

**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 10 June 2024**, at 7:00pm.

<b>1. CALL TO ORDER</b>	
<b>2. ADDITIONS / DELETIONS TO THE AGENDA &amp; ADOPTION OF THE AGENDA</b>	
<b>3. ADOPTION OF PREVIOUS MINUTES</b>	<b>Pages</b>
3.a May 27, 2024, Regular Council Meeting.	2 - 6
3.b June 3, 2024, Special Council Meeting.	7 - 8
<b>4. PUBLIC HEARING</b>	
None scheduled.	
<b>5. DELEGATION</b>	<b>9</b>
5.a Keith Bailey (Bowden Agricultural Society)	
5.b S/Sgt Warren Wright (Olds RCMP Detachment)	<b>10 - 19</b>
<b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b>	<b>20</b>
6.a Bowden Hotel.	
6.b Bylaw Enforcement	
6.b Key Dates.	
<b>7. BYLAWS &amp; POLICIES</b>	
7.a Fire Bylaw 03 / 2024 (second reading)	<b>21 - 38</b>
7.b Water Bylaw 05 / 2024 (first reading)	<b>39 - 64</b>
7.c Policy Framework & Standards Policy 03 / 2024.	<b>65 - 76</b>
<b>8. NEW BUSINESS</b>	<b>77</b>
8.a Highway 2a	<b>78 - 79</b>
<b>9. FINANCIAL</b>	
No item submitted	
<b>10. CORRESPONDENCE</b>	
No item submitted	
<b>11. REPORTS</b>	<b>80</b>
11.a CAO's Report.	<b>81</b>
11.b Council Committee Reports.	
11.c Society & Other Reports.	
<b>12. CLOSED SESSION OF COUNCIL ("in camera")</b>	
12.a Personnel (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".	
<b>13. MEETING ADJOURNMENT</b>	



0000 2

**Town of Bowden – Regular Council Meeting  
held on Monday 27 May 2024  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

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

<b>ADMINISTRATION</b>	CAO	Rudy Friesen
	Recorder	Arno Glover

<b>ABSENT</b>	Councillor	Wayne Milaney
---------------	------------	---------------

**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 Mayor Robb Stuart that Council adopts the minutes for the Regular Council Meeting of May 13, 2024, as amended.

**MOTION CARRIED UNANIMOUSLY**

*Note: (amended as follows)*

*Agenda item 1 Call to Order*

*A Glover attendance corrected to record as being absent.*

*Agenda item 8.a Municipal Affairs Statutes Amendments*

*Motion corrected to record the vote as being "carried".*

*Agenda item 11.c (i) and (ii) Society & Other Reports*

*The addition of a statement that no motion was made following the closed session of Council.*

**4. PUBLIC HEARING**

There were no public hearings.

**5. DELEGATION**

There were no delegations.

0000 3

**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 Alberta Municipalities Distinguished Service Award (application)**

Mayor Robb Stuart provided an update on the application process.

Each applicant is required to prepare a biography and submit a photograph.

The CAO is required to validate the number of years of service.

The online deadline for submissions is June 14.

**Agenda item 6.c Key Dates**

Administration provided Council with forthcoming key dates.

Mayor Robb Stuart added the date of June 12 for the Special Events Committee meeting (7:00pm).

Attendees for the Alberta Municipalities Summer Municipal Leaders Caucus were confirmed as Mayor Robb Stuart, Councillor Deb Coombes, and Councillor Sandy Gamble.

Councillor Paul Webb requested to be registered. CAO Rudy Friesen is to action this request.

There was no motion made reference agenda items 6.a / 6.b / 6.c.

**7. BYLAWS & POLICIES**

There was no agenda item submitted.

**8. NEW BUSINESS****Agenda item 8.a CAEP Committee Invitations**

Administration provided Council with details of positions available on four CAEP Committees.

CAO Rudy Friesen requested that Councillors expressing an intent to volunteer as a committee member complete the CAEP Committee Member Nomination Form (as provided on page 9 of the agenda).

**Motion 8.a**

Moved by Councillor Marie Flowers that Council accepts the CAEP committee documents as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.b Innisfail Chamber of Commerce**

Administration provided details of an initiative by the Innisfail Chamber of Commerce to include neighbouring communities in the award for small business of the year.

CAO Rudy Friesen is to provide Council with further additional information on this proposal and any other membership requirements.

**Motion 8.b**

Moved by Councillor Randy Brown that Council accepts the Innisfail Chamber of Commerce proposal as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.c Fortis Franchise Report 2023**

Administration provided details of the Town of Bowden Franchise Presentation prepared by Fortis Alberta.

000004

There was some confusion over the statistics provided with regard to Site Counts and Consumption.

Council requested that the CAO reaches out to the Fortis Stakeholder Relations Manager, Chris Burt, and request a formal presentation to be given to Council.

**Motion 8.c**

Moved by Councillor Deb Coombes to direct Administration to arrange a delegation presentation at a future Regular Council Meeting for Fortis to provide further information on the franchise statistics for the Town of Bowden.

**MOTION CARRIED UNANIMOUSLY**

**9. FINANCIAL**

There was no agenda item submitted.

**10. CORRESPONDENCE**

There was no agenda item submitted.

**11. REPORTS**

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

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

With reference to each item:

**1 Town Fibre**

The residential service delivery component is provided and administered through a Municipally Controlled Corporation (MCC) known as "Connect" (managed by Equus).

There are two alternative options.

Option 1 requires an initial investment by the Town offset by future revenue streams.

Option 2 requires no investment by the Town but with no revenue streams.

A delegation presentation by Connect is scheduled for the Regular Council Meeting of August 12.

A decision on either option will be required by the spring of 2025.

Mayor Robb Stuart enquired as to whether the exact location of the communication tower was known. CAO Rudy Friesen stated that at this time the exact location was not known.

**2 Additional Street Lights**

CAO Rudy Friesen stated that if requested Fortis could undertake a light audit within the Town sometime in the fall. There was no decision made on this.

Administration further provided Council with a schematic illustration of the proposed location of an additional 4 streetlights on 21st Street.

Fortis had provided a budgeted estimate of \$6500.00 (plus ongoing fees) for the installation subject to a formal quote and engineering site survey.

Council requested that Administration proceed with the installation of the four additional streetlights.

000005

This would require a revision to be made to the 2024 capital budget.

**Motion 11.a**

Moved by Councillor Sandy Gamble that Administration proceeds with the installation of the four additional streetlights as per the submitted schematic and that the 2024 Capital Budget is revised to include the additional cost of the installation.

**MOTION CARRIED UNANIMOUSLY**

**3 Bylaw Agreement**

CAO Rudy Friesen provided details of options regarding bylaw enforcement.

There was no decision made.

CAO Rudy Friesen is to provide a further update on the proposed options at the next regular council meeting.

**4 Urban Hen Pilot Program**

CAO Rudy Friesen stated that a signed agreement was in effect (as of May 14, 2024) thereby commencing the start of the Urban Hen Pilot Program.

**Motion 11.b**

Moved by Councillor Marie Flowers that Council accepts the 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**

(i)

Mountain View Regional Water Services Commission Report (zoom meeting of May 8, 2024)

Mayor Robb Stuart provided an overview of matters discussed within the meeting.

An Environmental Management System Audit Report has been provided for Councillors to review (this is on the Councillor workstation within the Administration Office).

The purpose of the Audit was to assess the adequacy of the effectiveness of the MVRWSC Environmental Management System processes.

Mayor Robb Stuart gave details of an invitation for members of Council to tour the Anthony Henday Water Treatment Plant on Wednesday June 19, 2024 (4:00 pm. to 7:00 pm).

Councillors should liaise with the CAO for registration details.

**Motion 11.c**

Moved by Councillor Randy Brown that Council accepts the submitted Society & Other Report as information.

**MOTION CARRIED UNANIMOUSLY**

000006

---

**Mayor Robb Stuart called for a brief recess at 7:54 p.m.  
Mayor Robb Stuart called the meeting back to order at 7:58 p.m.**

---

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

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

*Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 17 “is deemed harmful to personal privacy”.*

### **Motion 12.a**

Moved by Councillor Marie Flowers at 7:58 p.m. that Council moves to an “in-camera” session for Agenda item 12.a as per section 17 of the FOIP Act.

**MOTION CARRIED UNANIMOUSLY**

### **Motion 12.b**

Moved by Councillor Sandy Gamble at 8.35 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 8:36 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

---

**Mayor  
Robb Stuart**

---

**CAO  
Rudy Friesen**



000007

Town of Bowden – Special Council Meeting  
held on Monday June 3, 2024  
at Town of Bowden Council Chambers.

**MINUTES (unapproved)**

**1. CALL TO ORDER**

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

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

<b>ABSENT</b>	Councillor	Wayne Milaney
---------------	------------	---------------

**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 as presented for the Special Council Meeting of May 22, 2024.

**MOTION CARRIED UNANIMOUSLY**

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

**Agenda item 4.a Personnel Matter**

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

**Motion 4.a.**

Moved by Councillor Paul Webb at 7:08pm that Council moves to an “in-camera” session.

**MOTION CARRIED UNANIMOUSLY**

**Motion 4.b.**

Moved by Councillor Randy Brown at 7:58pm that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

There was no motion made in respect of Agenda item 4.a



000008

**5. MEETING ADJOURNMENT**

**Motion 5.a**

Moved by Councillor Deb Coombes at 8:00pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

---

**Mayor  
Robb Stuart**



<b>Regular Council Meeting:</b> June 10, 2024.	<b>Agenda Item:</b> 5.a / 5.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 RCMP Crime Stats & Community Report

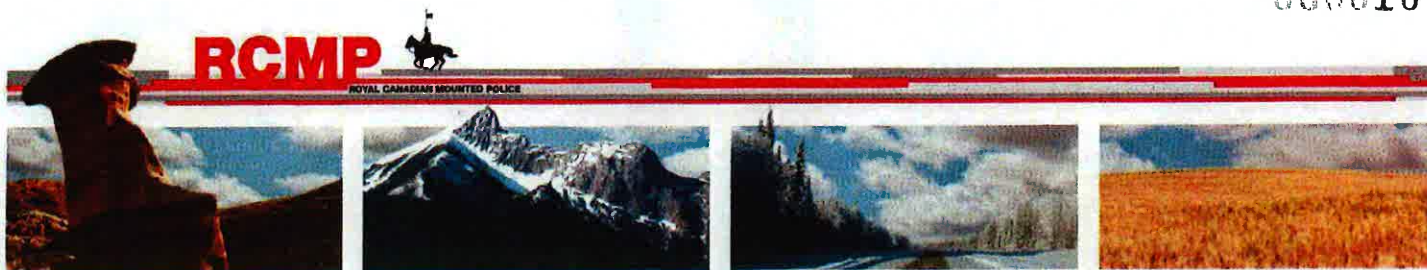
**5.a****Keith Bailey – Bowden Agricultural Society****5.b****S/Sgt Warren Wright – Detachment Commander (Olds RCMP Detachment).**

Staff Sergeant Warren Wright will provide Council with an overview of the:

- i. Letter dated May 2, 2024,
- ii. Quarterly Crime Statistics January to March 2020 – 2024,
- iii. Provincial Policing Report.

**Suggested Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the RCMP Crime Statistics and Provincial Policing Report as information.



May 2, 2024

S/Sgt. Warren Wright  
Detachment Commander  
Olds, AB

Dear Mayor Robb Stuart,

Please find the quarterly Community Policing Report attached that covers the January 1<sup>st</sup> to March 31<sup>st</sup>, 2024 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Olds RCMP Detachment.

I would also like to introduce you to Deputy Commissioner Rob Hill, the new Commanding Officer of the Alberta RCMP. Deputy Commissioner Hill has had a diverse and wide-ranging RCMP career, spanning from the Prairies to the Arctic, with positions along the way that have included Drugs Section in Winnipeg and as the former Detachment Commander of Stony Plain (now amalgamated in to Parkland). With public safety as the beacon guiding our operations, Deputy Commissioner Hill is focussed on community engagement; Reconciliation; employee wellness; and recruiting new police officers and retention. Deputy Commissioner Hill is proud to lead your Alberta RCMP and looks forward to meeting you in the future.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt. Warren Wright  
Detachment Commander  
Olds RCMP

Cpl. Leif SVENDSEN  
RCMP Reg #51311

for S/Sgt. Wright

**Olds Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2020 - 2024**

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		1	1	1	0	0	-100%	N/A	-0.3
Robbery		0	1	0	0	0	N/A	N/A	-0.1
Sexual Assaults		1	2	5	2	1	0%	-50%	0.0
Other Sexual Offences		0	0	6	0	0	N/A	N/A	0.0
Assault		10	6	14	4	6	-40%	50%	-1.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	1	2	3	2	-50%	-33%	-0.2
Uttering Threats		3	5	5	2	3	0%	50%	-0.3
<b>TOTAL PERSONS</b>		<b>19</b>	<b>16</b>	<b>33</b>	<b>11</b>	<b>12</b>	<b>-37%</b>	<b>9%</b>	<b>-1.9</b>
Break & Enter		10	10	12	12	3	-70%	-75%	-1.2
Theft of Motor Vehicle		4	5	4	4	2	-50%	-50%	-0.5
Theft Over \$5,000		1	9	0	2	0	-100%	-100%	-0.9
Theft Under \$5,000		23	22	20	10	5	-78%	-50%	-4.8
Possn Strn Goods		22	4	11	3	1	-95%	-67%	-4.3
Fraud		7	9	6	6	6	-14%	0%	-0.5
Arson		0	1	2	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		7	24	18	5	3	-57%	-40%	-2.7
Mischief - Other		8	5	4	4	2	-75%	-50%	-1.3
<b>TOTAL PROPERTY</b>		<b>82</b>	<b>89</b>	<b>77</b>	<b>46</b>	<b>22</b>	<b>-73%</b>	<b>-52%</b>	<b>-16.3</b>
Offensive Weapons		5	3	5	2	0	-100%	-100%	-1.1
Disturbing the peace		2	5	1	2	1	-50%	-50%	-0.5
Fail to Comply & Breaches		4	7	2	0	1	-75%	N/A	-1.3
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>-67%</b>	<b>100%</b>	<b>-1.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>17</b>	<b>18</b>	<b>14</b>	<b>5</b>	<b>4</b>	<b>-76%</b>	<b>-20%</b>	<b>-3.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>118</b>	<b>123</b>	<b>124</b>	<b>62</b>	<b>38</b>	<b>-68%</b>	<b>-39%</b>	<b>-22.1</b>

**Olds Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2020 - 2024**

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	2	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		0	0	0	3	1	N/A	-67%	0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		2	0	2	3	1	<b>-50%</b>	<b>-67%</b>	<b>0.1</b>
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		0	2	0	0	2	N/A	N/A	0.2
<b>TOTAL FEDERAL</b>		2	2	3	4	3	<b>50%</b>	<b>-25%</b>	<b>0.4</b>
Liquor Act		3	1	1	6	2	-33%	-67%	0.3
Cannabis Act		7	1	2	0	0	-100%	N/A	-1.5
Mental Health Act		4	12	6	9	4	0%	-56%	-0.3
Other Provincial Stats		18	14	18	12	13	-28%	8%	-1.2
<b>Total Provincial Stats</b>		32	28	27	27	19	<b>-41%</b>	<b>-30%</b>	<b>-2.7</b>
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		2	1	3	2	1	-50%	-50%	-0.1
<b>Total Municipal</b>		2	1	4	2	1	<b>-50%</b>	<b>-50%</b>	<b>-0.1</b>
Fatals		0	0	0	0	1	N/A	N/A	0.2
Injury MVC		8	4	6	6	6	-25%	0%	-0.2
Property Damage MVC (Reportable)		79	46	86	68	69	-13%	1%	0.2
Property Damage MVC (Non Reportable)		11	10	27	9	19	73%	111%	1.5
<b>TOTAL MVC</b>		98	60	119	83	95	<b>-3%</b>	<b>14%</b>	<b>1.7</b>
Roadside Suspension - Alcohol (Prov)		0	6	3	2	2	N/A	0%	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		1,059	761	521	266	351	<b>-67%</b>	<b>32%</b>	<b>-191.1</b>
Other Traffic		1	1	2	2	3	200%	50%	0.5
Criminal Code Traffic		12	10	11	11	9	-25%	-18%	-0.5
<b>Common Police Activities</b>									
False Alarms		2	4	3	2	2	0%	0%	-0.2
False/Abandoned 911 Call and 911 Act		11	7	4	4	1	-91%	-75%	-2.3
Suspicious Person/Vehicle/Property		51	27	15	23	16	-69%	-30%	-7.4
Persons Reported Missing		1	2	1	3	1	0%	-67%	0.1
Search Warrants		2	1	0	0	0	-100%	N/A	-0.5
Spousal Abuse - Survey Code (Reported)		10	7	22	1	5	-50%	400%	-1.6
Form 10 (MHA) (Reported)		0	2	0	0	2	N/A	N/A	0.2

**Olds Provincial Detachment  
Crime Statistics (Actual)  
March: 2020 - 2024**

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		1	1	0	0	0	-100%	N/A	-0.3
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	1	0	1	0%	N/A	-0.1
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		7	3	7	3	4	-43%	33%	-0.6
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		2	1	2	1	1	-50%	0%	-0.2
Uttering Threats		2	0	3	0	0	-100%	N/A	-0.4
<b>TOTAL PERSONS</b>		<b>13</b>	<b>6</b>	<b>13</b>	<b>4</b>	<b>6</b>	<b>-54%</b>	<b>50%</b>	<b>-1.6</b>
Break & Enter		1	2	8	0	1	0%	N/A	-0.2
Theft of Motor Vehicle		1	0	1	1	1	0%	0%	0.1
Theft Over \$5,000		0	4	0	1	0	N/A	-100%	-0.3
Theft Under \$5,000		7	3	9	2	1	-86%	-50%	-1.3
Possn Stn Goods		3	1	4	0	0	-100%	N/A	-0.7
Fraud		4	3	3	2	2	-50%	0%	-0.5
Arson		0	1	0	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		1	1	6	2	2	100%	0%	0.3
Mischief - Other		2	3	1	0	1	-50%	N/A	-0.5
<b>TOTAL PROPERTY</b>		<b>19</b>	<b>18</b>	<b>32</b>	<b>8</b>	<b>8</b>	<b>-58%</b>	<b>0%</b>	<b>-3.2</b>
Offensive Weapons		3	0	1	1	0	-100%	-100%	-0.5
Disturbing the peace		0	2	0	0	0	N/A	N/A	-0.2
Fail to Comply & Breaches		1	1	0	0	0	-100%	N/A	-0.3
<b>OTHER CRIMINAL CODE</b>		<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>-67%</b>	<b>N/A</b>	<b>-0.4</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>7</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>-86%</b>	<b>0%</b>	<b>-1.4</b>
<b>TOTAL CRIMINAL CODE</b>		<b>39</b>	<b>27</b>	<b>48</b>	<b>13</b>	<b>15</b>	<b>-62%</b>	<b>15%</b>	<b>-6.2</b>



**Olds Provincial Detachment  
Crime Statistics (Actual)  
March: 2020 - 2024**

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>N/A</b>	<b>N/A</b>	<b>0.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
<b>TOTAL FEDERAL</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>N/A</b>	<b>N/A</b>	<b>0.1</b>
Liquor Act		3	1	1	0	1	-67%	N/A	-0.5
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		3	1	1	4	3	0%	-25%	0.3
Other Provincial Stats		4	4	6	8	8	100%	0%	1.2
<b>Total Provincial Stats</b>		<b>11</b>	<b>6</b>	<b>8</b>	<b>12</b>	<b>12</b>	<b>9%</b>	<b>0%</b>	<b>0.8</b>
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		2	0	2	1	1	-50%	0%	-0.1
<b>Total Municipal</b>		<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>-50%</b>	<b>0%</b>	<b>-0.1</b>
Fatals		0	0	0	0	1	N/A	N/A	0.2
Injury MVC		2	1	4	1	1	-50%	0%	-0.2
Property Damage MVC (Reportable)		11	17	25	21	30	173%	43%	4.2
Property Damage MVC (Non Reportable)		2	2	5	2	3	50%	50%	0.2
<b>TOTAL MVC</b>		<b>15</b>	<b>20</b>	<b>34</b>	<b>24</b>	<b>35</b>	<b>133%</b>	<b>46%</b>	<b>4.4</b>
Roadside Suspension - Alcohol (Prov)		0	2	2	1	1	N/A	0%	0.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>313</b>	<b>260</b>	<b>177</b>	<b>90</b>	<b>118</b>	<b>-62%</b>	<b>31%</b>	<b>-56.0</b>
<b>Other Traffic</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>N/A</b>	<b>N/A</b>	<b>0.1</b>
<b>Criminal Code Traffic</b>		<b>8</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>-63%</b>	<b>-25%</b>	<b>-1.2</b>
<b>Common Police Activities</b>									
False Alarms		1	2	1	0	1	0%	N/A	-0.2
False/Abandoned 911 Call and 911 Act		8	0	1	0	1	-88%	N/A	-1.4
Suspicious Person/Vehicle/Property		13	13	2	10	9	-31%	-10%	-1.1
Persons Reported Missing		0	1	0	3	0	N/A	-100%	0.2
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		3	4	8	0	0	-100%	N/A	-1.0
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0



## RCMP Provincial Policing Report

### Detachment Information

Name of Detachment

Olds

Name of Detachment Commander

S/Sgt. Warren WRIGHT

Quarter

Q4

Date of Report (yyyy-mm-dd)

2024-04-24

FTE Utilization Plan

2023/24

Select Type of Policing Report

Municipal Policing Report Under
  Municipal Policing Report Over
  PPSA
  Coaldale

### Community Consultations

#### Consultation No. 1

Date (yyyy-mm-dd)

2024-01-18

Meeting Type

Community Connection

Topics Discussed (this field expands)

Attended a Red Deer County and Town of Bowden public forum with local residents on a telecommunications tower being built within town limits.

Notes /Comments (this field expands)

#### Consultation No. 2

Date (yyyy-mm-dd)

2024-02-26

Meeting Type

Meeting with Elected Officials

Topics Discussed (this field expands)

Quarterly Reporting

Notes /Comments (this field expands)

Presented Q3 (2023-2024) Policing Report to Town of Bowden at Council Meeting.

#### Consultation No. 3

Date (yyyy-mm-dd)

2024-03-07

Meeting Type

Community Connection

Topics Discussed (this field expands)

Attended a Town of Bowden public hearing with local residents on a a commercial rezoning application to residential.

Notes /Comments (this field expands)

#### Consultation No. 4

Date (yyyy-mm-dd)

2024-03-22

Meeting Type

Meeting with Stakeholder(s)





Topics Discussed (this field expands)

Crime Reduction Initiatives, Persons Crimes, Drugs

Notes /Comments (this field expands)

Attended Mountain View and Area Rural Crime Watch - Annual General Meeting.

### Consultation No. 5

Date (yyyy-mm-dd)

Meeting Type

2024-03-28

Community Connection

Topics Discussed (this field expands)

Attended Retro-Bingo Night fundraiser at Patterson Community Hall.

Notes /Comments (this field expands)



## Community Priorities

### Priority No. 1

Priority (this field expands)

Property - Theft

Current Status and Results (this field expands)

No individuals subject to judicially imposed release conditions were identified this Q4. 1 arrest warrant was executed on 1 individual. 1 new drug investigation was opened this Q4.

### Priority No. 2

Priority (this field expands)

Police / Community Relations - Police Visibility

Current Status and Results (this field expands)

Attended two Municipal public forums between Town Council and the Public, presented Q3 Policing report to Mayor & Council. Also attended a local fund raiser at the Patterson Community Center.

### Priority No. 3

Priority (this field expands)

Violence - Violence in relationships

Current Status and Results (this field expands)

Olds RCMP participated in training on how best to recognize and assist persons with dementia. Central Alberta Fetal Alcohol Spectrum Disorder Network provided training to Olds RCMP and RPACT members on recognizing FASD and how they can assist with supporting those with FASD and the RCMP to make the community a safer place.

### Priority No. 4

Priority (this field expands)

Traffic - Speeding

Current Status and Results (this field expands)

Proactive and regular patrols at irregular times continued through Q4. No JFO's with Red Deer County Patrol took place this past Q4. No educational sessions were held aimed at young drivers this past Q4.



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	11	12	9.00%	91	51	-44.00%
Property Crime	46	22	-52.00%	263	165	-37.00%
Other Criminal Code	5	4	-20.00%	49	45	-8.00%
<b>Total Criminal Code</b>	<b>62</b>	<b>38</b>	<b>-39.00%</b>	<b>403</b>	<b>261</b>	<b>-35.00%</b>
<b>Drugs Offences</b>	<b>3</b>	<b>1</b>	<b>-67.00%</b>	<b>10</b>	<b>8</b>	<b>-20.00%</b>
<b>Other Federal Acts</b>	<b>4</b>	<b>3</b>	<b>-25.00%</b>	<b>16</b>	<b>12</b>	<b>-25.00%</b>
<b>Other Provincial Acts</b>	<b>27</b>	<b>19</b>	<b>-30.00%</b>	<b>111</b>	<b>115</b>	<b>4.00%</b>
<b>Municipal By-Laws</b>	<b>2</b>	<b>1</b>	<b>-50.00%</b>	<b>20</b>	<b>10</b>	<b>-50.00%</b>
<b>Motor Vehicle Collisions</b>	<b>83</b>	<b>95</b>	<b>14.00%</b>	<b>442</b>	<b>348</b>	<b>-21.00%</b>
Provincial Code Traffic	266	351	32.00%	1,575	1,239	-21.00%
Other Traffic	2	3	50.00%	4	3	-25.00%
Criminal Code Traffic	11	9	-18.00%	38	39	3.00%
<b>Total Traffic Offences</b>	<b>279</b>	<b>363</b>	<b>30.00%</b>	<b>1,617</b>	<b>1,281</b>	<b>-21.00%</b>

<sup>1</sup>Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)



### Provincial Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	5	4	1	0
Detachment Support	2	1	1	0

2. Data extracted on March 31, 2024 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments (this field expands)

<b>Regular Council Meeting:</b> June 10, 2024.	<b>Agenda Item:</b> 6.a / 6.b / 6.c
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> None

Matters arising from past minutes are provided below – updates are highlighted in **red**.

**Content:****6.a Bowden Hotel**

There are no further updates at this time

**6.b Bylaw Enforcement**

New Business Agenda Item 3 – RCM 27 May 2024.

CAO Rudy Friesen is to provide a further update on the proposed options at the next regular council meeting.

An update on this matter is provided within the CAO's Report (Agenda item 11.a)

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

- June 12** FCSS Partners group tour (12:00 noon luncheon)
- June 12** Special Events Committee (7:00pm)
- June 14** Deadline for Alberta Municipalities distinguished service awards submissions
- June 17** MVRWSC tour of Anthony Henday Water Treatment Plant (4:00pm – 6:00pm)
- June 24** Regular Council Meeting (7:00pm)
- June 27** Alberta Municipalities Summer Municipal Leaders Caucus (10:00am Innisfail)
- July 12 - 14** Bowden Daze Rodeo

<b>Regular Council Meeting:</b> June 10, 2024.	<b>Agenda Item:</b> 7.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1. Fire Bylaw 03 / 2024 (second reading)

**Content**

**7.a (i) Fire Bylaw 03 / 2024**

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

This bylaw repeals Fire Services Bylaw 04 / 2013.

**7.a (ii) Background:**

Bylaw 03 / 2024 received first reading of Council during the RCM of May 13, 2024.

This was a revision to Bylaw 04 / 2013 conducted as a process of continuous renewal in order to:

- i. ensure that the bylaw remains appropriate, relevant, and meaningful,
- ii. create an effective document with improved provisions, and clarity of terms and definitions,
- iii. assist members of Red Deer County Protective Services and the Town to better understand their roles and responsibilities.

In the RCM of May 13<sup>th</sup> Administration stated that Bylaw 04 / 2013 was outdated with references made to:

- the Town Manager,
- application for fire permits to be issued by the Town,
- application for firework permits to be issued by the Town,
- fees for Fire Code Inspections conducted by the Town.

Furthermore, Bylaw 04 / 2013 makes no reference to Red Deer County Protective Services and the services they provide.

Prior to submitting Bylaw 03 / 2024 to Council this has been received, reviewed, and approved by:

- i. The Director of Emergency Management.
- ii. Red Deer County Fire Chief - Drayton Bussiere.

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

A single amendment to the first draft of Fire Bylaw 03 / 2024 has been made this being the consolidation of all of the 1<sup>st</sup> offence penalties to a consistent sum of \$500.00. as requested by Council.

**Motion 7.a RCM 13 May 2024**

*Moved by Councillor Marie Flowers that Council gives first reading to Fire Bylaw 03 / 24 with the amendment that all first offenses, as identified in Section A5 Specific Penalties, be charged at a rate of \$500.00.*

**MOTION CARRIED UNANIMOUSLY**

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

Administration recommends that Council by resolution grants second and third readings to Fire Bylaw 03 / 2024.

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

Motion by Councillor \_\_\_\_\_ that Council gives second reading to Fire Bylaw 03 / 2024.

Motion by Councillor \_\_\_\_\_ that Council gives third and final reading to Fire Bylaw 03 / 2024 and is adopted accordingly and made effective once duly signed.

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

Upon adoption of the bylaw, Administration is to

- publish a copy of the bylaw on the Towns' website.
- provide a copy of the bylaw to the Red Deer County Fire Chief and the Town of Bowden Fire Chief.





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

---

**Town of Bowden – Province of Alberta**  
**FIRE BYLAW**  
**03 / 2024 (2<sup>nd</sup> Reading of Council)**

---

**Whereas** the Municipal Government Act, RSA2000, Chapter M-26 provides that Council may pass bylaws for municipal purposes respecting the following matters:

- i. safety, health and welfare of people, and the protection of people & property,
- ii. people, activities, and things in, on or near a public place or place that is open to the public,
- iii. services provided by or on behalf of the municipality.

**And whereas** the Municipal Government Act authorizes a municipality to pass enactments that:

- i. provide for the enforcement of bylaws,
- ii. impose penalties, fees, and charges,
- iii. allow for the remedying of contraventions of bylaws,
- iv. provide for inspections to determine if bylaws are being complied with,
- v. provide for a system of licences, permits or approvals (including the imposition of terms and conditions that must be satisfied in order to receive or keep such licences, permits or approvals).

**And whereas** it is deemed expedient and desirable for the Town of Bowden to establish a fire bylaw to regulate and prohibit certain activities in the interests of fire protection and public safety,

**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 "Fire Bylaw".

---

**2 PURPOSE**

To establish by bylaw regulations for the provision of fire services and to regulate activities so that fires do not cause a nuisance or become a risk to persons or property.

---

### 3 DEFINITIONS

In this Bylaw and the attached schedule, the following definitions apply:

**Acceptable**

Means to satisfy a tolerable, satisfactory, or socially agreeable requirement or standard.

**Burning Hazard / Fire Hazard**

Means an actual or potential occurrence of fire or accumulated material that could endanger another person or property or potentially damage a property.

**Bylaw**

Means this bylaw, and all other Town bylaws made pursuant to the authority of the MGA, or any regulation, or policy or order made pursuant to the authority of this or any other Town bylaw.

**CAO (Chief Administrative Officer)**

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

**Commercial Fire**

Means a fire which is set and maintained for nonresidential or non-recreational use including but not limited to flaring, controlled burns, thawing of the ground and fires at public events.

**Damage**

Means destruction, impairment, or physical harm to either property or personal effects, in such a way as to spoil its visual aesthetics, value, usefulness or normal function.

**Designated Officer**

Means a person to whom the CAO has delegated powers, duties or functions as permitted under the authority of the MGA or any other person with powers enabled under any other order or enactment including but not limited to:

- a) any person appointed by the Town as a Bylaw Enforcement Officer,
- b) any other Designated Officer of the Town,
- c) a Red Deer County Inspector or Officer empowered under a intermunicipal collaboration agreement, including, but not limited to, a Fire Inspector, Safety Codes Officer, the Fire Chief and their designates and deputies,
- d) any Inspector appointed by a Minister with responsibilities defined or authorized under enactment,
- e) any person by virtue of appointment to another office including, but not limited to, RCMP Officers, a Peace Officer (contracted or otherwise), or a Sheriff.

**Discharge (reference fireworks)**

Means to fire or attempt to ignite, explode, set off, or cause to be fired.

**Excessive**

Means an amount too great to be considered reasonable or acceptable, ie: exceeding what is usual, proper, necessary, or normal.

**Fire Ban / Fire Restriction Order / Fire Advisory Order**

Means any order or directive issued by Red Deer County that restricts or prohibits all or some forms of fire.

**Fire Chief (however named)**

Means the person(s) appointed by Red Deer County as the head of the Protective Services Station 7 (Bowden Fire Station) and any other person or designate acting under the authority of the Fire Chief.

**Fire Hazard**

Means combustible material, or an accumulation of material, that through its location, condition or arrangement may be (accidentally or intentionally) ignited and if ignited creates a burning hazard.

**Fire Permit**

Means a permit or authorization given by Red Deer County for the setting of open-air fires, structure fires and any other fire not contained with an approved fire pit or fire container.

**Fire Pit**

Means an acceptable outdoor receptacle that meets the following specifications:

- a) a minimum of 3 metres clearance, measure from the nearest fire pit edge to the nearest edge of a building, property line, or other combustible material,
- b) a height not exceeding 2 feet (0.6 metres) when measured from the surrounding grade to the top of the pit opening,
- c) equipped with mesh screen with openings no larger than 1 inch (2.5 cm),
- d) enclosed sides made from bricks, concrete blocks, heavy gauge metal or other noncombustible materials,
- e) not located over any underground utilities or under any overground wires,
- f) not located under any tree or overhanging branches.

or as otherwise defined or required or ordered by a Red Deer County Inspector or Fire Officer.

**Fireworks**

Includes consumer fireworks, display fireworks, special effects pyrotechnics, and firecrackers as listed in the Explosives Regulation (Canada) and the National Fire Code (Alberta Edition).

**Highway**

Means means a highway as defined by the Traffic Safety Act, RSA2000, c. T-6 including but not limited to:

- a) a thoroughfare, street, road, service road, trail, avenue, parkway, driveway, lane, alley, square, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use,
- b) a sidewalk, including a boulevard or easement adjacent to the sidewalk,
- c) any ditch or culvert that lies adjacent to and parallel with the highway.

**Incident**

Means a fire, or a situation where a fire or an explosion is imminent or any other situation presenting a danger / hazard or possible danger / hazard to life or property.

**Incinerator Fire**

Means a fire confined within an apparatus specifically designed for burning waste material, typically industrial waste, at high temperatures until it is reduced to ash.

**Material**

Means any solid, liquid or gas or matter or product.

**MGA**

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

**Municipality**

Means the Town of Bowden.

**Negligence**

Means a failure to exercise a degree of care that would be taken by another reasonable person in the same circumstances.

**Nuisance**

Means any act or deed, or omission, or thing, which in the opinion of the CAO, or Designated Officer is, or could reasonably be expected to be annoying, or troublesome, or destructive, or harmful, or inconvenient, or injurious to another person and / or their property.

**Occupant**

A person (other than an owner) occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings either as a tenant or lessee for the purpose of residential or commercial activity under agreement with the owner of the land or property or buildings.

**Open Air Fire / Open Fire**

Means any fire which is not contained inside a building, or which is not contained within an acceptable incinerator, or fire pit including, but not limited to, grass fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires.

**Owner (of a Property / Premise)**

Means the person who is:

- a) the registered / legal owner of a property or premise,
- b) an authorized occupier of a property or premise,
- c) the person who has lawful possession of a property or premise,
- d) the person who has the right to exercise control over a property or premise,
- e) in control or development of a property or premises under construction.

**Person(s)**

A person occupying or exercising control over, or having right to occupy or exercise control over, land or property or buildings and includes:

- a) an individual (resident / non-resident or visitor),
- b) customers, suppliers, agents, and contractors,
- c) a legal or business entity, including a developer, contractor, association, partnership, society,
- d) unless the context otherwise requires, this does not include the Town.

**Premise**

Means any part of a property including buildings, structures, land, or anything equipment or device on that property for carrying out activities that are ancillary to the activities carried in or on that property.

**Prohibited Material / Prohibited Debris**

Means any material that when burned will result in the release into the atmosphere dense smoke or toxic air contaminants, including but not limited to:

- a) animal cadavers, or animal waste,
- b) chemicals and chemical containers,
- c) toxic substances (including rubber or plastic),
- d) combustible / explosive material (including fuels, oils, propane),
- e) treated or painted lumber with preservatives including oils, glues, and resins,
- f) wet or unseasoned wood,
- g) paints and painting materials,
- h) pathological waste,
- i) rubber (including tires) or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel.

**Property**

Means:

- a) any public or private land,
- b) any building or structure (either residential or non-residential / occupied or unoccupied),
- c) both or part of a) & b), situated within the Municipality.

**Provincial Offences Procedure Act**

Means the Provincial Offences Procedure Act, RSA2000, Chapter P-34.

**Public Place**

Means any place within the Town to which the public may have either express or implied public access including, but not limited to, a highway, street, road, trail, lane, alley, sidewalk, boulevard, school, playing field, park, playground, public building and / or any fixture or object located in a public place.

**Pursuant to**

Means to execute, carry out or investigate an activity in accordance with the requirements of a statute, ruling, policy, order, or request.

**Reasonable (unreasonable)**

Means to satisfy a tolerable, satisfactory, or agreeable requirement or standard or to satisfy the time by which an action must be carried out.

**Recreational Fire**

Means a permitted fire confined to a private property or premise set for the purpose of cooking, obtaining warmth, or viewing for pleasure.

**Remedial Order**

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

**Running Fire**

Means a burning fire that is not under the control of any person.

**Specific Penalty**

Means a fee or charge of a predetermine amount payable in respect of offences in accordance with this bylaw.

**Town**

Means the Municipality of the Town of Bowden in the Province of Alberta.

**Unacceptable**

Means to not satisfy a tolerable, satisfactory, or socially agreeable requirement or standard.

**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 DELEGATION OF AUTHORITY****4.1**

Part 17.2. of the MGA allows for an Intermunicipal Collaboration to provide for the integrated delivery and funding of intermunicipal services.

The Town of Bowden and Red Deer County have entered into a Municipal Services Agreement that allows Red Deer County to provide the following services:



- i. Fire & Rescue,
- ii. Bylaw Enforcement,
- iii. Building & Fire Safety Codes.

#### 4.2

Red Deer County are empowered under the joint Municipal Services Agreement with the Town, and this bylaw to conduct all actions necessary in order to:

- i. provide fire and rescue services (as defined in section 5 of this bylaw),
- ii. fulfill the responsibilities and duties legislated under any statutory enactment, regulation, or order with regard to fire inspection, prevention, and control,
- iii. enforce the provisions of this bylaw.

#### 4.3

Within the context of this bylaw, any reference to Red Deer County by definition includes:

- i. the Municipal District of Red Deer County, Province of Alberta,
- ii. Red Deer County Protective Services,
- iii. Red Deer County Protective Services Station 7 (Bowden District Fire Station),
- iv. Red Deer County Fire Services,
- v. Red Deer County Patrol (Peace Officers),

and by definition is further inclusive of all officers or members of (i) to (v) above including, but not limited to, Safety Code Officers, Fire Inspectors, the Fire Chief, and their designates and deputies.

#### 4.4

The Fire Chief (and / or designated officers) may:

- i. order persons within a building to vacate the building until such time given authorization to return,
- ii. establish a perimeter around a building or scene of an investigation or incident,
- iii. regulate the conduct of members of the public in and around the vicinity of a building, or any place, or incident scene in order to maintain or protect life or property,
- iv. prevent access to a building or place to safeguard a scene for investigation or safety purposes.

---

## 5 FIRE SERVICES

By the authority of the existence of the joint Municipal Services Agreement, Red Deer County provides fire services to the Town including, but not limited to:

- i. preventing & extinguishing fires,
- ii. preserving life and property and protecting persons and property from injury or destruction,
- iii. preventing, combating, and controlling incidents,
- iv. providing rescue & emergency medical services,
- v. investigating and reporting on the cause of fires (accidents or incidents),
- vi. conducting property inspections, fire inspections, preventative inspections in accordance with the National Fire Code (Alberta Edition) and the Province of Alberta Safety Codes Act, or need,
- vii. fulfilling the obligations of, and the enforcement of, the National Fire Code (Alberta Edition) and the Province of Alberta Safety Code Act and any other relevant or applicable enactment or order made by the Safety Codes Council,
- viii. issuing fire permits,
- ix. issuing fire bans or fire restrictions applicable to the Town's municipal boundaries,
- x. enforcing fire bans or fire restrictions within the Town's municipal boundaries,
- xi. purchasing, operating, and testing fire apparatus and equipment for the provision of fire services,
- xii. the appointment of and the provision of training, recruitment, and assignment of responsibilities to all Bowden District Fire Station 7 members

## **6 GENERAL**

### **PART 1 CONTROL OF FIRE HAZARDS OR BURNING HAZARDS**

#### **6.1.1**

If in the opinion of either Red Deer County or the Town a fire hazard or a burning hazard exists, an order may be made or given to an owner, occupant, or person in control of a property or premise to reduce or remove the hazard, within a fixed time and in a manner prescribed.

#### **6.1.2**

A person who has ownership or care and control of a property must not allow the property (or land) to be in such a condition or state that it poses a fire risk or hazard.

#### **6.1.3**

If an order made pursuant to section 6.1.1 is not carried out within the stipulated time or manner, Red Deer County or the Town may perform any activity to satisfy the required work, or the conditions of the order made.

#### **6.1.4**

A Designated Officer may, without a warrant, enter any property, building, structure, or land, with any equipment or persons it considers necessary in order to enforce an order to either remove or reduce a fire hazard or burning hazard.

#### **6.1.5**

Red Deer County / the Town may charge the owner or occupant of a property for full or partial reimbursement of the cost of any activity or remedial action required in order to remove a fire hazard or burning hazard.

### **PART 2 CONTROL OF FIRES**

#### **6.2.1**

No person shall allow, or allow to be burned, a fire on any property or premises, or public place or park except where allowed by permit or Town authority and in compliance with the provisions of this bylaw.

#### **6.2.2**

No person shall burn, or allow to be burned, a fire on any property or premise that violates any condition of a full fire ban or partial fire ban or fire restriction issued by Red Deer County Fire Services.

#### **6.2.3**

No fire (outdoor or indoor) is permitted at any time on any property or premise of prohibited materials or materials that when burnt create prohibited debris.

#### **6.2.4**

No fire (outdoor or indoor) is permitted at any time on any property or premise that creates any debris or smoke to be emitted from the fire which impairs visibility on a public highway or street, or which creates a public health hazard.

### **PART 3 PERMITTED FIRES**

#### **6.3.1**

The following fires are permitted without a fire permit provided they are set and maintained in accordance with the provisions of this bylaw:

- i. fires which are wholly contained within a building or structure which are relevant to the normal / expected use of that building,
- ii. the cooking of food using portable gas appliances, or BBQ charcoal,
- iii. cooking or recreational activities in acceptable fire pits subject to the provisions in section 6 part 5 of this bylaw,



- iv. incinerator fires,
- v. fires set by the Town for municipal purposes,
- vi. fires set by Red Deer County Fire Services for training purposes,
- vii. any fire otherwise approved by Red Deer County or the Town.

### **6.3.2**

Permitted fires are not permitted to burn any prohibited material or create any prohibited debris.

### **6.3.3**

Where a fire is permitted every person who builds, ignites, or allows a fire on a property or premise must ensure that the fire:

- i. is under control and contained to a reasonable size,
- ii. is not left unsupervised at any time,
- iii. is fully extinguished before such supervision ends,
- iv. does not create embers, sparks, smoke, or smells that are a hazard or unacceptable nuisance to other persons or property.

## **PART 4 FIRE PERMITS**

### **6.4.1**

The following fires are not permitted without an authorized fire permit (issued by Red Deer County):

- i. commercial fires,
- ii. open air fires,
- iii. any other fire not listed in section 6.3.1 of this Bylaw.

### **6.4.2**

Fire permits are issued by Red Deer County subject to:

- i. any payment, procedures, regulations, or conditions that apply,
- ii. any additional conditions imposed as deemed relevant or appropriate,
- iii. the provisions within this bylaw,
- iv. any fire bans or partial fire bans in effect at the time.

### **6.4.3**

Fire permits are valid for the day / date stated when issued and subject to the provisions of section 6.4.4 of this bylaw.

### **6.4.4**

A fire authorized by the issue of a fire permit is not allowed to burn on a property or premise between the hours of 12.00am (midnight) and 8.00am on any day of the week.

### **6.4.5**

Where a fire ban or partial fire ban or fire restriction is in force all fire permits are revoked irrespective of the fact that the ban may have been issued subsequent to the issue of a fire permit.

### **6.4.6**

Fire permits are not transferable.

### **6.4.7**

Fire permits can be suspended, revoked, or cancelled at any time if the permit holder breaches any provisions within this bylaw, or if the continuation of burning constitutes a hazard or nuisance to other persons or property.

## **PART 5 FIRES IN FIRE PITS**

### **6.5.1**

All fires in firepits are subject to the provisions of this bylaw. Fire Pits are as defined by this bylaw.

### **6.5.2**

All fires in fire pits must be supervised at all times by an adult until such time that the fire is fully extinguished, leaving only cold ashes.

### **6.5.3**

All fires in fire pits must not be fueled by any prohibited material or create any prohibited debris.

### **6.5.4**

The flames from a fire pit must not cause a fire hazard.

### **6.5.5**

A means of extinguishing the fire must be kept on hand / close by while the fire is burning.

### **6.5.6**

Red Deer County reserves the right to inspect and approve any fire pit prior to a fire being allowed in any fire pit.

This right applies to fire pits in private residential properties and any other property including but not limited to public places, parks, and the Bowden Agricultural Society property and lands.

## **PART 6 FIREWORKS**

### **6.6.1**

No person shall discharge fireworks within the Municipality except where allowed by Red Deer County or by the written authority of the CAO and in compliance with the provisions of this bylaw.

### **6.6.2**

Where approval is given fireworks must be discharged in accordance with any conditions of any permit issued or any other stated terms or conditions as given either by the Town or Red Deer County including, but not limited to:

- i. hours of the day, days of the week,
- ii. duration and height of the display,
- iii. types of fireworks used,
- iv. location,
- v. safety requirements.

### **6.6.3**

A firework display may be subject to any conditions imposed by the Town or Red Deer County including, but not limited to:

- i. a safety inspection,
- ii. conformity with the findings of a safety inspection,
- iii. the provision of any safety equipment identified as a requirement,
- iv. any training, certification or professional qualifications required of those persons involved,
- v. in accordance with the Display Fireworks Manual issued by Natural Resources Canada.

### **6.6.4**

Where permitted, fireworks must be stored, used, and ignited in accordance with any enactment or regulation or code including the provisions of the Explosives Act (Canada) or the National Fire Code (Alberta Edition) and the manufacturers guidelines.

**6.6.5**

The provisions within section 6.6.1 of this bylaw do not apply to low hazard practical / utility fireworks including highway flares, railway flares and wildlife control devices where used correctly and by competent and authorized persons.

**PART 7 FIRE ALARMS****6.7.1**

Property owners are responsible for ensuring residential fire alarms and commercial fire control systems are maintained in accordance with manufacturer guidelines.

**6.7.2**

While it is recognized that fire alarms are subject to fault and component failures any false fire alarm that is set off needlessly through willful, intentional, or malicious intent or by neglect may be subject to penalty, fine or recovery of cost proceedings.

---

**7 AUTHORITY OF RED DEER COUNTY****7.1**

Only members of Red Deer County Protective Services shall have control, direction and management of any apparatus, equipment or manpower assigned to an incident.

**7.2**

Members of Red Deer County Protective Services are empowered to cause a building, structure, or object to be pulled down, demolished, or removed if deemed necessary to contain a fire from spreading to other buildings, structures, or objects or to make the area safe from any remaining hazard or material.

**7.3**

Members of Red Deer County Protective Services (and their apparatus and equipment) are empowered to enter or pass through any property or premise as deemed necessary in order to combat, control or deal with an incident (including adjoining or neighbouring properties).

**7.4**

Members of Red Deer County Protective Services are empowered to establish boundaries or establish limits and prevent access in or around any incident.

**7.5**

Members of Red Deer County Protective Services are empowered to obtain assistance and / or support from any other Designated Officer as deemed necessary in order to discharge their duties and responsibilities.

---

**8 AUTHORITY OF THE CAO****8.1**

Council authorizes the CAO to conduct all actions necessary in order to fulfill the responsibilities and duties legislated under any statutory enactment, regulation, order, this bylaw, or any other Town bylaw.

**8.2**

Without limitation, the CAO is empowered to provide for:

- i. administering or enforcing the provisions of this bylaw,
- ii. granting licenses, approvals and permissions as set out in this bylaw,
- iii. approving exemptions to this bylaw,

- iv. imposing penalties or waiving penalties where appropriate or necessary,
- v. imposing additional restrictions as deemed necessary in the public interest,
- vi. any action or decision deemed as being reasonably practicable.

The provisions within any section of this bylaw where relevant do not apply in cases where there is a temporary relaxation of any provision made by the CAO or a Designated Officer due to special circumstances or other special arrangements.

### 8.3

The CAO may declare any activity to be deemed as being:

- i. dangerous, or hazardous,
- ii. a risk to property or other persons,
- iii. unacceptable or excessive or unreasonable,
- iv. a nuisance,

as necessary, or appropriate, under the provisions of this bylaw in order to protect property and other persons in the best interest of the community as a whole.

### 8.4

The CAO may establish rates, charges, penalties, or fees for any costs incurred or material used for remedial purposes including, but not limited to,

- i. the cleanup and removal of any debris or waste,
- ii. non-specific infractions of any part of this bylaw,
- iii. fire response costs.

### 8.5

The CAO may delegate powers to Designated Officers as deemed appropriate or necessary.

### 8.6

A Designated Officer may conduct patrols and inspections within the Town for the purpose of enforcing the provisions of this bylaw.

### 8.7

No person may obstruct, interfere with, or hinder the CAO, or a Designated Officer in the carrying out of their duties and responsibilities under this bylaw, or any other enactment, order, or Town bylaw.

### 8.8

The CAO or a Designated Officer may, upon giving reasonable notice of time to a person or owner or occupant, may enter any private, retail, or commercial premise to carry out an inspection, enforcement, remedy, or any action authorized or required by either, order, enactment, or this bylaw (as provided for in Part 13, Division 4, Enforcement of Municipal Law of the MGA).

The CAO or a Designated Officer may in certain circumstances seize and confiscate any dangerous equipment, devices, or material dependent upon assessment of risk, or hazard or danger.

### 8.9

The CAO may issue a written warning that:

- i. directs a person to take action to remedy any contravention of this bylaw,
- ii. states the action the Town will take to remedy the contravention.

This may lead to the issue of:

- i. a specific penalty for contravention of a provision or for an offence as identified within this or any other Town bylaw,
- ii. an unspecified penalty for infractions of any part of provision of this bylaw,

- iii. the issue of a remedial order to remedy the infraction (in accordance with Part 13, Division 4, Enforcement of Municipal Law of the MGA),
- iv. any or all of i) to iii) above.

### **8.10**

Not every matter can be addressed through regulation within this Bylaw. In the interest of minimizing any misunderstanding and maintaining a safe community, all persons should liaise directly with the Town on any matter regarding fire services, fire bans or fire inspections.

---

## **9 LIABILITY & APPEAL**

### **9.1**

No action for damages shall be taken against the Town or any Designated Officer acting under the authority of this bylaw or the enforcement of the provisions of this bylaw or any other statutory enactment or order.

### **9.2**

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

### **9.3 Right of Appeal**

Any person who considers themselves to be aggrieved by a decision of the CAO (or a Designated Officer) made under this bylaw may appeal the decision to Council, in accordance with the procedures outlined in the Town of Bowden Council Procedural Bylaw.

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

---

## **10 APPLICABILITY**

### **10.1**

This bylaw applies to all persons present within the Town.

### **10.2**

Notwithstanding any permission or permit given or any provision within this or any other Town bylaw the CAO or a Designated Officer may at any time issue an order that prohibits any person from building or igniting a fire or may at any time issue an order to extinguish a fire.

### **10.3**

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

Persons are deemed party to an offence who:

- i. actually commit the offence,
- ii. do anything for the purpose of aiding a person to commit an offence, or,
- iii. abet any person to commit an offence or allow a person to commit an offence under this bylaw.

### **10.4**

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



- i. Criminal Code of Canada,
- ii. Municipal Government Act, RSA2000 Chapter M-26,
- iii. Provincial Offences Procedures Act, RSA2000, Chapter P-24,
- iv. Town of Bowden Bylaw Enforcement Officer Bylaw,
- v. Town of Bowden Designated Officer Bylaw,
- vi. Town of Bowden Bylaw Enforcement Policy,
- vii. Alberta Safety Codes Act, RSA2000, Chapter S-1 and the Alberta Fire Code Regulation,
- viii. National Fire Code (Alberta Edition),
- ix. any other applicable or relevant Town bylaw, policy order, or CAO directive.

### 10.5

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

### 10.6 Exceptions

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

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

### 10.7 Proof of Exception

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

### 10.8

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

---

## 11 SEVERABILITY

Every provision of this bylaw is independent of all other provisions.

If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

---

## 12 BYLAW PRECEDENCE

This bylaw supersedes and takes precedence over all previously passed bylaws that make reference to fire services, and the regulation and control of fires.

Bylaw **04-2013** (Fire Services Bylaw) 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**                      **13<sup>th</sup> day of May 2024,**

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

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

---

Robb Stuart, Mayor

---

Rudy Friesen, Chief Administrative Officer



## Fire Bylaw SCHEDULE A Penalties

**A1**

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

**A2**

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

**A3**

This may lead to the issue of:

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

**A4**

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

**A5 Specific Penalties**

Bylaw Reference	1 <sup>st</sup> offence	repeat offence(s)
Section 6 Part 1 Control of Fire / Burning Hazards	\$500.00	\$1,000.00
Section 6 Part 2 Control of Fires	\$500.00	\$1,000.00
Section 6 Part 3 Permitted Fires	\$500.00	\$1,000.00
Section 6 Part 4 Fire Permits	\$500.00	\$1,000.00
Section 6 Part 5 Fires in Fire Pits	\$500.00	\$1,000.00
Section 6 Part 6 Fireworks	\$500.00	\$1,000.00
Section 6 Part 7 Fire Alarms	\$500.00	\$1,000.00

**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 repeat offence incurring further additional penalties.

**A7 Administrative Penalties**

Any person who contravenes any provision of this bylaw (other than those specific penalties listed in A5) will be subject to an unspecified penalty (as stated in A3 iii) the actual amount of which will be determined and applied by the CAO.

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

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

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

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

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

**A8**

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

- i. remedial action,
- ii. repair to property, or personal effects,
- 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.

**A10**

Any person violating the condition of a fire ban or fire restriction or fire advisory order (issued by Red Deer County) will be held liable for all costs or damages that may arise as a result of the violation, including but not limited to:

- i. fire response costs,
- ii. remedial costs,
- iii. property repairs,

and in accordance with this bylaw an unspecified penalty dependent upon the context, nature, and severity of the offence.

<b>Regular Council Meeting:</b> June 10, 2024.	<b>Agenda Item:</b> 7.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Water Bylaw 05 / 2024 (first reading)

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

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

This bylaw repeals Water Bylaw 02 / 2020.

**7.a (ii) Background**

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

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

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

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

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

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

**7.a (iii) Amendments**

The first draft of Water Bylaw 05 / 2024 is presented to Council with the revisions to Bylaw 02 / 2020 made in highlighted yellow text.

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

Administration recommends that Council by resolution grants first reading to Water Bylaw 05 / 2024.

Administration is to include further amendments if required / requested by Council and to resubmit to Council for second reading at a future date.

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

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

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

Administration will resubmit the bylaw for second reading of Council at the RCM of 24 June 2024.



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

---

**Town of Bowden – Province of Alberta**  
**WATER BYLAW**

**05 / 2024 (1<sup>st</sup> Reading of Council)**

---

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

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

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

---

**1 SHORT TITLE**

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

---

**2 PURPOSE**

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

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

**3 DEFINITIONS**

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

**Authorized Person**

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

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

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

**Bulk Water**

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

**CAO (Chief Administrative Officer)**

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

**Council**

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

**Cross Connection**

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

**Curb Stop**

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

**Customer**

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

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

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

**Malfunction**

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

**Matter**

Means any solid, liquid or gas.

**Water Meter**

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

**MGA**

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

**Occupant**

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

**Owner**

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

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

**Person**

Means any of the following:

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

**Potable Water**

Means safe treated water, suitable for human consumption.

**Premise**

Means any of the following:

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

**Property**

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

**Property Line**

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

**Provincial Offences Procedure Act**

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

**Rates and Fees Bylaw**

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

**Remedial Order**

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

**Town**

Means the municipal corporation of the Town of Bowden.

**Water Service Line**

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

**Water Service Main**

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

**Water Service Valve / Main Valve**

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

**Water Shut Off Valve / Curb Stop**

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

**Water System**

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



**Words (interpretation)**

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

---

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

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

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

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

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

**4.3 Limitation on Liability**

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

---

**5 WATER SERVICE LINE CONNECTIONS**

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

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

**5.1 Obligations of Town**

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

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

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

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

## 5.2 Obligations of Owner

### 5.2.1

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

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

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

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

### 5.2.2

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

## 5.3 Installation of New Service Lines

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

### 5.3.1

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

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

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

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

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

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

#### **5.4 Temporary Service**

Any person who requires a temporary water service must:

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

#### **5.5 Temporary Shut Off Requests**

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

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

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

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

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

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

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

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

#### **5.7 Water Wells**

##### **5.7.1**

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

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

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

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

**5.7.2**

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

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

**5.8 Information & Obligation to Report**

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

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

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

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

---

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

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

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

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

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

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

**6.2 Multi Occupation Premises**

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



### **6.3 Costs**

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

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

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

### **6.4 Location of Water Meters**

#### **6.4.1**

As a condition of service, the CAO may:

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

#### **6.4.2**

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

### **6.5 Shut Off Valves**

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

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

An owner shall ensure that:

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

### **6.6 Meter Readings**

#### **6.6.1**

The CAO may:

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

**6.6.2**

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

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

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

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

**6.6.3**

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

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

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

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

**6.7.2**

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

**6.7.3**

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

**6.7.3**

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

**6.7.4**

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

---

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

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



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

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

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

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

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

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

### **7.1.2 Testing**

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

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

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

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

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

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

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

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

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

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

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

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

## **7.2 FIRE HYDRANTS**

### **7.2.1**

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

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

### **7.2.2**

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

### **7.2.3**

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

### **7.2.4**

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

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

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

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

**7.2.5**

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

**7.2.6**

No person, owner, or occupant:

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

**7.2.7**

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

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

**7.2.8**

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

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

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

**7.2.9**

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

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

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

**7.3.2**

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

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

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

## **7.4 ALTERNATE SOURCES OF WATER**

### **7.4.1**

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

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

### **7.4.2**

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

## **7.5 INTERFERENCE**

No person:

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

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

## **7.6 EMERGENCIES**

### **7.6.1**

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

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



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

### 7.6.2

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

## 7.7 MANDATORY WATER USE RESTRICTIONS / WATER CONSERVATION MEASURES

### 7.7.1

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

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

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

### 7.7.2

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

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

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

The declaration of a water use restriction may apply to:

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

### 7.7.3

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

### 7.7.4 Water Conservation - Restriction Levels

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

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

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

There are three (3) levels of restrictions.

**Level 1 – Voluntary Restrictions**

Voluntary restrictions are effective from May 1 until September 30.

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

**Level 2 – Mandatory Restrictions**

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

**Level 3 – Mandatory Restrictions**

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

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

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



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

**7.7.5 Water Conservation - Notes**

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

## **8 DESIGNATION OF AUTHORITY**

### **8.1**

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

### **8.2**

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

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

### **8.3**

Without limitation, the CAO is empowered to provide for;

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

### **8.4**

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

### **8.5**

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

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

### **8.6 Right of Appeal**

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

---

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

### **9.1 Authority of Council**

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

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

## 9.2 Authority of the CAO

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

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

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

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

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

## 9.3 Billings

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

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

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

## 9.4 Recovery of Overdue Accounts

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

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

## 10 APPLICABILITY

### 10.1

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

### 10.2

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

Persons are deemed party to an offence who:

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

**10.3**

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

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

**10.4**

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

**10.5 Exceptions**

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

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

**10.6 Proof of Exception**

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

**10.7**

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

---

**11 SEVERABILITY**

Every provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

Nothing in this bylaw relieves a person from complying with any provision of any Federal, Provincial, or municipal law or regulation or any requirement of any lawful permit, order or licence.

---

**12 BYLAW PRECEDENCE**

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

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

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

Schedules attached to this bylaw:

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

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

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

**and finally passed by unanimous consent of the councillor's present.**

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

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

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



## Water Bylaw SCHEDULE A Penalties

### A1

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

### A2

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

### A3

This may lead to the issue of:

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

### A4

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

### A5 Administrative Penalties

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

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

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

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

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

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

### A5

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

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



**A6**

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

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

**A7**

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

**A8**

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

**A10**

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

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

## Water Bylaw

### SCHEDULE B Water Service Lines Maintenance & Repair

#### B1

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

#### B2

##### Owner Responsibilities

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

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

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

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

**B3****Procedures for Conducting Repairs**

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

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

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

**B4**

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

**B5****Other Damages**

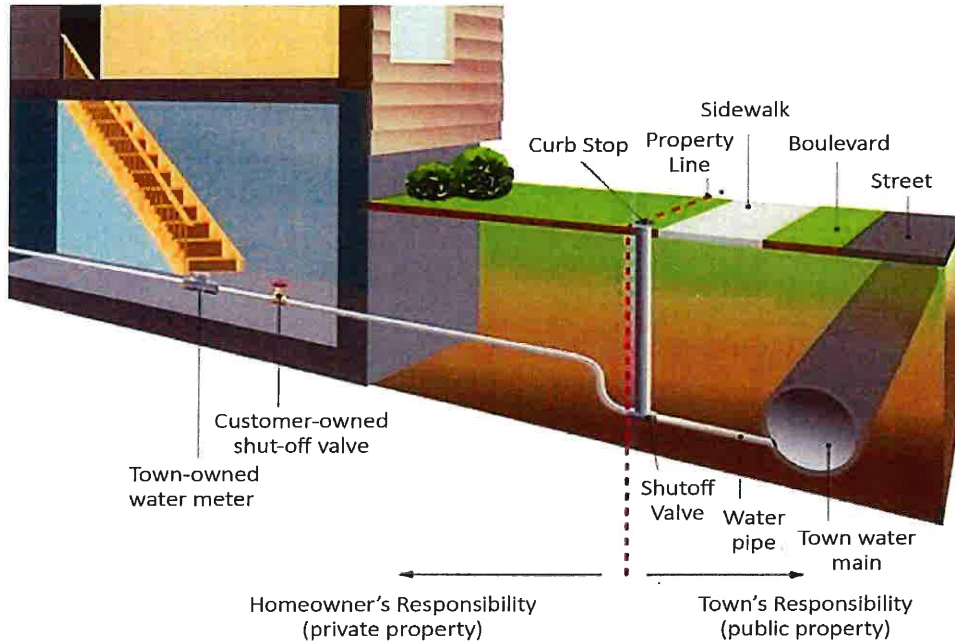
If the damage affects any other utility service the Town shall, at the owner's expense, conduct any repair required (this includes wastewater service lines).

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

# Water Bylaw SCHEDULE C Diagrams

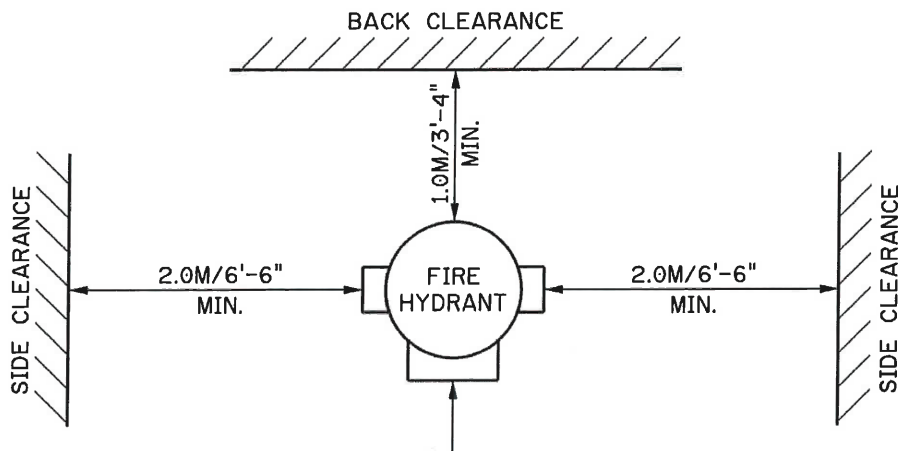
## C1

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



## C2

Diagram illustrating clearances required around fire hydrants



<b>Regular Council Meeting:</b> June 10, 2024.	<b>Agenda Item:</b> 7.c
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1. Policy Framework & Standards Policy 03 / 2024

**Content****7.c (i) Introduction**

The attached draft Policy Framework & Standards Policy 03 / 2024 is submitted to Council as a Request for Decision.

This is a new Council Policy.

**7.c (ii) Purpose**

The Town of Bowden Policy Framework & Standards Policy 03 / 2024 provides a statement of the approach that the Town will adopt for future policy preparation.

Policies typically contain rules or guidelines that an organization follows, and these serve as a structure or framework for the organization to follow.

The purpose of this policy is to:

- i. establish a framework for the development and approval of Town policies to ensure that corporate governance is developed in a consistent manner,
- ii. outline a coordinated and consistent process for the preparation, development, review, approval, communication and administration of all Town policies, procedures and guidelines.

The Legislative and Municipal Services Officer is responsible for ensuring that:

- i. future preparation of policies fall within the framework of the Policy Framework & Standards Policy,
- ii. a program of continuous review and assessment is maintained.

**7.c (iii) Recommended Action:**

Administration recommends that Council by resolution gives approval to Policy Framework & Standards Policy 03 / 2024.

**7.c (iv) Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council gives approval to Policy Framework & Standards Policy 03 / 2024.

**7.c (v) Future Actions:**

Upon adoption of the bylaw, Administration is to publish a copy of the policy on the Towns' website.



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

---

## Town of Bowden – Province of Alberta Policy Document (03 -2024) POLICY FRAMEWORK & STANDARDS POLICY

---

### 1 INTRODUCTION

This policy states the standards and procedures to be adopted to achieve a coordinated and consistent process for the development, review, approval, communication, and administration of all Town of Bowden policies.

---

### 2 PURPOSE

The purpose of this policy is to establish a framework for the development and approval of policies to ensure that corporate governance is developed in a consistent manner.

Comprehensive and coherent policies (and related procedures):

- i. set rules, standards, and best practices,
  - ii. promote operational effectiveness and efficiencies,
  - iii. provide for consistencies in processes and procedures,
  - iv. define service levels and expectations,
  - v. clarify governing responsibilities, roles, and responsibilities,
  - vi. reduce institutional risk and promote responsible governance.
- 

### 3 DEFINITIONS *(specific to this policy)*

#### **Administration**

Means the administrative and operational arm of the Town including all employees under the leadership and supervision of the CAO.

#### **Administration Policy**

Means any policy that is written to provide direction to Town employees (or other stakeholders) on operating procedures and practices.

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

Is the person appointed by the Council to the position of Chief Administrative Officer for the Town in accordance with the MGA and is the administrative head of the Municipality.

#### **Comprehensive Revision**

Means any change to a policy document that affects the rules, principles, intent, scope, or accountability of the policy.



**Council**

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

**Council Policy**

Means any policy that is written for Council to provide direction on policy making or Council procedures.

**Editorial Revision**

Means any inconsequential change to a policy document that does not affect the rules, principles, intent, scope, or accountability of the policy.

**Guideline**

Means a recommended (not mandatory) instruction or procedure or best practice advice for the implementation of a clause or provision in a policy.

**MGA**

Means the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time).

**Person**

Means an individual, a Town employee, an elected official, a legal entity, or business entity.

**Procedure**

Means a series of actions related to a policy that specifies how a particular process will be completed and includes information on the who, what, when and where with respect to the implementation of the policy (or a particular clause or provision within a policy).

**Town**

Means the municipal corporation of the Town of Bowden, its administrative staff, and designated officers.

**Words (interpretation)**

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

**4 GUIDING PRINCIPLES****4.1**

All policies must be ethically developed to ensure that:

- i. there is no negative impact (or inequalities) on stakeholders, Town residents, or Town employees,
- ii. they are seen to be fair and impartial with no impropriety or appearance of impropriety,
- iii. they can be implemented without unnecessary, or lengthy consultation processes,
- iv. that they receive acceptance and adoption without undue difficulty.

**4.2**

Policies must not promote any unfair, advantageous, unethical, or illegal practices.

## 5 POLICY CONTENT

### 5.1

All Town of Bowden policies must contain the following sections:

#### **Policy Number**

The policy number will be in the format of (## / year) where ## is the policy number in numerical sequence for that year. Policy 01 / 2024 is therefore policy #1 for the year 2024.

#### **Policy Title**

The policy title should be short and expressed in a way that it can easily be referred to.

#### **Introduction**

The introduction is a statement of the overall intent of the policy.

#### **Purpose**

The purpose of the policy defines the reasons for the policy.

#### **Definitions**

These are defined words in a policy that are given a specific definition

Definitions provide clarification as to the meaning (or required contractual interpretation) of terms or words used within the context of that particular policy and are generally only applicable to that policy.

Defined words remove any unambiguity as to what the understanding or interpretation of the word means.

Defined words must be listed in alphabetical order.

Words to be defined within a policy should include unfamiliar words, technical terms, shortened terms, and abbreviations and words where there is the possibility of uncertainty.

#### **Authority / Responsibilities**

This section of a policy provides a detailed breakdown of the authority and responsibilities of those persons responsible for acting in a particular way as required by the policy.

This may provide the power to give orders, make decisions and enforce compliance.

Additionally, provisions in this section may define how the policy should be implemented or reviewed.

Authority and responsibilities must be defined for all persons who are directly bound by the policy and as a consequence are required to act or undertake a course of action as a duty or commitment.

This includes both those persons bound by the policy and those persons affected by the policy.

Typically, this will be either the individual or collective authority of the Mayor, Councillors, the CAO and / Town employees (as deemed appropriate or relevant for each policy).

#### **Limits of Authority**

This section of a policy provides detail on any limitations or constraints that apply to those persons to have been given authority or responsibilities.

#### **Scope**

This section of a policy defines persons who are the users of the policy or persons who are directly affected by the policy (its applicability).

**Additional Information**

Where a policy has a direct relationship to another related policy, legislation, or other document this should be stated in order to ensure that the relationship is obvious (and may assist in understanding or application of the policy).

**Supplementary Information** (*Refer to Schedule B of this policy for details*).

This is specific information relative to document management control and must include:

- i. a statement that provides contact details to allow a person who is directly affected by the policy to direct any questions or concerns regarding the content of that policy,
- ii. a statement regarding comprehensive and editorial revisions to the document,
- iii. policy specific information, including policy number, policy title, supersedes / revokes, date effective, policy review date, distribution,
- iv. the policy revision history.

Note: Council policies must also include as a part of the policy specific information the date the policy was passed by Council and the resolution number as recorded in the meeting minutes.

**Signatories**

All Town of Bowden policies should be signed upon final review and approval as follows:

Council Policies:	the Mayor and the CAO.
Administration Policies	the CAO.

**5.2**

All Town of Bowden policies should optionally contain the following sections:

**Appendices / Schedules**

A definitive index of all schedules or appendices attached to a policy must be listed as named or numbered.

**Non-Compliance Considerations**

If deemed necessary, a section of a policy may contain wording that provides a warning statement as to the consequence of failing to adopt the guiding principles of the policy.

This may for example include a statement regarding:

- i. legal liability,
- ii. financial risk,
- iii. the failure to meet statutory compliance or standards,
- iv. the consequence of an inability to satisfy service delivery standards,
- v. the impact on operational inefficiencies.

**Policy Requirements**

If required there should be a statement that reinstates the general requirements, obligations, or expectation that are implied or form part of the policy. For example, wording as follows:

*"The standards and principles as defined in this policy should be adopted and integrated into all procurement activities".*

*This policy should receive an annual review of its relevancy, effectiveness, and completeness".*

*Appropriate actions should be taken to implement necessary changes for non conformance and / or corrective action required following any review of procurement activities".*

## Legal Liability

If required there should be a statement of any overriding legal responsibility or accountability. For example, wording as follows:

*“All procurement activity must be conducted in compliance with:*

- i. the provision of any federal or provincial, act, code, or regulation,*
- ii. any relevant Town bylaw, or other relevant established procedure or process,*
- iii. the Town’s Asset Management Policy 04 / 2024 (as amended over time)”.*

*“Nothing in this policy (either by inclusion or omission) exempts the Town from any obligation, liability or accountability imposed by statutory regulation or enactment, including but not limited to, the Municipal Government Act, and public sector accounting standards and principles”.*

## 5.3

### 5.3.1

All Town of Bowden policies must be arranged in such a way that stakeholders will find the document logical and clear to understand.

Using the standard format section headers provided in 5.1 and 5.2 above, the content of the policy document should be grouped into logical subjects as this will provide a consistent and uniform approach to each policy.

### 5.3.2

The writing style should demonstrate clarity, consistency and have the characteristic of being comprehensible and easy to understand.

The main body of text should use short sentences, have correct spelling and good punctuation

The writing style of the policy document should be:

- i. free of any opinion,
- ii. free of slang words or abbreviations (unless spelled out in full either initially or as defined in the definitions section of the policy),
- iii. written in the third person eliminating words like “I” and “we” and “you”.

### 5.3.3

Document formatting should be as per the example provided below (latin text).

#### 1.1 Lorem ipsum amet, odio

Lorem ipsum dolor sit amet, odio vidit tation vim in, civibus vulputate vel ne. Ei pro mutat modus mentitum. Vix te aperiam expetenda definitionem. Vim exerci doctus assueverit ad.

#### 1.2 Gaeco quodsi antiopam

##### 1.2.1

Lorem ipsum dolor sit amet, odio vidit tation vim in, civibus vulputate vel ne. Ei pro mutat modus mentitum. Vix te aperiam

##### 1.2.2

ex gaeco quodsi antiopam eos. Mea te oblique insolens, eos possit veritus maiestatis ne, eu pri deleniti gubergren definitionem

- i. civibus vulputate vel ne. Ei pro mutat modus mentitum. Vix te aperiam expetenda definitionem. Vim exerci doctus assueverit ad.
- ii. vix te aperiam expetenda
- iii. lorem ipsum dolor sit amet, odio vidit tation

#### 5.3.4

All policy pages must be numbered, titled, and dated.

The document footer should be updated with the document version number & date.

If the document is a working draft (a preliminary version that has not received approval) it should clearly be indicated as such, either:

- i. immediately after the policy title
- ii. as a watermark (DRAFT)
- iii. in the footer as a prefix to the document version and date.

---

## 6 POLICY TYPES & APPROVAL PROCESS

### 6.1 Council Policies

#### 6.1.1

Council policies are generally of three types:

- i. **Strategic policies**  
those of broad public importance that communicate the position, intent, direction, goals and priorities of Council,
- ii. **Framework policies**  
those that generally describe standards of performance, service delivery, and the approaches and outcomes that Council expects Administration to achieve,
- iii. **Procedural policies**  
those that define the manner in which Council perform their functions or which mandate acceptable behaviour or processes or actions.

Council policies are externally focused relating to interactions between the Town, residents, the public at large and other external entities, or agencies.

#### 6.1.2

Council policies may be developed (or revised) following the identification of a need by Council, Council Committee, Legislation (typically the MGA), Intermunicipal Agreement, or as identified as necessary by the CAO.

#### 6.1.3

The initial (draft) composition of a new policy, or revision to an existing policy, will normally be carried out by Administration (Legislative Services).

#### 6.1.4

The final version of a draft Council policy must be reviewed and approved by the CAO (and / or Mayor) prior to submission to Council at a Regular or Special Council Meeting.

#### 6.1.5

A Council resolution is required to approve newly drafted, amended or repealed bylaws.

#### 6.1.6

Council policies are effective upon the date of approval by Council resolution (unless specifically noted otherwise).

#### 6.1.7

Council policies are applicable to all Council Committees unless specifically exempted.



## 6.2 Administration Policies

### 6.2.1

Administration policies are created to provide guidance to Town employees on administrative or operational functions and may include administrative procedures<sup>1</sup> and standard operating procedures<sup>2</sup> (SOP's).

### 6.2.2

Administration policies are under the authority and control of the CAO and do not require Council approval, however they may be submitted to Council "for information".

### 6.2.3

Administration policies may be developed (or revised) by the CAO, in response to legislation, operational requirement, or need.

### 6.2.4

Administrative policies do not have a direct effect on residents or the public at large.

### 6.2.5

The initial composition of a new policy, or revision to an existing policy, will normally be carried out by the legislative services function within Administration.

### 6.2.6

A final draft version of an Administration policy may be circulated by the CAO to employees or stakeholders for review, comment, and feedback prior to release and distribution of the final version.

### 6.2.7

An Administration policy must be signed and dated by the CAO to become effective.

### 6.2.8

Administration Policies are not public documents.

## References

1

Administrative procedures set processes or requirements or criteria that Town employees must follow directing them in the actions they must take in order to satisfy the intentions of the policy or other related policies, legislations or bylaws.

2

A standard operating procedure is a "how to" procedure providing instructions or guidance on how to complete or perform a task or operate equipment or machinery.

SOP's are typically required for employees to comply with federal, provincial, or industry regulations such as occupational health & safety legislation.

---

## 7 AUTHORITY / RESPONSIBILITIES

### 7.1

Council is responsible for:

- i. approving and adopting (by resolution) all Council policies,
- ii. reviewing on a regular basis (at least once every term) existing Council policies in order to ensure quality, accuracy, and relevancy,
- iii. maintaining an effective system of controls, review, and reporting procedures to ensure that all activity is conducted in accordance with policy specifics,
- iv. ensuring that policies address issues with the realm of governance or statutory requirement.



**7.2**

The CAO is responsible for:

- i. approving all Administration's policies,
- ii. considering requirements for new policies and directing action to create new policies (both Council and Administration policies),
- iii. implementing policies,
- iv. maintaining an effective system of controls, review, and reporting procedures to ensure that all operational activity is conducted in accordance with policy specifics,
- v. developing adequate guidelines and procedures in support of a policy to set direction where necessary in order to ensure a policy remains effective,
- vi. providing direction and training where necessary in order that any processes or procedures are understood and adopted by Town employees in accordance with the policy,
- vii. the distribution of written or digital copies of policies to all relevant / affected stakeholders as deemed appropriate / relevant,
- viii. reviewing on an annual basis all Administration policies in order to ensure quality, accuracy, and relevancy.

**7.2**

The Legislative & Municipal Services Officer is responsible for:

- i. facilitation of the creation, discussion, and research of policies,
- ii. provision of direction, assistance, and advice,
- iii. ensuring policies are created in accordance with the requirements of this policy,
- iv. reviewing all policies prior to submission to Council or final CAO approval,
- v. ensuring that policies receive either Council or CAO approval,
- vi. distribution, indexing and document control.

**8 REVOCATION****8.1**

A policy may be revoked if the policy:

- i. is no longer in alignment with Council's strategic direction or Administration's operational needs,
- ii. is no longer relevant,
- iii. is no longer in compliance with legislation,
- iv. presents a legal risk,
- v. is consolidated into, or replaced by, a new policy.

**8.2**

If a Council policy is to be revoked the Mayor must consult with Council and provide a rationale for the request to revoke the policy.

Council must ensure that engagement is made with all relevant stakeholders to ensure the revocation of the policy will not cause disruption to:

- i. Council procedures,
- ii. Administration's operations,
- iii. any enactment (typically the MGA).

A Council policy can only be revoked by Council resolution.

**8.3**

Prior to revoking an Administration policy, the CAO must ensure that:

- i. all relevant / applicable stakeholders are consulted,
- ii. the revocation will not cause disruption to Administration's operations,
- iii. relevant communication is made as appropriate to all stakeholders.

**9 SUPPLEMENTARY INFORMATION**

**9.1**

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

Tel: 403 224 3395  
 E-mail: cao@bowden.ca

**9.2**

All schedules form part of this policy.

Schedules attached to this policy:

- Schedule A List of Active Policies & Type
- Schedule B Policy Supplementary Information

**9.3**

Policy Specifics

<b>Policy Number</b>	03 / 2024
<b>Policy Title</b>	Policy Framework & Standards Policy
<b>Policy Type</b>	Council Policy
<b>Supersedes / Revokes</b>	n/a (new policy)
<b>Date Effective</b>	Immediate upon resolution of Council
<b>Policy Passed</b>	Regular Council Meeting ** / ** / 2024
<b>Council Resolution</b>	Motion **
<b>Policy Review Date</b>	As required or at least every term of Council
<b>Distribution</b>	CAO / Legislative & Municipal Services Officer Council (for information) Any other persons as deemed appropriate or necessary.

**9.4**

Policy Revision History

Date	Description of Change	Section	Approved by
	n/a		

**9.5**

Signed:

Robb Stuart,  
Mayor

Rudy Friesen,  
Chief Administrative Officer

## SCHEDULE A

### List of Active Policies & Type (correct at time of publication).

#### A1 Council Policies

Policy Framework & Standards Policy	03 / 2024
Asset Management Policy	01 / 2024
Elected Officials Remuneration, Benefits & Expenses	07 / 2023
Bylaw Enforcement Policy	05 / 2023
Grants & Donations Policy	01 / 2023
Occupational Health & Safety Policy	Directive (October 2022)
Minutes of Council Meetings	02 / 2022
Public Participation Policy	1900 – 02
Winter Road Maintenance Policy	03 / 2021

#### A2 Administration Policies

Occupational Health & Safety Policy all updated April 2024

OHS policies include:

- i. Workplace Violence & Harassment Policy
- ii. Working Alone Policy
- iii. Right to Refuse Dangerous Work Policy
- iv. Vehicle Operations Policy
- v. Worker Orientation, Education & Assessment Policy
- vi. SRDRWC Operations Policy & Standard Operating Procedures
- vii. Arena Standard Operating Procedures

Accounting & Financial Controls Policy	02 / 2024
Personnel & Human Resources	06 / 2023
Communication & Information Policy	04 / 2023
Procurement Policy	03 / 2023

## SCHEDULE B Supplementary Information

The following supplementary information must be contained within every policy.

**B1.1**

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

Tel: 403 224 3395  
E-mail: cao@bowden.ca

**B2.2**

All schedules form part of this policy.

Schedules attached to this Bylaw:

Schedule A \*\*\*\*\*  
Schedule B \*\*\*\*\*

**B3.3**

Policy Specifics

Policy Number	0* - 20**
Policy Title	***** Policy
Policy Type	Council or Administration
Supersedes / Revokes	n/a (new policy) or Policy ** - ****
Policy Passed *	Regular Council Meeting of ** / ***** / 20**
Council Resolution *	****
Date Effective	Immediate ** / ** / **** upon signing by both Mayor & CAO
Policy Review Date	As required / at least every Council term
Distribution	Elected Officials / CAO / Legislative & Municipal Services Officer

\* not required for Administration policies.

**B3.4**

Policy Revision History

Date	Description of Change	Section	Approved by

**B3.5**

Signed:

*****	*****
Mayor	Chief Administrative Officer
Or CAO <u>only</u> for Administration policies.	

<b>Regular Council Meeting:</b> June 10, 2024.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Alberta Transportation Update Bulletin

### **8.a Alberta Transportation & Corridors – Highway 2a Construction**

Administration provides Council with the latest bulletin regarding the paving of Highway 2a between the Town of Olds and the Town of Bowden.

Additional work includes a culvert replacement on Highways 2a near 17<sup>th</sup> Avenue.

A temporary detour route will be necessary.

The work is schedule to commence mid July.

Motion by Councillor \_\_\_\_\_ that Council receives the Alberta Transportation update bulletin as information.

# Alberta Transportation and Economic Corridors

## Highway 2A Construction

Highway 2A between the Town of Olds and the Town of Bowden

### Overview

During the summer of 2024, Alberta Transportation and Economic Corridors will begin construction on the Highway 2A from North of 68th Street in the Town of Olds to Highway 587 in the Town of Bowden.

- Highway 2A to 17th Avenue
- 17th Avenue to 21 Street
- 21 street to 20 Avenue
- 20 Avenue to Highway 2A

### Project Details

The project will include approximately 20 km of paving between the Town of Olds and the Town of Bowden. Additional work includes a culvert replacement on Highway 2A near 17th Avenue, within the Town of Bowden. Work onsite is expected to start mid July and take one month to complete, weather permitting. No work will occur over long weekends or holidays.

To avoid traffic congestion, paving and work at the intersection of Highway 2A and Highway 27 will be completed during non-peak hours:

Weekdays from 7:00 PM to 7:00 AM

Weekends from 8:00 PM to 9:00 AM

All other work will be completed during daylight hours. To minimize any potential impact at Olds College, all work within the Town of Olds is anticipated to be completed before September 1, 2024.

### Traffic Impacts

As with any construction project, travelers may experience speed reductions, lane closures and minor delays. Signage and Variable Message Boards with additional information on construction timing will be posted on site two weeks before construction begins.

To complete the culvert replacement on Highway 2A near 17th Avenue within the Town of Bowden a temporary road and sidewalk closure will be required. Work is planned for July 15-16, with a detour in place as follows:

A traffic accommodation strategy is also in place to mitigate the impacts to travelers. This includes additional signage, delineation, and if required, illumination. Please watch for all and obey all construction zone signage. For up to date information on this project, please call 5-1-1 toll free or visit [511.alberta.ca](http://511.alberta.ca)



#### Need more information?

For additional information on the project please contact us directly:

#### Justin Sciarra, P. Eng.

Eagle Engineering

Phone: 403-949-9116

Email: [justin.sciarra@eagleengineering.ca](mailto:justin.sciarra@eagleengineering.ca)

#### Devon Joa

Aecon Transportation West

Phone: 403-809-5896

Email: [DJoa@aecon.com](mailto:DJoa@aecon.com)

#### Chris Peterson, P. Eng.

Alberta Transportation

Phone: 403-340-7719

Email: [Chris.Peterson@gov.ab.ca](mailto:Chris.Peterson@gov.ab.ca)

For up to date road information, call 5-1-1 toll free, visit [511.alberta.ca](http://511.alberta.ca) or follow [@511Alberta](https://twitter.com/511Alberta)

©2021 Government of Alberta | Published: May 2024 |



# Alberta Transportation and Economic Corridors

## Highway 2A Construction

Highway 2A between the Town of Olds and the Town of Bowden

### Project Map and Detour Route

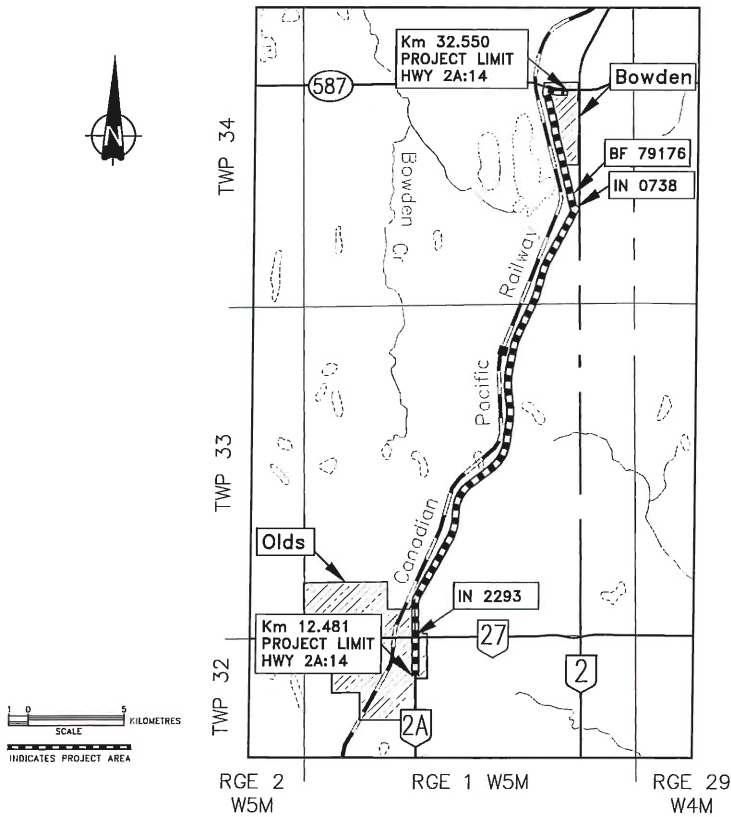


Figure 1. Map showing the project limits

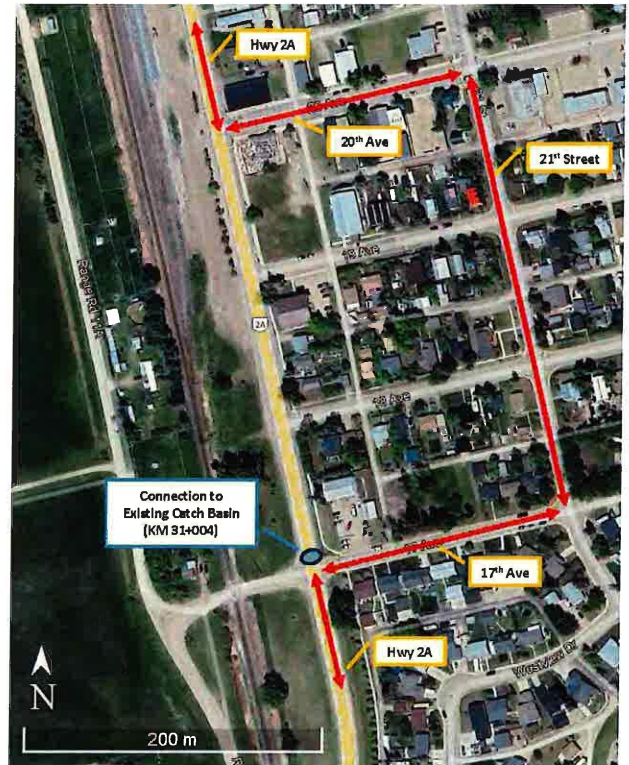


Figure 2. Temporary detour route within the Town of Bowden, expected July 15-16, 2024. Both the road and sidewalk will be closed during construction in this area.

<b>Regular Council Meeting:</b> June 10, 2024.	<b>Agenda Item:</b> 11.a / 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

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

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

**11.b  
Council Committee Reports**  
No reports submitted.**11.c  
Society & Other Reports**  
No reports submitted.

<b>Regular Council Meeting:</b> June 10 <sup>th</sup> , 2024.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Rudy Friesen	<b>Approved By:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

**11.a (i) Annual Weed Inspection Program**

I met in early June with representatives from Red Deer County earlier this month to launch our annual weed control program for the Town. This program is delivered by Red Deer County through a component of the Municipal Services Agreement we have with them.

Weekly Town inspections are underway, with County inspectors in town 1-2 days each week throughout the summer.

**11.a (ii) CAMA**

I had the opportunity to attend the 50<sup>th</sup> Canadian Association of Municipal Administrators Association conference June 3-5 in Banff. Approximately 400 delegates from across Canada participated.

Information sessions included improving governance training for elected officials, increasing employee engagement and developing a positive culture in the work environment.

These were timely as we are currently in the midst of an employee engagement process at this time.

**11.a (iii) Highway 2A Resurfacing**

The contractor has provided an initial update on the re-surfacing work that is to be done this summer on Highway 2A. The project should get underway prior to the end of June.

The work plan is to have the majority of the paving done during nonpeak hours: Weekdays from 7 pm to 7 am and weekends from 8:00 pm to 9:00 am.

Work in and through Bowden is currently scheduled for the week of July 15<sup>th</sup>.

There are some culvert replacements in Town as a part of the project, so please watch for potential traffic detours during this time.

**11.a (iv) County Enforcement Meeting**

I met with Red Deer County Director of Emergency Management. We had a conversation about the updated Peace Officer Enforcement Agreement as well as the requested increase in Bylaw Enforcement hours in Town.

The updated agreement should be in place by the end of June.