



**Town of Bowden – Organizational Meeting of Council
held on Monday October 27, 2025
at the Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

Mayor Laurie Miller called the meeting to order at 6:31pm.

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

STAFF	CAO	Arno Glover
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Organizational Meeting agenda items are determined by the provisions within section 6.3 of the Town of Bowden Council Procedural Bylaw 04 / 2025

2. ADDITIONS / DELETIONS TO THE AGENDA

Motion 2.a

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

Note: amended as follows:

Agenda item 3(viii).1 added: Other Matters: Good Governance

MOTION CARRIED UNANIMOUSLY

3. MATTERS OF COUNCIL BUSINESS

Agenda Item 3(i) Adoption of Agenda

Adopted as agenda item 2.a

Agenda Item 3(ii) Oath of Office for Councillors

Mayor Laurie Miller conducted the oath of office ceremony for the six newly elected Councillors in accordance with the Oaths of Office Act (sworn statements).

Agenda Item 3(iii) Date, Time, Frequency & Location of Council Meetings for 2025 / 2026

Administration submitted to Council a schedule for the Regular Council Meetings and the Organizational Meeting of Council for 2025 / 2026.

Motion 3.a. Moved by Councillor Carol Pion that Council adopts the Regular & Organizational Council Meeting Schedule as presented.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(iv) Elected Officials Remuneration

Administration submitted to Council the Elected Official's Remuneration, Benefits & Expenses Policy to Council as a matter of information.

It was proposed by Administration that the agenda item of elected officials' remuneration is deferred for future discussion and included as an item of new business on the agenda of the RCM of November 10, 2025.

Motion 3.b. Moved by Councillor Randy Brown that Council deliberation on the Elected Officials Remuneration agenda item is deferred until the RCM of November 10, 2025.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(v) Deputy Mayor Appointments and Schedule

Administration submitted Council a template that provides for a Deputy Mayor to be appointed on a 8-month period rotating through all Councillors during the Council 4-year term of office.

There was no requirement to change the format of this schedule.

Council was requested to provide the names of the Councillors for each 8-month period.

The following records the Deputy Mayor schedule as agreed by Council.

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

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

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

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(vi) Council Committee Appointments

Council reviewed the:

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

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

Council also stated their preference for which elected officials should represent the Town on other bodies and organizations.

As per the provisions set out within the Government of Alberta, Library Act, Council appointed two elected officials to the Public Library Board for a set term of office of one year commencing October 27, 2025.

Motion 3.d. Moved by Councillor Marietta Tuckwell that the appointed elected officials and the nomination of a chairperson (where applicable) to the Town of Bowden Council Committees and other bodies and organizations is as discussed, agreed, and recorded during the Organizational Meeting of Council.

MOTION CARRIED UNANIMOUSLY

Administration requested that Council make a resolution appointing Councillors to the Public Library Board.

Motion 3.e. Moved by Councillor Carol Pion that the appointed elected officials to the Public Library Board are Councillor Marietta Tuckwell and Councillor Amanda Peffers for a period of one (1) year effective October 27, 2025, ending October 26, 2026.

MOTION CARRIED UNANIMOUSLY

Council requested that Administration submit to Council:

- i. a revised Council Committee Bylaw to include the establishment of an Economic Development Committee.
- ii. a revised Council Committee Bylaw to amend the composition of the Municipal Planning Commission to include two members at large.

Motion 3.f. Moved by Councillor Carol Pion that Administration is to submit to Council at a future date a revised Council Committee Bylaw to include an Economic Development Committee and a revised membership of the Municipal Planning Commission to include 2 members at large.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(vi) Banking Services

Administration submitted Council a request to confirm that ATB Financial continue to provide banking services to the Town of Bowden.

Motion 3.g. Moved by Councillor Randy Brown that Council designates ATB Financial to continue to provide banking services to the Town of Bowden for the remainder of 2025 and for the year 2026.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3(viii) Other Matters - Good Governance

CAO Arno Glover submitted a document titled, "New Council Orientation - Good Governance".

The purpose of the document was to provide new Councillors with an oversight of statutory enactments and established best practice policies and procedures with regard to the many aspects of Council / Administration operations and relationships.

The document was aimed to compliment the Councillor orientation training requirements required by Provincial legislation.

Motion 3.h. Moved by Councillor Cam Morrison that Council accepts the Councillor orientation information provided by the CAO as information.

MOTION CARRIED UNANIMOUSLY

4. MEETING ADJOURNMENT

Motion 4.a Moved by Councillor Randy Brown at 7:44pm to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Attached to these minutes is the:

- i. 2025 / 2026 Regular / Organizational Council Meeting schedule.*
 - ii. list of the appointments made to Council Committees and other bodies.*
 - iii. document titled, "New Council Orientation - Good Governance".*
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Minutes signed by:



**Mayor
Laurie Miller**



**CAO
Arno Glover**



2025 & 2026 Regular & Organizational Council Meeting Schedule

2025	Day	Meeting Type
November 10, 2025	Monday	Regular Council Meeting
November 24, 2025	Monday	Regular Council Meeting
December 8, 2025	Monday	Regular Council Meeting
December 22, 2025	Monday	Regular Council Meeting
2026	Day	Meeting Type
January 12, 2026	Monday	Regular Council Meeting
January 26, 2026	Monday	Regular Council Meeting
February 9, 2026	Monday	Regular Council Meeting
February 23, 2026	Monday	Regular Council Meeting
March 9, 2026	Monday	Regular Council Meeting
March 23, 2026	Monday	Regular Council Meeting
April 13, 2026	Monday	Regular Council Meeting
April 27, 2026	Monday	Regular Council Meeting
May 11, 2026	Monday	Regular Council Meeting
May 25, 2026	Monday	Regular Council Meeting
June 8, 2026	Monday	Regular Council Meeting
June 22, 2026	Monday	Regular Council Meeting
July 13, 2026	Monday	Regular Council Meeting
July 27, 2026	Monday	Regular Council Meeting
August 10, 2026	Monday	Regular Council Meeting
August 24, 2026	Monday	Regular Council Meeting
September 7, 2026	Monday	Regular Council Meeting
September 21, 2026	Monday	Regular Council Meeting
October 13, 2026	Tuesday	Regular Council Meeting (rescheduled due to Thanksgiving)
October 26, 2026	Monday	Organizational Meeting (6:30pm)
October 26, 2026	Monday	Regular Council Meeting

Note:

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



2025

**Revised List of:
Council Committee & Appointments
&**

Appointment of Elected Officials to other Bodies & Organizations

(as approved during the Organizational Meeting of Council of October 27, 2025).

Council Committees	Chairperson	Appointed Members		
Municipal Planning Commission (MPC)	Carol Pion	All Council Members		
Emergency Advisory Committee	Mayor	All Council Members		
Special Events & Cultural Committee	Mayor	All Council Members		
Weed Control Act – Appeals Committee	Mayor	All Council Members		
Intermunicipal Development Committee (3 Councillors)	Mayor	Carol Pion	Ryan Howlett	Marietta Tuckwell
Public Library Board (2 Councillors)	Appointed by Board	Marietta Tuckwell	Amanda Peffers	Term of Office 1 Year
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Appointed by Board	Cam Morrison	Amanda Peffers	n/a

Other Bodies & Organizations

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



New Council – Orientation

Organizational Meeting of Council – October 27, 2025

Agenda Item 3(viii) Good Governance

The CAO has many obligations and responsibilities including managing what can be a complex organizational dynamic that exists between, Council, residents and Town employees.

Some distinct boundaries exist through legal frameworks.

In other cases, protocols, policies and procedures play an important role in creating an environment that promotes a culture of fairness, integrity and accountability.

One of the challenges with a Council changeover (particularly with a high turnover) is for all new members of Council to understand and remain congruent with established and generally accepted best practice, policy and procedures.

In the interests of good governance (and to mitigate any potential conflicts), Administration submits to Council the following information.

1 Statutory Enactments

a
Legislation (through the MGA) provides for a one employee model. Council's access to information on operational matters or Administration affairs should be addressed directly through the CAO during a Council meeting or Council Committee meeting (if appropriate).

Councillors cannot request information from any Administration staff (only the CAO).

In terms of reporting to Council, a documented process currently exists within the Town's Chief Administrative Officer's Bylaw that sets out requirements including:

- reporting structures,
- authority,
- a requirement to report to Council on Town affairs and operations,
- a requirement to report to Council any matter which affects the Town's financial position, liability, legislative compliance or reputation.

Matters of significance or requirement or progress are brought to the attention of Council either through the CAO's report or as a new business item within a Regular Council Meeting agenda package.

Lesser important day to day operational matters have been discussed in the past (almost on a daily basis) directly with the Mayor on an informal one to one basis.

This arrangement is encouraged and should remain in place.

Through these established channels Administration has and will continue to adopt and foster open lines of communication with Council with the aim to build trust and maintain openness and transparency.

b

As notified to Council in the Regular Council Meeting of June 23, 2025, sections 208.1(1) to (4) of the revised MGA place additional obligations on the CAO with respect to the provision of information to Councillors.

There is therefore a requirement for Administration to draft a revised Councillor Procedural Bylaw to introduce formal guidelines to cover the new legislative provisions.

In the interim a temporary process was suggested and put forward to Council.

This was outlined in the RFD submitted to Council as Business Item 7 during the June 23 RCM and is attached to this document for reference.

The motion passed by Council during that meeting is reproduced below:

Motion 8.g

Moved by Councillor Randy Brown that Council adopts the new procedures and forms as presented in agenda item 8.g subject to future review and discussion by Council through the procedures to be followed during the revision and repeal of Council Procedural Bylaw 04 / 2025.

MOTION CARRIED UNANIMOUSLY

c

The new Protection of Privacy Act (passed on June 11, 2025) replaces the FOIP Act and governs the protection of privacy related to personal information in the custody of Alberta public bodies.

This Act sets out regulation to control the collection, use and disclosure of personal information by a public body. Administration is therefore accountable for protecting personal information in accordance with these new provisions.

While Administration has not yet established and implemented a Privacy Management Program compliance with the Act is now required.

Administration must appoint a Privacy Officer.

The current Town of Bowden Designated Officer Bylaw refers to the appointment of a FOIP Coordinator.

Designated Officer Bylaw 04 / 2020 will therefore require updating and repeal.

2 Council Roles & Responsibilities

Reproduced from Municipal Affairs Guidelines

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative.

The Municipal Government Act (MGA) provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

Councillors

Under the MGA, councillors have the duty to:

- *consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality,*
- *participate generally in developing and evaluating the policies and programs of the municipality,*

- *participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council,*
- *obtain information about the operation or administration of the municipality from the chief administrative officer,*
- *keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public,*
- *perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

Chief Elected Official (Mayor)

The Mayor in addition to performing a councillor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise.

The Mayor must also perform any other duty imposed under the MGA or any other enactment.

The Mayor role, unless a bylaw says otherwise, includes:

- *spokesperson for Council*
- *chairperson of council*
- *consensus seeker amongst members of council*
- *liaison with senior elected officials*
- *key representative with regard to ceremonial responsibilities*
- *liaison with other levels of government*
- *advice with regard to policy development*

CAO's note: The Mayor is the official spokesperson for Council (as per the Town of Bowden Communications & Information Policy 01 / 2025)

3 Essential Reading for Councillors

The following documents provide an invaluable resource for newly elected officials.

Council Procedural Bylaw (2025)
 Council Committee Bylaw (2023)
 CAO Bylaw (2022)
 Municipal Emergency Management Bylaw (2025)
 Taxation Rate Bylaw (2025)
 Rates, Fees Charges & Penalties Bylaw (2025)
 Advertising Bylaw (2024)
 Council Code of Conduct Bylaw (2022) **rescinded (some provisions to be transferred to Council Procedural Bylaw)**
 Land Use Bylaw (2021) **rewrite required – work in progress**

Communications & Information Policy (2025)	Administrative Policy
Elected Officials Remuneration Policy (2024)	Council Policy
Accounting & Financial Controls Policy (2024)	Administrative Policy
Asset Management Policy (2024)	Council Policy
Procurement Policy (2023)	Administrative Policy
Bylaw Enforcement Policy (2023)	Council Policy
Grants & Donation Policy (2023)	Council Policy
Policy on Policy Standards (2022)	Administrative Policy
Minutes of Council Meetings Policy (2020)	Council Policy
Public Participation Policy (2018)	Council Policy

4 Council / Town Relationship Partners / Stakeholders

The following provides a brief summary of the varied nature of the groups that the Town must maintain relationships with.

While we strive to do what we can to maintain those relationships however with the resources we have trying to keep all groups happy can sometimes be a challenge.

- 1 Provincial Government
- 2 Regulators (Alberta Environment / OHS / Transport Canada / Municipal Affairs / Elections Alberta)
- 3 Intermunicipal Partners (Red Deer County)
- 4 Council Committees (Cemetery Board / Library Board)
- 5 Regional Commissions (Water & Wastewater)
- 6 Regional Bodies (Parkland Library Board / Parkland Homes)
- 7 Residents (Seniors / Youth)
- 8 Local Businesses / Developers / Landowners
- 9 Agricultural Society
- 10 Planning & Development (Permits & Building Codes & Fire Codes)
- 11 RCMP / Red Deer County Fire Department / Peace Officers
- 12 FCSS programs (Foodbanks etc)
- 13 Charities & Not for Profit Organizations (Community Halls)
- 14 Fraternal Organizations (Lions Club)
- 15 School & Youth Groups
- 16 Fortis Alberta
- 17 ATCO Gas

5 In Camera (Closed) Discussions of Council

Reference should be made to the two attachments to this document:

1. Alberta Government "Closed Meetings of Council (in camera),
2. Town of Bowden "Closed Session of Council Record Sheet".

CAO's notes:

a

These exceptions stated by reference the FOIP Act have been repealed.

These were amended in the Access to Information Act.

The revised exceptions are provided as attachment to this document.

b

All matters documented and discussed during a closed meeting:

- must remain confidential and cannot be discussed outside of the closed meeting by individual Councillors,
- must not be openly discussed with Town residents or any other third party,
- must not be acted upon,
- must not be distributed as either a hard copy document, via forwarded e-mail or as a digital file.

Any decision or action taken must be in an open meeting of council by resolution.

6 Agenda Items

a Agenda

Agenda items should be concise and only include matters that Council needs to approve or act on.

Items for inclusion on an agenda (New Business / Correspondence) must be forwarded to the Mayor for review and approval.

The agenda for a Regular Council Meeting or Special Council Meeting is determined and approved by the Mayor (not the CAO).

However, committee reports to be included on an agenda (as Reports) can be forwarded directly to the CAO for inclusion within the agenda. Consideration must be given to any public / private confidences.

Notification must be provided to the CAO if these reports are to be submitted in closed session of Council.

b RFD

A Request for Decision (RFD) within an agenda provides information to Council to allow Council to make a decision.

All supporting information should be provided (documents, policies, bylaws, legislation etc).

Previous action, discussions or decisions may also be included in the RFD.

A recommended motion might be included as a suggestion for Council.

c Motions

All motions should provide Administration with clear direction must be able to be implemented without interpretation or guesswork as to the intent.

A motion typically may be to present an idea for consideration and action but may also be made to:

- improve a pending motion,
- delay a decision,
- meet an emergency,
- gain further information,
- change an action already taken.

A motion should be:

- stated in the affirmative (only),
- stated clearly and concisely,
- contain all relevant information,
- unambiguous so as to allow for only one interpretation,
- possible to execute (timings, resources and budget should be considered).

The format should be as follows:

- that Council approve (to confirm or sanction)
- that Council endorse (to support proceeding in a particular direction,
- that Council authorize (to give authority),
- that Council execute (used for agreements).

d Definitions

The Interpretation Act (RSA2000 Chapter I-8)

This Act defines and applies to every Provincial Government enactment.

General definitions as stated within the Interpretation Act are as follows:

“may” shall be construed as permissive and empowering

“must” is to be construed as imperative

“shall” is to be construed as imperative

In the Town of Bowden bylaws, the following definitions apply:

- 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.

Council resolutions should follow the definitions set out in the bylaws in order to be concise and unambiguous.

e Minutes

These are the link between the policy direction of council with the practical operation of the municipality.

Clearly defined resolutions as recorded in the meeting minutes will provide clear direction and assist in accomplishing the intended result.

7 Role of Administration

Administration attends Council meetings in an advisory capacity and to provide information to enable effective decision making by Council.

Council is provided with broad authorities under the MGA however despite this a council may only act by bylaw, or resolution that is passed in a public meeting.

Interaction between Council and Administrative Staff is typically more challenging in smaller communities. Clear lines of communication are needed.

In general, the following guidelines should be followed:

- Elected Officials are not permitted to request information from Town employees (unless approved by the CAO),
- Elected Officials are not permitted to direct Town employees
- The CAO reports to Council as a whole and not to any one Councillor,
- Operational enquiries should be directed through the CAO ideally during a Council meeting,
- Complaints concerning the CAO can only be directed through the Mayor.

8 Housekeeping

a Councillor emails

Councillor emails are not monitored, tracked or forwarded onto Administration.

Administration does not maintain records of Councillor email account passwords.

b Councillor Mailboxes

Each Councillor has a mailbox in the Town Administration Office

c Photocopying & other services

The CAO does not provide a secretarial resource to elected officials

Elected officials may request photocopying / fax / scanner assistance via Melissa (Communications).

e Remuneration / Timesheets

All enquires regarding payroll should be directed to the CFO (Jacqui Molyneux)

f Expenses

Councillor timesheets / expenses claims are approved by the Mayor.

The Mayor's timesheet / expenses are approved by the CAO.

Further details on expenses are provided below reproduced from the elected Officials Remuneration, Benefits & Expenses Policy.

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

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

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

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

The following expenses cannot be claimed:

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

g Office Keys / Alarm Pin Code

Elected officials may request an office key and alarm pin code (optional).

Enquiries should be directed to the CFO (Jacqui Molyneux).