

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

Pursuant to section 192(1) of the MGA  
and

Section 6.3 of the Town of Bowden Council Procedural Bylaw 04 / 2025

A Council Organizational Meeting of the Town of Bowden to be held in Council Chambers,  
at 2101 – 20 Avenue, Bowden, on  
**Monday October 27, 2025,**  
commencing at **6:30 pm.**

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

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

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

- i. Agenda & Adoption of Agenda
- ii. Oath of Office for Councillors
- iii. Date, Time, Frequency & Location of Council Meetings for 2025 / 2026.
- iv. Elected Officials Remuneration (deferred until RCM of November 10, 2025)
- v. Deputy Mayor Appointments and Schedule.
- vi. Council Committee Appointments.
- vii. Banking Services.
- viii. Other matters.

### **4. MEETING ADJOURNMENT**

<b>Organizational Council Meeting:</b> October 27, 2025.	<b>Agenda Item:</b> 3.ii
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> n/a

**3(ii)****a Legislation**

Section 156 of the Municipal Government Act (MGA) states:

***Taking of oath***

**156** *A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.*

Mayor (designate) Laurie Miller took the Oath of Office on Wednesday October 22, 2025. Mayor Randy Brown officiated.

**b Oath**

The Oaths of Office Act (RSA 200 Chapter O-1) permits the official oath to be either sworn or affirmed.

Elected Officials can opt for either oath of statement.

**Sworn Statement**

*I, \_\_\_\_\_, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Town of Bowden Councillor. So help me God.*

**Affirmed Statement**

*I, \_\_\_\_\_, solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Town of Bowden Councillor.*

Oaths of Office will be officiated by Mayor Laurie Miller in the capacity of a Commissioner for Oaths.

**c Commissioner for Oaths**

All Municipal Councillors are Commissioners for Oaths because of their office or status are set out by the Notaries and Commissioners Act.

<b>Organizational Council Meeting:</b> October 27, 2025.	<b>Agenda Item:</b> 3.iii
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> 1. RCM Schedule 2025 / 2026

**3(iii)****a Legislative Requirement**

Subject to section 193 of the MGA

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

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

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

**b Review**

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

Council may wish to consider the:

- requirement for a RCM on Monday December 22, 2025,
- frequency of Regular Council Meetings,
- the number of Council meetings scheduled for July and August 2026,
- whether to move the day / timings of Regular Council Meetings.

## 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 – 20<sup>th</sup> Avenue) in the Council Chambers unless otherwise notified.

**3(iii) continued**

**Alternative Motions**

Motion by Councillor \_\_\_\_\_ that the Council Meeting schedule is accepted as presented.

or

Motion by Councillor \_\_\_\_\_ that the Council Meeting schedule is accepted as amended  
(amended as follows):

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<b>Organizational Council Meeting:</b> Oct 27, 2025.	<b>Agenda Item:</b> 3.iv
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> 1. Elected Official's Remuneration, Benefits & Expenses Policy (05 / 2024)

**3(iv)****a**

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

This policy was passed by Council during the RCM of November 28, 2024.

**b**

It is proposed that Administration will include elected officials' remuneration as a new business item on the agenda for the RCM of November 10, 2025.

The approach here being that elected officials:

- review the content of the policy prior to any further discussion on remuneration,
- propose a future course of action regarding any proposed amendments or future action during the RCM of November 10.



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

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

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### **1 POLICY STATEMENT**

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

Compensation for elected officials should:

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

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

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

#### **CAO (Chief Administrative Officer)**

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

#### **Council**

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

#### **Elected Officials**

Means those persons elected as Mayor and Councillors.

#### **Expenses**

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

#### **Honorarium**

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

#### **Per Diem**

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



**Remuneration**

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

**Town**

Means the municipal corporation of the Town of Bowden.

**Words (interpretation)**

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

**3 SCOPE**

This policy applies to all elected officials.

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

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

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

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

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

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

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

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

Office	\$ (per hour*)	\$ (per ½ hour*)
Mayor	50.00	\$25.00
Councillor	50.00	\$25.00

\* calculated to the nearest hour or ½ hour.



**4.2.2**

Claimable Per Diems include:

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

**4.2.3**

Non-Claimable Per Diems include:

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

**4.2.4**

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

**4.2.5**

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

**4.2.6**

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

**4.2.7**

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

**4.3 Expenses****4.3.1**

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

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

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

**4.3.2**

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

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

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

#### **4.3.3**

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

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

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

#### **4.3.4**

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

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

#### **4.3.5 Non allowable expenses.**

The following expenses cannot be claimed:

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

#### **4.4 Cost of Living Allowance (COLA)**

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

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### **5 EXPENSE SUBMISSION & REIMBURSEMENT PROCESS**

#### **5.1**

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

#### **5.2**

Timesheet / expenses claim forms will be provided by Administration.

#### **5.3**

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

#### **5.4**

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

**5.5**

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

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

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

**6.2**

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

**6.3**

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

**6.4**

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

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

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

**7.2**

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

**7.3**

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

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

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

**8.2**

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

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

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## 9 SUPPLEMENTARY INFORMATION

### 9.1 Related Documentation

Schedule A

Council Remuneration Review Committee – Terms of Reference.

### 9.2 Additional Information

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

Tel: 403 224 3395

E-mail: cao@bowden.ca

### 9.3 Policy Specifics

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

### 9.4 Policy Revision History

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

Any change to this policy to:

- i. correct clerical, grammatical or typographical errors, or
- ii. clarify context or meaning,

can be made with the CAO's approval.



All revisions to this policy must be recorded below.

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

Date	Version Control #	Description of Change	Section
14 Nov 2023	2	Amendment to Expenses	4.3.1
14 Nov 2023	2	New section reference COLA increases	4.4
28 Nov 2024	3	Amendment to honorariums, per diems, expenses, and COLA.	4.1 / 4.2 / 4.1 / 4.3.1 / 4.3.3 / 4.4

### 9.5

Signed:

 <hr/> <p>Robb Stuart Mayor</p>	 <hr/> <p>Arno Glover, Chief Administrative Officer</p>
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## **SCHEDULE A**

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

**A1****Legality**

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

**A2****Purpose**

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

**A3****Committee Membership**

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

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

**A4****Meetings**

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

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

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

**A5**

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

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

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

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

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

<b>Organizational Council Meeting:</b> Oct 27, 2025.	<b>Agenda Item:</b> 3.iv
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> 1. Elected Official's Remuneration, Benefits & Expenses Policy (05 / 2024)

### 3(iv)

#### a

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

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

#### b

It is proposed that Administration will include elected officials' remuneration as a new business item on the agenda for the RCM of November 10, 2025.

The approach here being that elected officials:

- review the content of the policy prior to any further discussion on remuneration,
- propose a future course of action regarding any proposed amendments or future action to be taken.

<b>Organizational Council Meeting:</b> October 27, 2025.	<b>Agenda Item:</b> 3.v
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> n/a

### 3(v)

#### a Legislative Requirement

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

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

**152(1)** A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

**(2)** A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

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

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

#### b Deputy Mayor Schedule

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

The following schedule provides an 8-month rotation.

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

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

<b>Deputy Mayor List &amp; Schedule 2025 to 2029</b>	
<b>Name</b>	<b>Term</b>
Councillor **	October 27, 2025 to June 22, 2026
Councillor **	June 23, 2026 to February 22, 2027
Councillor **	February 23, 2027 to October 19, 2027
Councillor **	October 20, 2027 to June 19, 2028
Councillor **	June 20, 2028 to February 19, 2029
Councillor **	February 20, 2029 to October 22, 2029



**3(v) (continued)**  
**c Suggested Motion**

Motion by Councillor \_\_\_\_\_ 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.

<b>Organizational Council Meeting:</b> October 27, 2025.	<b>Agenda Item:</b> 3.vi
<b>Prepared by:</b> CAO: Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> 1 Council Committee appointments (blank form) 2 Council Committee appointments (current) 3 Council Committee Bylaw 06 / 2023 4 Selecting System Board Members Parkland Regional Library Board 5 Section 6.4 Council Procedural Bylaw 04 / 2025

### 3 (vi)

#### a Legislative

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

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

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

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

#### b Appointment of Elected Officials to Council Committee

There are seven Council "committees" as defined by the bylaw.

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

Three of the Council "committees" require Council to elect appointments to the committee.

These are:

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

Note:

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

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

**c Appointment of Committee Chairperson**

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

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

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

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

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

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

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

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

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

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

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

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

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

**2025 / 2026**

**List of:**

**Council Committee & Appointments  
&**

**Appointment of Elected Officials to other Bodies & Organizations**

(to be determined during the October 27, 2025, Organizational Meeting of Council).

<b>Council Committees</b>	<b>Chairperson</b>	<b>Appointed Members</b>		
Municipal Planning Commission (MPC)		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			
Public Library Board (2 Councillors)	Appointed by Board			Term of Office 1 Year
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Appointed by Association			n/a

**Other Bodies & Organizations**

	<b>Regular</b>	<b>Alternate</b>
Bowden & District Agricultural Society		
Bowden Grandview School Council		
Central Alberta Economic Partnership (CAEP)		
Central Alberta Regional Waste Management Commission		
Expanding Horizons Cultural Enhancement Society		
Mountain View Regional Water Services Commission		
South Red Deer Regional Wastewater Commission		
Parkland Foundation Management Body		
Parkland Regional Library Board		
Red Deer & District Family and Community Support Services		
Bowden Friendship Club		

**2025**  
**Revised List of:**  
**Council Committee & Appointments**  
**&**

**Appointment of Elected Officials to other Bodies & Organizations**

(as approved during the October 28, 2024, Organizational Meeting of Council),

(\* and as amended during July 14, 2025, Regular Council Meeting).

(\*\* and as amended during July 28, 2025, Regular Council Meeting).

(\*\*\* and as amended during August 25, 2025, Regular Council Meeting).

Council Committees	Chairperson	Appointed Members		
Municipal Planning Commission (MPC)	Paul Webb	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)	Randy Brown***	Deb Coombes***	Randy Brown	Paul Webb
Public Library Board (2 Councillors)	Appointed by Board	Randy Brown	Deb Coombes	Term of Office 1 Year
Bowden & District Cemetery Association (1 Councillor & 1 Alternate Councillor)	Appointed by Board	Wayne Milaney	Deb Coombes	n/a

**Other Bodies & Organizations**

	Regular	Alternate
Bowden & District Agricultural Society	Paul Webb	Wayne Milaney***
Bowden Grandview School Council	Deb Coombes	Wayne Milaney
Central Alberta Economic Partnership (CAEP)	Paul Webb	Randy Brown
Central Alberta Regional Waste Management Commission	Sandy Gamble	Wayne Milaney
Expanding Horizons Cultural Enhancement Society	Sandy Gamble*	Deb Coombes**
Mountain View Regional Water Services Commission	Deb Coombes***	Paul Webb***
South Red Deer Regional Wastewater Commission	Randy Brown	Wayne Milaney
Parkland Foundation Management Body	Sandy Gamble	Deb Coombes
Parkland Regional Library Board	Deb Coombes	Paul Webb
Red Deer & District Family and Community Support Services	Sandy Gamble	Marie Flowers
Bowden Friendship Club	Wayne Milaney*	Paul Webb**





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

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## Town of Bowden – Province of Alberta COUNCIL COMMITTEE BYLAW 06 /2023

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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 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.

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### 1 SHORT TITLE

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

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### 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.

**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, Ad hoc Committee, Board, Association or Commission established by Council, 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 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.

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## **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 may pass no 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**

Ad hoc Council Committees can be established by Council resolution for the purpose of reviewing a specific matter or matters.

The composition and terms of reference of an ad hoc committee is at the discretion of Council.

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## **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 preference may 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.

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## **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.

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**9 MEETINGS****9.1**

The proceedings and deliberations of Council Committees 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 Freedom of Information and Protection of Privacy Act.

**9.3**

A Council Committee must give at least 24 hours' public notice of a Council Committee meeting in compliance with the requirements 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 10 / 2021.

**9.5**

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

When the Chief Elected Official (the Mayor) is present at a Council Committee meeting the Chief Elected Official forms part of the quorum and when present is entitled to vote.

**9.6**

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

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**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 Council Procedural Bylaw 08 / 2020.

**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 discussion 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 calendar 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.

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**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 must be directed to the CAO for approval.

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**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 licence.

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### **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.

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### **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. Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25,
- 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. Land Use Bylaw 04 / 2021,
- viii. Council Procedural Bylaw 08 / 2020,
- ix. Councillor Code of Conduct Bylaw 07 / 2022,
- x. Advertising Bylaw 10 / 2021,
- xi. Minutes of Council Meetings Policy 02 / 2020.

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### **16 BYLAW PRECEDENCE**

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



Bylaw 09 / 2022 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.

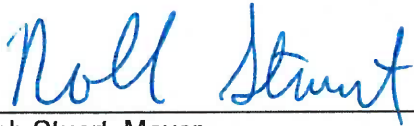
This bylaw will come into effect on the final day of passing and signature thereof.

Read a first time in open council this 25<sup>th</sup> day of September 2023,

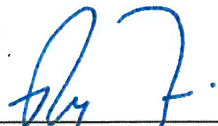
Read a second time in open council this 25<sup>th</sup> day of September 2023,

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

Read a third time in open council this 10<sup>th</sup> day of October 2023.



Robb Stuart, Mayor



Rudy Friesen, 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.

**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.

Council will appoint a chairperson and other officers annually at the Council Organizational Meeting.

**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 (Committee as a Whole) 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 (Committee as a Whole) 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 (Council as a Whole).

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**

**B5**

**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**

**B6**

**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 members of Town Council (Council as a Whole).

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

**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.



## Selecting System Board Members

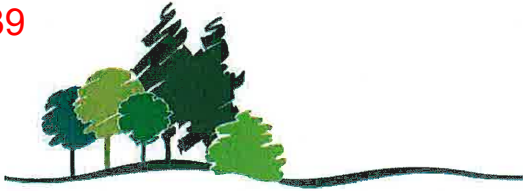
Municipal council has the prerogative to decide who is appointed to the library system board. Often, councillors are chosen for appointment to the system board but this is not required. Council may appoint any resident of the jurisdiction as a representative. It may be useful if the individual appointed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

### **System Board Member Responsibilities**

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

Just some of the duties of system board members include:

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



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

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

#### References:

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

- v. <sup>40</sup> A Special Council Meeting may be held with less than 24 hours' notice to all Councillors and <sup>40</sup> without notice to the public if at least  $\frac{2}{3}$  of the whole Council agrees to this in writing before the beginning of the meeting.
- vi. No matter, other than that specifically stated as the purpose for holding the meeting, may be discussed at that meeting unless the whole Council is present at that meeting and Council agree by resolution to deal with the matter in question.

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

### **6.2.2**

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

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

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

## **6.3 Organizational Meetings**

### **6.3.1**

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

### **6.3.2**

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

### **6.3.3**

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

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

## **6.4 Council Committee Meetings**

### **6.4.1**

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

### **6.4.2**

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



**6.4.3<sup>41</sup>****41**

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

**6.4.4**

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

**6.4.5**

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

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

**6.4.6**

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

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

**6.4.7**

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

**6.4.8**

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

**6.4.9**

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

**6.4.10**

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

**6.4.11**

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

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

**6.4.12**

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

or

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

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

Minutes that are unapproved should be marked as such.

**6.4.13**

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

**6.4.14**

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

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

**6.4.15**

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

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## **7 CANCELLATION OF MEETINGS**

### **7.1**

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

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

### **7.2**

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

### **7.3**

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

### **7.4**

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

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## **8 HEARINGS**

### **8.1 Public Hearings**

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

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

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

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

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



**3 (vi) continued  
Alternative Motions****Suggested Motion:**

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

**Required Motion:**

Motion by Councillor \_\_\_\_\_ that the appointed elected officials to the Public Library Board are Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ for a period of one (1) year effective October 27, 2025, ending October 26, 2026.

<b>Organizational Council Meeting:</b> October 27, 2025.	<b>Agenda Item:</b> 3.vii.
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Randy Brown
<b>Report Type:</b> Request for Decision	<b>Attachment(s):</b> n/a

**3 (vii)****a Legislative Requirement**

Section 270(2) of the MGA requires that:

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

**b ATB Financial**

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

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

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

**c Recommended Action**

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

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council designates ATB Financial to continue to provide banking services to the Town of Bowden for the remainder of 2025 and for the year 2026.

<b>Organizational Council Meeting:</b> October 27, 2025.	<b>Agenda Item:</b> 3.viii
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Request for Decision / Information	<b>Attachment(s):</b> n/a

### 3 (viii) Other Matters

Any other business

- 1.
- 2.
- 3.

Motion by Councillor: \_\_\_\_\_