

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
June 26, 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. DELEGATION**
 - 3.1. Contractor Proposal – 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**
- 4. UNFINISHED BUSINESS**
 - 4.1. Town Truck Purchase Update**
- 5. NEW BUSINESS**
 - 5.1 49th Street Proposed Speed Reduction**
- 6. BYLAWS/POLICIES/AGREEMENTS**
 - 6.1. Community Services Advisory Board Bylaw Update (enclosure)**
 - 6.2. Council Remuneration Policy Update (enclosure)**
- 7. CLOSED SESSION**
 - 7.1. Plan 5261BA, Block 8, Lot 4A – FOIP Act – Section 16 Disclosure harmful to business interests of a third party, Section 25 Disclosure harmful to economic and other interests of a public body and Section 27 Privileged Information**
 - 7.2. 52nd Avenue CIPP Sanitary Upgrades Tender – FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 24 Advice from officials**
- 8. ADJOURNMENT**

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 26 th , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Town Truck Purchase
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

The 2024 capital budget includes the allocation of \$30,000 for the purchase of a new/used Town truck.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has been researching available options within this price range. Within this budget, finding a basic, used work truck (with long box) and no crew cab is achievable. This is suitable for Town operations.

The current Town truck used for parade events by Council is showing signs of rust. Therefore, the new/used truck could be used for parades but would require two to three members of Council to walk along side or ride in the back of the truck for parades as it will not have a crew cab.

Additionally, to have greater opportunity to purchase a truck within the budget range, the truck may not be red in color. The Town has in the past always purchased red Town trucks.

A magnetic logo would need to be added to the truck. A vinyl wrap may also be considered when budget funds are available.

Administration is advising Council of these two changes prior to purchasing the truck.

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.

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

2024 Capital Budget

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 26 th , 2024
Presented by:	Jodi Brown, Town Manager
Title:	49th Street Speed Limit Reduction
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

In Town, 49 St., south of 50 Ave. is a gravel road. The speed limit on this road is the same as the rest of Town – 40km/h. This section of road is very narrow with no curb and gutters or Town sidewalks. It is predominately used by residents. Therefore, yellow 20 km/h signs are placed at the corner of 48 Ave. and 49 St. warning motorists from both directions to reduce their speed.

According to the Alberta Motor Association, yellow speed signs are most often found on exit ramps. They provide a suggested speed most often due to changing road conditions.

The Town has received complaints (2) about the traffic using this stretch of road from 48 Ave. to 50 Ave as below:

- Traffic has increased as drivers take the “back way” to the east side of Town to avoid the 30 km playground zone and 4-way stop at the center of Town if they used 50 St.
- Drivers speeding on this road causes an increase in dust and safety concerns.

Administration has noted that increased traffic, travelling at higher speeds will cause more potholes and wash boarding, requiring additional road maintenance.

Therefore, administration is working on a recommendation for Council consideration to reduce the speed limit around this corner and on 49 St. (between 48 Ave. and 50 Ave.) from 40 km/h to 20km/h. To make this change, the Traffic Bylaw would need to be amended (enclosed for reference).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Data Collection:

On June 12, 2024, the Town’s electronic speed sign was moved to the location to monitor speed and determine daily traffic counts. The speed sign is usually in place for a period

of 3 months. The data collected may then be analyzed when considering the change in speed limits at this location.

Considerations:

Lowering the speed limit from 40 KM per hour to 20 KM per hour might deter some of the traffic from using this road as a short cut across Town and may enhance traffic safety in that area.

Changing the posted speed from recommended (yellow sign) to an enforceable speed limit (white sign) would enable traffic enforcement officers to ticket drivers exceeding the posted speed limit of 20 KM/hour.

Slower speeds would most likely result in less wear and maintenance of the road and may help reduce dust.

Actions Required:

The Town's Traffic Bylaw (enclosed) would need to be amended, should Council wish to reduce the speed limit on this road. Note, schedules form part of the bylaw and therefore, the schedule establishing speed limits cannot be amended by resolution as stated in Part 15 Amendment of Schedules.

As per S.187 of the Municipal Government Act, every proposed bylaw must have 3 separate and distinct readings.

Therefore, to change the speed limit, administration recommends that the existing Traffic Bylaw be repealed and replaced with the change in speed limit should Council wish to make that change. Administration would also propose to remove Part 15 from the newly proposed bylaw.

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.

Priority: Community

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

COSTS/SOURCES OF FUNDING

Legal costs for Traffic Bylaw review (recommended)

TOWN OF BON ACCORD
BYLAW #2018-08

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO REGULATE HIGHWAY TRAFFIC WITHIN THE BOUNDARIES OF THE TOWN OF BON ACCORD

WHEREAS, The *Traffic Safety Act*, R.S.A. 2000 Chapter T-6 as amended, provides that a municipality may regulate activities on highways under its direction, control and management, and may make by-laws that are not inconsistent with the *Highway Traffic Act*.

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

PART 1 - TITLE

This bylaw may be cited as “The Bon Accord Traffic Bylaw”.

PART 2 – DEFINITIONS

1. In this Bylaw, all words shall have the same meaning as in the Highway Traffic Act, except as otherwise defined.
2. In addition to such definitions, as are accepted by Sub-section 1, the following definitions shall apply to this Bylaw:
 - a) *“Construction site”* means any portion of a highway, alley, or lane that fronts or is immediately adjacent to a parcel of land which contains a building that is in the course of erection, demolition, or alteration.
 - b) *“Council”* means the Municipal council of the Town of Bon Accord.
 - c) *“Dangerous Goods”* means dangerous goods as defined in any or all of the current provincial or federal Transportation of Dangerous Goods Control Acts or Regulations
 - d) *“Highway”* means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, trestle way, or other place or any part of any of them whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles:
 - (i) A sidewalk, including a boulevard adjacent to the sidewalk
 - (ii) If a ditch lies adjacent to and parallel with the roadway, the ditch and
 - (iii) If a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between fences, or all the land between the fence and the edge of the roadway as the case may be.
 - e) *“Holder”* means a handicapped person who is lawfully in possession of a handicapped parking identification, being an identification symbol recognized by the Canadian Paraplegic Association, and displayed on the vehicle.
 - f) *“Motor Vehicle” means*
 - (i) A vehicle propelled by any power other than muscular power or,
 - (ii) A moped, but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs only on trails.
 - g) *“Municipality”* means the Town of Bon accord.
 - h) *“Parade or Procession”* shall mean a group of pedestrians, except a military or funeral procession, numbering more than twenty (20) and marching or walking in the street or on the sidewalk or any group of vehicles except a military or funeral procession numbering ten (10) or more.

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- i) *“Passenger Loading Zone”* shall mean a space adjacent to a curb reserved for the exclusive use of vehicles during the loading and unloading of passengers and designated by a sign saying Passenger loading zone that may or may not have restrictions on it.
- j) *Peace Officer”* means:
 - i. all persons defined as such under the *Highway Traffic Act*, and
 - ii. a Bylaw Enforcement Officer appointed by the Municipality pursuant to the *Municipal Government Act* to enforce the Municipality’s Bylaws.
- k) *“Permit”* means a form that temporarily grants permission, within the town’s legal boundaries, for specific and/or certain actions that would normally be a violation to the Town of Bon Accord Traffic Bylaw and in certain cases the Alberta traffic Act. The form must be signed by the Chief Administrative Officer or their appointed representative and can be revoked at any time.
- l) *“Privately Owned Property”* means all land located within the Municipality that is not under the ownership, management or control of the Municipality.
- l) *“Town”* means The Town of Bon Accord
- m) *“Trailer”* means a vehicle so designed that it;
 - (i) may be attached to or drawn by a motor vehicle or tractor, and
 - (ii) is intended to transport property, or persons,And includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways.
- n) *“Vehicle”* other than in Part 2, (i) means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid.
- o) *“Violation Tag”* means a tag or similar document issued by the Municipality pursuant to the *Municipal Government Act*.
- p) *“Violation Ticket”* means a ticket issued pursuant to Part III of the *Provincial Offences Procedure Act, S.A. 1988, c.P-21.5*, as amended and Regulations thereunder.
- q) *“Written means of communication”* means a communication and/ or data that is:
 - (i) written or printed.
 - (ii) an electronic form of communication and usually printable such as E-mail or faxes but not to include commercial electronic forms known as social media such as “Facebook or Twitter”

PART 3 – PARKING

- 3. No person shall park a vehicle on any highway for more than seventy-two (72) consecutive hours. A trailer attached to a vehicle or recreational vehicle must be removed to an off highway location for at least forty-eight (48) consecutive hours before being placed back on a highway.
- 4. No person shall park in an area that is designated no parking by signage.
- 5. No person shall park in an area longer than is designated.
- 6. No person shall park any vehicle, other than utility and maintenance vehicles and equipment in the course of their duties, upon any Town owned land which is used as a playground, recreation area, or public park, except upon such part thereof as has been designated for parking by a sign or signs.

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7. No person shall park any trailer, whether designated for occupancy or load carrying on any highway unless such trailer is attached to the vehicle by which it may be properly drawn and when so attached, the trailer shall be part of the vehicle and subject to any regulations pertaining to the vehicle.
8. No vehicle over 4800 kilograms gross vehicle weight shall be parked on any highway except 47th Avenue between 50th Street and 51st Street.
9. No vehicle, except a taxi or a bus, shall park in any area designated as a “*Passenger Loading Zone*”.
10. No person shall stop any vehicle for a longer period than five (5) minutes in any area designated a “*Passenger Loading Zone*”.
11. Where a vehicle parking place is marked out or designated upon a highway, every driver of any vehicle using same, shall park his vehicle wholly within the limits of such space.
12. No person shall park any vehicle in any parking space upon Town owned property where such space has been reserved for a vehicle operated by an employee or official of the Town.
13. No person shall park or drive any vehicle on or over any Town owned land used as a buffer strip, boulevard, reserve, or on land held for resale, except utility and maintenance vehicles and equipment in the course of their duties. All other vehicles require prior approval from the municipality.
14. No person shall park on a construction site, except when operating a vehicle involved in the construction.
15.
 - a) The Municipality may cause movable signs to be placed on a highway to indicate amongst other things; reduced speeds, detours, or no parking for certain periods of time as may be necessary for the purpose of street cleaning, snow removal, maintenance, construction, general safety concerns or other special reasons, and when so marked, such signs shall take precedents over all other traffic control devices.
 - b) no person shall park a vehicle, or permit a vehicle to be parked on a highway, from the time a “no parking” sign or signs referred to in Part 3, section13 a) have been;
 - (i) placed, and until such sign or signs have been removed; or
 - (ii) if in the case the signs have times, days or dates on them become valid or expire.
 - c) if the vehicle was parked on the highway prior to the placement of the “no parking” signs pursuant to subsection 13 a) above, no person shall leave that vehicle parked or permit that vehicle to remain parked on the highway after the expiration of twenty (20) hours from the time of sign or signs have been placed (not withstanding Part 3, Section13, subsection b, (ii)).

PART 4 – OBSTRUCTIONS

16. No person shall drive, park, or stop a vehicle upon any highway in such a manner as to block, obstruct, impede, or hinder traffic thereon. Where the obstruction is unavoidable due to mechanical failure, the

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operator will not be in breach of this section providing he promptly takes measures to clear the faulty vehicle from the highway.

17. As per the current **Town of Bon Accord Community Standards Bylaw**,
No person shall remove snow, ice, dirt, debris of other materials from any Sidewalk or Property and place such items:
- 8.2.1.** onto any portion of a Highway
 - 8.2.2.** onto any other Public Place adjacent to such Property; or
 - 8.2.3.** onto any Property other than their own unless permission is obtained
18. In addition to any other penalty which may be imposed, the Town Council may recover such expenses for the removal of the obstruction from the person by whom, or at whose direction, the obstruction was so placed, or by or at the expense of the occupant of the premises connected therewith by suit against the person so designated.
19. No person shall permit the loading or unloading of goods, wares, or merchandise from any vehicle across sidewalk boulevards in any case where proper loading and unloading facilities have been provided for the premises owned or occupied by such person or where there is access to a property from an alley.

PART 5 – PARADES PROCESSIONS

20. No person shall hold or take part in any parade or procession until a permit has been obtained from the office of the Chief Administrative Officer.

PART 6 — PERMITS

21. The C.A.O. or their representative may grant a “permit” to allow exemptions that would, without the permit be in violation of part or parts of the Town of Bon Accords Traffic bylaw and/or the Province of Alberta’s Traffic Safety Act within the Town’s legal boundaries.
- a) The intent of granting a permit is discretionary and is designed to benefit the Town, its residents or a group of residents and is not designed to allow an individual to bypass laws or bylaws without good reason.
 - b) The permit will not be used to contravene any scheduled or emergency work by the Town’s Public Works department without the permission of the Town’s Public Works Supervisor or their representative.
 - c) The permit will not be used to contravene that of parking in the restricted areas of fire hydrants as per the Water Bylaw.
 - d) The permit may be revoked, suspended or amended at any time;
 - i) If it is found that the situation created by the use of the permit is determined to be unsafe.
 - ii) If it is found that the applicant is not within the intent or use of the permit.
 - iii) If it is determined that use of the permit is/or will conflict with any emergency or potential emergency.
 - iv) By verbal or any means of communication available in the case of emergency and/ or safety concern. All others will be by written means of communication.

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- e) The permit is only valid for the dates, times and within the use of any special conditions or restrictions listed and is not transferable to another person, party, application, vehicle or piece of equipment.
- f) No one shall make up or use a permit that has not been authorized by the C.A.O or their representative.

22. The types of permitting available are as follows:

- a) Parade permit
 - i) The permit will take the form of and have at minimum the information listed and requested in schedule A
- b) Parking permit
 - i) The purpose of which may be that of allowing a vehicle to park where it would not be normally allowed to.
 - ii) Which must be displayed and wholly visible from the outside to be valid.
- c) Placing of Obstruction permit
 - i) The purpose of which may be that of allowing temporary placement of an item or items where it would not be normally allowed to be put.
 - ii) The applicant of the permit will ensure that appropriate signage, markings, barriers or warning devices are in place so that drivers in any direction traveled to or by the obstruction are able to be aware of any possible hazard.
- d) Operating of an off road vehicle or equipment
 - i) The purpose of which may be that of allowing an off road vehicle or piece of equipment that would under normal conditions not be allowed to operate in the town.

PART 7 — REMOVAL OR IMPOUNDMENT OF VEHICLES

23. Powers of peace officers;

- a) Any Peace Officer is authorized to remove, or cause to be removed, or impounded any vehicle:
 - (i) parked in contravention of a provision of this Bylaw; or,
 - (ii) parked in contravention to the Traffic Act; or
 - (iii) where emergency conditions exist.

24. Any vehicle removed pursuant to Subsection 14 may be removed to a place designated by the Municipality, where it will remain impounded until claimed by the owner.

25. Unless the Municipality agrees, no impounded vehicle shall be released to its owner until all impounding charges have been paid. When such vehicle has been removed by a towing company on the instructions of a Peace Officer, the owner shall, in order to redeem the vehicle, make the necessary payment to the towing company.

- a) All charges for removal and Storage of a vehicle shall be in addition to any fine or penalty imposed in respect of any violation pursuant to this Bylaw.

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PART 8 – USE OF SIDEWALKS

26. No person shall ride any bicycle whereby the wheel diameter exceeds 50 cm, roller blades, skate board or drive or park any vehicle on or cause to block by having any part of or attachment to the vehicle to overhang any sidewalk.

PART 9 – GENERAL

27. No vehicle over 4800 kg gross vehicle weight shall be operated on any highway except 47th Avenue between 50th Street and 51st Street, except when going to or returning from a residence or place of business when making a delivery or a pick-up.
28. Any person or business using the Town's highways shall be responsible for any damage to the Town property.
29. No person shall operate any track vehicle equipped with metal lugs upon, over, or across any highway with the corporate limits of the Town of Bon Accord.
30. No person shall pass beyond a point designated by a Peace Officer, member of the Public Works Department, or a member of the Fire Department or Ambulance near the location of a fire or other emergency.
31. No person shall carry out an activity upon or so near a highway as to result in depositing mud, or other materials, or creating slush or ice upon a public highway.
32. As per the Province of Alberta Traffic Safety Act and the Off-Highway Vehicle Regulation, no off road vehicles will be allowed to operate on the highways or on Municipal owned property with the exception of those owned by, operated by or contracted by the Town of Bon Accord,
33. Crosswalks:
a. The Director of Operations, or his designate, is hereby authorized to designate crosswalks upon any highway and to mark same
34. Routine maintenance of highways:
Whereas in the normal course of maintenance done by or approved by the Town of Bon Accord, such as clearing or removal of snow in winter and grading of gravel surfaced roadways (including normal leveling of the surface by use of equipment such as a motor grader or adding to the surface of aggregate in sections requiring replacement aggregate) and as a result there is a difference of the level of the surface of a highway and the level of the surface of any driveway, approach, or entry way to the highway;
a. It is the responsibility of the person or persons in care and control of such to maintain a smooth transition from one surface to the other.

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- b. that the Town of Bon Accord or in the course of their duties the employees of the Town of Bon Accord will not be responsible for condition's, situations or damages resulting from a difference of surface levels

35. Playground Zones:

The Director of Operations or designate is hereby authorized to designate "School Zones" and "Playground Zones". The Director of Operations or his designate shall cause such zones to be marked by signs posted along the highway, by marking the pavement, by signs and lights, or both, posted or suspended over the highway.

PART 10 – SIGNS

36. The Director of Public Works, or their designate, is authorized to prescribe the location of traffic control devices including devices used to:

- i) restrict the speed of vehicles; and
- ii) restriction in allowable gross vehicle weight.

PART 11 – SPEED LIMITS

37. The speed limit in the town of Bon Accord shall be as listed in Schedule "B".

PART 12 – PENALTIES

38. Any person who contravenes any section of this Bylaw is guilty of an offence.

39. Specified penalties as outlined in the *Provincial Offences Procedure Act* will apply to this Bylaw.

- a) any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to a fine as set out in Schedule "D" which is attached hereto and forms part of this Bylaw.
- b) under no circumstances shall any person contravening any provisions of this Bylaw be subject to the penalty of imprisonment.
- c) nothing in this Bylaw shall be construed as curtailing or abridging the right of the Municipality to obtain compensation or to maintain an action for loss of or damage to property from or against the person or person responsible.

40. A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

41. A violation tag may be issued to such person:

- a) either personally; or
- b) mailing a copy of such person at his or her last known post office address.

42. The violation tag shall be in a form approved by the Municipality and shall state:

- a. the name of the person;
- b. the offence;

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- c. the appropriate penalty for the offence as specified in Schedule “C” of this Bylaw;
 - d. that the penalty shall be paid within thirty (30) days of the issuance of the violation tag;
 - e. any other information as may be required by the Municipality.
43. Where a contravention of this Bylaw is of a continuing nature, further violation tags may be issued by a Peace Officer, provided that no more than one violation tag per offence shall be issued for each day that the contravention continues.
44. Where a violation tag is issued pursuant to this Bylaw, the person to whom the violation tag is issued, may in lieu of being prosecuted for the offence, pay to the Town of Bon Accord, the penalty specified in the violation tag.
45. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.
46. If the penalty specified in a violation tag is not paid within the prescribed time period, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*.

PART 13 – HANDICAPPED PARKING

47. No person shall park or permit a vehicle to be parked at any location indicated by a traffic control device to be for handicapped parking, unless the person is a Holder, and the handicapped parking permit is clearly displayed on the front dash or windshield of a vehicle.

PART 14 – DANGEROUS GOODS

48. No person shall properly:
- a) park or permit a vehicle to be parked on a Highway, where that vehicle contains dangerous goods except as noted in Schedule “D”,
 - b) park or permit a vehicle to be parked within 15 meters of any building, where that vehicle contains dangerous goods.
49. Subsection 48 above does not apply where the vehicle is parked while loading or unloading the Dangerous Goods in the ordinary course of business.
50. No person shall operate or permit a vehicle to be operated in the Municipality where that vehicle contains Dangerous Goods, unless:
- a) that vehicle is being operated for the loading or unloading of Dangerous Goods within the Municipality; and
 - b) the vehicle is being operated on the most direct and practicable route through the Municipality.

PART 15 – AMENDMENT OF SCHEDULES

51. All schedules relating to this Bylaw, as attached, may be changed from time to time by resolution of Council.

**TOWN OF BON ACCORD
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This Bylaw rescinds Bylaw 2015-04

Read a first time this 16th day of April 2019.

ORIGINAL SIGNED

Mayor Dave Hutton

ORIGINAL SIGNED

Chief Administrative Officer Joyce Pierce

Read a second time this 7th day of May 2019.

ORIGINAL SIGNED

Mayor Dave Hutton

ORIGINAL SIGNED

Chief Administrative Officer Joyce Pierce

Read a third, and final time this 7th day of May 2019.

ORIGINAL SIGNED

Mayor Dave Hutton

ORIGINAL SIGNED

Chief Administrative Officer Joyce Pierce

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Schedule "A"
Parade Permits
Section 4 (1)

A person applying for a parade permit is to advise of the proposed route, liability, and deal with temporary suspensions of parking and loading restrictions.

Parade permits must be obtained from the Town Office a minimum of two weeks in advance of the event date and shall include the following information:

1. Name of contact person and phone number.
2. Sponsoring group.
3. Purpose.
4. Date and the expected start time and finish time.
5. Expected number of participants.
6. Types of vehicles and expected number in total.
7. Staging area.
8. Route.
9. Dispersing area.
10. Areas where parking will need to be restricted.
11. Roads that will need to be closed.
12. Method(s) to be used for notifying persons who will be affected by the parade.
13. Proof of liability insurance in the amount of \$1,000,000.

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Schedule "B"

Speed Limits

The speed limit in the Town of Bon Accord shall be 40 kilometers per hour or as otherwise posted or listed on this schedule.

School zones shall be 30 km per hour in the school block only.

The speed limit near playgrounds shall be 30 km per hour between playground signs.

The speed limit in lane ways shall be 20 km per hour.

The speed limit in Bon Acres Crescent shall be 20 km per hour.

The speed limit on 48 avenue between 50th and 51st Streets shall be 20 km per hour.

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Schedule "C"

Fines for Infractions

Section No.	Offence In general terms. Wording of bylaw itself has precedence	Penalty 1st offence	Penalty 2nd offence	Penalty Subsequent offences
3	Parking in excess of 72 hours	75.00	150.00	300.00
4 and 5	Illegal Parking	100.00	175.00	350.00
6	Parking on undesignated town property	75.00	150.00	300.00
7	Parking of unattached trailer	100.00	150.00	300.00
8	Vehicle over 4800 Kg. parked in undesignated area	250.00	375.00	500.00
9	Parking other than allowed vehicles in loading zone	50.00	75.00	100.00
10	Parking longer than allowed in passenger loading zone	50.00	75.00	100.00
11	Parking outside or not totally within designated area	50.00	75.00	100.00
12	Parking in designated spot	50.00	75.00	100.00
13	Parking on or driving over town owned land not for parking	100.00	150.00	300.00
14	Parking other than permitted in construction zone	50.00	75.00	150.00
15 (b)(c)	Parking in violation of temporary no parking signs	100.00	150.00	300.00
3 (5)	Exceeding Posted Parking maximum time	50.00	75.00	150.00
16	Obstruction or Impeding traffic	250.00	375.00	500.00
19	Improper parking for loading or unloading	75.00	100.00	150.00
20	Parade without permit	100.00	150.00	200.00
22,b),ii	Failure to properly display permit	25.00	50.00	75.00
22,c),ii	Failure to put suitable warnings of obstruction	50.00	100.00	150.00
26	Improper use of sidewalk	100.00	100.00	100.00
27	Over weight vehicle	200.00	250.00	300.00
29	Tracked vehicle with metal lugs	300.00	400.00	500.00
30	Passing designated point under control of authorized person	300.00	450.00	650.00
31	Activity so as to allow mud, slush or ice on highway	200.00	350.00	500.00
32	Off road vehicle on roads or town property	As per Alberta traffic act		
47	Parking in a handicap zone	150.00	250.00	500.00
48 (a)(b)	Improper dangerous goods parking	500.00	750.00	1000.00
50(a)(b)	Driving of dangerous goods on unauthorized highway	500.00	750.00	1000.00
11 (37)	Speeding	Offences Act	Offences Act	Offences Act

**TOWN OF BON ACCORD
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Schedule "D"

Designated Dangerous Goods Parking Area (s)

Dangerous Goods Parking areas are as follows:

1. On the south side only of the service road 47th Avenue between 50th and 51st Street – 4 hours maximum.

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

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 26 th , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Community Services Advisory Board Bylaw
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Due to personnel changes within the Community Services Department, the Community Services Advisory Board Bylaw requires revisions to reflect current administrative roles relative to this board.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed new Community Services Board Bylaw is enclosed for Council review.

This bylaw will be included on the August 20th Regular Council Meeting agenda for first reading.

Note, the proposed changes do not affect board membership requirements. The Community Services Advisory Board recently approved three board member applications for appointment by Council that will be included on the July 02nd Regular Council Meeting agenda. Therefore, the bylaw changes will be brought forward following these appointments.

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.

Priority: Community

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

COSTS/SOURCES OF FUNDING

N/A

TOWN OF BON ACCORD
BYLAW 2021-072024-XX
COMMUNITY SERVICES ADVISORY BOARD BYLAW

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMUNITY SERVICES ADVISORY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, the Municipal Government Act and amendments thereto, provides for the establishment of any Board considered desirable to the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof,

AND WHEREAS, the Family and Community Support Services Act and amendments thereto, and regulations passed there under provide for the establishment, administration and operation of a Family and Community Support Services Program within a municipality;

AND WHEREAS, the Municipal Government Act and amendments thereto, provide for the appointment of a Recreation and Culture Board;

AND WHEREAS, Council has deemed it desirable to amalgamate the above described functions under one Board to be known as the Community Services Advisory Board;

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

1. TITLE:

- a) This Bylaw may be cited as the Community Services Advisory Board Bylaw of the Town of Bon Accord.

2. DEFINITIONS

- a) "Ad Hoc Committee" means a committee established by the Board to make recommendations or work on specific projects within the scope and jurisdiction of the Board."
- b) "Board" shall mean the Community Services Advisory Board.
- c) "Board Members" shall mean members of the Board appointed by Council.
- d) "CAO" shall mean the Chief Administrative Officer of the Town of Bon Accord.

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COMMUNITY SERVICES ADVISORY BOARD BYLAW

e) "Community Services" shall mean the provision of family and community support services and the provision of recreation and cultural services.

f) "Council" shall mean the Council of the Town of Bon Accord.

~~g) "Manager" shall mean the Recreation and Community Services Manager.~~

~~h)g)~~ "Municipality" shall mean the Town of Bon Accord.

3. PURPOSE

a) The Board shall act in an advisory role subject to the general policies of the Town, within an approved budget, for all matters pertaining to Community Services programs and events.

b) The Board is to ~~stimulate~~ engage and promote citizen awareness of Community Services programs and events.

4. MEMBERSHIP

a) The Board shall consist of up to nine (9) members ~~to be~~ appointed by resolution of Council.

b) Membership shall include:

i. One (1) member of Council ~~who~~ shall be appointed annually at the Organizational Meeting of Council.

ii. Up to eight (8) members from the community at large representing a cross section of varied backgrounds of the community.

c) Within the eight (8) members of the community at large, the board shall ~~endeavor~~ endeavour to include the following representation:

i. One (1) member from the rural Bon Accord community residing within Sturgeon County Division V.

ii. Two (2) youth members residing within the Town of Bon Accord or Sturgeon County (Division V) 14 to 18 years of age and attending Junior or Senior High School.

iii. One (1) Seniors' representative (defined as an adult 60 years of age or older) residing within the Town of Bon Accord

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BYLAW ~~2021-07~~2024-XX
COMMUNITY SERVICES ADVISORY BOARD BYLAW

- d) Except for the rural member from Sturgeon County Division 5 and the youth members (both of whom may reside in the Town of Bon Accord or Sturgeon County Division 5), all other Board Members must reside in the Town of Bon Accord.
- e) The ~~Manager~~ Community Services Coordinator will act as the Town's administration representative and shall attend all Board meetings, shall attend all Board meetings and shall actacting in an advisory capacity to the Board without voting privilege.
- f) Board Members shall not be ~~an~~employees of the Town of Bon Accord.

5. TERMS OF OFFICE

- a) Council member appointments shall be determined by the Council at their annual organizational meeting.
- b) Youth members shall be appointed for a one (1) year term. The term of any youth members appointed to the Board shall not exceed three (3) consecutive, one (1) year terms.
- c) The term of office of the remaining community appointments to the Board shall be for a period of two (2) years in length. The term of any community member appointed to the Board shall not exceed three (3) consecutive, two-year terms.
- d) Upon this Bylaw taking effect, the terms of office excluding Council and youth members, ~~shall be adjusted so that a rotation can be established~~ shall be adjusted to establish a rotation. Appointments to the Board shall be staggered with three (3) Board Members having 2-year terms and three (3) Board Members having one (1) year terms.
- e) In the event of a vacancy occurring ~~prior to~~before the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.
- f) Membership shall be subject to annual review by Council.
- g) Council, by resolution, may dissolve the Board at any time, and this relieves all Board Members of their appointment to the Board.

g)

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6. RESIGNATIONS AND TERMINATIONS

- a) Any Board Member may resign from the Board at any time upon sending written notice to Council to that effect.
- b) Council may request the resignation of any Board Member at any time ~~prior to~~before the expiry of the member's term of office.
- c) Any Board Member who is absent from three (3) consecutive meetings shall (unless such absence is authorized by resolution of the Board and recorded in the meeting minutes) forfeit his or her membership. The Board may recommend to Council another individual to complete the term.

7. OFFICERS

- a) The Board shall elect a Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Chairperson shall not be a member of Council or the ~~Manager~~Town's administrative representative.
- b) The Board shall elect a Vice Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the ~~Manager~~Town's administration representative.

8. MEETINGS

- a) The Board shall hold four (4) regular meetings in a year, ~~the time and place of such meetings and the time and place of such meetings are~~ to be determined by the Board.
- b) Any special meeting may be called by the Chairperson, or at the request of four (4) Board Members, on 48 hours' notice. Such notices will be distributed by email to all Board Members and followed up by phone call; if no response is received within 8 hours.
- c) A quorum of the Board shall be a simple majority of Board Members.
- d) Regular Board meetings shall be open to the public.
- e) All Board Members ~~including the Chairperson shall vote on all motions before the Board,~~ including the Chairperson, shall vote on all motions before the Board, and in the event of a tie, the motion shall be lost.

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COMMUNITY SERVICES ADVISORY BOARD BYLAW

- f) Board Members having a direct pecuniary interest in any item under discussion by the Board are exempt from the previous clause (e), must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- g) Minutes shall be taken of all meetings by the ~~Manager—Town's~~ administration representative or a designate. A copy of such minutes shall be signed by the Chairperson and the ~~Manager—~~administration representative or designate and shall be filed with the CAO in the Town Office.
- h) The Board shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Board meetings, providing such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the CAO in the Town Office.
- i) All correspondence and records of the Board shall be filed with the ~~Town Office~~Town Office.

9. ACCOUNTABILITY

- a) The Board's actions shall be accountable to Council.
- b) The ~~Manager—Town's~~ administration representative shall be accountable to the CAO for the effective administration and implementation of all aspects of the budget approved by Council for Community Services.
- c) One (1) Council representative on the Board, as designated by Council, shall be accountable to Council for liaison between the Board and Council. The Council representative shall report to Council following each board meeting at the next Regular Meeting of Council.

10. POWERS AND DUTIES

- a) The Board shall recommend any form of FCSS (Family and Community Support Services) or recreational programs or events that serve the ~~needs of the community~~community's needs. These may include but are not limited to programs or events for children, youth, seniors, adult learning, recreation, leisure, cultural and/or those that are preventative ~~in nature~~ as per the Family and Community Support Services provincial legislation.

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- b) An annual report shall be completed and provided to Council and other reports as needed or requested.
- c) The Board shall act as an advisor to the Manager-Community Services Coordinator with regard to Community Services by ~~assisting the Manager~~ in assisting in:
 - i. Formulating plans and priorities
 - ii. Providing input on the development of new or ongoing programs and events
 - iii. Continuing evaluation of all programs and events
 - iv. Preparing an annual budget of expenditures and revenues for Community Services programs and events
- d) The Board shall receive quarterly reports from the Manager-Community Services Coordinator.
- e) The Board shall promote, encourage, and facilitate volunteerism and the use of volunteers.
- f) The Board shall cooperate with and encourage all organizations, public, private, civic, social, and religious within the Town and area supporting, promoting, and working for Community Services.
- g) The Board shall encourage project briefs ~~pertaining to~~ about Community Services from responsible individuals and groups based on terms of reference established by the Board.
- h) The Board may appoint Ad Hoc Committees from within its own membership or from other residents of the Municipality or Sturgeon County Division V. These Ad Hoc Committees shall make recommendations to the Board regarding any special phase of work of the Board for which the Ad Hoc Committee was appointed, always provided that such work comes within the scope and jurisdiction of the Board.

11. BUDGETS AND FINANCE

- a) On behalf of the Board, the Manager-Community Services Coordinator shall submit to the CAO (no later than October 31st each year) a budget of expenditures and revenues for the next budget year ~~with respect to~~ concerning all matters over which the Board has jurisdiction. The budget will be reviewed and submitted ~~with the Town's annual operating budget to Council~~ to Council with the town's annual operating budget for approval. If the Council has concerns with the budget as submitted, it shall be referred back to the Board with additional guidelines to assist the Board in

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COMMUNITY SERVICES ADVISORY BOARD BYLAW

redrafting the budget, or portions of it. The Council approves the final budget.

- b) The Council reserves the right to amend the proposed budget or approved budget at any time during the year. The Council shall notify the Board on any amendments prior to the amendment being voted on by Council.
- c) If the Board determines a need to make an expenditure that has not been approved in the final budget, approval from Council must be given before such expenditure can be made. ~~The~~ Council will consider the changes at the earliest possible meeting. If approved, the changes ~~are to~~will take effect immediately.

12. LIMITATIONS OF POWER

- a) Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Board nor any Board Member have any power to authorize any expenditure to be charged against the Town.
- b) No Board Member shall institute any program unless ~~the program is approved by the Board~~the Board approves the program.
- c) Except when appointed to communicate a decision of the Board, no Board Member shall issue or report to issue any order, direction, or instruction to any member of Town staff.
- d) It is acknowledged that the ~~normal day-to-day operations and activities will be administered by the Manager~~ Community Services Coordinator will administer the normal day-to-day operations and activities under the direction of their ~~manager or the CAO~~e-CAO.
- e) All public communication shall be the ~~responsibility of the Manager~~Community Services Coordinator's responsibility in consultation with the Board.

13. SEVERABILITY

- a) It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

14. REPEAL BYLAWS

TOWN OF BON ACCORD
BYLAW ~~2021-072018-09~~ 2021-072024-XX
COMMUNITY SERVICES ADVISORY BOARD BYLAW

- a) Bylaw ~~2021-072018-09~~ Community Services Advisory Board is hereby repealed upon the third and final reading of this bylaw.

15. COMING INTO FORCE

- a) This Bylaw comes into full force and effect upon the day it receives third and final reading.

Read a first time this ~~1st day of June 2021~~

~~ORIGINAL SIGNED~~

Mayor ~~Greg Mosychuk~~ Brian Holden

~~ORIGINAL SIGNED~~

Chief Administrative Officer ~~Joyce Pierce~~ Jodi Brown

Read a second time this ~~15th day of June 2021.~~

~~ORIGINAL SIGNED~~

Mayor ~~Greg Mosychuk~~ Brian Holden

~~ORIGINAL SIGNED~~

Chief Administrative Officer ~~Joyce Pierce~~ Jodi Brown

Read a third and final time, ~~this 15th day of June 2021.~~

~~ORIGINAL SIGNED~~ _____

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Mayor ~~Greg Mesychuk~~Brian Holden

~~ORIGINAL SIGNED~~

Chief Administrative Officer ~~Joyce Pierce~~Jodi Brown

~~DRAFT~~

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 26 th , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Council Remuneration Policy Review
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

Administration plans to bring proposed amendments to the Council Remuneration Policy to Council for consideration:

- There are many opportunities for webinars or seminars that are only one hour in length, and these are often offered virtually. The policy only addresses half or full per diems.
- The policy does not address if these or other opportunities must be approved by Council.
- Virtual attendance is also not specifically addressed.

Administration is planning to update this policy to clarify the above points to assist administration in following approved policy direction for Council remuneration.

The Council Remuneration Policy is enclosed for reference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Before bringing amendments to this policy before Council for decision, administration is seeking feedback from Council on the addition of the following situations in the Council Remuneration Policy:

- Remuneration for learning opportunities that are one hour in length; when does the half day rate apply (between 1 – 4 hours)?
- The policy does not include any stipulations for approval of Council attendance at events, conferences, courses or webinars.
- This policy also does not address virtual attendance. Currently, virtual attendance is treated the same as in-person attendance. However, this should be clarified in the policy.

Council's feedback on these clarification points will be incorporated into the proposed amendments to the policy when brought to Council for formal decision during an upcoming meeting.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

Value Statement: Transparency

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

COSTS/SOURCES OF FUNDING

Annual operating budget.

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2005

LAST REVIEWED BY COUNCIL: January 16, 2024

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. \$19,740 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. \$9,871 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. \$220 per day for a meeting over 4 hours in duration
 - b. \$110 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

Council approved December 6, 2005, Resolution 05-315
 Council amended November 17, 2015, Resolution 15-252
 Council amended April 2, 2019, Resolution 19-084
 Council amended December 1, 2020, Resolution 20-377
 Council amended April 5, 2022, Resolution 22-157
 Council amended December 20, 2022, Resolution 22-544
 Council amended February 21, 2023, Resolution 23-085
 Council amended April 18, 2023, Resolution 23-188
 Council amended June 20, 2023, Resolution 23-278
 Council amended January 16, 2024 Resolution 24-008