

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday 8 July 2024, at 7:00pm.**

- |  | <b>Pages</b> |
|--|--------------|
| <b>1. CALL TO ORDER</b>  |              |
| <b>2. ADDITIONS / DELETIONS TO THE AGENDA &amp; ADOPTION OF THE AGENDA</b> |              |
| <b>3. ADOPTION OF PREVIOUS MINUTES</b>                                     |              |
| 3.a June 25, 2024, Regular Council Meeting                                 | 2 - 6        |
| 3.b July 2, 2024, Special Council Meeting                                  | 7 - 8        |
| <b>4. PUBLIC HEARING</b>   |              |
| None scheduled.  |              |
| <b>5. DELEGATION</b>   |              |
| No delegation scheduled.   |              |
| <b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b>                           |              |
| 6.a Bowden Hotel   | 9            |
| 6.b Fortis - Streetlights  | 9            |
| 6.c Capital Project Update – Walking Trail                                 | 9 - 10       |
| 6.d VALO Fibre Optic Network Update  | 10           |
| 6.e Council Resolutions Summary  | 12 - 16      |
| 6.f Key Dates.   | 12           |
| <b>7. BYLAWS &amp; POLICIES</b>  |              |
| 7.a Water Bylaw 05 / 2024 (second reading)                                 | 17 - 43      |
| <b>8. NEW BUSINESS</b>   |              |
| 8.a AB Munis Convention & Trade Show Registration                          | 44 - 45      |
| <b>9. FINANCIAL</b>  |              |
| No agenda item submitted   |              |
| <b>10. CORRESPONDENCE</b>  | 46           |
| 10.a CAEP reference Quebec Alberta Business Friendship Group               | 47 - 48      |
| <b>11. REPORTS</b>   | 49           |
| 11.a CAO's Report.   | 50           |
| 11.b Council Committee Reports.  |              |
| 11.c Society & Other Reports.  | 51 - 61      |
| <b>13. MEETING ADJOURNMENT</b>   |              |



000002

**Town of Bowden – Regular Council Meeting  
held on Tuesday 25 June 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

Mayor Robb Stuart called the meeting to order at 7:00pm.

<b>PRESENT</b>	Mayor	Robb Stuart	(Chair)
	Councillor	Paul Webb	
	Councillor	Deb Coombes	
	Councillor	Randy Brown	
	Councillor	Marie Flowers	
	Councillor	Sandy Gamble	
	Councillor	Wayne Milaney	

<b>ADMINISTRATION</b>	CAO	Rudy Friesen
	Recorder	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 Sandy Gamble that Council adopts the minutes for the Regular Council Meeting of June 10, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**Motion 3.b.**

Moved by Councillor Randy Brown that Council adopts the minutes for the Special Council Meeting of June 12, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There were no public hearings.

**5. DELEGATION**

**Agenda item 5.a Chris Burt, Fortis Alberta Stakeholder Relations Manager**

Chris Burt provided Council with an overview presentation of the 2023 Town of Bowden Franchise Data Report.

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Agenda item 6.a Bowden Hotel**

There was no further update on matters regarding the Bowden Hotel.

000003

**Agenda item 6.b Fortis Streetlights**

Administration submitted to Council a request to defer the installation of the 4 streetlights proposed for 21<sup>st</sup> Street.

Administration stated that the estimate had been revised from \$6500.00 to \$9000.00 (subject to engineering survey) plus the 15-year investment (cost) per streetlight of \$3325.00.

CAO Rudy Friesen stated that a Fortis estimate is not the same as a Quotation.

Administration requested that this project be delayed until 2025 subject to a full streetlight audit of the Town.

Council discussed the alternative options available and made the following motions:

**Motion 6.a**

Moved by Councillor Marie Flowers that Administration in conjunction with Fortis Alberta contract to install 4 streetlights in 21<sup>st</sup> Street as per the submitted plans.

**MOTION CARRIED UNANIMOUSLY**

**Motion 6.b**

Moved by Councillor Sandy Gamble that Administration conduct with Fortis Alberta a full streetlight audit of the Town in the fall of 2024.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.c Bylaw Enforcement**

CAO Rudy Friesen provided Council with an update on the draft Peace Officer Enforcement Service Agreement that had been received from Red Deer County.

Administration provided Council with 2 alternative options to the RDC proposal.

Administration proposed that bylaw enforcement is provided as an internal contracted service where the direction and control of the bylaw enforcement officer is managed 100% in house.

Administration requested that Council direct the CAO to source alternative practical and effective solutions to bylaw enforcement services within the Town.

Council debated the matter and requested further information from Administration.

**Motion 6.c**

Moved by Councillor Randy Brown that Council accepts as information the information presented within the RFD and that Council instructs Administration to consult with Red Deer County and the Town of Innisfail to further explore all options and to resubmit to Council at a later date.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.d Next Generation Economy Initiative (NNGEI)**

Council was provided with the Town of Olds, Office of Economic Development, presentation titled, "*Next Generation Economy Initiative (NGEI)*".

This provided further details and costings on Phase 1 of a program titled "Business Retention, Expansion and Workforce Development" (BREWD).

The community cost was stated as \$6000.00 for Phase 1.

000004

Council debated the matter and made a motion as follows:

**Motion 6.d**

Moved by Councillor Deb Coombes that Council directs Administration not to further participate in the Next Generation Economy Initiative.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.e Capital Project – Walking Trail**

Administration requested that Council consider 4 options regarding the re-routing of the walking trail on the section that adjoins the golf course. The options presented were as follows:

- i. Do not provide a walking trail from Point A to Point B.  
Residents will be required to walk on the existing gravel back alley.
- ii. Completely reroute the walking trail.  
This could be extended north from where the trail currently ends to 15 Avenue. Residents would use existing sidewalks and alleyways to meet up with the walking trail which would restart at the playground adjoining the golf course.
- iii. Redesign part A to B of the walking trail with engineered structures.  
This will be a costly option.
- iv. Relocate the golf course boundary fence 3 metres to the east and use that land for the trail.

Administration requested direction from Council with regard to the 4 alternatives presented.

**Motion 6.e**

Moved by Councillor Marie Flowers that Council instruct Administration to proceed with option (iv) the relocation of the golf course fence.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.f Key Dates**

Administration provided Council with forthcoming key dates.

**Motion 6.f**

Moved by Councillor Deb Coombes that Council accepts the dates as information.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

No agenda item submitted.

**8. NEW BUSINESS**

**Agenda item 8.a Deputy Mayor Oath of Office**

Councillor Marie Flowers took the oath of office for Deputy Mayor for the period from to June 25, 2024, to February 24, 2025.

**9. FINANCIAL**

There was no agenda item submitted.

000005

**10. CORRESPONDENCE**

**Agenda item 10.a** Alberta Municipal Affairs – letter from Minister Ric McIver – reference Canada Community Building Fund.

**Agenda item 10.b** Alberta Municipal Affairs – letter from Minister Ric McIver – reference Bill 20.

**Agenda item 10.c** Alberta Municipal Affairs – MA Engagement Team email (re: meeting opportunity with Minister Ric McIver).

**Motion 10.a** moved by Councillor Deb Coombes that the CAO is to submit items of potential topics for discussion with Minister Ric McIver at the ABMunis Fall Convention these being:

- i. Clarification on matters concerning components of Bill 20,
- ii. LGFF Funding (reference correspondence received on April 5, 2024, from Assistant Deputy Minister Ethan Bayne),
- iii. Communications.

**MOTION CARRIED UNANIMOUSLY**

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

CAO Rudy Friesen provided Council with an overview of the items included within the CAO's report.

With reference to:

**Item (i) Employee Engagement Program**

CAO Rudy Friesen stated that the preliminary stages of this program have been completed. All staff are engaged in the program.

**Item (ii) LGFF Funding Letter**

CAO Rudy Friesen stated that a Teams meeting was scheduled for Thursday June 27, 2024, with the Ministers office regarding the content of the letter dated April 5, 2024 (LGFF Funding Concern).

**Item (iii) Town Maintenance**

CAO Rudy Friesen stated that a contractor has been appointed to remove damaged / dangerous trees within the Town. Members of Council requested that some further specific trees are surveyed.

**Motion 11.a**

Moved by Councillor Randy Brown that Council accepts the submitted CAO report as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 11.b Council Committee Reports**

There were no Council Committee reports submitted.

**Agenda item 11.c Society & Other Reports**

Parkland Regional Library System Board (meeting minutes of May 16, 2024).

Bowden Grandview School (meeting of May 21, 2024).

Bowden Friendship Club (meeting of May 16, 2024).

Bowden Ag Society (meeting of April 24, 2024).

Bowden Ag Society (meeting of May 21, 2024).

**Motion 11.b**

Moved by Councillor Paul Webb that Council accepts the submitted Society & Other Reports as information.

**MOTION CARRIED UNANIMOUSLY**

000006

Mayor Robb Stuart called for a brief recess at 8:46 p.m.  
Mayor Robb Stuart called the meeting back to order at 8:55 p.m.

**12. CLOSED SESSION OF COUNCIL (“in camera”)**

**Agenda item 12.a (Personnel).**

Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 “is deemed to be privileged information”.

**Motion 12.a**

Moved by Councillor Sandy Gamble at 8:57 p.m. that Council moves to an “in-camera” session for Agenda item 12.a as per section 27 of the FOIP Act.

**MOTION CARRIED UNANIMOUSLY**

**Motion 12.b**

Moved by Councillor Marie Flowers at 9.50 p.m. that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

There was no motion made on agenda item 12.a.

**13. MEETING ADJOURNMENT**

**Motion 13.a**

Moved by Councillor Paul Webb at 9:52 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

\_\_\_\_\_  
Mayor  
Robb Stuart

\_\_\_\_\_  
CAO  
Rudy Friesen



000007

**Town of Bowden – Special Council Meeting  
held on Tuesday 2 July 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

Mayor Robb Stuart called the meeting to order at 7:05pm.

**PRESENT**

Mayor	Robb Stuart	(Chair)
Councillor	Sandy Gamble	
Councillor	Paul Webb	
Councillor	Deb Coombes	
Councillor	Randy Brown	
Councillor	Marie Flowers	
Councillor	Wayne Milaney	
Recorder	Arno Glover	

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

**Motion 2.a**

Moved by Councillor Paul Webb that Council adopts the agenda as presented.

**MOTION CARRIED UNANIMOUSLY**

**3. CLOSED SESSION OF COUNCIL (“in camera”)**

**Agenda item 3.a Personnel Matter**

Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 “is deemed to be privileged information”.

**Motion 3.a.**

Moved by Councillor Randy Brown at 7:07pm that Council moves to an “in-camera” session.

**MOTION CARRIED UNANIMOUSLY**

Recorder Arno Glover left the meeting at 7:40pm.

**Motion 3.b.**

Moved by Councillor Wayne Milaney at 8:20pm that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

**Motion 3.c**

Moved by Councillor Marie Flowers at 8:21pm that Council appoint Arno Glover as Chief Administrative Officer of the Town of Bowden effective Saturday 6<sup>th</sup> July 2024, as per the Employment Agreement between the Town of Bowden and Arno Glover dated 2<sup>nd</sup> July 2024 and in accordance with the powers, duties and functions of the position as defined within the Chief Administrative Officer Bylaw 08 / 2022 (as amended over time).

**MOTION CARRIED UNANIMOUSLY**

000008

**4. MEETING ADJOURNMENT**

**Motion 4.a**

Moved by Councillor Deb Coombes at 8:23pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

---

**Mayor  
Robb Stuart**



<b>Regular Council Meeting:</b> July 8, 2024.	<b>Agenda Item:</b> 6.a / 6.b / 6.c / 6.d
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Diagram of land use - Bowden Event Centre.

Matters arising from past minutes (updated text in red).

**Content:**

**6.a Bowden Hotel**

There are no further updates at this time.

**6.b Fortis – Additional Street Lights** *(for information only)*

Reference motions 6.a & 6.b made in the RCM June 25, 2024, that Administration proceeds with the installation of streetlights on 21<sup>st</sup> Street and that Administration requests a street light audit.

Administration submitted an email request to Fortis Alberta on 27 June to request installation of 4 streetlights on 21<sup>st</sup> Street.

Administration submitted an email to Fortis Alberta on 27 June to request a streetlight audit for the Town.

**6.c Capital Project Update – Walking Trail** *(resolutions required)*

With regard to the current siting of the walking trail Administration have been notified by the Bowden Event Centre that the trail encroaches on the facility property line.

(by reference to the attached pictorial diagram – the red line indicates the property boundary).

The Town entered an agreement with the Bowden Friendship Club in February 2018 whereby the club will utilize the lands for public use, recreation facilities, and for nonprofit community use.

The facility is the designated Emergency Management Centre for the Town of Bowden.

A proposed compromise solution was put forward by the Bowden Friendship Club whereby the path could remain where it is, and that the Town in return would consider installing a parking lot to the west side of the trail.

However, this proposal would create a future liability or consideration when the building is redeveloped, or a future change of use occurs.

Administration requests that Council confirm a decision to move the walking trail further to the east away from the building property line.

In addition, Administration requests that the provision of the additional parking bays is approved this being a land improvement of an important community asset.

**Recommended Motions:**

Motion by Councillor \_\_\_\_\_ that Council requests that Administration takes action to ensure that the walking trail does not impinge upon the property boundary of the Bowden Event Centre.

Motion by Councillor \_\_\_\_\_ that Council requests that Administration provide an additional car parking lot within the property boundary of the Bowden Event Centre.

**6.d VALO Fibre Optic Network** *(for information only)*

Reference the request made in the RCM March 25, 2024, that Administration provides written updates on the fibre network project.

**6.d.(i)**

VALO networks have commenced the installation of high-density polyethylene (HDPE) pipe in the Town that will provide an infrastructure loop for the fibre network. The loop extends along the back alley of 20<sup>th</sup> Avenue and will cross Highway 2 linking up with Innisfail. The loop is designed to provide redundancy (intentional duplication of critical components) and increase reliability of the network.

The pipe will head west across the tracks to the communications tower site.

There is no confirmed date yet for commencement of the tower construction. Fortis has notified the Town of the intention to provide power to the site.

**6.d.(ii)**

Reference motion 8.b RCM March 25, 2025, that Administration investigates the options / costs for fibre provision to properties within the Town.

Representatives from Rural Connect will present to Council as a delegation at the RCM of August 12, 2024.

Rural Connect (as an option) will be the partner if a decision is made by the Town to be a part of a Municipal Controlled Corporation (MCC).

This option would require a substantial cost investment.

It is recommended that a financial modelling tool is used to show a rate of return on the investment in order that a cost / benefit analysis can be made.



property line

<b>Regular Council Meeting:</b> July 8, 2024.	<b>Agenda Item:</b> 6.e / 6.d
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Summary of Council Resolutions

Matters arising from past minutes (updated text in red).

**Content:**

**6.e Council Resolutions Requiring Follow Up Action** (for information only)

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

These resolutions date back to September 2022 (Bowden Hotel).

Administration submits the document for Council to review.

Thereafter Administration will remove all the actioned items to provide a summary of only those resolutions that are outstanding or that require further follow-up action.

**6.f Key Dates** (for information only)

**July 10**                      **Quebec Alberta Business Friendship Group**  
Cork & Crate Estates (Olds)  
3:00pm to 10:00pm.  
(refer to Agenda Item Correspondence)

**July 12 - 14**                **Bowden Daze Rodeo**

**September 25 – 27**    **Alberta Municipalities Convention & Trade Show**  
Westerner Park

# Town of Bowden

## COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 2 July 2024)

Meeting Date	Resolution	Action By Whom	Date back to Council
12 Sept 2022	<b>Bowden Hotel (Business Arising)</b> Request made by MF to keep item indefinitely on agenda – request only - no resolution made	Admin	ongoing
24 Oct 2022	<b>Council Agendas</b> Motion 3.e RCM agenda to be made publicly available	Admin	✓
24 Oct 2022	<b>Cheque Listing Report</b> Motion 3.f cheque listing report to be removed from Council agenda pack	Admin	✓
24 Oct 2022	<b>Council Remuneration</b> Motion 3.b Council remuneration policy remains unchanged until 2023 Organizational Meeting	Admin	✓
23 Jan 2023	<b>Operating Budget</b> Motion 9.c Council adopts the Operating Budget (4% COLA staff only & 1% Property Tax Rates)	Admin	✓
13 Feb 2023	<b>Urban Renewal Stream</b> Motion 8.b Administration to partner with Town of Innisfail on Rural Renewal Stream Program	Admin	✓
13 Feb 2023	<b>Joint Use Planning Agreement</b> Motion 8.c Administration to partner with Chinooks Edge School Div ref agreement	Admin	✓
13 Feb 2023	<b>Bowden Minor Hockey</b> Motion 9.a Administration to liaise with Bowden Minor Hockey to revise CFEP Grant	Admin	✓
27 Feb 2023	<b>SRDRWC Operating Agreement</b> Motion 9.b Administration to contract with SRDRWC as per submitted Operating Agreement	Admin	✓
13 Mar 2023	<b>Reports (New Business)</b> Request by Council – Administration to revise procedure for reports within RCM's	Admin	✓
13 Mar 2023	<b>Red Deer Regional Emergency Management Agreement</b> Motion 8.b Council approve membership of the RDREM Partnership	RS / RF	✓
27 Mar 2023	<b>Special Events Committee</b> Mayor requested meeting to be scheduled for Special Events Committee	RS / RF	✓
27 Mar 2023	<b>Emergency Advisory Committee</b> Mayor request meeting to be scheduled for Emergency Advisory Committee	RF	✓
11 Apr 2023	<b>Closed Session of Council</b> Motion 12.b Administration to put in procedures to alleviate matter re issue raised	RF	✓
24 Apr 2023	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council	ongoing

8 May 2023	<b>Water Main Repair (by Bowden Grandview School)</b> Motion 6.a Council approve \$65000 for water repair funded by Canada Community Building Fund	Admin	✓
8 May 2023	<b>Digital Advertising Sign</b> Motion 12.c Admin to contact owner of digital advertising sign reference content	RF	✓
23 May 2023	<b>Annexation of Lands</b> Motion 3.c Administration to progress the development proposal with RDC	RF	✓
23 May 2023	<b>Sale of Property by Public Auction (Terms &amp; Conditions)</b> Motion 9.a Council approve the T&C's document as presented	Council	✓
23 May 2023	<b>Public Library Board Appointments</b> Motion 9.b appointments and respective terms of office approved by Council as presented	Council	✓
12 June 2023	<b>Water Wells</b> Motion 6.b Admin submits plan of action on feasibility of converting properties to municipal services	Admin	✓
12 June 2023	<b>RCMP Regimental Ball</b> Motion 8.b Town purchase one table for RCMP Ball	RF	✓
12 June 2023	<b>Dog Licencing</b> Motion 8.d 2024 Licences are issued free of charge up to Jan 1, 2024, thereafter normal fees apply	Admin	✓
26 June 2023	<b>Water &amp; Wastewater Connections</b> Matter to be b/fwd in future discussions on capital asset planning	Admin	ongoing
26 June 2023	<b>Museum Roof Repairs</b> Motion 8.a Council approve revised cost of repairs to museum roof (\$13950)	Admin	✓
24 July 2023	<b>Bowden Daze Special Event</b> Motion 6.a Administration to purchase gift card for Reddi Mart & acknowledge thanks in Newsletter	RF	✓
24 July 2023	<b>Community Standards Bylaw</b> Motion 7.a Council Open House – 4 October 7:00m at Bowden Event Centre	RF	✓
24 July 2023	<b>Community Standards Bylaw</b> Motion 7.b Amend schedule as directed by Council	AG	✓
24 July 2023	<b>Council Committee Bylaw</b> Motion 8.b Revise bylaw to include Weed Appeal Committee	AG	✓
24 July 2023	<b>Alberta Municipalities 2023 Convention &amp; Trade Show</b> Motion 8.a Administration to confirm bookings for 7 delegates	RF	✓
14 Aug 2023	<b>Annexation of Lands</b> Motion 6.a Administration to formal advance the development proposal	RF	ongoing
28 Aug 2023	<b>Community Registration Night</b> Motion 8.a Council wish to attend event – administration to make the arrangements	RF	✓
28 Aug 2023	<b>Highway 2 Antler Hill Turnout Removal</b> Motion 8.b Mayor & CAO to write letter to MLA expressing concern	MAYOR / RF	✓
28 Aug 2023	<b>Off Lease Dog Park</b> Motion 9.a that Council approves the location of the Off Lease Dog Park	RF	✓
28 Aug 2023	<b>Red Deer County Protective Services</b> Comment by Mayor: Sgt Heide to attend a future RCM / include on Council Priorities Agenda	RF	✓







<b>Regular Council Meeting:</b> July 8, 2024.	<b>Agenda Item:</b> 7.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Water Bylaw 05 / 2024 (second reading)

**7.a (i) Water Bylaw 05 / 2024**

The attached Water Bylaw is submitted to Council as a Request for Decision.

This bylaw repeals Water Bylaw 02 / 2020.

**7.a (ii) Background**

Bylaw 02 / 2020 has been revised to incorporate water conservation measures (restrictions) in response to recent concerns over drought conditions.

This bylaw introduces three stages of progressively stricter water conservation measures.

Stage 1 is a voluntary guideline effective May 1 to October 31 each year and encourages residents to adopt water conservation measures whenever possible.

Stage 2 introduces mandatory restrictions aimed at reducing non-essential outdoor water use.

Stage 3 incorporate additional mandatory measures to severely limit outdoor water usage.

Water restrictions will be introduced dependent upon the type and scope of restrictions imposed by Mountain View Regional Water Services Commission and / or the Alberta Government as part of their drought management plans / water conservation measures.

The first draft of Water Bylaw 05 / 2024 was presented to Council in the RCM of June 10, 2024 (the original revisions to Bylaw 02 / 2020 remain highlighted as yellow text for reference purposes).

This second draft of the bylaw (after receiving first reading) has been prominently posted on the home page of the Town’s website as a Notice for a period of one month.

**7.a (iii) Amendments to draft Bylaw (after receiving first reading of Council)**

Minor revisions to the second sentence in section 5.7.1 have been made as requested by Council these revisions being highlighted in blue text.

**7.a (iv) Recommended Actions:**

Administration recommends that Council by resolution grants second and third readings to Water Bylaw 05 / 2024.

**7.a (v) Recommended Motions:**

Motion by Councillor \_\_\_\_\_ that Council gives second reading to Water Bylaw 05 / 2024.

Motion by Councillor \_\_\_\_\_ that Council gives third and final reading to Water Bylaw 05 / 2024 and is adopted accordingly and made effective once duly signed.

**7.a (vi) Future Actions:**

Upon adoption of the bylaw, Administration is to

- publish a copy of the bylaw on the Towns' website.
- provide notice to residents of the Level 1 voluntary water restrictions effective from May 1 until September 30.



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

---

**Town of Bowden – Province of Alberta**  
**WATER BYLAW**  
**05 / 2024 (2nd Reading of Council)**

---

**Whereas** the Municipal Government Act, RSA2000, Chapter M-26 (as amended) provides that Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people, services provided by or on behalf of the municipality, public utilities and the enforcement of bylaws;

**And whereas**, Council deems it desirable to manage water utilities within the Town of Bowden in compliance with environmental and regulatory guidelines;

**Now therefore**, the Municipal Council of the Town of Bowden hereby enacts as follows;

---

### 1 SHORT TITLE

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

---

### 2 PURPOSE

To establish and to provide for the regulation, control, operation and maintenance of a water utility supply and distribution system that:

- a) provides potable water to residents,
  - b) provides water for fire protection,
  - c) protects the water utility system and its infrastructure from malfunction, damage, obstruction, contamination, or loss of efficiency or use,
  - d) allows for testing, maintenance & repair,
  - e) establishes a system for billing (rates, charges, fees, and penalties).
- 

### 3 DEFINITIONS

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

**Authorized Person**

Means any person appointed to act on behalf of the Town of Bowden.

**Backflow Preventer (or Cross Connection Control Device)**

Means a device that prevents the backflow of water or other liquids, mixtures, or substances into the Water System and which is capable of being inspected and tested in accordance with the National Plumbing Code of Canada (as amended or replaced over time).

**Bulk Water**

Means potable water supplied by from the Town's bulk water station.

**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).

**Council**

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

**Cross Connection**

Means any actual, temporary, or potential connection made via piping, fixture, fitting, container, or appliance that might allow, by backflow, water contaminants to adversely affect the water quality in the Water System.

**Curb Stop**

Means a Town owned water service shut off valve located in a water service line located between the water service main and a premise.

**Customer**

Means any person who is the owner of a premise which receives a water service, and, in whose name, a utility account has been opened.

**Environmental Protection and Enhancement Act (EPEA)**

Means the Environmental Protection and Enhancement Act, R.S.A. 2000, c. E-12 and all regulations adopted under the Environmental Protection and Enhancement Act.

**Malfunction**

A crack, break, breach, blockage, or issue within a water service main or water service line.

**Matter**

Means any solid, liquid or gas.

**Water Meter**

Means a mechanical and / or electronic device used to measure the amount of water supplied to a premise or property.

**MGA**

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

**Occupant**

A person (other than an owner) occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings (not owned by the Municipality) either as a tenant or lessee for the purpose of residential or commercial activity under agreement with the owner of the land or property or buildings.

**Owner**

Means a person who is one or more of the following:

- a) the registered owner of the property,
- b) recorded as the owner of the property on the assessment roll of the Town,
- c) a person in control or development of a property or premise under construction.

**Person**

Means any of the following:

- a) an individual,
- b) a legal entity or business entity, including a firm, developer, contractor, association, partnership, society, or corporation,
- c) a trustee, executor, administrator, agent, or employee of either a) or b).

**Potable Water**

Means safe treated water, suitable for human consumption.

**Premise**

Means any of the following:

- a) private land,
- b) any building or a structure (either occupied or unoccupied),
- c) both or part of a) & b).

**Property**

Means a parcel of land as registered with Alberta Land Titles.

**Property Line**

The legal boundary between a premise and a municipally owned street or municipal land (eg: a public right of way or easement)

**Provincial Offences Procedure Act**

Means the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34.

**Rates and Fees Bylaw**

A bylaw passed by Council to allow Town Administration to set fees, rates and charges for the provision of services and information within the Municipality.

**Remedial Order**

An order to remedy contraventions issued in accordance with section 545 of the MGA.

**Town**

Means the municipal corporation of the Town of Bowden.

**Water Service Line**

A pipe that connects the water main to the property being serviced.

**Water Service Main**

Is that part of the Water System laid down in Town owned property, street, public thoroughfare, or easement areas for the purpose of distributing potable water to more than one premise.

**Water Service Valve / Main Valve**

Means a Town owned water valve located on the Town owned portion of the water service main installed for the purpose of permitting the Town to isolate the water supply to a street or to a number of premises.

**Water Shut Off Valve / Curb Stop**

Means the water valve within premise, usually located near a water meter or point of entry of the water service line, which when closed does not allow the flow of water into the property.

**Water System**

Means the Town's infrastructure for the purpose of storage, distribution, and transmission of potable water or bulk water (including hydrants, valves, reservoirs, pump stations, feeder mains, pipes, appurtenances, and associated equipment).

**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.

---

**4 OBLIGATIONS & LIABILITIES****4.1 Obligations of the Town**

The Town is responsible for meeting its responsibility to supply & test potable water in accordance with the following Provincial Acts, Regulation & Codes:

- i. The Environmental Protection & Enhancement Act (EPEA)
- ii. The Potable Water Regulation
- iii. EPEA registration 447-02-00

**4.2 Obligations to Mountain View Regional Water Services Commission.**

The Town is responsible for the communication and enforcement of water use restrictions.

**4.3 Limitation on Liability**

The Town is not liable for damages or losses suffered by any person due to the operation / non-operation of the Water System or the potable water supply.

---

**5 WATER SERVICE LINE CONNECTIONS**

Any contract between the Town and a person for the supply of water services and water service connections will be subject to the terms contained within this bylaw and / or any agreement or contract entered into with the CAO.

The Town will only supply water services to the owner of a property or premise.

**5.1 Obligations of Town**

The Town will install that portion of the water service line which is on Town property and which runs from the water service main to either the property line or curb stop of the property or premise to be serviced.

The Town shall remain the owner of the water service line after installation, with the Town being responsible for the control, maintenance, repair, and replacement of that portion of the water service line (up to the property line or curb stop) thereafter.

The Town is the owner of all curb stops / water valves.

Water main lines and curb stops owned by the Town shall be controlled, maintained, repaired, and replaced by the Town.

## 5.2 Obligations of Owner

### 5.2.1

Owners of a premise must ensure that their plumbing systems and water service lines meet the requirements contained within this bylaw, any other relevant bylaw and / or Provincial Regulation or Code, including, but not limited to:

- i. Environmental Protection & Enhancement Act,
- ii. Alberta Safety Codes Act,
- iii. National Plumbing Code of Canada,
- iv. Canadian Standards Association B64 (relevant to backflow prevention devices).

No person will carry out any action that harms or potentially harms the Town's Water System.

No person will carry out any act which contravenes any approval, requirement, direction, or order issued by Alberta Environment or any other enforcement agency, or the CAO, with respect to the operation or distribution or risk to the potable water supply.

### 5.2.2

Any part of the water service line, pipes or private plumbing system on an owner's property or premise through which the supply of potable water is conveyed from the Town's Water System shall be installed, maintained, repaired, and replaced by the owner at the owner's expense.

## 5.3 Installation of New Service Lines

The owner of a property or premise is responsible for the construction of a water service line (sections 37(1), 37(2) and 37(3) of the MGA applies).

### 5.3.1

- i. Developers of all residential, commercial, or industrial buildings must submit design plans to the Town for review and approval prior to the construction start date.
- ii. The developer will provide adequate safety provisions in accordance with any Provincial health & safety, construction, building or safety regulation and codes during installation.
- iii. The Town may request a printed and digital copy of the "as built" plans, within 30 days of the completion of the build and notification that the private water connection and plumbing system is installed and fully operational.
- iv. Where the Town does not install the water service line the Town shall have the right of inspection. The owner and / or developer shall advise the Town in good time to allow reasonable opportunity to inspect the installation (at least 24 hours notification is required). If the installation has been backfilled prior to inspection, then the owner and / or developer may be required to expose the installation at their own cost.

### 5.3.2 Water Service Lines (number & location)

Where the primary building occupies the frontage of a property and other buildings are located to the rear of the frontage building, application must be made to the Town to supply all of the buildings from one service.

Permission will not be given to service more than two buildings or building units fronting on the same street with a single water service line unless the water service line is divided within the Town land and a separate water service valve is provided for each water service line.

Unless approval has been given by the Town, water service lines shall not be located under driveways, private walkways, or structures of a permanent nature.

No connection may be made to the water service line between the water service valve and the water meter.

#### 5.4 Temporary Service

Any person who requires a temporary water service must:

- i. obtain written approval from the CAO,
- ii. comply with all conditions or requirements as required by the CAO for the installation and operation of the temporary water service, including the installation and removal cost of the temporary water service,
- iii. if required by the CAO, install a water meter.

#### 5.5 Temporary Shut Off Requests

Only the owner of a property or premise may request a temporary disconnection of the water supply.

An owner who requires a temporary water shut off shall pay the appropriate fee as set in the Rate & Fees Bylaw or any additional fee or charge deemed appropriate by the CAO.

#### 5.6 Replacement, Repair & Maintenance of Existing Service Lines

The owner of a property or premise is responsible for the maintenance and repair of a water service line (sections 37(1), 37(2) and 37(3) of the MGA applies).

Any owner wishing to relocate, replace, alter, or disconnect an existing water service line must make application and receive approval from the CAO prior to commencing such work.

Where a change has been approved by the CAO and where the owner has to have work performed on the Town owned portion of the water service line, this must be done either by a Town approved contractor or by the Town.

An owner of a property or premise that is serviced by a water connection must notify the CAO when the water connection is being discontinued and requires disconnection. The cost of any such request will be borne by the owner as stated in the Rates & Fees Bylaw or as deemed appropriate by the CAO according to circumstance.

An owner shall maintain in good repair (with sufficient protection from freezing, leaks, and deterioration) the water service line from the private side of the property line including all parts of the owner's private plumbing system.

#### 5.7 Water Wells

##### 5.7.1

Where a utility service is available to the owner of a property situated on land that abuts or has a common boundary to a Town water main (or wastewater main), the owner shall, at the owner's expense, connect the property to the water (and wastewater) system in accordance with the standards set out in the Water Act and any other applicable Provincial Act, Regulations and Code or bylaw.

The property owner shall make such connection (water & wastewater) within a timescale no later than March 2030 (as provided in Water Bylaw 02 / 2020, this being 10 years from the date Bylaw 02 / 2020 was passed).

There is no provision in this bylaw for acquired rights of exemption ("grandfather rights").

The property owner should contact the CAO in order to establish any agreement with regard to any connection incentives or payment terms.



**5.7.2**

The Town may allow the use of a private water supply (eg; a well) for the following reasons;

- i. the location of the property or premise in relation to an existing water service main is such that the extension of the water service main is precluded because of excessive cost or engineering difficulty,
- ii. the water service main adjacent to the property is of insufficient size or capacity to handle the proposed water supply and enlarging the water service main is deemed excessive in cost,
- iii. the subject property is located within an area of the Town that has received approval authorization by Alberta Environment for the long-term use of a private water system in accordance with any applicable Provincial Act, Regulations and Code or order.

**5.8 Information & Obligation to Report**

A person is required to report to the CAO any connections or equipment located on a premise or property that does not comply with the requirements of any Provincial Act, Regulation or Code or any of the provisions of this bylaw.

No person shall supply false information or make inaccurate or untrue statements in a document or information that is required to be submitted to the Town.

No person shall knowingly withhold information about the use of their property or premises that could affect utility rates, or charges or any other requirement.

It is the responsibility of the owner to notify the Town when any changes or modifications are made to the premises or property that may or will affect water service charges or the water utility infrastructure. Failure to provide notice constitutes a violation of this bylaw.

---

**6 WATER METERS****6.1 General Service**

It is a condition of the provision of a water service to any property or premise that the service shall be connected to a water meter unless:

- i. in the opinion of the CAO it is impractical to do so,
- ii. the service connection is a fire service connection not used for any other purpose.

For the provision of any temporary water service, it is a condition of service that the service connection will be connected to a water meter.

All water meters must be supplied by the Town only, in accordance with the Town's specifications and preferences for installation and for meter reading requirements.

The owner of a property or premise must provide unrestricted access to the water meter and to the remote read unit when necessary for the purpose of inspection or repair.

**6.2 Multi Occupation Premises**

Where water is supplied through a single meter to a multi occupied residential or commercial building, condominium or mobile home park, the owner shall pay a charge comprised of the sum of all of the meters installed (plus the corresponding flat rate fee per meter) plus the water usage as indicated by the water meter(s).

### 6.3 Costs

The CAO may charge for, and recover from, the owner (or contractor / developer) of a property or premises the cost of supplying, installing, testing, altering, repairing, relocating, or replacing a water meter.

If a water meter is removed, wilfully damaged, tampered with or stolen, the owner of a property or premise shall pay the cost of replacing the water meter, including any installation costs. A fee or charge may be levied to recover costs.

Notwithstanding the payment of any costs, all water meters, connections, and remote reading devices, shall remain the property of the Town.

### 6.4 Location of Water Meters

#### 6.4.1

As a condition of service, the CAO may:

- i. determine the size, type, and number of water meters to be supplied and installed in a premise,
- ii. determine the location that a water meter or water meters are to be installed,
- iii. in the case of installation of two or more water meters, require their installation adjacent to each other and as close as possible to any master control valve or place where the water service line enters the building,
- iv. require a water meter to be either tested on site or removed for testing by the Town or any person authorized by the CAO,
- v. require a water meter to be relocated, if the building to which it was initially installed, has been altered, to a location near to the point of entry of the water service line.

#### 6.4.2

It is the owners' responsibility to provide a suitable site for the installation of a water meter (usually near to the point of entry of the water service line and inside a building). The CAO may refuse to provide a water service if the owner fails to provide an acceptable location.

### 6.5 Shut Off Valves

All water service lines must have a water shut off valve installed immediately before the inlet side of a water meter.

This is intended to enable an owner to shut off the supply of water in case of an emergency, for the repair or protection of the building, pipes, or fixtures, or to prevent flooding of the property or premise, or in the event the property or premise is permanently or temporarily vacated.

An owner shall ensure that:

- i. all water shut-off valves on their premises are maintained in good mechanical condition,
- ii. all water shut-off valves are accessible to ensure that such valves are operable in the case of emergency.

### 6.6 Meter Readings

#### 6.6.1

The CAO may:

- i. require a water meter to be read at any time,
- ii. determine the frequency and time at which water meters shall be read,
- iii. estimate a water meter reading if required in response to any abnormal situation.

**6.6.2**

A water meter reading may be estimated by the CAO based on either previous consumption patterns or a daily average consumption for the property or premise, if:

- i. the Town is unable to obtain a water meter reading,
- ii. water supplied through a water meter has not, for any reason, registered either on the water meter or a water meter remote read device or the water utility software.

Any estimated amount remains subject to the terms within this bylaw.

Payment of an estimated amount does not excuse the owner from liability for payment of any greater amount which may be owing after the actual water consumption has been determined.

**6.6.3**

If an owner experiences abnormal water consumption, Town Council may decide to adjust the owner's consumption charge taking into consideration any or all of the following:

- i. the probable cause or nature of the abnormal water consumption,
- ii. any evidence of action taken by the owner to abate the abnormal consumption,
- iii. any other factor or factors that the CAO considers relevant.

**6.7 Water Meter Testing****6.7.1**

If an owner claims that a water meter is not working correctly the owner may request to have the meter removed and tested / calibrated.

**6.7.2**

In such cases the Town will appoint a person / organization to test / calibrate the meter and the owner will deposit a sum as set out in the Rates & Fees Bylaw.

**6.7.3**

If the water meter is found to be accurate within 2% then the deposit will not be refunded.

**6.7.3**

If the water meter is found to be inaccurate, (ie; "over reads" by more than 2%) then the water meter will either be repaired or replaced at the Town's expense.

**6.7.4**

Where a water meter has been found to "over read" the Town will refund a payment equivalent to the overcharged amount for a period up to a maximum of 12 months (prior to the date of the water meter removal).

---

**7 GENERAL PROVISIONS ON THE USE OF WATER SERVICES****7.1 CROSS CONNECTION (or BACKFLOW)****7.1.1 Backflow Preventer**

No person, owner or occupant shall connect, cause to be connected, or allow to remain connected to the Water System any piping, fixture, fittings, container, or appliance, in a manner which might under any circumstance allow contaminated matter and / or wastewater and / or any other liquid, chemical or substance to enter the Water System.

Where in the opinion of the Town the configuration / connection of any water connection causes or could cause a risk of contamination to the water system the person / owner / occupant shall install on their premise an approved backflow preventer at their expense at all identified sources of potential contamination.

The CAO may issue a Remedial Order to the person / owner / occupant as required to obtain compliance.

Where the Town has reason to believe that a cross connection exists in contravention of this Bylaw the CAO may carry out an inspection:

- i. upon reasonable notice to the owner / occupant / customer, or,
- ii. without notice where the CAO believes that an immediate threat or serious potential threat of contamination to the Water System exists.

Upon inspection, where the CAO continues to believe that a cross connection exists in contravention of this bylaw the CAO may cut off the water service to that premise with reasonable notice, and where there is a belief that a cross connection poses an immediate threat of contamination of the Water System, the CAO may cut off the water service without notice.

No person / owner / occupant may turn on a water service valve to provide water to any newly renovated, constructed, or reconstructed premise until the private water system in the premise has been inspected (for cross connections) by the CAO.

### **7.1.2 Testing**

All persons & owners shall, at their own expense, have any backflow preventer tested:

- i. at the time of installation of a new backflow preventer,
- ii. annually or as required by the CAO,
- iii. at the time that a backflow preventer is relocated,
- iv. at the time that a backflow preventer is cleaned, repaired, or overhauled, and,
- v. in the case of an irrigation system, at the time the system is turned on at the beginning of each irrigation season.

All persons & owners shall retain all test report records and make these available to the CAO upon request.

An approved tester must submit a test report to the CAO within 30 days of each test of a backflow preventer where the tester:

- i. discovers that the backflow preventer is in good working order, or,
- ii. discovers that the backflow preventer is not in good working order and immediately repairs or replaces and re-tests the backflow preventer.

An approved tester must submit a report in writing to the CAO within 2 business days of every test of a backflow preventer where the tester discovers that a backflow preventer is not in good working order and where the tester does not immediately repair or replace that backflow preventer immediately.

Where a backflow preventer fails a test, and the person / owner / occupant does not have it immediately replaced then the person / owner / occupant must have the backflow preventer repaired or replaced and re-tested within 5 business days.

As a condition of service, the CAO may issue a Remedial Order to a person / owner / occupant requiring the installation, testing or repair of a backflow preventer and that order may specify a date and time by which the person / owner / occupant must comply with the terms of the order.

Where a person / owner / occupant fails to comply with a Remedial Order issued by the CAO, then the CAO may shut off the water services until the situation has been remedied.

### **7.1.3 Premise Isolating Backflow Preventer**

Every newly constructed, reconstructed or renovated industrial or commercial premise (with the exception of residential dwelling units separately serviced from a Town water main) shall have a premises isolating backflow preventer installed on the premise where the service enters the building, or in any location as required by CAO.

Where it is proposed to use potable water from the Town's Water System for temporarily constructing, altering, or repairing a building, the temporary water connection shall have a premises isolating backflow preventer installed on the temporary water connection, or in any location as approved or required by the CAO.

## **7.2 FIRE HYDRANTS**

### **7.2.1**

No person (except as authorized by the CAO) shall:

- i. open or operate a fire hydrant or hydrant valve,
- ii. connect, or allow to remain connected, any device of any kind to a fire hydrant, including a pipe, hose, fixture, or appliance,
- iii. do anything to obstruct access to a fire hydrant or hydrant valve,
- iv. use water from a fire hydrant, regardless of whether that hydrant is located on private or public property, for any purpose other than fire protection,
- v. paint, damage or remove any part of any fire hydrant.

### **7.2.2**

Where a water service line branches off from a water service line that provides water to a hydrant, water may be used for purposes other than fire protection as long as the branch line providing water for purposes other than fire protection is equipped with a town supplied water meter.

### **7.2.3**

All fire hydrants (except fire hydrants situated on private property) are the property of the Town.

### **7.2.4**

Fire hydrants located on a private property must be approved, installed, operated, and maintained (by the Owner) in accordance with the Alberta Fire Code and all relevant sections of this bylaw at the owners' expense.

Hydrants must be tested annually in accordance with the Alberta Fire Code.

If the owner of a private property requests that the Town should maintain or inspect a private fire hydrant the Town may charge a service fee to recover costs.

Access to a fire hydrant on a private property must not be restricted in any way that prevents its normal operation, inspection, and maintenance.

**7.2.5**

The Town may require (in special circumstances or at the request of the Fire Department, or in order to satisfy any building code or regulation) that a fire hydrant be installed on private property, at the owners' expense.

**7.2.6**

No person, owner, or occupant:

- i. shall allow access to a fire hydrant located on, or adjacent to, the premise to be obstructed in any manner, including the building or erection of anything or the accumulation of any building material, rubbish, or other obstruction,
- ii. shall allow anything on the property or premise to interfere with the operation of a fire hydrant located on or adjacent to the premise.

**7.2.7**

All persons or owners of a property on which a fire hydrant is located, shall:

- i. maintain a two (2) meter clearance on each side of a fire hydrant, maintain a one (1) meter clearance on the back side of a fire hydrant farthest from the nearest adjacent street,
- ii. not permit anything to be constructed, erected, grown, or placed within the clearance stated above,
- iii. not allow anything but grass to be planted within the clearance stated above.

**7.2.8**

The CAO may authorize the use of fire hydrants and the use of water from fire hydrants on a temporary basis where no other supply of water can be conveniently obtained.

The CAO may, as a condition for the use of fire hydrants and the use of water from fire hydrants, require that the water pass through a water meter and backflow preventer prior to use.

The CAO may require that any person authorized to use a fire hydrant enter into a contractual agreement with the Town.

**7.2.9**

No part of this bylaw pertaining to the use of fire hydrants shall apply to any members of a Fire Department acting in the normal course of their duties or any Town employee conducting activities associated with the flushing of a water main or the inspection and maintenance of a fire hydrant.

**7.3 WATER CONSERVATION****7.3.1**

No person shall allow potable water to run off a property or premise such that there is a stream or spray of water running onto or falling onto any public land including a street, easement, sidewalk, swale, or alley.

**7.3.2**

The CAO may authorize the discharge of potable water onto a street or sidewalk for the purposes of:

- i. health and safety,
- ii. the installation and maintenance of infrastructure, including the flushing of water mains, fire hydrants and water service connections,
- iii. preventing the freezing of water mains, hydrants, and water service connections,
- iv. conducting water flow tests,
- v. installation and testing of permanently installed irrigation systems,
- vi. training programs for the Fire Department,

- vii. any other purpose or operational requirement as deemed necessary by the CAO subject to any condition he / she deems appropriate.

## **7.4 ALTERNATE SOURCES OF WATER**

### **7.4.1**

No person shall use any source of Town water to supply water to any other person, residential, commercial, industrial, or institutional premise without the authorization of the CAO.

The CAO may authorize the use of an alternate source of water subject to such terms and conditions as he / she deems necessary.

### **7.4.2**

Unless authorized by the CAO, no person shall provide or supply water from a property or premise, by pipe or hose or any other means either with or without charge, to any other property or premise which could be supplied with water from the Town's water system and / or through its own water service connection.

## **7.5 INTERFERENCE**

No person:

- i. shall turn a water service valve on or off except as authorized by the CAO,
- ii. attach or connect any pipe or appurtenance to any part of the Water System,
- iii. shall cut, break, pierce, or tap any pipe or appurtenance in any part of the Water System,
- iv. shall interfere with any permanent or temporary device installed in or on the Water System for the purpose of flow measuring, sampling, testing or contamination prevention,
- v. shall interfere with the free flow any water service main or service line or do any act which may impede or obstruct the free flow of any water appurtenance,
- vi. use any boosting device on any water service line, on the upstream side of a water meter or control valve for the purpose of increasing water pressure unless authorized by the CAO,
- vii. install branch supply lines, outlets or fixtures on the upstream side of a water meter or control valve,
- viii. install branch supply lines, outlets, or fixtures on the upstream side of a cross connection control device,
- ix. tamper with, break, or remove any seal, lock-out device or lock-out tag installed by the Town on any valves or flanged outlets on water service lines or water metering devices,
- x. use water in any unauthorized manner.

The penalties for interference will either be as per the Rates & Fees Bylaw and / or determined by the CAO in accordance with the powers granted in this bylaw.

## **7.6 EMERGENCIES**

### **7.6.1**

In the event of an emergency, (ie: a situation in which there is actual or perceived imminent danger to public safety or risk of serious harm to property or to the Town's Water System) the CAO may shut off any part of the Town's Water System, without prior notice, to:

- i. a person, customer / owner / occupant,
- ii. a group of persons / customers / owners / occupants,
- iii. a geographical area,
- iv. the whole of the Town.

The CAO will endeavour to provide notice of any interruption to the water supply and will attempt to minimize any inconvenience or disruption to service levels.

### 7.6.2

The Town reserves the right to change operating water pressure within the Water System as deemed necessary in response to any emergency or water conservation situation or maintenance requirement.

## 7.7 MANDATORY WATER USE RESTRICTIONS / WATER CONSERVATION MEASURES

### 7.7.1

The Town receives treated water from Mountain View Regional Water Service Commission (MVRWSC).

The Town is obligated to the Commission to impose water use restrictions when water demand exceeds the capabilities of the source water supply or the allocations permitted under the Water Service Agreement.

MVRWSC in conjunction with the Province of Alberta will evaluate supply and usage conditions and determine if restrictions are necessary and what water conservation measures should be applied.

### 7.7.2

A decision to implement water conservation measures may be made based on advice or direction or order given by Alberta Environment, Mountain View Regional Water Services Commission or through consultation with other communities.

The CAO may therefore, at any time, and for any length of time regulate, restrict, or prohibit the use of potable water for all uses other than human consumption.

In addition, the CAO may at any time implement water use restrictions in response to any emergency or water conservation situation in order to maintain adequate water levels within the Town's reservoir.

The declaration of a water use restriction may apply to:

- i. the entire Town,
- ii. specific zone(s) or geographic area(s),
- iii. specific properties alternating between addresses either odd or even in number,
- iv. any other specific location(s) as defined and mandated by the CAO.

### 7.7.3

The Town may cause the water supply to any owner / occupant who causes, permits, or allows irrigation, wastage, exterior washing, or other non-human consumption in contravention of any such regulation, restriction, or prohibition to be shut off until the owner / occupant undertakes to abide by and comply with such regulation, restriction, or prohibition.

### 7.7.4 Water Conservation - Restriction Levels

MVRWSC will issue restriction levels and allocations as per the Water Supply Agreement with the Town.

The Town (or member municipalities) may vary or issue more stringent restrictions in order bring usage within the prescribed allocation.

Voluntary restrictions are encouraged to preserve the duration and severity of any restriction.

There are three (3) levels of restrictions.



**Level 1 – Voluntary Restrictions**

Voluntary restrictions are effective from May 1 until September 30.

These limit outdoor water use between odd and even numbered properties.

**Level 2 – Mandatory Restrictions**

These mandatory restrictions place a ban on non-essential water use by category.

**Level 3 – Mandatory Restrictions**

These mandatory restrictions impose further additional measures to limit water usage.

The categories (types) and level restrictions are as stated below.

		<b>Level 1 Voluntary ALLOWED</b>	<b>Level 2 Mandatory ALLOWED</b>	<b>Level 3 Mandatory NOT ALLOWED</b>
<b>LANDSCAPE &amp; OUTDOOR WATERING</b>	Irrigation with sprinklers (lawns & gardens)	Even numbered addresses Even days in the month Odd numbered addresses Odd days of the month Watering Period 7pm until 9am for 1 hour	Even numbered addresses Mondays & Thursdays Odd numbered addresses Tuesdays & Fridays Watering Period 7pm until 9am for 30 minutes	
	Hosepipes (lawns)	ALLOWED Even numbered addresses Even days in the month Odd numbered addresses Odd days of the month Watering Period 7pm until 9am for 1 hour	ALLOWED Even numbered addresses Mondays & Thursdays Odd numbered addresses Tuesdays & Fridays Watering Period 7pm until 9am for 30 minutes	NOT ALLOWED
	Hosepipes (trees & shrubs)	ALLOWED	ALLOWED Even numbered addresses Mondays & Thursdays Odd numbered addresses Tuesdays & Fridays Watering Period 7pm until 9am for 30 minutes	NOT ALLOWED
	Handheld Container	ALLOWED	ALLOWED	NOT ALLOWED
	Golf Course	ALLOWED	ALLOWED Irrigation by stormwater only	ALLOWED Irrigation by stormwater only
	Municipal Landscape Uses	ALLOWED	ALLOWED	NOT ALLOWED
	Commercial Use	ALLOWED	ALLOWED	REDUCE WATER CONSUMPTION BY 33%
<b>WASHING</b>	Vehicles	ALLOWED	AT CAR WASH ONLY	NOT ALLOWED
	Driveways, Exterior Buildings, Decks & other surfaces	ALLOWED	NOT ALLOWED	NOT ALLOWED

<b>FILLING &amp; REFILLING</b>	Swimming pools & hot tubs water features, splash parks, children's water toys	<b>ALLOWED</b>	<b>BY CAO APPROVAL</b>	<b>NOT ALLOWED</b>
	Ponds, fountains	<b>ALLOWED</b> Even numbered addresses Even days in the month Odd numbered addresses Odd days of the month <b>Watering Period</b> 7pm until 9am	<b>TOPPING OFF ONLY</b>	<b>NOT ALLOWED</b>
<b>BULK WATER</b>	Farm	<b>ALLOWED</b>	<b>BY CAO APPROVAL</b>	<b>BY CAO APPROVAL</b>
	All other users	<b>ALLOWED</b>	<b>BY CAO APPROVAL</b>	<b>NOT ALLOWED</b>
<b>COMMERCIAL</b>	Home Construction & Renovation	<b>ALLOWED</b>	<b>BY CAO APPROVAL</b>	<b>NOT ALLOWED</b>
	Nurseries, food production	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>ALLOWED</b>
	Childcare, restaurants, kennel and animal welfare	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>BY CAO PERMIT</b>
	Car Wash facilities	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>BY CAO PERMIT</b>
	Licensed Window Cleaning Businesses	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>BY CAO PERMIT</b>
<b>MUNICIPAL &amp; REGULATORY ACTIVITIES</b>	Fire Fighting & Training	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>ALLOWED</b>
	Hydrant Flushing	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>BY CAO APPROVAL</b>
	Water Testing	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>ALLOWED</b>
	Street Cleaning	<b>ALLOWED</b>	<b>BY CAO APPROVAL</b>	<b>NOT ALLOWED</b>

### 7.7.5 Water Conservation - Notes

- i. mandatory water restrictions do not affect water used for human consumption, preparation of food, sanitary and hygienic purposes.
- ii. exceptions to these restrictions may be granted if the user can demonstrate reasonable need. CAO written approval (permit) is required.
- iii. essential commercial, industrial and institutional use is permitted subject to CAO written approval and / or the issue of a permit.
- iv. The Town will continually review water conservation measures and may implement further measures as deemed necessary.
- v. Communication and information to residents will be provided via the Town's web site and social media channels.

## **8 DESIGNATION OF AUTHORITY**

### **8.1**

Council authorizes the CAO to do all actions necessary in order to fulfill the responsibilities and duties under the MGA, Provincial and Federal Statutes and Regulations, this bylaw and any municipal policies.

### **8.2**

The CAO shall have the responsibility for the day-to-day operation of the Water System in accordance with:

- i. Provincial and Federal Statutes and Regulations and Codes,
- ii. this bylaw and any related regulations and policies,
- iii. the direction of Council.

### **8.3**

Without limitation, the CAO is empowered to provide for;

- i. the establishment of standards, guidelines and specifications for the design, construction and maintenance of the Water System,
- ii. the operation, installation, maintenance and management of the Water System,
- iii. the procedure or requirements that a person must comply with before any water services are installed or activated,
- iv. the measurement of water consumption, billing and collecting of fees & penalties,
- v. administering or enforcing the provisions of this bylaw,
- vi. the recovery any costs associated with the provision of a water service.

### **8.4**

The CAO may delegate powers to other authorized persons, organizations, contractors, inspectors or employees of the Town as deemed appropriate.

### **8.5**

The CAO upon giving reasonable notice of time to the owner or occupier, may enter any private or commercial premise to;

- i. carry out the inspection, enforcement, remedy, or any action authorized or required by this bylaw (in accordance with sections 541 to 546 of the MGA)
- ii. determine the operational state of the water service line or a water meter device or a backflow preventer or a private plumbing system (including wells).

### **8.6 Right of Appeal**

Any person who considers themselves to be aggrieved by a decision of the CAO made under this bylaw may appeal the decision to Council, in accordance with the procedures outlined in the Council Procedural Bylaw (section titled Delegations and Requests to Council).

---

## **9 RATES, FEES & BILLINGS**

### **9.1 Authority of Council**

Council will set commercial and residential service fees as set out in the Rates and Fees Bylaw for the following;

- i. water usage rates (per m<sup>3</sup>) and service charges
- ii. account fees
- iii. water meters
- iv. bulk water
- v. general service charges

## 9.2 Authority of the CAO

The CAO may establish further rates, charges or fees for other services provided including any or all of the following;

- i. engineering services, inspections, service connections, reconnections and disconnections & miscellaneous public works services,
- ii. equipment rentals, or replacement or relocation of equipment,
- iii. site visits, repairs, maintenance, cleaning, thawing and testing,
- iv. penalties for infractions of any part of this bylaw.

The CAO may establish rates, charges or fees for any work done or service or material supplied for the construction, installation, inspection, testing, connection, disconnection or replacement of any of the following;

- i. any part of the Water System,
- ii. any part of an owner's water service line located on private property,
- iii. any device (eg; backflow preventer, filter etc) that maintains or safeguards the quality of potable water or the Town's Water System.

Where rates have not been established for a particular service, the CAO may establish and levy charges for services on a cost recovery basis for services provided.

## 9.3 Billings

Water utility billings will be made monthly and are due and payable on or before the date indicated on the utility bill as the "Last Date Before Penalty". Thereafter penalty fees apply as set out in the Rates and Fees Bylaw

Water utility billing will commence at the time water is supplied to a property or premise.

Non receipt of a utility bill does not exempt the owner from payment for the service provided.

## 9.4 Recovery of Overdue Accounts

If an owner of a property or premise defaults on payment of an account that is due (for water services provided or for any liability or fine pursuant to this Bylaw) the CAO may enforce the collection of monies by taking one or more of the following actions;

- i. shutting off or disconnecting the water service line to the owner's property,
- ii. entering the unpaid amount on the assessment and tax roll of the owner's premises,
- iii. bringing an action against the person in a court of relevant jurisdiction.

# 10 APPLICABILITY

## 10.1

This Bylaw applies to all persons, owners, customers, or occupants within the Town of Bowden Municipal boundaries.

## 10.2

Under Provincial legislation (Provincial Offences Procedures Act), the provision of the Criminal Code extends liability beyond the person who committed the offence as follows:

Persons are deemed party to an offence who:

- i. actually commit the offence,
- ii. do anything for the purpose of aiding a person to commit an offence, or,
- iii. abet any person in committing an offence.

**10.3**

Nothing in this bylaw (either by inclusion or omission) exempts any person from any statutory enactment, regulation, code, bylaw, policy, or Ministerial Order including, but not limited to the:

- i. Criminal Code of Canada,
- ii. Municipal Government Act, RSA2000 Chapter M-26,
- iii. Provincial Offences Procedures Act, RSA2000, Chapter P-24,
- iv. Environmental Protection & Enhancement Act,
- v. National Plumbing Code of Canada,
- vi. Alberta Safety Codes Act, RSA2000, Chapter S-1,
- vii. Canadian Standards Association B64 (relevant to backflow prevention devices).
- viii. Town of Bowden Bylaw Enforcement Officer Bylaw,
- ix. Town of Bowden Designated Officer Bylaw,
- x. Town of Bowden Bylaw Enforcement Policy,
- xi. any other applicable or relevant Town bylaw, policy order, or CAO directive.

**10.4**

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

**10.5 Exceptions**

Exceptions (either permanent or temporary) to any provision within this bylaw:

- i. can be made by the CAO, due to special circumstances, arrangements or need,
- ii. are as stated in this bylaw,
- iii. may apply to any Designated Officer or person acting under authority, or agreement or in the normal course of their official duties, or responsibilities,
- iv. apply to Town operations or emergency work carried out by the Town or contractors employed by the Town,
- v. apply to Red Deer County Fire Services either as part of fire service operations or training.

**10.6 Proof of Exception**

In cases where a person alleges that an exception to the provisions of this bylaw applies, the burden of proof remains with that person, on a balance of probability.

**10.7**

All schedules attached to this bylaw form part of this bylaw.

---

**11 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 any provision of any Federal, Provincial, or municipal law or regulation or any requirement of any lawful permit, order or licence.

---

### 12 BYLAW PRECEDENCE

This Bylaw supersedes and takes precedence over all previously passed bylaws that make reference to water utilities, water supply or water use.

Bylaw **02 / 2020** and all amendments thereto are hereby repealed.

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

Schedules attached to this bylaw:

- |            |  |
|------------|--|
| Schedule A | Penalties                                |
| Schedule B | Water Service Lines Maintenance & Repair |
| Schedule C | Diagrams                                 |

**Read a first time in open council this**                      **10<sup>th</sup> day of June 2024,**

**Read a second time in open council this**                      **\_\_ day of \_\_ 2024\_\_,**

**Read a third time in open council this**                      **\_\_ day of \_\_ 2024\_\_,**

\_\_\_\_\_  
Robb Stuart, Mayor

\_\_\_\_\_  
Rudy Friesen, Chief Administrative Officer

## Water Bylaw SCHEDULE A Penalties

### A1

Any contravention of any provision of this bylaw may be enforced by the provisions contained within the Municipal Government Act (Division 4, Enforcement of Municipal Law), the Provincial Offences Procedures Act, R.S.A. 2000 Chapter P-24 or any other Provincial enactment or order where valid and enforceable.

### A2

Any person who contravenes any provision of this bylaw, by negligence, or by doing any act or thing which is prohibited, or by failing to do any act or thing that is required, is guilty of an offence in accordance with this bylaw or any other enactment order or directive.

### A3

This may lead to the issue of:

- i. a verbal or written warning,
- ii. a violation ticket for a specific penalty for the contravention of a provision of this bylaw in accordance with the Provincial Offences Procedures Act,
- iii. an unspecified penalty of a variable amount of not less than \$250.00 up to a maximum of \$10,000.00 for any general contravention of this bylaw as either a penalty fee, surcharge, late payment charge and / or for the compensation for damages or the recovery of costs,
- iv. the issue of a Remedial Order to remedy the infraction in accordance with section 545 and 546 of the Municipal Government Act,
- v. any or all of i) to iv) above.

### A4

This bylaw is enforceable either by the CAO or a Designated Officer.

### A5 Administrative Penalties

Any person who contravenes any provision of this bylaw will be subject to an unspecified penalty (as stated in A3 iii) the actual amount of which will be determined and applied by the CAO.

These penalties can vary and reflect the seriousness of the contravention.

Administrative penalties are determined by the CAO on a case-by-case basis.

Factors that are considered in deciding the amount of an administrative penalty are:

- i. the severity of the contravention and the scale of adverse effects caused by it,
- ii. the degree of willfulness or negligence in the contravention,
- iii. what steps have been taken to prevent the contravention or its reoccurrence.

Administrative penalties are intended for more serious bylaw contraventions with the maximum fine subject to any maximum amount imposed by the MGA (currently \$10,000.00).

### A5

Any person in contravention of this bylaw may be liable to compensate the Town for all costs associated with the cost of repair or replacement of any part or parts of the Water System that the person damaged or harmed or for any adverse effect or damage or harm to the Water System resulting from that person's contravention of the requirements of this bylaw.

The levying and payment of any fine provided in this bylaw does not relieve a person from the necessity of paying any additional charges or costs for which that person is liable under the provisions of this bylaw or any other bylaw including any compensation due for damages or fees for remedial work.

**A6**

All persons are responsible for all costs associated with any of the following:

- a) the implementation of any measures taken, or required to be taken, by a person to meet the requirements of this bylaw,
- b) damage or harm to the Water System resulting from that person's contravention of the requirements of this bylaw.

**A7**

Any person in contravention of this bylaw may be liable to compensate the Town for all costs associated with the release, containment, sampling, testing, removal, cleanup, and disposal of any contamination as a result of the release of unauthorized matter into the Water System.

**A8**

Notwithstanding the penalty provisions included this Schedule, or the Rates & Fees Bylaw any person who contravenes any provision of this bylaw may forfeit the right to be supplied with potable water from the Water System.

**A10**

Where a Remedial Order is issued to either an owner or an occupant of a premise pursuant to this Bylaw and if the person to whom the Remedial Order is issued fails to comply with the Remedial Order or fails to comply with the order within the time specified in the Remedial Order, the CAO may:

- i. cut off water service to the premises.
- ii. Implement any action as stated within the Remedial Order including the recovery of costs.



## Water Bylaw

### SCHEDULE B Water Service Lines Maintenance & Repair

#### B1

The purpose of this schedule is to provide clarity on the responsibility of parties with regard to the maintenance and repair of water service lines.

#### B2

##### Owner Responsibilities

Potable water is supplied to a property or premise through a water service line (also known as a water service connection) from the water service main.

An owner shall maintain in good repair (with sufficient protection from freezing, leaks, and deterioration) the water service line from the private side of the property line including all parts of the owner's private plumbing system.

If a malfunction occurs in any part of the water service line, the following procedures apply:

- i. The owner shall be responsible for notifying the Town when a malfunction occurs,
- ii. In response the Town will investigate and check the Water System in order to determine that the water service main is operating normally and to determine whether or not the problem is isolated to a single property or a number of properties,
- iii. If the Town Water System appears to be operating normally the Town will notify the owner of their responsibility to obtain the services of plumbing contractor in order to investigate the operation on the private side of the water service line and / or the owners' private plumbing system,
- iv. The owner is responsible for sourcing the services of a plumbing contractor and for the negotiation and settlement of any contractual agreement including all payments due to the contractor. The owner is responsible for all costs incurred for the maintenance / inspection of the water service line from the property line to their property / premise(s),
- v. It is the responsibility of the owner's contractor to investigate the water service line and / or the owners private plumbing system to determine the cause and location of any malfunction,
- vi. The contractor shall be responsible for the necessary maintenance / inspection of the whole of the water service line to the water service main,
- vii. Where a malfunction can be proved to be on municipal property the Town will determine if the malfunction is caused by physical damage to, or a failure of, the service connection due to faulty installation or ground settlement or deterioration due to the age of the water service line. In such cases the malfunction will be repaired at no cost to the owner,
- viii. If any part of the Town municipal infrastructure (including easements, sidewalks, gutters and road) is likely to be impacted the Town must be notified prior to any work being done,
- ix. The cost of any malfunction or damage caused by the owner will be the responsibility of the owner (this includes any damage to the sidewalk, boulevard, curb, gutter, street or the water service main or its connection and any other utility service or infrastructure including the Water System),
- x. Once the malfunction is repaired the contractor and / or the property / premise owner must report the outcome and findings to the Town. Another inspection may be made of the water service main if required to determine that the water service is operating as normal,
- xi. If it can be accurately determined (without doubt) that the Town has any liability the CAO will consider payment in full, or part of any costs incurred by the owner.

**B3  
Procedures for Conducting Repairs**

In the case of any repair (physical damage) required to a water service line there may be a shared responsibility between the owner and the Town.

The service line is then divided at the point of the property line to portion the responsibility for the cost of the repair (refer to diagram in Schedule C)

- i. The property / premise owner in conjunction with the Town will liaise together in order to determine an appropriate plan of work in order to conduct any repair to the water service line,
- ii. In some cases, the whole of the repair work will be conducted by the Town or its approved subcontractor. This decision will be made solely by the CAO,
- iii. The Town will be responsible for the shared cost of any repair as determined by the CAO,
- iv. If a repair is solely on the owner's property or premise, then the liability for the repair remains solely with the owner.

**B4**

In all cases, in the interest of minimizing any misunderstanding and maintaining harmonious relationships, the owner should liaise directly with the Town of Bowden on any matter relating to a disruption of the water service or the maintenance, repair or malfunction of a water service line.

**B5  
Other Damages**

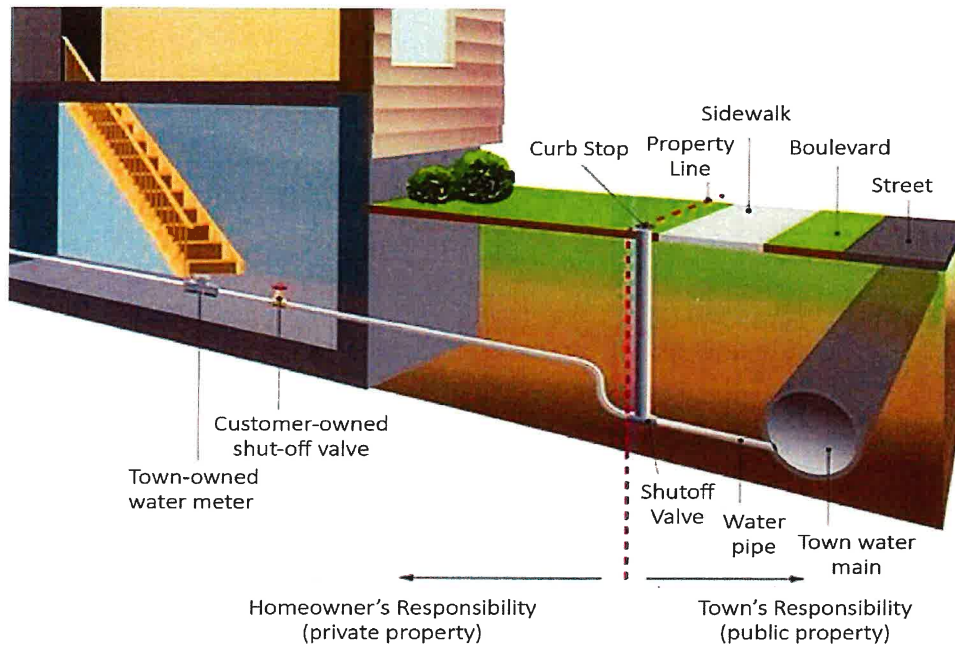
If the damage affects any other utility service the Town shall, at the owner's expense, conduct any repair required (this includes wastewater service lines).

If it is determined that a repair is needed caused by a tree or shrub located on municipal property, then the cost of any remedial work will be at the Town's expense.

# Water Bylaw SCHEDULE C Diagrams

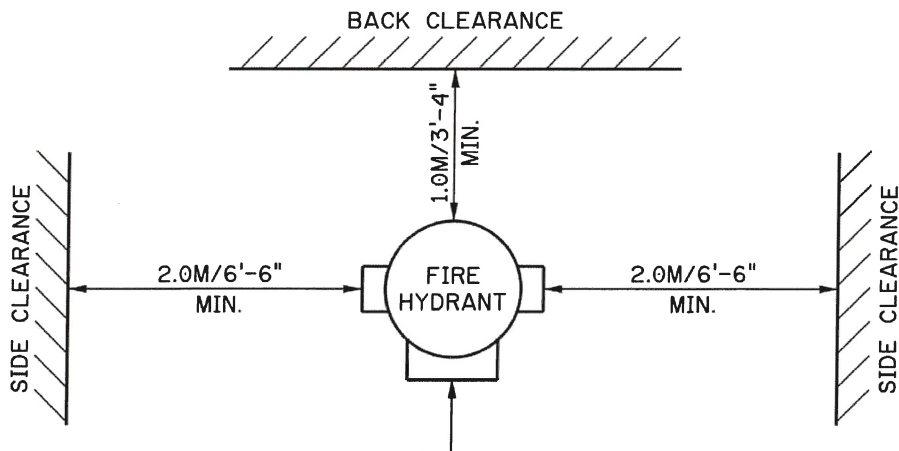
## C1

Diagram illustrating Town and Owners responsibility for maintenance & repair of water service lines.



## C2

Diagram illustrating clearances required around fire hydrants



<b>Regular Council Meeting:</b> July 8, 2024.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 AMmunis email dated June 20 <sup>th</sup> .

**Content:****8.a Alberta Municipalities Convention & Trade Show – Registration**

Attached is an email received from ABmunis providing registration details for the 2024 Convention to be held in Red Deer at the Westerner Park on September 25 – 27.

Administration requests that Council confirms numbers wishing to attend.

**Arno Glover**

---

**From:** CAO  
**Sent:** June 24, 2024 8:54 AM  
**To:** Arno Glover  
**Subject:** FW: ABmunis Convention Registration Open

---

**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@abmunis.ca>  
**Sent:** Thursday, June 20, 2024 2:07 PM  
**To:** CAO <cao@bowden.ca>  
**Subject:** ABmunis Convention Registration Open

Good afternoon,

We are excited to announce that registration for the 2024 Alberta Municipalities' Convention and Trade Show is now open!

Convention will take place September 25 – 27 in Red Deer at the Westerner Park, with pre-Convention sessions taking place Tuesday, September 24. Remaining hotel room blocks are open and further information is listed on our event website. Overview of the full program will be available next week.

[Register today!](#)

#### **Pricing**

Member In-person registration (early-bird until August 18): \$640

Member In-person registration (after early-bird): \$800

Virtual registration: \$250\*

\*Please note, virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of the event.

#### **What do we need from you?**

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to [events@abmunis.ca](mailto:events@abmunis.ca) to have them included in the 2024 In Memoriam.

And as always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to [events@abmunis.ca](mailto:events@abmunis.ca).

For all Convention information and updates, visit our [ABmunis Convention event page](#). If you can't find the answer to your questions, please email [events@abmunis.ca](mailto:events@abmunis.ca) and we would be happy to help.

Thank you for your continued support of our events, we look forward to seeing you in Red Deer!

**Dan Rude** | Chief Executive Officer

---

D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll-Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



---

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*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.*

<b>Regular Council Meeting:</b> July 8, 2024.	<b>Agenda Item:</b> 10.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Letter from Bernard Genereux, Member of Parliament, Government of Canada.

**Content:**

**10.a** Bernard Genereux, Member of Parliament, Government of Canada.  
Invitation to Quebec Alberta Business Friendship Group Event.

**Recommended Motion:**

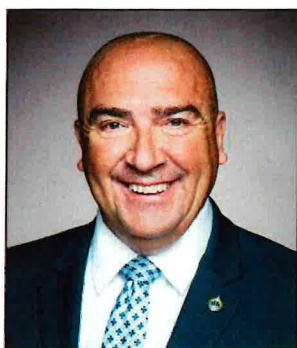
Motion by Councillor \_\_\_\_\_ that Council accepts the submitted item of correspondence as information.

**or**

Motion by Councillor \_\_\_\_\_ that Council confirms names of the elected officials wishing to attend the event as .....



CHAMBRE DES COMMUNES  
HOUSE OF COMMONS  
CANADA



***Bernard  
Généreux***

Député/  
Member of Parliament  
Montmagny – L'Islet –  
Kamouraska – Rivière-du-Loup

[Bernard.Generoux@parl.gc.ca](mailto:Bernard.Generoux@parl.gc.ca)

***Ottawa***

Pièce 217, Édifice Wellington  
Ottawa (Ontario) K1A 0A6  
Tél. : 613-995-0265  
Télé. : 613-943-1229

***Rivière-du-Loup***

277, rue Lafontaine  
Rivière-du-Loup  
(Québec) G5R 3A9  
Tel.: 418-868-1280  
Télé. : 418-868-1078  
Sans frais: 1800 668-1280

***Montmagny***

6, rue St-Jean-Baptiste E., #101  
Montmagny (Québec) G5V 1J7  
Tél. : 418-248-1211  
Télé. : 418-248-1244  
Sans frais: 1855-881-9876

Ottawa,  
July 2<sup>nd</sup>, 2024

Members of the Central Alberta Economic Partnership

**Subject: Quebec Alberta Business Friendship Group**

Dear members of the Central Alberta Economic Partnership,

I am pleased to invite you to an evening of networking, speeches, BBQ, and entertainment, in the context of the very first meeting of the Economic Friendship Group between Alberta and Quebec.

The purpose of this new Friendship Group between our two provinces is not only to strengthen the ties that unite Quebec and Alberta, but also to promote possible commercial exchanges between our beautiful respective regions' entrepreneurs. This meeting is taking place on the initiative of three Members of Parliament: Mr. Blaine Calkins, MP for Red Deer–Lacombe, Mr. Earl Dreeshen, MP for Red Deer–Mountainview, as well as myself, MP for Montmagny–L'Islet–Kamouraska–Rivière-du-Loup.

The event we hope to see you at will take place on Wednesday, July 10<sup>th</sup> 2024.

Its details are as follows:

**When:** Wednesday, July 10<sup>th</sup> 2024, from 3 p.m. to 10 p.m.

**Where:** Cork and Crate Estates (Olds, Alberta, T4H 1P3).

**Schedule:**

3:00 p.m.: Registration, cocktails and hors d'œuvres

4:30 p.m.: Speeches and presentations

5:30 p.m.: Beef BBQ

6:30 p.m.: Networking and entertainment!

10:00 p.m.: Event concludes.

Please RSVP at your earliest convenience, and if you plan to attend, please inform us of any allergies or dietary restrictions.

We hope to see you there!

Yours sincerely,

Bernard



**Bernard Généreux, Member of Parliament** for Montmagny—  
L'Islet—Kamouraska—Rivière-du-Loup

***Ottawa***

Pièce 217, Édifice Wellington  
Ottawa (Ontario) K1A 0A6  
Tél. : 613-995-0265  
Télec. : 613-943-1229

***Rivière-du-Loup***

277, rue Lafontaine  
Rivière-du-Loup  
(Québec) G5R 3A9  
Tel.: 418-868-1280  
Télec. : 418-868-1078  
Sans frais: 1800 668-1280

***Montmagny***

6, rue St-Jean-Baptiste E., #101  
Montmagny (Québec) G5V 1J7  
Tél. : 418-248-1211  
Télec. : 418-248-1244  
Sans frais: 1855-881-9876



<b>Regular Council Meeting:</b> July 8, 2024.	<b>Agenda Item:</b> 11.a / 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

**Content:****11.a  
CAO's Report****Recommended Motion:**

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

**11.b  
Council Committee Reports**  
No reports submitted.**11.c  
Society & Other Reports****2023 Parkland Foundation Annual Report****Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted Society Report as information.

<b>Regular Council Meeting:</b> July 8, 2024.	<b>Agenda Item:</b> 11
<b>Prepared by:</b> Rudy Friesen	<b>Approved By:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

## 1 LGFF

I held a Zoom meeting Thursday, June 27<sup>th</sup> with Assistant Deputy Minister of Municipal Affairs, Ethan Bayne. Mr. Bayne penned the LGFF funding update that included the friendly warning to Bowden regarding our management of capital funding from the Province. He did agree with me that there was a use of certain MSI practices that were applied to the calculation of the formulas that led to the warning. Further, he did say that the warning was in no way intended to be punitive.

He observed that Government did need to select a point in time where the rules for MSI would transfer to the rules for LGFF, and whatever the point in time, it would ultimately reflect on certain municipalities more than others. Ultimately, they agreed to make the change based on the timelines outlined in the letter.

Mr. Bayne added that in no way was this intended to suggest that Bowden was not utilizing provincial capital funding properly, but rather to highlight that the change in focus of LGFF would mean a change in focus for our capital priorities. He recognized that Bowden has done an excellent job of identifying those priorities through our Asset Management Program.

He is writing an updated letter following our conversation.

That letter will be shared with Council when it is received.

## 2 Capital Projects Update

Major summer capital projects are underway. Aecon Construction is providing the Highways 2A upgrades. They have been busy replacing culverts in Bowden. The paving work is scheduled to arrive in Bowden the week of July 15<sup>th</sup>.

The walking trail, phase two work has begun. Minor adjustments have been made to the trail location near the North end of the Park, and the fence re-alignment at the golf course is underway.

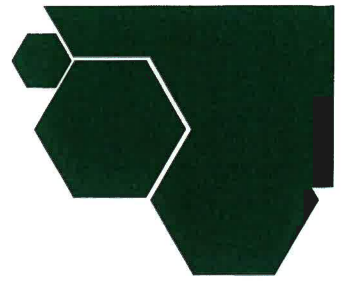
We met with ISL Engineering July 4<sup>th</sup> to discuss some additional items that we wish to address. These involve some surface drainage challenges in Town, including the overland draining on 17<sup>th</sup> Avenue near the golf course. This meeting will lead to short and medium term initiatives to alleviate these situations.

# 2023

## Parkland Foundation Annual Report

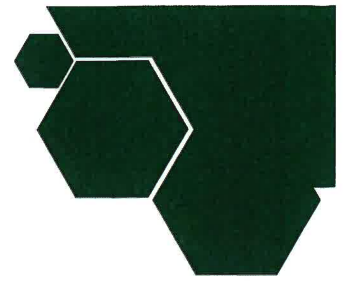


**Prepared by**  
The Bethany Group



# **A commitment to providing a Caring Community.**





# Board Chair Message

On behalf of the Board of the Parkland Foundation I am pleased to share this annual report to the community.

Our main mandate as a board is to serve our residents and their families! 2023 was another memorable year for both our tenants and the board! We are thankful that our residency rates continue to remain steady and that we have completed maintenance projects within many of the buildings we manage.

Our board is comprised of appointed elected officials from Bowden, Delburne, Elnora, Innisfail, Penhold and Red Deer County. We have remained quite continuous in our board representation over the years, which has been good for us as we finish projects and set new goals. At this time, I would like to thank Don Harrison, Councillor from the Town of Innisfail for his past service to our board and welcome his replacement, Dale Dunham!

I would like to take this opportunity to thank our staff for their ongoing efforts to ensure our seniors are well cared for and you always maintain a positive outlook, which makes transitioning into a new lifestyle so much easier for everyone!

To my fellow board members, I would like to personally thank you for your efforts and dedication to our board and the seniors and families that we serve within our communities!! To the team at Bethany, we are proud to work with you and enjoy the strong positive working relationship we have on a day-to-day basis!

It is my honor to continue to serve as Board Chair for the Parkland Foundation and represent the communities within our mandate. First and foremost, we remain committed to serving our vulnerable seniors and their families.

Connie Huelsman  
*Board Chair*  
Parkland Foundation

## **2023 Board of Directors**

Connie Huelsman – Chair  
Sandy Gamble – Vice-chair  
Don Harrison  
Ken Denson  
Tim Wilson  
Jul Bissell

# CAO Message

Early 2023 continued to demonstrate challenges with occupancy in many lodges across Alberta but we are pleased to continue to see so many people choosing to make their home in Autumn Grove - leaving us without these occupancy concerns!

We have had opportunities throughout 2023 to advocate for the provincial lodge program - meeting with Minister Nixon on a variety of occasions; promoting the desire for additional services within our lodges; joining our industry partners in participation in the provincial lodge program review and continued efforts to demonstrate the need for program changes to better meet the needs of current and future lodge residents.

I would like to take this opportunity to thank our staff for their ongoing work and dedication to make the lodges a warm and inviting home for the residents that we serve.

I would also send my thanks to the many residents and families who put their trust in us all to provide quality housing that includes lodge services such as housekeeping, enticing meals and enjoyable activities. The Lodge program allows residents to participate in the life of the lodge as much as they choose while enabling them to continue to participate in the external community as they like. We are also pleased to be able to provide quality, affordable housing for seniors in the Parkland service area.

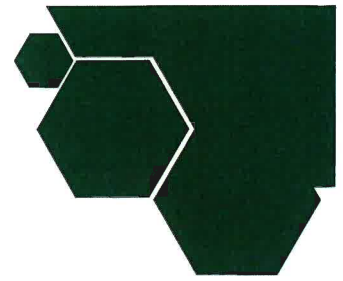
The Bethany Group is proud to provide the administrative function for Parkland Foundation and we thank the Parkland Foundation Board for their ongoing support of Administration for Autumn Grove Lodge in Innisfail and Seniors Self-Contained and community housing in Innisfail, Bowden, Penhold, Delburne and Elnora.

Respectfully,

Carla Beck,  
*CEO, The Bethany Group*  
*CAO, Parkland Foundation*

# Business Plan 2023-2025

## Year Two Accomplishments



### Outcome # 1 Investing Now and In the Future

- The June 2023 Capital Maintenance request to the Government of Alberta was \$1,520,000 for projects in the Seniors Self-Contained Apartments. \$250,000 was approved in April 2023 for suite renewals, with the work 60% complete in April 2024. In March 2024, \$450,000 was approved for boilers, hot water tanks, make-up air units and pumps in two buildings.
- Parkland Foundation would like to thank DEEP, a community organization in Delburne, for their ongoing support of Elk Haven Manor.
- The Foundation recognizes that with the increasing senior's population in Alberta, good planning to meet projected increased demand is extremely important. The board has set aside funds in Budget 2024 to engage a consultant for the initial investigation of a project at the lodge site.

### Outcome # 2 Integrated Housing and Supports

- Parkland Foundation is committed to providing an affordable housing option for seniors so they can live in their community of choice. Receiving regular resident feedback and seeking out areas of improvement are an important part of meeting the needs of our residents and communities.

## 2.1 Quality Improvement

- Our 2023/2024 initiative is Admission and Move-Ins: A Welcoming Experience. In 2023, Quality Improvement Teams reviewed the current practices and procedures and sought feedback from residents and their families on their experience. In 2024, pilot projects will be tested at various sites and final recommendations will be made.

## 2.2 Resident Surveys

**“We residents are most fortunate to have good Cooks who provide us with tasty, nutritious meals.”** Quote from resident, 2023 Autumn Grove Lodge Survey

**“Affordable and well-maintained home takes a lot of stress out of my life.”** Quote from resident, 2023 Seniors Apartment Survey

Residents of both Autumn Grove Lodge and the senior’s apartments in the various communities provided their feedback on their living environment. The surveys were completed in November, results tabulated and action plans were developed to address areas of concern. Results were shared back with residents during Spring Tenant meetings. This process reflects our commitment to person-centered care, responsiveness to resident needs and transparency.



### Outcome # 3 Transitions and Aging in the Community

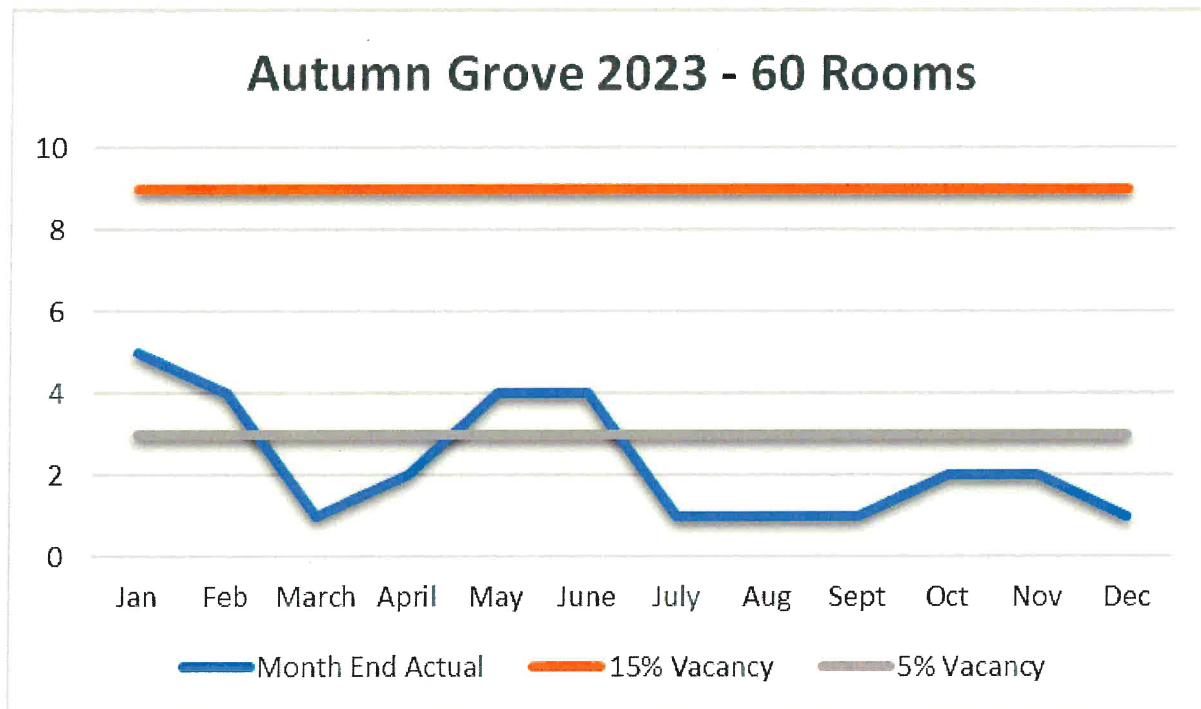
- Parkland Foundation is monitoring legislative changes and best practices in continuing care and affordable housing sector of Alberta. We are working proactively with AHS in their planning processes on delivery models to improve continuity of care for lodge residents. Applications have been made regarding in-house Home Care services and Adult Day support programming. No decision on these applications from AHS has been communicated at this time.

### Outcome #4 Fair and Flexible

- Parkland Foundation looks to find a balanced approach to offering fair and affordable rents and service packages, identifying operational efficiencies and best practices while being mindful of the use of local tax requisition dollars. Increasing costs and Inflationary pressures are a top-of-mind issue for our lodges.
- We would like to thank the Province of Alberta for their financial support during the pandemic. The funding program ended December 31, 2023. Over the 4 years of the program, Parkland Foundation received \$393,078. These funds were used for staffing, supplies and to stabilize revenue during periods of occupancy loss.
- With our partnership with The Bethany Group and other Housing Management Bodies in Central Alberta, we have been able to have some shared staff positions.
- Board members from Parkland Foundation and Bethany Group Administration have participated in the Seniors Lodge Program Review consultations in March 2024 and have advocated for the needs of rural lodges and fair funding support from the Provincial Government.

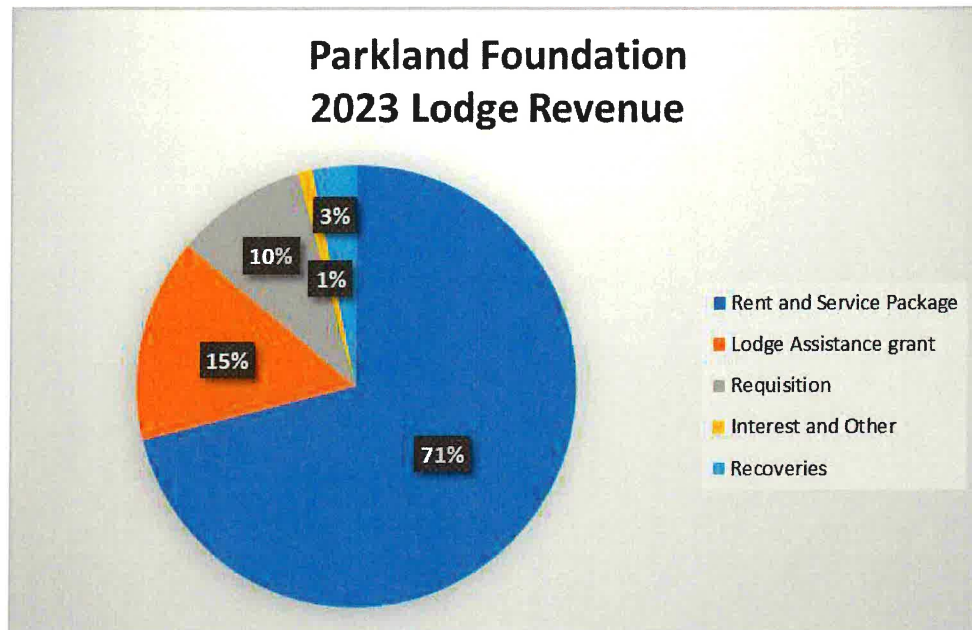
## Outcome #5 A Sustainable System

- Parkland Foundation has completed a board skills assessment to ensure targeted skills and knowledge at the board level to support good local governance.
- The lodge marketing working group continues to review and update best practices and develop new promotional tools. Autumn Grove Lodge has a vacancy rate of less than 5%.

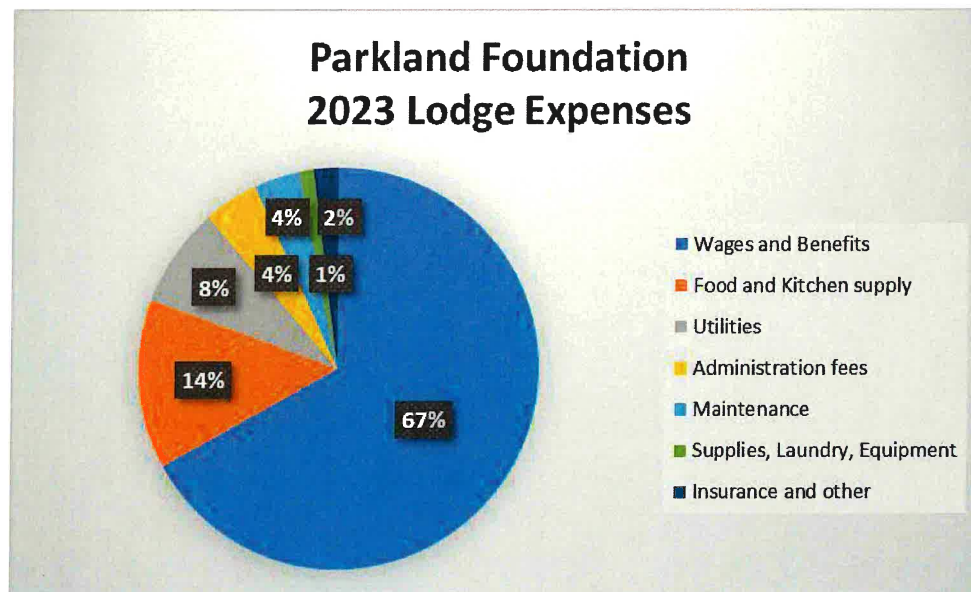


- Parkland Foundation continues to advocate for increased sustainable financial support from the provincial government, to address rising costs and to protect low to moderate income seniors without sacrificing service quality.

## Parkland Foundation 2023 Revenue



## Parkland Foundation 2023 Expenses

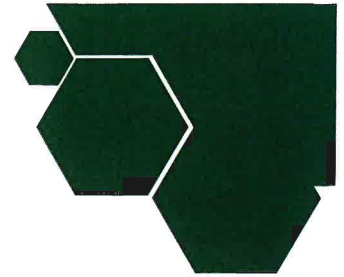


To view the full 2023 Financial statements. Including the Housing portfolio, please visit our website at <http://parklandfoundation.ca/about-us>



**Prepared by**  
The Bethany Group

000061



# Contact Us



403-227-3745



[www.parklandfoundation.ca](http://www.parklandfoundation.ca)

