

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**February 15, 2022 8:30 a.m.**  
Live streamed on Bon Accord YouTube Channel

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. ADOPTION OF MINUTES**

- 3.1. Regular Meeting of Council; February 1, 2022 (enclosure)
- 3.2. Council Briefing Committee Meeting; February 9, 2022 (enclosure)

**4. DELEGATION**

- 4.1. 8:40 a.m. Pat Mahoney – Fire Department Annual Report
- 4.2. 9:05 a.m. Matt Robin – Bylaw Enforcement Annual Report
- 4.3. 9:25 a.m. Kate Polkovsky – ACRWC (enclosure)

**5. DEPARTMENT REPORTS**

- 5.1. Community Services (enclosure)
- 5.2. Finance (enclosure)
- 5.3. Operations (PW) (enclosure)
- 5.4. Planning and Economic Development (enclosure)
- 5.5. Chief Administrative Officer (CAO) (enclosure)

**6. ACTION ITEM LIST**

- 6.1. Action Item List to February 1, 2022 (enclosure)

**7. UNFINISHED BUSINESS**

- 7.1. Strategic Planning Session (Date/Time) (enclosure)
- 7.2. Municipal Development Plan (MDP) Meeting (enclosure)
- 7.3. Electric Vehicle Charging (EVC) Program (enclosure)
- 7.4. Public Engagement Sessions Plan (enclosure)

**8. NEW BUSINESS – NONE**

**9. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

- 9.1. 2022-07 Bylaw Enforcement Officer Bylaw (First Reading) (enclosure)

**POLICIES**

- 9.2. Community Services Appreciation Award Policy (enclosure)
- 9.3. Rescinding of Sky Shed Observatory Use Policy (enclosure)
- 9.4. Write Off Policy Amendments (enclosure)

**10. WORKSHOPS/MEETINGS/CONFERENCES**

- 10.1. Elected Officials Education Program Courses (enclosure)
- 10.2. Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus (enclosure)

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**11. COUNCIL REPORTS**

- 11.1. Mayor Holden (enclosure)
- 11.2. Deputy Mayor Laing (enclosure)
- 11.3. Councillor Bidney (enclosure)
- 11.4. Councillor May (enclosure)
- 11.5. Councillor Roemer (enclosure)

**12. CORRESPONDENCE**

- 12.1. Farm Safety Centre (enclosure)
- 12.2. National Police Federation (enclosure)

**13. NOTICE OF MOTION**

**14. PRESENTATION OF NOTICE OF MOTION**

**15. CLOSED SESSION**

- 15.1. Organizational Chart – *FOIP Act 24(1)(a) Advice from officials*
- 15.2. *Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy*

**16. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
February 1, 2022 7:00 p.m.  
Virtual Meeting**



**Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lacey Laing  
Councillor Lynn Bidney  
Councillor Tanya May  
Councillor Cory Roemer

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Falon Fayant – Corporate Finance Manager  
Mark Prutchick – Operations Manager  
Dianne Allen – Planning and Economic Development Manager  
Lila Quinn – Recreation and Community Services Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

Mayor Holden called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR MAY MOVED THAT Council adopt the February 1, 2022 agenda, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-037**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – January 18, 2022***

COUNCILLOR BIDNEY MOVED THAT Council adopt the minutes of the January 18, 2022 Regular Meeting of Council, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-038**

**ACTION ITEM LIST**

DEPUTY MAYOR LAING MOVED THAT Council accepts the Action item list to January 18, 2022, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-039**

**UNFINISHED BUSINESS**

***Community Services Acknowledgement***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to purchase two plaques with the wording presented and flowers to a maximum amount of \$150 and further

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that one plaque be permanently placed in the Bon Accord Arena and the second plaque to be presented to Gail Critchley by Mayor Holden.

In favour: Mayor Holden, Councillor Bidney, and Councillor Roemer

Opposed: Deputy Mayor Laing, and Councillor May

**CARRIED RESOLUTION 22-040**

**DELEGATION**

***Mikhail Ivanchikov – Dandelion Renewables***

DEPUTY MAYOR LAING MOVED THAT Council accept the Dandelion Renewables delegation as information AND THAT Council direct administration to look into the funding and grant for the EV charging stations.

**CARRIED UNANIMOUSLY RESOLUTION 22-041**

**NEW BUSINESS**

***Appointment of CRASC ARB Members***

COUNCILLOR ROEMER MOVED THAT Council appoint Raymond Ralph as ARB Chair, Gerryl Amorin as Certified ARB Clerk, and Darlene Chartrand, Tina Grozko, Stewart Hennig, Richard Knowles, and Raymond Ralph as Certified Panelists, as requested.

**CARRIED UNANIMOUSLY RESOLUTION 22-042**

***Briefing Committee Meeting***

COUNCILLOR BIDNEY MOVED THAT That Council direct Administration to proceed with planning and advertising the Council Briefing Committee Meeting on February 9<sup>th</sup>, 2022 from 6p.m. – 8 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-043**

**BYLAWS | POLICIES | AGREEMENTS**

***Water Bylaw #2022-01***

COUNCILLOR BIDNEY MOVED THAT Bylaw 2022-01 Amendment of Water Bylaw 2020-25 Schedule A and Schedule B be given second reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-044**

COUNCILLOR ROEMER MOVED THAT Bylaw 2022-01 Amendment of Water Bylaw 2020-25 Schedule A and Schedule B be given third and final reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-045**

***Municipal Borrowing Bylaw – Operating #2022-04***

COUNCILLOR MAY MOVED THAT Bylaw 2022-04 Municipal Borrowing Bylaw – Operating be given second reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-046**



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DEPUTY MAYOR LAING MOVED THAT Bylaw 2022-04 Municipal Borrowing Bylaw – Operating be given third and final reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-047**

***Repeal of Bylaw 1997-10 #2022-06***

COUNCILLOR ROEMER MOVED THAT Bylaw 2022-06 – Repeal of Bylaw 1997-10 be given first reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-048**

COUNCILLOR BIDNEY MOVED THAT Bylaw 2022-06 – Repeal of Bylaw 1997-10 be given second reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-049**

DEPUTY MAYOR LAING MOVED THAT Council gives unanimous consent to hear three readings of Bylaw 2022-06 – Repeal of Bylaw 1997-10 in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 22-050**

COUNCILLOR MAY MOVED THAT Bylaw 2022-06 – Repeal of Bylaw 1997-10 be given third and final reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-051**

***Public Participation Policy and Public Engagement Plan***

DEPUTY MAYOR LAING MOVED THAT That Council direct Administration to develop plans for Council Community Connections Events on March 8 at 7 p.m., June 9 at 7 p.m., and September 8 at 7 p.m., tentatively, for Council approval AND THAT Council direct Administration to conduct a review of the Public Participation Policy and bring forward any recommended changes to Council for approval.

**CARRIED UNANIMOUSLY RESOLUTION 22-052**

**CORRESPONDENCE**

***WiMacTel Canada Inc. – Payphone Removal***

COUNCILLOR BIDNEY MOVED THAT Council accept the correspondence as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-053**

**CLOSED SESSION**

- ***Business District Properties Report – FOIP Act 17(1) Disclosure harmful to personal privacy***
- ***Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy***
- ***Regional Collaboration Discussion – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations***

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Virtual Meeting**



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- ***Governance Workshop – FOIP Act 24(1)(a) – Advice from officials***

DEPUTY MAYOR LAING MOVED THAT Council enter into closed session to discuss Business District Properties Report – FOIP Act 17(1) Disclosure harmful to personal privacy, Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy, Regional Collaboration Discussion – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations, and Governance Workshop – FOIP Act 24(1)(a) – Advice from officials at 8:26 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-054**

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 9:53 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 22-055**

***Business District Properties Report – FOIP Act 17(1) Disclosure harmful to personal privacy***

COUNCILLOR BIDNEY MOVED THAT Council approves the report as information AND direct administration to provide further information regarding the business area district as directed.

**CARRIED UNANIMOUSLY RESOLUTION 22-056**

***Resident Request – FOIP Act 24(1)(a)&(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to research previous resolutions regarding this matter.

**CARRIED UNANIMOUSLY RESOLUTION 22-057**

***Regional Collaboration Discussion – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations***

MAYOR HOLDEN MOVED THAT Council accept the RFD as information.

**CARRIED UNANIMOUSLY RESOLUTION 22-058**

***Governance Workshop – FOIP Act 24(1)(a) – Advice from officials***

COUNCILLOR BIDNEY MOVED THAT Council direct administration to research further opportunities for a half day workshop on governance.

In favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, and Councillor Roemer  
Opposed: Councillor May

**CARRIED RESOLUTION 22-059**

**ADJOURNMENT**

The February 1, 2022 Regular Meeting of Council adjourned at 9:58 p.m.

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Regular Meeting of Council Minutes  
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**Virtual Meeting  
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Mayor Brian Holden

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Jodi Brown, CAO

Unapproved

**Town of Bon Accord  
Regular Meeting of Council Minutes  
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Virtual Meeting**



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**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lacey Laing  
Councillor Lynn Bidney  
Councillor Tanya May  
Councillor Cory Roemer

**ADMINISTRATION**

Jodi Brown – Chief Administrative Officer  
Dianne Allen – Planning and Economic Development Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

Mayor Holden called the meeting to order at 5:59 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR MAY MOVED THAT Council adopt the agenda as presented.

**CARRIED UNANIMOUSLY RESOLUTION 22-060**

**UNFINISHED BUSINESS**

***EV Charging Station Program Update***

EV Charging Station Program Update was presented including benefits, application process, and reimbursements available for municipalities. The Town has submitted an expression of interest. Next steps to follow. This item will be brought to Council as an RFD at a future Council meeting.

**NEW BUSINESS**

***Procedural Bylaw Amendments***

The Procedural Bylaw report was reviewed including proposed amendments. Discussion ensued regarding proposed amendments to various wording and grammar for consistency and clarification. This item will be brought forward as an RFD at a future Council meeting.

***Legal Review: Bylaw Officer Bylaw***

The Bylaw Officer Bylaw report was reviewed including proposed amendments. This item will be brought forward as an RFD at a future Council meeting.

***Public Engagement Sessions***

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The Public Engagement Session report was reviewed. Discussion ensued regarding dates of RCMP Town Hall and Public Engagement Session and whether the two should be combined or not.

***Volunteer Recognition Policies***

The Volunteer Recognition Policies report was reviewed including proposed amendments. Discussion ensued regarding whether the policy should be based on length of service or on a case-by-case basis. This item will be brought forward as an RFD at a future Council meeting.

**CLOSED SESSION**

- ***Micro Cannabis Development Update – FOIP Act – 16(1)(a)(ii), (b) & (c)(i)(ii)(iii) Disclosure harmful to business interests of a third party***
- ***Resident Request – FOIP Act 17(1) Disclosure harmful to personal privacy and 24(1)(a) & (c) Advice from officials***
- ***Strategic Plan Draft – FOIP Act – 24(1)(a) Advice from officials***

COUNCILLOR BIDNEY MOVED THAT Council move into closed session at 7:06 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 22-061**

COUNCILLOR BIDNEY MOVED THAT Council move into closed session at 7:45 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 22-062**

**ADJOURNMENT**

The February 9, 2022 Council Briefing Committee Meeting adjourned at 7:47 p.m.

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Mayor Brian Holden

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Jodi Brown, CAO

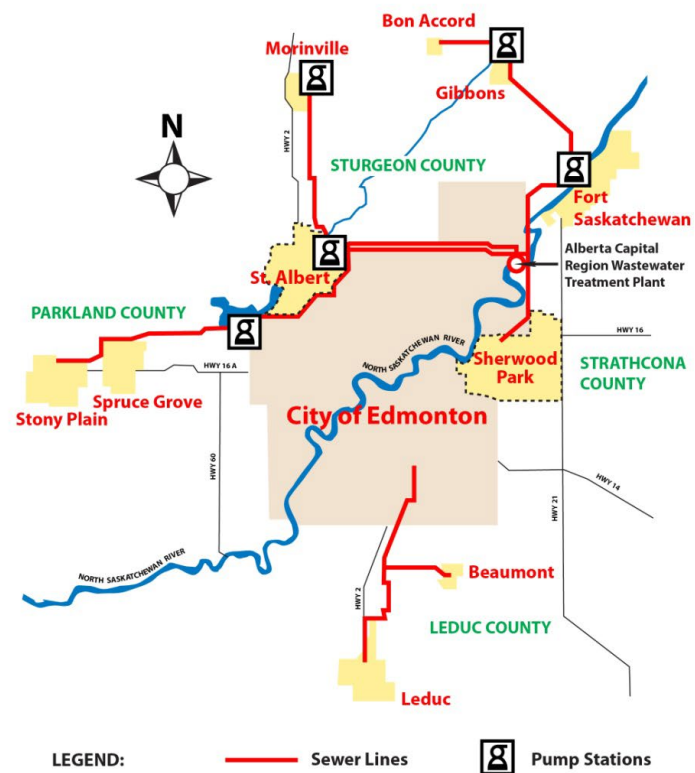




# **ALBERTA CAPITAL REGION WASTEWATER COMMISSION**



## Wastewater Transmission Network





# HISTORY

- Formed in 1985
- Designed and built by Province from 1980 to 1988
- Assets transferred at 90% Grant
- Agreement with EPCOR



# LEGISLATION

## Municipal Government Act

- Part 15.1
- Meetings and FOIPP

## Alberta Environmental Protection Act

- Basis for operating approval, reporting, design standards, and operator certification

## Federal Fisheries Act

- Regulation for municipal wastewater effluent



# ORGANIZATION STRUCTURE





# GOVERNANCE

- Governed by Board of Directors
  - One director appointed by each member municipal Council
  - Director must be an elected official
  - Board members serve independently of their Council;
- Bylaws and Policies
- Standing and ad hoc committees
- Bi-Monthly meetings and an Annual Workshop



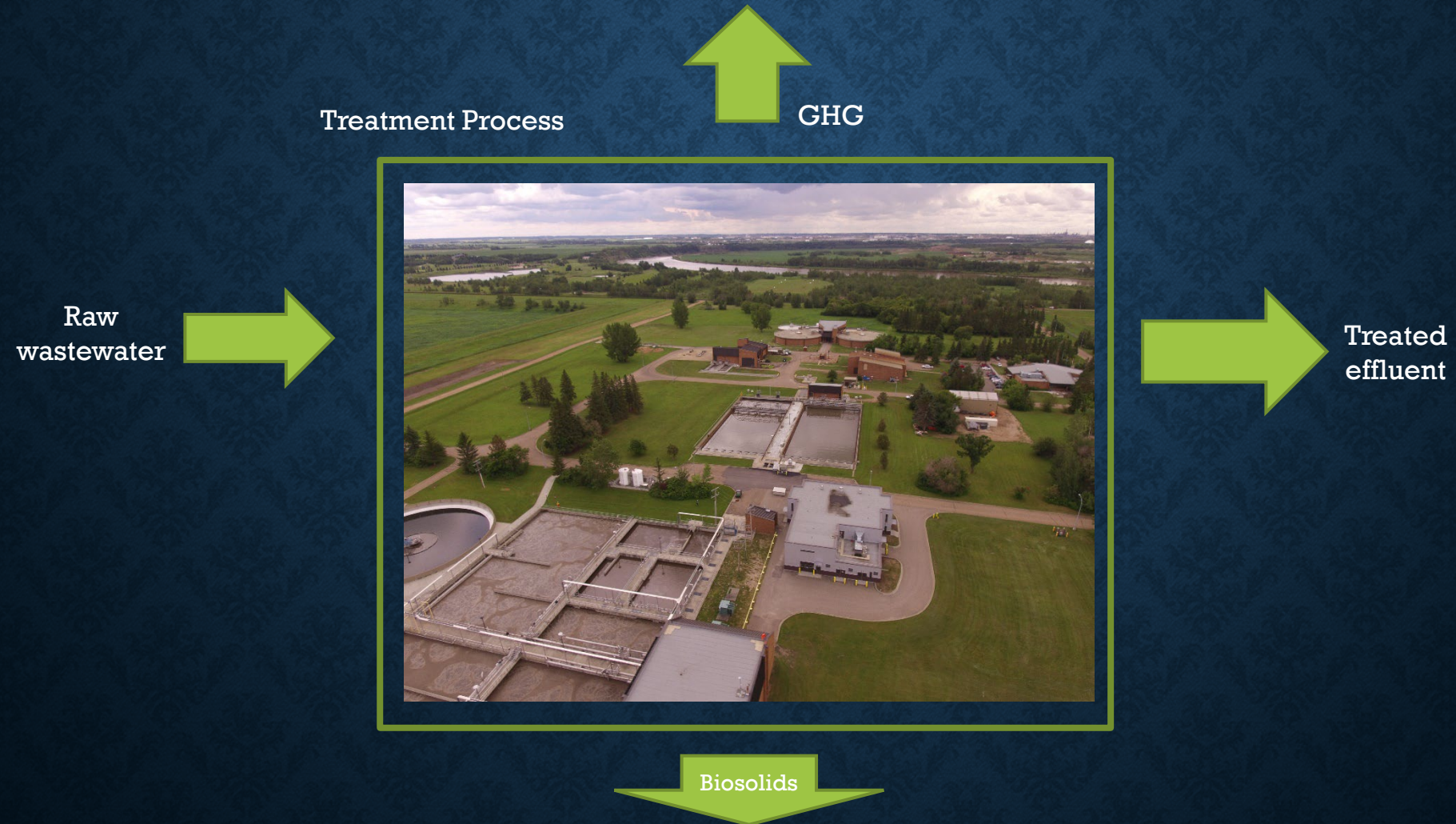
# 2022 BUDGET

Operating expenses	\$30.2 million
Capital program	\$28.4 million
New debt	\$10.0 million
Debt payment	\$6.1 million
Total Revenue	\$49.8 million

- Flow Rate [\$1.42/m<sup>3</sup>] Revenue- \$46.4 million
- Load Based Revenue- \$1.0 million
- Grant Revenue- \$0.1 million



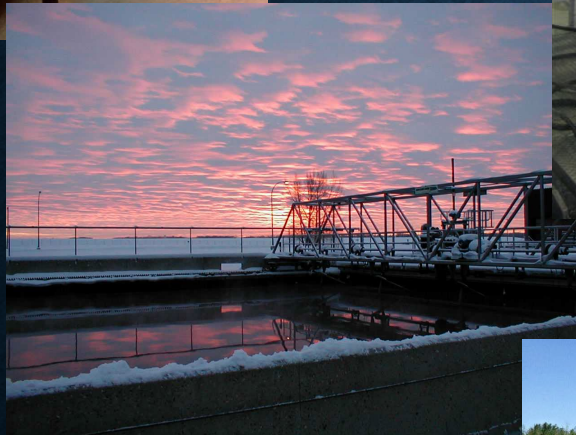
# WASTEWATER TREATMENT SIMPLIFIED



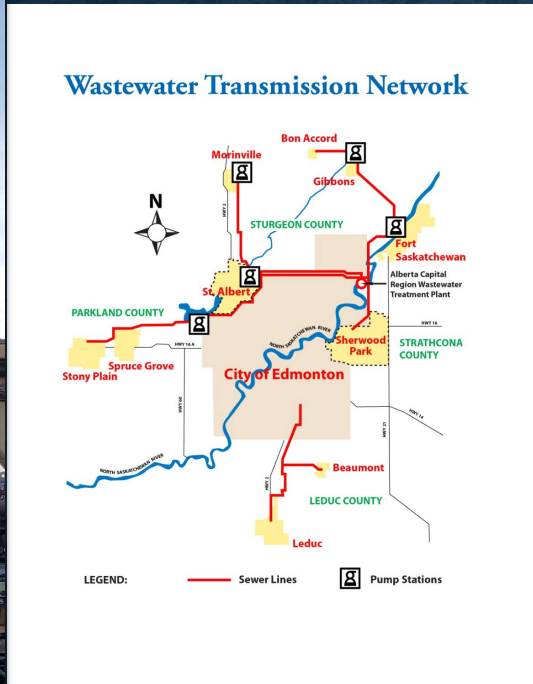


# FACILITIES

- Third largest wastewater treatment plant in Alberta
  - Biologic nutrient removal
- Five large scale pump stations utilizing up to 700 horse power pumps
  - More than 50% of ACRWC equipment located at remote facilities
- 190 km of force mains and gravity sewers
- Replacement value estimated at \$700M.







# COLLABORATION

- ACRWC is an extension of each members wastewater systems
- Source Control
  - Engagement with Members, Industry and professionals
- Solids Handling
- Regional Exchange Agreement
- Biosolids
  - Work with EPCOR





# ACRWC STRENGTHS



- Reducing load to river
- Source control program
- Environmental Management systems
- Focus on relationships and liaison with authorities (Members, EPCOR, Industry, CWN, etc)
- Project Delivery
- Laboratory services
- Operations



## **KEY MESSAGES**

- ACRWC is an extension of our members' wastewater systems and does an effective job protecting the North Saskatchewan River
- ACRWC works collaboratively with our members

**QUESTIONS???**

# *Council Report*

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**Date:** January 13, 2022  
**Reporting Period:** February 9, 2022  
**Department:** Recreation and Community Services Services  
**Submitted by:** Lila Quinn

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## **RECREATION AND PARKS**

### ***SKATEBOARD PARK***

We were unsuccessful in securing the Alberta Blue Cross Healthy Communities Grant which would have enabled us to complete Phase II of the Skateboard Park upgrade project (replacement of the centre set).

### ***ARENA***

With the assistance of our Arena Lead Hand we have completed an evacuation plan for the arena. We are planning a fire drill in March.

### ***PARKS***

Completed the Canada Summer Jobs grant application for two summer students to assist with mowing and parks for 16 weeks this summer. If successful we will receive up to \$21,564 to help offset our summer staff costs. The summer students job advertisements will be circulated soon.

## **COMMUNITY EVENTS/PROGRAMS**

### ***RED CROSS BABYSITTING COURSE***

Held a Red Cross Babysitting course on February 10 in the Town Office, basement. We had 18 registrants and several on a wait list. We will look at rescheduling another course in the spring pending instructor availability.

### ***HOME ALONE COURSE***

Held a home alone course on February 11 in the Town Office, basement. We had 16 registrations.



## **PICKLE BALL PROGRAM**

The Sturgeon School Division notified the Town that schools will now be open for community use. Therefore, it may be possible to schedule a spring session of this program.

## **FAMILY DAY EVENT**

This event includes:

- Free public skating 11:00 a.m. – 1:00 p.m.
- Complimentary concession items: Hotdog, chips, and coffee or pop (one per person)
- Photo scavenger hunt 1:00 p.m. start
- Poster contest: a drawing of something your family enjoys doing in Bon Accord
- Various games and outdoor activities hosted by 4H
- Donations to food bank accepted at event

## **INFORMATION AND REFERRALS**

Assisted one resident seeking support/resources this month.

## **BOARDS AND COMMITTEES**

### **RECREATION TRANSITION GROUP**

Attended meetings January 20 and February 3 where we continue to look at one software program that could potentially meet our needs to track resident usage at sub-regional recreation amenities relative to the recreation cost sharing agreement with Sturgeon County.

### **COMMUNITY SERVICES ADVISORY BOARD**

Attended one meeting February 8 where we discussed the upcoming family day event as well as other programs for 2022.

## **MEETINGS**

- Attended Evergreen FCSS meeting January 14
- Attended one telephone meeting with Families First January 21
- Attended one meeting with Sturgeon Cleaning Services January 24
- Attended Recreation Transition Group Meetings January 20 and February 3
- Attended Management Meetings January 21 and February 4
- Attended online Regular meetings of Council meeting January 18 and February 2
- Attended five interviews and hired two new staff
- Attended one meeting with Brysand regarding costs to replace arena floor February 10

**Lila Quinn**

*Recreation and Community Services Manager  
Town of Bon Accord*

# Council Report

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**Date:** February 15, 2022

**Reporting Period:** January 2022

**Department:** Finance

**Submitted by:** Falon

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## Finance Report

### *General Municipal*

98% of outstanding taxes have been collected to date.

### *Administration*

Metrix Group LLP was in the office on February 10 and 11 to conduct the audit. Further follow-up will likely continue within the next couple of weeks. The auditor will meet with council to review the financial statements once they have been prepared. The Administration and Community Services Assistant starts in the office on February 14. Training will begin with front-desk administration and she will also work on getting up to date with events and programs. The doors are open fully to the public as of February 9, no longer by appointment only per the lifting of Alberta Health Services restrictions.

113 residents are now currently signed up for the e-billing program.

Administration is upgrading our office phone system within budget. Phones will move from analog to a voice over internet protocol (VoIP) with updated hardware and improved voicemail services for when the office is closed. There will be an estimated 10% savings on monthly costs with this transition, and we should see this new system in place within a month or two. An analog line will remain in place for emergency use.

Administration received notification that effective December 31, 2023, local government financials will be required to report on the costs of asset retirement obligations. (Section PS3280 of the Public Sector Accounting Standards Board). The tangible capital assets that may be affected include those that are controlled by the Town and assets that are *and* are no longer in productive use. A common example is the costs that would encompass a solid waste landfill closure or future closure. Administration is currently looking at how this will impact the Town.

### *Protective Services*

The door in the fire hall needs to be repaired; the maintenance will likely bring the fire department over budget by approximately \$500 for the year.

## ***Public Works***

Revenue in public works is currently on par with budget. Expenses for the cemetery are currently higher due to overtime worked for a weekend burial.

## ***Recreation & Community Services***

The Sturgeon Recreation Grant funding was received; the Town received \$3,479.56 higher than expected due to the higher rate of CPI. The total amount received was \$306,972. This has been allocated per the budget to parks, recreation, and the arena.

The first quarter payment for FCSS has been received. The next quarterly payment will be sent in April.

## ***Capital Projects***

Administration is currently working on the application for the Green and Inclusive Community Building Grant.

## **MEETINGS**

- January 13, 2022 – Meeting with Kate @ Alberta Capital Wastewater Commission; Meet & Greet (Virtual)
- January 14, 2022 – iCity – Meeting with Aaron Gore, iCity account manager
- January 18, 2022 – Council Meeting

**Falon Fayant**

*Finance Manager*

*Town of Bon Accord*

**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2022  
Reporting Month: JANUARY

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget	
General Municipal	34,990	186,271	- 151,281	-	33,875	- 33,875	34,990	152,397	- 117,407	77%	
TOTAL MUNICIPAL	\$ 34,990.00	\$ 186,271.25	-\$ 151,281.25	\$ -	\$ 33,874.50	-\$ 33,874.50	\$ 34,990	\$ 152,397	-\$ 117,407	77%	
Election	-	-	-	-	458	- 458	-	(458)	458	100%	
Council	-	-	-	4,677	9,406	- 4,729	(4,677)	(9,406)	4,729	50%	
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 4,677	\$ 9,864	-\$ 5,187	-\$ 4,677	-\$ 9,864	\$ 5,187	53%	
Administration	529	333	196	27,423	41,396	- 13,973	(26,894)	(41,063)	14,169	35%	
TOTAL ADMINISTRATION	\$ 529	\$ 333	\$ 196	\$ 27,423	\$ 41,396	-\$ 13,973	-\$ 26,894	-\$ 41,063	\$ 14,169	35%	
Fire Services	9,945	9,471	474	875	3,917	-3,042	9,070	5,554	3,516	63%	
Emergency Services	-	-	-	374	1,787	-1,413	(374)	(1,787)	1,413	79%	
Bylaw	520	3,727	-3,207	-	8,312	-8,312	520	(4,585)	5,105	111%	
TOTAL PROTECTIVE SERVICES	\$ 10,465	\$ 13,198	-\$ 2,733	\$ 1,249	\$ 14,016	-\$ 12,767	\$ 9,216	-\$ 818	\$ 10,034	1226%	
Municipal Planning	225	813	- 588	-	681	18,474	- 19,155	906	(17,662)	18,568	105%
Economic Development	-	5,850	- 5,850	822	9,412	- 8,590	(822)	(3,562)	2,740	77%	
TOTAL PLANNING & DEVELOPMENT	\$ 225	\$ 6,663	-\$ 6,438	\$ 141	\$ 27,886	-\$ 27,745	\$ 84	-\$ 21,224	\$ 21,308	100%	
Public Works - Roads	-	830	- 830	11,124	35,171	- 24,047	(11,124)	(34,341)	23,217	68%	
Storm Sewer & Drain	-	-	-	765	1,597	-832	(765)	(1,597)	832	52%	
Water	39,591	42,775	- 3,184	3,443	46,732	-43,289	36,148	(3,957)	40,105	1013%	
Sewer	28,350	26,650	1,700	12,150	29,441	-17,291	16,200	(2,791)	18,991	680%	
Garbage	7,079	7,652	- 573	837	9,648	-8,811	6,242	(1,996)	8,238	413%	
Cemetery	1,100	583	517	1,085	760	325	15	(176)	191	109%	
TOTAL PUBLIC WORKS	\$ 76,120	\$ 78,490	-\$ 2,370	\$ 29,404	\$ 123,349	-\$ 93,945	\$ 46,716	-\$ 44,858	\$ 91,574	204%	
FCSS	300	3,623	- 3,323	2,344	4,682	- 2,338	(2,044)	(1,058)	(986)	93%	
TOTAL FCSS	\$ 300	\$ 3,623	-\$ 3,323	\$ 2,344	\$ 4,682	-\$ 2,338	-\$ 2,044	-\$ 1,058	-\$ 986	93%	
Parks	78,576	77,255	1,321	1,378	11,524	- 10,146	77,198	65,731	11,467	17%	
Arena	72,478	68,920	3,558	13,843	22,900	- 9,057	58,635	46,021	12,614	27%	
Recreation	171,858	174,450	- 2,592	2,089	19,189	- 17,100	169,769	155,262	14,507	9%	
TOTAL REC & COMMUNITY SERVICES	\$ 322,912	\$ 320,626	\$ 2,286	\$ 17,310	\$ 53,612	-\$ 36,302	\$ 305,602	\$ 267,014	\$ 38,588	14%	
Library	-	-	-	496	4,796	- 4,300	(496)	(4,796)	4,300	90%	
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 496	\$ 4,796	-\$ 4,300	-\$ 496	-\$ 4,796	\$ 4,300	90%	
Total Excl. General Municipal	\$ 410,551	\$ 422,933	-\$ 12,382	\$ 83,044	\$ 279,601	-\$ 196,557	\$ 327,507	\$ 143,332	\$ 184,175	128%	
Total Incl. General Municipal	\$ 445,541	\$ 609,205	-\$ 163,664	\$ 83,044	\$ 313,475	-\$ 230,431	\$ 362,497	\$ 295,729	\$ 66,768	23%	

Budget approved December 14, 2021 Special Meeting of Council, Resolution 21-391

# *Council Report*

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**Date:** January - February 2022

**Department:** Public Works

**Submitted by:** Mark Prutchick, Operations Manager

---

## **PUBLIC WORKS/OPERATIONS MANAGER**

- Regularly attended Council Meetings both regular and closed session.
- Regularly attend Management meetings.
- Regularly process Invoices/Timesheets, and all information related to day-to-day operating activities.
- Setting staff up with all essential training/certification and renewals for Staff in 2022.
- Continue to assist with the Stormwater Management Plan and will be submitting an RFD at the next meeting for drainage mitigation measures for this Spring and onward.
- Laptop/Docking station has been installed.
- Attended site visit at the arena with Lila and a contractor regarding the arena upgrades.
- Registering all town owned plated vehicles for the newly required Safety Fitness Certificate, every three years as opposed to previous it was a continuous certificate.

## **CAPITAL PROJECTS**

- Continue to review the Associated Engineering submitted capital project contract documents/payment certificates. This is ongoing since substantial completion is still pending from the 2021 road work.
- Capital project 2022 – Continue to review the Budget and needs/recommendations for 2022. This will be ongoing as the budget will always require a great deal of attention to detail.
- Virtual meeting as well as an in person with Associated Engineering regarding 2022 Road Rehabilitation Program and the Stormwater Management Plan.

## **ROADS**

- Hauling of Snow to the Lagoon has been steady throughout this reporting period.
- Continue to conduct Winter Maintenance Activities as identified in our Policy.

- Sturgeon County pushed back the snow at the Lagoon for the second time for us this year.
- Multiple zone clearing interruptions with snow, ice, drainage, and high winds which created some site-specific high priority maintenance.
- Last thaw cycle, staff opened approximately 20 catch basins to allow for drainage.

### **EQUIPMENT/VEHICLES**

- Replaced Grader Blades, due to the bonded ice on the road.
- Ongoing Washing and Cleaning of trucks and equipment.
- Equipment maintenance ongoing.

### **CEMETERY**

- No openings and closings of Graves since last report.
- Winter Maintenance of Parking Lot

### **WATER**

- Ongoing Daily and Weekly readings/sampling/testing (Chlorine see attached).
- Monthly Meter Readings completed on Feb 1.
- Completed monthly water and wastewater utilities check/ inspections.
- Milestone of 3 Million cubic metres of water (3 billion litres) since wells were decommissioned 20 years ago.

### **SEWER**

- Sewer pump stations and blower house monthly checks completed.

### **SAFETY/TRAINING/STAFF**

- Ongoing Morning Meetings (Tailgate) regarding work safe plans.
- Continue to emphasize the importance of Covid safety measures and always keeping up to date with AHS.

### **ADDRESSED CONCERNS / MISCELLANEOUS**

- Continue to receive calls from residents regarding timing for snow removal and most recently drainage concerns. We still receive positive calls regarding the Town's efficiency with Winter Operations.
- Picked up Christmas Trees and brought them to the Lagoon for our annual burning of brush and tree trimmings. (Burn Permit received)



Public Works Report ending February 10<sup>th</sup>, 2022.

*Respectfully submitted by:*

*Mark Prutchick, C.E.T., CRS, rci  
Operations Manager  
Public Works*

3030 Hospital Dr. NW Calgary, AB T2N 4W4 403-944-1215 8440-112 St. Edmonton, AB  
T6G 2J2 780-407-8925

# 9400170, Bon Accord

Box 779

Bon Accord, AB T0A0K0  
7809213550

## Environmental Public Health, Sherwood Park -ER4

2 Brower Drive (780)342-4661  
Sherwood Park, AB T8H 1V4

**Accession #:** WE-22-0002083  
**AESRD Approval #:** 0000438  
**EI #:**  
**Provlab Study #:**

Environmental Microbiology		
	<b>Collected Date</b> <b>Collected Time</b>	<b>2022-02-07</b> <b>09:29:00</b>
<b>Procedure</b>		<b>Units</b>
Total Coliforms by Enzyme Substrate	ABSENT <sup>In1</sup>	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	River	
Received Date and Time	2022-02-07 1253	
Analyzed Date	07-FEB-2022	
ID Number	1883860	
Sample Collected By	Terry D	
Collected By Phone Number	780-908-5856	
Sample Collection Site.	See Below <sup>T1</sup>	

### Textual Results

T1: 2022-02-07 09:29 (Sample Collection Site.)  
4803 53 Ave Kitchen Tap

### Interpretive Data

In1: Total Coliforms by Enzyme Substrate  
Total Coliforms and E coli testing performed by Enzyme Substrate Method  
Presence/Absence.

LEGEND: @=Faxed                      #=Corrected                      H=High                      T=Textual Result  
R=Result Comment                      O=Order Comment                      In=Interpretive Data  
Cc:

**Information on this report related only to this sample**  
**For further information contact the Environmental Public Health Agency**

**Report Request ID:** 302280979

**Print Date/Time:** 2022-02-08 16:14

XR Env: ER4 - Provider - Permanent

Page 1 of 1

3030 Hospital Dr. NW Calgary, AB T2N 4W4 403-944-1215 8440-112 St. Edmonton, AB  
T6G 2J2 780-407-8925



*9400170, Bon Accord*

Box 779

Bon Accord, AB T0A0K0  
7809213550

**Environmental Public Health, Sherwood Park -ER4**

2 Brower Drive (780)342-4661  
Sherwood Park, AB T8H 1V4

**Accession #:** WE-21-0126179  
**AESRD Approval #:** 0000438  
**EI #:**  
**Provlab Study #:**

Environmental Microbiology		
<b>Collected Date</b>	<b>2022-01-24</b>	
<b>Collected Time</b>	<b>09:12:00</b>	
<b>Procedure</b>		<b>Units</b>
Total Coliforms by Enzyme Substrate	ABSENT <sup>In1</sup>	per 100mL
E coli by Enzyme Substrate	ABSENT	per 100mL
-----	-----	
Drinking Water Sample Category	Treated Public	
Water Sample Source	River	
Received Date and Time	2022-01-24 1415	
Analyzed Date	24-JAN-2022	

ID Number	1883858	
Sample Collected By	Terry Doerkson	
Collected By Phone Number	780-908-5856	
Sample Collection Site.	See Below T <sup>1</sup>	

Textual Results

T1: 2022-01-24 09:12 (Sample Collection Site.)  
5222 - 44 St Community kitchen tap

Interpretive Data

In1: Total Coliforms by Enzyme Substrate  
Total Coliforms and E coli testing performed by Enzyme Substrate Method  
Presence/Absence.

---

LEGEND: @=Faxed #=Corrected H=High T=Textual Result  
R=Result Comment O=Order Comment In=Interpretive Data

Cc:

**Information on this report related only to this sample**  
**For further information contact the Environmental Public Health Agency**

**Report Request ID:** 300066956

**Print Date/Time:** 2022-01-25 16:14

XR Env: ER4 - Provider - Permanent

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## Water Distribution System Monthly Report

JANUARY

2022 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Weekends/Stat	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problem
1	0	0.00	0	0	0.00			0.00	
2	0	0.00	0	0	0.00			0.00	
3	0	0.00	0	0	0.00			0.00	Stat. holiday
4	1095	1.72	940	248	1.54	4803-53Ave.	*	0.00	None
5	307	1.68	225	49	1.69	5025-50Ave.		0.00	Switched from Pump 102 to 103.
6	339	1.74	228	24	1.61	5008-47Ave.		0.00	None
7	253	1.79	239	101	1.61	4812-52St.		0.00	None
8	0	0.00	0	0	0.00			0.00	
9	0	0.00	0	0	0.00			0.00	
10	743	1.67	733	134	1.67	#144 5231 51st	**	0.00	None
11	415	1.63	216	159	1.66	4812 52st		0.00	None
12	327	1.69	213	66	1.71	5025 50ave		0.00	None
13	348	1.68	229	57	1.59	5008 47 ave		0.00	None
14	338	1.70	231	73	1.70	4915 50st		0.00	None
15	0	0.00	0	0	0.00			0.00	
16	0	0.00	0	0	0.00			0.00	
17	893	1.66	706	227	1.45	5025 - 50 Ave	***	0.00	None
18	310	1.68	226	51	1.55	5008 - 47 Ave		0.00	None
19	362	1.64	229	46	1.49	4944 - 50 Ave		0.00	Switched from Pump 101 to 102
20	210	1.65	213	37	0.79	4812 - 52 St		0.00	None
21	199	1.79	230	49	1.59	4803-53 Ave.		0.00	None
22	0	0.00	0	0	0.00			0.00	
23	0	0.00	0	0	0.00			0.00	
24	1030	1.78	767	153	1.47	5222-44St.	****	0.00	None
25	330	1.68	235	66	1.60	5008-47 St.		0.00	None
26	243	1.70	258	91	1.62	5025-50 Ave.		0.00	Switched from Pump 102 to 103.
27	360	1.69	248	21	1.59	4803-53 Ave.		0.00	None
28	245	1.72	235	81	1.68	4812-52 St.		0.00	None
29	0	0.00	0	0	0.00			0.00	
30	0	0.00	0	0	0.00			0.00	
31	991	1.64	725	239	0.00			0.00	None

<b>SUBTOTAL</b>	9338	N/A	7326	1972	N/A
<b>TOTAL</b>	9338	N/A	9298		N/A
<b>AVERAGE</b>	301.23	1.09	236.32	63.61	0.96
<b>MAX</b>	1095.00	1.79	940.00	248.00	1.71
<b>LOW</b>	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222- 6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
--	--

### Water Distribution System Monthly Report

**FEBRUARY**

2022 Date	Water to Reservoir M3	Combined CL2 Entering Dist. Weekends/Stat	Water to Town M3	Water to Truckfill	Random Chlorine Distribution Amounts	Chlorine Sample Location(s)	Bacteriological Sample Location(s)	Water Used by Flushing M3	Summary of Incidents & Operational Problem
1	304	1.73	263	95	1.73	4812 52st	*	0.00	None
2	307	1.63	220	43	1.52	5025 50ave		0.00	Switched pump 103 to 101
3	311	1.64	214	10	1.62	5008 47ave		0.00	None
4	289	1.58	226	49	1.64	#144 5231 51st		0.00	None
5	0	0.00	0	0	0.00			0.00	
6	0	0.00	0	0	0.00			0.00	
7	832	1.73	746	126	1.49	4803-53 Ave.	**	0.00	None
8	346	1.70	233	58	1.63	5008-47 Ave.		0.00	None
9	349	1.67	244	132	1.44	4944-50 Ave.		0.00	Switched pump 101 to 102.
10	337	1.71	219	55	1.66	5025-50 Ave.		0.00	None
11	242	1.72	240	60	1.65	4812-52 St.		0.00	None
12	0	0.00	0	0	0.00			0.00	
13	0	0.00	0	0	0.00			0.00	
14								0.00	
15								0.00	
16								0.00	
17								0.00	
18								0.00	
19								0.00	
20								0.00	
21								0.00	
22								0.00	
23								0.00	
24								0.00	
25								0.00	
26								0.00	
27								0.00	
28								0.00	
29								0.00	
30								0.00	
31								0.00	

<b>SUBTOTAL</b>	3317	N/A	2605	628	N/A
<b>TOTAL</b>	3317	N/A	3233		N/A
<b>AVERAGE</b>	255.15	1.16	200.38	48.31	1.11
<b>MAX</b>	832.00	1.73	746.00	132.00	1.73
<b>LOW</b>	0.00	0.00	0.00	0.00	0.00

0

Northeast Boreal Region Room 111, Twin Atria Building, 4999 - 98 Avenue Edmonton, Alberta T6B 2X3 EMERGENCY NUMBER: 1 (800) 222- 6514	Operator in Charge: Terry Doerkson - Level 2 Cert: 4268 Approval 438-01-01
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# Council Report

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**Date:** February 15, 2022  
**Reporting Period:** January 11/22 to February 10/22  
**Department:** Planning and Development  
**Submitted by:** Dianne Allen

---

## ECONOMIC DEVELOPMENT

### **Canadian Home Buyers Association (CHBA)**

The full survey results from the 2021 CHBA Home buyer Preference Study, is now available. A webinar in mid-December unveiled the top home buying trends, including new questions that provide insight on how the pandemic has affected buying preferences, how people feel about aging in place features, and energy efficiency expectations (*refer to attachment*).

### **Travel Alberta**

Despite Omicron dampening some of tourism's momentum in early 2022, demand for air travel in Canada and the U.S. continues. Here in Alberta, domestic visits and a gradual return of international travellers is a boon for hotel performance, with bookings in the Canadian Rockies indicators resuming to near pre-pandemic levels. See the latest tourism recovery stats / research <https://industry.travelalberta.com/visitor-market-insight/tourism-indicators/alberta-tourism-indicators>

### **Alberta Labor and Immigration**

The Department of Alberta Labor and Immigration has released information for the period of Dec-Jan 2022 reflecting hiring and labor market information for the Edmonton Metro Region (*refer attachments*).

### **Trans Mountain Pipeline**

After two years of work, construction on the Trans Mountain Pipeline expansion is complete in the Edmonton region. The new lines run 50 KM from Trans Mountain Edmonton Terminal in Sherwood Park to the Acheson Industrial area west of the city. Majority of the new pipeline was laid along the Transportation Utility Corridor along the south leg of the Anthony Henday.

Trans Mountain used horizontal directional drilling (HDD) a trenchless construction technique to minimize the need for closing major roads. Construction began in December 2019 and included installation of 48,762 meters of pipe, 14 horizontal directional drills and 472 tie-ins to connect different sections of pipe to form a single line. The project took 1.5 million person-hours of work to complete with the dedication of 900 workers. SA Energy was the contractor leading the pipeline expansion work in the Edmonton region until early 2021, when the contract was then awarded to Midwest Pipelines for completion.

The pipeline expansion is designed to triple the capacity of the existing 1950s-era pipeline between Edmonton and a shipping terminal in Burnaby, B.C., to about 890,000 barrels per day of products including diluted bitumen, lighter crudes and refined fuels such as gasoline.

Trans Mountain is Canada's only pipeline system transporting oil from Alberta to the West Coast. It was bought by the federal government for \$4.5 billion in 2018, after previous owner Kinder Morgan Canada Inc. threatened to scrap the pipeline's planned expansion project in the face of environmentalist opposition.

### **Largest Boreal Forest in the World**

On Feb. 2, the provincial government of Alberta announced that they have expanded Kitaskino Nuwenēné Wildland Provincial Park, the largest contiguous area of protected boreal forest in the world. This expansion increases the acreage of the park by 375,000 acres, making Kitaskino Nuwenēné Wildland Provincial Park a total of 775,000 acres, which is six times larger than the size of the next largest park, Wakerton Lakes National Park.

The park expansion was only made possible due to the collaboration between the Alberta government, federal government, and Indigenous communities, primarily the Mikisew Cree, who Nation led the first discussions in 2019. At this agreement several companies relinquished their lucrative Crown mineral agreements. This expansion of Kitaskino Nuwenēné Wildland Provincial Park is a part of Alberta Crown Land Vision, which set out a detailed plan for preserving the provinces natural Crown lands.

Alberta's government has invested over \$300 million between 2020 and 2021 to improve the outdoor activities and maintain the park's natural qualities. The increased funding which provided for the new expanded Kitaskino Nuwenēné Wildland Provincial Park will support Indigenous People's traditional activities, including the exercise of treaty rights; protect the Peace-Athabasca watershed south of Wood Buffalo National Park; conserve critical habitat for woodland caribou and bison. For more information:

<https://www.albertaparks.ca/media/6494617/parks-larp-new-wpps-map.pdf>

### **Canada Community Building Fund (CCBF)**

Formerly known as the Gas Tax Fund (GTF), the CCBF provides all municipalities across the country with a permanent, stable, and indexed source of infrastructure funding. It was made permanent in 2011 at \$2 billion per year and began indexing at 2 per cent per year in 2014. Increases will be applied in \$100 million increments until 2024. This represents \$21.8 billion in flexible, long-term funding for municipal infrastructure projects.

The CCBF is allocated on a per-capita basis for provinces, territories and First Nations, but provides a base funding amount of 0.75 per cent of total annual funding for Prince Edward Island and each territory. This funding is administered through renewed bilateral agreements outlining the terms and conditions for the use of the CCBF. The funding provided under this program is intended to supplement the current average annual expenditures on capital municipal infrastructure. For further [information https://www.infrastructure.gc.ca/prog/gtf-fte-tab-eng.html#1](https://www.infrastructure.gc.ca/prog/gtf-fte-tab-eng.html#1)



## PLANNING AND DEVELOPMENT

### 737 Enterprises Ltd.

The sale of property 5028-50<sup>th</sup> Ave closed on January 31/22. The new owner has placed signage on the property displaying development intended. The proposed development will accomodate 3 commercial bays for mixed commercial usage. If anyone is interested in leasing a bay, please contact the office.

### Investment and Development

- Potential land for sale expressed by owners (commercial)
- New development project (updates in near future)

## BYLAW COMPLAINTS / CONERNS

- Snow removal by residents into public roadways (effecting access to property and melting snow causing water flow into personal property)

### Peace Officer Enforcment Services

Matt Roblin (Supervisor) provided January reports regarding citations and incidents for Councils review (*refer attachments*):

January 2022 – Bon Accord Citation Report

January 2022 – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits  (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	0	0	0	22	4	This Period
2	0	0	0	22	4	YTD

## MEETINGS / EVENTS ATTENDED / EDUCATION

- Manager Meetings
- Council Meetings (virtual)
- Council Committee Breifing Meeting
- GEEDT Meeting
- Municpal Planning Services – discussions, review permits, compliance certificates, new applications
- Developer Discussions – existing and potential new developers
- Stakeholders / Residents – development questions, inquires and concerns
- Bylaw Enforcement – discussions
- Economic Update – Catherin Rothrock (Chief Economist / AB Treasury Board & Finance
- Electric Vehicle Charging Program – Webinar

- Emerging Trends in Municipal Law 2022 - Webinar

**Dianne Allen**

*Manager, Planning & Economic Development  
Town of Bon Accord*



# CANADIAN HOME BUYER PREFERENCE NATIONAL STUDY 2021



*Conducted and produced by Avid Ratings Canada  
in partnership with the Canadian Home Builders' Association*

**Canadian  
Home Builders'  
Association**



## *Disclaimer*

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## Foreword

*CHBA members work hard to provide Canadians with the homes and features they desire. This seventh annual Canadian Homebuyer Preference Study, developed in partnership with Avid Ratings Canada, provides unique insight into what new homebuyers are looking for and what their priorities are.*

*CHBA is committed to providing members with information to help them manage their businesses and succeed in today's competitive marketplace, and this study is an important part of delivering on that commitment.*

*The residential construction industry employs over 1.2 million Canadians, and our industry plays a critical role in the economic life of every community across Canada. Working together at the local, provincial and national levels, CHBA is the 'voice' of our industry with governments and consumers alike. We look forward to continuing our partnership with Avid Ratings Canada to provide members with consumer insights that can help them succeed, as we strive to meet the housing aspirations of Canadians.*



Kevin Lee, CEO

Canadian Home Builders' Association

Canadian  
Home Builders'  
Association





## Overview

The 2021 CHBA Homebuyer Preference Study powered by Avid Ratings Canada continues to be the largest research study of its kind in Canada. 2021 marks the seventh consecutive year of this study, surveying 18,838 new homebuyers and collecting data from five provinces. Over the seven years of the study to date, a total of nearly 150,000 new homebuyers have been invited to participate across Canada with nearly 17,000 responding with completed surveys. A total of 72 homebuilders participated in the study in 2021.

The previous year of the CHBA Study was fielded just prior to the start of the Covid-19 pandemic in Canada. The fielding of this most recent 2021 study was just completed in September 2021, meaning that the resulting data is capturing the preferences of new homebuyers in the context of over 18 months living in this global pandemic environment. As a result, the latest data is certainly showing some interesting shifts in preferences in a variety of areas.

In the marketing and sales area, this latest data is showing increasing importance for a

variety of digital resources. As it relates to “preferred resources for a final purchase decision,” the importance has increased for online home feature selections tools, online interactive floor plans and community videos. A builder’s website and a mobile-friendly website also show as gaining in importance.

In the home features section of the study, the latest data is showing an increase in importance for “rooms”. The pandemic has seen more people in the home more frequently with remote work, online learning, and more in-home activities such as dining, fitness, entertainment and hobbies. This creates more pressure on the purpose and use of home spaces. Although only ranking as moderately important, dining rooms and living rooms have increased in importance since the last study, which is a continued trend seen since the study launched in 2015. It is also no surprise that the importance of a home office has increased.

Proximity preferences also show some interesting shifts in the most recent data. The importance of proximity to a variety of

amenities has decreased. These include proximity to downtown, public transit, work, and airports.

In an effort to continually improve the survey and data collected for the industry, the 2021 CHBA survey template includes a variety of revisions and enhancements. Additional survey questions and sections were added to capture more demographic information. A new survey question in the 2021 study collects feedback on the impact of the pandemic on accelerating home purchasing decisions. Several additional home feature questions were added to gauge the importance of items such as legal secondary suites, flooring types for key rooms, electronic entry systems, electric

vehicle chargers and more. The 2021 survey also adds a new section to collect data related to “aging in place” and home accessibility features. This section extends into gauging the importance of additional convenience/luxury features, including touchless technology such as faucets and lighting.

The housing market across Canada has experienced some dramatic impacts as a result of the Covid-19 environment. This has made deep-data an even more essential tool for the homebuilding industry. This 2021 CHBA Homebuyer Preference Study is filled with detailed insights on the wants and needs of today’s homebuyers.

**2021 Stats:**

Study Data Reporting as at October 13, 2021:

As of October 2021, housing starts were trending at : 264,264

Total Homeowners Surveyed: (Sample) 18838

Undeliverable: 707

Responses: 1496

Response Rate: 8.25 percent

Participating Builders: 72

Provinces: 5

Survey Deployment Dates: 06/14/2021 to 09/27/2021

# Top 10 Home Features in 2021

Homebuyer preferences for each feature are gauged using a scale of 1 through 6 on the homebuyer preference survey. A score of 1 indicates a less desired feature (noted as “not important at all” on the survey scale), while a score of 6 indicates a high desire for the feature (noted as “must have” on the survey scale). The scores are then converted to a 100 point scale for reporting. The higher the score on the 100 point scale, the higher the desire for that respective feature.

## Top 10 Home Features in 2021:

Question	Category	Score
High Efficiency Windows	Efficiency/Sustainability	88.4
Energy Efficient Appliances	Kitchen Features	88.3
Overall Energy Efficient Home	Efficiency/Sustainability	87.9
Walk In Closets	Interior Features	87.8
Kitchen Island	Kitchen Features	87.0
HRV/ERV Air Exchange System	Efficiency/Sustainability	85.2
Kitchen: Open Concept	Kitchen Features	84.6
Linen Closets	Interior Features	84.4
2 Car Garage	Exterior Features	83.9
Large Windows	Interior Features	83.5

Kitchen features have been the highest rated overall category in past years of this study and remain the highest rated category in 2021. Notably, energy efficient appliances are the second highest rated feature in 2021 and were the highest rated home feature in 2020. Kitchen islands have also been a highly desired feature for homebuyers and

have ranked in the top five features in 2021 and 2020.

Homebuyers have also shown a strong preference towards efficiency and sustainability features, though the amount they're willing to spend on them varies (see page 39). High efficiency windows and overall energy efficient homes have made the top ten list for several years of this study, and in 2021 two more features from this category are among the top rated: HRV/ERV air exchange systems made the top ten list and certification/rating by a designated program ranked in the top 20 for 2021.

Not only are today's homebuyers looking for high efficiency windows they are also looking for large windows, with that feature coming in as number ten on the top ten list. Large windows provide a desirable connection to the outdoors and have ranked high with respondents in several years of this study.

New to the Top 10 list this year is the desire for a two car garage, and an increasing trend in preference for private parking in all product types, including detached homes and multi-unit dwellings.

## Buyer Profiles

The 2021 CHBA Homebuyer Preference study shows the largest group of Canadian homebuyers today continues to be growing families with kids at 43.7 percent (comparative to last year's 43.3 percent). The second largest group also remains single/couple with no kids at 32.7 percent with little change from last year's 32.9 percent.

Examining profiles by age, the largest group of Canadian homebuyers is the Millennial (Gen Y) generation making up 38.3 percent, a 2.2 percent increase from 2020. Generation X (Gen X) comes in second at 31 percent, which is a 2.2 decrease from last year. The Baby Boomer generation's activity in the market has slowed slightly, comprising 22.47 percent of buyers this year versus 23.5 percent in 2020.

70.6 percent of respondents for the 2021 study indicate that they are overall satisfied with their builder. This varies from "delighted" by their experience (26.4 percent), to "moderately satisfied" and "slightly satisfied".

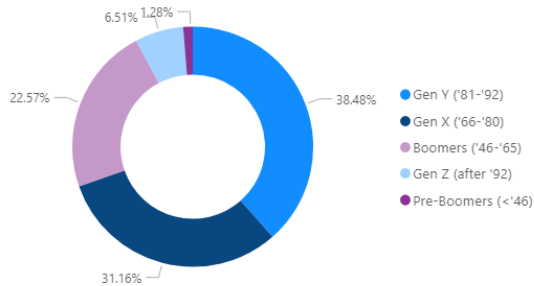
61.4 percent of homebuyers have an annual household income of \$100,000 or greater in 2021, versus 49.4 percent in the first year of the study. Homebuyers with an annual household income greater than \$150,000 have increased from 21.1 percent to 29.6 percent since 2015, a slight drop from 31.1 percent in 2020.

In 2021, 53.3 percent of new homebuyers purchased homes priced between \$300,000 and \$749,999, a significant decrease from 2020 (73.3 percent). The \$300,000 to \$399,999 price range has the greatest decline with a 15.1 percent difference between 2021 (9.36 percent) and 2020 (24.5 percent). The largest purchasing price segment of homes remains as \$500,000 to \$749,999.

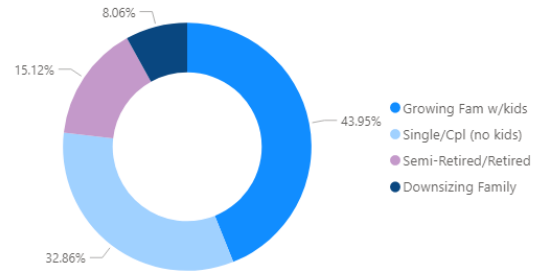
The highest participation by region in this year's study is Ontario. The second highest participation by region is Alberta, followed by Saskatchewan and then British Columbia.

# Buyer Profile Graphs

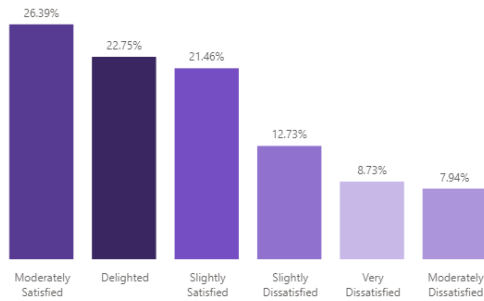
Age Range



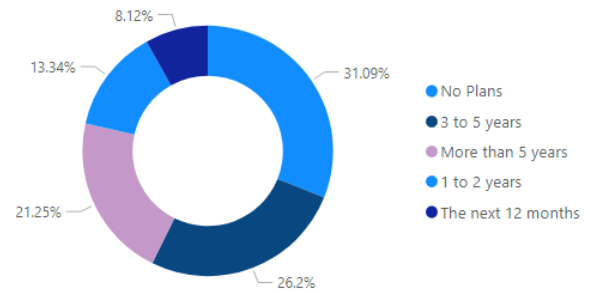
Buying Profile



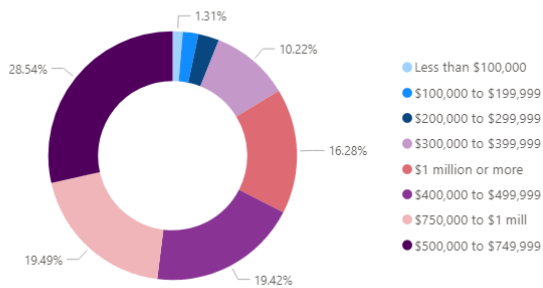
Overall Satisfaction with Builder



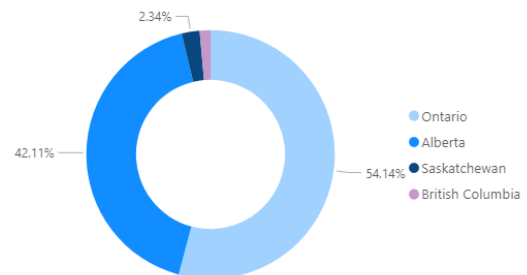
How Soon Build/Purchase New Home



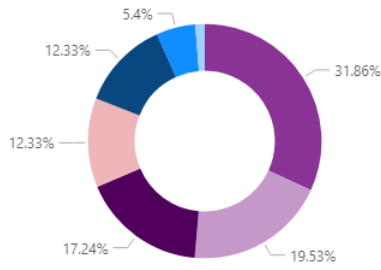
Price of Current Home



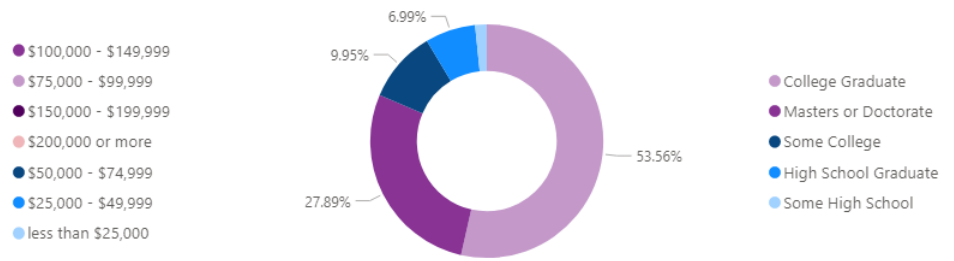
Region



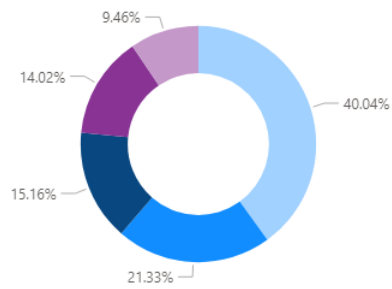
Annual Household Income



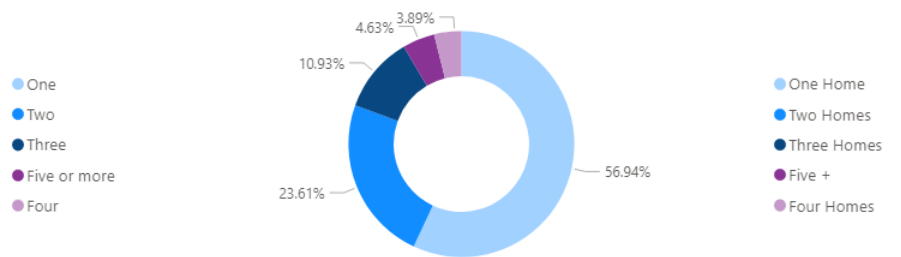
Education Level



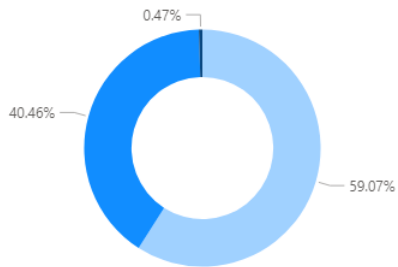
Homes Purchased



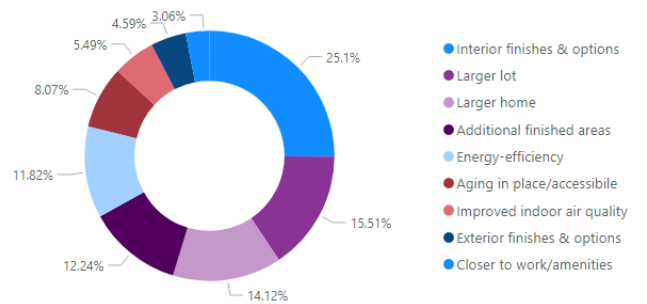
New Homes Built/Purchased



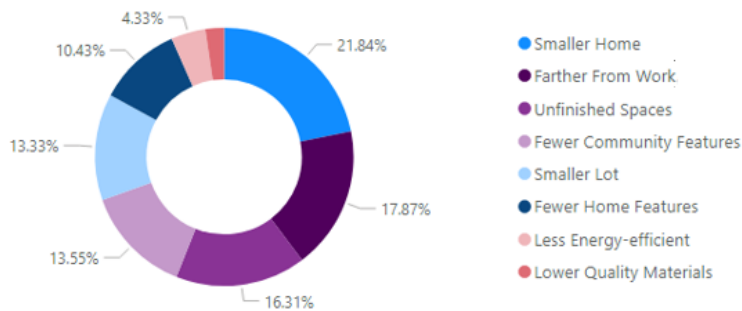
Gender



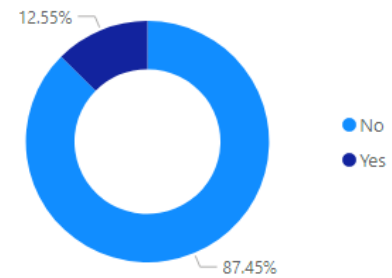
If You Had An Extra \$10,000 To Spend



Willing To Accept To Make Current Home More Affordable



COVID-19 Accelerated Purchase



## Preferred Resources for Finding a Builder

Data for 2021 indicates that a large portion of homebuyers continue to use online research as their first resource to find a builder. Nearly 35 percent of homebuyers (up from 29 percent in 2020) indicate that they start their search with an online resource including internet search engines, social media, builder websites or other listings websites. This is the first time in the study that the overall percentage for online resources has significantly increased.

Alternatively, as online research rises as a preferred resource for finding a builder, visiting model homes drops significantly in 2021, with 33 percent of homebuyers indicating it is their first resource used to find a builder, compared to 39.4 percent in 2020. This large decrease is likely attributed to Covid-19 restrictions and related health concerns.

The top three rated resources new homebuyers use in 2021 for homebuilders

searches are viewing model homes and visiting sales centers (“very important” to 55.2 percent of respondents), driving through builder communities (38.2 percent) and visiting a builder’s website (up 2.3 points from last year).

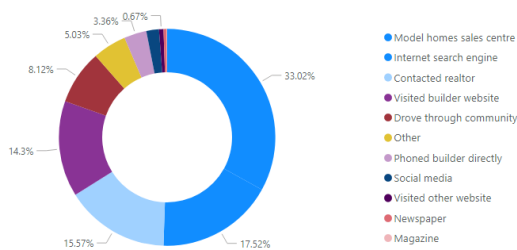
The three lowest rated resources used for homebuilder research are newspapers with 50.1 percent of homebuyers saying they are not important, magazines at 53.48 percent (up from 48.5 percent last year), and direct mail with 45.8 percent of homebuyers stating it is not important for finding a builder.

Since the 2015 study, newspapers, magazines, driving through communities, visiting model homes and sales centers, other home / listing websites and builder websites have declined the most in the category of preferred resources for finding a builder.

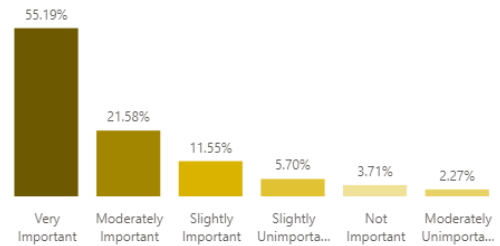


# Preferred Resources for Finding a Builder Graphs

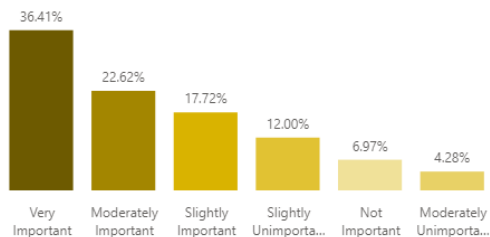
First Resource Used



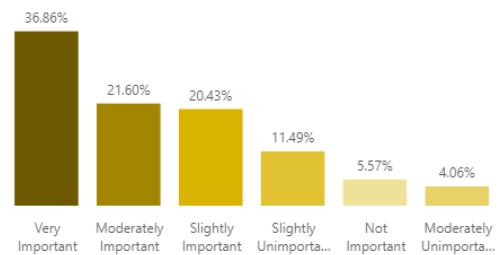
Model Homes / Sales Centers



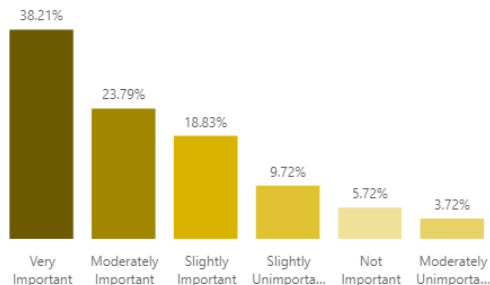
Internet



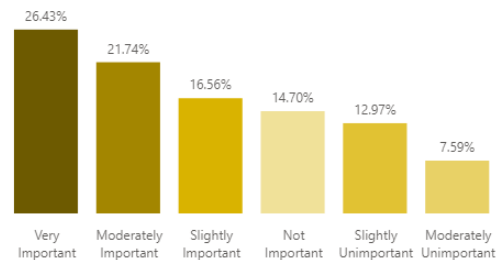
Builder's Website



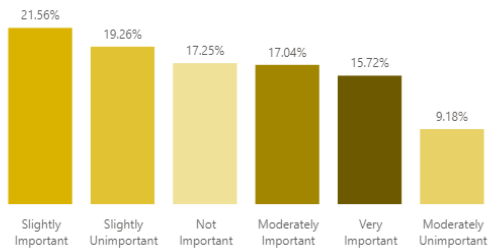
Drove Through Neighborhoods



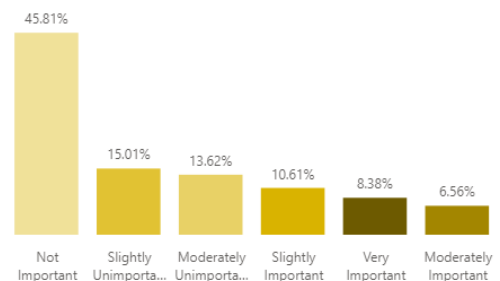
Referral



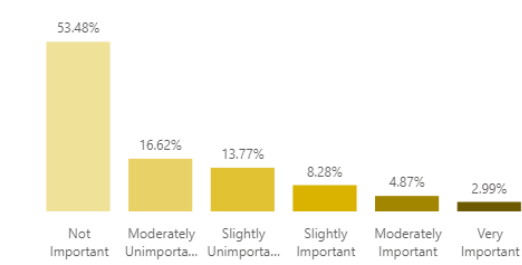
Home Listing Websites



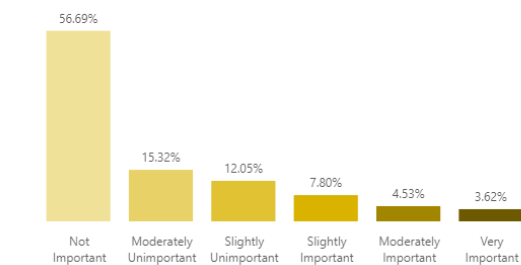
Direct Mail



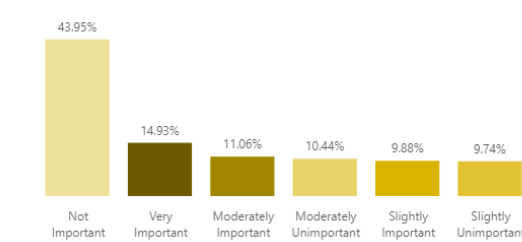
Magazine



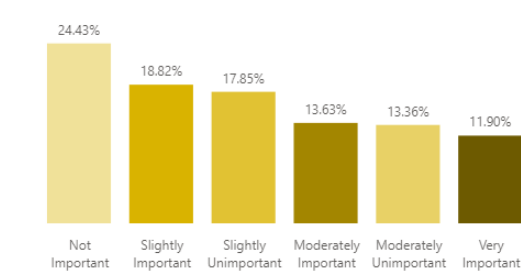
Newspaper



Realtor



Social Media



## Preferred Resources for Final Purchasing Decision

Homebuyers rely on a variety of resources to help them make a final purchasing decision, including a combination of digital (online) and physical (offline) resources.

The 2021 data shows that the highest-ranking physical resource used in the final purchasing decision is pricing information, followed by floor plan drawings, then model homes.

The 2021 data also shows the lowest ranked preferred resources for making a final purchasing decision are customer videos, community videos and referrals.

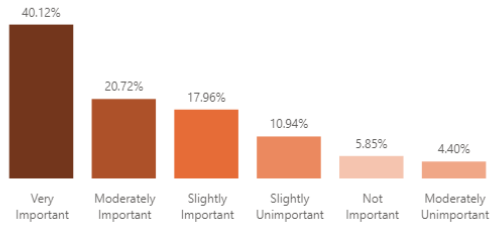
The gap between the importance of online customer reviews and word-of-mouth referrals for new construction homebuyers

continues to widen as the digital landscape's impact on consumer choices increases. The 2021 data shows online reviews are important to 79.6 percent of homebuyers, compared to 78.8 percent last year, while referrals drop almost 3 points (63.5 percent this year versus 66.3 percent in 2020).

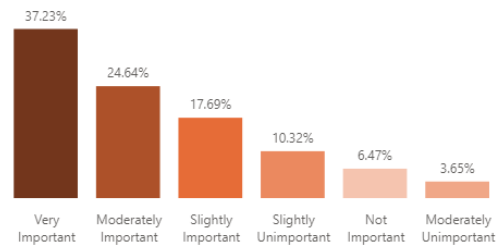
The resources with the greatest increases for 2021 include: Design awards up 5.1 percent, lot information with a 4.1 point increase, online home feature selection tools up 3.6 points, online interactive floor plans up 3.5 points, mobile-friendly website with a 3.4 point increase, videos of the community up 2.7 points, builder's website up 2.2 points and customer testimonials with a 2 point increase.

# Preferred Resources for Final Purchasing Decision Graphs

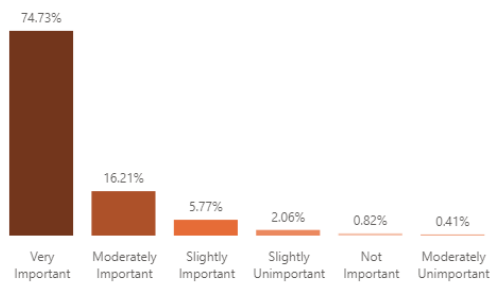
Builders Website



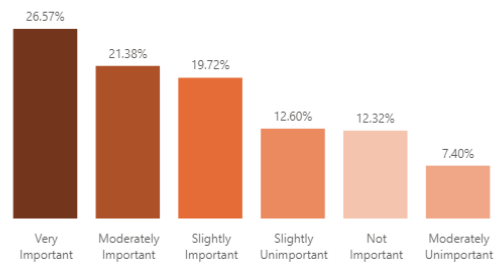
Customer Reviews



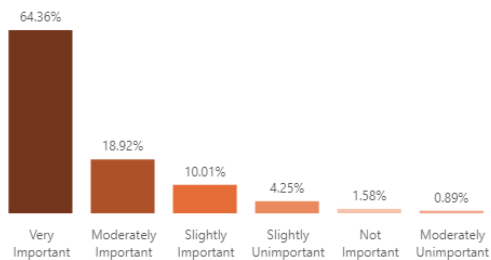
Pricing Information



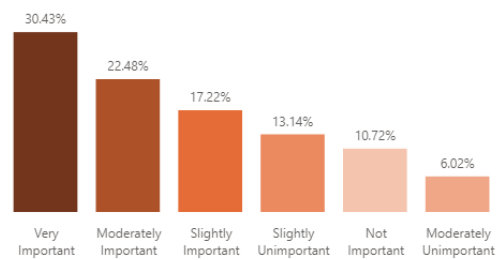
Customer Satisfaction Awards



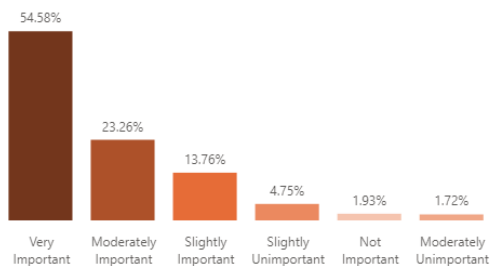
Floor Plan Drawings



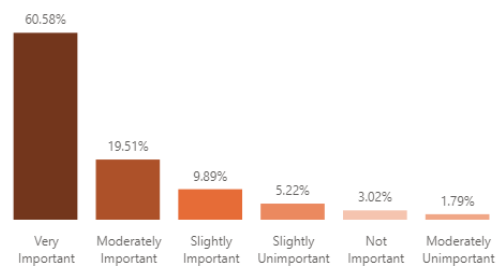
Mobile Friendly Website



List of Features

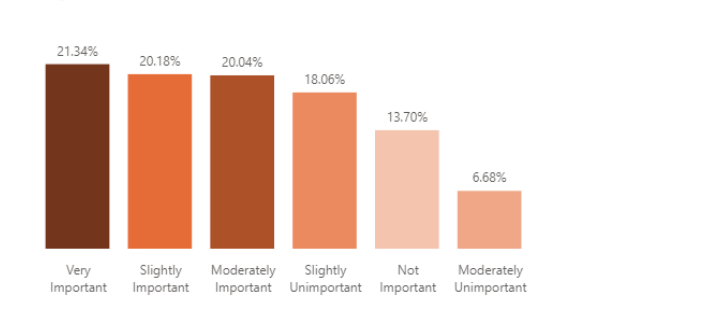


Model Homes

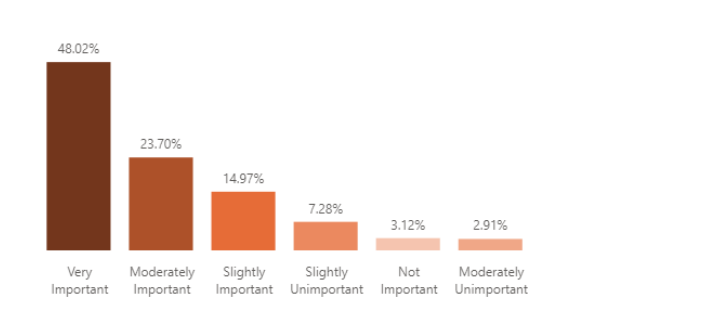




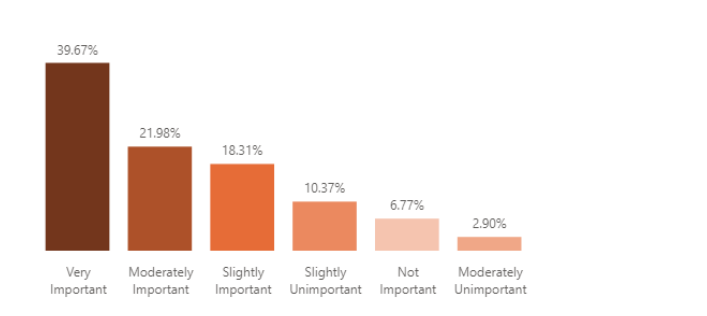
Housing Awards



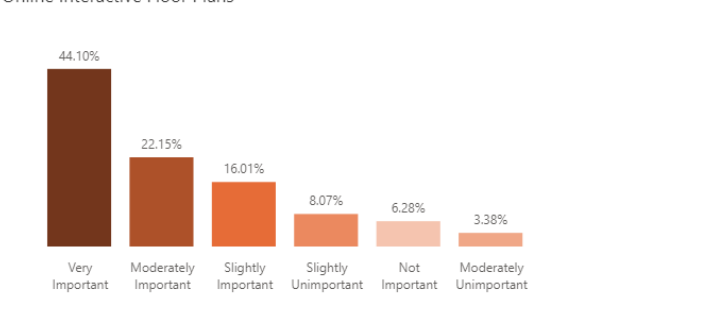
Lot Information



Online Home Feature Selection Tools



Online Interactive Floor Plans



Referral

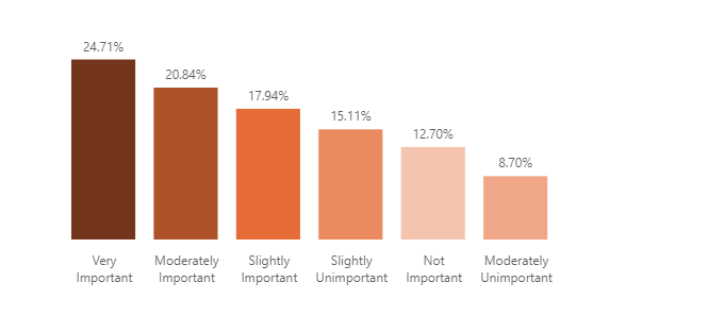
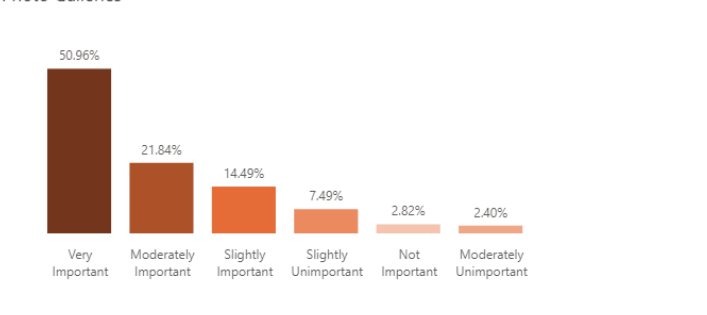
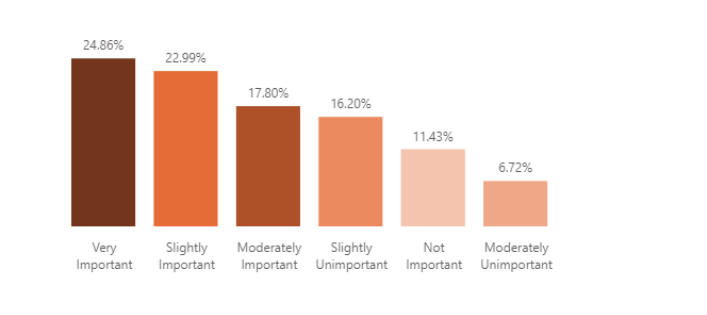


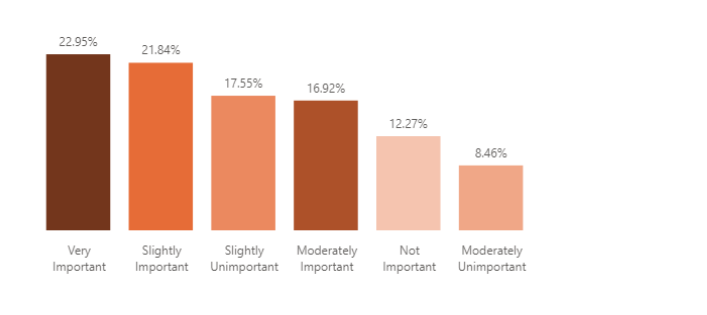
Photo Galleries



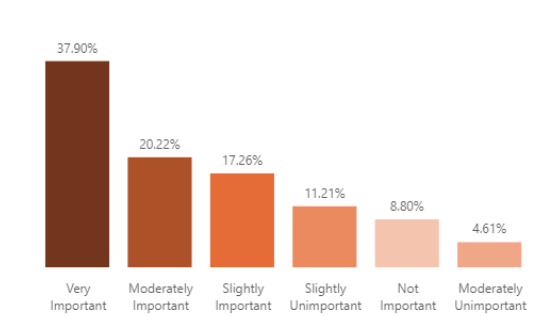
Virtual Community Tours



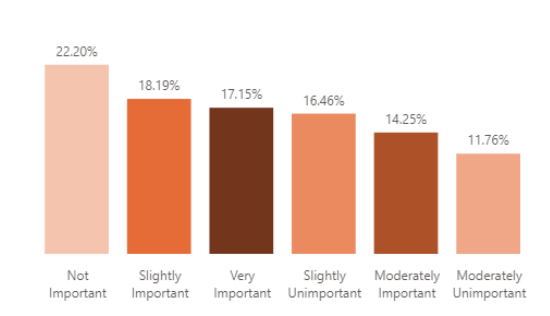
Community Videos



Virtual Home Tours



Customer Testimonial Videos



## Future Purchasing Considerations

2021 data shows that the first move-up segment of the market (purchasers looking to buy their second home) continues to shrink with 14.1 percent of homebuyers looking for their second home in the 2021 study, compared to 19.9 percent in 2015.

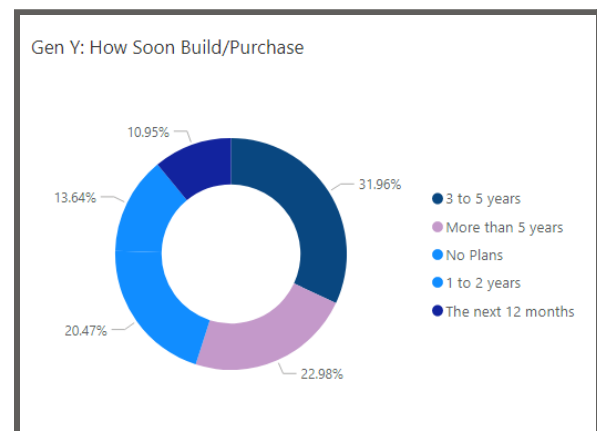
Alternatively, purchasers in the move-up for a second time or more segment have increased, albeit slightly, by 0.8 percent. The largest changes seen in the 2021 data are a decrease in the investment property segment of homebuyers, which fell 3.5 percent and a decrease in the downsizing segment which declined 3.4 percent.

72.2 percent of respondents indicate that they will be seeking a single-detached home type in the future, which is an increase of 27.7 percent since 2015. 45.2 percent desire a single-detached two-story, an increase of 3.3 percent since 2020 and 22.3 percent since 2015.

When homebuyers were asked what they would be most willing to accept to make their next home more affordable, 20.9 percent, the largest group of respondents, would accept a smaller home. However, this segment has decreased 4.6 percent since 2020. 19.9 percent of respondents said they

would accept a home farther from work and amenities, an increase from last year's 17 percent. Additionally, 17.3 percent of respondents said they would accept a home with fewer community features as opposed to 15.1 percent in 2020.

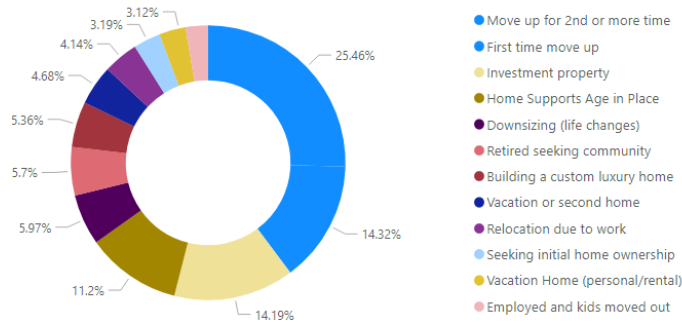
When asked how soon before purchasing again, 31.1 percent of respondents indicate “unsure/no plans” in 2021. This segment decreased significantly from 37.1 percent last year.



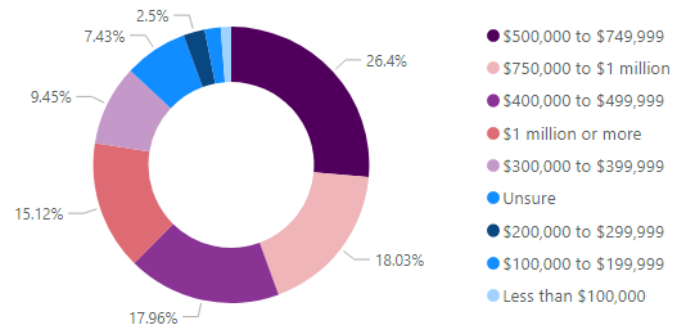
A segment of each age cohort in 2021 indicate that they are unsure of when they will be in the market again for their next home, however 54.9 percent of Millennial (Gen Y) respondents (homebuyers born between 1981 and 1992) indicate that they expect to be in the market again in the next 3 to 5 years or more.

# Future Purchasing Considerations Graphs

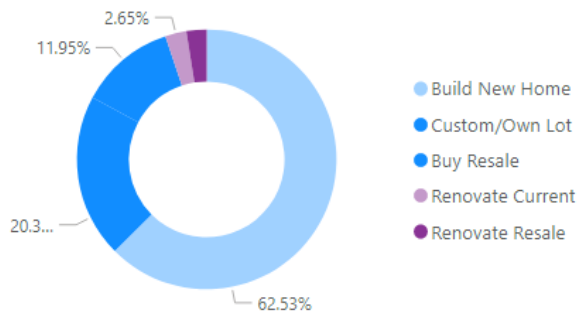
Best Describes You



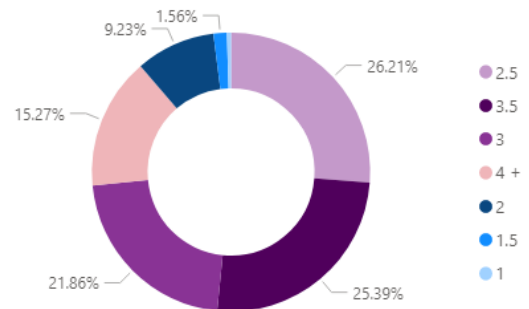
Expected Purchase Price



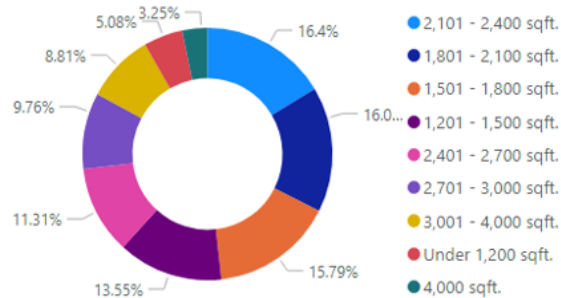
Home Preference



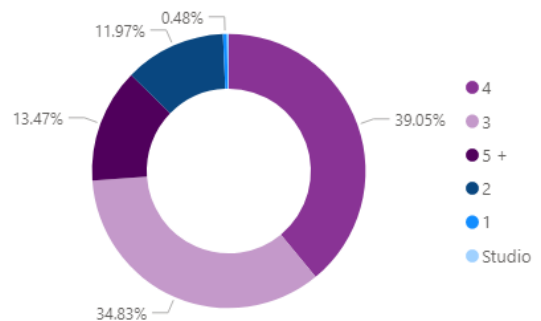
How Many Bathrooms



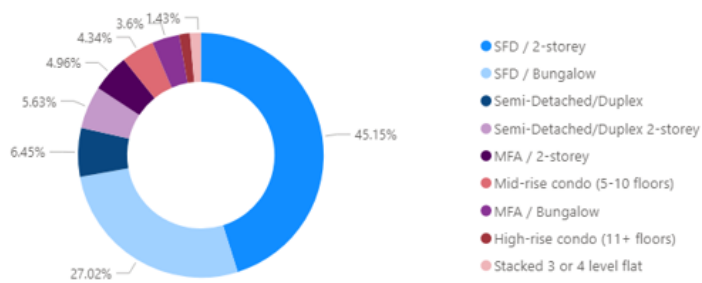
Size Of Home



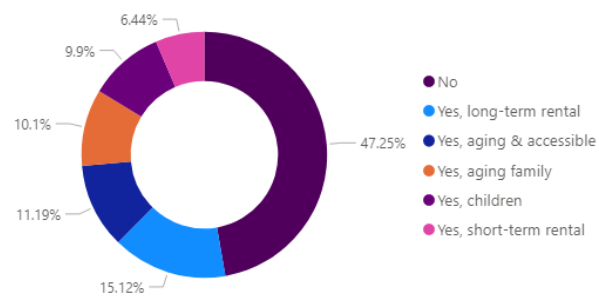
How Many Bedrooms



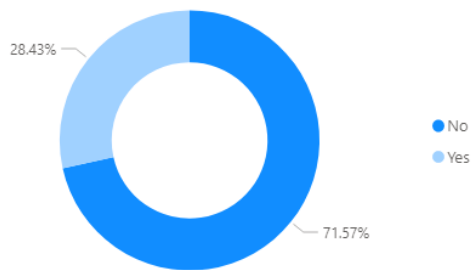
Type Of Home



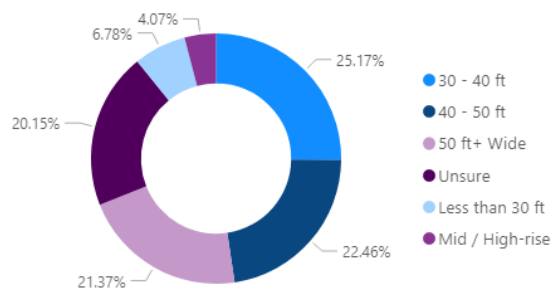
Legal Secondary Suite



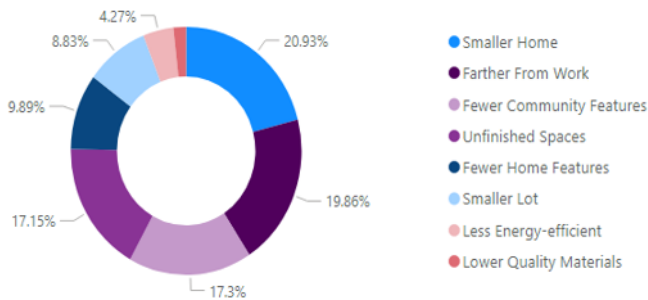
Private Amenities



Lot Size



Willing To Accept To Make Next Home More Affordable





# Primary Suite

The primary suite remains a critical area in home design. This study reveals homebuyer preferences for primary suite features, function and design elements.

Data shows a main-floor primary suite is important to many homebuyers in 2021 with 52 percent of homebuyers stating they “must have” or “really want” this feature. The main-floor primary suite is still ranked highest in importance with the Pre-Boomer and Baby Boomer age cohorts with 47.8 percent considering it a “must have”.

Tubs continue to decline as a desired feature in the ensuite bathroom. An ensuite whirlpool tub has declined steadily in importance since 2015 and has been the lowest ranked primary feature in 2021 and 2020. Similarly, the ensuite soaker tub has declined in importance over the seven years of the study.

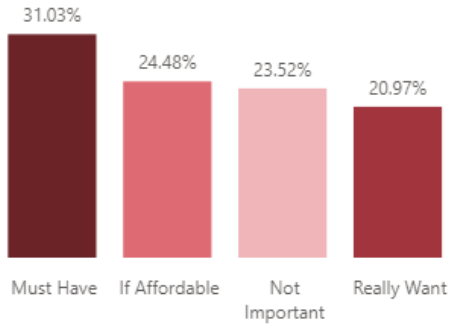


The highest ranked features in the ensuite bathroom in 2021 are double sinks and oversized showers. However, oversized showers have dropped 3.1 points since last year, the largest drop for all primary suite features this year. Double sinks are rated highest in importance with the Millennial (Gen Y) and Generation X (Gen X) age groups, with 45 percent considering double sinks a “must have”.

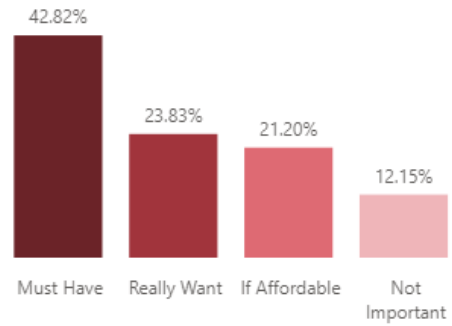
Retired homebuyers consider the primary suite as an even higher priority than other buyer profiles, indicating that a main-floor primary suite, double sinks, oversized shower with seating, walk-in closet and a private water closet are all “must haves” and will influence their future home buying decisions.

## Primary Suite Graphs

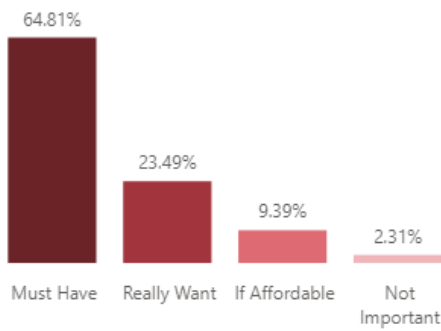
Main Floor Primary



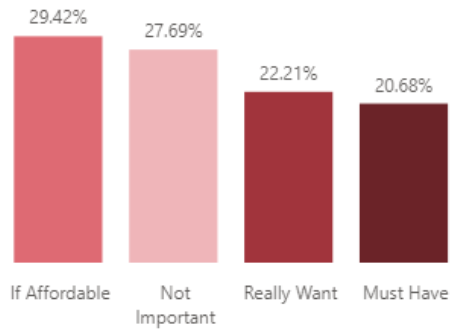
Double Sinks



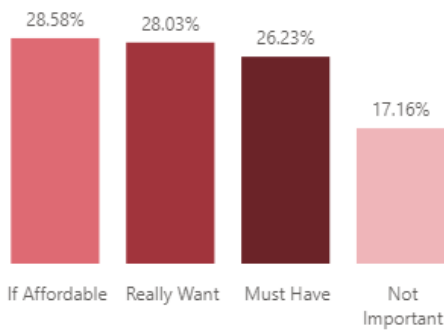
Walk In Closet



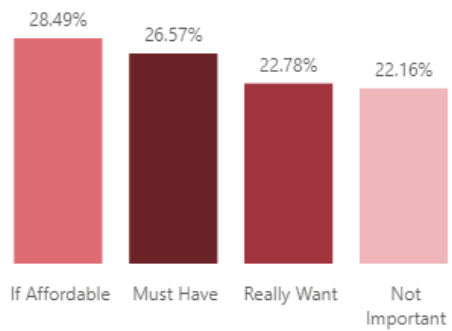
Soaker Tub



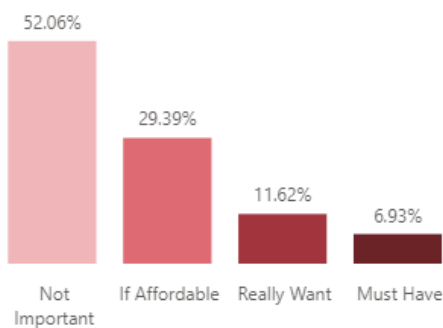
Oversized Shower With Seating



Private Water Closet / Toilet Compartment



Whirlpool Tub



# Kitchen Features

Kitchen features overall remain very important to homebuyers in 2021, as they have the past 6 years of the study. They are the highest ranking group of features overall in 2021 with a category rating of 80.6 out of 100 points - dropping only slightly since last year. Kitchen features have maintained top position as the highest ranking group of features since the first year of this study, with the overall kitchen features showing the highest collective rating of 84.2 in the debut study in 2015.

The most important kitchen feature to homebuyers in 2021 remains energy-efficient appliances, followed by kitchen islands, then open concept kitchens. Energy-efficient appliances are the 4th highest rated feature overall in the 2021 study with a score of 88.3 out of 100 and 63.2 percent of respondents indicating it is a "must have".

Kitchen islands are also on the Top 10 list with a score of 87 out of 100 and 59.7 percent of respondents indicating it is a must have.

Open concept kitchens, while still very popular and desired by 53% of homebuyers as a "must have", fell short of the top 10 list

overall in the study and are the 14th highest rated feature in 2021.

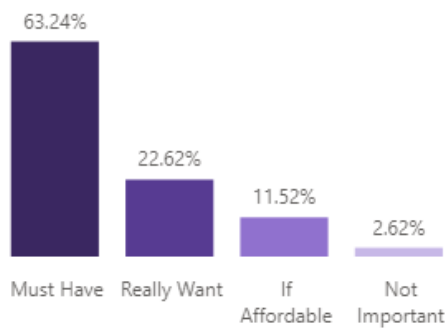
The kitchen features of least importance to homebuyers in 2021 are smart appliances, oversized kitchens, and walk-in pantries. Smart appliances remain the lowest-ranking kitchen feature, as opposed to the top-ranking energy-efficient appliances, which shows an interesting comparison in the desire of buyers.

In regards to flooring features in kitchens, homebuyers indicate a strong preference for hardwood / wood looking flooring with 54.5 percent of respondents rating it as a "must have". Other less popular flooring includes tile with 28.8 percent of respondents indicating that it is "not important" (making it the least desired kitchen flooring feature).

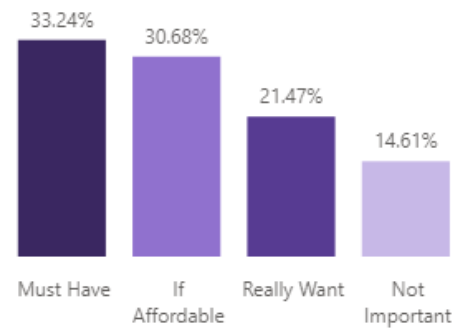
The kitchen features category as a whole trended downwards this year, with oversized kitchens being the only feature to trend upwards by 1 point. Walk in pantries trended downwards by 2.3 points. Even though the kitchen features category trended downwards slightly overall, at an individual component level, significant segments of respondents consider many individual features to be "must have" items.

## Kitchen Features Graphs

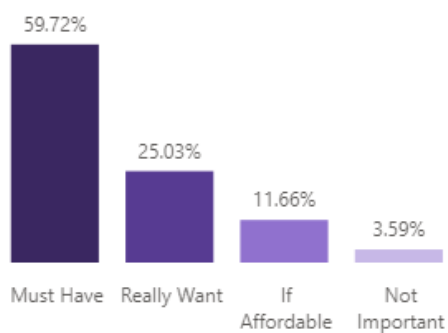
Energy Efficient Appliances



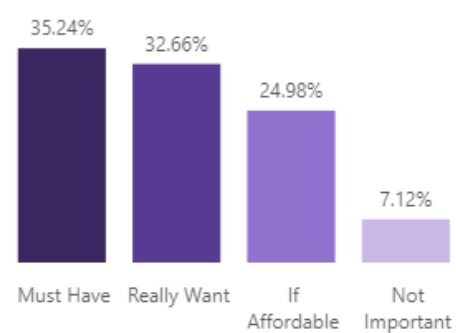
Smart Appliances



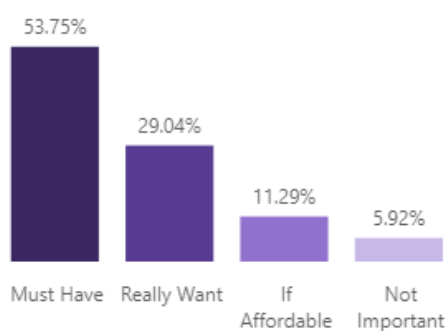
Kitchen Island



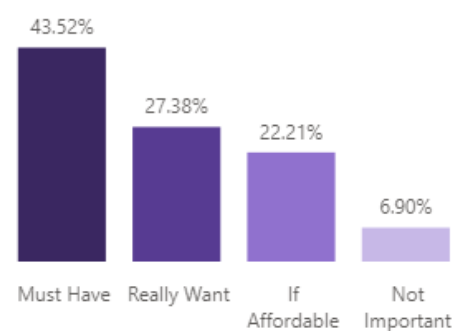
Oversized Kitchen



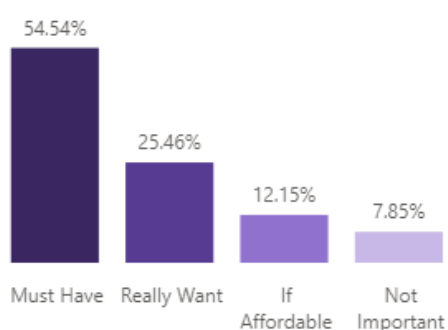
Open-Concept Kitchen



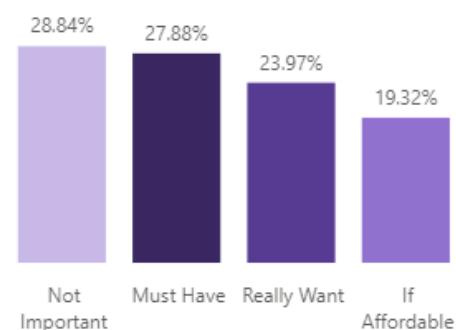
Walk-In Pantry



Hardwood/Wood-Look Floor



Tile Floor



## Countertops

Countertops have been an important category for homebuyers throughout the history of the study. Though preferences have changed since the first study in 2015, several continue to stand out as the most highly-preferred options.

Data indicates that quartz countertops continue to be of increasing importance to homebuyers over the past 7 years of the study. In fact, quartz is the number one gainer in the countertop category, up 12.1 points since 2015 from a 66.0 to a 78.1 in 2021.

In the first year of the study, quartz was a “must have” countertop material to just 28.9 percent of homebuyers. In 2021, a significant portion of respondents (45.9 percent) categorized quartz as a “must-have”.

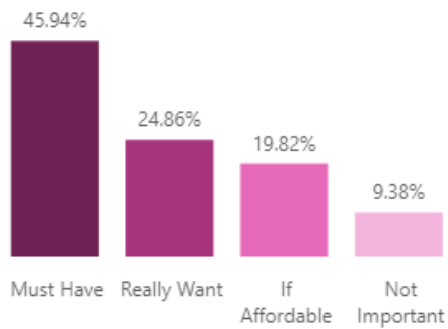
Granite countertops also remain a “must have” feature to 31.8 percent of homebuyers. Though data over the first six years of the study shows granite trending downwards in importance, it shows a slight uptick in importance this year versus 2020 (30.7 percent).

Laminate countertops have consistently ranked as the least-preferred countertop material, with 76.2 percent of respondents indicating that they are “not important at all” in 2021.

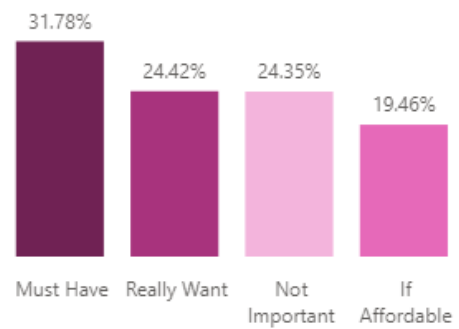
Also rated lowest for preferred countertop materials in 2021 is solid surface/acrylic countertops. 38.7 percent of homebuyers rated solid surface/acrylic countertops as “not important”.

## Countertops Graphs

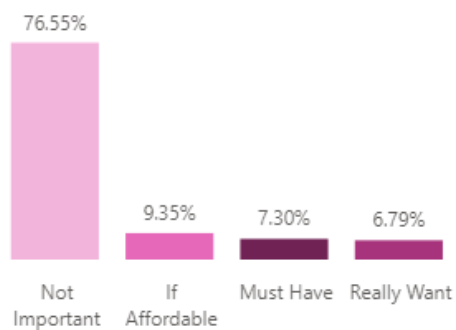
Quartz



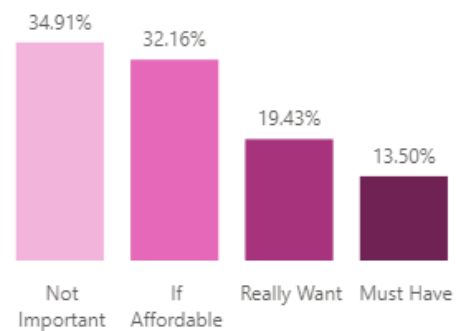
Granite



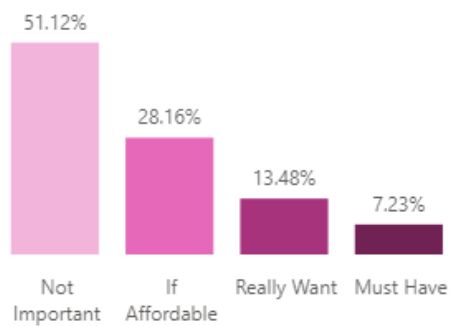
Laminate



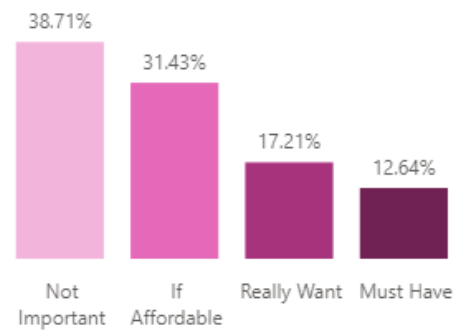
Engineered Stone/Concrete



Butcher Block



Solid Surface / Acrylic





# Cabinets

This study offers a high-level overview of homebuyers' preferences for cabinet finishes and features. New questions for the 2021 study break cabinet material preferences into three main categories: Solid wood cabinets (natural / stained), solid wood cabinets (painted) and cabinets with glass fronts.

Natural or stained solid wood cabinets are top rated, scoring 67.7 points out of 100 and 58 percent of homebuyers stating they "must have" or "really want" this feature. The second most popular cabinet material is solid wood painted cabinets scoring 67.6 points. Solid wood painted cabinets are desired almost as much as natural / stained wood, with 57.7 percent of homebuyers indicating they "must have" or "really want" this cabinet feature.



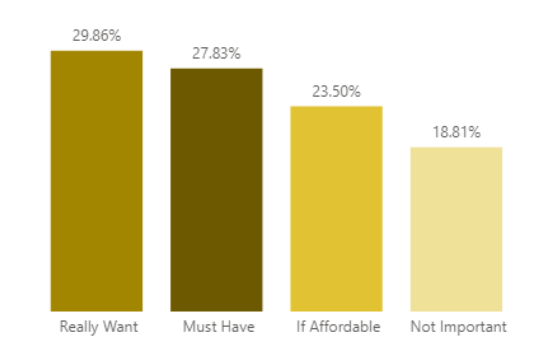
The lowest scoring cabinet materials for homebuyers in 2021 are cabinets with glass fronts. Glass front cabinets are a "must have" or "really want" feature to just 34.2 percent of homebuyers, scoring 51.5 points.

Homebuyers located in Ontario are the only region in 2021 to indicate stronger preference to a certain cabinet material with 31.2 percent rating solid wood painted cabinets a "must have". Other regions remain more split between solid wood painted cabinets and solid wood natural or stained cabinets.

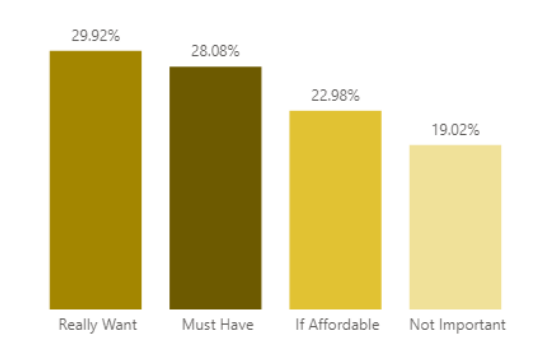
By age cohort, Gen X and Millennials show a slight preference for the solid wood painted cabinets, with 29.8 percent indicating they are a "must have" and 28.5 percent indicating that they "really want" this cabinet feature

# Cabinets Graphs

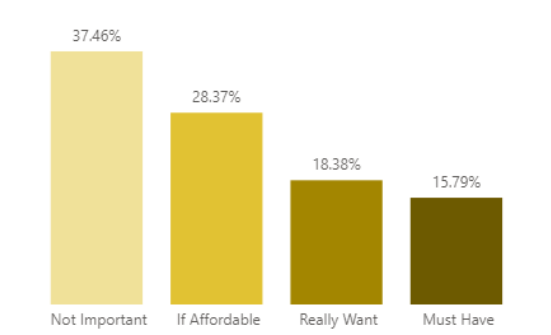
Solid Wood (Painted)



Solid Wood (Natural or Stained)



Glass Fronts



## Interior Features

Interior features is the most extensive section of the CHBA Homebuyer Preference Study with features that tend to vary the most in ratings year to year.

Walk-in closets remain the highest rated interior feature in 2021, with 60.1 percent of homebuyers indicating they are a “must have”. Walk-in closets are also a “Top Ten” rated feature again this year.

The next highest rated interior features are linen closets, large windows, structured wiring and upstairs laundry. Both linen closets and large windows are a “must have” or “really want” to 81 percent of homebuyers. Structured wiring is a must have in 2021 for 50.2 percent of homebuyers, up 3.2 percent from 2020. The importance of upstairs laundry has continued to increase in importance since 2015, up another 3.3 percent from 2020.

The lower ranking interior features to homebuyers in 2021 include hobby game rooms, home theater media rooms, skylights, second primary suites and formal dining rooms (which have increased by 3.8 points since 2020).

Formal living rooms have increased 6.6 points since 2020, the largest gainer this year, and a second primary suite has increased 6 points since 2020. Formal living rooms and second primary suites are the top two gainers in 2021 overall.

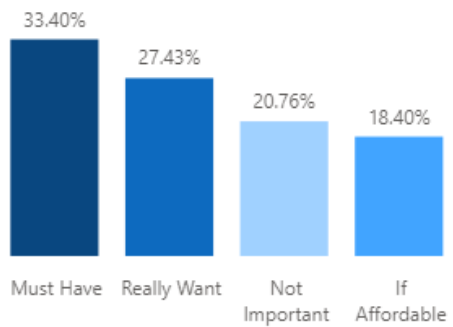
The largest gainers for interior features since 2015 include second primary suites up 8 points, formal living rooms up 7.1 points and formal dining rooms up 6 points. The largest decline since 2015 is fireplaces, down a total of 10.8 points, placing this feature as one of the larger decreases since 2015.

As more people work from home due to the Covid-19 pandemic and changing work landscape, 63.2 percent of homebuyers state that a home office is a “must have” or “really want” feature, up 2.9 percent since 2020.

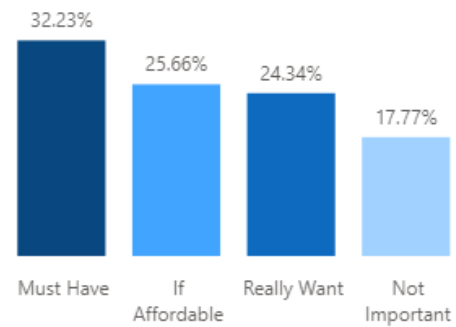


## Interior Features Graphs

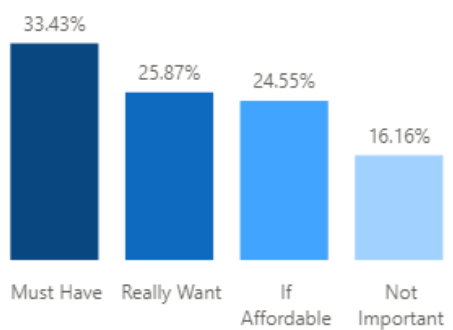
Formal Living Room



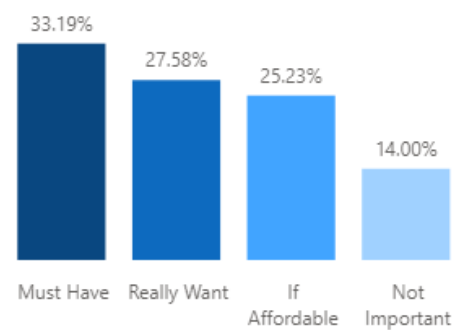
Fireplace



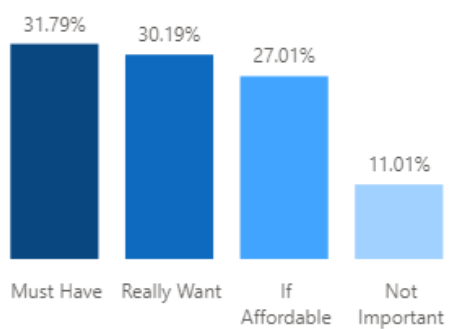
Blinds / Window Coverings



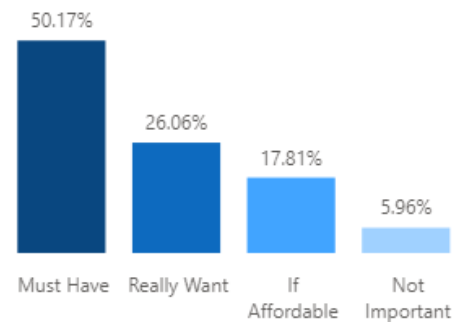
Mud Room



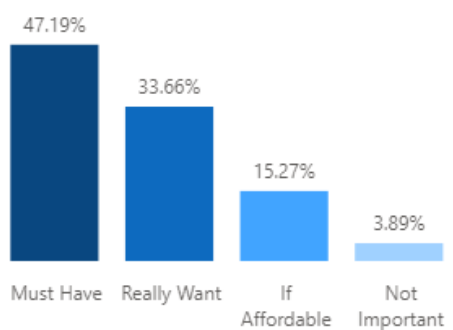
Smart Home Technology



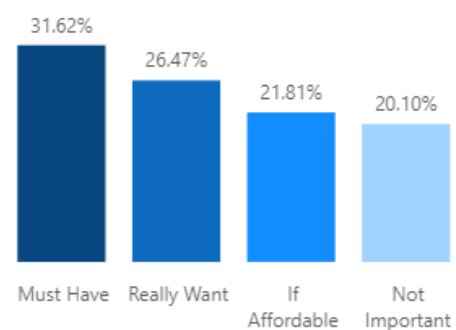
Structured Wiring



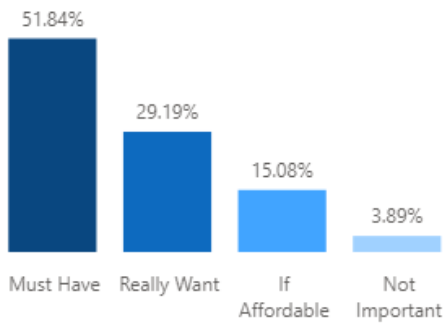
Large Windows



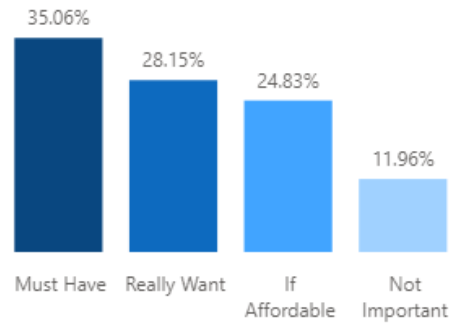
Hardwood/Laminate/Vinyl In Bedrooms



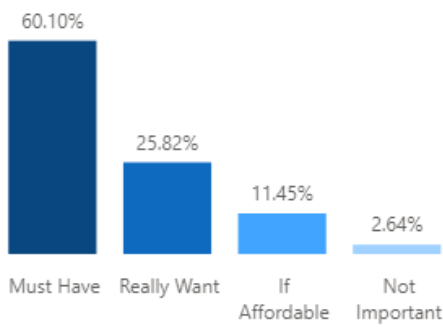
### Linen Closets



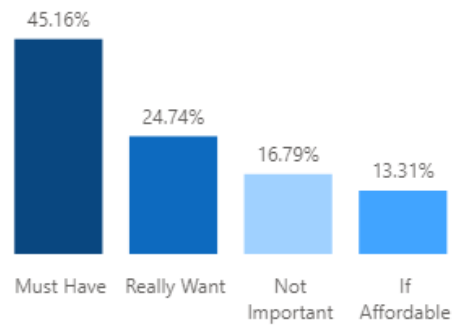
### Home Office



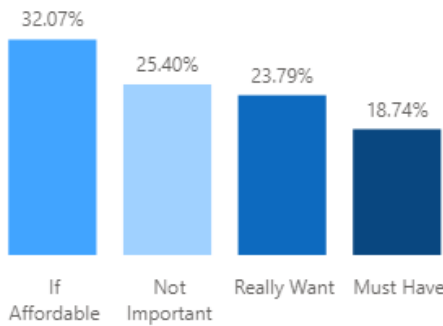
### Walk-In Closets



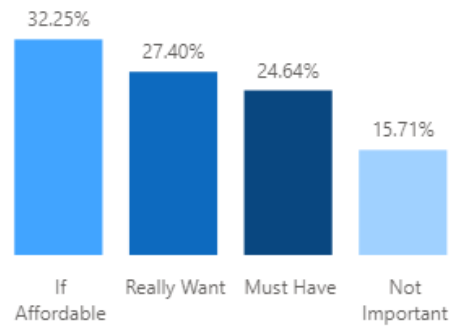
### Upstairs Laundry



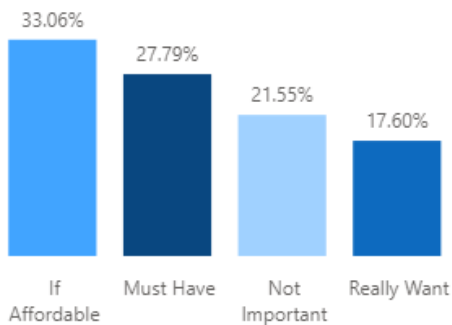
### Second Master Suite



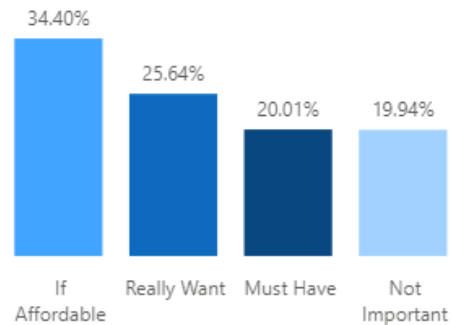
### Finished Recreation Room / Basement



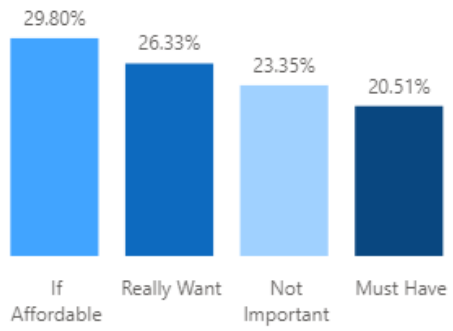
### Fire Sprinklers



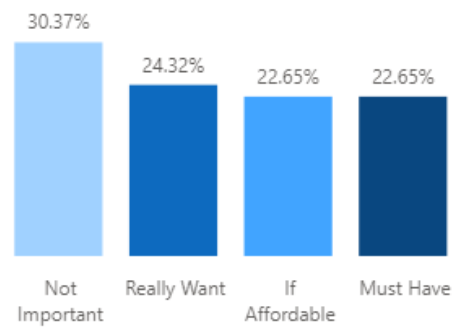
### Cathedral / Vaulted Ceilings



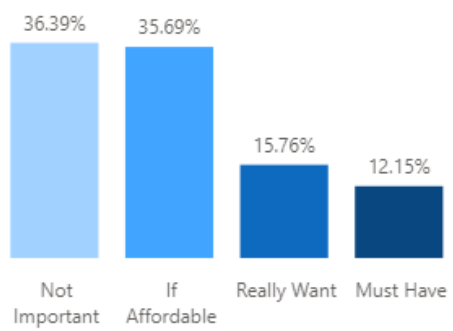
### Walk Out Basement



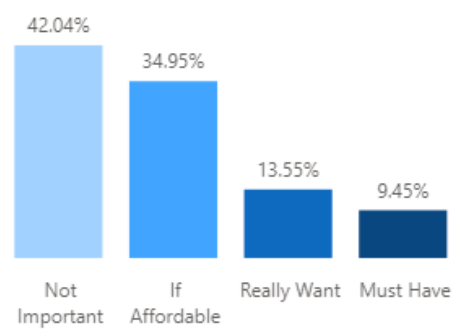
### Formal Dining Room



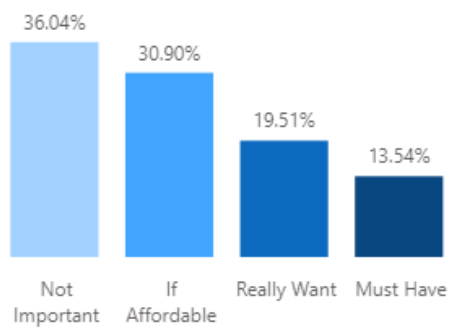
### Home Theatre / Media Room



### Hobby Game Room



### Skylights





# Smart Home Features

Smart home features have been separated from interior features to better examine the changes in homebuyer preferences for 2021.

Wi-Fi thermostats are the highest rated smart home feature for 2021 with 84.4 percent of homebuyers stating they are a “must have” or “really want”. Wi-Fi thermostats are also the largest gainer, up 2.6 points since 2020.



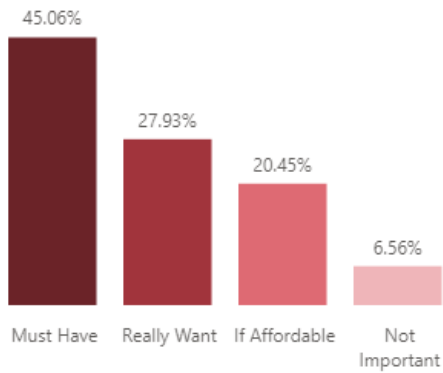
The second highest rated smart home feature desired by homebuyers in 2021 is smart lighting, a “must have” or “really want” for 69 percent of respondents.

The third highest rated smart home feature is a security system, a “must have” or “really want” to 62.3 percent of homebuyers. However, security systems are the largest decliner in 2021, down 3.1 points from 2020.

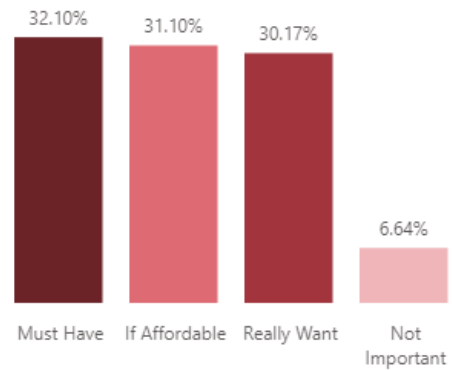
Voice automation and electronic entry are the lowest rated smart home features of 2021. Both features fall into the category of “might be nice if affordable” but are not rated high enough to be considered a “must have” by homebuyers.

## Smart Home Features Graphs

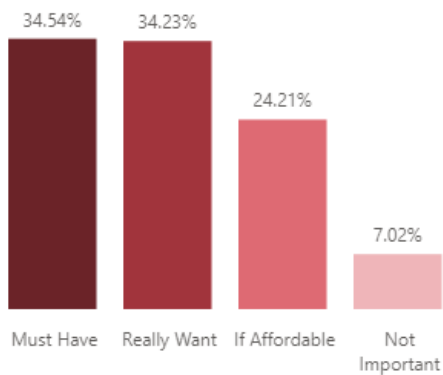
Wi-Fi Thermostat



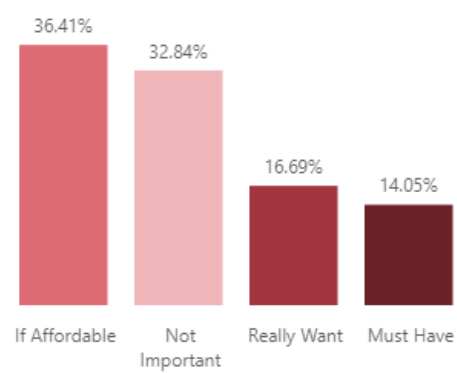
Security System



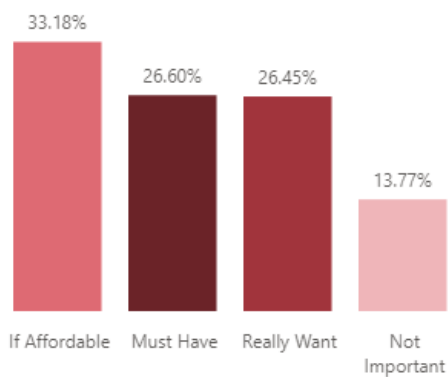
Lighting (Smart)



Voice Automation



Electronic Entry



# Construction Systems

As an overall category, construction systems in 2021 trended upwards with an overall category rating of 72.9 versus 70.1 in 2020 and 72.0 in 2019.

Construction systems have historically been categorized as "might be nice if affordable" by homebuyers throughout the last 7 years of the study. The "indifference" of homebuyers is likely attributable to the "out of sight, out of mind" nature of these components.

The highest ranked construction system feature for 2021 is 2x6 stud walls. This feature peaked in importance in 2019, with a rating of 74.3 and dropped off slightly to 71.6 in 2020, but has increased again in 2021 as the largest gainer in the construction systems category with a rating of 73.9. 2x6 stud walls are categorized as a "must have" or "really want" feature to 63.9 percent of respondents.

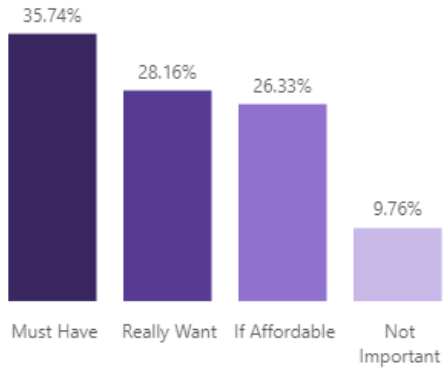


Insulated Concrete Forms (ICF) are the second highest ranked construction system, categorized as "might be nice if affordable" to 31 percent of respondents in 2021. 29.7 percent of homebuyers also state that ICF construction systems are a "must have" in 2021 versus 24.9 percent in 2020.

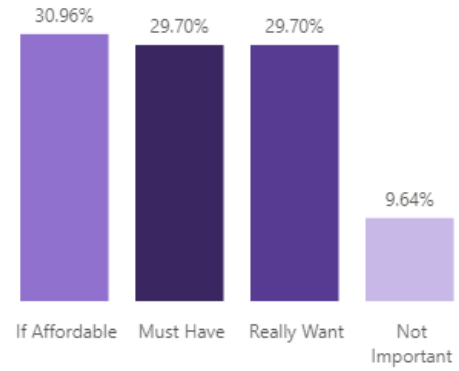
Similarly, Structural Insulated Panels (SIP) are categorized as "might be nice if affordable" to 32.1 percent of homebuyers. Structural Insulated Panels are the lowest ranked construction system feature in 2021 but have trended upwards in importance by 1.8 points since 2020 and 4.8 points since 2015.

## Construction Systems Graphs

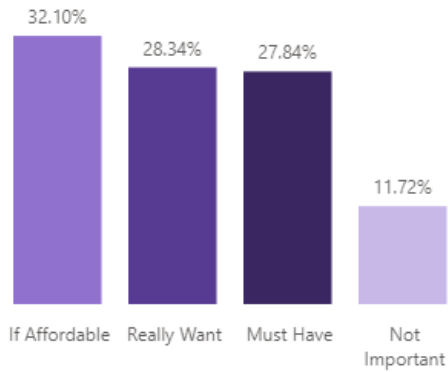
2x6 Walls



ICF (insulated concrete forms)



SIP (structure insulated panels)



## Efficiency / Sustainability

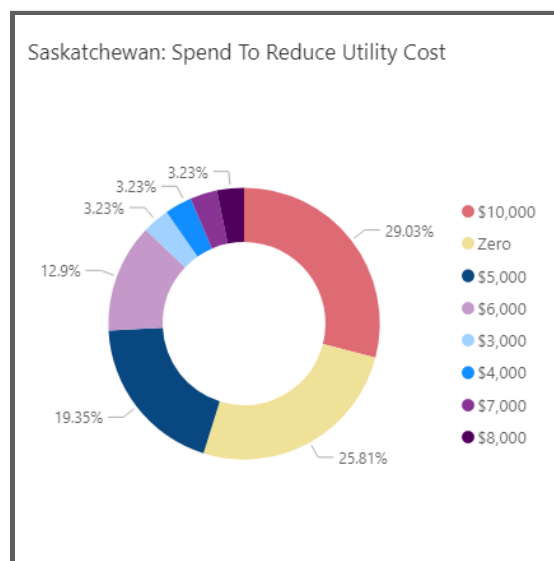
Efficiency/sustainability has been trending downwards as an overall category of features since 2019. After trending upwards from 2015 to 2019, this category peaked with an overall rating of 75.5 in 2019 and has dipped down to an overall rating of 72.7 in 2021. Despite the dip, this category is still the second highest rated category overall this year, coming second to Kitchen Features.

High efficiency windows are the highest rated feature this year, with a score of 88.4. The overall energy-efficient home feature was bumped out of the top spot from last year with a score of 87.9 in 2021. Both features are considered “must haves” by respondents this year and place in the “Top 10” features overall in the study in 2021.

An HRV/ERV air exchange system is the third highest rated feature in this category in 2021 and falls in the top 10 home features list with a rating of 85.2 and 55.2 percent of respondents indicating it is a “must have”. While certification/rating by a designated program trended downward slightly this year, it is also among the top rated home features in 2021, with 50.2 percent of respondents indicating it is a “must have”. LED Lighting has been gaining traction

since 2015 as well, placing as the second highest gainer since 2015.

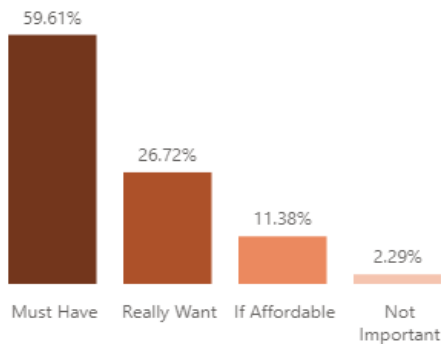
27 percent of respondents in 2021 indicate that they were willing to spend an extra \$3,000.00 and 21.9 percent indicate they were willing to spend an extra \$5,000.00 on their next home to reduce utility costs. 44 percent of respondents paid for energy efficient features in their homes and the top motivator for homebuyers to invest in energy efficiency is to lower their cost of utilities. The second largest motivator is protection of the environment.



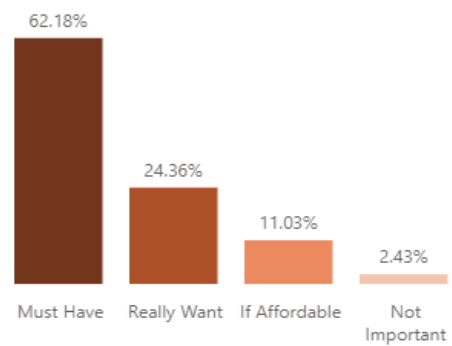
Homebuyers living in Saskatchewan are the most willing to spend extra on their next home to reduce their utility costs with 29 percent of respondents indicating they would spend up to \$10,000.00 to do so.

## Efficiency / Sustainability Graphs

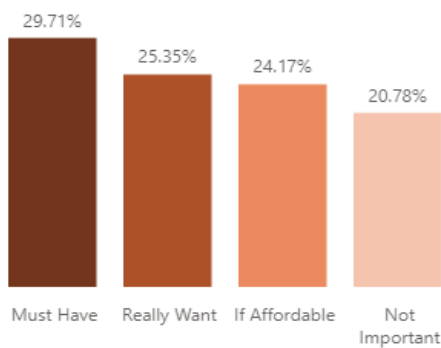
Overall Energy Efficient Home



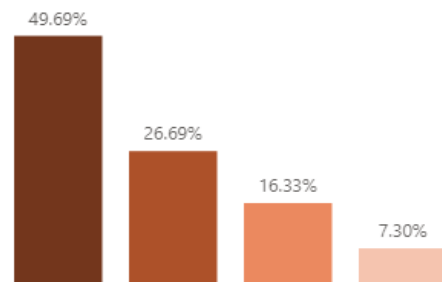
High Efficiency Windows



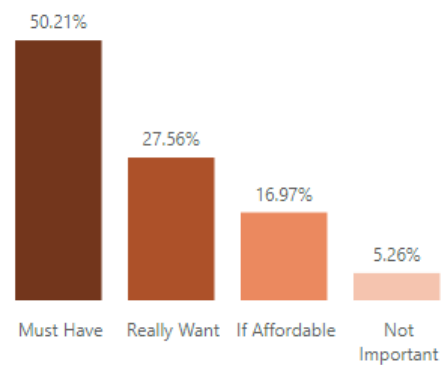
Dual Flush Toilets



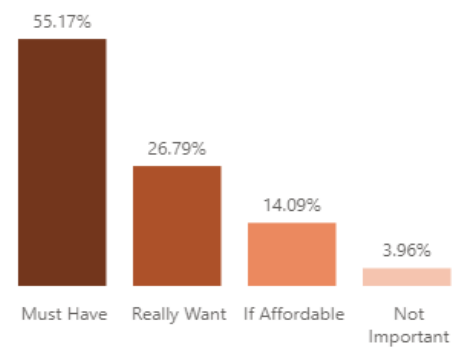
LED Lighting



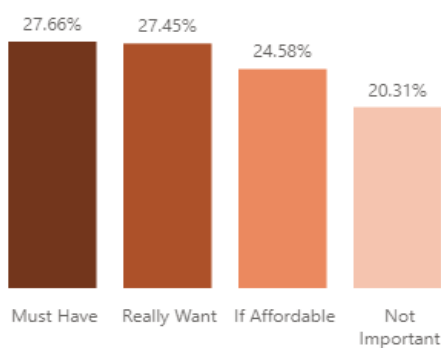
Certification/ Rating by a Designated Program



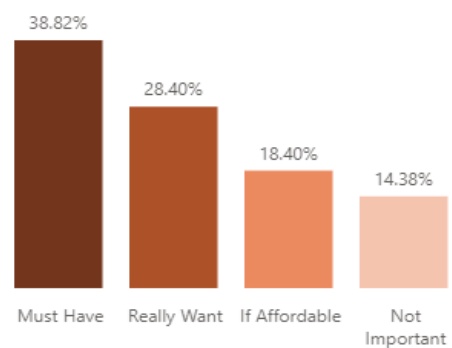
HRV/ERV Air Exchange System



Low Flow Water Fixtures

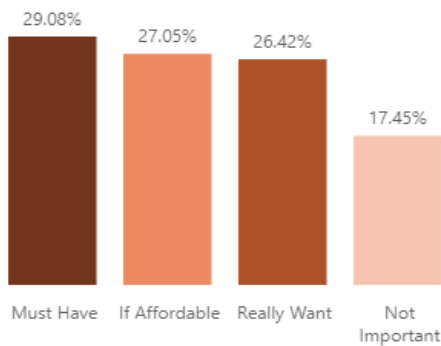


Low Flow Toilets

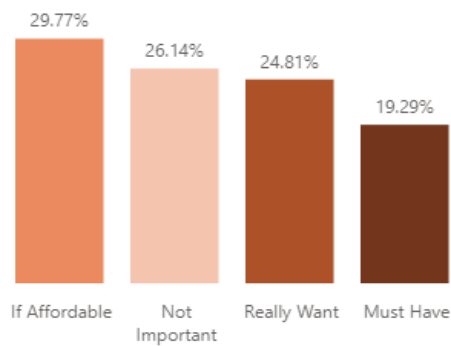




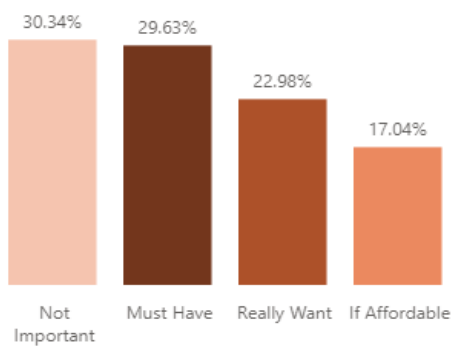
Tankless Water Heater



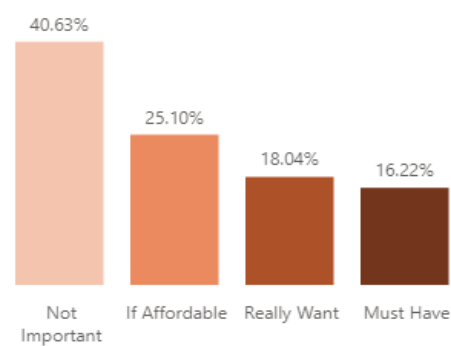
Recycled/Renewable Materials



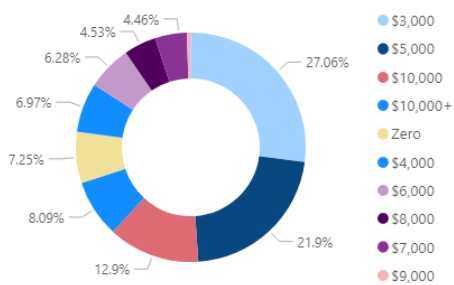
Standard Tank Water Heater



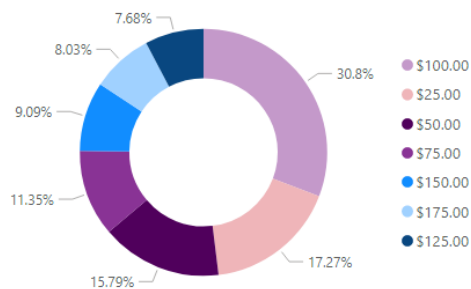
Compact Fluorescent Lighting



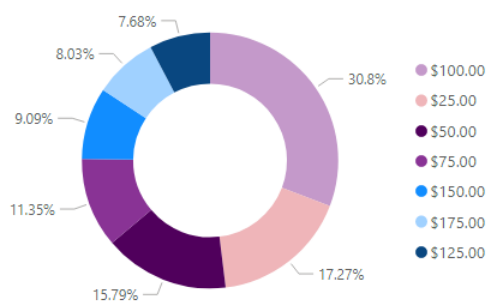
Willing To Spend To Reduce Utility Cost



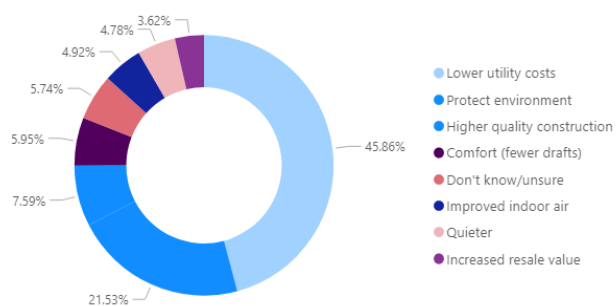
Extra Monthly Payment To Reduce Utility Cost



Extra Monthly Payment To Reduce Utility Cost



Motivation For Energy-Efficient Features



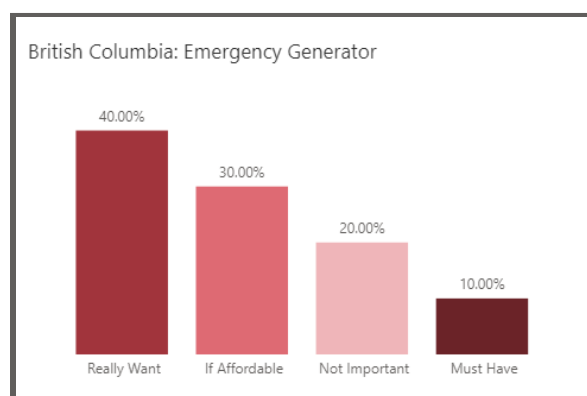
## Power Generation

Power generation as an overall category shows a downward trend in the seventh year of this study, after several years of trending upwards. The individual features that comprise the power generation category have generally been categorized as "might be nice if affordable" by most homebuyers.

Solar thermal is the highest ranked power generation feature in 2021, despite trending downwards since 2019. 44.2 percent of respondents indicate that solar thermal would be "nice if affordable" and 22.6 percent indicate that they "really want" this feature.

The second highest ranked power generation this year is solar electric. 2021 is the first time in seven years that this feature has decreased in its rating but it remains a feature that homebuyers indicate "might be nice if affordable".

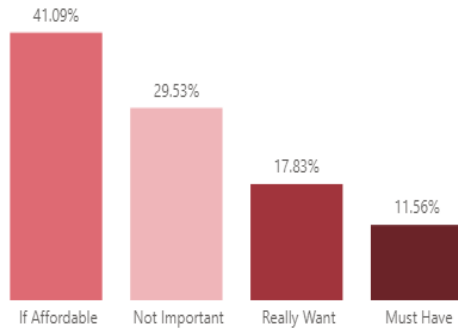
Emergency generators are the second lowest ranked feature in this category by homebuyers in 2021 and the lowest rated in 2020. However, homebuyers in the region of BC have indicated that this feature is of higher importance to them. 40 percent of respondents in the BC region indicate that they would "really want" emergency generators, making that the highest desired power generation feature in that region.



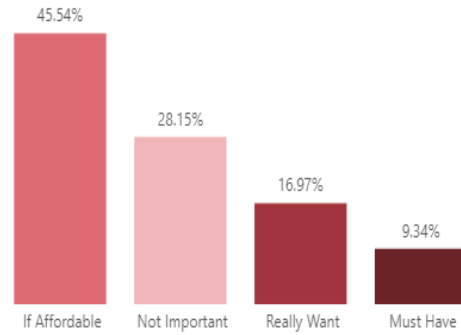
Geothermal is the lowest rated feature in this category this year, decreasing in ratings by 2 points since 2020 when it was the second lowest rated feature. It is still considered "might be nice if affordable" by 45.5 percent of homebuyers but 28.1 percent consider it "not important," pushing it down into the bottom spot in this category.

# Power Generation Graphs

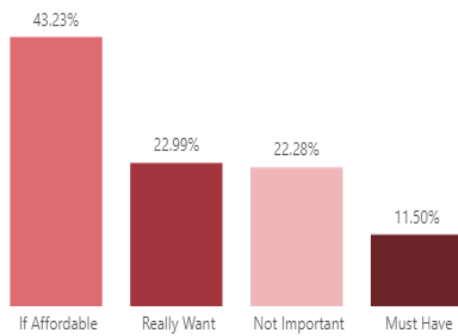
Emergency Generator



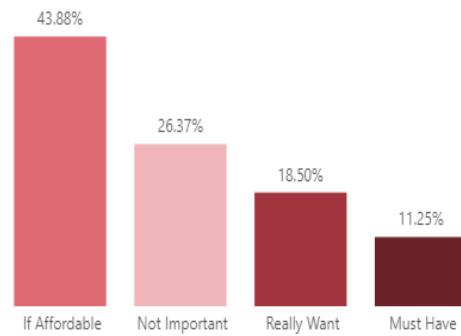
Geothermal



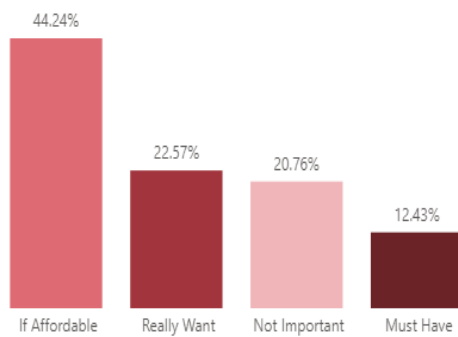
Solar Electric



Home Energy Storage



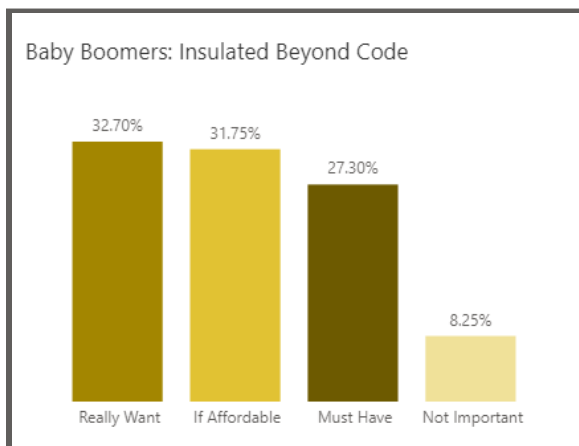
Solar Thermal



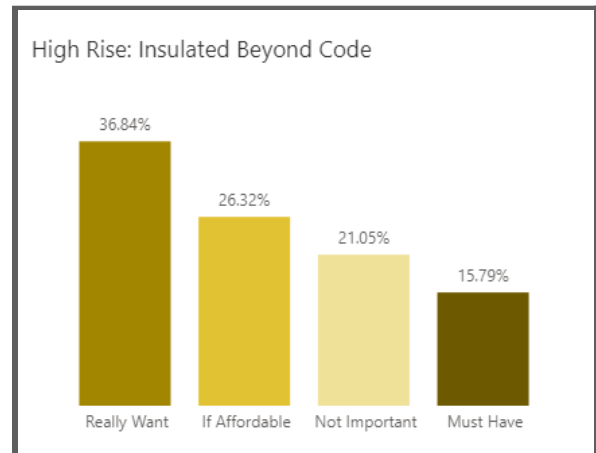
# Insulation

The overall category of insulation has trended downward this year with homebuyers having neutral feelings towards insulation features. Overall, homebuyers indicate the features would be nice if they are affordable, but the majority do not consider these materials as something they “must have” or “really want”.

Similar to 2020 data, homebuyers rate insulated beyond code as the highest in this category, with 35.1 percent of respondents indicating it would be nice so long as it is affordable. Baby Boomers are the only cohort who indicate that they would prioritize this feature higher, with 32.7 percent indicating they “really want” their homes to be insulated beyond code.



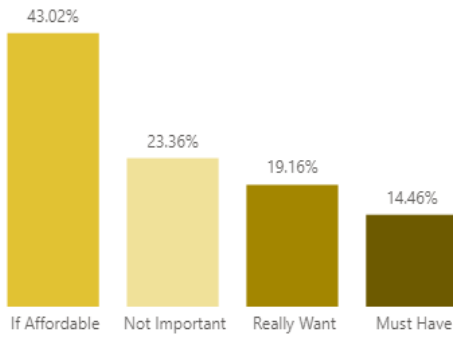
Homebuyers living in high rise condos also indicate that they preferred buildings being insulated beyond code with 36.8 percent of that group rating it as a “really want” feature.



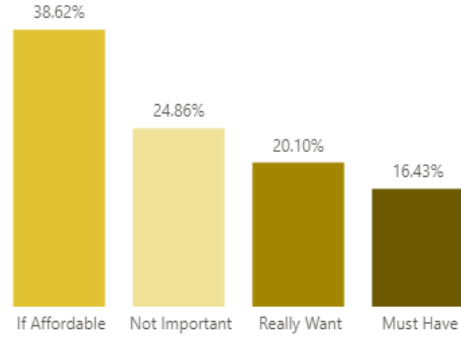
Mineral wool batt and blown cellulose or fiberglass are the lowest rated features in the insulation category this year, both trending downwards every year since 2015. Both features are considered “nice if affordable” by homebuyers in 2021.

## Insulation Graphs

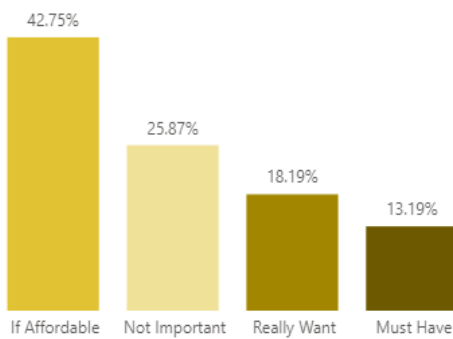
Blown Cellulose/Fiberglass



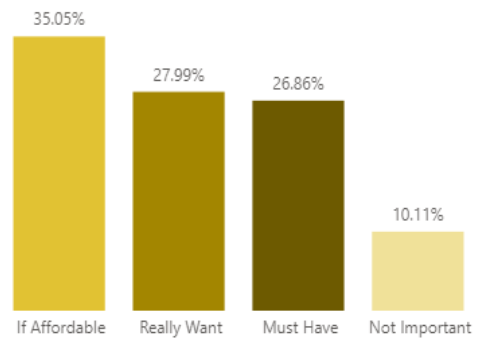
Fiberglass Batt



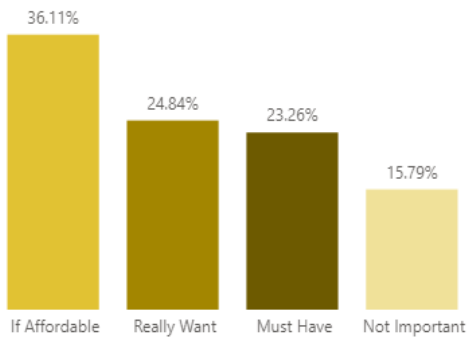
Mineral Wool Batt



Insulated Beyond Code



Spray Foam



## Exterior Features

Exterior Features as an overall category trended upwards from 2015 to 2019, with a slight downward trend in 2020 before continuing to trend upwards in 2021.

The top feature in this category is a two-car garage. It has been the most desired feature in this category for the past few years, with every cohort individually ranking it the highest “must have” and a combined 61.3 percent indicating it is a “must have” exterior feature.

The second and third highest rated exterior features are stone and brick. While brick is the third highest rated feature in this category it has been a “top ten gainer” since 2015 with a rise in points by 5.6 in seven years and it was also a top ten gainer in 2021 with a 2.5 rise in rating since 2020. Brick and stone are heavily favored by the Ontario region, whereas Alberta, Saskatchewan and BC indicated that they would prefer mixed exterior to brick with over 50 percent of homebuyers in those regions indicating it would be “nice if affordable” or that they “really want” that feature .

Individuals who are currently living in homes that are 1 million dollars or higher in value indicate a strong preference for electrical vehicle chargers, with 35.7 percent of those respondents considering it a “must have” feature. 45 percent of respondents located in British Columbia also indicate that an electrical vehicle charger is a “must have”.

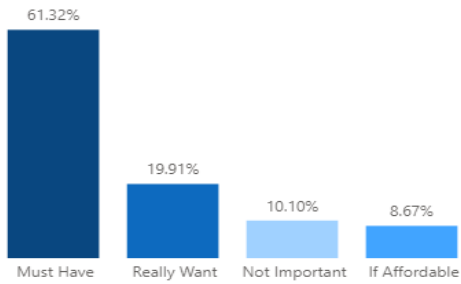
Other notable features are one-car garages and no garage / open parking spaces. While both are considered “not important” by all cohorts in this year’s study, they are both on



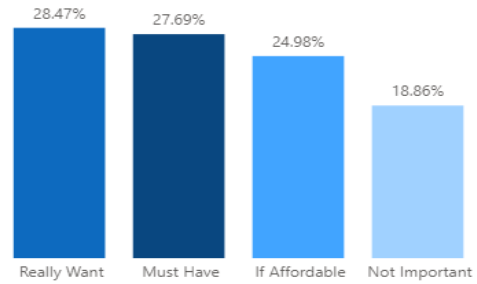
the “top ten gainers” list since 2015, with one-car garages increasing by 6.2 points and no garage / open parking increasing by 5.1 points. This indicates that vehicular storage/parking is growing in importance overall, with the more of it the better

## Exterior Features Graphs

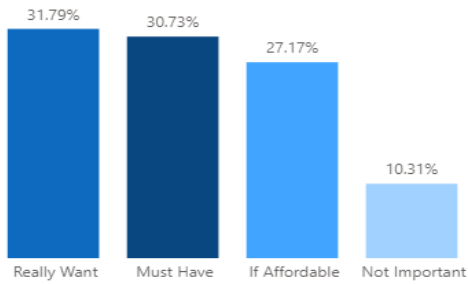
2 Car Garage



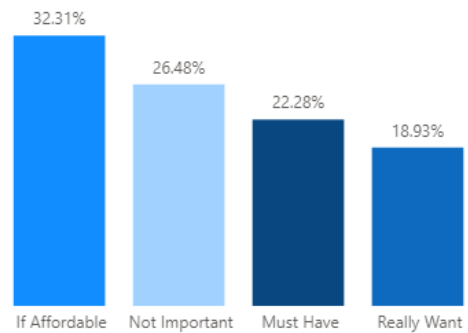
Brick



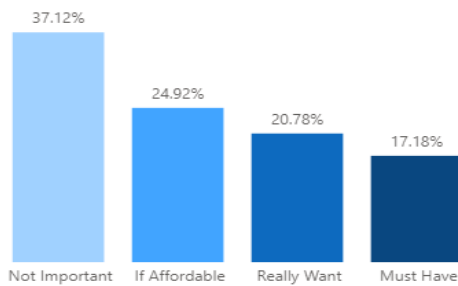
Stone



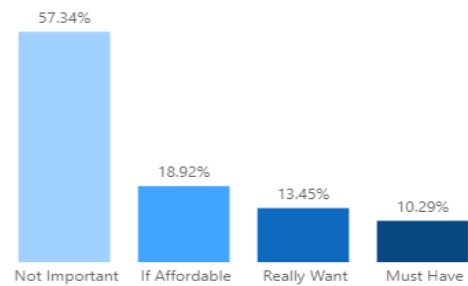
Electric Vehicle Charger



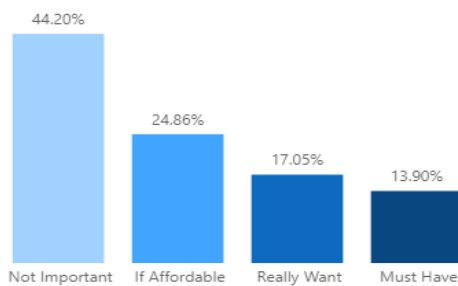
3 Car Garage



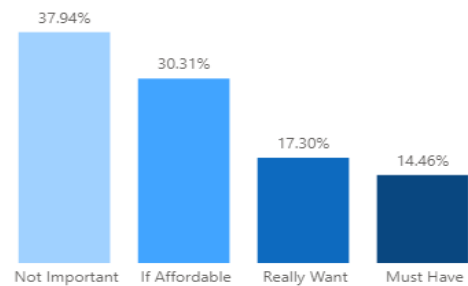
Vinyl Siding



Stucco

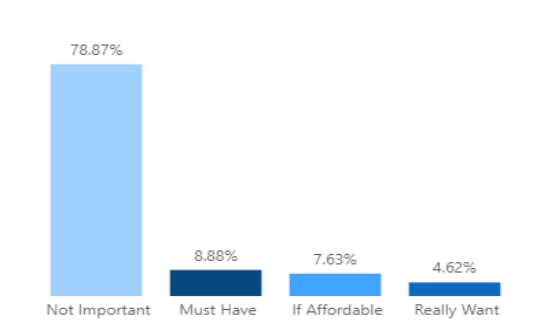


Fibre Cement Board (Hardie Board)

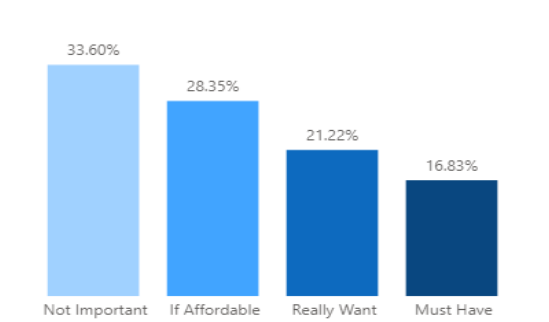




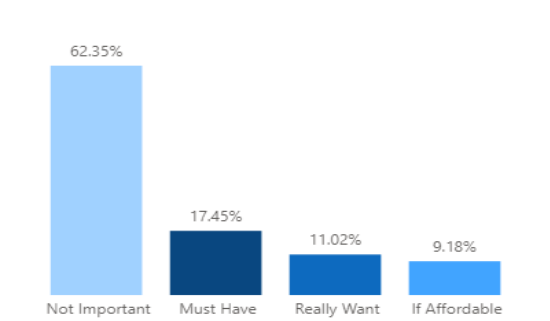
No Garage / Open Parking



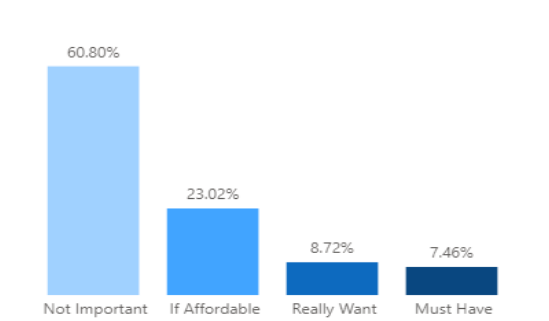
Mixed Exterior



1 Car Garage



4+ Car Garage



# Outdoor Living

The outdoor living category as a whole has trended downwards over the past years of the study compared to the prioritization of indoor spaces. However, in 2021 respondents indicate that outdoor living areas have remained similar in importance with a 0.2 drop in rating since 2020 and some outdoor living features have increased in importance.

Privacy fences remain the highest ranked feature in this category for 2021. 46.4 percent of respondents indicate that a privacy fence is a “must have” feature. It is particularly desired by homebuyers in single-detached housing with 49.6 percent of those respondents indicating that a privacy fence is a must.

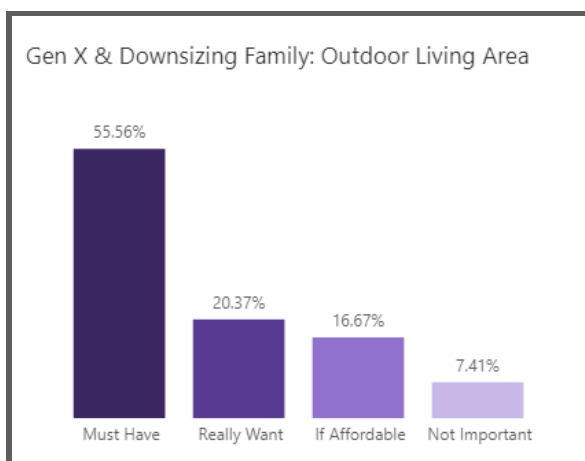
Outdoor living areas are the second highest ranked feature in this category, with 41 percent of homebuyers categorizing this

feature as a “must have.” Outdoor living areas are the most desired feature for Gen X homebuyers that are in the process of downsizing, with 55.5 percent of those respondents indicating it is a “must have” feature.

While outdoor living features decreased in score in 2021, some features such as outdoor living area, outdoor bar / eating area and covered patio / deck saw small increases in ratings. These increases in 2021 were likely a result of the pandemic environment that saw homebuyers spending more time at home and looking for opportunities to enhance a more home-bound lifestyle.

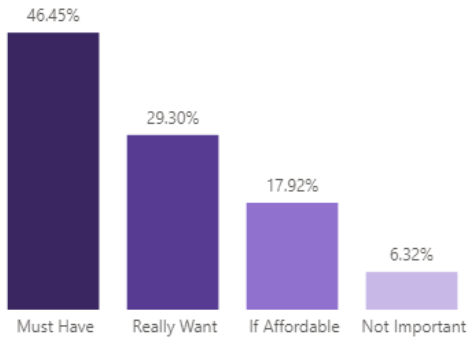
Covered patio / deck is the third highest ranked outdoor feature in 2021 and has steadily increased in importance to homebuyers since 2015. It is a “top 10 gainer” in 2021, increasing by 6.6 points over the past 7 years.

Outdoor bar / eating area is the lowest ranked feature in this category in 2021. 37.5 percent of homebuyers categorize this feature as “not important.”

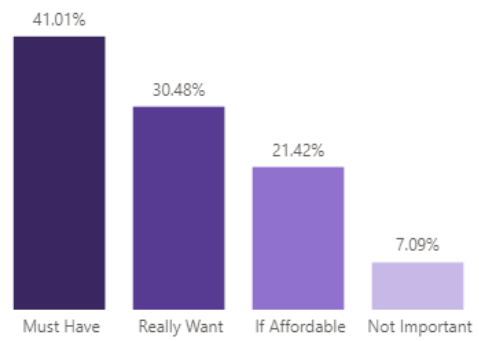


## Outdoor Living Graphs

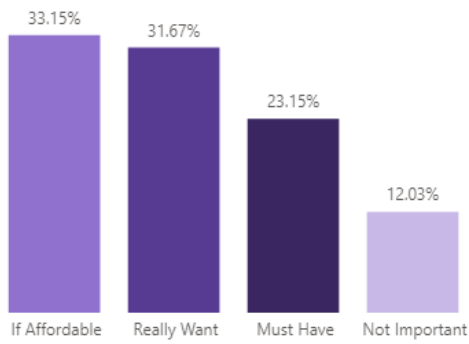
Privacy Fence



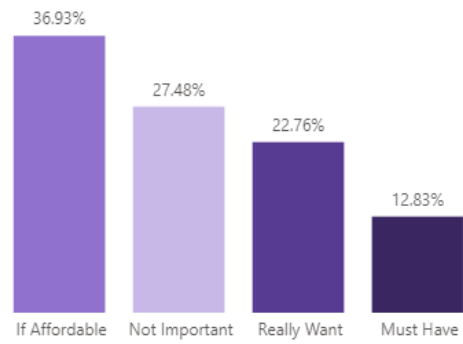
Outdoor Living Area



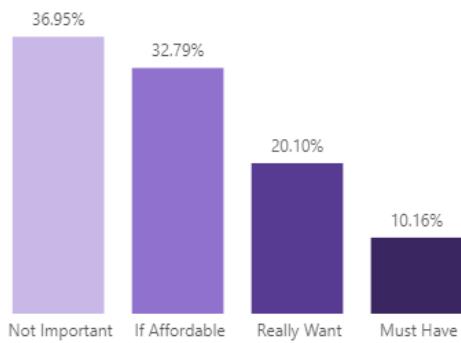
Covered Patio/Deck Area



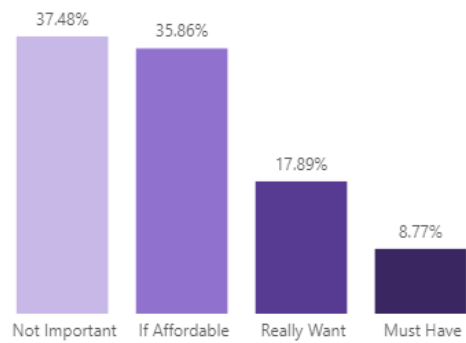
Outdoor Cooking Area



Outdoor Fireplace



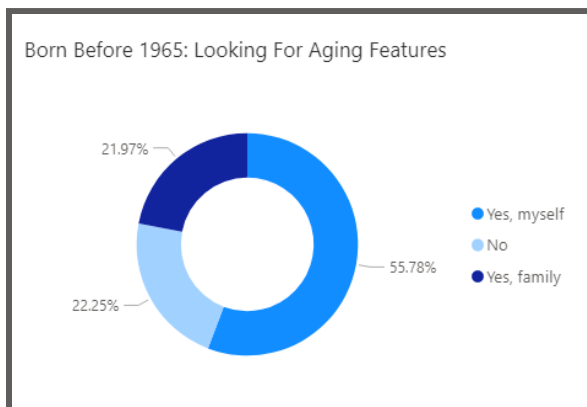
Outdoor Bar/Eating Area



## Aging In Place

Aging in place is a new category in the 2021 study and refers to a feature that will allow an aging individual to live safely and independently in their home so long as they are able. This category was of higher interest and importance to homebuyers born before 1965.

69.7 percent of respondents indicate that they are willing to spend more money for aging in place features and 58.8 percent of respondents indicate that they would require these features in 10+ years.



55.7 percent of respondents born before 1965 indicate that they are looking for aging features for themselves.

However 67.2 percent of that cohort indicates that they have not purchased aging in place features at this time.

Primary suites on the main floor are the most sought after aging in place feature in 2021 with 28 percent of respondents indicating that this is a “must have” feature for them. Wide doorways are also a popular feature in this category, with 31.7 percent of respondents indicating that they would “really want” this feature.

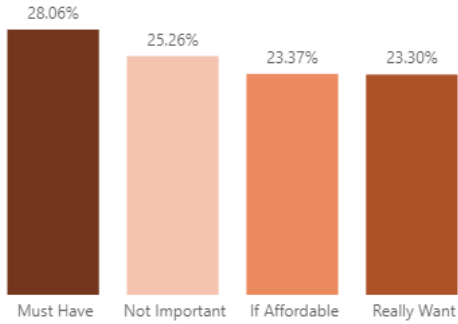
Respondents from the region of British Columbia indicate that 76 percent were willing to spend more money for aging in place features and 52 percent are currently looking for these types of features.

When focusing on homebuyers who indicate they would be looking for these features in the next 10 years, all of the features in this category fall into the “really want” range.

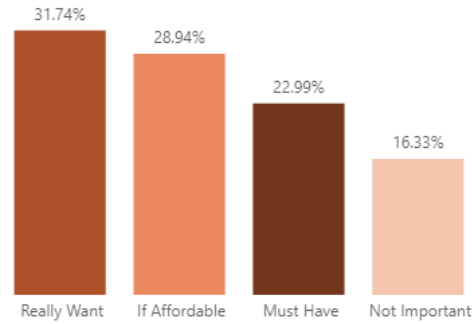


## Aging In Place Graphs

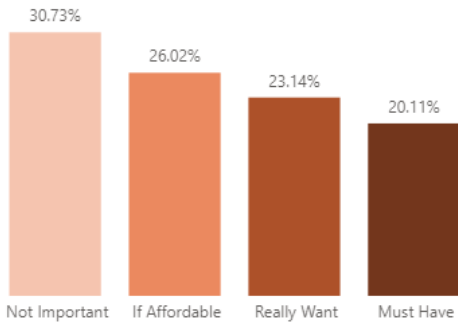
Primary Suite On Main Floor



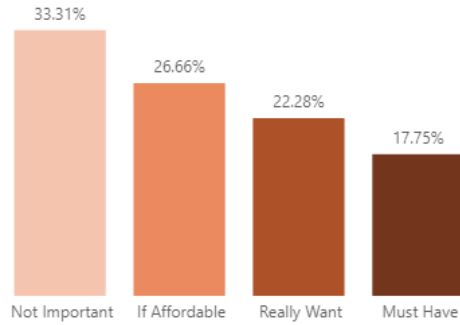
Wide doorways



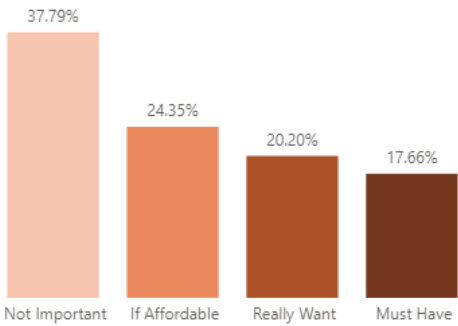
Easy Grip Handles



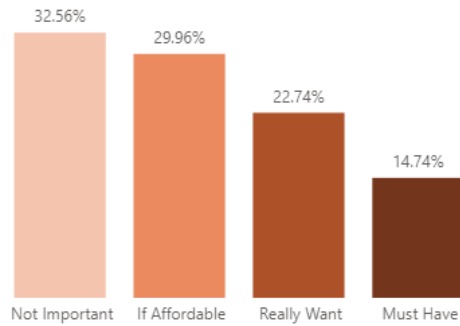
Curbless Entry / Curbless Shower



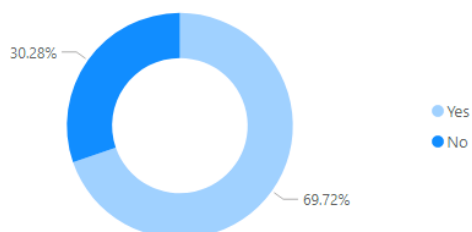
Grab Bars In Bathroom



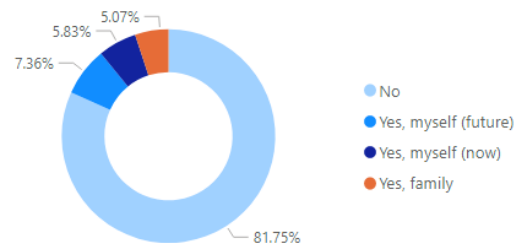
Stairless Step Entry



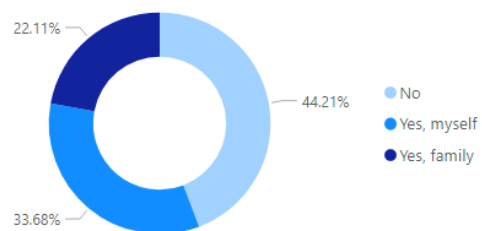
Willing To Spend More Money



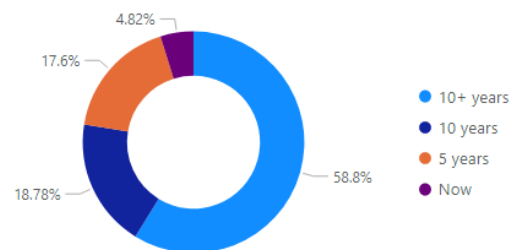
Purchased Age In Place Features



Looking For Aging Features

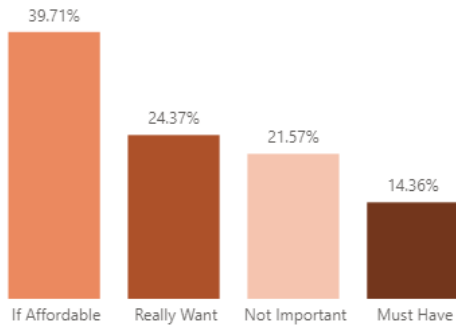


Timeline For Needing Aging In Place Features

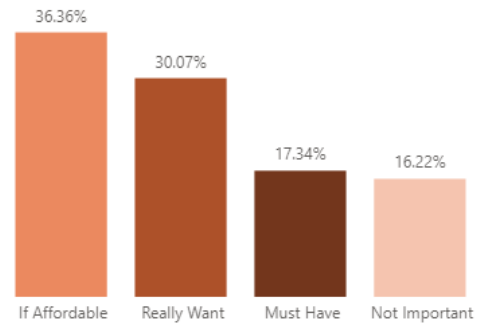


## Convenience and Luxury While Aging In Place Graphs

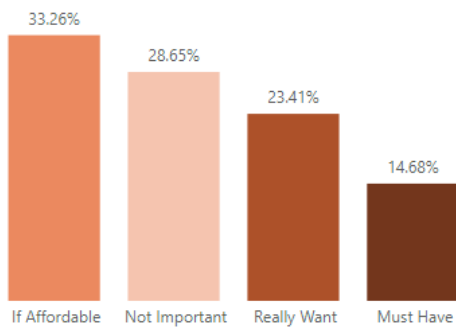
Snow Melt For Driveway



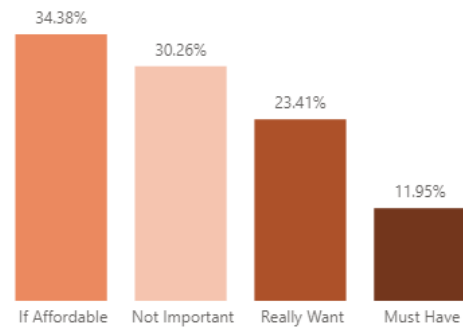
Motion Sensor Lights



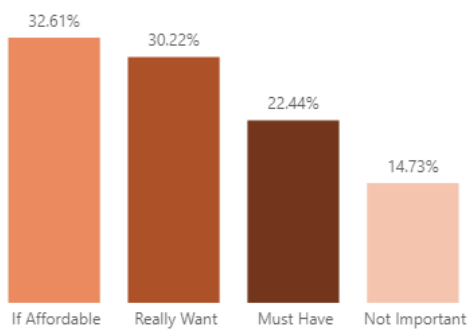
Master Light Switch



Touchless Faucet



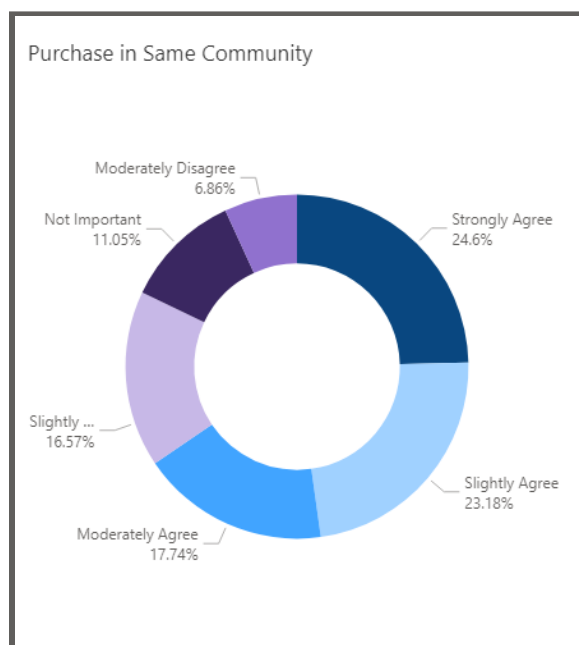
Wide Doorways



## Public Amenities and Proximity

Public amenities and proximity features as an overall category show a decrease in importance from 2020 to 2021. However, this category has remained relatively steady over the seven years of the study.

Desire to purchase a home in the same community has decreased by 7.6 points since 2020 when 56 percent of respondents indicated they would strongly to moderately like to buy in the same community again. Whereas in 2021, 47.8 percent of respondents indicate that they would like to purchase in the same community again.



Similar to previous years, walking and cycling paths are the highest ranked features in Public Amenities and Proximity

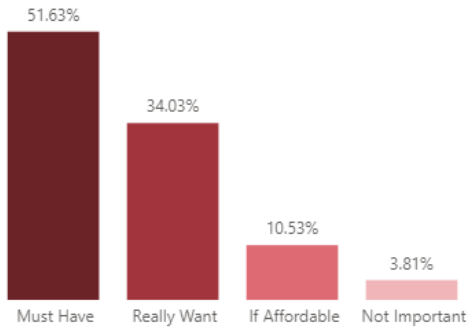
for 2021. They are considered a “must have” feature by 51.6 percent of respondents and a “really want” feature by 34 percent of respondents this year. Walking and cycling paths are also one of the top 10 rated features by homebuyers in 2021, coming in 10th place overall. This amenity is particularly popular with the Baby Boomer and Gen Z homebuyers in 2021.

Other sought after public amenities and proximity features include parks and recreational centres. These amenities are predominantly important to Gen X and Gen Y homebuyers with growing families. Together, these two cohorts consider parks and recreational centres a “must have” in their community. 58.2 percent indicate that playgrounds are a “must have” which makes it the most important feature to these groups in 2021.

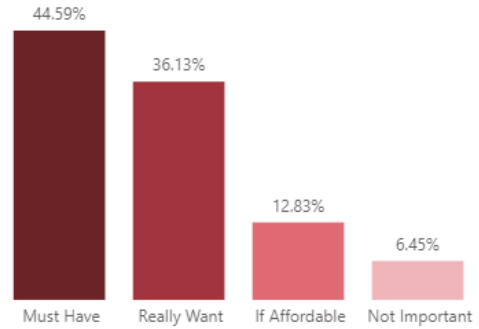
Some notable proximity features that have declined in desire in 2021 include proximity to work, school and downtown. These are features that have been more desirable in the past but given the Covid-19 pandemic, over 30 percent of respondents in 2021 indicate that these features are “not important” to their home buying decisions.

## Public Amenities and Proximity Graphs

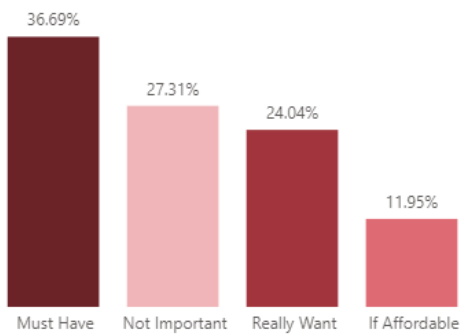
Walking and Cycling Paths



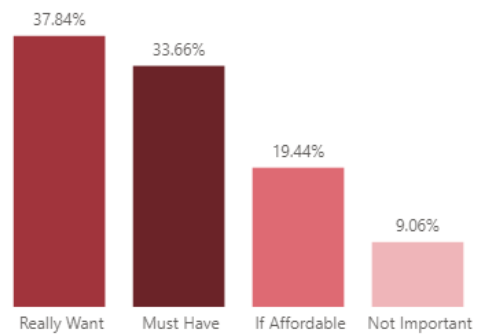
Parks and Recreation Centres



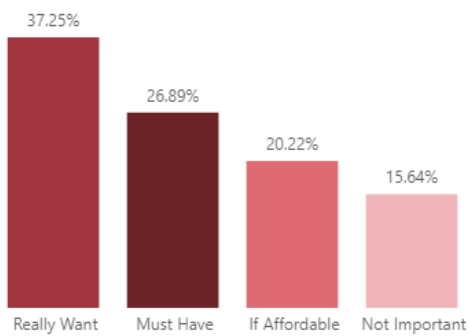
Playground



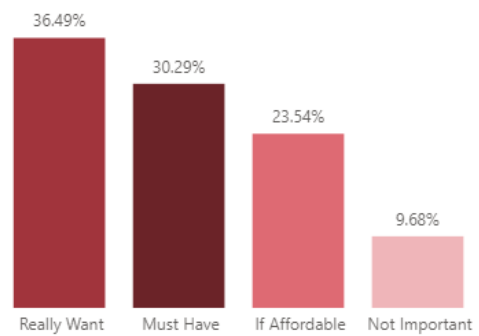
Overall Landscaping



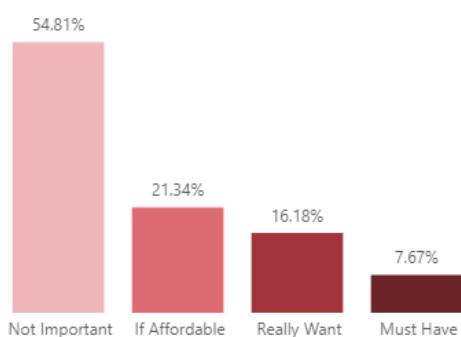
Proximity to Shopping



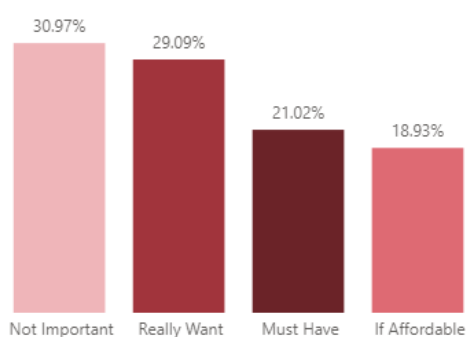
Views



Ice Rink

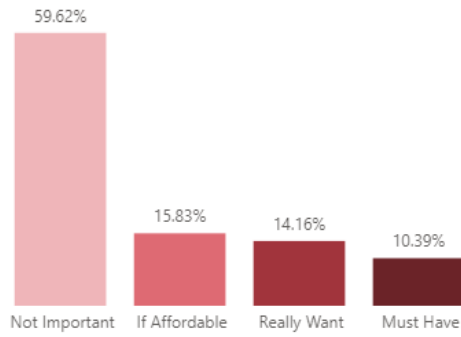


Proximity to Workplace

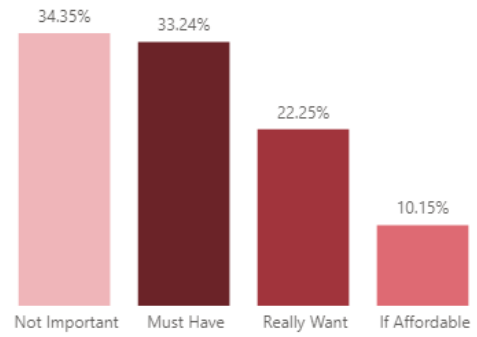




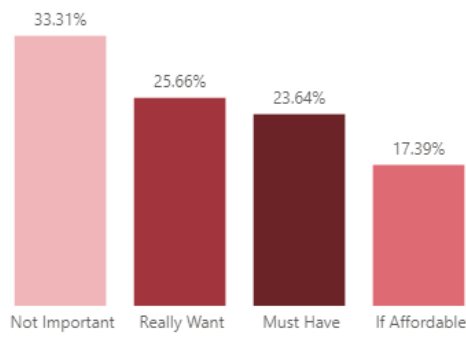
Dog Park



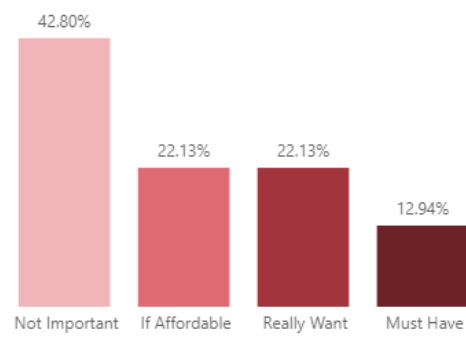
Proximity to Schools



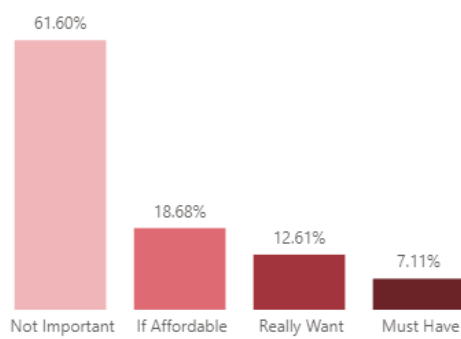
Proximity to Public Transit



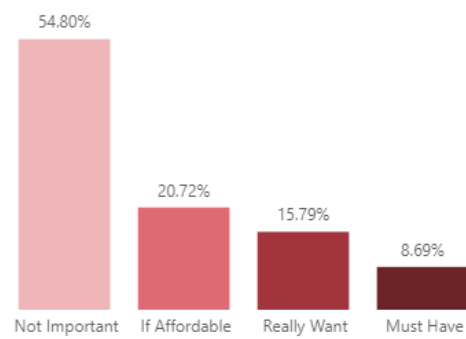
Proximity to Swimming Pool



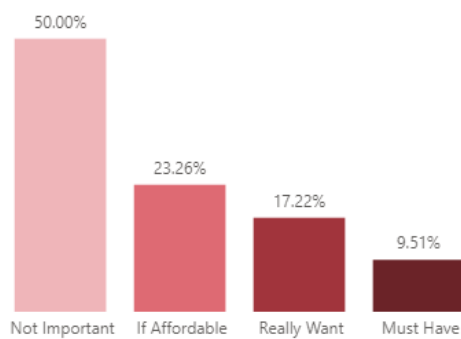
Proximity to Golf Course



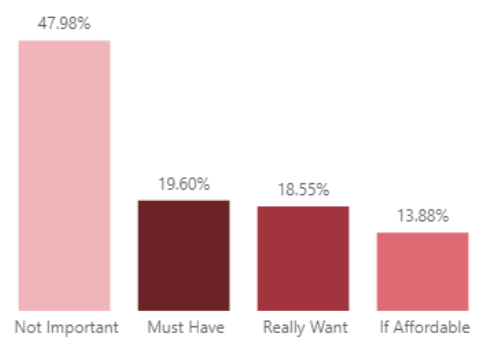
Proximity to Airport



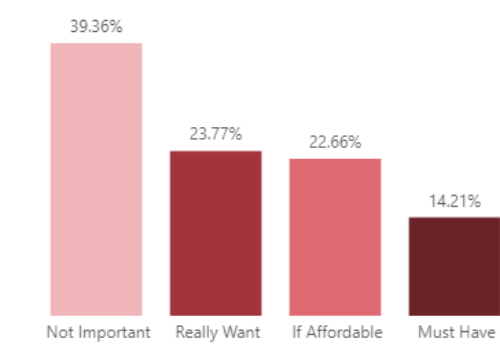
Proximity to Downtown



Proximity to Child Care



Library



## Gated or Age-Restricted Community Amenities

As an overall category, gated or age-restricted community amenities have trended downwards in recent years. Most amenities offered in this housing style are considered “not important” by Baby Boomers who would typically be most interested in these communities.

The highest ranked amenity in gated or age-restricted communities in 2021 is 24-hour security. 29.3 percent of total respondents indicate that they would “really like” this feature and 23.1 percent of respondents indicate this is a “must have”. This feature was the most desired “must have” feature in this section in 2020 and although trending downwards this year, it remains important to homebuyers.

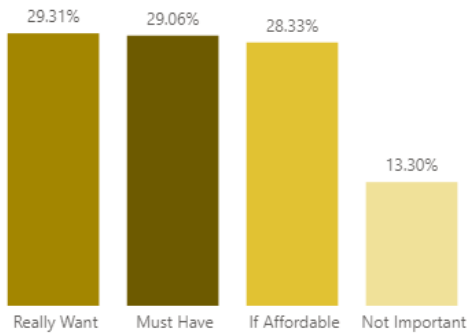
The second highest ranked feature in this section this year is health clubs with 33.9 percent of total respondents indicating they would “really like” this feature.



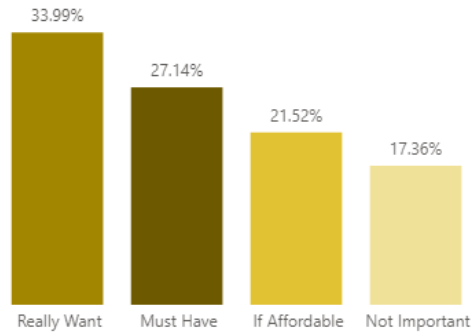
Lowest ranking gated or age-restricted community amenities in 2021 are business centres and car sharing access with 42 percent of respondents indicating these are “not important” to them. This aligns with data from previous studies.

# Gated or Age-Restricted Community Amenities Graphs

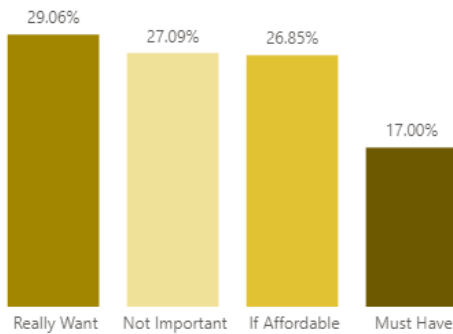
24-Hour Security



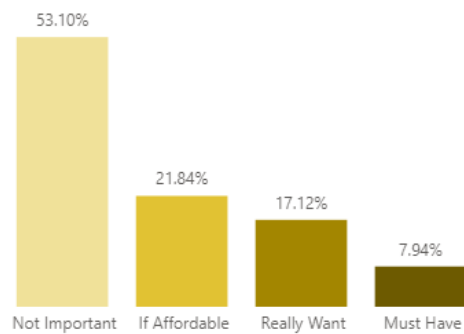
Health Club/Gym



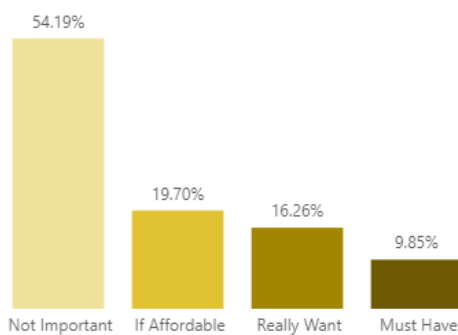
Recreation Rooms



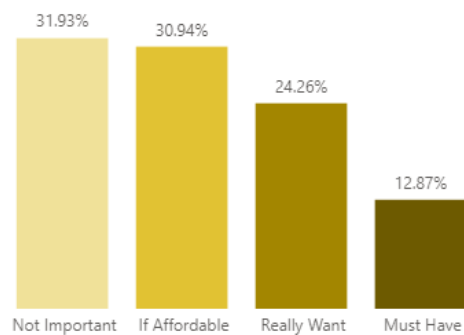
Access to Car Sharing Service



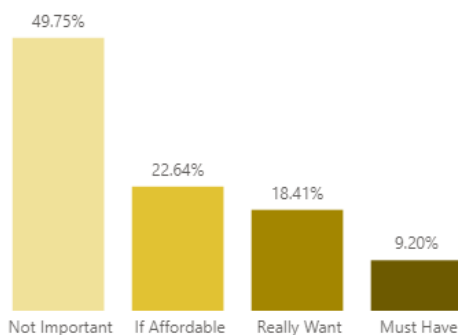
Golf Course



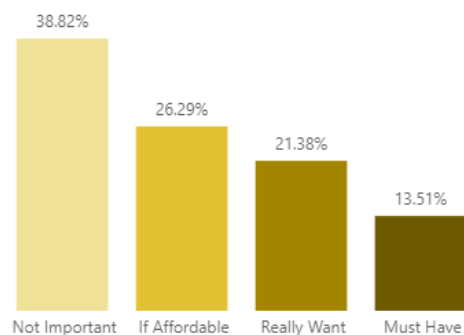
Entertainment/Banquet Room



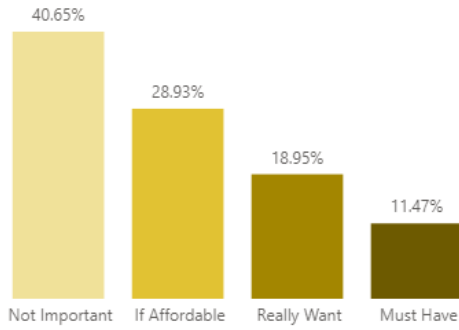
Concierge



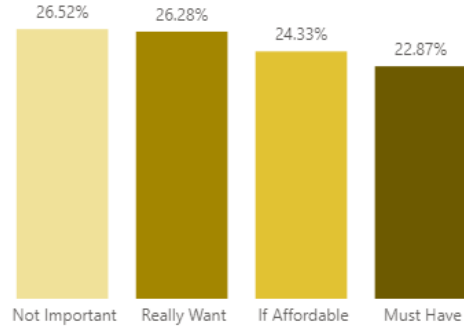
Club House



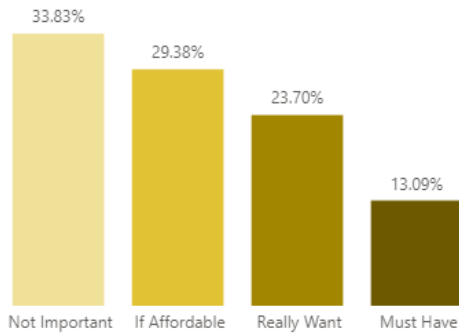
### Media Room



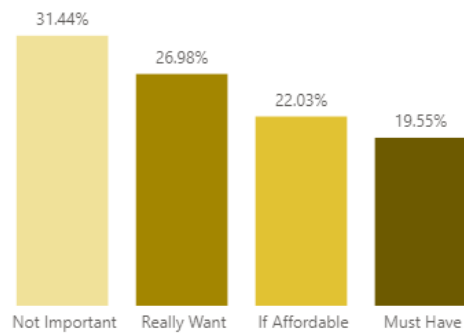
### Swimming Pool



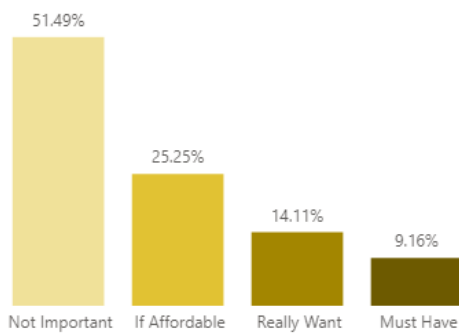
### Spa Facility



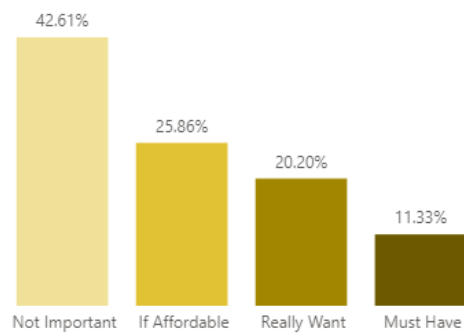
### Weight Room



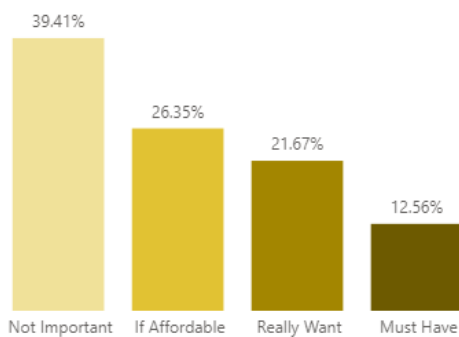
### Business Centre



### Tennis Courts



### Whirlpool





## Mid / High-Rise Amenities

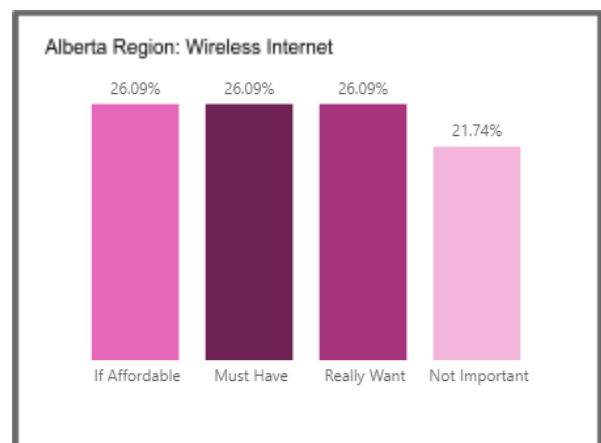
A significant portion of the Canadian housing market consists of multi-family home types. This includes mid-rise and high-rise housing. This year's study indicates that 5.7% of homebuyers in Canada in 2021 are searching for these types of homes and this study includes a section to gather feedback on the preferred amenities that today's homebuyers are seeking when it comes to mid-rise and high-rise homes.

The highest ranked feature in 2021 for homebuyers for mid/high-rise homes is 24-hour security. 33.3 percent of homebuyers indicate that 24-hour security is a “must have” feature and this feature has been trending upwards since 2015.

In 2020, wireless internet was the highest ranking amenity for mid/high-rise homes, with 48.1 percent of homebuyers indicating that it was a “must have”. In 2021, it is the second highest ranked feature with 28 percent of respondents indicating that it is a must have feature but a larger portion (33.4 percent of respondents) indicating

that is a feature they would “really like” to have available to them.

Homebuyers in the Alberta region indicate a strong desire for wireless internet with a three way split of 26.1 percent for each of the following categories: “must have”, “might be nice if affordable” and “really want”.

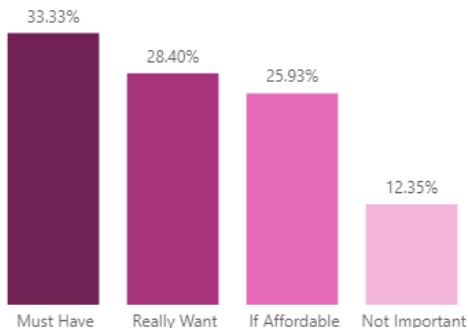


Health clubs / gyms continue to be an important feature to mid/high-rise homebuyers as well in 2021, as 34.2 percent of respondents indicate that it is a feature they would “really like” to have.

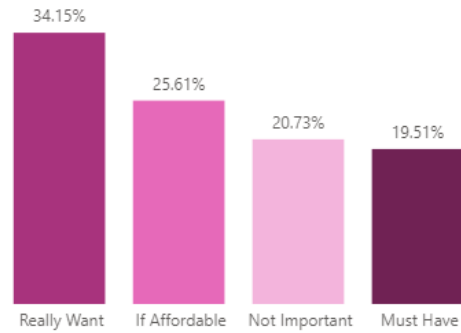
The lowest ranked feature for mid/high-rise homes in 2021 is a business centre. 66.3 percent of respondents indicate this feature is “not important” to them

## Mid / High-Rise Amenities Graphs

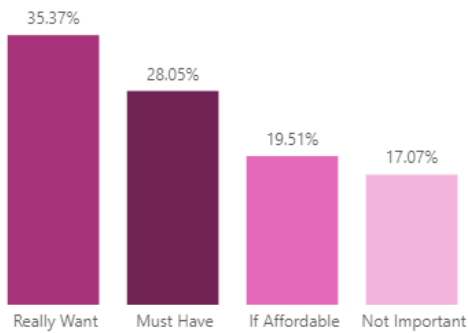
24-Hour Security



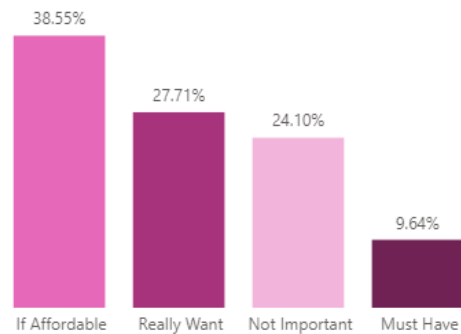
Health Club/Gym



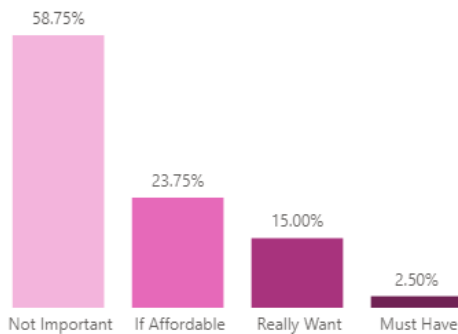
Wireless Internet



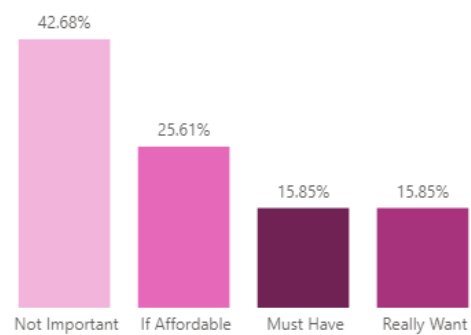
Recreation Room



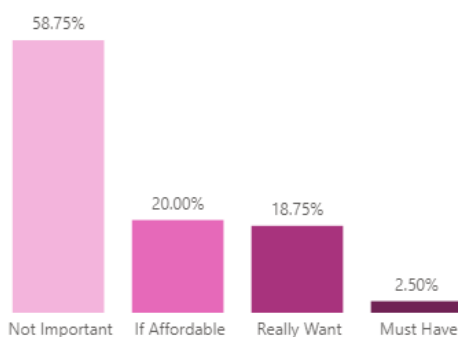
Access to Car Sharing Services



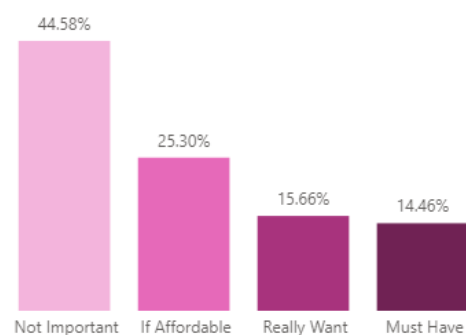
Concierge



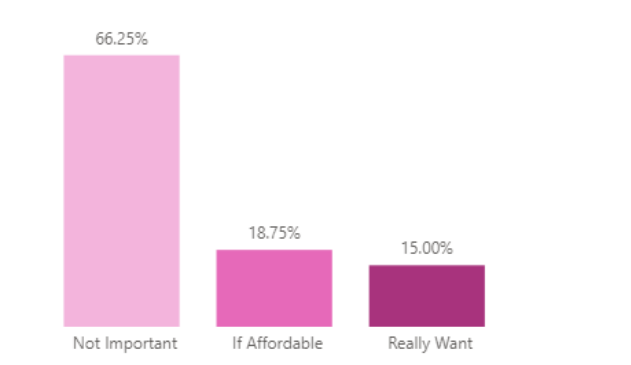
Media Room



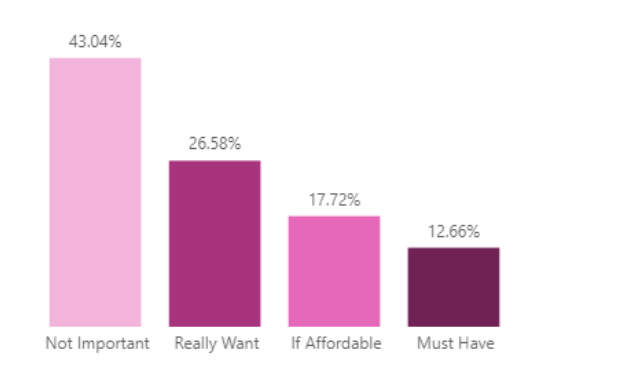
Swimming Pool



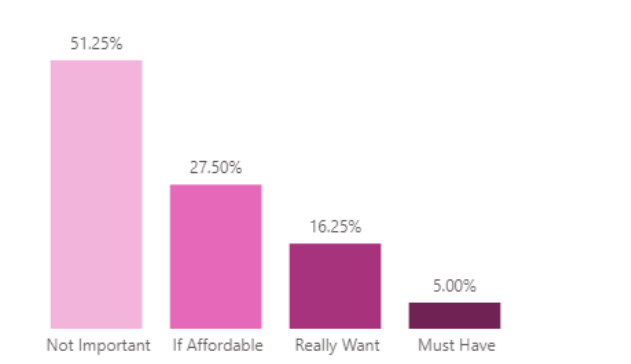
Business Centre



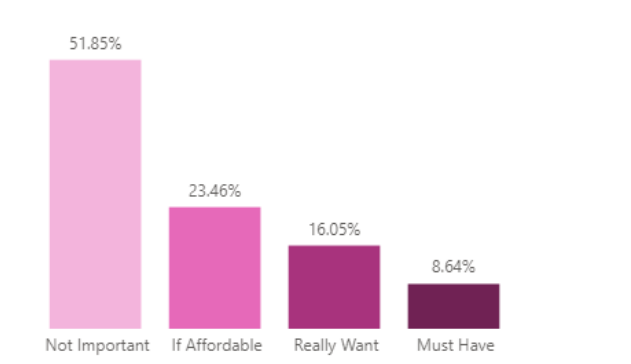
Weight Room



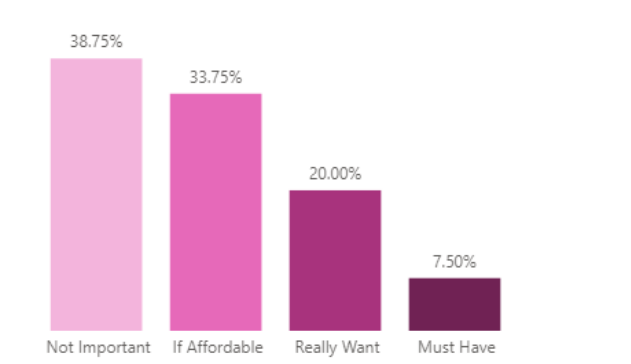
Spa Facilities



Whirlpool



Entertainment/Banquet Room





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[www.avidratings.ca](http://www.avidratings.ca)

# December 2021

## Hiring Demand Bulletin for Alberta

1/27/2022

About **28,230** new job openings

were advertised by employers in Alberta's on-line media.  
This is **lower by about 2,327** postings compared to the previous month.

### Job types

**79%** full-time positions; **21%** part-time positions.

#### Top 5 Locations

Locations	Ads
Calgary	8,603
Edmonton	7,968
Red Deer	897
Grande Prairie	785
Fort McMurray	699

#### Top 3 Employers

Alberta Health Services	3,608
McDonald's	326
Mobilize Jobs	227

#### Top 5 Occupations

3012 - Registered nurses and registered psychiatric nurses	1,080
1241 - Administrative assistants	908
6322 - Cooks	888
6311 - Food service supervisors	799
3413 - Nurse aides, orderlies and patient service associates	623

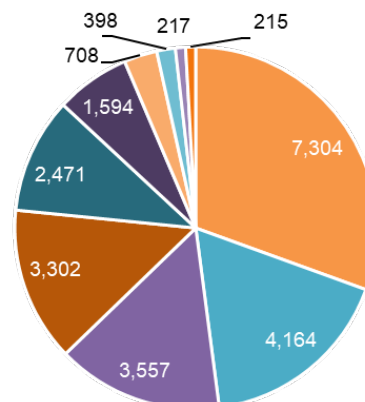
## New Job Ads

Chart 2: Number of online job ads



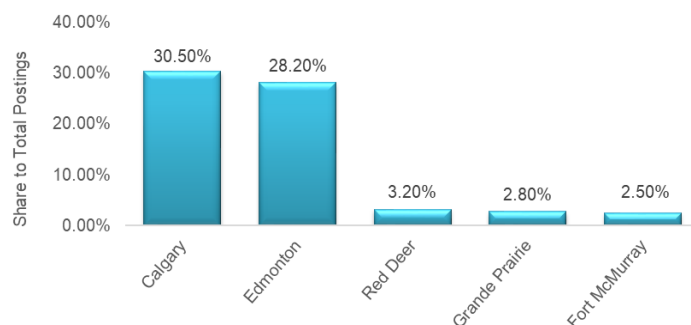
Data Source: Vicinity Jobs.

Chart 1: New job ads by occupation group



- 6 - Sales and service occupations
- 1 - Business, finance and administration occupations
- 7 - Trades, transport and equipment operators and related occupations
- 3 - Health occupations
- 0 - Management occupations
- 4 - Occupations in education, law and social, community and government services
- 2 - Natural and applied sciences and related occupations
- 9 - Occupations in manufacturing and utilities
- 5 - Occupations in art, culture, recreation and sport
- 8 - Natural resources, agriculture and related production occupations

Chart 3: Top 5 hiring locations





# December 2021

## Hiring Demand Bulletin for Tech Occupations

1/27/2022

About **500** new job openings

were advertised by employers in Alberta's on-line media. This is **lower** by **115 postings** from the previous month.

### Job types

**94%** full-time positions;

**6%** part-time positions.

### Top locations

**46%** Calgary;

**39%** Edmonton.

### Top 5 occupations advertised

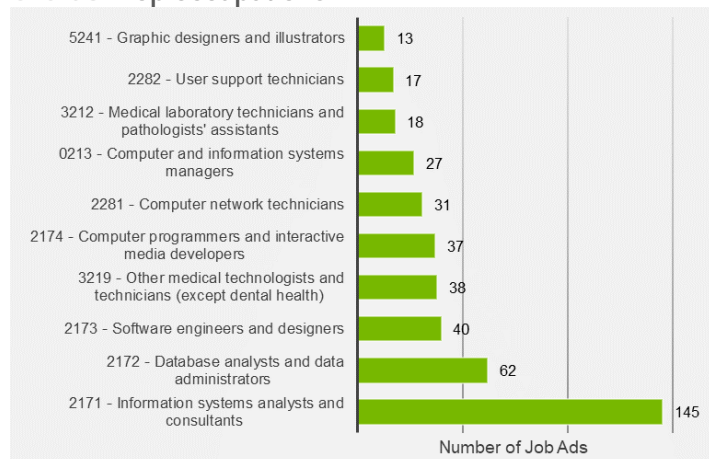
Ads

2171 - Information systems analysts and consultants	145
2172 - Database analysts and data administrators	62
2173 - Software engineers and designers	40
3219 - Other medical technologists and technicians (except dental health)	38
2174 - Computer programmers and interactive media developers	37

### Top occupations

**29%** Information systems analysts and consultants

#### Chart 3: Top occupations



Data Source: Vicinity Jobs

Chart 1:

### Number of online job ads

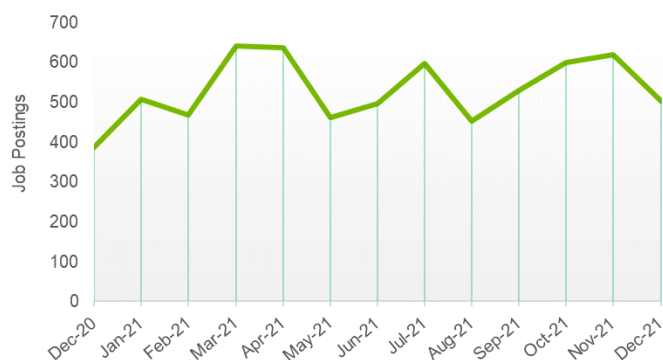
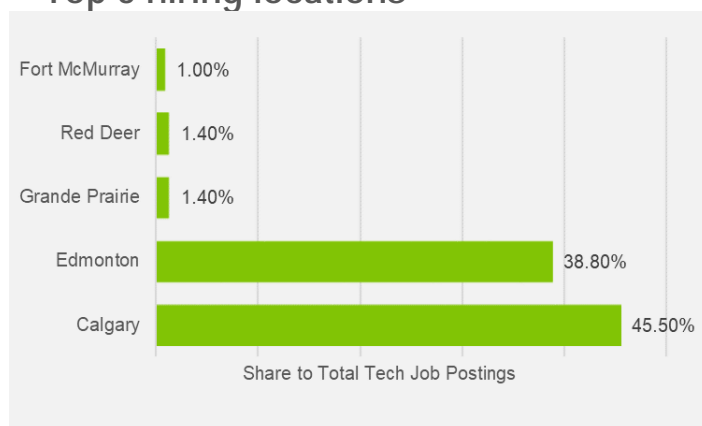


Chart 2:

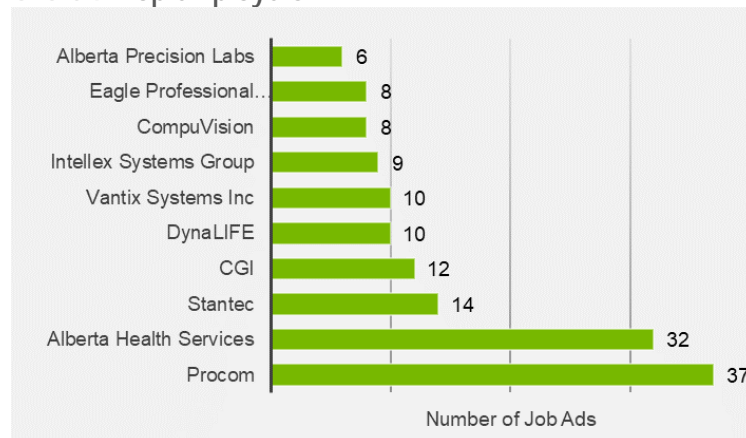
### Top 5 hiring locations



### Top employers

**7%** Procom

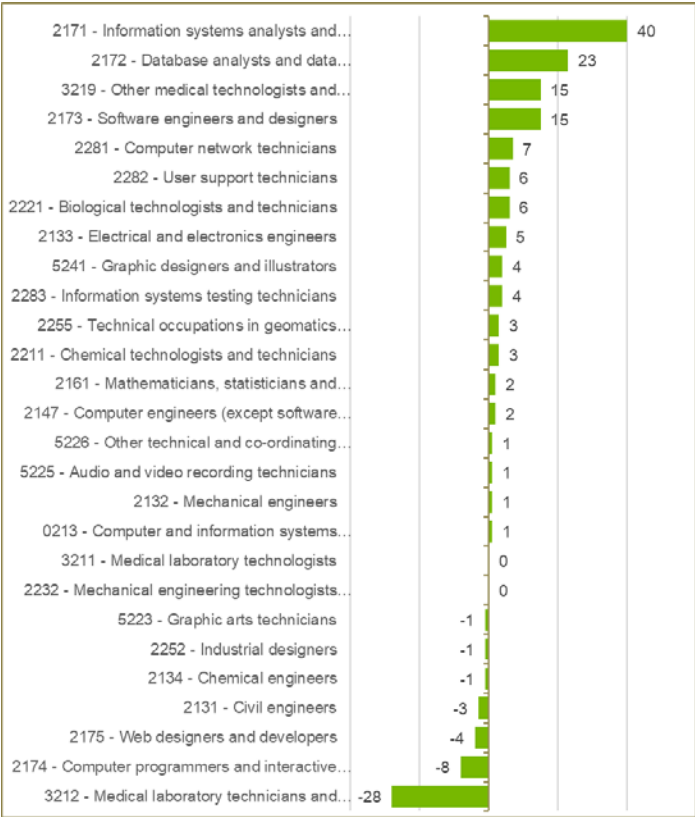
#### Chart 4: Top employers



# Occupation with the highest increase from previous year

40 additional postings for Information systems analysts and consultants

Chart 5: Job Postings: December 2021 vs December 2020

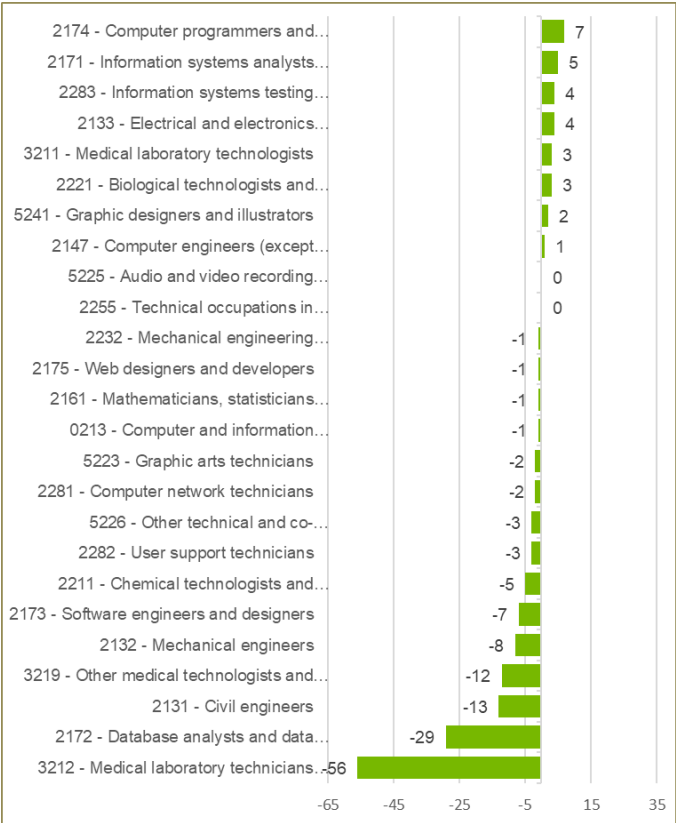


Data Source: Vicinity Jobs

# Occupation with the highest increase from previous month

7 additional postings for Computer programmers and interactive media developers

Chart 6: Job Postings: December 2021 vs November 2021



## Citation Printout Report by Violation

Total Citations of (BAC P4 S1.1 PERMIT AN ANIMAL TO BE AT LARGE): 2  
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S6.1 DOMESTIC ANIMAL BITE/CHASE/HARASS/INJURE): 2  
Total Mandatory Appearances: 0

Total Citations of (OLCV S.71(1) DR MV W/O PLATE SEC ATTH/LEGIBLE/CLRLY VISIBLE): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 2  
Total Mandatory Appearances: 0

Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 1  
Total Mandatory Appearances: 0

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

Total Citations of (TSA S.51(A) OPERATE MV W/O SUBSISTING OPERATORS LICENCE): 1  
Total Mandatory Appearances: 0

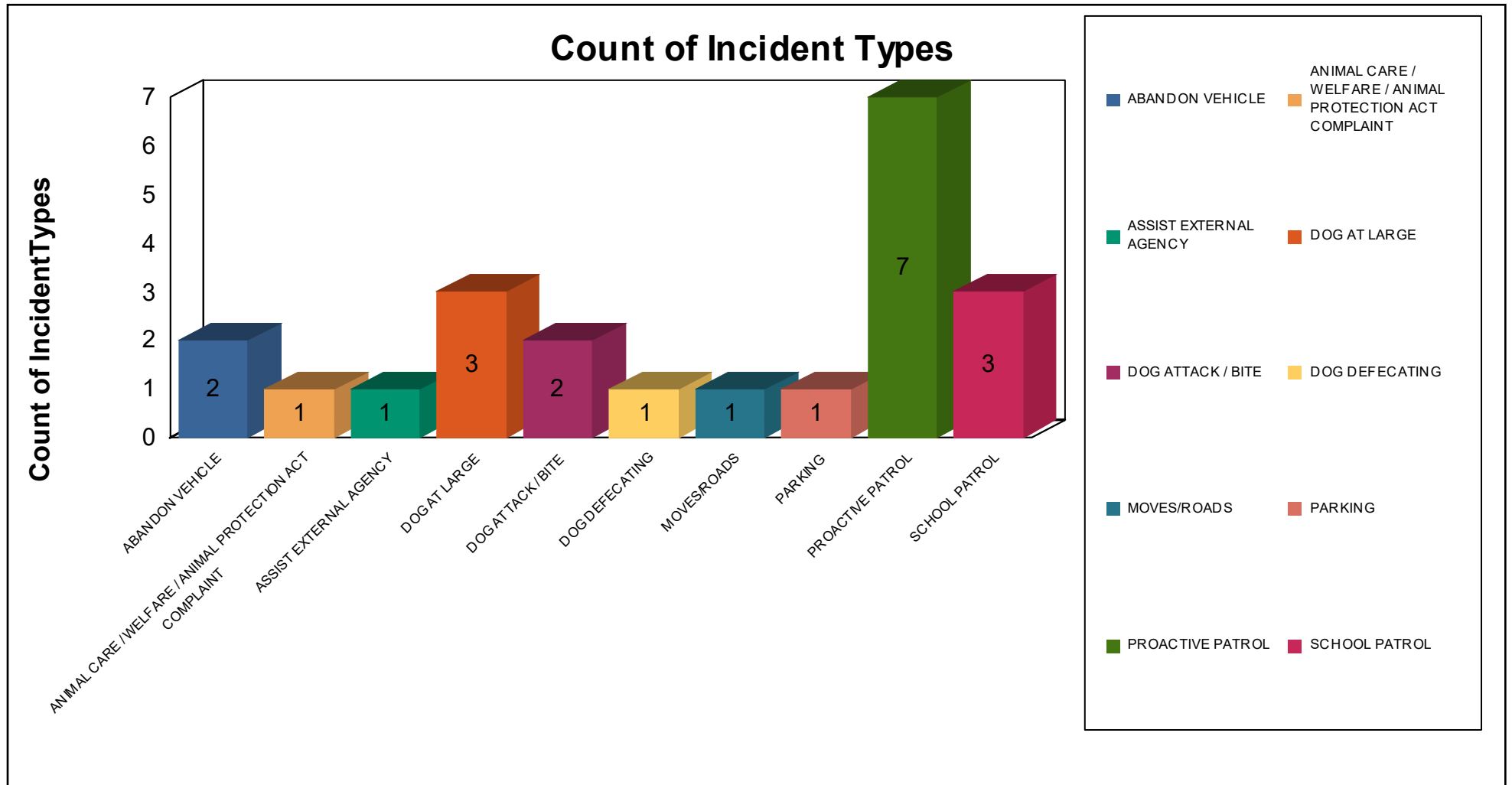
**Grand Total**

Total Number of Citations Reported: **12**  
Total Fine Amounts Reported: **\$2491.00**  
**Total Money Collected:**  
**Total Money Still Due: \$2491.00**  
**Total Mandatory Appearances: 0**

## Sturgeon County

BON ACCORD INCIDENT COUNT JANUARY 2022 Statistics from Occurred Date: 1/1/2022 12:00:00AM to 1/31/2022 11:59:00PM

### Incident Report



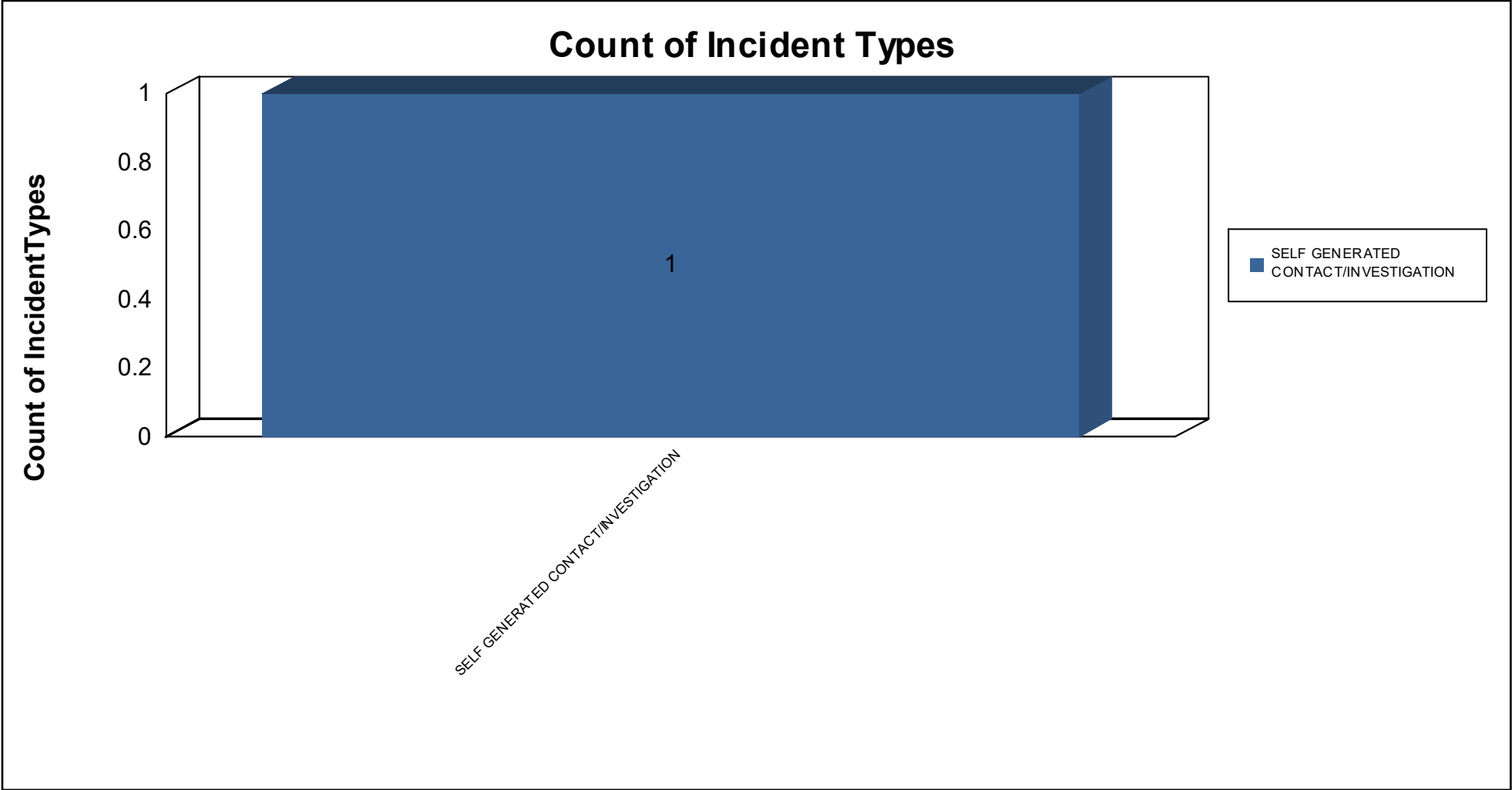
ABANDON VEHICLE: 2 9%



Incident Report

ANIMAL CARE / WELFARE / ANIMAL PROTECTION ACT COMPLAINT:	1	4%
ASSIST EXTERNAL AGENCY:	1	4%
DOG AT LARGE:	3	13%
DOG ATTACK / BITE:	2	9%
DOG DEFECATING:	1	4%
MOVES/ROADS:	1	4%
PARKING:	1	4%
PROACTIVE PATROL:	7	30%
SCHOOL PATROL:	3	13%

Incident Report



SELF GENERATED CONTACT/INVESTIGATION: 1 4%

Grand Total: 100.00% Total # of Incident Types Reported: 23

# *Council Report*

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**Date:** Feb 15, 2022  
**Reporting Period:** February 2022  
**Department:** CAO  
**Submitted by:** Jodi Brown

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## **COVID-19 UPDATES**

As of February 09<sup>th</sup>, the province closed the Restriction Exemption Program, hence the Arena has returned to normal operations effective immediately. Facility monitoring staff are no longer required.

The Town Office has resumed normal operations with residents no longer requiring an appointment to access in-person services. Staff will remain working on a rotational basis until the province enters phase two (expected as of March 01<sup>st</sup>). If the work from home order is lifted at that time, staff will return to normal work schedules.

A press release has been circulated to advise the public of these operational changes.

## **SKATEBOARD PARK GRANT APPLICATION**

Unfortunately, our application to the Alberta Blue Cross grant program for the Skateboard Park was not successful. We have not yet received official notification however a list of 2021 grant recipients on their website did not include the Town of Bon Accord.

## **PINK SHIRT DAY: FEBRUARY 23**

February 23<sup>rd</sup> has been proclaimed as Pink Shirt Day in Bon Accord. Mayor Holden has signed the proclamation and it has been posted in the Town office, on social media and the Town website. We encourage everyone to participate in this important anti-bullying awareness initiative and wear pink on February 23<sup>rd</sup>.

## **NEW SERVICE REQUEST FORM**

Our administrative team is working on a new online service request form. Residents will be able to complete the form on the website and their request will be directed to the appropriate department manager or personnel. We hope to launch this new option in the spring.

## **BYLAW AND POLICY UPDATES**

We are in the process of reviewing policies and bylaws in order to rescind or repeal those that are outdated as well as completing needed amendments to existing governance documents.

*Bylaws:* The draft Fire Services Bylaw and the Bylaw Officer Bylaw will be coming to Council for review and approval. The Procedural Bylaw amendments are in progress.

*Policies:* The following policies are currently under review and/or will be coming to Council with proposed amendments:

- Sky Shed Observatory Use Policy (to be rescinded)
- Long Term Service Award Policy (under review/amendments needed)
- Service Appreciation Special Visitors Policy (under review/amendments needed)
- Write Off Policy (under review/amendments needed)
- Public Participation Policy (under review/amendments needed)
- Facility Rental Policy and Procedures
- Arena Advertising Policy
- Fees and Charges Policy (under review/amendments needed).

*Other:* Order procedures for the Branded Apparel Policy have been completed. The first order deadline is March 01<sup>st</sup>.

## **AGREEMENTS**

The Golden Gems Society Memorandum of Understanding with the Town has been renewed for another 3 years. The new agreement has been fully executed.

The Town and Library are reviewing their existing agreements and considering a possible amendment to update these agreements to be more inline with current practice.

## **STAFF UPDATES**

Jenny Larsen will be re-joining our team as the Administration and Community Services Assistant as of February 14<sup>th</sup>, 2022.

Staff annual performance reviews were completed in January.

We have nearly completed the job description updates and updated the organizational chart.

## **ALBERTA MUNICIPALITIES**

We have renewed the Town's annual membership with Alberta Municipalities (AUMA) and we have received the information on the upcoming Spring Municipal Leadership Caucus (March 9<sup>th</sup> and 10<sup>th</sup>).

## **MEETINGS**

- January 18<sup>th</sup>: Regular Council Meeting

- January 20<sup>th</sup>: Regional Meeting with Sturgeon County
- February 01<sup>st</sup>: Regular council Meeting
- February 04<sup>th</sup>: Management Meeting
- February 07<sup>th</sup>: Sturgeon Region Emergency Management Meeting
- February 08<sup>th</sup>: Community Services Advisory Board Meeting
- February 09<sup>th</sup>: Council Briefing Committee Meeting
- February 15<sup>th</sup>: Regular Council Meeting
- February 16<sup>th</sup>: Regional Meeting Sturgeon County
- February 17<sup>th</sup>: Brownlee Emerging Trends Seminar

**Jodi Brown**  
*Town Manager*  
*Town of Bon Accord*



Resolution	Resolution #	Assigned to	Status
<b>January 12, 2022 Special Meeting of Council</b>			
<b>Strategic Plan Discussion – FOIP Act 24(1)(a)</b> <b>Advice from officials</b> COUNCILLOR BIDNEY MOVED THAT Council accept the Strategic Plan information as presented.	22-004	Administration	Feb 15 RMC
<b>January 18, 2022 Regular Meeting of Council</b>			
<b>Community Safety</b> DEPUTY MAYOR LAING MOVED THAT Council direct administration to investigate more options to improve town security.  MAYOR HOLDEN MADE A FRIENDLY AMENDMENT THAT Council direct administration to investigate opportunities to increase collaboration with RCMP and bylaw services.	22-030	Administration /Economic Development	Ongoing
<b>Question and Answer Period</b> COUNCILLOR MAY MOVED THAT Council direct administration to schedule a public engagement session once every three months for Council AND to investigate a policy for public engagement sessions with options for in person and virtual.	22-031	Administration	Ongoing
<b>Veteran's Park Proposed MOA – FOIP Act s.24(1)(c) Advice from officials</b> COUNCILLOR MAY MOVED THAT Council direct administration to proceed with presenting the proposed MOU as presented for consideration to the Gibbons Legion and the Veteran's Memorial Park Society.	22-036	Rec. & Comm. Services	Ongoing
<b>February 1, 2022 Regular Meeting of Council</b>			

Resolution	Resolution #	Assigned to	Status
<b>Community Services Acknowledgement</b> COUNCILLOR BIDNEY MOVED THAT Council direct administration to purchase two plaques with the wording presented and flowers to a maximum amount of \$150 and further that one plaque be permanently placed in the Bon Accord Arena and the second plaque to be presented to Gail Critchley by Mayor Holden. In favour: Mayor Holden, Councillor Bidney, and Councillor Roemer Opposed: Deputy Mayor Laing, and Councillor May	22-040	Rec. & Comm. Services	Ongoing
<b>Mikhail Ivanchikov – Dandelion Renewables</b> DEPUTY MAYOR LAING MOVED THAT Council accept the Dandelion Renewables delegation as information AND THAT Council direct administration to look into the funding and grant for the EV charging stations.	22-041	Economic Development	Ongoing
<b>Briefing Committee Meeting</b> COUNCILLOR BIDNEY MOVED THAT That Council direct Administration to proceed with planning and advertising the Council Briefing Committee Meeting on February 9th, 2022 from 6p.m. – 8 p.m.	22-043	Administration	Complete

Resolution	Resolution #	Assigned to	Status
<b>Public Participation Policy and Public Engagement Plan</b> DEPUTY MAYOR LAING MOVED THAT That Council direct Administration to develop plans for Council Community Connections Events on March 8 at 7 p.m., June 9 at 7 p.m., and September 8 at 7 p.m., tentatively, for Council approval AND THAT Council direct Administration to conduct a review of the Public Participation Policy and bring forward any recommended changes to Council for approval.	22-052	Administration	Ongoing
<b>Business District Properties Report – FOIP Act 17(1) Disclosure harmful to personal privacy</b> COUNCILLOR BIDNEY MOVED THAT Council approves the report as information AND direct administration to provide further information regarding the business area district as directed.	22-056	Economic Development	Ongoing
<b>Resident Request – FOIP Act 24(1)(a)&amp;(c) – Advice from officials and 17(1) Disclosure harmful to personal privacy</b> COUNCILLOR BIDNEY MOVED THAT Council direct administration to research previous resolutions regarding this matter.	22-057	Administration	Feb 15 RMC

Resolution	Resolution #	Assigned to	Status
<b>Governance Workshop – FOIP Act 24(1)(a) – Advice from officials</b> COUNCILLOR BIDNEY MOVED THAT Council direct administration to research further opportunities for a half-day workshop on governance. In favour: Mayor Holden, Deputy Mayor Laing, Councillor Bidney, and Councillor Roemer Opposed: Councillor May	22-059	Administration	Ongoing

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Strategic Planning Session (Date/Time)
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

On January 12<sup>th</sup>, 2022, Administration and Council participated in a strategic planning session to review the existing Strategic Plan for the Town of Bon Accord.

A second strategic planning session is now needed to continue the process of updating the existing Strategic Plan document.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As reviewing the Strategic Plan is time consuming process, Administration recommends scheduling a late afternoon/early evening session from 3 pm – 7 pm with a light dinner provided.

**Potential dates in March:**

- Monday, March 28th
- Wednesday, March 30<sup>th</sup>

**Potential dates in April:**

- Thursday, April 21st
- Wednesday, April 27th

**STRATEGIC ALIGNMENT**

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.

STEWARDSHIP – administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

Estimated cost of dinner: \$150 -\$200

Council supplies budge

**RECOMMENDED ACTION (by originator)**

That Council choose one of the following options:

1. THAT Council confirm the next strategic planning session on \_\_\_\_\_ (date) from \_\_\_\_\_ (time).
2. THAT Council direct administration to....



**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Dianne Allen, Manager Planning & Development
<b>Title:</b>	Municipal Development Plan (MDP) Meeting
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

Council approved the revision of the Municipal Development Plan on November 16/21 at the Regular Meeting of Council.

Topics of the meeting will cover the following:

1. Discuss the project scope with Council:
  - a. Outline the purpose of the MDP as the Town's primary planning document;
  - b. Discuss Council's vision for growth in the Town, Identify future growth areas;
  - c. Incorporate existing amendments in to a new MDP, including amendments for the annexed lands;
  - d. Incorporate the existing Gateway Plan as a Future Land Use Area in Town;
  - e. Update the MDP to include available environmental, social, spatial, and demographic information providing a basis for planned goals and policies

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Municipal Planning Services would like to schedule a "Start up Meeting" virtually with Council and Administration to discuss updates to the MDP. Potential dates that would work for Municipal Planning Services during the day:

March 22 – Morning 9:30 AM start time or Afternoon 1:30 PM start time

March 23 – Morning 9:30 AM start time or Afternoon 1:30 PM start time

March 24 - Morning 9:30 AM start time or Afternoon 1:30 PM start time

**STRATEGIC ALIGNMENT**

As per Councils Strategic Plan 2018 – 2021:

Priority 1 – Town of Bon Accord has a structured plan in place for steady, positive growth.

Priority 2 – The residents of Bon Accord live in a safe and attractive community.

## **COSTS/SOURCES OF FUNDING**

Funding has been approved and allocated within current budget

## **RECOMMENDED ACTION (by originator)**

- THAT ... Council approves March \_\_\_\_\_ @ \_\_\_\_\_ to commence with a start up meeting virtually to discuss the Municipal Development Plan project scope; or
- Council directs Administration to contact Municipal Planning Services to facilitate additional dates \*(note workable dates) to work with Council's schedule.

\*Include requested dates in motion

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Dianne Allen, Manager Planning & Development
<b>Title:</b>	Electric Vehicle Charging (EVC) Program
<b>Agenda Item No.</b>	7.3

**BACKGROUND/PROPOSAL**

The Government of Canada, with matching funding from the Government of Alberta, is providing millions to support investments in electric vehicle (EV) charging stations. As one of Alberta's local partners, the Action Centre is offering \$3.4 million in rebates for municipalities to build charging infrastructure.

The Electric Vehicle Charging Program supports municipalities installing new EV charging stations in public places, on-street locations, municipal property and for municipal vehicle fleets.

Up to 100% of the costs of purchasing and installing a new charging station can be rebated, so a municipality can participate without worrying about the impact to taxpayers. This represents a savings of:

- Up to \$10,000 for each Level 2 connector (for charging over several hours)
- Up to \$150,000 for each Fast Charger (for charging up in 30 minutes)

**HOW TO APPLY**

Applying to the program is straightforward, and the Action Centre provides one-on-one support to easily maneuver the application and purchasing process.

Step 1: Start by submitting an Expression of Interest (EOI) to show your municipality's intent to participate.

- We will be in touch within five business days to guide you through the application process, including:
  - Researching installation location, the type of charger, signage, and other considerations.
  - Securing itemized quotes for the purchase and installation of each charging station.

Step 2: Submit a complete application to [contact@mccac.ca](mailto:contact@mccac.ca).

Step 3: When approved, sign the funding agreement.

Step 4: Purchase and install charging stations.

Take the first step to apply. Submit an Expression of Interest today.

To locate further detailed information, please find the recording on YouTube:  
<https://youtu.be/k4kZ03uqv7U>.

An expression of interest was sent February 8/22 to potentially put Bon Accord on the list of municipalities. Time is of essence to be a part of this program (first come first serve), as there is a cap of dollars allocated to this program.

Dandelion Renewables is being pro-active in getting the site visits completed. A site visit was confirmed/completed for Friday, February 11/22 (Public Works Manager). The desired location(s) for the EVC program is the arena and/or Town Office. Once the Town hears from the Government, Dandelion Renewables will submit the application immediately.

Dandelion is currently working with other municipalities to secure a spot in this program and is being proactive in getting the site visits complete. If the Town's proposal is accepted, the Town is not obligated to sign the contract, can opt out if desired. Dandelion Renewables believes this is an excellent program with no risk to the municipality. To note, Dandelion Renewables was very instrumental in securing grant dollars for the Towns Solar Farm.

Note, administration is working on compiling information on the difference between Level 2 and 3 chargers as well as on-going maintenance costs related to the chargers after install as discussed at the Council Briefing Committee Meeting on February 09<sup>th</sup>, 2022.

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

What can a charging station bring to the community of Bon Accord?

Electrify local tourism: With growing consumer demand for electric vehicles, forward-thinking municipalities are looking for ways to welcome EV drivers. Adding a fast-charging station to the map will attract electric vehicle owners to shop, eat and stay in your community.

Future-proof your fleet: Municipal vehicle fleets will be increasingly reliant on EVs as Canada moves toward 100% zero-emission vehicle sales by 2035. Get your municipal vehicle fleet ready for an electric future with a grant-funded EV charging station. While you're getting one for public works, why not get another for the public's use on your main street?

Demonstrate your commitment to future growth: Around 12% of Canada's climate pollution comes from cars and trucks burning fossil fuels. Switching to electric vehicles demonstrates your community's commitment to cleaner skies and a healthier climate.

No risk to the Municipalities taxpayer's dollars.

## **STRATEGIC ALIGNMENT**

As per Councils Strategic Plan 2018 – 2021:

Priority 1 – Town of Bon Accord has a structured plan in place for steady, positive growth.

Priority 2 – The residents of Bon Accord live in a safe and attractive community.

## **COSTS/SOURCES OF FUNDING**

No matching funds required - 100% Grant Funded through Federal and Provincial Government

## **RECOMMENDED ACTION (by originator)**

- THAT ... Council accepts this report as information.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15 <sup>th</sup> , 2022
<b>Presented by:</b>	Jodi Brown Town Manager/CAO
<b>Title:</b>	Public Engagement Sessions Plan
<b>Agenda Item No.</b>	7.4

**BACKGROUND/PROPOSAL**

During the February 01<sup>st</sup>, 2022 Regular Meeting of Council, Administration was directed to schedule public engagement sessions every three months (quarterly).

The first public engagement session was scheduled for March 08<sup>th</sup>, 2022 (which falls on a Tuesday and not a Thursday as originally stated).

Additionally, the RCMP and the Town are planning an RCMP Town Hall event to provide an opportunity for public input regarding crime prevention and policing in Bon Accord. This event was originally planned for February 23<sup>rd</sup>, 2022, to coincide with Pink Shirt Day. However, considering the recent announcement by the provincial government about the potential lifting of COVID-19 restrictions on March 01<sup>st</sup>, the event has been postponed until after that date.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Given that Council would be involved in both events, the following options may be considered:

**Public Engagement Option 1:** Host the RCMP Town Hall and the Council Community Connections event on two separate dates.

**Council Community Connections**

Date/Time: Tuesday, March 08<sup>th</sup> from 6-8 pm (original date chosen by Council)

Venue: Council Chambers

Topic: Crime prevention, bylaw services, and policing priorities/EV Charging Station

Food/Beverage: Serve coffee and cookies

***RCMP Town Hall***

Date: **Wednesday, March 16<sup>th</sup> from 6 – 8 pm**

Location: Community Hall or Local School

Topic: Crime prevention and policing priorities

Food/Beverage: Serve coffee and cookies



Note: The March 08<sup>th</sup> session may help inform Council questions to the RCMP during this session the March 16<sup>th</sup>.

**Public Engagement Option 2:** Hold both events on the same day with the same topics and focus as above.

**Council – Community Connections** from 5:30 – 6:30 pm with a free hot dog dinner (while supplies last) followed by the **RCMP Town Hall** from 6:30 – 8:30 PM.

Date: **March 16<sup>th</sup>** at the Community Hall (5:30 – 8:30 PM)

## **STRATEGIC ALIGNMENT**

Town of Bon Accord Vision, Mission, Values Statement

COLLABORATION – discussion is welcome from all levels of government, neighbouring municipalities, residents, and businesses in the town, the place we call home.

PRIORITY TWO: Safe and attractive community.

## **COSTS/SOURCES OF FUNDING**

If COVID-19 health restrictions allow food and beverage service at the time of the event:

Annual Council supplies budget: Estimated \$50 (cookies and coffee) – up to \$800 (hot dogs/juice)

**Note:** Staff capacity is very limited to cook and serve the hot dog dinner.

**Suggestion:** contact a local community group that has volunteers with a food handling certificate to provide the hot dog dinner as a fundraiser.

## **RECOMMENDED ACTION (by originator)**

That Council choose one of the following options:

1. That Council approve public engagement option one as presented or amended.
2. That Council approve public engagement option two as presented or amended.
3. That Council direct administration otherwise...

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	2022-07 Bylaw Enforcement Bylaw
<b>Agenda Item No.</b>	9.1

**BACKGROUND/PROPOSAL**

Alberta Municipal Affairs developed the Municipal Accountability Program to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. The Municipal Accountability Program (MAP) conducts a review of municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

Alberta Municipal Affairs conducted the Municipal Accountability Program review in Bon Accord. The report from Municipal Affairs required that the existing Bylaw Officer Bylaw be updated to meet the requirements in the MGA as noted below:

*COMMENTS/OBSERVATIONS: Bylaw enforcement services for the town are provided by Sturgeon County. The Town of Bon Accord has not enacted a bylaw enforcement officer bylaw specifying the powers and duties of bylaw enforcement officers, nor disciplinary procedures, penalties, and an appeal process for allegations of misuse of authority.*

*RECOMMENDATIONS/ACTION ITEMS: A bylaw should be adopted by the town, which includes the powers and duties of bylaw enforcement officers, as well as establish disciplinary procedures, penalties, and an appeal process for allegations of misuse of authority, in accordance with section 556 of the MGA.*

At the September 7, 2021, RMC: Council gave first reading to Bylaw Enforcement Officer Bylaw 2021-09 – carried resolution #21-287.

Following this meeting, administration sought legal counsel as recommended by Municipal Affairs in reference to the recommendations from the MAP review. Further, given the existing agreement for enforcement services with Sturgeon County, it was important to make sure that the bylaw was drafted properly to accommodate this agreement or any future agreements with other service providers.

At the February 9, 2022, Council Briefing Committee Meeting, administration shared with Council the revised bylaw, as recommended by the town's legal counsel, Brownlee LLP,

including the repeal of outdated Bylaw Enforcement Officer and Special Constable Bylaw 2000-10.

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

Administration recommends Council not move forward with Bylaw Enforcement Officer Bylaw 2021-09 allowing the bylaw to be defeated in accordance with s. 188(b) of the MGA, and to give first reading to the revised Bylaw Enforcement Officer Bylaw 2022-07.

### **STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

Town of Bon Accord Vision, Mission, Values Statement:

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

PRIORITY TWO:

### **COSTS/SOURCES OF FUNDING**

N/A

### **RECOMMENDED ACTION (BY ORIGINATOR)**

#### Resolution #1

THAT...Bylaw Enforcement Officer Bylaw 2021-09 be given second reading, as presented.

#### Resolution #2

THAT... Bylaw Enforcement Officer Bylaw 2022-07 be given first reading, as presented.

# Enforcement Services Agreement

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Entered into this 14 day of APRIL, 2021.

**Sturgeon County**  
in the Province of Alberta  
(Hereinafter referred to as "Sturgeon")

And

**Town of Bon Accord**  
in the Province of Alberta  
(Hereinafter referred to as "Bon Accord")

WHEREAS, Bon Accord desires to engage the services of Sturgeon as an independent contractor to provide services as Peace Officers and Bon Accord desires to accept Sturgeon's engagement as an independent contractor all upon terms and conditions herein contained;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto in consideration of the mutual covenants and agreement set forth, covenant and agree with each other as follows:

## 1.0 BACKGROUND

- 1.1 Peace Officer services are required by Bon Accord in order to assist in its municipal operations.
- 1.2 Sturgeon has been asked by Bon Accord to provide Peace Officer services.

## 2.0 DESCRIPTION AND SCOPE OF SERVICES

- 2.1 Sturgeon will, on behalf of Bon Accord, supply Peace Officer services to Bon Accord which services will include the enforcement of municipal bylaws and such provincial statutes as the Peace Officer shall be authorized to enforce. Sturgeon shall provide an enforcement vehicle and related vehicle equipment.
- 2.2 Bon Accord will provide office space, support staff and assistance as required.

# **Enforcement Services Agreement**

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## **3.0 APPOINTED PEACE OFFICER**

- 3.1 For the purposes of the applicable provincial legislation and municipal bylaws relating to Peace Officer services, Bon Accord shall designate Sturgeon's Peace Officers and Animal Control Officer as its Peace Officers and Bylaw Officers as required.
- 3.2 Both Sturgeon and Bon Accord shall take all necessary steps to obtain any necessary Provincial approvals for Sturgeon to provide the services under this Contract.

## **4.0 LEVEL AND STANDARDS**

- 4.1 The appointed Peace Officers and Animal Control Officer shall perform the required duties using independence and judgment in relation to the relevant bylaws and provincial statutes.
- 4.2 The appointed Peace Officers and Animal Control Officer will endeavor to maintain reasonable and effective enforcement of bylaws and provincial statutes in Bon Accord.
- 4.3 Sturgeon shall deal with complaints and discipline of its Peace Officers and Animal Control Officer in relation to services provided under this Agreement in accordance with Sturgeon's Bylaws and policies.

## **5.0 TERM**

- 5.1 This agreement will come into effect upon it being signed by both parties.
- 5.2 The services to be provided under the Agreement shall be carried out between January 1, 2022 and December 31, 2026.

## **6.0 FEES, EXPENSES AND PAYMENTS**

- 6.1 The cost of Peace Officer and Animal Control Officer services is set out in Schedule "A" which Bon Accord agrees to pay to Sturgeon in the manner provided in Article 6.2.
- 6.2 The Town will forward, upon being invoiced by the County, on a quarterly basis (Approximately January 15, April 15, July 15 and October 15) one quarter the amount shown in Schedule "A".

## **Enforcement Services Agreement**

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- 6.3 Should Bon Accord request additional Peace Officer and Animal Control Officer services in excess of those set out in Schedule "A", such additional work shall be charged at an hourly rate set out in Schedule "A" subject to Sturgeon agreeing to provide the service.

### **7.0 CONFIDENTIALITY AND NON-DISCLOSURE**

- 7.1 Unless required by law, any data or other information concerning Sturgeon's Peace Officers and Animal Control Officer that is obtained by Bon Accord shall be treated as confidential and shall not be disclosed without prior approval by Sturgeon.
- 7.2 Unless required by law, any data or other information concerning Bon Accord that is obtained by Sturgeon's Peace Officers and Animal Control Officer shall be treated as confidential and shall not be disclosed without prior approval by Bon Accord.

### **8.0 CONTROL, ACCESS, SECURITY AND RETENTION OF RECORDS**

- 8.1 The Town retains control of all records created under this agreement.
- 8.2 Upon receipt of a request under the *Freedom of Information and Protection of Privacy (FOIP) Act* for a record created under this agreement, the Town shall notify the County and the County will, without delay, provide the Town with records responsive to the request, including without limitations any request pursuant to sections 35 or 36 of FOIP Act.
- 8.3 The County will protect business and personal information in its custody under this agreement by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, disposal, and disaster.
- 8.4 The County will immediately report any unauthorized use or disclosure, or suspected unauthorized use or disclosure of information created under this agreement to the Town's FOIP Head.
- 8.5 The County will cooperate with investigations undertaken by the Town, by a third party instructed by the Town, or by a person or body with statutory authority to conduct an investigation, regarding the collection, use or disclosure of information.
- 8.6 The County will maintain the records created under this agreement in accordance with the County's Corporate Record Structure, until such time as termination of



## **Enforcement Services Agreement**

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this agreement. Upon termination of this agreement, the County will transfer the records in its custody to the Town at the Town's sole expense.

### **9.0 IDEMNIFICATION**

- 9.1 Sturgeon's Peace Officers and Animal Control Officer will, when on assignments, comply with any safety and security regulations and procedures in effect regarding Bon Accord's bylaws.
- 9.2 Sturgeon will indemnify and save harmless Bon Accord against all claims, damages and expenses that relate to injury to Sturgeon's Peace Officers and Animal Control Officer while performing Peace Officer and Animal Control Officer functions pursuant to this agreement unless such injury results from a willful or negligent act on the part of Bon Accord, its officers, employees or agents.
- 9.3 Sturgeon shall not be liable for any claims or other legal action that may result from or in any way relate to the Peace Officer and Animal Control Officer services performed on behalf of Bon Accord.
- 9.4 Notwithstanding 9.3 above, Town shall not be liable for any claims or legal action that result from negligence, illegal action or inappropriate behavior on the part of the Peace Officer and Animal Control Officer whether or not the services are being performed on behalf of Bon Accord.

### **10.0 TERMINATION OF CONTRACT**

- 10.1 Either party may terminate this agreement at anytime without cause by giving notice in writing to the other party of not less than 180 days.
- 10.2 Upon termination, Sturgeon shall submit to Bon Accord, an invoice for services rendered but not previously invoiced and Bon Accord shall pay such invoice within thirty (30) days of receipt.

### **11.0 AMENDMENTS**

- 11.1 This agreement may be amended solely by written agreement of both parties.
- 11.2 This agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

## **Enforcement Services Agreement**

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### **12.0 CONTRACT RENEWAL**

- 12.1 Contract renewals will be available subsequent to this agreement as determined by both parties.

### **13.0 ARBITRATION**

- 13.1 Should a dispute arise, the County Commissioner and CAO of each municipality will determine a resolution through discussion and consensus.

### **14.0 BINDING**

- 14.1 This agreement ensures to the benefit of and is binding upon the parties to this agreement and their respective successors and any assignees or Sturgeon and Bon Accord.

### **15.0 REPRESENTATIVES**

- 15.1 The representatives of the parties and the address for notices for the purpose of this agreement are as follows.

a) Sturgeon County  
Representative: CAO  
Address: 9613 – 100 Street  
Morinville, Alberta T8R 1L9

And

Town of Bon Accord  
Representative: CAO  
Address: Box 779  
Bon Accord, AB T0A 3J0


## Enforcement Services Agreement

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### 16.0 SIGNATURES

16.1 This agreement is executed by the parties as of the date shown on the first page of this agreement.

  
Town of Bon Accord (Mayor)  
GREG MOSYCHUK

  
Sturgeon County (Mayor)

  
Town of Bon Accord (CAO)  
Jayce Piere

  
Sturgeon County (CAO)  
Regan McCullough

## Enforcement Services Agreement

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### SCHEDULE "A"

1. Effective January 1, 2022, the fee schedule will be based on providing 52 weeks of service at one (7.0 Hour Day) per week.

Amount

- January 1, 2022 to December 31, 2022 @ \$113.24 /hr.....\$41,219.36
  - January 1, 2023 to December 31, 2023 @ \$115.50/hr.....\$42,042.00
  - January 1, 2024 to December 31, 2024 @ \$117.81/hr..... \$42,882.84
  - January 1, 2025 to December 31, 2025 @ \$120.17/hr..... \$43,741.88
  - January 1, 2026 to December 31, 2026 @ \$122.57 /hr.....\$44,615.48
2. Overtime Services, overtime rates after a regular seven (7) hours shift will be charged out at time and a half rate.
3. Commencing on January 1, 2023, the second year of this agreement hourly fees and overtime rates shall increase by two (2) percent or Consumer Price Index (CPI) whichever is greater.
4. Commencing on January 1, 2024, the third year of this agreement hourly fees and overtime rates shall increase by two (2) percent or CPI whichever is greater.
5. Commencing on January 1, 2025, the fourth year of this agreement hourly fees and overtime rates shall increase two (2) percent or CPI whichever is greater.
6. Commencing on January 1, 2026, the fifth year of this agreement hourly fees and overtime rates shall increase by two (2) percent or CPI whichever is greater.

Note: Consumer Price Index means the annual Edmonton Consumer Price Index (CPI) for "all goods", as calculated by Statistics Canada for the most recent one-year period as of September 1 of the previous year.

**TOWN OF BON ACCORD  
BY-LAW #2000-02  
BY-LAW ENFORCEMENT AND SPECIAL CONSTABLE**

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**BEING A BYLAW OF THE TOWN OF BON ACCORD TO ESTABLISH THE OFFICE OF THE  
BYLAW ENFORCEMENT OFFICER AND SPECIAL CONSTABLE.**

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WHEREAS pursuant to Section 556 of the Municipal Government Act, Chapter M-26.1, 1994, RSA, and amendments thereto (the "MGA"), whereby a municipality must, by bylaw, specify the powers and duties of bylaw enforcement officers, and establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

AND WHEREAS the Council of the Town of Bon Accord has deemed it necessary to provide bylaw enforcement and special constable services within its municipal boundary;

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

1. That an agreement between the Town of Bon Accord and Sturgeon County for Bylaw Enforcement and Special Constable Services be entered into in accordance with the MGA.
2. That the agreement in section 1 be attached hereto as Schedule 'A'.
3. This Bylaw rescinds Bylaw 1997-13 on April 1, 2000.

READ a FIRST time this 21<sup>st</sup> Day of March , 2000

READ a SECOND time this 21<sup>st</sup> Day of March, 2000.

READ a THIRD time and FINALLY PASSED this 21<sup>st</sup> Day of March 2000.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

**TOWN OF BON ACCORD  
BYLAW ENFORCEMENT OFFICER BYLAW  
BYLAW NO. 2021-09**

**BYLAW 2020-22 BEING A BYLAW OF TOWN OF BONACCORD, IN THE PROVINCE OF ALBERTA, FOR THE  
PURPOSE TO SPECIFY DUTIES AND POWERS OF BYLAW ENFORCEMENT OFFICERS.**

**WHEREAS**, the Council of the Town of Bon Accord may, in accordance with Section 7(i) of the *Municipal Government Act*, RSA 2000 c.M-26 as amended, provides that a Council may pass bylaws respecting the enforcement of bylaws;

**AND WHEREAS**, the Council of the Town of Bon Accord may in accordance with Section 555 of the Municipal Government Act, a person who is appointed as a bylaw enforcement officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

**AND WHEREAS**, the Council of the Town of Bon Accord may in accordance with Section 556 of the Municipal Government Act, a council must pass a bylaw specifying the powers and duties of bylaw enforcement officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

**AND WHEREAS**, the Council of the Town of Bon Accord may in accordance with Part 13, division 4 of the Municipal Government Act, the municipality may carry out numerous enforcement powers and duties, which may be exercised by bylaw enforcement officers;

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

**BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE  
OF ESTABLISHING FIRE SERVICES AND OPERATION THEREOF WITHIN THE BOUNDARIES OF THE TOWN  
OF BON ACCORD.**

**1. TITLE**

- 1.1 This Bylaw may be cited as **“Bylaw Enforcement Officer Bylaw”** of the Town of Bon Accord.

**2. DEFINITIONS**

- 2.1 “Bylaw Enforcement Officer” shall mean any person appointed as a Bylaw Enforcement Officer for Town of Bon Accord;
- 2.2 “Town Manager” shall mean the Chief Administrative Officer for Town of Bon Accord or designate;
- 2.3 “Council” shall mean the Council of Town of Bon Accord as constituted from time to time;
- 2.4 “County” shall mean Sturgeon County;



2.5 “Manager” shall mean Manager of Protective Services of Sturgeon County;

2.6 “Misuse of Power” by a Bylaw Enforcement Officer shall mean any one or more of the following:

2.6.1 Failure to perform or carry out his duties according to law;

2.6.2 Failure to carry out the duties and responsibilities given within the terms of the appointment as a Bylaw Enforcement Officer;

### **3 POWERS AND DUTIES**

3.1 The Town Manager may:

3.1.1 appoint individuals as Bylaw Enforcement Officers in accordance with this Bylaw;

3.1.2 revoke, suspend, or modify the appointment of Bylaw Enforcement Officers in accordance with this Bylaw; monitor and investigate complaints of misuse of power by Bylaw Enforcement Officers;

3.1.3 take whatever actions or measures are necessary to eliminate an emergency in accordance with section 551 of the Municipal Government Act;

3.1.4 add any amounts to the Town of Bon Accord tax roll in accordance with the Municipal Government Act or another enactment;

3.1.5 exercise all powers, duties and functions under the Provincial Offences Procedure Act;

3.1.6 grant written authorization to issue violation tickets under the Provincial Offences Procedure Act;

3.1.7 authorize or require bylaw enforcement officers to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of public peace;

3.1.8 delegate any of the Town Manager’s powers, duties, or functions contained in this section to any employee of the Town, including the option to further delegate those powers, duties, or functions.

3.2 A Bylaw Enforcement Officer shall:

3.2.1 be responsible for the enforcement of all the Bylaws of the Town unless otherwise specified in a Bylaw or resolution of Council;

3.2.2 issue municipal tags and/or violation tickets for offences under Bylaws;

3.2.3 and exercise all powers, duties, and functions of a designated officer to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or enactment in accordance with section 542 of the *Municipal Government Act*.

### **4 COMPLAINTS**

4.1 Receipt of Complaint:

4.1.1 Any complaint concerning the misuse of power of a Bylaw Enforcement Officer shall be dealt with in accordance with the provisions set out in this Part and shall be directed to the Manager Of Protective Services.

4.1.2 All complaints shall be in writing and any complaints received verbally shall be confirmed in writing by the complainant prior to being proceeded with.

4.1.3 Upon receipt of any complaint, it shall immediately be forwarded to the Manager of Protective Services.

4.1.4 The Manager shall provide written acknowledgement of the complaint, and to the person against whom the complaint was made.

#### 4.2 Investigation:

- 4.2.1 The Manager shall investigate the complaint.
- 4.2.2 Upon conclusion of the investigation, the Manager shall provide notice in writing to the Bylaw Enforcement Officer of the allegations made and the findings of the investigation.
- 4.2.3 The Bylaw Enforcement Officer shall be given the opportunity to make a full response to the allegations and investigations. The response shall be in writing and directed to the Manager.
- 4.2.4 Upon review of the response of the Bylaw Enforcement Officer and any other information the Manager believes appropriate in the circumstances to determine the facts, the Manager shall either dismiss the complaint as unfounded or as unsubstantiated or find that the By-law Enforcement Officer has misused his or her power.
- 4.2.5 If the Manager determines that a misuse of power has occurred, corrective disciplinary procedures shall be commenced. The Manager may resolve complaints informally, arriving at a solution that is satisfactory to the complainant and the By-law Enforcement Officer against whom the complaint was directed.

#### 4.3 Disciplinary Action:

- 4.3.1 If it has been determined that a misuse of power has been committed by the Bylaw Enforcement Officer, any one of the following measures may be taken by the Manager:
  - 4.3.1.1 a reprimand of the Bylaw Enforcement Officer ;
  - 4.3.1.2 a suspension of the Bylaw Enforcement Officer, with pay, for a period not to exceed seventy-two ( 72) hours;
  - 4.3.1.3 A suspension of the Bylaw Enforcement Officer without pay for a period not to exceed seventy-two (72) hours;
  - 4.3.1.4 the Bylaw Enforcement Officer is dismissed.

#### 4.4 Disposition:

- 4.4.1 The Manager shall notify the complainant and the Bylaw Enforcement Officer, in writing, of the results of the investigation and the actions to be taken within sixty (60) days from the date of the receipt of the complaint.

### 5 APPEAL PROCEDURES

- 5.1 If either the complainant or the Bylaw Enforcement Officer wishes to appeal the decision of the Manager, the appeal shall be delivered to the County Commissioner within sixty (60) days of the date of receipt of notice of the results of the investigation.
- 5.2 Within sixty (60) days from the date of the receipt of the notice of appeal as provided for in paragraph 4.1, the County Commissioner shall review the complaint, investigation report, speak to person(s) involved as deemed necessary and review any other related documents associated with the complaint.
- 5.3 The County Commissioner, in considering the appeal, may dismiss the appeal or allow the appeal and impose or varied discipline as outlined in paragraph 4.3.

- 5.4 The County Commissioner shall within sixty (60) days notify the complainant and the Bylaw Enforcement Officer, in writing as to the results of the appeal. The decision of the County Commissioner regarding the appeal is final.

## **6 REPEAL OF BYLAWS**

- 6.1 Bylaw 2000-02 Bylaw Enforcement and Special Constable is hereby repealed.

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

READ A FIRST TIME this 7<sup>th</sup> day of September 2021.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_ 2021.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_ 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

## SCHEDULE "A"

I, \_\_\_\_\_, swear that I will diligently, faithfully, and to the best of my ability execute according to the law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer of even date.

So help me God.

\_\_\_\_\_  
Signature of Bylaw Officer

\_\_\_\_\_  
Date

OR

I, \_\_\_\_\_, solemnly swear and truly declare and affirm that I will diligently, faithfully, and to the best of my ability execute according to law the office of Bylaw Enforcement Officer as stipulated on my appointment as a Bylaw Enforcement Officer of even date.

\_\_\_\_\_  
Signature of Bylaw Officer

\_\_\_\_\_  
Date

**TOWN OF BON ACCORD  
BYLAW ENFORCEMENT OFFICER BYLAW  
BYLAW 2022-07**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE PROVISION OF BYLAW ENFORCEMENT SERVICES AND TO SPECIFY THE POWERS AND DUTIES OF BYLAW ENFORCEMENT OFFICERS.**

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WHEREAS, Section 7(i) of the *Municipal Government Act* provides that a council may pass bylaws respecting the enforcement of bylaws;

AND WHEREAS, Section 210(1) of the *Municipal Government Act* provides that a council may, by bylaw, establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS, Section 555 of the *Municipal Government Act* provides that a person who is appointed as a bylaw enforcement officer is, in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace;

AND WHEREAS, Section 556 of the *Municipal Government Act* provides every council must, by bylaw, specify the powers and duties of bylaw enforcement officers and establish disciplinary procedures applicable to its bylaw enforcement officers;

AND WHEREAS, the Council for the Town of Bon Accord deems it advisable to contract out the provision of bylaw enforcement services to a third party service provider;

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

**PART 1 – INTERPRETATION**

**SHORT TITLE**

1. This bylaw may be cited as the “Bylaw Enforcement Officer Bylaw.”

**DEFINITIONS**

2. In this Bylaw, unless the context otherwise requires:
  - (a) “Bylaw Enforcement Officer” means an individual, who is not an employee of the Town, who has been appointed as a bylaw enforcement officer for the Town pursuant to this Bylaw and in accordance with the terms of the agreement between the Town and the Contracted Service Provider;
  - (b) “Chief Administrative Officer” or “CAO” means the individual appointed by Council as the Chief Administrative Officer of the Town or their delegate;
  - (c) “Contracted Service Provider” means any third-party engaged by the Town and under current contract to provide bylaw enforcement services on behalf of the Town and may include, without limitation, another municipality, an individual, corporation, partnership or other legal entity;

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- (d) “Manager” means the employee of the Town who is responsible for managing the agreement with the Contracted Service Provider;
- (e) “Misuse of Power” means any failure of a Bylaw Enforcement Officer, by either act or omission:
  - i. to perform or carry out their duties according to law; or
  - ii. to carry out the duties and responsibilities assigned to them according to the terms and conditions of their appointment as a Bylaw Enforcement Officer.
- (f) “Municipal Tag” means a tag or similar document issued by the Town pursuant the *Municipal Government Act* that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence;
- (g) “Town” means the municipal corporation of the Town of Bon Accord, in the Province of Alberta or, if the context requires, the geographical area within the boundaries of the municipality;
- (h) “Violation Ticket” has the meaning given to it in the *Provincial Offences Procedure Act*.

#### **RULES OF INTERPRETATION**

- 3. The headings in this Bylaw are for guidance purposes and convenience only.
- 4. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5. In this Bylaw, a citation of or reference to any enactment of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that enactment or bylaw as amended, whether amended before or after the commencement of the enactment or bylaw in which the citation or reference occurs.
- 6. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

### **PART 2 – CHIEF ADMINISTRATIVE OFFICER**

#### **POWERS AND DUTIES**

- 7. The Chief Administrative Officer:
  - (a) is authorized to enter into agreements on behalf of the Town, from time to time, with a Contracted Service Provider, on such terms and conditions as the Chief Administrative Officer deems advisable, subject to the requirements of this Bylaw and the Council-approved budget;



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- (b) may appoint one or more individuals as Bylaw Enforcement Officers in accordance with this Bylaw;
- (c) may revoke, suspend, or modify the appointment of a Bylaw Enforcement Officer in accordance with this Bylaw and subject to the terms and conditions of the agreement between the Town and the Contracted Service Provider;
- (d) may authorize or require Bylaw Enforcement Officers to carry out any powers and duties necessary to fulfill their responsibility for the preservation and maintenance of the public peace;
- (e) may establish the standards of uniform, insignia, and identification for Bylaw Enforcement Officers, which may include adopting the uniform, insignia and identification of the Contracted Service Provider with their consent;
- (f) will ensure complaints of Misuse of Power by Bylaw Enforcement Officers are investigated and disposed of in accordance with this Bylaw;
- (g) will report on, or ensure the Contracted Service Provider reports on, the status and effectiveness of bylaw enforcement services within the Town, when requested to do so by Council; and
- (h) may delegate any of the CAO's powers, duties, or functions contained in this section to any employee of the Town, including the option to further delegate those powers, duties, and functions.

**PART 3 – BYLAW ENFORCEMENT OFFICERS**

**OATH OF OFFICE**

8. A Bylaw Enforcement Officer must, before starting their duties, take the official oath prescribed by the *Oaths of Office Act* as set out in Schedule “A” of this Bylaw.

**POWERS AND DUTIES**

- 9.
- (1) Subject to the terms and conditions of their appointment by the Chief Administrative Officer, and the terms and conditions of the agreement between the Town and the Contracted Service Provider, the powers and duties of Bylaw Enforcement Officers are as follows:
    - (a) to enforce the bylaws of the Town;
    - (b) to provide public education on the bylaws and enforcement services;
    - (c) to conduct routine patrols to ensure compliance with the bylaws;

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- (d) to respond to and investigate complaints and alleged breaches of bylaws;
  - (e) to exercise all the powers and duties of a designated officer to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or enactment in accordance with Section 542 of the *Municipal Government Act*;
  - (f) to exercise all the powers and duties of a designated officer to issue written orders pursuant to Section 545 and 546 of the *Municipal Government Act*;
  - (g) to issue warning notices, Municipal Tags and Violation Tickets for offences under bylaws;
  - (h) to assist in the prosecution of bylaw offences, including the gathering of evidence, the swearing of complaints, preparation of prosecution files, ensuring the attendance of witnesses, and attending in court and providing evidence as required;
  - (i) to perform all other duties as may from time to time be assigned by the CAO.
- (2) Bylaw Enforcement Officers must comply with their appointment and exercise their powers and duties in accordance with all applicable Town bylaws, policies, procedures, and guidelines.

**OFFICER IDENTIFICATION**

10. While acting in the course of their duties Bylaw Enforcement Officers shall carry on their person identification, in a form approved by the CAO, evidencing their appointment as a Bylaw Enforcement Officer.

**APPOINTMENT CEASES TO BE IN EFFECT**

11. A Bylaw Enforcement Officer's appointment ceases to be in effect:
- (a) when the Bylaw Enforcement Officer ceases to be engaged by the Town in the capacity of a Bylaw Enforcement Officer,
  - (b) when the Bylaw Enforcement Officer's appointment is revoked in accordance with this Bylaw, or
  - (c) while the Bylaw Enforcement Officer's appointment is suspended in accordance with this Bylaw.
12. Upon a Bylaw Enforcement Officer appointment ceasing to be in effect, other than when suspended, the Bylaw Enforcement Officer shall immediately return to the CAO any uniforms, equipment, Municipal Tag and Violation Ticket books, appointment certificates, and all other materials or equipment supplied to the Bylaw Enforcement Officer by the Town.

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**PART 4 – MISUSE OF POWER**

**DISCIPLINARY PROCEDURES**

13. If the Town enters into an agreement with another Alberta municipality as a Contracted Service Provider, the agreement may provide for complaints of Misuse of Power and discipline of Bylaw Enforcement Officers to be dealt with by the Contracted Service Provider in accordance with the disciplinary procedures adopted by that municipality, by bylaw, otherwise the disciplinary procedures set out in this Part shall apply to all complaints regarding complaints of Misuse of Power by Bylaw Enforcement Officers.

**COMPLAINTS**

- 14.
- (1) If a person reasonably believes there has been a Misuse of Power by a Bylaw Enforcement Officer, the person may file a complaint in accordance with this Part.
  - (2) A complaint made under subsection (1) must:
    - (a) be made in writing,
    - (b) include the full name of the complainant,
    - (c) include contact information for the complainant,
    - (d) indicate the specific reasons for the complaint and,
    - (e) be sent to the Town, attention: Chief Administrative Officer.
  - (3) Upon receipt of a complaint, the Chief Administrative Officer shall, as applicable, either:
    - (a) forward the complaint to the Contracted Service Provider for investigation and disposition in accordance with the Contracted Service Provider's disciplinary procedures, or
    - (b) ensure the complaint is processed in accordance with the procedures established in this Part.
  - (4) Subject to clause 3(a), the CAO shall acknowledge receipt of a complaint, in writing, to the complainant and to the Bylaw Enforcement Officer against whom the complaint is made.

**INVESTIGATIONS**

- 15.
- (1) Unless the complaint is being dealt with by the Contracted Service Provider in accordance with Section 14, the Manager shall proceed to investigate the complaint.
  - (2) In conducting an investigation the Manager may:

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- (a) speak to anyone relevant to the complaint;
  - (b) enter any Town facility or worksite relevant to the complaint;
  - (c) access any records relevant to the complaint, except a record that contains information that is subject to solicitor-client privilege unless privilege has been waived.
- (3) The Bylaw Enforcement Officer against whom a complaint has been made shall be given the opportunity to make a full response to the complaint allegations and provide supporting evidence in writing to the Manager.
- (4) After receipt of a complaint, the Manager may refuse to investigate or discontinue the investigation if, in the Manager's opinion,
- (a) the complaint is frivolous, vexatious or made in bad faith; or
  - (b) having regard to all of the circumstances, no investigation is necessary.
- (5) Upon the conclusion of the Manager's investigation the Manager shall issue a written decision summarizing the allegations, the findings and the Manager's conclusion as to whether the complaint is substantiated. A copy of the Manager's written decision will be provided to the complainant and to the Bylaw Enforcement Officer against whom the complaint was made.

## **APPEALS**

16. An appeal from the decision of the Manager may be commenced by the Bylaw Enforcement Officer or the complainant by filing a written notice of the appeal with the Chief Administrative Officer within fourteen (14) days of receipt of the written decision issued by the Manager.
17. Upon receipt of an appeal the Chief Administrative Officer shall:
- (a) obtain from the Manager, a copy of the complaint, the response of the Bylaw Enforcement Officer to the allegations, and all other documents received or prepared in the course of the Manager's investigation, along with the written decision of the Manager;
  - (b) provide the appellant with an opportunity to submit their reasons for the appeal, including the basis for concluding that the Manager erred in their written decision;
  - (c) provide a copy of the written reasons for the appeal prepared by the appellant to the respondent; and
  - (d) give the respondent an opportunity to submit a written submission in response to the appellant's submissions, a copy of which will be provided by the CAO to the appellant.

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18. The CAO shall conduct a review of all of the materials filed, and thereafter, shall:

- (a) confirm, vary, or set aside the decision of the Manager; and
- (b) inform the appellant, the respondent, and the Manager of the CAO's decision, in writing, with reasons.

19. The decision of the CAO on an appeal arising from a decision of the Manager shall be final and conclusive with no further right of appeal to Council.

**DISCIPLINARY ACTION**

20. If it has been determined that a Misuse of Power has been committed by a Bylaw Enforcement Officer, appropriate disciplinary action may be taken including:

- (a) issuing a written reprimand to the Bylaw Enforcement Officer;
- (b) suspending the Bylaw Enforcement Officer for a specified period of time; or
- (c) terminating the appointment of the Bylaw Enforcement Officer.

**REPEAL**

21. The Bylaw Enforcement and Special Constable Bylaw, being Bylaw #2000-02, as amended, is repealed.

**EFFECTIVE DATE**

22. This Bylaw shall come into force when it has received third and final reading and has been signed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

READ a third time and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

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BYLAW 2022-07**

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**SCHEDULE "A"**

**OATH OF OFFICE**

**[If swearing in accordance with section 2 of the *Oaths of Office Act*]**

I, \_\_\_\_\_ swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer for the Town of Bon Accord.

So help me God.

SWORN BEFORE ME at the \_\_\_\_\_ of )  
\_\_\_\_\_, in the Province of )  
Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, )  
20\_\_\_\_. )

\_\_\_\_\_  
A Commissioner for Oaths  
in and for the Province of Alberta )

\_\_\_\_\_  
Signature of Bylaw Enforcement Officer )

--- OR ---

**[If solemnly affirming in accordance with section 4 of the *Oaths of Office Act*]**

I, \_\_\_\_\_ solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer for the Town of Bon Accord.

AFFIRMED BEFORE ME at the \_\_\_\_\_ of )  
\_\_\_\_\_, in the Province of )  
Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, )  
20\_\_\_\_. )

\_\_\_\_\_  
A Commissioner for Oaths  
in and for the Province of Alberta )

\_\_\_\_\_  
Signature of Bylaw Enforcement Officer )

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 1, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Community Services Appreciation Award Policy
<b>Agenda Item No.</b>	9.2

**BACKGROUND/PROPOSAL**

During the December 21<sup>st</sup>, 2022, Regular Meeting of Council, Administration was directed to investigate costs of volunteer recognition as well as policy options.

During the Council Briefing Committee Meeting on February 09<sup>th</sup>, the amendment of the existing Service Appreciation and Visitors Policy was discussed.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The enclosed draft reflects the proposed amendments to this policy as discussed and summarized below:

1. The policy has been reframed as the “Community Services Appreciation Award Policy”.
2. The special visitor section has been removed. Council may choose to direct Administration to develop a separate policy to address gifts for visiting dignitaries.
3. The policy draft contains the following provisions:
  - Eligibility
  - Award Criteria
  - Nomination and selection procedures
  - Award Options
4. Draft revisions: removal of length of community service as a criteria point and revision of award options to best reflect the individual being honored or recognized through this policy.
5. Addition of “Responsibilities” section to the policy requiring the Town Manager to ensure that administrative procedures for the nomination process and form are in place.

**Recommendation:** Council may consider seeking input from the Community Services Advisory Board regarding this policy before approval. The CSAB oversees annual volunteer recognition activities under the FCSS budget.



## **STRATEGIC ALIGNMENT**

Priority Five: The Town has strong sustainable relationships to support and enhance municipal programs and recreation.

## **COSTS/SOURCES OF FUNDING**

Annual budget—recommendation to establish a budget amount of \$1000 per year toward the cost of Community Service Appreciation Awards.

The Town currently has \$10,000 in the recreation budget for Town Donations. This amount has rarely been used in full. For example, the highest amount expended in this budget was \$8500 in 2019. 2020 and 2021 expenditures were significantly less (approximately \$2,000) however this may have been impacted by COVID-19 restrictions.

Administration recommends transferring \$1000 from this budget line (Town Donations-recreation) to the FCSS budget (volunteer recognition is an FCSS eligible expense) for Community Services Awards.

## **RECOMMENDED ACTION (by originator)**

That Council choose one of the following options:

1. THAT Council approve the proposed amendments to the Award-Service Appreciation and Visitors Policy (now titled Community Services Appreciation Award Policy) as presented and circulated and further

THAT Council approve the transfer of \$ \_\_\_\_\_ (dollar amount) from the recreation budget (Town Donations) to the FCSS budget for Community Service Appreciation Awards.

2. That Council approve proposed amendments to the Award-Service Appreciation and Visitors Policy as amended and further

THAT Council approve the transfer of \$ \_\_\_\_\_ (dollar amount from the recreation budget (Town Donations) to the FCSS Budget for Community Service Appreciation Awards.

3. THAT Council direct administration to....

**COMMUNITY SERVICE APPRECIATION AWARD POLICY**  
**AWARD — SERVICE APPRECIATION AND VISITORS POLICY**

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**SECTION:** Administration/Council

**DEPARTMENT:** Recreation and Community Services

**COUNCIL APPROVAL DATE:** December 2, 1997

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**POLICY STATEMENT:**

~~Criteria for a Service Appreciation Award is as follows:~~

- ~~1. Recipient has a minimum 5 year residency in the Bon Accord district.~~
- ~~2. Recipient is recognized as having had a positive impact on the community.~~
- ~~3. The award is requested through the Town Office.~~
- ~~4. Award will be issued when recipient moves from the Bon Accord district.~~

The Town of Bon Accord is committed to the acknowledgement and appreciation of outstanding ~~long-term~~ volunteer service, dedication to the community and/ exceptional citizenship.

**PURPOSE:**

To establish the criteria for the Community Service Appreciation Award.

~~To acknowledge and show appreciation of dedication, service, and/or special citizens.~~

**SCOPE**

Residents of Bon Accord or the surrounding area that meet the criteria established in this policy shall be eligible for consideration for the Community Service Appreciation Award.

**DEFINITIONS**

“Award” means a plaque presented to the Community Services Award recipient and placed in the community.

“Community Service” means voluntary, unpaid service that contributes substantially to the benefit of the community.

“Deputy Mayor” the deputy chief elected official of the Town of Bon Accord.

“Employee” means a person employed by the Town for wages or salary.

“Mayor” the chief elected official of the Town of Bon Accord.

“Nomination” means the act of formally nominating an individual for the Community Services Appreciation Award by completing a nomination form.

“Nominee” means the person formally nominated for a Community Services Appreciation Award.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer (CAO) of the Town of Bon Accord.

## **I. RESPONSIBILITIES**

The Town Manager or delegate(s) is responsible to ensure that administrative procedures including a Nomination process and Nomination form are established to administer and manage the Community Services Appreciation Award Policy.

## **II. COMMUNITY SERVICES APPRECIATION AWARD ELIGIBILITY AND CRITERIA**

1. Nominees must be a resident of the Town of Bon Accord. Nominated individuals that reside outside of Bon Accord may be considered if contributions to be recognized took place in Bon Accord and demonstrate direct benefit to the Town of Bon Accord.
2. Town of Bon Accord Employees are not eligible, except where their volunteerism is separate, distinct from, and outside of their paid position.
3. The Community Services provided must have been performed on a wholly volunteer basis and not for pay.
4. Nominations must clearly and sufficiently describe and demonstrate outstanding long-term volunteer service, dedication to the community and/ exceptional

citizenship. ~~the type of Community Service(s) provided and highlight the benefits achieved.~~

5. Nominees must be aware of the Nomination and sign the Nomination form. If the Nominee is deceased, a family member may give permission on behalf of the Nominee.

### **~~COMMUNITY SERVICES AWARD CRITERIA~~**

- ~~1. Nominees must have provided a minimum of 20 or more years of Community Service.~~

### **III. PROCEDURES**

1. Nomination forms (~~'Schedule A'~~) are available at the ~~Bon Accord~~ Town office and on the municipal website.
2. Nominations will be accepted on an on-going basis.
3. Nominations shall be made in writing on an approved Nomination form.

### **IV. SELECTION**

1. All eligible nominations will be reviewed by Council.
2. The decision of Council will be final.

### **V. COMMUNITY SERVICE APPRECIATION AWARD OPTIONS**

1. Plaque (MAXIMUM: \$200)
2. Location of plaque to be determined approved by Council.
3. Nominations may include a recommendation to Council for consideration of alternate options for Community Service Appreciation Award recognition.

### **VI. COMMUNITY SERVICES APPRECIATION AWARD PRESENTATION**

1. Awards will be presented by the Mayor, Deputy Mayor or his/her designate.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Rescinding of Shy Shed Observatory Use Policy
<b>Agenda Item No.</b>	9.3

**BACKGROUND/PROPOSAL**

Administration is reviewing existing policies for consistency, clarity, and alignment with current processes.

The Shy Shed Observatory Use policy was first passed at the July 3, 2018 RMC:

COUNCILLOR BIDNEY MOVED THAT Council approve the Sky Shed Observatory Use Policy, as presented AND THAT Administration look into the feasibility of selling the Sky Sheds to interested parties. Carried resolution 18-172

At the June 16, 2020 RMC:

COUNCILLOR HOLDEN MOVED THAT Council approves removal of both sky sheds and directs administration to research disposal options. Carried Resolution 20-215

At the November 17, 2020 RMC:

COUNCILLOR LAING MOVED THAT Council direct Administration to proceed with installing basketball nets, in the Spring of 2021 or whenever the Operations Manager see fit, at the old sky shed sites as they currently exist. Carried resolution 20-354

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In an effort to keep the Town's policies up-to-date and consistent, and due to the Town no longer being in possession of the sky sheds, administration recommends that Council rescind the Shy Shed Observatory Use policy.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (BY ORIGINATOR)**

THAT... Council rescind the Sky Shed Observatory Use policy.

<b>TOWN OF BON ACCORD POLICY STATEMENT</b>
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<b>SECTION:</b> ADMINISTRATION
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<b>POLICY NO.:</b> 18-172
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<b>SUBJECT:</b> SKY SHED OBSERVATORY USE POLICY
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<b>RESPONSIBLE AUTHORITY:</b> Administration Department
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<b>REVIEWED &amp; APPROVED BY COUNCIL:</b> July 3, 2018 Resolution #18-172
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**PURPOSE AND INTENT:**

To establish guidelines and procedures for securing the usage of the Community Sky Shed Observatory Buildings.

**POLICY STATEMENT:**

The Sky Shed Observatories align with the Town of Bon Accord's commitment to continuing to be recognized as a Dark Sky Community. The Town wants to share the experience of enjoying the night sky with its residents by allowing free access to the Sky Shed Observatories but needs to ensure that proper protocol is in place to discourage/deter misuse of the buildings.



**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Falon Fayant, Finance Manager
<b>Title:</b>	Write Off Policy Amendments
<b>Agenda Item No.</b>	9.4

**BACKGROUND/PROPOSAL**

Administration is reviewing existing policies for consistency, clarity, and alignment with current processes.

The Write Off policy was first passed in 2016. The updated policy includes the following changes:

- A title that better reflects the scope of the policy: Accounts Receivable Collections and Allowances for Doubtful Accounts;
- The addition of Scope and Definitions sections;
- More clarity on accounts receivable, final utility billing and write off procedures;
- The addition of a clause that allows the CAO/Town Manager and Corporate Finance Manager to authorize write offs on uncollectable accounts up to \$2,500.00 – Council would approve any write offs over this amount; and
- Improved grammar, punctuation, and flow.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

In an effort to keep the Town's legislation up-to-date and consistent, administration recommends that Council accept the amendments to the updated Accounts Receivable Collections and Allowances for Doubtful Accounts policy.

**STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)**

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (BY ORIGINATOR)**

THAT... Council accept the amendments to the Accounts Receivable Collections and Allowances for Doubtful Accounts policy, as presented.

## **WRITE OFF POLICY ACCOUNTS RECEIVABLE COLLECTIONS AND ALLOWANCES FOR DOUBTFUL ACCOUNTS**

**SECTION:** Administration

**DEPARTMENT:** Administration

**COUNCIL APPROVAL DATE:** July 5, 2016

### **POLICY STATEMENT**

Council will approve Write Offs for Doubtful Accounts will be written off once in accordance with the procedures outlined below have been followed.

### **PURPOSE**

To provide criteria and timelines for Writing Off Doubtful Accounts (final utility bills & accounts receivable).

### **SCOPE**

This policy will be enacted on a case-by-case basis toward Doubtful Accounts.

### **DEFINITIONS**

“Accounts Receivable” means the balance of money due to the Town for goods or services delivered or used but not yet paid for by customers.

“Collection Agency” means an agency that pursues payments of debts owed by individuals or businesses.

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

“Doubtful Accounts” means any Accounts Receivable or Final Utility Bill Account that remains unpaid and is therefore determined to be uncollectible.

“Final Utility Bill” means the last bill sent to an account holder after their utility account has been closed.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord.

“Write Off” means an elimination of an item from the books of account that is entered as a loss.

## PROCEDURES

### I. Accounts Receivable

1. Invoice is sent. Due and payable immediately. Account will be overdue after 30 days.
2. First ~~A~~ statement is sent ~~at the beginning of month~~ the following month after ~~the~~ due date, with a letter stating ~~the~~ invoice is overdue. ~~If the statement is for a truck fill credit account, the letter will also state that the account will be made inactive within 15 days of the date of the notice until such time invoice is paid.~~
3. A final reminder ~~third bill~~ will be sent with a letter stating ~~that~~ if ~~the~~ invoice is not paid ~~by the date specified~~ within 30 days of the date of the letter, the account will be sent to our Collection Agency.
4. If ~~the~~ invoice ~~still~~ remains unpaid after ~~following the date specified on the 30 days’~~ Collection Agency warning notice letter, ~~the~~ invoice will be Written Off and any invoice of \$100.00 or more will be referred to our Collection Agency.
5. If payment is received after ~~an the~~ invoice ~~has been is~~ Written Off, the revenue is to be recognized as unbudgeted revenue ~~and~~ applied as a credit to ~~the~~ “Admin Bad Debt” account.
6. Both the Town Manager and Corporate Finance Manager are authorized to Write Off Doubtful Accounts up to \$2500.00.
7. Council will be provided a listing of those accounts ~~that are~~ to be Written Off in excess of \$2,500.00.
8. Doubtful Accounts ~~in excess of \$2,500.00~~ will only be Written Off with Council’s approval via resolution. ~~Resolution of Council will be required to accept the recommendations of Administration (per item 4 above).~~

### II. Final Utility Bill

1. When a request for a tax certificate is received, utility balances are to be noted on the tax certificate. Every possible effort is to be made to collect any outstanding utilities once it is known an account will be closed person is moving.

**Administration may:**

- i. Add the outstanding utilities to taxes, and/or
  - ii. Advise the lawyer of the amount due and advise that there will also be a final bill will be sent.
2. If unable to collect through lawyer, Final Billing below will be followed. procedures are as follows:
  - i. A final bill is sent once the account is closed.
  - ii. A reminder second bill will be sent the following month with a letter stating the account is overdue.
  - iii. A final reminder third bill will be sent with a letter stating that if the account is not paid by the date specified within 30 days of the date of the letter, the account will be sent to our Collection Agency.
  - iv. If the account still remains unpaid after following the date specified on the 30 days' Collection Agency warning notice letter, the account will be Written Off and any account of \$100.00 or more will be referred to our Collection Agency.
  - v. If payment is received after the account is Written Off, the revenue will be recognized as unbudgeted revenue, to be applied as a credit to the "Water Bad Debt" account.
  - vi. Both the Town Manager and Corporate Finance Manager are authorized to Write Off Doubtful Accounts up to \$2,500.00.
  - vii. Council will be provided a listing of those accounts that are to be Written Off in excess of \$2,500.00.
  - viii. Doubtful Accounts in excess of \$2,500.00 will only be Written Off with Council's approval via resolution. Resolution of Council will be required to accept the recommendations of Administration (per item 4

above).

~~Note: Bills are sent monthly.~~

DRAFT

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Elected Officials Education Program Courses
<b>Agenda Item No.</b>	10.1

**BACKGROUND/PROPOSAL**

Each year, the Elected Officials Education Program (EOPE) hosts training sessions that members of Council may wish to attend. EOEP is a division of Alberta Municipalities. Please see the enclosed course information.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Currently, the following courses with dates and times indicated, are available for registration:

- Municipal Corporate Planning and Finance
  - 4 weekly virtual sessions on Wednesday, February 16 – Wednesday, March 9, 2022
  - 6:30 p.m. – 8:30 p.m.
  - Cost \$275.00 + tax.
- Council's Role in Strategic Planning\*
  - March 13 – 14, 2022 at the Edmonton Convention Centre (taking place during the 2022 RMA Spring Convention)
  - 1p.m. – 4p.m. each day.
  - \$395.00 + tax.
- Council's Role in Service Delivery\*
  - March 13 – 14, 2022 at the Edmonton Convention Centre (taking place during the 2022 RMA Spring Convention)
  - 1p.m. – 4p.m. each day.
  - \$395.00 + tax.

\*Please note: Council's Role in Strategic Planning and Council's Role in Service Delivery overlap dates and times. Council members who wish to take both course offerings may choose one course at this time and another at a future date if/when the course becomes available.

**STRATEGIC ALIGNMENT**

Town of Bon Accord Vision, Mission, Values Statement:



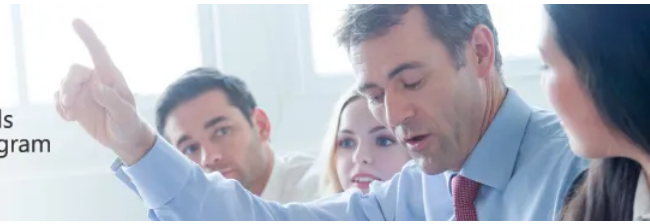
PROFESSIONALISM – administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

### **COSTS/SOURCES OF FUNDING**

The Council Memberships & Registrations budget is \$10,000. Only one conference has been registered for Council to date (Emerging Trends Legal Seminar) at a total cost of approximately \$450 (\$90 per member of Council x 5).

### **RECOMMENDED ACTION (by originator)**

THAT ... Council direct administration to register [names of attendees] for [name of course] on [date(s)].



# Municipal Corporate Planning and Finance - Virtual

**Wednesday, February 16 - Wednesday, March 9**

**Weekly, from 6:30 pm to 8:30 pm**

The Elected Officials Education Program (EOEP) has been working hard to find ways to provide access to our programs during the COVID-19 pandemic. We have developed an exciting opportunity for Alberta Municipalities and RMA members to participate in a remote offering of our course: *Municipal Corporate Planning and Finance*.

This course will be offered using a hybrid delivery, including independent reading required by participants, as well as four virtual sessions. This will allow participants to review material on their own as well as participate in group discussions and ask questions during virtual sessions. The course will be offered with the following schedule:

- Wednesday, February 16 from 6:30 pm to 8:30 pm
- Wednesday, February 23 from 6:30 pm to 8:30 pm
- Wednesday, March 2 from 6:30 pm to 8:30 pm
- Wednesday, March 9 from 6:30 pm to 8:30 pm

Participants must be able to attend all four sessions.

***Municipal Corporate Planning and Finance***

Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.

For more information on this course, visit the [EOEP website](#).

Date: February 16 - March 9

Time: 6:30 pm each day

Course cost: \$275 plus GST

Location: VIRTUAL

PI FASE NOTE: Registrants must be able to attend all four sessions.

**Register Now**

[Already registered?](#)

**Contact Us**

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# Council's Role in Strategic Planning

**Date/Time**

Date(s) - Mar 13 - Mar 14

1:00 pm - 4:00 pm

Map Unavailable

**Location**[Edmonton Convention Centre](#)**Categories**

- [Convention](#)
- [Regular Course](#)

[Register](#)

## Council's Role in Strategic Planning

The role of elected officials is to lead. They determine the long-term goals and priorities of their municipality. Doing this effectively takes skill, and an understanding of how to separate the day-to-day from the big picture. The EOEP's *Council's Role in Strategic Planning* course will explain the important role that strategic planning plays in building municipal sustainability, how councils can work together to set realistic goals, the basic elements of a strategic plan, how to set and assess strategic priorities, the roles of council and staff in strategic planning, and other information that will support you and your municipality in planning strategically for both the short- and long-term.

## Module 1 : The Importance of Strategic Planning

After completing this module, participants will be able to:

- Learn about the legislative role of strategic planning, what the process is and what it means in your world

## Module 2: Initiating the Process

After completing this module, participants will be able to:

- Learn how to get organized, analyze the situation and assess strategic content
- Review municipal profile and capacity
- Understand SWOT analysis
- Identify issues and opportunities

## *Module 3: Setting the Course*

After completing this module, participants will be able to:

- Establish direction and measure performance

## *Module 4: Moving Forward*

After completing this module, participants will be able to:

- Set priorities, understand responsibilities and manage priorities

### Refund Policy

- One month or more prior to course date: full refund
- Two weeks prior to course date or less: \$75 administration fee
- One week prior to course date: 50% administration fee
- Less than one week prior to course date or no-show: no refund
- A full refund will be issued in the case of a positive COVID-19 test that would preclude a registered participant from attending an in-person course, regardless of the statements above. However, notice of withdrawal is required as soon as possible
- In addition, anyone experiencing any COVID symptoms is not permitted to attend an in-person course, and will be issued a full refund so long as they send notification to the registrar before the course starts

# Council's Role in Service Delivery

**Date/Time***Map Unavailable*

Date(s) - Mar 13 - Mar 14

1:00 pm - 4:00 pm

**Location**[Edmonton Convention Centre](#)**Categories**

- [Convention](#)
- [Regular Course](#)

A button with a dark, metallic gradient and rounded corners, containing the word "Register" in white, bold, sans-serif font.

## Council's Role in Municipal Service Delivery

Municipalities are about delivering the services that support safe, healthy and prosperous communities, and council's role in this process is to decide what services are needed, what level they need to be delivered at, and what methods of delivery best fit the needs of the community. The EOEP's *Council's Role in Service Delivery* course will provide an overview of the various services and delivery mechanisms available to municipalities, the pros and cons of each, and how councils can make educated decisions related to service delivery.

*Module 1 : Describe Service Delivery in the Municipal Context*

After completing this module, participants will be able to:

- Identify indirect and direct municipal services
- Understand service delivery providers and the role of municipal government
- Identify contextual changes and impacts to service delivery

### *Module 2: Identify Council's and Staff's Role in Service Delivery*

After completing this module, participants will be able to:

- Identify Council's Role in service delivery
- Understand the CAO's and Staff's role in service delivery

### *Module 3: Set Levels of Service*

After completing this module, participants will be able to:

- Define levels of service and understand why setting clear levels of service is important
- Identify what defined service levels look like and how to set those levels

### *Module 4: Evaluate Possible Models for Service Delivery*

After completing this module, participants will be able to:

- Identify and evaluate possible models for service delivery
- Evaluate service delivery models through developing an ICF

### *Module 5: Explain the Cost Components of Service Delivery and Identify Policy Objectives for Available Funding Tools*

After completing this module, participants will be able to:

- Identify costs associated with service delivery

### *Module 6: Identify the Role of Council in Stewarding the Sustainability of Services*

After completing this module, participants will be able to:



- Define service sustainability and financial resilience
- Manage risks to sustainable service sustainability
- Assess trade-offs between service, risk and cost in decisions

### *Module 7: Identify How to Monitor Service Delivery for Success*

After completing this module, participants will be able to:

- Identify considerations, methods and ways of reporting and communicating service delivery

### Refund Policy

- One month or more prior to course date: full refund
- Two weeks prior to course date or less: \$75 administration fee
- One week prior to course date: 50% administration fee
- Less than one week prior to course date or no-show: no refund
- A full refund will be issued in the case of a positive COVID-19 test that would preclude a registered participant from attending an in-person course, regardless of the statements above. However, notice of withdrawal is required as soon as possible
- In addition, anyone experiencing any COVID symptoms is not permitted to attend an in-person course, and will be issued a full refund so long as they send notification to the registrar before the course starts

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	February 15, 2022
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus
<b>Agenda Item No.</b>	10.2

**BACKGROUND/PROPOSAL**

Council has received an invitation to attend the annual Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus on March 9 and 10, 2022 with a registration deadline of March 4, 2022.

The Town of Bon Accord is a current member of the Alberta Municipalities Association.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The event is being held in person at the Edmonton Convention Centre or the option to attend virtually is also available. Please see attached correspondence, website information page, and tentative agenda for details.

The Municipal Leaders' Caucus provides an opportunity for municipalities to discuss key policy matters and to submit Requests for Decision (RFDs) on issues Council would like Alberta Municipalities to address through support and advocacy.

If Council wishes to submit an RFD, it must be approved by Council through resolution and there must be a representative from Council to speak to the RFD at the Leadership Caucus. RFDs must be submitted by February 18, 2022 (please see attached form).

**STRATEGIC ALIGNMENT**

Priority 5 COLLABORATION – The Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

**COSTS/SOURCES OF FUNDING**

Virtual Registration \$125.00

In Person Registration: \$165.00 for members (The Town is a member of Alberta Municipalities)

The Council Memberships & Registrations budget is \$10,000. Only one conference has been registered for Council to date (Emerging Trends Legal Seminar) at a total cost of approximately \$450 (\$90 per member of Council x 5).

**RECOMMENDED ACTION (by originator)**

THAT ... Council direct administration to register [names of attendees] for [virtual or in person attendance] at the Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus on March 9 and 10, 2022.

**From:** [Jessica Caines](#)  
**To:** [Jessica Caines](#)  
**Subject:** FW: Registration now open for Spring 2022 Municipal Leaders' Caucus  
**Date:** February 4, 2022 4:36:45 PM  
**Attachments:** [image.png](#)  
[image.png](#)  
[image.png](#)  
[image251213.png](#)  
[image193204.png](#)  
[image990726.png](#)  
[image590987.png](#)  
[image534379.png](#)  
[image876176.png](#)  
[image135710.png](#)  
[image539118.png](#)  
[image334307.png](#)  
[image690428.png](#)  
[image358057.png](#)  
[image678692.png](#)  
[image437487.png](#)  
[image803987.png](#)  
[image237743.png](#)  
[image560558.png](#)  
[Spring 2022 MLC Agenda.pdf](#)  
[image001.png](#)

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**From:** Cathy Heron <[president@abmunis.ca](mailto:president@abmunis.ca)>  
**Sent:** Friday, February 4, 2022 2:04:31 PM  
**To:** Brian Holden <[bholden@bonaccord.ca](mailto:bholden@bonaccord.ca)>  
**Subject:** Registration now open for Spring 2022 Municipal Leaders' Caucus

Good afternoon,

Mayors, Councillors, and CAOs are [invited to register](#) for Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus being held March 9 and 10 at the Edmonton Convention Centre. We are pleased to offer the event both in-person and virtually.

This year's Caucus is open to municipal elected officials and senior administrators from Alberta municipalities, and is a tremendous opportunity to network and build consensus on key issues affecting your community. Attached is a copy of the draft agenda, which will be updated over the coming weeks as speakers are confirmed. Please visit our [Spring Municipal Leaders' Caucus Events webpage](#) for more information on hotels and registration. The deadline for online registration is Friday, March 4.

Please note, all public health orders in place at the time of the event will be followed. This could include but it not limited to showing proof of vaccination or privately paid for negative test result within 72-hours, and masking while not actively eating or drinking.

Remember that Alberta Municipalities members may bring forward Requests for Decisions (RFDs) on emerging issues that cannot wait to be debated at our fall Convention. To submit an RFD, fill out an [RFD template](#) and send it, along with proof of council endorsement, to [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca) by Friday, February 18.

We look forward to seeing you there!

**Cathy Heron** | President

**Mayor, City of St. Albert**

---

E: [president@abmunis.ca](mailto:president@abmunis.ca)

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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**Alberta Municipalities is working to protect the health of its members, partners, & employees.  
Fully vaccinated & masked visitors are welcome at Alberta Municipalities' office and events.  
Please contact us to make alternative arrangements if you are unable to meet these requirements.**

**Cathy Heron** | President

**Mayor, City of St. Albert**

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E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
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**Alberta Municipalities is working to protect the health of its members, partners, & employees.  
Fully vaccinated & masked visitors are welcome at Alberta Municipalities' office and events.  
Please contact us to make alternative arrangements if you are unable to meet these requirements.**

[Summary](#)[Register Now](#)

# 2022 ALBERTA MUNICIPALITIES SPRING MUNICIPAL LEADERS' CAUCUS

MARCH 9 & 10, 2022  
EDMONTON CONVENTION CENTRE

Join us for Alberta Municipalities spring Municipal Leaders' Caucus being held March 9 & 10 at the Edmonton Convention Centre.

The spring Caucus will open with a breakfast buffet on Wednesday, March 9 and will include a day-and-a-half of sessions on the proposed Alberta Provincial Police Service, EMS, municipal financial health, and more. Alberta Municipalities is also working with our provincial partners to schedule two Minister dialogue sessions, as well as addresses from Premier Jason Kenney and Opposition Leader Rachel Notley. Day one will conclude with a networking session for attendees and business and industry stakeholders.

Registration for RMA Members will open on February, 16.

## 2022 SPRING MLC AGENDA

### IN-PERSON

Alberta Municipalities Regular Members: \$165

RMA Members (Alberta Municipalities Associate Members): \$165

RMA Members (Alberta Municipalities Non-members): \$215

### VIRTUAL

Virtual: \$125

### \*In-person attendees

Please note, all public health orders in place at the time of the event will be followed. This could include but it not limited to showing proof of vaccination or privately paid for negative test result within 72-hours, and masking while not actively eating or drinking.

### \*Virtual Attendees

Virtual attendees will have access to watch all agenda items live. Eligible virtual attendees will have the ability to vote on Requests for Decisions. There will be no ability for virtual attendees to ask questions during any sessions.

### Refund Policy

All cancellations must submitted via email to [registration@abmunis.ca](mailto:registration@abmunis.ca) prior to 11:59 pm MST on March 1, 2022 to be eligible for a full refund, minus a \$10 administrative fee.

Any cancellations made after March 1, 2022 will not be eligible for a refund.

**PLEASE NOTE, YOU MUST BE AN ELECTED OFFICIAL OR SENIOR ADMINISTRATOR FROM AN ALBERTA MUNICIPALITIES REGULAR MEMBER OR RMA MEMBER TO ATTEND THE EVENT. IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL [REGISTRATION@ABMUNIS.CA](mailto:REGISTRATION@ABMUNIS.CA). ALBERTA MUNICIPALITIES RESERVES THE RIGHT TO REVIEW, CANCEL, AND REFUND REGISTRATIONS IF NECESSARY.**

Register Now

[Already registered?](#)

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**Draft Agenda for Spring 2022 Municipal Leaders' Caucus**  
**March 9 and 10, 2022**  
**Edmonton Conference Centre**  
*\*Subject to Change\**

Wednesday, March 9	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	President's Opening Remarks
9:15 a.m.	Minister of Municipal Affairs' Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:10 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:10 a.m.	Premier's Remarks
11:30 p.m.	Lunch
12:30 p.m.	Education/Engagement Session I – Alberta Provincial Police Service
2:30 p.m.	Break
2:45 p.m.	Requests for Decision
3:15 p.m.	Education/Engagement Session II - EMS
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 10	
7:00 a.m.	Registration and Breakfast
8:00 a.m.	Education/Engagement Session III – Municipal Financial Health and LGFF
9:15 a.m.	Alberta Municipalities President's Report
9:30 a.m.	Executive Committee Dialogue Session
10:00 a.m.	Break
10:15 a.m.	Education/Engagement Session IV – Future of Municipal Governance
11:30 a.m.	Opposition Leader's Remarks
11:45 a.m.	Closing Remarks
12:00 p.m.	Lunch

## **MEMBER REQUEST FOR DECISION SPRING MUNICIPAL LEADERS' CAUCUS**

**DATE:**

XXXX

**TOPIC:**

[Briefly identify the topic of the RFD]

**RECOMMENDATION:**

[Explain the action or request that you are proposing that AUMA members support. Typically, actions include asking Alberta Municipalities to take advocacy action on an issue or to investigate a municipal challenge.

To present the RFD at Municipal Leaders' Caucus, the RFD must be endorsed by Council and worded as such (see below). Additionally, a representative from your Council must attend the Municipal Leaders' Caucus to speak to the RFD.]

"The Council from the City/Town/Village/Summer Village of \_\_\_\_\_ requests that the AUMA Board  
\_\_\_\_\_."

**BACKGROUND:**

[Provide background information on the issue or opportunity.

The background should include:

- How the issue affects AUMA members throughout the province.
- How the AUMA can add value to the issue.
- Any connections to government legislation and policies and/or AUMA initiatives or projects.

The RFD including the background should no longer than 2 pages. An additional enclosure can be provided for further background but should also be no longer than an additional 2 pages. Links to further reading can also be included.]

**ENCLOSURES:**

[List each one but refrain from lengthy enclosures or say "None".]

**TOWN OF BON ACCORD**

*Mayor's Report – January 12, 2022 – February 8, 2022*

*January 12, 2022    Attended Special Meeting of Council*

*January 18, 2022    Attended Regular Meeting of Council*

*January 19, 2022    Attended meeting with commercial property owner to sign Development Agreement. They are planning to break ground in early spring. Its exciting to see the new sign across from the office.*

*February 1, 2022    Attended Regular Meeting of Council*

*February 2, 2022    Attended Mayors Supper in Morinville with Regional Mayors. This is always a nice opportunity to spend time with and get to know the other Mayors in the region.*

*February 8, 2022    Met with RCMP Staff Sergeant Palfy to discuss possible Town Hall Meeting.*

*Brian Holden*  
Mayor  
Town of Bon Accord



## **TOWN OF BON ACCORD**

### *Councilor Report – for period of January 16 – February 9, 2022*

January 18, 2022    Attended Regular Meeting of Council.

January 28, 2022    Attended Regular Salutes Meeting, no new information to bring forward.

Also completed the Municipal Elected Officials Course required for Emergency Services.

February 1, 2022    Regular Meeting of Council

February 9, 2022    Attended Council Briefing Committee virtually.

Note:

Lacey Laing  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD***Councillor Report – January 12 to February 9, 2022*

January 9, 2022	Attended the Special Meeting of Council to discuss our Strategic Plan. Looking forward to seeing the finalized plan. Preliminary plan looked great!
January 13, 2022	Completed the Municipal Elected Officials course for the Emergency Management Plan on line.
January 18, 2022	Attended the Regular Meeting of Council.
January 19, 2022	Virtual attendance at Alberta Municipalities (AUMA) analysis of PwC APPS Transition. Was assigned to the breakout group for logistics. Many good points raised, it appears there are more questions than answers at this point in time.
January 27, 2022	Virtual attendance at the Homeland Housing Board Meeting. Seems dealing with Covid has been a challenge with so many various outbreaks going on.
January 28, 2022	Attended the Alberta Capital Region Wastewater Commission meeting. Highlights included the FOIP policy was reviewed and no notable changes were incorporated into the policy. Administration presented an updated Covid-19 protocol to include rapid testing for everyone attending monthly meetings. Board members were provided with 2 home test kits. The measure is intended to be another layer of protection to support health and safety protocols and the ACRWC.
February 1, 2022	Attended the Regular Meeting of Council.
Note:	Any additional information for report

*Lynn Bidney*  
Councillor  
Town of Bon Accord



## **TOWN OF BON ACCORD**

*January 15 – February 15 - 2022*

- January 18 Attended regular meetings of council.
- January 20 Attended Alberta Small Communities Meeting.
- January 20 Attended Webinar review of the APPS (Alberta Provincial Police Service).
- January 26 Meeting with local Resident over concerns.
- February 1 Regular Meeting of council.
- February 4 Attended Bell presentation on SuperNet.
- February 8 Attended Webinar APPS Discussion for Small Communities.
- February 8 Attended Community Service Advisory Board.
- February 9 Attended Briefing Committee Meeting.

Note: It has been an interesting month. Busy as usual and always learning new things. Being part of the small community's board is extremely exciting and I look forward to this opportunity. I would also like to thank the town resident who met with me this month. Thank you! That is the type of relationship I want with our residents. Please remember you're welcome to call me anytime. 789-916-8085. My personal number is also on the town website so you can contact me directly.

Tanya May  
Councilor  
Town of Bon Accord



## **TOWN OF BON ACCORD**

*Councilor Report – for period of January 16 – February 9, 2022*

January 18, 2022    Attended Regular Meeting of Council.  
January 24, 2022    Attended Regular Capital Region Northeast Water Service  
Commission  
February 1, 2022    Attended Regular Meeting of Council  
February 9, 2022    Attended Council Briefing Meeting

Note: ***Completed Municipal Elected Officials Course for Emergency Services***

Cory Roemer  
Town of Bon Accord





265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | [www.abfarmsafety.com](http://www.abfarmsafety.com)

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Town of Bon Accord  
Box 779  
5025 - 50th Avenue Bon Accord AB  
T0A 0K0

January 17, 2022

Dear Town of Bon Accord CAO / Town Manager,

The 2021-2022 school year is the 24<sup>th</sup> consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

As you know, this past year was filled with unique challenges related to the Covid pandemic. However, we have managed to keep both our Safety Smarts and our Sustainable Farm Families programs running albeit in a slightly different fashion than in previous years.

The Safety Smarts program has been adapted to allow for both virtual delivery via Zoom as well as safe face-to-face delivery in schools. Our Safety Smarts team has been well trained and fully equipped with all the necessary skills and tools to be able to successfully and safely deliver Safety Smarts presentations to rural elementary students across the province. In the 2021 calendar year, our Safety Smarts team delivered a total of 1,586 Safety Smarts presentations to 31,330 elementary students in 285 rural elementary schools across the province.

The Sustainable Farm Families program, also known as the Rural Health Initiative, is a newer program designed to promote health, well-being and safety to rural adults. In 2021, the Sustainable Farm Families program made significant adaptations to allow for one-on-one in-depth health assessments and personal education instead of the traditional group setting. This new approach has enabled us to safely deliver Rural Health Initiative workshops within the current Covid restrictions. More information about the Rural Health Initiative is attached. Please let us know if your organization would like to host a Rural Health Initiative workshop for families in your area.

You may also know, that in October of 2020, the Farm Safety Centre was informed by Government of Alberta representatives that ALL their involvement in and support of farm safety learning and extension would end in December 2020. True to their word, their departmental staff were laid off and online resources were withdrawn at the end of 2020. This has created a significant funding challenge for the Farm Safety Centre and other agriculture based charities in the province that care about the well-being of farmers and their families. To put into perspective, about 35% of our annual funding came from the GOA in the form of government grants designated for program delivery.

With this in mind, the Farm Safety Centre is hopeful that in 2022 your organization will consider supporting our extension efforts, as we continue the search for alternate funding partners. **As budget realities allow, we invite the Rural Communities in Alberta to consider a modest 2022 donation of \$150 - \$350.** If this does not work within your budget then a donation of any amount will be greatly appreciated.

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

Thank-you for your continued support,

Jordan Jensen | Executive Director  
Farm Safety Centre  
[j.jensen@abfarmsafety.com](mailto:j.jensen@abfarmsafety.com)

# SAFETY SMARTS

DELIVERY FOR THE 2021 CALENDAR YEAR

31,435  
STUDENTS



1,591  
PRESENTATIONS

285 SCHOOLS



# Rural Health Initiative



Research into the state of rural health has identified several health and well-being disadvantages faced by rural people which negatively impact their quality of life. The Sustainable Farm Families Rural Health Initiative aims to remedy many of these disadvantages by providing rural Albertans who participate in this program with 3 annual, in-depth physical & mental health assessments. In addition to these health assessments, participants are educated about each aspect of the assessment to ensure they fully understand each of their measurements and know how to better manage their health and well-being. Those who participate in this program are only asked to commit 1 hour of their time each year over the course of the 3-year program.

The preventative approach used by the Sustainable Farm Families Rural Health Initiative takes seemingly healthy people living in rural communities and seeks to either uncover undiagnosed conditions or confirm their healthy status. Since 2014, the Farm Safety Centre has delivered over 135 SFF workshops to more than 1,300 participants across the province. Participant feedback from our external evaluations have identified that 97% of SFF participants felt the workshops were a good investment of their time and that 92% recommended the program to others.

## What you can expect in your one-on-one personal health assessment with our Registered Nurses:

- Blood Pressure
- Cholesterol
- Metabolic Age
- Visceral Fat
- Body Mass Index
- Muscle Mass
- Basal Metabolism
- Body Water Percentage
- Bone Density
- Mental Health Assessment
- Blood Sugar
- Diabetic Risk
- Triglyceride Levels
- Oxygen Saturation
- Eyesight

SFF workshops are currently being delivered in rural communities throughout Alberta. For more information about this program or to schedule a workshop for your community or organization please contact Keylan Kado. If you would like to register for an existing workshop in your community, please visit [www.abfarmsafety.com](http://www.abfarmsafety.com).

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February 9, 2022

His Worship Brian Holden  
Mayor of Bon Accord  
Email: [bholden@bonaccord.ca](mailto:bholden@bonaccord.ca)

Dear Mayor Holden and Town of Bon Accord Council,

As you might be aware, in January, the National Police Federation (NPF) launched the [KeepAlbertaRCMP Community Engagement Tour](#) to provide information and listen to Albertans about the provincial government's unpopular and wasteful plan to transition to a new provincial police service.

We are now just over half-way through our scheduled Community Engagement Tour, having completed three rounds of in-person events and three online sessions. We have visited twenty-two municipalities from Pincher Creek to Fort McMurray and met with hundreds of Albertans from all walks of life. From all these meetings, one thing is clear - Albertans want answers from their government and do not support this transition.

The Government of Alberta (GoA) has committed to making a decision about the future of the RCMP in Alberta this spring. However, the pressing concern that remains top of mind for the public is the limited options available to them to hear the government's presentation and have their questions answered. The GoA's sessions that are currently happening are only open to invited participants from municipal governments, and not to the general public or other groups, and we understand that even then, there are many questions the Alberta Justice team cannot answer.

If you have recently attended one of the GoA's APPS presentations and would like to share any of your thoughts and feedback with us, we would appreciate hearing it and being able to pass it along. This will allow us to let the public know what information is available to them through you, their elected officials. Albertans deserve answers to their questions and to understand why the government is proceeding with this unwanted idea.

A special thank you to all of you who have come out to our sessions so far, it has been great to talk with you about what this proposed transition might mean for your communities. If you have not yet attended one of our KeepAlbertaRCMP sessions, we still have a number of in-person and virtual sessions which can be found here: <https://www.keepalbertarcmp.ca/communityengagementtour>. Unlike the GoA, our presentations are open to all. Please feel free to send this link to anyone you think may be interested in attending.

Sincerely,

Brian Sauvé  
President

Michelle Boutin  
Vice-President

Kevin R. Halwa  
Director, Prairie/North Region

Jeff McGowan  
Director, Prairie/North Region