

Town of Bowden - Regular Council Meeting
AGENDA

A Regular Council Meeting of the Town of Bowden
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,
on **Monday 9 September 2024, at 7:00pm.**

- | | Pages |
|---|----------------|
| 1. CALL TO ORDER | |
| 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA | |
| 3. ADOPTION OF PREVIOUS MINUTES
August 26, 2024, Regular Council Meeting. | 2 - 7 |
| 4. PUBLIC HEARING
None scheduled. | |
| 5. DELEGATION
5.a Shannon Paquette, Donor Relations & Development Officer (STARS Air Ambulance) 7 | |
| 6. BUSINESS ARISING FROM PREVIOUS MINUTES | |
| 6.a Bowden Hotel. | 8 |
| 6.b Rural Connect | 9 - 10 |
| 6.c Council Resolutions Summary | 11 |
| 6.d Key Dates. | 8 |
| 7. BYLAWS & POLICIES | |
| 7.a Cemetery Bylaw 08 / 2024 | 12 - 49 |
| 8. NEW BUSINESS | |
| 8.a Fortis Alberta Electric Distribution Franchise Fee 2025 | 50 - 55 |
| 9. FINANCIAL
No agenda item. | |
| 10. CORRESPONDENCE | |
| 10.a Municipal Affairs – Fire Services Training Program Grant | 56 - 57 |
| 11. REPORTS | |
| 11.a CAO's Report. | 58 - 63 |
| 11.b Council Committee Reports. | |
| 11.c Society & Other Reports. | 64 - 80 |
| 12. CLOSED SESSION OF COUNCIL (“in camera”) | |
| 12.a Property Matter (Confidential).
This closed meeting of Council is permitted by section 197 of the MGA.
An 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) therefore applies on the basis of:
Section 27 “deemed to be privileged information”. | |
| 13. MEETING ADJOURNMENT | |



000002

**Town of Bowden – Regular Council Meeting
held on Tuesday 26 August 2024
at Town of Bowden Council Chambers.**

MINUTES

1. CALL TO ORDER

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

PRESENT	Mayor	Robb Stuart	(Chair)
	Councillor	Paul Webb	
	Councillor	Deb Coombes	
	Councillor	Randy Brown	
	Councillor	Marie Flowers	
Councillor	Wayne Milaney		

ABSENT	Councillor	Sandy Gamble
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ADMINISTRATION	CAO	Arno Glover
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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 Marie Flowers that Council adopts the minutes for the Regular Council Meeting of August 12, 2024, as presented.

MOTION CARRIED UNANIMOUSLY

4. PUBLIC HEARING

There were no public hearings.

5. DELEGATION

Agenda item 5.a S/Sgt Warren Wright (Olds RCMP Detachment Commander)

S/Sgt Warren Wright provided an overview of the Community Policing Report and Quarterly Crime Statistics for the period April to June 2024.

Motion 5.a

Moved by Councillor Deb Coombes that Council accepts the RCMP Community Policing Report and Quarterly Crime Statistics as information.

MOTION CARRIED UNANIMOUSLY

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6. BUSINESS ARISING FROM PREVIOUS MINUTES

Agenda item 6.a Bowden Hotel

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

Agenda item 6.b Fortis Streetlights

Administration stated to Council that the design specialist from Fortis Alberta had completed the engineering survey required for the installation of the 4 streetlights on 21st Street.

Agenda item 6.c Rural Connect

Administration requested that Council provide an indication as to a future course of action regarding the Rural Connect Fibre Optic project.

The following decisions were made by resolution of Council.

Motion 6.a

Moved by Councillor Paul Webb that Council:

- i. does not wish to conduct the Town Survey,
- ii. does not wish to proceed with the Rural Connect Fibre Optic project as proposed, and,
- iii. provides consent to Rural Connect to approach other potential partners for this project.

MOTION CARRIED UNANIMOUSLY

Agenda item 6.d Council Resolutions Requiring Follow Up Action

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

Agenda item 6.e Key Dates

Administration provided Council with forthcoming key dates.

Motion 6.b

Moved by Councillor Randy Brown that Council accepts agenda items 6.a, 6.b, 6.d and 6.e of Business Arising as information.

MOTION CARRIED UNANIMOUSLY

7. BYLAWS & POLICIES

Agenda item 7.a Revised Advertising Bylaw 06 / 2024

Revised Advertising Bylaw 06 / 2024 received first reading of Council during the RCM of July 22, 2024.

Administration submitted to Council Revised Advertising Bylaw 06 / 2024 for second reading.

Bylaw 06 / 2024 received second and third readings and was passed by Council after review and deliberation.

Motion 7.a moved by Councillor Paul Webb that Council give second reading to Revised Advertising Bylaw 06 / 2024.

MOTION CARRIED UNANIMOUSLY

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Motion 7.b moved by Councillor Randy Brown that Council give third and final reading to Revised Advertising Bylaw 06 / 2024 and is adopted accordingly and made effective once duly signed.

MOTION CARRIED UNANIMOUSLY

Agenda item 7.b Noise Control Bylaw 07 / 2024

Administration submitted to Council the first draft of Noise Control Bylaw 07 / 2024

The existing Noise Control Bylaw (passed in 2001) has been updated in order to reflect current requirements that aim to:

- i. ensure that bylaws remain appropriate, relevant, and meaningful,
- ii. create more readable documents with clearly defined definitions and terms,
- iii. remove ambiguity and to assist in interpretation and enforceability.

Council reviewed the draft bylaw and requested that clause 5.9 and clause 5.10 be removed.

Administration is to publish a copy of the draft bylaw on the Towns' website for a period of thirty days.

Administration is to submit the Noise Control Bylaw to Council for second reading at the RCM of 23rd September.

Motion 7.c moved by Councillor Paul Webb that Council give first reading to Noise Control Bylaw 07 / 2024 as amended.

MOTION CARRIED UNANIMOUSLY

8. NEW BUSINESS

Agenda item 8.a Alberta Municipalities Convention & Trade Show 2024 Agenda & Resolutions

Administration provided Council with

- i. the latest version of the agenda,
- ii. the resolutions document,
- iii. an invitation email & details from Fortis Alberta.

Motion 8.a

Moved by Councillor Marie Flowers that Council accepts the Alberta Municipalities resolution and agenda package as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.b Council Open House

Administration requested that Council consider the date, time and location for the next Council Open House event.

Motion 8.b

Moved by Councillor Randy Brown that a Council Open House event will be held on Monday 21st October at 7:00pm at the Bowden Event Centre.

MOTION CARRIED UNANIMOUSLY

Agenda item 8.c Firehall Flag Poles

Administration requested that Council consider a request from Mike Feduniw (Battalion Chief, Red Deer County) to install 2 flagpoles (25 feet in height) in front of the fire station. The Town has been asked to install the concrete foundation and assist in the installation of the flagpole bases.

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Motion 8.c

Motion by Councillor Marie Flowers that Council approves the installation of 2x25 feet flag poles at the Bowden Firehall and instructs Administration to liaise with RDC Protective Services to commence the project on a cost sharing basis.

MOTION CARRIED UNANIMOUSLY

9. FINANCIAL**Agenda item 9.a ATB Financial**

Administration provided Council with a consolidated summary of the Town's ATB Bank Accounts to provide a summary of funds (total deposits), accessibility of funds and interest earning capability.

Motion 9.a

Moved by Councillor Marie Flowers that Council accepts the ATB financial statement as information.

MOTION CARRIED UNANIMOUSLY

Agenda item 9.b LGFF Operating Allocation

Administration provided Council with a statement of the 2024 LGFF operating allocation received.

Motion 9.b

Moved by Councillor Randy Brown accepts the LGFF operating allocation statement as information

MOTION CARRIED UNANIMOUSLY

10. CORRESPONDENCE**Agenda item 10.a Red Deer County Enforcement (June & July Letters)****Agenda item 10.b Letter received from Central Alberta Regional Assessment Review Board.****Motion 10.a**

Moved by Councillor Randy Brown that Council accepts the submitted items of correspondence as information.

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

CAO Arno Glover provided Council with an overview of the items included within the CAO's report.

Motion 11.a

Moved by Councillor Marie Flowers 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

There were no Society & Other Reports submitted.

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

Agenda item 12.a (Public Utility 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 12.a

Moved by Councillor Paul Webb at 8:54 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 Deb Coombes at 9:20 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 Marie Flowers at 9:21 p.m. to adjourn the meeting.

MOTION CARRIED UNANIMOUSLY

Meeting Adjourned

Minutes signed by:

**Mayor
Robb Stuart**

**CAO
Arno Glover**

Regular Council Meeting: September 9, 2024.	Agenda Item: 5.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 STARS Presentation "Critical Care, Anywhere"

5.a**Presentation by Shannon Paquette, Donor Relations & Development Officer, STARS.**

Notes:

1

Any request to Council for a donation should be made with reference to and consideration of the terms contained within the Town of Bowden Grants & Donation Policy (01 / 2023) in order to determine project eligibility.

2

Within the policy there are 2 deadlines. The second application deadline is 30th October.

Administration is able to submit a donation request to Council before the October deadline if requested to do so by Council.

Suggested Motion:

Motion by Councillor _____ that Council accepts the STARS "Critical Care, Anywhere" presentation as information pending a formal application to be submitted to Council by 30th October 2024.

Regular Council Meeting: September 9, 2024.	Agenda Item: 6.a / 6.b / 6.c / 6.d
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s):

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

Content:

6.a Bowden Hotel

There are no further updates at this time.

6.b VALO Networks *(for information only)*

Reference past discussions relating to the communications tower Mayor Robb Stuart requested that Council be provided with the exact location of the siting of the tower.

Administration has received the engineering drawings from Red Deer County.

Drawings A-2 and A-2.1 are submitted to Council.

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

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

Administration submits the revised document for Council to review.

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

- September 11 **Bowden Community Showcase (5:00 – 7:00pm Bowden Grandview School)**
- September 25 – 27 **Alberta Municipalities Convention & Trade Show (Westerner Park)**
- October 21 **Council Open House (7:00pm Bowden Event Centre)**
- October 28 **Organizational Meeting of Council**

Recommended Motion:

Motion by Councillor _____ that Council accepts the Business Arising agenda items as information.



TRUE NORTH ARROW SHOWN ON THIS DRAWING IS APPROXIMATE ONLY AND MUST BE VERIFIED

NOTES:

1. SITE PLAN INFORMATION OBTAINED FROM THE RED DEER COUNTY GIS MAP AND SITE MEASUREMENTS TAKEN BY CORE ONE CONSULTING LTD. DATED AUGUST 11, 2023. THIS DRAWING DOES NOT REPRESENT A SURVEY.
2. CONTRACTOR IS RESPONSIBLE TO LOCATE AND IDENTIFY ANY AND ALL BURIED SERVICES IN THE VICINITY OF REQUIRED EXCAVATION PRIOR TO CONSTRUCTION.

LEGAL DESCRIPTION:

T.B.D.
APPROXIMATE LOCATION OF EXISTING SEWER MANHOLE, TYP.

LOT 1 BLOCK 26
PLAN 221 0313

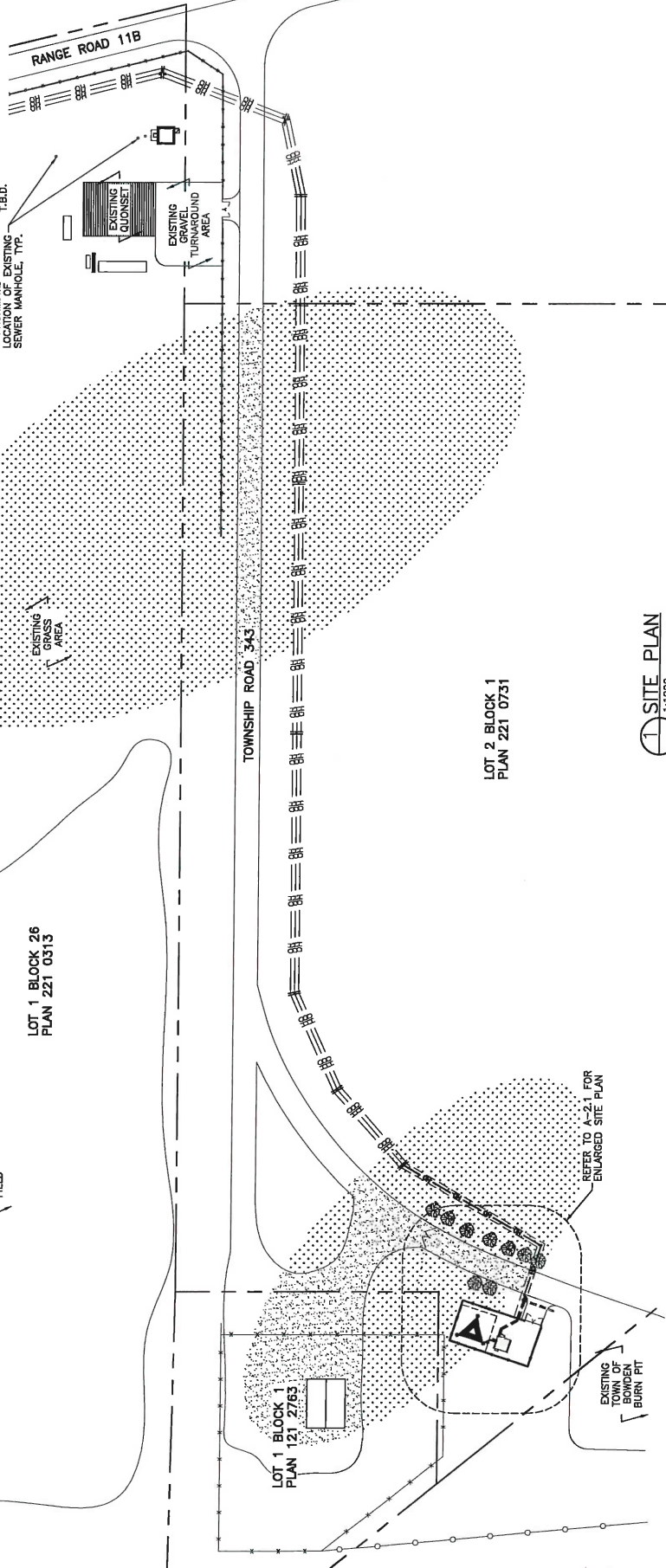
EXISTING FISH FIELD

LOT 1 BLOCK 1
PLAN 121 2763

LOT 2 BLOCK 1
PLAN 221 0731

REFER TO A-2-1 FOR ENLARGED SITE PLAN

EXISTING TOWN OF BOWDEN BURY PIT



1 SITE PLAN
1:1000

PERMIT TO PRACTICE
CORE ONE CONSULTING LTD
RM Signature: [Signature]
RM APEGA ID: 65444
Date: February 16, 2023

PERMIT NUMBER: P12384
The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

PERMIT TO PRACTICE
CORE ONE CONSULTING
NAME: [Signature]
SIGNATURE: [Signature]
DATE: [Date]
PERMIT NUMBER: P12384
THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF ALBERTA

REV	DESCRIPTION	DATE
D	ISSUED FOR CONSTRUCTION	AUG 13/24
B	REVISED PER COMMENTS	AUG 02/24
A	ISSUED FOR REVIEW	JUL 30/24



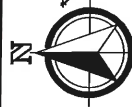
VALO NETWORKS
CORE ONE CONSULTING
SURREY • CALGARY • MONTREAL
TEL: (779) 855-5456
TEL: (403) 708-3195
WEB: WWW.COREONECONSULTING.COM
CONTACT: INFO@COREONECONSULTING.COM

PROJECT: BWDNAA1001
BOWDEN
34310 RANGE ROAD 11B
BOVICEN ALBERTA

DRAWING TITLE: SITE PLAN
DRAWING NO: A-2
PROJECT NO: B2CEB91

SCALE: AS NOTED
REVIEWED BY: DS
APPROVED BY: DA
DRAWN BY: WT
DATE: JUL 30/24
CAD FILE: A-2
PROJECT NO: B2CEB91
DRAWING NO: A-2

000009



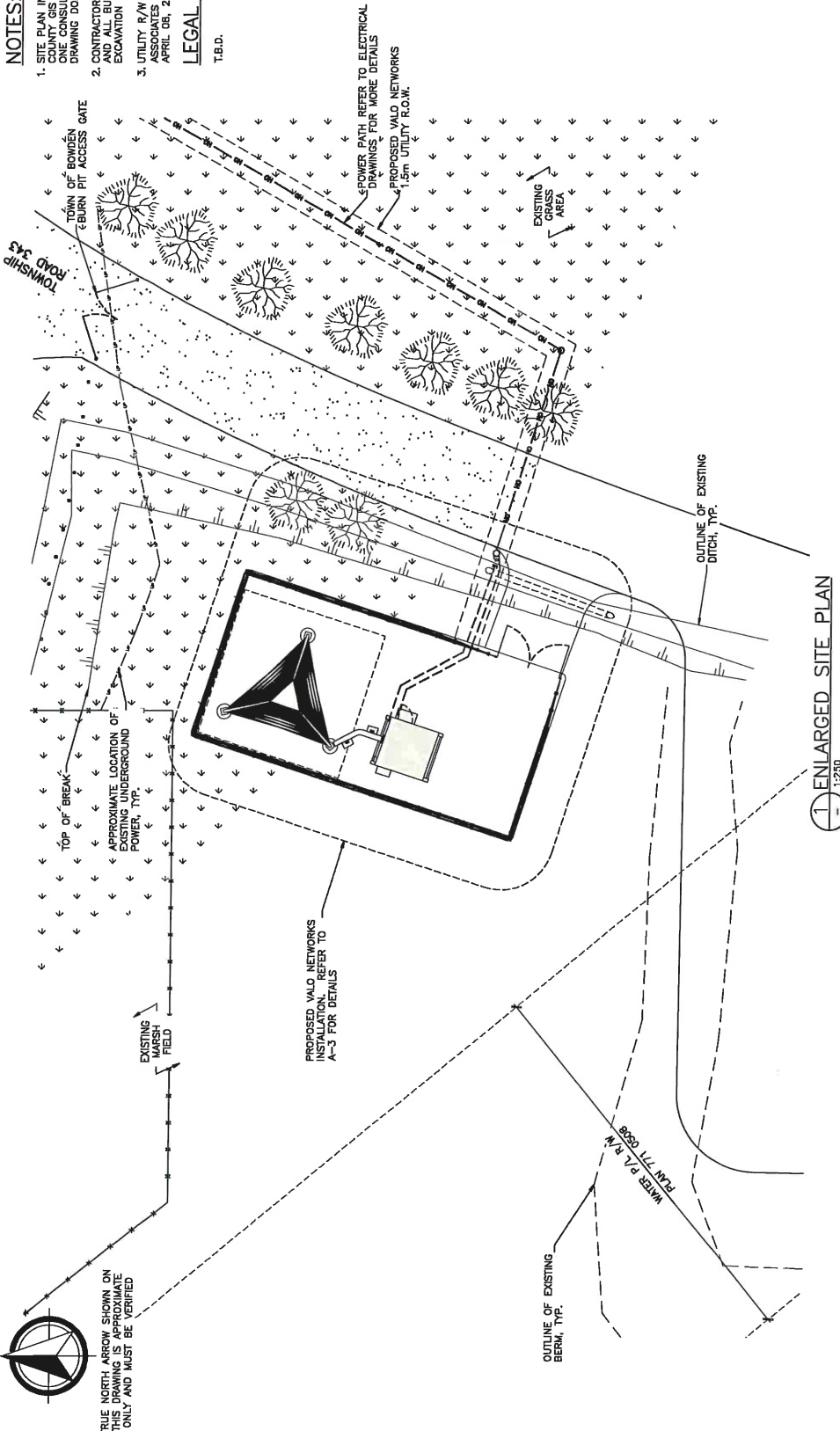
TRUE NORTH ARROW SHOWN ON THIS DRAWING IS APPROXIMATE ONLY AND MUST BE VERIFIED

NOTES:

1. SITE PLAN INFORMATION OBTAINED FROM THE RED DEER COUNTY PLANNING DEPARTMENT'S RED DEER CORE ONE CONSULTING LTD. DATED AUGUST 11, 2023. THIS DRAWING DOES NOT REPRESENT A SURVEY.
2. CONTRACTOR IS RESPONSIBLE TO LOCATE AND IDENTIFY ANY AND ALL BURIED SERVICES IN THE VICINITY OF REQUIRED EXCAVATION PRIOR TO CONSTRUCTION.
3. UTILITY R/W DETAIL OBTAINED FROM SURVEY BY BEARSTO & ASSOCIATES ENGINEERING & SURVEY, FILE# 23C2986 DATED APRIL 06, 2024.

LEGAL DESCRIPTION:

T.B.D.



1 ENLARGED SITE PLAN
1:250

PERMIT TO PRACTICE
CORE ONE CONSULTING LTD
RM Signature: [Signature]
RM APEGA ID: 65444
Date: February 16, 2023
PERMIT NUMBER: P12384
The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

REV	DESCRIPTION	DATE
D	ISSUED FOR CONSTRUCTION	AUG 7/2024
B	REVISED PER COMMENTS	AUG 02/24
A	ISSUED FOR REVIEW	JUL 30/24

PERMIT TO PRACTICE
CORE ONE CONSULTING
NAME: _____
SIGNATURE: _____
DATE: _____
PERMIT NUMBER: P12384
THE ASSOCIATION OF
PROFESSIONAL ENGINEERS AND
GEOSCIENTISTS OF ALBERTA



2024-08-13
ENGINEERING STAMP

VALO NETWORKS
CORE ONE CONSULTING
SURREY • CALGARY • MONTREAL
TEL: (778) 882-2166
TEL: (403) 748-2136
CONTACT: INFO@COREONECONSULTING.COM

PROJECT:
BWDNAA1001
BOWDEN
34310 RANGE ROAD 11B
BOWDEN
ALBERTA

DRAWING TITLE:
ENLARGED
SITE PLAN

SCALE: AS NOTED
REVIEWED BY: DS
APPROVED BY: DA
DRAWN BY: WVT
DATE: JUL 30/24
CAD FILE: A-2.1
PROJECT NO.: 23C29861
DRAWING NO.: A-2.1

01000010

Town of Bowden COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 5 September 2024)

Meeting Date	Resolution	Action By Whom	Date back to Council
12 Sept 2022	Bowden Hotel (Business Arising) Request made by MF to keep item indefinitely on agenda – request only - no resolution made	CAO	ongoing
24 Apr 2023	Intermunicipal Collaboration Framework Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	ongoing
26 Jun 2023	Water & Wastewater Connections Matter to be b/fwd in future discussions on capital asset planning	CAO	ongoing
14 Aug 2023	Annexation of Lands Motion 6.a Administration to formally advance the development proposal	CAO	ongoing
25 Mar 2024	Red Deer County / VALO Fibre Optics Project Motion 8.a – admin to investigate possibilities / costs of the fibre provision for the Town during the installation phase. Delegation booked for Aug 12 (Rural Connect) Council to provide indication of next steps	CAO	✓
8 Apr 2024	Red Deer County / VALO Fibre Optics Project Paul Webb stated no cost option – Deb Coombes required written updates	CAO	✓
25 Jun 2024	Additional Streetlights Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 st Street	CAO	In progress
25 Jun 2024	Streetlight Audit Motion 6.b Administration to request streetlight audit of the Town in fall 2024	CAO	requested
25 Jun 2024	Bylaw Enforcement Motion 6.c Administration to explore further options regarding bylaw enforcement	CAO	ongoing
12 Aug 2024	CAEP Membership Satisfaction Survey Motion 8. Councillors PW & RB to complete survey	Council	✓
12 Aug 2024	SRD Joint Planning Commission Strategy Motion 8.h Closed session of Council required to review & discuss (RCM 26 Aug 2024)	Council	✓
26 Aug 2024	Council Open House Motion 8.b date set for Monday 21 st October &:00pm Bowden Event Centre	Council	ongoing
26 Aug 2024	Firehall Flag Poles Motion 8.c Administration to liaise with RDC Protective Services	CAO	ongoing

Regular Council Meeting: September 9, 2024	Agenda Item: 7.a
Prepared by: Arno Glover	Approved by:
Report Type: RFD	Attachment(s): 1 Cemetery Bylaw 08 / 2024 (1 st reading) 2 Cemetery Bylaw 09 / 2020

Cemetery Bylaw 08 / 2024**7.a.i Background**

The attached draft bylaw is submitted to Council as a Request for Decision.

This bylaw updates and replaces Cemetery Bylaw (09 / 2020).

7.b.ii Justification

The existing Cemetery Bylaw has been updated at the request of the Bowden & District Cemetery Association.

Administration has submitted the bylaw to the Bowden & District Cemetery Association on 2 occasions for review and approval.

Amendments to the existing bylaw are highlighted in yellow text.

7.b.iii Significant enhancements in the revised bylaw**Section 6.1**

This states that all new burials will be in plots within the new cemetery area.

Section 6.2

The notice periods have been increased as the Town now has to rely on external contractors for the excavation of burial plots.

Section 10

The designation of authority empowered to the CAO has been significantly enhanced in order to ensure that the general appearance of the cemetery grounds is maintained to a satisfactory standard.

Section 11.2

This section has been reworded to ensure that new monuments are not installed that are not in keeping with the generally accepted appearance and character of the cemetery.

Schedule A Penalties

This is a new section to the bylaw (and reflects the wording contained within current bylaws).

7.b.iv Recommended actions:

That Council grants first reading to Cemetery Bylaw 08 / 2024.

Upon receiving first reading Administration to publish a copy of the draft bylaw on the Towns' website for a period of thirty days.

Administration to therefore submit the Cemetery Bylaw to Council for second reading at the RCM of 14th October.

Recommended motion:

Motion by Councillor _____ that Council gives first reading to Cemetery Bylaw 08 / 2024.



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta CEMETERY BYLAW

08 / 2024 (1st Reading of Council)

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, which provides that Council may pass bylaws for municipal purposes respecting the services provided by the municipality,

And whereas, Council deems it desirable to pass a bylaw to provide for the management, control and operation of the Bowden and District Cemetery,

And whereas the Town of Bowden is the registered owner of Lot 1, Block 1, Plan 9212659 known as the Bowden and District Cemetery,

And whereas the Province of Alberta has enacted a Cemeteries Act, RSA2000, Chapter E-3 which states that the owner of a cemetery shall keep the cemetery in the manner required by the regulations and in good order and repair,

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 "Cemetery Bylaw".

2 PURPOSE

To operate and maintain a cemetery service and to provide for the management and control of the Bowden and District Cemetery in accordance with any relevant or applicable statutory enactment, regulation, or order, including but not limited to, the:

- i. Cemeteries Act, RSA2000, Chapter E-3
 - ii. Cemeteries Act General Regulation 249/1998
 - iii. Vital Statistics Act, RSA2000, Chapter V-4.1
 - iv. Burial of the Dead Act, RSA2000, Chapter B-8
 - v. Funeral Services Act, RSA2000, Chapter F-29
 - vi. Body of Deceased Persons Regulation 135/2008
 - vii. War Veterans Allowance Act
-

3 DEFINITIONS

In this bylaw the following definitions apply:

Administration / Town Administration

Means the personnel (and other resources) that provide for the day-to-day operation and control of the municipality and who have responsibility to ensure that the policies and programs of the municipality are implemented.

Authorized Person

Means any person appointed to act on behalf of the CAO (including Designated Officers).

Burial

Means the placement of human remains or cremains in a grave plot.

Burial Permit

Is a legal document issued by the Registrar of Vital Statistics providing permission for burial.

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 authorized person given designated responsibilities by the CAO).

Cemetery

Means means land set apart or used as a place for the interment of human remains, and cremains, owned and operated and under the control of the Town of Bowden, registered as Lot 1, Block 1, Plan 9212659 and known as the Bowden and District Cemetery.

Cemetery Services

Means the supply of any service to be rendered at a cemetery in respect of any plot, headstone, grave marker, or monument and includes the supply of goods incidental to the provision of such service (eg, memory wall plaques).

Cemetery Supplies

Means burial vaults, headstones, grave liners, grave markers, monuments, or bases for use in a Cemetery.

Columbarium

Means an above ground structure of niches designed with receptacles for interring cremains.

Council

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

Cremains

Means the remains of dead human bodies that have been cremated.

Disposition

Means the burial or cremation of human remains authorized under the Cemeteries Act.

Disinterment

Means the unearthing (exhumation) of human remains from the ground.

Field of Honour

Means specific areas within the Cemetery reserved for the interment of Veterans.

Grave

Means a portion of ground in a cemetery, usually one plot, used or intended for the burial of human remains or for the burial of cremains.

Grave Liner

Means an approved receptacle made from non-decomposable material (concrete or fiberglass) placed in a grave into which a casket is placed during the burial process.

Human Remains

Means a dead human body in any stage of decomposition.

Interment

Means the final disposition of a human body in the Cemetery either by:

- i. burial of human remains,
- ii. burial of human cremated remains (cremains),
- iii. placing of human cremated remains (cremains) in a columbarium.

Monument

Means an approved structure erected, installed, or placed on a plot for memorial purposes, and which includes headstones, pillow markers, grave markers, columbarium plaques, installed in an approved / designated area for such items.

Municipality

Means the Town of Bowden.

Niche

Means a compartment within a columbarium.

Pillow Monument

Is an alternative to the traditional upright monument designed so that the back is higher than the front so creating a sloping face (made of granite or stone and engraved).

Plot

Means an interment space of either one grave or one columbarium niche.

Rates and Fees Bylaw

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

Resident

Means a person who has resided within a Town address (post code T0M 0K0) or as determined at the discretion of the CAO (on a case-by-case basis, without setting any precedent).

Penalty

Means an amount payable in respect of offences in accordance with a bylaw.

Reserve Plot

Means a plot (or a number of plots) which have been reserved for interment.

Ribbon

Means a concrete surface marking the burial plots upon which a monument is permanently placed.

Right of Interment

Means a right, acquired by purchase, inheritance, or transfer, for the interment of human remains or cremains in either a grave plot or columbarium niche. This provides the rights holder with the right to say who can be interred in a burial plot or columbarium niche. In addition, this authorizes the installation of a monument or marker or plaque (in accordance with the provision of this bylaw).

Right of Interment Certificate

Means a document issued by the Town providing interment rights to a specific burial plot or columbarium niche and identifying the ownership of those rights.

Town

Means the municipal corporation of the Town of Bowden.

Urn Vault

Is a sealed outer receptacle made from non-decomposable material into which an urn of cremains is placed prior to and part of the burial process.

Vehicle

Means any device in, on or by which a person or thing may be transported or drawn, including, but not limited to, passenger cars, commercial vehicles, recreational vehicles, trailers, all-terrain vehicles, off highway vehicles, motorcycles, motor scooters, electric scooter, bicycles, and construction equipment (wheeled or tracked).

Veteran

Means any person who has served in His Majesty's Armed Forces (Canadian or Commonwealth) or who has served as a regular member of the Royal Canadian Mounted Police and / or as otherwise defined by the Royal Canadian Legion or any other relevant enactment.

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 GENERAL DUTIES, RIGHTS & POWERS**4.1 Governing Bodies**

Council is the governing body of the Bowden & District Cemetery, established under the requirement of the Province of Alberta Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C3.

The Bowden & District Cemetery Association is established in accordance with Section 145 of the Municipal Government Act, RSA2000, Chapter M-26 that states that a Council may pass bylaws in relation to the establishment and functions of council committees and other bodies.

4.2 Bowden & District Cemetery Association

The Bowden & District Cemetery Association is an advisory body whose purpose is to assist and oversee the care and administration of the Cemetery. The purpose of the association as defined within the Town of Bowden Council Committee Bylaw (06 / 2023) is as follows:

- i. ensure that the future operation of the Cemetery is controlled, managed, and maintained through a program of perpetual care (preservation, improvement, embellishment, and maintenance),

- ii. ensure that Cemetery care funds are received, spent, and audited in a proper manner,
- iii. ensure that Cemetery services are conducted in accordance with any statutory or regulatory requirements including, but not limited to; the Cemeteries Act, the Burial of the Dead Act, and the Vital Statistics Act (as amended over time),
- iv. liaise with the CAO in order to ensure that the day-to-day operation of the cemetery is conducted in accordance with the requirements of the Town of Bowden Cemetery Bylaw (as amended over time) including but not limited to, cemetery services, cemetery supplies and maintenance and record keeping obligations,
- v. liaise and communicate with residents and community groups regarding any programs or initiatives concerning the operation, management, control, of the Cemetery or any revisions to services or fees.

4.3 Responsibilities of the CAO

4.3.1

The CAO has the responsibility for the day-to-day operation of the Cemetery and cemetery services in accordance with:

- i. Provincial statutes, regulations, and codes,
- ii. this bylaw and any other applicable Town bylaw, policy, or enactment,
- iii. the direction of Council.

4.3.2

Without limitation, the CAO is empowered to:

- i. maintain records and plans of all interments and disinterment's at the Town Administration Office,
- ii. collect fees for the sale of cemetery services & supplies and maintain accurate financial records of all sale transactions,
- iii. grant approvals and permissions as needs, situation or circumstance requires.

4.3.3

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

4.4 Responsibilities of the Town

4.4.1

The Town is obligated under the Cemeteries Act to ensure that:

- i. the cemetery and any required fences, walks and entrances to the cemetery are kept in a good state of repair,
- ii. no offence is committed in the operation of the cemetery, and,
- iii. no public health nuisance arises from the operation of the cemetery.

4.4.2

The Town reserves the right to:

- i. limit the number of developed plots,
- ii. direct the area and sequencing of development,
- iii. sell plots according to a specific plot plan or desired sequence.

4.4.3 Limit of Liability

The Town will take all reasonable precautions to protect property within the Cemetery but assumes no responsibility for:

- i. loss or damage from causes beyond its control (weather, elements, acts of God),
- ii. loss due to third party damage, theft, vandalism, or deliberate destruction,
- iii. accidental damage,
- iv. damage to, any monument, or any item placed on, or around, or in a plot,
- v. injury to any person who enters the cemetery.

Where the Town has an obligation under statute for perpetual care of the Cemetery this does not extend to monuments including the maintenance and upkeep of decorations.

4.4.4 Right of Appeal

Any person who considers themselves to be aggrieved by a decision of the Town or 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" **providing that the appeal is made in writing within 30 days of the date of the decision.**

Council will attempt to make a decision on any appeal within 30 days of its receipt.

Council's decision in respect of an appeal will be final and binding.

5 RIGHT OF INTERMENT

5.1.1

A burial plot cannot be used for any other purpose than for the interment of human remains or cremains.

5.1.2

A columbarium niche cannot be used for any other purpose than for the interment of cremains.

5.1.3

Payment of all relevant fees must be made in full prior to the issue of a Right of Interment Certificate.

5.1.4

Upon payment of the fee for the Right of Interment, the Town shall provide a receipt for the purchase of the plot and provide a Right of Interment Certificate to that person, or to that person's appointed representative.

5.1.5

The granting of interment rights does not transfer ownership of the land but provides the holder of the Right of Interment to intern human remains within an assigned plot subject to the provisions of this bylaw or any other relevant Provincial Act or enactment.

The land and its vested title remain the property of the Town.

5.1.6

The Right of Interment Certificate names the Interment Rights Holder(s). The Rights Holder has the legal right to determine who can be interned in the assigned plot.

The Right of Interment in a Field of Honour must however satisfy the requisite criteria of who can be interned in a Field of Honour.

5.1.7

The Interment Rights Holder must provide all of the required legal documentation, complete all of the required Town forms and pay all of the required Town fees prior to interment.

5.1.8

If the Interment Rights Holder dies, the Rights of Interment are considered an asset of the estate and as such are distributed to the beneficiaries of the deceased's estate. The Rights of Interment must then be re-registered at the Town **Administration** Office in the new owner's name for the transfer to be completed and revalidated.

5.1.9

The purchaser of a Right of Interment may cancel a purchase without penalty within 30 days of the agreement providing the plot has not been used and subject to any administration fee that may be levied at the discretion of the CAO in respect of any time taken to retrieve copy documentation or to deal with the cancellation request.

5.1.10

The Interment Rights Holder may not sell, trade, or transfer the interment rights without re-registration to another Rights Holder at the Town Administration Office (subject to any fee as established in the Rates and Fees Bylaw).

5.1.11

If a Right of Interment is surrendered to the Town, the original certificate of Right of Interment must be returned to the Town (or proof of purchase).

If proof of Right of Interment cannot be made (or found) then a letter of request should be submitted to the CAO.

An administration fee may be levied at the discretion of the CAO in respect of any time taken to retrieve copy documentation or to deal with the surrender request.

5.1.12

If a Right of Interment purchased preneed is deemed unusable, for any reason by the Town, then the Town will supply a similar plot at no additional cost to the Rights Holder (or their heirs) and the original plot shall revert to back to full Town ownership and control.

5.1.13

Plots cannot be subdivided or altered in any manner in violation of this bylaw, Town cemetery plans and any other Act, Regulation, **order**, or enactment unless authorized by the CAO or Council.

6 INTERMENT and DISINTERMENT

6.1 Authority

All interments are conducted under the control and authority of the CAO.

Only persons acting under the direct authority of the CAO are permitted to open or close any plot for the purpose of interring **human remains or cremains**.

All internments in a grave plot will be in the new cemetery area (Blocks 2 to 19 south of the Columbarium) with the exception of those Rights of Interment in effect that exist for Blocks A to K.

6.2 Notice

Between the dates of May 1 and October 31, all applications for full burials or interment of cremains in a grave shall be made to the Town at least **4 days** before the date & time for interment.

Between the dates of November 1 and April 30 (winter months), all applications for full burials or interment of cremains in a grave shall be made to the Town at least **7 days** before the time of interment.

Applications for interment on a Saturday, Sunday or Statutory Holiday must be placed with the Town office at least **7** days before the date of interment. Interment on either a Sunday or Statutory Holiday is at the discretion of the CAO.

Applications for interment in a columbarium niche require **3** days' notice.

The required notice periods may be relaxed at the discretion of the CAO dependent upon circumstance.

6.3 Burial Permits for Interment

6.3.1

Disposition / Internment (of a person who dies in Alberta) is not permitted in the Cemetery unless a valid Burial Permit is provided to the Town issued on behalf of the Alberta Government Registrar of Vital Statistics.

Where a Right of Interment was purchased preneed, the Certificate of the Right of Interment issued by the Town must also be produced.

Funeral Homes are not exempt from these requirements.

6.3.2

Disposition of human remains, of a person who dies outside of Alberta, is not permitted in the Cemetery unless a valid Burial Permit or any other document that is prescribed under the law of the jurisdiction in which the death occurred, certifying the death, and thereafter providing authority / permission for a burial / cremation, is provided to the Town.

6.3.3

The Town will make provision for the interment of unclaimed deceased persons and the interment of indigent persons in a specific plot as designated by the CAO.

6.4 Disinterment

Disinterment **of human remains** from a burial plot will not take place until a Disinterment Permit issued by the Alberta Government Registrar of Vital Statistics is provided to the Town.

Disinterment cannot take place until the CAO is satisfied that all regulatory requirements have been satisfied, all permits & certificates obtained, and fees paid.

Disinterment procedures must be followed in accordance with the requirement of any Act, Regulation, order, enactment or ruling of the CAO.

6.4 Reinterment

Reinterment of either a body or ashes will not take place until a Reinterment Permit issued by the Alberta Government Registrar of Vital Statistics is provided to the Town.

Reinterment procedures must be followed in accordance with the requirement of any Act, Regulation order, enactment or ruling of the CAO.

6.5 Columbarium.

Nothing in the bylaw restricts the removal of cremains from a columbarium niche subject to an application made to the Town and **written** permission being obtained from the CAO.

7 PLOTS (Full Burial of a Casket)

7.1

All full burials are to be made within the confines of a single plot limited to:

- i. one adult body in one casket (double depth burials are not permitted),
- ii. one adult and one child under the age of five years in one casket,
- iii. two children under the age of five years in one casket.

Exceptions to this may be made in special cases at the discretion of the CAO.

7.2

An approved grave liner is required for all burials of human remains.

7.3

Grave liners placed in a burial lot must be at a depth sufficient that the highest point of the grave liner is a minimum of 1.83 metres (6 feet) below the surface of the ground.

7.4

A full burial cannot be made in a plot that already has been used for the interment of cremains.

8 PLOTS - Burial of Urn Vaults Containing Cremains**8.1**

Urns of cremains must be enclosed in an approved urn vault (made from non-decomposable material) which must not exceed 40 cm by 40cm (16 inches) in size.

8.2

Urn vaults placed in a burial lot must be at a depth sufficient that the highest point of the urn vault is a minimum of 61cm (2 feet) below the surface of the ground.

8.3

A maximum number of four (4) urn vaults may be placed in a grave plot.

8.4

An urn vault(s) may be placed above an occupied grave (containing a casket) in accordance with the requirements of any enactment or order.

8.5

The placement of an urn vault in a grave will be according to a specific plot plan or direction or instruction designated by the Town (a plot plan for urns typically consists of 4 quadrants).

8.6

The position of buried urn vaults must be marked by permanent means of a lawn-level marker placed directly above the urn vault. This must occur within one year of the burial.

9 PLOTS (Columbarium Niches)**9.1**

The sale of columbarium niches will be according to availability and will be sold on a first come first served basis and in accordance with a specific plot plan or desired sequence determined by the Town.

9.2

A maximum number of two (2) urns may be placed in a columbarium niche.

9.3

An approved plaque may be purchased (subject to any fees stated in the Rates & Fees Bylaw) for installation on a Columbarium.

9.4

An approved memory wall plaque may be purchased (subject to any fees stated in the Rates & Fees Bylaw) for installation on a Columbarium side wall.

9.5

All columbarium wall plaques must be installed in accordance with any specific specification, installation plan, **installation method**, or desired sequence as determined by the Town.

10 CARE OF PLOTS & MONUMENTS**10.1**

The Town is the provider of general care and maintenance of the Cemetery grounds.

10.2

After an interment, the Town will conduct basic maintenance on the plot in order to maintain safety or appearance including covering a plot with loam and grass seed.

10.3

All flowers, funeral designs or floral pieces placed during a funeral service shall be removed from burial plots within thirty days (30) after interment by the owner of the Right of Interment or their agent.

After thirty (30) days, the CAO may authorize the removal of such items without notice or permission.

10.4

The CAO has authority to remove any non-approved or unauthorized items, decorative installations, and structures that either impede the maintenance of, or the safety of, the Cemetery or are deemed not to be in the keeping and general appearance of the Cemetery.

10.5

Plots must be maintained in accordance with any policies, regulations **or orders made** by the Town.

10.6

The columbarium, including all of the individual niches and the memory walls cannot be decorated in any manner other than the installation of an approved plaque.

10.7

No person shall plant woody ornamentals or flowering **plants** anywhere in the Cemetery without the **written** permission of the CAO.

10.8

Approved woody ornamentals or flowering **plants**, donated in memory of a deceased person, can only be planted by Town employees in a place designated by the CAO.

10.9

The Town may conduct plot repairs **and maintenance** if the Town is unable to locate any family member to obtain prior authorization.

10.10

No person (other than the Town **or an Authorized Person**) shall disturb or remove or replace any structure, maintenance equipment, monument, decorative structure, ornamental flower, shrub, tree, mulch, sod, or soil from anywhere in the Cemetery without prior **written** approval of the CAO.

10.11

The CAO has the authority to remove all **monuments, decorative structures, ornamental flowers, shrubs, trees, memorabilia, tributes, markers, plaques, placards, or other decorative items** from anywhere within the Cemetery as soon as they become wilted, unsightly, or are deemed detrimental to regular

maintenance, free (unobstructed) use, safety, or if deemed to be unsuitable to the general appearance of the Cemetery.

10.12

The CAO may conduct, at any time, a cleaning program to remove all monuments, decorative structures, ornamental flowers, shrubs, trees, memorabilia, tributes, markers, plaques, placards, or other decorative items if they become wilted, unsightly, or are deemed detrimental to regular maintenance, free (unobstructed) use, safety, or if deemed to be unsuitable to the general appearance of the Cemetery.

Notification and prior notice of the cleaning program will be made via the Town's website, the Town Newsletter, and other available social media channels.

11 MONUMENTS AND PLOT INSTALLATIONS

11.1

All persons (contractors) employed in the construction and erection of monuments or conducting other work in the Cemetery are subject to:

- i. any applicable Act, Regulation, or enactment,
- ii. this bylaw and any other applicable Town policy or regulation,
- iii. the direction and control of the CAO.

11.2

No marker or monument can be installed unless otherwise first approved (both the design and the inscription) and authorized by the CAO.

Headstone monument companies must contact the Town to ensure the correct plot position to avoid any error.

It is the family's responsibility to ensure that the installation, placement and inscription of the monument is correct. The Town is not responsible for any errors in the inscription or placement of monuments.

11.3

The CAO has the authority to not allow work to be conducted during weekend or holidays or any other time as deemed necessary according to circumstance.

11.4

All persons (contractors) conducting work shall ensure that surrounding areas are left in the same condition as found. The cost of any rework or remedial repair to any damage caused is the responsibility of that person (contractor).

11.5

Where a ribbon is available, the headstone or pillow monument must be placed upon the ribbon at the head of a plot.

11.6

Grave covers are prohibited except those currently in existence. Burial plots must not be covered by any slab, gravel, concrete, stone, or other material unless approved in writing by the CAO.

11.7

No more than one monument and up to four flat markers may be installed or placed on any one plot.

11.8

Monuments installed on concrete base structures (ribbons) must meet the following requirements:

- i. monuments shall be constructed of granite, marble, or bronze (or other approved material),
- ii. cairn or boulder monuments, or monuments constructed of other non-decomposable materials may be permitted upon application and prior written approval from the CAO,
- iii. monuments must be installed so as to have a 5 to 10 cm (2 to 3 inches) clearance from the edge of the ribbon and the boundaries of the lot so as not to infringe on neighbouring plots,
- iv. flat markers must be mounted flush with the surface of the ground and must not exceed 51cm (20 inches) by 51cm (20 inches).

11.9

The following provisions apply to areas within the Cemetery where no concrete base structure (ribbon) has been installed or will be installed:

- i. a concrete monument foundation extending 13 cm (6 inches) on each side of the monument not less than 13 cm. (6 inches) in depth and being at the level of ground adjoining the grave plot must be installed,
- ii. monuments must be installed so as to have a 5 to 10 cm (2 to 3 inches) clearance from the boundaries of the plot so as not to infringe on neighbouring plots,
- iii. monuments must be placed on a portion of the plot undisturbed by previous excavation and must be in line with the keeping and appearance of other monuments in that section of the Cemetery.

11.10

Upright monuments should be in accordance with the following recommended dimensions:

- 48 inches in height,
- 18 inches in depth,
- 48 inches in width.

Any variance to these dimensions is at the discretion of the CAO (written permission is required).

11.11

Pillow monuments should be in accordance with the following recommended dimensions:

- 12 inches in height,
- 18 inches in depth,
- 48 inches in width.

Any variance to these dimensions is at the discretion of the CAO. (written permission is required).

11.12

All persons (contractors) erecting monuments shall ensure that such monuments are firmly secured to the foundation, whether such foundation is installed for that specific purpose, or is the concrete base (ribbon) provided. The foundation must be adequate to carry the weight of the monument.

11.13

Foot markers, or perimeter markers other than those installed at grade level, are prohibited except those currently in existence.

11.14

All monuments must be in keeping with the appearance or character of the Cemetery. The Town has the right to refuse placement of any monument, anywhere in the Cemetery, which does not conform to this bylaw or if it is deemed by the Town not to be appropriate or acceptable in any way (section 11.2 of this bylaw applies).

11.15

Any structure, monument, marker, plaque, or placard (or inscription thereon) that is deemed to be offensive, improper, or injurious to the appearance of surrounding plots or that of the Cemetery as a whole will be removed at the owners' expense.

If the owner cannot be directly contacted and notified, then the CAO is empowered to have the offending item removed without the owner's permission.

11.16

Whenever any structure, monument, marker, placard, or plaque is removed, replaced, or repaired prior written permission from the CAO must be first obtained.

12 GENERAL RULES (VISITORS & VEHICLES)**12.1**

No person shall visit or remain in the Cemetery other than during the daylight hours of dawn to dusk.

Gatherings of persons may not take place other than a funeral or ceremony unless permitted by prior written approval of the CAO.

12.2

Visitors to the cemetery should contain themselves within the designated public areas, paths, and roads.

12.3

No person shall disturb the quiet and good order of the Cemetery by noise or other improper conduct.

12.4

No person shall destroy, damage, deface, write upon, or move any monument or other structure or object in the Cemetery.

12.5

No person shall deposit any litter or waste except in receptacles provided for that purpose.

12.6

No person shall deposit any item made of glass (either fully or in part), including but not limited to, a wreath, stand, holder, vase, pot, receptacle, jar, within any area of the Cemetery.

12.7

No person shall install a border, wall, curb, or hedge in or around any burial plot or place or construct any item of any kind which the CAO and / or the Bowden & District Cemetery Association deem to be unsightly, unsuitable, or not in the general keeping and appearance of the Cemetery.

12.8

Animals are not allowed in the Cemetery, except for registered service dogs.

12.9

Firearms are not allowed in the Cemetery at any time except unless prior permission and written authority is provided by the CAO.

12.10

Vehicles in the cemetery must keep to the designated roadways (except Town vehicles and approved contractors' vehicles used in the performance of care and maintenance work).

There is no designated vehicle parking area in the cemetery. Vehicles must remain on the designated roadways at all times and must not be parked in any other part of the Cemetery including the Memorial Tree Park.

12.11

The Town may prohibit the driving of any type of vehicle in the Cemetery when the roadways are in an unfit condition.

The Town may prohibit the driving of any type of vehicle in any part of, or all of, the Cemetery as deemed necessary according to circumstance.

12.12

The maximum permitted speed of any vehicle in the Cemetery is 15 km per hour.

12.13

No person is permitted to ride a snowmobile, all-terrain vehicle, or horse in the cemetery unless prior **written** approval has been obtained from the CAO.

Drivers of vehicles with trailers, heavy vehicles, or vehicles with limited maneuverability in confined spaces are required to seek prior permission from the CAO prior to entering the Cemetery.

12.14

Persons in control of any vehicle are responsible for any damage made whilst under control of that vehicle particularly if negligent in respect of:

- i. any general prohibitions,
- ii. any specific prohibitions,
- iii. not first obtaining the required permission,

which **may as a result lead** to the issue of a penalty.

12.15

Children must be supervised by an adult at all times.

12.16

No person is permitted to play outdoor games or sports in the Cemetery.

12.17

Cremains cannot be scattered anywhere within the Cemetery.

13 FIELD OF HONOUR**13.1**

The Town shall set aside an area (or areas) known as the Field of Honour which shall be reserved for the burial of Veterans.

13.2

Prior to interment in **a** Field of Honour (or granting of a Right of Interment) the Town must be satisfied that sufficient proof has been provided regarding the deceased / applicants' military service and which satisfies the definition of a Veteran.

13.3

Veterans (and spouses) may pre-purchase (reserve) a plot in the Field of Honour however they cannot preselect a specific plot.

13.4

A plot in **a** Field of Honour may contain either:

- i. a single casket (within a grave liner),
- ii. a casket and a single urn vault,
- iii. two urn vaults.

13.5

A spouse may only be interred after the Veteran has first been interred (unless otherwise approved in writing by the CAO).

13.6

Headstones or markers placed on a plot in a Field of Honour must be consistent with:

- i. specifications approved by Veterans Affairs Canada,
- ii. any existing type of headstone or marker,
- iii. or any design approved by the Bowden & District Cemetery Association.

Written approval is required from the CAO prior to the installation of any headstone or marker in a Field of Honour.

The provision of funeral and burial assistance (including fees) is subject to satisfying the qualification criteria of Veterans Affairs Canada and is not the responsibility of the Town.

13.7

A spouse of a Veteran may have his / her name inscribed on a headstone subject to any rules or regulations set by Veterans Affairs Canada.

13.8

Veterans' headstones and grave markers provided by the Government of Canada may be cleaned, restored, or replaced by Veterans Affairs Canada without gaining prior permission from the family.

13.9

The National Flag of Canada (in the Field of Honour) will be lowered to half-mast in accordance with the manner outlined by the Government of Canada during the national period of Remembrance.

The National Flag of Canada will be lowered to half-mast at the discretion of the CAO during a period of official mourning or commemoration (either Provincial or Federal).

14 MEMORIAL TREE PARK

14.1

An area of the Cemetery shall be reserved as a designated memorial tree park for the planting of memorial trees and the placement of memorial benches or memorial monuments.

14.2

Cremains must not be interred in the memorial tree park.

14.3

Trees, memorial benches, or other structures cannot be planted or placed in the memorial tree park until prior written permission has been received from the CAO or the Bowden & District Cemetery Association.

The type of tree or structure allowed may be specific as determined by the CAO or the Bowden & District Cemetery Association in accordance with any plan or design specification or existing landscape feature.

14.4

Memorabilia, tributes, markers, or other items are not permitted to be placed either around the base of the trees in the memorial tree park or on the trees themselves unless authorized by the CAO **in writing.**

14.5

The Town reserves the right to remove, at any time, without permission, any unauthorized memorabilia, tributes, markers, plaques, placards, or other decorative items.

15 RATES, FEES & BILLINGS**15.1 Authority of Council**

Council will set cemetery service fees as set out in the Rates & Fees Bylaw for the following:

- i. sales of burial plots,
- ii. sales of columbarium niches & columbarium plaques,
- iii. opening and closing of all burial plots and columbarium niches,
- iv. reopening of columbarium niches,
- v. disinterment / reinterment.

15.2

Additional charges in respect of burials carried out on Saturday, Sunday, or Statutory Holidays may be applied as set out in the Rates & Fees Bylaw.

15.3

Additional charges in respect of burials carried out after 3:30 pm on weekdays may be applied as set out in the Rates & Fees Bylaw.

15.4

Additional charges in respect of burials carried out in frost conditions or the winter months may be applied as set out in the Rates & Fees Bylaw.

15.5

Where specific rates are not established (in the Rates & Fees Bylaw) for any particular service, the CAO may establish and levy charges for other work or general duties performed by Town employees, contractors, or caretakers.

16 APPLICABILITY**16.1**

This bylaw applies to all persons, visitors, or purchasers of plots within the Cemetery.

16.2

No person shall obstruct, hinder, or interfere with any person while exercising or performing their duties or powers pursuant to the provisions of this bylaw, or any other enactment.

16.3

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

- i. are at the discretion of 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.

16.4

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 relevant statutory enactment.

16.5 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.

16.6

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

- i. Cemeteries Act,
- ii. Cemeteries Regulation,
- iii. Burial of the Dead Act,
- iv. Vital Statistics Act,
- v. any other applicable or relevant statute or Town bylaw, order, or policy.

16.7

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.

17 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 enactment or any requirement of any lawful permit, order, or licence.

18 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws that make reference to:

- i. cemetery services provided by the Town,
- ii. the authority of the CAO with regard to cemetery services,
- iii. the management, control, and operation of the Cemetery.

Bylaw **09 / 2020** and all amendments thereto are hereby repealed.

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

Schedules attached to this Bylaw:

Schedule A

Penalties

Read a first time in open council this 9th day of September 2024,

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

and finally passed by unanimous consent of the Councillors present.

Read a third time in open council this ** day of ***** 2024.

Robb Stuart, Mayor

Arno Glover, Chief Administrative Officer

Cemetery 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 or Federal enactment **or order** where valid and enforceable.

A2

Any person who:

- i. contravenes a provision of this bylaw is guilty of an offence,
- ii. fails to do any act or thing a person is required to do, is guilty of an offence.

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 contained within any Town of Bowden bylaw** in accordance with the Provincial Offences Procedures Act,
- iii. an unspecified penalty the amount of which will be determined and applied at the discretion of the CAO dependent upon the context, nature, and severity of the offence of a variable amount of not less than \$250.00 up to a maximum of \$10000.00 for any general contravention of this bylaw, **as either a penalty fee and / or for 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 by the CAO or an Authorized Officer or a Designated Officer of the Town.

A5 Specific Penalties

Bylaw Reference	1 st offence	repeat offence(s)
Section 12.8 Dogs	\$300.00	\$500.00

A6

All persons must rectify the circumstances which give rise to an offence within the stipulated time period. Any continuance thereafter shall be deemed to be a new (subsequent) offence incurring further additional penalties.

A7 Non-Specific Penalties

Any person who contravenes any provision of this Bylaw (other than those specific penalty(s) listed in A5 above) will be subject to an unspecified penalty (as stated in term A3 iii) the actual amount of which will be determined and applied at the discretion of the CAO dependent upon the context, nature, and severity of the offence.

A8

All persons are responsible for costs associated with the implementation of any measures taken, or are required to be taken, by the Town (or any other regulatory body) to meet the requirements of this Bylaw, or for any,

- i. remedial action,
- ii. repair to property,
- iii. recovery of costs.

A9

Any penalty issued under this bylaw does not affect or remove in full or part any liability for damages that may arise under a civil action brought to Court in relation to an offence committed under this Bylaw or any other enactment.



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta
CEMETERY BYLAW
09 / 2020

A Bylaw of the Town of Bowden, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the revised statutes of Alberta 2000 and amendments thereto, which provides that Council may pass Bylaws for municipal purposes respecting the services provided by the municipality,

And whereas, Council deems it desirable to pass a Bylaw to provide for the management, control and operation of the Bowden and District Cemetery,

And whereas the Town of Bowden is the registered owner of Lot 1, Block 1, Plan 9212659 known as the Bowden and District Cemetery,

And whereas the Province of Alberta has enacted a Cemeteries Act, RSA2000, Chapter E-3 (as amended over time) which states that the owner of a cemetery shall keep the cemetery in the manner required by the regulations and in good order and repair,

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 "Cemetery Bylaw".

2 PURPOSE

To operate and maintain a cemetery service and to provide for the management and control of the Bowden and District Cemetery in accordance with the requirements of Provincial Act and Regulation, including but not limited to, the:

- | | |
|---|------------------------|
| i. Cemeteries Act, RSA2000, Chapter E-3 | (as amended over time) |
| ii. Cemeteries Act General Regulation 249/1998 | (as amended over time) |
| iii. Vital Statistics Act, RSA2000, Chapter V-4.1 | (as amended over time) |
| iv. Burial of the Dead Act, RSA2000, Chapter B-8 | (as amended over time) |
| v. Funeral Services Act, RSA2000, Chapter F-29 | (as amended over time) |
| vi. Body of Deceased Persons Regulation 135/2008 | (as amended over time) |
| vii. War Veterans Allowance Act | (as amended over time) |
-

3 DEFINITIONS

In this Bylaw the following definitions apply:

Authorized Person

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

Burial

Means the placement of human remains or human cremated remains in a grave.

Burial Permit

Is a legal document issued by the Registrar of Vital Statistics providing permission for burial.

CAO (Chief Administrative Officer)

Is the person appointed by the Council into the position of Chief Administrative Officer for the Town of Bowden in accordance with the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time) and is the administrative head of the Municipality.

Cemetery

Means means land set apart or used as a place for the interment of human remains, and human cremated remains, owned and operated and under the control of the Town of Bowden, registered as Lot 1, Block 1, Plan 9212659 and known as the Bowden and District Cemetery.

Cemetery Services

Means the supply of any service to be rendered at a cemetery in respect of any plot, headstone, grave marker or monument and includes the supply of goods incidental to the provision of such service (eg, memory wall plaques).

Cemetery Supplies

Means burial vaults, headstones, grave liners, grave markers, monuments or bases for use in a Cemetery.

Columbarium

Means an above ground structure of niches designed with receptacles for interring human cremains.

Council

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

Disposition

Means the burial or cremation of a human body authorized under the Cemeteries Act.

Disinterment

Means the unearthing (exhumation) of human remains from the ground.

Field of Honour

Means an area of the Cemetery reserved for the burial of Veterans and their spouses.

Grave

Means a portion of ground in a cemetery, usually one plot, used or intended for the burial of human remains or for the burial of cremated human remains.

Grave Liner

Means an approved receptacle made from non-decomposable material (concrete or fiberglass) placed in a grave into which a casket is placed during the burial process.

Interment

Means the final disposition of a human body in the Cemetery either by:

- i. burial of human remains,
- ii. burial of human cremated remains,
- iii. placing of cremated human remains in a columbarium.

Monument

Means a structure erected, installed or placed on a burial plot or a columbarium for memorial or decorative purposes, and which includes, headstones, pillow markers, grave markers, columbarium plaques, and columbarium memory plaques, etc.

Municipality

Means the Town of Bowden.

Niche

Means a compartment within a columbarium.

Pillow Monument

Is an alternative to the traditional upright monument designed so that the back is higher than the front so creating a sloping face (made of granite or stone and engraved).

Plot

Means an interment space of either one grave or one columbarium niche.

Rates and Fees Bylaw

A Bylaw passed by Council to allow Town Administration to set fees, rates and charges for the provision of cemetery services and for establishing penalties for contraventions of this Bylaw.

Resident

Means a person who has resided within a Town of Bowden address (post code TOM 0K0) or as determined at the discretion of the CAO (on a case by case basis, without setting of any precedent).

Penalty

Means an amount payable in respect of offences in accordance with this Bylaw.

Reserve Plot

Means a plot (or a number of plots) which have been reserved for interment.

Ribbon

Means a concrete surface marking the burial plots upon which a monument is permanently placed.

Right of Interment

Means a right, acquired by purchase, inheritance or transfer, for the interment of human remains or human cremated remains in either a grave plot or columbarium niche. This provides the rights holder with the right to say who can be interred in a burial plot or columbarium niche. In addition, this authorizes the installation of a monument or marker or plaque (in accordance with this Bylaw).

Right of Interment Certificate

Means a document issued by the Town providing interment rights to a specific burial plot or columbarium niche and identifying the ownership of those rights.

Town

Means the municipal corporation of the Town of Bowden.

Urn Vault

Is a sealed outer receptacle made from non-decomposable material into which an urn of cremated human remains is placed prior to and part of the burial process.

Veteran

Means any person who has served in the Her Majesty's Armed Forces (Canadian or Commonwealth) or who has served as a regular member of the Royal Canadian Mounted Police and / or as otherwise defined by the Royal Canadian Legion or enactment.

Words (interpretation)

- i. "may" is to be construed as permissive and empowering
- ii. "must" is to be construed as imperative
- iii. "shall" is to be construed as imperative
- iv. "should" is to be construed as a recommended

4 GENERAL DUTIES, RIGHTS & POWERS**4.1 Governing Bodies**

The Council of the Town of Bowden is the governing body of the Bowden & District Cemetery, established under the requirement of the Province of Alberta Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C3 (as amended over time).

The general duties, rights and powers of Council & Town Administration are defined in this Bylaw that provides for the control and management of the Bowden & District Cemetery (enacted under the provisions of the Municipal Government Act, RSA 2000, Chapter M26).

4.2 Bowden & District Cemetery Association

The Bowden & District Cemetery Association is a Council Committee (an advisory body) as defined within the Council Committee Bylaw whose purpose is to:

- i. ensure that the operation of the Cemetery is controlled, managed, and maintained through a program of perpetual care (preservation, improvement, embellishment, and maintenance),
- ii. ensure that cemetery care funds are received, spent, and audited in a proper manner,
- iii. ensure that cemetery services are conducted in accordance with any statutory or regulatory requirements including, but not limited to, the Cemeteries Act, the Burial of the Dead Act, and the Vital Statistics Act,
- iv. liaise with the CAO in order to ensure that the day to day operation of the Cemetery is conducted in accordance with the requirements of this Bylaw or Council mandate including cemetery services, cemetery supplies, maintenance and record keeping obligations,
- v. liaise and communicate with residents and community groups regarding any programs or initiatives concerning the operation, management, control, of the Cemetery or any revisions to services or fees.

4.3 Responsibilities of the CAO**4.3.1**

The CAO has the responsibility for the day to day operation of the Cemetery and cemetery services in accordance with:

- i. Provincial statutes, regulations, and codes,
- ii. this Bylaw and any other applicable Bylaw, regulation, policy, or enactment,
- iii. the direction of Council or Council Committee.

4.3.2

Without limitation, the CAO is empowered to:

- i. maintain records and plans of all interments and disinterments at the Town Office,
- ii. collect fees for the sale of cemetery services & supplies and maintaining accurate financial records of all sale transactions,
- iii. granting approvals and permissions as needs, situation or circumstance requires.

4.3.3

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

4.4 Responsibilities of the Town

4.4.1

The Town reserves the right to:

- i. limit the number of developed plots,
- ii. direct the area and sequencing of development,
- iii. sell plots according to a specific plot plan or desired sequence.

4.4.2 Limit of Liability

The Town will take all reasonable precautions to protect property within the Cemetery but assumes no responsibility for:

- i. loss or damage from causes beyond its control (weather, elements, acts of God),
- ii. loss or theft due to vandalism or deliberate destruction
- iii. accidental damage
- iv. damage to, any Monument or any article placed on or in a plot.

Where the Town has an obligation under statute for perpetual care of the Cemetery this does not extend to Monuments including the maintenance and upkeep of decorations.

4.4.3 Right of Appeal

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

Council will make attempt to make a decision on any appeal within 30 days of its receipt.

Council's decision in respect of an appeal will be final and binding.

5 RIGHT OF INTERMENT

5.1.1

A burial plot cannot be used for any other purpose than for the interment of human remains or human cremated remains.

A columbarium niche cannot be used for any other purpose than for the interment of human cremated remains.

5.1.2

Payment of all relevant fees must be made in full prior to the issue of a Right of Interment Certificate.

5.1.3

Upon payment of the fee for the Right of Interment, the Town shall provide a receipt for the purchase of the plot and provide a Right of Interment Certificate to that person, or to that person's appointed representative.

5.1.4

The granting of interment rights does not transfer ownership of the land but provides the holder of the Right of Interment to intern human remains within an assigned plot subject to the provisions of this Bylaw or any other relevant Provincial Act or enactment. The land and its vested title remain the property of the Town.

5.1.5

The Right of Interment Certificate names the Interment Rights Holder(s). The Rights Holder has the legal right to determine who can be interred in the assigned plot.

The Right of Interment in a Field of Honour must however satisfy the requisite criteria of who can be interred in a Field of Honour.

5.1.6

The Interment Rights Holder must provide all of the required legal documentation, complete all of the required Town forms and pay all of the required Town fees prior to interment.

5.1.7

If the Interment Rights Holder dies, the Rights of Interment are considered an asset of the estate and as such are distributed to the beneficiaries of the deceased's estate. The Rights of Interment must then be re-registered at the Town Office in the new owner's name for the transfer to be completed and revalidated.

5.1.8

The purchaser of a Right of Interment may cancel a purchase without penalty within 30 days of the agreement providing the plot has not been used and subject to any administration fee that may be levied at the discretion of the CAO in respect of any time taken to retrieve copy documentation or to deal with the cancellation request.

5.1.9

The Interment Rights Holder may not sell, trade, or transfer the interment rights without re-registration to another Rights Holder at the Town Office (subject to any fee as established in the Rates and Fees Bylaw).

5.1.10

If a Right of Interment is surrendered to the Town, the original certificate of Right of Interment must be returned to the Town (or proof of purchase).

If proof of Right of Interment cannot be made (or found) then a letter of request should be submitted to the CAO.

An administration fee may be levied at the discretion of the CAO in respect of any time taken to retrieve copy documentation or to deal with the surrender request.

5.1.11

If a Right of Interment purchased preneed is deemed unusable, for any reason by the Town, then the Town will supply a similar plot at no additional cost to the Rights Holder (or their heirs) and the original plot shall revert to back to full Town ownership and control.

5.1.12

Plots cannot be subdivided or altered in any manner in violation of this Bylaw, Town cemetery plans and any other Act, Regulation or enactment unless authorized by the CAO or Council.

6 INTERMENT and DISINTERMENT

6.1 Authority

All interments and disinterments are conducted under the control and authority of the CAO.

Only persons acting under the direct authority of the CAO are permitted to open or close any plot for the purpose of interring or disinterring a body or cremated remains.

6.2 Notice

Between the dates of May 1 and October 31, all applications for full burials or interment of cremated remains in a grave shall be made to the Town office at least 48 hours before the date & time for interment.

Between the dates of November 1 and April 30 (winter months), all applications for full burials or interment of cremated remains in a grave shall be made to the Town office at least 72 hours before the time of interment.

Applications for interment on a Saturday, Sunday or Statutory Holiday must be placed with the Town office at least 72 hours before the date of interment. Interment on either a Sunday or Statutory Holiday is at the discretion of the CAO.

Applications for interment in a columbarium niche require 48 hours' notice.

The required notice periods may be relaxed at the discretion of the CAO dependent upon circumstance.

6.3 Burial Permits for Interment

6.3.1

Disposition of a human body (of a person who dies in Alberta) is not permitted in the Cemetery unless a valid Burial Permit is provided to the Town issued on behalf of the Alberta Government Registrar of Vital Statistics.

Where a Right of Interment was purchased preneed, the Certificate of the Right of Interment issued by the Town must also be produced.

Funeral Homes are not exempt from these requirements.

6.3.2

Disposition of a human body, of a person who dies outside of Alberta, is not permitted in the Cemetery unless a valid Burial Permit or any other document that is prescribed under the law of the jurisdiction in which the death occurred, certifying the death, and thereafter providing authority / permission for a burial / cremation, is provided to the Town.

6.3.3

The Town will make provision for the interment of unclaimed deceased persons and the interment of indigent persons in a specific plot as designated by the CAO.

6.4 Disinterment

Disinterment of either a body or cremated remains from a burial plot will not take place until a Disinterment Permit issued by the Alberta Government Registrar of Vital Statistics is provided to the Town.

Disinterment cannot take place until the CAO is satisfied that all regulatory requirements have been satisfied, all permits & certificates obtained, and fees paid.

Disinterment procedures must be followed in accordance with the requirement of any Act, Regulation order, enactment or ruling of the CAO.

6.4 Reinterment

Reinterment of either a body or ashes will not take place until a Reinterment Permit issued by the Alberta Government Registrar of Vital Statistics is provided to the Town.

Reinterment procedures must be followed in accordance with the requirement of any Act, Regulation order, enactment or ruling of the CAO.

6.5 Columbarium.

Nothing in the Bylaw restricts the removal of cremated human remains from a columbarium niche subject to an application made to and permission granted from the CAO.

7 PLOTS (Full Burial of a Casket)

7.1

All full burials are to be made within the confines of a single plot limited to:

- i. one adult body in one casket (double depth burials are not permitted),
- ii. one adult and one child under the age of five years in one casket,
- iii. two children under the age of five years in one casket.

Exceptions to this may be made in special cases at the discretion of the CAO.

7.2

An approved grave liner is required for all burials of human remains.

7.3

Grave liners placed in a burial lot must be at a depth sufficient that the highest point of the grave liner is a minimum of 1.83 metres (6 feet) below the surface of the ground.

7.4

A full burial cannot be made in a plot that already has been used for the interment of cremated remains.

8 PLOTS (Burial of Cremated Remains in Urn Vaults)

8.1

Urns of cremated remains must be enclosed in an approved urn vault (made from non-decomposable material) which must not exceed 40 cm by 40cm (16 inches) in size.

8.2

Urn vaults placed in a burial lot must be at a depth sufficient that the highest point of the urn vault is a minimum of 61cm (2 feet) below the surface of the ground.

8.3

A maximum number of four (4) urn vaults may be placed in a grave plot.

8.4

An urn vault(s) may be placed above an occupied grave (containing a casket) in accordance with the requirements of any enactment or order.

8.5

The placement of an urn vault in a grave will be according to a specific plot plan or direction or instruction designated by the Town (a plot plan for urns typically consists of 4 quadrants).

8.6

The position of buried urn vaults must be marked by permanent means of a lawn-level marker placed directly above the urn vault. This must occur within one year of the burial.

9 PLOTS (Columbarium Niches)**9.1**

The sale of columbarium niches will be according to availability and will be sold on a first come first served basis and in accordance with a specific plot plan or desired sequence determined by the Town).

9.2

A maximum number of two (2) urns may be placed in a columbarium niche.

9.3

An approved plaque may be purchased (subject to any fees stated in the Rates & Fees Bylaw) for installation on a Columbarium.

9.4

An approved memory wall plaque may be purchased (subject to any fees stated in the Rates & Fees Bylaw) for installation on a Columbarium side wall.

9.5

All columbarium wall plaques must be installed in accordance with any specific specification, installation plan or desired sequence as determined by the Town.

10 CARE OF PLOTS & MONUMENTS**10.1**

The Town is the provider of general care and maintenance of the Cemetery grounds.

10.2

After an interment, the Town will conduct basic maintenance on the plot in order to maintain safety or appearance including covering a burial plot with loam and grass seed.

10.3

All flowers, funeral designs or floral pieces placed during a funeral service shall be removed from burial plots within thirty days (30) after interment by the owner of the Right of Interment or his or her agent.

After thirty (30) days, the CAO may authorize the removal of such items without notice or permission.

10.4

The CAO has authority to remove any non-approved or unauthorized decorative installations and structures.

10.5

Burial plots must be maintained in accordance with any policies or regulations implemented by the Town.

10.6

The columbarium, including the all of the individual niches and the memory walls cannot be decorated in any manner other than the installation of approved plaques.

10.7

No person shall plant woody ornamentals or flowering ornamentals anywhere in the Cemetery without the permission of the CAO.

10.8

Approved flowering ornamentals or woody ornamentals, donated in memory of a deceased person, can only be planted by Town employees in a place designated by the CAO.

10.9

The Town may conduct plot repairs if the Town is unable to locate any family member to obtain prior authorization.

10.9

No person (other than the Town or its approved contractors) shall disturb or remove or replace any structure, maintenance equipment, monument, decorative structure, ornamental flower, shrub, tree, mulch, sod or soil from anywhere in the Cemetery without prior approval of the CAO.

10.10

The Town has the authority to remove all floral designs and vegetation of any kind from anywhere within the Cemetery as soon as they become wilted, unsightly or detrimental to regular maintenance or safety.

10.11

The Town will conduct, in the fall of each year, a cleaning program to remove all unsightly plastic floral designs and monuments. Notification of the cleaning program will be made via the Town's website including any notice of further rules and regulations passed from time to time with regard to the keeping of plots in good order.

11 MONUMENTS AND PLOT INSTALLATIONS**11.1**

All persons (contractors) employed in the construction and erection of monuments or conducting other work in the Cemetery are subject to:

- i. any applicable Act, Regulation, or enactment,
- ii. this Bylaw and any other effective Town policy or regulation,
- iii. the direction and control of the CAO.

11.2

No work can commence unless otherwise first approved and authorized by the CAO.

11.3

The CAO has the authority to not allow work to be conducted during weekend or holidays or any period as deemed necessary according to circumstance.

11.4

All persons (contractors) conducting work shall ensure that surrounding areas are left in the same condition as found. The cost of any rework or remedial repair to damage caused is the responsibility of that person (contractor).

11.5

Where a ribbon is available, the headstone or pillow monument must be placed upon the ribbon at the head of a grave.

11.6

Grave covers are prohibited except those currently in existence. Burial plots must not be covered by any slab, gravel, concrete, stone, or similar material unless approved by the CAO.

11.7

No more than one monument and up to four flat markers may be installed or placed on any one plot.

11.8

Monuments installed on concrete base structures (ribbons) must meet the following requirements:

- i. monuments shall be constructed of granite, marble, or bronze (or other approved material),
- ii. cairn or boulder monuments, or monuments constructed of other non-decomposable materials may be permitted upon application and approval from the CAO,
- iii. monuments must be installed so as to have a 5 to 10 cm (2 to 3 inches) clearance from the edge of the ribbon and the boundaries of the lot so as not to infringe on neighbouring plots,
- iv. Flat markers must be mounted flush with the surface of the ground and must not exceed 51cm (20 inches) by 51cm (20 inches).

11.9

The following provisions apply to areas within the Cemetery where no concrete base structure (ribbon) has been installed or will be installed:

- i. a concrete monument foundation extending 13 cm (6 inches) on each side of the monument not less than 13 cm. (6 inches) in depth and being at the level of ground adjoining the grave plot must be installed,
- ii. monuments must be installed so as to have a 5 to 10 cm (2 to 3 inches) clearance from the boundaries of the plot so as not to infringe on neighbouring plots,
- iii. monuments must be placed on a portion of the plot undisturbed by previous excavation and must be in line with the keeping and appearance of other monuments in that section of the Cemetery.

11.10

Upright monuments should be in accordance with the following recommended dimensions:

48 inches in height,
18 inches in depth,
48 inches in width.

Any variance to these dimensions is at the discretion of the CAO.

11.11

Pillow monuments should be in accordance with the following recommended dimensions:

12 inches in height,
18 inches in depth,
48 inches in width.

Any variance to these dimensions is at the discretion of the CAO.

11.12

All persons (contractors) erecting monuments shall ensure that such monuments are firmly secured to the foundation, whether such foundation is installed for that specific purpose, or is the concrete base (ribbon) provided. The foundation must be adequate to carry the weight of the monument.

11.13

Foot markers, or perimeter markers other than those installed at grade level, are prohibited except those currently in existence.

11.14

All monuments must be in keeping with the appearance or character of the Cemetery. The Town has the right to refuse placement of any monument, anywhere in the Cemetery, which does not conform to this Bylaw or if it is deemed by the Town not to be appropriate or acceptable in any way.

11.15

Any structure, monument, marker, plaque or placard (or inscription thereon) that is deemed to be offensive, improper or injurious to the appearance of surrounding plots or that of the Cemetery as a whole will be removed at the owners' expense.

If the owner cannot be directly contacted and notified, then the CAO is empowered to have the offending item removed without the owner's permission.

11.16

Whenever any structure, monument, marker, placard, or plaque is removed, replaced or repaired prior permission from the CAO must be first obtained.

12 GENERAL RULES (VISITORS & VEHICLES)**12.1**

No person shall visit or remain in the Cemetery other than during the daylight hours of dawn to dusk.

Gatherings of persons may not take place other than a funeral or ceremony unless permitted by prior approval of the CAO.

12.2

Visitors to the cemetery should contain themselves within the designated public areas, paths, and roads.

12.3

No person shall disturb the quiet and good order of the Cemetery by noise or other improper conduct.

12.4

No person shall destroy, damage, deface, write upon, or move any monument or other structure or object in the Cemetery.

12.5

Visitors shall not deposit any litter or waste except in receptacles provided for that purpose.

12.6

Animals are not allowed in the Cemetery, except for registered service dogs.

12.7

Firearms are not allowed in the cemetery at any time except unless prior permission and written authority is provided by the CAO.

12.8

Vehicles in the cemetery must keep to the designated roadways (except Town vehicles and approved contractors' vehicles used in the performance of care and maintenance work).

There is no designated vehicle parking area in the cemetery. Vehicles must remain on the designated roadways at all times and must not be parked in any other part of the cemetery including the Memorial Tree Park.

12.9

The Town may prohibit the driving of any type of vehicle in the Cemetery when the roadways are in an unfit condition.

The Town may prohibit the driving of any time of vehicle in any part of, or all of, the Cemetery as deemed necessary according to circumstance.

12.10

The maximum permitted speed of any vehicle in the Cemetery is 15 km per hour.

12.11

No person is permitted to ride a snowmobile, all-terrain vehicle, or horse in the cemetery unless prior approval has been obtained from the CAO.

Drivers of vehicle with trailers, heavy vehicles, or vehicles with limited maneuverability in confined spaces are required to seek prior permission from the CAO prior to entering the Cemetery.

12.12

Persons in control of any vehicle are responsible for any damage made whilst under control of that vehicle particularly if negligent in respect of:

- i. any general prohibitions,
- ii. any specific prohibitions,
- iii. not first obtaining the required permission,

which may lead to the issue of a penalty as stated within the Rates & Fees Bylaw.

12.13

Children must be supervised by an adult at all times.

No person is permitted to play outdoor games or sports in the Cemetery.

12.14

Cremains cannot be scattered anywhere within the Cemetery.

13 FIELD OF HONOUR**13.1**

The Town shall set aside an area (or areas) known as the Field of Honour which shall be reserved for the burial of Veterans.

13.2

Prior to interment in the Field of Honour (or granting of a Right of Interment) the Town must be satisfied that sufficient proof has been provided regarding the deceased / applicants' military service and which satisfies the definition of a Veteran.

13.3

Veterans (and spouses) may pre-purchase (reserve) a plot in the Field of Honour however they cannot preselect a specific plot.

13.4

A plot in the Field of Honour may contain either:

- i. a single casket (within a grave liner),
- ii. a casket and a single urn vault,
- iii. two urn vaults.

13.5

A spouse may only be interred after the Veteran has first been interred (unless otherwise approved by the CAO).

13.6

Headstones or markers placed on plots in the Field of Honour must be consistent with:

- i. specifications approved by Veterans Affairs Canada,
- ii. or consistent with any existing type of headstone or marker.

Approval is required from the CAO prior to the installation of any headstone or marker in the Field of Honour.

The provision of funeral and burial assistance (including fees) is subject to satisfying the qualification criteria of Veterans Affairs Canada and is not the responsibility of the Town.

13.7

A spouse of a Veteran may have his / her name inscribed on a headstone subject to any rules or regulations set by Veterans Affairs Canada.

13.8

Veterans headstones and grave markers provided by the Government of Canada may be cleaned, restored, or replaced by Veterans Affairs Canada without gaining prior permission from the family.

14 MEMORIAL TREE PARK**14.1**

An area of the Cemetery shall be reserved as a designated memorial tree park for the planting of memorial trees and the placement of memorial benches.

14.2

Human cremated remains must not be interred in the memorial tree park.

14.3

Trees, memorial benches, or other structures cannot be planted or placed in the memorial tree park until permission has been received from the CAO.

The type of tree or structure allowed may be specific as determined by the CAO in accordance with any plan or desired design specification or existing landscape feature.

14.4

Memorabilia, tributes, markers, or other items are not permitted to be placed either around the base of the trees in the memorial tree park or on the trees themselves unless authorized by the CAO.

14.5

The Town reserves the right to remove, at any time, without permission, any unauthorized memorabilia, tributes, markers, plaques, placards, or other decorative items.

15 RATES, FEES & BILLINGS**15.1 Authority of Council**

Council will set cemetery service fees as set out in the Rates & Fees Bylaw for the following:

- i. sales of burial plots,
- ii. sales of columbarium niches & columbarium plaques,
- iii. opening and closing of all burial plots and columbarium niches,
- iv. reopening of columbarium niches,
- v. disinterment / reinterment.

15.2

Additional charges in respect of burials carried out on Saturday, Sunday, or Statutory Holidays may be applied as set out in the Rates & Fees Bylaw.

15.3

Additional charges in respect of burials carried out after 3:30 pm on weekdays may be applied as set out in the Rates & Fees Bylaw.

15.4

Additional charges in respect of burials carried out in frost conditions or the winter months may be applied as set out in the Rates & Fees Bylaw.

15.5

Where specific rates are not established (in the Rates & Fees Bylaw) for any particular service, the CAO may establish and levy charges for other work or general duties performed by Town employees, contractors or caretakers.

16 APPLICABILITY

This Bylaw applies to all persons, visitors, or purchasers of plots within the Cemetery.

Any person who contravenes any provision of this Bylaw, 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.

Nothing in this Bylaw (either by inclusion or omission) exempts any person from any statutory enactment, requirement or Ministerial Order including, but not limited to, the Cemeteries Act, the Burial of the Dead Act, and the Vital Statistics Act.

17 PENALTIES**17.1**

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, this Bylaw, or any other Provincial or Federal regulation where valid and enforceable.

17.2

Any person who:

- i. contravenes a provision of this Bylaw is, guilty of an offence,
- ii. fails to do any act or thing the person is required to do, is guilty of an offence,

17.3

This may lead to the issue of:

- i. a specific penalty listed for an offence within the Rates & Fees Bylaw,
- ii. an unspecified penalty the amount of any which will be determined and applied at the discretion of the Town dependent upon the context, nature and severity of the offence as determined by the CAO.

18 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 enactment or any requirement of any lawful permit, order or licence.

19 BYLAW PRECEDENCE

This Bylaw supersedes and takes precedence over all previously passed Bylaws that make reference to:

- i. cemetery services provided by the Town,
- ii. the authority of the CAO with regard to cemetery services,
- iii. the management, control, and operation of the Cemetery.

Bylaw 10/2012 and all amendments thereto are hereby repealed.

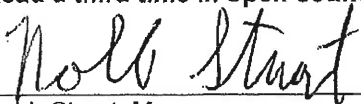
This Bylaw will come into effect on the final day of passing and signature thereof.

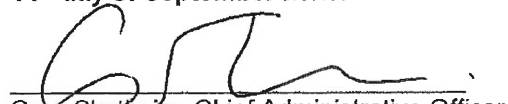
Read a first time in open council this 14th day of September 2020,

Read a second time in open council this 14th day of September 2020,

and finally passed by unanimous consent of the Councillors present.

Read a third time in open council this 14th day of September 2020.


Robb Stuart, Mayor


Greg Skotheim, Chief Administrative Officer

Regular Council Meeting: September 9, 2024.	Agenda Item: 8.a
Prepared by: Arno Glover	Approved by:
Report Type: RFD	Attachment(s): 1. Fortis Alberta Update letter. 2. Fortis Alberta Fee Rider Comparisons

Content:

8.a Fortis Alberta Electric Distribution Franchise Fee for 2025

Administration has received a request from Kelsey Nixon of Fortis Alberta for Council to confirm the electric franchise distribution fee for 2025.

The current percentage is **15% (this rate has remained unchanged since 1st January 2017)**

Comparison with other municipalities is provided below:

Municipality	%
Didsbury	17%
Innisfail	17%
Olds	17%
Sylvan Lake	18%
Penhold	19%

The estimated revenue to the Town for 2024 is \$141,037.00

The forecast revenue for 2025 is \$144,800.00 based on an unchanged 15% percentage rate.

For analysis purposes the following changes in the percentage rate would return estimated forecasted revenues as given:

Rate %	Revenue forecast 2025
15%	\$144,800.00
16%	\$154,453.00
17%	\$164,106.00
18%	\$173,760.00
19%	\$183,413.00
20% max	\$193,066.00

Note:

- 1
All figures are estimates only.
- 2
Any proposed rate changes require approval by Alberta Utilities Commission
- 3
The franchise fee cap is 20%

4

Any proposed increase or decrease in the franchise fee must be advertised in the local press for 2 consecutive weeks.

5

A decision must be made by November 1st, 2024.

Alternative Motions:

Motion by Councillor _____ that the decision of Council is to increase the Fortis Alberta Electric Distribution Fee percentage from 15% to **% effective January 1, 2025.

or

Motion by Councillor _____ that the decision of Council is to maintain the Fortis Alberta Electric Distribution Fee percentage at 15% for 2025.

CAO

From: Kelsey Nixon <kelsey.nixon@fortisalberta.com> on behalf of Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>
Sent: August 27, 2024 10:27 AM
To: CAO
Cc: Chris Burt
Subject: FortisAlberta Franchise Fee Documents/Changes - Bowden
Attachments: Electric Distribution Franchise Fee Percentages for 2025 (info).pdf; Franchise Fee Advisement Notification - Please Return via Email by November 1.doc; Franchise Fee Advisement Template.docx; Franchise Fees & Caps (July 2024).pdf; 2024-2025 Franchise Calculator - Town of Bowden.xlsx

Good morning,

On behalf of the Stakeholder Relations Team, I hope everyone has had a great summer! As we transition into September, we recognize that many of you are starting the budget deliberation process. As part of this process, it is also time to consider franchise fee revenues and potential changes to the franchise fee percentage. Attached is the annual franchise fee calculator to assist with these determinations.

The franchise fee calculator provides an estimate of potential franchise fee revenues for 2025. Actual revenues will depend on final approved electricity rates from the Alberta Utilities Commission, customer numbers, consumption, weather, and many other factors. In addition, you may also want to look at historical trends to estimate potential revenues.

Please review the attached "Electric Distribution Franchise Fee Percentages for 2025" for information on franchise fee changes. If you need any assistance, feel free to contact your Stakeholder Relations Manager for additional direction.



We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.



Rates, Options, and Riders Schedules
 Approved in AUC Disposition 28877-D01-2024
 Approved in AUC Disposition 28758-D01-2024
 Approved in AUC Disposition 28626-D01-2023
 Approved in AUC Disposition 28624-D01-2023
 Effective Date April 1, 2024

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MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	17%	2024/01/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	7%	2024/02/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	7.5%	2024/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	8%	2024/01/01	02-0065	Claresholm	6%	2024/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	18%	2024/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	17%	2024/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14%	2024/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	17%	2024/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.5%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01



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 Effective Date April 1, 2024

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Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	11%	2024/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	4.47%	2024/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	8%	2024/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

Regular Council Meeting: September 9, 2024.	Agenda Item: 10.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): 1 Municipal Affairs – Fire Services Training Program Grant.

Content:

10.a Letter received from Municipal Affairs dated August 9, 2024
Fire Services Training Program Grant.

Note: A copy of this letter has been emailed to Mike Feduniw, Battalion Chief, Red Deer County.

Recommended Motion:

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



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115836

August 9, 2024

Subject: 2025 Fire Services Training Program Grant

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs is providing \$500,000 in grant funding for the 2025 Fire Services Training Program. This government recognizes the important work of fire services, and that public safety is always a priority. While Municipal Affairs respects that fire services are a municipal responsibility, we also recognize that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses approved for delivery under this grant will align with the following key outcomes:

- public safety is preserved in Alberta;
- community risk is effectively managed by local authorities; and
- firefighters are able to receive training in alignment with best practices.

Grant information, along with grant guidelines and application form are available at www.alberta.ca/fire-services-training-grant. Please forward this information to your chief administrative officers and fire chiefs, so they may complete the application form. Collaboration involving multiple municipalities is permitted, but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or firecomm@gov.ab.ca.

This grant program will assist fire departments across the province be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2025 Fire Services Training Program submissions.

Sincerely,

A handwritten signature in blue ink that reads 'Ric McIver'.

Ric McIver
Minister

Regular Council Meeting: September 9, 2024.	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): As per content

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

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

Regular Council Meeting: September 9, 2024.	Agenda Item: 11.a
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s):

1 Capital Projects Update

Capital projects are progressing as follows:

1 (i) Walking Trail

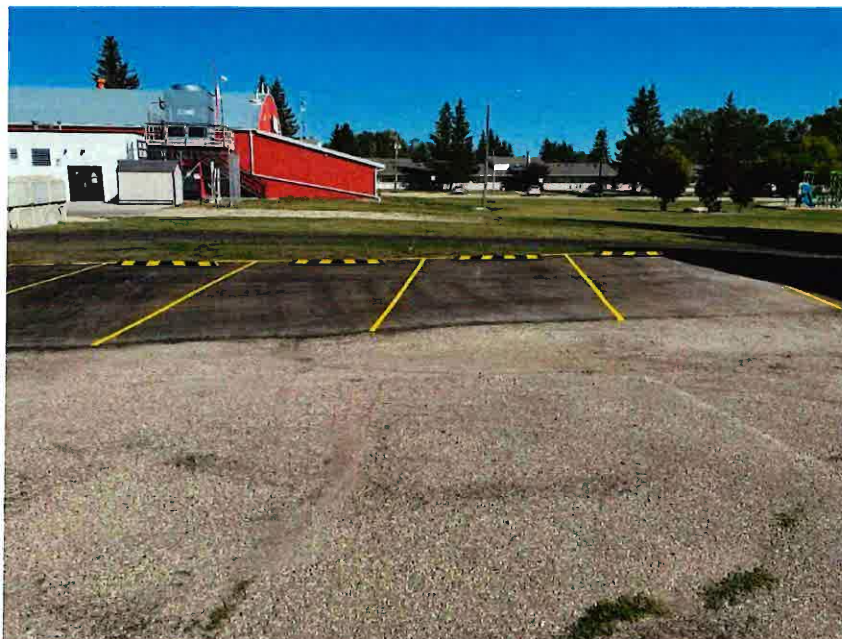
Phase 2 of the walking trail has been signed off. Street signage has now been delivered for the pedestrian crossing on Westview Crescent (at the connection of the walking trail) and for speed restrictions (15km) in those alleyways that join the two phases of the walking trail.

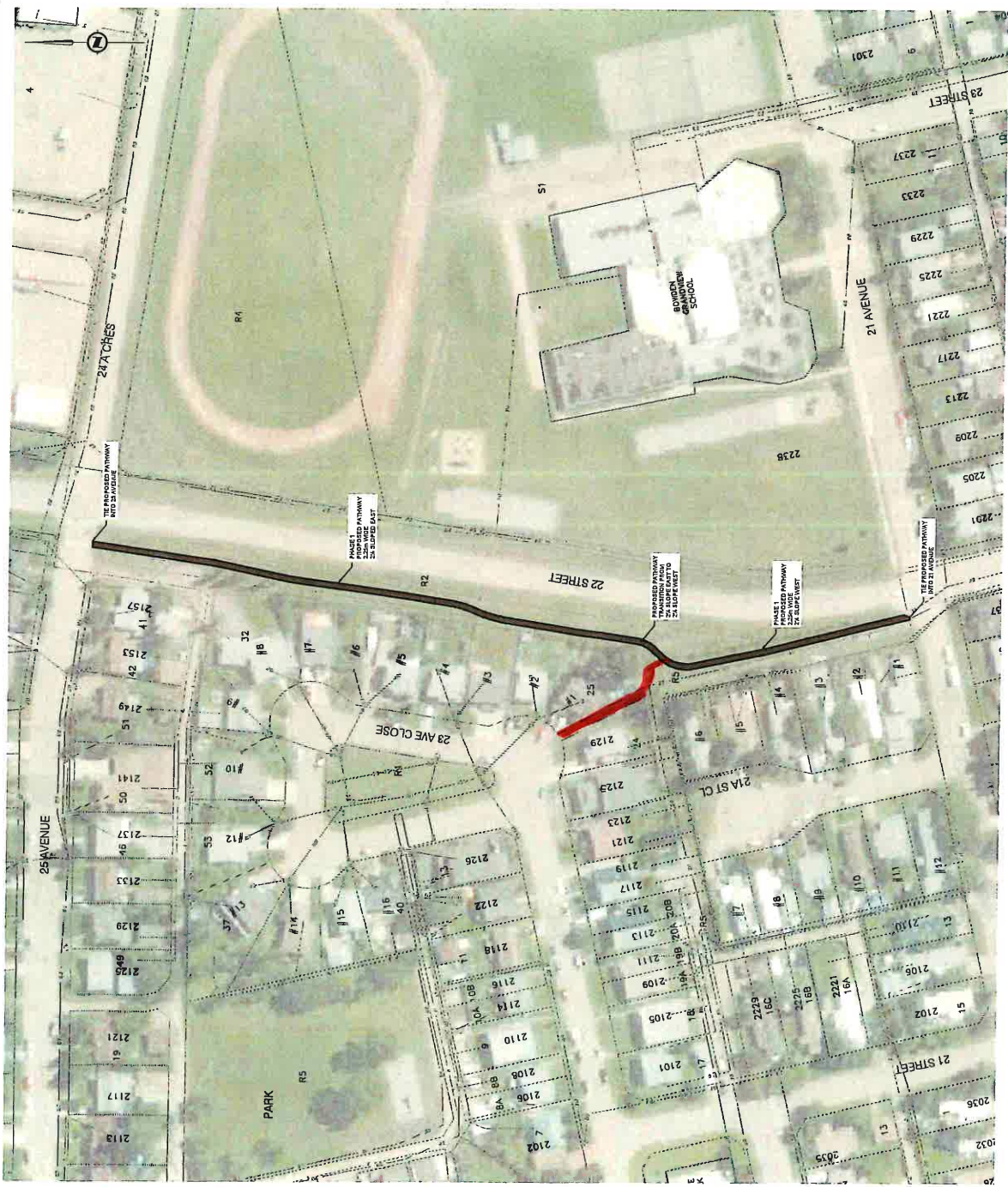
Public Works is waiting for the one call locates before installation can take place.

Phase 1 of the walking trail (21 Avenue to 25 Avenue) has been assessed with both ISL Engineering and Border Paving. There are a couple of Telus telecommunications pedestals that will need to be relocated. ISL will contact Telus to arrange for this work to be done prior to the commencement of the walking trail work (scheduled for spring / summer 2025).

With reference to the attached Plan for Phase 1 I have asked that Border Paving provide a quotation for an additional spur (short secondary route) that links the walking trail, via the alleyway to 23 Ave Close (highlighted in red). This addition will be submitted as part of the 2025 Capital Budget and will require Council approval.

With reference to the rework at the Bowden Event Centre the photo below shows the view east towards the arena.





- LEGEND**
- PROPOSED PATHWAY
 - PROPOSED EASEMENT
 - LEGAL PROPERTY LINE
 - EXISTING UP OF CUTTER
 - EXISTING TELLER LINE
 - EXISTING HULL LINE
 - EXISTING SHAW LINE
 - EXISTING SHAW ON LINE
 - EXISTING SUPERFICIAL FINE LINE
 - EXISTING WELLS LINE
 - EXISTING POWER POLE

NOTES

1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE STATED.
2. ALL COORDINATES AND DISTANCES ARE BASED ON ITRN COORDINATE.
3. LOCATION OF SHALLOWS/UTILITIES ARE AS SHOWN. CONTRACTOR TO CONFORM TO ALL UTILITIES PRIOR TO EXCAVATION.



NAD 83
COORDINATE

NO.	DESCRIPTION	DATE	BY	APP'D
1	ISSUED FOR DESIGN REVIEW	2023-05-23	JM	JD

DESIGNED	BY	DATE
DESIGNED	JM	2023-05-23
CHECKED	JM	2023-05-23
SCALE	1:500	



BOWDEN

TOWN OF BOWDEN
PROPOSED PATHWAY

PROJECT

PHASE 1
PLAN

FILE NO.	23104_PathwayPlans.dwg
SHEET NO.	P01
SHEET COUNT	1

09000

1 (ii) Off Leash Dog Park

Public Works has now fenced off the area around the storm water culvert in the off-leash dog park. This was done at the request of a number of residents to prevent dogs from returning to their owners in a wet and muddy state.

The material cost of this work was minimal (additional cap posts and joint clips) using posts and fencing that was reclaimed from the golf course fence (adjacent to the new walking trail).

**1 (iii) Cast Iron Water Main Replacement**

Work will commence starting 17th September to replace the 4-inch cast iron water main along 21st Street from 20 Avenue to 21 Avenue. Replacement of the water main with new modern material (PVC pipe) will make the water main more resilient to corrosion as PVC is more durable and flexible than cast iron.

The current age of the existing water main is not known but asset records indicate this as "prior to 1982".

There have been numerous breaks in this section of the water main in recent years due to corrosion of the pipe and a failure of its structural integrity due to temperature changes and frost heave action.

This project will prevent future incidents of pipe fractures of this type in this segment of the water distribution system

The Post Office has been informed of this work as this may require some additional manoeuvring of the delivery truck when accessing the loading bay.

1 (iv) Sidewalk on 20th Avenue

The concrete contractor will be on site later this month to install a new sidewalk on the north side of 20th Avenue from 23rd Street to 24th Street. Residents have been informed by letter of potential disruption to normal vehicle access / parking on those properties affected.

The solar powered crosswalk system has been ordered for the crossing at the west side of the intersection of 20th Avenue and 23rd Street.

This investment delivers an important community amenity that substantially improves pedestrian road safety at the junction of 20th Avenue (main street) and 23rd Street (the road to school).

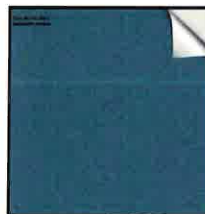
1 (v) Cemetery Border Fencing

The decorative border fence panels for the cemetery are on order with an expected delivery date sometime in early October. The size of the panels and the height of the fence posts has been measured and determined by the Bowden & District Cemetery Association in conjunction with the contractor (to take into account the sloping ground and the grave borders that exist on the east side of the cemetery boundary).

1 (vi) Museum / Pumphouse Cladding

Public Works took delivery this week of the cladding for the museum and pumphouse.

The colour (blue heron) is a close match to the Town's corporate logo colour.

**1 (vii) Arena Roof Assessment**

ISL has provided a report on the Arena Roof. Administration has yet to review the findings of the report with ISL. The report will be provided to Council in due course.

1 (viii) Pumphouse Upgrades

Pump P102 (pump and motor) has been rebuilt and reinstalled.

The METASYS (SCADA) software upgrade has been updated to the latest version.

The two VFD's are on order.

As previously reported a logging meter was installed at the pumphouse to record utility voltage abnormalities. The purpose was to obtain data to determine whether the current power fluctuations are a result of the power supply coming into the building (Fortis) or from the ageing Westinghouse Motor Control Centre.

The data analysis report has recently been provided by the contractor

Administration will update Council on the findings and next course of action in due course.

1 (ix) Wastewater Sewer CCTV

The contractor has completed the flushing and video inspection of all the areas in Town where older Vitrified Clay Tile (VCT) and Asbestos Clay Tile (AC) pipes exist.

A report has not yet been received from ISL Engineering.

2 ATCO Gas Distribution Franchise Agreement

An advertisement was placed in The Albertan newspaper this week as requested by the Alberta Utilities Commission. Residents have until September 17th to provide comments or concerns.

3 Cyber Security Upgrades**3.1**

The Town's IT Contractor has carried out a firmware upgrade to our Sonic Wall Router within the Town Administration office. These updates typically involve software update that fix known bugs or install new software patches against specific vulnerabilities.

3.2

Blokwork has been deployed to improve email filtering and 24/7 365 monitoring of the Town's email accounts for unusual behaviour / compromises.

Town employees and elected officials should receive daily email reports from Inspiris titled "Quarantined & Spam/ Junk".

Quarantined emails will not be delivered.

Potentially dangerous emails, if not genuine, should be deleted from the junk folder without replying or opening up any links.

3.3

We now have a facility for in house training on email security. This will be rolled out to all users of bowden.ca email accounts once this facility has been tested in house.

4 Zebra Crosswalk Markings

For added visibility some of the Town's crosswalks have been painted with white longitudinal lines to provide a zebra crosswalk.

Focus (initially) has been at the:

- i. school crosswalks,
- ii. main street (20th Avenue) crosswalks,
- iii. the new crossing on Westview Crescent.

5 Property Matters

With reference to land use within the light industrial district the matters raised in the previous CAO's report these will be discussed within closed session of Council.

Regular Council Meeting: September 9, 2024.	Agenda Item: 11.b / 11.c
Prepared by: Arno Glover	Approved by: n/a
Report Type: Information	Attachment(s): As per content

Content:**11.b****Council Committee Reports**

No reports submitted.

11.c**Society & Other Reports**

- i. Bowden Grandview School Newsletter (September 3, 2024).

The following reports are provided under separate cover (confidential)

An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 applies on the basis of: Section 27 "deemed to be privileged information".

- ii. Bowden Ag Society (meeting of June 19, 2024).
- iii. Bowden Ag Society (notes from August Meeting).

(reports submitted by Councillor Paul Webb)

Note:

All meeting minutes submitted should be assumed to be "unapproved".

Recommended Motion:

Motion by Councillor _____ that Council accepts the submitted Society & Other reports as information.

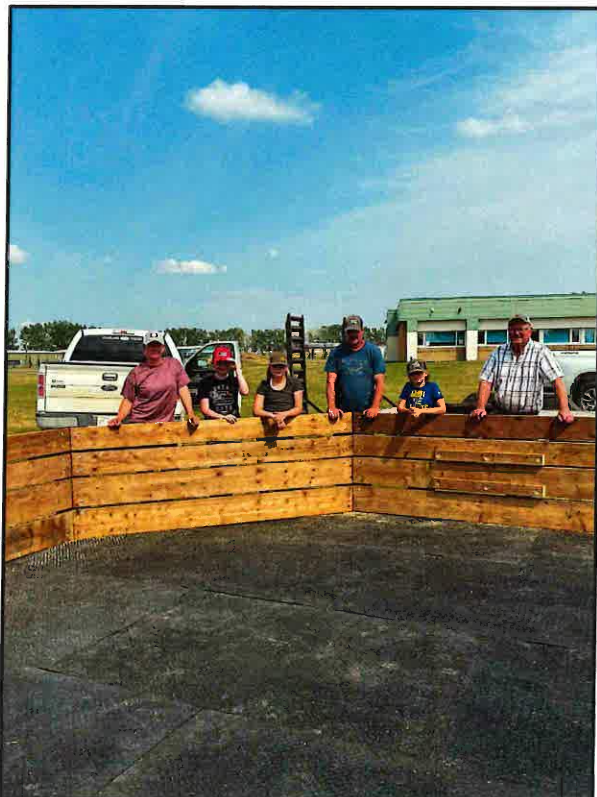
Bowden Grandview School

September 3, 2024



Thank you!

Thank you to the Innisfail Kinsmen, Jack and Heather Sinclair, Marshall and Jenn Wood & family for the new Gaga Pit. This is a fun addition to our playground



Important Dates:

September 11

- Community Registration/ BBQ

September 17

- Terry Fox Run

September 19

- Picture Day

September 20

- Non Instructional Day

September 26

- Orange Shirt Day

September 30

- National Day for Truth and Reconciliation





Welcome back!

As the new principal of Bowden Grandview, I am thrilled to welcome you all to the start of a brand new school year. I am so excited and look forward to meeting each and every one of you.

Whether you are a kindergartener taking your first steps into the world of education or a senior preparing to embark on the next chapter of your life, I am committed to ensuring that this school year is filled with growth, learning, and success for all of our students.

I am excited to work alongside our dedicated staff, supportive parents, and engaged community members to create a positive and inclusive learning environment where every student can thrive. Together, we will foster a sense of belonging, encourage curiosity, and celebrate the unique talents and strengths of each individual.

I am eager to get to know each student and parent, and I am dedicated to building strong relationships within our school community. My door is always open, and I encourage you to reach out to me with any questions, concerns, or ideas you may have.

I am confident that this school year will be filled with memorable experiences, meaningful connections, and endless opportunities for growth. Let's work together to make this a year to remember!

Here's to a fantastic school year ahead!

Mr. Deen Lockhat

2024 Bowden Community Showcase



BOWDEN

WEDNESDAY

September 11, 2024



TIME

5:00 - 7:00 PM



**BOWDEN GRANDVIEW
SCHOOL**

2238 - 21 Ave



FREE EVENT

INTERESTED IN A TABLE?

**CONTACT:
FCSS@BOWDEN.CA**

Come out and learn all that Bowden & Area has to offer For ALL AGES and interests.

- Learn about local organizations.
- Discover more about Bowden clubs & activities.
- Connect with volunteers.
- Find out what services are offered in Bowden.
- Children must be accompanied by a guardian.



Blazer Athletics Update



Welcome back everyone!

We are so excited for a fresh year and to get back into learning, competing and having fun! This year, our athletes will continue to work towards being committed, resilient, and competitive individuals within their teams.

We will be offering a variety of extra curricular sporting opportunities again to our students in grade 6-12. *Some extra curricular activities only begin in grade 7, where some are only available to students in sr. high (see below for details).

Tryouts will be mandatory this year to be a part of our teams. Team selections will be made by the coach(es) of the team. There must be enough athletes consistently attending tryouts in order to field a team. The minimum number required for a team will be determined by the athletic director and admin.

Month	Extra Curricular Activity	Grades
September	Golf	10-12
September-October	Cross Country Running	7-12
September-October	Volleyball	7-12 (there may be an opportunity for gr. 6s)
November-March	Basketball	7-12 (there may be opportunity for gr. 6s)
March-April	Badminton	7-12
May-June	Track and Field	7-12

Community Involvement Opportunities

COACHING At BGS, we are lucky enough to have many knowledgeable staff members coach our extra curricular teams, however, we do love to have community members come coach or help out when needed.

If there is a sport you are interested in coaching, please reach out to me through email, at: asackelageiger@cesd73.ca and we can discuss your area of expertise, our needs and any other details. It is required that there is a teacher supervisor for each team. This will be organized for you.

ATHLETE OF THE MONTH If you are interested in sponsoring this program, please contact asackelageiger@cesd73.ca

TRYOUTS



Jr/Sr. Cross Country Running (GR. 7-12)

September 11th - 3:15 - 4:00

*First date will be a 'come try it, see if you like it', before the coach has selections. In order to be a part of the cross country team, you must be able to complete a 800m run (two laps of the track).

*Practices will be once a week, with workouts for athletes to complete on their own as well.

Sr. Girls Volleyball (GR. 10-12)

September 4th - 6:00 - 7:30

September 5th - 3:15 - 5:00

Tryout attendance is mandatory to be considered for the team.



Girls/Boys Jr. Volleyball (GR. 7-9)

September 9th - 3:15-4:30 (both boys and girls)

September 12th - 3:15-4:30 girls only

*Tryout attendance is mandatory to be considered for the team.

*Grade 6s may attend, but there is no guarantee on availability on the team.

Extra Curricular Opportunities

We will be offering a variety of extra curricular sporting opportunities again to our students in grade 6-12.

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Coaching & Sponsoring Opportunities

COACHING

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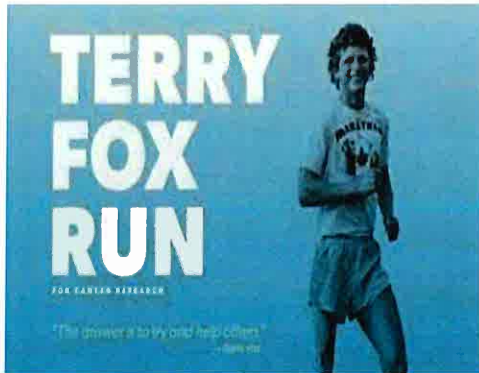
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ATHLETE OF THE MONTH

If you are interested in sponsoring this program, or our athletics department directly please contact asackelageiger@cesd73.ca



Just a reminder to please
be respectful of the "No
Parking in the bus lane
during drop off and pick up"
Thank you!



Please join Bowden Grandview
School for our Terry Fox Run on
September 17th

Students are encouraged to bring 'A
Toonie For Terry'. All donations may
be submitted to their homeroom
teacher.



Pizza Hut to kick off Hot Lunch

September 26th, 2024
will be our first hot lunch day

This year hot lunches will be every 2 weeks
on the Thursday

Managing Your Child's ☆ Screen Time ☆

If your child is spending too much time on screens, try this simple method to teach them about balance.

Water Cup Analogy:

Use a pitcher of water and several empty cups:

Explain that the pitcher is the total time in a day, and each cup represents different activities like learning, rest, playing, family time, and screen time.



Label and Fill the Cups:

Label each cup with an activity, including screen time. Fill the cups with water to represent how your child spends their time. Notice if the screen time cup is overflowing.



Discuss:

Explain that too much screen time means less time for other activities like playing outside, reading, and sleeping. Ask your child:

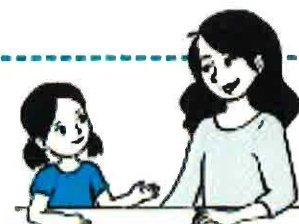
- Which activities are important for health and happiness?
- What can we do when some activities take too much or too little time?
- Which activities use our energy, and which ones give us energy?



Find a Balance:

Work together to create a balanced daily schedule. Agree on a reasonable screen time limit, like an hour a day, to ensure time for other activities.

This will help your child see their day clearly and understand the need for a balanced routine, leading to healthier habits and less screen time.



Back to School





Community Education Service



Improving emotional health and well being

Juno House™. Specializing in adolescent girls and young women's mental health presents the Juno House Therapeutic Model of Treatment™

Navigating Technology with our Youth

Andrea Halwas Larsen, PhD, CI, REACE

Counselling Therapist

Associate Therapist and Education Coordinator at Juno House

In this 1.5 hour presentation, we will discuss the role of technology and today's youth. The message of this presentation is not only based on technology, but also about a child's healthy brain development and the necessary parenting/caregiver role in creating healthy, emotional, regulated, and integrated brains. This presentation will address the underpinning of a child's emotional brain development and how to grow it, as well as how technology can dangerously hijack this.

We believe that talking does not grow neurons; experience grows neurons. This workshop is designed to give attendees the skills to become their child's emotional coach. The workshop will provide participants with:

- An understanding of the basic neuroscience behind healthy brain development,
- The dangers of technology for healthy brain development,
- Technology use rules that will help your child
- When building healthy brains, how to identify emotions in your child/student, and
- How to become your child's/student's emotional coach in only five steps and in that, build a resilient child.

The presentation is facilitated by a therapist from Juno House who has years of both clinical and facilitating experience. Juno House was founded in 2008 as a Centre of Excellence for adolescent girls and young women who are experiencing anxiety-based mental health issues of self-harm, obsessive compulsive disorders, depression and eating disorders.



Arnica
FOUNDATION

September 26th, 2024

12:00 PM – 1:30 PM

[Registration link](#)



This session is presented by the Community Education Service of the Mental Health Collaborative, Child & Adolescent Addiction & Mental Health and Psychiatry Program (CAAMHPP) of Alberta Health Services in partnership with

[Juno House](#) and is sponsored by the [Arnica Foundation](#).

CES@ahs.ca <http://community.bmhc.ca/>

Literacy Corner

Though it feels like summer has just started, we are excited to have you all back to cheer you on in your new school year! Here is a great list of back to school books we want to share with you!

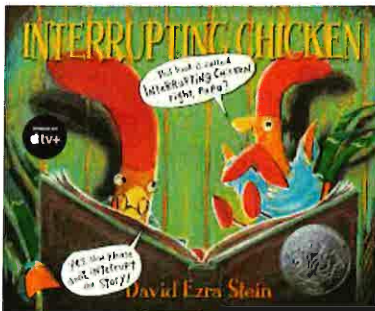
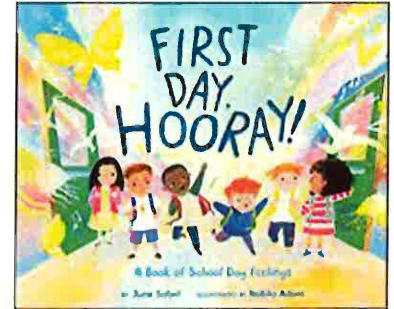
First Day, Hooray!

By June Sobel

Illustrated by Nabila Adani

There's a lot to check off on the back-to-school list. Lunchbox? Check. Notebook? Paper? Glue stick? Check. Check. Check. But school supplies aren't the only thing we bring with us. We also bring along our FEELINGS!!

Follow along as a class of young children learns to identify and process the wide array of feelings they meet on the first day of school. Say "hello" to HAPPY, soothe ANGER, jump with EXCITED, and shout HOORAY when a fun day comes to an end.



Interrupting Chicken

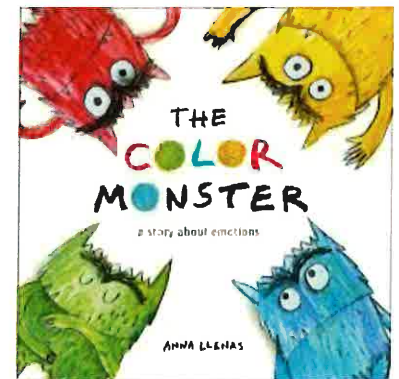
by David Ezra Stein

A fun story about how it feels when someone is constantly blurting out or interrupting, even when they don't mean to. It's also great for making predictions before, during, and after the story or for drawing conclusions/making inferences about how interrupting affects others. Try reading it with different voices for the Papa chicken and little red chicken—the students love it!

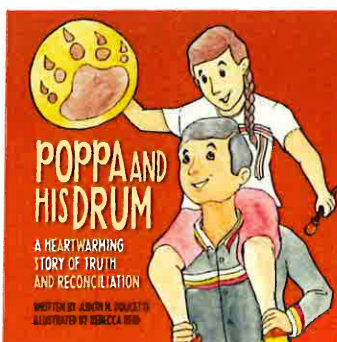
The Color Monster: A Story About Emotions

by Anna Llenas

One day, Color Monster wakes up feeling very confused. His emotions are all over the place; he feels angry, happy, calm, sad, and scared all at once! To help him, a little girl shows him what each feeling means through color. As this adorable monster learns to sort and define his mixed-up emotions, he gains self-awareness and peace as a result.



Indigenous Education / Literature



Poppa and his Drum: A Heartwarming Story on Truth and Reconciliation

by Judith M. Doucette (Mi'kmaw), illustrated by Rebecca Reid (Mi'kmaw)

"After moving from an all-French Indigenous community to the English community of St. George's when he was a little boy, Poppa's life as a young man was very sad. He was treated badly by his schoolteachers and some other children in the town.

Years later, when his grandson wants to bring him into school to play his drum for the class, Poppa is nervous but goes anyway. He is relieved to see he is welcomed and even encouraged to share his knowledge of the traditions and customs of his Mi'kmaw culture."