

Town of Bon Accord
AGENDA
Council Briefing Meeting
March 2, 2023 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **UNFINISHED BUSINESS**
 - 3.1. Morinville Detachment Policing Priorities 2023-2024 (enclosure)
4. **NEW BUSINESS**
 - 4.1. Community Life Survey (enclosure)
 - 4.2. LED Lighting Upgrade: Library (enclosure)
5. **BYLAWS | POLICIES | AGREEMENTS**
BYLAWS
 - 5.1. New Business Welcome Policy (enclosure)
 - 5.2. Winter Maintenance Policy Update (enclosure)
6. **CLOSED SESSION**

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

Meeting:	Council Briefing Meeting
Meeting Date:	March 2, 2023
Presented by:	Jenny Larson, Officer (Economic Development and Planning)
Title:	Morinville Detachment Policing Priorities 2023-2024
Agenda Item No.	3.1

BACKGROUND/PROPOSAL

At the Regular Meeting of Council on February 21st, 2023:

COUNCILLOR MAY MOVED THAT Council direct administration to schedule a time during the March 2, 2023, Council Briefing Meeting to discuss the RCMP performance planning process policing priorities.

Carried Unanimously

Resolution # 23-092

The letter regarding this matter from S.Sgt. Chris Palfy is enclosed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may consider the following the options:

1. Invite S.Sgt. Palfy to attend an upcoming Council Meeting to discuss policing priorities.
2. Plan a community engagement event to seek out resident input on policing priorities to be hosted jointly with the Morinville RCMP detachment.
3. Incorporate this topic and questions into the Coffee with a Cop session. This would allow time for the Town to provide feedback by the March 31st deadline.
4. Forward a letter to S. Sgt. Palfy with the Town's priorities as approved by Council prior to March 31st.

Note, 2022 – 2023 Policing Priorities were:

1. Crime Prevention
2. Community Engagement
3. Employee Wellness

In reference to the above, the Coffee with a Cop engagement sessions have been well attended and well received by the community. These sessions have also been very informative for residents and Town staff. The RCMP have been encouraging the Lock It or Lose It Program in Town and provided information on employee wellness initiatives during the quarterly reports.

Additionally, it is appreciated that S. Sgt. Palfy and his staff attend Council meetings to present the quarterly report on crime statistics as well as hosted a Town Hall event in Bon Accord in March 2022.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Priority # 2 Community

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

COSTS/SOURCES OF FUNDING

N/A



S/Sgt. Chris PALFY
Morinville RCMP
10512 101 Avenue
Morinville, AB T8R 1K9

Your File

Chief Administrative Officer
Town of Bon Accord
PO Box 779
Bon Accord, AB T0A 0K0

Our File

2023-02-08

Dear Sir or Madam:

Morinville RCMP Detachment Priorities 2023/2024

Every year as part of the RCMP's Annual Performance Planning process, policing priorities and initiatives are set to guide the activities of the detachment personnel, in order to best meet community needs for the upcoming year. To determine what the priorities will be, a consultation process is initiated with community leaders.

The Morinville RCMP detachment priorities for the 2022/2023 year were Crime Reduction, Community Engagement, and Employee Wellness.

I am seeking your input regarding what priorities you would like to see for the 2023/2024 fiscal year. If you can kindly provide me feedback by March 31, 2023, it would be greatly appreciated. This will allow for sufficient time for consultation with detachment members and other stakeholders to determine how best to support the priorities and input the progress into our database.

If you wish, an in-person meeting is always preferred to discuss priorities. Otherwise, please feel free to contact me should you have any questions or require further information.



S/Sgt. Chris Palfy
Detachment Commander
Morinville RCMP-GRC
780-939-1616

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

Meeting:	Regular Meeting of Council
Meeting Date:	March 02 nd , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Community Life Survey
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

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

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has revised one of the proposed questions as noted on the enclosed proposed survey, based on input from staff.

The public participation plan for the proposed survey is shown below and the proposed survey is enclosed.

As per the Public Participation Policy (#18 – 171) the Town Manager shall develop public participation plans for Council approval. Hence, the final approval of the Community Life Survey will be brought forward at the March 07th Regular Council Meeting.

STRATEGIC ALIGNMENT

Value Statement: Transparency

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

Value Statement: Collaboration

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

N/A

Community Life Survey:

The Community Life Survey is an important component of the Town of Bon Accord's public engagement strategy. This survey is designed to inform decision making and project planning.

The survey allows you to provide your input to help Council and administration determine community priorities, trends and concerns, as well as receive and action feedback on municipal plans and services.

Your feedback is important to help identify future key community needs. Please contact the Town Office at 780-921-3550 should you have any questions regarding the survey.

Thank-you for taking the time to complete this survey.

Survey results will be published on the Town website following the close of the survey on _____.

A. Residency

1. Where do you live?

- ☐ Bon Accord
- ☐ Sturgeon County
- ☐ Other

B. Quality of Life

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

- ☐ Small town atmosphere
- ☐ Friendly and welcoming
- ☐ Close to amenities
- ☐ Environmental initiatives (Dark Sky, solar farm)
- ☐ Local schools
- ☐ Other: _____

2. What do you think would improve quality of life in our community:

The Town has recently begun upgrades to the Bon Accord Arena. The Town is currently considering other upgrades to existing recreational amenities. Which of the following choices would be your top two (2) priorities; Please check **only** two (2) priorities.

~~New recreational amenities such as~~

- New playground in Springbrook area to replace existing playground
 - Other playground equipment upgrades
 - Skateboard equipment upgrades including a concrete bowl
 - Expansion of the walking trail
 - Upgrades to the ball diamonds or soccer pitches
 - Addition of benches or picnic tables to parks with playgrounds
3. Other suggestions or comments regarding existing facilities or new facilities that you may have:
-

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

- Snow Removal on sidewalks
- Abandoned vehicles
- Unsightly premises
- RV units stored in yards during the winter months
- Other: _____

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

C. Community Events

6. Which community events are important to you (check all that apply):

- Family Day
- Volunteer Appreciation
- Seniors Week
- Canada Day
- Harvest Days
- Meet the Community Night
- Halloween Howl
- Winter Wonderland

7. What kind of community events would you like to see more of in Bon Accord (check all that apply):

- Music centred events
- Outdoor events in parks
- Environmental Activities

- Street Festivals
- Other: _____

8. Are there any obstacles or barriers that prevent you and/or your family from attending events (check all that apply):

- Location
- Time of day
- Day of the week
- Accessibility
- Other: _____

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

Meeting:	Council Briefing Meeting
Meeting Date:	March 2, 2023
Presented by:	Jenny Larson, Officer (Economic Development and Planning)
Title:	LED Lighting Upgrade: Library
Agenda Item No.	4.2

BACKGROUND/PROPOSAL

In 2022, the Town was advised by the Bon Accord Library's administration that the lighting in the library was very old and in need of replacement. The fixtures are old and finding covers that fit properly was difficult. As a result, covers were falling off creating a safety hazard. Given the age of the fixtures, the lighting was of very poor quality.

In 2023, the Town applied to Fortis Alberta for funding to assist with the cost of replacing all the existing lights with new LED lighting fixtures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town applied for the maximum funding of \$5,000 (total project cost: \$5137) and received notification of funding approval from Fortis Alberta in the amount of \$2,742. Note, the cost of labour to complete the project was not approved however the Town is very grateful to Fortis Alberta for their contribution to this project.

The Town budgeted \$1500 to support the project, hence this leaves a funding shortfall of approximately \$900 to complete the project.

As per section 3.2 (Maintenance and Repairs) of the Town's agreement with the library, "The Town shall be responsible for all external (outside) building maintenance in addition to all internal maintenance (inside) that is of a structural nature and other maintenance which includes repairs to the building's heating, ventilation, air conditioning system, plumbing, electrical systems, and flooring. The Library Board shall be responsible for all other maintenance or repairs to the Library Premises which are not structural in nature."

Shortfall Funding Strategy:

Administration will bring forward an RFD to the March 07th Regular Meeting to proceed with the project and will recommend funding the remaining dollars from 2022 surplus funding or from the community donations budget.

There are three options listed below under Costs/Sources of Funding.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Value Statement: Collaboration

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

Option One: Following confirmation of 2022 surplus dollars available, Council could amend the budget to allocate an additional \$900 to the Library lighting upgrade project.

Option Two: \$900 from the donations fund in the recreation budget could be reallocated to cover this cost. This budget includes \$5,000 for community donations.

Option Three: Administration may apply to other grant or sponsorship programs, but this will delay the project and the Town will be seeking funding for Music in the Park, the arena upgrades and playground projects from potentially the same funders this year.

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

Meeting:	Council Briefing Meeting
Meeting Date:	March 2, 2023
Presented by:	Jenny Larson, Officer (Economic Development and Planning)
Title:	New Business Welcome Policy
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

At the Regular Council Meeting on November 15, 2022, administration brought forward the New Business Welcome Policy approved by Council on July 4, 2017. Administration proposed that Council rescind the policy as it was no longer being implemented at that time.

During the November 22nd, Regular Council Meeting, "Councillor Laing moved that Council direct administration to update the Business Welcome Policy."

Carried Unanimously
Resolution # 22-497

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Town of Bon Accord businesses are vital to our community. The New Business Welcome Policy sets consistent standards of practice to formally welcome new businesses into our community and provide valuable information that could help these businesses succeed.

Administration researched other municipal policies aimed at welcoming new businesses to glean information and ideas on possible best practices to achieve the goals set out in this policy.

STRATEGIC ALIGNMENT

Priority #1: Economy

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

COSTS/SOURCES OF FUNDING

\$150.00 per year on refreshments and ribbon cutting ceremony from the Economic Development Advertising budget.

NEW BUSINESS WELCOME

SECTION: Economic Development & Planning

DEPARTMENT: Economic Development & Planning

COUNCIL APPROVAL DATE: July 4, 2017

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Town of Bon Accord is committed to achieving steady growth through commercial and industrial development. This policy will support this goal by formally welcoming New Businesses to the Town, making Bon Accord a more desirable community to conduct business.

PURPOSE

The purpose of this policy is to establish standards for welcoming New Businesses and to establish advertising benefits provided to New Businesses.

SCOPE

This policy will apply to all New Businesses that have a Business License with the Town of Bon Accord.

DEFINITIONS

"Business License" means a license pursuant to the Business License Bylaw.

"Council" means the Mayor and Councillors of the Town of Bon Accord.

"Social Media" means a third party hosted and interactive web-based technology that is used to interact via text, video, photos and/or audio to collaborate or promote information. Social Media forums include but are not limited to Facebook and YouTube.

“New Business” means the establishment of a new business that is currently not engaged within the Town of Bon Accord that has a valid Town of Bon Accord Business License and approved development permit (if applicable).

“Town Manager” means the Chief Administrative Officer or designate.

“Town” means the Town of Bon Accord.

I. RESPONSIBILITIES

1. The Economic Development and Planning Officer shall establish administrative procedures for the implementation of this policy under the direction of the Town Manager.

II. STANDARDS

1. All New Businesses will receive the following information within 30 days of Business License approval:
 - 1.1. A welcome letter from Council attached as Schedule A.
 - 1.2. Current information helpful to New Businesses such as business directory information, Town website and Social Media links, a list of annual Town events and sponsorship opportunities, a copy of the annual Communities in Bloom Profile Book, and advertising benefits available to businesses as per the Town’s Commercial Electronic Sign Policy and Community Events Sign Policy.
 - 1.3. Contact information for the Town office and the Economic Development and Planning Officer.
 - 1.4. A welcome message will be published in the next issue of the Town’s newsletter.
 - 1.5. An option to provide a brief business summary with an optional photo on the Town’s website for one month.

- 1.6. Where possible, the Town will offer a ribbon cutting ceremony and refreshments for the New Business grand opening for store front businesses and industry only.

REFERENCES:

Business License Bylaw

Commercial Electronic Sign Policy

Community Events Sign Policy

DRAFT



Date

Business Name

Recipient Name

Address Line

City, Province Postal Code

Dear [recipient name]

Welcome to the Town of Bon Accord! On behalf of the Town's Council, let me say what a pleasure it is to have another new business in our community. Your [type of business] business will be an asset to our community.

The Town of Bon Accord's mission is 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. The addition of your business brings us one step closer to achieving this mission.

We hope that your business succeeds and grows within the Town of Bon Accord.

Please do not hesitate to contact our Economic Development and Planning Officer, Jenny Larson, at 780-921-3550 with any questions or concerns you may have.

Best Regards,

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

Meeting:	Council Briefing Meeting
Meeting Date:	March 2, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Winter Maintenance Policy Update
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

During the January 25th Council Briefing Committee Meeting, administration brought forward the enclosed Winter Maintenance Policy for review.

This policy has not been brought forward for final approval yet as administration was in the process of reviewing records for any past agreements with property owners in business districts relating to clearing of snow on sidewalks adjacent to their property.

Secondly, the Town's legal counsel has recommended a specific template be used that will assist the Town with risk management in this area.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Update Snow Removal in Business Districts:

Administration did not find any formal, written agreements in place to address snow removal on sidewalks in business districts. As per the Community Standards Bylaw, property owners are responsible for snow removal on the sidewalks adjacent to their property.

The Town will be advising impacted property owners as per the enclosed letter that the Town will no longer be clearing snow on sidewalks in front of their property as of fall/winter 2023. This will allow ample time for these property owners to make the appropriate arrangements for snow removal and/or meet with Town representatives.

This change will also ensure consistency in the application of the Town's Community Standards Bylaw.

Update Winter Maintenance Policy:

Administration is in the process of reviewing the template and blending the key features into the existing policy draft.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

This change will represent improved management of the Town's resources (manpower and equipment) in addressing snow removal.

WINTER MAINTENANCE: SNOW REMOVAL AND SANDING REQUIREMENTS

SECTION: Administration

DEPARTMENT: Public Works

COUNCIL APPROVAL DATE: [DATE]

LAST REVIEWED BY COUNCIL: [DATE]

POLICY STATEMENT

The Town of Bon Accord is committed to effective planning and management of Town resources including those needed for winter maintenance activities.

PURPOSE

To establish priorities and standards for winter maintenance to facilitate community safety and efficient use of staff time, resources, and equipment.

SCOPE

This policy will apply during the winter season.

DEFINITIONS

“Arterial Roads” means roads that deliver traffic from collector highways or roads into and out of Town.

“Commercial Alley” is an alley adjacent to or behind a business or in a business district.

“Emergency Access Routes” means roadways that facilitate access to and egress from the Town of Bon Accord by emergency services personnel and vehicles.

“Operations Supervisor” means the individual employed by the Town as the Operations Supervisor or designate.

“Residential Alley” means an alley adjacent to or behind a residential area.

“Walkway” means sidewalks, trails, or pathways that are Town property or adjacent to Town property.

“Winter Maintenance” means snow removal and sanding activities.

“Town” means Town of Bon Accord.

WINTER MAINTENANCE STANDARDS

I. Roads

A. Snow Removal Priorities

1. The Snow Removal Zone Map is included in this policy as Schedule A.
2. Snow will be cleared based on the following priorities:
 - Priority 1: Arterial Roads and Emergency Access Routes
 - Priority 2: Residential (Zones 1 -6)
 - Priority 3: Residential and Commercial Alleys
3. The Arena, Jewel Box and Cemetery parking areas will be done based on scheduled programming, events, or services and when Public Works staff have time to address snow clearing in those areas at the discretion of the Operations Supervisor.
4. Snow removal priorities will be reset with each snowfall event of 5 cm or more.

B. Priority 1: Arterial and Emergency Access Routes

1. Public Works will begin snow removal activities on arterial roads with an accumulation of 5 cm or more of snowfall.
2. Only Priority 1 (Arterials and Emergency Access Routes) will be cleared on a weekend or statutory holiday at the discretion of the Town Manager.

C. Priority 2: Residential Zones

1. After Priority 1 (Arterial Roads and Emergency Access Routes) are cleared, a total compacted accumulation depth of 10 cm or greater will initiate residential snow clearing cycles.
2. Residential zones will be cleared on a rotational basis from zone 1 – 6.
3. Staff will track residential zone clearing to ensure that following each snowfall, the zone rotation resumes fairly to ensure that all zones are cleared appropriately at the discretion of the Operations Supervisor.

D. Priority 3 and 4: Commercial and Residential Alleys

1. Alleys will be cleared following Priority 1 and Priority 2 snow clearing priorities.
2. Consideration will be given to alleys that drift in and are inaccessible at the discretion of the Operations Supervisor.
3. A residential alley may be cleared before the residential street adjacent to it to allow residents on that street to park their vehicle in the alley during snow removal on the residential street.

E. Snow Removal: Windrows and Snow Hauling

1. Snow may be stored for haul out in windrows or boulevards/ditches at the discretion of the Operations Supervisor.

F. Parking and Snow Removal Zones

1. “No parking” bans will be in effect in snow removal zones and enforced by Sturgeon County Bylaw Services as per the Town’s bylaws.

2. No parking signs will be placed at the main entrances of snow removal zones, 24 hours in advance of snow clearing.
3. Snow removal schedules will be posted to the Town website weekly to advise residents of planned snow removal activities and no parking zones in advance.
4. Residents will be responsible to ensure that curb stops, or any other personal property is moved from the roadway prior to snow removal. The Town will not be responsible for damages to curb stops or other personal property that is not moved and impedes snow removal on the road. Any resulting damage to Town equipment will be the responsibility of the property owner.

II. Snow Removal: Town Owned Walkways

A. Town Owned Walkways: Locations

1. Town-owned Walkways are shown in “Schedule B: Town Owned Walkways”.

B. Town Owned Walkways: Snow Removal Priorities

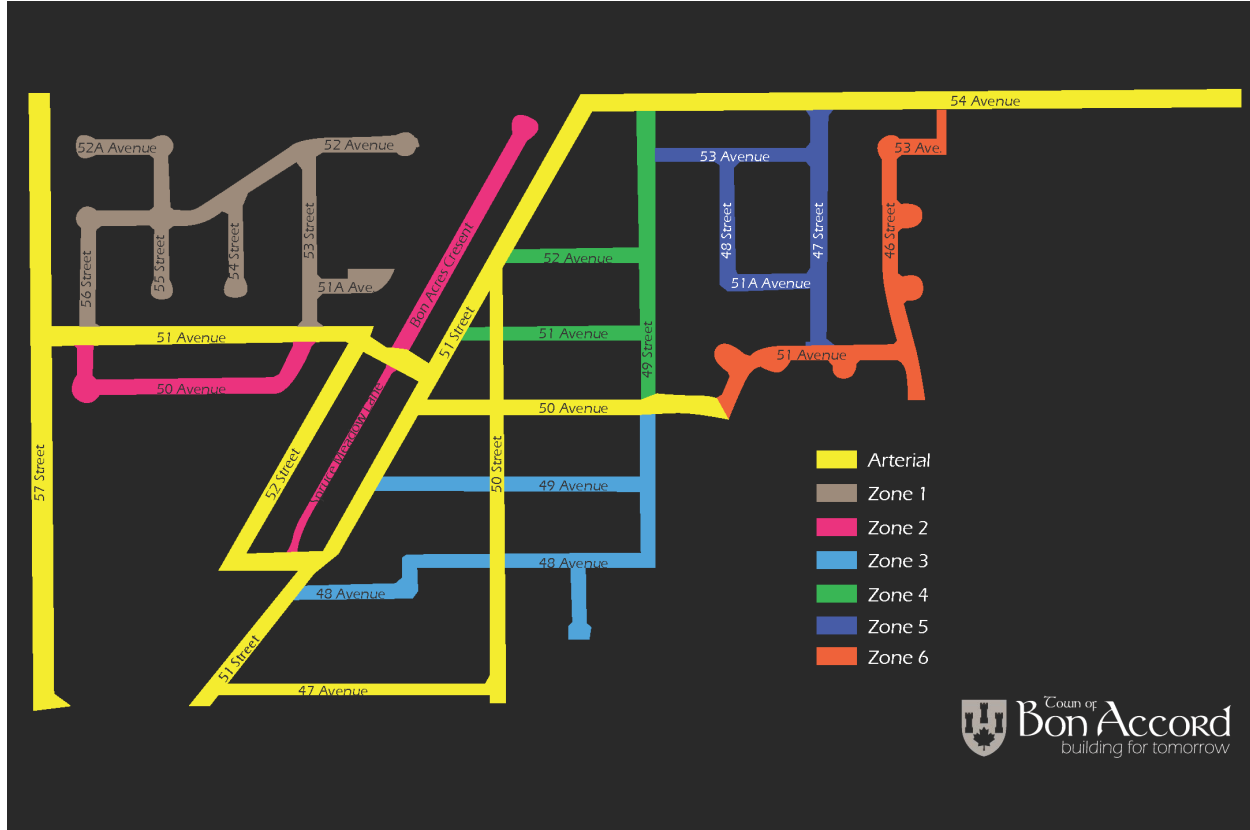
1. Snow removal on Walkways is not based on snow accumulation. Town owned Walkways will be cleared following a snowfall as per the Town’s Community Standards Bylaw, unless impacted by an unforeseen equipment failure or community emergency in which case the public will be notified via the Town website.

III. Sanding: Roads and Town Owned Walkways

A. Sanding: Priorities

1. The Operations Supervisor will have the discretion to determine sanding priorities based on weather and ice conditions.
2. Sanding on roads and walkways will be safety focused including roadway intersections and areas of incline on roadways or Walkways.

Schedule “A” Snow Clearing Zones Map





[date]

Property Owner Name
Address

Dear _____,

Re: Notice of Snow Removal Changes

As you may be aware the Town has been clearing the sidewalks adjacent to your business property located at _____ (address) over the last several years.

The following sections of the Community Standards Bylaw #2022 – 13 apply to snow removal on sidewalks adjacent to private property:

Section 5. PROPERTY MAINTENANCE/LAND AND BUILDINGS

- 5.1. A person who is the Owner or Occupier shall be considered to occupy the boulevard and sidewalks immediately adjacent to their property.

Section 8. SNOW, ICE, DEBRIS OR OBSTRUCTION

- 8.1 All persons within the town owning, controlling or occupying property that adjoins any sidewalks shall remove or cause to be removed and cleared away, all snow, ice, dirt, debris or other material from that part of the sidewalk adapted to the use of pedestrians. Such removal shall be completed within ninety-six (96) hours of the time when the snow, ice, dirt, debris or other material was formed or deposited thereon. Where an Owner or Occupier anticipates being absent, the Owner or Occupier must ensure the sidewalks are maintained in accordance with this bylaw.

The Town does not have a record of any previous or existing written agreements regarding snow removal in relation to your business property, nor does the Town have the capacity to continue to provide this service. Hence, to apply the Town's bylaws consistently for all property owners and to effectively manage the Town's resources, the Town will no longer clear snow on sidewalks adjacent to this property as noted above as of September 01st, 2023. This date was chosen to provide you with sufficient notice to make other arrangements prior to the start of the next winter season.



Should you have any questions about this change, please contact Jenny Larson, Economic Development and Planning Officer/Bylaw Liaison, at 780-921-3550 or via email at ecdev@bonaccord.ca.

Thank you for your understanding,

Jenny Larson
Economic Development and Planning Officer/Bylaw Liaison

CC Jodi Brown (Town Manager)