



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

MINUTES

1. CALL TO ORDER

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

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

ADMINISTRATION CAO Arno Glover

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

Motion 2.a

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

MOTION CARRIED UNANIMOUSLY

3. ADOPTION OF PREVIOUS MINUTES

Motion 3.a

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

MOTION CARRIED UNANIMOUSLY

Motion 3.b

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

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There was no public hearing.

5. DELEGATION

5.a Sheila Church & Pat Filipenko - Expanding Horizons

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

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

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

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

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

Motion 5.a

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

MOTION CARRIED UNANIMOUSLY

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

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

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

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

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

Motion 5.b

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

MOTION CARRIED UNANIMOUSLY

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Council Resolutions Requiring Follow Up Action

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

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

Motion 6.a

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

MOTION CARRIED UNANIMOUSLY

Agenda item 6.b Key Dates

Administration provided Council with forthcoming key dates.

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

Motion 6.b

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

MOTION CARRIED UNANIMOUSLY

Agenda item 6.c Operating Budget 2026

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

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

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

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

Motion 6.c

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

MOTION CARRIED UNANIMOUSLY

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

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

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

Motion 6.d

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

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

Agenda item 7.a Council Committee Bylaw 07 / 2025

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

This bylaw repeals Council Procedural Bylaw 06 / 2023.

This bylaw has been updated to:

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

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

Motion 7.a

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

MOTION CARRIED UNANIMOUSLY

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

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

Motion 7.b

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

MOTION CARRIED UNANIMOUSLY

Administration will:

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

8. NEW BUSINESS

Agenda item 8.a Amendment to Council Committee Appointment

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

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

Motion 8.a

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

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b Elected Officials Remuneration

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

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

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

Motion 8.b

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

MOTION CARRIED UNANIMOUSLY

Agenda item 8.c Municipal Accountability Program (MAP)

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

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

Administration provided two documents to Council:

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

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

Administration stated that it would:

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

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

Motion 8.c.i

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

MOTION CARRIED UNANIMOUSLY

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

Motion 8.c.ii

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

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL

No agenda item

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

Letter of congratulation to new Council

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

Introductory & contact information email

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

Monthly statistical report

Agenda item 10.d Fortis Alberta

Introductory & contact information letter

Agenda item 10.e Innisfail & District Chamber of Commerce

AGM invitation letter

Agenda item 10.f Discovery Wildlife Park

Light the Night Event.

Motion 10.a.i

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

Motion 10.a.ii

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

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

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

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

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

Motion 11.a

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

MOTION CARRIED UNANIMOUSLY

Agenda item 11.b Council Committee Reports

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

Agenda item 11.c Society & Other Reports

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

Motion 11.c

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

MOTION CARRIED UNANIMOUSLY

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

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

MOTION CARRIED UNANIMOUSLY

Minutes signed by:

A handwritten signature in blue ink, appearing to read 'L. Miller', positioned above a horizontal line.

**Mayor
Laurie Miller**

A handwritten signature in blue ink, appearing to read 'Arno Glover', positioned above a horizontal line.

**CAO
Arno Glover**