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**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 **Tuesday 15 October 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>
<b>3.a</b> September 23, 2024, Regular Council Meeting.	<b>2 - 6</b>
<b>3.b</b> October 9, 2024, Special Council Meeting.	<b>7 - 8</b>
<b>4. PUBLIC HEARING</b>	
None scheduled.	
<b>5. DELEGATION</b>	
None scheduled.	
<b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b>	
<b>6.a</b> Bowden Hotel.	<b>9</b>
<b>6.b</b> Council Resolutions Follow Up Action Summary	<b>9 - 11</b>
<b>6.c</b> Key Dates.	<b>12</b>
<b>6.d</b> Council Open House	<b>13</b>
<b>7. BYLAWS &amp; POLICIES</b>	
<b>7.a</b> Cemetery Bylaw 08 / 2024 (second & third reading of Council)	<b>14 - 35</b>
<b>8. NEW BUSINESS</b>	
<b>8.a</b> Grants & Donation Policy (requests received)	<b>36 - 41</b>
<b>9. FINANCIAL</b>	
<b>9.a</b> Capital Project Fortis Streetlights	<b>42 - 46</b>
<b>10. CORRESPONDENCE</b>	
<b>10.a</b> Affordable housing partners	<b>47 - 52</b>
<b>11. REPORTS</b>	<b>53 - 57</b>
<b>11.a</b> CAO's Report.	<b>53 - 57</b>
<b>11.b</b> Council Committee Reports.	
<b>11.c</b> Society & Other Reports.	<b>58 - 67</b>
<b>13. MEETING ADJOURNMENT</b>	

# BOWDEN

Town of Bowden – Regular Council Meeting  
held on Tuesday 23 September 2024  
at Town of Bowden Council Chambers.

## MINUTES (unapproved)

### 1. CALL TO ORDER

Mayor Robb Stuart called the meeting to order at 7:01pm.

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

<b>ABSENT</b>	Councillor	Sandy Gamble
	Councillor	Marie Flowers

<b>ADMINISTRATION</b>	CAO	Arno Glover
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### 2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA

#### Motion 2.a

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

**MOTION CARRIED UNANIMOUSLY**

### 3. ADOPTION OF PREVIOUS MINUTES

#### Motion 3.a.

Moved by Councillor Deb Coombes that Council adopts the minutes for the Regular Council Meeting of September 9, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

### 4. PUBLIC HEARING

There were no public hearings.

### 5. DELEGATION

#### Agenda item 5.a Jason Klinck (FCSS Program Specialist)

The current FCSS Multi Municipal Operating Agreement expires on December 31, 2024.

A presentation was given to Council to outline the proposed changes to the new agreement.

The proposed changes were twofold:

1. The agreement term will be extended from 10 years to 30 years.
2. The Red Deer and District Family and Community Services Board is to consist of seven board members (revised up from six) appointed by the City of which five (revised up from four) shall be citizens at large with one appointment reserved for an Indigenous representative.

The revised agreement will be presented for signature during an anniversary event to celebrate the 50<sup>th</sup> anniversary of the formation of Red Deer and District Family and Community Support Services (to be scheduled in December 2024).

**Motion 5.a**

Moved by Councillor Randy Brown that Council accepts the FCSS Multi Municipal Operating Agreement presentation as information.

**MOTION CARRIED UNANIMOUSLY**

**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 Conference**

Administration provided Council with conference documentation.

**Motion 6.a**

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

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.c Council Resolutions Requiring Follow Up Action**

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

**Agenda item 6.d Key Dates**

Administration provided Council with forthcoming key dates.

**Motion 6.b**

Moved by Councillor Randy Brown that Council accepts Business Arising agenda items 6.c and 6.d as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 6.e Minutes of Council Meetings**

Administration requested that Council reviews the information provided to Council within the submitted RFD with a view that Council provides Administration with a decision regarding the timing of when Council meeting minutes will be made publicly available.

**Motion 6.c**

Moved by Councillor Paul Webb that Council approves the RFD submitted by Administration to publish Council meeting minutes (including MPC meeting minutes) on the Town's web site, to be indicated as "unapproved", immediately following preparation of the minutes and a subsequent review and approval of the draft minutes by both the CAO and the Mayor.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

**Agenda item 7.a Noise Control Bylaw 07 / 2024**

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

Council reviewed the draft bylaw and gave second reading without amendment.

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

Administration is to submit the Noise Control Bylaw Council for third and final reading at the RCM of 28<sup>th</sup> October, 2024.

**Motion 7.a** moved by Councillor Paul Webb that Council give second reading to Noise Control Bylaw 07 / 2024.

**MOTION CARRIED UNANIMOUSLY**

## 8. NEW BUSINESS

### **Agenda item 8.a Section 174 MGA Disqualification of Councillors**

Councillor Sandy Gamble has been absent from Council meetings since the RCM of 12<sup>th</sup> August.

A resolution was required during this Council meeting authorizing the leave of absence (the next RCM is scheduled for 15<sup>th</sup> October this being more than 60 days from the date of first absence).

#### **Motion 8.a**

Moved by Councillor Wayne Milaney that Council approves the leave of absence of Councillor Sandy Gamble for personal reasons until the RCM of Tuesday 15<sup>th</sup> October, 2024.

**MOTION CARRIED UNANIMOUSLY**

### **Agenda item 8.b Dog Licencing for 2025**

Administration requested that dog licences during the month of December 2024 (for the year 2025) be issued free of charge (this supersedes the rates set out in the Rates, Fees, Charges & Penalties Bylaw 01 /2024).

#### **Motion 8.b**

Moved by Councillor Deb Coombes that Council approves the request made by Administration to grant free dog licencing during the month of December 2024.

**MOTION CARRIED UNANIMOUSLY**

### **Agenda item 8.c Parkland Regional Library System Requisition for 2025**

Administration submitted to Council details provided by Kara Hamilton of Parkland Regional Library System regarding the proposed 2025 library requisition (as presented).

#### **Motion 8.c**

Moved by Councillor Paul Webb that Council accepts the proposed increase in the municipal per capita requisition for 2025 from \$11667.78 to \$12556.80.

**MOTION CARRIED UNANIMOUSLY**

## 9. FINANCIAL

There was no financial agenda item.

## 10. CORRESPONDENCE

### **Agenda item 10.a Red Deer County Protective Services – August Enforcement Letter**

Administration submitted to Council correspondence received from Red Deer County Protective Services.

**Motion 10.a**

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

**MOTION CARRIED UNANIMOUSLY**

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

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

**Motion 11.a**

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

**MOTION CARRIED UNANIMOUSLY**

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

Reports submitted as follows:

- Bowden & District Cemetery Association (notes from July 4 meeting).

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

Reports submitted as follows:

- CAEP / Quebec Alberta Business Friendship Group (July 10<sup>th</sup>, 2024).
- Mountain View Regional Water Services Commission (meeting of Sept 11, 2024).
- Parkland Regional Library System Board (notes from September 12 meeting).
- Parkland Regional Library Board (notes from September 12 meeting).

**Motion 11.b**

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

**MOTION CARRIED UNANIMOUSLY**

**12. CLOSED SESSION OF COUNCIL ("in camera")****Agenda item 12.a (Property 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".*

**Agenda item 12.b (Land Annexation)**

*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".*

**Agenda item 12.c (CAO Review)**

*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 to be privileged information".*

**Motion 12.a**

Moved by Councillor Wayne Milaney 9:21 p.m. that Council moves to an "in-camera" session for agenda items 12.a / 12.b / 12.c as per section 27 and section 17 of the FOIP Act.

**MOTION CARRIED UNANIMOUSLY**



**Motion 12.b**

Moved by Councillor Paul Webb at 10:00 p.m. that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

As per the requirements provided in section 6.1 of Council Procedural Bylaw 08 / 2020 a motion is required to extend the Council meeting beyond 3 hours.

**Motion 12.c**

Moved by Councillor Paul Webb at 10:01 p.m. that all Council members present agree to continue the meeting beyond three hours.

**MOTION CARRIED UNANIMOUSLY**

**Motion 12.d**

Moved by Councillor Paul Webb at 10:02 p.m. that Council moves to an “in-camera” session for continuation of agenda items 12.a / 12.b / 12.c as per section 27 and section 17 of the FOIP Act.

**MOTION CARRIED UNANIMOUSLY**

**Motion 12.e**

Moved by Councillor Deb Coombes at 10:14 p.m. that Council return to an “open meeting” of Council.

**MOTION CARRIED UNANIMOUSLY**

With reference to agenda item 12.a. there was no motion made.

With reference to agenda item 12.b. the following motion was made.

**Motion 12.f**

Moved by Councillor Paul Webb that Council approves the Negotiation Report as presented and instructs Administration to submit the reports to the Alberta Land and Property Rights Tribunal pursuant to section 118 of the MGA.

**MOTION CARRIED UNANIMOUSLY**

With reference to agenda item 12.c. there was no motion made.

**13. MEETING ADJOURNMENT****Motion 13.a**

Moved by Councillor Deb Coombes at 22:15 p.m. to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

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**Mayor  
Robb Stuart**

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**CAO  
Arno Glover**



**Town of Bowden – Special Council Meeting  
held on Wednesday 9 October 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	Sandy Gamble	
	Councillor	Paul Webb	
	Councillor	Deb Coombes	
	Councillor	Randy Brown	
	Councillor	Marie Flowers	
	Councillor	Wayne Milaney	

<b>RECORDER</b>	CAO	Arno Glover
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**2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**

**Motion 2.a**

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

*Note: amended as follows:*

*Addition of agenda item 4.b Special Events*

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a**

Moved by Councillor Paul Webb that Council adopts the adopts the minutes of the Special Council Meeting of October 2, 2024, as presented.

**MOTION CARRIED UNANIMOUSLY**

**4. NUMBER OF COUNCILLORS**

**Agenda item 4.a Proposal to decrease the number of Councillors from 6 to 4**

A proposal was made to Council to discuss a reduction in the number of Councillors.

The proposal was to reduce the number of elected Councillors from 6 to 4.

Mayor Rob Stuart led the discussion on the proposal.

Council debated the matter in hand.

In addition, there was further debate with regard to Council remuneration and comparatives made to other Municipalities.

Mayor Robb Stuart requested a resolution to move ahead and further requested a recorded vote.

There was no motion made. However, Council expressed their preference on the proposal as follows:

Recorded vote FOR 2 Mayor Robb Stuart  
Councillor Marie Flowers

Recorded vote AGAINST 5 Councillor Paul Webb  
Councillor Randy Brown  
Councillor Wayne Milaney  
Councillor Deb Coombes  
Councillor Sandy Gamble

A motion was made not to progress the matter further.

**Motion 4.a**

Moved by Councillor Paul Webb that Council accepts agenda item 4.a as information.

**MOTION CARRIED**

**Agenda item 4.b Special Events**

Mayor Robb Stuart informed Council that there will be a Special Events Committee meeting on October 23.

The date of the Bowden Christmas Festival is scheduled for Friday, December 13<sup>th</sup>.

**Motion 4.b**

Moved by Councillor Randy Brown that Council accepts agenda item 4.b as information.

**MOTION CARRIED UNANIMOUSLY**

**5. MEETING ADJOURNMENT**

**Motion 5.a**

Moved by Councillor Paul Webb at 7:17pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

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

\_\_\_\_\_  
CAO  
Arno Glover



<b>Regular Council Meeting:</b> October 15, 2024.	<b>Agenda Item:</b> 6.a / 6.b
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Council Resolutions Follow Up

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

**Content:**

**6.a Bowden Hotel**

There are no further updates at this time.

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

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

Administration submits the revised document for Council to review.

## Town of Bowden COUNCIL RESOLUTIONS REQUIRING FOLLOW UP ACTION (updated 24 September 2024)

Meeting Date	Resolution	Action By Whom	Date back to Council
12 Sept 2022	<b>Bowden Hotel (Business Arising)</b> Request made by MF to keep item indefinitely on agenda – request only - no resolution made	CAO	ongoing
24 Apr 2023	<b>Intermunicipal Collaboration Framework</b> Motion 8.a ICF to be delayed for 2 years pending Provincial Government guidelines	Council / CAO	ongoing
26 Jun 2023	<b>Water &amp; Wastewater Connections</b> Matter to be b/fwd in future discussions on capital asset planning	CAO	ongoing
14 Aug 2023	<b>Annexation of Lands</b> Motion 6.a Administration to formally advance the development proposal Final version of Negotiation Report to submit to Council for review at RCM 23 Sept 2024 <span style="color: red;">Report with Developer's agent – requires signature by Red Deer County</span>	CAO	ongoing
25 Jun 2024	<b>Additional Streetlights</b> Motion 6.a Admin to proceed with the installation of 4 additional streetlights on 21 <sup>st</sup> Street Quotation received from Fortis October 3, 2024 – Council to approve cost.	CAO	In progress
25 Jun 2024	<b>Streetlight Audit</b> Motion 6.b Administration to request streetlight audit of the Town in fall 2024	CAO	requested
25 Jun 2024	<b>Bylaw Enforcement</b> Motion 6.c Administration to explore further options regarding bylaw enforcement	CAO	ongoing
12 Aug 2024	<b>ATCO Gas Franchise Agreement</b> Motion 8.a Distribution Fee to remain at 22% for 2025 Advertisement placed in Albertan Newspaper as required by AUC. No responses received directly by the Town – ATCO Gas informed by email <span style="color: red;">No further update received to date from either AUC or ATCO Gas.</span>	CAO	In progress
26 Aug 2024	<b>Council Open House</b> Motion 8.b date set for Monday 21 <sup>st</sup> October 7:00pm Bowden Event Centre	Council	ongoing
26 Aug 2024	<b>Firehall Flag Poles</b> Motion 8.c Administration to liaise with RDC Protective Services	CAO	ongoing
23 Sept 2024	<b>Minutes of Council Meetings</b> Motion 6.c Minutes to be published on web site as “unapproved” upon production.	CAO	✓

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda items 6.a and 6.b as information.

<b>Regular Council Meeting:</b> October 15, 2024.	<b>Agenda Item:</b> 6.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b>

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

**Content:**

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

<b>October 17</b>	<b>Town of Penhold Light Lunch (11:30am Penhold Library) (Mayor, Deputy Mayor, CAO)</b>
<b>October 21</b>	<b>Council Open House (7:00pm Bowden Event Centre)</b>
<b>October 23</b>	<b>Special Events Committee meeting (7:00pm Council Chambers)</b>
<b>October 28</b>	<b>Organizational Meeting of Council (6:30pm Council Chambers) Regular Council Meeting (7:00pm Council Chambers)</b>
<b>November 4 – 7</b>	<b>Rural Municipalities of Alberta Fall Conference (Edmonton Convention Centre)</b>
<b>November 13</b>	<b>Central Alberta Elected Officials Friends &amp; Food Event (5:00pm Field &amp; Forge Brewing) <i>rsvp by November 7</i></b>
<b>December 13</b>	<b>Christmas Festival (4:00pm tbc Igloo Arena)</b>

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda items 6.c as information.

<b>Regular Council Meeting:</b> October 15, 2024.	<b>Agenda Item:</b> 6.d
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Council Resolution Follow Up

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

**Content:**

**6.d Council Open House** *(for information only)*

Administration respectfully requests that Council provide an indication on what resource material or assistance is required in preparation for the Council Open House.

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts Business Arising agenda item 6.d, as information.



<b>Regular Council Meeting:</b> October 15, 2024	<b>Agenda Item:</b> 7.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Cemetery Bylaw 08 / 2024

## Cemetery Bylaw 08 / 2024

### 7.a.i Background

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

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

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

Administration submitted to Council the first draft of a revised Cemetery Bylaw during the RCM of 9<sup>th</sup> September.

During that meeting Council reviewed the first draft of the revised bylaw and requested amendments to be made as follows:

Clause 7:1 Exceptions to be made by the CAO *in writing*.

Clause 12.10 *reference to a designated vehicle car parking area should be included*.

Amendments to the original bylaw are highlighted in **yellow** text.

Amendments to the new bylaw subsequent to first reading of Council are highlighted in **blue** text.

Administration thereby submits Cemetery Bylaw 08 / 2024 for second reading and third reading of Council.



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

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## Town of Bowden – Province of Alberta CEMETERY BYLAW

**08 / 2024** (1<sup>st</sup> Reading of Council)

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

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

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

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

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

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### 1 SHORT TITLE

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

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### 2 PURPOSE

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

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

### 3 DEFINITIONS

In this bylaw the following definitions apply:

#### **Administration / Town Administration**

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

#### **Authorized Person**

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

#### **Burial**

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

#### **Burial Permit**

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

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

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

#### **Cemetery**

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

#### **Cemetery Services**

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

#### **Cemetery Supplies**

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

#### **Columbarium**

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

#### **Council**

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

#### **Cremains**

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

#### **Disposition**

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

#### **Disinterment**

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

#### **Field of Honour**

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

**Grave**

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

**Grave Liner**

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

**Human Remains**

Means a dead human body in any stage of decomposition.

**Interment**

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

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

**Monument**

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

**Municipality**

Means the Town of Bowden.

**Niche**

Means a compartment within a columbarium.

**Pillow Monument**

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

**Plot**

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

**Rates and Fees Bylaw**

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

**Resident**

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

**Penalty**

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

**Reserve Plot**

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

**Ribbon**

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



**Right of Interment**

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

**Right of Interment Certificate**

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

**Town**

Means the municipal corporation of the Town of Bowden.

**Urn Vault**

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

**Vehicle**

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

**Veteran**

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

**Words (interpretation)**

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

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

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

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

**4.2 Bowden & District Cemetery Association**

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

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



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

### 4.3 Responsibilities of the CAO

#### 4.3.1

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

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

#### 4.3.2

Without limitation, the CAO is empowered to:

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

#### 4.3.3

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

### 4.4 Responsibilities of the Town

#### 4.4.1

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

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

#### 4.4.2

The Town reserves the right to:

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

#### 4.4.3 Limit of Liability

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

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

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

#### **4.4.4 Right of Appeal**

Any person who considers themselves to be aggrieved by a decision of the Town or the CAO made under this bylaw, may appeal the decision to Council, in accordance with the procedures outlined in the Council Procedural Bylaw section titled, "Delegations and Requests to Council" providing that the appeal is made in writing within 30 days of the date of the decision.

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

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

## **5 RIGHT OF INTERMENT**

### **5.1.1**

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

### **5.1.2**

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

### **5.1.3**

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

### **5.1.4**

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

### **5.1.5**

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

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

### **5.1.6**

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

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

### **5.1.7**

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

### **5.1.8**

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

**5.1.9**

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

**5.1.10**

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

**5.1.11**

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

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

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

**5.1.12**

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

**5.1.13**

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

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## **6 INTERMENT and DISINTERMENT**

**6.1 Authority**

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

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

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

**6.2 Notice**

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

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

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

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

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

### 6.3 Burial Permits for Interment

#### 6.3.1

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

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

Funeral Homes are not exempt from these requirements.

#### 6.3.2

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

#### 6.3.3

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

### 6.4 Disinterment

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

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

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

### 6.4 Reinterment

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

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

### 6.5 Columbarium.

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

## 7 PLOTS (Full Burial of a Casket)

### 7.1

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

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

Exceptions to this may be made in special cases at the discretion of the CAO **(in writing)**.

**7.2**

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

**7.3**

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

**7.4**

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

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

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

**8.2**

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

**8.3**

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

**8.4**

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

**8.5**

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

**8.6**

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

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**9 PLOTS (Columbarium Niches)****9.1**

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

**9.2**

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

**9.3**

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

**9.4**

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



**9.5**

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

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**10 CARE OF PLOTS & MONUMENTS****10.1**

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

**10.2**

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

**10.3**

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

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

**10.4**

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

**10.5**

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

**10.6**

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

**10.7**

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

**10.8**

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

**10.9**

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

**10.10**

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

**10.11**

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

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

#### 10.12

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

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

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## 11 MONUMENTS AND PLOT INSTALLATIONS

### 11.1

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

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

### 11.2

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

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

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

### 11.3

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

### 11.4

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

### 11.5

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

### 11.6

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

### 11.7

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

### 11.8

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

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

### 11.9

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

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

### 11.10

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

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

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

### 11.11

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

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

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

### 11.12

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

### 11.13

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

### 11.14

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

### 11.15

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



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

**11.16**

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

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

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

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

**12.2**

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

**12.3**

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

**12.4**

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

**12.5**

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

**12.6**

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

**12.7**

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

**12.8**

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

**12.9**

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

**12.10**

**Vehicles in the cemetery must keep to the designated roadways. There is a small, designated vehicle parking area in the cemetery. Vehicles must not park in any other part of the Cemetery including the Memorial Tree Park. (with the exception of Town vehicles and approved contractors' vehicles used in the performance of care and maintenance work).**

**12.11**

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

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

**12.12**

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

**12.13**

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

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

**12.14**

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

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

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

**12.15**

Children must be supervised by an adult at all times.

**12.16**

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

**12.17**

Cremains cannot be scattered anywhere within the Cemetery.

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**13 FIELD OF HONOUR****13.1**

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

**13.2**

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

**13.3**

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

**13.4**

A plot in a Field of Honour may contain either:



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

**13.5**

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

**13.6**

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

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

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

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

**13.7**

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

**13.8**

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

**13.9**

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

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

**14 MEMORIAL TREE PARK****14.1**

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

**14.2**

Cremaains must not be interred in the memorial tree park.

**14.3**

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

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

**14.4**

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

**14.5**

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

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

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

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

**15.2**

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

**15.3**

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

**15.4**

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

**15.5**

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

**16 APPLICABILITY****16.1**

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

**16.2**

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

**16.3**

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

- i. are at the discretion of the CAO, due to special circumstances, arrangements or need,
- ii. are as stated in this bylaw,
- iii. may apply to any Designated Officer or person acting under authority, or agreement or in the normal course of their official duties.

**16.4**

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

**16.5 Proof of Exception**

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

**16.6**

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

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

**16.7**

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

**17 SEVERABILITY**

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

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

**18 BYLAW PRECEDENCE**

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

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

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

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

Schedules attached to this Bylaw:

Schedule A

Penalties

Read a first time in open council this 9<sup>th</sup> day of September 2024,

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

and finally passed by unanimous consent of the Councillors present.

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

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Robb Stuart, Mayor

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Arno Glover, Chief Administrative Officer



## Cemetery Bylaw SCHEDULE A Penalties

### A1

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

### A2

Any person who:

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

### A3

This may lead to the issue of:

- i. a verbal or written warning,
- ii. a violation ticket for a specific penalty for the contravention **of a provision contained within any Town of Bowden bylaw** in accordance with the Provincial Offences Procedures Act,
- iii. an unspecified penalty the amount of which will be determined and applied at the discretion of the CAO dependent upon the context, nature, and severity of the offence of a variable amount of not less than \$250.00 up to a maximum of \$10000.00 for any general contravention of this bylaw, **as either a penalty fee and / or for compensation for damages or the recovery of costs.**
- iv. the issue of a Remedial Order to remedy the infraction in accordance with section 545 and 546 of the Municipal Government Act
- v. any or all of i) to iv) above.

### A4

This bylaw is enforceable by the CAO or an Authorized Officer or a Designated Officer of the Town.

### A5 Specific Penalties

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

### A6

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

### A7 Non-Specific Penalties

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

**A8**

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

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

**A9**

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



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

Administration recommends that Council by resolution grants second and third readings to Cemetery Bylaw 08 / 2024.

Motion by Councillor \_\_\_\_\_ that Council gives second reading to Cemetery Bylaw 08 / 2024.

Motion by Councillor \_\_\_\_\_ that Council gives third and final reading to Cemetery Bylaw 08 / 2024 and is adopted accordingly and made effective once duly signed.

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

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

<b>Regular Council Meeting:</b> October 15, 2024.	<b>Agenda Item:</b> 8.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Brewed Blades Letter dated Oct 10, 2024

**Content:**
**8.a Grants & Donation Policy (Financial Assistance Request)**  
**Background.**

Reference should be made to the Financial Assistance Application Form (provided under separate cover) subject to FOIP Act exception to disclosure (section 17 – harmful to personal privacy).

The Town of Bowden Grants & Donation Policy was passed by Council during the RCM of January 9, 2023.

The following is reproduced from the policy:

*“The Town of Bowden is committed to supporting sustainable activities that positively impact the local community.*

*Community grants and donations are available to projects or organizations which demonstrate and provide cultural, social, or economic benefit to the local community.*

*The purpose of the Grants & Donation Policy is to:*

- i. provide a framework that ensures financial assistance applications are assessed and awarded in a consistent and equitable manner and which positively support the social wellbeing of the Town of Bowden local community,*
- ii. provide an accessible and documented process for persons seeking financial assistance from the Town,*
- iii. provide the CAO and Council with clear direction for the consideration and approval of requests for financial assistance,*
- iv. enhance Council’s appreciation and understanding of community groups and their programs within the local community,*
- v. maintain public trust and confidence in municipal government affairs and procedures”.*

The disbursement of monetary payments as donation, grants, or contributions as gifts in-kind does not form part of the Town’s regular program of service delivery.

Any disbursement must therefore receive prior Council approval and must align with Council’s core values on supporting community programs or initiatives.

**Applications Received.****1 Community Christmas Meal**

An application has been received from the organizer of the "Community Christmas Meal" an event that is held in the Bowden Event Centre.

The sum of \$800.00 has been requested to support the cost of the 3<sup>rd</sup> Annual Christmas Meal.

This is a free meal for Town residents.

In 2023, 137 meals were served.

Administration requests that Council review the request made for Financial Assistance.

**Suggested Alternative Motions**

Motion by Councillor \_\_\_\_\_ that Council approves a donation of \$800.00 requested by the organizers of the Community Christmas Meal.

or

Motion by Councillor \_\_\_\_\_ that Council accepts the financial assistance request as information.

## 2 STARS

During the Regular Council Meeting of September 9, 2024, a presentation was given by Shannon Paquette, Donor Relations & Development Officer (STARS Air Ambulance).

The "Critical Care, Anywhere" presentation stated that Donations, Fundraising & lotteries are needed to cover 56% of direct operational costs in Alberta.

Statistics provided by STARS relative to the Town of Bowden are as follows:

TOWN OF BOWDEN & WITHIN RED DEER COUNTY @ AUGUST 15, 2024	2020	2021	2022	2023	2024	TOTAL
NEAR BLACKFALDS (within Red Deer County)					2	2
NEAR BOWDEN (scene and search & rescue) *Averaged 2-3 missions per year	1	3	4	3		11

At the end of the presentation a request was made for the Town to consider providing partnership sponsorship of \$2 per Capita in 2025.

The Alberta Government Regional Dashboard states that the Town of Bowden had a population of 1310 in the year 2023.

The cost of a \$2 per capita donation would therefore be \$2620.00.

Administration requests that Council review the request made by STARS for a donation.

### Suggested Alternative Motions

Motion by Councillor \_\_\_\_\_ that Council approves a donation of \$2620.00 requested by STARS Air Ambulance.

or

Motion by Councillor \_\_\_\_\_ that Council accepts the donation request as information.

**3 BREWED BLADES HOCKEY**

With reference to the attached correspondence a request for a donation has been made by the Bowden Thunderbirds Hockey Team for their hockey tournament to be held on February 15<sup>th</sup> & 16<sup>th</sup> 2025.

Administration requests that Council review the request for a donation submitted by the Thunderbirds Hockey Team.



## Brewed Blades Adult Women's Hockey Tournament

October 10th, 2024

To whom it may concern,

On behalf of the Bowden Thunderbirds hockey team, we are gratefully asking for your consideration of donating to our hockey tournament running February 15th & 16th 2025. We are looking for donations to our raffle table, coupons/discounts for our team packages or cash to put towards the tournament costs. The Bowden Thunderbirds hockey team consists of women aged 18-60. We would appreciate any donation that your company would like to give. There will be 8 teams with approximately 15 adults on each team, and the players and their families will be traveling to watch. They will be guided to support business' while in the area. Thank you for your time and support.

Should you choose to support our tournament, we ask that you please provide the bearer of this letter with a photo attachment (.jpg) of your logo so that we can advertise your contribution at our tournament. This can be emailed to [bowdenthunderbirds@outlook.com](mailto:bowdenthunderbirds@outlook.com)

Donations can be mailed to:

Brooke Worthington

Box 65

Bowden, AB

T0M 0K0

Sincerely,

*Brooke Worthington*

Team/Tournament Manager Bowden Thunderbirds/Brewed Blades Tournament

403-350-7932

[bowdenthunderbirds@outlook.com](mailto:bowdenthunderbirds@outlook.com)



**Suggested Alternative Motions**

Motion by Councillor \_\_\_\_\_ that Council approves a donation of \_\_\_\_\_ to the Thunderbirds Hockey Team in regard to their hockey tournament on February 15<sup>th</sup> & 16<sup>th</sup> 2025.

or

Motion by Councillor \_\_\_\_\_ that Council accepts the donation request as information.

<b>Regular Council Meeting:</b> October 15, 2024	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> Mayor Robb Stuart
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Page 2 of Fortis Quotation 2 Location Plan

**Content:**

**9.a Expanded Scope of Capital Projects 2024**

**Fortis Street Lights – New Service**

This project does not form part of the 2024 Capital Budget and therefore requires Council approval.

**Background.**

The minutes of the RCM of 25 June 2024, are reproduced as follows:

*Agenda item 6.b Fortis Streetlights*

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

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

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

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

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

*Motion 6.a Moved by Councillor Marie Flowers that Administration in conjunction with Fortis Alberta contract to install 4 streetlights in 21<sup>st</sup> Street as per the submitted plans.*

**MOTION CARRIED UNANIMOUSLY**

Administration subsequently contacted Fortis Alberta to provide the town with a formal Quotation based on the outcome of an engineering survey.

**Quoted Cost**

A quotation / contract has now been received from Fortis following the engineering survey conducted in August.

The cost of this project (customer contribution before tax) is \$12364.98.

In addition, there is a 15-year investment of \$3325.00 per streetlight (total cost \$13300.00) which will costed to future Operating Budgets for the period of the 15-year term.

This project is eligible for a Municipal Sustainability Initiative (MSI) grant therefore Administration will submit a request to the Provincial Government for this project to be funded by this source of finance.

Administration requests that Council formally approve this project by resolution

The Customer, or Customer's representative, is to thoroughly review the Quotation Package and confirm acceptance of same.

The Customer Distribution Contribution Cost (payable amount) required for this project is \$12,364.98 plus \$618.25 GST for a total of \$12,983.23. A detailed breakdown of the Customer Distribution Contribution is in the table below.

<b>Project Costs</b>	<b>\$ 36,357.58</b>
Construction (Labour, Equipment & Services)	\$18,257.27
Materials	\$12,532.01
Engineering, Project Management and Administrative	\$5,568.31
<b>FortisAlberta Contribution for System Costs</b>	<b>(\$10,692.60)</b>
<b>FortisAlberta Investment*</b>	<b>(\$13,300.00)</b>
<b><u>Customer Distribution Contribution (before tax)</u></b>	<b><u>\$12,364.98</u></b>
<b><u>GST (5%)</u></b>	<b><u>\$618.25</u></b>
<b><u>Customer Distribution Contribution</u></b>	<b><u>\$12,983.23</u></b>

*\*FortisAlberta's Investment level has been calculated in accordance with the [Customer Contributions Schedules](#) and FortisAlberta's Customer Terms and Conditions which can be found on [FortisAlberta's website](#).*

FortisAlberta's current investment level for streetlight has been calculated in accordance with the Customer Contributions Schedules in FortisAlberta's Customer Terms and Conditions. (Appendix "B")

The Non-Refundable portion of the Customer Contribution is \$12,364.98 plus \$618.25 GST for a total of \$12,983.23.

The Town has applied for these lights and will be energized upon construction complete.

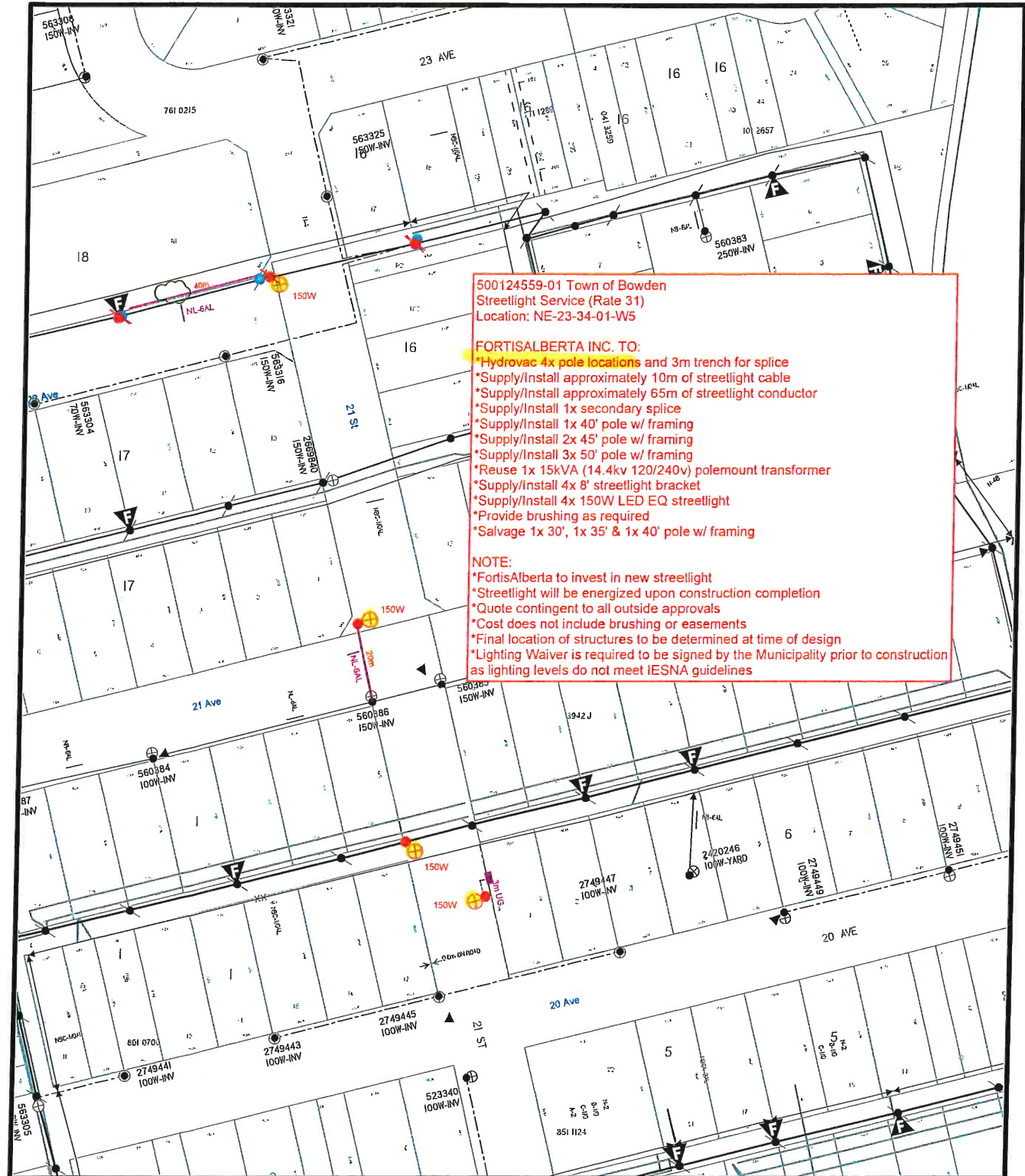
**DESIGN DETAILS**

The Customer, or the Customer's representative, is required to carefully review the attached Estimate Print. Following the Customer's approval of the design details of the Project, the Customer is required to sign and return the Estimate Print along with the Customer Acceptance to Proceed document to FortisAlberta. For more information or to discuss the design details further, contact your FortisAlberta representative, Anthony Raho at 403-514-4727.

**CUSTOMER RESPONSIBILITIES**

The Customer, or the Customer's representative shall be responsible for ensuring adherence to FortisAlberta's metering standards as per FortisAlberta's Service and Metering Guide.

The Customer acknowledges and agrees that the Customer shall be responsible for any and all costs incurred by FortisAlberta installing facilities not included in the attached Estimate Print, including but not limited to secondary lines at the Service Location.



**500124559-01 Town of Bowden**  
**Streetlight Service (Rate 31)**  
**Location: NE-23-34-01-W5**

**FORTISALBERTA INC. TO:**

- \*Hydrovac 4x pole locations and 3m trench for splice
- \*Supply/Install approximately 10m of streetlight cable
- \*Supply/Install approximately 65m of streetlight conductor
- \*Supply/Install 1x secondary splice
- \*Supply/Install 1x 40' pole w/ framing
- \*Supply/Install 2x 45' pole w/ framing
- \*Supply/Install 3x 50' pole w/ framing
- \*Reuse 1x 15kVA (14.4kv 120/240v) polemount transformer
- \*Supply/Install 4x 8' streetlight bracket
- \*Supply/Install 4x 150W LED EQ streetlight
- \*Provide brushing as required
- \*Salvage 1x 30', 1x 35' & 1x 40' pole w/ framing

**NOTE:**

- \*FortisAlberta to invest in new streetlight
- \*Streetlight will be energized upon construction completion
- \*Quote contingent to all outside approvals
- \*Cost does not include brushing or easements
- \*Final location of structures to be determined at time of design
- \*Lighting Waiver is required to be signed by the Municipality prior to construction as lighting levels do not meet IESNA guidelines

NOTES:

Estimate Print



LEGEND:	
RED	NEW PRIMARY
PURPLE	NEW SECONDARY
BLUE	SALVAGE
GREEN	BRUSHING
BLACK	EXISTING FACILITIES



LAND ONLY TO SCALE 1:1,500  
 Print 1.0

Designer: Anthony Raho  
 Customer: Town of Bowden  
 Location: NE-23-34-01-W5

Date: 10/2/2024

WO#/OI#: 500124559



**Recommended Motion**

Motion by Councillor \_\_\_\_\_ that Council approves the additional capital project for the installation of 4 new streetlights in 21<sup>st</sup> Steet (as per the attached location plan) for the sum of \$12364.98.

<b>Regular Council Meeting:</b> October 15, 2024.	<b>Agenda Item:</b> 10.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1 Email received from David Williams Assistant Deputy Minister Housing Division. 2 Ministerial Order 2024-011

**Content:**

**10.a** Request made by David Williams Assistant Deputy Minister Housing Division.

Administration has received correspondence from the Provincial Government requesting details of any agreements the Town has with affordable housing partners.

Administration is unaware of any such agreement in place but requests that Council provides any information that they may have regarding this request.

**CAO**

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**From:** SCSS Municipal Engagement <SCSS.MunicipalEngagement@gov.ab.ca>  
**Sent:** October 3, 2024 11:14 AM  
**Subject:** Designation of Affordable Housing Accommodation  
**Attachments:** MO No. 2024-011.pdf

*This message is being sent on behalf of ADM David Williams*

Dear CAO:

Housing affordability is a key priority for the Government of Alberta, and recently, it has taken steps to ensure that property tax exemptions support the provision and delivery of affordable housing. The *Municipal Affairs Statutes Amendment Act*, which came into effect in May 2024, amended the *Municipal Government Act* (MGA) as follows.

- Section 363 provides property tax exemptions for affordable housing accommodations as defined by the *Affordable Housing Act* (AHA).
- Municipalities will continue to have the ability to remove such exemptions locally through bylaw, but the education property tax portion would remain exempt.
- The provisions that have property tax implications will come into force on January 1, 2025.

To support the implementation of the MGA amendments, the Minister of Seniors, Community and Social Services has issued a Ministerial Order No. 2024-011 (Attachment). The Ministerial Order clarifies the definition of affordable housing accommodation under the AHA. In order for a housing accommodation to be designated as an affordable housing accommodation, which may be at the unit level, it must:

- be subject to an agreement between the owner and operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
- have rental rates which are below market rates, pursuant to the agreement with an order of government;
- be owned or operated by a not-for-profit organization, incorporated under the *Societies Act*, *Companies Act* or *Business Corporations Act*, a management body established under the AHA, or a similar organization as determined under the Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10 year strategy to improve and expand affordable housing*.

Please note that seniors' lodges are already exempt through section 362 (1) (m) and (n)(iv) of the MGA, and do not need to be designated through this process. Similarly, accommodations owned by the Alberta Social Housing Corporation (ASHC) or previously owned and transferred to affordable housing providers are already exempt from property tax through the *Social and Affordable Housing Accommodation Exemption Regulation* (SAHAER).

Currently, the ASHC does not have any operating or grant agreements with affordable housing providers in your municipality. If your municipality has agreements with affordable housing providers that fit the criteria in the Ministerial Order, please respond to this email with:

- The name of the affordable housing provider;

- The expiry date of the agreement between your municipality and the provider;
- The number of units under agreement and unit type (e.g., bachelor, one-bedroom, etc.);
- The address(es) of the affordable housing accommodation.

Please send your responses to [scss.municipalengagement@gov.ab.ca](mailto:scss.municipalengagement@gov.ab.ca) by October 21, 2024.

Thank you for your continued support and cooperation to ensure that low-income Albertans have access to housing that meets their needs. I look forward to continuing to work with you as we improve and expand the affordable housing system.

David Williams  
Assistant Deputy Minister  
Housing Division  
Seniors, Community and Social Services

Attachment: Ministerial Order No. 2024-011





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES  
Office of the Minister

## Ministerial Order No. 2024-011

WHEREAS, pursuant to section 1(a) of the *Alberta Housing Act* (the Act), "affordable housing accommodation" means a housing accommodation designated by the Minister as an affordable housing accommodation under section 31.1(1);

AND WHEREAS, pursuant to section 31.1(1) of the Act, the Minister may designate a housing accommodation as an affordable housing accommodation if the Minister is of the opinion that in the circumstances the housing accommodation is suitable for designation as an affordable housing accommodation;

AND WHEREAS, pursuant to section 3(3) of the Act, the Minister may delegate to any person any power, authority or obligation conferred or imposed on the Minister under the Act.

THEREFORE, I, JASON NIXON, Minister of Seniors, Community and Social Services, pursuant to section 31.1(1) of the *Alberta Housing Act*, hereby:

1. Establish the circumstances under which a housing accommodation is suitable for designation as an affordable housing accommodation are that it must:
  - a. be subject to an agreement between the owner or operator of the housing accommodation and the Government of Canada, Province of Alberta, or a municipality;
  - b. have rental rates which are below market rates, pursuant to the agreement referred to in subclause (a); and,
  - c. be owned or operated by a not-for-profit organization incorporated under the *Societies Act*, *Companies Act*, or *Business Corporations Act*, a management body established under the *Alberta Housing Act*, or similar organization as determined under this Ministerial Order, that has a stated mission or mandate to serve those in core housing need (as defined in section 8(2)(a) of the *Social Housing Accommodation Regulation*) or to provide housing to target population groups identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*.
2. Delegate to the Assistant Deputy Minister, Housing Division, the authority to designate a housing accommodation as an affordable housing accommodation, in accordance with the circumstances set out in clause 1, including the authority to determine a similar organization under clause 1(c).



3. Direct the Assistant Deputy Minister, Housing Division, to create and maintain a list of designated affordable housing accommodations to be reviewed and updated at least annually, or upon notification of the transfer of a housing accommodation designated as an affordable housing accommodation under this Ministerial Order.

DATED this 2 day of August, 2024.



---

Jason Nixon  
Minister of Seniors, Community and Social Services

Correspondence

**Recommended Motion:**

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

or

Motion by Councillor \_\_\_\_\_ that Council directs Administration to \_\_\_\_\_

<b>Regular Council Meeting:</b> October 15, 2024.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

**Content:**

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

<b>Regular Council Meeting:</b> October 14, 2024.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b> 1

## 1 Capital Projects Update

Capital projects are progressing as follows:

### 1 (i) Walking Trail

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

### 1 (ii) Cast Iron Water Main Replacement

Work is now complete to replace the 4-inch cast iron water main along 21<sup>st</sup> Street from 20<sup>th</sup> Avenue to 21<sup>st</sup> Avenue.

Border Paving will be in Town w/c October 21<sup>st</sup> to resurface the road surface pavement (and other patching).

### 1 (iii) Sidewalk on 20<sup>th</sup> Avenue

The concrete contractor is currently in Town installing the new sidewalk on the north side of 20<sup>th</sup> Avenue from 23<sup>rd</sup> Street to 24<sup>th</sup> Street.

Other remedial work is being carried out.

### 1 (iv) Solar Powered Crosswalk System

The solar powered crosswalk system has been installed for the crossing at the west side of the intersection of 20<sup>th</sup> Avenue and 23<sup>rd</sup> Street.

Bowden Grandview School has been informed in order that students are aware of the new crossing and are encouraged to use the crosswalk system.

### 1 (v) Museum / Pumphouse Cladding

Public Works have completed work on the west side of the museum building and the front of the pumphouse – work on the east side of the museum remains as work-in progress.

### 1 (vi) Wastewater Sewer CCTV

The videos have been submitted to ISL Engineering for analysis.

## 2 Arena Community Park

The 20ft Colorado Spruce tree will be installed w/c 14th October.

The installation of power to the Arena park has been completed.

### **3 Alberta Municipalities Convention & Trade Show**

I attended the convention for 2 days and attend the following 3 sessions.

- (i)  
Steering the Governance Ship Through Election Waters.
- (ii)  
Preparing a Successful & Positive Election in a Smaller Community.
- (iii)  
Communicating in Times of Trouble.

The Municipal Affairs Statutes Amendment Act, 2024, (Bill 20) sets new rules for local elections and councils to enhance integrity and maintain public trust.

To date Administration has not received any details of the new requirements.

It is hoped that early in 2025 the Town can host some new candidate orientation sessions.

### **4 Municipal Affairs**

Jacqui Molyneux and I met with representatives from Municipal Affairs.

This was an introductory meeting for Municipal Affairs to gain an understanding of how Administration was operating both in terms of regulatory reporting, required legislated processes and the relationship with Council.

There will be a Municipality Accountability Program (MAP) Audit in 2025.

### **5 Cemetery Car Lot**

A parking area has been created at the cemetery.

Signage has been added to the fence after the photo was taken. A defined border (landscape edging will be added next year)





**6 Car Parking at Off Leash Dog Park**

Signage has been added to the area designated for car parking.

**7 Rural Renewal Stream**

I have recently provided Candidate Community Endorsement Letters for three new applicants

The purpose of the scheme is in alignment with the Town's Strategic Plan which aims to create an environment that develops, diversifies and maintains sustainability of businesses within the Town.

To date the Town has submitted 19 applications for businesses located on Heritage Drive.

**Recommended Motion:**

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

<b>Regular Council Meeting:</b> October 15, 2024.	<b>Agenda Item:</b> 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved by:</b> Mayor Robb Stuart
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

**Content:**

**11.b**

**Council Committee Reports**

No reports submitted.

**11.c**

**Society & Other Reports**

- i. Red Deer Regional Emergency Management Partnership (minutes meeting Sept 19, 2024  
*(report submitted by CAO Arno Glover)*)
- ii. Parkland Fuel Corporation fact sheet.  
*(report submitted by CAO Arno Glover)*

**The following report is provided under separate cover (confidential)**

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

- iii. Expanding Horizons Society (minutes of October 1, 2024 meeting)  
*(report submitted by Councillor Marie Flowers)*

**Note:**

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

# Minutes

## Red Deer Regional Emergency Management Partnership

DATE September 19, 2024

TIME 1:12 PM

MEETING CALLED TO ORDER BY Dave Brand

### IN ATTENDANCE

**Dave BRAND** – Red Deer County

**Scott CAMERON** – EML Canada

**Karen FEGAN** – Village of Delburne

**Arno GLOVER** – Town of Bowden

**Brad HAMBLIN** – Village of Delburne

**Ron LEBSACK** – Town of Sylvan Lake

**Gary LEITH**, Town of Innisfail

**Carol LIND** – City of Red Deer

**Sean PENDERGAST** – Town of Penhold

**Lorne THOMPSON** – Field Officer, Alberta Emergency Management Agency

**Melanie TIMMS** – Village of Delburne – Recording Secretary

### REGRETS

**Drayton BUSSIERE** – Red Deer County

**Village of ELNORA**

### APPROVAL OF MINUTES

The February 14, 2024 minutes of the first meeting of the newly formed Red Deer Regional Emergency Management Partnership were approved.

### OLD BUSINESS

#### Terms of Reference

Carol LIND discussed whether there should be more than two meetings per year. Since the Terms of Reference state that it is a “minimum of two (2) times per year” that additional meetings can always be scheduled if needed.

RESOLUTION made by Sylvan Lake, R. LESBACK: Requested to adopt the Red Deer Regional Emergency Management Agency's Terms of Reference.

CARRIED

#### Budget

RESOLUTION made by Delburne, K. FEGAN: Requested that Red Deer County, the managing financial partner, invoice each municipality member, with the fee schedule set at \$3000.00 this year and next year; further to that this year's invoice will be payable by December 31, 2024.

CARRIED

#### Regional Functional Exercise

Dave BRAND discussed a Regional Functional Exercise that could be piggybacked off the Emergency Management Preparedness Program partnership between Red Deer County and Stettler County.

The regional exercise would be designed by Michael CURTIS of DataSafe Recovery Services Ltd.

The exercise theme would be about the failure of the Dixon Dam knocking out water, wastewater, transportation, rail, etc.

Each municipality would have a tabletop incorporating the feedback to inform the simulation.

Regional Functional Exercise:

- The afternoon before the exercise will be a tabletop preparation and the next day will be the exercise.
- There will be a working lunch.
- There will be three different locations.
  - City of Red Deer – ICP
  - Stettler
  - Regional outside partners

Michael CURTIS will develop the framework by the end of December 2024.

Smaller tabletops will be done by the end of March so that municipalities can indicate their impacts.

Discussion of having local volunteers/paid-on-call firefighters run the sim cells.

Tentative Dates: June 10, 11, or 12, 2025.

Dave BRAND will keep everyone informed of the date.

#### NEW BUSINESS

##### EML Canada

Scott CAMERON made a presentation about EML Canada which is searchable platform offering a resource list of services and information to use during an emergency or disaster. <https://emlcanada.ca/>

Thanks to an agreement with the Canadian Red Cross, an EML membership is free for one year across Alberta. Businesses, municipalities and community organizations can sign up. Members are reminded to update their profiles.

EML Canada is looking at adding communication and live exercise tools.

Dave BRAND mentioned Red Deer County's prequalification list of resources to build a vendor list.



There was discussion about Red Deer Regional Emergency Management Partnership profile with a list of the municipalities underneath. The parent account would be able to update the other ones.

The City of Red Deer has opted out of an EML Canada profile

2:11 pm RECESS

2:35 PM RECONVENE

#### ICP/ECC Workshop

Dave BRAND discussed organizing and running an ICP/ECC workshop based off FEMA's G-191 course which is similar to what is offered from ICS Canada through AEMA. This course will explain how ICP and ECC interact.

Carol LIND discussed involving how to activate the regional partnership and what the steps are at the managerial level.

The plan is to hold the workshop before the tabletops and the June exercise.

Innisfail will host the workshop on February 26, 2025.

#### ROUND TABLE

Ron LESBACK – Town of Sylvan Lake

- Sylvan Lake is in the process of appointing a new Deputy Director of Emergency Management.

Brad HAMBLIN – Village of Delburne

- No update.

Karen FEGAN – Village of Delburne

- No update.

Sean PENDERGAST – Town of Penhold

- Penhold is constructing a new public service building.

Gary LEITH – Town of Innisfail

- Innisfail has a new records management system; a community connect module in partnership with other municipalities such as Red Deer County, Sylvan Lake and Penhold.

Arno GLOVER – Town of Bowden

- Currently learning about emergency management.

Lorne THOMPSON – Field Officer, Alberta Emergency Management Agency

- In his new role, he will be meeting with each municipality.
- Please let him know if you want to host any training sessions.
- Alberta Incident Management System (AIMS) is the new Incident Command System (ICS) and must be reflected in each municipality's emergency management agency bylaw.

Carol LIND – City of Red Deer

- The City of Red Deer is hosting ICS 300 from October 23 – 25 and ICS 200 on November 13 & 14.
- A sub-committee should be developed to maximize efforts for planning the training exercise.
- Contracts for long term ESS support such as hosting people or pet care.
- Discussion of a coordinator position for the committee. It is not needed yet, as invoicing will be done by Red Deer County, minutes will be taken by the host municipality, and there will be a sub-committee

for training.

- AEMA will have a new Hazard Identification Risk Assessment (HIRA) tool in 2025. Should we do a HIRA as a region?

Dave BRAND – Red Deer County

- Red Deer County is hosting the Information Officer course from October 1 – 4. ICS 300 is needed.
- A Community Resiliency Navigator is being presented to Council for the 2025 budget.
- ESRI – GIS mapping software for the emergency management model. Use an ESRI license to provide more data. Municipality members can have their GIS staff connect to build off from that.
- 3D drone photos can assist with assessing hazards.
- Discussion about municipal data sharing agreements. What are we currently sharing together?
- Bill 21 Amendments – consultation sessions.

NEXT MEETING

**Regional Emergency Management Agency**

**HOST** Town of Innisfail – February 26, 2025, Location and Time TBD

\*Note this is the same day as ICP/ECC workshop

ADJOURNMENT

The meeting adjourned at 3:40 pm.



# Real Estate Backgrounder





# ONE IN SIX

**GAS STATIONS IN CANADA ARE SUPPLIED OR OPERATED BY PARKLAND.**



#1

LARGEST RETAIL FUEL NETWORK IN CANADA



1,848

CANADIAN RETAIL SITES



1,252

DEALER SITES IN CANADA



596

COMPANY SITES IN CANADA



14.3%

GAS MARKET SHARE <sup>(1)</sup>



16.0%

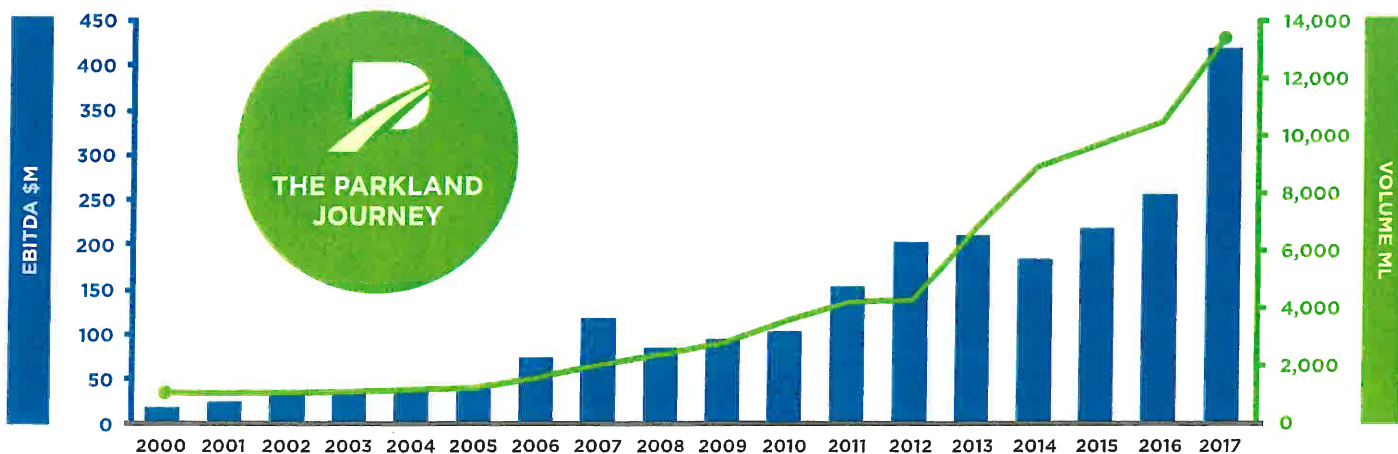
DIESEL MARKET SHARE <sup>(2)</sup>

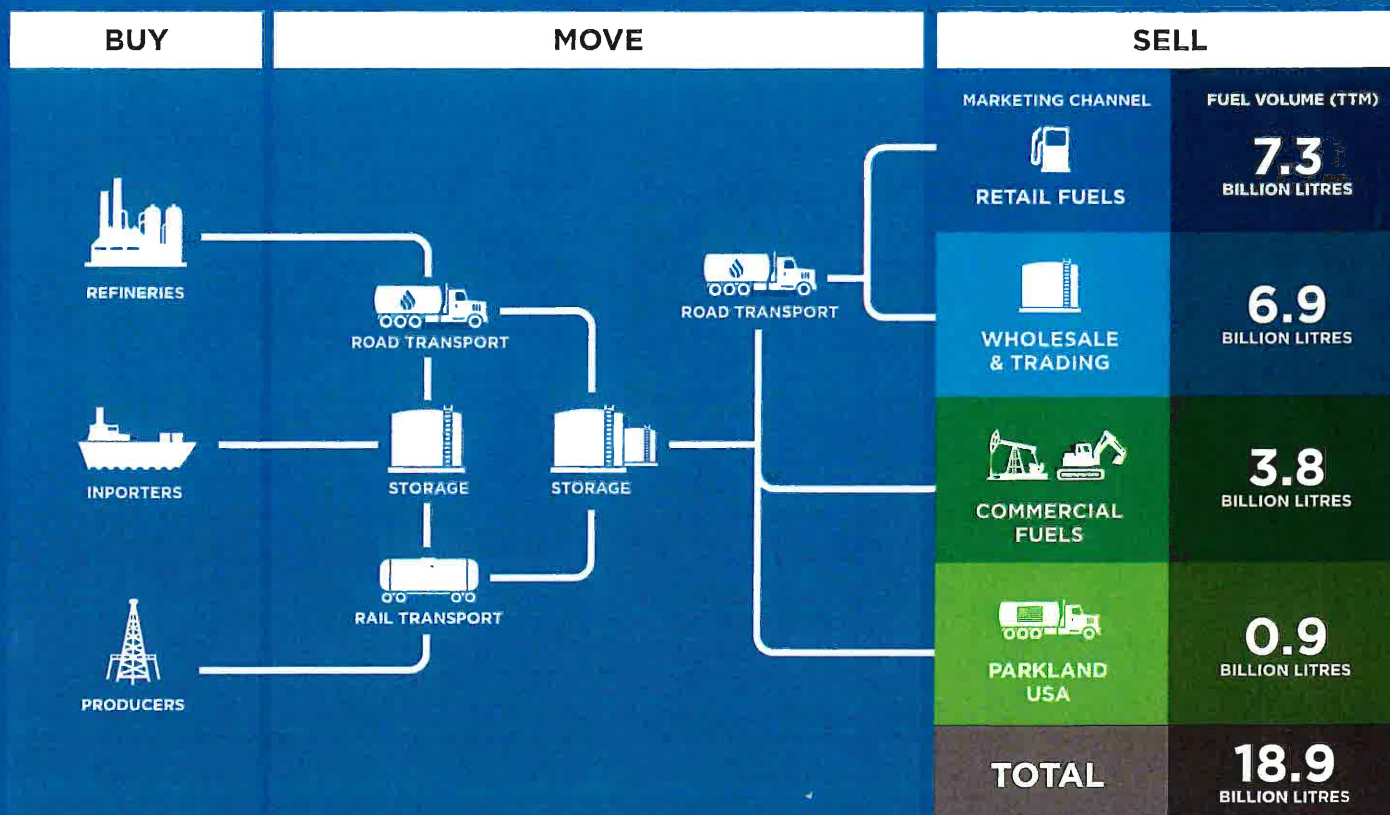
<sup>(1)</sup> Kent's National Retail Petroleum Site Census 2016. Parkland plus Ultramar and Chevron sites purchased.

<sup>(2)</sup> Kent Group Ltd. (December 31, 2017). Data as of end of Q3 2017. Parkland plus Chevron sites purchased.

THIS MEANS YOU CAN DRIVE FROM VICTORIA TO HALIFAX, AND ONLY FUEL UP WITH PARKLAND.

- RETAIL DEALER & COMPANY SITES IN CANADA
- RETAIL PRESENCE





## CHANNELS TO MARKET

## OUR OTHER BUSINESSES



### COMMERCIAL

Parkland Commercial Fuels delivers bulk fuel, bulk and cylinder exchange propane, heating oil, lubricants and other related products and services to commercial, industrial and residential customers in Canada through an extensive delivery network.

### SUPPLY & WHOLESALE

Parkland's Supply and Wholesale segment manages fuel supply by contracting and purchasing fuel from refiners and other suppliers, distributing through third-party rail and highway carriers, storing fuel in owned and leased facilities and serving wholesale and reseller customers in Canada and in the United States. Major sales categories are: Refined products, which include wholesale gas, diesel and gasoline blend stock; Crude, asphalt and fuel oils ("CAF"), which include gas oils; Liquid petroleum gas ("LPG"), which include propane, butane, condensate, and natural gas liquid mix; and Renewable fuels, which include ethanol and biodiesel.

### PARKLAND USA

Parkland USA is an independent fuel marketer headquartered in Minot, North Dakota. Parkland USA supplies and distributes refined petroleum products throughout North Dakota, Montana, Minnesota, South Dakota and Wyoming.





## RETAIL

## OUR RETAIL BRANDS

Parkland Retail Fuels supplies and supports a network of over 1,700 retail gas stations in Canada. Parkland's retail brands include Fas Gas Plus, Race Trac, Pioneer, Short Stop, On the Run / Marché Express, Snack Express, Verve, Dépanneur Du Coin / Corner Store, Ultramar, Dépan express / express Mart, Pipeline commercial, Sergaz and XL, and is a branded wholesaler for Esso and Chevron. Parkland Retail Fuels operates under the following main models: Company owned, retailer operated; Company owned, company operated; and Dealer owned, dealer operated. Parkland also sells fuel through a network of cardlock self-service fuelling stations that provide motor fuel to fleet customers, such as trucking and other commercial customers.

### FORECOURT BRANDS



### BACKCOURT BRANDS



### FOOD / MERCHANDISE



## REAL ESTATE DEALS & SPECIFICATIONS

### TYPICAL FOOTPRINTS



2,100 to 2,400 sq. ft. convenience store



Minimum 3-island "dive-in" forecourt (4-square may also be acceptable)



Optional clip on QSR and/or 1,100 sq. ft. automatic car wash

### TYPICAL DEAL STRUCTURES

Serviced land lease

Serviced land sale

Landlord-supplied building shell  
(Parkland installs forecourt)

Building-allowance lease  
(Parkland builds development with capital contribution from landlord)

**Recommended Motion:**

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