

Town of Bon Accord
AGENDA
Regular Council Meeting
May 2, 2023, 7:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. PROCLAMATIONS

- 3.1. Mental Health Awareness Week
- 3.2. Economic Development Week
- 3.3. Emergency Preparedness Week
- 3.4. National Public Works Week
- 3.5. National AccessAbility Week

4. ADOPTION OF MINUTES

- 4.1. Regular Meeting of Council; April 18, 2023 (enclosure)
- 4.2. Council Briefing Meeting; April 26, 2023 (enclosure)

5. DELEGATION

6. UNFINISHED BUSINESS

- 6.1. Council Community Connections – August (enclosure)
- 6.2. Special Meeting – Taxation Bylaw (enclosure)

7. NEW BUSINESS

- 7.1. Community Survey Results (enclosure)
- 7.2. Library Board Trustees Appointments (enclosure)
- 7.3. Electric Vehicle Chargers – Hardware Upgrade (enclosure)

8. BYLAWS/POLICIES/AGREEMENTS

BYLAWS

- 8.1. Procedural Bylaw 2023-05 First Reading (enclosure)
- 8.2. Repeal of Bylaw 294 2023-07 (enclosure)

POLICIES

- 8.3. Town Vehicle Usage Policy (enclosure)

9. WORKSHOPS/MEETINGS/CONFERENCES

10. CORRESPONDENCE

ACTION REQUIRED

- 10.1. Minister Schultz – 2023 Minister's Awards for Municipal and Public Library Excellence (enclosure)
- 10.2. Town of Morinville – Festival Days Pancake Breakfast (enclosure)
- 10.3. Town of Redwater – Annual Golf Tournament (enclosure)

Town of Bon Accord
AGENDA
Regular Council Meeting
May 2, 2023, 7:00 p.m. in Council Chambers
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11. NOTICE OF MOTION

12. CLOSED SESSION

12.1. Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy

12.2. Judy Haber – Performance Sponsorship Group – FOIP Act 16(1) Disclosure harmful to business interests of a third party

13. ADJOURNMENT

PROCLAMATION

MENTAL HEALTH WEEK May 1 – 7, 2023

WHEREAS, the Canadian Mental Health Association encourages all Canadians to celebrate Mental Health Week each year at the beginning of May to promote positive mental health for everyone;

WHEREAS, 2023 marks the 72nd annual Mental Health Week and is a Canadian tradition, with communities, schools and workplaces rallying to celebrate, protect and promote mental health;

WHEREAS, this year's Mental Health Week theme is My Story. Collectively and individually, we have multiple layers and stories that make us who we are and while each year 1 in 5 Canadians experience a mental illness or mental health issue, 5 in 5 of us have mental health;

WHEREAS, the core objective of Mental Health Week is to promote and protect mental health; and

WHEREAS, Albertans are encouraged to share how they practice positive mental health.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim May 1 – 7, 2023 as "National Mental Health Week" in the Town of Bon Accord and encourage all citizens to observe this week.

Mayor Brian Holden

Date

PROCLAMATION

ECONOMIC DEVELOPMENT WEEK May 8 – 12, 2023

WHEREAS, communities rely on economic development professionals to promote economic well-being and quality of life; for communities like Bon Accord that means coordinating activities that create, retain, and expand jobs in order to facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the Canadian economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work in the Town of Bon Accord in the Province of Alberta.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim May 8 – 12, 2023, as “Economic Development Week” in the Town of Bon Accord and encourage all citizens to observe this week.

Mayor Brian Holden

Date

PROCLAMATION

EMERGENCY PREPAREDNESS WEEK **May 7 – 13, 2023**

WHEREAS, the Town of Bon Accord recognizes the importance of Emergency Preparedness in Alberta; and

WHEREAS, the goal of Emergency Preparedness Week is to raise community awareness and the need to prepare for the possibility of an emergency; and

WHEREAS, the safety of our community is the responsibility of each and every one of us and we must prepare now and learn how to secure a strong and healthy tomorrow.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim May 1 – 7, 2022 as “Emergency Preparedness Week” in the Town of Bon Accord and encourage all citizens to participate in educational activities on emergency preparedness.

Mayor Brian Holden

Date

PROCLAMATION

NATIONAL PUBLIC WORKS WEEK May 21-27, 2023

WHEREAS Public Works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life and well-being of the people of Bon Accord, and;

WHEREAS these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens, and;

WHEREAS it is in the public interest for the citizens, civic leaders and children in Bon Accord to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs to build and maintain "Ready and Resilient" communities, and;

WHEREAS the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association;

NOW THEREFORE on behalf of Council, I, Mayor Brian Holden of the Town of Bon Accord, do hereby proclaim the week of May 21 – 27, 2022 to be National Public Works Week, and urge all residents to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Mayor Brian Holden

Date

PROCLAMATION

NATIONAL ACCESSABILITY WEEK (NAAW) May 28 – June 3, 2023

WHEREAS, under the Accessible Canada Act 2019, c. 10, s. 133, throughout Canada each year, the week starting on the last Sunday in May is to be known as National AccessAbility Week; and

WHEREAS, National AccessAbility Week is an opportunity to promote accessibility and inclusion across communities and workplaces, and a time to celebrate the contributions of Canadians with disabilities and to be inspired to further break down barriers; and

WHEREAS, National AccessAbility Week was first established following Paralympian Rick Hanson's Man in Motion World Tour in 1988; and

WHEREAS, National AccessAbility Week is an opportunity to celebrate the valuable contributions of Canadians with disabilities, and to recognize the efforts of individuals, communities and workplaces that are actively working to remove barriers to accessibility and inclusion; and

WHEREAS, National AccessAbility Week is an opportunity to celebrate accessibility and recognize the importance of building a better Town of Bon Accord for people with disabilities by working towards becoming a fully accessible and inclusive town.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim Sunday, May 28 – Saturday, June 3, 2023, as "National AccessAbility Week" in the Town of Bon Accord and encourage all citizens to observe this week.

Mayor Brian Holden

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
April 18, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jenny Larson – Planning and Economic Development Officer
Lila Quinn – Community Services Manager
Terry Doerkson – Operations Supervisor
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

COUNCILLOR MAY MOVED THAT Council adopt the April 18, 2023 agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-170

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – April 4, 2023

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the minutes of the April 4, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-171

DELEGATION – CLOSED SESSION

Judy Haber – Performance Sponsorship Group – FOIP Act 16(1) Disclosure harmful to business interests of a third party

DEPUTY MAYOR BIDNEY MOVED THAT Council enter closed session to discuss Judy Haber – Performance Sponsorship Group – FOIP Act 16(1) Disclosure harmful to business interests of a third party at 9:02 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-172

DEPUTY MAYOR BIDNEY MOVED THAT Council come out of closed session at 9:46 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-173

**Town of Bon Accord
Regular Meeting of Council Minutes
April 18, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to contact Judy Haber for further information and clarification, as discussed.

In Favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor Larson

Opposed: Councillor May

CARRIED RESOLUTION 23-174

DEPARTMENTS REPORT

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

CARRIED UNANIMOUSLY RESOLUTION 23-175

NEW BUSINESS

Corporate Services Fees

COUNCILLOR MAY MOVED THAT Council approves the Corporate Services Fees as presented for inclusion into a forthcoming Fees and Charges Bylaw.

CARRIED UNANIMOUSLY RESOLUTION 23-176

Community Space Fees

COUNCILLOR MAY MOVED THAT Council amend the Community Space Rental Fees as shown in Option #1 and direct administration to bring forward a new policy for non-profits/children's functions or programming, waiving the funding required.

CARRIED UNANIMOUSLY RESOLUTION 23-177

Mayor Holden called a short recess at 10:35 a.m.

Mayor Holden called the meeting back to order at 10:43 a.m.

April Council Briefing Meeting

COUNCILLOR LARSON MOVED THAT Council direct administration to proceed with planning and advertising the Council Briefing Meeting on April 26, 2023 from 5p.m. – 7p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-178

Special Meeting of Council

COUNCILLOR LAING MOVED THAT Council directs administration to plan and advertise a Special Meeting of Council to discuss operational needs and capital projects and the possible funding strategies on May 3, 2023 from 5 p.m. – 7 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-179

Sale of the John Deere 1145 Tractor and Snowblower Attachment

COUNCILLOR LARSON MOVED THAT Council approve selling the 1998 John Deere 1145 tractor for the best offer received.

CARRIED UNANIMOUSLY RESOLUTION 23-180

**Town of Bon Accord
Regular Meeting of Council Minutes
April 18, 2023 9:00 a.m.
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2022 Annual Report

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the 2022 Annual Report as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-181

Mock Council Meeting Request: Lilian Schick School

COUNCILLOR MAY MOVED THAT Council directs administration to contact Lilian Schick School in regards to setting up a mock council meeting for either June 6 or June 8, if possible, after 1:30 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-182

BYLAWS/POLICIES/AGREEMENTS

Bylaw 2023-04 – Repeal of Bylaw 67

COUNCILLOR LAING MOVED THAT Bylaw 2023-04 – Repeal of Bylaw 67 be given first reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-183

DEPUTY MAYOR BIDNEY MOVED THAT Bylaw 2023-04 – Repeal of Bylaw 67 be given second reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-184

COUNCILLOR MAY MOVED THAT Council gives unanimous consent to hear three readings of Bylaw 2023-04 – Repeal of Bylaw 67 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-185

COUNCILLOR LARSON MOVED THAT Bylaw 2023-04 – Repeal of Bylaw 67 be given third and final reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-186

Significant Life Events Recognition Policy

DEPUTY MAYOR BIDNEY MOVED THAT Council approve the Significant Life Events Recognition Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-187

Council Remuneration Policy #05-315 Amendment

DEPUTY MAYOR BIDNEY MOVED THAT Council approves Policy #05-315 updated with Option 2 wording regarding per diems.

CARRIED UNANIMOUSLY RESOLUTION 23-188

COUNCIL REPORTS

COUNCILLOR LAING MOVED THAT Council accept the Council reports as information.

**Town of Bon Accord
Regular Meeting of Council Minutes
April 18, 2023 9:00 a.m.
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CARRIED UNANIMOUSLY RESOLUTION 23-189

CORRESPONDENCE

Brenda McBride – Butterflyway Project

DEPUTY MAYOR BIDNEY MOVED THAT Council support this initiative AND THAT Council direct administration to set up a meeting between Brenda McBride and administration to coordinate this initiative.

CARRIED UNANIMOUSLY RESOLUTION 23-190

COUNCILLOR MAY MOVED THAT the meeting extend past 12:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-191

Golden Gems – Bylaw Clause

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to contact the Golden Gems to discuss the possibility of holding any leftover funds for future maintenance and clarification.

CARRIED UNANIMOUSLY RESOLUTION 23-192

CLOSED SESSION

Draft Procedural Bylaw Legal Review – FOIP Act 27(1) Privileged information

COUNCILLOR MAY MOVED THAT Council enter closed session to discuss Draft Procedural Bylaw Legal Review – FOIP Act 27(1) Privileged information at 11:32 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-193

COUNCILLOR MAY MOVED THAT Council come out of closed session at 12:02 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-194

Draft Procedural Bylaw Legal Review – FOIP Act 27(1) Privileged information

COUNCILLOR MAY MOVED THAT Council directs administration to bring forward the Procedural Bylaw draft as presented to the May 2, 2023 Regular Meeting of Council for first reading.

CARRIED UNANIMOUSLY RESOLUTION 23-195

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the April 18, 2023 Regular Meeting of Council adjourn at 12:02 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-196

**Town of Bon Accord
Council Briefing Meeting Minutes
April 26, 2023 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Jessica Caines – Legislative Services and Communications Coordinator
Falon Fayant – Corporate Services Manager
Jenny Larson – Planning and Economic Development Officer
Lila Quinn – Community Services Manager

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Councillor May called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the agenda for April 26, 2023, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-197

DELEGATION

Paul Salvatore – Economic Development Assessment Proposal

NEW BUSINESS

Playground Equipment: Centennial Park/Springbrook Park

The report was reviewed and discussed.

BYLAWS|POLICIES

Town Vehicle Use Policy

The report was reviewed and discussed.

2023 Rates of Taxation, Bylaw 2023-07

The report was reviewed and discussed.

ADJOURNMENT

DEPUTY MAYOR BIDNEY MOVED THAT the April 26, 2023 Council Briefing Meeting adjourn at 6:07 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-198

**Town of Bon Accord
Council Briefing Meeting Minutes
April 26, 2023 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	May 2, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Council Community Connections – August
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

At the March 21, 2023 RCM:

*COUNCILLOR LAING MOVED THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on June 17 from 2 p.m. – 4 p.m. in Centennial Park with Council Chambers as a back up location AND FURTHER THAT administration bring back this topic to a June meeting to set the date for August. **Carried resolution 23-122***

Therefore, administration has brought forward proposed dates for August 2023 for Council's consideration.

The attached 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.*

Historically, these events have been held outdoors in Centennial Park in the summertime (weather permitting) and in Council Chambers during the cooler months.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The August event would be held in-person unless extenuating circumstances arise.

Factors for Consideration:

Date/Time:

Previous Council Community Connections have been held on a weekday evening. If the day and time of the event varies throughout the year, it may enable more residents to attend and connect with Council. This would align with the policy's Public Participation Standards that "Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility."

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. Hence, administration recommends continuing with this practice and not choosing specific topics for each session.

Proposed Dates

The following are presented for Council consideration and times may vary as per Council's direction.

August 2023

- Date Options:
 - Thursday, August 10
 - Thursday, August 17
- Location/Time: Centennial Park evening (weather permitting). Alternate Location: Council Chambers

Once plans are confirmed by Council, administration will develop and circulate event communications closer to each date.

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)

Choose one of the following options:

1. THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on [select date] from [time] in conjunction with Music in the Park.
2. THAT Council direct administration to plan and advertise the Council Community Connections public engagement session on [select date] from [time].
3. THAT Council direct administration to...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	May 2, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Special Meeting: Tax Bylaw
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

At the April 18th, 2023, Regular Council Meeting, the following resolution was carried:

Council directs administration to plan and advertise a Special Meeting of Council to discuss operational needs and capital projects and the possible funding strategies on May 3, 2023, from 5 p.m. – 7 p.m.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Following the above presentation, administration will bring forward the Tax Bylaw for approval based on the direction from Council received at the May 03rd, 2023 Special Meeting.

The Corporate Services Manager and one member of Council will be away for the May 16th Regular Council Meeting, hence administration is recommending that a Special Council Meeting be held on May 08th, 2023 from 5 – 7 pm or 6 – 8 pm.

STRATEGIC ALIGNMENT

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.

Value Statement: Transparency

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

1. THAT Council directs administration to plan and advertise a Special Council Meeting on _____ (date) from _____ (time) for the purpose of enacting the 2023 Tax Bylaw.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	May 2, 2023
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Community Life Survey Results
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

During the 2022 Council Workshop held on December 12th, 2022, administration brought forward the suggestion to consider conducting a community survey to provide the opportunity for resident input on a variety of topics relevant to the 2nd year of the Strategic Plan.

During the Council Briefing Committee meeting held on January 25th, 2023, Council reviewed proposed community survey questions.

The proposed Community Life Survey was brought forward at the February 21st, 2023, Regular Council Meeting but was postponed at the request of administration for further review following staff input.

At the March 7, 2023, Regular Council Meeting:

COUNCILLOR MAY MOVED THAT Council direct administration to proceed with the Community Life Survey Public Participation Plan as presented. **CARRIED RESOLUTION 23-102**

The purpose of the survey was to gather feedback on current goals and objectives for the Town in 2023. The Community Life Survey ran from March 17 – April 18.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Community Life Survey received 100 responses (94 online, 6 paper). Please see below results of the online and paper responses.

RESIDENCY

Where do you live?

94% Bon Accord

6% Sturgeon County

QUALITY OF LIFE

What makes Bon Accord a good place to live? Check all that apply:

84% Small town atmosphere

51% Friendly and welcoming

36% Environmental initiatives (Dark Sky, Solar Farm)

36% Local schools

35% Close to amenities

Additional comments included:

- Safe, quiet place to live
- Amenities such as pharmacy, medical clinic, and childcare
- Close to Canadian Forces Base in Edmonton

What do you think would improve quality of life in our community?

The Town has recently begun upgrades to the Bon Accord Arena. The Town is currently considering other upgrades to existing recreational amenities. Which of the following choices would be your top 2 priorities?

67% Expansion of the walking trail

36% Addition of benches, picnic tables, or park grills to parks with playgrounds

25% Other playground equipment upgrades

24% Skateboard equipment upgrades including a concrete bowl

14% New playground in Springbrook area to replace existing playground

10% Upgrades to the ball diamonds or soccer pitches

Other suggestions or comments regarding existing or new facilities that you may have:

Paper responses:

“Some equipment could be upgraded at the Springbrook playground – maybe not all. Our fields and parks have excellent benches, chairs and tables.”

“Plant trees, shrubs, natural plantings to create shady areas in the open park/playground areas; nice for sitting, dog walking & better for birds, bees, etc.”

“More teen/tween drop in places like a hangout. Better use of the basement of the library. Better use of the school gyms. More businesses. Invest in a public ping pong table.”

“Partnering with interest group to plan events!”

Online responses:

Upgrade arena

Dog Park

Improve on town and town contractor competency. Better use of garbage bins in town.

A nice long walking trail on the east end of town near the wetland area would be a great multipurpose addition for walking dogs, riding bicycles, running trail, adding to the ecological area by planting trees and making an outdoor natural area for people to enjoy
Maybe a few picnic tables and fire/bbq boxes spread out throughout the area would be nice as well.
I believe the town owns the camping area on the west end of town
An addition of a privacy belt along the highway would be a nice addition.

Would like to see a playground in the more central part of Bon Accord. Younger kids have to walk to different corners of the town to play.

Off leash dog park would be fantastic as there are numerous dogs in our town that don't get enough attention and bark constantly. Also, purple park is the park that we'd serious upgrades. Outdoor rink would be incredible for winter and summer!! UPGRADE THE SKATE PARK with a concrete bowl, jumps and ramps. Look at other towns for reference!! Maybe a spray park too!!

Dog park

Pool

Bringing and keeping small businesses. Make it appealing for them to come

Community center upgrade

The arena is awful. Upgrades to the hockey rink would be huge! It's horribly uncomfortable sitting in that rink. The seating is a huge issue. Both teams parents huddle together under the small radiant panel section limiting the view to the game. Put radiant panels on the other side where there is more room. And maybe clean up the "storage" area that is completely visible to the public. Awful

dog park or at least a walking path around the slough

Try to bring in more buisness. More buildings. Let the town grow.

Improve highway frontage. Way too much money is being spent on playgrounds. Take a look at the demographics.

We have enough playgrounds!

Assisted Living facility

Walking routes are very limited. Trails or walks along the trailer court between them and bon acres would create a proper walk ability plan (vs walking on the road). Adjustment of the trail grade near the atco station on the north most end of town is needed as it doesn't meet proper grades for accessibility and is hard to get up when icy. Connectivity along the west most end of town toward the school and around would create a full loop of the town.

Access to the running track across from Lillian Schick School

Landscaping around the Golden Gems Centre. Moving the fitness equipment out of the Rose Glen park and placing it along the walking paths so it is known about and may be used more.

Additional Playgrounds.

Why is there no "don't spend any money right now" option??

The back road to the school should be paved. It's dusty in the summer, silica dust is bad for everyone.

More public garbage cans around town.

Community pool

Commercial buildings for lease.

Outdoor rink

More commercial development

Put a playground in the centennial park

Some kind of activities put together for the teenagers, something to help keep them busy, to have something to do. It's hard for them to get places all the time so to have some things to do in their communities would be great. Pool hall, arcade stop. A little hang out so they can socialize in a safe space.

none of the above things affect me and my family

Increase parking at the new Daycare located across from the town office.
Repair and maintain parking in front of post office, pharmacy etc.

Even a small, single splash park feature at one of the playgrounds would be popular.

What other infrastructure or services do you see as top priorities for the Town within the existing budget? Please choose your top 2 priorities for EACH of the following 2 categories:

Infrastructure:

61% Road maintenance improvements

47% Drainage upgrades

42% Sidewalk repair

Additional comments included:

- Upgrade road signs
- Pave road by Lilian Schick School
- Sound attenuation fence between residential areas and highway 28
- Winter sidewalk maintenance enforcement

Services:

50% Additional bylaw enforcement services

49% Greenspace maintenance improvements

44% Snow removal improvements

Additional comments included:

- Weed maintenance
- Cats at large
- Stricter bylaw enforcement

The Town currently has a contract with Sturgeon County Bylaw Services for 7 hours per week of bylaw enforcement at a cost of \$42,042 in 2023. Given this limited capacity, which of the following areas should be prioritized? Please choose your top 2 priorities.

63% Unsightly premises

50% Cleaning up after dogs

28% Abandoned vehicles

9% RV units stored in yards during the winter months

Additional comments included:

- Stricter bylaw enforcement
- Cats at large
- Speeding enforcement
- Winter sidewalk maintenance enforcement

Should OHVs be allowed to ride in and out of our community?

58.6% No

41.4% Yes

*OHV percentages had 99 responses, as one paper survey left this question blank.

COMMUNITY EVENTS

Which community events are important to you? Check all that apply:

77% Canada Day

74% Harvest Days

48% Winter Wonderland

45% Family Day

29% Seniors Week

26% Volunteer Appreciation

26% Halloween Howl

**What kind of community events would you like to see more of in Bon Accord?
Check all that apply:**

57% Outdoor events in parks

57% Street Festivals

43% Music centred events

27% Environmental Activities

Additional comments included:

- Idea to host farmer's market in town
- Interest in more Dark Sky events

Are there any obstacles or barriers that prevent you and/or your family from attending events? Check all that apply:

69% None

19% Time of day

11% Day of the week

5% Location

Additional comments included:

- Concerns that many events are children-focused; more adult-focused activities are desired.

SUMMARY

In summary, a majority of respondents would like:

- Expansion of walking trail (67%)
- Road maintenance (61%)
- Additional bylaw enforcement services (50% on surveys and additional supporting comments)
 - Bylaw enforcement should focus on: unsightly premises (63%), cleaning up after dogs (50%), and winter sidewalk maintenance (many comments on this topic)
- No OHVs riding in and out of the community (58%)
- A dog park
- Enforcement of cats at large
- Upgrades to playgrounds

- Farmer's markets in town
- Increased commercial development and commercial building space to lease

More Statistics:

- Canada Day and Harvest Days were the most important events to respondents at 77% and 74%, respectively.
- Outdoor events and street festivals were the most desirous activities tied at 57%, followed closely by music centred events (43%).
- 69% of respondents said there were no barriers to attending town events, however, some mentioned concerns that many of the events are children-focused and more adult-focused activities are desired.

STRATEGIC ALIGNMENT

Priority 1: Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

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.

Priority 4: Identity

- Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

Priority 5: Collaboration

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. THAT Council accept this report as information.

2. THAT Council direct administration to....

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	May 2, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Library Board Trustees Appointments
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

On April 19, 2023, administration received a letter (attached) from the Bon Accord Public Library Board.

The letter is requesting Council's approval for both Shannon Loehr and Melanie Philbrick to be reappointed for a third term. The letter also indicates Vicki Foster would like to become a trustee on the board and requests that Council appoint her to the board for her first term.

Members of the library board are appointed in accordance with the *Libraries Act* and *Libraries Regulation*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may appoint the individuals indicated or recommend that the Bon Accord Public Library Board select alternates for each position.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority 5: Collaboration

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT Council approve Shannon Loehr and Melanie Philbrick to serve as Library Board Trustees on the Bon Accord Public Library Board for a third term.

Resolution #2:

THAT Council approve Vicki Foster to serve as a Library Board Trustee on the Bon Accord Public Library Board for the first time.



Box 749
Bon Accord, AB T0A 0K0
Phone: 780-921-2540
Fax: 780-921-2580
Web: www.bonaccordlibrary.ab.ca

April 19, 2023

Town of Bon Accord
Mayor and Council
Box 779
Bon Accord, AB
T0A 0K0

Dear Mayor Holden and Councilors,

We are writing to inform you of some changes to our Library Board Trustees.

First, Shannon Loehr has completed her third term as trustee of the board. She is planning to take a break for the summer and return to us in September.

Secondly, Melanie Philbrick has completed her second term as a board trustee. We are requesting your approval for her to continue with a third term.

Finally, Vicki Foster has expressed interest in becoming a trustee of the board. She moved to Bon Accord in 2017 and has a background in administration. She is an avid volunteer and is excited about joining our library community. She is also a children's party entertainer and I feel she will be an asset to our programming.

Thank you for your consideration on these matters. If you require further information, please contact our Board Chairperson, Brenda Gosbjorn at 780-218-1037.

Kindest Regards,

Brenda Gosbjorn,
Chairperson
On behalf of the entire Town of Bon Accord Library Board

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	May 2, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Electric Vehicle Chargers – Hardware Upgrade
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

At the March 29, 2022, Special Meeting of Council, Council approved the Electric Vehicle Charging Program directing administration to proceed with signing the grant agreement and returning grant agreement prior to deadline to the Municipal Climate Change Action Centre. Carried Resolution 22-135

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since the signing of the grant the electric vehicle charging stations have been installed but not without challenges. The main challenge is the network that is linked to the Town and the EV charging stations. Currently the EV charging stations are linked to the Town network, but to keep the chargers online there must be changes to the firewall and the addition of the hardware.

As part of the grant the EV charging stations must stay online to meet the requirements. Both Dandelion Renewables and Trinus Technologies have worked many hours trouble shooting the problem. They have concluded that the chargers should be put on their own network. With the chargers on their own network this would help maintain functionality of the Town's network and to ensure that the charging stations stay online continuously.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority #4: Identity

- The Town of Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

COSTS/SOURCES OF FUNDING

These items are unbudgeted and will result in an overage in the Economic Development Contracted Services budget line by \$1724.52. But overall, as a whole, between the Economic Development and the Planning budget they will remain within budget.

- Hardware upgrade \$862.26 (Trinus quote)
- Monthly subscription \$141.00 (Trinus quote)

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

Resolution Option #1:

THAT Council directs administration to proceed with Trinus' recommendations and purchase new hardware in the amount of \$862.26, with the monthly subscription of \$141.00 for the electric vehicle charging stations.

Resolution Option #2:

THAT Council directs administration to.....

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	May 02 nd , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Procedural Bylaw 2023-05
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

Council and administration conducted a review of the current Procedural Bylaw 2021-01 to ensure that the procedures aligned with recent updates to the Municipal Government Act as well as best practices for meeting procedures as recommended by Municipal Affairs and legal counsel.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Following this extensive review, the final draft of the new Procedural Bylaw 2023-05 is enclosed for 1st reading by Council.

STRATEGIC ALIGNMENT

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.

Value Statement: Transparency

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

COSTS/SOURCES OF FUNDING

2023 Operating budget (for legal review)

RECOMMENDED ACTION (by originator)

THAT ...Council gives 1st reading to Bylaw 2023-05 the Procedural Bylaw as presented.

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2023-05**

**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE AND CONDUCT OF
COUNCIL AND COUNCIL COMMITTEE MEETINGS**

WHEREAS, the *Municipal Government Act* provides that Council may make rules and regulations for calling meetings, governing its proceedings and the conduct of its members, appointing committees and generally for the transaction of business.

WHEREAS, the Council of the Town of Bon Accord considers it necessary and expedient for effective governance to establish regulations to which proceedings of Council of the Corporation of the Town of Bon Accord shall be governed and conducted.

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

This Bylaw shall be cited as the “Procedural Bylaw” of the Town of Bon Accord

1. DEFINITIONS

- 1.1 “Bylaw” means a law enacted by Council in accordance with the powers conferred by or delegated to it under a statute, in this case the *Municipal Government Act*.
- 1.2 “Council” means the members of Council including the Mayor and the Deputy Mayor of the Town elected pursuant to the provisions of the *Local Authorities Election Act*.
- 1.3 “Council Committee” means any committee, board or other body established by Council by Bylaw under the authority of the *Municipal Government Act*, but does not include an assessment review board or a subdivision and development appeal board.
- 1.4 “Council Agenda Committee” means the Mayor and the Deputy Mayor, or in the absence of the Mayor or the Deputy Mayor, the Mayor or the Deputy Mayor and a Councillor appointed by Resolution.
- 1.5 “Councillor” means a member of Council including the Mayor.
- 1.6 “Committee of the Whole” means a Council Committee comprised of all members of Council to provide a forum for the Town Manager to brief Council on upcoming business items.
- 1.7 “Closed Session” is a session of a Council meeting or Council Committee meeting that is closed to the public in whole or part and held in strict confidence pursuant to the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act*.

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2023-05**

- 1.8 “Delegation” means any person or representative(s) of a body that has permission of Council to appear before Council or a Council Committee.
- 1.9 “Deputy Mayor” means the Councillor who is designated pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor and to act as the chief elected official in the circumstances set out in section 152 of the Municipal Government Act.
- 1.10 “Electronic Means” means the use of technology to enable people located in different locations to hear and communicate with each other in real time using any type of telecommunications facility that is capable of receiving and transmitting any combination of written, audio or video signals.
- 1.11 “Electronic Meeting” means a meeting conducted by Electronic Means.
- 1.12 “Electronic Participation” means a person who participates in a Council meeting or Council Committee Meeting using Electronic Means.
- 1.13 “Live Stream” means the simultaneously broadcast of audio and video of a meeting over the internet and which is not a form of Electronic Participation.
- 1.14 “Mayor” means the chief elected official for the Town.
- 1.15 “Notice of Motion” means a written notice, given by a Councillor advising Council that the motion described will be brought forward at a subsequent meeting of Council in accordance with the requirements of this Bylaw.
- 1.16 “Organizational Meeting” is a meeting of Council held in accordance with section 192 of the Municipal Government Act.
- 1.17 “Presiding Officer” means the Mayor or, in the absence of the Mayor, the Deputy Mayor, or in the absence of both the Mayor and the Deputy Mayor, a Councillor appointed by Resolution to chair the Council Meeting.
- 1.18 “Quorum” means a majority of Councillor or Council Committee members.
- 1.19 “Recording Secretary” means the individual who is responsible for recording the proceedings of the Council or Council Committee meeting.

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2023-05**

- 1.20 “Regular Council Meeting” means a Council meeting, other than a Special Council Meeting or Organizational Meeting, that is scheduled pursuant to a Resolution setting the Council calendar on an annual basis.
- 1.21 “Resolution” means a motion passed by a majority of Council or Council Committee.
- 1.22 “Special Council Meeting” means a meeting called by the Mayor or the Town Manager acting upon instruction of Council by Resolution to deal with specific items that cannot wait until the next Regular Council Meeting and includes public hearings not scheduled on a Regular Council Meeting date.
- 1.23 “Town” means the municipal corporation of the Town of Bon Accord.
- 1.24 “Town Manager” means the Chief Administrative Officer appointed by Council or designate.
- 1.25 “Town Office” means the address which is listed on the Town’s website and other communications as the location at which the public can contact the Town Manager and Council.

2. APPLICATION

- 2.1. This Bylaw shall govern the proceedings of Council and Council Committees.
- 2.2. If a question relating to the procedures of Council or Council Committees is not answered by the Municipal Government Act or this Bylaw, the Presiding Member may determine the proper procedure with reference to the most recent edition of Robert’s Rules of Order, Newly Revised, as modified to render those rules applicable to the circumstances giving rise to the question on proper procedure.
- 2.3. In the absence of any statutory obligation, Council may waive any provision of this Bylaw by Resolution at any time during a Council or Council Committee meeting.
- 2.4. A Resolution waiving any portion of this Bylaw as provided for in section 2.3 shall only be effective for the meeting during which it is passed.
- 2.5. In this Bylaw:
- 2.5.1. Unless expressly prohibited, the Deputy Mayor may perform any of the functions of Mayor when the Mayor is unable to perform these functions;

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2023-05**

2.5.2. Unless the context or the Bylaw provides otherwise, the rules of procedure set out in this Bylaw apply to a Council Committee, except for a reference to Council means a reference to a Council Committee and a reference to a Councillor means a reference to a Council Committee member;

2.5.3. Unless expressly stated otherwise, a reference to a “section” is a reference to a section in this Bylaw; and

2.5.4. Unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of the Legislative Assembly of Alberta, as of the date of adoption of this Bylaw and which enactment may be amended, revised, consolidated or replaced from time to time.

3. SEVERABILITY

3.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

4. ANNUAL ORGANIZATONAL MEETING

4.1. Council shall hold its annual Organizational Meeting in accordance with the Municipal Government Act.

4.2 The agenda for the Organizational Meeting may include the following:

4.2.1 In the case the Organization Meeting is the first meeting following a general municipal election, after adoption of the agenda, the first order of business shall be the administration of the oath of office for each Councillor ;

4.2.2 Election of the Deputy Mayor;

4.2.3 Appointment of Councillors to Council Committees, boards and commissions;

4.2.4 Establish the signing authority for all banking matters; and

4.2.5 Any such other business as is required by Council or the Municipal Government Act (i.e.: appointment of auditor, engineer or legal counsel).

5. POSITION OF DEPUTY MAYOR

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2023-05**

- 5.1. A Councillor other than the Mayor may be elected to the position of Deputy Mayor for a term of no more than twelve (12) months, or some shorter period of time as may be directed by Resolution from time to time, and no Councillor may hold the position of Deputy Mayor more than once in the period of time between general municipal elections.

6. REGULAR COUNCIL MEETINGS

- 6.1. Regular Council Meetings will be held on the 1st and 3rd Tuesday of each month in the Council Chambers at the Town Office, unless Council resolves to change the date, time or location of a Regular Council Meeting in accordance with section 6.5 or the 1st or 3rd Tuesday of a month is not a day on which the Town Office is open to the public.
- 6.2. The 1st Regular Council Meeting of the month shall commence at 6 PM and stand to adjourn no later than 9 PM unless Council passes a motion to extend the meeting by unanimous vote. Such a motion must be passed no later than 8:30 PM.
- 6.3. The 2nd Regular Council Meeting of the month shall commence at 9 AM and stand to adjourn no later than 12 PM unless Council passes a motion to extend the meeting by unanimous vote. Such a motion must be passed no later than 11:30 AM.
- 6.4. Public notice of Regular Council Meetings shall be posted on the Town website and posted at the Town Office.
- 6.5. Council may change the time, date, or location (including the online location(s) at which participants may access the Electronic Meeting or participate in the meeting by Electronic Means) of a Regular Council Meeting by Resolution and provided that at least twenty-four (24) hours notice of the change is given to the public and any Councillor not present at the meeting where Council resolved to make the change.
- 6.6. Public notice of any change to the time, date or location of a Regular Council Meeting under section 6.5 will be given by posting a notice of the change at the entrance of the Town Office and on the Town's website. Additional notice may be given on any other Town managed media source and in any other manner so directed by Resolution of Council.
- 6.7. Council may cancel any Regular Council Meeting and a Council Committee may cancel any of its regular meetings if notice of the cancellation is given as set out in section 6.6.

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
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- 6.8. Prior to each Regular Council Meeting, the Town Manager shall prepare for review by the Council Agenda Committee a preliminary agenda of all business to be brought before Council at the next Regular Council Meeting, including previous meeting minutes for approval.
- 6.9. In order to be included on the agenda of all business to be brought before Council, all documents, correspondence, Council reports and notices of Delegations must be submitted to the Town Manager no later than 4:00 PM on Wednesday the week prior to the Regular Council Meeting.
- 6.10. The Town Manager will only include correspondence on the agenda for a Regular Council Meeting that:
- 6.10.1. is legible and coherent;
 - 6.10.2. is in writing, either on paper with a signature or electronically via email;
 - 6.10.3. is not anonymous; and
 - 6.10.4. does not contain libelous content, irrelevant information, or content otherwise inappropriate content to be included at a meeting open to the public.
- 6.11. If the requirements of section 6.10 are not met, the Town Manager may include a summary of the communication on the agenda for the Regular Council Meeting and the reason for excluding the correspondence from the agenda.
- 6.12. The order of business for a Regular Council Meeting will follow the order of business set out in Schedule "A" Regular Council Meeting Agendas.
- 6.13. The Council Agenda Committee shall review the preliminary agenda with the Town Manager prior to finalization and distribution of the agenda to Council.
- 6.14. The Town Manager shall provide Council with the agenda and any material pertinent to the forthcoming Regular Council Meeting no later than 4 PM on the Friday before the meeting.
- 6.15. The Town Manager shall release the agenda and pertinent materials (not including Closed Session documents) for public viewing no later than 4 PM on the Friday before the meeting.

7. SPECIAL COUNCIL MEETINGS

**TOWN OF BON ACCORD
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- 7.1. The Mayor may call a Special Council Meeting as needed to deal with items that cannot wait until the next Regular Council Meeting with twenty-four (24) hours' notice of the purpose of the Special Council Meeting, the date, time and location of the Special Council Meeting to each Councillor and the public.
- 7.2. The Mayor must call a Special Council Meeting within fourteen (14) days of receiving a written request to hold a Special Council Meeting from or consented to by the majority of Council. The written request must include the purpose for the Special Council Meeting.
- 7.3. The Town Manager is delegated the authority to call a Special Council Meeting if a Resolution directs the Town Manager to call such a Special Council Meeting to deal with specific items that cannot wait until the next Regular Council Meeting.
- 7.4. The Mayor may call a Special Council Meeting with less than twenty-four (24) hours' notice and without providing notice to the public, provided all Councillors are notified of the meeting and two-thirds of Council give written consent to the Mayor.
- 7.5. The order of business for a Special Council Meeting will follow the appropriate order of business set out in Schedule "B" Special Council Meeting Agenda.
- 7.6. No business other than that stated in the Special Council Meeting public notice shall be considered unless all members of Council are present and by two-third vote agree to consider any other business.
- 7.7. The Special Council Meeting Agenda will be provided to Council and posted to the Town website within twenty-four (24) hours of the start of the Special Meeting unless the Special Council Meeting has been called as per section 7.4 with less than twenty-four (24) hours' notice.

8. COMMITTEE OF THE WHOLE MEETINGS

- 8.1. The Terms of Reference for Committee of the Whole Meetings and the order of business for Committee of the Whole Meetings are prescribed in Schedule "C-1" Committee of the Whole Terms of Reference and Schedule "C-2" Committee of the Whole Agenda.

**TOWN OF BON ACCORD
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GENERAL PROCEDURES FOR REGULAR OR SPECIAL COUNCIL MEETINGS, AND COUNCIL COMMITTEES:

9. QUORUM

- 9.1. Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next Regular Council Meeting or the next Council Committee meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 9.2. The Recording Secretary shall record the names of the Councillors or Council Committee members present at the expiration of the thirty (30) minute period in section 9.1.
- 9.3. If Quorum is lost after the meeting is called to order, the meeting shall automatically recess until the earlier of Quorum is obtained or thirty (30) minutes have elapsed from the time at which Quorum was lost. If Quorum is not obtained within thirty (30) minutes after the time at which it was lost, the meeting shall stand automatically adjourned.
- 9.4. For the purpose of determining whether a meeting has Quorum, a Councillor or Council Committee member attending by Electronic Means is considered present when the Recording Secretary is able to confirm that the Councillor or Council Committee member has connected to the meeting in accordance with section 23.

10. APPROVAL OF MEETING AGENDAS

- 10.1. Council or a Council Committee must vote to adopt the agenda prior to transacting other business and may:
 - 10.1.1. Add new items to the agenda by unanimous vote;
 - 10.1.2. Delete any matter from the agenda by unanimous vote for each deleted item;
 - 10.1.3. Change the order of business by unanimous vote; or
 - 10.1.4. In the case of additions or deletions to the agenda, after the additions or deletions are approved as required in 10.1.1 and 10.1.2, the agenda must be approved, as amended, prior to transacting other business.

**TOWN OF BON ACCORD
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11. APPROVAL OF MEETING MINUTES

11.1. The minutes of each meeting must be circulated to each Councillor or each Council Committee member prior to the meeting at which they are to be approved. Debate on the minutes of a previous meeting is limited to verifying the accuracy of the minutes. If there are errors or omissions in the minutes, Council or the Council Committee must:

11.1.1. Pass a Resolution to amend the minutes and adopt the minutes as amended; or

11.1.2. Direct administration to review meeting recordings, where applicable, and report back to Council or the Council Committee.

12. DELEGATIONS

12.1. Delegations requesting to speak to Council must complete a Delegation Request Form as prescribed in Schedule "D" Delegation Request Form.

12.2. The Delegation Request Form must be submitted to the Town Manager prior to 4PM on the Wednesday prior to the Regular or Special Council Meeting.

12.3. Delegations that have not completed and submitted the Delegation Request Form and do not appear on the agenda may request to be heard by Council and Council may by Resolution give permission to the Delegation to speak to Council without advance notice or information.

12.4. The presentation by a Delegation may only be:

12.4.1. Received as information without debate;

12.4.2. Referred without debate to the Town Manager to provide a report on the matter at a later date; and

12.4.3. a maximum of 15 minutes unless there is a Resolution to extend the allotted time.

12.5. Despite section 12.4, Council may by Resolution permit a motion on the subject matter of a presentation by a Delegation and once the motion is tabled it may be debated following.

13. REQUESTS FOR INFORMATION

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2023-05**

- 13.1. Any Councillor may make a request for information to be provided to Council on any matter within the Town's jurisdiction. The Town Manager or other management personnel will provide an answer to the request of information at the next Council meeting or, if that information will not be available by the next Council meeting, the Town Manager will provide a progress report indicating when the information requested may be expected.

14. MEETING PROTOCOLS

- 14.1. The Presiding Officer shall be addressed by title (Mayor, Deputy Mayor or Councillor) and last name during Council meetings or Council Committee meetings.
- 14.2. Any Councillor desiring to speak shall address remarks to the Presiding Officer and confine themselves to the merits of the question.
- 14.3. Should more than one Councillor desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor.
- 14.4. Councillors wishing to speak on a matter during a meeting must indicate their intention by raising their hand.
- 14.5. Any Councillor or Council Committee member present via Electronic Means, shall address the Presiding Officer by stating, "I wish to speak on the matter at hand," and be recognized by the Presiding Officer.
- 14.6. Each Councillor shall not speak more than once until every Councillor has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.
- 14.7. No person shall speak unless recognized by the Presiding Officer.

15. MOTIONS

- 15.1. Every motion shall be stated clearly by the mover and when duly moved shall be open for consideration. After a motion has been stated or read, it shall be deemed to be in the possession of the Council or Council Committee.

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- 15.2. When a motion is before Council or a Council Committee and the mover wishes to withdraw or modify it or substitute a different one in its place, it is necessary to obtain leave by Resolution to withdraw or amend the original motion.
- 15.3. Any Councillor or a Council Committee member may require the motion under discussion to be read at any time during the debate, except when a Councillor or a Council Committee member is speaking.
- 15.4. Each Councillor or Council Committee member will be limited to ten (10) minutes to speak on any motion.
- 15.5. The mover of a motion must be present, including via Electronic Means when the vote on the motion is taken.
- 15.6. A motion does not require a seconder.
- 15.7. No motion shall be offered that is substantially the same as one on which Council or Council Committee has voted during the same meeting.

15.8. **Types of Motions:**

15.8.1. **A motion to Postpone:**

A motion to postpone to a certain time and date is generally used if Council or a Council Committee would prefer to consider the main motion later in the same meeting or at another meeting.

15.8.2. **A motion to Refer:**

A motion to refer shall require direction as to the person or group to which it is being referred. A motion to refer is generally used to send a pending question to a committee, department or selected person so that the question may be carefully investigated and put into better condition for Council or the Council Committee to consider.

15.9. **Process to Amend a Motion:**

15.9.1. A motion may be amended as follows:

15.9.1.1. Only one motion to amend the main motion may be introduced.

**TOWN OF BON ACCORD
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15.9.1.2. When the motion on the amendment has been decided, another motion to amend the main motion may be introduced.

15.9.1.3. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion.

15.9.1.4. The Presiding Officer shall rule on disputes arising from the motions to amend the main motion.

15.9.1.5. If any amendment to the main motion is carried, the vote on the main motion, will be called and recorded as a vote on the main motion, as amended.

15.10. Motion to Recess

15.10.1. Any Councillor or a Council Committee member may move that Council or the Council Committee recess for a specific period.

15.10.2. After the recess, business will be resumed at the point when it was interrupted.

15.10.3. A motion to recess may not be used to interrupt a speaker.

15.10.4. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.

15.11. Debatable Motions:

15.11.1. Unless otherwise specifically provided in this Bylaw, the following motions are debatable by the Council or a Council Committee:

15.11.1.1. A motion arising out of any matter or thing included in the agenda for the meeting, including a motion to postpone or refer the matter;

15.11.1.2. A motion for the first, second, and third reading of a Bylaw;

15.11.1.3. A motion for the appointment or dismissal of a Council Committee member;

**TOWN OF BON ACCORD
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15.11.1.4. A motion to amend any Bylaw or Resolution properly before the Council; and

15.11.1.5. Unless this Bylaw provides otherwise, any motions as may be necessary for conducting the business of Council or Council Committees or that are related to the observance of their procedures.

16. NOTICE OF MOTION

16.1. A Notice of Motion must be used by a Councillor to introduce a matter which does not appear on the Regular Council Meeting agenda.

16.2. A Notice of Motion is not debatable, however the Councillor presenting the notice may speak to the notice for a period not to exceed 5 minutes.

16.3. Once the motion is stated, it will be recorded in the meeting minutes.

16.4. A written copy of the Notice of Motion shall be provided to the Town Manager prior to the meeting's adjournment.

16.5. The Notice of Motion shall be added as a new business on the agenda for the subsequent Regular Council Meeting.

16.6. Council may waive the requirement for notice by Resolution and add the matter to the agenda as urgent business.

16.7. If a Notice of Motion is defeated by a vote of Council, no further action will be taken.

16.8. A Notice of Motion cannot be used at a Special Council meeting.

16.9. A Notice of Motion is not debatable until a Councillor moves the motion.

17. VOTING

17.1. A motion shall be carried when a majority of the Councillors or Council Committee members vote in favour of the motion, unless otherwise specified in this Bylaw and subject to.

17.2. A motion is defeated when the vote is tied.

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- 17.3. If a motion cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business at the next Regular Council Meeting.
- 17.4. If Council is unable to achieve a Quorum at any meeting on a motion due to abstention allowed or required by statute, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.
- 17.5. After the Presiding Officer finally puts any question to a vote, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put forth shall be final and is not subject to an appeal under section 26.1.
- 17.6. Votes on all motions must be taken as follows:
- 17.6.1. Councillors or Council Committee members must be in their designated seat when the motion is put forth.
- 17.6.2. A Councillor or Council Committee member attending a Council meeting by Electronic Means is deemed to be present at the meeting and in their designated seat.
- 17.6.3. The Presiding Officer must put forth the motion.
- 17.6.4. Unless allowed or required to abstain from voting, all Councillors or a Council Committee, including the Presiding Officer, must vote by a show of hands; and Councillors or Council Committee members attending the meeting by Electronic Means must vote for the motion by stating clearly "in favor" or against the motion by stating clearly "opposed".
- 17.6.5. The Presiding Officer must declare the result of the vote as carried or defeated.
- 17.6.6. After the Presiding Officer declares the result of a vote, no Councillor or Council Committee member may change their vote for any reason.

18. RECORDED VOTE

- 18.1. Before a vote is taken by Council or a Council Committee, a Councillor or Council Committee member may request that the vote be recorded.

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- 18.2. When a vote is recorded, the minutes must show the names of the Councillors or Council Committee members present and whether each Councillors or Council Committee member voted for or against the proposal or abstained.

19. PECUNIARY INTEREST

- 19.1. Councillors who have a reasonable belief that they have a pecuniary interest, as defined in the Municipal Government Act, in any matter before Council, any Council Committee or any board, commission, committee or agency to which they are appointed as a representative of Council, if present at a meeting where the matter is being discussed, shall declare and disclose the general nature of their pecuniary interests prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the meeting room until the matter is concluded unless the Councillor is entitled to be heard by Council as a tax payer, an elector or an owner of property in accordance with the Municipal Government Act. The minutes shall indicate the declaration and disclosure of the pecuniary interest, the time at which the Councillor left the room and the time the Councillor returned.

20. BYLAWS

- 20.1. Where a Bylaw is presented to a Council meeting for enactment, the Town Manager shall cause the number and short title to appear on the Council meeting agenda.
- 20.2. The following shall apply to the passage of all Bylaws:
- 20.2.1. A Bylaw shall be introduced for first reading by a motion that specifies that the number of the Bylaw be read a first time;
- 20.2.2. After a motion for first reading of the Bylaw has been introduced, members of Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
- 20.2.3. Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
- 20.2.4. When all amendments have been accepted or rejected, the Presiding Officer shall call for a vote on the motion for first reading of the Bylaw;

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20.2.5. When a Bylaw is subject to a statutory public hearing, a public hearing shall be held before second reading of the Bylaw.

20.2.6. A Bylaw shall not be given more than two readings at one meeting unless Council unanimously agrees that the Bylaw may be presented for third reading at the same meeting at which it received two readings;

20.2.7. A Resolution giving third reading to a Bylaw requires a majority of Councillors present at the meeting and entitled to vote on the Bylaw, unless a greater majority is required by any applicable provincial statute.

20.2.8. As Bylaw has been passed when it receives three readings and is signed in accordance with the Municipal Government Act Once passed, a Bylaw is considered an enactment of the Town and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.

21. CLOSED SESSIONS

21.1. Matters to be discussed that are confidential pursuant to the Municipal Government Act, the Freedom of Information and Protection of Privacy Act, or any other provincial statute may be considered at a Closed Session meeting or portion of a meeting.

21.2. When making a motion to move into Closed Session, Councillors or Council Committee members must state the title of the business item, the time, and the basis on which the meeting may be closed to the public, including, if applicable, the section of the Freedom of Information and Protection of Privacy Act, which may be identified on the agenda or as advised by the Town Manager or designate.

21.3. Council may not pass any Resolution or Bylaw in Closed Session other than a Resolution to come out of Closed Session.

21.4. The rules of the Council shall be observed at a Closed Session as far as may be applicable.

22. ELECTRONIC MEETINGS

22.1. In emergency circumstances, Council meetings or Council Committee meetings may be held as Electronic Meetings . If during the scheduled Electronic Meeting the Electronic Means fail or internet service is interrupted without an indication of the timeline on which the service will be restored, the Presiding Officer shall

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declare the meeting adjourned until the next Regular Council Meeting or the next Council Committee meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

- 22.2. Public meeting notifications shall state that the meeting shall be an Electronic Meeting and include information on how to access the Electronic Meeting for the purpose of Electronic Participation.
- 22.3. A copy of the Council Meeting agenda for meetings to be held as Electronic Meetings shall be provided to the public by request if unable to access this information on the Town website.

23. ELECTRONIC PARTICIPATION

- 23.1. If a Regular Council Meeting or Special Council Meeting is being held in Council Chambers, a Councillor must request permission from the Presiding Officer to participate in the meeting by Electronic Participation. The Presiding Officer may grant permission for Electronic Participation to one or more Councillors in extenuating circumstances including:
 - 23.1.1. Circumstances that make travel to Council Chambers unduly difficult or impractical such as inclement weather, mechanical breakdown or traffic considerations; and
 - 23.1.2. Personal reasons such as a medical condition, family circumstances or personal travel.
- 23.2. The Councillor must be connected to the meeting by the Electronic Means prior to the meeting being called to order by the Presiding Officer otherwise the Councillor will be recorded as entering the meeting at the time of connection to the meeting by the Electronic Means.
- 23.3. The Recording Secretary will confirm the identity of each Councillor attending the meeting by Electronic Means by:
 - 23.3.1. Prior to the start of the meeting or during a recess by receiving a verbal confirmation from the Councillor that they are present and can hear and see the meeting room;
 - 23.3.2. During the meeting, by verifying that the Councillor is visible using the Electronic Means, or if not visible, by confirming that the Councillor is

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connected to the meeting using secure access credentials or can be reached using the instant messaging functions of the Electronic Means.

- 23.4. A Councillor that is attending a meeting by Electronic Means must be clearly heard at all times during the meeting. If the Councillor loses the connection to the meeting, the meeting will recess until the connection is restored. If the connection cannot be restored within 30 minutes, the Councillor will be considered absent, and the meeting will only resume if a Quorum of Council is present.
- 23.5. If the Councillor must leave prior to the end of the meeting, the Councillor must notify the Presiding Officer and Recording Secretary when leaving/disconnecting from the meeting. The time that the Councillor leaves the meeting will be recorded in the meeting minutes.
- 23.6. If a meeting is being held in Council Chambers, the Presiding Officer must be physically present and may not preside over the meeting via Electronic Participation. This requirement does not apply to Electronic Meetings.
- 23.7. When attending by Electronic Participation, a Councillor must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 23.8. Other than a Closed Session, the public may request permission from the Town Manager to participate in the meeting by Electronic Means in extenuating circumstances. Electronic Participation must be requested by 4:00 pm no less than two (2) business days prior to the start of the meeting. Once approved, the Town Manager will provide the secure access credentials necessary for the member of the public to connect to the meeting by Electronic Means.
- 23.9. Any public notices related to a meeting shall include directions on requesting permission to participate in the meeting by Electronic Means.
- 23.10. Attendees are expected to act and dress as though they are attending in person and ensure no background noise or interruptions interfere with the conduct of the meeting.
- 23.11. During Closed Sessions, Councillors attending by Electronic Means must ensure that confidentiality of all discussions is maintained.
- 23.12. Other than a Closed Session, as a courtesy, the Town provides a Live Stream of Council meetings for public viewing.

24. PUBLIC HEARING

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- 24.1. Unless otherwise set by Resolution of Council, public hearings shall be held on the same day and time as the Regular Council Meetings, and the Regular Council Meeting will follow immediately thereafter.
- 24.2. The conduct of any public hearings shall be governed by the Municipal Government Act and this Bylaw.
- 24.3. Wherever possible, persons interested in speaking at a public hearings should register with the Recording Secretary prior to the start of the public hearing.
- 24.4. After calling a public hearing to order, the Presiding Officer shall outline public hearing procedures.
- 24.5. Where the public hearing is required for the adoption of a Resolution or Bylaw, the Town Manager shall introduce the Resolution or Bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the Bylaw or Resolution.
- 24.6. The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 24.7. The Presiding Officer shall call upon those persons who have registered with the Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 24.8. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Recording Secretary and retained for information purposes.
- 24.9. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 24.10. Following public presentations, the Presiding Officer shall close the public hearing.

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- 24.11. If no one is present to speak to a proposed Bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the public hearing.
- 24.12. After the close of the public hearing, Council may debate matters raised at the public hearing during the Regular Council Meeting following the public hearing and may:
- 24.12.1. Pass the Bylaw or Resolution, or
- 24.12.2. Make any necessary amendments to the Bylaw or Resolution and pass it without further advertisement or hearing.
- 24.13. When a public hearing on a proposed Bylaw or Resolution is held, a member must abstain from voting on the Bylaw or Resolution if the member was absent from all or part of the public hearing and may abstain from voting on the Bylaw or Resolution if the member was only absent from part of the public hearing.
- 24.14. Copies of all relevant documentation for a public hearing will be made available in hard copy or digital copy.

25. DUTIES OF THE PRESIDING OFFICER

- 25.1. The Presiding Officer shall be the Mayor and in the Mayor's absence, the Deputy Mayor.
- 25.2. If both the Mayor and the Deputy Mayor are absent, Council by Resolution may appoint a Councillor to act as the Presiding Officer for that meeting.
- 25.3. In the case of a Council Committee, the Presiding Officer shall be the Council Committee Chair or Vice Chair or a Council Committee member appointed by the Chair or Vice Chair.
- 25.4. The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, points of privilege, deciding all questions of order and without argument or comment shall state the rule applicable to any point of practice or order if called upon to do so. The Presiding Officer's decision may be appealed to Council as per section 26.
- 25.5. If the Presiding Officer wishes to leave the chair for any reason, they must call on the next officer to assume the chair.

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26. APPEAL RULING

- 26.1. The decision of the Presiding Officer on any matter over which the Presiding Officer has authority to render a decision pursuant to this Bylaw shall be final, subject only to an immediate appeal by a Councillor or a Council Committee member dissatisfied with the decision of the Presiding Officer. A Councillor or Council Committee member shall appeal the decision of the Presiding Officer by rising, and without waiting to be recognized by the Presiding Officer, state "I appeal the decision of the Presiding Officer". If the decision is appealed, the Presiding Officer shall give concise reasons for their ruling and call the question of whether the decision of the Presiding Officer stands as the judgment of Council or Council Committee. After debate, if necessary, the members of Council or the Council Committee shall decide the question by majority vote. The ruling of the members of Council or the Council Committee shall be final.

27. DISCIPLINARY PROCEDURES

- 27.1. Councillor or Council Committees members, shall not:
- 27.1.1. Use rude or offensive language or engage in rude or offensive conduct;
 - 27.1.2. Engage in bullying or harassing behaviour or speak or act aggressively in respect of a Councillor, Council Committee Member, or other representative of the Town;
 - 27.1.3. Disrupt or unnecessarily delay the conduct of business at a meeting;
 - 27.1.4. Disobey the rules of the meeting or decision of the Presiding Officer or of Council or a Council Committee on questions of order or practice, or upon the interpretation of the rules of the meeting;
 - 27.1.5. Speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada;
 - 27.1.6. Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - 27.1.7. Interrupt a Councillor or Council Committee member when speaking, except to raise a point of order; or

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- 27.1.8. Discuss a vote of Council or Council Committees after the vote has been taken.
- 27.2. When a Councillor or Council Committee member has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Councillor by stating their name and issuing a reprimand. The Recording Secretary must note the reprimand in the minutes.
- 27.3. If a Councillor or Council Committee member who has been named apologizes and withdraws any objectionable statement, then the Presiding Officer may direct that the notation of the reprimand be removed from the minutes.
- 27.4. If the Councillor or Council Committee member fails or refuses to apologize, then the Recording Secretary shall maintain the notation of the reprimand and, as applicable, the matter of conduct may be referred to another body or person for further discipline including a complaint under the Council Code of Conduct or removal of the Council Committee member from the Council Committee.
- 27.5. The Presiding Officer may order any member of the public who disturbs the proceedings of Council or a Committee meeting by words or actions, to be expelled from the meeting. If the person refuses to leave voluntarily, the Presiding Officer may request assistance in having that person removed.

28. RECORD OF PROCEEDINGS

- 28.1. The Recording Secretary must prepare all Council and Committee minutes which will include:
- 28.1.1. All decisions and other proceedings, including decisions by the Presiding Officer and appeals of the decision of the Presiding Officer;
- 28.1.2. The names of the Councillors present at and absent from the meeting;
- 28.1.3. The statement of Notice of Motion made at a meeting;
- 28.1.4. Any abstention pursuant to a declaration of pecuniary interest made under the Municipal Government Act by any Councillor and any other abstention permitted by statute;
- 28.1.5. The signatures of the Presiding Officer and the Town Manager or their designate.

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THE PROCEDURAL BYLAW
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29. REPEALING BYLAWS

This Bylaw shall repeal Bylaw 2021-01 and any amendments thereto.

This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

Read a first time this _____

Read a second time this _____

Read a third and final time this _____

Mayor Brian Holden

Jodi Brown, Town Manager

DRAFT

SCHEDULE "C-1"
Committee of the Whole
TERMS OF REFERENCE AND AGENDA

1. Purpose

1.1. Subject to the control of the Council of the Town of Bon Accord, the mandate of the Committee of the Whole is to provide a forum for the Town Manager:

1.1.1. To brief members of Council on specific topics

1.1.2. To provide a context for documents they have or will be receiving

1.1.3. To respond to detailed questions of clarification of material presented

2. Composition

2.1. All members of the Town of Bon Accord Council,

2.2. The Town Manager and any staff members that may be required.

3. Terms of Office

3.1. All municipally elected members of Council shall be members of the Committee of the Whole for their full term of office.

4. Quorum

4.1. There shall be no Quorum requirements for Committee of the Whole meetings.

5. Committee of the Whole Procedures

5.1. Committee of the Whole meetings will be held on the 4th Wednesday of each month from 5 -7 pm.

5.2. The date and time of any Committee of the Whole meeting may be changed by Resolution of Council as needed.

5.3. Committee of the Whole meetings may be cancelled or postponed if needed. The public will be notified of the cancellation.

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- 5.4. To permit the Mayor to participate fully in question and discussion periods during Committee of the Whole meetings, meetings shall be presided over by individual members of Council in rotation.
- 5.5. Committee of the Whole meetings will be public unless agenda items are required or permitted to be discussed in Closed Session as prescribed in the Municipal Government Act and Freedom of Information and Protection of Privacy Act.
- 5.6. No motions except to move in or out of Closed Session will be permitted at Committee of the Whole meetings.
- 5.7. Meeting minutes will be recorded and circulated with the Committee of the Whole Meeting Agenda.
- 5.8. Committee of the Whole Meeting Agendas will be circulated to the public and to Councillors by 4 pm on the Monday prior to the Committee of the Whole meeting or a minimum of 48 hours in advance of the meeting.
- 5.9. Unless otherwise stated in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedural Bylaw and the Town's Code of Conduct Bylaw that relate to:
- 5.9.1. Councillor Conduct
- 5.9.2. Electronic Participation

SCHEDULE "A"



**Town of Bon Accord
AGENDA
Regular Council Meeting
[DATE and TIME]**

Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS** [first meeting of the month only]
- 4. ADOPTION OF MINUTES**
- 5. DELEGATION**
- 6. DEPARTMENTS REPORT** [second meeting of the month only]
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
- 9. BYLAWS/POLICIES/AGREEMENTS**
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
- 11. COUNCIL REPORTS** [second meeting of the month only]
- 12. CORRESPONDENCE**
- 13. NOTICE OF MOTION**
- 14. CLOSED SESSION**
- 15. ADJOURNMENT**

SCHEDULE "B"



**Town of Bon Accord
AGENDA
Special Council Meeting
[DATE and TIME]**

Live streamed on Bon Accord YouTube Channel

-
- 1. CALL TO ORDER**
 - 2. ADOPTION OF AGENDA**
 - 3. UNFINISHED BUSINESS**
 - 4. NEW BUSINESS**
 - 5. BYLAWS/POLICIES/AGREEMENTS**
 - 6. CLOSED SESSION**
 - 7. ADJOURNMENT**

DRAFT

SCHEDULE "C-1"
Committee of the Whole
TERMS OF REFERENCE AND AGENDA

1. Purpose

1.1. Subject to the control of the Council of the Town of Bon Accord, the mandate of the Committee of the Whole is to provide a forum for the Town Manager:

1.1.1. To brief members of Council on specific topics

1.1.2. To provide a context for documents they have or will be receiving

1.1.3. To respond to detailed questions of clarification of material presented

2. Composition

2.1. All members of the Town of Bon Accord Council,

2.2. The Town Manager and any staff members that may be required.

3. Terms of Office

3.1. All municipally elected members of Council shall be members of the Committee of the Whole for their full term of office.

4. Quorum

4.1. There shall be no Quorum requirements for Committee of the Whole meetings.

5. Committee of the Whole Procedures

5.1. Committee of the Whole meetings will be held on the 4th Wednesday of each month from 5 -7 pm.

5.2. The date and time of any Committee of the Whole meeting may be changed by Resolution of Council as needed.

5.3. Committee of the Whole meetings may be cancelled or postponed if needed. The public will be notified of the cancellation.

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- 5.4. To permit the Mayor to participate fully in question and discussion periods during Committee of the Whole meetings, meetings shall be presided over by individual members of Council in rotation.
- 5.5. Committee of the Whole meetings will be public unless agenda items are required or permitted to be discussed in Closed Session as prescribed in the Municipal Government Act and Freedom of Information and Protection of Privacy Act.
- 5.6. No motions except to move in or out of Closed Session will be permitted at Committee of the Whole meetings.
- 5.7. Meeting minutes will be recorded and circulated with the Committee of the Whole Meeting Agenda.
- 5.8. Committee of the Whole Meeting Agendas will be circulated to the public and to Councillors by 4 pm on the Monday prior to the Committee of the Whole meeting or a minimum of 48 hours in advance of the meeting.
- 5.9. Unless otherwise stated in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedural Bylaw and the Town's Code of Conduct Bylaw that relate to:
- 5.9.1. Councillor Conduct
- 5.9.2. Electronic Participation

Submit this form to request to speak to Council as a delegation during a public Council meeting. All requests are subject to approval by Town Council.

Applicant Name: _____

Speaker Name: _____

Requested Date: _____

Email: _____

Phone: _____

Topic of discussion: _____

Do you have a presentation or information you wish to be included with the public agenda package prior to appearing before Council? Yes ☐ No ☐

If yes, this information must be provided to administration no later than 4:00 p.m. on the Wednesday prior to the scheduled meeting.

Please send completed form to cao@bonaccord.ca. Please review and check each box:

- ☐ I/We acknowledge that verbal and written presentations, personal information, and discussions arising during a public Council meeting, even if sensitive in nature, will become part of the public record and will be accessible by members of the public. I/We further acknowledge that any written materials may be accessed by others, and false, defamatory or misleading statements may be subject to claims for damages or redress.
- ☐ I/We agree to abide by all applicable federal and provincial statutes, and Town bylaws and policies, including, but not limited to, the Municipal Government Act and the Town's Procedural Bylaw and amendments thereto.
- ☐ I/We acknowledge that the meeting will be recorded and live-streamed on the Town's YouTube channel.
- ☐ In signing below, I/we consent to the use and disclosure of any personal/sensitive information that is shared during the course of the meeting for the purposes of carrying out Council business and/or administrative functions.

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process delegation requests for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, TOA 0K0 or by calling (780) 921-3550.

Applicant Signature _____

Date _____

OFFICE USE ONLY

Town Manager Signature _____

Assigned Date and Time _____

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	May 2, 2023
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Bylaw 2023-08 – Repeal of Bylaw 294
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

In 1996, the Town of Bon Accord passed Bylaw 294 (attached) to regulate the form, content, and cost of permits for the construction, demolition, relocation, alteration, repair, or occupancy of buildings. The Land Use Bylaw at the time did not provide for these situations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Over the years, bylaws and policies have been introduced such as the Quality Management Plan Bylaw 1997-11, Land Use Bylaw 2016-03, and our Fees for Service Policy which sufficiently provide up-to-date information to address the provisions in Bylaw 294. Therefore, administration recommends the repeal of Bylaw 294 to remove redundancy and improve clarity and consistency with existing bylaws.

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 Bylaw 2023-08 – Repeal of Bylaw 294 be given first reading, as presented.

Resolution #2:

THAT Bylaw 2023-08 – Repeal of Bylaw 294 be given second reading, as presented.

Resolution #3:

THAT Council gives unanimous consent to hear three readings of Bylaw 2023-08 – Repeal of Bylaw 294 in one meeting.

Resolution #4:

THAT Bylaw 2023-08 – Repeal of Bylaw 294 be given third and final reading, as presented.

BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE FORM, CONTENT, AND COST OF PERMITS FOR THE CONSTRUCTION, DEMOLITION, RELOCATION, ALTERATION, REPAIR, OR OCCUPANCY OF BUILDINGS.

WHEREAS, pursuant to the Safety Codes Act, of the revised Statutes of Alberta, provides that the local authority may enforce or regulate the form, content, and cost of permits for construction, demolition, relocation, alteration, repair, or occupancy of buildings in its respective Municipality.

AND WHEREAS, the local authority may make Bylaws with respect to the following subject matters:

- (a) prohibiting the commencement by any person of the use, construction, or demolition, relocation, alteration, repair, or occupancy of any buildings unless that person is authorized by a permit to do so;
- (b) providing for the form and content of permits for the use, construction, or demolition of a building as per schedules attached to and forming part of this Bylaw;
- (c) providing for the issuance of permits;
- (d) providing that the granting of a permit does not entitle the permittee, his successors or assigns or anyone on his or their behalf, to construct any building that fails to comply with the requirements of any building restriction agreement affecting the site described in the permit;
- (e) prescribing the fees to be charged for the issuing of permits.

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

1. Title

This Bylaw shall be known as the Town of Bon Accord Building Permit Bylaw, may be cited as such and will be referred to herein as "This Bylaw".

2. Definition

- a. "Act" means the Safety Codes Act, Revised Statutes of Alberta, 1991, Chapter S-0.5 and amendments thereto.
- b. "Alteration" shall mean any changes that may take place within or without the existing dimensions of the structure.
- c. "Building" means a structure and any part of a building or structure but does not include anything excluded by the regulations of the Act.
- d. "Safety Codes Officer" means a person appointed by Council pursuant to Section 29 of the Safety Codes Act, who shall be responsible to the Town of Bon Accord for the enforcement of the Act. In this Bylaw, the Safety Codes Officer will be referred to as "Officer".

- e. "Permit" means permission or authorization in writing by the Officer to perform work regulated by this Bylaw and the Act, and in the case of an occupancy permit, to allow occupancy or tenancies of any building or part thereof.
- f. "Construction" includes alteration and repair.
- g. All definitions contained in the Act shall apply to this Bylaw.

3. Scope

The provisions of this Bylaw shall apply to the issue of permits respecting the construction, demolition, relocation, alteration, repair, or occupancy of any building or part thereof regulated by the Act or Bylaws of the Town within the Town of Bon Accord.

4. Powers and Duties of the Safety Codes Officer

- a. The Safety Codes Officer is hereby authorized and directed to enforce all provisions of this Bylaw.
- b. The Safety Codes Officer shall keep an accurate account of all permits issued and all fees and other monies collected and received under this Bylaw.

5. Application for Permit

- a. Unless a permit has previously been obtained from the Safety Codes Officer, no person shall commence or cause the commencement of:
 - .01 the erection or construction of any building or part thereof,
 - .02 the demolition of any building or part thereof,
 - .03 the removal or relocation of any building or part thereof,
 - .04 the addition, extension, enlargement, improvement, alteration, or conversion of any building or part thereof,
 - .05 the repair of any building or part thereof,
 - .06 the occupancy of any building or part thereof,
 - .07 the excavation of any land for the purpose of erecting any building,
 - .08 the installation or use of any mechanical equipment specifically governed by the Act,
 - .09 the installation of any masonry, of factory built fireplace, or other fuel fired appliance governed by the Act,
 - .10 the installation or construction of any private swimming pool,
 - .11 the alteration to any basement,

- .12 the construction of a deck
 - .13 No person shall erect, install, add to, enlarge, move, improve, repair, alter, convert, extend any ducted air handling, heating, ventilation, or air conditioning system without first obtaining a permit from the appropriate authority.
- b. A permit is not required for:
- .01 Painting and decorating.
 - .02 Minor repairs or alterations not exceeding \$1,000.00, except fireplace or wood-burning apparatus, in construction costs where matters affecting health or safety are not involved.
 - .03 Repair or alteration to any heating, ventilating, or air conditioning system which is of a minor nature and which in the opinion of the Safety Codes Officer will not hinder the satisfactory operation of the system, and does not involve a matter of health or safety to the occupants of the building.
 - .04 Any work which is "deemed approved" pursuant to the provisions of the Land Use Bylaw of the Town of Bon Accord then in existence.
 - .05 Driveways and garage pads provided the development permit has been approved.

6. Application Form

- a. To obtain a permit, an applicant shall first file an application in writing on the prescribed form and each such application shall:
- .01 Identify and describe the work to be covered by the permit for which the application is made.
 - .02 Describe the land on which the proposed work is to be done, by a legal description and, when available, by a municipal address, that will readily identify and definitely locate the proposed work.
 - .03 Show the use or occupancy of all parts of the work.
 - .04 Be accompanied by plans and specification as required in Section 7.
 - .05 State the prevailing market cost of the proposed work.
 - .06 Be signed by the owner of the land or his authorized agent, who may be required to submit evidence to indicate such authority.
 - .07 Give such other information as may be required by the Safety Codes Officer.
 - .08 Be accompanied by the fees described throughout this Bylaw.

7. Plans and Specifications

- a. With each application for a permit, three sets of plans and specifications shall be submitted, except that when authorized by the Safety Codes Officer and need not be submitted.
- b. Plans and specifications shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of the Act and all applicable Provincial and Federal Laws and Regulations, and all Bylaws of the Town of Bon Accord.
- c. Each set of plans shall state the building address, the name and address of the owner of the building, the name and address of the person who prepared the plans, and, when an agent represents the owner, the name and address of the agent.
- d. Each set of plans shall include a site plan showing the actual dimensions of the lot or property and the location of the proposed work in relation to the lot or property lines. This site plan also must include the location of the sump pump drainage system when applicable.
- e. Except in cases where such a requirement is, in the opinion of the Safety Codes Officer, obviously unnecessary, a plan of survey, certified by an Alberta Land Surveyor, shall be included with each set of plans showing such of the above information as may be deemed necessary by the Safety Codes Officer. In addition, each set of plans shall include a finished site elevation grade plan, endorsed with a certified Engineers stamp of approval.
- f. When required by the Safety Codes Officer, the applicant shall submit computations, test results, and all other evidence deemed necessary to show that work will comply with the Act.
- g. When requested by the Safety Codes Officer, the accepted contract or a bona fide detailed estimate of the prevailing market cost of the work, satisfactory to the Safety Codes Officer shall be submitted.
- h. The applicant shall pay to or deposit with the Safety Codes Officer an amount sufficient to cover all water costs in connection with construction or erection of such building based upon a user's fee rate for water as per Schedules attached. No permit shall be issued until the proper amount has been paid or deposited with the Safety Codes Officer. In the event of the amount paid being below the amount properly chargeable, the owner of the building or the applicant for permit shall pay the shortage to the water and sanitation department of the Town of Bon Accord before being entitled to the issue of a Occupancy Certificate in respect to such construction.
- i. Any changes to the original plans must be submitted to the Safety Codes Officer. Failure to do so shall result in a fine as outlined in Schedules attached to and forming part of this Bylaw.

8. Issue of Permit

- a. Plans and specifications may be examined by other Departments of the Town of Bon Accord and the Province to check compliance with the orders, regulations, or Bylaws under their jurisdiction.
- b. If the Safety Codes Officer is satisfied that the work described in an application for permit and the plans filed therewith conform to the requirements of the Act, this Bylaw, and other pertinent orders, regulations, and Bylaws, and that the fees specified in Section 10 have been paid, he shall issue a permit therefor to the applicant.
- c. When the Safety Codes Officer issues the permit, he shall write or stamp on both sets of plans and specifications "Examined".
- d. The examined plans and specifications shall not be changed, modified, or altered without authorization from the Safety Codes Officer and all work shall be done in accordance with the examined plans and performed to meet the requirements of the Act.
- e. The Safety Codes Officer may issue a permit for part of the work before the entire plans and specifications for the complete work have been submitted or examined provided adequate information and detailed statements have been filed complying with all pertinent requirements of the Act and of this Bylaw.
- f. The holder of a permit for part of the work shall proceed at his own risk without assurance that a permit for the remainder of the work will be granted.
- g. One set of examined plans, specifications, and computations shall be retained by the authority having jurisdiction and one set of examined plans and specifications shall be returned to the applicant, which set shall be kept at the work site at all times during which the work authorized thereby is in progress, and shall be made available to the Safety Codes Officer.
- h. Plans, submitted for checking, for which no permit is issued, and on which no action is taken by the inspector within 90 days, may be destroyed by the Safety Codes Officer.
- i. The issue or granting of a permit or examination of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the Act.
- j. No permit is valid except insofar as it is lawful under the Act and this Bylaw.
- k. The issue or granting of a permit based upon plans and specifications shall not prevent the Safety Codes Officer from thereafter requiring the correction of work being carried on thereunder when in violation of the Act, this Bylaw or any other Bylaw of the Town of Bon Accord.
- l. Every permit issued by the Safety Codes Officer shall expire by limitation and become null and void, if the work authorized by such permit has not commenced within 90 days from the date of issuance of such permit, or if the work, authorized by such permit is suspended or abandoned or deemed to be abandoned by the Safety Codes Officer for a period of 120 days at any

time after the work has commenced. Before such work can be recommended, a new permit shall first be obtained and the fee therefore shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided, further, that such suspension or abandonment has not exceeded one year.

m.

.01 The Safety Codes Officer may, in writing, suspend or revoke a permit whenever the permit has been issued:

- i in error;
- ii on the basis of incorrect information supplied;
- iii in violation of any provisions of the Act, Provincial or Federal legislation and regulations or any Town of Bon Accord regulations.

.02 In the event of any construction proceeding in contravention of this Bylaw, the Safety Codes Officer may cause a "Stop Work" order to be clearly displayed on the construction site and shall take all necessary action including prosecution to enforce this "Stop Work" order. The "Stop Work" order shall be in the form approved and the procedure for enforcing the "Stop Work" order shall be as follows:

- i The Safety Codes Officer shall cause to be placed a "Stop Work" order on the construction site;
- ii The Safety Codes Officer shall by written notice, either serve personally upon, or send by single registered prepaid mail to, the owner of the property involved, notice of the reasons for the "Stop Work" order;
- iii The notice shall be given within three (3) working days from the date the "Stop Work" order was placed on the construction site and shall state:
 - (a) the grounds upon which the cessation of work or use is required,
 - (b) the time within which compliance with the provisions of this Bylaw or of the Safety Codes Act shall be effected, which time shall in no case be more than two (2) months computed from the date of the notice.
- iv If an owner of property to whom notice is given fails to comply with the requirements of the notice, the Town Council, by its designated officials or Servants may enter upon the property and carry out or effect such removal, alteration, or cessation of use as the notice required to be done or affected and may recover the expense thereof from the owner by action, and the expenses until paid are a charge and lien upon the property in respect of which such notice was given.

n.

- .01 Except as permitted in Subsection (o), no permit for the installation, repair, or alteration to any heating, ventilating, or air conditioning system shall be issued to other than a qualified contractor.
- .02 It shall be the responsibility of the Contractor undertaking the installation, repair, or alteration of a heating, ventilation or air conditioning system to engage only tradesmen who hold a certificate of proficiency in their respective trades pursuant to the Tradesmen's Qualification Act.
- .03 The Safety Codes Officer may refuse to issue a permit to the contractor for the installation, repair, or alteration of a heating, ventilation, or air conditioning system who engage only tradesmen who hold a certificate of proficiency in their respective trades pursuant to the Tradesmen's Qualification Act.

o.

- .01 Notwithstanding the requirements of Subsection (n), the following persons are not prohibited from obtaining a permit:
 - i anyone who personally carries out any heating, ventilation, or air conditioning installation or alteration regulated by the Act in or about a single family detached dwelling which is or will be owned and occupied by such person;
 - ii a journeyman who holds a certificate of proficiency pursuant to the Tradesmen's Qualification Act in a specific trade relevant to the work to be undertaken and who is regularly employed for the installation, alteration, repair, or addition to heating, ventilation, or air conditioning systems providing the work is performed on the property of the employer.

9. Inspection

The Safety Codes Officer may require the person concerned to apply for inspection by the Safety Codes Officer at each of the following stages and, if so required by the Safety Codes Officer, the person concerned shall not proceed with any further stages until such inspection has been carried out and approval received:

- a. Pouring of footings,
- b. Completion of foundation before backfilling around foundation,
- c. Completion of framing,
- d. Completion of utility installations,
- e. Completion of insulation,
- f. Completion of construction,

- g. If inspection is so required by the Safety Codes Officer, the construction at each of the stages above specified, shall be inspected when so requested by the person concerned.

10. Real Property Report

A Real Property Report, including final elevations, certified by an Alberta Land Surveyor, shall be submitted to the Safety Codes Officer thirty (30) days after completion of residential, commercial, industrial, or institutional building.

11. Occupancy Certificate

- a. No building shall be used or occupied, and no change in the existing occupancy classification of a building or part hereof shall be made until an Occupancy Certificate has been issued.
- b. Changes in the use or occupancy of a building or part hereof shall not be made except as specified in the Act.
- c. After final inspection, provided that the building complies with the provisions of the Act and this Bylaw, an Occupancy Certificate shall be issued by the Safety Codes Officer.

12. Fees

- a. A fee for each building permit shall be submitted at the time of application in accordance with the fee schedules, attached to and forming part of this Bylaw, provided no work, including excavation, has been started before the issuance of a permit.
- b. A deposit shall be applied for the public property damage holding. This deposit shall be refunded, with the exception of \$50.00 for inspection fees and provided that all items on the occupancy inspection are completed satisfactorily. Any deficiencies repaired by the Town shall be taken from this deposit and any balance refunded. See "Schedules" attached to and forming part of this Bylaw.
- c. In the event that any work, including excavation, has been started before the issuance of a permit, the permit fee shall be double the fee required under Subsection (a) and shall be submitted at the time of application for a permit.
- d. In the event that the documents submitted with an application for a permit contain substantial errors or omissions and the documents have to be submitted again for a fee equal to one quarter of the amount required under Subsection (a) shall be charged for each and every re-examination.
- e. When the permit is requested, the applicant will be required to pay 100% of purchase costs for any individual metering. See "Schedules" attached to and forming part of this Bylaw.

13. Violations and Penalties

- a. It is unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, improve, convert, remove, demolish, equip, use or occupy any

building, or cause the same to be done without first obtaining a permit as provided by this Bylaw.

- b. A police authority, or other enforcement officers, of the Town of Bon Accord is hereby authorized and empowered to issue an offence tag to any person who contravenes any provision of this Bylaw.
- c. An Offence Tag shall be in a form approved by the Town of Bon Accord Council and shall state, inter alia:
 - .01 The name of the offender,
 - .02 The offence,
 - .03 The appropriate fine for the offence as specified in Schedule "E" which is attached to and forming part of this Bylaw, and
 - .04 That the fine shall be paid within 30 days of the issuance of the offence tag.
- d. Where a contravention of this Bylaw is of a continuing nature, further offence tags for the same offence may be issued by a police authority, or other enforcement officers, provided however, that no more than one offence tag shall be issued for each 30 day period that the contravention continues.
- e. Where an offence tag is issued pursuant to this Bylaw, the person to whom the offence tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Bon Accord a sum specified on the offence tag.
- f. If the fine specified on an offence tag is not paid within the prescribed time period, then a police authority, or other enforcement officers, is hereby authorized and empowered to lay a complaint and issue a summons by means of a Violation Ticket.
- g. The Violation Ticket shall be in the form prescribed by Alberta Regulation being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.

14. Construction on, over, or under Municipal Property

- a. Authorization may be granted by the Town of Bon Accord subject to such regulations and charges as may be determined by the Town of Bon Accord.
- b. Where any public property is damaged during construction of a building, the owner shall be liable to the Town of Bon Accord for damages so caused if any such damage becomes apparent within one year after completion of the work. The owner shall pay on demand to the Town of Bon Accord the cost of having the said public property repaired to the satisfaction of the Town of Bon Accord.

15. Temporary Buildings

- a. No person shall erect, or move, a temporary building without first obtaining a permit from the Officer.

- b. A temporary building shall not exceed one storey in height and shall not have a basement or cellar, nor be connected to any municipal sanitary or water system.
- c. A permit for a temporary building may be for a period of one year. However, the permit may be renewed subject to approval by the Officer.
- d. The temporary building shall be properly maintained by the owner/applicant and shall be immediately removed upon expiration of the permit.
- e. Temporary buildings to be used in conjunction with construction work may be erected without a permit but shall be removed by the owner/applicant immediately upon completion of said work.

Removal/Relocation of Buildings

- 16. No person shall move a building, or part of a building, to or from one site to another within the corporate limits of the Town unless the owner has:
 - a. obtained a permit from the Officer, and,
 - b. obtained the necessary permits for the siting and/or renovations of the building to be moved.
- 17. No person shall move a building unless a written statement of ownership has been produced for the Officer before a permit is issued.
- 18. The owner of the building to be moved shall be responsible for obtaining the necessary approval from, but not limited to, the following municipal and/or provincial departments or such others that may be affected by the move.
 - a. Transportation Services
 - b. Fire Department
 - c. Police Department
 - d. Alberta Government Telephones
 - e. TransAlta Utilities
 - f. Centra Gas Ltd.
 - g. Northwestern Utilities Ltd.

Liability Respecting Permits

- 19. Neither the Town of Bon Accord nor the authority having jurisdiction shall be liable for any damages or loss, or expense by any person as a result of :
 - a. the granting of a permit; or,
 - b. if the permit has been revoked as a result of a contravention of any condition under which the permit was issued; or,
 - c. a permit issued in error, or,
 - d. a permit issued on the basis of incorrect information.

**Bylaw No. 294
TOWN OF BON ACCORD**

Validity of Bylaw

20. It is the intention of the Town of Bon Accord Council that each separate provision of this Bylaw shall be independent of all other provisions and it is further the intention of the Town of Bon Accord Council that if any provisions of this Bylaw be declared invalid all other provisions shall remain valid and enforceable.

Conflict with any Other Bylaws

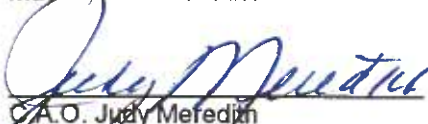
21. Where the provisions of this Bylaw are in conflict with or contrary to any provisions in any other Bylaw of the Town of Bon Accord relating to the duties of the Officer or matters related to the issuance of a building permit, the provisions of this Bylaw take precedence and have full force and effect.
22. All schedules attached to and forming part of this Bylaw may be amended from time to time by Resolution of the Town of Bon Accord Council.

READ A FIRST TIME THIS 2 DAY OF JANUARY, 1996 A.D.

READ A SECOND TIME THIS 2 DAY OF JANUARY, 1996 A.D.

READ A THIRD TIME, AND FINALLY PASSED, THIS 16 DAY OF JANUARY, 1996 A.D.


Mayor Glenda Bobbie


C.A.O. Judy Meredith

SCHEDULE "A"

FLOOR AREA	VALUE \$60/SQ FT	BUILDING PERMIT FEE	BASIC FEE	\$.50/1000 CONSTRUCTION WATER	DAMAGE DEPOSIT	TOTAL FEES CHARGE
951 to 1050 No attach garage W/attach garage	\$60,000 \$66,000	\$180.00 \$198.00	\$100.00	\$30.00 \$33.00	\$400.00	\$710.00 \$731.00
1050 to 1150 No attach garage W/attach garage	\$66,000 \$72,000	\$198.00 \$216.00	\$100.00	\$33.00 \$36.00	\$400.00	\$731.00 \$752.00
1151 to 1250 No attach garage W/attach garage	\$72,000 \$78,000	\$216.00 \$234.00	\$100.00	\$36.00 \$39.00	\$400.00	\$752.00 \$773.00
1251 to 1350 No attach garage W/attach garage	\$78,000 \$84,000	\$234.00 \$252.00	\$100.00	\$39.00 \$42.00	\$400.00	\$773.00 \$794.00
1351 to 1450 No attach garage W/attach garage	\$84,000 \$90,000	\$252.00 \$270.00	\$100.00	\$42.00 \$45.00	\$400.00	\$794.00 \$815.00
1451 to 1550 No attach garage W/attach garage	\$90,000 \$96,000	\$270.00 \$288.00	\$100.00	\$45.00 \$48.00	\$400.00	\$815.00 \$836.00
1551 to 1650 No attach garage W/attach garage	\$96,000 \$102,000	\$288.00 \$306.00	\$100.00	\$48.00 \$51.00	\$400.00	\$836.00 \$857.00
1651 to 1750 No attach garage W/attach garage	\$102,000 \$108,000	\$306.00 \$324.00	\$100.00	\$51.00 \$54.00	\$400.00	\$857.00 \$878.00
1751 to 1850 No attach garage W/attach garage	\$108,000 \$114,000	\$324.00 \$342.00	\$100.00	\$54.00 \$57.00	\$400.00	\$878.00 \$899.00
1851 to 1950 No attach garage W/attach garage	\$114,000 \$120,000	\$342.00 \$360.00	\$100.00	\$57.00 \$60.00	\$400.00	\$899.00 \$920.00
1951 to 2050 No attach garage W/attach garage	\$120,000 \$126,000	\$360.00 \$378.00	\$100.00	\$60.00 \$63.00	\$400.00	\$920.00 \$941.00
2051 to 2150 No attach garage W/attach garage	\$126,000 \$132,000	\$378.00 \$396.00	\$100.00	\$63.00 \$66.00	\$400.00	\$941.00 \$962.00
2151 to 2250 No attach garage W/attach garage	\$132,000 \$138,000	\$396.00 \$414.00	\$100.00	\$66.00 \$69.00	\$400.00	\$962.00 \$983.00
2251 to 2351 No attach garage W/attach garage	\$138,000 \$144,000	\$414.00 \$432.00	\$100.00	\$69.00 \$72.00	\$400.00	\$983.00 \$1004.00
2351 to 2450 No attach garage W/attach garage	\$144,000 \$150,000	\$432.00 \$450.00	\$100.00	\$72.00 \$75.00	\$400.00	\$1004.00 \$1025.00
2451 to 2550 No attach garage W/attach garage	\$150,000 \$156,000	\$450.00 \$468.00	\$100.00	\$75.00 \$78.00	\$400.00	\$1025.00 \$1046.00
2551 to 2650 No attach garage W/attach garage	\$156,000 \$162,000	\$468.00 \$486.00	\$100.00	\$78.00 \$81.00	\$400.00	\$1046.00 \$1067.00
2651 to 2750 No attach garage W/attach garage	\$162,000 \$168,000	\$486.00 \$504.00	\$100.00	\$81.00 \$84.00	\$400.00	\$1067.00 \$1088.00
2751 to 2850 No attach garage W/attach garage	\$168,000 \$174,000	\$504.00 \$522.00	\$100.00	\$84.00 \$87.00	\$400.00	\$1088.00 \$1109.00

SCHEDULE "A"

FLOOR AREA	VALUE \$60/SQ FT	BUILDING PERMIT FEE	BASIC FEE	\$.50/1000 CONSTRUCTION WATER	DAMAGE DEPOSIT	TOTAL FEES CHARGE
2851 to 2950 No attach garage W/attach garage	\$174,000 \$180,000	\$522.00 \$540.00	\$100.00	\$87.00 \$90.00	\$400.00	\$1109.00 \$1130.00
2951 to 3050 No attach garage W/attach garage	\$180,000 \$186,000	\$540.00 \$558.00	\$100.00	\$90.00 \$93.00	\$400.00	\$1130.00 \$1151.00
3051 to 3150 No attach garage W/attach garage	\$186,000 \$192,000	\$558.00 \$576.00	\$100.00	\$93.00 \$96.00	\$400.00	\$1151.00 \$1172.00
3151 to 3250 No attach garage W/attach garage	\$192,000 \$198,000	\$576.00 \$594.00	\$100.00	\$96.00 \$99.00	\$400.00	\$1172.00 \$1193.00
3251 to 3350 No attach garage W/attach garage	\$198,000 \$204,000	\$594.00 \$612.00	\$100.00	\$99.00 \$102.00	\$400.00	\$1193.00 \$1214.00
3351 to 3450 No attach garage W/attach garage	\$204,000 \$210,000	\$612.00 \$630.00	\$100.00	\$102.00 \$105.00	\$400.00	\$1214.00 \$1235.00
3451 to 3550 No attach garage W/attach garage	\$210,000 \$216,000	\$630.00 \$648.00	\$100.00	\$105.00 \$108.00	\$400.00	\$1235.00 \$1256.00

SCHEDULE "B"

COMMERCIAL AND INSTITUTIONAL CONSTRUCTION

<u>New Construction</u>	Basic fee of \$100.00 plus \$3.00 per thousand of contract price plus \$0.50 per thousand for construction water usage and \$400.00 damage deposit.
<u>Alterations Fee</u>	Basic fee of \$100.00 plus \$3.00 per thousand of construction value based on \$20.00 per square foot or \$3.00 per thousand of contract price.

SCHEDULE "C"

FLOOR AREA	VALUE \$10/SQ FT	BUILDING PERMIT FEE	BASIC FEE	\$.50/1000 CONSTRUCTION WATER	DAMAGE DEPOSIT	TOTAL FEES CHARGED
16 X 20 = 320	\$3,200	\$9.60	\$20.00	0	0	\$29.60
20 X 20 = 400	\$4,000	\$12.00	\$20.00	0	0	\$32.00
22 X 20 = 440	\$4,440	\$13.32	\$20.00	0	0	\$33.32
24 X 20 = 480	\$4,800	\$14.40	\$20.00	0	0	\$34.40
26 X 20 = 520	\$5,200	\$15.60	\$20.00	0	0	\$35.60
22 X 22 = 484	\$4,840	\$14.52	\$20.00	0	0	\$34.52
24 X 22 = 528	\$5,280	\$15.84	\$20.00	0	0	\$35.84
26 X 22 = 572	\$5,720	\$17.16	\$20.00	0	0	\$37.16
28 X 22 = 616	\$6,160	\$18.48	\$20.00	0	0	\$38.48
24 X 24 = 576	\$5,760	\$17.28	\$20.00	0	0	\$37.28
26 X 24 = 624	\$6,240	\$18.72	\$20.00	0	0	\$38.72
28 X 24 = 672	\$6,720	\$20.16	\$20.00	0	0	\$40.16
26 X 26 = 676	\$6,760	\$20.28	\$20.00	0	0	\$40.28
28 X 26 = 728	\$7,280	\$21.84	\$20.00	0	0	\$41.84
28 X 28 = 784	\$7,840	\$23.52	\$20.00	0	0	\$43.52
30 X 28 = 840	\$8,400	\$25.20	\$20.00	0	0	\$45.20

Other: - Construction, Demolition, Relocation, Alteration, or Repair included but not limited to assessor buildings, decks, and basement development.

Fees - Construction, Alteration, or Repair - \$3.00/\$1,000.00 plus \$10.00 basic fee
Demolition - \$25.00
Relocation - \$25.00
Temporary - \$0.00

SCHEDULE "D"

1. The applicant will be required to pay 100% of purchase costs for any individual metering.
2. When the permit is requested, the applicant shall pay to the Town of Bon Accord a price of \$30.00 for installation of the water meters and remote connections.

SCHEDULE "E"

<u>Infraction</u>	<u>1st Offence</u>	<u>2nd & Subsequent Offenses</u>
Failing to obtain a permit	\$75.00	\$150.00

SCHEDULE "F" - RESIDENTIAL BUILDING PERMIT

Development Permit #	Date	Building Permit#
Property Address:		
Legal Discription: Plan:	Block:	Lot (S):
Owner:	Contractor:	

Description of Construction:

Lot Size:	Yards	Front:	Left:	Right:	Rear:
Building Size:	Number of Stories:				
Residential Units:	Number of Rooms:			Bathrooms:	
Building Code Group:	Type:		Occupancy:		
PERMIT DETAILS:	Basement	1st. Floor	Addn. Floor	Roof	

Exterior Walls:	
Floor Joists:	
Live Loads:	
Basement:	Weeping Tile:
Footings:	Fire Separations:
Columns:	F.R.R.(Ext. Wall):
Beams:	Chimney:
Stairs:	Fireplace:
Interior Partitions:	Interior Finish:
Insulation:	Eavestrough:
Smoke Alarm:	

Development Fees

Building Area: _____

Main Floor: _____

2nd Floor: _____

Lower Level: _____

Attached Garage: _____

Detached Garage: _____

Special Conditions: _____

Total

ALL CONSTRUCTION SHALL COMPLY WITH ALL THE ALBERTA BUILDING REGULATIONS.
Contact the Safety Codes Officer if in Doubt. Do not Design or Build
on Precedent or Assumptions.

Date: _____ Signature of Applicant _____ Safety Codes Officer _____

SCHEDULE "G" - COMMERCIAL BUILDING PERMIT

Permit #
Type:
Application #:

Property Address:
Legal Description:
Subdivision:
Plan: Block: Lot(s):

Owner:	Contractor:
Supervisor:	Designer:

Description of Construction:
PERMIT DETAILS:

Section Under Construction:	Occupancy:	Occ Load:
Property Class:	Basement:	Piles:
Plot Size:	Footings:	Columns:
Door Area:	Grade Beams:	Exit Stairs:
Building Height:	Beams:	Insulation:
Size:	Ext. Wall Cladding:	Chimney Type:
Number of Stories:	Number of Exits:	Int. Finish:
Residential Units:	Interior Partition:	Ventilation:
Type of Project:		Construction:
Building Code Group:		Certified Survey:
Type:		Highrise:
Imperial or Metric Units (I/M):		Rear
Wards: Front	Right	Int. Conn. Floors:
Basement	Left	
1st Floor		Add'n Floors
Roof		
Interior Walls:		
Door Joists:		

FLAME RATINGS	FLAME SPREAD RATINGS	Exits	P. Corr	Rooms
Walls:	Walls:			
Interior Walls:	Ceilings:			
RE PROTECTION	FIRE SEPARATIONS			
Building Faces (St.):	Exit Enclosures:			
Pipes (Size):	Fire Doors:			
Welders	Floor Assemblies:			
Wards (L-O-E):	Service Rooms:			
Fire Alarm:	Janitor Rooms:			
Emergency Lighting:	Storage Rooms:			
Exit Signs:	Corridors:			
Smoke Detectors:	Occ. Separations:			
Smoke Alarm:	Firewall:			
Heat Detectors:				
Electronic Hardware:				

Plans:	Sheet(s)	Specifications:
ALTH REQ.:	INT. FINISH: Walls	Ceilings
Water Closets:	Kitchen:	Floors
Drainals:	Storage Rm:	
Wardrooms:	Bathrooms:	
Wardbasins:	Coolers:	

Special Conditions:

Construction Value:		
16100520	---	FIXED BASIC FEE
16100520	---	BUILDING PERMIT FEE
14100590	---	WATER METER/INSTALLATION
14100410	---	WATER USAGE
16101520	---	PROVINCIAL FEES
46100472	---	PUBLIC PROPERTY DAMAGE DEPOSIT

THE APPLICANT IS ADVISED TO READ THE BACK OF THIS PERMIT

Total Fees:

Signature of Applicant:	Building Inspector:
-------------------------	---------------------

Pursuant to
Sections of the
Uniform Building
Standards Act and the
Alberta Building Code

Building Inspection Order

To: _____

Owner, person responsible for use, occupancy, construction, relocation or
demolition (circle one).

Address of Property
in Question: _____

Alberta Building
Code Infraction: _____

Appeals

You may direct an Appeal of
this Order to the Building
Standards Council, c/o The
Director of the Building
Standards Branch, Province
of Alberta, Room 705,
10808-99 Avenue, Edmon-
ton, Alberta, T5K 0G5,
within 15 days of the date
this Order was issued.

Building Permits

Upon the inspection on _____ by a Building Inspector,
(date)
appointed pursuant to the Uniform Building Standards Act, an infraction of the
Alberta Building Code has been identified at the above address. You are hereby
Ordered to remedy the above infraction in the following manner: *(Give applicable
sections of the Building Code)*

Action Required: _____

Non-Compliance

Failure to comply with this
Order will result in enforce-
ment pursuant to Section
14 of the Uniform Building
Standards Act and the
Alberta Building Code.
Sentence 1.5.11.1.(3) of
the Code states that, "If
immediate measures must
be taken to avoid an
imminent danger of fire or
risk or accident, the
authority having jurisdic-
tion may take any action
that he deems necessary to
reduce the danger of fire or
risk of accident, without
notice, and at the expense
of the owner".

This infraction must be remedied by _____, 199____.

(date)

Notice:

Failure to comply with
this order is an offence
under the Uniform
Building Standards Act.

(Inspector's Signature)

(date issued)

(Print Name)

SCHEDULE "J" - OCCUPANCY CERTIFICATE

OCCUPANCY CERTIFICATE

BUILDING PERMIT: _____

ADDRESS: _____

OWNER/APPLICANT: _____

THIS IS TO CERTIFY that the above noted building has been approved for occupancy, and is restricted to the following uses:

This certificate is issued subject to the following conditions:

It is illegal to make changes to the occupancy of this building unless approval is obtained.

This certificate shall be placed in a conspicuous place near the building entrance, (except in the case of a single family dwelling) and shall be made available to the fire and building inspector.

Date of issue

Safety Codes Officer

**TOWN OF BON ACCORD
BYLAW 2023-08
REPEAL OF BYLAW 294**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW 294.

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 294, being a bylaw of the Town of Bon Accord, in the Province of Alberta, to regulate the form, content, and cost of permits for the construction, demolition, relocation, alteration, repair, or occupancy of buildings.

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

READ A FIRST TIME THIS ____ day of ____ 2023.

READ A SECOND TIME THIS ____ day of ____ 2023.

READ A THIRD TIME THIS ____ day of ____ 2023.

SIGNED AND PASSED THIS ____ day of ____ 2023.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	May 2, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Town Vehicle Usage Policy
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

Administration has identified that it would be beneficial to have a Town Vehicle Usage policy to clearly establish the responsibilities of the Town and provide expectations for drivers who operate Town owned vehicles and equipment. Having a policy to adhere to will also reduce the risk of liability and encourage safe operation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The policy applies to all Town owned vehicles and equipment and to all drivers and operators of Town owned vehicles and equipment, including Council members.

Previously, the Town Vehicle Usage Policy had a general requirement indicating that Town vehicles would be used for utilities and the meter-reader was not necessarily hands-free. A review of procedure has indicated that this statement is not necessary. Town vehicles will be used for utilities, but all aspects of the attached policy will be followed, including hands-free.

STRATEGIC ALIGNMENT

Values Statement of Service Excellence: Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT... Council approves the Town Vehicle Usage Policy as presented.

TOWN VEHICLE USAGE

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Recreation and Community Services

COUNCIL APPROVAL DATE:

LAST REVIEWED BY COUNCIL:

POLICY STATEMENT

The Town of Bon Accord owns and operates vehicles and equipment for the benefit of the residents of the community.

PURPOSE

This policy sets out the manner in which municipally owned vehicles and equipment shall be used and operated. It establishes responsibilities of the Town and clear expectations for Drivers who operate Town owned vehicles and equipment to reduce the risk of liability and encourage safe operation.

SCOPE

This policy applies to all Town owned vehicles and equipment and to all Drivers and operators of such vehicles and equipment.

DEFINITIONS

“Collision” means an incident where a Town Vehicle contacts another vehicle, object, individual, or roadway and contact results in any property Damage to any vehicle, object, or roadway, regardless of degree, or results in injury or death to any person involved.

“Damage” means the loss or harm to a Town Vehicle which requires repair, other than normal wear and tear.

“Driver” means an Employee of the Town of Bon Accord, who is driving, using, operating, or has care and control of a Town Vehicle.

“Employee” means any individual employed by the Town on a full-time, part-time, temporary, or casual basis.

“On-call” means, for the purposes of this Policy, that an Employee has been assigned the duties of responding to after hour’s emergency situations. Normally the Employee will be receiving additional remuneration as a result of this assignment in the form of stand-by pay.

“Town” means the Town of Bon Accord.

“Town Vehicle” means any car, truck, bus, equipment, or similar self-propelled conveyance including any motorized unit which may or may not be self-propelled or mounted on a truck or trailer, and which is owned or leased by the Town.

RESPONSIBILITIES

1. All Employees who drive or operate Town Vehicles are responsible for following the requirements of this policy. Employees are responsible for ensuring that any change to their license such as loss, temporary suspension, cancellation, disqualification, or new conditions that may affect their authority to operate a Town Vehicle is immediately communicated to their direct supervisor or manager.
2. Managers or Supervisors are responsible for ensuring Employees understand and follow this policy.
3. Members of Council operating Town Vehicles are subject to the same responsibilities as Employees.

GENERAL REQUIREMENTS

1. Drivers must conduct themselves professionally, ensuring they are always fit for driving (i.e. sober, alert, and not fatigued).
2. Drivers must possess a valid Alberta Operators License with the appropriate classifications and endorsements for the type of Town Vehicle operated.
3. Drivers must report any mechanical defects or Damage discovered with a Town Vehicle immediately to the Operations Supervisor or their direct Manager or Supervisor.
4. Drivers operating a Town Vehicle must immediately report all Collisions, traffic

infractions, and/or any Damage to their direct Manager or Supervisor. Incidents not resulting in Damage must still be reported as this is considered a near miss for incident reporting.

5. Drivers must follow all rules of the road and comply with all Town policies and procedures, as well as all applicable municipal, provincial, and federal legislation governing traffic laws. Where it is not possible to comply with both the provisions in this policy and with legislative regulations, the legislation shall prevail.
6. Drivers are required to notify their supervisor or manager immediately upon receipt of any violation tickets resulting from their operation of Town Vehicles. Operators are personally responsible for payment of any fines or courts costs resulting from their operation of municipal vehicles.
7. Drivers will utilize hands-free mobile phones and equipment when operating any Town Vehicle. Should hands-free operation not be available, the operator must pull off the road in a safe place prior to the use of their mobile phone or equipment.
8. Managers or supervisors may authorize the use of Town Vehicles for travel to Town business related special events, conventions, conferences, seminars, workshops, courses, or other similar circumstances.
9. Employees are not allowed to take Town Vehicles home except in the following special circumstances:
 - a. When on route to/from home to buy equipment or attending Town business related functions or events as listed in number 8.
 - b. When the Employee is on call and the Town Vehicle is equipped with special tools, equipment, material, etc., provided that the home location permits the Employee to respond within an appropriate prompt timeframe.
 - c. Under no circumstances should the Town Vehicle be used for personal use during the above scenarios.

April 19, 2023

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2023 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services. It promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

This is the second year we are bringing together two of the ministry's recognition programs under one umbrella. This broader program recognizes innovation and excellence by both municipalities and library boards. Award submissions will continue to be evaluated by your peers and colleagues in the field, and winning initiatives will be highlighted in future communications.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures) and community services initiatives.
- **Partnership (open to all municipalities)** – award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – award will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Public Library Services (open to library boards serving a population under 10,000)** – two awards will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.

- **Service Delivery Enhancement (open to all municipalities)** – award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is June 15, 2023.

I encourage you to share your success stories and offer my gratitude to you for the service you provide to Albertans.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" and last name "Schulz" clearly legible.

Rebecca Schulz
Minister

From: [Tracy Reaume](#)
To: [Tracy Reaume](#)
Subject: Invitation to Morinville Festival Days - Pancake Breakfast June 17, 2023
Date: April 27, 2023 11:59:10 AM
Attachments: [image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)

Good morning,

Attached please find an invitation to Council's pancake breakfast as part of Morinville Festival Days on Saturday, June 17. Please forward this invitation to your Councils, Commanding Officers and Regimental Sergeant Majors.

We look forward to hosting you on Saturday, June 17. RSVP for the breakfast is not necessary, but appreciated by June 12th (please reply to this email).

~ Sent on behalf of Mayor Boersma and Council ~



Tracy Reaume

Executive Assistant
Office of the Chief Administrative Officer
Office of Mayor and Council
T. 780-939-7853 | F. 780-939-5633 | treaume@morinville.ca
www.morinville.ca



From: [Treena Lane](#)
To: [Jessica Calines](#)
Subject: 2023 Annual Golf Tournament Mixer - REGISTRATION OPENS SOON
Date: April 25, 2023 2:46:09 PM



The Town of Redwater is cordially inviting you to our 2023 annual Golf Tournament!

If you are interested in registering or contributing to our event, please watch for further correspondence for the registration opening.

Should you require any additional information or clarification, please do not hesitate to contact Community Services at 780.942.4101.

Regards,

Treena Lane,

Land Use/Economic Development Officer