

Town of Bon Accord
AGENDA
Regular Council Meeting
April 2, 2024, 6:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1.** National Volunteer Week (enclosure)
 - 3.2.** National Day of Mourning (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1.** Regular Meeting of Council; March 19, 2024 (enclosure)
- 5. DELEGATION**
 - 5.1.** 6:10 p.m. James MacDonald – Northern Lights Library System – 2023 Value Statement (enclosure)
 - 5.2.** 6:30 p.m. Pamela Stuart – Rezoning Request (enclosure)
 - 5.3.** 6:50 p.m. John F Merritt – Correct Zoning of Residential Property (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1.** Springbrook Playground Proposal (enclosure)
- 7. NEW BUSINESS**
 - 7.1.** Council Community Connections 2024 (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1.** Enforcement Policy (enclosure)
 - 8.2.** 2024-04 – Repeal Of Bylaw 43 (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**
 - GENERAL**
 - 10.1.** Minister of Municipal Affairs – Assessment Model Review (enclosure)
 - ACTION REQUIRED**
 - 10.2.** Canadian Fallen Heroes Foundation – Project Proposal (enclosure)
 - 10.3.** Federation of Canadian Municipalities (FCM) – Canada Community Building Fund (CCBF) (enclosure)
 - 10.4.** Alberta Municipal Affairs - ICF Review Survey (enclosure)

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11. NOTICE OF MOTION

11.1 Clean Energy Improvement Program– Deputy Mayor May (enclosure)

12. CLOSED SESSION

13. ADJOURNMENT

PROCLAMATION

VOLUNTEER APPRECIATION WEEK **April 14-20, 2024**

WHEREAS, National Volunteer Week is an opportunity to celebrate the vibrancy and impact of volunteerism in our communities and across the country; and is the perfect time to recognize volunteers and celebrate the power of volunteerism in our community; and

WHEREAS, this year's theme is: "Every Moment Matters"; and

WHEREAS, in these moments, and the relationships between them, we find greater purpose and a sense of belonging; and

WHEREAS, volunteering brings people together, builds communities and creates a better society for everyone. National Volunteer Week is a chance for all of us to celebrate and recognize the vital work of volunteers and say thank you.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim April 14-20, 2024 as "National Volunteer Week" in the Town of Bon Accord and encourage all citizens to observe this week.

Mayor Brian Holden

Date

PROCLAMATION

NATIONAL DAY OF MOURNING **April 28, 2024**

WHEREAS, April 28 is observed across Canada and in countries around the world as the National Day of Mourning for workers killed, injured, disabled or suffer disease as a result of work; and

WHEREAS, April 28 was proclaimed a “National Day of Mourning” by an Act of Parliament on February 1, 1991, as a day to remember, reflect and re-commit; and

WHEREAS, thanks to the commitment and dedication of those who fight for improved workplace health and safety every day, advances have been made that make Alberta a safer place to work; however, despite this progress, too many people continue to lose their lives, or suffer an injury or illness as a result of their job; and

WHEREAS, every worker has the right to return home safe and sound at the end of each work day; and

WHEREAS, April 28 of each year is:

- A day to mourn and remember all workers who have been stricken with illness, injured or have lost their lives on the job;
- A day to remember children left without a parent and families facing hardships, including family and friends, who nurse or care for ill and injured workers;
- A day to renew approaches to governments for tougher occupational health and safety standards, and more effective compensation;
- A day to re-dedicate ourselves to the goal of making Canada’s workplaces safer; and

WHEREAS, by working together – with employers, workers and health and safety partners – we can prevent injuries and deaths to workers before they occur.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim April 28, 2024 as the “National Day of Mourning” in the Town of Bon Accord, and encourage all citizens to observe this day in recognition of workers who are killed, injured, disabled or suffer disease on the job.

Mayor Brian Holden

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
March 19, 2024 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Tanya May
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Timothy J. Larson

ADMINISTRATION

Jodi Brown – Town Manager
Terry Doerkson – Infrastructure Manager
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

There were no objections to adding item 13.6 Resident Complaint – *FOIP Act Section 24 Advice from officials and Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials.*

COUNCILLOR LARSON MOVED THAT Council adopt the March 19, 2024 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-101

ADOPTION OF MINUTES

Regular Meeting of Council; March 5, 2024

COUNCILLOR BIDNEY MOVED THAT Council adopt the March 5, 2024 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-102

DELEGATION

9:10 a.m. Clint Neufeld – Alberta Municipalities Association – Distribution Charges

DEPUTY MAYOR MAY MOVED THAT Council accept the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 24-103

DEPARTMENTS REPORT

COUNCILLOR LAING MOVED THAT Council accept the departments report as information.

CARRIED UNANIMOUSLY RESOLUTION 24-104

**Town of Bon Accord
Regular Meeting of Council Minutes
March 19, 2024 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

NEW BUSINESS

LGFF Operating Funds Allocation

COUNCILLOR LAING MOVED THAT Council approves the allocation of \$26,730 of the additional LGFF Operating funds towards economic development and planning engineering and the fire hall door.

CARRIED UNANIMOUSLY RESOLUTION 24-105

Water Shortage Plan

DEPUTY MAYOR MAY MOVED THAT Council directs administration to proceed with ordering flowers for baskets and planters within the budget as planned and continue to plan for other operational measures as presented to conserve water in 2024.

CARRIED UNANIMOUSLY RESOLUTION 24-106

Distribution Charges

COUNCILLOR BIDNEY MOVED THAT Council rescind part of resolution 24-071 that reads "Council submit a resolution to the Alberta Municipalities Association to advocate to government for better regulation of distribution charges".

CARRIED UNANIMOUSLY RESOLUTION 24-107

COUNCILLOR BIDNEY MOVED THAT Council write a letter to the Minister of Affordability and Utilities regarding distribution charges supporting equalized charges to all consumers.

CARRIED UNANIMOUSLY RESOLUTION 24-108

Mayor Holden called a short recess at 10:29 a.m.

Mayor Holden called the meeting back to order at 10:39 a.m.

COUNCIL REPORTS

COUNCILLOR BIDNEY MOVED THAT Council accept the Council reports as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-109

CORRESPONDENCE

Minister of Municipal Affairs – Budget 2024

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 24-110

Redwater Mayor's Breakfast

COUNCILLOR LAING MOVED THAT Council direct administration to register Mayor Holden, Councillor Bidney, and Councillor Larson for the Redwater Mayor's Breakfast on April 5, 2024.

CARRIED UNANIMOUSLY RESOLUTION 24-111

**Town of Bon Accord
Regular Meeting of Council Minutes
March 19, 2024 9:00 a.m.
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Alberta Municipal Affairs – ICF Review Survey

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 24-112

COUNCILLOR BIDNEY MOVED to amend her original motion as: “Council accept the correspondence as information and refer it to the April 2, 2024 regular meeting of Council.”

CARRIED UNANIMOUSLY RESOLUTION 24-113

Sturgeon County – Fallen Heroes Film Premiere

COUNCILLOR LARSON MOVED THAT Council direct administration to register Councillor Laing to the Fallen Heroes Film.

2 Opposed

CARRIED RESOLUTION 24-114

CLOSED SESSION

- ***MCSnet Information – FOIP Act Section 16 Disclosure harmful to business interests of a third party***
- ***Arena Project Phase II – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Strategic Plan Review – FOIP Act Section 24 Advice from officials***
- ***Contractor Agreement - FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 17 Disclosure harmful to personal privacy, and Section 24 Advice from officials***
- ***Lot 4A, Block 8, Plan 5261BA Update – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 17 Disclosure harmful to personal privacy, and Section 27 Privileged information***
- ***Resident Complaint – FOIP Act Section 24 Advice from officials, Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials***

DEPUTY MAYOR MAY MOVED THAT Council enter closed session to discuss MCSnet Information – FOIP Act Section 16 Disclosure harmful to business interests of a third party; Arena Project Phase II – FOIP Act Section 21 Disclosure harmful to intergovernmental relations; Strategic Plan Review – FOIP Act Section 24 Advice from officials; Contractor Agreement - FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 17 Disclosure harmful to personal privacy, and Section 24 Advice from officials; Lot 4A, Block 8, Plan 5261BA Update – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 17 Disclosure harmful to personal privacy, and Section 27 Privileged information; and Resident Complaint – FOIP Act Section 24 Advice from officials, Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials at 11:00 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-115

**Town of Bon Accord
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March 19, 2024 9:00 a.m.
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At 11:19, there were no objections to Council extending the meeting past 12 p.m. if needed.

DEPUTY MAYOR MAY MOVED THAT Council come out of closed session at 12:22 p.m.
CARRIED UNANIMOUSLY RESOLUTION 24-116

MCSnet Information – FOIP Act Section 16 Disclosure harmful to business interests of a third party

DEPUTY MAYOR MAY MOVED THAT Council directs administration to complete additional research and bring back to Council.

CARRIED UNANIMOUSLY RESOLUTION 24-117

Arena Project Phase II – FOIP Act Section 21 Disclosure Harmful to Intergovernmental relations

COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as advised.

CARRIED UNANIMOUSLY RESOLUTION 24-118

Strategic Plan Review – FOIP Act Section 24 Advice from officials

COUNCILLOR LAING MOVED THAT Council postpone the Strategic Plan Review until the April Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-119

Contractor Agreement – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 17 Disclosure harmful to personal privacy, and Section 24 Advice from officials

COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as and bring back additional information.

CARRIED UNANIMOUSLY RESOLUTION 24-120

Lot 4A, Block 8, Plan 5261BA Update – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 17 Disclosure harmful to personal privacy, and Section 27 Privileged information

COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 24-121

Resident Complaint – FOIP Act Section 24 Advice from officials and Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials

DEPUTY MAYOR MAY MOVED THAT Council direct administration to proceed as advised.

CARRIED UNANIMOUSLY RESOLUTION 24-122

**Town of Bon Accord
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ADJOURNMENT

DEPUTY MAYOR MAY MOVED THAT the March 19, 2024 Regular Meeting of Council adjourn at 12:27 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-123

Mayor Brian Holden

Jodi Brown, CAO

2023 VALUE STATEMENT

Bon Accord - Town

Population: 1,529 Library Users: 521

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment.

For questions or concerns please contact:

James MacDonald, Executive Director

P: (780)-545-5072

E: jmacdonald@nlls.ab.ca



Northern Lights Library System

Total Library Savings

\$547,391

Name Of Library(s):

Bon Accord Public Library



How Stats Are
Calculated



DOLLAR VALUES

Levy Cost

8,241

Book Allotment

12,105

Rural Services Grant

15,495

Return on Investment

~



eBOOK CIRCULATION

eBooks in Circulation 1429

Total eBook Circulation Value

\$80,024



PRINT CIRCULATION

Net Borrower 14784

Total Print Circulation Value

\$369,600



eAUDIOBOOK CIRCULATION

eAudiobooks in Circulation 801

Total eAudiobook Circulation Value

\$76,896



PROFESSIONAL VALUE

MLS + TSI Tickets 16

Total Professional Value

\$1,238

Aquisition & Cataloguing:

677 items purchased with NLLS

\$5,145 saved via aquisition

\$2,708 cataloguing & processing value

SYSTEM WIDE VALUE

TRAC = 200 Alberta libraries, public catalog,
mobile app, access to 3.5 million library items.



E-Resources



Service Catalogue



Northern Lights Library System

\$28,340,130

CIRCULATION VALUE

19963

NEW CATALOG ACQUISITIONS

144988

ELECTRONIC CIRCULATION

774522

PHYSICAL CIRCULATION

\$2,805,610

OPERATING BUDGET

How We Are Funded

LIBRARY		MUNICIPAL LEVY		PROVINCIAL GRANTS				
\$5.39	+	\$5.39	+	\$4.75	=	\$ 15.53	-	\$2.15
PER CITIZEN		PER CITIZEN		PER CITIZEN		PER CITIZEN		LOCAL LIBRARY BOOK ALLOTMENT



Operating Budget

Yearly Engagement Opportunities



52

Weekly Training
Sessions



6

Executive Meetings



4

Board
Meetings



3

LMC
Meetings



2

Reading
Program



2

Conference

Pamela Stuart
PO Box 523
Bon Accord, AB
T0A 0K0

March 27, 2024

Bon Accord Council Members
Town of Bon Accord
PO Box 779
5025-50th Avenue
Bon Accord, AB T0A 0K0

Re: Request for rezoning of Central Commercial District (C1) residential homes to Medium Density Residential District (R2).

Dear Mayor Holden and Council Members,

I am requesting that the members consider including the rezoning of the “residential lot” located at 5006-49 Avenue from Central Commercial District (C1) to Medium Density Residential District (R2) in the upcoming proposed Land Use Bylaw amendment, waiving the rezoning fee. The location of the property in question is:

- 5006 – 49 Ave. Legal land location: Plan 5261BA. Block 5. The most easterly 65 feet in perpendicular width throughout of lots one, two, and three excepting thereout all mines and minerals. (5261BA;5;1-3)

For reference, other local properties currently under the same circumstance include:

- 5010 – 49 Ave. Legal land location: Plan 5261BA. Block 5. The most westerly 65 feet in perpendicular width throughout of lots one, two, and three excepting thereout all mines and minerals. (5261BA;5;1-3)
- 4935 – 51 Ave. Legal land location: 5261BA, Block 7, Lot 17 (5261BA;7;17)

Background and Current Zoning Challenges

It was recently brought to my attention by former Town of Bon Accord Economic Development and Planning Officer Jenny Larson that due to the aforementioned properties containing residential buildings while being designated as commercial lots, the buildings therein are categorized as “non-conforming.” Thus, the buildings fall under section 643 of the [Municipal Government Act](#)¹ pertaining to Non-conforming use and non-conforming buildings (pg. 409; See Appendix A), which means, as homeowners, we are unable to:

- Enlarge, add to, or structurally alter the residences (subsections 3-5)
- Construct additional buildings on the property (subsection 4).
- Leave the residences unoccupied for over six months without losing non-conforming use status (subsection 2).

¹ Municipal Government Act, RSA 2000, c M-26. Retrieved on March 08, 2024, from https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779845392

However, the most pertinent aspect of the regulation pertains to **subsection 6**, which indicates:

“If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw.”¹

Insurance Implications

When I consulted my insurance brokerage regarding the potential ramifications of such a loss, a review was undertaken by the insurance company’s underwriter. The result of the review was an immediate request to terminate the insurance policy due to a Guaranteed Replacement Cost on Dwelling Buildings clause in the policy specifying the following:

“In determining the cost of repairs or replacement we will not pay or include the increased costs of repair or replacement due to the operation of any law regulating the zoning, demolition, repair, or construction of buildings and their related services.”

The insurance brokerage then reached out to other insurance companies, all of which denied the request for coverage, citing the inability to rebuild in the event of significant loss. Other insurance brokerages were consulted to determine if this was standard procedure, and the results were similar. **Temporary** home insurance was eventually obtained with the stipulation that I, as a homeowner, petition the town to rezone the property back to residential as soon as possible. The only insurance-related alternative suggested was niche insurance; however, that would only cover the cash value of building materials, which was quoted to be approximately 10-15% of the residential value. Unfortunately, this is not sufficient coverage to hold a mortgage on the property, so it is not helpful.

Proposed “Discretionary Use” Solution Suggested Insufficient

A solution proposed by a staff member of Municipal Planning Services was that “single detached dwellings” could be included as a “Discretionary use” for the Central Commercial District (C1). This amendment would address section 643, subsections 2-5; however, this change does not fully address subsection 6. Adding residential homes as a “discretionary use” would not prevent future development officers or Subdivision and Development Appeal Boards from denying the current or future property owners a new building permit in the event of significant damage. If a new building permit is denied, whether or not costs associated with the loss will be covered is at the insurance provider’s discretion. If the insurance provider does approve the claim, it has been advised that they would likely only pay for building materials, similar to the niche insurance mentioned above. As previously noted, the cost of building materials is only about 10-15% of the home value and is insufficient to secure a mortgage. However, it must be emphasized that **in the event a new building permit is not issued, an insurance claim could still be denied due to the aforementioned policy specification, resulting in a complete loss for the resident.**

Records Review

On March 6, 2024, a Freedom of Information and Protection of Privacy Act request was submitted to the Bon Accord Town Office for review of the following documents from 1990 to 2000:

- Land-use bylaws
- Zoning maps
- Meeting minutes
- Public hearing records.

The purpose of the review was to determine why the zoning of the properties was originally changed from residential to commercial such that we might provide a comprehensive account of processes and relevant information to Council in support of the current request.

On March 22, 2024, the records were reviewed by Pamela Stuart, Elaine Hildebrand, John Merritt, and Jayne Cox under the supervision of Jessica Caines, Legislative Services & Communications Coordinator. The initial search did not uncover documents specific to the zoning of the properties in question, so additional records were retrieved by the LSC Coordinator dating back to 1964. The original town zoning map from December 1966 shows that the properties in question were all initially residential (see Appendix B). No other maps could be located until Land-Use Bylaw 267 (LUB 267; October 1992; see Appendix C), which demonstrates the zoning of the properties to be Central Commercial District (C1) as they remain today. No Land-Use Bylaws or amendments regarding rezoning of the affected properties were found between 1966 and 1991 by residents or the LSC Coordinator on March 22, 2024.

LUB 267 was first proposed on June 16, 1992, and on September 10, 1992, a public hearing was held. The bylaw was “prepared to update all prior amendments into one document, to reduce the number of zoned districts to simplify the bylaw, to add portions to address current uses, to provide better definitions, and to prepare for future development.”² Topics of discussion in this public hearing addressed the proposed rezoning of residential properties to commercial, including properties on 50 Street (including two residences located on 49 Ave occupying block 5, lots 1-3, with frontage to 50 street – see Appendix D), 50 Avenue, and 51 Avenue.

Appellant Chris Radon asked, “Why change houses from residential to commercial with only a few houses?” Council member A. Saunders advised, “***the changes are not set yet and the purpose of the hearing was to receive public input on the proposed changes.***”³ Resident John R. Anderson of 4935-51 Ave was also in attendance as an appellant, indicating that property was not yet commercial.

In accordance with input from the public hearing, the following changes to LUB 267⁴ were proposed and passed on September 15, 1992:

1. The ***downtown commercial zone remain unchanged*** and a commercial area be made available in the Direct Control area. An area structure plan for Direct Control needs to be developed;
2. In a R1 District, all buildings would require a five foot side yard setback with the exception of a two storey or trailer which would require a seven foot setback;
3. Map be changed to indicate the north four-plex as existing R3. (Letters to be sent to affected parties when bylaw has been passed).

As the commercial zone was to remain unchanged as of September 15, 1992, this raises the question as to why the properties at 4935-51 Ave and 5006 and 5010-49 Ave (3 lots fronting to 50 street) were included in the commercial zoning on the LUB 267 map dated October 1992, as there were no previous land-use bylaws regarding commercial zoning of those properties. Discourse with former council member, A. Saunders, suggests it is reasonable to presume that this may have been a mapping error, which has been known to have occurred in other municipalities in the past.

² Town of Bon Accord Council Chambers. Public Hearing – Proposed Land-Use Bylaw. September 10, 1992.

³ Town of Bon Accord Council Chambers. Public Hearing – Proposed Land-Use Bylaw. Appellants’ Presentation. September 10, 1992.

⁴ Town of Bon Accord. Regular Minutes of Council. Resolution 92-352. September 15, 1992.

Property Assessment Support

In support of the changes being a potential mapping error, property assessments spanning from 2009 to 2019 display R2 District zoning codes. As property assessments are a key component in assessing and disclosing property zoning during a title transfer, this is a supporting indication that the changes seen on the map may have been a mapping error.

Guidance from Municipal Affairs

Certified Local Government Manager Lucien Cloutier at Municipal Affairs has suggested that rezoning the home back to residential would not be a complicated task. He has indicated that according to section 606.1, subsection 1 of the [Municipal Government Act](#)¹ (page 379; See Appendix E), the advertising requirements may be met by electronic means, such as a posting on the town website. He has further indicated that, for this specific issue, a cost of \$1100 plus advertising is unwarranted given the relatively simple nature of the change and the problem's potential origin.

Concluding Remarks

While I understand the appeal of a larger downtown core, if a developer were to come into the community and consider purchasing a home in the downtown area, they could request that Council rezone the property in question to commercial as part of their standard development package. If the current [Municipal Development Plan](#) is considered, all homes on 50 Avenue and 50 Street falling under the proposed Downtown area⁵ will eventually fall under this process. Thus, rezoning my existing residential home back to residential would not create a loss or barrier for the town. However, dictating that it remains commercial would create substantial barriers and a risk of loss for my family.

I have invested a significant amount of time, energy, and resources into the property. To me, the home is more than a property or piece of land. It is my home and my children's home. Our place of comfort and safety. If the zoning goes unchanged, and we are struck by damage or loss without sufficient home insurance, we are at risk of losing everything I have worked my entire life to build and acquire – a life-altering loss potentially created over how sections of dirt were labelled on a piece of paper. Even without damage or destruction of the property, the potential for financial disaster is glaring, given the threat to the mortgage if insurance is revoked or found to be insufficient and the potential inability to sell the property with full disclosure to avoid future liability.

Thus, given the significant potential for loss and harm to myself and my family and the fact that the property currently contains a residential building situated on a residential street, I think it is reasonable to request that Council consider rezoning it back to Medium Density Residential (R2) District, similar to that of the surrounding residential properties, as part of the proposed future Land-Use Bylaw amendments, without cost to myself given the potential for the current zoning to have been the result of a mapping error. I ask that Council put themselves in my position and ask what they would want done for themselves. What would they be willing to risk for a designation on a map?

Sincerely,



Pamela Stuart

March 27, 2024

Date

⁵ Bylaw 2023-10 Municipal Development Plan. Map 2: Future Land Use. Retrieved on March 22, 2024, from <https://www.bonaccord.ca/Home/DownloadDocument?docId=e5b671a0-7d1a-45d3-97d4-a23b05548eb6>

Appendix A

Municipal Government Act, RSA 2000, c M-26

Non-conforming use and non-conforming buildings

643(1) If a development permit has been issued on or before the day on which a land use bylaw or a land use amendment bylaw comes into force in a municipality and the bylaw would make the development in respect of which the permit was issued a non-conforming use or non-conforming building, the development permit continues in effect in spite of the coming into force of the bylaw.

(2) A non-conforming use of land or a building may be continued but if that use is discontinued for a period of 6 consecutive months or more, any future use of the land or building must conform with the land use bylaw then in effect.

(3) A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made to it or in it.

(4) A non-conforming use of part of a lot may not be extended or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed on the lot while the non-conforming use continues.

(5) A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except

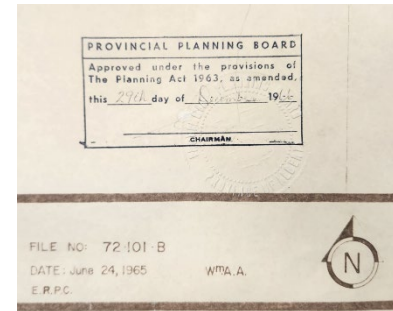
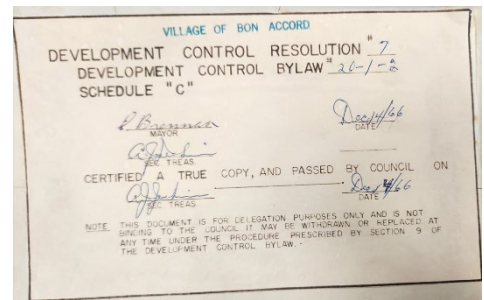
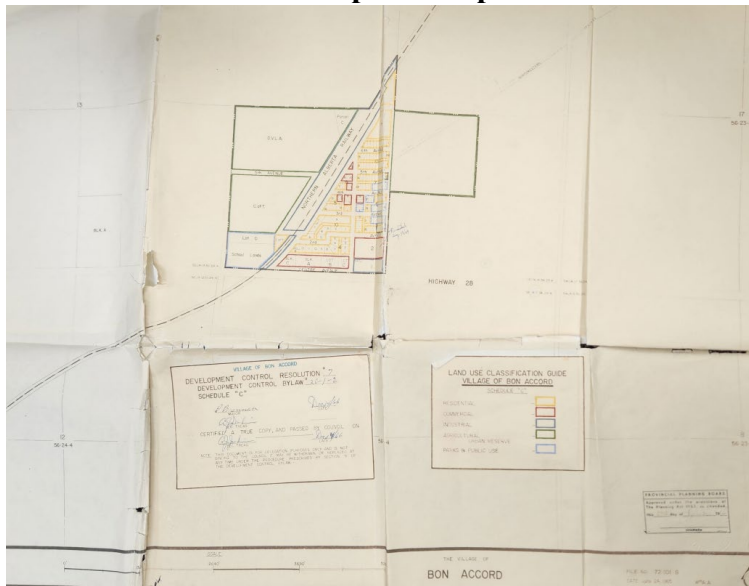
- (a) to make it a conforming building,
- (b) for routine maintenance of the building, if the development authority considers it necessary, or
- (c) in accordance with a land use bylaw that provides minor variance powers to the development authority for the purposes of this section.

(6) If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw.

(7) The land use or the use of a building is not affected by a change of ownership or tenancy of the land or building.

Appendix B

Town of Bon Accord Inception Map 1966



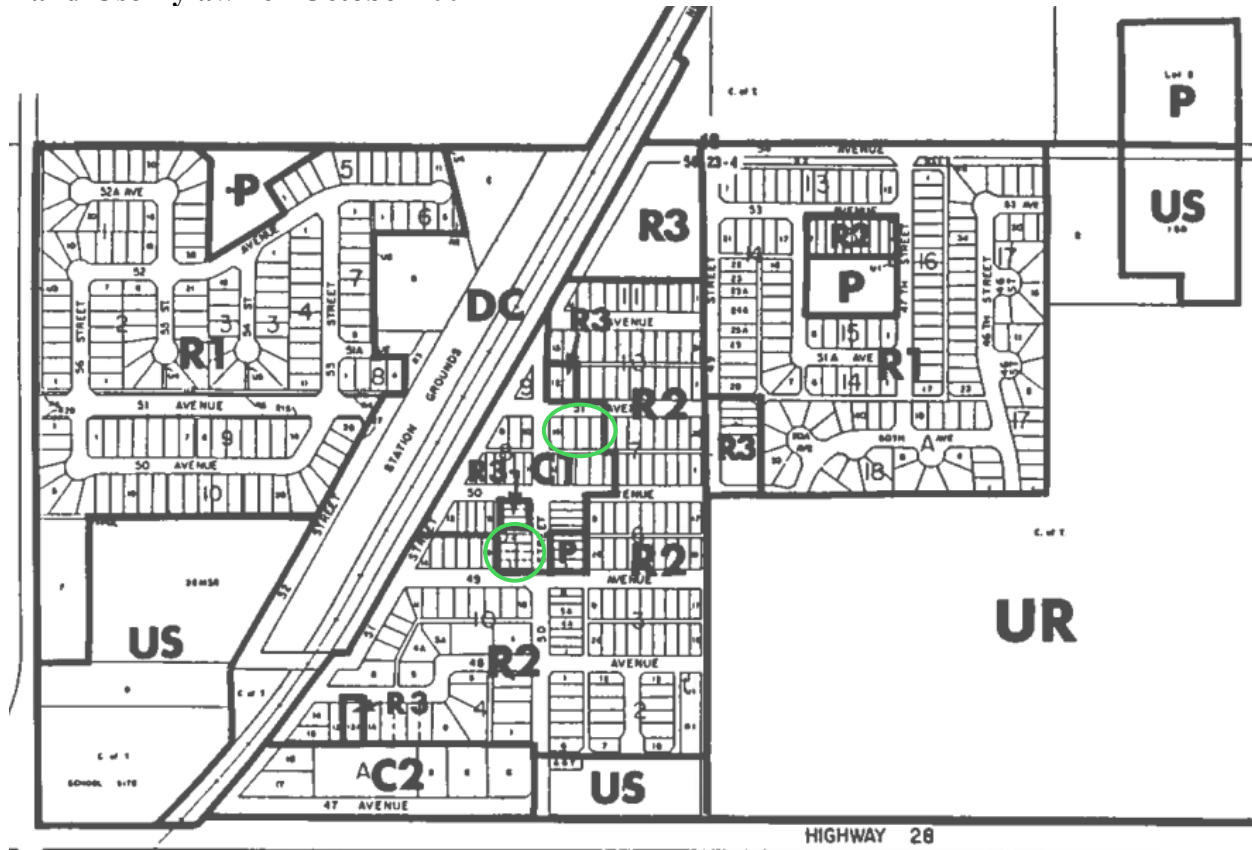
Town of Bon Accord 1966 Map Enlarged



Areas circled in green indicate areas of properties currently in question.

Appendix C

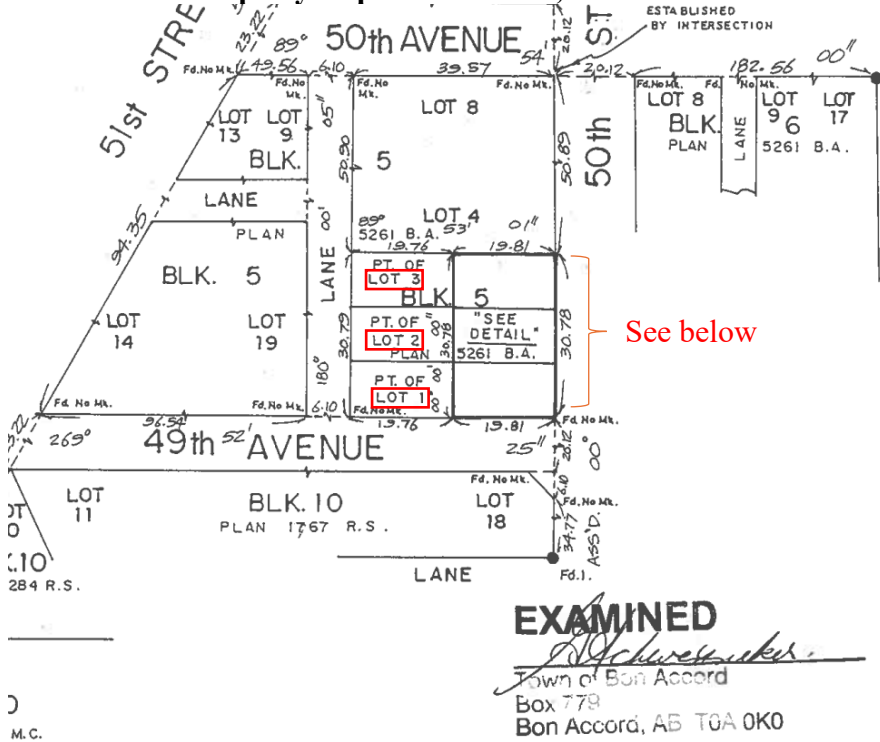
Land-Use Bylaw 267 October 1992



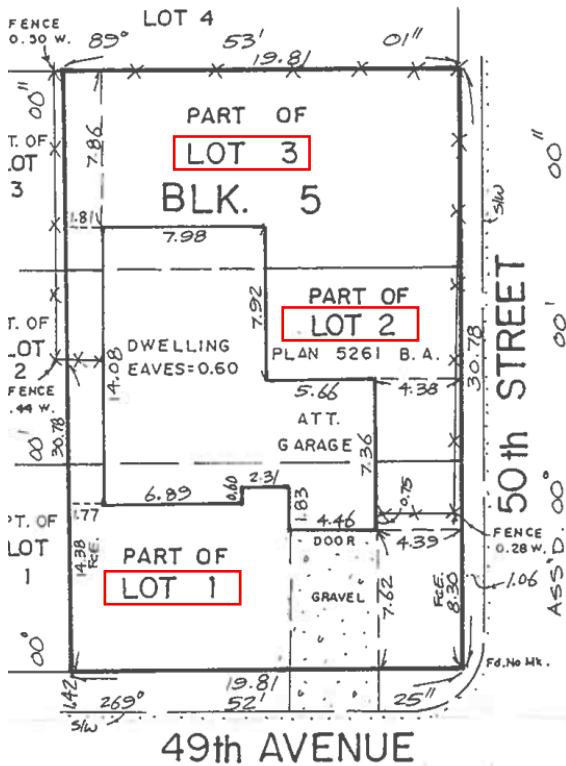
Areas circled in green indicate locations of properties currently in question.

Appendix D

Block 5 Real Property Report March 20, 2009



March 20, 2009, Real Property Report: Block 5, lots 1-3 Frontage at 50 Street for 5006-49 Ave



Appendix E

Requirements for advertising

- 606(1)** The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.
- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
 - (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
 - (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
 - (c) given by a method provided for in a bylaw under section 606.1.
 - (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
 - (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.
 - (5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
 - (6) A notice must contain
 - (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
 - (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
 - (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
 - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
 - (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
 - (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

Advertisement bylaw

- 606.1(1)** A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.
- (2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.
 - (3) Council must conduct a public hearing before making a bylaw under subsection (1).
 - (4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2) (a) or (b) or by a method provided for in a bylaw made under this section.
 - (5) A notice of a bylaw proposed to be made under subsection (1) must contain
 - (a) a statement of the general purpose of the proposed bylaw,
 - (b) the address or website where a copy of the proposed bylaw may be examined, and
 - (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.
 - (6) A bylaw passed under this section must be made available for public inspection.

John Merritt
PO Box 206
Bon Accord, AB
T0A 0K0

March 25, 2024

Bon Accord Council Members
Town of Bon Accord
PO Box 206
4935-51st Avenue
Bon Accord, AB T0A 0K0

Re: Request for rezoning of Central Commercial District (C1) residential home to Medium Density Residential District (R2).

Dear Council Members,

I am requesting that the members consider including the rezoning of local “residential lot” property currently zoned as Central Commercial District (C1) to Medium Density Residential district (R2) in the upcoming proposed Land Use Bylaw Amendment, waiving the rezoning fee. The property in question would include the following:

- 4935 – 51 Ave. Legal land location: 5261BA, Block 7, Lot 17 (5261BA;7;17)

Background and Current Zoning Challenges

It was recently brought to my attention that, due to this property containing a residential building on a commercial lot, the building is categorized as non-conforming. While the building have been grandfathered in as “residential lot,” they fall under section 643 of the Municipal Government Act¹ pertaining to Non-conforming use and non-conforming buildings (pg. 409; See Appendix A), which means, as a homeowner, I am unable to:

- Enlarge, add, or structurally alter the residences (subsection 3)
- Construct additional buildings on the property (subsection 4).
- Leave the residences unoccupied for over six months without losing non-conforming use status (subsection 2).

However, the most pertinent aspect of the regulation pertains to **subsection 6**, which indicates:

“If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw.”¹

Insurance Implications

¹ Municipal Government Act, RSA 2000, c M-26. Retrieved on March 08, 2024, from https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779845392

When an affected resident's insurance brokerage was consulted regarding potential ramifications in the event of such a loss, a review was undertaken by the insuring company's underwriter. The result of the review was an immediate request to terminate the insurance policy due to a Guaranteed Replacement Cost on Dwelling Buildings clause in the policy specifying the following:

"In determining the cost of repairs or replacement we will not pay or include the increased costs of repair or replacement due to the operation of any law regulating the zoning, demolition, repair, or construction of buildings and their related services."

The insurance brokerage then reached out to other insurance companies, all of which denied the request for coverage, citing the inability to rebuild in the event of significant loss. Other insurance brokerages were consulted to determine if this was standard, and results were similar. *Temporary* home insurance was obtained with the stipulation that the homeowners petition the town to rezone the property back to residential as soon as possible. The only alternative suggested was niche insurance; however, that would only cover the cash value of building materials, which was quoted to be approximately 10-15% of the residential value. Unfortunately, this is not sufficient coverage to hold a mortgage on the property, so it is not helpful.

Proposed "Discretionary Use" Solution Suggested Insufficient

It was proposed by a staff member of Municipal Planning Services that "Single detached dwellings" could be included as a "Discretionary use" for the Central Commercial District (C1) as a solution. This amendment would address section 643, subsections 2-4; however, this change does not fully address subsection 6. Adding the residential homes as a "discretionary use" does not prevent future development officers or Subdivision and Development Appeal Boards from denying the current or future property owners a new building permit in the event of significant damage. If a new building permit is denied, whether or not costs associated with the loss will be covered is at the discretion of the insurance provider. If the insurance provider does approve the claim, it has been advised that they would only pay for building materials. Further inquiries revealed that the cost of building materials is usually estimated to be approximately 10-15% of the home value. This is not a sufficient amount to secure a mortgage. However, it must be emphasized that, **in the event a new building permit is not issued, an insurance claim could still be denied due to the aforementioned policy specification, resulting in a complete loss for the resident.**

Records Review

On March 6, 2024, I as well as Jayne Cox was allowed to review a Freedom of Information and Protection of Privacy Act request that had been submitted to the Bon Accord Town Office for review of the following documents from 1966 to 2000:

- Land-use bylaws
- Zoning maps
- Meeting minutes
- Public hearing records.

The purpose of the review was to determine why the zoning of the property was originally changed from residential to commercial such that we might provide a comprehensive account of processes and relevant information to council in support of the current request.

On March 22, 2024, the records were reviewed by Pamela Stuart, Elaine Hildebrand, John Merritt, and Jayne Cox under the supervision of Jessica Caines, Legislative Services & Communications Coordinator. The initial search did not uncover documents specific to zoning of the properties in question, so additional records were retrieved by the LSC Coordinator dating back to 1964. The original town zoning map from December 1966 shows that the properties in question were all initially residential (see Appendix B). No other maps could be located until Land-Use Bylaw 267 (LUB 267; October 1992; see Appendix C), which demonstrates the zoning of the properties to be Central Commercial District (C1) as they remain today.

No Land-Use Bylaws or amendments specific to rezoning of the affected properties could be found between 1966 and 1991 on March 22 by residents or the LSC Coordinator on March 22, 2024. LUB 267 was first proposed on June 16, 1992, and on September 10, 1992, a public hearing regarding LUB 267 was held. The bylaw was “prepared to update all prior amendments into one document, to reduce the number of zoned districts to simplify the bylaw, to add portions to address current uses, to provide better definitions, and to prepare for future development.”² Topics of discussion in this public hearing addressed the proposed rezoning of residential properties to commercial, to include property on 51 Avenue.

Resident Chris Radon asked, “Why change houses from residential to commercial with only a few houses?” Council member A. Saunders advised “*the changes are not set yet and the purpose of the hearing was to receive public input on the proposed changes.*” Resident John R. Anderson of 4935-51 Ave was in attendance as an affected homeowner suggesting the property was not yet commercial; however, this was not definitively noted.

In accordance with input from the public hearing, the following changes to LUB 267 were proposed:

1. The *downtown commercial zone remain unchanged* and a commercial area be made available in the Direct Control area. An area structure plan for Direct Control needs to be developed;
2. In a R1 District, all building would require a five foot side yard setback with the exception of a two storey or trailer which would require a seven foot setback;
3. Map be changed to indicate the north four-plex as existing R3. (Letters to be sent to affected parties when bylaw has been passed).

As the commercial zone was to remain unchanged as of September 15, 1992, this raises the question as to why the property at 4935 51 Avenue was included in the commercial zoning on LUB 267 map dated October 1992. Discourse with former council member, A. Saunders, suggests it is reasonable to presume that this may have been a mapping error, which has been known to have occurred in other municipalities in the past.

Concluding Remarks

If a developer were to come into the community and consider purchasing a home in the downtown area, they could request council rezone the property in question to commercial as part of their standard development package. If the current Municipal Development Plan³ is considered, all homes

² Town of Bon Accord Council Chambers, Public Hearing – Proposed Land-Use Bylaw. September 10, 1992.

³ Bylaw 2023-10 Municipal Development Plan. Map 2: Future Land Use. Retrieved on March 22, 2024, from <https://www.bonaccord.ca/Home/DownloadDocument?docId=e5b671a0-7d1a-45d3-97d4-a23b05548eb6>

on 51 Avenue falling under the proposed Downtown area will eventually fall under this process. Thus, rezoning the existing residential homes back to residential would not create a loss or barrier for the town; however, dictating that they remain commercial would create substantial risk of loss and barriers for the residents that currently occupy those properties.

As an affected member I have invested a significant amount of time, energy, and resources into my property. To myself, my house is more than just a piece of land. It is the place I call home. Our places of comfort and safety. If the zoning goes unchanged, and I am struck by damage or loss without sufficient home insurance, I will be at risk of losing everything I have worked my entire lives to build and acquire. A life-altering loss potentially created over how sections of dirt are labelled on a piece of paper. Even without damage or destruction of the property, the potential for financial disaster is glaring given the threat to the mortgage if insurance is revoked or found to be insufficient and the potential inability to sell the properties with full disclosure to avoid future liability.

Given the significant potential for loss and harm to myself the homeowner and their families and the fact that my property currently contain residential buildings situated on residential streets, I think it is reasonable to request that council consider include rezoning this property back to Medium Density Residential (R2) District, similar to that of the surrounding residential properties, as part of the proposed future Land-Use Bylaw amendments, without cost to the residents given the potential for the current zoning to be the result of a mapping error. I ask that council put themselves in my position and ask what they would want done for themselves. What would they be willing to risk for a designation on a map?

Residential building permits Approved

As per residential building bylaws and applicable provincial and municipal building construction codes and bylaws I have had 3 residential permits approved by both the town of Bon Accord as well as the inspectors group.

- Building permit Dated March 27, 2019
- Electrical permit dated May 24, 2019
- Plumbing permit May 27, 2019

I propose that an amendment be made and passed to have 4935 51 Ave rezoned back to residential from commercial property at no cost to homeowners as it would cost absolutely nothing for the town to rectify the error made to the maps.

Sincerely,

John Merritt

Date

Appendix A

Municipal Government Act, RSA 2000, c M-26

Non-conforming use and non-conforming buildings

643(1) If a development permit has been issued on or before the day on which a land use bylaw or a land use amendment bylaw comes into force in a municipality and the bylaw would make the development in respect of which the permit was issued a non-conforming use or non-conforming building, the development permit continues in effect in spite of the coming into force of the bylaw.

(2) A non-conforming use of land or a building may be continued but if that use is discontinued for a period of 6 consecutive months or more, any future use of the land or building must conform with the land use bylaw then in effect.

(3) A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made to it or in it.

(4) A non-conforming use of part of a lot may not be extended or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed on the lot while the non-conforming use continues.

(5) A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except

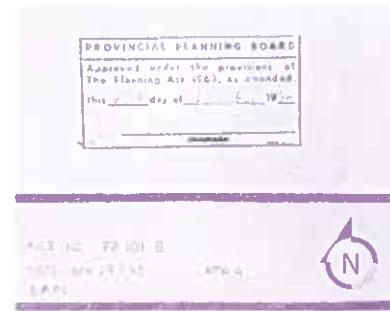
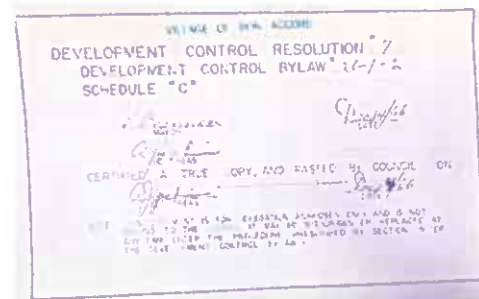
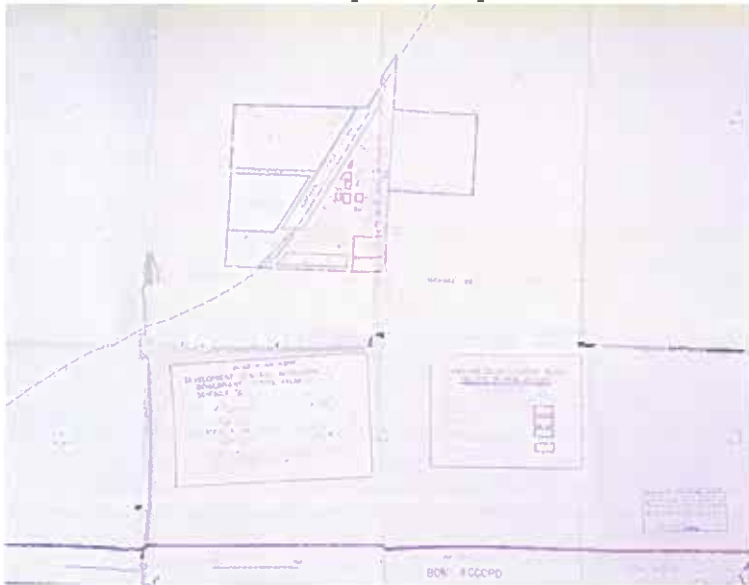
- (a) to make it a conforming building,
- (b) for routine maintenance of the building, if the development authority considers it necessary, or
- (c) in accordance with a land use bylaw that provides minor variance powers to the development authority for the purposes of this section.

(6) If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw.

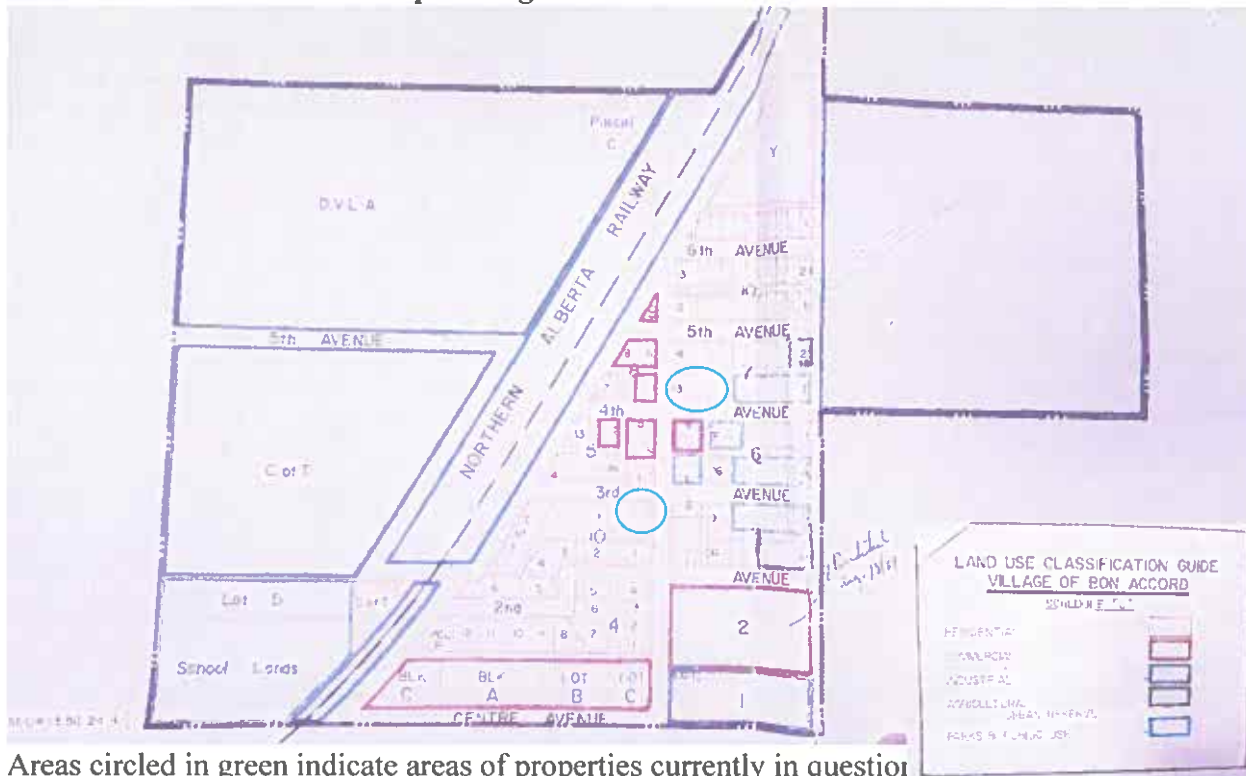
(7) The land use or the use of a building is not affected by a change of ownership or tenancy of the land or building.

Appendix B

Town of Bon Accord Inception Map 1966



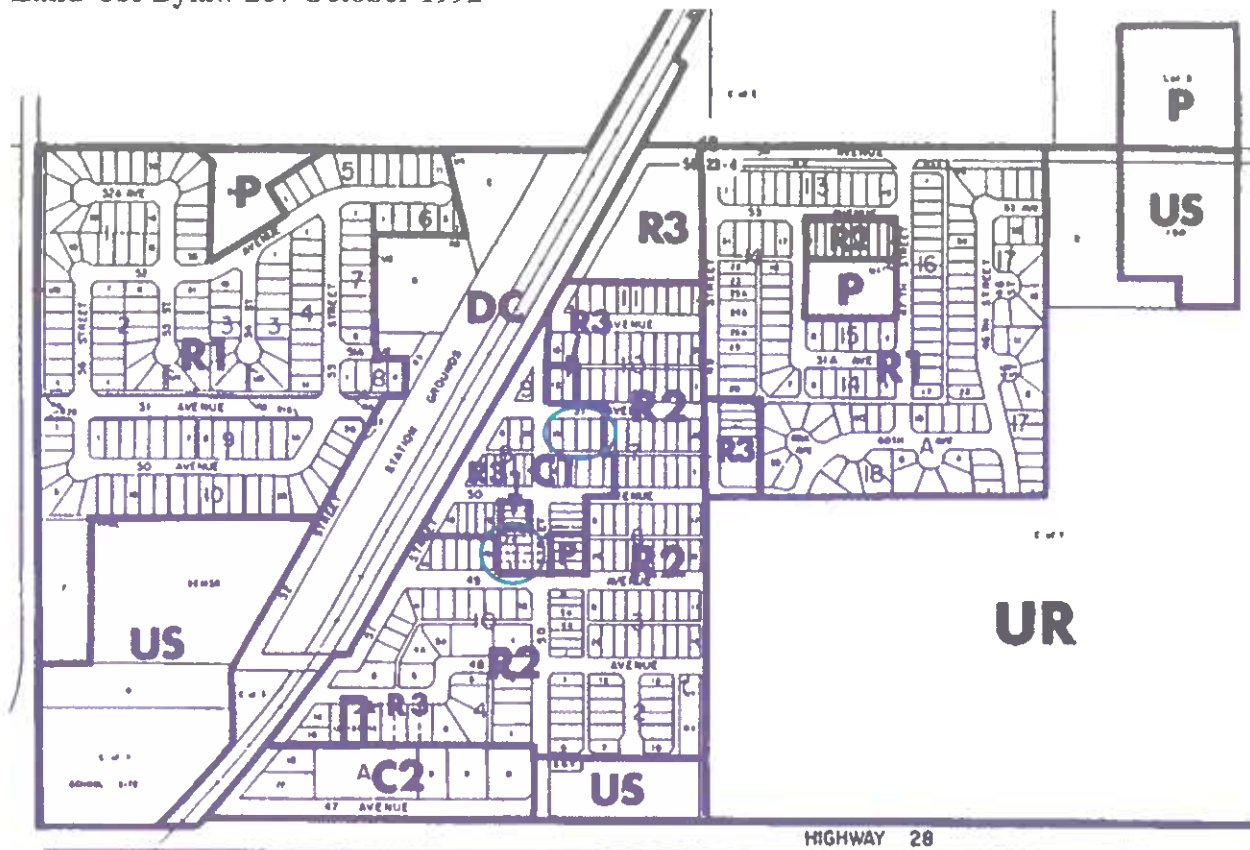
Town of Bon Accord 1966 Map Enlarged



Areas circled in green indicate areas of properties currently in question

Appendix C

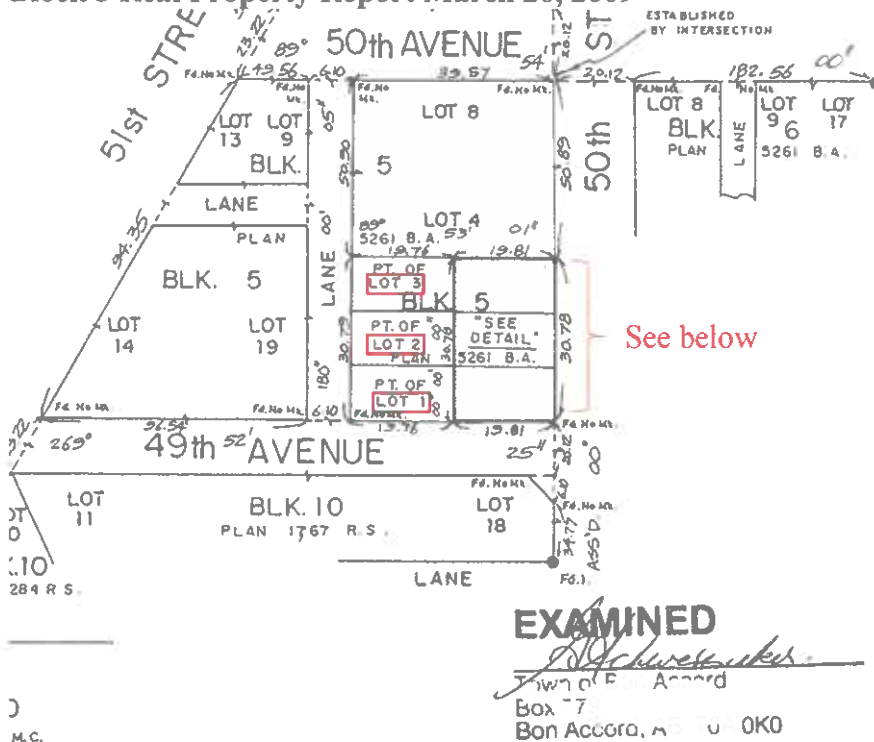
Land-Use Bylaw 267 October 1992



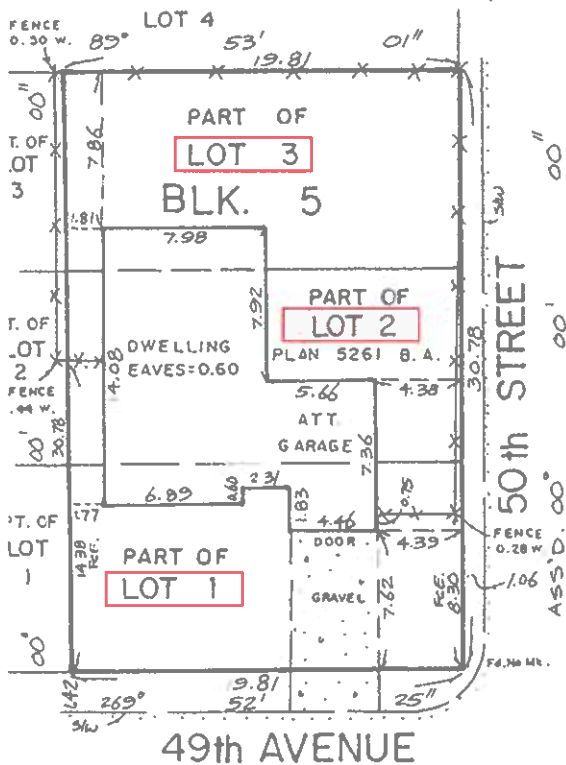
Areas circled in green indicate locations of properties currently in question.

Appendix D

Block 5 Real Property Report March 20, 2009



March 20, 2009, Real Property Report: Block 5, lots 1-3 Frontage at 50 Street for 5006-49 Ave



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 02 nd , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Springbrook Playground Proposal
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

During the June 28th, 2023, Committee of the Whole Meeting, administration provided a report to Council with an overview of the condition of playgrounds in Town. Please reference the enclosed photos taken in 2023.

Following this review, the following actions were taken by the Town in 2023:

Centennial Park: New play equipment was installed to replace the old swing set that was removed in 2022.

Springbrook Park: New swings were installed in Springbrook Park and the old swings were removed.

Roseglen Park: Old equipment was removed. The remaining equipment in this park is in good condition.

During the **March 05th, 2024** Regular Council Meeting, Council directed administration to request two more playground options from the supplier and to proceed with a community survey to select the equipment choice for Springbrook Park in 2024.

During the Committee of the Whole Meeting on **March 27th, 2024**, Council reviewed four options provided by Blue Imp for Springbrook Park.

Further, on **March 27th, 2024**, damage to Springbrook Park playground was reported to administration by a resident. The damage was repaired by Town staff. The damage may have been caused by vandalism. Given the age of the wood and equipment, it may have been easily broken.

Proposal:

Springbrook Park has old equipment that has reached the end of its life (reference enclosed photos). During the **February 20th, 2024**, Regular Council meeting Council approved the re-allocation of \$70,000 of Canada Community Building Funds (federal grant program) for the purchase of new play equipment in Springbrook Park.

The old equipment in Springbrook Park will be removed in spring when the new equipment is set to be installed.

Council may consider replacing the equipment removed from Roseglen Park during the 2025 budget deliberations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration contacted the company (Blue Imp) that provided the new playground equipment in 2023 and requested two options within the \$70,000 price range.

Blue Imp provided Options 1 and 2 (enclosed) and then following a second request from administration for additional options, provided Options 3 and 4 (enclosed).

Note, additional play equipment maybe added to Springbrook Park in the future given the space available.

As the budget allocation for this project is less than \$75,000, the Town may proceed with sole source procurement. Further, administration recommends installing equipment of a similar style and construction for aesthetic reasons.

Considerations:

Council may choose to proceed with a community survey to select the chosen playground equipment however, this will delay the replacement of the old equipment.

Administration recommends proceeding with an option of Council's choice to replace the old equipment as soon as possible.

This would require that Council rescind a section of the March 05th, 2024 resolution to proceed with a community survey. Note, a survey may be done prior to adding additional new equipment if Council decides to expand the playground area in the future.

In speaking with the supplier, if Council approved one of the four options presented, the equipment may be installed as early as May 2024.

STRATEGIC ALIGNMENT

Priority # 2: Community

- The residents of Bon Accord live in a safe, connected, and attractive community.

Priority # 3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

As noted, Council has allocated \$70,000 of the Canada Community Building Fund grant funding in the 2024 capital budget for this project.

Additionally, administration has drafted a sponsorship package that will be forwarded to local business and industry partners regarding events, programs, and recreational infrastructure sponsorship.

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

1. THAT Council approves the purchase and install of playground option _____ (number) and rescinds the section of resolution #24-089 directing administration to proceed with a community survey to select the equipment choice for Springbrook Park in 2024.

OR

2. THAT Council direct administration to....



Centennial Park



Sportsgrounds



Roseglén 1



Roseglén 2



Roseglén 3



Roseglén 4



Roseglan 5



Springbrook 1



Springbrook 2



Springbrook 3



Springbrook 4

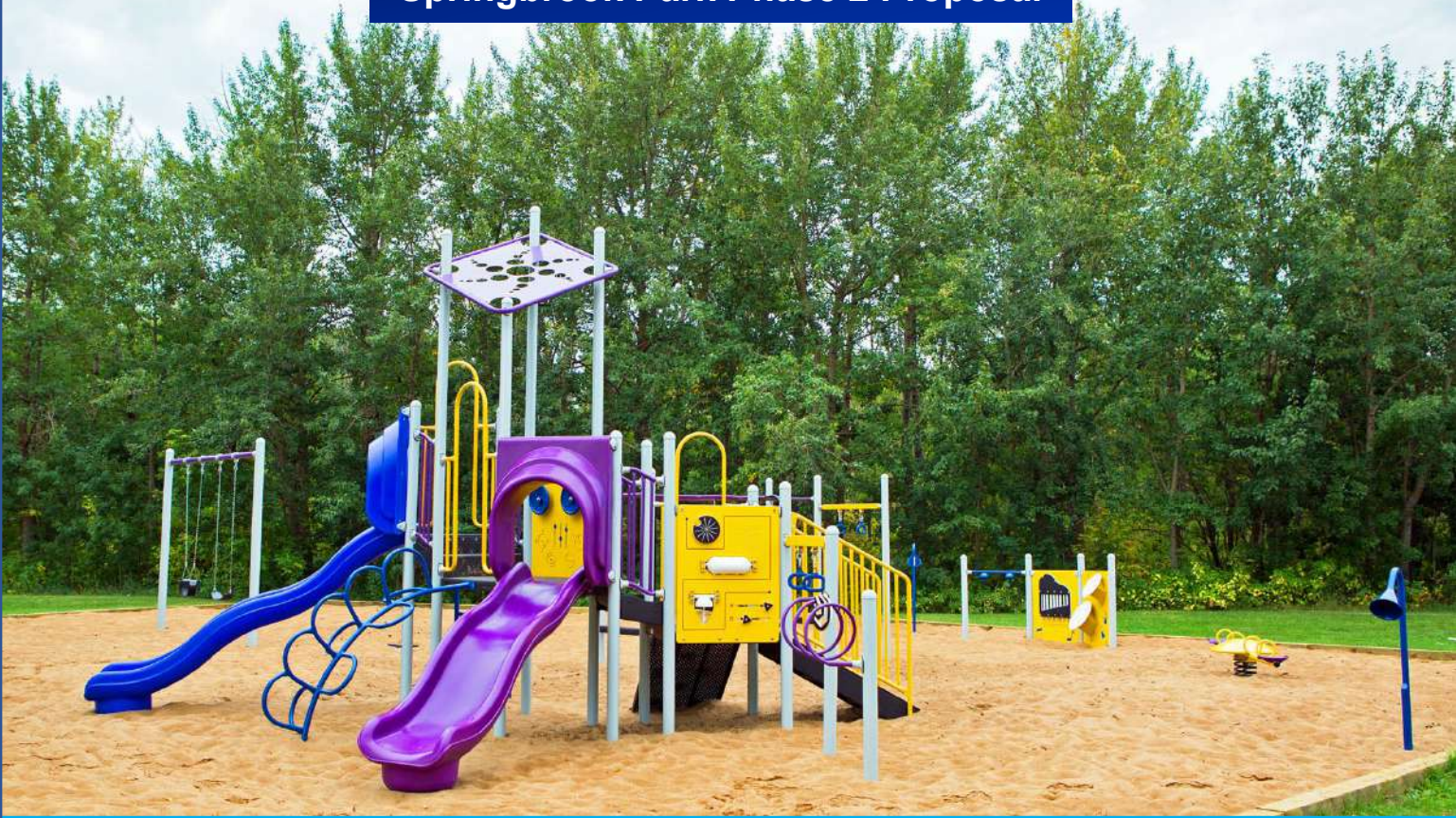


Blue Imp™

PLAY STRONG

WHAT ALBERTA MAKES – MAKES ALBERTA

**Town of Bon Accord
Springbrook Park Phase 2 Proposal**



**Family owned business since 1917
Manufacturing is done in Medicine Hat, AB**





Paint Colours: Almond, Light Purple, Lime Green, Spring Green

Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2
layout # A11209-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



Paint Colours: Almond, Light Purple, Lime Green, Spring Green

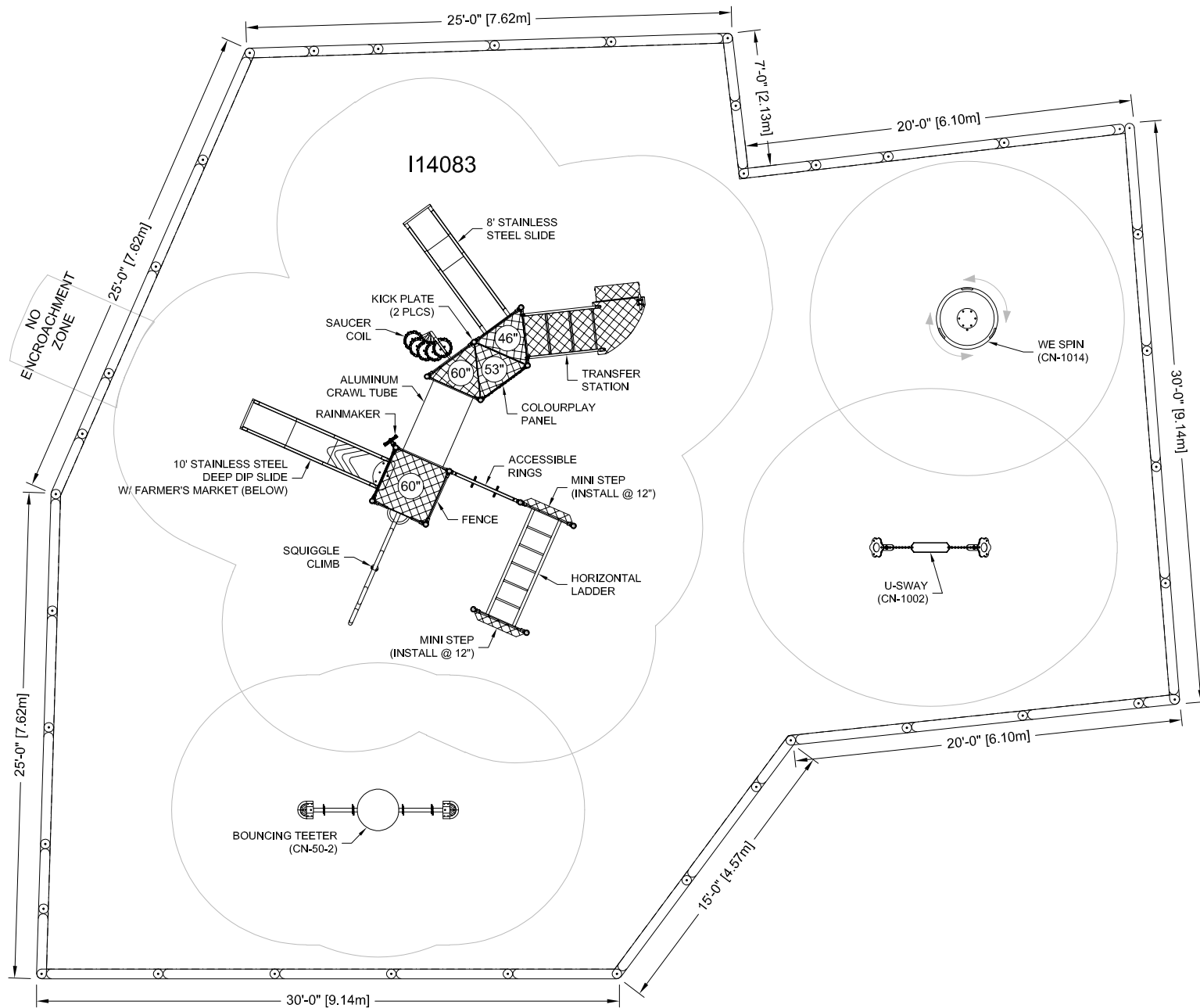
Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2
layout # A11209-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.

DRAWINGS AND SPECIFICATIONS ARE PROPERTY OF S.F. SCOTT MANUFACTURING. THIS DRAWING MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PRIOR WRITTEN CONSENT OF THE ENGINEERING DEPARTMENT



BLUE IMP SLIDES MUST BE
INSTALLED WITH SLIDE
BEDS FACING BETWEEN
NORTH AND EAST

- CONFORMS TO THE CAN/CSA-Z614-20 STANDARD "CHILDREN'S PLAYGROUND EQUIPMENT AND SURFACING"
- AREA REQUIRED IS BASED UPON SUPPLIED SURVEY INFORMATION SHOWING LOCATION OF EXISTING EQUIPMENT AND BORDERS. EXACT LOCATION OF EXISTING EQUIPMENT AND BORDERS TO BE VERIFIED ON SITE TO ENSURE ADEQUATE SAFETY ZONES, AND TO VERIFY REQUIRED QUANTITY OF SURFACING MATERIAL.

SPRINGBROOK PARK
PHASE 2

BON ACCORD, AB
BLUE IMP 2

BORDER TIMBER COUNT	
BP-10 BORDER TIMBERS REQ'D: 38	BP-09 ADAPTORS REQ'D: 14
LAYOUT #:	A11209
JOB #:	J08508
RECOMMENDED AGES: 2-12	
PROTECTIVE SURFACING REQUIRED:	
AREA: 2128 (sq.ft)	PERIMETER: 194 (ft)
DRAWN BY: AS	DATE: 13-FEB-24



724 - 14TH STREET S.W., MEDICINE HAT, AB. T1A 4V7
TOLL FREE: 1-800-661-1462 FAX: (403) 529-0851
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

Distributor: Blue Imp

Date: February 15, 2024

Project Name: Town of Bon Accord (A11209-J08505)



BLUE IMP EQUIPMENT

1	Unit (I14083)	\$	27,092.00
1	We Spin (CN-1014)	\$	3,464.00
1	2-Way Bouncing Teeter (CN-50-2)	\$	2,358.00
1	U-Sway (CN-1002)	\$	887.00
Total Equipment Cost:			\$ 33,801.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND

	Blue Imp Equipment Total	\$	33,801.00
	Commercial Installation of Equipment	\$	9,900.00
	Removal/Disposal of Pre-Existing Equipment, Surfacing and Border	\$	5,500.00
	Supply and Installation of Sand	\$	10,450.00
38	Border Timbers (BP-10) @ \$135.00 ea	\$	5,130.00
14	Adaptors (BP-09) @ \$63.00 ea	\$	882.00
	Installation of Borders and Adaptors	\$	1,650.00
	Site Restoration (Topsoil and Seed)	\$	1,650.00
	Freight (approx.)	\$	1,150.00
	Discount	\$	(113.00)
Total Project Costs excluding GST			\$ 70,000.00

Prices listed in effect until **August 31, 2024**. Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities/AB One Call

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.

The equipment prices listed can be guaranteed to December 31, 2024 with a 50% deposit on Blue Imp equipment only by August 31, 2024.

A third party inspection is highly recommended after the installation of your equipment.



WHAT ALBERTA MAKES - MAKES ALBERTA



Submitted by:

Blue Imp Recreational Products of Canada Ltd.

Kailey Robinson

O: 780-467-7280

C: 780-803-8837

krobinson@blueimp.com

<https://northern-alberta.blueimp.com/>



Option

2



Paint Colours: Sparkle Silver, Playground Yellow, Star Blue

Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2, Option 2
layout # A11234-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



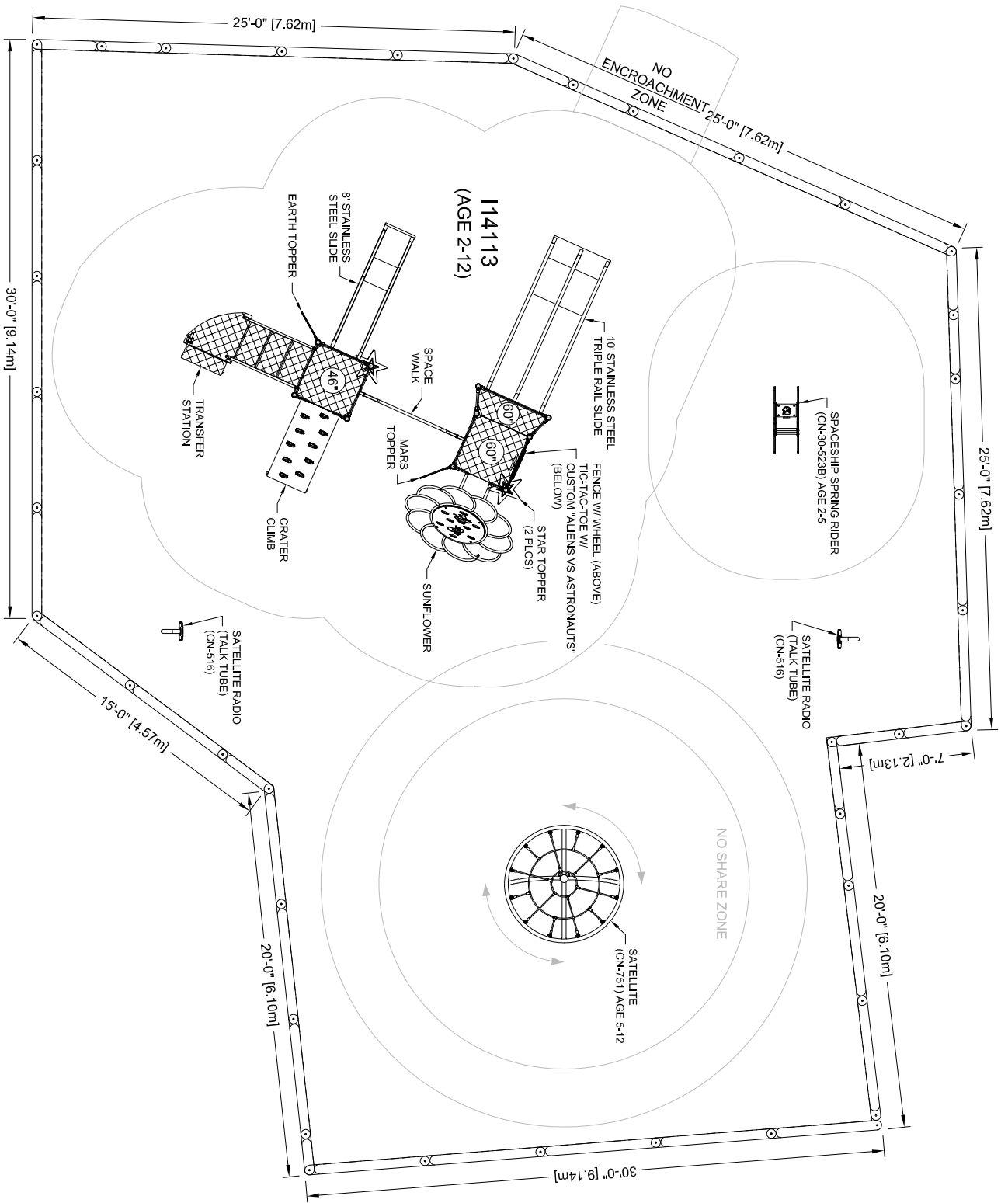
Paint Colours: Sparkle Silver, Playground Yellow, Star Blue

Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2, Option 2
layout # A11234-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



BLUE IMP SLIDES MUST BE
INSTALLED WITH SLIDE
BEDS FACING BETWEEN
NORTH AND EAST

• CONFORMS TO THE CANCSA-2614-20 STANDARD CHILDREN'S PLAYGROUND EQUIPMENT AND SURFACING

• AREA REQUIRED IS BASED UPON SUPPLIED SURVEY INFORMATION SHOWING LOCATION OF EXISTING
EQUIPMENT AND BORDERS. EXACT LOCATION OF EXISTING EQUIPMENT AND BORDERS TO BE VERIFIED ON
SITE TO ENSURE ADEQUATE SAFETY ZONES, AND TO VERIFY REQUIRED QUANTITY OF SURFACING
MATERIAL.

SPRINGBROOK PARK
PHASE 2, OPTION 2

BON ACCORD, AB
BLUE IMP 2

BORDER TIMBER COUNT
BP-10 BORDER TIMBERS REQ'D: 38 BP-28 ADAPTORS REQ'D: 14

LAYOUT #: A11232
JOB #: J08508

RECOMMENDED AGES: AS NOTED
PROTECTIVE SURFACING REQUIRED:
AREA: 2128 (sq.ft) PERIMETER: 194 (ft)
DRAWN BY: AS DATE: 20-FEB-24



724 - 14TH STREET S.W., MEDICINE HAT, AB, T1A 4V7
TOLL FREE: 1-800-661-1462 FAX: (403) 529-0851
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

BLUE IMP EQUIPMENT			
1	Unit (I14113)	\$	27,947.00
1	Satellite (CN-751)	\$	3,464.00
1	Spaceship Spring Rider (CN-30-523B)	\$	1,641.00
1	Talk Tubes (CN-516)	\$	994.00
Total Equipment Cost:		\$	34,046.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND			
	Blue Imp Equipment Total	\$	34,046.00
	Commercial Installation of Equipment	\$	9,900.00
	Removal/Disposal of Pre-Existing Equipment, Surfacing and Borders	\$	5,500.00
	Supply and Installation of Sand	\$	10,450.00
38	Border Timbers (BP-10) @ \$135.00 ea	\$	5,130.00
14	Adaptors (BP-09) @ \$63.00 ea	\$	882.00
	Installation of Borders and Adaptors	\$	1,650.00
	Site Restoration (Topsoil and Seed)	\$	1,650.00
	Freight (approx.)	\$	1,150.00
	Discount	\$	(358.00)
Total Project Costs excluding GST		\$	70,000.00

Prices listed in effect until **August 31, 2024**. Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities/AB One Call

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.

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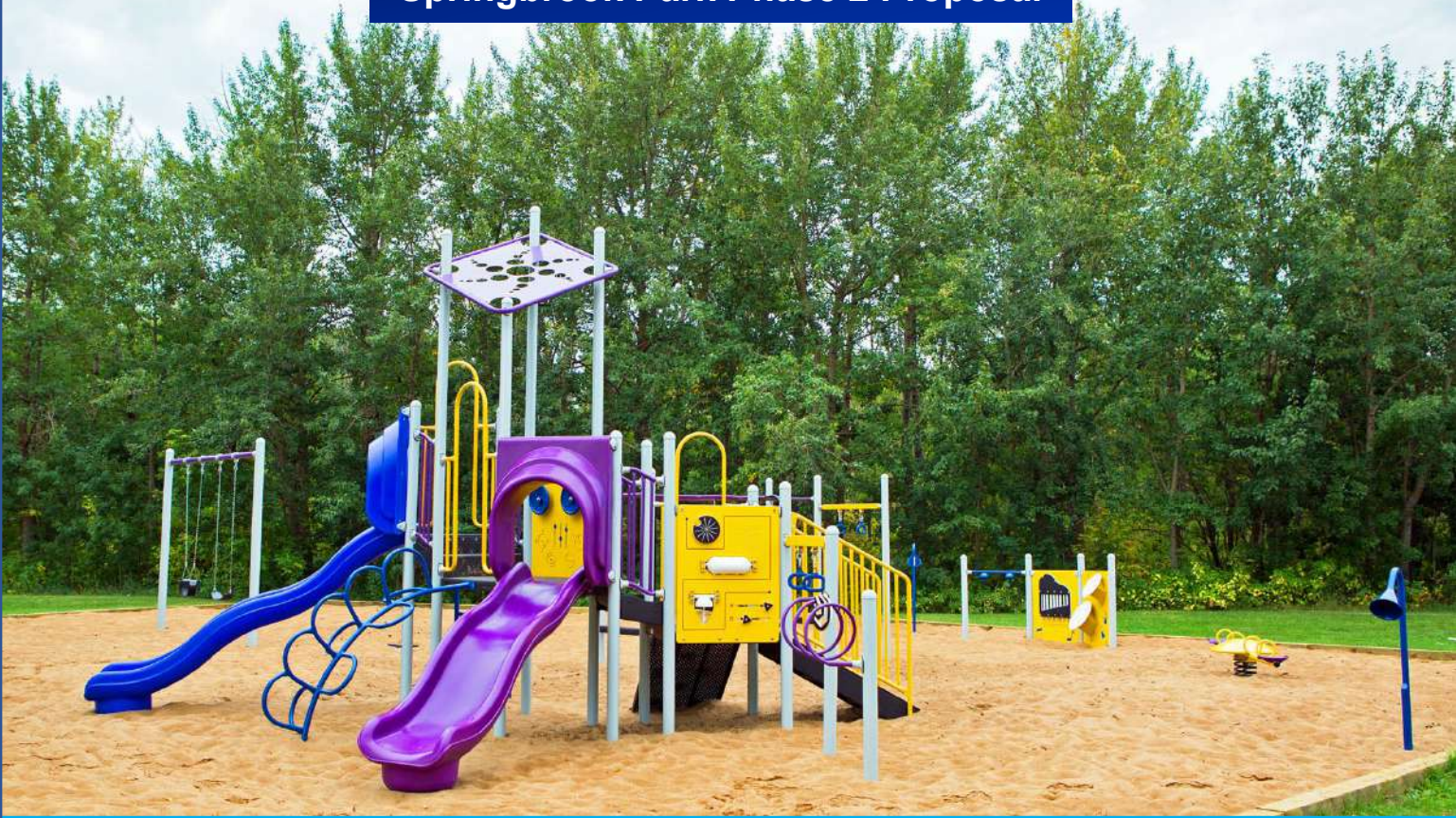


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WHAT ALBERTA MAKES – MAKES ALBERTA

**Town of Bon Accord
Springbrook Park Phase 2 Proposal**



**Family owned business since 1917
Manufacturing is done in Medicine Hat, AB**





Option

3



Paint Colours: Butternut Yellow, Electric Blue, Light Purple, Magenta, Sage Green, Signs Green

Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2, Option 3
layout # A11321-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



Paint Colours: Butternut Yellow, Electric Blue, Light Purple, Magenta, Sage Green, Signs Green

Colours shown may not accurately reflect actual colours.

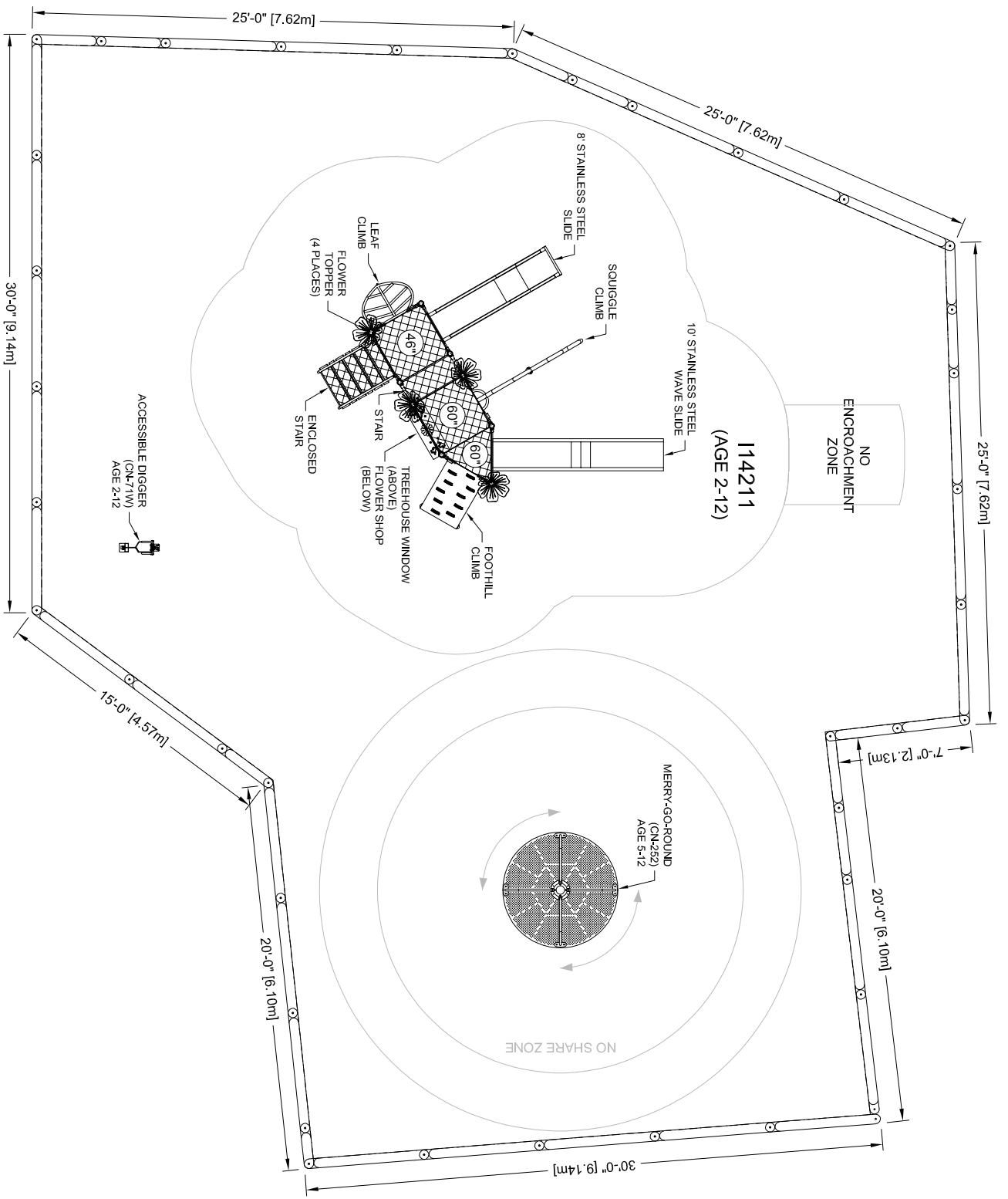
Springbrook Park - Phase 2, Option 3
layout # A11321-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



BLUE IMP SLIDES MUST BE
INSTALLED WITH SLIDE
BEDS FACING BETWEEN
NORTH AND EAST



CONFORMS TO THE CANICSA-Z614-20 STANDARD "CHILDREN'S PLAYGROUND EQUIPMENT AND SURFACING"

AREA REQUIRED IS BASED UPON SUPPLIED SURVEY INFORMATION SHOWING LOCATION OF EXISTING EQUIPMENT AND BORDERS. EXACT LOCATION OF EXISTING EQUIPMENT AND BORDERS TO BE VERIFIED ON SITE TO ENSURE ADEQUATE SAFETY ZONES, AND TO VERIFY REQUIRED QUANTITY OF SURFACING MATERIAL.

SPRINGBROOK PARK
PHASE 2, OPTION 3

BON ACCORD, AB
BLUE IMP 2

BORDER TIMBER COUNT	
BP-10 BORDER TIMBERS REQD: 38	BP-09 ADAPTORS REQD: 14

LAYOUT #: A11321
JOB #: J08508

RECOMMENDED AGES: AS NOTED
PROTECTIVE SURFACING REQUIRED:
AREA: 2128 (sq.ft) PERIMETER: 194 (ft)
DRAWN BY: EH DATE: 14-MAR-24



724 - 14TH STREET S.W., MEDICINE HAT, AB, T1A 4V7
TOLL FREE: 1-800-461-1462 FAX: (403) 529-0861
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

Distributor: Blue Imp

Date: March 18, 2024

Project Name: Town of Bon Accord Option 3 (A11321-J08508)



BLUE IMP EQUIPMENT

1	Unit (I14211)	\$	27,295.00
1	Merry-Go-Round (CN-252)	\$	5,106.00
1	Accessible Digger (CN-71W)	\$	1,515.00
Total Equipment Cost:		\$	33,916.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND

	Blue Imp Equipment Total	\$	33,916.00
	Commercial Installation of Equipment	\$	9,900.00
	Removal/Disposal of Pre-Existing Equipment, Surfacing and Borders	\$	5,500.00
	Supply and Installation of Sand	\$	10,450.00
38	Border Timbers (BP-10) @ \$135.00 ea	\$	5,130.00
14	Adaptors (BP-09) @ \$63.00 ea	\$	882.00
	Installation of Borders and Adaptors	\$	1,650.00
	Site Restoration (Topsoil and Seed)	\$	1,650.00
	Freight (approx.)	\$	1,150.00
	Discount	\$	(228.00)
Total Project Costs excluding GST		\$	70,000.00

Prices listed in effect until **August 31, 2024**. Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities/AB One Call

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.

The equipment prices listed can be guaranteed to December 31, 2024 with a 50% deposit on Blue Imp equipment only by August 31, 2024.

A third party inspection is highly recommended after the installation of your equipment.



Blue ImpTM
PLAY STRONG

Option

4



Paint Colours: Wagon Red, Playground Yellow, Signs Green
Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2, Option 4
layout # A11322-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



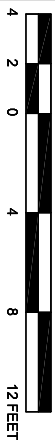
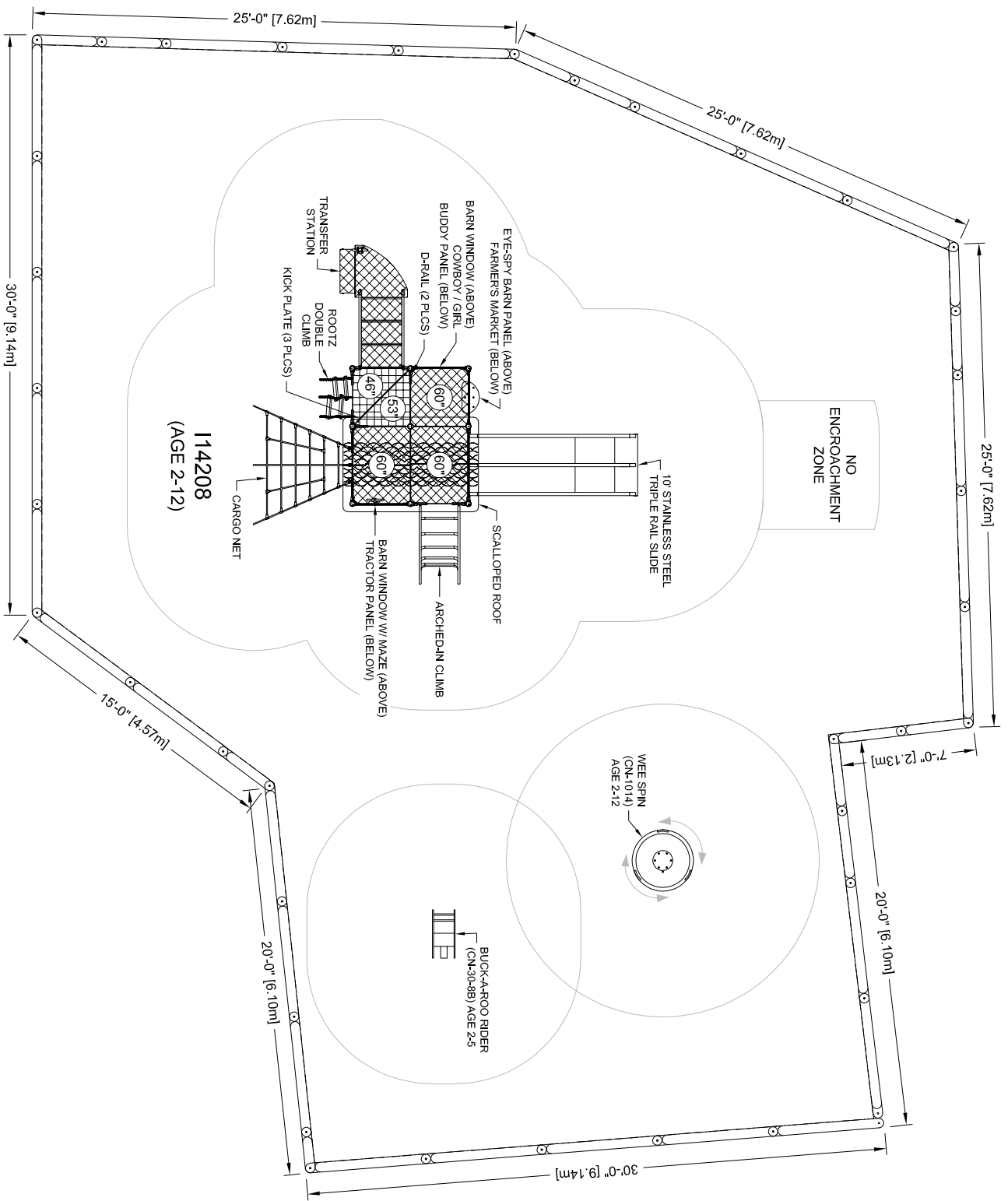
Paint Colours: Wagon Red, Playground Yellow, Signs Green

Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2, Option 4
layout # A11322-C1 | J08508



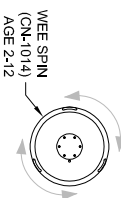
Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



BLUE IMP SLIDES MUST BE
INSTALLED WITH SLIDE
BEDS FACING BETWEEN
NORTH AND EAST

- CONFORMS TO THE CANCSA-2614-20 STANDARD CHILDREN'S PLAYGROUND EQUIPMENT AND SURFACING
- AREA REQUIRED IS BASED UPON SUPPLIED SURVEY INFORMATION SHOWING LOCATION OF EXISTING EQUIPMENT AND BORDERS. EXACT LOCATION OF EXISTING EQUIPMENT AND BORDERS TO BE VERIFIED ON SITE TO ENSURE ADEQUATE SAFETY ZONES, AND TO VERIFY REQUIRED QUANTITY OF SURFACING MATERIAL.

NO
ENCROACHMENT
ZONE



BORDER TIMBER COUNT
BP-10 BORDER TIMBERS REQ'D: 38 BP-29 ADAPTORS REQ'D: 14

LAYOUT #: A11322
JOB #: J08508

RECOMMENDED AGES: AS NOTED
PROTECTIVE SURFACING REQUIRED:
AREA: 2128 (sq.ft) PERIMETER: 194 (ft)
DRAWN BY: AS DATE: 15-MAR-24



724 - 14TH STREET S.W., MEDICINE HAT, AB, T1A 4V7
TOLL FREE: 1-800-661-1462 FAX: (403) 529-0851
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

Distributor: Blue Imp

Date: March 18, 2024

Project Name: Town of Bon Accord Option 4 (A11322-J08508)



BLUE IMP EQUIPMENT

1	Unit (I14208)	\$	28,844.00
1	Buck-a-Roo Coil Spring Rider	\$	1,448.00
1	We-Spin	\$	3,464.00
Total Equipment Cost:		\$	33,756.00

SUMMARY WITH COMMERCIAL INSTALLATION - SAND

	Blue Imp Equipment Total	\$	33,756.00
	Commercial Installation of Equipment	\$	9,900.00
	Removal/Disposal of Pre-Existing Equipment, Surfacing and Borders	\$	5,500.00
	Supply and Installation of Sand	\$	10,450.00
38	Border Timbers (BP-10) @ \$135.00 ea	\$	5,130.00
14	Adaptors (BP-09) @ \$63.00 ea	\$	882.00
	Installation of Borders and Adaptors	\$	1,650.00
	Site Restoration (Topsoil and Seed)	\$	1,650.00
	Freight (approx.)	\$	1,150.00
	Discount	\$	(68.00)
Total Project Costs excluding GST		\$	70,000.00

Prices listed in effect until **August 31, 2024**. Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

Owner is responsible for safety fencing if required and location of utilities/AB One Call

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.

The equipment prices listed can be guaranteed to December 31, 2024 with a 50% deposit on Blue Imp equipment only by August 31, 2024.

A third party inspection is highly recommended after the installation of your equipment.



WHAT ALBERTA MAKES - MAKES ALBERTA



Submitted by:

Blue Imp Recreational Products of Canada Ltd.

Kailey Robinson

O: 780-467-7280

C: 780-803-8837

krobinson@blueimp.com

<https://northern-alberta.blueimp.com/>

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 2, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Council Community Connections 2024
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Public Participation Policy

The Public Participation Policy includes the provision for quarterly Council Community Connections events as noted below:

Council Community Connections Events:

- 1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, "Council Community Connections".*
- 2. Council Community Connections Events will be held 4 times per calendar year.*
- 3. The Council Community Connections events will be held in person where possible unless extenuating circumstances require the event to be held virtually.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is seeking direction from Council to plan events for the upcoming 2024 year.

Council Community Connections would be held in-person unless extenuating circumstances arise.

Topics

Council Community Connections offers residents the opportunity to bring forward any topic of their choosing and this informal, open dialogue format has worked well.

PROPOSED DATES

Pairing Council Community Connections with community events may increase public engagement and awareness. Administration recommends pairing Council Community Connections with the following events in 2024:

- Spring Bon Accord Connects (Saturday, May 11, 2024, 10am - 2pm)
- Fall Bon Accord Connects (Sunday, September 15, 2024, time TBD)
- Winter Wonder-Fest (Saturday, December 7, 2024, time TBD)

These dates will be brought forward at the next regular Council meeting for approval.

Once confirmed by Council, administration will develop and circulate event communications to include Council Community Connections with the above events.

STRATEGIC ALIGNMENT

Value Statement: Transparency

- Open and accountable to our residents and encourage open communications.

Value Statement: Collaboration

- Discussion is welcome from all levels of government, neighbouring municipalities, residents and businesses in the Town, the place we call home.

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

THAT Council directs administration to plan and advertise the Council Community Connections public engagement sessions to align with the following 2024 community events on the following dates: Spring Bon Accord Connects on May 11, Fall Bon Accord Connects on September 15, and Winter Wonder-Fest on December 7.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	April 02 nd , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Proposed Enforcement Policy
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Town currently maintains an agreement with Sturgeon County Bylaw Services for the provision of 7 (seven) hours per week of bylaw services.

The Economic Development and Planning Officer for the Town, supports bylaw enforcement services by acting as a liaison between the Town and Sturgeon County Bylaw Services.

Given this limited capacity, the Town has established a complaint-based system for bylaw enforcement.

Administration recommends that Council consider the proposed Enforcement Policy to set service levels for enforcement of the Town's bylaws.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed Enforcement Policy is enclosed for Council review.

STRATEGIC ALIGNMENT

Priority # 2: Community

- The residents of Bon Accord live in a safe, connected, and attractive community.

COSTS/SOURCES OF FUNDING

Bylaw services received from Sturgeon County are currently funded by the provincial Local Government Fiscal Framework operating grant funds at a cost of \$42, 882.84 (plus 2 percent or CPI whichever is greater, annual increase).

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

1. THAT Council approves the Enforcement Policy as presented and circulated.

2. THAT Council approves the Enforcement Policy as amended including(list the amendments).
3. THAT Council directs administration to...

BYLAW ENFORCEMENT POLICY

SECTION: Economic Development and Planning

DEPARTMENT: Economic Development and Planning

COUNCIL APPROVAL DATE: [date]

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The purpose of this policy is to set a consistent approach to municipal enforcement that can be supported by staff and communicated to members of the public.

PURPOSE

The goal of this policy is to identify the Town's priorities relating to enforcement of municipal bylaws, including setting priorities for action and considerations for escalating enforcement.

SCOPE

This policy will be enacted on a case-by-case basis to address municipal bylaw complaints and are separate from complaints filed under the Town's Complaint Policy.

DEFINITIONS

"Bylaw Enforcement Officer" means a Peace Officer or Animal Control Officer duly appointed by Sturgeon County as per the Bylaw Enforcement Services Agreement with the Town.

"Complainant" the person who makes the complaint.

"Council" means the elected officials of the governing body of the Town of Bon Accord.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer of the Town of Bon Accord.

“Urgent Contravention” means a serious contravention that in the opinion of the Bylaw Enforcement Officer warrants proceeding directly to enforcement.

I. RESPONSIBILITIES

1. Staff Responsibilities:

This policy applies to any staff who has been delegated responsibility for administration or enforcement under a Town bylaw. This policy does not require any Town staff to report bylaw violations observed. Town staff are only responsible for addressing a bylaw violation when the bylaw violation occurs in the normal course of the person’s employment duties during normal working hours.

2. Council Responsibilities:

The Mayor and Council are responsible for setting policies and priorities for the level and types of bylaw enforcement services available in the Town, including budgeting for these services. The Mayor and Council are not to be involved in the investigation of a complaint and may refer a matter to the appropriate Town department for resolution.

II. ENFORCEMENT STANDARDS

1. Municipal bylaws are enacted by the Town, under the regulatory authority of the *Municipal Government Act*. Bylaws are enacted to establish agreed upon standards of conduct, as well as to maintain a safe and livable community. The Town does not have the resources or mandate to proactively determine whether its various bylaws are always being followed. Given this constraint, the Town, like most municipalities, relies primarily on public complaints to identify potential non-compliance. There is no duty to take enforcement action with respect to every contravention of a bylaw that may occur within the Town’s jurisdiction.

2. The Town’s enforcement philosophy is to seek voluntary bylaw compliance

through education, information and non-penalty enforcement including allowing reasonable compliance timeframes. The Town's objective is to create a process that gives alleged violators the opportunity to voluntarily comply or to comply after the least amount of enforcement. Under this policy, it is appropriate to escalate the Town's enforcement action(s) following progressively more forceful efforts to direct a person to comply with a Town bylaw.

3. Despite this priority, voluntary compliance is not always appropriate. Staff may directly proceed to any type of enforcement based on the circumstance of the alleged bylaw violation.
4. Circumstances where it may not be appropriate to attempt voluntary compliance include, but are not limited to the following descriptions of an Urgent Contravention:
 - 4.1. Imminent and significant risk to the environment;
 - 4.2. Imminent and significant risk to human health, safety, or security;
 - 4.3. Risk to vulnerable populations including children, seniors, or persons with disabilities;
 - 4.4. The Town faces significant liability if the violation is allowed to continue once it has become known;
 - 4.5. The alleged violator's conduct is reckless or dangerous;
 - 4.6. Council has prioritized enforcement to address a specific issue of significance to the community; or
 - 4.7. Any other factors, that, at the discretion of the Bylaw Enforcement Officer, warrant proceeding directly to enforcement.

III. COMPLAINT PROCESS

1. All bylaw complaints are to be reported by the Complainant to the Town Office, preferably in writing using official complaint forms provided by the

Town. Complaints can also be e-mailed or called in by phone. All complaints should include:

- 1.1. The Complainant's name, address and telephone number and other relevant contact information.
 - 1.2. A description of the nature and location of the alleged bylaw violation; and
 - 1.3. Any attempts made to resolve the problem.
2. Anonymous complaints will generally not be investigated unless the Town determines that the alleged bylaw violation constitutes an Urgent Contravention.
 3. In response to a complaint, or acting in the regular course of their duties, staff will investigate to determine compliance with the Town's bylaws. A preliminary review of the complaint will be undertaken by the Bylaw Enforcement Officer to set a priority level and to ensure the complaint is credible. The investigation may include a bylaw and file review, contacting the alleged violator, contacting the Complainant and conducting a site inspection.
 4. The Town's staff will consider opportunities for voluntary compliance and public education. In the case of an Urgent Contravention, the bylaw violation may be addressed directly using an available enforcement process.
 5. All actions associated with investigations, including correspondence, are documented in a bylaw complaint filed by the Bylaw Enforcement Officer.

IV. REPEAT COMPLAINTS

1. The Town has limited resources to investigate complaints and all residents expect that bylaw services will be available to them when required. When a single resident uses a disproportionate amount of the Town's resources making frivolous, repeated or unfounded complaints,

the Town may restrict that person from making further complaints on the same or related matters. A decision to restrict an individual from making complaints:

- 1.1. May only be made by the Town Manager.
- 1.2. Must be clearly communicated to the person in writing outlining the nature of the restrictions, reasons for the restrictions, and when the restrictions will be reconsidered; and
- 1.3. Any restrictions imposed must not prevent or limit the person from other necessary contact with staff that is unrelated to the person's complaints.

V. STAFF SAFETY

1. The safety of staff and/or agents of the Town are of the utmost importance. If staff are verbally or physically threatened or assaulted while administering bylaws, then no further investigation action will be carried out until there are appropriate safety measures in place to protect the Town's representative, including having the support of a Peace Officer or other protective service including the RCMP.
2. Town staff will only enter property or building in accordance with and under the authority of the Municipal Government Act, a court order, or other statutory authority. Tenant rights as specified in the Residential Tenancy Act will be respected during any enforcement action.

VI. CONFIDENTIALITY

1. Confidentiality is important to ensure Complainants are not exposed to retaliation as a result of the complaint. The identity of the Complainant(s) and the written complaint itself shall not be disclosed to the alleged violator or any member of the public. The response of the alleged violator shall not be disclosed to the Complainant(s).

2. The anonymity and confidentiality as outlined this policy is not absolute and information about the complaint, including personal information, may be disclosed in the following circumstances:
 - 2.1. The investigation results in court proceedings;
 - 2.2. The information is subject to a request under the Freedom of Information and Protection of Privacy Act or other access to information legislation or pursuant to an order issued by the Information and Privacy Commissioner under the Freedom of Information and Protection of Privacy Act;
 - 2.3. Procedural fairness requires the disclosure of the information; or
 - 2.4. The Town is required by statute or common law to release the information.
3. Individuals can request the disclosure of personal information about themselves related to complaints under the Freedom of Information and Protection of Privacy Act.

VII. PRIORITY OF INVESTIGATION

1. Upon receipt of a bylaw complaint, alleged infractions will first be investigated on the basis of the date the complaint was received and will then be assigned a priority level of:
 - 1.1. **Low Priority:** These bylaw violations shall be assigned the lowest priority in enforcement and are well suited to resolution through education, warnings, or the use routine enforcement protocols such as the issuance of a municipal tag. In this category are bylaw violations that are minor and transitory and are unlikely to place persons or property in danger or negatively impact the community or the environment. Examples of these types of priorities include parking and some community standards problems.
 - 1.2. **Medium Priority:** Additional municipal resources may be allocated to resolve these types of bylaw violations. In this category are situations in which there are multiple low priority violations or a bylaw violation with

limited potential to endanger persons or property or negatively impact the community or the environment. Other suitable situations to be considered medium priority include the alleged infraction is occurring routinely on public property or the bylaw violation follows a widespread public education campaign.

- 1.3. **High Priority:** Urgent Contraventions are included in this category. These types of bylaw violations may also include multiple serious bylaw violations or a single bylaw violation that creates the potential for an imminent and significant risk of endangering persons or important property. For high priority matters, staff may seek advice on the appropriate resolution of the bylaw violation and exercise discretion to prioritize the resolution of the circumstances creating an immediate and significant risk to people or important property.

VIII. ASSESSMENT CRITERIA

1. When assessing the priority as above, the Bylaw Enforcement Officer may consider matters such as:
 - 1.1. The degree of risk to public health and/or safety;
 - 1.2. Magnitude, nature and duration of the contravention;
 - 1.3. History of non-compliance by the violator;
 - 1.4. Potential for setting a precedent;
 - 1.5. Resources available to resolve and/or deal with the matter;
 - 1.6. Potential costs associated with enforcement action; and
 - 1.7. Level of public interest in compliance.

IX. DISCRETION IN ENFORCEMENT

1. Nothing in this policy is intended to change the Town's discretion in enforcement matters. Any decision to receive, investigate, take action, or

pursue enforcement remains at the sole discretion of the Town and is based on the specifics of a particular situation.

REFERENCES

Municipal Government Act

FOIP Act

Town of Bon Accord Complaint Policy

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	April 2, 2024
Presented by:	Jessica Caines, Legislative Services & Communications Coordinator
Title:	Bylaw 2024-04 – Repeal of Bylaw 43
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

Bylaw 43 was passed in 1970 to provide for the licensing of mobile homes in the Village (Town) of Bon Accord. In accordance with section 226 of the Municipal Government Act S.A. 1968:

(6) A mobile home licensed pursuant to a by-law under this section is not liable to assessment and taxation pursuant to The Municipal Taxation Act.

It appears these licenses were to replace tax levies on mobile homes. Variations of the above clause appeared in revisions to the MGA in 1970 and 1980, however, mobile home licensing was no longer required after revisions in 2000 came into force.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town no longer issues licenses to the occupier. The owners of the manufactured home community now apply for a business license each year, as they are a business.

For the reasons noted above, administration recommends the repeal of Bylaw 43. Bylaw 2024-04 – Repeal of Bylaw 43 will be brought forward at the next regular Council meeting.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council gives first reading to Bylaw 2024-04 – Repeal of Bylaw 43 as presented.

Resolution #2

THAT Council gives second reading to Bylaw 2024-04 – Repeal of Bylaw 43 as presented.

Resolution #3

THAT Council gives unanimous consent to hear all three readings of Bylaw 2024-04 – Repeal of Bylaw 43 in one meeting.

Resolution #4

THAT Council gives third and final reading to Bylaw 2024-04 – Repeal of Bylaw 43 presented.

**TOWN OF BON ACCORD
BYLAW 2024-04
REPEAL OF BYLAW 43**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 43.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

NOW THEREFORE, the Council of the Town of Bon Accord, in the Province of Alberta, duly assembled, enacts as follows:

1. This bylaw hereby repeals Bylaw 43, being a bylaw of the Village (Town) of Bon Accord, in the Province of Alberta, to provide for the licensing of mobile homes.

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS _____ day of _____ 2024.

READ A SECOND TIME THIS _____ day of _____ 2024.

READ A THIRD TIME THIS _____ day of _____ 2024.

SIGNED AND PASSED THIS _____ day of _____ 2024.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

A BY-LAW OF THE VILLAGE OF BON ACCORD TO
PROVIDE FOR THE LICENSING OF MOBILE HOMES.

Under the authority and subject to the provisions of Section 226 of the Municipal Government Act, being Chapter 68 of the R.S.A. 1968, and amendments thereto, the Council of the Village of Bon Accord does hereby enact:

INTERPRETATION:

In this by-law,

- (1) (a) "Inspector of Mobile Home Licenses" means a person or persons appointed by resolution of the Council, pursuant to Section 78 of the Municipal Government Act as Inspectors of Mobile Home License
- (b) "Mobile Home" means any vacation trailer or house trailer that is
- (i) designed for or intended to be equipped with wheels whether or not it is so equipped, and
- (ii) constructed or manufactured to provide a domicile for one or more persons, but does not include a trailer otherwise designated
- (c) "Owner" includes a person renting a Mobile Home or having the exclusive use thereof under a rental agreement or otherwise, or who domiciles himself, his family or any other person within a Mobile Home.

GENERAL PROVISIONS:

- (2) No person shall occupy a Mobile Home in the Village of Bon Accord for any period exceeding forty-eight (48) hours unless and until he has obtained from the office of the Secretary-Treasurer of the Village a Mobile Home License.
- (3) All Mobile Home licenses sold under the provisions of this by-law shall be for the calendar year and shall expire upon the 31st day of December following the date of the issuance thereof.
- (4) The license shall be issued in the name of the person occupying a Mobile Home but may, upon proper notice being given in writing to the Secretary-Treasurer or other authorized person, be transferred to a person who subsequently becomes the occupier of the Mobile Home.
- (5) The Secretary Treasurer of the Village of Bon Accord is hereby empowered, pursuant to the provisions of Section 226 of the Municipal Government Act, to enter into agreements with occupiers of Mobile Homes, whereby payment to the Village of the annual license fees may

REPLACES #31

be made on a monthly basis, provided however that such payments shall be payable in advance on the 1st day of each month. It is further provided that when the occupier of a Mobile Home fails to make monthly payments as provided for in an agreement as aforesaid, the agreement shall become null and void and the remaining unpaid balance of the license fee shall immediately become due and payable.

- (6) If a Mobile Home in respect of which the annual license fee has been paid ceases to be occupied as such, or is removed from the Village, the holder of the license for the said Mobile Home, upon application to the Secretary Treasurer may claim a refund of the balance of the year's license fee, the refund to be calculated on the basis of 1/12th of the annual license fee for each full month remaining in the year.
- (7) The license fee shall be at the flat rate of ninety dollars (\$90.00) per year or where an agreement is signed, seven dollars and fifty cents (\$7.50) per month.
- (8) Any person who commits a breach of this by-law or any of its provisions shall be liable upon summary conviction thereof, by any court of competent jurisdiction to a fine not exceeding one hundred dollars (\$100.00) and costs, and in default thereof to imprisonment with or without hard labor in the nearest common gaol for a period not exceeding 30 days unless such fine and costs, including the costs of committal are sooner paid and in addition to imposing a fine as hereinbefore provided, the convicting Justice may require a person convicted under this by-law to obtain a Mobile Home License.
- (9) This by-law hereby repeals and replaces by-law No. 31 and shall continue in force from year to year until amended or repealed.

Read a first time this 14th day of January 1970.

Read a second time this 14th day of January 1970.

By unanimous consent of Council read a third time and finally passed this 14th day of January 1970.



E. Brennan
E. Brennan Mayor

A.J. Jenkins
A.J. Jenkins Secretary Treasurer



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver
Minister

.../2

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement

STAGE 1

Design the plan

2023



A stakeholder Steering Committee made up of industry, municipal, and assessment representatives designed an engagement process for the broader review.

STAGE 2

Review foundational policies

March – December
2024



Confirm Principles



Recommend Assessment Year Modifier methodology



Review Construction Cost Reporting Guide

Before the assessment models for individual property types can be updated, regulated assessment policies must be reviewed first.

STAGE 3

Update assessment models

Expected winter 2025 –
summer 2027

We will engage with a technical working group, comprised of stakeholder subject-matter experts to update the costs, practices, and technologies in the assessment model for each property type.

Group 1

winter 2025 to spring 2026



Telecommunications
& Cable



Railway



Electric Power

Group 2

spring 2026 to summer 2027



Machinery and Equipment



Pipeline



Wells

STAGE 4

Consider the impacts

Expected summer 2027 –
spring 2028



Municipalities and industry property owners will have the opportunity to provide input on assessment and taxation impacts, including how to best implement any shifts in assessment. The Steering Committee will review the engagement results and provide final recommendations to government.

Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.



Frequently Asked Questions Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Canadian Fallen Heroes Foundation - Bon Accord Memorial Project
Date: March 20, 2024 11:16:50 AM
Attachments: [Letter received from the Innisfail Royal Canadian Legion.pdf](#)
[Wetaskisin FallenHeroes-SupportLetter](#) [Wetaskiwin Heritage Museum.pdf](#)
[Alberta Memorial Project-Bon Accord.pdf](#)

From: Toni Hall <memorials@canadianfallenheroes.com>
Sent: Tuesday, March 19, 2024 9:58 AM
To: cao <cao@bonaccord.ca>
Subject: Canadian Fallen Heroes Foundation - Bon Accord Memorial Project

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Attn: Mayor and Council,

Good morning Jody, Thank you for your time yesterday. I have attached our letter with regards to the beautiful memorials that we commission of Canadians who died in wartime. We hope Bon Accord will purchase these for Remembrance Day and for the history of the brave people who died in wartime for us. We will do the research and create the weather proof memorials and ship them to you for 300.00 per memorial. Thank you and please call me with any questions or concerns. I look forward to hearing from you. Below is a project that we did with Moosomin Saskatchewan who sent a photo of the completed project to Veterans Affairs.

<https://www.veterans.gc.ca/eng/remembrance/memorials/national-inventory-canadian-memorials/details/10093>

Best Regards,
Toni Hall
403.453.1881
Canadian Fallen Heroes Foundation
www.canadianfallenheroes.com

Like us on Facebook!
www.facebook.com/CanadianFallenHeroes

'When you go home, tell them of us and say, for your tomorrow, we gave our today.'

The information contained in this communication is confidential and intended only for the use of the recipient named above, and may be legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are

THE **FALLEN SOLDIERS** of Bon Accord, Alberta



Clyde Buchanan

LEST WE FORGET

Buchanan, Clyde Buck

Milligan, Geoffrey Eaton

Nail, Marion Denver

Pierce, Frederick Reeves

Sissons, Robert Roy

Strawson, Walter

Trotter, Frederick Robert



Geoffrey Milligan

"When you go home, tell them of us and say, 'For your tomorrow, we gave our today.'"



CANADIAN FALLEN HEROES

Alberta has a long history of military service and sacrifice. The provincial honour roll includes the names of over nine thousand fallen soldiers, sailors and airmen and women. They left their family, friends and plans for the future to serve. Many are buried overseas, at or near the place of their final battle and most were survived by their parents. **Their story must be told.** Founded in Alberta by retired military personnel in 2002, the Canadian Fallen Heroes Foundation has researched Alberta's military history in order to preserve their memory. Governed by a volunteer board of directors, **we tell their story.**

Bon Accord is one of 925 Alberta communities to lose a son or daughter in service and as such has been allocated a search designation IN MEMORIAM on our charity's website. Once researched and written, biographies for former residents will be placed here where they can be searched by name or collectively by searching the community. They are preserved here in a format preferred by today's youth to be shared with and utilized by schools and educators as part of Remembrance Day curriculum. May they serve to remind this and future generations that the freedom to pursue our dreams and aspirations was secured by a generation who sacrificed theirs.

The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy. Martin Luther King, Jr.

Oak framed and metal art Memorials commissioned by the Foundation also adorn the walls of Legions and public facilities throughout Alberta. Commissioned in honour of former residents, they are proudly displayed in over 100 communities. Memorials are printed on metal art panels measuring 12 x 18 inches. Images and biographies are infused onto an aluminum surface using dyes rather than traditional inks. The process provides outstanding image clarity and longevity. Memorial plaques are produced for those for whom a suitable photograph is available at a cost of \$300.00. Please consider commissioning a plaque for permanent display and to use as part of your Remembrance Day ceremonies.

The Canadian Fallen Heroes Foundation is a federally registered charity. Those supporting the project are acknowledged IN MEMORIAM adjacent the Bon Accord honour roll as follows:

Gold Sponsor \$1200.00

Silver Sponsor \$600.00

Bronze Sponsor \$300.00

Co-Sponsor \$150.00

***They shall grow not old, as we that are left grow old; Age shall not weary them, nor the years condemn.
At the going down of the sun and in the morning We will remember them. - Laurence Binyon.***

403.453.1881 email: memorials@canadianfallenheroes.com
Canadian Fallen Heroes Foundation – 192 700 8 Ave. S.W. Calgary, AB - T2P 1H2
Registered Charity No. 86563 9447 RR0001

HOMETOWN HEROES CAMPAIGN

FOR THOSE WHO HAVE GIVEN,
AND THOSE WHO CONTINUE TO GIVE.



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*Thank You
to all the Canadians
who have served our country*



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E-mail: admin@delowin.ca

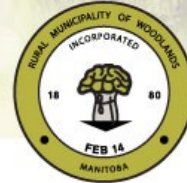


REMEMBERING AND HONORING
OUR FALLEN HEROES



701 MAIN ST BOX 730
MOOSOMIN, SK S0G 3N0
306-435-3343

Lest we forget
for those brave
who gave their lives
so we could live ours



A place to put down roots

Rural Municipality of Woodlands 57 Railway Avenue
Woodlands MB R0C 3H0 204-383-5679

Digital PSA/Acknowledgement Ad Sizes
Full Page 5.73 x 6.8 inches - 430 x 510 Pixels

Predesigned ads and or component parts with instructions can be sent as a jpeg file.
Email - memorials@canadianfallenheroes.com.

MEMORIAL DISPLAY



High Prairie Legion



Moosomin Legion



Kerby Centre - Calgary

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Let's protect the CCBF: our most vital infrastructure funding tool
Date: March 22, 2024 1:19:13 PM

From: FCM Communique <communique@fcm.ca>
Sent: Friday, March 22, 2024 9:46 AM
To: cao <cao@bonaccord.ca>
Subject: Let's protect the CCBF: our most vital infrastructure funding tool

[Click here to view this email in your browser.](#)



March 22, 2024



Let's protect the CCBF: our most vital infrastructure funding tool

Dear members,

The Canada Community Building Fund (CCBF) is our most reliable funding tool for renewing and replacing the vital infrastructure that all Canadians rely on—including roads, water infrastructure, public transit and so much more.

With 1.25 million new residents in the last year, new housing is essential to meet the needs of our expanding population. However, without adequate services, infrastructure and supports in place, cities and towns across Canada will struggle to accommodate growth.

Municipalities of all sizes need to be able to rely on the CCBF to support that growth and renew vital existing assets, especially with a new federal infrastructure plan at a standstill. Negotiations are still moving forward, and in BC and Ontario local governments are represented directly at the table by UBCM and AMO and the City of Toronto as direct CCBF signatories. However, in other provinces/territories, FCM is concerned that additional onerous conditions could be introduced into the CCBF as it is being renegotiated.

Concern over a vital fund

FCM has been consistently highlighting how Canadian municipalities rely heavily on the CCBF. This includes:

- Holding conversations with federal ministers.
- Convening with provincial and territorial associations on this issue.
- Launching our 'Update Required' campaign to equip our 2,100 members with a toolkit to urge federal support for local infrastructure.
- Executing a paid social media campaign, which will be underway for the next few weeks, using Instagram and X to target federal representatives and their political staff.
- Highlighting the CCBF on the popular Curse of Politics podcast, which is 'required listening' for our connected Ottawa ecosystem audience, with this placement being noted by MPs in our interactions with them.

[Listen to the CCBF being highlighted on the Curse of Politics podcast](#)

Municipal infrastructure funding has also been our focus in our recent FCM Board of Directors meeting and **[Big City Mayors' Caucus meeting](#)**.

We are gaining momentum with these strategic efforts, with references online and directly

to us in our conversations on the CCBF with Members of Parliament and staff.

The CCBF not only funds vital repairs and upkeep for our infrastructure, but also funds landmark community projects that can transform quality of life for communities and neighborhoods; be it a new recreation centre, water treatment facility or simply a much-needed new playground. It is Canadians who will lose out if the rug is pulled from under these projects, particularly those communities with significant amounts of new housing coming online.

Furthermore, most of Canada's smaller and rural municipalities simply do not have the resources or valuable staff time to devote towards complex program requirements. The goal of building more homes in these communities would be undermined by a less readily accessible CCBF.

Help amplify our message

Please use the following resources to help with our drive to renew the CCBF without onerous conditions. Feel free to customize these with your local insight—after all, you know the reality on the ground better than anyone.

Download your CCBF resources

- Key messages
- Template resolution for adoption by your municipal council
- Template letter to communicate the resolution to your federal Member of Parliament

We're calling on you—our members—to get involved ahead of federal budget 2024. We will be continuing our CCBF push as new agreements are negotiated this spring. Please consider using these materials in your own communications for maximum impact.

Together, our collective efforts will ensure our voices are heard during this critical window in time, as we continue to advocate for a **Municipal Growth Framework** that will empower local governments.

Your FCM team



CCBF Package for Members **Federation of Canadian Municipalities**

CANADA COMMUNITY BUILDING FUND - KEY MESSAGES

These key messages can be used when you post about the CCBF on social media, in conversation with your local MP or when discussing the CCBF's relevance with community stakeholders.

- With a new federal infrastructure plan at a standstill, the Canada Community-Building Fund (CCBF) is currently the only federal infrastructure program that municipalities can rely on to rehabilitate existing infrastructure and develop new community assets to help accommodate growth.
- Canada's municipalities are going through a period of historic growth and must be able to count on a flexible and predictable CCBF at the end of the current renegotiation process between the federal government and signatories.
- The Canada Community-Building Fund (CCBF) provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities.
- In the near-term, FCM is calling on the federal government to renew this critical program and maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities.
- FCM has also called on the federal government to leverage this proven funding mechanism as a vehicle to deliver increased funding directly to municipalities, as part of a new Municipal Growth Framework that would better link municipal funding with national population and economic growth.

RESOLUTION TEMPLATE

Please feel free to use the below template to draft a resolution for adoption by your own municipal council to participate in our advocacy efforts:

[month, day, year]

Federal infrastructure funding not keeping pace with population growth

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

WHEREAS, According to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth; and

WHEREAS, FCM has estimated that the cost of the municipal infrastructure required support housing development is, on average, in the range of \$107,000 per unit; and

WHEREAS, According to Statistics Canada the cost of upgrade *existing* municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion; and

WHEREAS, Non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue; and

WHEREAS, Unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth; and

WHEREAS, Municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026;

WHEREAS, The Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities; now therefore be it

RESOLVED, That the federal government work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities; and be it further

RESOLVED, That the federal government commit, in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and be it further

RESOLVED, That the federal government convene provinces, territories and municipalities to negotiate a “Municipal Growth Framework” to modernize the way that municipalities are funded in order to enable Canada’s long-term growth.

[Municipality of xx, Province (abr.)]

SAMPLE LETTER TO YOUR MP

Please feel free to use the below template to inform your local MPs of the adoption of a CCBF resolution:

March [xx], 2024

[Mr./Mrs./Ms./Mx. (full name), M.P., or for Ministers: The Honourable (full name), P.C., M.P.]

House of Commons

Ottawa, ON

K1A 0A6

Subject: Urgent call for federal commitment to renew the Canada Community Building Fund

[Dear Minister or Dear Mr./Ms. (last name of MP)]:

I write to you today to bring your urgent attention to an issue of growing concern to our municipality.

On March [xx], 2024, the council of the municipality of [xyz] unanimously resolved to urge the federal government to dedicate funds in the 2024 Budget to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund.

The federal government must step up in Budget 2024 and solidify its commitment to new housing by channeling investments into the supporting infrastructure. The housing crisis is not something any single order of government can solve. Our municipality, along with others across the country, has been accelerating housing construction, fast-tracking permit approvals, and coming up with innovative zoning solutions to get more housing built faster.

However, the absence of a comprehensive housing and infrastructure plan brings uncertainty to the lives of individuals, particularly those searching for affordable housing. An immediate housing and homelessness plan is essential, one that extends beyond new housing units to include the infrastructure required to service these units and encompass a renewed commitment to invest in complete neighbourhoods with robust public services.

Moreover, our municipal council is concerned that the **Canada Community-Building Fund (CCBF)** is currently the only federal infrastructure program on which we can rely on to rehabilitate existing infrastructure and develop new assets to accommodate growth. It is crucial for Canada's growing municipalities to have access to a CCBF that is flexible and predictable as the renegotiation process concludes.

While municipalities are working hard to get housing built, they own and maintain most of the infrastructure that Canadians rely on every day. Yet, they only collect between 8 to 12 cents of every tax dollar. It is time to empower municipalities with the tools they need to support growth. Alongside the Federation of Canadian Municipalities, our municipality is advocating for all orders of government to come together to modernize the way that municipalities are funded to enable Canada's long-term growth, to ensure economic development and to provide a great quality of life for every Canadian.

The municipality of [your municipality] looks forward to working with you to ensure a future where Canadians see their communities growing confidently, with scale and ambition that delivers what Canadians need now—more affordable housing, support for the most vulnerable, core infrastructure that can support generations of residents, and reliable, efficient transit we can rely on into the future.

Yours sincerely,

[name of signatory]

[title, municipality, province]

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Municipal Affairs Review of MGA Requirements Relating to ICF's
Date: March 5, 2024 2:00:16 PM

From: LGAA | Local Government Administration Association of Alberta <info@lgaa.ab.ca>

Sent: Monday, March 4, 2024 4:01 PM

To: Jessica Caines <lscoordinator@bonaccord.ca>

Subject: Municipal Affairs Review of MGA Requirements Relating to ICF's

Municipal Affairs

Review of MGA Requirements Relating to ICF's

LGAA logo



Visit our website at www.lgaa.ab.ca | [Follow us on LinkedIn](#)
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Invitation from Municipal Affairs Minister Ric Mciver

I am inviting your municipality to participate in the review of the Municipal Government Act requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;

- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at <https://extranet.gov.ab.ca/opinio6/s?s=ICFReview> and should take 15 to 20 minutes to complete. The survey is available until April 12, 2024.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please

email ma.engagement@gov.ab.ca.

Thank you for your participation.

Ric Mciver Minister

cc: All Chief Administrative Officers

Municipal Affairs: ICF Review

About You

1. What is the name of your municipality or organization?

2. What is your municipality or organization type?

- ☐ Summer Village
- ☐ Village
- ☐ Town
- ☐ City
- ☐ County
- ☐ Municipal District
- ☐ Special Area or Improvement District
- ☐ Organization or Association

3. Did your municipality use mediation during the development of your ICF?

- ☐ Yes
- ☐ No
- ☐ Unsure

4. Did your municipality use arbitration during the development of your ICF?

- ☐ Yes
- ☐ No
- ☐ Unsure

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Municipal Affairs: ICF Review

Intermunicipal Services

When the ICF provisions were originally introduced, these intermunicipal services were required to be included in an ICF:

- A. transportation;
- B. water and wastewater;
- C. solid waste;
- D. emergency services;
- E. recreation; and
- F. any other services that benefit residents in more than one of the municipalities that were parties to the framework.

The list was removed from the MGA in 2020 to streamline the legislation, create greater flexibility for municipalities, and reduce red tape. Currently, the legislation does not limit what can be included in an ICF, but municipalities are required to describe the services to be provided in their agreements.

5. Based on your experience, the legislation should be amended to:

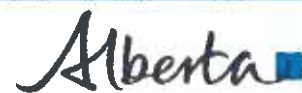
- ☐ Reinsert the list of specific services, without the ability for municipalities to add other services (i.e., A – E on the list above).
- ☐ Reinsert the list of specific services, with the ability for municipalities to add other services delivered directly by the municipality (i.e., A – F on the list above).
- ☐ No change – the legislation should continue to allow municipalities to determine the services to be included.
- ☐ Other (please specify):

6. Referring to A – E above, if a list were reintroduced to the legislation, are there other services that should be added to the list as mandatory?

- ☐ No
- ☐ Unsure
- ☐ Yes (what other services should be added?):

7. Referring to A – E above, if a list were reintroduced to the legislation, are there services that should be removed from the list as mandatory?

- ☐ No
- ☐ Unsure
- ☐ Yes (what services should be removed?):

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized script font with a small blue square to the right.[Back](#)[Save](#)[Next](#)

Municipal Affairs: ICF Review

ICF Agreement Duration (Term and Review)

Currently, the legislative provisions require ICFs to be reviewed at least every five years after the framework is created, or within a shorter period of time as agreed to by the municipalities. Given the possibility of arbitration and other challenges, the agreements may only be operational for a relatively short period, and not allow the municipalities to learn from their collaborative efforts to improve the next iteration of the agreement.

8. Based on your experience, the legislation should:

- ☐ Remain the same, requiring review at least every five years.
- ☐ Change, requiring review at least every seven years.
- ☐ Change, to not specify the duration of an agreement, allowing municipalities to review their agreements as they see fit.
- ☐ Other (please specify):

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Municipal Affairs: ICF Review

Cost Calculations

Calculating costs for an ICF can be challenging for any municipality; however, it is critical to finalize the framework. One option is to legislate how costs will be shared, ensuring that there is some degree of consistency across all agreements.

9. Based on your experience, the legislation should require costs associated with shared services in an ICF to be determined based on (select all that apply):

- ☐ Equalized assessments
- ☐ Usage by each municipality
- ☐ Population (i.e., cost per capita)
- ☐ Mutual agreement by municipality, based on a specific service
- ☐ Independent assessment findings and recommendations
- ☐ None of the above, the legislation should not specify how costs are allocated
- ☐ Other (please specify):

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Municipal Affairs: ICF Review

Mediation and Arbitration

During the development of the frameworks, some municipalities experienced disagreements. If municipalities do not reach an agreement by the legislated timeline, they have one year to finalize an agreement through mandatory arbitration. Prior to arbitration, municipalities may choose to enter into mediation.

The legislation could be amended to include mediation as a mandatory step in the event of disagreements. However, this would mean that municipalities who had not reached an agreement 18 months before the deadline would be required to commence mediation, and arbitration would begin one year prior to the legislated deadline.

10. Please rate your municipality's experience with the mediation process:

- ☐ Very positive
- ☐ Positive
- ☐ Neither positive nor negative
- ☐ Negative
- ☐ Very negative
- ☐ Unsure
- ☐ Not Applicable

11. In your opinion, under the legislation, if municipalities are unable to reach an agreement by a set timeline should they:

- ☐ Be required to enter into mediation
- ☐ Go directly to arbitration (status quo)
- ☐ Other (please specify):

While the province offers grant funding for mediation services, it requires a cost-share commitment from the requesting municipality, and the funding is limited. Costs for arbitration are currently based on equalized assessment. However, the use of equalized assessment has raised concerns for some municipalities.

12. In your opinion, the division of costs associated with mediation and arbitration should be based on (select all that apply):

- ☐ Equalized assessment
- ☐ A standard metric, i.e., total revenue (please specify metric in the space below)
- ☐ Equal division among all parties
- ☐ Other (please specify):

Following the arbitrator's decision, municipalities are currently responsible for drafting an agreement that incorporates the arbitrator's decision and adopting it. Some stakeholders have suggested that the arbitrator should draft the agreement as part of their role as arbitrator.

13. In your opinion, for municipalities going through the arbitration process, the legislation should stipulate that:

- ☐ The arbitrator (not the Minister) writes the framework and the municipalities are required to adopt it.
- ☐ The municipalities write the framework based on the arbitrator's decision and are required to adopt it (status quo).
- ☐ Another third-party writes the framework and the municipalities are required to adopt it.

Municipal Affairs: ICF Review

Enforcement

It is critical that municipalities complete their legislative requirements to ensure the effective and fair application of ICFs across the province.

14. In your opinion, in the event a municipality chooses to ignore an arbitrated decision, the Minister should have the authority to (select all that apply):

- ☐ Act as the municipality and adopt the framework on their behalf.
- ☐ Take any action as if the municipalities had not followed a directive issued under the Act (i.e., suspending municipal authority to pass bylaws, withholding money from the municipality, and/or dismissing council or the chief administrative officer).
- ☐ Allow the municipalities to pursue this in a court action (status quo).
- ☐ Other (please specify):

Some municipalities have argued that some of the arbitrated decisions resulted in frameworks that unfairly impact a municipality, or go beyond the legislated provisions of an ICF.

15. In your opinion, in cases where arbitrated decisions are determined to have an unfair impact, or go beyond the legislated provisions of an ICF, the Minister should:

- ☒ Allow the arbitrator's order to stand
- ☐ Have the authority to dismiss the arbitrator's decision and have the municipalities renegotiate
- ☐ Have the authority to amend or remove elements of the arbitrator's decision
- ☐ Other (please specify):

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized script font with a small red square to the right.[Back](#)[Save](#)[Next](#)

Municipal Affairs: ICF Review

Conclusion

16. Do you have anything else you would like to share about ICFs?

Thank you for taking the time to respond to this survey.

If you have questions please reach out to ma.engagement@gov.ab.ca.



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NOTICE OF MOTION

I Tanya may would like to make a notice of motion for administration to bring back more information on the clean energy improvement program.

Deputy Mayor

Tanya May