

**Town of Bon Accord
AGENDA
Public Hearing and Regular Council Meeting
January 16, 2024 6:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PUBLIC HEARING**
- 4. ADOPTION OF MINUTES**
 - 4.1. Regular Meeting of Council; December 19, 2023 (enclosure)
- 5. DELEGATION**
 - 5.1. 6:30 p.m. Lana McBride – Utility Bill
- 6. DEPARTMENTS REPORT**
 - 6.1. January 2024 (enclosure)
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
- 9. BYLAWS/POLICIES/AGREEMENTS**
 - 9.1. Municipal Development Plan Bylaw 2023-06 – Second and Third Readings (enclosure)
 - 9.2. Council Remuneration Policy Amendments (enclosure)
 - 9.3. Utilities Bylaw 2024-01 (enclosure)
 - 9.4. Waste Collection Bylaw 2024-02 (enclosure)
 - 9.5. Municipal Borrowing Bylaw – Operating 2024-03 (enclosure)
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
- 11. COUNCIL REPORTS**
 - 11.1. Mayor Holden (enclosure)
 - 11.2. Deputy Mayor May (enclosure)
 - 11.3. Councillor Bidney (enclosure)
 - 11.4. Councillor Laing (enclosure)
 - 11.5. Councillor Larson (enclosure)
- 12. CORRESPONDENCE**
 - GENERAL**
 - 12.1. Minister of Municipal Affairs – Assessment Model Review (enclosure)
 - REQUIRING ACTION**
 - 12.2. Minister of Environment and Protected Areas – Drought Plan 2024 (enclosure)
 - 12.3. Utility Safety Partners – Support Proposed Damage Prevention Legislation (enclosure)

Town of Bon Accord
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13. NOTICE OF MOTION

14. CLOSED SESSION

14.1. Inspections Group Agreement – *FOIP Act Section 16 Disclosure harmful to business interests of a third party*

15. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
December 19, 2023 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCIL

PRESENT

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jenny Larson – Economic Development and Planning Officer
Terry Doerkson – Infrastructure Manager
Kaitie Blackwell – Corporate Services Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

There were no objections to the addition of item 13.6 Lots 24 & 25, Block 7, Plan 5261BA – FOIP Act – Section 27 Privileged information.

COUNCILLOR LARSON MOVED THAT Council adopt the December 19, 2023 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-535

ADOPTION OF MINUTES

Regular Meeting of Council; December 5, 2023

DEPUTY MAYOR MAY MOVED THAT Council adopt the December 5, 2023 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-536

DELEGATION

Dora L'Heureux – Fortis Alberta – Franchise Fees

COUNCILLOR LARSON MOVED THAT Council accept the presentation as information.

CARRIED UNANIMOUSLY RESOLUTION 23-537

DEPARTMENTS REPORT

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

CARRIED UNANIMOUSLY RESOLUTION 23-538

**Town of Bon Accord
Regular Meeting of Council Minutes
December 19, 2023 9:00 a.m.
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UNFINISHED BUSINESS

Community Life Survey Report

COUNCILLOR LARSON MOVED THAT Council accept this report as information and that administration set up a Trail and Active Transportation Committee.

CARRIED UNANIMOUSLY RESOLUTION 23-539

Mayor Holden moved that Council take a short recess at 10:25 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-540

Mayor Holden called the meeting back to order at 10:30 a.m.

NEW BUSINESS

Council Community Connections – January

DEPUTY MAYOR MAY MOVED THAT Council directs administration to plan and advertise the Council Community Connections public engagement session on Saturday, January 13, 2024 from 1 – 3 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-541

Mock Council Meeting

DEPUTY MAYOR MAY MOVED THAT Council directs administration to create a Doodle Poll regarding a date for the mock Council meeting to be held at Lilian Schick School.

CARRIED UNANIMOUSLY RESOLUTION 23-542

BYLAWS/POLICIES/AGREEMENTS

Fees and Charges Bylaw – Second and Third Readings

COUNCILLOR BIDNEY MOVED THAT Council give second reading to 2023-06 Fees and Charges Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-543

COUNCILLOR LARSON MOVED THAT Council give third and final reading to 2023-06 Fees and Charges Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-544

WORKSHOPS/MEETINGS/CONFERENCES

Future Cities Roadshow

COUNCILLOR BIDNEY MOVED THAT Council direct administration to register all members of Council to attend the Future Cities Roadshow on March 12, 2024.

CARRIED UNANIMOUSLY RESOLUTION 23-545

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 23-546

**Town of Bon Accord
Regular Meeting of Council Minutes
December 19, 2023 9:00 a.m.
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CORRESPONDENCE

- ***Alberta RCMP Commanding Officer – Alberta Municipalities Conference Fall 2023***
- ***2023 Community Emergency Plan (CEP) Review***

COUNCILLOR BIDNEY MOVED THAT Council direct administration accept the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 23-547

CLOSED SESSION

- ***Organizational Chart Changes – FOIP Act Section 17 – Disclosure harmful to personal privacy***
- ***Land Sale – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information***
- ***Engineering Services Review – FOIP Act Section 16 Disclosure harmful to business interests of a third party***
- ***Lot 4A, Block 8, Plan 5261BA – FOIP Act Section 27 Privileged information***
- ***Partnership Proposal – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Lots 24 & 25, Block 7, Plan 5261BA – FOIP Act Section 27 Privileged information***

DEPUTY MAYOR MAY MOVED THAT Council enter closed session to discuss Organizational Chart Changes – FOIP Act Section 17 – Disclosure harmful to personal privacy, Land Sale – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information, Engineering Services Review – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Lot 4A, Block 8, Plan 5261BA – FOIP Act Section 27 Privileged information, Partnership Proposal – FOIP Act Section 21 Disclosure harmful to intergovernmental relations, and Lots 24 & 25, Block 7, Plan 5261BA – FOIP Act Section 27 Privileged information at 10:49 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-548

DEPUTY MAYOR MAY MOVED THAT Council come out of closed session at 11:28 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-549

Organizational Chart Changes – FOIP Act Section 17 Disclosure harmful to personal privacy

COUNCILLOR LARSON MOVED THAT Council approves the amended Organizational Chart as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-550

**Town of Bon Accord
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Land Sale – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged information

COUNCILLOR BIDNEY MOVED THAT the Mayor and CAO sign the contract as discussed.

CARRIED UNANIMOUSLY RESOLUTION 23-551

MAYOR HOLDEN MOVED THAT the 4.59-acre land parcel from Lot 2-Plan 9022300 be sold for \$120,000 to Livingspring Investments Inc.

1 Opposed

CARRIED RESOLUTION 23-552

Engineering Services Review – FOIP Act Section 16 Disclosure harmful to business interests of a third party

DEPUTY MAYOR MAY MOVED THAT Council appoints MPE Engineering as the Town of Bon Accord's primary engineering firm for building, infrastructure, and utility areas of operations as of February 01st, 2024.

CARRIED UNANIMOUSLY RESOLUTION 23-553

Lot 4A, Block 8, Plan 5261BA Update – FOIP Act Section 27 Privileged information

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

CARRIED UNANIMOUSLY RESOLUTION 23-554

Partnership Proposal – FOIP Act Section 21 Disclosure harmful to intergovernmental relations

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

CARRIED UNANIMOUSLY RESOLUTION 23-555

Lots 24 & 25, Block 7, Plan 5261BA – FOIP Act Section 27 Privileged information

COUNCILLOR LAING MOVED THAT Council accept the update as information.

CARRIED UNANIMOUSLY RESOLUTION 23-556

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the December 19, 2023 Regular Meeting of Council adjourn at 11:35 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-557

Mayor Brian Holden

Jodi Brown, CAO

News | Projects | Events

News

- The Town is pleased to welcome Brea Tallman to our team as the new Receptionist.
- The Town is currently advertising for volunteers interested in serving on the Subdivision Development and Appeal Board and the Ad Hoc Dark Sky Committee.

Projects

- The ice plant project is in the final phases, with commissioning and testing to take place this month. Staff are working on the grant reporting requirements due in February.

Events

- The Council Community Connections event scheduled from 1–3 pm at the Community Hall included some special activities provided by the Community Services department (hot chocolate, bracelet making, coloring packages, and a door prize). This event was cancelled due to extreme cold weather conditions and will be rescheduled.
- Family Day and several programs are planned for the month of February. More details will be available soon on the Town's website (www.bonaccord.ca).

Key Meetings

- Community Services Advisory Board Meeting: December 20th
- Leadership Meeting: Jan. 04
- St. Albert Seniors Association, re: Bus collaboration: January 11th

Conferences and Training

- New staff orientation is underway.
- All staff continuing to work on Health and Safety Courses provided online.
- New SDAB member training will take place in early February.

Department Highlights

Administration | Town Manager

- With the start of the New Year, the administration team has been working on setting dates for leadership team meetings, all staff team meetings, and staff special training sessions.
- A mandated inspection of Town facilities was conducted by the Town's insurance company including Town owned property replacement values and risk management review. Staff will be working on reviewing the information and following up accordingly. The Town's insurance premiums were not affected substantially following the inspections. This was a helpful exercise, and the information can be used to help inform the Town's asset management program.
- Briefly met with the Community Services Director from Sturgeon County regarding the recreation cost sharing agreement and the requirements for providing asset management information, financial reporting, and recognition of the funding provided by Sturgeon County.
- Reviewed emergency response procedures with the engineering team and fire department relative to the new ice plant in response to a resident inquiry.
- Met with the Library Board Chair and the Library Director regarding the proposed 5-year service plan (2024 – 2029). The Town will be working more closely with the Library on FCSS eligible programs where possible. Additionally, the library has offered to provide volunteers or space to support local disaster response. The Town has invited the Sturgeon Region Emergency Management Program Coordinator to attend a Library Board Meeting to provide more information on this topic.

Community Services

- Pickleball may pick up back in February as a resident has expressed an interest in volunteering to facilitate the program.
- A youth bus trip for bowling is planned for February 3.
- Teachers' Convention programming is scheduled for February 8th and 9th, along with the babysitting and home alone courses.
- The Town's Family Day activities will take place on February 24th with a movie afternoon.
- February 11th is the Adult field trip and January 24 and February 21st are both Art Night Out.
- Administration is working on facilitating a youth drop-in centre, possibly in collaboration with the library.
- Canada Revenue Agency will be in Town to provide a Financial Literacy for Youth presentation and an Income Tax/Scams presentation on February 20th and 21st.

Department Highlights

Corporate Services

- Working on year-end. The audit is tentatively scheduled for the week of February 12th.
- Updating bylaws for the new year: Utilities Bylaw, Waste Collection Bylaw, and the Municipal Borrowing Bylaw.
- Prepared reports for the first data pull for Catalis for the transition to Muniware.
- At the October 17th regular meeting of Council, Council directed administration to research covering the costs of library cards for Lilian Schick School and possibly Bon Accord Community School, pending any existing agreements (Resolution #23-449). Administration has contacted the Bon Accord Public Library, and they have a tentative agreement with Lilian Schick for \$200 for memberships for all students. BACS does not have an agreement because the school has an on-site library as well as reading centers in each classroom. It has been determined that the \$200 can be reimbursed back to the library through the Donation Request Policy #23-396.

Planning | Economic Development | Bylaw

- Electric Vehicle Charger grant funding has been received in the amount of \$140,710.00.
- Coffee with a Cop sessions for 2024 have been booked and will be advertised accordingly. The dates have been added to the Council calendar.
- International Dark Sky Annual Report has been submitted for 2023.
- As per the discussion at the last Coffee with the Cop session, the Alberta Rural Crime Watch (ARCW) has been contacted regarding coordinating with the Sturgeon Division ARCW for crime prevention, other related programs, and information. More information to be brought forward once contact has been made.
- Attended a meeting with the Crime Prevention Coordinator with the RCMP K Division. A business focused presentation called 'Crime Prevention Through Environmental Design' (CPTED) will be held on February 27, starting at 6 pm in Council Chambers. Invites will be sent to business owners directly and will be advertised accordingly.
- Complaints received since last reporting period:
 - Loud car x 2
 - Abandoned car
 - Debris in ditch
 - Recreational Trailer
 - Trees obstructing road
- Contract for Purchase and Sale received from our legal team, a few minor changes were required. Contract has been sent to Livingspring Investments Inc.
- Attended Leadership meeting, monthly safety meeting, and monthly Economic Development Association Mentorship meeting.
- Registered for ICS 300 course at the end of February.

Department Highlights

Operations | Public Works

- Routine park and playground facility checks were conducted.
- Traffic speed sign has been relocated as requested to 52 Ave by Springbrook Park. Staff plan to keep it at this location until the end of January.
- Ongoing vehicle and equipment maintenance was performed as the lack of snowfall this month has afforded Public Works dept. time to do so.
- Town sidewalks and walking trails were swept of light snow coverings a couple of times. Main arteries have been sanded when required.
- Light fixtures were repaired in the firehall truck bays. An exterior light “shield” was designed and installed at the Springbrook Lift Station to direct the light shed in a more downward direction as a response to a residential complaint.
- The new ice plant at the arena is nearing completion with commissioning and staff orientation scheduled for this month.
- Have been working with a contractor to get a new overhead door opener installed on the fire door between the Zamboni room and the arena ice surface.
- A new heater was installed in the back entrance hallway of Town office.
- There have been a few water pressure issues at the water pumphouse over the last couple of months. There were pressure surges and drops noticed out in the distribution system. At the water pumphouse the pump in operation was cycling up and down in pressure. This was the result of a plugged line to the pressure sending unit. The unit and line were cleared of the corrosion and the system’s pressure returned to normal operating condition.
- On December 21 a residential water service saddle let go on the east end of 51Ave, just west of 49 St. When the leak was reported, operators closed one of the main valves feeding water to the avenue and throttled the second one back to approximately half of normal flow. This supplied water to the local residents for the night. A contractor was on-site by 9:00am on Dec. 22 and the repair was completed with full water service restored by approximately 3:30pm. Total water loss was around 350 cubic meters.
- Public Works staff continue to work on training courses on WorkHub as the opportunities become available.

Attachments

- Town Manager:
 - Action List
- Corporate Services Manager:
 - Variance Report
 - Reserves Balances
- Economic Development and Planning Officer:
 - Citation Report
 - Incident Report

Town Manager Action List

Date: January 16th, 2024
Reporting Period: December 20th, 2023 – January 16th, 2024
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST: IN PROGRESS

Action Item	Status
<p>Land Sale Council directed that the 4.59-acre land parcel from Lot 2-Plan 9022300 be sold for \$120,000 to Livingspring Investments Inc.</p> <p>Council directed that the Mayor and CAO sign the contract as discussed.</p>	<p>In-progress—The sales agreement has been forwarded to the buyer.</p>
<p>Municipal Development Plan Bylaw 2023-10 – First Reading Council gives the Municipal Development Plan Bylaw 2023-10 1st reading as amended, including adding the word “commercial” to the Vision Statement.</p> <p>Council sets the Public Hearing date for the proposed Municipal Development Plan Bylaw 2023-10 as January 16, 2024, at 6 p.m. AND FURTHER THAT the time for the Regular Council Meeting on January 16, 2024, be moved to immediately follow the public hearing at 6 p.m.</p>	<p>January 16th, 2024, RCM</p>
<p>Branded Apparel Policy Council direct administration to review the Branded Apparel for Employees and Council Policy and bring back to Council for the next regular meeting.</p>	<p>In progress—draft to be reviewed at the January 24th Committee of the Whole Meeting</p>

<p>Community Life Survey Report Council accepted the Community Life Survey Results Report as information and directed administration to set up a Trail and Active Transportation Committee.</p>	<p>In-Progress Administration is working on developing a draft bylaw to establish this committee.</p>
<p>Notice of Motion: Bus Service Council direct administration to research collaborating with local towns to use a shuttle bus to serve youth, adults, seniors and community members.</p>	<p>In progress Administration is working with the St. Albert Seniors Association to establish a partnership.</p>
<p>Urban Hens and Beekeeping Survey Resolutions #23-254 and #23-255 Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program and Laying Hens Program that align with the Town's bylaws.</p>	<p>In progress The Laying Hen and Urban Beekeeping programs have been developed based on the existing Town bylaws. These programs will be updated when the Land Use Bylaw and Animal Control Bylaw are amended. LUB and Animal Control Bylaw updates planned for first – second quarter 2024.</p>

COMPLETED ACTION ITEMS

Action Item	Status
<p>Engineering Services Appointment of MPE Engineering as the Town of Bon Accord's primary engineering firm for building, infrastructure, and utility areas of operations as of February 01st, 2024.</p>	<p>MPE has been notified and will be working with the Infrastructure Manager to begin planning for 2024 projects.</p>
<p>Library Cards Council direct administration to research covering the costs of library cards for Lilian Schick School and possibly Bon Accord Community School, pending any existing agreements.</p>	<p>The Town issued \$200 to Lilian Schick School to purchase library cards for students under the Town's Donation Policy. Bon Accord Community School confirmed that they do not need funds for this purpose at this time.</p>

<p>Community Survey Results Council accepts this report as information and direct administration to come back with a plan.</p>	<p>Direction to establish the Trail and Active Transportation Committee.</p>
<p>2024 Municipal Law Seminar Options Council directed administration to register Mayor Holden, Councillor Bidney and Councillor Larson for the Reynolds Mirth Richards & Farmer LLP seminar on February 9, Deputy Mayor May for the Brownlee LLP in-person seminar on February 15, and Councillor Laing for the Brownlee LLP virtual seminar on February 15.</p>	<p>Council has been registered as directed. Administration will be attending the Reynolds, Mirth, Richards, and Farmer LLP seminar with members of Council.</p>
<p>Future Cities Roadshow Council direct administration to register all members of Council to attend the Future Cities Roadshow on March 12, 2024.</p>	<p>Council is registered for this event.</p>
<p>Mock Council Meeting Council directs administration to create a Doodle Poll regarding a date for the mock Council meeting to be held at Lilian Schick School.</p>	<p>A poll has been sent to all members of Council.</p>
<p>Council Community Connections – January Council directs administration to plan and advertise the Council Community Connections public engagement session on Saturday, January 13, 2024 from 1 – 3 p.m.</p>	<p>Planned and advertised as directed.</p>
<p>Partnership Proposal Council directs administration to set up a meeting with School Board Trustee, Cindy Briggs, and the School Board Superintendent of Sturgeon County School Division.</p>	<p>Meeting held on December 13th, 2023 The Board Superintendent did not attend. The School Board Chair, an administrative representative from Sturgeon Public Schools and Cindy Briggs were in attendance.</p>



Year-to-Date Variance Report (Unaudited)
 for the year ending December 31, 2023
 Reporting period: up to December 31, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,538,780	2,327,088	211,692	306,408	423,871	- 117,463	2,232,372	1,903,217	329,155	15%
TOTAL MUNICIPAL	\$ 2,538,780.00	\$ 2,327,088.00	\$ 211,692.00	\$ 306,408.00	\$ 423,871.00	-\$ 117,463.00	\$ 2,232,372	\$ 1,903,217	\$ 329,155	17%
Election	-	-	-	-	2,000	- 2,000	-	(2,000)	2,000	#DIV/0!
Council	-	-	-	109,604	118,466	- 8,862	(109,604)	(118,466)	8,862	-8%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 109,604	\$ 120,466	-\$ 10,862	-\$ 109,604	-\$ 120,466	\$ 10,862	9%
Administration	9,783	5,115	4,668	525,043	576,741	- 51,698	(515,260)	(571,626)	56,366	-11%
TOTAL ADMINISTRATION	\$ 9,783	\$ 5,115	\$ 4,668	\$ 525,043	\$ 576,741	-\$ 51,698	-\$ 515,260	-\$ 571,626	\$ 56,366	10%
Fire Services	10,531	9,661	870	47,214	45,980	1,234	(36,683)	(36,319)	(364)	1%
Emergency Services	-	-	-	1,638	17,844	-16,206	(1,638)	(17,844)	16,206	-989%
Bylaw	54,336	45,092	9,244	43,677	130,045	-86,368	10,659	(84,953)	95,612	897%
TOTAL PROTECTIVE SERVICES	\$ 64,867	\$ 54,753	\$ 10,114	\$ 92,529	\$ 193,869	-\$ 101,340	-\$ 27,662	-\$ 139,116	\$ 111,454	80%
Municipal Planning	5,114	7,500	- 2,386	163,047	168,121	- 5,074	(157,933)	(160,621)	2,688	-2%
Economic Development	-	5,850	- 5,850	85,930	110,042	- 24,112	(85,930)	(104,192)	18,262	-21%
TOTAL PLANNING & DEVELOPMENT	\$ 5,114	\$ 13,350	-\$ 8,236	\$ 248,977	\$ 278,163	-\$ 29,186	-\$ 243,863	-\$ 264,813	\$ 20,950	8%
Public Works - Roads	8,800	8,800	-	355,482	436,362	- 80,880	(346,682)	(427,562)	80,880	-23%
Storm Sewer & Drain	35,000	-	35,000	60,854	47,928	12,926	(25,854)	(47,928)	22,074	-85%
Water	539,553	565,843	- 26,290	494,513	544,619	-50,106	45,040	21,224	23,816	53%
Sewer	318,790	340,346	- 21,556	295,877	340,161	-44,284	22,913	185	22,728	99%
Garbage	91,833	84,321	7,512	115,123	119,344	-4,221	(23,290)	(35,023)	11,733	-50%
Cemetery	15,500	8,000	7,500	8,614	10,583	-1,969	6,886	(2,583)	9,469	138%
TOTAL PUBLIC WORKS	\$ 1,009,476	\$ 1,007,310	\$ 2,166	\$ 1,330,463	\$ 1,498,997	-\$ 168,534	-\$ 320,987	-\$ 491,687	\$ 170,700	35%
FCSS	53,303	46,281	7,022	107,544	93,506	14,038	(54,241)	(47,225)	(7,016)	13%
TOTAL FCSS	\$ 53,303	\$ 46,281	\$ 7,022	\$ 107,544	\$ 93,506	\$ 14,038	-\$ 54,241	-\$ 47,225	-\$ 7,016	15%
Parks	57,263	56,778	485	134,503	149,236	- 14,733	(77,240)	(92,458)	15,218	-20%
Arena	210,911	249,745	- 38,834	299,043	399,316	- 100,273	(88,132)	(149,571)	61,439	-70%
Recreation	199,598	178,589	21,009	212,241	224,281	- 12,040	(12,643)	(45,692)	33,049	-261%
TOTAL REC & COMMUNITY SERVICE	\$ 467,772	\$ 485,112	-\$ 17,340	\$ 645,787	\$ 772,833	-\$ 127,046	-\$ 178,015	-\$ 287,721	\$ 109,706	38%
Library	2,742	-	2,742	62,482	59,247	3,235	(59,740)	(59,247)	(493)	1%
TOTAL LIBRARY	\$ 2,742	\$ -	\$ 2,742	\$ 62,482	\$ 59,247	\$ 3,235	-\$ 59,740	-\$ 59,247	-\$ 493	1%
Total Excl. General Municipal	\$ 1,613,057	\$ 1,611,921	\$ 1,136	\$ 3,122,429	\$ 3,593,822	-\$ 471,393	-\$ 1,509,372	-\$ 1,981,901	\$ 472,529	-31%
Total Incl. General Municipal	\$ 4,151,837	\$ 3,939,009	\$ 212,828	\$ 3,428,837	\$ 4,017,693	-\$ 588,856	\$ 723,000	-\$ 78,684	\$ 801,684	

Budget approved October 18, 2022 Regular Meeting of Council, Resolution 22-443

Variance Report Notes

Reporting Period: up to December 12, 2023

Please note that final year-end adjusting entries and reconciliations are still on-going and these numbers are currently unaudited.

Municipal:

98% of current outstanding taxes were collected by year-end, compared to 96% at year-end in 2022.

Franchise fees are under budget by \$8,086.

Return on investments is over budget by \$172,348.

Administration:

Sales of goods and services are over budget by \$3,343.

Other revenue is over budget by \$1,300 due to receiving funding from Canada Summer jobs that was higher than expected.

Expenses are expected to remain under budget.

Protective Services:

Membership invoice for SREMP has not yet been received/paid.

Animal licenses are over budget for the year by \$2,945.

Fines distributions revenues are over budget by \$6,299 for the year.

The RCMP Policing invoice has not yet been received/paid.

Storm:

Storm revenue includes the \$35,000 from MSI Operating grant allocated to the Magna Engineering study; offset by the related expenses. Lagoon monitoring expenses.

Water:

Bulk water sales are under budget by \$11,391.

Water sales are under budget by \$24,671.

The budgeted cubic meters for institutional were based on incorrect data, which was corrected earlier this year.

Water purchases from the commission are under budget reflected by the usage.

Sewer:

Sewer sales are under budget by \$21,786, due to the water consumption being lower.

Garbage:

Garbage sales are over budget by \$7,966 due to landfill usage.

Garbage contracted services is expected to be overbudget due to fuel surcharges.

Municipal Planning and Economic Development

Legal is currently over-budget by \$49,643 due to the on-going development issues.

There may still be some legal invoices expected from 2023.



RESERVES		Actual	Actual	Budget
Schedule Per Policy #		2022	2023	2024
OPERATING				
General Reserve	Schedule A-1	852,920	852,920	822,920
Community Services	Schedule A-2	4,417	4,417	4,417
Facility Infrastructure Reserve	Schedule A-3	41,783	19,946	19,946
Parks & Recreation Reserve	Schedule A-4	26,032	19,832	14,832
Protective Services - COPS	Schedule A-5		2,255	2,255
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000
CAPITAL				
Gateway Plan Reserve	Schedule B-1	14,471	14,471	14,471
Fleet & Equipment Reserve	Schedule B-2	10,552	10,522	1,522
Parks , Recreation, and Culture	Schedule B-3	246,755	-	100,000
Protective Services - Fire Reserve	Schedule B-4	91,506	101,506	86,506
Sewer System Projects	Schedule B-5	176,396	199,990	95,311
Storm Water System Projects	Schedule B-6	62,580	81,173	99,767
Transportation Projects	Schedule B-7	486,000	511,000	536,000
Veterans Park Reserve	Schedule B-8	9,353	9,353	9,353
Water System Projects	Schedule B-9	287,018	310,612	334,206
TOTALS		\$ 2,324,783	\$ 2,152,998	\$ 2,156,507

FCSS & Recreation

Expenses are over-budget in FCSS, however this is due to some new programs and events being cost-recovery - therefore the revenues are over budget as well to offset. The actual allocation of wages and salaries between FCSS and recreation are over budget in FCSS and under in recreation due to the actual split of the programming and the changes in the department introduced earlier in the year.

Sturgeon County

Statistics from: 12/1/2023 12:00:00AM to 12/31/2023 11:59:00PM

Citation Printout Report by Violation

--

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 2 Total Mandatory Appearances: 0
--

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 1 Total Mandatory Appearances: 0

Grand Total

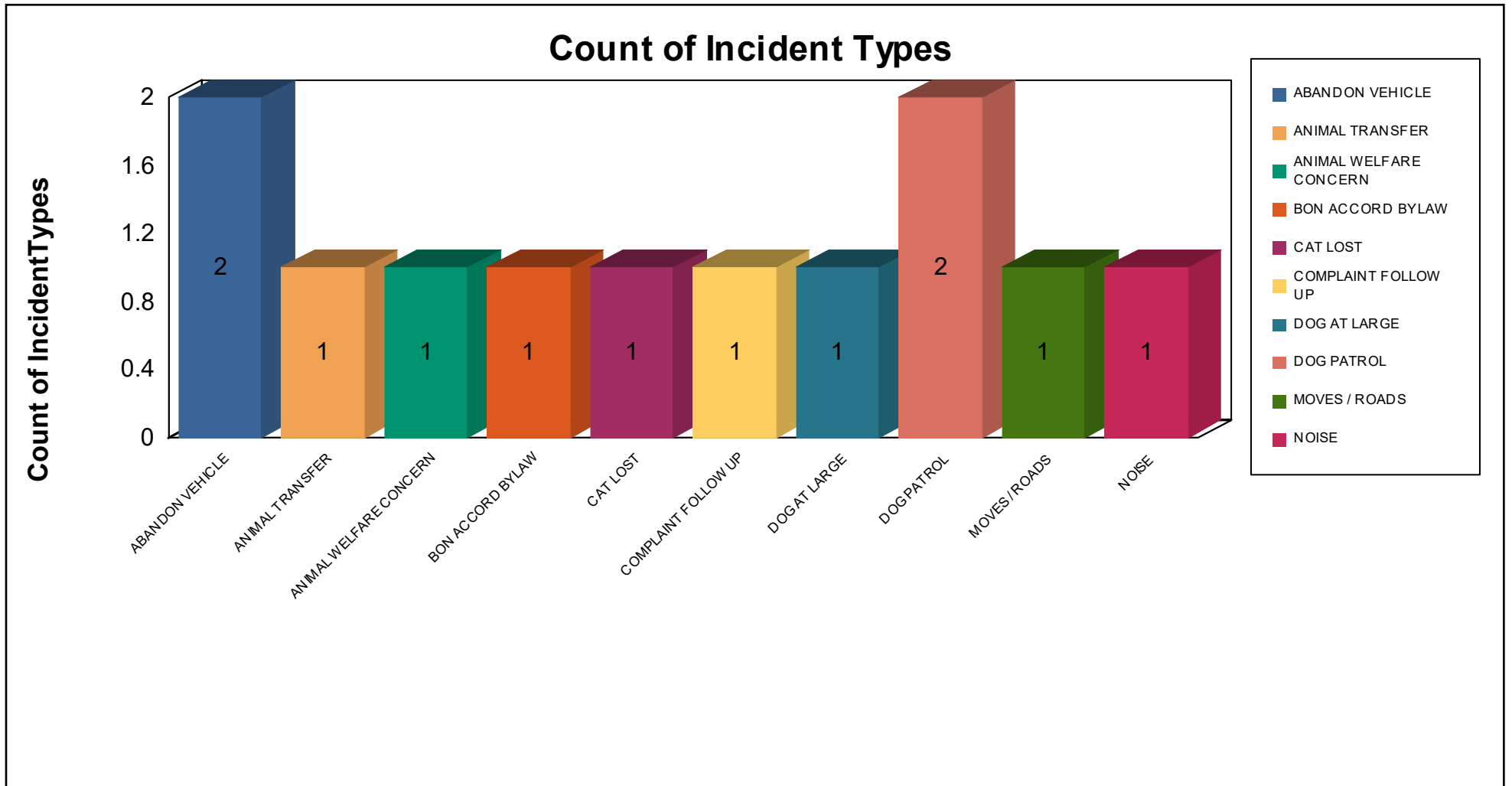
Total Number of Citations Reported: **3**
Total Fine Amounts Reported: **\$940.00**
Total Mandatory Appearances: **0**

Sturgeon County

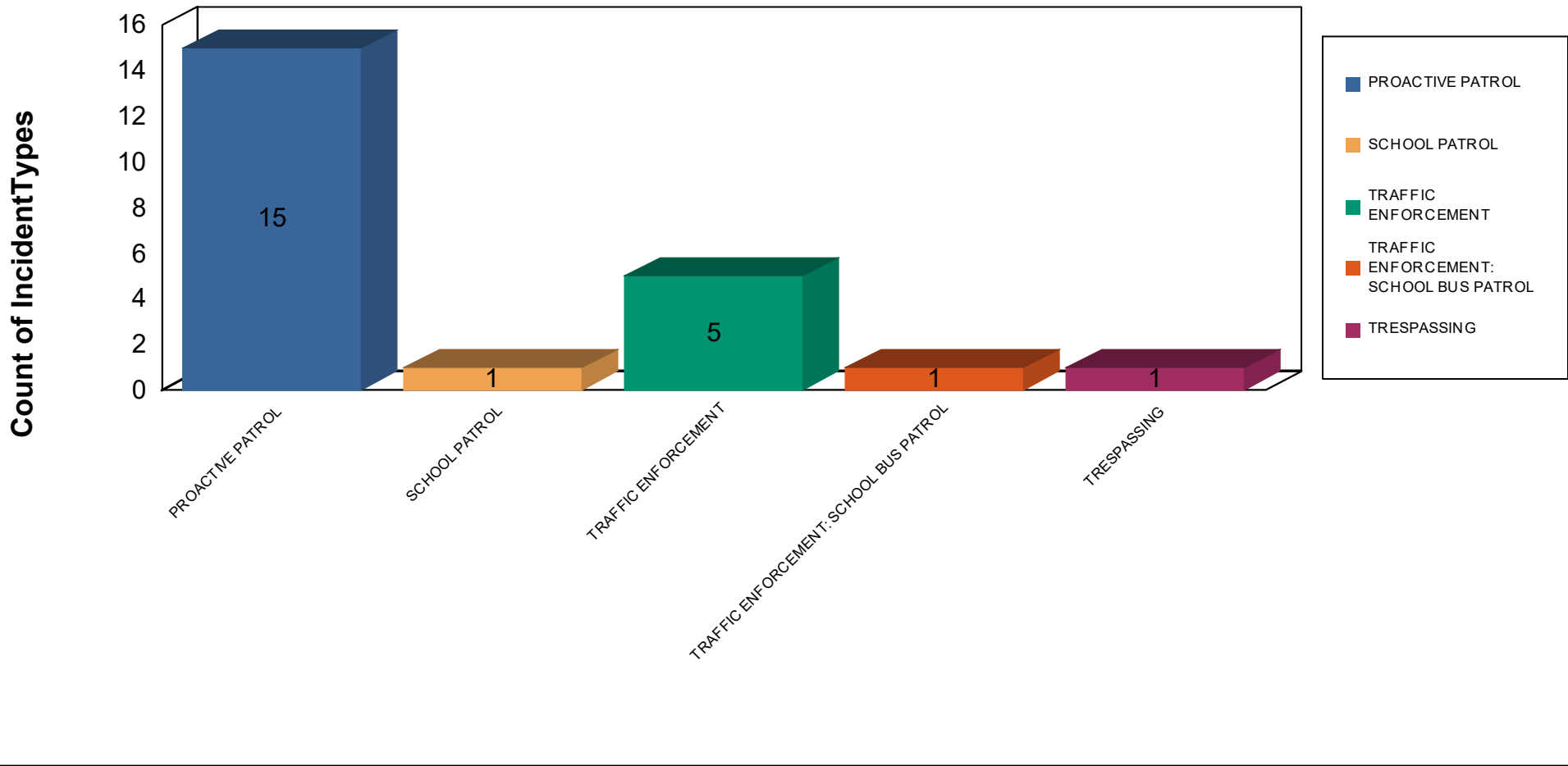
Statistics from Occurred Date: 12/1/2023 12:00:00AM to 12/31/2023 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT



Count of Incident Types



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 16, 2024
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Municipal Development Plan Bylaw 2023-10 – 2nd and 3rd Reading
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The Municipal Development Plan (MDP) is a statutory plan that provides long term strategic planning for future development of lands within the Town. The MDP is a ‘living’ document.

Municipal Planning Services (MPS) was engaged by the Town to assist with the development and adaptation of the 2016-08 (amendments 2018-10 & 2020-11) MDP document.

Jane Dauphinee from MPS, presented the draft MDP at the May 16, 2023, Regular Meeting of Council.

Resolution: Councillor Laing moved that Council accepts the Draft Municipal Development Plan as information and that Council direct administration to make revisions as directed by Council and further that administration plan and advertise a public open house and release the revised draft one week before the open house.

Carried Resolution #23-242.

A Public Open House was held on October 17th, 2023, with Council, MPS, Town administration and 2 members of the public in attendance.

Following the Public Open House event, MPS conducted agency information engagement and invited public feedback regarding the draft MDP for a three-week period. MPS submitted a report to Council (December 05th, 2023) summarizing the feedback received.

At the Regular Meeting of Council on December 5, 2023, Councillor Laing moved that Council sets the Public Hearing date for the proposed Municipal Development Plan Bylaw 2023-10 as January 16, 2024, at 6 p.m. AND FURTHER THAT the time for the Regular Council Meeting on January 16, 2024 be moved to immediately follow the public hearing at 6 p.m. At the same meeting Deputy Mayor May moved that Council gives the Municipal Development Plan Bylaw 2023-10 1st reading as amended, including adding the word “commercial” to the Vision Statement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Every Council of a municipality must by **bylaw** adopt a municipal development plan as per section 632(1) of the MGA. The Municipal Development Plan Bylaw requires 3 readings, and a public hearing must be held prior to 2nd and 3rd reading of the bylaw. Following 1st reading of the proposed MDP Bylaw, the Town must advertise the proposed bylaw and public hearing date for two consecutive weeks.

As per Section 184 of the Municipal Government Act: When a public hearing on a proposed bylaw or resolution is held, a councillor:

(a) **must** abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearing, and

(b) **may** abstain from voting on the bylaw or resolution if the councillor was only absent from a part of the public hearing.

1st Reading of the new Municipal Development Plan Bylaw

The proposed new Municipal Development Plan Bylaw for the Town is enclosed to allow Council to proceed with 1st reading of the bylaw. The Municipal Development Plan is Schedule A of the proposed new MDP Bylaw.

Public Hearing Date:

Council must set by resolution the required public hearing date for the proposed new Municipal Development Plan Bylaw.

As per section 24.1 of the Procedural Bylaw, “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.”

Administration has confirmed that Municipal Planning Services staff are available to attend the January 16th, 2024, Regular Council Meeting.

Therefore, administration recommends that Council set the public hearing date for the proposed new Municipal Development Plan Bylaw as January 16th, 2024, at 6:00 pm with the Regular Council Meeting to follow the public hearing. This will allow ample time for administration to meet the requirements for public notification (advertising) as established in the Municipal Government Act prior to January 16th, 2024.

2nd and 3rd Reading of the new proposed Municipal Development Plan Bylaw:

Following the public hearing Council may proceed with 2nd and 3rd reading of the proposed new Municipal Development Plan at the January 16th, 2024, Regular Council meeting or may postpone 2nd and 3rd reading to a later date for further consideration of any public input received during the public hearing.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

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

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

COSTS/SOURCES OF FUNDING

Annual budget

RECOMMENDED ACTION (by originator)

Both of the following:

Resolution #1:

THAT Council gives the Municipal Development Plan Bylaw 2023-10 2nd reading as presented [or amended].

Resolution #2:

THAT Council gives the Municipal Development Plan Bylaw 2023-10, 3rd and final reading as presented [or amended]

Dark Skies and Bright Futures

Our Municipal Development Plan



Acknowledgement

The Town of Bon Accord acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.

FIRST READ
FOR PUBLIC HEARING
DRAFT MDDP

Executive Summary

The Town of Bon Accord is a growing community deeply rooted in the local rural landscape, with strong ties to neighbouring communities in the region.

Bon Accord embraces new opportunities and ideas, including being Canada's first International Dark Sky Community, developing electronic vehicle charging infrastructure, and undertaking the construction of a municipal solar farm to support a clean energy future.

Through the MDP, the Town has established a Plan to support community resiliency through business development and retention, supporting services for families, and identifying and budgeting for infrastructure expansion and replacement.

Bon Accord is an inclusive community with a range of housing options to support young families, a growing regional labour force, and long-time Town residents. As the community grows and the population becomes more diverse, the Town will continue to support inclusive community programming and environmental best practices.

The Municipal Development Plan's (MDP) vision is supported by goals, objectives and policies that will guide future land use and community development Investments.

The MDP is a 'living' document; as regional and local development trends evolve, and as community priorities change, the MDP will be revised to ensure it continues to reflect the community's vision for the future.



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1. Our History and Culture

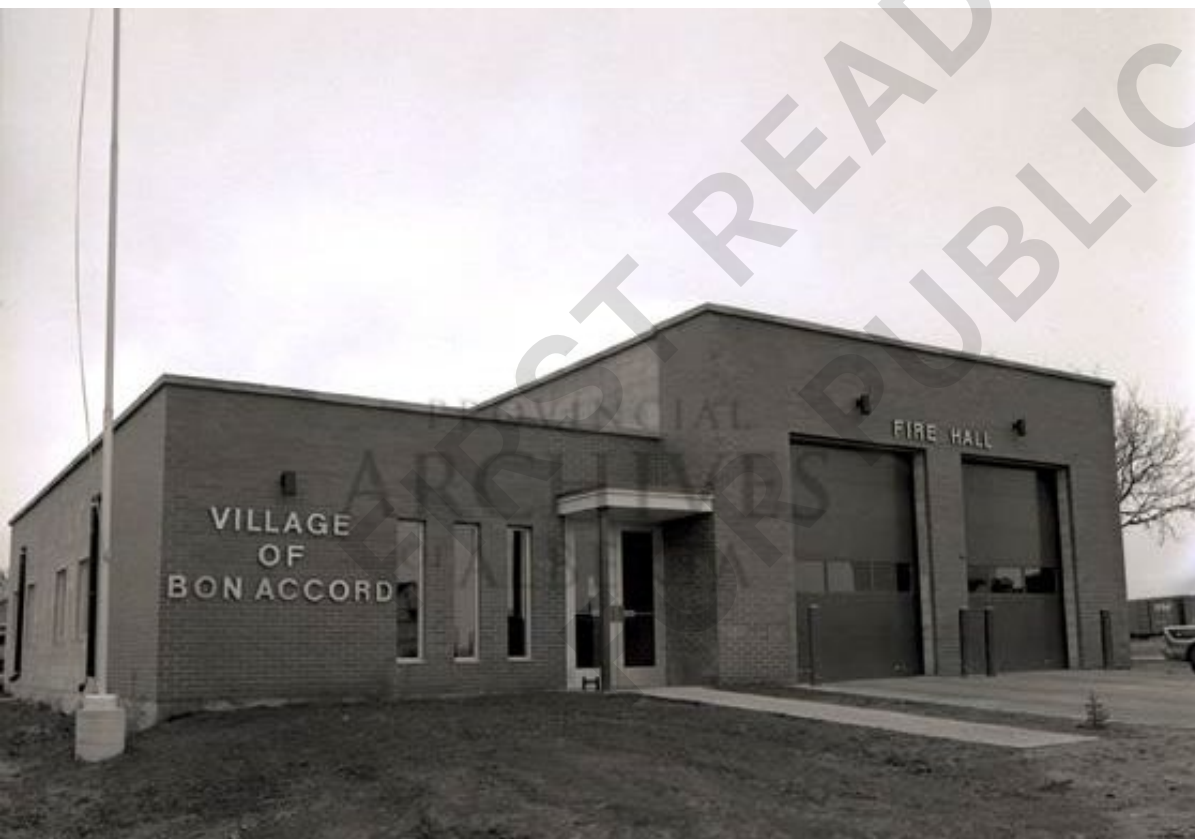
Bon Accord is rooted in agriculture with a rich history beginning in the late 1800s. Early development in Bon Accord was led by Scottish immigrants who came to settle and work the land. A meeting of locals resulted in the name 'Bon Accord,' chosen due to settlers' familial connections to Aberdeen, Scotland. 'Bon Accord,' meaning "Good Agreement" is the motto of Aberdeen.

During the 20th century, Bon Accord steadily grew as a thriving agricultural community. The development of the railway provided local settlers with a means of selling their products and connecting to communities throughout the region. This steady growth culminated in the creation of the Village of Bon Accord in 1964, which grew to become the Town of Bon Accord in 1979.

The Town has evolved and diversified from its rural beginnings, but its agricultural roots remain distinctly evident in the surrounding landscape, visible heritage, and character of its residents.

In 2015, the Town received an International Dark Sky Community designation from the International Dark Sky Society. Bon Accord is the first Canadian community and the 11th in the world to secure the designation. This designation is bestowed upon communities that have shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of a quality outdoor lighting ordinance, dark sky education and citizen support of dark skies.





2. Our Community

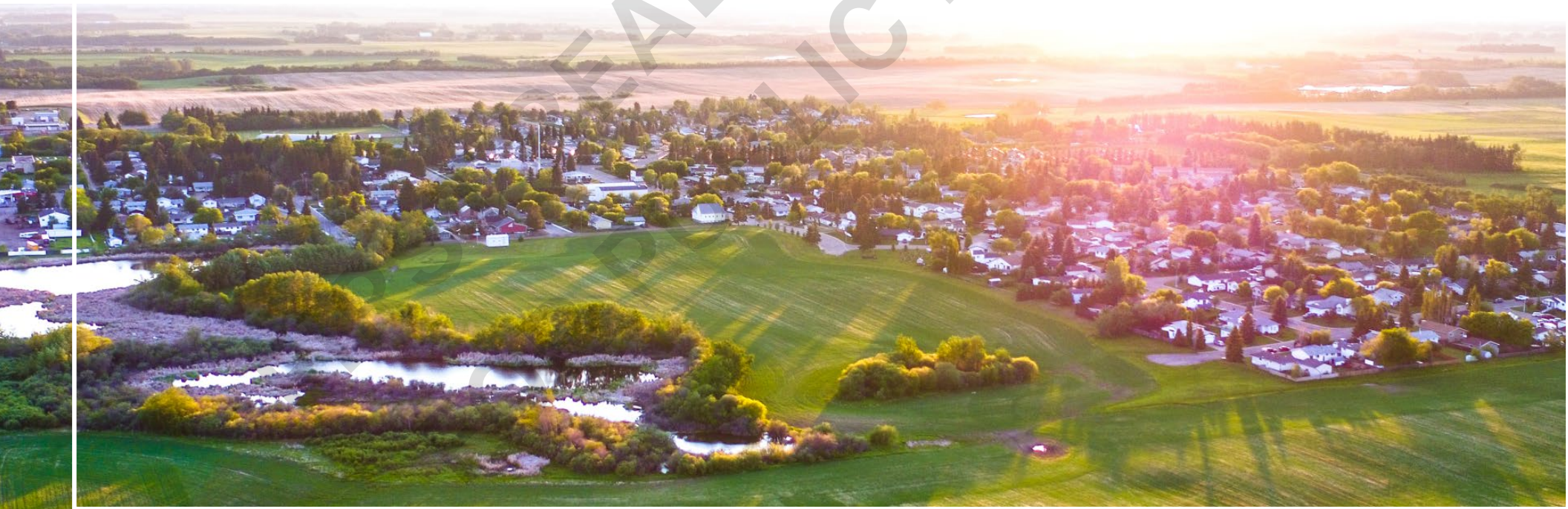
Bon Accord is a family-orientated community. The Town is home to many young families with a higher number of children per household than the provincial average. Policies within the MDP encourage residential developments, businesses, parks, recreation facilities, and services that support the current community and future demographics.

The percentages of the Town's population that identify as female and male residents are equal. Many small communities in Alberta experience a shift in the balance toward a male or female-centric population primarily due to out-of-town employment opportunities.

From 2006 to 2021, the Town's population has remained consistent, with minor increases and decreases reported each federal census period.



Town of
Bon Accord
building for tomorrow

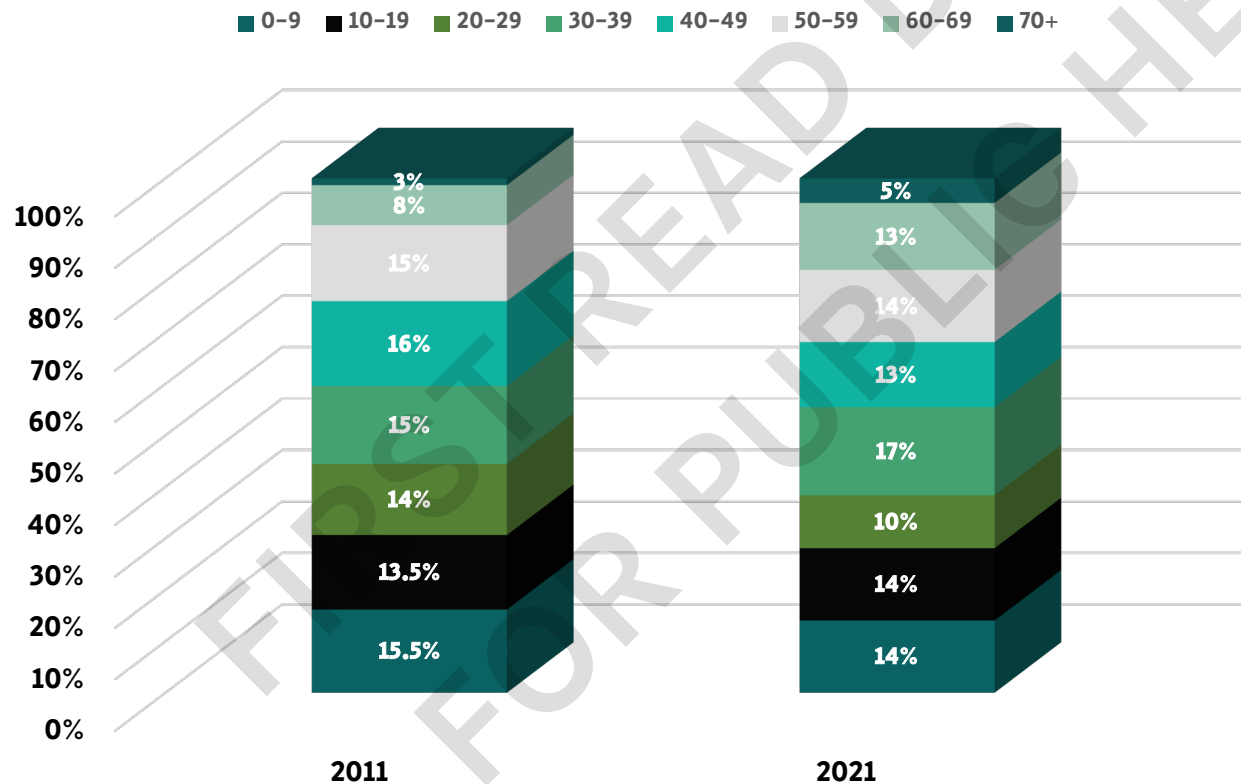


2.1 Population

Approximately 28% of the Town's population is within the younger cohorts (0-19 age range); however, Bon Accord appears to be experiencing a demographic shift resulting in a higher number of community members in the older age ranges (60+). This may reflect the provincial trend of the aging baby boomer population. The 0-9 and 20-29 age ranges declined as a percentage of the Town's population from 2011 to 2021. The age 60+ population had a significant population change, increasing by approximately 105 persons from 2011 to 2021.

Policies within the MDP encourage future development patterns that support the needs of residents now, and for generations to come. Ensuring healthy neighbourhood design features which support aging-in-place, multi-modal transportation options, and proximity of local services are also an important focus of this MDP.

Population Distribution by Age Range (2011 and 2021)



1,461
People

-4.4%
Population Change
2016 to 2021

+2.0%
Planned Long-Term
Population Growth

37
Average Age

7.3/ha
Population Density
Developed Areas

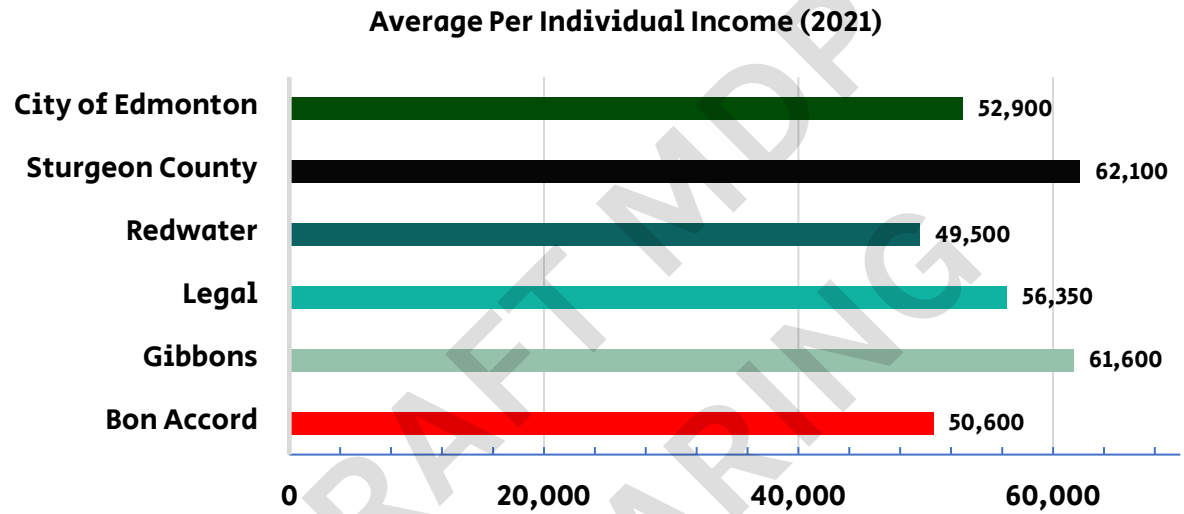
86%
Single Detached
Housing

28%
Youth Population
(19 and Younger)

2.2 Income

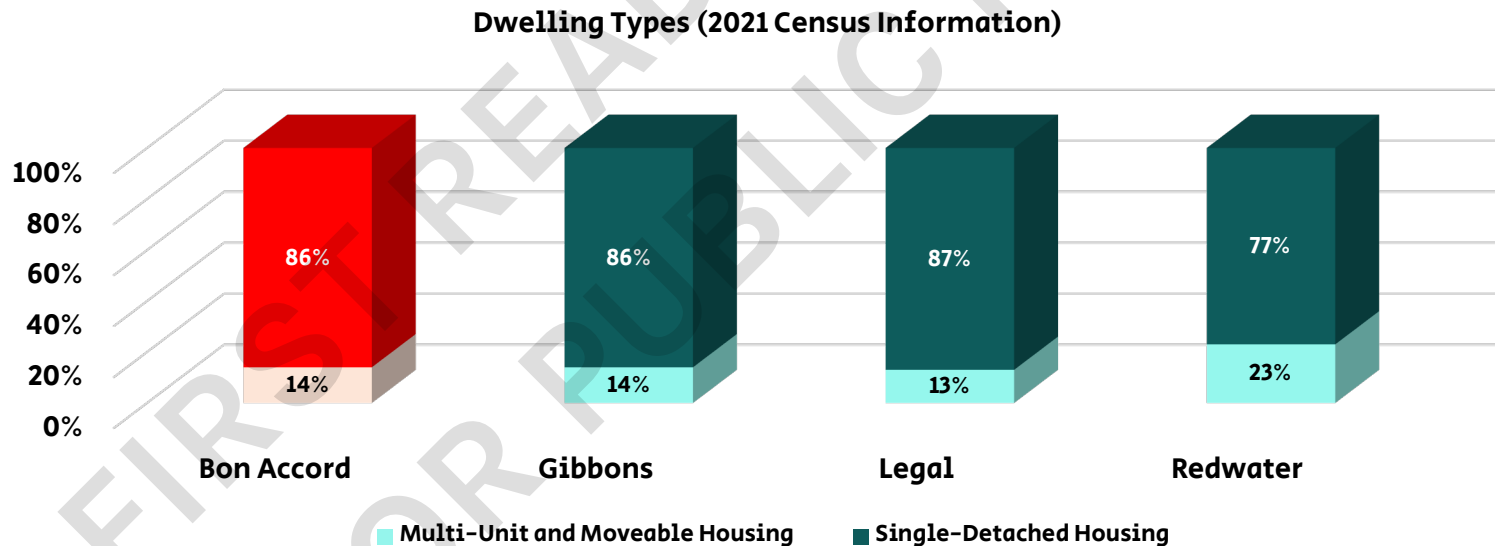
The average income of Bon Accord’s residents is slightly lower than the average income of residents in surrounding municipalities. In 2021, the average per-individual income for residents of Bon Accord was consistent with equivalent statistics in the Town of Redwater and the City of Edmonton.

Notably, Sturgeon County and the Town of Gibbons’ average per-individual incomes are higher than all other municipalities used in this comparison.



2.3 Housing

Similar to the other Towns in the Sturgeon Region, the predominant dwelling type in Bon Accord is single-detached. From 2001 to 2021, the percentage of the Town’s total housing stock that are single-detached dwellings remained consistent (86%).





3. How the MDP Works

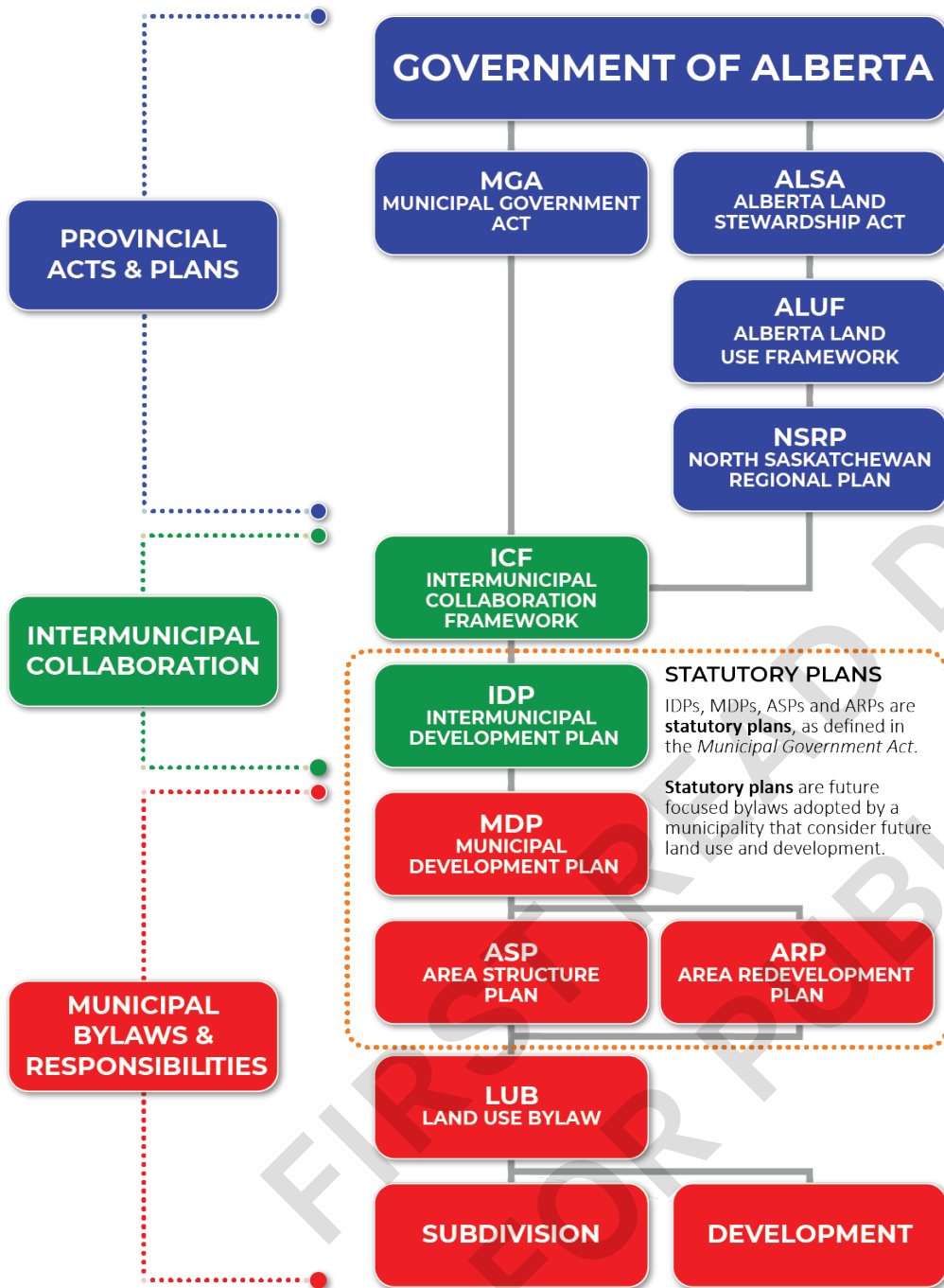
The Municipal Development Plan (MDP) is the Town's plan for future land use and development. It establishes a clear, obtainable vision for how the Town will grow and develop over the next 25 years. The MDP will guide Council decisions on key land management issues including future residential and commercial growth, conservation of the natural environment, and investment in infrastructure and community services.

3.1 Legislative Requirements

The Government of Alberta has a variety of planning documents and legislation that provide direction and requirements to municipalities regarding land use planning. Alberta's *Municipal Government Act (MGA)* is the provincial legislation that sets out the roles and responsibilities of municipalities and elected officials. The *MGA* includes a legislative requirement for all municipalities, including the Town, to adopt a Municipal Development Plan to guide long-range planning and land use. The *MGA* also identifies the required and optional policy areas within a Municipal Development Plan. The Municipal Development Plan may be amended through a process defined in the *MGA*.

The *Land Stewardship Act* includes policy direction that requires municipalities to align their MDP with the policy direction contained in regional plans. The Town of Bon Accord falls within the North Saskatchewan Regional Plan area. This regional plan is currently being prepared by the Province of Alberta.

In preparing this MDP, applicable provincial legislation and regulations were reviewed with care to ensure that the MDP is consistent with current provincial requirements.



3.2 Planning Hierarchy

The Town of Bon Accord has adopted an Intermunicipal Development Plan (IDP) with Sturgeon County. An IDP is a high-level statutory plan jointly developed by two or more neighbouring municipalities. IDPs ensure that land use decisions within the IDP area are thoughtfully considered through a cooperative planning approach that supports the long-term interests of both municipalities. The policies and land use concepts of the MDP were reviewed to ensure consistency with the IDP.

The policies within the MDP will be implemented by Town Council, Administration, residents, and development proponents through the preparation of Area Structure Plans, the interpretation of the Town's Land Use Bylaw, and both subdivision and development applications.

As provided for in the *Municipal Government Act*, this Municipal Development Plan shall be regularly reviewed and updated to ensure consistency with provincial requirements, Intermunicipal Development Plans, Intermunicipal Collaboration Frameworks, and community values. As the MDP is updated in the future, the Town shall have regard for impacts on the Town's approved Area Structure Plans and Land Use Bylaw.

The chart to the left illustrates the hierarchy of Provincial Acts, Plans, and Frameworks that primarily affect planning and development activities in the Town of Bon Accord. The chart also explains how the Town of Bon Accord MDP fits within the hierarchy, and how the MDP administers other planning and development decision-making processes, such as Area Structure Plans, the Town of Bon Accord Land Use Bylaw, and site-specific subdivision and development applications.

4. Planning Principles

The Bon Accord Municipal Development Plan is guided by the following five principles:

Land uses and development activities support employment opportunities and regional economic growth.

Smart growth principles shall be applied to maintain the integrity of the land base and to promote sustainable development such that the needs of the present generation are met without compromising the Town's small-town character or the ability of future generations to meet their own needs.

Growth is managed and directed in a compatible, transparent, equitable manner that recognizes the diverse needs and aspirations of Town residents.

Land use patterns make efficient use of land, infrastructure, public services, and public facilities, and contribute to the development of healthy, safe, and viable neighbourhoods by encouraging integrated land use types and a wide range of economic opportunities.

Planning is proactive, comprehensive, and carried out in an open, consistent, and equitable manner.

Vision:

The Town of Bon Accord is a prosperous, residential, commercial, and industrial community with vibrant spaces for recreation, celebration, and maintaining a hometown feeling.

4.1 Smart Growth Themes

To facilitate sound planning and development within the Town, the MDP is structured around principles of Smart Growth that have been modified to apply more specifically to a small urban setting. These principles emphasize the value of enhancing the quality of life for residents and preserving significant natural areas to ensure that new growth and development in Bon Accord will be socially, fiscally, and environmentally responsible well into the future. The Smart Growth themes that are evident in this MDP include:

- Fostering a community identity, which is unique, vibrant, diverse, and inclusive.
- Nurturing engaged citizens.
- Encouraging the redevelopment of existing Town neighbourhoods through the provision of flexible and inclusive land use policies.
- Facilitating the provision of diverse housing opportunities.
- Maximizing the use of existing hard and soft infrastructure.
- Encouraging sustainable and community-focused growth in brownfield and greenfield areas.
- Enhancing parks, green space, and recreation opportunities.
- Promoting community health.
- Encouraging economic development through:
 - economic renewal;
 - supporting new and existing economic assets within the community; and
 - supporting traditional regional economic drivers.



5. Building for our Future

The Town of Bon Accord is home to approximately 1,416 people in 590 dwellings (Source: Statistics Canada). Undeveloped lands (also known as greenfield areas) in the Town represent a potential 12,000+ additional Bon Accord residents, based on planned population growth over the next 100 years. This includes the recent 2017 annexation area as well as other undeveloped lands in the Town.

To accommodate this growth, the Town has developed a Future Land Use Concept to identify where future residential, commercial, industrial, recreational, and institutional development may occur. Within each future land use category, policies respecting the preservation of important environmental features, the development of large-scale and small-scale community amenities (e.g. playgrounds, parks, trails, etc.), and the provision of core infrastructure, utilities and services are found in the subsequent pages of this plan; these policies, guided by specific goals and objectives, are intended to ensure that these areas are designed and developed efficiently and as complete neighbourhoods within the Town of Bon Accord.

The Future Land Use Concept is shown on Map 2 – Future Land Use. The map identifies the Town’s preferred long-term pattern of land use. The map shows the general intent for future development.

More detailed boundaries and uses will be identified through approved Area Structure Plans or the Town of Bon Accord Land Use Bylaw. The general land use categories include:

Residential Development Area	Existing and planned residential neighbourhoods where planning efforts support community safety, health, infrastructure, efficiency, and pride.
Commercial Development Area	Developed sites and planned areas for new commercial developments that serve Town residents and visitors.
Industrial Development Area	Planned areas for future industrial developments to expand economic development opportunities in the Town.
Community & Environment Area	Portions of the Town where residents and visitors gather to celebrate, learn, participate, and play – both indoors and outside.
Utility Development Area	Areas where utilities, services, and infrastructure may be developed to service the Town.
Downtown Overlay Area	The heart of Bon Accord, where people live, work, play, shop, gather, and celebrate.
Gateway Overlay Area	Bon Accord’s Highway 28 frontage area provides business and community services to the region.

5.1 Building our Neighbourhoods

Historically, the Town's residential development has been in the form of single-detached family dwellings. While the demand for affordable single-detached homes is expected to continue, future demographic trends are likely to require diversification in the housing composition to accommodate the needs of a broader range of families and households including: "empty-nesters," seniors, and young adults. Different housing forms, such as row housing, apartments, condominiums, and other higher density living options, may be encouraged to meet the needs of all community members, both current and new.

The Town's 2017 annexation increased the Town's geographic area significantly. **Map 4 – Growth and Expansion** identifies the Town's geographic growth from 1964 to today. This opportunity has provided the Town with a wide range of directional growth options for the future. In total, the Town has a sufficient supply of developable land that can accommodate the Town's growth to a population of 15,000 persons by 2117. In guiding future residential growth in these new areas of Bon Accord, the Town will be encouraging the development of new neighbourhoods that support and sustain community pride, health and active living, and multi-generational families. As redevelopment occurs within the current neighbourhoods of Bon Accord, the Town's focus will be on identifying opportunities to further support and enhance these areas as wonderful places to live and make connections.



Goal	Provide a diverse range of high-quality housing types that support complete neighbourhood design to meet the demographic needs of current and future residents.
Objective 1	To ensure that residential expansion takes place in an efficient, economical, and well-planned manner
Policy 5.1.1	Residential development shall occur on lands identified within the Residential Development Area on Map 2 – Future Land Use.
Policy 5.1.2	Bon Accord shall ensure the development of new vibrant and complete neighbourhoods to accommodate projected population growth.
Policy 5.1.3	New neighbourhoods shall be developed with a mix of housing types, allowing easy access to services and recreation amenities as well as enabling a healthy and active lifestyle.
Policy 5.1.4	The Town shall encourage the development of medium and high-density housing options in suitable locations to gain a more diverse and affordable housing stock.
Policy 5.1.5	The Town shall require the preparation and adoption of Area Structure Plans for new residential neighbourhoods in areas of the Town that are currently undeveloped. Area Structure Plans for residential neighbourhoods shall consider the following: <ul style="list-style-type: none"> a. relation of the new area to existing and other future urban development in terms of land use compatibility, roadway connections, functioning of collector roadways, open space and pedestrian linkages, and engineering systems; b. the need for integration and development staging of various housing types and densities within the neighbourhood; c. the impact of the proposed development on educational, recreational, and other community services; d. the existence of topographic features, major landforms, vegetation, vistas and natural drainage courses, and their integration into the subdivision design; e. ensuring that higher density forms of housing are not clustered in large, isolated pockets; and f. ensuring that there is a transition between low-density forms of housing and higher-density forms of housing.
Policy 5.1.6	Areas designated for future residential development or redevelopment may be subdivided and developed for residential use provided the Town is satisfied that this expansion: <ul style="list-style-type: none"> a. would be a logical and contiguous extension of existing developed land, in accordance with an approved Area Structure Plan; b. is necessary to meet projected residential demands; c. would not force the Town into premature extensions of roadways or utilities that are not fully funded by the developer; d. offers a variety of housing projects to meet anticipated residential demands; and e. provides neighbourhood services and amenities, such as parks, schools, landscaped areas, or recreation facilities, which are directed in with the construction of dwelling units.
Policy 5.1.7	In the review of plans and subdivision proposals for residential development, the Town shall consider: <ul style="list-style-type: none"> a. energy efficient subdivision design;

- b. variations in residential streets and front yard setbacks to create more interesting streetscapes;
- c. the provision of focal points in residential areas such as a community centre, parks, or schools, to encourage community cohesion and interaction; and
- d. the development of pedestrian circulation systems which link residential areas with schools, parks, recreation facilities, and other parts of the Town.

Policy 5.1.8 Residential subdivisions should be phased in to ensure a supply of lots that could be practically developed within a three-year period.

Policy 5.1.9 The phasing of new residential developments shall be consistent with the phasing plan identified on **Map 4 – Growth & Expansion**.

Policy 5.1.10 The Town’s preferred plan for the phasing of new residential developments is based on current development locations, infrastructure capacity within the Town and best planning practices. The residential phasing plan discourages “leapfrog” development to minimize potential costs associated with future residential development in locations which are separated from previously developed areas.

Policy 5.1.11 Notwithstanding Policy 6.1.9 and Policy 6.1.10, the residential Phasing Plan is not intended to preclude the possibility of any future residential development in areas shown as Phase II until Phase I is completely developed. Development proposals adjacent to existing approved plans may be considered where:

- a. servicing connections are existing and available on the site or at a property line adjacent to the site;
- b. adequate capacity exists to service proposed development in a manner to the satisfaction of the Town’s engineer; and
- c. where it is demonstrated that the overall development pattern is complementary with adjacent land uses and infrastructure.

Objective 2 **To integrate housing styles and densities within new neighbourhoods and through the redevelopment of existing neighbourhoods to achieve an appropriate mix of densities and character.**

Policy 5.1.12 To meet the community’s future needs, the Town shall seek to provide a diversity of housing types in new residential areas. In this regard, a housing mix of 80% low-density (single-family residential, semi-detached/duplexes) and 20% medium or high-density housing types shall be sought.

Policy 5.1.13 The Town shall ensure compatible relationships between different housing types and densities in new residential neighbourhood areas by:

- a. avoiding abrupt changes in density through a gradual transition in housing form;
- b. using buffering techniques such as landscaping, fencing, setbacks, and distance separation; and
- c. grouping similar forms of housing in small clusters rather than to avoid areas of large clusters of similar housing forms.

Policy 5.1.14 When determining the number and extent of small lots to allow, the Town shall consider the following:

- a. cost reduction over conventional-sized lots in the Town and selling price to the consumer;

- b. current inventory and apparent marketability of small lots;
- c. aesthetic appearance and design of small lot neighbourhoods. Council shall have regard for this policy when considering Area Structure Plans and Land Use Bylaw amendments. Individual Area Structure Plans and residential neighbourhoods in the Town may show minor variances in these figures.

Policy 5.1.15 Specialized or innovative housing projects are encouraged by the Town to respond to the future housing needs of the community, where it has been demonstrated that such housing shall be attractive and functional in design to warrant the relaxation of conventional standards. The Town may consider the application of a direct control district to such residential proposals, where flexible and comprehensive development is required.

Policy 5.1.16 Where infill development opportunities exist within existing neighbourhoods, the Town shall encourage the development to include medium or high-density housing options.

Objective 3 **Ensure the co-ordination of residential development with the provision of roadways, utilities, services, and amenities.**

Policy 5.1.17 New development areas shall be so designed to protect the function of arterial and major collector roadways. Residential subdivision and site design along arterial and major collector roadways shall adhere to the following:

- a. The road right-of-way and/or lot should include sufficient land to allow for landscaping, berming, boulevards, and/or development setbacks along the roadway.
- b. Residential lots shall not front onto arterial roadways.
- c. Residential lots shall not front onto major collector roadways unless the lot is a minimum of 15.0 m in width and 33.5 m in depth (or an equivalent area for unconventionally shaped lots) and vehicular access and parking is obtained from the rear or side of the lot via a local road or laneway.

Policy 5.1.18 The Town shall ensure compatible relationships between different housing types and densities in new residential neighbourhood areas by:

- a. avoiding abrupt changes in density through a gradual transition in housing form;
- b. using buffering techniques such as landscaping, fencing, setbacks, and distance separation; and
- c. grouping similar forms of housing in small clusters rather than to avoid areas of large clusters of similar housing forms.

Policy 5.1.19 Multi-family projects should be located near major community facilities, business centres, transportation routes, public transit, schools, and recreation areas.

Policy 5.1.20 Each project shall contain sufficient area for onsite parking; an amenity area that is adequate to serve the specific density, location, and needs of the prospective residents; and be compatible with surrounding developments.

Policy 5.1.21 In general, multiple-family buildings should not exceed four storeys in height. The Town's Fire Chief shall be consulted as to requirements in dealing with any residential buildings over 4 storeys in height.

Policy 5.1.22 The Town shall only allow new development to proceed if each lot or dwelling is connected to municipal water and wastewater systems, except for single isolated lots, where there is evidence that connections to municipal water and wastewater systems are unavailable and cannot (in the opinion of the Town) be reasonably or cost-effectively extended.

Objective 4 **To ensure that new development is of a high aesthetic standard and that distinctive features are celebrated and appropriately incorporated into new neighbourhood design.**

Policy 5.1.23 Development throughout the Town shall be of a high quality and aesthetically attractive design.

Policy 5.1.24 The Town may require developers (as part of a subdivision or development application) to submit a detailed architectural design and site plan showing proposed building locations, designs, scale and orientation, colour and finish, parking plans, drainage plans, or similar information necessary to evaluate the architectural merits of the project.

Policy 5.1.25 The Town shall ensure compatible relationships between different housing types and densities in new residential neighbourhood areas by:

- a. avoiding abrupt changes in density through a gradual transition in housing form;
- b. using buffering techniques such as landscaping, fencing, setbacks, and distance separation; and
- c. grouping similar forms of housing in small clusters rather than to avoid areas of large clusters of similar housing forms.

Policy 5.1.26 The Town of Bon Accord shall encourage new residential developments to be constructed with fully shielded, dark-sky friendly light fixtures that direct light toward the ground.

5.2 Sustainability and Parks

The Town of Bon Accord has an extensive network of parks and open space which includes (and are identified on Map 3 – Environmental & Local Features):

Neighbourhood Scale Amenities: parks, playgrounds, green spaces, protected environmentally significant areas, landscaped areas, and buffers along roadways.

Regional Scale Amenities: Archie Jenkins Sports Grounds, Bon Accord Community School, the Jewel Box, Lilian Schick School.

Future demographic and population trends suggest there will be an increased need and demand for parks and recreation facilities to meet the needs of mature families, older children, and seniors.

The Town of Bon Accord will work towards integrating parks into the community and connecting them through the pedestrian network; increasing design flexibility to respond to the changing needs of the community; providing facilities that benefit residents of all ages and stages of their lives; and to continuing park development adjacent to natural areas.

In undeveloped areas of the Town where important environmental features are present (e.g., wetlands, habitat areas), the Town will work with development proponents to preserve and protect these features as parks and open spaces.



Goal	Natural environmental features and parks shall be conserved and responsibly managed by the Town to support local and regional ecosystems and increase recreational opportunities for Bon Accord residents and visitors.
Objective 1	Provide a comprehensive park system and innovative recreational opportunities to satisfy the leisure needs of all residents.
Policy 5.2.1	Community parks and recreational development shall be located on lands identified as within the Community & Environment Area on Map 2 – Future Land Use. These developments may also be developed within the Residential and Commercial Development Areas to serve area residents or visitors.
Policy 5.2.2	The Town shall develop a system of parks which provides a variety of spaces and functions to meet the needs of a varied and dynamic user group.
Policy 5.2.3	The Town shall require that, as a condition of subdivision approval: <ul style="list-style-type: none"> a. land be dedicated as Municipal Reserve (MR) for the provision of parks, tot lots, buffer strips and/or recreational uses; and b. those lands within areas determined to be environmentally sensitive/hazardous areas (as identified in the <i>Municipal Government Act</i>) be dedicated as Environmental Reserve (ER).
Policy 5.2.4	Where slope stability, flood susceptibility, or groundwater saturation is a concern, additional lands may be required to form part of the Environmental Reserve (ER) to ensure that all hazard lands are identified as ER.
Policy 5.2.5	The Town shall continue to maintain and landscape existing parks and recreation areas.
Policy 5.2.6	Park design shall also include the incorporation and retention of natural or scenic features such as significant tree stands.
Policy 5.2.7	New neighbourhoods shall be supported by appropriate levels of services and amenities such as parks, schools, and trails.
Policy 5.2.8	New developments shall include an integrated and connected system of natural features, open spaces, parks, corridors, trails, and stormwater ponds.
Policy 5.2.9	Parks and open spaces shall meet local needs through a hierarchy of dispersed parks, according to their varying recreational purposes and corresponding sizes.
Policy 5.2.10	Town recreational facilities shall be used to foster a diverse range of active and passive sports and recreation options for people of all ages and stages of life. Winter recreation activities such as skating and cross-country skiing shall be considered where opportunities exist in Town.

Policy 5.2.11 Explore opportunities to integrate the Town’s trail network with the larger regional trail system.

Objective 2 Provide a comprehensive park system and innovative recreational opportunities to satisfy the leisure needs of all residents.

Policy 5.2.12 The Town shall ensure that a sufficient area of land oriented to the recreational, educational, and social requirements of residents, is provided within new development areas.

Policy 5.2.13 New parks shall be linked together through neighbourhoods and other areas of the community through pedestrian walkways.

Policy 5.2.14 New playing fields shall be centrally located within neighbourhoods and where possible shall be developed in association with schools.

Policy 5.2.15 Regional and sub-regional parks shall provide a focal point for the community’s park system and be accessible from all parts of the community.

Objective 3 Monitor the community’s need for new and/or enhanced recreation facilities and programs.

Policy 5.2.16 The Town shall continue to foster and encourage voluntary donations of time, labour, and materials from the residents of Bon Accord for the development of parks, playgrounds, and sports fields.

Policy 5.2.17 The Town shall undertake, in collaboration with other agencies, social and recreational needs assessments to identify areas for improvement.

Policy 5.2.18 The Town shall attempt to build flexibility into parks and recreation planning to accommodate a varied and changing user group.

Policy 5.2.19 The Town shall monitor community demographics to evaluate and plan for future recreation needs.

Policy 5.2.20 Town Council and Administration shall continue to collaborate with community groups and associations to monitor and plan for recreation programs and facilities within the community.

Objective 4 Protect natural landforms and environmentally sensitive areas, such as wetlands, healthy tree stands, and viewpoints.

Policy 5.2.21 The Town shall encourage the preservation of significant tree stands and other significant natural features during the subdivision or development of land.

-
- Policy 5.2.22** The Town shall discourage the alteration and/or destruction of permanent wetlands within the community. Where possible, wetlands shall be avoided and protected within an environmental reserve (ER).
-
- Policy 5.2.23** The use of natural wetlands in the Town as stormwater receptors shall not be allowed unless supporting studies prepared by qualified professionals are provided that identify the available storage capacity and discharge outlets of the identified wetland areas.
-
- Policy 5.2.24** Stormwater management facilities (including wetlands) shall be sized to sufficiently accommodate the runoff from 1:100-year storm events, to the satisfaction of the Town of Bon Accord's approving authorities and Alberta Environment and Parks (if applicable).
-
- Policy 5.2.25** Development shall be discouraged from locating on lands identified by the Province of Alberta as Environmentally Significant Areas.
-
- Policy 5.2.26** The Town may require water table testing to be provided with subdivision or development applications in those areas where the water level is suspected to be high or where variable water table levels exist. A high-water table level is defined as one where water is found within 2.1 m of the ground surface.
-
- Policy 5.2.27** If high water table levels exist in the subject area, an alternative site should be chosen for development. Alternatively, the Town shall, as a condition of subdivision or development approval, require that the developer undertake measures to address the development constraints associated with high water table levels.
-

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6. Building on our Culture

Bon Accord is a small town with a big community spirit. Local community pride is not just about the Town's historic connections with agriculture, Scottish ancestry and culture, and military families; it is evident in the facilities, programs, and organizations that serve Town residents and the surrounding area.

As Bon Accord grows and expands its development footprint, the need for (and use of) community facilities and services will increase. As the Town's population increases, it may be possible to provide facilities and services that were previously not feasible.

The Town will ensure that suitable sites are available to accommodate schools, places of worship, recreation facilities, community centres, and other community/cultural spaces. The Town strives to be an inclusive community that encourages community spirit, volunteerism, diversity, culture, recreation, art, and local entrepreneurialism.

Goal	The Town of Bon Accord will be home to quality community gathering places and community-supported social, cultural, educational, spiritual, and recreational programs.
Objective 1	To ensure that land, facilities, and programs are available to meet the social, cultural, educational, and spiritual needs of the community.
Policy 6.1.1	<p>New community and institutional facilities should be:</p> <ol style="list-style-type: none"> a. located conveniently for those they are intended to serve; b. designed to allow for phased expansion; c. able to accommodate multiple uses, where practical; d. developed to meet the needs of persons with reduced mobility (in terms of vehicular and pedestrian access, and site and building design); and e. appropriately located with respect to major activity areas.
Policy 6.1.2	The Town shall encourage developers to make land available in new residential areas for places of worship.
Policy 6.1.3	The Town shall cooperate with local school authorities concerning the provision of land for new school facilities. New facilities, where possible, shall be located central to neighbourhoods.
Policy 6.1.4	The Town shall cooperate with local school authorities concerning the disposal of surplus school sites.
Policy 6.1.5	The Town shall cooperate with the local school authorities in the use of joint use and planning agreements to provide facilities for recreation and educational programs in the community.
Policy 6.1.6	<p>The Town shall require that as a condition of subdivision approval in new neighbourhoods:</p> <ol style="list-style-type: none"> a. land be dedicated as Municipal School Reserve (MSR) to the provision of schools (where new school sites have been identified in an approved Area Structure Plan or Conceptual Scheme, or where a school site has been requested by a local school authority); and b. money-in-lieu of the reserve for school development purposes shall not be taken unless a joint agreement between the Town and the respective school authority has been signed.
Policy 6.1.7	The Town shall work in conjunction with public and private providers of health, education, social and cultural services to provide a level of service which meets community needs.
Policy 6.1.8	The Town shall focus on exemplary customer service in the delivery of programs to Town residents. Town Administration shall develop a method for monitoring and evaluating customer service experiences.

Objective 2 **Create focal points within neighbourhoods for gathering, celebrations, culture, and art.**

Policy 6.1.9 The Town shall encourage the expansion of cultural programming, promote art at nodes of civic activity throughout the Town and encourage artists, craftspeople, and creative enterprises to create, display, and sell their work.

Objective 3 **Encourage community involvement and inspire civic pride.**

Policy 6.1.10 The Town supports the development of programs for communicating information about community affairs and developments to Town residents.

Policy 6.1.11 The Town recognizes the contribution of volunteers and service clubs to the quality of life in Bon Accord and encourages their continued efforts. These groups may assist the Town in the exchange of ideas and provide an additional forum for disseminating information.

Objective 4 **Ensure that civic and emergency services are provided to the community at a consistently high level.**

Policy 6.1.12 The Town shall continue to provide reliable emergency services by supporting the Town's first responders.

Policy 6.1.13 The Town shall ensure that in all new subdivisions and developments, allowance is made for the safe and efficient movement of emergency vehicles (fire trucks, ambulance, rescue vehicles, police) and access to emergency facilities (fire halls, hospitals, police station). The Town shall monitor the need for an additional fire station in the community, and if required, ensure that a suitable site is made available during subdivision approval.

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7. Building our Economy

Bon Accord's commercial sector was originally developed to serve the needs of the surrounding agricultural community. Bon Accord's current commercial development capacity is relatively small compared to other municipalities in the Edmonton region. This is due to Bon Accord's small population base and proximity to larger service centres in Edmonton and St. Albert.

Commercial development is concentrated along Highway 28 in the Gateway area and within the traditional downtown area. The Town's 2017 annexation identifies a potential future commercial growth area in the western portion of the Town. The Town's 2012 Gateway Plan identified a potential future commercial growth area in the southeastern portion of the Town.

Prior to 2017, the Town did not have lands suitable for industrial lands, due to proximities to residential neighbourhoods and institutional uses. As part of the 2017 annexation, lands within the northeast portion of the Town were identified for future industrial growth.

The Town shall focus economic development efforts on strengthening and diversifying its commercial base to provide employment opportunities to residents, attract visitors, and improve the Town's tax base. In the future, the Town and its commercial sector would benefit from new development/redevelopment in the Downtown and Gateway areas, and new commercial development in greenfield areas of the Town.



Goal	The Town of Bon Accord will achieve a diversified and robust local economy that provides benefits to local and regional markets.
Objective 1	To promote the Downtown and Gateway areas as a focus for commercial and community development while allowing for appropriate commercial development in other strategic and planned locations.
Policy 7.1.1	Policies affecting the development or redevelopment of the Downtown area apply to lands identified within the Downtown Area Overlay on Map 2 – Future Land Use.
Policy 7.1.2	Policies affecting the development or redevelopment of the Gateway area apply to lands identified as within the Gateway Area Overlay on Map 2 – Future Land Use.
Policy 7.1.3	The Town encourages the retention, expansion, and redevelopment of the Downtown and Gateway areas as a focus for commercial and community activities in Bon Accord. These areas are primarily intended for primary commercial uses (retail, service, and office).
Policy 7.1.4	Primary retail and service uses should be concentrated along 50 and 47 Avenue within the Downtown and Gateway areas, to encourage the development of centralized and compact commercial districts.
Policy 7.1.5	All new buildings and site designs within the Gateway and Downtown areas shall have regard for the scale and character of the surrounding residential areas.
Policy 7.1.6	The Town shall encourage all commercial development to be of the highest quality and aim to create a pedestrian environment through site design, land uses and street improvements.
Policy 7.1.7	The Town should encourage and support programs to improve the visual image of the downtown such as landscaping, installing street furniture and attractive street lighting, preserving, and restoring historical buildings, and encouraging storefront renovations.
Policy 7.1.8	Where residential development is permitted, development to maximum densities (as identified in the Town's Land Use Bylaw) shall be encouraged.
Policy 7.1.9	Commercial activities which are intensive users of land, such as retail stores, shall be encouraged to locate along 50 Avenue to maintain and reinforce the Town's "main street". Commercial activities that require large tracts of land or that may create land use conflicts by way of lighting, noise, odours, or other nuisances shall be encouraged to locate outside of the Downtown area.
Policy 7.1.10	The Town shall encourage appropriately scaled mixed-use developments as neighbourhood commercial nodes that include small-scale retail developments, higher residential density, and community gathering places, to ensure accessible services to community members.

Objective 2 **Encourage the diversification of commercial and industrial business sectors.**

Policy 7.1.11 The Town shall continue to promote economic development and pursue provincial policies and incentives to assist industrial development in the community and surrounding area. The Town shall:

- a. pursue industries which could successfully locate within the community; and
- b. continue to promote Bon Accord as a good place to live and establish a business.

Policy 7.1.12 The Town shall support development in new economic areas, such as the eco-industry, information, wellness, and creative sectors.

Policy 7.1.13 The Town shall foster awareness and understanding of the economic importance of arts and culture, including festivals and other large gatherings, to the community and region.

Objective 3 **Provide for the development of a high-quality commercial area in Bon Accord.**

Policy 7.1.14 Commercial development in the Town of Bon Accord shall be located on lands identified within the Commercial Development Area on Map 2 – Future Land Use.

Policy 7.1.15 The Town may require the preparation of an Area Structure Plan or Conceptual Scheme to support the development of a new commercial area.

Policy 7.1.16 The Town, in cooperation with the development proponent and through development agreements, shall establish development guidelines to ensure high-quality building exteriors and site design, particularly in areas adjacent to major access roads.

Policy 7.1.17 Subdivision and/or site design of new commercial areas shall:

- a. provide for a variety of parcel sizes and dimensions suitable for the types of commercial development anticipated;
- b. provide for adequate on-site parking and loading facilities;
- c. ensure adequate buffering, such as fences or planted screens, throughout commercial area, particularly where outdoor storage areas abut other properties, public roads and/or municipal reserves; and
- d. allow land uses which would benefit from highway exposure to be located close to the highway, major roadways, and entrance points.

Policy 7.1.18 The Town may consider the application of a direct control district to where a proposed development may include:

- a. unique commercial uses;
- b. commercial and residential developments;
- c. innovative building and/or site designs.

Policy 7.1.19 Neighbourhood convenience centres shall be allowed within or at the edges of residential neighbourhoods of the Town, but preferably only after the neighbourhood it is intended to serve is developed. It is intended that these sites serve only limited neighbourhood or commuter needs and not interfere with the function and viability of Downtown and Gateway businesses.

Policy 7.1.20 The Town of Bon Accord shall encourage new commercial developments to be constructed with fully shielded, dark-sky friendly light fixtures that direct light toward the ground. The lighting is also encouraged to use long-wavelength lights with a red or yellow tint.

Objective 4 Provide for the future development of industrial uses in Bon Accord.

Policy 7.1.1 Industrial development in the Town of Bon Accord shall be located on lands identified within the Industrial Development Area on Map 2 – Future Land Use.

Policy 7.1.2 Heavy industrial uses shall not be considered for development within the Town since an adequate distance separation of heavy industry from any existing or future residential development (at least 1.6 km) cannot be maintained. Heavy industry is defined as any industrial development which may consume large amounts of land, energy, water, or other natural resources in its operation, or which can have a detrimental effect on humans or the environment through the discharge or emission of toxic, noxious, or hazardous products beyond the boundaries of the site.

Policy 7.1.3 The Town shall encourage the preparation of an overall concept for the development and servicing of the industrial area prior to the approval of a major industrial subdivision or industrial development project.

Policy 7.1.4 Access to individual lots shall be from internal roadways within the industrial area.

Objective 5 Encourage local food production and discourage the premature conversion of high-value agricultural land to non-agricultural uses.

Policy 7.1.5 The Town shall encourage the contiguous development of land in greenfield areas, beginning in areas adjacent to developed portions of the Town or areas where sufficient servicing infrastructure exists.

Policy 7.1.6 Confined feeding operations, as defined by the *Agricultural Operation Practices Act*, shall not be allowed within the Town.

Policy 7.1.7 The Town shall encourage community food gardens by offering leasable allotments on select municipal reserve (MR) lands.

Policy 7.1.8 The Town shall allow for intensive agricultural uses that are compatible with an urban built environment and existing land uses within the Town's boundaries.

Policy 7.1.9 The Town shall consider amendments to the Town's Land Use Bylaw to allow for the development of agricultural uses that utilize innovative agricultural practices and technologies (e.g., vertical farming, etc.) within appropriate areas of the Town.

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FOR PUBLIC HEARING



8. Building for Movement

The former Canadian National Railway (CNR) line and Highway 28 have played major roles in the Town's growth and expansion over the last century. The former rail corridor diagonally split the developed portions of the town during its operation. The Town has grown in a grid pattern around this former corridor to Highway 28 along the Town's southern boundary.

Highway 28 is the major transportation route to and from the Town of Bon Accord. In recent decades, the highway has provided visual exposure for the Town and its businesses to the travelling public.

Within the Town, 50th Avenue functions as the Town's "Main Street" running east-west through the historic downtown area.

As the Town grows, the development of a road hierarchy will be important to move Town residents and visitors in a safe and efficient manner. Intersections with the highway may require upgrades and signalling systems to accommodate higher traffic volumes.

Goal	Transportation infrastructure in the Town of Bon Accord connects the community and the region through safe, well-maintained, and efficient vehicle and pedestrian passageways.
Objective 1	Ensure that all roadways provide safe, convenient, well-demarcated, and efficient travel to all users.
Policy 8.1.1	Roadway design and development shall be consistent with the Town’s future transportation concept identified in its Servicing Study.
Policy 8.1.2	In designing the roadway network for the Town, the following provisions shall apply to new development areas: <ul style="list-style-type: none"> a. Residential development shall not front onto arterial roadways. b. Non-residential development shall not front onto an arterial roadway unless a service road is provided.
Policy 8.1.3	Roadway systems shall be designed to connect commercial traffic directly with Highway 28 and to avoid heavy vehicle traffic through the downtown area or residential neighbourhoods where possible.
Policy 8.1.4	No new intersections with Highway 28 will be allowed within the Town of Bon Accord. Note: Adapted from Annexation Servicing Study
Policy 8.1.5	Future municipal roadways and existing highway intersections should be designed to discourage local traffic from using Highway 28 as an intra-urban road.
Policy 8.1.6	The Town may require development proponents to prepare a Traffic Impact Assessment (TIA) in support of a proposal for new residential, commercial, or industrial developments, to the satisfaction of the Town’s approving Authority and Alberta Transportation and Economic Corridors. Upgrades to intersections, turning lanes, and signalling systems that may be required to support the proposed development and anticipated increases in traffic volume shall be the responsibility of the development proponent. Note: Adapted from Annexation Servicing Study
Policy 8.1.7	A sufficiently wide right-of-way or setback should be provided along Highway 28 to accommodate berming, landscaping, trees, dividers, and similar noise attenuation or aesthetic features.
Policy 8.1.8	The Town shall prepare landscaping guidelines which coordinate berming and landscaping requirements along Highway 28 and major roadways through the Town.

Objective 2 **Work collaboratively with regional and provincial partners to ensure the transportation network meets local and regional demands.**

Policy 8.1.9 The Town shall advocate with regional partners to Alberta Transportation that Highway 28 be widened to a four-lane standard between Gibbons and Edmonton to accommodate anticipated increases in commuter traffic.

Policy 8.1.10 The Town shall collaborate with its regional partners to determine how to provide a future commuter service that benefits the Town of Bon Accord. This may include identifying potential park-and-ride locations and transit stops.

Policy 8.1.11 To prepare for the future development of local regional transit services, the Town shall explore potential locations for bus transit facilities.

Objective 3 **Create an interconnected system that encourages walking, biking, and other forms of active transportation.**

Policy 8.1.12 The Town shall design a transportation system that is based on a philosophy of an interconnected system of ‘complete streets,’ which integrates and serves all users – including drivers, transit users, cyclists, and pedestrians – and those who use mobility aids and strollers.

Policy 8.1.13 The Town shall create a walkable environment by enhancing streets to be more pedestrian and age-friendly for all users, through planning and design, by developing a sidewalk and trail infrastructure strategy and by managing traffic.

Policy 8.1.14 The Town shall, in the design of future active transportation routes and trails, provide connections to existing and future commercial and community spaces from residential neighbourhoods.

Policy 8.1.15 The Town shall place a high priority on the development of a continuous pedestrian system throughout the Town to link residential areas with public areas and community nodes (e.g., parks, schools, downtown, community buildings) to make the Town a walkable community.

Policy 8.1.16 The Town shall monitor the need for vehicular and pedestrian traffic management improvements within the downtown area to create a safe and convenient pedestrian environment. Special attention should be paid to the level and safety of pedestrian traffic within the vicinity of local schools.

Policy 8.1.17 The Town shall place a high priority on bicycle facilities, sidewalks, and other pathways for all-season access, maintenance, and snow clearing.

Policy 8.1.18 Area Structure Plans and Conceptual Schemes shall identify opportunities for the development of a trail network that connects points of interest within the Town and/or County.
Note: Policy adapted from IDP

9. Building for our Growth

Water and sanitary services are provided to the Town through the Capital Region Northeast Water Services Commission and Arrow Utilities (formerly Alberta Capital Region Wastewater Commission), respectively. Based on their design capacity, the ability of these systems to serve the future needs of member municipalities is considered high.

Within the Town, water and sanitary sewer services have been extended into all existing and developed areas. Existing greenfield lands and lands annexed by the Town from Sturgeon County are currently un-serviced. As part of the Town's 2017 annexation, a Town-wide servicing study was completed by MPE Engineering Ltd. The study identifies options for future water, sanitary, and road connections to service undeveloped/underdeveloped portions of the Town.

In 2019, Associated Engineering prepared sanitary and water Master Plans for the Town of Bon Accord. These plans identify what expansions to the Town's services are required to service existing and planned developments in the future.

Solid waste originating in Bon Accord is disposed of at the Roseridge Waste Management Services Commission, located near Morinville. This landfill now has a life expectancy of between 100 and 150 years, which will meet the Town's requirements into the future.

As part of the Alberta Municipal Solar Program (AMSP), the Town of Bon Accord installed a 648 kW solar PV system at the Bon Accord Ground Mount. The project was completed in 2020.



Goal	Municipal infrastructure systems are developed to a high urban standard and provide effective and efficient levels of service.
Objective 1	Provide for the orderly and economical extension of existing services into new and greenfield areas.
Policy 9.1.1	Utility and infrastructure service developments shall be located on lands identified as within the Utility Development Area on Map 2 – Future Land Use. These developments (as developed by the Town, other levels of government, or utility/service providers) may also be developed within the Residential, Commercial, and Industrial Development Areas if required to service specific areas of the Town.
Policy 9.1.2	The Town shall ensure that in new development areas provision is designed and developed to an urban standard of engineering systems, including piped water, piped sewage, stormwater management facilities, and franchise utilities (e.g., power, gas, communications).
Policy 9.1.3	The Town shall not permit premature installation of municipal services that would adversely affect approved future development phases.
Policy 9.1.4	Utility systems shall be upgraded and expanded in accordance with the Town of Bon Accord’s long term utility servicing plans and as needs dictate.
Policy 9.1.5	Development proponents shall be required to prepare and/or adhere to a stormwater management plan for new development and greenfield areas where an Area Structure Plan or Conceptual Scheme has been adopted by Council.
Policy 9.1.6	Development near oil and gas facilities and pipeline right of ways (active, abandoned, and reclaimed) shall adhere to the setback requirements identified in the <i>Matters Related to Subdivision and Development Regulation</i> and <i>Directive 079: Surface Development in Proximity to Abandoned Wells</i> .
Policy 9.1.7	Subdivisions shall be designed so that future development is adequately set back from utility rights-of-way.
Policy 9.1.8	Development proponents shall consult with the Alberta Energy Regulator and licensees to determine setback requirements from oil and gas facilities and pipeline corridors.
Policy 9.1.9	Future multi-lot developments in greenfield areas of the Town shall be required to proportionally contribute to upgrades to the Town’s main lift station and water distribution system.
Objective 2	Ensure adequate servicing and utility capacities are available for current developments and future expansion.
Policy 9.1.10	The Town shall monitor the need to upgrade utility infrastructure, enable the scheduling of improvements, determine the method of financing, and allocate improvement funds toward system upgrading when determined necessary.

Policy 9.1.11	The Town shall cooperate with Arrow Utilities and the Capital Region Northeast Water Services Commission to ensure that the development of the regional sanitary and water systems meets the future growth requirements of Bon Accord. In particular, the Town shall cooperate with Arrow Utilities in controlling the infiltration of stormwater into the sanitary sewer system.
Policy 9.1.12	The Town shall require development proponents of new multi-lot subdivisions to submit a grading and drainage plan for the subject area for approval as part of the subdivision process.
Policy 9.1.13	Within developed neighbourhoods, the Town supports initiatives to redirect overland stormwater flows into engineered and/or naturalized stormwater management facilities to reduce the volume of stormwater entering the Town's sanitary system.
Policy 9.1.14	In all private development areas, the development proponent shall be responsible for providing the required roadways, sidewalks, curbs, drainage ditches, storm sewers and ponds, culverts, the extension of water and sewage disposal services, and utilities.
Policy 9.1.15	The Town shall require that, as a condition of subdivision approval, the development proponent enter into an agreement with the Town concerning the costs of infrastructure to service the development.
Policy 9.1.16	The Town shall continue to require stormwater management system facilities to be designed and constructed in such a manner that they are consistent with the Town's servicing standards and the requirements of Alberta Environment and Protected Areas.
Policy 9.1.17	The Town shall require development proponents to obtain all necessary licensing and permits from Alberta Environment and Protected Areas for proposals to divert water for stormwater management purposes, and to consult with Alberta Environment and Protected Areas in the design and construction of stormwater facilities.
Policy 9.1.18	The Town may develop stormwater facilities in conjunction with neighbourhood parks and recreational facilities to enhance amenities and to make efficient use of land and resources.
Objective 3	Utilize modern waste disposal and waste management techniques and technologies.
Policy 9.1.19	The Town shall work with the Roseridge Waste Management Services Commission to provide a coordinated solid waste management program.
Policy 9.1.20	The Town shall also promote community recycling, composting, and waste reduction programs through community education programs and collaboration with other municipalities.
Policy 9.1.21	The Town shall promote reduction reuse and recycling in private and public sector operations.

Policy 9.1.22 The Town shall promote the reduction of waste in the construction process and encourage the use of recycled materials or eco-certified materials for new developments and redevelopments.

Objective 4 **Encourage the use of low-impact design, renewable energy, and water conservation practices in municipal facilities and private developments.**

Policy 9.1.23 The Town shall use a balanced approach, using low-impact development principles in the management of stormwater, by encouraging and supporting measures and activities that reduce stormwater runoff and improves groundwater and wetland water quality.

Policy 9.1.24 The design of stormwater management facilities shall enhance the natural function and visual landscape of the Town.

Policy 9.1.25 The accommodation of possible renewable energy sources and energy distribution systems, including, but not limited to district energy, geothermal energy, or solar energy, should be encouraged in new and redeveloped neighbourhoods or on the Town's public utility lots.

Policy 9.1.26 In existing and future commercial areas (including the Gateway and Downtown Overlay areas), the Town shall plan for the installation of charging stations for electric vehicles that can accommodate anticipated market growth. This may include the inclusion of specific policy requirements in future Area Structure Plans and Conceptual Schemes to enable their development, or the Town's participation in incentive programs for the redevelopment of existing commercial lots in the Town.

Policy 9.1.27 The Town shall also promote community recycling, composting, and waste reduction programs through community education programs and collaboration with other municipalities.

Policy 9.1.28 The Town shall review and update its Land Use Bylaw to enable the development of the following features (at an appropriate scale) in suitable locations:

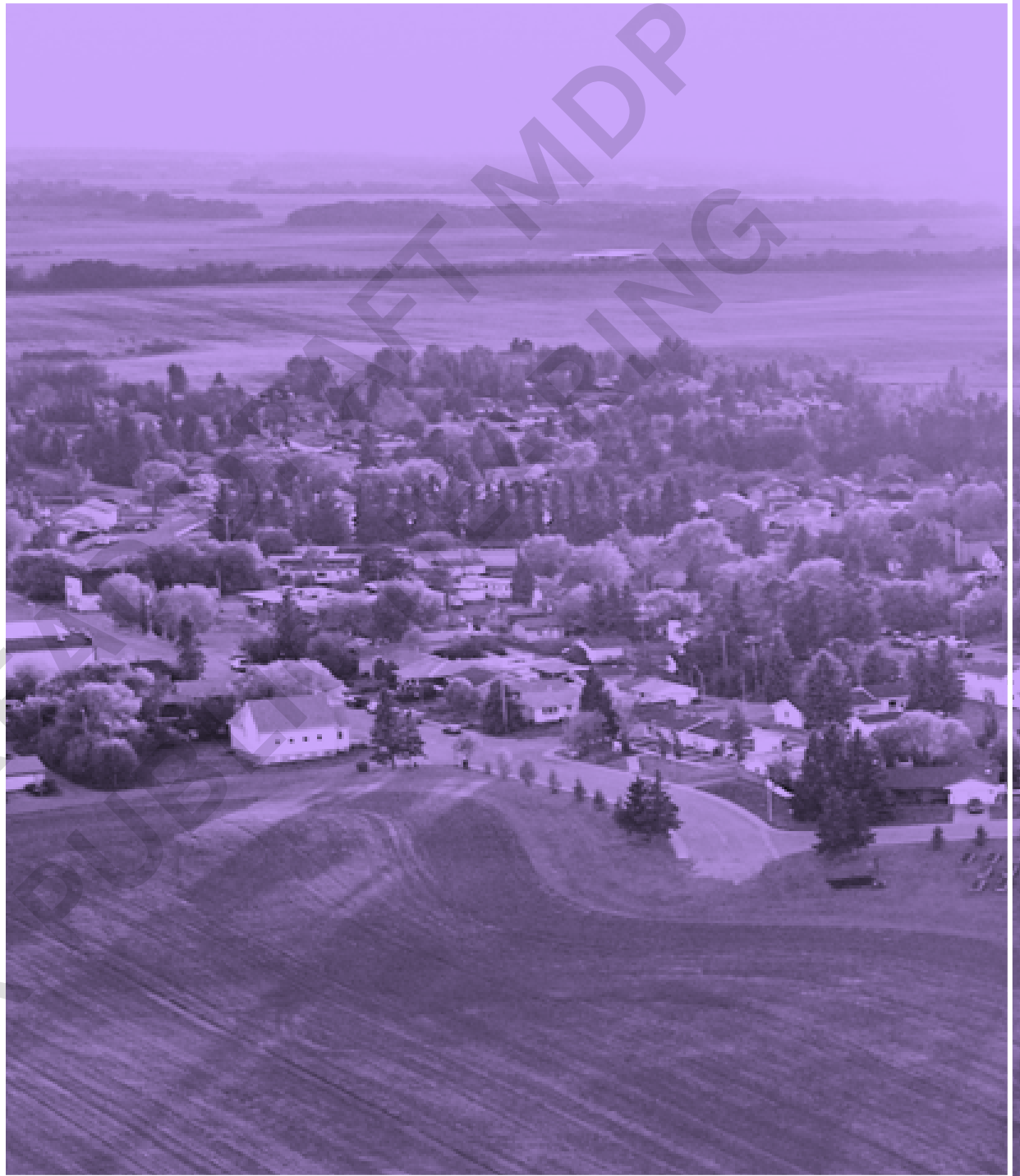
- a. Vehicle charging stations; and
- b. Solar and wind energy conversion systems.

Policy 9.1.29 As the Town builds, replaces, and retrofits existing public infrastructure, it shall consider renewable energy alternatives to traditional sources of energy.

10. Building our Region

The Town of Bon Accord fosters cooperation with its immediate, regional, and municipal neighbours, as well as all other levels of government. The Town aims to improve communication on land use, economic development, servicing, and other related issues. Anticipated future development pressures in the Town of Bon Accord and the north Edmonton Metropolitan Region make the need for regional cooperation vital for efficient and sustainable growth and development.

Focusing on intermunicipal collaboration will better connect the Town with surrounding municipalities and other levels of government. The Town recognizes that potential benefits to meaningful intermunicipal collaboration include coordinated planning efforts, increased opportunities for regional service provision, new opportunities for economic growth, and investment in our community.



Goal	The Town of Bon Accord will work collaboratively with neighbouring municipalities to promote compatible and complimentary land use patterns, infrastructure, and service delivery systems.
Objective 1	Pursue economic development initiatives that benefit the region with the Province and neighbouring municipalities.
Policy 10.1.1	The Town shall explore and identify new areas for collaboration in the delivery of programs, services and facility operations, economic development, and land use planning.
Policy 10.1.2	The Town shall collaborate with Sturgeon County and the Town of Gibbons through land use planning (from conceptual design to Development) to ensure compatible land uses in adjoining areas, transportation corridors, and areas of shared importance.
Policy 10.1.3	The Town shall cooperate with neighbouring municipalities, government agencies, housing organizations and community groups to support new seniors housing and affordable housing projects in the Town of Bon Accord.
Objective 2	Collaborate with regional partners to improve communication and increase organizational efficiency in service delivery.
Policy 10.1.4	The Town supports the use of intermunicipal agreements and regional partnerships as means of delivering important services such as affordable housing, recreation, and emergency and community services in a cooperative manner.
Policy 10.1.5	The Town shall formally circulate for review and comment land use applications (new or amended statutory plans, land use bylaw amendments, subdivision, and discretionary use permits) adjacent to its municipal boundaries, as per the policies of the Town of Bon Accord and Sturgeon County Intermunicipal Development Plan.
Policy 10.1.6	The Town shall work with the Federal and Provincial Governments, facility operators, and regional utility providers to protect existing and future regional infrastructure. This includes highways and major utility corridors (e.g., regional water lines, wastewater lines, and power line corridors).
Policy 10.1.7	The Town supports the use of joint use agreements with Sturgeon County, the Town of Gibbons, other regional municipalities, and the Sturgeon School Division to make effective use of community facilities and programs developed within the Town of Bon Accord.
Policy 10.1.8	The Town shall endeavour to foster and strengthen partnerships with businesses, government, school authorities, post-secondary institutions, and non-profit sectors, to develop and operate recreational, cultural, educational, and community facilities.

Objective 3

Demonstrate fiscal responsibility in land use and development decisions.

Policy 10.1.9 The Town shall promote the efficient use of resources so that the cost of providing effective services at reasonable levels can be minimized, while ensuring the needs of residents, businesses, and other stakeholders are met – today and in the future.

Policy 10.1.10 Should the Town require land located within the County for future utility expansion, the Town shall work with the County to identify the necessary lands.

FIRST READ DRAFT MDP
FOR PUBLIC HEARING

11. Implementing the MDP

Pursuant to the *Municipal Government Act* as amended, this MDP is adopted by the Town of Bon Accord, as the Town of Bon Accord Municipal Development Plan. Subdivision, development, and redevelopment of lands within the Town of Bon Accord by the municipality and public shall be in accordance with the provisions of this MDP. Council shall encourage the Provincial and Federal governments to have regard for the policies of this MDP in the development and redevelopment of crown lands and water bodies, and in the formulation and implementation of Provincial and Federal policies and programs, within the Town of Bon Accord.

Goal	The Town of Bon Accord Municipal Development Plan shall responsibly guide all land use and development decisions.
Objective 1	Ensure that all Town planning documents are consistent, up-to-date, and responsive to development trends and pressures.
Policy 11.1.1	Amendments to the MDP shall be consistent with: <ul style="list-style-type: none"> a. All applicable provincial and federal legislation; b. The Town of Bon Accord and Sturgeon County Intermunicipal Development Plan; c. Intermunicipal agreements adopted by the Town; and d. The North Saskatchewan Regional Plan (when approved).
Policy 11.1.2	When this MDP (or an amendment to this MDP) takes effect, the Town of Bon Accord Land Use Bylaw and any approved Area Structure Plans and Conceptual Schemes shall be reviewed and amended (if necessary) to conform to the policies of this plan.
Policy 11.1.3	Proposals for amendments to the MDP shall be provided to the Town in writing by the proponent. The proposal submitted by the proponent should address (to the satisfaction of Council): <ul style="list-style-type: none"> a. The purpose for the amendment; and b. How the proposed amendment relates to the MDP's principles, vision, goals, and objectives.
Policy 11.1.4	As part of the process to review a proposal for an amendment to this MDP, the Town may refer to the proposal or consult with any agency, adjacent municipality, or qualified professional it feels may be of assistance to accurately assess the proposal.
Policy 11.1.5	The Town of Bon Accord shall review this MDP every five years from the date of adoption to ensure that the planning needs of the Town are being met. Should the review of the MDP recommend that changes be made to the MDP, these changes shall be considered by Council through the amendment process.
Policy 11.1.6	Notwithstanding the above, the Town may undertake a review of the MDP when:

-
- a. Significant new or changing economic development opportunities, technological advancements, cultural priorities, or environmental considerations emerge.
 - b. A new Council is elected; or
 - c. An amendment to the MDP is made.
-

Policy 11.1.7 When considering an amendment to this MDP, Council and Administration shall comply with all notification and public consultation requirements identified in the *Municipal Government Act*.

Objective 2 **Engage community members on land use and development decisions in the Town of Bon Accord.**

Policy 11.1.8 The Town shall provide a variety of engagement processes, both formal and informal, to reach representation from everyone in the community, including residents, businesses, and the development industry – so that all interests can be considered by Council when considering land use and development proposals.

FIRST READ DRAFT MDP
FOR PUBLIC HEARING

12. Maps

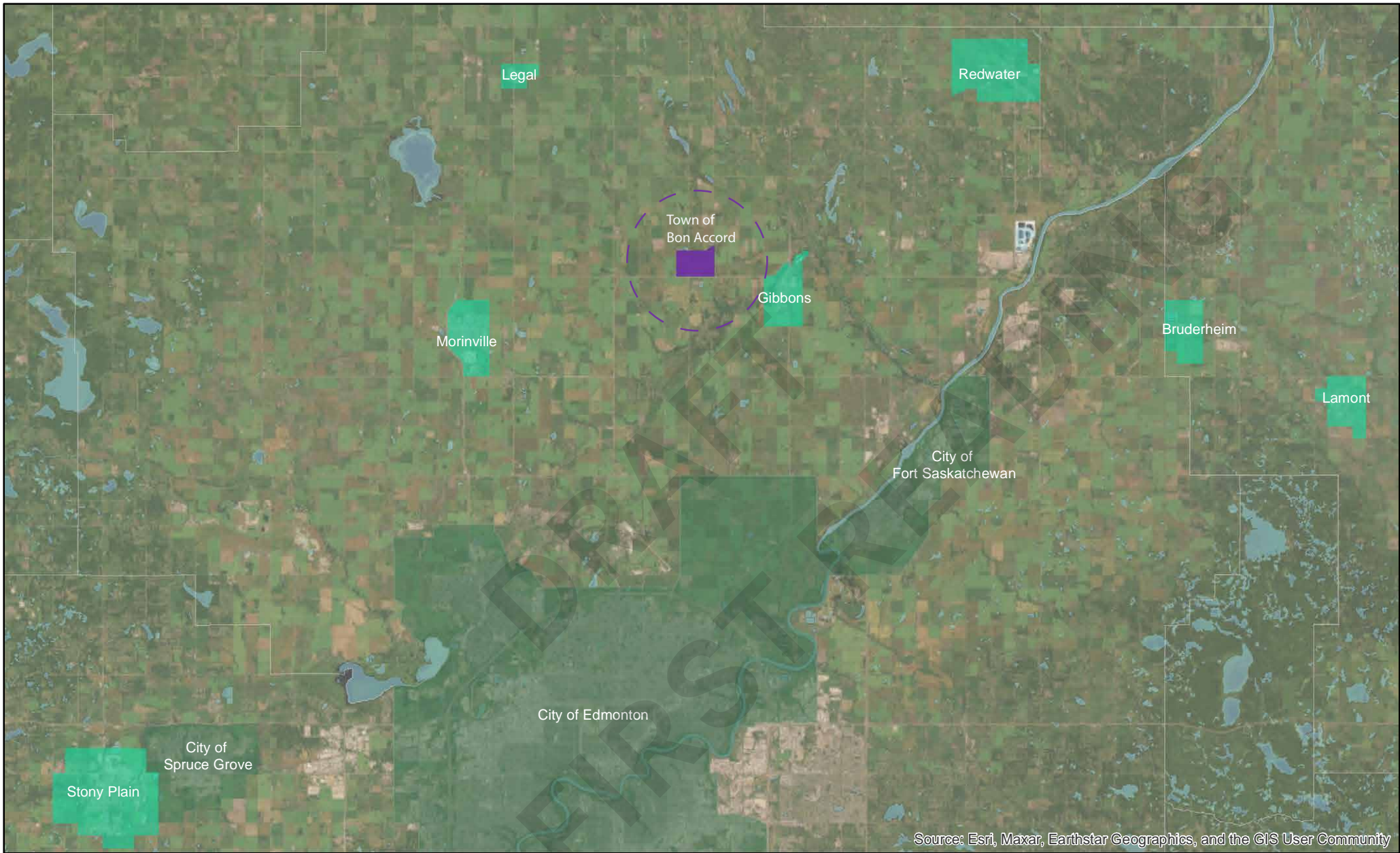
Map 1 – Regional Location

Map 2 – Future Land Use

Map 3 – Environmental and Local Features

Map 4 – Growth & Expansion

FIRST READ DRAFT MDP
FOR PUBLIC HEARING



Town of Bon Accord

Map 1: Regional Location

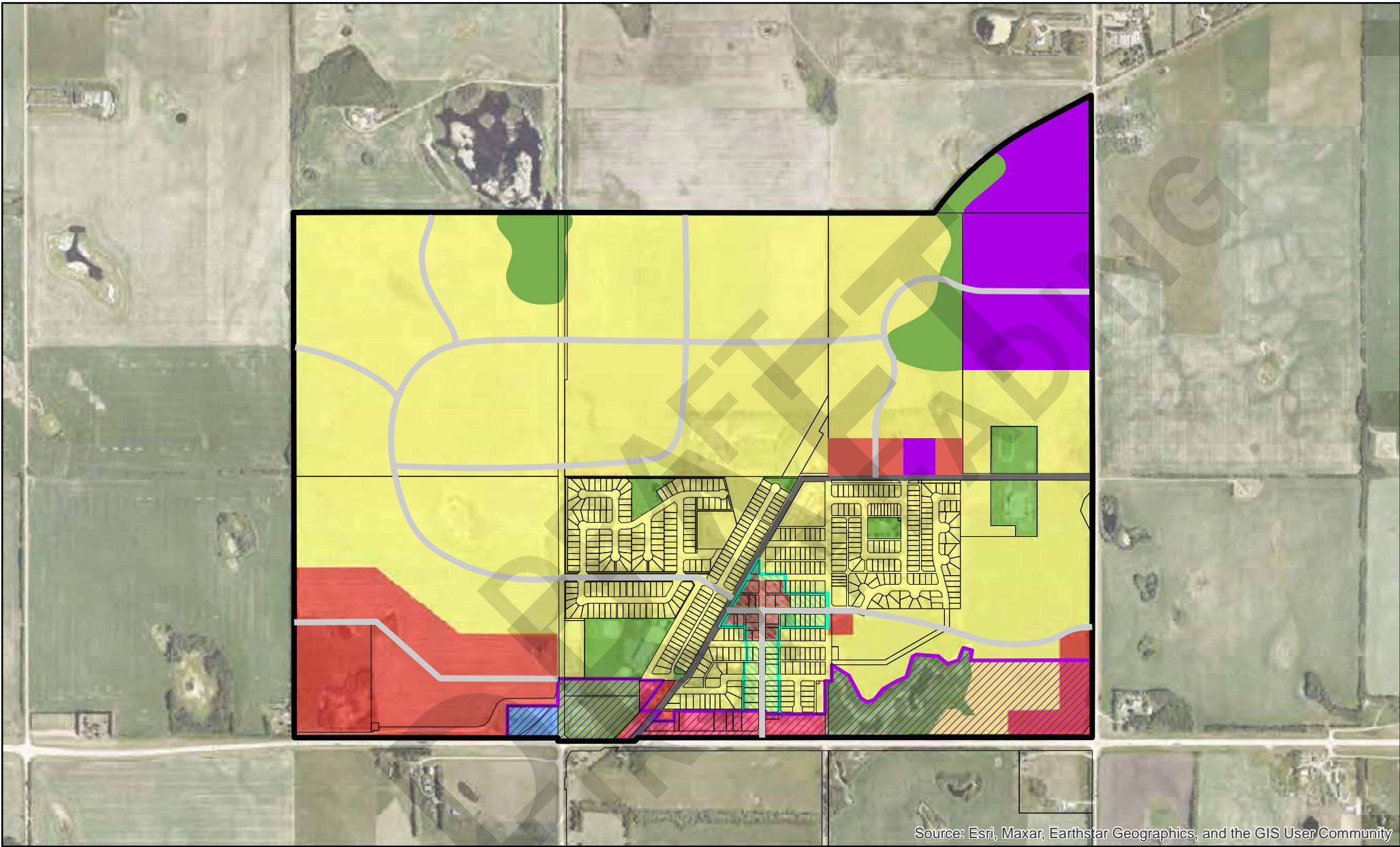
Legend

- Town of Bon Accord
- Towns
- Waterbody
- Cities

Digital Information:
Geogratis, Geodiscover,
and Altalis
Projection:
UTM NAD 83 12N

Town of Bon Accord
building for tomorrow

MUNICIPAL PLANNING SERVICES



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Town of Bon Accord

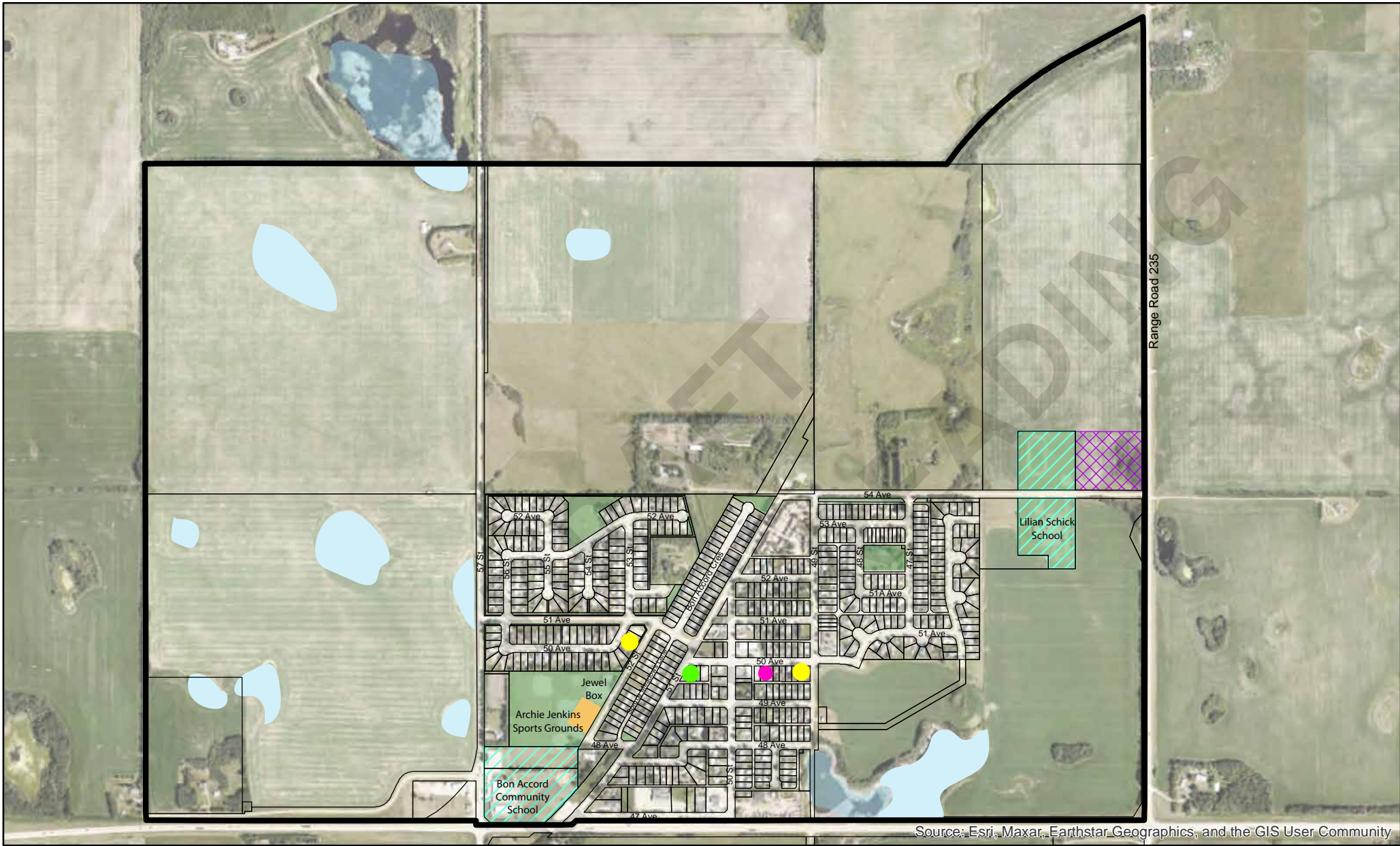
Map 2: Future Land Use

Legend

Gateway Area Overlay	Municipal Boundary	Commercial Development Area	Residential Dev. Area
Downtown Area Overlay	Major Collector	Community & Environment Area	Utility Development Area
	Minor Collector	Industrial Development Area	

Digital Information:
Geogratis, Geodiscover,
and Altalis
Projection:
UTM NAD 83 12N





Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

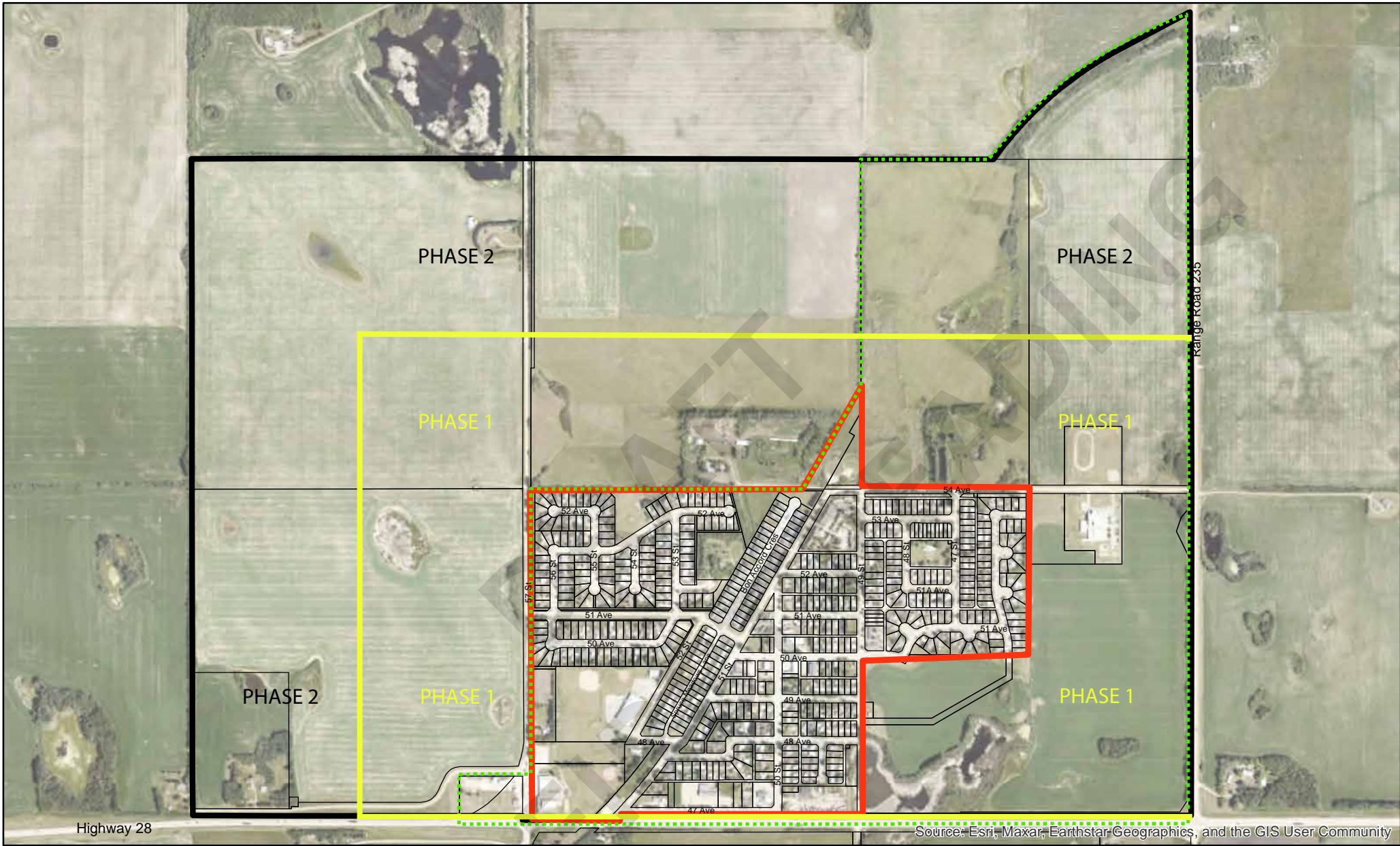
Town of Bon Accord

Map 3: Environmental & Local Features

Legend			
Municipal Boundary	Church	Schools	Reserve Parcels
Community Hall	Former Unregulated Landfill	Reserve Parcels	Waterbody
Library	Arena		

Digital Information:
Geogatis, Geodiscover,
and Altalis
Projection:
UTM NAD 83 12N





Town of Bon Accord

Map 4: Growth & Expansion

Legend

Note: Future Development Phasing based on Sanitary Master Plan (2019)

— 1964 to 1979 Boundary
 1979 to 2017 Boundary
 2017 to Present Boundary

Digital Information:
Geogratis, Geodiscover,
and Altalis
Projection:
UTM NAD 83 12N



**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Council Remuneration Policy Amendments
Agenda Item No.	9.2

BACKGROUND/PROPOSAL

Council approved the 2024 Operating Budget at the November 7, 2023, RMC, which included a 2.5% COLA adjustment to Council annual fees. As such, the Council Remuneration Policy requires appropriate updates.

At the December 5, 2023, RMC, Council gave first reading to Fees and Charges Bylaw 2023-06. With second and third reading of this bylaw, changes are required to the Council Remuneration Policy to align with the new Fees and Charges Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The amended Council Remuneration Policy (attached) includes the following changes:

- Annual remuneration for the mayor
- Annual remuneration for councillors
- Updated Subdivision and Development Appeal Board member per diems that are consistent with Schedule “D”, Subdivision and Development Appeal Fees in the Fees and Charges Bylaw 2023-06.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

- Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

Annual operating budget.

RECOMMENDED ACTION (by originator)

Choose one of the following:

1. THAT Council approve the amendments to the Council Remuneration Policy as presented.
2. THAT Council direct administration to...

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2005

LAST REVIEWED BY COUNCIL: [June 20, 2023](#)[date]

PURPOSE AND INTENT

The purpose of this policy is to establish the remuneration to be paid to elected officials.

POLICY STATEMENT

Council shall receive remuneration and re-imbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. ~~\$19,259~~[19,740](#) per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.
2. ~~\$9,630~~[9,871](#) per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff, dealing with and responding to the residents,

Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
 - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid including travel time (excluding travel, accommodations, and/or meals) for the following:
- a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
 - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
 - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
 - d. Per diem rates are to be as follows:
 - i. \$150.00 for a full day (four hours or more)
 - ii. \$75.00 for a half day
4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
- a. \$2200 per day for a meeting over 4 hours in duration
 - b. \$1100 per day for a meeting 4 hours or less in duration
5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.

6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
8. Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
 - c. Supper \$25.00
10. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.
11. Mileage shall be paid at \$0.61/km.
12. See Schedule A for a listing of common types of activities and whether these are eligible for per diems or reimbursement.

Schedule "A"

Type of Activity	Per Diem Eligibility
Attendance at Town events i.e.: Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee/Commission Meetings where remuneration is paid from another source	No
Board/Committee/Commission Meetings where remuneration is not paid from another source (i.e.: Edmonton Salutes, NLLS)	Yes
Breakfast, Lunch or Dinner in Town (i.e.: Communities in Bloom Judging Day)	No
Breakfasts, Lunch or Dinners out of Town (i.e.: Mayor's Breakfast in another community, regional dinners—except during conferences)	Yes
Budget Workshops, other Training, or Education Workshops (in or out of Town)	Yes
Community Services Advisory Board Meetings	No
Conventions and Conferences	Yes
Committee of the Whole Meeting	No
Council orientation sessions (in/or out of Town)	Yes
Council retreat/planning session (in/or out of Town)	Yes
Golf events	Yes
Library Board Meeting	No
Meetings with residents	No
Official meetings with other elected officials outside of Town	Yes
Official meetings with other elected officials in Town	No
Parades (other than Harvest Days)	Yes

Regular or Special Council Meetings (including Public Hearings)	No
Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Subdivision and Appeal Board	Yes

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 16, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Utilities Bylaw 2024-01
Agenda Item No.	9.3

BACKGROUND/PROPOSAL

The Utilities Bylaw Schedule A requires updating due to the changing utility rates approved within the 2024 Operating Budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The changes made to Schedule A include the following:

Water

<i>Residential</i>	Previous Rate	New Rate
Consumption (/m3)	3.30	3.30
Service Charge	11.00	11.00
Capital Rate Rider	0.50	1.00

<i>Commercial</i>	Previous Rate	New Rate
Consumption (/m3)	3.25	3.25
Service Charge	16.00	16.00
Capital Rate Rider	0.50	1.00

<i>Institutional</i>	Previous Rate	New Rate
Consumption (/m3)	3.25	3.25
Service Charge	21.00	21.00
Capital Rate Rider	0.50	1.00

Wastewater

<i>Residential</i>	Previous Rate	New Rate
Consumption (/m3)	3.03	3.38
Service Charge	11.00	11.00
Capital Rate Rider	1.00	1.50

<i>Commercial</i>	Previous Rate	New Rate
Consumption (/m3)	2.98	3.33
Service Charge	16.00	16.00
Capital Rate Rider	1.00	1.50

<i>Institutional</i>	Previous Rate	New Rate
Consumption (/m3)	2.98	3.33
Service Charge	21.00	21.00
Capital Rate Rider	1.00	1.50

The rates represent the flow-through charges from Arrow Utilities as well as an increase to the capital rate rider as presented during the 2024 budget. The capital rate rider allows for increased transfers for reserves to plan for infrastructure maintenance and replacement.

At the November 7, 2023, regular meeting of council, council approved the 2024 operating budget, Resolution #23-474. The budget included the figures for raising the capital rate rider.

At the December 5, 2023, regular meeting of council, council approved the amendment to the budget for sewer rates at a cost recovery, Resolution #23-525.

As the rates need to be in place for the January 2024 billing, administration is recommending that Council pass all three readings of the amending bylaw in one meeting.

Changes have also been made in the Bylaw to reflect the updated organizational chart, changing "Operations Supervisor" to "Infrastructure Manager". The phrase, 'or position similar thereof' has been added following reference to the Infrastructure Manager to ensure that any future organizational chart changes do not impact the wording of this bylaw.

STRATEGIC ALIGNMENT

Values 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.

Values Statement: Stewardship

- Administration and Council embody the responsible planning and management of our resources.

Priority #3: Infrastructure

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

COSTS/SOURCES OF FUNDING

2024 Operating Budget

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council gives 1st reading to Utilities Bylaw 2024-01.

Resolution #2

THAT...Council gives 2nd reading to Utilities Bylaw 2024-01.

Resolution #3

THAT...Council gives unanimous consent to hear all three readings of Utilities Bylaw 2024-01 in one meeting.

Resolution #4

THAT...Council gives 3rd and final reading to Utilities Bylaw 2024-01.

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATION, OPERATION, AND MAINTENANCE OF A WATER SYSTEM, SEWER SYSTEM, AND STORM SEWER SYSTEM, AND TO PROVIDE FOR THE AUTHORIZATION TO LEVY RATES AND CHARGES THEREOF IN THE TOWN OF BON ACCORD.

WHEREAS the *Municipal Government Act* gives the Municipalities the power to establish charging and collecting of water, sewer, and storm rates to meet the cost of maintaining and operating its utilities distribution systems;

AND WHEREAS the *Municipal Government Act* gives the Municipalities the power to set forth the terms and conditions for the supply and provisions of water, wastewater, and storm systems;

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

This Bylaw maybe be cited as the “Utilities Bylaw”,

1.0 DEFINITIONS

- 1.1 “Abut” means, in relation to a physical object, to be next to or to have a common boundary with;
- 1.2 “ACRWC” means the Alberta Capital Region Wastewater Commission.
- 1.3 “Appurtenance” means anything that is attached to the Utility System;
- 1.4 “Backflow Prevention Valve” means a device or mechanism that prevents backflow to avoid untreated or potentially contaminated water/wastewater migration into the waterworks system, approved by the Town or the Government of Alberta;
- 1.5 “Best Management Practices (BMP)” means an integrated plan to control and reduce the release of restricted and Prohibited Waste into the wastewater works to a practicable extent, through methods including physical controls, pre-treatment processes, operational procedures and staff training;
- 1.6 “Biological Waste” means waste from a hospital, medical clinic, health care facility, mortuary or biological research laboratory;
- 1.7 “Bulk Water Outlet” means the Town overhead standpipe capable of dispensing potable water; and does not include the Town’s barrel that is located on the premises
- 1.8 “CC” or “Curb Cock” means a shut off valve constructed in line on the Water Service enabling shutting off water supply to a property or section of properties;
- 1.9 “Code of Practice” means a set of practices applicable to specific industrial, commercial, or Institutional sector operations; a Code of Practice identifies mandatory procedures, equipment, training, or other provisions required as a condition of wastewater discharge into the wastewater works system by the specified sector discharger. A Code of Practice may be included in approved Best Management Practices;
- 1.10 “Compliance Program” means the necessary steps undertaken by a discharger to bring wastewater discharged into the wastewater works into compliance with the terms and conditions of this Bylaw or related permit. Compliance Programs are applicable to existing dischargers only; new dischargers must fully comply with the requirements of this bylaw.

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

- 1.11 "Consumer" means any Person who has applied for or actively holds an Account or Service Connection, has received any Utility Service or is otherwise responsible for paying for the Utility Services;
- 1.12 "Council" means the Municipal Council of The Town of Bon Accord;
- 1.13 "Disconnection" means the cessation or turning off of utility service for a building or a property and may include a final meter reading;
- 1.14 "Emulsifier" means any ingredient used to bind together normally non-combinative substances, such as oil and water;
- 1.15 "Facilities" means any physical Facilities and infrastructure including transmission and distribution pipelines, valves, reservoirs, lagoons, pumping stations, fire hydrants, chambers and pressure reducing valves, meters, and measurement devices owned and operated by the Town, used to supply potable water, and to collect and dispose of wastewater;
- 1.16 "Flashpoint" means the temperature at which enough vapour collects on the surface of a liquid to become flammable. The lower the Flashpoint, the more flammable the material is.
- 1.17 "Institutional" shall mean a hospital, nursing home, hotel, or school;
- 1.18 "Meter Pit" means a pit-like enclosure that protects Water Meters installed outside of buildings and allows access for reading the Meters;
- 1.19 "Municipal Servicing Standards" means the Town's engineered servicing standards as approved by Council;
- 1.20 "Overstrength" means wastewater released to a sewer that is higher in concentration for one or more constituent concentrations set out in Schedule "D" of this Bylaw;
- 1.1. "Overstrength Surcharge" means the rate per kilogram per cubic meter of water consumed and charged to a user who releases wastewater to the sewer that exceeds one or more constituent concentrations set out in Schedule "D";
- 1.21 "Owner" means the Person who is registered under the Land Titles Act, RSA 2000 c. L-4, as amended or replaced from time to time, as the Owner of the fee simple estate in land, or a Person who is recorded as the Owner of the property on the tax assessment roll of the Town;
- 1.22 "Person" means any Person, Householder, firm, partnership, association, corporation, company or organization of any kind;
- 1.23 "Planning and Development Services" means the Town representatives responsible for the approval of plumbing and gas installations within the Town;
- 1.24 "Point of Delivery" means the point where the Service Connection occurs, which is, in most cases, at or near the property line that defines the point that the Owner has the responsibility for ownership, maintenance and repair to the Private Service Line;
- 1.25 "Private Service" means all the utility Facilities serving the premises downstream of the Point of Delivery and includes the pipes, fittings, valves and Appurtenances owned by the Owner but does not include the Meter;
- 1.26 "Prohibited Waste" means matter set out in Schedule "B" of this Bylaw;
- 1.27 "Public Health Inspector" means the medical health officer of the Capital Health Authority, or their authorized representative;
- 1.28 "Publication" means Publication of a notice in a newspaper in general circulation with the Town or the mailing or delivering of a notice to a Person or Persons, due to immediate

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

- needs the Town, as an interim measure, may post a notice on the Town's webpage or social media;
- 1.29 "Reconnection" means the process where the delivery of potable water to the private system is activated after Disconnection.
- 1.30 "Remote Meter Reading Device" means equipment installed to remotely read the Water Meter without obtaining access into the premise.
- 1.31 "Residential" means any detached single-family dwelling or residence, duplex, or Multi-Family Complex designed for individual family living;
- 1.32 "Restricted Waste" means matter set out in Schedule "C" of this Bylaw;
- 1.33 "Service Connections" means the lateral water and wastewater Service Pipes which connect an Owner's premises to the Town's Utility System with the Owner owning that portion of the Service Pipe lying within the boundaries of the Owner's premises excluding any Service Pipe lying within the boundaries of the any easement area granted to the Town for its Utility System;
- 1.34 "Service Pipe" means a pipe which carries water from the Town Water System onto or across private property - from and within the Owners premise to the CC and a pipe which carries wastewater from the dwelling, onto or across private property, to the Town Facilities;
- 1.35 "Spills" means a direct or indirect discharge into the wastewater system, Storm Sewer or the natural environment which is abnormal in quantity and quality in light of all the circumstances of the discharge;
- 1.36 "Shut-Off" means the cessation or turning off of Utility service for a building or a property and may include a final meter reading;
- 1.37 "Storm Sewer" means a natural drainage system or a sewer for the collection and transmission of uncontaminated water, storm water, and drainage from land or from a Watercourse or any combination thereof but excluding any portion of a combined sewer for the combined collection of wastewater and uncontaminated water or storm water;
- 1.38 "Town" means The Town of Bon Accord, or its delegate;
- 1.39 "Town Manager" means the Chief Administrative Officer as appointed by the Council of the Town of Bon Accord;
- 1.40 "Utility Bill" means a bill which sets out the fees levied by the Town on an annual, monthly, bi-monthly or quarterly basis for Utility Services provided by the Town;
- 1.41 "Utility Mains" means the water and sewer pipe in the street, public thoroughfare or easement area granted to the Town, which forms part of the Town water distribution and wastewater collection networks and delivers services to and from the Service Connections;
- 1.42 "Utility Services" means the provision of water, sewer, and storm systems;
- 1.43 "Utility System" means the Municipality's Storm Sewer system, sewage or wastewater system, and water system;
- 1.2. "Watercourse" means a natural or artificial channel through which water flows;
- 1.44 "Wastewater Discharge Permit" means a permit issued through ACRWC which will govern the discharge of non-domestic waste and hauled wastewater into a sewer;
- 1.45 "Water Demand Management Measures" means restrictions upon the use of water for non-essential purposes, including but not limited to irrigation, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a

TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW

residence, place of business or any other premise located within the Town on any certain day for a certain period of time;

- 1.46 “Water Meter” or “Meter” means any Approved device installed by the Town which is designed to measure the quantity of water used by a Consumer and which may have attached to it a Remote Reading Device;

2.0 CONDITIONS

- 2.1 The Town will supply Utility Services to any Owner with an approved connection to the Town’s Utility System.
- 2.2 The Town operates the wastewater service in compliance with the Bylaws and regulations of the Alberta Capital Region Wastewater Commission (ACRWC).
- 2.3 The Town does not guarantee or warrant the continuous supply of Utility Services, and the Town reserves the right to change the operating pressure, restrict the availability of water services, change the capacity of wastewater services, or to disconnect Utility Services, in whole or in part, with or without notice, in accordance with this Bylaw.
- 2.4 In providing a Service Connection to the Town Utility Mains, the Town will provide and install all Facilities up to the Point of Delivery or Service Connection subject to the terms of this Bylaw. The Town will remain the Owner of all Facilities provided by the Town for a Service Connection up to the Point of Delivery unless the Town and the Consumer have expressly agreed in writing otherwise. Any payment made by the Consumer for reimbursing costs incurred by the Town for installing Facilities does not entitle the Consumer to ownership of any such Facilities unless an agreement in writing between the Town and the Consumer specifically provides otherwise.
- 2.5 An Owner is responsible for providing such Facilities as considered necessary to have a continuous and uninterrupted service of water or wastewater collection for the Owner’s specific needs provided such Facilities are approved by Planning and Development Services and provided that such Facilities do not interfere with the operation of the Utility System.
- 2.6 No Consumer will prevent or hinder the Town’s access to the Town’s utility Facilities, including but not limited to the Water Meter. Prevention or hinderance of access may result in the Consumer being liable for the Interference or Tampering Penalty as set in Schedule “A” Utility Rates and Other Charges as attached to this Bylaw. Consumers must allow or arrange for access by the Town’s personnel to inside or outside utility Facilities for the purposes of:
- 2.6.1 Installation, inspection, testing or sampling, repair, replacement, or removal of Town Facilities.
 - 2.6.2 Reading of the meter.
 - 2.6.3 Maintenance of Town Facilities.
 - 2.6.4 Investigation of a Consumer complaint or query.
 - 2.6.5 Surprise inspection relating to a concern of unauthorized use of water or tampering with Town Facilities including but not limited to the Meter and Services.
- 2.7 Before entering a premise, the Town will make all reasonable effort to notify the Consumer or other authorized Persons on the premise, except:
- 2.7.1 In the case of emergency.

**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

- 2.7.2 Where entry is permitted by order of a court or administrative tribunal or where otherwise legally empowered to enter.
- 2.7.3 Where the purpose of entry is in accordance with Section 2.6.5.
- 2.8 No Person will connect, or allow connection of, any other source of water or wastewater disposal to the Utility System, either directly or indirectly.
- 2.9 In all cases where the Town's Utility System supplies water to boilers or equipment of a similar nature, the Owners of the boilers or equipment will ensure the following:
 - 2.9.1 The boiler or other equipment has at least one safety valve, vacuum valve, or other device to prevent collapse and/or explosion.
 - 2.9.2 The boiler or other equipment is equipped with backflow prevention.
- 2.10 Any Person obtaining water service from the Town will only use the water supplied for that Person's own use and will not vend, sell, dispose, or distribute the water supplied to third parties.
- 2.11 An Owner will be responsible to thaw out frozen Service Pipes, including and up to the distribution main. The Town may provide the service and the Owner will be liable for the cost.
- 2.12 The Town will not be liable for damages, including building losses caused by a break within the Town's Water System or caused by the interference or cessation of the water supply necessary in connection with the repair and proper maintenance of the Town's Water System, or caused by any accident due to the operation of the Town's Water System.

3.0 ADMINISTRATION AND MANAGEMENT

- 3.1 The Town Manager is responsible for the administration and enforcement of this Bylaw.
- 3.2 The Town Manager may delegate the administration of this Bylaw to the Infrastructure Manager or the Corporate Services Manager, or positions similar thereof.
- 3.3 In addition to the Municipal Servicing Standards, the Town may establish standards, guidelines, and specifications for the design, construction, and maintenance of the Utility System.

4.0 CONSTRUCTION, INSTALLATION, AND REPAIR OF SERVICES

- 4.1 No Persons will connect to the Town's Utility System without first obtaining permission and any required permits from the Town. All applications and contracts are hereby subject to the terms and conditions of this bylaw. Permit applications must be accompanied by a detailed plan including connection information, location, elevation, scope of work, size of pipes, and the locations and type of all fittings.
- 4.2 Neither the Town nor any of its employees will be liable for the damages caused either directly or indirectly by a Utility connection and the applicant will be responsible for all backfill, surface replacement, safety, etc.
- 4.3 All new construction and installation, and all renewals, alterations, or changes and repairs to old construction will be conducted in accordance with the provisions of the Safety Codes Act and applicable regulations, and the Municipal Servicing Standards. The applicant will be liable for all damages caused while making such connections.

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- 4.4 No Person will install or permit to be installed, an additional Service Pipe between a Water Meter and the CC, located at or near the property line.
- 4.5 The Owner of multiple housing and commercial developments will submit service design plans, duly signed by a professional engineer to the Town Manager, or their delegate, for review and approval prior to the start of construction.
- 4.6 An Owner will provide to the Town Manager, or their delegate, two (2) sets of "As Built" plans, together with a letter, duly signed by a professional engineer, indicating that the Private Service is fully operational and satisfactory bacteria sampling results have been provided.
- 4.7 Neither the Town employees, nor their agents, will carry out any work pertaining to the construction or repair or renewal of Service Pipe on private property, except with the authority of the Town Manager or their delegate, and then only after satisfactory arrangements have been made with the Owner for payment for doing such work.
- 4.8 Unless the Town Manager, or their delegate, determines otherwise, at the request of the Owner, a Service Pipe will be constructed only to those properties, which Abut directly on the Town Utility System.
- 4.9 A Service Pipe will not be extended from one lot to another, unless determined by Council.
- 4.10 Upon written notice to any Owner that an existing Private Service fails to meet the requirements of the Bylaw, or for any reason is unsatisfactory to the Town Manager, or their delegate, the Owner will affect the changes required in the notice by the date specified at the expense of the Owner.
- 4.11 For development on private property, all additional construction costs on the Service Pipe after Point of Delivery, including additional costs required for repairing of disturbed streets, will be borne by the Owner on whose property the development is occurring.
- 4.12 When a Service Pipe passes through an excavation or backfill, or through a basement way, finished or unfinished, or through a retaining wall, the Town will not be responsible for any damage due to displacement, settlement, or any cause due to the Owner's operations, whether the damage occurs during construction or afterwards.
- 4.13 If mains are required to provide services for the applicant, the applicant will be required to pay the cost of the said mains.
- 4.14 Council may refuse to make any new connection, installation, or changes to any existing service at any time for any reason which it may consider sufficient. Council may revoke or annul any permit granted to connect to the Town Utility System if it is found that the work is not being completed in accordance with the provisions of this bylaw, and the Person(s) making such connections or their successors in interest, will have no right to demand or claim any damages in consequence of permits being revoked or annulled.
- 4.15 The Point of Delivery to private property for a Service Pipe, as agreed to at the time of application, will be strictly adhered to; costs arising from non-adherence will be borne by the Owner.
- 4.16 No Person, other than Town employees or agents, or those authorized to complete new installations or repairs to existing services will operate, handle, or interfere with the Town's provision of Services and/or Facilities. Any Person found in violation of this is subject to the Interference and Tampering Charge as provided for in Schedule "A" Utility Rates and Other Charges attached to this Bylaw.

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- 4.17 No unauthorized Person will cut, break, pierce, tap, impede, or obstruct, or otherwise tamper or interfere in any manner with the Town Wastewater System including manhole covers and ventilators.
- 4.18 No Person will make or cause to be made any connection with any Town Utility system or house drain, or Appurtenance thereof for the purpose of conveying, or which may convey, a flammable or explosive material, storm water, roof drainage cistern, tank overflow, condensing, or cooling water.
- 4.19 Where deemed necessary to prevent or reduce basement or cellar flooding, the Town may require the Owner to install and operate a suitable Backflow Prevention Valve or other mechanical device for the purpose of controlling the connection between the sewage system and the basement or cellar. The cost of such installation will be the responsibility of the Owner or applicant.
- 4.20 Grease traps of sufficient size and approved design will be placed on the waste pipe from all hotels, restaurants, laundries, and other such places as the Town may direct, under advisement from Municipal Service Standards.

WATER SYSTEM

5.0 WATER METERS

- 5.1 The Town will remain the owner of all metering Facilities it provides to serve the Consumer unless the Town and the Consumer have agreed otherwise. This agreement must be in writing. The Town Manager, or their delegate, will determine the size and type and number of Water Meters to supply and install. The Town Manager, or their delegate, will approve the Metering requirements where water is supplied for fire protection purposes.
- 5.2 The Town will supply, install, maintain, and retain ownership of all Water Meters and Meter Pits in accordance with manufacturers' specifications, except those privately owned or in a separate agreement for ownership and operation with the Town on the understanding that the Owner will supply every facility for the introduction, placing, and inspection of such Water Meter and Meter Pit and the reading of such Water Meter.
- 5.3 No Person, other than an employee or representative of the Town will install, test, remove, repair, replace, or disconnect a Water Meter.
- 5.4 No Person will interfere or tamper with the operation of any Water Meter or Remote Meter Reading Device, subject to 5.3. Any Person interfering or tampering with any meter seal, meter reading equipment, or water Shut-Off equipment, will be liable for the Interference or Tampering Penalty as provided for in Schedule "A" Water Rates and Charges.
- 5.5 The Town may charge for and recover from the Owner the cost of supplying, installing, altering, repairing, relocating, or replacing a Water Meter. Any such charge may be collected in the same manner as utility rates.
- 5.7 No Owner will relocate, alter, or change any existing Water Metering Facilities. The Owner will submit plans and specifications for any proposed relocation of Water Metering Facilities and, if approved by the Town Manager, or their delegate, the Owner will pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration, or change unless agreed otherwise between the Owner and Council.
- 5.8 The Owner/Consumer of a premise in which a Meter is located will:

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- 5.8.1 Comply with all directions of the Town to prevent Meter damage due to frost, heat, or other causes.
- 5.8.2 Promptly notify the Town of any condition or event which has resulted in any meter damage for any reason.
- 5.8.3 Promptly notify the Town if they feel their Water Meter is operating incorrectly.
- 5.9 If a Meter is damaged or destroyed, the Owner of the premise will pay for the entire cost of the removal, repair or replacement, and re-installation.
- 5.10 Should the Town Manager, or their delegate, determine that a Meter should not be positioned inside a premise to which Service is provided, the Owner will construct a Meter Pit on the Owner's property near the property line at the Owner's expense and in accordance with the Municipal Servicing Standards unless agreed otherwise between the Owner and Council.
- 5.11 Unless otherwise determined by Council, for single-family dwellings and for single unit commercial or industrial buildings, a single Water Service Connection will be constructed, and a single Meter will be installed by the Town.
- 5.12 Water Meters will be read at the discretion of the Infrastructure Manager or position similar thereof, or their delegate. If a Meter reader cannot gain access to the premise to read the Water Meter, a notice may be left requesting the Owner allow Town personnel access as soon as possible to obtain a meter reading. If a Meter cannot be read or ceases to operate between meter readings, the Town will send estimated bills. In the event a Consumer refuses to allow a Meter to be read for a period more than two (2) months, the Infrastructure Manager or position similar thereof, or their delegate, may shut off the supply of water to that Meter and charges for interference as per Schedule "A" Utility Rates and Other Charges may apply.
- 5.13 If required for any reason, Town employees may request to have a Town Bylaw Enforcement Officer accompany them to any Consumer's residence or business.
- 5.14 In the event of a discrepancy between the Remote Meter Reading Device and the Meter, the Meter will be deemed correct.
- 5.15 If an Owner doubts the accuracy of the meter installed, the Owner may provide the Town with a written notice and request for Meter testing. The Town will have the Meter tested by an approved external agency. The Owner will be notified of the test results and receive a copy.
 - 5.15.1 If the test shows the meter is recording between 98.5% and 101.5% of true consumption, the Owner will be liable for the full costs of the test and any Town related costs, including but not limited to Service Call charges. The costs will be charged to the Owner's Account.
 - 5.15.2 If the test shows the meter is not recording between 98.5% and 101.5% of true consumption, the meter will be repaired or replaced, and all expense will be borne by the Town. The rates for the previous two (2) meter readings periods will be adjusted by the same percentage as the meter found to be in error. No rate will be reduced below a minimum rate normally charged if one has been established.

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6.0 HYDRANTS AND VALVES

- 6.1 No Persons other than Town employees or Persons authorized by the Town will open, close, or interfere with any valve, hydrant, or fireplug, or draw water therefrom.
- 6.2 The Chief of the Town Fire Department, their assistants, officers and members of that Department, are authorized to use the hydrants or plugs for the purpose of extinguishing fires, for fire protection, for equipment testing, and for fire training practices, but all such uses must be under the direction and supervision of the said chief or his/her duly authorized assistants, and in no event will any inexperienced or incompetent Person be permitted to manipulate or control in any way, hydrants or plugs.
- 6.3 No Persons will in any matter whatsoever obstruct or interfere with the free access to any hydrant, valve or curb stop. No vehicle, building, rubbish, or any other matter which would cause such obstruction or interference will be placed nearer to a hydrant than the property line of the street where the hydrant is located nor within five (5) meters of either side of the hydrant in a direction parallel with the property line. Costs of repairs required because of obstruction or damage to any hydrant, valve or curb stop are the responsibility of the Person who caused the obstruction or damage.

7.0 BULK WATER

- 7.1 The Town Manager, or their delegate, at their discretion and with just cause, may restrict, or deny use of Bulk Water Facilities to any Person if receiving tanks, trucks, or hoses are in a condition deemed unsanitary for the transference of water, or for misuse of the facility and/or surrounding area.
- 7.2 A minimum air gap of twice the pipe diameter of the downspout piping will be always maintained while transferring water from the Bulk Water Outlet.
- 7.3 Commercial tanks and vessels used for Bulk Water transportation to offsite locations for human consumption must be inspected approved and have a permit issued by the local Public Health Inspector, water use and maintenance of the tanks, etc. are at the responsibility of the Commercial operator.

WASTEWATER SYSTEM

8.0 SANITARY SEWER REQUIREMENTS

- 8.1 No Person will release, or permit the release of, any matter into the sanitary sewer system wastewater works expect:
 - 8.1.1 Domestic wastewater.
 - 8.1.2 Non-domestic wastewater that complies with the requirements of this bylaw.
 - 8.1.3 Hauled wastewater, including septage, that complies with the requirements of this bylaw, or where a Wastewater Discharge Permit has been issued by the Town.
 - 8.1.4 Storm water, clear-water waste, subsurface water, or other water where permission has been granted by the Town Council.

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- 8.2 No Person will release, or permit the release of, any prohibited substance listed in Schedule “A” of this bylaw.
- 8.3 No Person will release, or permit the release of, any restricted substance which exceeds the respective concentrations listed in Schedule “C” of this bylaw into the wastewater works without a valid Wastewater Discharge Permit.
- 8.4 If required by the Town, non-domestic and hauled wastewater dischargers will not discharge to the wastewater works system until the discharger has obtained a Wastewater Discharge Permit from the Town. The completion of a Wastewater Discharge Permit by dischargers to the ACRWC wastewater transmission system is required under certain circumstances by the ACRWC Sewers Bylaw addressing sewer use in the ACRWC service area in conjunction with the Town.
- 8.5 The Town may issue and amend a Wastewater Discharge Permit to allow the discharge of non-domestic waste and hauled wastewater into a sewer upon such terms and conditions as the Town considers appropriate and without limiting the generality of the foregoing, may in the Wastewater Discharge Permit:
 - 8.5.1 Place limits and restrictions on the quantity, compositions, frequency, and nature of the waste permitted to be discharged.
 - 8.5.2 Require the holder of a Wastewater Discharge Permit to repair, alter, remove, or add to works or construct new works, and,
 - 8.5.3 Provide that the Wastewater Discharge Permit will expire on a specified date.
- 8.6 Should a Homeowner’s wastewater line become blocked or plugged the following applies:
 - 8.6.1 The Homeowner must notify the Town of the blockage or plug.
 - 8.6.2 If the Utility Main is not blocked or plugged, it is then the responsibility of the Homeowner to clear the line up to the Utility Main, and the Homeowner will be responsible for all associated costs.

9.0 STORM WATER REQUIREMENTS

- 9.1 No Person will discharge or deposit or cause or permit the discharge or deposit into any Storm Sewer, land drainage works, or Watercourse whether added directly or indirectly any wastewater:
 - 9.1.1 That may interfere with the proper operation of a Storm Sewer.
 - 9.1.2 That may damage a Storm Sewer.
 - 9.1.3 That could obstruct or restrict a Storm Sewer or the flow therein.
 - 9.1.4 That could result in a hazard or adverse impact to any Person, animal, property, or vegetation.
 - 9.1.5 That may impair the quality of water in any well, lake, river, pond, spring, stream, reservoir other water of Watercourse.
 - 9.1.6 That may result in the contravention of an approval, requirement, direction, or other order issued by Alberta Environment or other enforcing agency with respect to the Storm Sewer or its discharge.
 - 9.1.7 That has a temperature greater than 40 degrees Celsius.
 - 9.1.8 Having a pH of less than 6.5 or greater than 9.0.

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- 9.1.9 Containing more than 20 milligrams per liter of suspended solids.
- 9.1.10 Containing more than 20 milligrams per liter of BOD.
- 9.1.11 Containing more than 100 milligrams per liter of COD.
- 9.1.12 Containing dyes or coloring material which discolors the wastewater.
- 9.1.13 That has two or more separate liquid layers.
- 9.1.14 That contains solvent-extractable matter of vegetable, mineral or synthetic origin which causes a visible film, sheen, or discoloration on the water surface.
- 9.1.15 Containing and ignitable waste or explosive matter which, by itself or in combination with other substances, can cause or contribute to any explosion or supporting combustion.
- 9.1.16 Containing E. coli (fecal coliform) colonies more than 200 per 100 ml.
- 9.1.17 Containing concentrations of various chemicals as indicated in the Environmental Quality Guidelines for Alberta Surface Waters (EQGASW).
- 9.1.18 Containing the following matter, material, or waste in any amount:
 - i) Floating debris
 - ii) Sewage
 - iii) Once-through cooling water
 - iv) Blowdown
 - v) Automotive or machine oils and greases
 - vi) Fuels
 - vii) Paints and organic solvents
 - viii) Substances and contaminants from raw materials, intermediate or final products used or produced in, through or from an industrial process
 - ix) Substances used in the operation or maintenance of an industrial site
 - x) Waste disposal site leachate
 - xi) Hazardous wastes
 - xii) Biological wastes, and
 - xiii) Reactive wastes
- 9.2 Notwithstanding the above, once-through cooling water or blowdown may be released when:
 - 9.2.1 A once-through cooling water or blowdown is being discharged pursuant to a certificate of approval or order relating to the premises issued by Alberta Environment.
 - 9.2.2 The Owner or tenant of the premises has written approval from the Town which expressly authorizes the discharge from the premises, and
 - 9.2.3 A copy of the certificate of approval or order referred to in subsection 9.2.1, herein, has been provided to and approved by the Town.

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10.0 PROHIBITION OF DILUTION

- 10.1 No Person will discharge directly or indirectly or permit the discharge or deposit of wastewater into a sanitary sewer works where water has been added to the discharge for the purposes of dilution to achieve compliance with Schedule “B” or Schedule “C” of this bylaw.
- 10.2 No Person will discharge directly or indirectly or permit the discharge or deposit of sanitary sewer matter or any other matter in a Storm Sewer where water has been added to the discharge for the purposes of dilution to achieve compliance with this bylaw.

11.0 SAMPLING

- 11.1 Where sampling is required for the purposes of determining the concentration of constituents in the wastewater, storm water or uncontaminated water, the sample may:
 - 11.1.1 Be collected manually or by using an automatic sampling device, and
 - 11.1.2 Contain additives for its preservation.
- 11.2 For the purposes of determining compliance with Schedule “B”, “C”, or “D”, discrete wastewater streams within the premises may be sampled, at the discretion of the Town.
- 11.3 Any single grab sample may be used to determine compliance with Schedules “B”, “C”, or “D”.
- 11.4 All tests, measurements, analyses, and examinations of wastewater, its characteristics, or contents pursuant to this Bylaw will be carried out in accordance with “Standard Methods” and be performed by a laboratory accredited for analysis of the substance(s) using a method which is within the laboratory’s scope of accreditation or to the satisfaction of the Town as agreed in writing prior to sample analysis.

12.0 DISCHARGER SELF-MONITORING & COMPLIANCE PROGRAMS

- 12.1 The discharger will complete any monitoring or sampling of any discharge to a wastewater works as required by the Town and provide the results to the Town in the form specified.
- 12.2 The obligations set out in or arising from 12.1 will be completed at the expense of the discharger.
- 12.3 When required as a condition of a Wastewater Discharge Permit, a discharger will provide the Town with a Compliance Program setting forth activities to be undertaken by the discharger that will result in the prevention or reduction and control of a non-compliant discharge from the premises.
- 12.4 The discharger will ensure that:
 - 12.4.1 The Compliance Program is provided and, if necessary, amended within the period specified by the Town.
 - 12.4.2 The final completion date for all activities in the Compliance Program is within the period established within the applicable Wastewater Discharge Permit, and
 - 12.4.3 The Compliance Program meets all requirements specified by the Town. Each Compliance Program shall include:

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- i A description of the processes at the premises which produce discharges that do not comply with the requirements of this Bylaw.
- ii A description of those processes as the premises which are to be the subject of the Compliance Program.
- iii A list of non-complying pollutants present at the premises at any stage of the premise's operations.
- iv A description setting out the types, quantities, and concentrations of all non-complying pollutants discharge, directly or indirectly, to a sewer.
- v A description of current wastewater reduction, recycling, wastewater treatment and compliance activities at the premises with respect to discharges to a sewer from the premises.
- vi A description of compliance options for non-complying pollutants and wastewater discharge and an evaluation of those options.
- vii A list of possible targets and timeframes (in compliance with any Wastewater Discharge Permit) to reduce or eliminate the discharge of non-complying matter to the wastewater works.
- viii A declaration from an authorized Person that the content of the Compliance Program is, to the best of that Person's knowledge, true, accurate, and complete.

- 12.5 Following the approval and during the term of a Compliance Program, a discharger will:
- 12.5.1 Submit a progress report within fourteen (14) days after the scheduled completion date of each activity listed in the Compliance Program.
 - 12.5.2 Revise and update the Compliance Program as required by the Town, and
 - 12.5.3 Always keep an updated copy of the Compliance Program and progress reports at the subject premises and make copies to the Town upon request.
- 12.6 The Town may suspend or terminate a Wastewater Discharge Permit if the discharger fails or neglects to carry out or diligently pursue the activities required under a Compliance Program.

13.0 ADDITIONAL REQUIREMENTS

13.1 FOOD WASTE GRINDERS

In the case of industrial, commercial, or Institutional premises where food waste grinding devices are installed in accordance with the Building Code, the effluent from such food waste grinding devices must comply with Schedule "B" and Schedule "C".

13.2 FOOD-RELATED GREASE INTERCEPTORS

- 13.2.1 Every Registered Owner of a restaurant or other commercial or Institutional premises where food is cooked, processed, or prepared, for which the premises is connected directly or indirectly to the Wastewater system, will take all necessary measures to ensure that oil and grease are prevented from entering the Wastewater system in excess of the provisions of this bylaw. Oil and grease interceptors will not discharge to Storm Sewers.
- 13.2.2 The Registered Owner of a premises described in Subsection 13.2 (1) will install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to the Wastewater system. The

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oil and grease interceptors will be installed in compliance with the most current requirements of the applicable Building Code. The installation of the oil and grease interceptor will meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.

- 13.2.3 All oil and grease interceptors must be maintained according to the manufacturer's recommendations. The testing, maintenance and performance of the interceptor must meet the requirements of CAN/CSA B-481. Traps must be cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume; cleaning frequency must not be less than every four weeks. Maintenance requirements must be available at the workplace where the grease interceptor is installed. Maintenance and clean out must be documented at the time of completion.
- 13.2.4 Emulsifiers will not be discharged to the Wastewater system from interceptors. No Person will use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through a grease interceptor.
- 13.2.5 A maintenance schedule and record of maintenance carried out must be submitted to the Town upon request for each interceptor installed.
- 13.2.6 The Owner or operator of the restaurant or other industrial, commercial or Institutional premises where food is cooked, processed or prepared, must, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.

13.3 VEHICLE AND EQUIPMENT SERVICE OIL AND GREASE INTERCEPTORS

- 13.3.1 Every Registered Owner of a vehicle or equipment service station, repair shop or garage or of a commercial or Institutional premises or any other establishment where motor vehicles or equipment are repaired, lubricated, or maintained and where the wastewater is directly or indirectly connected to the Wastewater System must install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the wastewater system in excess of the limits in this bylaw.
- 13.3.2 The Registered Owner of the premises described this section must install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to the Wastewater system. The oil and grease interceptors shall be installed in compliance with the most current requirements of the applicable Building Code and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).
- 13.3.3 All oil and grease interceptors and separators must be maintained in good working order and according to the manufacturer's recommendations and must be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance and inspected to ensure the surface oil and sediment levels do not exceed the recommended level. In the absence of manufacture's recommendations, the settled solids must not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out must be documented at the time they are performed.
- 13.3.4 A maintenance schedule and record of maintenance must be submitted to the Town upon request for each oil and grease interceptor installed.

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- 13.3.5 The Owner or operator of the premises as set out in this section must, for two years, keep the records which document the maintenance and clean outs performed for interceptor clean-out and oil and grease disposal.
- 13.3.6 Emulsifiers must not be discharged to the Wastewater system into interceptors. No Person will use enzymes, bacteria, solvents, hot water or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.

13.4 SEDIMENT INTERCEPTORS

- 13.4.1 Every Registered Owner of the premises from which sediment may directly or indirectly enter the Wastewater system, including but not limited to premises using a ramp drain or area drain and vehicle wash establishments, must take all necessary measures to ensure that such sediment is prevented from entering the drain or the Wastewater system in excess of the limits in this bylaw.
- 13.4.2 Catch basins installed on private property for the purposes of collecting storm water and carrying it into Storm Sewers must be equipped with an interceptor and the installation of these catch basins on private property must comply with the requirements of the Town.
- 13.4.3 All sediment interceptors must be maintained in good working order and according to manufacturer's recommendations and must be inspected regularly to ensure performance is maintained to the manufacturer's specifications for performance. In the absence of manufacturer's recommendations, the settled solids must not accumulate in the final stage chamber of the sediment interceptor in excess of 25% of the wetted height. Maintenance and clean out must be documented at the time it is performed.
- 13.4.4 The Owner or operator of a premises as referred to in this section must, for 2 years, keep the records which document interceptor clean-out and sediment disposal.
- 13.4.5 A schedule and record of maintenance must be submitted to the Town upon request for each sediment interceptor installed.

13.5 DENTAL WASTE AMALGAM SEPARATOR

- 13.5.1 Every Owner or operator of the premises from which dental amalgam may be discharged, which waste may directly or indirectly enter a sewer, must install, operate and properly maintain dental amalgam separator(s) with at least 95% efficiency in amalgam weight and certified *ISO 11143 – "Dentistry - Amalgam Separators"*, in any piping system at its premises that connects directly or indirectly to a sewer, except where the sole dental-related practice at the premises consists of one or more of the following specialties or type of practice:
- i Orthodontics and dentofacial orthopedics
 - ii Oral and maxillofacial surgery
 - iii Oral medicine and pathology
 - iv Periodontics or,
 - v A dental practice consisting solely of visits by a mobile dental practitioner who prevents any dental amalgam from being released directly or indirectly to the wastewater works.

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13.5.2 Notwithstanding compliance with Subsection 13.5.1, all Persons operating or carrying on the business of a dental practice shall comply with Schedules “B” and “C” of this Bylaw.

- i All dental waste amalgam separators must be maintained in good working order and according to the manufacturer’s recommendations.

13.5.3 A maintenance schedule and record of maintenance must be submitted to the Town upon request for each dental amalgam separator installed.

13.6 PRE-TREATMENT FACILITIES

13.6.1 When not adhering to the requirements and prohibitions to the bylaw or where required by the Town, the Owner or operator must install on the premises, and prior to the sampling point, a wastewater pre-treatment facility.

13.6.2 The Owner or operator must ensure the design, operation, and maintenance of the pre-treatment facility achieves the treatment objectives and operates and is maintained in accordance with the manufacturer’s recommendations.

13.6.3 The Owner or operator must not deposit the waste products from the pre-treatment facility in a wastewater works and must ensure any waste products from the pre-treatment facility are disposed of in a safe manner.

13.6.4 The maintenance records and waste disposal records must be submitted to the Town upon request.

13.6.5 The Owner and operator must keep documentation pertaining to the pre-treatment facility and waste disposal for two years.

13.7 HAULED WASTEWATER/WASTE

13.7.1 No Person will discharge hauled wastewater/waste to the wastewater works unless:

- i The carrier of the hauled wastewater/waste, operating as a waste management system is certified according to all applicable Federal and Provincial legislation, as amended from time to time, and haul wastewater/waste meets the conditions set out by all applicable Federal and Provincial environmental protection regulations, as amended from time to time.
- ii The carrier meets all conditions for discharge that are or may be set from time to time with respect to the discharge of hauled wastewater/waste by ACRWC and,

13.7.2 No Person will discharge or permit the discharge of hauled wastewater/waste to the wastewater works:

- i At a location other than a hauled wastewater/waste discharge location approved by the Town.
- ii Without a manifest, in a form approved by the Town, completed and signed by the carrier prior to the discharge, and
- iii Without the use of a discharge hose placed securely in the discharge port at the approved location.

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13.8 NON-CONTACT COOLING WATER

The discharge of non-contact cooling water or uncontaminated water to a sanitary sewer for from any Residential property is prohibited unless the discharge is in accordance with a Wastewater Discharge Permit.

13.9 WATER ORIGINATING FROM A SOURCE OTHER THAN THE MUNICIPAL WATER SUPPLY

The discharge of water originating from a source other than the Town's water supply, including storm water or groundwater, directly or indirectly to a sanitary sewer is prohibited unless the discharge is in accordance with a Wastewater Discharge Permit.

14.0 SPILLS

In the event of a spill to a wastewater works and/or Storm Sewer works, the Person responsible or the Person having the charge, management, and control of the spill will immediately notify and provide any requested information regarding the spill to:

14.1 If there is any immediate danger to human health and/or safety:

14.1.1 911 emergency

14.1.2 The Infrastructure Manager or position similar thereof, or delegate, via the On-Call Emergency Phone Number (780) 975-0770

14.1.3 ACRWC's Wastewater Treatment Plant Control Room (780)416-9967

Or

14.2 If there is no immediate danger:

14.2.1 The Town on-call staff (780) 975-0770

14.2.2 The Owner of the premise where the spill occurred

14.2.3 ACRWC's Wastewater Treatment Plant Control Room (780)416-9967, and

14.2.4 Any other Person whom the reporting Person knows or ought to know may be directly affected by the spill

14.3 The Person responsible for the spill will provide a detailed report on the spill to the Town within five working days after the spill. The detailed report must contain the following information to the best of their knowledge:

14.1.1 Location where the spill occurred.

14.1.2 Name and telephone number of the Person reporting the spill, and the location and time, where and when they can be contacted.

14.1.3 Date and time of the spill.

14.1.4 Material spilled, including characteristics and composition of the material.

14.1.5 Volume of the material spilled.

14.1.6 Duration of the spill event.

14.1.7 Work completed and any work still in progress in the mitigation of the spill.

14.1.8 Preventative actions being taken to ensure a similar spill does not reoccur.

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- 14.1.9 Copies of applicable spill prevention and spill response plans.
- 14.4 The Person responsible for the spill and the Person having the charge, management, and control of the spill will do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue and restore the affected area to its condition prior to the spill.
- 14.5 Nothing in this Bylaw relieves any Persons from complying with any notification or reporting provisions of other government agencies, including Federal and Provincial agencies as required and appropriate for the material and circumstances of the spill, or any other Bylaw of the Town.
- 14.6 The Town may invoice the Person responsible for the spill to recover costs of time, materials, and services arising because of the spill. The Person responsible for the spill must pay the costs invoiced.
- 14.7 The Town may require the Person responsible for the spill to prepare and submit a spill contingency plan to the Town to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

15.0 AUTHORITY TO INVESTIGATE

The Town, or their authorized agent, has the authority to carry out any inspection reasonably required to ensure compliance with this Bylaw, including but not limited to:

- 15.1 Inspecting, observing, sampling, and measuring the flow in any private:
- 15.1.1 Sewer
 - 15.1.2 Wastewater disposal system
 - 15.1.3 Storm water management facility and
 - 15.1.4 Flow monitoring point
- 15.2 Taking samples of wastewater, storm water, clear-water waste and subsurface water being released from the premises of flowing within a sewer system.
- 15.3 Performing on-site testing of the wastewater, storm water, clear-water waste and subsurface water within or being released from private drainage systems, pre-treatment Facilities, and storm water management Facilities.
- 15.4 Collecting and analyzing samples of hauled wastewater coming to a discharge location into the wastewater works.
- 15.5 Inspecting the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or Watercourse.
- 15.6 Requiring information from any Person concerning a matter.
- 15.7 Inspecting and copying documents or removing documents from the premises to make copies.
- 15.8 Inspecting chemical storage areas and spill containment Facilities and requesting Safety Data Sheets (SDS) for materials stored or used on site.
- 15.9 Inspecting the premises where a release of prohibited or Restricted Wastes or of water containing prohibited or Restricted Wastes has been made or is suspected of having been made, and to sample.

No Person will hinder or prevent the Town or their authorized agent from carrying out any of their powers or duties.

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16.0 OVERSTRENGTH SURCHARGE

- 16.1 The Town or their authorized agent may assess Overstrength Surcharges for wastewater discharges that exceed the limits of treatable parameters set in accordance with Schedule “D” of this Bylaw.
- 16.2 Any Overcharge Surcharge will be added to a monthly Utility Bill.

17.0 BEST MANAGEMENT & CODES OF PRACTICE

- 17.1 ACRWC has adopted one or more Best Management Practices which includes Codes of Practice that apply the Designated Sector Operations, as outlined in ACRWC’s Code of Practice Registration Form for Designated Sector Operations, available on ACRWC’s website at www.acrwc.ab.ca.
- 17.2 A Code of Practice does not apply to a discharging operation that is subject to a Wastewater Discharge Permit, unless otherwise specified in the permit.
- 17.3 A Code of Practice does not apply to the discharge of domestic wastewater.
- 17.4 Nothing in a Code of Practice relieves a Person discharging wastewater from complying with this Bylaw, a Wastewater Discharge Permit of any other applicable enactment.
- 17.5 If a Code of Practice establishes a requirement in relation to a specific discharging operation which differs from a provision in this Bylaw, the requirement in the Code of Practice prevails.

18.0 AUTHORITY TO RESTRICT OR SHUT-OFF UTILITY SUPPLY

- 18.1 The Town Manager, or their delegate, may without notice Shut-Off the Utility Service to any part of the Town or any Service in the case of an emergency.
- 18.2 The Town Manager, or their delegate, in a non-emergent situation for any reason deemed necessary including but not limited to repairing and maintaining the Utility System, may shut-off the Utility Service to any part of the Town or Service provided reasonable notice of such intended Shut-Off is given to all affected Owners, except in the event of routine maintenance with Shut-Off not to exceed thirty (30) minutes. The Town Manager, or their delegate, will have the sole discretion to determine what reasonable notice is in the circumstance.
- 18.3 The Town Manager, or their delegate, may Shut-Off the Utility Service if the Consumer’s Facilities are deemed to be unsafe or defective, leak excessively or cause contamination or deterioration of the Utility System.
- 18.4 The Town Manager, or their delegate, may restrict and regulate the hours or time during which water may be used for any purpose other than for firefighting.
- 18.5 The Town Manager, or their delegate, may, by Publication upon reasonable notice, implement Water Demand Management Measures to restrict water usage to any or all parts of the Town. Such measures include but are not limited to a restriction on the watering of lawns, gardens, streets, yards or grounds, or the use of a hose or similar device to wash vehicles, or the exteriors of houses or other buildings. Other measures include but are not limited to varying the hours and days of the use of water.
- 18.6 After Publication of any Water Demand Management Measures, it will be an offence for a Person to use water in contravention of the declared Water Demand Management Measures. A Consumer who is not adhering to the Water Demand Management Measures may have their service Shut-Off with reasonable notice.

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- 18.7 No Persons will have any claim for compensation or damages because of the Town shutting off the water with or without notice for any reason or from failure of the water supply from any cause whatsoever.
- 18.8 Failure to adhere to this Bylaw may result in service Disconnection.

19.0 UTILITY RATES AND CHARGES, OPENING AND CLOSING OF ACCOUNTS

- 19.1 The Consumer will pay to the Town the utility distribution and other charges as applicable as set out in Schedule "A" Utility Rates and Other Charges as attached to this Bylaw for all service consumption, including but not limited to leaks up to the utility mains.
- 19.2 New account requests or changes for Utility Services must be in the name of the Owner(s) registered on the property title only, other than those accounts specific to Bulk Water use.
- 19.3 Prior to Utility use, an Owner must open an account, and is subject to the application fee and security deposit fees as in Schedule "A" Utility Rates and Other Charges as attached. The Owner is responsible for ensuring the Town has accurate contact information, i.e. address, email address, phone number.
- 19.4 The Security Fee will be fully refundable, less any outstanding Account balances, upon termination of the Account.
- 19.5 Should there be a disagreement of the classification of any service, Council will have the final, binding decision.
- 19.6 Persons who use Utility Services without opening an account will be liable for the cost of utility consumption based upon reasonable estimation. Failure to open an Account may result in Utility service being Shut Off.
- 19.7 The Town will take readings from the Water Meters monthly. The Utility Bill, based on consumption in accordance with the rates set out in Schedule "A" hereto, will be mailed or emailed every month to Consumers.
- 19.8 A Utility Bill showing the current service charges will be mailed or emailed to the Owner(s) or designated renter. It remains the Owner's responsibility to ensure renters are making regular payments. Payment for Utility Services will be due and payable when the account is rendered. Payment must be made at the Town Office or at such other place as may be designated by the Council, or online, and failure to receive a billing will in no way affect the liability of the Owner(s) to pay the account.
- 19.9 In the event any Utility Bill remains unpaid after the date shown on the billing, there will be added by way of penalty an amount as set out in Schedule "A" being attached hereto and forming part of this Bylaw. The said penalty will be added to and shall form part of the unpaid Utility Bill.
- 19.10 In the event any utility charges remain unpaid for a period of sixty (60) days or longer, the Town may take any or all the following actions to recover:
- i Written notice of arrears requesting payment, including authorizing appropriate payment arrangements.
 - ii Shut off Utility Services. An Arrears Fee as set out in Schedule "A" will be applied to the Account if the Account is scheduled for shut off. Any properties that cannot have the Utility Service Shut-Off (i.e. Condominiums, malfunctioning CC, etc.) may have unpaid Accounts transferred to the Owner's Property Tax Roll and may be subject to all other applicable charges.

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- iii Transference of outstanding account balance to the Owner's Property Tax Roll.
 - iv By action, in any court of competent jurisdiction.
- 19.11 If an error or omission is found in the Utility Bill charges, the Town will correct the Utility Accounts by the appropriate amount for the duration of the billing error as follows:
- i If the correction results in an under billing for utility consumption charges to the Consumer, the Utility Bill correction will be made for a period of not more than three (3) months immediately preceding the date of discovery of error, or,
 - ii If the correction results in an over billing for utility consumption charges to the Consumer, the billing correction will be made for the period of the error if the start date of the error can be determined with reasonable accuracy. If such time cannot be determined with reasonable accuracy, the correction will be made for a period of not more than three (3) months.
- 19.12 A Consumer may contact the Town for temporary or permanent Service Disconnection of Utilities. Service Call charges per Schedule "A" will apply to disconnect the service as well as a Service Disconnection charge. To reconnect the service upon request of the Consumer, Service Call charges per Schedule "A" will apply as well as a Service Reconnection Charge. Charges will be applied to the Consumer's account and make up part of the Utility Bill.
- 19.13 Consumers who wish to close their account must make a request with the Town at least two working days before the request is to become effective. All fees up to the date of closure remain the responsibility of the Consumer. The Town may continue to levy Utility Service fees until the Account is formally closed by the Consumer. A refund will be issued for closed Accounts with a final credit balance of \$5.00 or more.
- 19.14 Any Bulk Water Consumer who transacts online, requiring no administrative assistance for adding funds to their Bulk Water account, will receive a 10% bonus of water.

20.0 PENALTIES

- 20.1 Offence Tag
- 20.1.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue an offence tag to any Person who contravenes any provision of this Bylaw.
 - 20.1.2 An Offence Tag shall be in a form approved by the Council and will state:
 - i The name of the offender; and,
 - ii The offence.
 - iii The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw; and
 - iv That the fine must be paid within 30 days of the issuance of the offence tag.
- 20.2 Where a contravention of this Bylaw is of a continuing nature, further offence tags for the same offence may be issued by the Bylaw Enforcement Officer, provided however, that

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no more than one offence tag will be issued for each day that the contravention continues.

20.3 Violation Ticket

- i If the fine specified on an offence tag is not paid within the prescribed time, then a Bylaw Enforcement Officer is hereby authorized and empowered to lay a complaint and issue a summons by means of a violation ticket.
- ii The Violation Ticket must be in the form prescribed by Alberta Regulation, as amended, being the Violation Ticket Regulations passed pursuant to the Provincial Offences Procedures Act.
- iii Imprisonment in default of payment of a fine specified in the bylaw will not be imposed under any circumstances.

21.0 SEVERABILITY

Should any provision of this Bylaw be invalid, then such provision will be severed, and the remaining Bylaw will be maintained.

22.0 GENERAL

22.1 Nothing in this Bylaw will operate to relieve any Person from complying with any Federal, Provincial, or other Town of Bon Accord law, order, regulation, or Bylaw.

22.2 Bylaw 2022-20 is hereby repealed.

22.3 This Bylaw will come into full force and effect on January 1, 2024.

READ A FIRST TIME THIS 16th day of January 2024.

READ A SECOND TIME THIS 16th day of January 2024.

READ A THIRD TIME THIS 16th day of January 2024.

SIGNED AND PASSED THIS 16th day of January 2024.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
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**Bylaw 2024-01 SCHEDULE “A” – UTILITY RATES AND
OTHER CHARGES**

1.0 DEFINITIONS OF UTILITY RATES

- 1.1 “Service Charge” means a flat fee charge intended to recover costs for such things as: billing and other related charges, customer service, energy related charges, communication, Facilities, and administration of Consumer accounts.
- 1.2 “Capital Rate Rider” means a flat fee charge intended to reflect each Consumer’s share of costs of capital program related assets, such as equipment and infrastructure replacement (i.e. Defective pipes or installation of new pipes.)
- 1.3 “Consumption Charge” means a variable volumetric charge, unless water is un-metered, that reflects the cost of utility supply.

2.0 WATER RATES

	Billing Item	Rate	Application
Residential	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$3.30	per cubic meter consumed during each billing period

	Billing Item	Rate	Application
Commercial	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

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Institutional	Billing Item	Rate	Application
	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$1.00	per billing month per utility account
	Consumption Charge	\$3.25	per cubic meter consumed during each billing period

Bulk Water (Truckfill) Pre-paid	Billing Item	Charge	Application
	Consumption Charge	\$5.84	per cubic meter consumed during each billing period
	Consumption Charge – 10% discount for online only customers	\$5.26	per cubic meter consumed during each billing period

3.0 WASTEWATER RATES

Residential	Billing Item	Rate	Application
	Service Charge	\$11.00	per billing month per utility account
	Capital Rate Rider	\$1.50	per billing month per utility account
	Consumption Charge	\$3.38	per cubic meter of water consumed during each billing period

Commercial	Billing Item	Rate	Application
	Service Charge	\$16.00	per billing month per utility account
	Capital Rate Rider	\$1.50	per billing month per utility account
	Consumption Charge	\$3.33	per cubic meter of water consumed during each billing period

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	Billing Item	Rate	Application
Institutional	Service Charge	\$21.00	per billing month per utility account
	Capital Rate Rider	\$1.50	per billing month per utility account
	Consumption Charge	\$3.33	per cubic meter of water consumed during each billing period

4.0 DEFINITIONS OF OTHER UTILITY CHARGES

- 4.1 “Application Fee” means a one-time flat fee applicable to new service account requests and split between water and wastewater services.
- 4.2 “Arrears Fee” means a flat fee charge intended to reflect the cost of managing and processing the administration and collection of utility accounts that are scheduled for shut off due to arrears and non-payment.
- 4.3 “Connection to Main” means a charge for a new service request where a new physical connection is required to the Utility Main System.
- 4.4 “Interference or Tampering Penalty” means a charge issued to anyone who has been found to have interfered with Town Facilities including any meter, meter seals, meter reading, or water Disconnection equipment.
- 4.5 “Late Payment Penalty” means a penalty of twenty-four percent (24%) per annum or two percent (2%) per month that is added to the outstanding amount of Utility Bills that remain unpaid after the date fixed for payment.
- 4.6 “Meter Testing Charge” means a charge intended to reflect the cost of removing, testing, and re-installing a Water Meter that the Consumer believes is faulty.
- 4.7 “Security Fee” means a one-time flat fee applicable to new utility account holders. The fee is added to the account at the time of account activation and is refundable less any outstanding amounts owing upon termination of service.
- 4.8 “Service Calls” means a per hour charge applicable to those Consumers who require service over and above that of the Basic Services provided for non-emergent issues, including Consumer request for Disconnection and Reconnection.
- 4.9 “Service Disconnection” means an option for Consumers who wish to have their service temporarily Disconnected. This is a one-time charge applied to the account at the time of Disconnection.
- 4.10 “Service Reconnection” means the option for Consumers to have their service turned back on after having requested for a temporary service Disconnection.

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4.0 OTHER UTILITY CHARGES

Billing Item	Charge	Application
Application Fee	\$30.00	Per new utility account – applied to account at time-of-service application; split between water and wastewater.
Arrears Fee	\$65.00	Applied to account during any instance of account being scheduled for Shut-Off due to non-payment.
Connection to Main	\$200.00Residential \$250.00Commercial & Institutional	tapping into main for new service
Interference, Tampering or Unauthorized Use Penalty	\$500.00	Per event
Late payment penalty	24% per annum (2% per month)	Applicable to outstanding balance – applied to total Utility Bill after the date due.
Meter Testing Charge	Flow through of costs + service call	per Consumer request, flow through of testing charge plus Service Call
Security Fee	Cost determined at time of Utility service application – based on Water Meter size ½" up to 1" meter \$200.00 1.5" meter \$750.00 2" meter \$1000.00	Per new utility account, applied at time-of-service application and refunded upon service termination less any monies outstanding.
Service Calls	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours	Per hour plus any additional costs that may be incurred in attending to non-emergent issues
Service Disconnection	Service Call Charge plus \$65.00	Per request, per utility account.
Service Reconnection	Service Call Charge plus \$65.00	Per request, per utility account.

**TOWN OF BON ACCORD
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5.0 PENALTIES

	1 ST OFFENCE	2 ND OFFENCE
Release of any matter not in accordance with Schedule "C"	\$500	\$1,000
Release of any matter not in accordance with Schedule "D"	\$500	\$1,000
Diluting wastewater	\$500	\$1,000
Connection of storm water, roof drains etc. to sanitary sewer	\$500	\$1,000
Tampering with manhole covers or Appurtenances	\$500	\$1,000
Cutting or tapping into Town sewers	\$500	\$1,000
Obstructing the flow of sewage	\$500	\$1,000

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**TOWN OF BON ACCORD
BYLAW 2024-01
UTILITIES BYLAW**

Bylaw 2022-20 SCHEDULE “B” – PROHIBITED WASTES

No Person will discharge directly or indirectly or deposit or cause or permit the discharge or deposit of wastewater into a sanitary sewer or municipal sewer connection or private sewer connection, to any wastewater works in circumstances where:

- (1) To do so may cause or result in:
 - (a) A health or safety hazard to a Person authorized by the ACRWC or a Member Municipality to inspect, operate, maintain, repair, or otherwise work on a wastewater works.
 - (b) An offence under any applicable federal or provincial legislation, as amended from time to time, or any regulation made thereunder from time to time.
 - (c) Wastewater sludge from the wastewater treatment facility to which wastewater discharges, either directly or indirectly, to fail to meet the objectives and criteria as listed in any applicable federal or provincial legislation, as amended from time to time.
 - (d) Interference with the operation or maintenance of a wastewater works, or which may impair or interfere with any wastewater treatment process.
 - (e) A hazard to any Person, animal, property, or vegetation.
 - (f) An offensive odour emanating from wastewater works, and without limiting the generality of the foregoing, wastewater containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour.
 - (g) Damage to wastewater works.
 - (h) An obstruction or restriction to the flow in wastewater works.
- (2) The wastewater has two or more separate liquid layers.
- (3) The wastewater contains:
 - (a) Hazardous substances.
 - (b) Combustible liquid.
 - (c) Biomedical waste, including but not limited to the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps and untreated human blood and body fluids known to contain viruses and agents listed in “Risk Group4” as defined in “Laboratory Biosafety Guidelines” published by Health Canada, dated 2004, as amended.
 - (d) Specified risk material for bovine spongiform encephalopathy as defined in the federal Fertilizers Regulations (C.R.C., c. 666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord, and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages.

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- (e) Dyes or colouring materials which may or could pass through a wastewater works and discolour the wastewater works effluent.
 - (f) Fuel.
 - (g) Ignitable waste.
 - (h) Pathological waste.
 - (i) PCBs.
 - (j) Pesticides which are not otherwise regulated in this Bylaw.
 - (k) Reactive waste.
 - (l) Toxic substances which are not otherwise regulated in this Bylaw.
 - (m) Waste radioactive substances in concentrations greater than those specified for release to the environment under the Nuclear Safety and Control Act and Regulations or amended versions thereof.
 - (n) Solid or viscous substances in quantities or of such size to be capable of causing obstruction to the flow in a wastewater works, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.
- (4) The wastewater contains a concentration, expressed in milligrams per litre, more than any one or more of the limits in Schedule "C" of this Bylaw, unless:
- (a) The discharge is in accordance with a valid Wastewater Discharge Permit;
 - (b) The discharge is authorized in a Code of Practice approved by ACRWC; and
 - (c) All requirements of Section 13 of this Bylaw, Additional Requirements, have been fully satisfied.

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BYLAW 2024-01
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**Bylaw 2022-20 SCHEDULE “C” – RESTRICTED WASTES
– SANITARY SEWER DISCHARGES**

1. Table A – CONVENTIONAL CONTAMINANTS

Substance	Concentration Limit– [mg/L, except as noted]
Biochemical Oxygen Demand	10,000
Chemical Oxygen Demand	20,000
Nitrogen, Total Kjeldahl	500
Oil and Grease, Total – Animal and Vegetable + Mineral and Synthetic/Petroleum Hydrocarbons	500
Phosphorus, total	200
Suspended Solids, Total	5,000

2. Table B – ORGANIC CONTAMINANTS

Substance	Concentration Limit– [mg/L]
Benzene	0.5
Ethylbenzene	0.5
Oil and Grease – Mineral and Synthetic/Petroleum Hydrocarbons	100
Phenols, Total (or phenolic compounds)	1.0
Toluene	0.5
Xylene	0.5

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3. Table C – INORGANIC CONTAMINANTS

Substance	Concentration Limit– [mg/L]
Arsenic (As)	1.0
Cadmium (Cd)	0.10
Chlorine, Total (Cl ₂)	5.0
Chromium (Hexavalent) (Cr ⁺⁶)	2.0
Chromium, Total (Cr)	4.0
Cobalt (Co)	5.0
Copper (Cu)	2.0
Cyanide (CN)	2.0
Lead (Pb)	1.0
Mercury (Hg)	0.10
Molybdenum (Mo)	5.0
Nickel (Ni)	4.0
Selenium (Se)	1.0
Silver (Ag)	5.0
Sulphide (S ⁼)	3.0
Thallium (Tl)	1.0
Zinc (Zn)	2.0

4. Table D – PHYSICAL PARAMETERS

Parameter	Limit
Flashpoint	Not ≤60.5° C
Lower Explosive Limit (LEL) in headspace	10% of the LEL
Ph	6.0 – 11.5 (unitless)
Temperature	60° C

**TOWN OF BON ACCORD
BYLAW 2024-01
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**Bylaw 2022-20 SCHEDULE “D” – WASTEWATER
OVERSTRENGTH LIMITS**

Concentrations that do not exceed the constituent concentration limits listed in Schedule “C” are permitted for discharge, however, they may be subject to an Overstrength Surcharge.

Substance	Column A	Column B
	Overstrength Surcharge Concentration Limits, mg/L	Additional Overstrength Concentration Limits, mg/L
Biochemical Oxygen Demand (BOD)	300	3000
Chemical Oxygen Demand (COD)	600	6000
Nitrogen, Total Kjeldahl (TKN)	50	200
Oil and Grease, Total (O&G) – Animal and Vegetable + Mineral and Synthetic/Petroleum Hydrocarbons	100	400
Phosphorus, Total (TP)	10	75
Suspended Solids, Total (TSS)	300	3000

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 16, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A
Agenda Item No.	9.4

BACKGROUND/PROPOSAL

The Waste Collection Bylaw 2022-21 Schedule A requires updating due to the changing waste collection rates approved within the 2024 Operating Budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The changes made to Schedule A include the following:

Monthly Garbage pickup increases to \$16.15 from \$13.49.

Extra Waste cart charge increases to \$4.16 from \$4.08.

Extra Organics cart charge increases to \$3.12 from \$3.06.

The rates represent the flow-through charges from GFL Environmental as presented during the 2024 budget.

At the November 7, 2023, regular meeting of council, council approved the 2024 operating budget, Resolution #23-474. The budget included the figures for the increased garbage collection rates.

As the rates need to be in place for the January 2024 billing, administration is recommending that Council pass all three readings of the amending bylaw in one meeting.

STRATEGIC ALIGNMENT

Values 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.

Values Statement: Stewardship

- Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

2024 Operating Budget

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council gives 1st reading to Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A as presented.

Resolution #2

THAT...Council gives 2nd reading to Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A as presented.

Resolution #3

THAT...Council gives unanimous consent to hear all three readings of Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A in one meeting.

Resolution #4

THAT...Council gives 3rd and final reading to Bylaw 2024-02 Amendment of Waste Collection 2022-21, Schedule A presented.

**TOWN OF BON ACCORD
BYLAW 2024-02
AMENDMENT OF WASTE COLLECTION BYLAW 2022-21, SCHEDULE A**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO AMEND SCHEDULE A OF WASTE COLLECTION BYLAW 2022-21.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a Council may pass bylaws respecting public utilities rates and fees; and

WHEREAS it is deemed necessary and expedient to amend Waste Collection Bylaw 2022-21.

NOW THEREFORE, THE COUNCIL OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Waste Collection Bylaw 2022-21 is to be amended by amending Schedule A as attached to this Bylaw 2024-02.

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

READ A FIRST TIME THIS 16th day of January 2024.

READ A SECOND TIME THIS 16th day of January 2024.

READ A THIRD TIME THIS 16th day of January 2024.

SIGNED AND PASSED THIS 16th day of January 2024.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

**TOWN OF BON ACCORD
BYLAW 2024-02
AMENDMENT OF WASTE COLLECTION BYLAW 2022-21, SCHEDULE A**

Bylaw 2024-02 SCHEDULE “A” WASTE COLLECTION SERVICE RATES AND OTHER CHARGES

WASTE COLLECTION SERVICE RATES

	Billing Item	Rate	Application
Residential	Solid Waste Collection <i>(Single/Duplex Unit/Dwelling)</i>	\$16.15	per billing month per utility account
	Extra Waste Cart	\$4.16	per billing month per utility account
	Extra Organic Cart	\$3.12	per billing month per utility account

OTHER CHARGES

Billing Item	Charge	Application
Landfill Usage	Flow-through charge - Permit holders will be charged at the rate established and invoiced by the Roseridge Waste Commission.	Applied to Utility Bill monthly.
Late payment penalty	24% per annum (2% per month)	Applicable to outstanding balance – applied to total Utility Bill after the date due.
Replacement Carts	\$100	Applied to Utility Bill at the time of replacement request.
Service Charge	\$15	One time application to Utility Bill per event.

**Seniors self-contained units, apartments, 4-plexes, and commercial / industrial pickups must use other service provider.

PENALTIES

	1 ST OFFENCE
Improper materials for removal as waste, recycling, or organics.	\$100
Improper location of Waste or Organics Carts	\$100
Improper storage of Waste or Organics carts (not on private property or obstructing a roadway, highway, boulevard, lane, or public property)	\$100
Improper Waste or Organics cart	\$500

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 16, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Municipal Borrowing - Operating Bylaw 2024-03
Agenda Item No.	9.5

BACKGROUND/PROPOSAL

The Municipal Borrowing – Operating Bylaw 2024-03 gives the Town authorization to borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$230,000 for emergency operating expenditures if necessary, repayable upon demand at the rate of interest of 8.2% per annum from time to time as established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.

Currently the Town has a Municipal Revolving Loan with a zero (0) balance owing.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Municipal Borrowing – Operating Bylaw 2024-03 is a standard document that is updated yearly and submitted to the bank as part of their documentation requirements.

Per Section 256 in the Municipal Government Act:

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

STRATEGIC ALIGNMENT

Values statement of Stewardship: Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

2024 Operating Budget

RECOMMENDED ACTION (by originator)

Resolution #1

THAT ...Council gives 1st reading to Municipal Borrowing – Operating Bylaw 2024-03.

Resolution #2

THAT ...Council gives 2nd reading to Municipal Borrowing – Operating Bylaw 2024-03.

Resolution #3

THAT ...Council gives unanimous consent to hear all three readings of Municipal Borrowing – Operating Bylaw 2024-03 in one meeting.

Resolution #4

THAT ...Council gives 3rd and final reading to Municipal Borrowing – Operating Bylaw 2024-03.

**TOWN OF BON ACCORD
BYLAW 2024-03
MUNICIPAL BORROWING - OPERATING**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE SPECIFIED IN SECTION 256 OF THE MUNICIPAL GOVERNMENT ACT

WHEREAS the Council of Town of Bon Accord (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of: Operating Loan for the period ending December 31, 2024.

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation may borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$230,000.00 repayable upon demand at a rate of interest per annum of 8.2% established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB
 - b. As security for any money borrowed from ATB
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promise and ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfer to and in favor of ATB of all or any property, real or personal; moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: taxes, reserves, or grants.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extensions, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document, or security.
6. Bylaw 2023-01 is hereby repealed.

**TOWN OF BON ACCORD
BYLAW 2024-03
MUNICIPAL BORROWING - OPERATING**

7. This Bylaw comes into force on the final passing thereof.

READ A FIRST TIME THIS 16th day of January 2024.

READ A SECOND TIME THIS 16th day of January 2024.

READ A THIRD TIME THIS 16th day of January 2024.

SIGNED AND PASSED THIS 16th day of January 2024.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

DRAFT

TOWN OF BON ACCORD

Mayor Report – for period December 14 – January 9, 2024

December 14, 2023	Attended Agenda Committee Meeting
December 14, 2023	Attended Coffee with a Cop.
December 14, 2023	Attended Monthly Roseridge Meeting
December 18, 2023	Attended meeting with Town Manager and Tam Anderson of Prairie Gardens
December 18, 2023	Attended MP Dane Lloyd's Open House in Stony Plain. This Open House was well attended by our region. Mr. Lloyd would like to come to Bon Accord before returning to Ottawa in mid January.
December 19, 2023	Chaired Regular Meeting of Council

Hoping that everyone had a peaceful Christmas and New Years Celebration.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD
December 13, 2023 – January 12, 2024

December 14	Attended Agenda Review.
December 14	Attended Coffee with a Cop.
December 14	Attended SVS Meeting.
December 19	Attended Regular Meeting of Council.
December 20	Attended CSAB Meeting.
January 11	Attended Agenda Review.
January 11	Attended SVS Meeting.

Note:

Tanya May
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – Dec 14 – Jan 10, 2024

Dec 14, 2023 Attended Homeland Housing board meeting.
Dec 19, 2023 Attended the Regular Meeting of Council

Note: Any additional information for report

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period, December 14 -January 10, 2024

Dec 19 Attended Regular Meeting of Council

Due to Christmas holidays, I have no more to report for council meetings.

Note: Hope everyone had a lovely and safe holiday season with those they love.

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – Dec 14 to Jan 10

December 14,2023	Attended Coffee with a Cop
December 15,2023	Attended CRNWSC Meeting
December 19,2023	Attended Regular Council Meeting

Due to the Christmas break, I have little to report yet this period.

Timothy LARSON
Councillor
Town of Bon Accord



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver
Minister

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



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Important: This Legislation may Affect Your Municipality
Date: December 15, 2023 9:15:28 AM

From: Utility Safety Partners <i-support-damage-prevention@uspinfo.ca>
Sent: Thursday, December 14, 2023 6:31 PM
To: i-support-damage-prevention@uspinfo.ca
Subject: Important: This Legislation may Affect Your Municipality



Dec 14, 2023

Support Proposed Damage Prevention Legislation - Municipal Members with Registered Assets

Utility Safety Partners (USP) is proposing comprehensive provincial damage prevention legislation for buried and above-ground utilities in Alberta. The new legislation will enhance safety across the province by creating a comprehensive provincial energy and utility notification system that would require the registration of all critical infrastructure with USP (formerly Alberta One-Call). This would include all municipalities in Alberta.

While the majority of Alberta's municipalities and industries have registered their utilities with USP, some have not. That poses a safety risk in the province.

You are receiving this message because your municipality is a registered member of USP, which is a non-profit organization, and we would appreciate your municipality's support to help us get this important safety legislation passed into law. While there are many obvious reasons to support the legislation from a safety perspective, having all organizations registered also delivers administrative and operating cost efficiencies.

We currently anticipate that the proposed legislation will be brought to the Alberta Legislature in the coming months, depending on the Legislature's agenda.

For more information and to submit a Letter of Support for improved Damage Prevention legislation which will be delivered directly to your MLA through our automated mail-delivery system, please visit <https://damage-prevention.utilitysafety.ca>

If you have questions, please email us at info@utilitysafety.ca.

Thank you,

A handwritten signature in blue ink, appearing to read 'Mike Sullivan', with a long horizontal flourish extending to the right.

Mike Sullivan
President, Utility Safety Partners

PO Box 87131 / Douglas Square RPO / Calgary, AB /
1.800.242.3447 UtilitySafety.ca

Where's the **LINE?**