade, preventative maintenance or repair.

The 2025 capital investment was to carry out upgrades to the upstairs viewing area and included:

- installation of new commercial grade flooring (labour & materials),
- construction of storage room (for tables & chairs),
- construction of bar style tables and chairs (replacement of row of bleachers),
- replacement of the Plexi viewing glass.

These upgrades provide an updated viewing gallery and facility for special events rentals and tournaments (and also general use)

Note: The Plexi viewing glass has been purchased but has not been installed.

h Arena Summer Activity Equipment & Other

This trial project was aimed at utilizing the arena facility throughout the late spring / summer months to provide the community with additional recreational facilities.

In order to provide this facility it was necessary to purchase:

- pickleball equipment (nets & paddles) estimated at \$500.00
- other miscellaneous equipment \$100.00

In addition, it was further identified that the hockey goal frames were in a poor condition. These had previously received rewelding earlier in the year.

The estimated cost of the new hockey nets was: \$2365.00 (net of GST)

i Arena Ice Equipment (Gas Powered Edger)

This item of equipment has not been ordered.

j Articulated Boom Lift

This equipment was purchased to provide Public Works / Parks with a lightweight mobile aerial platform that can be used for tree maintenance, accessing gutters and eavestroughs, installing Christmas lights, replacing light fittings (arena / firehall) etc.

This investment provides a piece of equipment for use in a variety of tasks.

In the past this type of equipment has been utilized on a rental basis.

Having this type of equipment on hand provides for:

- more flexibility to respond to tasks as they arise,
- improved workforce safety when working at heights,

9.a.vi Future Actions**a Arena Roof Reports**

Administration is waiting on the report to be submitted by ISL Engineering detailing the findings of the Resistograph testing and the Conceptual Development Plan.

These reports are anticipated to be delivered in December.

b Asset Management Tasks

Administration is to:

- i. reconcile the 2025 Capital Projects Cost schedule to the Financial Accounting System,
- ii. incorporate the new capital items to the Asset Management schedules,
- iii. determine useful life estimates for each item and update the Financial Asset schedules for submission to the Town's auditors.

2025 Capital Budget & Cost Summary

updated 18 November 2025

Project	Description	Funding Source	Budget ESTIMATE	Actual TOTAL	Variance TOTAL	% Percentage
			\$	\$	\$	%
1 Picnic Shelter / Gazebo	Metal Structure 32' x 22'	MSI / LGFF	69000.00	83340.21	14340.21	120.78
2 Wastewater Infrastructure	Sanitary pipe replacement & relining	MSI / LGFF	542620.00	497443.79	-45176.21	91.67
3 Walking Trail (Phase 1 & Spur)	Border Paving groundwork / ISL consultancy	MSI / LGFF	122000.00	102457.43	-19542.57	83.98
4 Concrete Work	Installation of concrete sidewalk & swales	MSI / LGFF	59000.00	46425.50	-12574.50	78.69
5 Solar Powered Crosswalk	R290-E Solar crosswalk system	MSI / LGFF	14000.00	14228.88	228.88	101.63
6 Arena Roof Assessment	ISL Engineering - Resistograph Testing	MSI / LGFF	40200.00	16920.75	-23279.25	42.09
7 Arena Building Upgrades	Upstairs (new floor / storage area / bar style table / plexiglass	Reserves	23650.00	21150.38	-2499.62	89.43
8 Arena Summer Activity Equipment	Hockey goal frames	Reserves	3000.00	3294.79	294.79	109.83
9 Arena Ice Equipment	Gas Powered Edger	Reserves	6000.00	0.00	-6000.00	0.00
10 Articulated Boom Lift	Genie Z45 46' Platform	Reserves	41000.00	41000.00	0.00	100.00
			920470.00	826261.73	-94208.27	

TOTAL MSI / LGFF 846,820.00
TOTAL RESERVES 73,650.00

Bowden Asset Management Plan
Sanitary Infrastructure

Road/Segment Description	Type	Asset I.D.	Material	Diameter (mm)	Length (m)	Install Date	Length (m)	Map
20 Street (HWY2A)	Forcemain	SFM1	HDPE	150	355.1	Unknown		
Township Road 343	Forcemain	SFM2	Unknown	900	359.2	Unknown	359.2	M5
Township Road 343	Forcemain	SFM3	Unknown	550	569.7	Unknown	569.7	M5
Township Road 343	Forcemain	SFM4	Unknown	550	550.3	Unknown	550.3	M5
13 Ave	Gravity Main	SGL1	PVC	300	89.1	2008		
13 Ave	Gravity Main	SGL2	PVC	300	53.8	2008		
13 Ave	Gravity Main	SGL3	PVC	450	254.0	2010		
Golf Course	Gravity Main	SGL4	PVC	450	57.5	2010		
Golf Course	Gravity Main	SGL5	PVC	450	40.3	2010		
Golf Course	Gravity Main	SGL6	HDPE	450	91.5	2010		
Golf Course	Gravity Main	SGL7	HDPE	450	18.5	2010		
Golf Course	Gravity Main	SGL8	HDPE	450	12.0	2010		
21 Street	Gravity Main	SGL9	PVC	250	123.2	2008		
Westview Place	Gravity Main	SGL10	PVC	200	32.2	1982		
Westview Drive	Gravity Main	SGL11	PVC	200	48.8	1982		
Westview Drive	Gravity Main	SGL12	PVC	200	70.2	1982		
Westview Drive	Gravity Main	SGL13	PVC	200	46.2	1982		
Westview Drive	Gravity Main	SGL14	PVC	200	83.2	1982		
Westview Drive	Gravity Main	SGL15	PVC	200	87.2	1982		
Westview Close	Gravity Main	SGL16	PVC	200	33.8	1982		
Westview Drive	Gravity Main	SGL17	PVC	200	103.3	1982		
Westview Drive	Gravity Main	SGL18	PVC	200	51.0	1982		
Westview Drive	Gravity Main	SGL19	PVC	300	78.9	2008		
Westview Drive	Gravity Main	SGL20	PVC	300	51.3	2008		
Westview Drive	Gravity Main	SGL21	PVC	300	36.9	2008		
Westview Drive	Gravity Main	SGL22	PE HDPE????	100	48.6	Unknown		
Westview Drive	Gravity Main	SGL23	PVC	300	68.2	2008		
Westview Drive	Gravity Main	SGL24	PVC	200	67.9	2008		
Westview Drive	Gravity Main	SGL25	PVC	200	25.3	2008		
Westview Drive	Gravity Main	SGL26	PVC	200	41.6	2015		
Westview Drive	Gravity Main	SGL27	PVC	200	15.6	1982		
Westview Drive	Gravity Main	SGL28	PVC	200	3.0	1982		
Westview Crescent	Gravity Main	SGL29	PVC	200	66.1	2010		
Westview Crescent	Gravity Main	SGL30	PVC	200	45.5	2010		
Westview Crescent	Gravity Main	SGL31	PVC	200	77.6	2010		
Westview Crescent	Gravity Main	SGL32	PVC	200	63.6	2010		
Westview Crescent	Gravity Main	SGL33	PVC	200	57.5	2010		
Westview Crescent	Gravity Main	SGL34	PVC	200	57.2	2010		
Westview Crescent	Gravity Main	SGL35	PVC	200	59.0	2010		
Westview Crescent	Gravity Main	SGL36	PVC	200	32.7	2010		
17 Avenue	Gravity Main	SGL37	Vitrified Clay Tile	200	151.0	1954	151.0	K5 / K6
17 Avenue	Gravity Main	SGL38	Asbestos Concrete	200	122.0	1970	122.0	K5 / K6
17 Avenue	Gravity Main	SGL39	Asbestos Concrete	200	21.0	1970	21.0	K5 / K6
17 Avenue	Gravity Main	SGL40	Asbestos Concrete	200	43.3	1970	43.3	K5 / K6
18 Avenue	Gravity Main	SGL41	PVC	200	91.1	2010		
18 Avenue	Gravity Main	SGL42	PVC	200	154.5	2010		
18 Avenue	Gravity Main	SGL43	PVC	200	101.2	2010		
Howard Crescent	Gravity Main	SGL44	PVC	200	92.3	2010		
19 Avenue	Gravity Main	SGL45	Unknown	200	114.0			
19 Avenue	Gravity Main	SGL46	PVC	200	112.0	2003		
19 Avenue	Gravity Main	SGL47	PVC	200	119.5	2003		
19 Avenue	Gravity Main	SGL48	PVC	200	122.3	2010		
19 Avenue	Gravity Main	SGL49	PVC	200	101.1	2010		
19 Avenue	Gravity Main	SGL50	PVC	200	120.2	2010		
20 Avenue	Gravity Main	SGL51	PVC	200	87.2	2004		
20 Avenue	Gravity Main	SGL52	PVC	200	85.2	2004		
20 Avenue	Gravity Main	SGL53	PVC	200	143.0	2004		
20 Avenue	Gravity Main	SGL54	PVC	200	133.6	2004		
20 Avenue	Gravity Main	SGL55	PVC	200	142.0	2004		
20 Avenue	Gravity Main	SGL56	PVC	200	88.7	2004		
20 Avenue	Gravity Main	SGL57	PVC	200	75.7	2004		
21 Avenue	Gravity Main	SGL58	PVC	200	53.6	2015		
21 Avenue	Gravity Main	SGL59	PVC	200	106.2	2015		
21 Avenue	Gravity Main	SGL60	Vitrified Clay Tile	200	110.1	1974-1977	110.1	J6 / I6

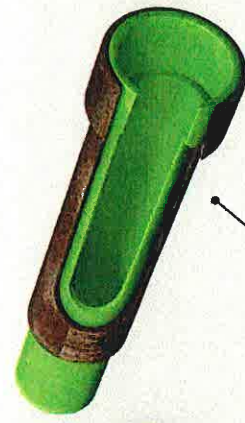
21 Avenue	Gravity Main	SGL61	Vitrified Clay Tile	200	12.2	1974-1978	12.2	J6
21 Avenue	Gravity Main	SGL62	Vitrified Clay Tile	200	91.5	1974-1979	91.5	J6
21 Avenue	Gravity Main	SGL63	Vitrified Clay Tile	200	123.0	1974-1980	123.0	J6
21 Avenue	Gravity Main	SGL64	Vitrified Clay Tile	200	105.0	1974-1981	105.0	J6
22 Avenue	Gravity Main	SGL65	PVC	200	8.1	2015		
22 Avenue	Gravity Main	SGL66	PVC	200	118.8	2015		
23 Avenue Close	Gravity Main	SGL67	Vitrified Clay Tile	200	76.8	Unknown	76.8	I6
23 Avenue Close	Gravity Main	SGL68	Vitrified Clay Tile	200	35.9	1977	35.9	I6
23 Avenue Close	Gravity Main	SGL69	Vitrified Clay Tile	200	85.6	1977	85.6	I6
23 Avenue Close	Gravity Main	SGL70	Vitrified Clay Tile	200	63.4	1977	63.4	I6
23 Avenue Close	Gravity Main	SGL71	Vitrified Clay Tile	200	76.2	1977	76.2	I6
23 Avenue Close	Gravity Main	SGL72	Vitrified Clay Tile	200	24.9	1977	24.9	I6
23 Avenue Close	Gravity Main	SGL73	Vitrified Clay Tile	200	26.0	1977	26.0	I6
23 Avenue Close	Gravity Main	SGL74	Vitrified Clay Tile	200	80.4	1977	80.4	I6
23 Avenue Close	Gravity Main	SGL75	Vitrified Clay Tile	200	77.8	1977	77.8	I5
25 Avenue	Gravity Main	SGL76	Vitrified Clay Tile	200	54.0	1977	54.0	H5 / H6
25 Avenue	Gravity Main	SGL77	Vitrified Clay Tile	200	88.9	1977	88.9	H5 / H6
25 Avenue	Gravity Main	SGL78	Vitrified Clay Tile	200	77.7	1977	77.7	H5 / H6
25 Avenue	Gravity Main	SGL79	Vitrified Clay Tile	200	81.1	1977	81.1	H5 / H6
25 Avenue	Gravity Main	SGL80	Vitrified Clay Tile	200	62.0	1977	62.0	H5 / H6
25 Avenue	Gravity Main	SGL81	Vitrified Clay Tile	200	70.0	1977	70.0	H5 / H6
20A Street	Gravity Main	SGL82	Vitrified Clay Tile	200	45.3	1977	45.3	H5
20A Street	Gravity Main	SGL83	Vitrified Clay Tile	200	54.5	1977	54.5	H5
20A Street	Gravity Main	SGL84	Vitrified Clay Tile	200	42.7	1977	42.7	H5
24 Avenue Close	Gravity Main	SGL85	Vitrified Clay Tile	200	25.0	1977	25.0	I5
24A Crescent	Gravity Main	SGL86	PVC	200	119.2	2004		
24A Crescent	Gravity Main	SGL87	PVC	200	147.2	2004		
24 Street Close	Gravity Main	SGL88	PVC	200	35.8	2004		
24A Street Close	Gravity Main	SGL89	PVC	200	98.1	2004		
24A Street Close	Gravity Main	SGL90	PVC	200	66.7	2004		
26 Avenue	Gravity Main	SGL91	Vitrified Clay Tile	200	92.9	1977	92.9	H5
26 Avenue	Gravity Main	SGL92	Vitrified Clay Tile	200	49.3	1977	49.3	H5
26 Avenue	Gravity Main	SGL93	Vitrified Clay Tile	200	57.9	1977	57.9	H5
26 Avenue	Gravity Main	SGL94	Vitrified Clay Tile	200	28.0	1977	28.0	H5
26 Avenue	Gravity Main	SGL95	Vitrified Clay Tile	200	11.6	1977	11.6	H5
Highway 2A	Gravity Main	SGL96	Assumed VCT	200	99.7	1977		
Highway 2A	Gravity Main	SGL97	Vitrified Clay Tile	200	100.4	1954-1977		
Highway 2A	Gravity Main	SGL98	PVC Assumed	250	97.8	1980		
Highway 2A	Gravity Main	SGL99	PVC Assumed	250	100.0	1980		
Highway 2A	Gravity Main	SGL100	Assumed VCT	250	99.0	1954		
Highway 2A	Gravity Main	SGL101	PVC Assumed	250	103.8	1980		
Highway 2A	Gravity Main	SGL102	PVC Assumed	250	137.0	1980		
Highway 2A	Gravity Main	SGL103	PVC Assumed	250	66.1	1980		
Highway 2A	Gravity Main	SGL104	PVC Assumed	250	15.2	1980		
Highway 2A	Gravity Main	SGL105	PVC Assumed	250	97.5	1980		
Highway 2A	Gravity Main	SGL106	PVC Assumed	250	13.0	1980		
Highway 2A	Gravity Main	SGL107	PVC Assumed	250	13.0	1980		
Highway 2A	Gravity Main	SGL108	PVC	250	98.0	1982		
21 Street	Gravity Main	SGL109	Vitrified Clay Tile	200	58.2	1977	58.2	I6
21 Street	Gravity Main	SGL110	Vitrified Clay Tile	200	33.0	1977	33.0	J6
21 Street	Gravity Main	SGL111	Unknown	200	100.8	1954	100.8	K6
21A Street Close	Gravity Main	SGL112	Asbestos Concrete	200	93.4	1977	93.4	J6
22 Street	Gravity Main	SGL113	PVC	200	99.0	2010		
23 Street	Gravity Main	SGL114	PVC	200	41.3	2010		
23 Street	Gravity Main	SGL115	PVC	200	55.7	2010		
23 Street	Gravity Main	SGL116	PVC	200	47.5	2010		
Range Road 10B	Gravity Main	SGL117	PVC	300	115.2	2010		
Range Road 10B	Gravity Main	SGL118	PVC	300	158.0	2010		
Range Road 10B	Gravity Main	SGL119	PVC	300	120.8	2010		
Range Road 10B	Gravity Main	SGL120	PVC	300	150.1	2010		
Range Road 10B	Gravity Main	SGL121	PVC	375	44.5	2010		
Range Road 10B	Gravity Main	SGL122	PVC	375	104.5	2010		
Range Road 10B	Gravity Main	SGL123	PVC	375	89.1	2010		
Highway 2 Crossing	Gravity Main	SGL124	HDPE	450	114.3	2010		
Amy Gardens	Gravity Main	SGL125	PVC	200	77.6	2007		
21 Avenue Back Lane	Gravity Main	SGL126	Vitrified Clay Tile	200	95.0		95.0	J5
					11469.4			
							4026.6	



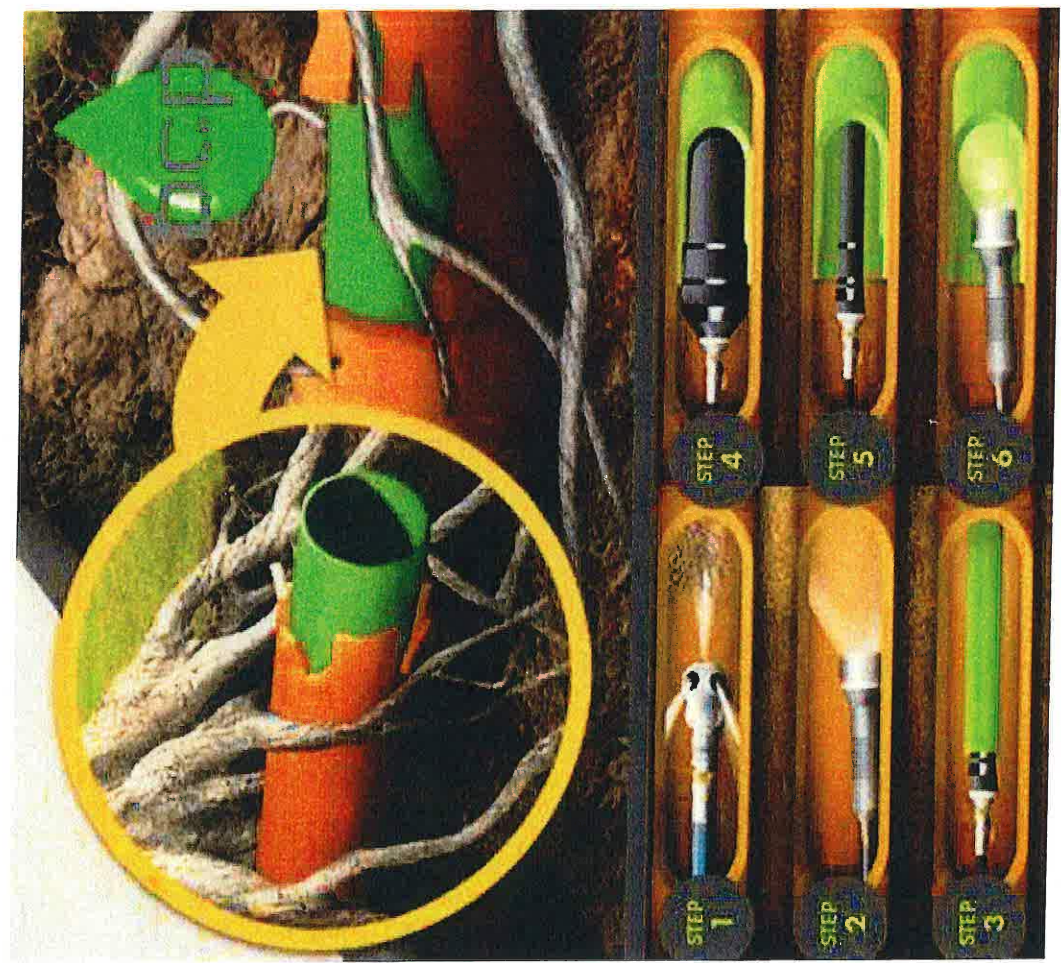
Damaged pipe



Relined pipe



Liner conforms to previous shape

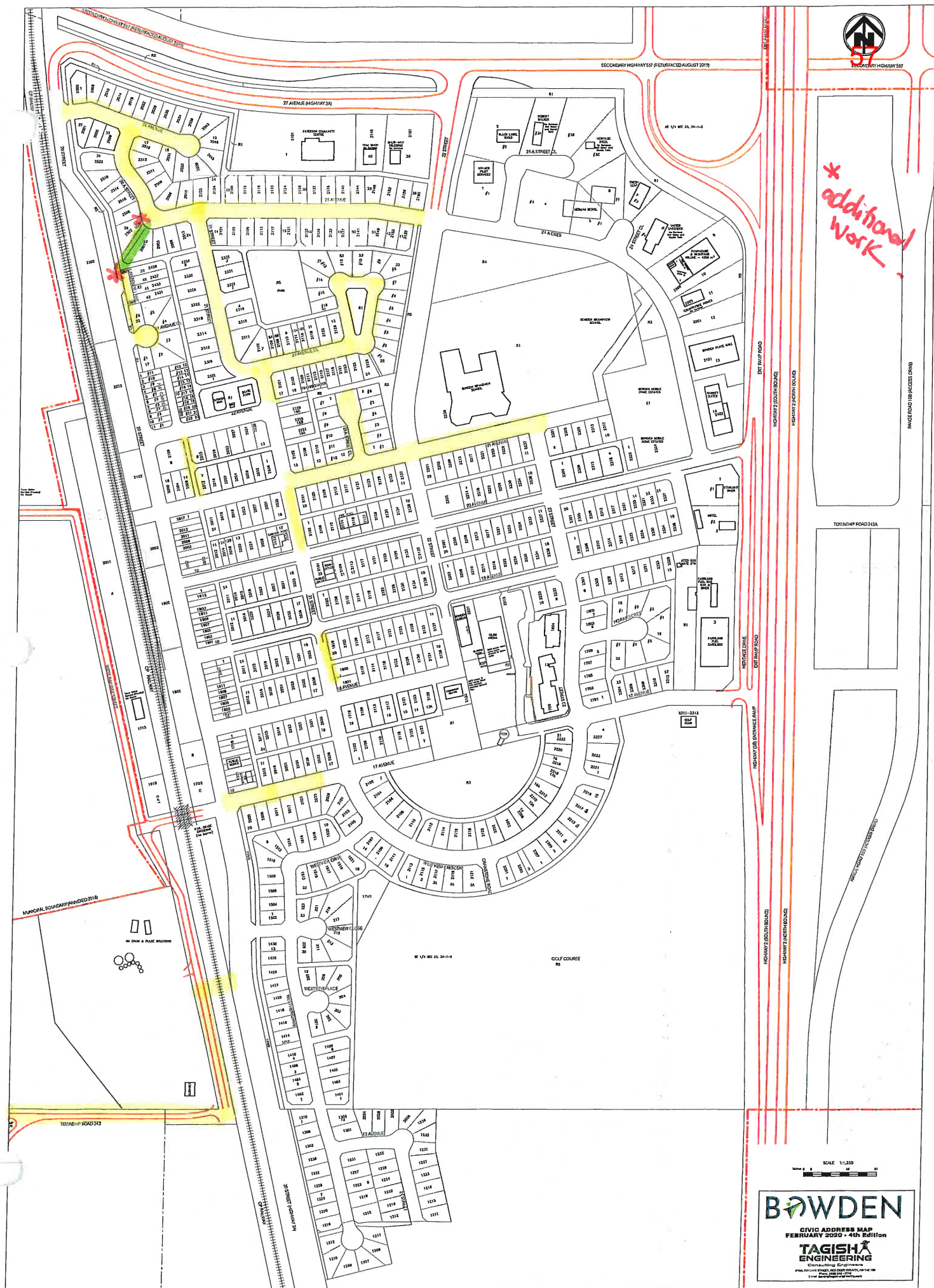




* additional work

SCALE 1:1,250

BOWDEN
CIVIC ADDRESS MAP
FEBRUARY 2020 - 4th Edition
TAGISHA
ENGINEERING
COMMUNITY DEVELOPMENT
1000 10th Avenue SW, Suite 100, Calgary, Alberta T2P 1K6
Phone: (403) 243-1111
Fax: (403) 243-1112
www.tagishaengineering.com



Agenda item 9.a 2025 Capital Budget Update (continued)

Recommended Motion

Motion by Councillor _____ that Council accepts agenda item 9.a (2025 Capital Budget Update) as information.

Regular Council Meeting: November 24, 2025.	Agenda Item: 10.a to 10.c
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s): As per content listing

Agenda item 10**Content:**

- 10.a Federation of Canadian Municipalities**
Email received from Rural & Northern Policy Officer, Rachel Rizzuto.
- 10.b Olds College**
Introductory letter received from the CEO of Olds College.
- 10.c Alberta Transportation & Economic Corridors (TEC)**
Letter from Deputy Minister Paul Smith detailing TEC survey on speed limit proposal.
(online survey ends December 12, 2025).

From: Rachel Rizzuto <rrizzuto@fcm.ca>
Sent: November 13, 2025 12:09 PM
To: Mayor <mayor@bowden.ca>
Cc: Cassandra Morris <cdmorris@fcm.ca>
Subject: Canada Post letter

Good afternoon Mayor Miller,

Thank you for including FCM in your communication to Minister Lightbound.

We've been actively communicating to the federal government on this issue as well, and having on-the-ground realities to draw from brings more depth to that advocacy.

Most recently, our Advocacy Manager appeared before the Standing Committee on Government Operations and Estimates on this matter. We communicated the importance of Canada Post to rural communities, ways Canada Post could expand revenue generation, and of course, the need for municipalities to be **meaningfully engaged** in the future of Canada Post.

I'm happy to chat more about this issue – let me know.

Rachel

Rachel Rizzuto | she/her/elle

Rural and Northern Policy Officer | Policy and Public Affairs
 Agente des Politiques des Régions Rurales et du Nord | Politique et affaires
 publiques
 T. 1-343-655-1998



As we move forward with our commitment to reconciliation, FCM acknowledges that our head offices are located on the unceded, unsurrendered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. We recognize and honour the historic and ongoing contributions of Indigenous peoples across the country. [Full Statement](#)

Dans le cadre de son engagement pour favoriser la réconciliation, la FCM tient à reconnaître que ses sièges sociaux sont situés sur le territoire non cédé de la Nation anichinabée algonquienne, présente en ces lieux depuis des temps immémoriaux. Nous reconnaissons également les contributions passées et présentes des peuples autochtones au pays. [Déclaration complète](#)



October 24, 2025

Dear Council Members,

On behalf of the students, faculty, staff and Board of Governors of Olds College of Agriculture & Technology, please accept our sincerest congratulations on your recent election to public office. Your success reflects the trust and confidence your constituents have placed in your leadership, and we commend your willingness to serve the citizens of Alberta.

As Canada's Smart Agriculture College, Olds College is deeply committed to the economic vitality, environmental stewardship and community strength of the entire province. Our mission is centred on advancing agriculture for a better world by fostering innovation and sustainability within the agriculture sector. We recognize that strong, visionary municipal leadership is foundational to achieving these shared goals.

We understand you are embarking on a term focused on critical priorities, including regional development, infrastructure management and fostering local economic resilience. We believe our institution is a vital partner in many of these areas, particularly through our focus on:

- **Skilled Workforce Development:** Training the next generation of professionals in agriculture, trades, land and environmental management, and agribusiness.
- **Innovation & Technology:** Leveraging our 3,000-acre Smart Farm and applied research to provide real-world solutions that can benefit local industries to advance education, innovation and applied research.
- **Community Partnership:** Working collaboratively with local governments to support economic development and value-added investment.
- **Leading Agriculture:** Being a positive force and thought leader in creating bridges between rural and urban communities in Alberta.

As you define your strategic direction for the term ahead, we look forward to working closely with your municipality to explore opportunities for mutually beneficial partnerships. Whether through customized training programs, applied research projects to solve local challenges or collaborating on shared community resources, Olds College is ready to support your efforts to build strong, sustainable communities.

We wish you tremendous success in your new mandate and anticipate a productive, collaborative relationship over the coming four years.

Sincerely,

A handwritten signature in black ink, appearing to read "Debbie Thompson".

*Dr. Debbie Thompson, President & CEO
Olds College of Agriculture & Technology*

A handwritten signature in black ink, appearing to read "Al Kemmere".

*Al Kemmere, Chair
Olds College Board of Governors*

AR 105508

November 13, 2025

Mr. Arno Glover
Chief Administrative Officer
Town of Bowden
cao@bowden.ca

Dear Mr. Glover:

As part of our continued efforts to maintain a safe and efficient highway network, Alberta Transportation and Economic Corridors is seeking your feedback on a proposal to increase the speed limit from 110 kilometres per hour (km/h) to 120 km/h on select divided rural highways. This initiative will help rural Albertans who commute long distances each day save valuable time. A 2024 public survey indicated 58 per cent (1,203 total survey participants) of Albertans were in favour of such an increase on divided highways.

The divided highways under consideration are those under provincial jurisdiction only and exclude the low-speed portions which run through urban areas, towns, or First Nation lands. They are:

- Highway 1 from Banff to the Saskatchewan border, approximately 400 kilometres (km);
- Highway 2 between Edmonton and Calgary and south (excluding Deerfoot Trail), approximately 400 km;
- divided portions of Highway 3, approximately 80 km;
- Highway 4 from Lethbridge to the United States Border, approximately 100 km;
 - In Montana, there is a posted speed limit of 80 miles per hour (approximately 130 km/h) for the I-15.
- Highway 16 from Hinton to Lloydminster, approximately 500 km;
- Highway 63 from north of Highway 55 to Fort McMurray, and then north of Fort McMurray, approximately 270 km; and
- Highway 43 from west of Edmonton to Grande Prairie, approximately 400 km.

To broadly engage with Albertans on the topic of raising the posted speed limit on divided rural highways, we also launched a public opinion survey, available here:
www.alberta.ca/divided-highway-speed-limit-increase-survey.

Transportation and Economic Corridors recognizes your municipality may be interested in this proposal. As a valued stakeholder, I ask you to consider the proposal outlined in this letter and provide your feedback no later than December 12, 2025. I would also encourage you to complete the online survey, and/or provide a direct response by email to highwayspeedsurvey@gov.ab.ca.

.../2

Alberta's highways provide efficient connections between communities, businesses, jobs, and services. Investment in highway infrastructure creates jobs, supports long-term economic growth, and helps position our province as a place with world-class transportation networks, infrastructure, and economic corridors. All feedback received will be carefully considered and a summary of the survey and results will be shared with stakeholders following the consultation period.

Thank you for your time and thoughtful engagement on this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Smith", is written in a cursive style.

Paul Smith
Deputy Minister

Agenda item 10 (continued)**Suggested Motion****Motion:**

Motion by Councillor _____ that Council accepts agenda items 10.a / 10.b / 10.c as information.

Regular Council Meeting: November 24, 2025.	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s) 1 CAO's Report

Content:**Agenda item 11.a (CAO's Report)**

Regular Council Meeting: November 24, 2025	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s):

CAO's Report

The following provides a brief update on matters in hand / tasks completed.

1 Elected Officials Training

1.1 Legal Seminar

The legal seminar hosted by the Town of Blackfalds conducted by Reynolds, Mirth & Farmer LLP is confirmed for:

Wednesday November 26th from 1:00pm until 4:00pm.

Venue: Eagle Builders Centre (5302 Broadway Avenue, Blackfalds, Alberta, T0M 0J0)

Topics will include:

- Pecuniary interest and conflict of interest,
- Public hearings/statutory hearings (and engaging with the public),
- Council as an employer (and corresponding obligations to the CAO),
- Enforcement of municipal bylaws (and Council's role in that process),
- Process for passing and amending bylaws in relation to Land Use Planning.

Confirmation has been made that the Town of Bowden will attend this meeting.

1.2 Emergency Management

Section 8(1) of the Local Authority Emergency Management Regulation (May 21, 2025) states:

Training requirements for elected officials and delegates

8(1) *The Managing Director may prescribe courses that each of a local authority's elected officials must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.*

(2) *Any courses that are prescribed under subsection (1) must be completed*

(a) within 90 days of the elected official taking an official oath as required by section 156 of the Municipal Government Act or section 23 of the Metis Settlements Act, as the case may be, or within one year of this Regulation coming into force, whichever is later, or (b) within 90 days of the councillor of an Indian band assuming office,

This training is mandatory for all elected officials.

The CAO has confirmed with the Town of Innisfail that the Town of Bowden will attend a shared event at Innisfail Town Library on January 21, 2026 (09:00 to 15:00).

The Town of Innisfail requires confirmation of delegate numbers.

1.3 Planning 101 workshop

A date has yet to be set for this in house course to be provided by Liz Armitage of Vicinia Planning.

2 Delegations – RCM December 8, 2025

The following delegations have been rescheduled to the RCM of 8th December.

Trish Proctor - Innisfail & District Chamber of Commerce

Warren Wright - Bylaw Enforcement

There are arrangements under way have the chair of the Bowden Historical Society attend a future RCM in order for them to present to Council an overview of the work that they do within the Town.

3 Zoom / MS Teams Meetings

Please note that there is an email account: councillor@bowden.ca

This email account is configured on both the Councillor laptop and on the computer within Council Chambers (ie: the big screen audio system).

If you wish to use these items of equipment for a video link meeting simply forward on the invitation to the councillor@bowden.ca email address and connect via that email request in the inbox.

This facility can be tested beforehand if necessary by arrangement with the CAO.

4 Christmas Lights

The Town has planted a live evergreen tree in Mildred Lane Park opposite the post office.

This will be decorated with lights to provide a second community Christmas tree within the Town.

There is at least one streetlight decoration that requires repair. This has been examined by an electrician however this requires further investigation as to the cause of the fault (this could be a Fortis matter).

5 2025 Operating Budget

5.1 Leasing v Outright Purchase

In response to the question raised during the Special Council Meeting regarding the Town's past decision to purchase trucks the following provides an explanation as to the differences between leasing and outright purchase.

Buying equipment outright means that the Town pays the full cost upfront (typically from reserves). The primary benefit is the vehicle is free from any contractual constraints, and the Town becomes the owner of the asset.

The Town can then utilise the vehicle in any manner and for any period. There is no potential financial penalty at the end of the lease period based on an assessment of the condition of the vehicle.

Owning an asset means that it can be disposed of (for an income) and can be customised for unique operational requirements (light bars, sanding equipment, Town decals etc).

A leasing arrangement cannot be taken out on the purchase on a second-hand vehicle. The past two vehicles purchased by the Town have been good condition quality used vehicles.

The disadvantage of an outright purchase is that the initial financial expenditure can be significant, and the Town takes on all of the expenses associated with maintaining the equipment.

Leasing equipment, by contrast, gives the lessee access to the asset for a set period while making fixed monthly payments. However, lease payments on a new vehicle factor in the depreciation on that vehicle. This could be up to 40% in the first two years of ownership.

The Town would not own the equipment during the lease, but this does avoid large upfront costs.

At the end of the lease term, the equipment is returned subject to evaluation / condition assessment and the associated cost.

There is no tax advantage (benefit or liability) to the Town from either buying or leasing equipment.

5.2 Public Sector Accounting Standard PS3280

Public Sector Accounting Standard PS3280 relates to Asset Retirement Obligations (ARO).

This requirement was introduced in the audit for the financial reporting year ending December 31, 2023, but has not been fully satisfied.

An ARO is a legal obligation associated with the retirement of certain tangible capital assets. In the case of the Town of Bowden examples of an ARO include asbestos and other hazardous materials in buildings / wastewater infrastructures and any liabilities relating to the former landfill site.

In February 2024 the Town commissioned an Asbestos Containing Material (ACM) survey of three of the Town's buildings. This was conducted by a qualified assessor (JJP Environmental Limited).

The scope of work for this project consisted of:

- i. conducting an ACM Survey of accessible areas of the buildings, collecting representative samples of building materials / finishes suspected to contain asbestos,
- ii. submission of the samples to a qualified laboratory for analysis,
- iii. preparation of a report detailing the ACM survey's findings, conclusions and recommendations for abatement / expected costs associated with the asbestos abatement.

A report was submitted by the Town to BDO Canada along with the assessor's findings.

Further discussions with BDO Canada led to the scope of the project increasing to include all of the Town's buildings and to include all hazardous materials not just asbestos.

JJP Environmental Limited were recommissioned to revisit the Town and to extend the scope of the assessment.

The combined cost of the work conducted by JJP Environmental Limited was \$20,550.00.

A further second report was submitted by the Town to BDO Canada along with the assessor's findings.

The CAO & CFO had a meeting with BDO Canada on Thursday November 20, 2025.

It was stated that further work is required by an independent auditor (from BDO Canada) to arrive at:

- i. a best estimate valuation for the asset retirement obligations of the Town's buildings,
- ii. a satisfactory estimate for any other asset retirement obligations deemed necessary under the requirements of PS3280 and in particular with regard to the former landfill site.

In addition to the requirements of PS3280 consideration must be given to whether there are any known contingent liabilities associated with any of the Town's tangible capital assets as these may / may not affect any estimates made as part of an assessment under PS3280.

Contingent liabilities are accounted for if the contingency is likely, and the amount of the liability can be reasonably estimated.

The Town stated in 2024 that there are currently no known contingent liabilities associated with any of the Town's current tangible capital assets (however this is now subject to further analysis).

This audit work will be conducted in late 2025 early 2026 and the findings must form part of the audited Financial Statements for the year 2025.

The estimated cost of this additional audit / consultancy work is \$10,000.00.

This amount has been added to the draft 2025 Operating Budget.

6 Municipal Services Agreement

The Municipal Services Agreement with Red Deer County for the provision of services relating to development permit applications, subdivision applications and safety code services expires on December 31, 2025.

This document is ten years old and fails to address current needs both from the viewpoint of Red Deer County and the Town.

For example, there is no clear schedule for each service provided indicating how the revenues / costs are to be apportioned. It is also unclear as to what services are out of scope of the agreement and which therefore should be recharged back to the Town.

The rework in 2021 on the revisions to the Land Use Bylaw is one example. This work was carried out by Red Deer County but falls outside of the contractual agreement.

The CAO has arranged a meeting with the Director of Planning & Development at Red Deer County to commence a full review and rewrite of this agreement.

7 Bowden Event Centre

The Mayor and CAO inspected the Bowden Event Centre from the viewpoint of its use as an emergency shelter.

Most of the (outdated) emergency management provisions within the centre were disposed of earlier this year.

There is provision in the 2025 Operating Budget to replenish these supplies.

It is anticipated that this will take place in December.

Agenda item 11.a CAO's Report (continued)**Recommended Motion:**

Motion by Councillor _____ that Council accepts the submitted CAO Report as information.

Regular Council Meeting: November 24, 2025.	Agenda Item: 11.b / 11.c
Prepared by: Arno Glover	Approved by: Mayor Laurie Miller
Report Type: Information	Attachment(s): As per content

Agenda Item 11.b / 11.c**Content:****Council Committee Reports****11.b**

No reports submitted

Society & Other Reports**11.c**

- i. Federation of Canadian Municipalities (Federal Budget 2025 Highlights)
(report submitted by CAO Arno Glover)

Note:

All meeting minutes where submitted should be assumed to be "unapproved".

Budget Highlights and Key Analysis

Earlier this week, on November 4, the Minister of Finance, the Hon. Francois-Philippe Champagne, tabled [Budget 2025: Canada Strong](#) in the House of Commons. This is the first budget tabled by Prime Minister Mark Carney's minority government following the 2025 Federal Election.

Budget 2025 notably recognizes a core reality in response to FCM's advocacy: municipal infrastructure is essential economic infrastructure for Canada – critical to economic strength, productivity, trade and housing delivery.

Despite this federal acknowledgement of the municipal role in nation-building and some new investments in municipal infrastructure, Budget 2025 falls short of providing a long-term plan at scale to fund the local infrastructure that makes Canada's housing and economic goals achievable. Clarity is also needed on the full extent of reprofiling and reallocations to key municipal programs, including the Canada Public Transit Fund.

Heading into Budget 2025, [FCM's top priorities for the federal budget](#) included delivering municipal infrastructure, enabling more affordable housing, ensuring safer communities and protecting Canadians from the impacts of climate change.

FCM will continue to advocate for long-term, predictable and streamlined infrastructure investments from the federal government. The Canada Community Building Fund, now renamed the Community Stream of the Building Canada Strong Fund, is the most cost efficient and administratively streamlined way to invest infrastructure dollars in local communities to build Canada. We continue to recommend that it be doubled, indexed to GDP, with matching dollars secured from the provinces and territories.

As a next step, FCM will also proactively engage with the federal government to:

- Determine the full extent of budget reprofiling and reallocations.
- Advance municipal interests as it relates to program streamlining initiatives identified in Budget 2025, particularly for the Canada Public Transit Fund.
- Influence the design of newly announced programs for municipal governments.
- Ensure other potential funding sources that might benefit local communities include municipal eligibility.

FCM's focus will be on working collaboratively with the federal government to make sure as much funding as possible flows quickly to municipalities, including rural, northern, urban and remote communities, to build a stronger and more resilient economy.

Local infrastructure

- Budget 2025 announced a new Build Communities Strong Fund (BCSF), representing \$51 billion of new and largely reprofiled funding over ten years for infrastructure, including municipal infrastructure. The BCSF will be comprised of three streams:
 - Community Stream (\$27.8 billion) – a rebranding of the Canada Community-Building Fund, renamed with no net new funding increases.

- Provincial and Territorial Stream (\$17.2 billion) – created to be cost-matched and delivered through provinces and territories that agree to reduce development charges, where applicable. Of this, \$12.2 billion is earmarked for housing-enabling infrastructure, as well as provincial priorities including infrastructure for colleges and universities.
 - Direct Delivery Stream (\$6 billion) – for municipal governments for “regionally significant” projects, building retrofits, climate adaptation and local infrastructure. This stream may require applicants to explore private sector investment, including from the Canada Infrastructure Bank, to be eligible.
- Federal investments in BCSF reflect limited net new dollars as well as reallocations from the Canada Public Transit Fund (CPTF) and from the Canada Housing Infrastructure Fund (CHIF).
- While acknowledging the critical role of municipalities in nation-building, these investments fail to provide a long-term plan at the scale required. Clarity is also needed on the full extent of reprofiling and reallocations to key municipal programs. FCM will work with the federal government to advance municipal interests on program streamlining and new program design, as well as continue to advocate for a long-term infrastructure plan to meet local needs.

Rural, northern and remote communities

- Budget 2025 advances funding for major infrastructure projects important to rural, remote, and Northern communities, including:
 - \$1 billion over four years to an Arctic Infrastructure Fund for major transportation projects with dual-use applications for civilian and military use, including airports, seaports, all-season roads, and highways;
 - \$5 billion over seven years to the Trade Diversification Corridors Fund;
 - \$55.2 million over four years to the Airports Capital Assistance Program to support infrastructure upgrades and safety-related projects, including dual-use priorities, to local and regional airports; and
 - Several commitments to increase telecom competition in Canada.
- These commitments reflect FCM’s call to support Canada’s sovereignty through infrastructure investments and to increase trade opportunities as outlined in FCM’s *Future of Rural Canada* report. FCM will continue to advocate for allocation-based models and ensure the design of new funding streams like Direct Delivery Stream of the BCSF reflects the needs and realities of rural, northern and smaller communities.

Affordable housing and homelessness

- Budget 2025 reiterated the government’s priorities for Build Canada Homes (BCH), a new government agency previously announced in September 2025, intended to rapidly scale the delivery of housing in Canada and directly support the delivery of affordable, deeply affordable and supportive housing. This includes a \$1 billion investment in supportive and transitional housing and \$1.5 billion for the Canada Rental Protection Fund.
- FCM will work with the federal government to ensure the program design of BCH meets the needs of communities across the country and that Reaching Home, a critical program to address homelessness, is adequately funded in the long-term.

Public safety and community wellbeing

- Budget 2025 largely reiterates previously announced federal measures on public safety and criminal justice, focusing on national policing, enforcement, and border security, including:
 - Commitments to bail and sentencing reform targeting repeat and violent offenders;
 - Measures to address hate-motivated crimes;
 - Continued rollout of the \$1.3 billion Border Plan to hire 1,000 new Canada Border Services Agency officers, modernize border technology, and enhance intelligence-sharing;
 - \$617.7 million to strengthen CBSA inspection capacity; and
 - 1,000 new RCMP personnel, supported by new cadet recruitment incentives.
- For municipalities, these measures reaffirm the federal focus on enforcement and coordination while offering limited new investment in community-based prevention or local service capacity.
- FCM will continue to advocate for a balanced public safety framework that complements federal enforcement priorities with investments that reflect frontline realities and strengthen safety in communities across Canada.

Climate

- Budget 2025 falls short on climate resilience. FCM will continue advocating for the federal funding through the Disaster Mitigation and Adaptation Fund (DMAF), national home flood insurance, home retrofits and parks and nature-based solutions to improve community resilience.
- Budget 2025 does propose:
 - A new National Public Alerting System to improve warnings of imminent natural disasters, extreme weather events and security events.
 - Four new leased aircraft to bolster provincial and territorial aerial firefighting capacity.
- Budget 2025 confirmed it is ending the federal 2 Billion Trees program but existing contribution agreements and commitments will be respected, such as FCM's [Growing Canada's Community Canopies initiative](#).

Immigration and asylum claimants

- Budget 2025 announced the 2026–2028 Immigration Levels Plan, including reduced targets for permanent resident admissions and a significant cut to temporary resident admissions—from 673,650 to 385,000; and one-time initiative to grant permanent residency to eligible Protected Persons, and to transition up to 33,000 work permit holders to residency in 2026 and 2027.
- While the plan acknowledges the importance of temporary foreign workers (TFWs) and commits to considering rural and remote communities' needs, FCM is concerned that the sharp reduction in TFWs could negatively impact communities that rely on them to address demographic and labour challenges. FCM will continue to advocate for [municipalities to be included in immigration planning](#), and for immigration policies that reflect the needs of all communities, including rural, remote and smaller communities.

Agenda item 11.b / 11.c (continued)

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted report as information.