

**Town of Bon Accord**  
**AGENDA**  
**Committee of the Whole Meeting**  
**March 27, 2024 5:00 p.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. CLOSED SESSION**
  - 3.1. Enforcement Update – *FOIP Act Section 24 Advice from officials and Section 27 Privileged information*
- 4. UNFINISHED BUSINESS**
  - 4.1. Bus Services Proposal (enclosure)
  - 4.2. Springbrook Playground Proposal (enclosure)
- 5. NEW BUSINESS**
  - 5.1. Council Community Connections 2024 (enclosure)
  - 5.2. Budget Highlights Report (enclosure)
- 6. BYLAWS/POLICIES/AGREEMENTS**
  - 6.1. Proposed Enforcement Policy (enclosure)
  - 6.2. 2024-04 – Repeal of Bylaw 43 (enclosure)
- 7. CLOSED SESSION**
  - 7.1. Policy Proposal – *FOIP Act Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials*
  - 7.2. Contractor Agreement - *FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 17 Disclosure harmful to personal privacy, and Section 24 Advice from officials*
  - 7.3. Resident Complaint – *FOIP Act Section 24 Advice from officials and Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials, and Section 27 Privileged information*
- 8. ADJOURNMENT**

**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE REPORT**

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	March 27, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Bus Services Proposal</b>
<b>Agenda Item No.</b>	4.1

**BACKGROUND/PROPOSAL**

At the October 17, 2023, regular meeting of council, Councillor Laing moved that Council direct administration to research bringing back a shuttle bus to serve youth, adults, seniors, and community members. Councillor Bidney moved to add collaboration into the main motion. Carried Resolution #23-443.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Community Services has contacted our local region communities to discuss collaboration opportunities. The Town of Gibbons and the Legal Lions Club will allow us to rent their shuttle bus to serve our community members. The St. Albert Seniors Association also has a bus, programming, and a Meals on Wheels program for seniors, and we are working with them to bring these services to Bon Accord.

The attached Bus Services Proposal outlines three options for Council to discuss.

**STRATEGIC ALIGNMENT**

***Values Statement of Service Excellence:***

- Administration and Council strive for the highest standard of service delivery and governance.

***Priority #5 Collaboration:***

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

**COSTS/SOURCES OF FUNDING**

Subsidization of shuttle bus services is not within the scope of the 2024 budget; therefore funds would need to be added to the budget or the service would need to be on a cost-recovery basis.



March 25, 2024

RE: Letter of Support for the Legal Lions Community Transportation (LLC Transportation) and Volunteer Resource Association of Legal (VRAL)

*To whom it may concern:*

On behalf of the Town of Bon Accord, please accept this letter supporting the Legal Lions Community Transportation (LLC Transportation) and Volunteer Resource Association of Legal (VRAL) in their application to the Provincial Assisted Transportation Project Funding.

The Town of Bon Accord is situated in the agricultural heartland of Sturgeon County, Alberta. Home to approximately 1500 residents, Bon Accord's mission is to promote and improve our quality of life, enhance our sense of community, and preserve the integrity of our hometown values while growing into a town that is diverse, prosperous, and welcoming to new residents, businesses, and visitors. Part of our strategic plan is to support and provide services that allow seniors to remain in their homes.

There is a growing need within our Town and the surrounding communities for affordable transportation services that enable seniors to access the necessities of life. These services include access to medical treatments, local food banks and stores, and services for mental and physical well-being. LLC Transportation and VRAL are uniquely positioned to offer these services to those in their community and to expand to collaborate with nearby communities like ours.

The Town of Bon Accord supports LLC Transportation and VRAL's mission to provide essential transportation services at an affordable cost. The Provincial Assisted Transportation Project Funding would allow the organization to continue this service and help it collaborate with its surrounding neighbours.

If you require more information about the Town of Bon Accord, please contact us at (780) 921-3550.

Sincerely,

Jodi Brown  
Town Manager/Chief Administrative Officer  
Town of Bon Accord





# Community Services

## Bus Services Proposal

## OVERVIEW

Bon Accord Community Services currently plans adult bus field trips to booked destinations. In February, a youth bus trip was planned with input from the youth in the community. However, this youth trip had to be cancelled due to no registration.

Statistics regarding these field trips are as follows:

October 25<sup>th</sup>, 2023, Adult trip to the Muttart Conservatory; 12 people attended.

December 5<sup>th</sup>, 2023, Adult field trip to Greenland Garden Centre; 34 attended.

February 3<sup>rd</sup>, 2024, Youth field trip to Bowling; cancelled.

February 11<sup>th</sup>, 2024, Adult field trip to the Bountiful Farmers' Market; 22 attended.

March 10<sup>th</sup>, 2024, family field to the museum planned, all ages; 12 attended, all adults or seniors, no youth attendees.

The Golden Gems in Bon Accord also organize bus trips for their members to various locales on the last Friday of each month.



## OPPORTUNITY

Partner with local neighbouring communities to provide bus services to youth, adults, and seniors in the community. Community Services has been in contact with Gibbons, Legal Lions, and the St. Albert Seniors' Association regarding collaboration. They are willing to allow us to rent their bus services. Administration is still awaiting information regarding the St. Albert Seniors' Association rates/program.

Bon Accord could offer weekly bus trips once or twice a week to different locations in St. Albert, such as St. Albert Centre and Safeway or Wal-Mart for shopping and medical facilities. This would need to be a set schedule so that residents and the volunteer driver would know where and when the bus would be going at any given time. The days and times would need to be determined based on need and want. For example, daytime trips during school hours would not benefit youth or working adults. Weekend trips may be more popular.

### Town of Gibbons Bus

The rate charged for a previous field trip was \$125\*. The cost would be \$12.50 per person with a minimum of ten people. The maximum number of riders is sixteen plus one wheelchair. If the bus is filled to capacity, the cost per person would be \$7.36.

### Legal Lions Bus

The rate charged depends upon the destination, and the rates are provided in Schedule A. The trip to St. Albert would cost \$16.00 per person plus an additional pickup fee of \$50. The bus has a minimum capacity of ten passengers and a maximum of sixteen plus two wheelchairs. The minimum of ten would be an additional \$5 per person or an additional \$2.78 per person if the maximum number of passengers is reached.

*\*The Gibbons bus is still currently out of service; this rate may be subject to change. The bus is also only booked on a first-come, first-served basis.*

## CHALLENGES & CONSIDERATIONS

The following table lists the potential strengths, weaknesses, opportunities, and threats that have been identified.

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> <li>• Providing additional services to residents.</li> <li>• Meeting the Strategic Plan objective to enable seniors to stay in the community by developing services.</li> </ul>	<ul style="list-style-type: none"> <li>• We don't know what exact services residents want or need. i.e. What locations, how often, and are they willing and able to pay per use?</li> <li>• Additional staff time would be required for tracking capacity and cancelling, if required, accepting and tracking registration and payment.</li> <li>• How to schedule trips to meet the needs of adults, youth, and seniors who may want and require different options?</li> </ul>
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> <li>• Partnerships with surrounding communities and organizations.</li> <li>• Increased quality of life.</li> </ul>	<ul style="list-style-type: none"> <li>• The buses are not town assets; therefore, control is not ours. i.e. service disruptions, breakdowns, other bookings taking priority, etc.</li> <li>• If minimum capacity levels are not met, trips will need to be cancelled.</li> <li>• Liability—legal and insurance-related, especially for youth—these trips would not be staffed as there is no staff capacity and would require waivers.</li> </ul>

## Considerations

Currently, there are no funds allocated in the budget to subsidize the bus trips. Community Services submitted a proposal to apply for a grant to Healthy Aging Alberta, but this would only help subsidize seniors' trips as it is a grant restricted to ages 55+. Unfortunately, we were not invited to submit a grant application. However, the program will put us in touch with a community in our surrounding area that was invited to submit.

## PROPOSAL

### OPTION 1:

Community Services conducts a community engagement survey to determine the need and want for bus services. Examples of the types of engagement questions would include whether a bus service would be utilized at pay-per-use, what days and times of the week would be preferred, and what locations would be desired.

Based on the responses to this engagement, we could organize the bus services schedule and locations on a trial basis to determine the actual usage and the additional costs and time for staff.

One possible issue with an engagement survey of this type is that residents may respond that they would like this service and intend to use it, but then not actually use the service.



## COMMUNITY SERVICES ENGAGEMENT BUS SURVEY – Draft

1. Some communities without public transportation provide smaller-capacity bus services to various shopping, entertainment, and medical centers. Depending on the time, the buses often make multiple stops at different locations within the urban area, such as Grocery stores and medical centers. These buses typically hold up to 16 passengers and have the capacity for a wheelchair. Bon Accord Community Services is considering partnering with our local area communities to utilize these buses to provide transportation services outside of Bon Accord.
  - a. Would you use this bus service?
    - i. Yes
    - ii. No
  - b. What location would you prefer?
    - i. St. Albert
    - ii. Morinville
    - iii. North Edmonton
  - c. What days of the week would you prefer? (select all that apply)
    - i. Weekdays
    - ii. Weekends
  - d. What time of day would you prefer? (select all that apply)
    - i. Mornings
    - ii. Afternoons
    - iii. Early evenings
  - e. What services would you prefer transport to? (select all that apply)
    - i. Shopping centers such as St. Albert Centre
    - ii. Grocery/Household stores such as Safeway or Wal-Mart
    - iii. Entertainment such as the movie theatre, restaurants, or bowling.
    - iv. Medical centers such as a walk-in clinic or optometrist.
  - f. Would you be willing to pay-per-trip for this service up to \$25 per person?

## OPTION 2:

Go ahead with the bus services schedule.

- Book a bi-weekly bus service (every second week) for one day during the week and one day on the weekend. The bus could travel to St. Albert Centre and Wal-Mart shopping centre.
- Establish a minimum number of required bookings. i.e., 10 people.
- The cost would be based on the minimum number of bookings.
  - Gibbon's bus: \$12.50
  - Legal Lions bus: \$21.00
- The bus trip would need to be cancelled if the minimum number of bookings is not reached.
- Maintain the monthly bus field trips for entertainment that Community Services is already booking.

## OPTION 3:

Community Services could continue to offer monthly bus field trips for entertainment purposes, and Council could consider a town grant or donation to Golden Gems to help support their trips.

## St. Albert Seniors Association

The St. Albert Seniors Association has offered their bus services to our seniors on Mondays. The bus has a capacity of 18 people or 16 with a wheelchair. They are going to get back to us with pricing. The bus would have 3 drop-offs – Sturgeon Hospital/Medical Area, the Mall, and then St. Albert Seniors Centre for their activities.

**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE REPORT**

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	March 27 <sup>th</sup> , 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Springbrook Playground Proposal</b>
<b>Agenda Item No.</b>	4.2

**BACKGROUND/PROPOSAL**

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

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

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

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

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

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

**Proposal:**

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

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

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

## **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

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

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

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

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

**Considerations:** Council may direct administration to seek one or two additional options from Blue Imp for the new playground equipment and proceed with a community survey to select the chosen playground equipment for install in April or May 2024.

Council may also choose one of the two options presented and proceed with purchase and install.

## **STRATEGIC ALIGNMENT**

### ***Priority # 2: Community***

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

### ***Priority # 3: Infrastructure***

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

## **COSTS/SOURCES OF FUNDING**

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

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



Centennial Park



Sportsgrounds



Roseglen 1



Roseglen 2



Roseglen 3



Roseglen 4



Roseglen 5



Springbrook 1





Springbrook 2



Springbrook 3



Springbrook 4

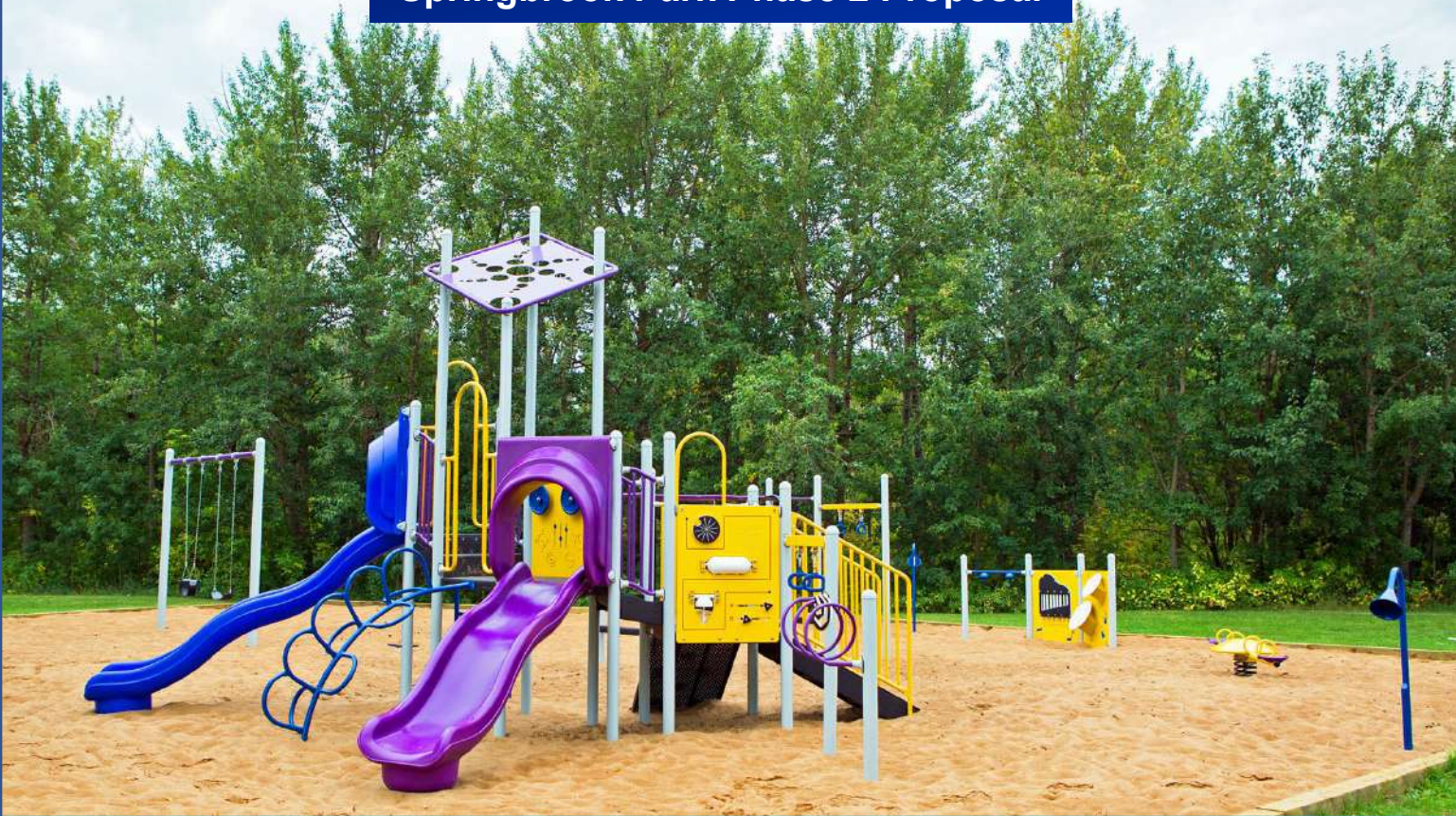


# Blue Imp™

PLAY STRONG

WHAT ALBERTA MAKES – MAKES ALBERTA

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



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





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

*Colours shown may not accurately reflect actual colours.*

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



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



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

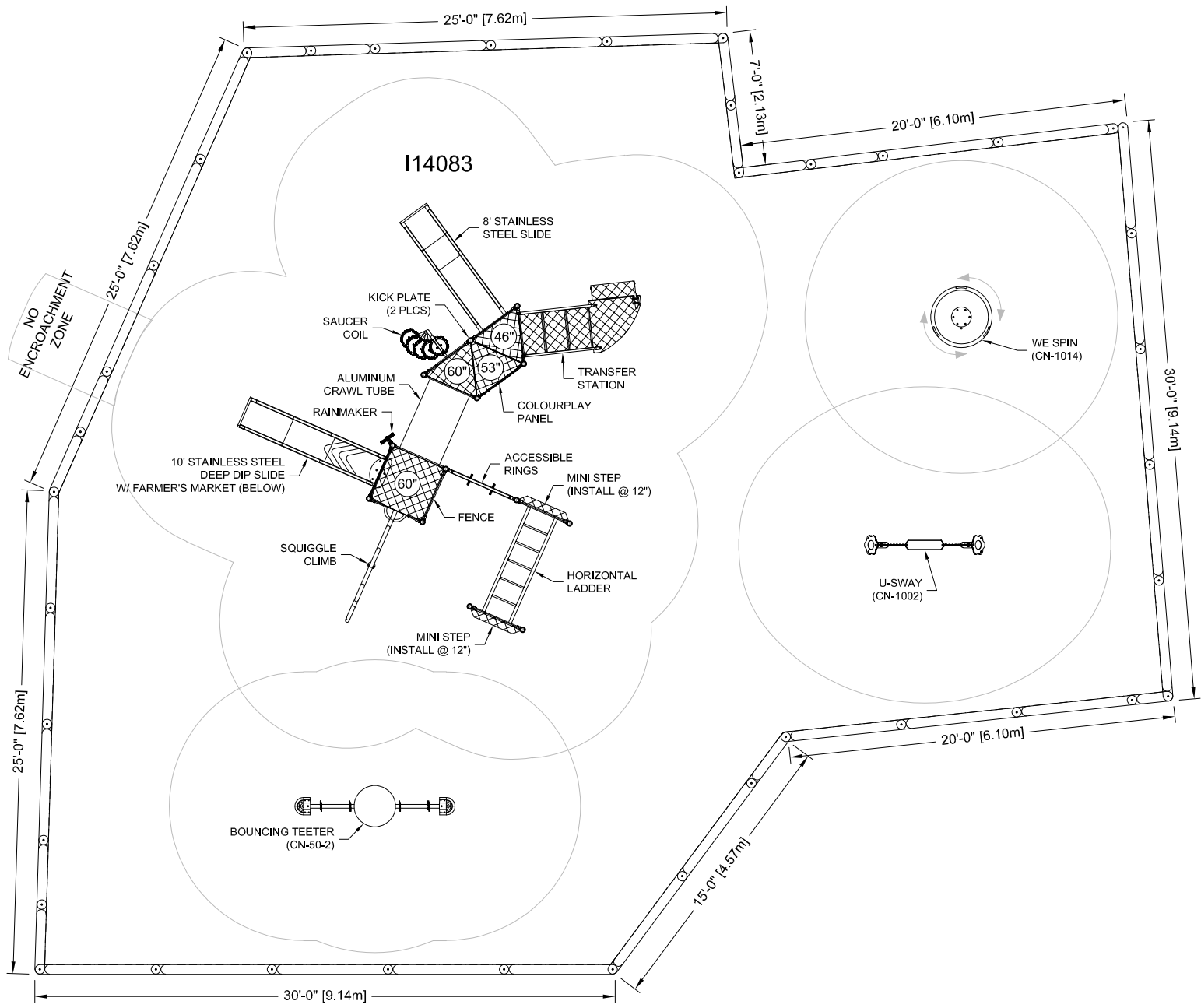
*Colours shown may not accurately reflect actual colours.*

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



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**N**

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

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

SPRINGBROOK PARK  
PHASE 2

BON ACCORD, AB  
BLUE IMP 2

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

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

**Distributor:** Blue Imp

**Date:** February 15, 2024

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



**BLUE IMP EQUIPMENT**

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

**SUMMARY WITH COMMERCIAL INSTALLATION - SAND**

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

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

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

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

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

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

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

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



## WHAT ALBERTA MAKES - MAKES ALBERTA



**Submitted by:**

Blue Imp Recreational Products of Canada Ltd.

Kailey Robinson

O: 780-467-7280

C: 780-803-8837

[krobinson@blueimp.com](mailto:krobinson@blueimp.com)

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





**Blue Imp**<sup>TM</sup>  
PLAY STRONG

# Option

# 2



Paint Colours: Sparkle Silver, Playground Yellow, Star Blue

Colours shown may not accurately reflect actual colours.

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



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



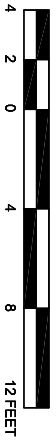
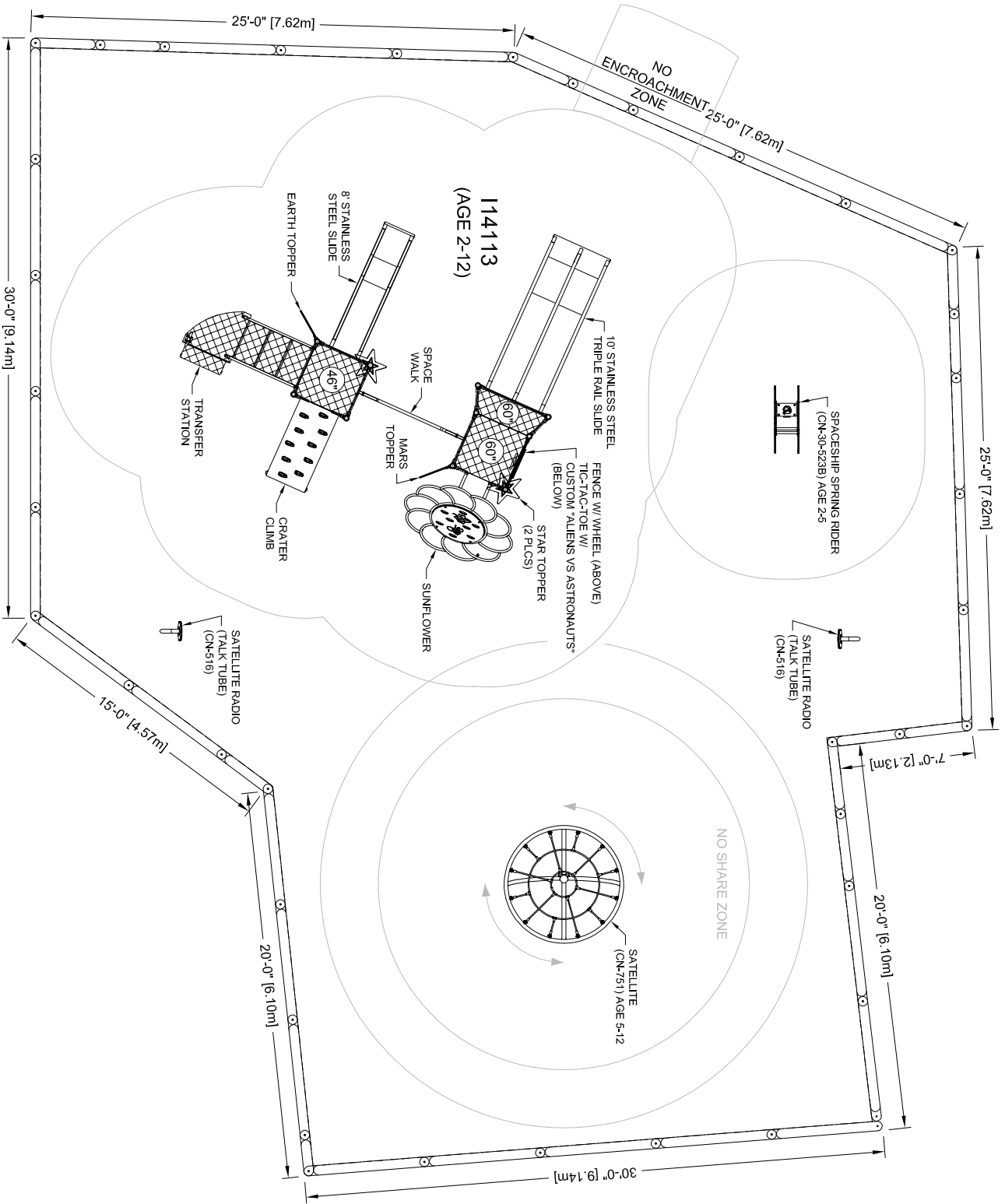
Paint Colours: Sparkle Silver, Playground Yellow, Star Blue

Colours shown may not accurately reflect actual colours.

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



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



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

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

SPRINGBROOK PARK  
PHASE 2, OPTION 2

BON ACCORD, AB  
BLUE IMP 2

BORDER TIMBER COUNT  
BP-10 BORDER TIMBERS REQ'D- 38 | BP-26 ADAPTORS REQ'D- 14

LAYOUT #: A11232  
JOB #: J08508

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



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

**Distributor:** Blue Imp

**Date:** February 22, 2024

**Project Name:** Town of Bon Accord Option 2 (A11234-J08505)



**BLUE IMP EQUIPMENT**

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

**SUMMARY WITH COMMERCIAL INSTALLATION - SAND**

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

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

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

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

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

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

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

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



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WHAT ALBERTA MAKES – MAKES ALBERTA

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



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





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# Option

# 3



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

Colours shown may not accurately reflect actual colours.

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



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





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

Colours shown may not accurately reflect actual colours.

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



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



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

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

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

SPRINGBROOK PARK  
PHASE 2, OPTION 3  
BON ACCORD, AB  
BLUE IMP 2

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

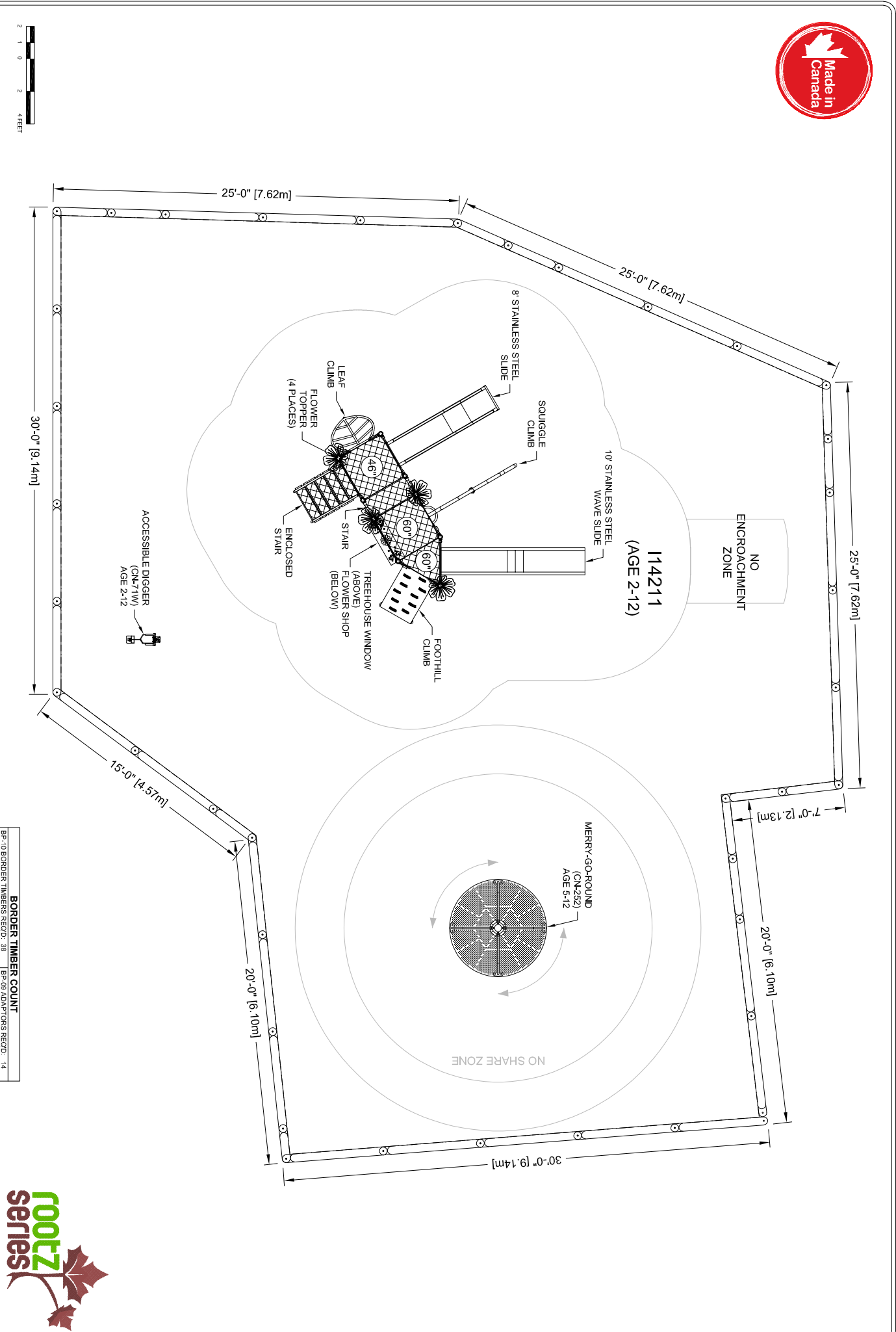
LAYOUT #: A11321  
JOB #: J08508

RECOMMENDED AGES: AS NOTED  
PROTECTIVE SURFACING REQUIRED:  
AREA: 2128 (sq.ft)    PERIMETER: 194 (ft)

DRAWN BY: EH    DATE: 14-MAR-24

**Blue Imp**  
PLAY STRONG

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



**Distributor:** Blue Imp

**Date:** March 18, 2024

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



**BLUE IMP EQUIPMENT**

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

**SUMMARY WITH COMMERCIAL INSTALLATION - SAND**

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

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

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

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

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

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

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

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



**Blue Imp**<sup>TM</sup>  
PLAY STRONG

# Option

# 4



Paint Colours: Wagon Red, Playground Yellow, Signs Green

Colours shown may not accurately reflect actual colours.

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



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



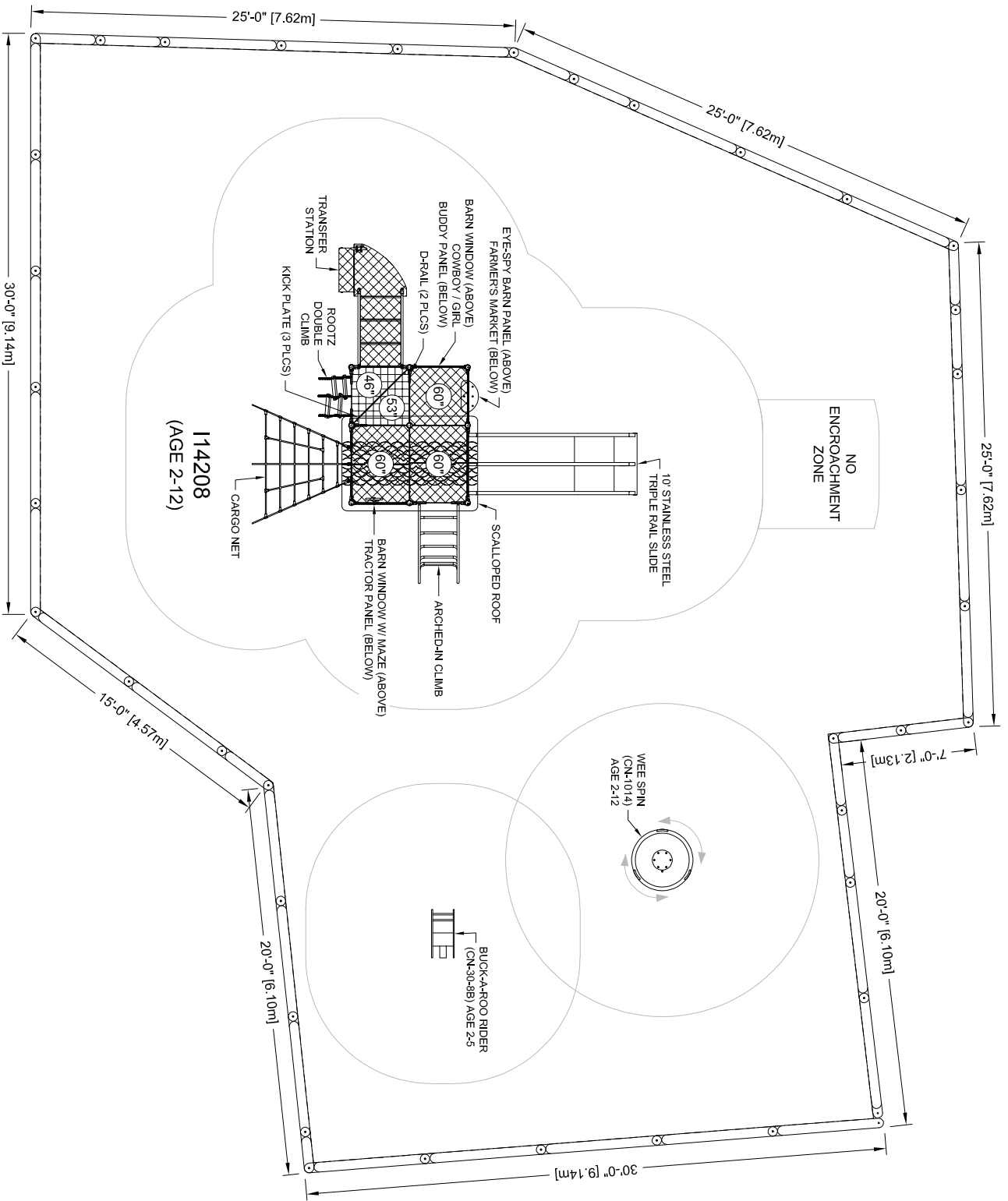
Paint Colours: Wagon Red, Playground Yellow, Signs Green

Colours shown may not accurately reflect actual colours.

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



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



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

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

SPRINGBROOK PARK  
PHASE 2, OPTION 4  
BON ACCORD, AB  
BLUE IMP 2

<b>BORDER TIMBER COUNT</b>	
BP-10 BORDER TIMBERS REQ'D: 38	BP-29 ADAPTORS REQ'D: 14
LAYOUT #: A11322	JOB #: J08508
RECOMMENDED AGES: AS NOTED	
PROTECTIVE SURFACING REQUIRED:	
AREA: 2128 (sq.ft)	PERIMETER: 194 (ft)
DRAWN BY: AS	DATE: 15-MAR-24

**Blue Imp**  
PLAY STRONG

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

**Distributor:** Blue Imp

**Date:** March 18, 2024

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



**BLUE IMP EQUIPMENT**

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

**SUMMARY WITH COMMERCIAL INSTALLATION - SAND**

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

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

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

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

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





## WHAT ALBERTA MAKES - MAKES ALBERTA



**Submitted by:**

Blue Imp Recreational Products of Canada Ltd.

Kailey Robinson

O: 780-467-7280

C: 780-803-8837

[krobinson@blueimp.com](mailto:krobinson@blueimp.com)

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

**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE REPORT**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	March 27, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Community Connections 2024</b>
<b>Agenda Item No.</b>	5.1

**BACKGROUND/PROPOSAL**

**Public Participation Policy**

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

*Council Community Connections Events:*

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

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

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

**Topics**

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

## **PROPOSED DATES**

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

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

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

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

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Transparency***

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

### ***Value Statement: Collaboration***

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

## **COSTS/SOURCES OF FUNDING**

Annual Budget

**TOWN OF BON ACCORD  
COMMITTEE OF THE WHOLE REPORT**

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	March 27, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Budget Highlights Report</b>
<b>Agenda Item No.</b>	5.2

**BACKGROUND/PROPOSAL**

Many municipalities post an information bulletin or report about the budget to their website, and/or have this report available at council community connections events.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has prepared a budget highlights report to post to the website that outlines some of the key challenges and drivers considered within the budgeting process, a breakdown of how tax dollars are spent, and a comparison of the cost of quality-of-life services provided by the municipality to other services such as housing, recreation, etc.

The report also highlights information about utilities and the capital projects approved for the 2024 budget year.

**STRATEGIC ALIGNMENT**

***Values Statement of Transparency:***

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

***Priority #2 Community:***

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

**COSTS/SOURCES OF FUNDING**

NA

# 2024 Budget Highlights



## Introduction

Administration and Council began the budgeting process in early August.

Council had to consider many competing operating and capital priorities for 2024.

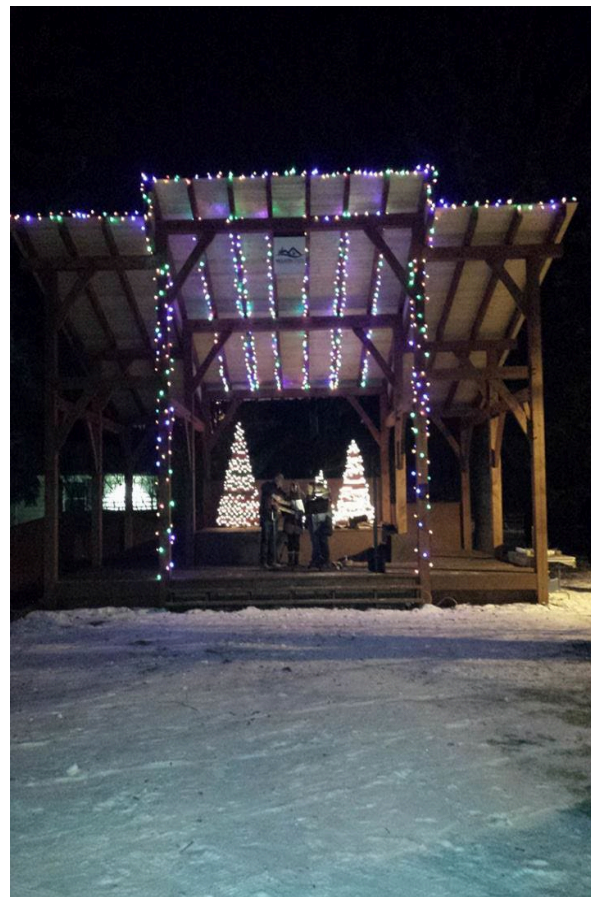
One of the main goals during the budget process was working towards achieving Council's Strategic Plan and priorities.

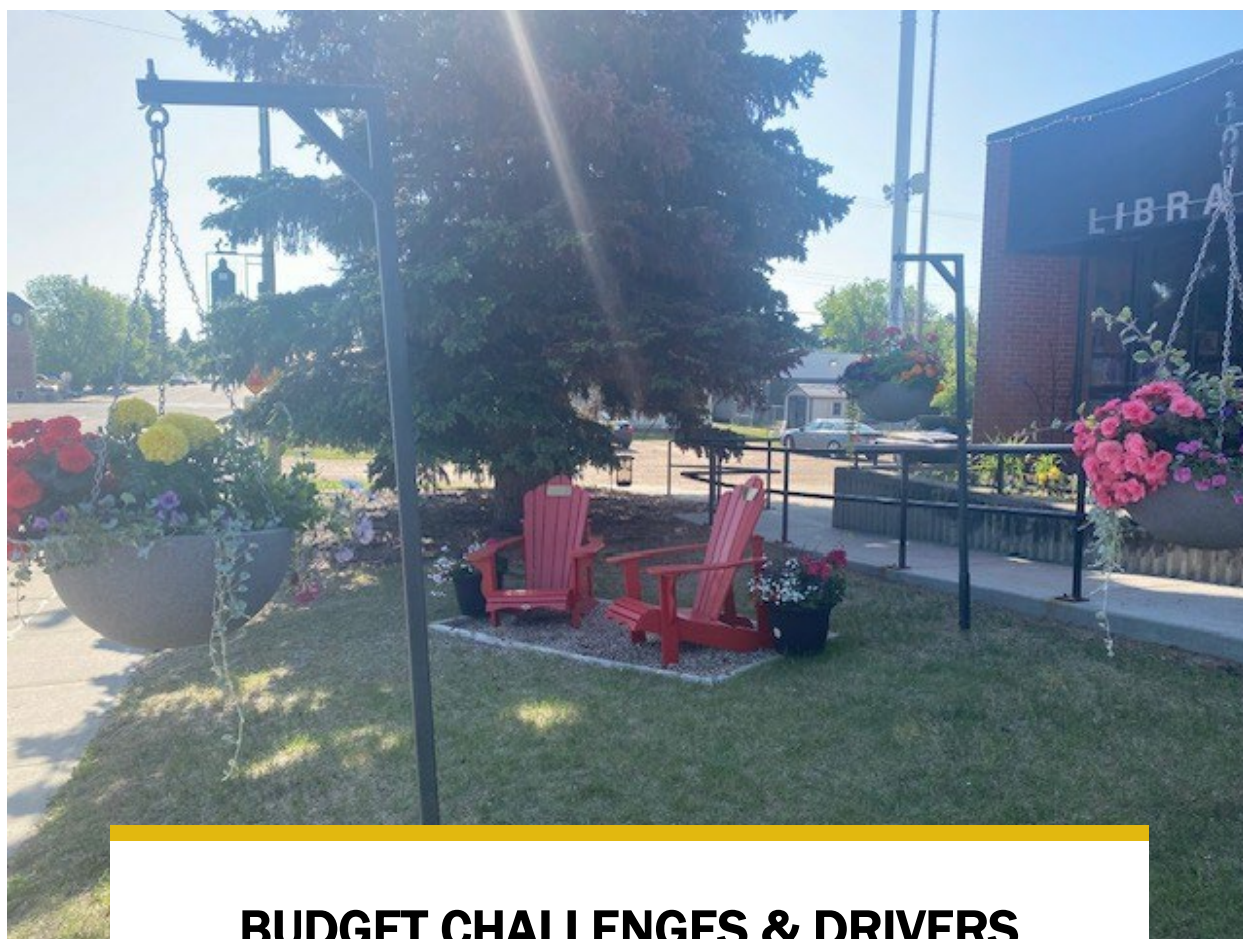
*We, as Council and staff, will hold true to our values with responsible planning and management of our resources.*

*~ Mayor Brian Holden*

### VISION

The Town of Bon Accord promotes a prosperous, residential, and industrial growth community while maintaining a hometown feeling.





## **BUDGET CHALLENGES & DRIVERS**

- Continued high inflation for goods and services.
- RCMP funding remains a large cost for a small municipality.
- Aging infrastructure and increased maintenance costs.
- Limited sources of revenue – taxes, grants, debentures, reserves, donations or sponsors.
- Balancing act between costs and revenues to maintain service levels and replace and repair aging infrastructure.
- Balancing act between planning for sustainability and meeting resident expectations for keeping taxes low and maintaining service levels.



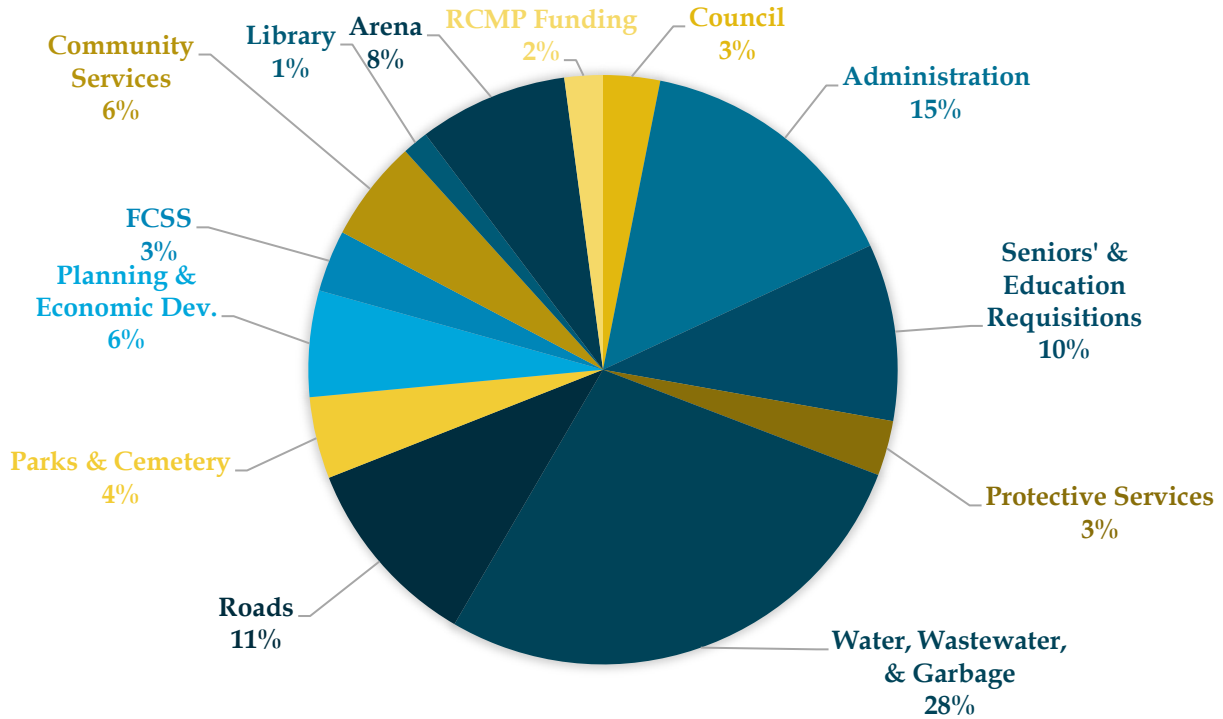
# Mission

To promote and improve our quality of living, enhance our sense of community, and preserve the integrity of our hometown values while growing into a Town that is diverse, prosperous and welcoming to new residents, businesses and visitors.





## HOW TAX DOLLARS ARE SPENT



## OPERATING BUDGET

The 2024 Operating Budget is \$4,173,915.

This is a 5.31% budget increase.

The budgeted projected tax rate increase is 2.6%.

For the *average* Bon Accord home (assessment of 250,451), the projected municipal tax levy would be \$2,710, an increase of \$69 over 2023 for the year or \$5.75 per month.

Services = Quality of Life  
Quality of Life = Taxes, User Costs





## OPERATING BUDGET

Municipal Services = \$226/month\**(based on average assessment)*, includes the following services:

- Arena facility.
- Bylaw and RCMP services.
- Community beautification.
- Community and family programs and events.
- Economic development and promotion.
- Emergency and disaster management.
- Fire response.
- Garbage, organics, and recycling.
- Library facility.
- Parks, greenspaces, & tree maintenance.
- Road & sidewalk maintenance
- Streetlights.
- Street sweeping & snow removal.
- Water, wastewater, & storm management.





## OPERATING BUDGET

In comparison – Other Services Monthly Consumption  
Costs (*Statistics Canada 2021, most recent data*)

- Clothing & accessories: \$192
- Communications: \$250
- Education: \$150
- Groceries: \$672
- Health Care: \$231
- Personal Care: \$119
- Recreation: \$352
- Restaurants: \$183
- Shelter: \$1,759
- Tobacco, Alcoholic Beverages: \$150
- Transportation: \$842





## OPERATING BUDGET

### Utilities

For 2024, wastewater and garbage have increased by the cost increase from the provider.

Water services have no increases to the per m<sup>3</sup> usage cost.

Wastewater has increased from \$3.03/m<sup>3</sup> to \$3.38/m<sup>3</sup> for residential.

Garbage has increased from \$13.49 per month to \$16.15 per month.

Capital rate riders for water and wastewater have been increased to \$1.00 for water and \$1.50 for wastewater; the amounts are transferred to reserves to plan for repairs of aging infrastructure.





## CAPITAL BUDGET

The 2024 Capital budget is \$593,518 and includes the following projects:

- 53<sup>rd</sup> Avenue Road Construction.
- Sidewalk replacement program.
- Ventrac snowblower.
- PW Used Vehicle.
- Fire Hydrant replacement program.
- Sewer Main Line project.
- Fine-cut zero-turn mower.
- Springbrook Park equipment.
- Arena security system upgrades.
- Office building window upgrades.

Many of our capital projects are funded by grants from the Canada Community Building Fund and the Local Government Fiscal Framework Fund, as well as Sturgeon County recreation funding.



**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE REPORT**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	February 28, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Proposed Enforcement Policy</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

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

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

The bylaw liaison has also been conducting proactive monitoring on a weekly basis.

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

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The proposed Enforcement Policy is enclosed for Council review.

**STRATEGIC ALIGNMENT**

***Priority # 2: Community***

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

**COSTS/SOURCES OF FUNDING**

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

## BYLAW ENFORCEMENT POLICY

---

**SECTION:** Economic Development and Planning

**DEPARTMENT:** Economic Development and Planning

**COUNCIL APPROVAL DATE:** [date]

**LAST REVIEWED BY COUNCIL:** [date]

---

### POLICY STATEMENT

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

### PURPOSE

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

### SCOPE

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

### DEFINITIONS

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

"Complainant" the person who makes the complaint.

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

"Town" means the Town of Bon Accord.

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

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

## **I. RESPONSIBILITIES**

### **1. Staff Responsibilities:**

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

### **2. Council Responsibilities:**

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

## **II. ENFORCEMENT STANDARDS**

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

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



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

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

### **III. COMPLAINT PROCESS**

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

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

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

#### **IV. REPEAT COMPLAINTS**

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

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

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

## **V. STAFF SAFETY**

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

## **VI. CONFIDENTIALITY**

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

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

## VII. PRIORITY OF INVESTIGATION

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

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

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

## **VIII. ASSESSMENT CRITERIA**

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

## **IX. DISCRETION IN ENFORCEMENT**

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

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

## **REFERENCES**

Municipal Government Act

FOIP Act

Town of Bon Accord Complaint Policy

DRAFT

**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE REPORT**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	March 27, 2024
<b>Presented by:</b>	Jessica Caines, Legislative Services & Communications Coordinator
<b>Title:</b>	<b>Bylaw 2024-04 – Repeal of Bylaw 43</b>
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

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

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

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

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

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

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

***Value Statement: Professionalism***

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

**COSTS/SOURCES OF FUNDING**

N/A

BY-LAW NO. 43.

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

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

INTERPRETATION:

In this by-law,

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

GENERAL PROVISIONS:

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

REPLACES #31



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

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

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

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

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



E. Brennan  
E. Brennan Mayor

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

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

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

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

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

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

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

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

SIGNED AND PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mayor Brian Holden

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Chief Administrative Officer Jodi Brown