Town of Bowden - Organizational Meeting

MINUTES

Organizational Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 - 20th Avenue, Bowden,
on **Monday, October 26th, 2026, 6:30 PM**

MINUTES

1. CALL TO ORDER.

Mayor Laurie Miller called the meeting to order at 6:30 PM.

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

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

1.a Land Acknowledgement.

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

2. ADDITIONS / DELETIONS TO THE AGENDA. (if required)

Motion 2.a
MOVED by Deputy Mayor Randy Brown that Council adopts the agenda as printed and presented in writing.

MOTION CARRIED UNANIMOUSLY

3. MATTERS OF COUNCIL BUSINESS.

Agenda Item 3.a Adoption of Agenda.
Adopted as agenda item 2.a.

Agenda Item 3.b Oath of Office for any new Councillors.
None scheduled.

Agenda Item 3.c Date, Time, Frequency & Location of Council Meetings for 2026 / 2027.
Administration submitted to Council a schedule for the Regular Council Meetings and the Organizational Meeting of Council for 2026 / 2027.

Motion 3.c
MOVED by Deputy Mayor Randy Brown that Council adopts the Regular & Organizational Council Meeting Schedule 2026 / 2027 as printed and presented in writing.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3.d Elected Officials Remuneration.
Administration submitted to Council the Elected Official's Remuneration, Benefits & Expenses Policy to Council as a matter of information.

It was proposed by Administration that the agenda item of elected officials' remuneration is deferred for future discussion and included as an item of new business on the agenda of the RCM of November 9th, 2026.

Motion 3.d
MOVED by Councillor Marietta Tuckwell that Council deliberation on the Elected Officials Remuneration agenda item is table until the RCM of November 9th, 2026.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3.e Deputy Mayor Appointments and Schedule.
Administration submitted Council a template for discussion.

The following amendments were proposed: Deputy Mayor Randy Brown to serve until November 23rd, 2026, and then the remaining 5 elected officials will be each assigned a 7-month slot as below.

Deputy Mayor List & Schedule 2025 to 2029	
Name	**Term**
Councillor Randy Brown	October 27, 2025, to November 23, 2026
Councillor Ryan Howlett	November 24, 2026, to June 23, 2027
Councillor Amanda Peffers	June 24, 2027, to January 23, 2028
Councillor Cam Morrison	January 24, 2028, to August 23, 2028
Councillor Marietta Tuckwell	August 24, 2028, to March 23, 2029
Councillor Carol Pion	March 24, 2029, to October 23, 2029

The following records the Deputy Mayor schedule as agreed by Council on October 26th, 2026.

Motion 3.e
MOVED by Councillor Ryan Howlett that the 2026 amended Deputy Mayor list & schedule is received, accept and approved as discussed, agreed and amended during this Organizational Meeting of Council for the electoral term from October 27, 2025, to October 22, 2029.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3.f Council Committee Appointments.
Council reviewed the:

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

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

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

As per the provisions set out within the Government of Alberta, Library Act, Council appointed two elected officials to the Public Library Board for a set term of office of one year commencing October 26th, 2026.

3.f CLOSED SESSION OF COUNCIL. ATIA s. 30 - To discuss Third Party Matters: **Committees and Other Bodies and Organizations 2026 - 2027.**

Motion 3.f (1)
MOVED by Councillor Marietta Tuckwell at 6:52 PM that Council moves into a closed session to discuss Third Party Matters ATIA s. 30.

MOTION CARRIED UNANIMOUSLY

Motion 3.f (2)
MOVED by Deputy Mayor Randy Brown at 6:57 PM that Council return to an "open meeting" of Council.

MOTION CARRIED UNANIMOUSLY

3.f Council Committee Appointments.

Motion 3.f
MOVED by Councillor Amanda Peffers that the appointed elected officials and the nomination of a chair (where applicable) to the Town of Bowden Council Committees and other bodies and organizations is received, accept and approved as discussed, agreed, and amended during the Organizational Meeting of Council of 26th October 2026: Bowden Friendship Club Councillor Amanda Peffers replace Mayor Laurie Miller as regular.

MOTION CARRIED UNANIMOUSLY

Administration requested that Council make a resolution appointing Councillors to the Public Library Board for 2026 - 2027.

3.f (i) Public Library Board 2026 - 2027.

Motion 3.f (i)
MOVED by Deputy Mayor Randy Brown that the appointed elected officials to the Public Library Board are Councillor Amanda Peffers and Councillor Marietta Tuckwell for a period of one (1) year effective October 26th, 2026, ending October 25th, 2027.

MOTION CARRIED UNANIMOUSLY

3.f (ii) Bowden & District Cemetery Association discussion

WHEREAS the Bowden & District Cemetery Association has experienced limited operational activity; and

WHEREAS Council has determined that direct administration by the Town will provide greater efficiency, accountability, and long-term continuity especially with regards to maintenance, aesthetics and other operational matters to better serve users;

THEREFORE, BE IT RESOLVED that the Bowden & District Cemetery Association be dissolved.

Motion 3.f (ii)
MOVED by Councillor Amanda Peffers that Council hereby dissolve the Bowden & District Cemetery Association effective October 26th, 2026, and further directs that responsibility for administration, operation, maintenance, records management, and financial administration of the Bowden Cemetery be assumed by the Town of Bowden effective October 26th, 2026.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3.g Banking Services.
Administration submitted Council a request to confirm that ATB Financial continue to provide banking services to the Town of Bowden.

Motion 3.g.
MOVED by Councillor Carol Pion that Council designates ATB Financial to continue to provide banking services to the Town of Bowden for the remainder of 2026 and for the year 2027.

MOTION CARRIED UNANIMOUSLY

Agenda Item 3.h Other Matters (none scheduled).

Agenda Item 3.i CLOSED SESSION (none scheduled).

4. MEETING ADJOURNMENT

Motion 4.a
MOVED by Councillor Ryan Howlett at 7:01 PM to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Attached to these minutes is the:

i. 2026 / 2027 Regular / Organizational Council Meeting schedule.
ii. List of the 2026/ 2027 appointments made to Council Committees and other bodies.

Minutes signed by:

Mayor
Laurie Miller

CAO
Christiaan Liebenberg

BOWDEN

2026 & 2027 Regular & Organizational Council Meeting Schedule

2026	Day	Meeting Type
November 9, 2026	Monday	Regular Council Meeting
November 23, 2026	Monday	Regular Council Meeting
December 7, 2026	Monday	Regular Council Meeting Holiday's Schedule
December 21, 2026	Monday	Regular Council Meeting Holiday's Schedule (9:00 AM)
2027	**Day**	**Meeting Type**
January 11, 2027	Monday	Regular Council Meeting
January 25, 2027	Monday	Regular Council Meeting
February 8, 2027	Monday	Regular Council Meeting
February 22, 2027	Monday	Regular Council Meeting
March 8, 2027	Monday	Regular Council Meeting
March 22, 2027	Monday	Regular Council Meeting
April 12, 2027	Monday	Regular Council Meeting
April 26, 2027	Monday	Regular Council Meeting
May 10, 2027	Monday	Regular Council Meeting
May 25, 2027	Tuesday	Regular Council Meeting
June 14, 2027	Monday	Regular Council Meeting
June 28, 2027	Monday	Regular Council Meeting
July 12, 2027	Monday	Regular Council Meeting
July 26, 2027	Monday	Regular Council Meeting
August 9, 2027	Monday	Regular Council Meeting
August 23, 2027	Monday	Regular Council Meeting
September 13, 2027	Monday	Regular Council Meeting
September 27, 2027	Monday	Regular Council Meeting
October 12, 2027	Tuesday	Regular Council Meeting (Thanksgiving)
October 25, 2027	Monday	Organizational Meeting (6:30pm)
October 25, 2027	Monday	Regular Council Meeting

Note:
All Regular Council Meetings will commence at 7:00pm and be held at the Town Administration Office (2101 – 20th Avenue) in the Council Chambers unless otherwise notified. Statutory Mondays move to the Tuesday right after.

BOWDEN

2026-2027
List of:
Council Committee & Appointments
&
Appointment of Elected Officials to other Bodies & Organizations

(as approved during the Organizational Meeting of Council of October 26th, 2026).

Council Committees	Chairperson	Appointed Members		
Municipal Planning Commission (MPC)	Carol Pion	All Council Members		
Emergency Advisory Committee	Mayor	All Council Members		
Special Events & Cultural Committee	Mayor	All Council Members		
Weed Control Act – Appeals Committee	Mayor	All Council Members		
Intermunicipal Development Committee (3 Councillors)	Mayor	Carol Pion	Ryan Howlett	Marietta Tuckwell
Economic Development Committee	Mayor	Carol Pion	Randy Brown	Marietta Tuckwell
Governance & Priorities Committee	Mayor	All Council Members		
Public Library Board (2 Councillors)	Appointed by Board	Marietta Tuckwell	Amanda Peffers	Term of Office 1 Year
Bowden & District Cemetery Association (Dissolved October 26th, 2026, ORG)				

Other Bodies & Organizations		
	Regular	Alternate
Bowden & District Agricultural Society	Laurie Miller	Ryan Howlett
Bowden Grandview School Council	Carol Pion	Marietta Tuckwell
Central Alberta Economic Partnership (CAEP) until March 31st	Carol Pion	Randy Brown
Central Alberta Regional Waste Management Commission	Ryan Howlett	Cam Morrison
Expanding Horizons Cultural Enhancement Society	Laurie Miller	Marietta Tuckwell
Mountain View Regional Water Services Commission	Randy Brown	Carol Pion
South Red Deer Regional Wastewater Commission	Randy Brown	Cam Morrison
Parkland Foundation Management Body	Marietta Tuckwell	Amanda Peffers
Parkland Regional Library Board	Amanda Peffers	Marietta Tuckwell
Red Deer & District Family and Community Support Services	Ryan Howlett	Marietta Tuckwell
Bowden Friendship Club	Amanda Peffers	Cam Morrison
Bowden Historical Society	Ryan Howlett	Amanda Peffers