

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**March 16, 2021 8:30 a.m.**  
virtual meeting  
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; March 2, 2021 (enclosure)**
- 4. DELEGATION**
  - 4.1. Auditor – Phil Dirks, Metric Group (9 a.m.)**
- 5. DEPARTMENT REPORTS**
  - 5.1. Finance (enclosure)**
  - 5.2. Operations (PW) (enclosure)**
  - 5.3. Planning and Economic Development (enclosure)**
  - 5.4. Chief Administrative Officer (CAO) (enclosure)**
- 6. ACTION ITEM LIST**
  - 6.1. Action Item List to March 2, 2021 (enclosure)**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
  - 8.1. Public Participation Plan for Council / Public (enclosure)**
  - 8.2. 2021 RCMP Policing Priorities (enclosure)**
  - 8.3. Special Meeting of Council (enclosure)**
  - 8.4. Alberta NWT Command - Royal Canadian Legion - Military Service Recognition Book (enclosure)**
  - 8.5. 2020 Audited Financial Statements (enclosure)**
- 9. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 9.1. Rates of Taxation Bylaw (enclosure)**
  - 9.2. Procedural Bylaw #2020-01; 3<sup>rd</sup> reading (enclosure)**
  - 9.3. Intermunicipal Development Plan (IDP) Bylaw; 1<sup>st</sup> reading (enclosure)**
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
  - 10.1. Sturgeon Victim Services AGM (enclosure)**
  - 10.2. AUMA's Spring Municipal Leaders' Caucus (enclosure)**
- 11. COUNCIL REPORTS**
  - 11.1. Mayor Greg Mosychuk (enclosure)**

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- 11.2. Deputy Mayor May (enclosure)
- 11.3. Councillor Laing (enclosure)
- 11.4. Councillor Holden (enclosure)
- 11.5. Councillor Bidney (enclosure)
  
- 12. **CORRESPONDENCE**
  - 12.1. Disaster Recovery Program (enclosure)
  - 12.2. Proposed Changes to AER Directive 067, Athabasca County (enclosure)
  
- 13. **NOTICE OF MOTION**
  - 13.1. Town Security (enclosure)
  
- 14. **CLOSED SESSION**
  - 14.1. Land Proposal – *FOIP Act 25(1)– Disclosure harmful to economic and other interests of a public body*
  - 14.2. Commercial Tax – *FOIP Act 24, Advice of Council*
  - 14.3. Tax Rate Bylaw Scenarios – *FOIP Act 23(1)(a)*
  
- 15. **ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**March 2, 2021 8:30 a.m.**  
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**PRESENT**

**COUNCIL**

Mayor Greg Mosychuk  
Deputy Mayor Tanya May  
Councillor Brian Holden  
Councillor Lacey Laing  
Councillor Lynn Bidney

**ADMINISTRATION**

Joyce Pierce – Chief Administrative Officer  
Dianne Allen – Planning and Economic Development Manager  
Jessica Caines – Executive Assistant

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

MAYOR MOSYCHUK MOVED THAT the following items be removed from the agenda,  
Special Meeting of Council,  
Intermunicipal Development Plan,  
and further that the following items be added to the agenda,  
Correspondence item Crowsnest Pass Summit on Policing,  
Closed session item Commercial Tax – *FOIP Act 24, Advice of Council.*

**CARRIED RESOLUTION 21-060**

COUNCILLOR HOLDEN MOVED THAT Council adopt the agenda for the March 2, 2021 Regular Meeting of Council as amended.

**CARRIED RESOLUTION 21-061**

**DELEGATION**

***Staff Sgt Palfy - RCMP***

Presentation from RCMP Staff Sgt Palfy.

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – February 16, 2021***

DEPUTY MAYOR MOVED THAT the minutes of the February 16, 2021 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 21-062**

**ACTION ITEM LIST**

COUNCILLOR BIDNEY MOVED THAT Council accept the Action item list to February 16, 2021 as presented.

**CARRIED RESOLUTION 21-063**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**March 2, 2021 8:30 a.m.**  
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## **UNFINISHED BUSINESS**

### ***Reinstatement of 1976 Coal Policy***

COUNCILLOR LAING MOVED THAT Council the accepts the Reinstatement of the 1976 Coal Policy information, as presented.

**CARRIED RESOLUTION 21-064**

### ***Landscape Deposit Fee***

COUNCILLOR HOLDEN MOVED THAT Council approves a landscape deposit fee for residential, commercial, and industrial development at 100% of estimated landscaping costs, with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer, with fees stated to be reflected in the "Fees for Service delivery" procedure.

**CARRIED RESOLUTION 21-065**

## **NEW BUSINESS**

*None*

## **BYLAWS | POLICIES | AGREEMENTS**

### **BYLAWS**

Deputy Mayor May and Councillor Laing requested a recorded vote.

### ***Procedure Bylaw; Bylaw #2021-01***

COUNCILLOR LAING MOVED THAT Council declines 3<sup>rd</sup> reading of Procedural Bylaw #2021-01 and directs Administration to bring Procedural Bylaw back to the next Regular Meeting of Council with the amendments, as discussed.

In-favor: Mayor Mosychuk, Deputy Mayor May, Councillor Holden, Councillor Bidney, Councillor Laing

Opposed: None

**CARRIED RESOLUTION 21-066**

### ***Intermunicipal Collaboration Framework Bylaw; Bylaw #2021-02***

DEPUTY MAYOR MAY MOVED THAT Council approves 1<sup>st</sup> reading of the Intermunicipal Collaboration Framework (ICF) Bylaw #2021-02, as presented.

**CARRIED RESOLUTION 21-067**

### **POLICIES**

### ***COVID-19 Protocol Policy***

COUNCILLOR BIDNEY MOVED THAT Council accepts the COVID-19 Protocol Policy, as amended.

**CARRIED RESOLUTION 21-068**

## **WORKSHOPS | MEETINGS | CONFERENCES**

### ***Elected Official Education Program***

COUNCILLOR LAING MOVED THAT Administration register Councillor Holden, Councillor Laing and Deputy Mayor May to attend the four sessions, April 8, 15, 22, and 29 of the Elected Official Education Program - Council's role in Strategic Planning at a cost of \$275.00 per Councillor.

**CARRIED RESOLUTION 21-069**

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**CORRESPONDENCE**

*Alberta Police Interim Advisory Board (APIAB)*  
*Westlock County*  
*Alberta Municipal Affairs*  
*Crowsnest Pass Summit on Policing*

COUNCILLOR HOLDEN MOVED THAT Council accept all correspondence, as presented.

**CARRIED RESOLUTION 21-070**

**NOTICE OF MOTION**

COUNCILLOR LAING MOVED THAT a discussion regarding a meet and greet with Town Residents and Council, to be held in a place to be determined, quarterly, to give residents an opportunity to have a face to face with Council and this be brought forward at the March 16, 2021 Regular Meeting of Council.

**CARRIED RESOLUTION 21-071**

**CLOSED SESSION**

COUNCILLOR HOLDEN MOVED THAT Council go into a closed session to discuss, *Land Proposal – FOIP Act 25 (1), Disclosure harmful to economic and other interests of a public body* and *Commercial Tax – FOIP Act 24, Advice of Council* at 9:15 p.m.

**CARRIED RESOLUTION 21-072**

Council came out of closed session at 10:22 p.m.

DEPUTY MAYOR MAY MOVED THAT Council approves option 1 regarding the Town owned Land.

**CARRIED RESOLUTION 21-073**

COUNCILLOR LAING MOVED THAT Council approves option 1 instructing Administration to proceed with the collection of outstanding taxes.

**CARRIED RESOLUTION 21-074**

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the March 2, 2021 Regular Meeting of Council adjourn at 10:25 p.m.

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Mayor Greg Mosychuk

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Joyce Pierce, CAO

**COUNCIL REPORT  
FINANCE  
MARCH 2021**

**GENERAL MUNICIPAL**

A penalty of 15% was applied to all outstanding balances on January 1, 2021 for a total of \$27,464. Administration received the property assessments for 2021; assessment values have decreased by 3% from last year. Total taxable assessment value is 141,475,070 versus last year's value of 145,171,590.

**ADMINISTRATION**

The 2020 audit is complete and draft financial statements are to be presented to Council. Adjusting entries will be made in the iCity system to ensure comparison to final auditor values. The invoice for insurance has been received and allocated to the appropriate accounts.

**PROTECTIVE SERVICES**

The fire hall rental payment has been received from Sturgeon County for the 2021 year. The fire services agreement expires at the end of 2021. The bylaw services agreement has been extended for another year due to economic uncertainties and the ongoing Covid-19 pandemic, with intentions that a new agreement for the following years will be negotiated by the end of 2021.

**PUBLIC WORKS**

Water budgeted revenue includes a portion of MSI operating grant funding, not yet received. Revenue for other areas of the department is on budget. Expenses are currently slightly under budget.

**Falon Fayant**

*Corporate Finance Officer  
Town of Bon Accord*

**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2021  
Reporting Month: FEBRUARY

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	44,804	43,511	1,293	-	-	-	44,804	43,511	1,293	3%
<b>TOTAL MUNICIPAL</b>	<b>\$ 44,804.00</b>	<b>\$ 43,511.33</b>	<b>\$ 1,292.67</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,804</b>	<b>\$ 43,511</b>	<b>\$ 1,293</b>	<b>3%</b>
Election	-	-	-	175	1,100	925	(175)	(1,100)	925	84%
Council	-	-	-	13,472	17,234	3,762	(13,472)	(17,234)	3,762	22%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,647</b>	<b>\$ 18,334</b>	<b>-\$ 4,687</b>	<b>-\$ 13,647</b>	<b>-\$ 18,334</b>	<b>\$ 4,687</b>	<b>26%</b>
Administration	534	1,983	1,449	95,149	80,415	14,734	(94,615)	(78,432)	(16,183)	21%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 534</b>	<b>\$ 1,983</b>	<b>-\$ 1,449</b>	<b>\$ 95,149</b>	<b>\$ 80,415</b>	<b>\$ 14,734</b>	<b>-\$ 94,615</b>	<b>-\$ 78,432</b>	<b>-\$ 16,183</b>	<b>21%</b>
Fire Services	9,285	9,285	-	28,838	31,263	-2,425	(19,553)	(21,978)	2,425	11%
Emergency Services	-	-	-	1,961	3,890	-1,929	(1,961)	(3,890)	1,929	50%
Bylaw	632	6,539	-5,907	10,102	13,249	-3,147	(9,470)	(6,710)	(2,761)	41%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 9,917</b>	<b>\$ 15,824</b>	<b>-\$ 5,907</b>	<b>\$ 40,901</b>	<b>\$ 48,402</b>	<b>-\$ 7,501</b>	<b>-\$ 30,984</b>	<b>-\$ 32,578</b>	<b>\$ 1,594</b>	<b>5%</b>
Municipal Planning	2,039	1,708	331	14,769	33,314	18,545	(12,730)	(31,605)	18,875	60%
Economic Development	-	-	-	13,297	17,598	4,301	(13,297)	(17,598)	4,301	24%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 2,039</b>	<b>\$ 1,708</b>	<b>\$ 331</b>	<b>\$ 28,066</b>	<b>\$ 50,911</b>	<b>-\$ 22,845</b>	<b>-\$ 26,027</b>	<b>-\$ 49,203</b>	<b>\$ 23,176</b>	<b>47%</b>
Public Works - Roads	-	1,515	1,515	49,919	69,852	19,933	(49,919)	(68,337)	18,418	27%
Storm Sewer & Drain	-	-	-	2,905	3,066	-161	(2,905)	(3,066)	161	5%
Water	69,719	86,182	16,463	57,108	92,697	35,589	12,611	(6,516)	19,127	294%
Sewer	49,867	52,883	3,016	20,713	52,874	32,161	29,154	10	29,144	298918%
Garbage	25,244	24,425	819	14,850	28,397	13,547	10,394	(3,972)	14,366	362%
Cemetery	950	1,167	217	1,131	1,633	502	(181)	(467)	286	61%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 145,780</b>	<b>\$ 166,172</b>	<b>-\$ 20,392</b>	<b>\$ 146,626</b>	<b>\$ 248,520</b>	<b>-\$ 101,894</b>	<b>-\$ 846</b>	<b>-\$ 82,348</b>	<b>\$ 81,502</b>	<b>99%</b>
FCSS	3,541	7,247	3,706	4,501	8,850	4,349	(960)	(1,603)	643	40%
<b>TOTAL FCSS</b>	<b>\$ 3,541</b>	<b>\$ 7,247</b>	<b>-\$ 3,706</b>	<b>\$ 4,501</b>	<b>\$ 8,850</b>	<b>-\$ 4,349</b>	<b>-\$ 960</b>	<b>-\$ 1,603</b>	<b>\$ 643</b>	<b>40%</b>
Parks	-	3,333	3,333	10,829	22,744	11,915	(10,829)	(19,410)	8,581	44%
Arena	-	36,462	36,462	29,775	45,796	16,021	(29,775)	(9,334)	(20,441)	219%
Recreation	-	1,531	1,531	4,031	19,805	15,774	(4,031)	(18,275)	14,244	78%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ -</b>	<b>\$ 41,325</b>	<b>-\$ 41,325</b>	<b>\$ 44,635</b>	<b>\$ 88,345</b>	<b>-\$ 43,710</b>	<b>-\$ 44,635</b>	<b>-\$ 47,019</b>	<b>\$ 2,384</b>	<b>5%</b>
Library	-	1,747	1,747	9,644	9,269	375	(9,644)	(7,522)	(2,122)	28%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ 1,747</b>	<b>-\$ 1,747</b>	<b>\$ 9,644</b>	<b>\$ 9,269</b>	<b>\$ 375</b>	<b>-\$ 9,644</b>	<b>-\$ 7,522</b>	<b>-\$ 2,122</b>	<b>28%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 161,811</b>	<b>\$ 236,007</b>	<b>-\$ 74,196</b>	<b>\$ 383,169</b>	<b>\$ 553,046</b>	<b>-\$ 169,877</b>	<b>-\$ 221,358</b>	<b>-\$ 317,039</b>	<b>\$ 95,681</b>	<b>30%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 206,615</b>	<b>\$ 279,518</b>	<b>-\$ 72,903</b>	<b>\$ 383,169</b>	<b>\$ 553,046</b>	<b>-\$ 169,877</b>	<b>-\$ 176,554</b>	<b>-\$ 273,527</b>	<b>\$ 96,973</b>	<b>35%</b>

Budget Approved December 15, 2020

# Council Report

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**Date:** February 2021 – March 2021

**Department:** Public Works

**Submitted by:** Operations Manager

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## **PUBLIC WORKS**

- Natural Area Study has started.
- Public Works yard had the North Fence cut. 2 catalytic converters were stolen from 1 truck. Another motion detection camera has been added.

## **ROADS**

- Sanded streets 6 times since last report.
- Dead and leaning trees along 54<sup>th</sup> Ave removed.
- Dead and disease infested trees along 57<sup>th</sup> Street removed.
- Some water drainage issues on 54<sup>th</sup> Street.

## **EQUIPMENT/VEHICLES**

- Equipment maintenance ongoing.

## **CEMETERY**

## **WATER**

- Monthly water reads occurred on March 1 /21.
- Completed 2 Alberta 1<sup>st</sup> Calls in December.
- Pump 103 rebuilt and installed.
- Water loss is at 9.2% for 2021.

## **SEWER**

- Replaced thermostat and sensor in Springbrook Lift Station Generator engine.

## **ARENA/PARKS & RECREATION**

- Ice has been removed. Floor cleaning nearly complete.
- Staff have created a rough design for a playground in Springbrook. Grant funding to be applied for in May.
- Application for Engineering Study grant through MCCAC is ongoing.



**SAFETY/TRAINING**

- 2 staff have completed their Water and Wastewater Level 1 course. Exam will be written in May or June depending on available dates.
- Another staff member has completed ICS 300
- 2 staff renewed their Chainsaw Operators' certificates, and their Ground Disturbance certificates.

**Ken Reil**

*Operations Manager*

*Public Works/Utilities/Recreation*

**COUNCIL REPORT  
PLANNING AND DEVELOPMENT  
MARCH 2021**

**ECONOMIC DEVELOPMENT**

Council Workshop

Engagement with Council for the two days was productive focusing on key areas as per Councils Strategic Plan. The vision for the Town of Bon Accord is positive with collective efforts from Council and Administration working together to achieve results.

Lumber Boom – Higher Construction Prices

An unexpected rebound in wood product prices is boosting profits for Canadian forestry companies but leaving homeowners and buyers with prospect of higher home and renovation costs for 2021. In a report, RBC Analyst Paul Quinn says prices for lumber and wood panels are up due to strong housing markets and limited capacity to increase North American production.

Canadian Home Builders Association, CEO Kevin Lee states the price volatility and supply shortage of some wood products means builders are having difficulty taking advantage of the current strong market for new houses that is expected to continue throughout 2021.

Further, the escalating lumber and panel prices this year have added as much as \$30,000 to the construction of a typical 2,500 sq. ft. house in Canada. It is expected that the shortage of lumber and building supplies will persist due to the uptick of homebuyer demand, the increased renovation activities in North America as well as the effects of the reduced operations at sawmills. With demand likely to get stronger, it is the expectation that prices will remain at a high level during the first half of the year.

Safety Codes Council - Annual Report

Alberta's public safety codes system depends on a strong partnership between Alberta Municipal Affairs and the Safety Codes Council. The primary goal of the partnership is to administer the safety codes system to ensure it is effective, accountable, comprehensive, and sustainable, and maintains public confidence in the system.

The Safety Codes Council has the authority to accredit municipalities, agencies, corporations, and regional service commissions to administer the Safety Codes Act within a specified jurisdiction. Accredited organizations work in the following disciplines: building, fire, electrical, plumbing, gas elevators, amusement rides, passenger ropeways and pressure equipment. No organization is accredited in all disciplines and some are accredited in just one.

Bon Accord is an accredited Municipality and part of a Quality Management Plan (QMP) in partnership with Sturgeon County, Gibbons, Legal and Rewater. Accredited organizations provide on-the-ground monitoring of compliance with safety codes. They employ or source out safety codes officers to evaluate plans, issue building permits, perform inspections, issue variances, and enforce compliance through orders.

Joint accreditation advantages include:

- Inter-municipal alliances of Jointly Accredited Municipalities enhance and simplify the administration and delivery of safety services for constituents
- Smaller municipalities are allowed to play an active role in applying provisions of the Safety Codes Act
- Local control and accountability are maintained over the safety system within a combined geographical boundary
- Permit fees can be established at levels appropriate for constituents
- Provisions of planning, development, bylaw enforcement and tax assessment services with safety services can be streamlined

Most Albertans are served in some form by accredited municipalities; currently, accredited municipalities cover 98% of Alberta's population. Some of these municipalities contract accredited agencies to deliver safety codes services on behalf of its citizens.

An annual report submitted to the Safety Codes Council from the Municipality, is mandatory each year.

#### Lilian Schick School - Track Land

As reported in last Managers Report, public has been utilizing the track land as an off-leash dog park. Signage and the lock to this area had been removed by an unknown source; this is not considered a public area, which led to determining the ownership of the land.

In review of ownership of this parcel of land, it is joint ownership with Sturgeon School Division and the Town of Bon Accord. A joint ownership agreement has not been located; Liz Kohle (School Board Trustee) will try and locate this agreement through the Sturgeon School Division. Dependent on outcome, it may be appropriate to include this parcel of land in the joint use agreement currently in place, providing conditions of responsibility.

#### Bill 48

In December 2020 the Government of Alberta further amended the Municipal Government Act. These changes came into effect as of December 9/2020. These changes reflect planning impacts related to offsite levies, subdivision and development appeal boards, regional services commissions, and disposal of Reserve Lands.

There remains to be questions and clarity as per amendments 678 and 685 with regards to the appropriate appeal body. The Minister will need to provide additional guidance to the municipalities regarding the regulations (refer attachment).

#### Canadian Federation of Independent Business (CFIB)

CFIB released a report on small business debt and profitability regarding the COVID-19 impact. The report demonstrates the various industries reflecting ratio to debt, timeline to repay debt and timeline for business to gain a level of profitability (refer attachment).

#### Mix 107.9

This summer Mix 107.9 will be visiting towns across the Heartland. As part of their 107 Days of Summer Promotion, Mix 107.9 will be on location in communities promoting attractions, businesses, community groups and leaders in the community.

June 9/21 Mix 107.9 will be on location in Bon Accord, facilitating various interviews with Council, Businesses, etc., speaking to the economic advantages that Bon Accord has and why Bon Accord is a place of choice for investment and quality living. This promotion is part of the current marketing campaign in place – 15 second commercials highlighting Bon Accord for investment and developer opportunities.

Councils' availability would be much appreciated.

#### Disposal of Municipal Property

As per the Municipal Government Act, a municipality has an obligation to dispose of municipal property appropriately. If the Town disposes of Municipal Property less than its market value:

- The Public must be notified (Section 70 of the MGA), that Council intends to dispose of land at less than fair market value
- This notification must be published at least once a week for two consecutive weeks (Section 606 of the MGA) advising that the public may file a petition; value and purchaser name to be advertised
- The public must be advised that they may file a petition against the proposed land sale and the public must be granted 60 days to do this (Section 231 of the MGA)

Disposal of municipal property is a timely process providing full transparency to the public and all stakeholders.

## **PLANNING AND DEVELOPMENT**

#### Investment and Development Inquires

Proposal to purchase land

#### Complaints

Unightly yard – utility trailer parked in front yard

Quads racing on public roadway – late in the evening

#### Peace Officer Enforcement Services

Matt Roblin (Supervisor) will be providing monthly reports regarding citations and incidents for Council's review.

Reports attached:

Jan – Bon Accord Citation Report

Jan – Bon Accord Incident Report

Feb – Bon Accord Citation Report

Feb – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
0	0	0	0	5	3	This Period
4	0	0	0	28	3	YTD

**Meetings/Events Attended/Education**

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Business meetings - virtual
- Municipal Planning Services – discuss / review permits / compliance certificates
- Developer - discussions
- Stakeholders / residents – development questions/inquiries and complaints

**DIANNE ALLEN**

*Planning and Development  
Town of Bon Accord*

3 March 2021

## Impacts of Bill 48 *Red Tape Reduction Implementation Act, 2020 (No. 2)* on Subdivision and Development



In December 2020 several parts of Bill 48, the *Red Tape Reduction Implementation Act, 2020 (No. 2)* received Royal Assent. Bill 48 amended 12 pieces of legislation, including several sections of Part 17 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (the *Act*). Portions of Bill 48 came in to effect 9 December 2020, and are discussed in this Note. On 2 June 2021 additional portions of Bill 48 will come in to force.

Bill 48 also impacts Parts of the *Act* related to offsite levies, subdivision and development appeal boards, regional services commissions, and disposal of Reserve lands.

A significant effect of Bill 48 is to repeal sections of the *Act* and group related sections together. For example, ss. 623 & 624 required a municipality to establish a subdivision authority and development authority, respectively, and limited who could be appointed as a development authority. In the December 2020 amendment to the *Act*, these sections have been combined in a revised s. 624 and does not restrict who can be appointed as a subdivision authority and development authority.


Previously, s. 639 required a municipality to adopt a Land Use Bylaw and s. 640 enumerated several items which could be included in a Land Use Bylaw. These sections have been combined in a new s. 640, which removed the specific items which a Land Use Bylaw may address. Section 640 now states:

- (1.1) a Land Use Bylaw may prohibit or regulate and control the use and development of land and buildings in a municipality, including, without limitation:
  - (a) imposing design standards,
  - (b) determining population density,
  - (c) regulating the development of buildings,
  - (d) providing for the protection of agricultural land, and
  - (e) providing for any other matter council considers necessary to regulate land use within the municipality.

Another significant change to the *Act* is in relation to land use appeals. Previously, all appeals of development permits and stop orders were to the local Subdivision and Development Appeal Board, ensuring local autonomy over land use decisions. Starting 9 December 2020, the Municipal Government Board (MGB) has authority to hear development permit appeals in addition to subdivision appeals, where there is a provincial interest.

*Note, that on 2 June 2021, the MGB will be combined with three other boards, and become the “Land and Property Rights Tribunal (LPRT)”.*

The MGB (or LPRT) will continue to hear **subdivision appeals** where there is a Provincial interest under s. 678(2) of the *Act*, however it has an expanded jurisdiction to also hear appeals where the land:



(C) is the subject of a licence, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission, or

(D) is the subject is the subject of a license, permit, approval, or other authorization granted by the Minister of Environment & Parks.

The MGB (or LRPT) will now hear **development permit appeals** where there is a Provincial interest, as outlined in s. 685(2.1) of the *Act*. The MGB will hear development permit appeals where the land:

(A) is within the Green Area,

(B) contains, is adjacent to, or within a prescribed distance of a highway, a body of water, a sewage treatment or waste management facility or a historical site,

(C) is the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board, or the Alberta Utilities Commission, or


(D) is the subject of a license, permit, approval, or other authorization granted by the Minister of Environment & Parks.

It is unclear how the subdivision and development authorities will determine if the land is subject to an authorization described above, specifically with regard to s. 678(2)(a)(i)(C) & (D) and 685(2.1)(a)(i)(C) & (D). With respect to an authorization from one of the above noted Boards, there is no unified listing of historic approvals. Further, if there is an approved pipeline or power line within a parcel of land, it is unclear if the appeal is made to the MGB or the local Subdivision and Development Appeal Board, as the references in (C) and (D) are to the **lands**, not the **project** and the subdivision or development permit application may be unrelated to the project which received Provincial authorization. We also note that there may now be a limited right of appeal for a development permit in a Direct Control District to the MGB.

These questions are important, as **s. 685(1.1) now requires the development authority to “state whether an appeal lies to a subdivision and development appeal board or to the Municipal Government Board” when issuing a development permit.**

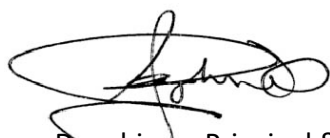
The *Subdivision and Development Regulation*, AR 43/2002, has not been amended to provide a prescribed distance a highway, a body of water, a sewage treatment or waste management facility or a historical site for development permit appeals. At this time, **MPS recommends that the decision of the development authority refer development permit applications to the MGB when:**

- **the parcel of land is within the Green Area;**
- **the parcel of land is located within 300 metres of a highway right of way or 800 metres from the centre point of the intersection of two highways;**
- **the parcel of land is within the distance prescribed in ss. 12(3) or 13(3) of the *Subdivision and Development Regulation*, AR 43/2002.**
- **the parcel of land contains wetlands or a body of water; or**

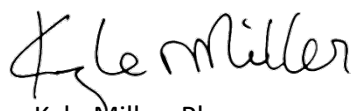
- 
- **the parcel of land has been assigned a Historic Resource Value by Alberta Culture, Multiculturalism, and Status of Women.**

Amendments to ss. 678 and 685 of the *Act* present challenges for interpretation and uncertainty with regard to the appropriate appeal body. MPS hopes that the Minister will provide additional guidance to municipalities in the regulations.

Please contact either Jane or Kyle at MPS or your legal counsel if you have any questions about Bill 48.



Jane Dauphinee, Principal & Senior Planner  
(780) 486-1991  
j.dauphinee@munplan.ab.ca  
Municipal Planning Services (2009) Ltd.



Kyle Miller, Planner  
(780) 486-1991  
k.miller@munplan.ab.ca  
Municipal Planning Services (2009) Ltd.





# Small business debt and profitability

## THE COVID-19 IMPACT

February 2021

**CFIB**  
CANADIAN FEDERATION  
OF INDEPENDENT BUSINESS  
*In business for your business™*

## About the Canadian Federation of Independent Business

The Canadian Federation of Independent Business (CFIB) is Canada's largest association of small and medium-sized businesses with 110,000 members across every industry and region. CFIB is dedicated to increasing business owners' chances of success by driving policy change at all levels of government, providing expert advice and tools, and negotiating exclusive savings.

Learn more at [cfib.ca](https://cfib.ca).

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### About the Author



**TAYLOR MATCHETT**  
Research Analyst

Since joining CFIB in 2019, Taylor has prepared various reports on topics such as small business banking, taxation and minimum wage.

Taylor holds a Bachelor of Arts (B.A) from the University of Guelph, with concentrations in Political Science, and Criminal Justice and Public Policy, and a Master's of Public Administration (MPA) from Queen's University.

E: [taylor.matchett@cfib.ca](mailto:taylor.matchett@cfib.ca)  
[linkedin.com/in/taylormatchett](https://www.linkedin.com/in/taylormatchett)

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COVID-19 is putting a majority of small businesses in a precarious financial situation as only a quarter are making normal sales and over seven in ten report having taken on debt. With four in ten businesses saying it will take them longer than a year to return to profitability, the financial threat to thousands of small businesses is very real.

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## **Current business conditions**

Over the last year many businesses were forced to close or scale back operations due to COVID-19, some for much longer than others. While most businesses had been able to fully reopen and resume operations, many of them struggled to return to normal sales levels. Further, the overall effort to return to a normal state of affairs was put on pause as a result of the second wave of the virus, which caused restrictions to be reintroduced for businesses in many regions.

**Currently, only 25 per cent of small businesses are making sales they consider normal for this time of year. CFIB has been tracking the return to normal revenues, noting very modest progressions and only during certain periods since mid-July.<sup>1</sup>**

With little improvements in income generation being made week over week, it is concerning that a higher number of businesses are fully open (51%) and fully staffed (39%) than are making normal sales (25%).<sup>2</sup> A business that is fully open and must pay full fixed costs (and possibly some semi-fixed staffing costs<sup>3</sup>), while making less than normal sales, is on an unsustainable path. Further, if expenses remain higher than sales for an extended period of time, a business could risk incurring significant debt.

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<sup>1</sup> By looking back to mid-July, we see that 26 per cent were making normal sales, meaning the share has now decreased by one percentage point in the last six and a half months.

<sup>2</sup> CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,554.

<sup>3</sup> Excluding reimbursed staffing costs for businesses using the Canada Emergency Wage Subsidy (CEWS).

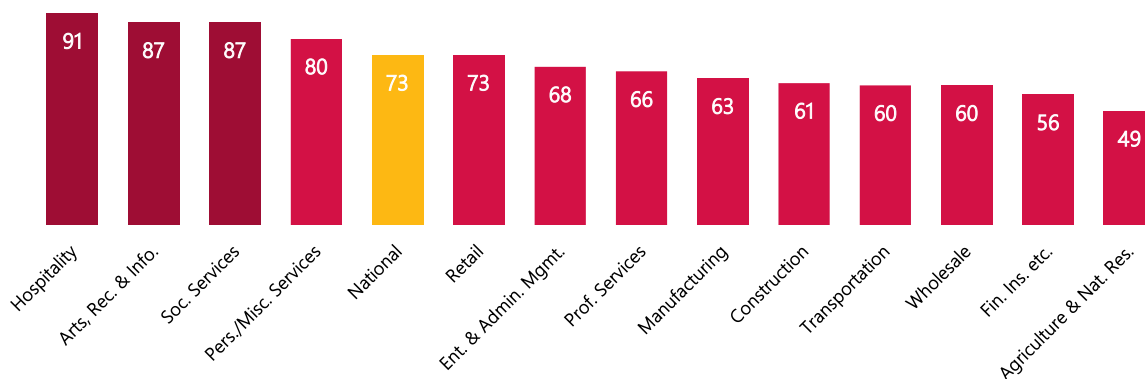
## Business debt due to COVID-19

### Share of businesses that took on debt

More than seven in ten business owners across Canada report that they have taken on debt to cope with the impacts of COVID-19 (Figure 1). This number varies significantly by sector, with businesses in the Hospitality, Arts, Recreation & Information, and Social Services sectors being more likely to have taken on debt. Businesses in these sectors tend to be public-facing with a limited ability to conduct work remotely and/or be considered nonessential by their provincial governments. On the opposite end, the sector with the fewest businesses reporting debt is Agriculture & Natural Resources, though nearly one in two businesses still indicate they have debt to repay due to COVID-19.

FIGURE 1

#### Businesses that took on debt due to COVID-19, by sector (% response)



Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,096.

### Debt piling on

On average, small businesses across Canada report taking on \$169,992 in additional debt due to COVID-19. Debt taken on per business on average varies widely across sectors and between regions, however.

Looking at the average debt accumulated in each sector, on the lower end, businesses in the Social Services sector took on \$68,714 in additional debt due to COVID-19. On the high end, Agriculture & Natural Resources businesses have accumulated more than four times as much, with an average of \$328,887 COVID-19-related debt (for detailed information on the amount of debt incurred by businesses in each sector, please see Table A1 in Appendix 1).

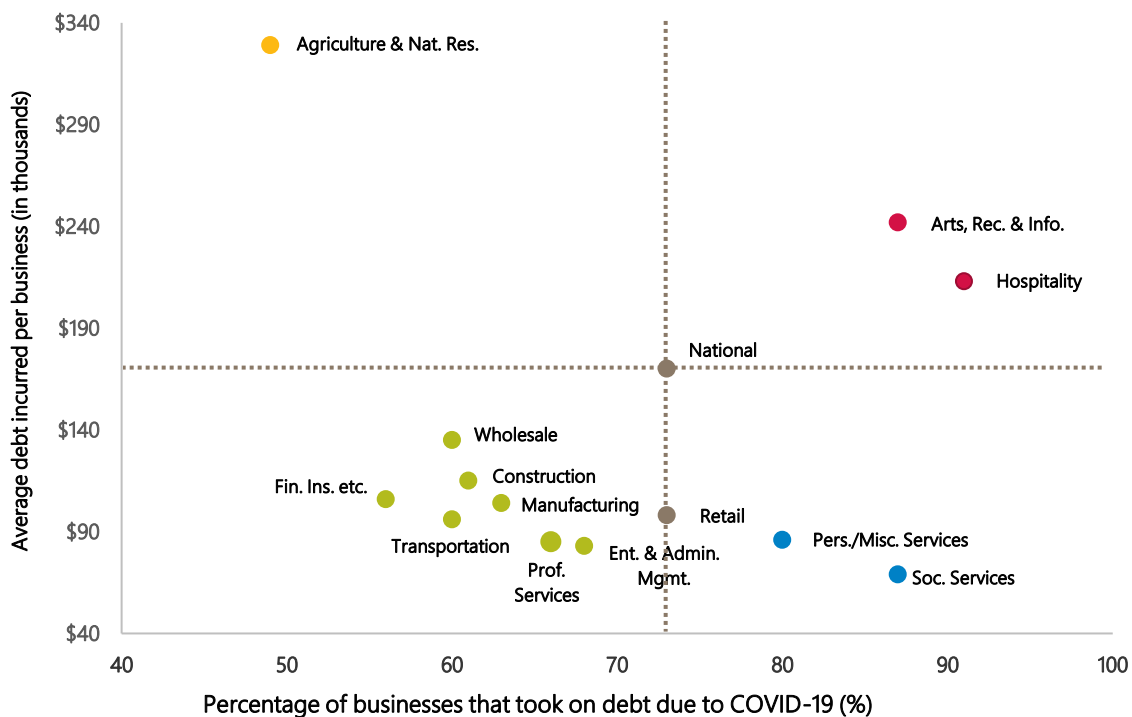
While businesses in the Atlantic and Western regions' average debt is lower, those in the Prairies and Ontario report debts at least \$10,000 higher than the national average, over \$37,000 higher for Ontario (see Table A2 in appendix for information on regional average debt).

Using these results, and after adjustments to reflect the entire business community, CFIB estimates that the total debt taken on so far by small businesses in Canada as a direct result of COVID-19 is approximately \$135 billion.

This represents 33 per cent of what the federal government has spent (\$407 billion) on COVID-19 health and safety measures, and to provide relief measures for Canadians, businesses and other employers so far.<sup>4</sup>

Figure 2 displays the average amount of debt incurred per business in comparison with the total share of businesses that took on debt in each sector to cope with COVID-19.

FIGURE 2  
Average debt incurred per business\* vs. share of businesses that took on debt, by sector



Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n(y) = 1,993, n(x) = 3,096.

\*Note: Average debt per business due to COVID-19 for businesses that took on debt.

Certain sectors find themselves in a relatively better position than others when it comes to debt taken on due to COVID-19. Sectors that fall in the quadrant on the bottom left (marked in green) are those whose average debt and share of businesses that took on debt both come in below the national average. On the opposite end, sectors in the quadrant on the top right (marked in red) are those whose average debt and share of businesses that took on debt both

<sup>4</sup> Department of Finance Canada (2020), Supporting Canadians and Fighting COVID-19 – Fall Economic Statement 2020, <https://www.budget.gc.ca/fes-eea/2020/report-rapport/toc-tdm-en.html>.

come in above the national average. In the remaining two quadrants are sectors who come in above the national average debt, but below the national average for the share of businesses that took on debt (marked in yellow), and vice versa (marked in blue).

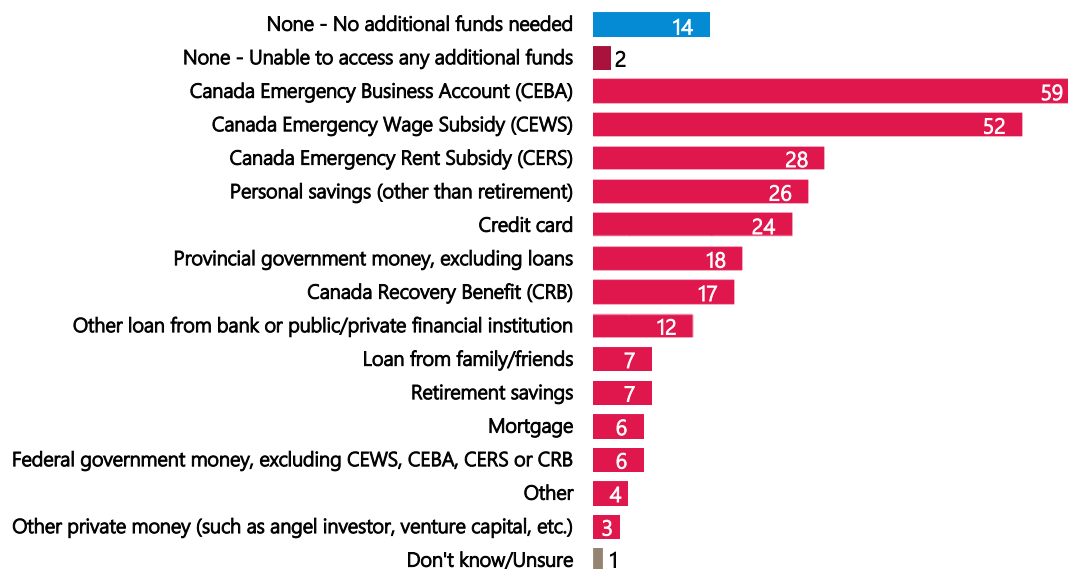
Based on this comparison, it is clear that businesses in the Hospitality and Arts, Recreation & Information sectors likely face the greatest hurdles to recovering from debt. Unsurprisingly, businesses in sectors that have more flexibility to conduct operations remotely, are able to maintain required physical distancing, or be considered essential services are more likely to fall in the bottom left quadrant and come in below the national average on both indicators. Conversely, businesses in sectors that are largely customer-facing, or face difficulty abiding by distancing requirements due to their business model, are more likely to fall in one of the other three quadrants, placing them above the national average in one or both indicators.

### How are small businesses financing their COVID-19 debt?

COVID-19 has put financial pressure on the vast majority of small businesses. As can be seen from Figure 3, only 14 per cent do not need additional funds to cope with the pandemic’s impact. To acquire the financing they need to continue operations, most business owners are drawing on a number of different resources that are further fueling their overall debt.

FIGURE 3

#### What sources of money is your business using to cope financially with COVID-19? (% response)



Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,402.

Certain federal relief programs have been widely used by businesses as a lifeline during this time. The Canada Emergency Business Account (CEBA) has been the most used program by far, with nearly six in ten businesses reporting that they are using it. The program initially provided businesses with interest-free loans of \$40,000 where only 25 per cent of the loan was

forgivable.<sup>5</sup> The federal government has since introduced a top up of \$20,000 for businesses that previously qualified for CEBA, or a total loan of \$60,000 for businesses applying to the program for the first time. The maximum amount eligible for forgiveness is 33 per cent (\$20,000) for businesses that have accessed the entire \$60,000.<sup>6</sup> While it is clear from Figure 3 that businesses are in desperate need of the funding provided through CEBA, a secondary result is that 59 per cent of small businesses have at least \$30,000 worth of accumulated debt through accessing the program, with the possibility of adding another \$10,000.

Outside of federal relief programs, businesses report using credit cards, bank loans, mortgages and loans from family and friends. Many are also borrowing from their future selves to get through the current situation, with 26 per cent of small businesses drawing on their personal savings and 7 per cent on retirement savings.

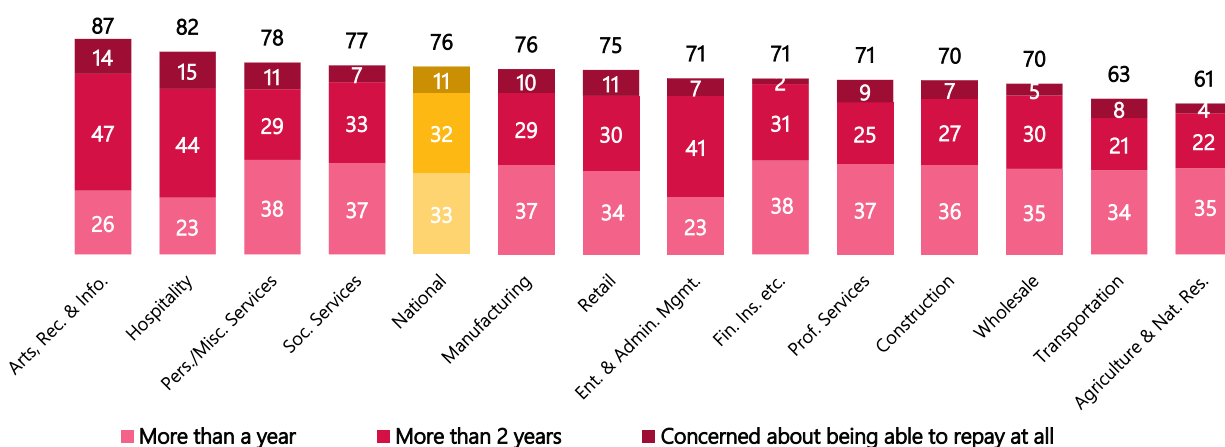
### Expected time required to repay debt

**Of those that took on debt, three quarters of businesses (76%) say it will take them longer than a year to pay it off.**

In fact, 11 per cent indicate they are concerned about being able to repay their debt at all (see Figure 4). There are proportionately more businesses in the Arts, Recreation & Information, Hospitality, Personal & Miscellaneous Services and Social Services sectors that expect to take longer than a year to repay their debt.

FIGURE 4

#### How long will it take your business to pay back its COVID-19 related debt? by sector (% response)



Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,096.

<sup>5</sup> Repaying the balance of the loan on or before December 31, 2022 will result in loan forgiveness of 25 per cent (up to \$10,000).

<sup>6</sup> Repaying the balance of the top up loan on or before December 31, 2022 will result in loan forgiveness of 50 per cent (up to \$10,000).

## Return to profitability

To properly recover from the challenges they have been facing over recent months, businesses need to get back to making normal sales as soon as possible. However, with economic restrictions having come back into force to combat the “second wave” of the virus, 47 per cent of SMEs in Canada currently indicate that they are only partially open or remain fully closed due to COVID-19. Further, 36 per cent are making less than half their usual sales for this time of year. As a result, many businesses do not expect to quickly snap back to a normal state of affairs moving forward.

### Expected time required to return to profitability

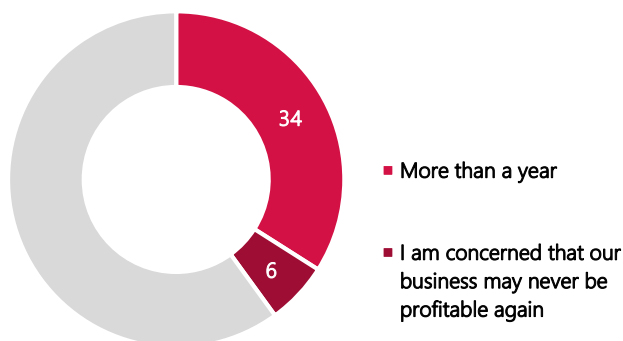
In comparison with 2019, three in ten businesses say their gross business profits for 2020 declined by 50 per cent or more.

**Further, four in ten businesses estimate it will take them more than a year to return to their usual levels of profitability.**

Profitability in this sense is referring to revenues exceeding expenses, but not including paying back any debt incurred as a result of COVID-19. Within this group, six per cent are concerned that their business may never be profitable again (Figure 5) (see Figure A1 in Appendix 1 for more information on sectoral differences).

FIGURE 5

**How long do you think it will take your business to get back to its usual level of profitability? (% response)**



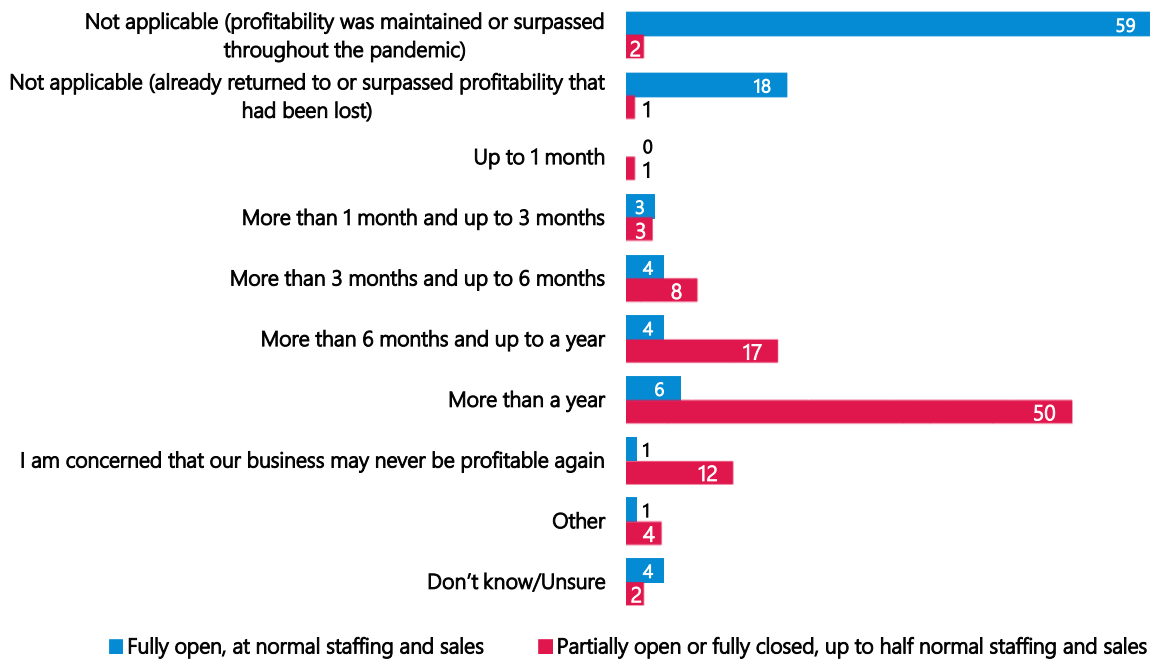
Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,425.

The expected time to return to profitability is also very different for businesses that have been fully open, fully staffed and making normal sales than for those that have not. The majority of those that have been fully operational either indicate that they have already been able to return to their typical profitability, or that they were able to maintain or surpass profits throughout the pandemic. Only 11 per cent of this group will take longer than six months to return to typical profits with just one per cent concerned that they may never be profitable again (Figure 6).



FIGURE 6

**How long do you think it will take your business to get back to its usual level of profitability? by open, staffing and sales status (% response)**



Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,425.

Conversely, for businesses that are only partially open or remain fully closed, and are at up to half their normal staffing and sales, over six in ten say it will take them longer than a year to regain profits. What’s more, 12 per cent of this group are concerned that their business may never be profitable again (Figure 6); twice the national average (Figure 5). As businesses were asked to estimate their timeline for returning to profitability in early February, a majority of these businesses are currently at least eleven months away from returning to their usual profits, if they are able to at all.

## A risky place

The current situation in which many businesses find themselves (i.e. holding a considerable amount of debt, being almost a year away from typical profits and making lower than normal sales) is unsustainable. As of early February, 53 per cent of businesses report that they are worried about the survival of their business, given their amount of debt and slow recovery in terms of sales.<sup>7</sup> Additionally, 17 per cent of businesses are even less certain about their survival and have indicated that they are already actively considering bankruptcy or winding down their business. According to CFIB’s recent research on Canadian businesses and jobs at risk due to COVID-19, an estimated 181,000 (or, one in six) SMEs are at risk of closing permanently due to COVID-19.<sup>8</sup> This estimate is on top of businesses that have already closed.<sup>9</sup>

## Debt is top of mind for small businesses

With all the above in mind, it comes as no surprise that debt (i.e. the long-term financial consequences of debt and depleted savings) is currently one of the greatest COVID-19-related worries for small businesses (Figure 7). Keeping in mind that businesses in some sectors are more likely to take on debt, a majority of the worries that are ranked higher are associated with other general financial impacts that the pandemic is having on businesses, including: business cash flow, reduced consumer spending even following the pandemic, and economic repercussions.

FIGURE 7

### What worries you most about COVID-19? (% response)



Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,474.

Note: Answer choices have been simplified.

<sup>7</sup> CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,554.

<sup>8</sup> Simon GAUDREAU, Canadian Federation of Independent Business (2021), Canadian businesses and jobs at risk due to COVID-19 <https://www.cfib-fcei.ca/sites/default/files/2021-01/Businesses-and-jobs-at-risk-due-to-COVID19.pdf>.

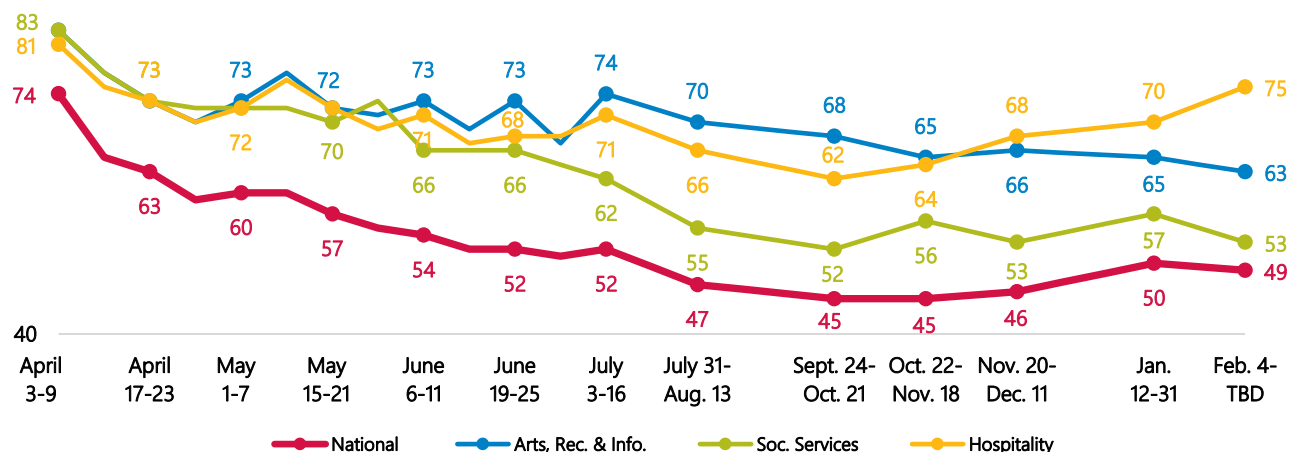
<sup>9</sup> Ibid. Although limited in scope (not covering the period since October), Statistics Canada’s data series on active businesses shows that in September 2020, there were 58,000 fewer active businesses in Canada than in September 2019.

Debt has consistently been identified as a top concern for business owners week over week throughout the COVID-19 emergency. At the height of the pandemic in early April, nearly three quarters of businesses said they were worried about debt. Although this number has since dropped, it has remained a prominent issue for around half of businesses since the beginning of June (Figure 8).

**In CFIB’s recent COVID-19 survey from early February, just under half of small businesses (49%) still select debt as being one of their greatest worries. As restrictions have been reintroduced on certain businesses in response to a “second wave” of the pandemic, we have recently seen a slight increase in the share of businesses that are worried about debt.**

As can be seen from Figure 8, there are certain sectors for which worry about debt has remained significantly higher than the national average and has not declined as drastically. The latest data shows that debt is a worry for 75 per cent of Hospitality businesses, 63 per cent of Arts, Recreation & Information businesses, and 53 per cent of Social Services businesses. Relative to the other thirteen possible options, since the start of the pandemic these sectors have consistently ranked debt as one of their top five greatest worries. As these and other customer-facing sectors have been disproportionately impacted by COVID-19, they may continue to worry about debt and be forced to incur more as restrictions to combat the “second wave” of the virus remain in place.

FIGURE 8  
**What worries you most about COVID-19? Debt (long-term financial consequences of debt and depleted savings), national and by sector (% response)**



Source: CFIB, Your Business and COVID-19 Survey Series, April 2020–February 2021.

The federal government has, however, announced updates to increase and/or extend existing business relief programs (i.e. CEBA and CEWS), and introduced the highly anticipated CERS rent relief program where funding goes directly to small business tenants.<sup>10</sup> With these relief programs having been readily available going into the “second wave”, businesses may not be forced to take on as much debt as they did when COVID-19 first began, and ultimately be better equipped to make it through the pandemic. In fact, six in ten businesses agreed that the updated federal relief programs (CEWS, CERS, CEBA) offer their business the lifeline it needs to survive.<sup>11</sup>

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<sup>10</sup> The Canada Emergency Rent Subsidy (CERS) covers fixed property expenses, including rent and interest on commercial mortgage. It has been available as of October 24, 2020 for claims covering the period between September 27, 2020 and June 2021.

<sup>11</sup> CFIB, COVID-19 Recovery Survey - October 2020, Oct. 22-Nov.18, 2020, n = 6,726.

## Comments from small business owners

*“Small businesses need direct cash flow, not loans from banks. It is unconscionable that small businesses have to incur more debt when the government forced them to shut down and placed restrictions when they reopened.”*

—Personal & Miscellaneous Services Business Owner, British Columbia, October 2020

*“Our personal resources have taken a real hit. Like many entrepreneurs, we did everything we could to maintain our staff levels, even when sales plummeted by 50%. In addition to the government programs, we took on more debt, collapsed personal RRSP investments and refrained from taking owner salaries.”*

—Professional Services Business Owner, Nova Scotia, January 2021

*“The pandemic will ruin us. At the end of it all, we will have so much debt we will never be able to pay it all off. I am worried that even though I've done everything right in life – worked hard, university degree, master's degree – I will end up on the poverty line.”*

—Retail Business Owner, Ontario, February 2021

*“We feel the repayment of the loans should be forgiven at a higher rate. As it is we have two years to repay the loan to be forgiven \$20,000 out of the \$60,000 we owe. Due to the slow response in recovery of our business we are unsure about the repayment of the loan in that timeframe, not to mention the increase in debt.”*

— Personal & Miscellaneous Services Business Owner, Manitoba, February 2021

*“I am going to lose my business if the restrictions in Alberta aren't lifted soon. As it is, I have accumulated over \$90,000 in debt and that number keeps going up. It will take me years to pay it off.”*

—Hospitality Business Owner, Alberta, January 2021

## Conclusion and Recommendations

This year businesses in Canada have gone from emergency mode, to transitioning to the new normal, to doing their best to recover from the negative impacts that COVID-19 has had on their business. Though 51 per cent are fully open, businesses cannot quickly bounce back to their state of affairs from early March 2020, particularly in light of many regions reinstating business restrictions. With only 25 per cent making normal sales, 73 per cent having taken on debt that will take a great majority longer than a year to pay back, and 40 per cent being more than a year away from returning to normal profits, businesses are facing a winding path to recovery.

For the sake of small businesses making it through this challenging time, governments must ensure that support programs are matching business needs and can be easily accessed by those that need them. Further, keeping in mind that businesses are now much more financially vulnerable than they were at the beginning of the pandemic, every effort should be made to keep as many businesses open as possible while managing the health implications of COVID-19. Consumer support of businesses is critical to their survival, and should be encouraged and made available wherever possible.

## Appendix 1: Additional analysis

TABLE A1

### Average debt due to COVID-19 (for businesses that took on debt) – CFIB member survey results, by sector

	<i>Average debt per business<sup>1</sup></i>
Agriculture & Natural Resources <sup>2</sup>	\$328,887
Arts, Recreation & Information	\$242,366
Hospitality	\$213,498
<b>CANADA</b>	<b>\$169,992</b>
Wholesale	\$134,967
Construction	\$114,979
Finance, Insurance, Real Estate & Leasing	\$106,409
Manufacturing	\$104,079
Retail	\$97,734
Transportation, Warehousing & Utilities	\$95,714
Personal, Miscellaneous Services	\$86,173
Professional Services	\$84,556
Enterprise & Administration Management	\$83,410
Social Services	\$68,714

Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 1,993.

- Notes: 1) average debt per business due to COVID-19 for businesses that took on debt;  
2) these sectors have been combined due to small sample sizes from Natural Resource sector businesses.

TABLE A2

### Average debt due to COVID-19 (for businesses that took on debt) – CFIB member survey results<sup>1</sup>

	<i>Average debt per business<sup>2</sup></i>	<i>Total debt estimate (all businesses)<sup>3</sup></i>
BC	\$138,720	\$17.5B
AB	\$185,732	\$21.2B
Prairies	\$180,858	\$8.3B
ON	\$207,611	\$66.7B
QC	\$97,041	\$16.7B
Atlantic	\$91,460	\$4.7B
Territories		
<b>CANADA</b>	<b>\$169,992</b>	<b>\$135.1B</b>

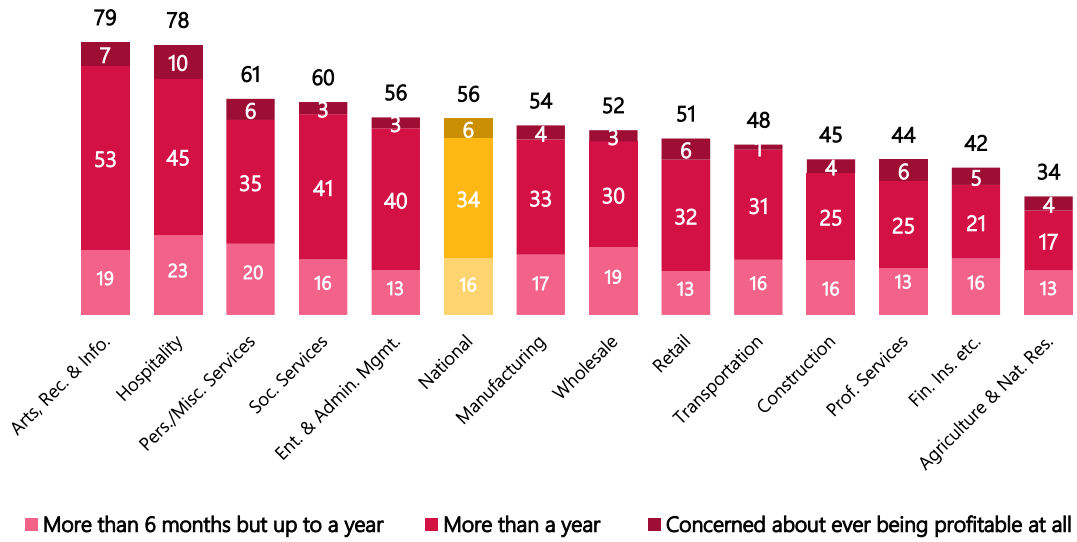
Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 1,993.

- Notes: 1) differences due to rounding;  
2) average debt per business due to COVID-19 for businesses that took on debt;  
3) total debt due to COVID-19 – estimate for all Canadian SMEs.

**Small business debt and profitability: The COVID-19 Impact**

FIGURE A1

**How long do you think it will take your business to get back to its usual level of profitability?  
At least six months or longer, by sector (% response)**



Source: CFIB, Your Voice Survey – February 2021, Feb. 4–TBD, 2021, preliminary results, n = 3,425.



## Appendix 2: Methodology

This paper presents findings from the following recent CFIB surveys:

- Your Voice Survey – February 2021, an online survey completed by 3,554 CFIB members starting February 4, 2021 to TBD. The survey has a margin of error of  $\pm 1.6$  per cent, 19 times out of 20. Results obtained so far are preliminary.
- Your Voice Survey – January 2021, an online survey completed by 7,096 CFIB members between January 12 to 31. The survey has a margin of error of  $\pm 1.2$  per cent, 19 times out of 20.
- COVID-19 Recovery Survey – October 2020, an online survey completed by 7,371 CFIB members between October 22 to November 18, 2020. The survey has a margin of error of  $\pm 1.1$  per cent, 19 times out of 20.

**The total COVID-19-related debt estimate for Canadian SMEs** is based on Statistics Canada small business counts from December 2020 and two CFIB survey question results: 1) the share of businesses that took on debt due to COVID-19, and 2) the approximate total COVID-19-related debt that businesses had incurred to date. CFIB used these figures to develop an estimate of COVID-19 debt so far, for all active Canadian SMEs with at least one employee. The total debt estimate includes adjustments to reflect provincial, industrial and business size distribution within the Canadian economy.



**Sturgeon County**

**BON ACCORD CITATION REPORT JANUARY 2021** Statistics from: 1/1/2021 12:00:00AM to 1/31/2021 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (BA COMMUNITY STANDARDS #2014-06): 1  
Total Mandatory Appearances: 0

Total Citations of (BACS P5 S5.2 UNSIGHTLY/ NUSIANCE PROPERTY): 1  
Total Mandatory Appearances: 0

Total Citations of (OLVC S.20(1) FAIL TO APPLY REISSUE OF LIC NAME/ADRESS CHANGE): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.37(A) FAIL TO OBEY S/SIGN BEFORE ENTERING INTER): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(D) STOP/PARK ON S/WALK/BLVD): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(O) STOP/PARK ON ROADWAY SIDE OF M/V AT CURB/EDGE OF R): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 1  
Total Mandatory Appearances: 0

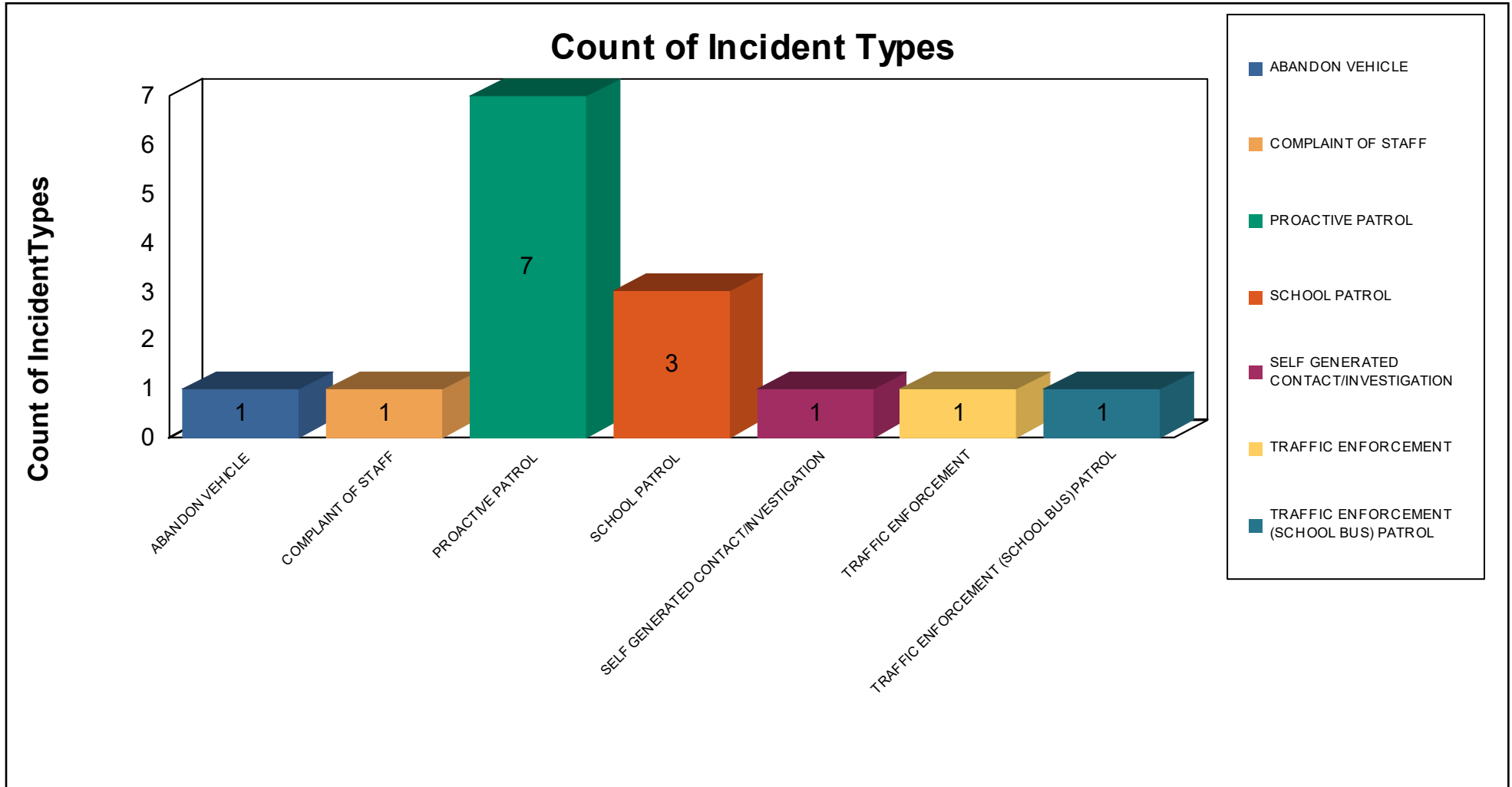
Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 2  
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 3  
Total Mandatory Appearances: 0

**Grand Total**

Total Number of Citations Reported: **12**  
Total Fine Amounts Reported: **\$1840.00**  
Total Money Collected:  
Total Money Still Due: **\$1840.00**  
Total Mandatory Appearances: **0**

Incident Report



ABANDON VEHICLE: 1 7%

**Incident Report**

**COMPLAINT OF STAFF: 1 7%**

**PROACTIVE PATROL: 7 47%**

**SCHOOL PATROL: 3 20%**

**SELF GENERATED CONTACT/INVESTIGATION: 1 7%**

**TRAFFIC ENFORCEMENT: 1 7%**

**TRAFFIC ENFORCEMENT (SCHOOL BUS) PATROL: 1 7%**

**Grand Total: 100.00% Total # of Incident Types Reported: 15**

**Sturgeon County**

BON ACCORD CITATION REPORT FEBRUARY 2021 Statistics from: 2/1/2021 12:00:00AM to 2/28/2021 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (MOVES/ROADS): 1  
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): 3  
Total Mandatory Appearances: 0

Total Citations of (SEC 5.10 1375/16 BURNING BYLAW NO PERSON SHALL BURN PROHIBITED DEBRIS): 1  
Total Mandatory Appearances: 0

Total Citations of (SEC 5.16 1375/16 BURNING BY LAW BURN ANY TYPE OF VEHICLE): 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.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.54(1)(A) OPERATE UNINSURED M.V. ON HIWAY): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.76(1)(A) ABANDON MV ON HIWAY): 1  
Total Mandatory Appearances: 0

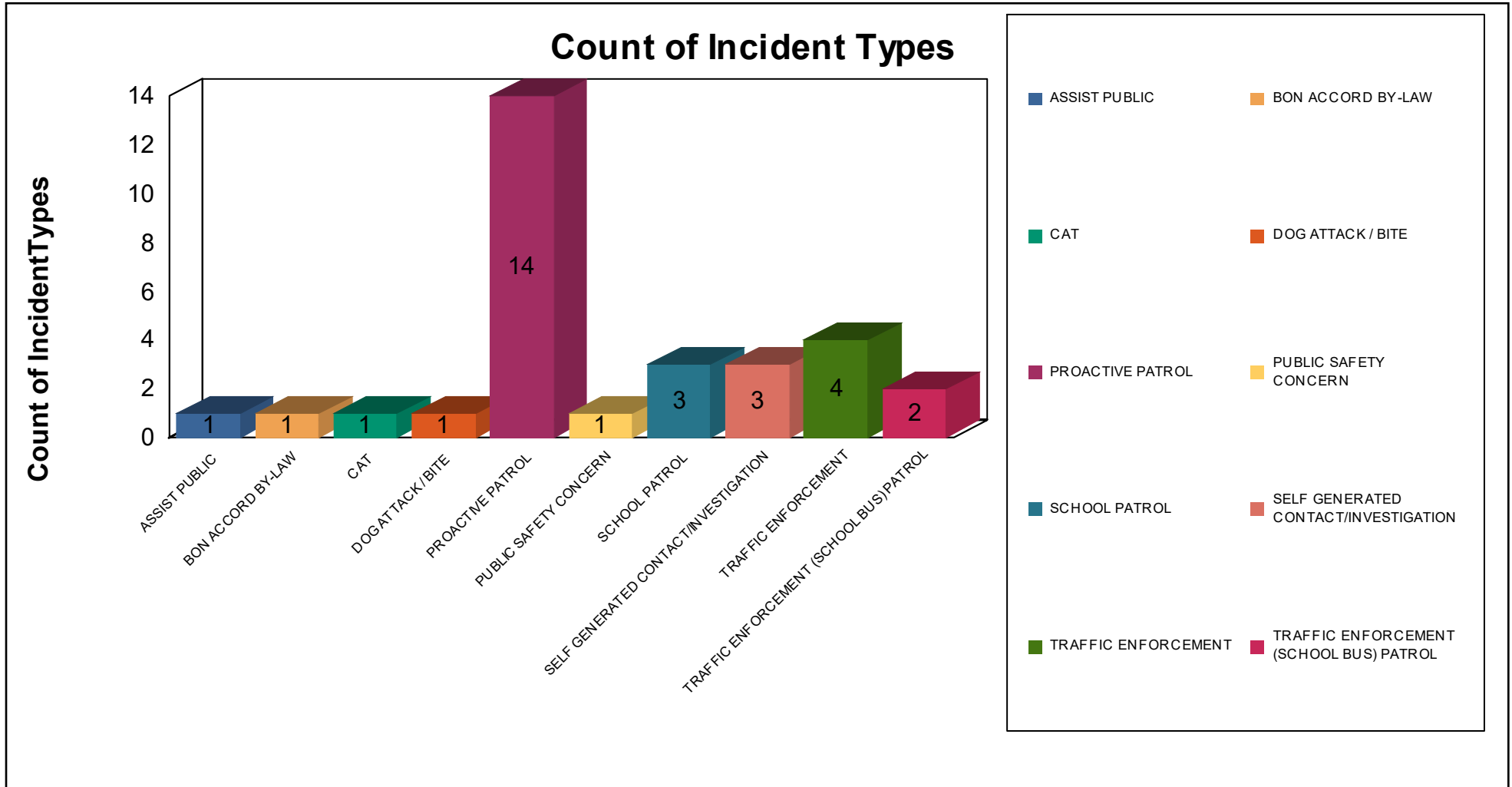
Total Citations of (VEH S.23(8) VEH/TRAILER NOT PROPERLY EQUIPPED W/ FRONT/REAR TURN SIGNAL): 1  
Total Mandatory Appearances: 0

### Grand Total

Total Number of Citations Reported: **13**  
Total Fine Amounts Reported: **\$1067.00**  
Total Money Collected:  
Total Money Still Due: **\$1067.00**  
Total Mandatory Appearances: **0**



Incident Report



ASSIST PUBLIC: 1 3%

**Incident Report**

**BON ACCORD BY-LAW: 1 3%**

**CAT: 1 3%**

**DOG ATTACK / BITE: 1 3%**

**PROACTIVE PATROL: 14 44%**

**PUBLIC SAFETY CONCERN: 1 3%**

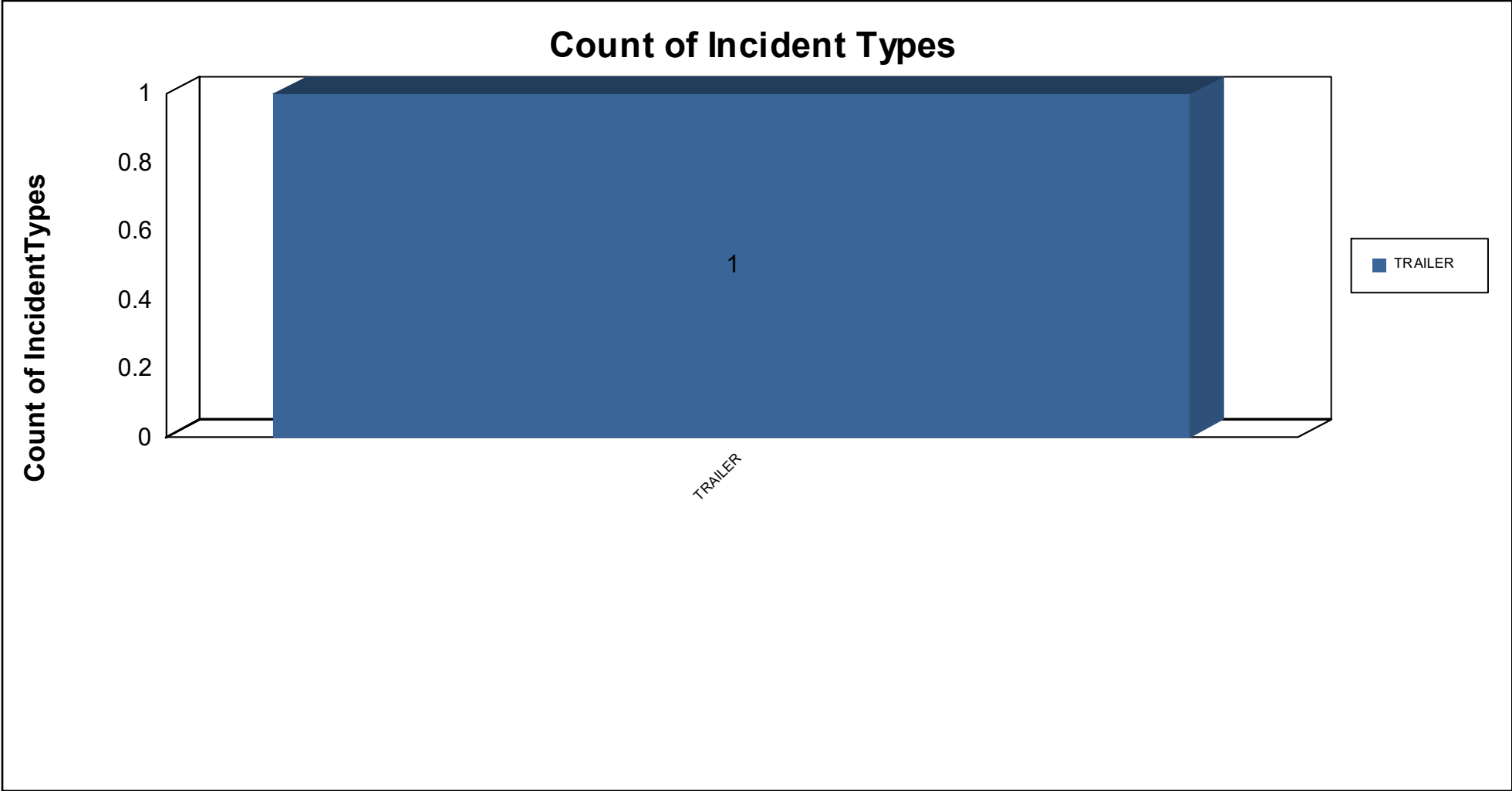
**SCHOOL PATROL: 3 9%**

**SELF GENERATED CONTACT/INVESTIGATION: 3 9%**

**TRAFFIC ENFORCEMENT: 4 13%**

**TRAFFIC ENFORCEMENT (SCHOOL BUS) PATROL: 2 6%**

Incident Report



TRAILER: 1 3%

Grand Total: 100.00% Total # of Incident Types Reported: 32

# *Council Report*

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**Date** March 2021  
**Department:** Administration  
**Submitted:** Joyce Pierce, CAO

## ***Administration***

Management meetings have been held on a weekly basis. Staff all back together working in the respective departments. The COVID situation remains the same for the Town of Bon Accord, the offices and chambers remains closed to the public. Appointments are made for the public that require assistance in office.

## ***The Path Forward***

The provincial path forward included the following comments.

Public health measures will be eased in steps based on hospitalization benchmarks.

Each step sets a more predictable path for easing restrictions, while protecting the health system.

Once hospitalizations are within range of the benchmark, decisions to move to the next step will be considered. The lowest-risk activities in each sector will be considered for change first.

Moving between steps will happen at least 3 weeks apart to assess the impact on cases.

Feb 6, 2021 announcement of **Step 2** restrictions that were lifted and then again on March 08 the easing of restrictions continued as **Step 2** is now in full effect.

If the path forward is followed moving to Step 3 would be considered within 3 weeks of the Step 2 being fully in effect, putting it some time approximately the end of March.

The COVID vaccine rollout was started for people 70 years of age and older by appointment for the Moderna and Phizer vaccines. Appointments are available for the general population born in 1957 and earlier this week for the Astra Zeneca vaccine.

## ***ICF/IDP Update***

Administration has been continuing with the ICF/IDP work with the regional colleagues. Administration's have been working to incorporate the comments of legal for the IDP/ICF and the Rec Funding agreements after the legal review was completed. The hope is that collectively the municipalities will be able to satisfy the Provincial mandate of ICF approvals by April 1, 2021 by Mar 30, 2021. Then Bon Accord will proceed to complete the IDP completion by April 20, 2021.

### ***Training***

Staff members have participated in the ICS 300 training in a virtual setting this past week. There are still a couple of staff members that require the ICS 300 and we will continue to work with the Emergency Management team to get those completed.

### ***SREMP Committee Meeting***

The SREMP committee meeting was called for March 12, 2021.

### ***National Volunteer Week 2021***

Administration is working on the interview with community volunteers for publication in an upcoming agenda and website posting.

### ***AT Update***

A reminder that AT will host a virtual meeting on Monday Mar 22, 2021 at 4:30 PM for Council to have a discussion with Minister McIvor. Please have your discussion points thought out in advance of this meeting as you are only allowed 30 minutes.

### ***Meetings Virtually Attended/Attending***

Regular Council Meeting	SREMP Mtg
Regional CAO Mtg	AHS Townhall Mtg
Management Meetings	

### ***Fire Bylaw/Enforcement Bylaw/Land Use Agreement- Fire Training Ground***

As the Fire Agreement and the Enforcement Agreements both were approved at the RMC Feb 16, 2021 these documents will be coming back to Council at the Mar 30, 2021 Special Meeting of Council with amendments to be approved. Further negotiation of the ICF agreement has created amendments to the schedule "A" of both the Enforcement Services agreement and the Fire Services agreement. The amendment is changing the annual increase on these rates from 3% to CPI or 2% whichever is greater to align with the Recreation Cost Sharing agreement going forward. It has also been requested by Sturgeon County to develop a Land Use Agreement for the fire training ground lands at the lagoon site. This item will be coming to Council for a decision at a future regular meeting of Council.

### ***Information Town Security***

In light of Councilor Laing's notice of motion regarding CCTV and Town security administration has taken the liberty of doing some further investigation regarding those items. Administration contacted the Morinville RCMP detachment and was advised to contact Global Traffic Group. They work with cameras for municipalities all over the province and are a wealth of knowledge. Mr. David Steer and Peace Officer Ashley Mainville of Global Traffic Group explained that even if the Town did have one of their cameras installed, those images would not allow tickets to be issued, tickets can only be issued if the camera is set up and maintained by someone who is certified in laser and has training for the equipment, such as a

Peace Officer. If the Town had “authorization to employ” a Peace Officer, which currently Bon Accord does not, only then could it be used for this purpose. It was explained that the Town has an enforcement agreement with Sturgeon County, but again it was reiterated that the Town would need to have a dedicated law enforcement person for Bon Accord specifically, one that the town employs. Mr. Steer also said license plate recognition cameras would typically be used to determine whether vehicles are stolen, not for speeding infractions, as they just take a photo of the license plate, but without access to the RCMP database, there is no way to look up license plates.

Mr. Steer also, advised there are cameras in their arsenal that range from \$5000 (very basic) to \$100,000 but even if the most expensive camera were purchased, everything would need to be set up by someone with appropriate training as the camera is documenting evidence which would be admissible in court.

In a nutshell, it is going to be imperative that Council has a clear vision on what they want to achieve out of a project such as this so the accurate information and costs can be researched. Once Council has determined that vision if Council would want, Mr. Steer has offered to come as a delegation to further discuss those ideas with Council.

Respectfully submitted,  
Joyce Pierce, CAO

Resolution	Resolution #	Assigned to	Status
<b>March 2, 2021 Regular Meeting of Council</b>			
Reinstatement of 1976 Coal Policy COUNCILLOR LAING MOVED THAT Council the accepts the Reinstatement of the 1976 Coal Policy information, as presented.	21-064	NA	Completed
Landscape Deposit Fee COUNCILLOR HOLDEN MOVED THAT Council approves a landscape deposit fee for residential, commercial, and industrial development at 100% of estimated landscaping costs, with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer, with fees stated to be reflected in the "Fees for Service delivery" procedure.	21-065	Administration	Completed
Procedure Bylaw; Bylaw #2021-01 COUNCILLOR LAING MOVED THAT Council declines 3rd reading of Procedural Bylaw #2021-01 and directs Administration to bring Procedural Bylaw back to the next Regular Meeting of Council with the amendments, as discussed.	21-066	Administration	3rd and final reading to be heard at the March 16, 2021 RMC - done
Intermunicipal Collaboration Framework Bylaw; Bylaw #2021-02 DEPUTY MAYOR MAY MOVED THAT Council approves 1st reading of the Intermunicipal Collaboration Framework (ICF) Bylaw #2021-02, as presented.	21-067	Administration	Prepare ICF Bylaw for 2nd and 3rd readings
COVID-19 Protocol Policy COUNCILLOR BIDNEY MOVED THAT Council accepts the COVID-19 Protocol Policy, as amended.	21-068	Administration	Completed
Elected Official Education Program COUNCILLOR LAING MOVED THAT Administration register Councillor Holden, Councillor Laing and Deputy Mayor May to attend the four sessions, April 8, 15, 22, and 29 of the Elected Official Education Program - Council's role in Strategic Planning at a cost of \$275.00 per Councillor.	21-069	Administration	Completed
NOTICE OF MOTION COUNCILLOR LAING MOVED THAT a discussion regarding a meet and greet with Town Residents and Council, to be held in a place to be determined, quarterly, to give residents an opportunity to have a face to face with Council and this be brought forward at the March 16, 2021 Regular Meeting of Council.	21-071	Administration	Completed
Closed Session - Land Proposal – FOIP Act 25 (1), Disclosure harmful to economic and other interests of a public body DEPUTY MAYOR MAY MOVED THAT Council approves option 1 regarding the Town owned Land.	21-072	Economic Development	Completed
Closed Session - Commercial Tax – FOIP Act 24, Advice of Council COUNCILLOR LAING MOVED THAT Council approves option 1 instructing Administration to proceed with the collection of outstanding taxes.	21-073	Finance	Completed
<b>February 16, 2021 Regular Meeting of Council</b>			
Fire Services Agreement COUNCILLOR LAING MOVED THAT Council approve the 2022 – 2026 Fire Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.	21-047	CAO	Prepared amendments for March 16 RMC
Enforcement Services Agreement COUNCILLOR HOLDEN MOVED THAT Council approve the 2022 – 2026 Enforcement Services Agreement between the Town of Bon Accord and Sturgeon County, as presented	21-048	CAO	Prepared amendments for March 16 RMC
Small LED Sign COUNCILLOR HOLDEN MOVED THAT Council accept the update regarding the Electronic Sign, as information.	21-052	Administration	Waiting on installation

<b>Resolution</b>	<b>Resolution #</b>	<b>Assigned to</b>	<b>Status</b>
Asset Management Plan and Strategy COUNCILLOR BIDNEY MOVED THAT Council accept the Asset Management Plan and Strategy, as presented.	21-053	Public Works	Completed
Asset Management Grant Application COUNCILLOR HOLDEN MOVED THAT Be it resolved that Council directs administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Bon Accord, Asset Management Roadmap Project. Be it therefore resolved that the Town commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program with the following three activities: · Development of an Asset Management Roadmap · Improved sharing of asset management information internally and publicly · Asset management awareness training for all staff Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.	21-054	Public Works	Working on grant application - ongoing
Procedure Bylaw; Bylaw #2021-01 COUNCILLOR HOLDEN MOVED THAT Council decline third reading of Procedure Bylaw #2021-01 and furthermore directs Administration to bring Procedure Bylaw #2021-01, with amendments, to the next regular meeting of Council on March 2, 2021 for third reading.	21-055	CAO/Administraton	Done
High River – Reinstatement of the 1976 Coal Development Policy COUNCILLOR LAING MOVED THAT Council direct Administration to bring back further information regarding the reinstatement of the 1976 Coal Development Policy.	21-058	Economic Development	Completed
<b>February 2, 2021 Regular Meeting of Council</b>			
Closed Session - Land Proposal COUNCILLOR BIDNEY MOVED THAT Administration proceed with the next steps as per discussion.	21-044	Ec Dev	Completed
<b>January 19, 2021 Regular Meeting of Council</b>			
2021 Census of Population COUNCILLOR HOLDEN MOVED THAT Council supports the 2021 Census and encourages all residents to complete their census questionnaire online at <a href="http://www.census.gc.ca">www.census.gc.ca</a> , once available in May 2021. Accurate and complete census data support programs and services that benefit our community.	21-026	Administraton	Ongoing to May 2021
<b>November 17, 2020 Regular Meeting of Council</b>			
<b>Invitation Alberta Transportation</b> COUNCILLOR HOLDEN MOVED THAT Council directs Administration to proceed, as per Council information provided with regards to the invitation to Alberta Transportation.	20-359	Administration	Completed
COUNCILLOR BIDNEY MOVED THAT Council table the decision regarding hiring Strategic Steps until after the By-election.	20-368	CAO	ongoing
<b>May 19, 2020 Regular Meeting of Council</b>			



Resolution	Resolution #	Assigned to	Status
<p><b>Landscaping Deposit</b>  DEPUTY MAYOR BIDNEY MOVED THAT, in accordance with Part 7.14(2) of the Town of Bon Accord Land Use Bylaw 2016-03, as amended, Council adopt a resolution to establish a landscaping deposit fee for the following types of development:</p> <ol style="list-style-type: none"> <li>1. Residential Development 100% of estimated landscaping costs</li> <li>2. Commercial Development 100% of estimated landscaping costs</li> <li>3. Industrial Development 100% of estimated landscaping costs</li> </ol> <p>This landscaping deposit fee shall be provided by the developer in the form of:</p> <ol style="list-style-type: none"> <li>a. cash to a value equal to 100% of the estimated landscaping costs</li> <li>or</li> <li>b. an irrevocable letter of credit having the value equal to 100% of the estimated landscaping costs</li> </ol> <p>The terms and provisions respecting this deposit fee, including release shall be to the Town's satisfaction as set out in a Development Agreement.</p>	20-250	Planning and Economic Development	Completed

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** Regular Council Meeting  
**MEETING DATE:** Mar 16, 2021  
**AGENDA ITEM:** Council Public Participation Plan

**RECOMMENDATION:**

**THAT....** Council moves to accept the Council Public Participation Plan as presented and sets Wednesday March 31, 2021 from 7:00 PM – 8:00 PM as the 1<sup>st</sup> Quarter Virtual Meeting date.

**BACKGROUND:**

At the regular meeting of Council Mar 2, 2021 administration was directed to bring more information back to the next meeting regarding public participation.

**NOTICE OF MOTION:** COUNCILLOR LAING MOVED THAT

A discussion regarding a meet and greet with Town residents and Council, to be held in a place to be determined, quarterly, to give residents an opportunity to have a face to face with Council and this be brought forward at the March 16, 2021 Regular Meeting of Council. **Carried Resolution 21-071**

It is clear in municipal inspection reports that an update to the procedural bylaw was needed to ensure that council conduct and meeting decorum follows a consistent, orderly, respectful process; and that public participation during meetings be permitted as delegations to council only. Administration was directed to develop a public participation plan for Council to allow the public to address them on items that may be of concern to them or to speak to items that were acceptable to the Public that Council has approved.

With COVID it has been an unprecedented year with limitations in place to only allow the ability to engage as a group physically at a minimum number, administration has tried to come up with creative ways for Council to engage with the public to meet the desired participation Council wants to have on a quarterly basis.

**March 2021 - 1<sup>st</sup> Quarter Public Engagement**

Virtual meeting with all of Council present, residents will register with the office to receive the link and a time when they would like to talk to Council or ask questions of Council. Council will be available to answer questions or take them away for further research and response. The public will be able to view the meeting and if it sparks a question could call in to ask Council questions they may have.

**June 2021 – 2<sup>nd</sup> Quarter Public Engagement**

If the restrictions allow –

Open Air meeting held at the Amphitheatre, with Council all present. Residents could gather in the park and ask questions of Council as desired. Dates and time set closer to suggested month.

**Sept 2021 – 3<sup>rd</sup> Quarter Public Engagement**

Open Air meeting held at the Amphitheatre or Arena Mezzanine if restrictions allow all of Council present. Residents would gather and ask questions as desired. Candidate Election Forum time would be nearing, which is not something that a municipality can host, so it would be up to Council if this meeting is necessary or if another organization would want to host an Election Forum for Candidates to ask pertinent questions of the candidates. Dates and time to be set closer to the suggested month.

**Dec 2021 – 4<sup>th</sup> Quarter Public Engagement**

Community Hall Rental or Council Chambers – if restrictions allow. All Council present and public welcome to ask questions as desired. Date and time to be set closer to the suggested month.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council accepts this RFD as information with no further direction for administration.
2. Council moves to accept the Council Public Participation Plan as presented and sets Wednesday March 31, 2021 from 7:00 PM – 8:00 PM as the 1<sup>st</sup> Quarter Virtual Meeting date.
3. Council directs administration to .....

**Prepared and Submitted By:**

**Reviewed By:** Joyce Pierce - CAO

**Date:** Mar 16, 2021

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 16, 2021
<b>AGENDA ITEM:</b> 2021-2022 RCMP Policing Priorities
<b>RECOMMENDATION:</b> THAT.... Council moves to direct administration to respond to S/Sgt Palfy as discussed.
<b>BACKGROUND:</b> Staff Sgt Palfy, Detachment Commander, Morinville has requested consultation to provide input on how to best meet the needs of the Town of Bon Accord for the 2021 year. Items such as what priorities would Council want to focus on for the 2021 -2022 fiscal year. Staff Sgt Palfy would like a response by Mar 26, 2021 with Council's direction.
<b>FINANCIAL IMPLICATIONS:</b> N/A
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council moves to direct administration to respond to S/Sgt Palfy as discussed.</li><li>2. Council accepts this RFD as information with no further direction for administration.</li></ol>
<b>Prepared and Submitted By:</b> <b>Reviewed By:</b> Joyce Pierce - CAO <b>Date:</b> March 8, 2021

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** March 16, 2021  
**AGENDA ITEM:** Special Meeting of Council request

### RECOMMENDATION:

#### THAT....

Council approves holding a Special Meeting of Council on Tuesday, March 30, 2021 commencing at 8:30 a.m. for discussion of the following items:

- 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Intermunicipal Collaboration Framework (ICF) Bylaw; Bylaw 2021-02
- 2021 – 2025 Recreational Funding Agreement
- Fire Services Agreement
- Enforcement Services Agreement

### BACKGROUND:

Council approved the Fire Services and Enforcement Services Agreements at the February 16, 2021 regular meeting of council.

#### ***Fire Services Agreement***

COUNCILLOR LAING MOVED THAT Council approve the 2022 – 2026 Fire Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.

#### **CARRIED RESOLUTION 21-047**

#### ***Enforcement Services Agreement***

COUNCILLOR HOLDEN MOVED THAT Council approve the 2022 – 2026 Enforcement Services Agreement between the Town of Bon Accord and Sturgeon County, as presented.

#### **CARRIED RESOLUTION 21-048**

Since the initial approval there have been amendments to both the Fire Services Agreement and the Enforcement Services Agreement, therefore Administration will be presenting the revised Agreements at the Special Meeting of Council on March 30, 2021 for approval.

Council heard 1<sup>st</sup> reading of the ICF Bylaw at the March 2, 2021 Regular Meeting of Council.

DEPUTY MAYOR MAY MOVED THAT Council approves 1<sup>st</sup> reading of the Intermunicipal Collaboration Framework (ICF) Bylaw #2021-02, as presented.

#### **CARRIED RESOLUTION 21-067**

The Provincial mandate is to have these documents in place by April 1, 2021.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:**

**ALTERNATIVES:**

1. Council approves holding a Special Meeting of Council on Tuesday, March 30, 2021 commencing at 8:30 a.m. for discussion of the following items:
  - a. 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Intermunicipal Collaboration Framework (ICF) Bylaw; Bylaw 2021-02
  - b. 2021 – 2025 Recreational Funding Agreement
  - c. Fire Services Agreement
  - d. Enforcement Services Agreement
2. Council declines holding a Special Meeting of Council on March 30, 2021.

**Prepared and Submitted By:** Julia Miller

**Reviewed By:** CAO

**Date:** March 4, 2021

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** Regular Council Meeting

**MEETING DATE:** March 16, 2021

**AGENDA ITEM:** ALBERTA/ NWT COMMAND ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK

**RECOMMENDATION:**

**THAT....** Council approved the unbudgeted expense of \$340.00 to purchase a “Business Card” size advertisement in the 2021 ALBERTA/ NWT COMMAND ROYAL CANADIAN LEGION Military Service Recognition Book.

**BACKGROUND:**

In past years, the Town of Bon Accord has placed an advertisement in the ALBERTA/ NWT COMMAND ROYAL CANADIAN LEGION Military Service Recognition Book.

The Military Service Recognition Book is a tribute to our Veterans and is an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

**FINANCIAL IMPLICATIONS:**

Unbudgeted expense of \$340.00.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council approved the unbudgeted expense of \$340.00 to purchase a “Business Card” size advertisement in the 2021 ALBERTA/ NWT COMMAND ROYAL CANADIAN LEGION Military Service Recognition Book.
2. The Town of Bon Accord does not purchase an advertisement in the 2021 ALBERTA/ NWT COMMAND ROYAL CANADIAN LEGION Military Service Recognition Book.

**Prepared and Submitted By:** Julia Miller      **Reviewed By:** Joyce Pierce

**Date:** March 4, 2021



**Alberta-Northwest Territories Command  
The Royal Canadian Legion**

***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

The **Alberta-NWT Command** is very proud to be printing another **5,000 copies** of our 15<sup>th</sup> Annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Mahon", written over a horizontal line.

John Mahon  
President





**Alberta-Northwest Territory Command  
The Royal Canadian Legion**

***“Military Service Recognition Book”***

**Advertising Prices**

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,295.24	+ \$114.76	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,995.24	+ \$99.76	= \$2,095.00
Full Colour 2 Page Spread	\$3,190.48	+ \$159.52	= \$3,350.00
Full Page (Full Colour)	\$1,595.24	+ \$79.76	= \$1,675.00
Full Page	\$1,195.24	+ \$59.76	= \$1,255.00
½ Page (Full Colour)	\$895.24	+ \$44.76	= \$940.00
½ Page	\$695.24	+ \$34.76	= \$730.00
¼ Page (Full Colour)	\$542.86	+ \$27.14	= \$570.00
¼ Page	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Full Colour)	\$323.81	+ \$16.19	= \$340.00
1/10 Page (Business Card)	\$271.43	+ \$13.57	= \$285.00

**G.S.T. Registration # R12 397 0410**

**All typesetting and layout charges are included in the above prices.**

**A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.**



PLEASE MAKE CHEQUE PAYABLE TO:  
**Alberta-NWT Command**  
**The Royal Canadian Legion**  
**(AB-NWT RCL)**  
**(Campaign Office)**  
**P O Box 2275, Stn. M**  
**Calgary, AB T2P 2M6**







**TOWN OF BON ACCORD  
2021 RATES OF TAXATION BYLAW  
BYLAW 2021-04**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BON ACCORD FOR THE 2021 TAXATION YEAR.**

**WHEREAS**, the Town of Bon Accord has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the council meeting held December 15, 2020; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Bon Accord for 2021 total \$3,922,398 and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$2,404,875 and \$1,517,523 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)		
Residential/Farmland		\$369,700
Non-residential		\$22,568
Homeland Housing		\$14,418
Designated Industrial Property (Including M&E)		\$132.31

**WHEREAS**, the Council of the Town of Bon Accord is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000 and

**WHEREAS**, the assessed value of all taxable property in the Town of Bon Accord as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$133,620,950
Farmland	\$63,200
Non-residential vacant	\$435,500
Machinery & Equipment	\$45,640
Non-residential	\$5,910,240
Residential – Annexed	\$1,258,510
Farmland – Annexed	\$99,100
Machinery & Equipment - Annexed	\$41,930
	<u>\$141,475,070</u>

**TOWN OF BON ACCORD  
2021 RATES OF TAXATION BYLAW  
BYLAW 2021-04**

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**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Bon Accord.

	TAX LEVY	ASSESSMENT	TAX RATE
<u>General Municipal</u>			
Non-Residential (including M&E)	\$113,409	\$5,955,880	.01904147
Residential	\$1,379,973	\$133,620,950	.01032752
Farmland	\$3,128	\$63,200	.04948654
Non-Residential Vacant	\$15,057	\$435,500	.03457485
Annexed Non-Residential/M&E	\$431	\$41,930	.01028080
Annexed Residential	\$4,587	\$1,258,510	.00364490
Annexed Farmland	\$938	\$99,100	.00947000
	\$1,517,523	\$141,475,070	
<u>Education</u>			
Residential/Farmland	\$369,700	\$144,980,568	.00255000
Non-residential	\$22,568	\$6,018,118	.00375000
	\$408,247	\$145,171,590	
<u>Homeland Housing</u>	\$14,418	\$145,171,590	.00009932
<u>Designated Industrial Property (Including M&amp;E)</u>	\$132.31	\$1,740,730	.00007600

2. That levy values for annexed properties are subject to change based on Section 5(2) of Order in Council 032/2018 that states annexed land and assessable improvements must be assessed and levied as if they had remained in Sturgeon County. Therefore, those assessed properties will be subject to Sturgeon County taxation bylaw rates, once passed.
3. The minimum amount payable as property tax for general municipal purposes shall be \$300.
4. The rates in this Bylaw shall also apply to the assessed value of all designated industrial property.
5. That this Bylaw shall come into force and take effect upon the date of third reading.

**TOWN OF BON ACCORD  
2021 RATES OF TAXATION BYLAW  
BYLAW 2021-04**

---

READ A FIRST TIME THIS 16<sup>th</sup> DAY OF March 2021.

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**General Municipal Levy Information**

2021 Municipal Levy Budget     \$    1,546,102

**2020 Actual**

**Scenario A  
2021 Estimate**

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 6,028,250	0.01904147	\$ 114,787	\$ 5,955,880	0.01904147	\$ 113,409
Residential	\$ 137,329,900	0.01032752	\$ 1,418,277	\$ 133,620,950	0.01032752	\$ 1,379,973
Farmland	\$ 63,000	0.04948654	\$ 3,118	\$ 63,200	0.04948654	\$ 3,128
Non-Residential Vacant	\$ 300,600	0.03457485	\$ 10,393	\$ 435,500	0.03457485	\$ 15,057
Annexed - Non-Residential/M&E	\$ 39,030	0.01028080	\$ 401	\$ 41,930	0.01028080	\$ 431
Annexed - Residential	\$ 1,311,710	0.00364490	\$ 4,781	\$ 1,258,510	0.00364490	\$ 4,587
Annexed - Farmland	\$ 99,100	0.00947000	\$ 938	\$ 99,100	0.00947000	\$ 938
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$ 145,171,590</b>		<b>\$ 1,552,696</b>	<b>\$ 141,475,070</b>		<b>\$ 1,517,523</b>
				-3%	<i>Change over 2020</i>	-\$ 35,172
Alberta School Foundation (ASFF)				-0.43%	<i>Budget variance</i>	-\$ 28,579
Residential/Farmland	\$ 138,803,710	0.00276471	\$ 383,752	\$ 144,980,568	0.00255	\$ 369,700
Non-Residential	\$ 6,367,880	0.00384665	\$ 24,495	\$ 6,018,118	0.00375	\$ 22,568
	<b>\$ 145,171,590</b>		<b>\$ 408,247</b>	<b>\$ 150,998,686</b>		<b>\$ 392,268</b>
Homeland Housing	<b>\$ 145,171,590</b>	0.00009932	<b>\$ 14,418</b>	<b>\$ 145,171,590</b>	0.00009932	<b>\$ 14,418</b>
Designated Industrial Property	\$ 1,740,730	0.000076	\$ 132.30	\$ 1,740,730	0.000076	\$ 132.30
<b>TOTAL TAX REVENUE &amp; REQUISITIONS</b>			<b>\$ 1,975,493</b>			<b>\$ 1,924,342</b>

**General Municipal Levy Information**

2021 Municipal Levy Budget     \$    1,546,102

**2020 Actual**

**Scenario B  
2021 Estimate**

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 6,028,250	0.01904147	\$ 114,787	\$ 5,955,880	0.01940307	\$ 115,562
Residential	\$ 137,329,900	0.01032752	\$ 1,418,277	\$ 133,620,950	0.01052364	\$ 1,406,179
Farmland	\$ 63,000	0.04948654	\$ 3,118	\$ 63,200	0.05042629	\$ 3,187
Non-Residential Vacant	\$ 300,600	0.03457485	\$ 10,393	\$ 435,500	0.03523143	\$ 15,343
Annexed - Non-Residential/M&E	\$ 39,030	0.01028080	\$ 401	\$ 41,930	0.01028080	\$ 431
Annexed - Residential	\$ 1,311,710	0.00364490	\$ 4,781	\$ 1,258,510	0.00364490	\$ 4,587
Annexed - Farmland	\$ 99,100	0.00947000	\$ 938	\$ 99,100	0.00947000	\$ 938
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$ 145,171,590</b>		<b>\$ 1,552,696</b>	<b>\$ 141,475,070</b>		<b>\$ 1,546,228</b>
				-3%	<i>Change over 2020</i>	-\$ 6,468
Alberta School Foundation (ASFF)				-0.43%	<i>Budget variance</i>	\$ 126
Residential/Farmland	\$ 138,803,710	0.00276471	\$ 383,752	\$ 144,980,568	0.00255	\$ 369,700
Non-Residential	\$ 6,367,880	0.00384665	\$ 24,495	\$ 6,018,118	0.00375	\$ 22,568
	<b>\$ 145,171,590</b>		<b>\$ 408,247</b>	<b>\$ 150,998,686</b>		<b>\$ 392,268</b>
Homeland Housing	<b>\$ 145,171,590</b>	0.00009932	<b>\$ 14,418</b>	<b>\$ 145,171,590</b>	0.00009932	<b>\$ 14,418</b>
Designated Industrial Property	\$ 1,740,730	0.000076	\$ 132.30	\$ 1,740,730	0.000076	\$ 132.30
<b>TOTAL TAX REVENUE &amp; REQUISITIONS</b>			<b>\$ 1,975,493</b>			<b>\$ 1,953,047</b>



**General Municipal Levy Information**

2021 Municipal Levy Budget     \$    1,546,102

**2020 Actual**

**Scenario C  
2021 Estimate**

	Assessment	Tax Rate	Levy	Assessment	Tax Rate	Levy
Non-Residential/M&E	\$ 6,028,250	0.01904147	\$ 114,787	\$ 5,955,880	0.01904147	\$ 113,409
Residential	\$ 137,329,900	0.01032752	\$ 1,418,277	\$ 133,620,950	0.01053820	\$ 1,408,124
Farmland	\$ 63,000	0.04948654	\$ 3,118	\$ 63,200	0.05049607	\$ 3,191
Non-Residential Vacant	\$ 300,600	0.03457485	\$ 10,393	\$ 435,500	0.03526635	\$ 15,358
Annexed - Non-Residential/M&E	\$ 39,030	0.01028080	\$ 401	\$ 41,930	0.01028080	\$ 431
Annexed - Residential	\$ 1,311,710	0.00364490	\$ 4,781	\$ 1,258,510	0.00364490	\$ 4,587
Annexed - Farmland	\$ 99,100	0.00947000	\$ 938	\$ 99,100	0.00947000	\$ 938
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$ 145,171,590</b>		<b>\$ 1,552,696</b>	<b>\$ 141,475,070</b>		<b>\$ 1,546,040</b>
				-3%	<i>Change over 2020</i>	-\$ 6,656
Alberta School Foundation (ASFF)				-0.43%	<i>Budget variance</i>	-\$ 62
Residential/Farmland	\$ 138,803,710	0.00276471	\$ 383,752	\$ 144,980,568	0.00255	\$ 369,700
Non-Residential	\$ 6,367,880	0.00384665	\$ 24,495	\$ 6,018,118	0.00375	\$ 22,568
	<b>\$ 145,171,590</b>		<b>\$ 408,247</b>	<b>\$ 150,998,686</b>		<b>\$ 392,268</b>
Homeland Housing	<b>\$ 145,171,590</b>	0.00009932	<b>\$ 14,418</b>	<b>\$ 145,171,590</b>	0.00009932	<b>\$ 14,418</b>
Designated Industrial Property	\$ 1,740,730	0.000076	\$ 132.30	\$ 1,740,730	0.000076	\$ 132.30
<b>TOTAL TAX REVENUE &amp; REQUISITIONS</b>			<b>\$ 1,975,493</b>			<b>\$ 1,952,858</b>

**TOWN OF BON ACCORD  
Request for Decision (RFD)**

**MEETING:** Regular Council Meeting  
**MEETING DATE:** March 16, 2021  
**AGENDA ITEM:** Procedural Bylaw # 2021-01

**RECOMMENDATION:**

**THAT....** Council gives Procedural Bylaw # 2021-01 third reading, as presented.

**BACKGROUND:**

At the regular meeting of Council November 3, 2020,

*DEPUTY MAYOR MAY MOVED THAT Council directs Administration to allow question and answer periods, in Chambers during formal Council meetings, and any unanswered questions will be responded to, within 72 hours, by Administration or Council. Carried Resolution #20-336*

Due to this procedural change, Procedural Bylaw #2020-23 was presented to Council at the RMC December 15, 2020 but did not receive first reading:

*COUNCILLOR HOLDEN MOVED THAT Council declines 1st reading of Procedural Bylaw #2020-23, and furthermore directs Administration to bring this Bylaw back to Council at a later date. In favor: Mayor Mosychuk, Councillor Bidney, Councillor Holden. Opposed: Deputy Mayor May, Councillor Laing. Carried Resolution #20-393*

At the regular meeting of Council January 19, 2021, Administration brought forward Procedural Bylaw 2021-01 with the following amendments:

- Section 7.3.6 is repealed, as the terminology has changed. A Committee of the Whole Meeting is now referred to as Regular Meeting of Council.
- Section 8.5 will now include the following statement: "It is the responsibility of each member to ensure their closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts."
- Section 8.12 will now include section 8.8.
- Various edits to grammar and formatting.

During this meeting, the following resolution was passed:

*COUNCILLOR HOLDEN MOVED THAT Council gives Procedural Bylaw 2021-01 1<sup>st</sup> reading and directs administration to amend, as discussed and bring back to Council for 2<sup>nd</sup> and 3<sup>rd</sup> readings. Carried Resolution #21-032*

As discussed, administration made the following amendments for the second reading of Procedural Bylaw 2021-01:

- Move section 1.12 "Act" to 1.1 to ensure definitions are in alphabetical order.
- Section 1.4 will now include the following statement: "Matters discussed in closed session are confidential until discussed in a public session as per the MGA and FOIP Act."
- The statement previously added to section 8.5 will be relocated to section 10.2. "It is the responsibility of each member to ensure closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts."

- Section 8.12 will now include the following statement: "If these platforms fail or are interrupted without the ability to restore service the meeting will be adjourned as per the MGA regulation."

- Section 12 will now read as follows:

12.1 Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting. Once Motion is stated, it will be recorded in the meeting's minutes. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.

12.2 A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment.

12.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.

12.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.

12.5 A Notice of Motion cannot be made at a special Council meeting.

12.6 A Notice on Motion is not debatable until a Council member moves the motion.

- Various grammar and formatting.

At the RMC February 2, 2021, the following resolution was passed:

*COUNCILLOR BIDNEY MOVED THAT Council gives Procedural Bylaw 2021-01 2nd reading, as presented. In favor: Mayor Mosychuk, Councillor Holden, Councillor Bidney, Councillor Laing Opposed: Deputy Mayor May Carried Resolution #21-039*

Administration has made the following change for third reading February 16, 2021 RMC:

- Schedule "A" section 4.1 now reads:

4.1 The CAO shall forward materials to be discussed at a meeting of the Committee a minimum of two business days in advance of the meeting.

At the RMC February 16, 2021, the following resolution was passed:

*COUNCILLOR HOLDEN MOVED THAT Council decline third reading of Procedure Bylaw #2021-01 and furthermore directs Administration to bring Procedure Bylaw #2021-01, with amendments, to the next regular meeting of Council on March 2, 2021 for third reading. Carried Resolution #21-055*

Administration has made the following changes for third reading March 2, 2021 RMC:

- Sections 7.3.8 – 7.4.2 have been reformatted into sections 7.4 – 7.8, respectively.

- Section 8.12 has been amended, removing the phrase "as per the MGA regulation."

At the RMC March 2, 2021, the following resolution was passed:

*COUNCILLOR LAING MOVED THAT Council declines 3rd reading of Procedural Bylaw #2021-01 and directs Administration to bring Procedural Bylaw back to the next Regular Meeting of Council with the amendments, as discussed. Carried Resolution #21-066*

As discussed, administration made the following amendments for the third reading of Procedural Bylaw 2021-01:

- Various grammar and formatting.

- Section 14.1 and 14.2 are now combined to read:

14.1 All votes will be recorded. The minutes will show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

**ALTERNATIVES:**

1. Council gives Procedural Bylaw 2021-01 third reading, as presented.
2. Council declines Procedural Bylaw 2021-01 and further directs administration to...

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce

**Date:** March 10, 2021

**TOWN OF BON ACCORD**  
**THE PROCEDURAL BYLAW**  
**BYLAW ~~2020-15~~2021-01**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

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**WHEREAS**, the Council of the Town of Bon Accord considers it expedient and desirable for effective governance to regulate the procedure and conduct of council, councillors and others attending council and council committee meetings in the Town of Bon Accord.

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

This bylaw shall be cited as the **“Procedural Bylaw”** of the Town of Bon Accord

**1. DEFINITIONS**

1.1 [“Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto.](#)

~~1.1.2~~ [“Councillor”](#) means a member of Council including the Mayor elected pursuant to the provisions of the Local Authorities Act

~~1.2.3~~ [“Delegation”](#) means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee.

~~1.3.4~~ [“CAO”](#) means the Chief Administrative Officer or his/her delegate, for the Municipality.

~~1.4.5~~ [“Closed Session”](#) is a council or committee session which is held in private and may include any person or persons invited to attend by Council. [Matters discussed in closed session are confidential until discussed in a public session as per the MGA and FOIP Act.](#)

~~1.5.6~~ [“Member at Large”](#) means a member of the public appointed by council to a committee of council.

~~1.6.7~~ [“Municipality”](#) means the Town of Bon Accord, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.

~~1.7.8~~ [“Notice of Motion”](#) is the means by which a Councillor may bring a topic before Council.

~~1.8.9~~ [“Point of Order”](#) means an infraction of the rules or improper decorum in speaking.

~~1.9.10~~ [“Point of Privilege”](#) means that an interruption may occur only if necessary.

~~1.10.11~~ [“Presiding Officer”](#) means the Mayor or other Councillor as appointed by the Mayor, or in the absence of the Mayor or Deputy Mayor, Council may appoint a Presiding Officer.

**TOWN OF BON ACCORD**  
**THE PROCEDURAL BYLAW**  
**BYLAW ~~2020-15~~2021-01**

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1.1~~21~~ “Special Resolution” is a resolution passed by a two-thirds majority of all Council members or two thirds of all members of a Committee.

~~1.12 “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto.~~

**2. APPLICATION**

2.1 This Bylaw shall govern the proceedings of Council and Committees established by Council and shall be binding upon all Committee members whether Council or Members at Large.

2.2 When any matters relating to the meeting procedures is not addressed in this Bylaw, the law of the Government of Alberta shall be followed and in such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

**3. SEVERABILITY**

3.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

**4. DEPUTY MAYOR**

4.1 The position of Deputy Mayor shall be twelve (12) months in duration, or as otherwise directed as Council and each member of Council may serve one term, to be determined at the first organizational meeting following the election, or as required.

**5. MEETINGS**

5.1 The regular meetings of council shall be established by resolution of Council at its annual organizational meeting.

5.2 Regular Meetings of Council will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, unless otherwise posted. The 1<sup>st</sup> meeting of the month shall commence at 7pm and stands to adjourn no later than 10:30pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 10:00pm. The 2<sup>nd</sup> meeting of the month shall commence at 8:30am and stand to adjourn no later than 12pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 11:30am.

5.3 As soon as there is a Quorum of Council after the hour fixed for the meeting, the presiding officer must take the chair and begin the meeting.

5.4 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the Members of Council present at the expiration of the 30 minutes time limit.

**TOWN OF BON ACCORD**  
**THE PROCEDURAL BYLAW**  
**BYLAW ~~2020-15~~2021-01**

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- 5.5 Council may change the time, date or location of any meeting by Special Resolution and any Committees may change the time, date or location of any of its meetings provided that in both cases at least twenty-four (24) hours notice of the change is given to the public.
- 5.6 Despite the above 5.5 the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Council Members are notified of the meeting and two-thirds of Council give written consent to hold the meeting before the meeting begins. No business other than that stated in the notice shall be considered at any meeting described in this Section unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 5.7 The regular meetings of council shall be voice recorded for the purpose of minute preparation.
- 5.8 The meetings of council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
- 5.9 The Mayor may appoint another member of Council as Presiding Officer. The appointment must include a specified period of time which shall not exceed eight (8) consecutive weeks if the Mayor is absent.

**6. GENERAL PROCEEDINGS OF MEETINGS**

- 6.1 Council must vote to adopt the agenda prior to transacting other business and may:
- 6.1.1 add new items to the agenda but only by Special Resolution; or
  - 6.1.2 delete any matter from the agenda but only by Special Resolution.
- 6.2 The minutes of each meeting must be circulated to each Member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited, to ensure that the minutes are accurate. If there are errors or omissions, Council must:
- 6.2.1 pass a resolution to amend the minutes; and
  - 6.2.2 adopt the minutes as amended and if there are not errors or omissions, council must adopt the minutes as circulated.
- 6.3 Delegations appearing before council may be addressed by any Member of Council through the Presiding Officer, by asking the delegation or the Chief Administration Office relevant questions but may not debate the matter or the answers. The presentation by a delegation may only be:
- 6.3.1 received as information without debate;
  - 6.3.2 referred without debate to a Committee or the Chief Administrative Officer for a report, or debated if a Special Resolution is passed to allow a motion to be made without notice;

**TOWN OF BON ACCORD**  
**THE PROCEDURAL BYLAW**  
**BYLAW ~~2020-15~~2021-01**

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6.3.3 limited to 15 minutes unless there is a Special Resolution to extend the allotted time.

6.4 Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:

6.4.1 vote on the request, or

6.4.2 refer the request to a Committee or the Chief Administrative Officer for further investigation and report.

6.5 Any Councilor may make a request for information to be provided to Council on any matter within the municipality's jurisdiction. The Chief Administrative Officer or other management personnel will provide an answer to the inquiry at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.

6.6 Every motion or resolution shall be stated clearly by the mover and when duly moved shall be open for consideration. After a resolution has been stated or read, it shall be deemed to be in possession of Council, but may be withdrawn by unanimous consent of the Council members present. Discussion on any motion will be limited to ten (10) minutes and at that time the Presiding Officer will call for a vote on that motion by the Members of Council present.

6.7 Any member of Council desiring to speak shall address the remarks to the Presiding Officer, by way of hand gesture or by saying Mr. Mayor in a manner that does not interrupt conversation already in progress, confine themselves to the question and avoid personality. Should more than one-member desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor. Members of Council wishing to speak on a matter during the meeting must indicate their intention by raising their hand and any Member of Council present via telephone, shall address the Presiding Officer, by stating "I wish to speak on the matter at hand" and being recognized by the Presiding Officer. Each Council member should not speak more than once until every Member of Council has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.

**7. CONDUCT OF MEETINGS**

7.1 Each member or delegation, as the case may be, shall address the Presiding Officer but shall not speak until recognized by the Presiding Officer.

7.2 A motion does not require to be seconded.

7.3 Unless otherwise specifically provided in this Procedure Bylaw the following motions are debatable by Council:

7.3.1 a motion arising out of any matter or thing included in the agenda for the Council meeting;



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- 7.3.2 a motion to postpone or refer;
- 7.3.3 a motion for adoption of, rejection of, referral back or further consideration of a report to council, or a motion arising out of any matter dealt with in a report to Council;
- 7.3.4 a motion for the second or a motion for the third reading of a Bylaw;
- 7.3.5 a motion for an appointment or dismissal of a committee member, or referral to a committee of any matter before the Council;
- ~~7.3.6 a motion for Council to hold a Committee of the Whole Meeting~~
- 7.3.7 ~~6~~ a motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of a Bylaw properly before the Council;

7.4 ~~3.8~~ ~~A~~ny matter of meeting conduct, which is not herein provided for, shall be determined in accordance with “Roberts Rule of Order”;

7.3 ~~95~~ ~~W~~here a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Presiding Officer so directs;

7.4 ~~06~~ ~~W~~henever the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.

7.4 ~~17~~ ~~I~~n all cases not provided for in the proceedings of the council, a majority of council shall determine to uphold the ruling of the Presiding Officer or not as the case may be.

7.4 ~~28~~ ~~T~~his bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit unless it is repealed, amended or suspended:

- ~~\_\_\_\_\_~~ a. by a bylaw unanimously passed at a regular or special meeting of the Council at ~~\_\_\_\_\_~~ which all members thereof are present; or
- ~~\_\_\_\_\_~~ b. by a bylaw passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.

## **8.0 ELECTRONIC MEETING ATTENDANCE**

- 8.1 The Presiding Officer cannot use electronic means to attend a Regular Meeting of Council.
- 8.2 Electronic means cannot be used for Special Meeting of Council.
- 8.3 Quorum must be attained through physical presence at the meeting, additional members may attend through electronic means.
- 8.4 Use of attendance through electronic means is being provided to allow for periodic flexibility, attending in person must be done so at a minimum of every third meeting.

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- 8.5 Electronic attendance will be conducted through the use of video conferencing, secure platforms and telephone.
- 8.6 An effective method of data transfer must be available, if attending electronically, for review and voting on bylaws, ASP's, and other documents that require council review.
- 8.7 Should connectivity of electronic means cease to exist at any point during the meeting, the attendee will be deemed absent for that portion of the meeting, just as the case when attending in person.
- 8.8 Closed Session items cannot be discussed through electronic means.
- 8.9 When attending electronically, the attendee must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 8.10 The attendee must be connected prior to the meeting being called to order.
- 8.11 Should the electronically connected member be found to be out of order, per items 11.1 and 11.2 of this bylaw, the member connection will be terminated.
- 8.12 Notwithstanding sections 8.1, 8.2, 8.3, ~~and 8.4,~~ and 8.8 in extenuating circumstances, all meetings may be held and attended via electronic means and shared to the public via the internet. If these platforms fail or are interrupted without the ability to restore service, the meeting will be adjourned.
- 8.13 Attendees are expected to act and dress as though they are attending in person and ensure no background noise that will interfere with the meeting.

## **9.0 AGENDAS**

- 9.1 The agenda for each regular and special meeting shall be prepared by the CAO and emailed, together with copies of all pertinent correspondence, statements and reports to Council by the end of the day on the Friday prior to each regular or Special meeting. In order to do so, the CAO shall receive all documentation prior to 4:00 pm on the Wednesday preceding the Council meeting.
- 9.2 The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 9.3 The business intended to be dealt with shall be stated in an agenda per the Council Agenda policy.
- 9.4 The order of business established in the Council Agenda Policy shall apply unless altered by the Presiding Officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- 9.5 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing committee, such committee and its mandate shall be established by bylaw.
- 9.6 Criteria for any written communication intended for Council or a Committee which reached the Chief Administrative Officer must:
  - 9.6.1 be legible and coherent
  - 9.6.2 be signed by at least one person who provides a printed name and address
  - 9.6.3 be on paper and
  - 9.6.4 not be libelous, impertinent or improper.

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9.7 If the requirements of Section 9.6 are not met the Chief Administrative Officer may file the communication unless it is deemed improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.

**10.0 CLOSED SESSIONS**

10.0 Matters to be discussed which are within one of the categories of information referred to in Section 217 of the Municipal Government Act (MGA), as amended or replaced from time to time, may be considered at a closed session Meeting or portion of a meeting.

10.1 Council or Committee has no power at a closed session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

[10.2 It is the responsibility of each member to ensure closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts.](#)

**11.0 MAINTAINING ORDER IN COUNCIL**

**Order in Council - Council**

Members of Council shall not:

11.1 use offensive words or un-parliamentary language in the meeting;

11.2 disobey the rules of the meeting or decision of the Presiding Officer or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;

11.3 leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

11.4 interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;

11.5 pass between a Member of Council who is speaking and the Presiding Officer;

11.6 influence or communicate with any municipal employees except the Chief Administrative Officer or administrative personnel involved with the committee of which they are members; any other communication or inquiries must be through the Chief Administrative Officer;

11.7 Members of council who persist in a breach of the foregoing section 11, after having been called to order by the Presiding Officer, may, at the discretion of the Presiding Officer, be asked to provide a public apology;

11.8 A member of Council who wishes to leave the meeting prior to adjournment shall so advise the Presiding Officer and the time of departure and return shall be noted in the minutes.

**Order in Council – Public**

11.9 Only Councilors, the chief administrative officer and those individuals authorized by the Chief Administrative Officer may be present to address council.

11.10 No person in the gallery or on the floor of council chambers shall cause any disturbance, interrupt any speaker or interfere with the actions of council. The Presiding Officer may

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call to order any person who has created a disturbance and may expel that person from council chambers.

**12. NOTICE OF MOTION**

- 12.1 Council members may bring forward a notice of motion as an item on the agenda of a regular Council meeting. Once the Motion is stated, it will be recorded in the meeting minutes. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.
- 12.2 A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment. A Notice of Motion may be received by the Chief Administrative Officer prior to the closing of the meeting. In this event, the Member of Council shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the Agenda for the subsequent meeting.
- 12.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed. A Member of Council may present and describe a Notice of Motion for consideration at the next meeting or other meeting date as specified by the mover.
- 12.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently. A Member of Council who hands a written Notice of Motion to the Chief Administrative Officer to be read at any regular meeting need not necessarily be present during the reading of the Motion.
- 12.5 A Notice of Motion cannot be made at a special Council meeting. When a notice has been given, the Chief Administrative Officer will include the proposed motion in the agenda of the meeting for the date indicated in the notice. If a motion is not made at the meeting indicated in the notice it will be removed from the agenda and may only be made by a new notice of motion.
- 12.6 A Notice on Motion is not debatable until a Council member moves the motion.

**13. VOTING – PECUNIARY INTEREST**

- 13.1 Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative or Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

**14. RECORDED VOTE**

- ~~14.10~~ Before a vote is taken by council, a councillor may request that the vote be recorded. All votes will be recorded.
- ~~14.1~~ When a vote is recorded, theThe minutes ~~must~~will show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

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**15. PUBLIC HEARINGS**

- 15.1 The conduct of any Public Hearing shall be governed by the MGA and this Bylaw.
- 15.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.
- 15.3 The Presiding Officer shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 15.4 The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
- 15.5 The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 15.6 The Presiding Officer shall call upon those persons who have registered with the Council Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 15.7 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.
- 15.8 Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 15.9 Following public presentations, the Presiding Officer shall close the Public Hearing.
- 15.10 If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.
- 15.11 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may;
  - a) pass the bylaw or resolution, or
  - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 15.12 When a Public hearing on a proposed Bylaw or resolution is held, a Member;
  - a) must abstain from voting on the Bylaw or resolution if the member was absent from all of the Public Hearing, and
  - b) may abstain from voting on the Bylaw or resolution if the member was only absent from a part of the Public Hearing.

**16. REPEALING BYLAWS**

This Bylaw shall repeal Bylaw ~~2019-12~~2020-15 and any amendments thereto.

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

Read a first time this ~~31<sup>st</sup> day of March 2020~~19<sup>th</sup> day of January 2021.

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Read a Second time this ~~31<sup>st</sup> day of March 2020~~ 2<sup>nd</sup> day of February 2021.

Read a third and final time this ~~31<sup>st</sup> day of March 2020~~16<sup>th</sup> day of March 2021.

\_\_\_\_\_  
Mayor ~~David Hutton~~Greg Mosychuk

\_\_\_\_\_  
Joyce Pierce, Chief Administrative Officer

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# SCHEDULE A

## Council Standing Policy Committees

### Council Briefing Committee

**Town of Bon Accord  
Council Briefing Committee  
Terms of Reference**

1. Terms of Reference

1.1 Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

1.1.1 to brief Councillors on specific topics

1.1.2 to provide a context for documents they have or will be receiving

1.1.3 to respond to detailed questions of clarification of material presented

1.2 Meetings of Council Briefing Committee are public meetings and shall be held as needed but no more than once per month.

1.3 To permit the Mayor to participate fully in question and discussion periods, meetings shall be presided by individual Councillors in rotation.

2. Composition

2.1 A Council Briefing Committee shall consist of:

2.2.1 All members of the Town of Bon Accord Council

2.2.2 The CAO and any staff members that may be required

3. Terms of Office

3.1 All Councillors shall be members of the Committee for their full term of office as a municipally elected Councillor.

4. Duties and Responsibilities

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- 4.1 The CAO shall forward materials to be discussed at a meeting of the Committee a minimum of five-two business days in advance of the meeting.
- 4.2 Councillors are expected to review the material prior to the meeting and arrive prepared with their questions.

5. Procedures

- 5.1 There shall be no Quorum requirements for the Council Briefing Committee
- 5.2 Unless otherwise contradicted in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedure Bylaw that relate to:
  - 5.2.1 order, decorum and questions of order
  - 5.2.2 agendas and minutes
  - 5.2.3 appointment and organization of committees of council
  - 5.2.4 regulations for conducting business in committee

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE  
AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

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**WHEREAS**, the Council of the Town of Bon Accord considers it expedient and desirable for effective governance to regulate the procedure and conduct of council, councillors and others attending council and council committee meetings in the Town of Bon Accord.

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

This bylaw shall be cited as the **“Procedural Bylaw”** of the Town of Bon Accord

**1. DEFINITIONS**

- 1.1 “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto.
- 1.2 “Councillor” means a member of Council including the Mayor elected pursuant to the provisions of the Local Authorities Act
- 1.3 “Delegation” means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee.
- 1.4 “CAO” means the Chief Administrative Officer or his/her delegate, for the Municipality.
- 1.5 “Closed Session” is a council or committee session which is held in private and may include any person or persons invited to attend by Council. Matters discussed in closed session are confidential until discussed in a public session as per the MGA and FOIP Act.
- 1.6 “Member at Large” means a member of the public appointed by council to a committee of council.
- 1.7 “Municipality” means the Town of Bon Accord, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.
- 1.8 “Notice of Motion” is the means by which a Councillor may bring a topic before Council.
- 1.9 “Point of Order” means an infraction of the rules or improper decorum in speaking.
- 1.10 “Point of Privilege” means that an interruption may occur only if necessary.
- 1.11 “Presiding Officer” means the Mayor or other Councillor as appointed by the Mayor, or in the absence of the Mayor or Deputy Mayor, Council may appoint a Presiding Officer.
- 1.12 “Special Resolution” is a resolution passed by a two-thirds majority of all Council members or two thirds of all members of a Committee.

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**2. APPLICATION**

- 2.1 This Bylaw shall govern the proceedings of Council and Committees established by Council and shall be binding upon all Committee members whether Council or Members at Large.
- 2.2 When any matters relating to the meeting procedures is not addressed in this Bylaw, the law of the Government of Alberta shall be followed and in such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

**3. SEVERABILITY**

- 3.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

**4. DEPUTY MAYOR**

- 4.1 The position of Deputy Mayor shall be twelve (12) months in duration, or as otherwise directed as Council and each member of Council may serve one term, to be determined at the first organizational meeting following the election, or as required.

**5. MEETINGS**

- 5.1 The regular meetings of council shall be established by resolution of Council at its annual organizational meeting.
- 5.2 Regular Meetings of Council will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, unless otherwise posted. The 1<sup>st</sup> meeting of the month shall commence at 7pm and stands to adjourn no later than 10:30pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 10:00pm. The 2<sup>nd</sup> meeting of the month shall commence at 8:30am and stand to adjourn no later than 12pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 11:30am.
- 5.3 As soon as there is a Quorum of Council after the hour fixed for the meeting, the presiding officer must take the chair and begin the meeting.
- 5.4 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the Members of Council present at the expiration of the 30 minutes time limit.
- 5.5 Council may change the time, date or location of any meeting by Special Resolution and any Committees may change the time, date or location of any of its meetings provided that in both cases at least twenty-four (24) hours notice of the change is given to the public.
- 5.6 Despite the above 5.5 the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Council Members are notified of the meeting and two-thirds of Council give written consent to hold the meeting before the meeting begins. No business other than that stated in the notice shall be considered at any meeting described in this Section unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 5.7 The regular meetings of council shall be voice recorded for the purpose of minute preparation.

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- 5.8 The meetings of council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
- 5.9 The Mayor may appoint another member of Council as Presiding Officer. The appointment must include a specified period of time which shall not exceed eight (8) consecutive weeks if the Mayor is absent.

**6. GENERAL PROCEEDINGS OF MEETINGS**

- 6.1 Council must vote to adopt the agenda prior to transacting other business and may:
  - 6.1.1 add new items to the agenda but only by Special Resolution; or
  - 6.1.2 delete any matter from the agenda but only by Special Resolution.
- 6.2 The minutes of each meeting must be circulated to each Member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited, to ensure that the minutes are accurate. If there are errors or omissions, Council must:
  - 6.2.1 pass a resolution to amend the minutes; and
  - 6.2.2 adopt the minutes as amended and if there are not errors or omissions, council must adopt the minutes as circulated.
- 6.3 Delegations appearing before council may be addressed by any Member of Council through the Presiding Officer, by asking the delegation or the Chief Administration Office relevant questions but may not debate the matter or the answers. The presentation by a delegation may only be:
  - 6.3.1 received as information without debate;
  - 6.3.2 referred without debate to a Committee or the Chief Administrative Officer for a report, or debated if a Special Resolution is passed to allow a motion to be made without notice;
  - 6.3.3 limited to 15 minutes unless there is a Special Resolution to extend the allotted time.
- 6.4 Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:
  - 6.4.1 vote on the request, or
  - 6.4.2 refer the request to a Committee or the Chief Administrative Officer for further investigation and report.
- 6.5 Any Councilor may make a request for information to be provided to Council on any matter within the municipality's jurisdiction. The Chief Administrative Officer or other management personnel will provide an answer to the inquiry at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.
- 6.6 Every motion or resolution shall be stated clearly by the mover and when duly moved shall be open for consideration. After a resolution has been stated or read, it shall be deemed to be in possession of Council, but may be withdrawn by unanimous consent of the Council members present. Discussion on any motion will be limited to ten (10) minutes and at that time the Presiding Officer will call for a vote on that motion by the Members of Council present.

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- 6.7 Any member of Council desiring to speak shall address the remarks to the Presiding Officer, by way of hand gesture or by saying Mr. Mayor in a manner that does not interrupt conversation already in progress, confine themselves to the question and avoid personality. Should more than one-member desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor. Members of Council wishing to speak on a matter during the meeting must indicate their intention by raising their hand and any Member of Council present via telephone, shall address the Presiding Officer, by stating "I wish to speak on the matter at hand" and being recognized by the Presiding Officer. Each Council member should not speak more than once until every Member of Council has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.

**7. CONDUCT OF MEETINGS**

- 7.1 Each member or delegation, as the case may be, shall address the Presiding Officer but shall not speak until recognized by the Presiding Officer.
- 7.2 A motion does not require to be seconded.
- 7.3 Unless otherwise specifically provided in this Procedure Bylaw the following motions are debatable by Council:
- 7.3.1 a motion arising out of any matter or thing included in the agenda for the Council meeting;
  - 7.3.2 a motion to postpone or refer;
  - 7.3.3 a motion for adoption of, rejection of, referral back or further consideration of a report to council, or a motion arising out of any matter dealt with in a report to Council;
  - 7.3.4 a motion for the second or a motion for the third reading of a Bylaw;
  - 7.3.5 a motion for an appointment or dismissal of a committee member, or referral to a committee of any matter before the Council;
  - 7.3.6 a motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of a Bylaw properly before the Council.
- 7.4 Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with "Roberts Rule of Order".
- 7.5 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Presiding Officer so directs.
- 7.6 Whenever the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.
- 7.7 In all cases not provided for in the proceedings of the council, a majority of council shall determine to uphold the ruling of the Presiding Officer or not as the case may be.
- 7.8 This bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit unless it is repealed, amended or suspended:
- a) by a bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or

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- b) by a bylaw passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.

**8.0 ELECTRONIC MEETING ATTENDANCE**

- 8.1 The Presiding Officer cannot use electronic means to attend a Regular Meeting of Council.
- 8.2 Electronic means cannot be used for Special Meeting of Council.
- 8.3 Quorum must be attained through physical presence at the meeting, additional members may attend through electronic means.
- 8.4 Use of attendance through electronic means is being provided to allow for periodic flexibility, attending in person must be done so at a minimum of every third meeting.
- 8.5 Electronic attendance will be conducted through the use of video conferencing, secure platforms and telephone.
- 8.6 An effective method of data transfer must be available, if attending electronically, for review and voting on bylaws, ASP's, and other documents that require council review.
- 8.7 Should connectivity of electronic means cease to exist at any point during the meeting, the attendee will be deemed absent for that portion of the meeting, just as the case when attending in person.
- 8.8 Closed Session items cannot be discussed through electronic means.
- 8.9 When attending electronically, the attendee must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 8.10 The attendee must be connected prior to the meeting being called to order.
- 8.11 Should the electronically connected member be found to be out of order, per items 11.1 and 11.2 of this bylaw, the member connection will be terminated.
- 8.12 Notwithstanding sections 8.1, 8.2, 8.3, 8.4, and 8.8 in extenuating circumstances, all meetings may be held and attended via electronic means and shared to the public via the internet. If these platforms fail or are interrupted without the ability to restore service, the meeting will be adjourned.
- 8.13 Attendees are expected to act and dress as though they are attending in person and ensure no background noise that will interfere with the meeting.

**9.0 AGENDAS**

- 9.1 The agenda for each regular and special meeting shall be prepared by the CAO and emailed, together with copies of all pertinent correspondence, statements and reports to Council by the end of the day on the Friday prior to each regular or Special meeting. In order to do so, the CAO shall receive all documentation prior to 4:00 pm on the Wednesday preceding the Council meeting.
- 9.2 The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 9.3 The business intended to be dealt with shall be stated in an agenda per the Council Agenda policy.
- 9.4 The order of business established in the Council Agenda Policy shall apply unless altered by the Presiding Officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

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- 9.5 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing committee, such committee and its mandate shall be established by bylaw.
- 9.6 Criteria for any written communication intended for Council or a Committee which reached the Chief Administrative Officer must:
  - 9.6.1 be legible and coherent
  - 9.6.2 be signed by at least one person who provides a printed name and address
  - 9.6.3 be on paper
  - 9.6.4 not be libelous, impertinent or improper.
- 9.7 If the requirements of Section 9.6 are not met the Chief Administrative Officer may file the communication unless it is deemed improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.

**10.0 CLOSED SESSIONS**

- 10.0 Matters to be discussed which are within one of the categories of information referred to in Section 217 of the Municipal Government Act (MGA), as amended or replaced from time to time, may be considered at a closed session Meeting or portion of a meeting.
- 10.1 Council or Committee has no power at a closed session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.
- 10.2 It is the responsibility of each member to ensure closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts.

**11.0 MAINTAINING ORDER IN COUNCIL**  
**Order in Council – Council**

Members of Council shall not:

- 11.1 use offensive words or un-parliamentary language in the meeting;
- 11.2 disobey the rules of the meeting or decision of the Presiding Officer or of Members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;
- 11.3 leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
- 11.4 interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;
- 11.5 pass between a Member of Council who is speaking and the Presiding Officer;
- 11.6 influence or communicate with any municipal employees except the Chief Administrative Officer or administrative personnel involved with the committee of which they are members; any other communication or inquiries must be through the Chief Administrative Officer;
- 11.7 Members of council who persist in a breach of the foregoing section 11, after having been called to order by the Presiding Officer, may, at the discretion of the Presiding Officer, be asked to provide a public apology;
- 11.8 A member of Council who wishes to leave the meeting prior to adjournment shall so advise the Presiding Officer and the time of departure and return shall be noted in the minutes.

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**Order in Council – Public**

- 11.9 Only Councilors, the chief administrative officer and those individuals authorized by the Chief Administrative Officer may be present to address council.
- 11.10 No person in the gallery or on the floor of council chambers shall cause any disturbance, interrupt any speaker or interfere with the actions of council. The Presiding Officer may call to order any person who has created a disturbance and may expel that person from council chambers.

**12. NOTICE OF MOTION**

- 12.1 Council members may bring forward a notice of motion as an item on the agenda of a regular Council meeting. Once the Motion is stated, it will be recorded in the meeting minutes. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.
- 12.2 A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment.
- 12.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
- 12.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
- 12.5 A Notice of Motion cannot be made at a special Council meeting. 12.6 A Notice on Motion is not debatable until a Council member moves the motion.

**13. VOTING – PECUNIARY INTEREST**

- 13.1 Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative or Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

**14. RECORDED VOTE**

- 14.1 All votes will be recorded. The minutes will show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

**15. PUBLIC HEARINGS**

- 15.1 The conduct of any Public Hearing shall be governed by the MGA and this Bylaw.
- 15.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.



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- 15.3 The Presiding Officer shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 15.4 The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
- 15.5 The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 15.6 The Presiding Officer shall call upon those persons who have registered with the Council Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 15.7 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.
- 15.8 Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 15.9 Following public presentations, the Presiding Officer shall close the Public Hearing.
- 15.10 If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.
- 15.11 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may;
  - a) pass the bylaw or resolution, or
  - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 15.12 When a Public hearing on a proposed Bylaw or resolution is held, a Member;
  - a) must abstain from voting on the Bylaw or resolution if the member was absent from all of the Public Hearing, and
  - b) may abstain from voting on the Bylaw or resolution if the member was only absent from a part of the Public Hearing.

**16. REPEALING BYLAWS**

This Bylaw shall repeal Bylaw 2020-15 and any amendments thereto.

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

Read a first time this 19<sup>th</sup> day of January 2021.

Read a second time this 2<sup>nd</sup> day of February 2021.

Read a third and final time this 16<sup>th</sup> day of March 2021.



**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2021-01**

---

\_\_\_\_\_  
Mayor Greg Mosychuk

\_\_\_\_\_  
Joyce Pierce, Chief Administrative Officer

DRAFT

# SCHEDULE A

## Council Standing Policy Committees

### Council Briefing Committee

**Town of Bon Accord  
Council Briefing Committee  
Terms of Reference**

1. Terms of Reference

1.1 Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:

1.1.1 to brief Councillors on specific topics

1.1.2 to provide a context for documents they have or will be receiving

1.1.3 to respond to detailed questions of clarification of material presented

1.2 Meetings of Council Briefing Committee are public meetings and shall be held as needed but no more than once per month.

1.3 To permit the Mayor to participate fully in question and discussion periods, meetings shall be presided by individual Councillors in rotation.

2. Composition

2.1 A Council Briefing Committee shall consist of:

2.2.1 All members of the Town of Bon Accord Council

2.2.2 The CAO and any staff members that may be required.

3. Terms of Office

3.1 All Councillors shall be members of the Committee for their full term of office as a municipally elected Councillor.

4. Duties and Responsibilities

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2021-01**

---

- 4.1 The CAO shall forward materials to be discussed at a meeting of the Committee a minimum of two business days in advance of the meeting.
- 4.2 Councillors are expected to review the material prior to the meeting and arrive prepared with their questions.

5. Procedures

- 5.1 There shall be no Quorum requirements for the Council Briefing Committee
- 5.2 Unless otherwise contradicted in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedure Bylaw that relate to:
  - 5.2.1 order, decorum and questions of order
  - 5.2.2 agendas and minutes
  - 5.2.3 appointment and organization of committees of council
  - 5.2.4 regulations for conducting business in committee

DRAFT

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** Regular Council Meeting  
**MEETING DATE:** March 16, 2021  
**AGENDA ITEM:** Intermunicipal Development Plan Bylaw #2021-03

**RECOMMENDATION:**

**THAT....** Council approve 1<sup>st</sup> reading of Intermunicipal Development Plan Bylaw #2021-03, as presented. and further

**THAT....** Council approves the public hearing date set for April 6, 2021.

**BACKGROUND:**

In 2016 the provincial government mandated all municipalities that shared a boundary to complete an Intermunicipal Collaboration Agreement and suggested an Intermunicipal Development Plan for future projects and development. The Towns of Bon Accord, Redwater, Legal and Gibbons applied for grant funding to hire a consultant to help navigate the workbook to complete this mandate, the application was successful, and Vincinia Consulting was hired and has worked in consultation with the ICF/IDP committees to develop the IDP and ICF for the Town of Bon Accord and Sturgeon County. This has been the process that has brought the Intermunicipal Development Plan Bylaw to Council today.

On February 24, 2020, a public open house was held to hear any comments or concerns. Approximately 35 people attended, the majority being Sturgeon County ratepayers. The interaction was very good, lots of very good questions and information was provided.

March 3, 2020 a public hearing for the Intermunicipal Development Plan Bylaw #2020-10 was held.

RMC May 5, 2020 the following resolution was made,

**Intermunicipal Development Plan Bylaw #2020-10**

COUNCILLOR LAING MOVED THAT Intermunicipal Development Plan Bylaw #2020-10 be given 2<sup>nd</sup> reading, as presented.

**CARRIED RESOLUTION 20-181**

RMC June 2, 2020 the following resolution was made,

**Intermunicipal Development Plan Bylaw #2020-10**

DEPUTY MAYOR BIDNEY MOVED THAT Council approve 3<sup>rd</sup> reading of Intermunicipal Development Plan Bylaw, Bylaw #2020-10, as presented.

**CARRIED RESOLUTION 20-200**

The nature of an intermunicipal development plan is to have both municipalities in agreement with the document, administration was unable to achieve that and had to go back into negotiations to resolve outstanding concerns. This document has been vetted through legal counsel and is being brought forward today for first reading. It is anticipated there will be some amendments that will be brought forward for 2<sup>nd</sup> reading in the future. As with any bylaw that pertains to land use a public hearing date is required to pass this bylaw. Administration is also asking for Council to set a date of April 6, 2021 for a public hearing providing the full 2 weeks that are required for advertisement of that hearing.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY**

MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

**ALTERNATIVES:**

1. Council approve 1<sup>st</sup> reading of Intermunicipal Development Plan Bylaw #2021-03, as presented and set April 6, 2021 as the public hearing date.
2. Council decline approval of 1<sup>st</sup> reading.

**Prepared and Submitted By:** Joyce Pierce, CAO

**Reviewed By:** Joyce Pierce - CAO

**Date:** March 4, 2021

**TOWN OF BON ACCORD  
BYLAW #2021-03  
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW**

---

**BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN OF THE TOWN OF BON ACCORD AND STURGEON COUNTY**

---

**WHEREAS** A Bylaw of the Town of Bon Accord, in the Province of Alberta, for the purpose of adopting the Intermunicipal Development Plan of the Town of Bon Accord and Sturgeon County, pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

**WHEREAS** The Councils of the Town of Bon Accord and Sturgeon County have recognized the need to cooperate in the planning of future land use and development along the shared common municipal boundary;

**AND WHEREAS** Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an intermunicipal development plan for an area of common interest or concern.

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

1. This Bylaw may be cited as the "IDP Bylaw of the Town of Bon Accord and Sturgeon County".
2. The Intermunicipal Development Plan of the Town of Bon Accord and Sturgeon County, attached to this bylaw as Schedule "A", is hereby adopted.
3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.
4. This Bylaw repeals bylaw 2020-10.
5. This Bylaw shall come into effect on the date of the third and final reading.

READ A FIRST TIME THIS 16<sup>th</sup> DAY OF March 2021

\_\_\_\_\_  
Mayor

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

READ A SECOND TIME THIS XX DAY OF XXXXXXXX, 2021

\_\_\_\_\_  
Mayor

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

READ A THIRD AND FINAL TIME THIS XX DAY OF XXXXXXXXXX, 2021

\_\_\_\_\_  
Mayor

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

# Intermunicipal Development Plan

## Town of Bon Accord / Sturgeon County

March 11, 2021



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## A. PURPOSE AND OBJECTIVES

- 1) Under requirements identified in the *Municipal Government Act*, the Town of Bon Accord (the Town) and Sturgeon County (the County) have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).
- 2) The Town and the County recognize that all municipalities are equals and have the right to growth and development.
- 3) The purpose of the IDP is to address the requirements listed within the *Municipal Government Act*, and to:
  - a) Establish a framework for sub-regional economic development;
  - b) Ensure there is a mechanism for intermunicipal referrals and dispute resolution;
  - c) Develop land use policies that support agriculture and agricultural practices; and
  - d) Ensure good communication mechanisms and ongoing dialogue regarding planning and development matters exist between the Parties.

## B. MUNICIPAL CONTEXT

### **Town of Bon Accord**

The Town of Bon Accord has a footprint of 6.05 square kilometers; 605 hectares (1495 acres) with a population of 1529 (Federal Census 2016). The Town is located 37.6 km north of the City of Edmonton along Highway 28.

### **Sturgeon County**

Sturgeon County's footprint of 2,090.13 square kilometers covers an area of approximately 209,013 hectares (516,482 acres). The County has varied land uses, ranging from agricultural, to heavy industrial, to country residential. Sturgeon County's current population is 20,506 (Municipal Census, 2019). The County surrounds five urban municipalities (the Towns of Bon Accord, Gibbons, Legal, Morinville and Redwater) and is home to ten hamlets/urban service areas, one First Nation Reserve, the Canadian Forces Base Edmonton, and the Villeneuve Airport. The County is one of the thirteen members of the Edmonton Metropolitan Board.

The Town and County are located in central Alberta, in accordance with the location indicated on Map 1: Sturgeon County Location Map and Map 2: Bon Accord Location Map.

## C. DEFINITIONS

- 1) In this IDP, words shall have the same meanings as in the *Municipal Government Act*, except that:
  - a) **Committee** means the Intermunicipal Committee established in the Intermunicipal Collaboration Framework between the Parties.
  - b) **Environmentally Significant Lands** means all lands within the Plan Area that are: (a) a swamp; (b) a gully, ravine or coulee; (c) an escarpment; (d) a natural drainage course; (e) riparian lands adjacent to the beds and shores of rivers, streams, creeks, watercourses and natural drainage courses; (f) wetlands; (g) lands subject to flooding, including Flood Risk Areas, floodways, and flood fringes; (h) unstable lands; (i) natural areas including forests, woodlands, meadows and prairies; or (j) contaminated lands. Areas identified as having environmentally significant features, per legislative description within the MGA, will be given the same level of review and significance as Environmentally Significant Lands.
  - c) **Intermunicipal Collaboration Framework** means the agreement entered into by Sturgeon County and the Town of Bon Accord, pursuant to Part 17.2 of the *Municipal Government Act*.
  - d) **MGA** means the Alberta *Municipal Government Act, RSA 2000, c M-26*.
  - e) **Parties** means, collectively, Sturgeon County and the Town of Bon Accord and **Party means either one of them**. Throughout this document, the Parties may also be referred to as the ‘municipalities’ or the ‘Town and County.’
  - f) **Plan** means this Intermunicipal Development Plan adopted by the Parties. Throughout this document, the Plan may also be referred to as the ‘IDP.’
  - g) **Plan Area** refers to the area of land identified within this Intermunicipal Development Plan that requires specific action by the Parties to address future planning proposals, noted in Section O of this document (see Map 3).
  - h) **Shall** means obligatory direction.

## D. FUTURE GROWTH & ECONOMIC DEVELOPMENT

- 1) The Parties shall continue to encourage agricultural activity in the Plan Area.
- 2) Notwithstanding the clause above, the Parties agree to work together to promote and support economic development that benefits both municipalities. Should future developments be proposed which may be mutually beneficial, the Parties agree to jointly evaluate the proposal in a timely and efficient manner.

## E. LAND USE POLICIES

- 1) The Parties agree that the long-term land use planning concept for the Plan Area is consistent with the land use designations depicted on Map 4. To reference current land use designations, please see Sturgeon County's Land Use Bylaw.
- 2) The predominant land use within the Plan Area shall remain Agricultural - General, as identified within the County's Land Use Bylaw. Any amendments to land uses within the Plan Area shall be referred to the Town, per Section J of this IDP.
- 3) The County's Land Use Bylaw governs existing land uses in the Plan Area.
- 4) In considering subdivision and development proposals within the Plan Area, the County's subdivision and development authorities will ensure that the proposed subdivision and/or development conforms to the Sturgeon County Land Use Bylaw.
- 5) Buffers or similar mechanisms to mitigate potential conflict between incompatible uses shall be required by the County where appropriate.
- 6) The Parties agree to jointly discuss ways to cooperate with Provincial and Federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 7) Location of new Confined Feeding Operations or manure storage facilities within the Plan Area shall be in accordance with the Sturgeon County Municipal Development Plan and require approval per the Natural Resource Conservation Board (NRCB) pursuant to the *Alberta Agricultural Operations Practices Act* (AOPA) and associated regulations. In the spirit of collaborative land use planning and reducing the potential for land use conflict, the County shall refer to the Town all NRCB referrals received regarding potential new or expanding confined feeding operations in the Plan Area, and the County shall incorporate into its response to NRCB any comments received from the Town.
- 8) An Area Structure Plan will be required for any multi-lot subdivisions in the Plan Area. Multi-lot subdivisions shall be considered to be any subdivision which will create five or more lots in addition to the remnant parcel, on a quarter section, excluding quarter sections containing both a farmstead/undeveloped country residential site and fragmented parcel. Area Structure Plans shall meet all Provincial requirements.
- 9) All future Area Structure Plans should also contemplate:
  - a) A regional trail network, connecting points of interest within the Town and County;
  - b) Environmental reserve locations along water bodies, water courses, and natural features;
  - c) Municipal reserve locations to ensure future provision of schools and community amenities; and
  - d) Additional land use planning considerations as deemed necessary by the County and Town.

- 10) In considering subdivision and development permit applications in the Plan Area, the County will ensure the proposed development is compatible with adjacent uses.
- 11) The following land use provisions will apply within the Plan Area.
  - a) As the Plan Area is governed by the County's Land Use Bylaw, municipal reserve will be collected as referred in the County's subdivision application process.
  - b) Within the Plan Area if environmental reserve is dedicated, it shall be dedicated to protecting lands not suitable for development and to reduce impacts on environmentally significant lands.

## **F. ENVIRONMENTAL MATTERS**

- 1) All agricultural operators and other users are encouraged to continue best practices to maintain high standards of water quality.
- 2) Land use and development in a floodway is generally discouraged unless for the purpose of a park or a trail. Areas identified to be environmentally significant for a drainage course will be protected unless otherwise stated within the MGA.
- 3) Landowners and residents are encouraged to follow water conservation and watershed stewardship practices, as established by their respective municipality.
- 4) The Parties will endeavour to ensure that all sources of potable water supply within their respective jurisdictions are protected and meet provincial guidelines for water quality.
- 5) The Parties agree that development of lands within the Plan Area may impact environmentally significant lands. Development proposals in these areas may be required to:
  - a) Conduct an environmental impact assessment (EIA); and
  - b) Contact Alberta Environment and Parks regarding the development.
- 6) Within the County, development setbacks from waterbodies and watercourses shall be enforced as per the County's Land Use Bylaw and Municipal Development Plan.

## **G. MUNICIPAL SERVICING**

- 1) Lands required for future utility and servicing right-of-way, as identified through the mutual agreement of the Parties, shall be protected at the time of subdivision and development. To this end, utility corridors shall be identified in future area structure plans.

- 2) Natural and man-made drainage courses that support the overall management of storm water within the Plan Area shall be protected at the time of subdivision or development. To this end, storm water drainage courses shall be identified within future Area Structure Plans and the Parties may require additional studies and drainage plans.
- 3) Should the Town require land located within the County for future utility expansion, the County will endeavour to protect the lands for that purpose.
- 4) For developments located within the Plan Area requiring, or proposed to require, municipal services from the Town, the County will submit the relevant portions of the development agreement, including full details on servicing standards and anticipated volumes, for the Town's approval.
- 5) The Parties agree that potential joint servicing opportunities will be evaluated on the merits of an individual development proposal and based on a business case submitted by the initiating Party. Should the opportunities be deemed mutually acceptable, the Parties agree to enter into a joint servicing agreement for said services (including but not limited to developments requiring water, wastewater, and natural gas services in the Plan Area).

## **H. TRANSPORTATION SYSTEMS**

- 1) The Parties will work together to ensure that a safe and efficient transportation network is developed and maintained to service residents and businesses within the Plan Area. The Parties will also cooperate on the development of all future Transportation Master Plans.
- 2) When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) The Parties agree to plan regional roads collaboratively. Road closure applications and road realignments will be discussed jointly prior to municipal approval.

## **I. RESOURCE DEVELOPMENT & UTILITY CORRIDORS**

- 1) The Parties will work with representatives from industry including, but not limited to, oil and gas and telecommunication industries to promote resource infrastructure development which does not negatively impact existing and/or future development within the Plan Area.
- 2) The Parties agree to refer all oil and gas infrastructure and telecommunication infrastructure related applications in the Plan Area to the other municipality for review and comment.
- 3) The Parties support the development of broadband and communications infrastructure in the Plan Area and region. As such, the Parties will work collaboratively to promote and encourage broadband and communications infrastructure.

## J. COMMUNICATION AND REFERRAL PROCESS

- 1) The Parties agree that the County will refer to the Town the following planning proposals within the Plan Area, per the following chart. The Parties additionally agree that the Town will respond to the County on referrals within the maximum response period as identified in the following chart:

<b>Planning Proposal Type</b>	<b>Maximum Response Period</b>
a) Municipal Development Plans and Municipal Development Plan amendments	21 calendar days
b) Area Structure Plans, Area Redevelopment Plans, and amendments	21 calendar days
c) Land Use Re-designations	21 calendar days
d) Subdivisions	21 calendar days
e) Discretionary Development Permits	21 calendar days
f) Road Access/Use, Road Closures, and Road Realignments	21 calendar days

- 2) The Parties agree that the Town will refer to the County the following planning proposals for any Town lands abutting the Plan Area, per the following chart. The Parties additionally agree that the County will respond to the Town on referrals within the maximum response period as identified in the following chart:

<b>Planning Proposal Type</b>	<b>Maximum Response Period</b>
a) Municipal Development Plans and Municipal Development Plan amendments	21 calendar days
b) Area Structure Plans, Area Redevelopment Plans and amendments	21 calendar days
c) Discretionary Development Permits	21 calendar days
d) Land-use Redesignations	21 calendar days
e) Road Access/Use, Road Closures and Road Realignments	21 calendar days
f) Subdivisions	21 calendar days

- 2) The response period indicated in sections J(1) and J(2) may be extended upon notification in writing by the responding Party.
- 3) The Parties shall strive, to the best of their ability and knowledge, to refer all notices of federal, provincial, and municipal government projects within the Plan Area to the other Party.

## **K. PLAN ADMINISTRATION AND IMPLEMENTATION**

- 1) Approving Authorities:
  - a) Each Party shall follow and implement the objectives and policies of this Plan and shall make amendments, as necessary, to ensure their statutory plans are consistent with this Plan and their Land Use Bylaws and that their other planning documents and procedures facilitate implementation of this Plan.
- 2) Plan Amendments and Repeal:
  - a) An amendment to this IDP may be proposed by either Party. An amendment to the IDP proposed by a landowner shall be made to the municipality in which the subject land is located.
  - b) An amendment to this IDP has no effect, unless adopted by both municipalities by bylaw in accordance with the MGA.
  - c) In the event that either Party determines this IDP is no longer acceptable, either Party may initiate the process to repeal this Plan. The following process shall be followed:
    - i) Either Party may give the other Party written notice of its intention to repeal and replace this IDP.
    - ii) Within thirty (30) days of the above written notice, a Committee meeting shall be scheduled. The Committee meeting shall occur no later than sixty (60) days from the date the written notice is registered.
    - iii) Following the Committee meeting, the Party initiating the repeal procedure may withdraw its intention by giving written notice to the other Party.
    - iv) If repeal proceedings are to advance, the Parties shall initiate the development of, and adopt, a new IDP in accordance with the MGA to repeal and replace the current IDP.
- 3) Plan Review:
  - a) Once every four years, commencing no later than 2024, the IDP will be reviewed by the Committee to confirm or recommend amendment of any IDP policies. The Committee will prepare recommendations for consideration by the municipal Councils.

## **L. ANNEXATION**

- 1) The Plan Area is not representative of any future annexation plans between the Parties, and generally that:
  - a) at this time the Town has sufficient land within its current boundary;
  - b) if the Town intends to propose annexation in the future it will do so based on demonstrated need by developing a Growth Study; and

- c) it is the mutual intent of the Parties to endeavour to reach an agreement on any future annexation prior to formal application.

## **M. DISPUTE RESOLUTION**

- 1) The Parties commit to resolving any disputes under the Intermunicipal Development Plan in a non-adversarial, informal, and cost-efficient manner.
- 2) The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) When a Party believes there is a dispute under the Intermunicipal Development Plan and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer of the other Party to attempt to negotiate a resolution to the dispute.
- 4) If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officers, the dispute will be referred to the Committee to attempt to negotiate a resolution to the dispute.
- 5) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Committee, the dispute will be referred to the Councils of both Parties.
- 6) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both Parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the Parties.
- 7) Mediation shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
- 8) If a dispute cannot be resolved through the above noted process, a Party may, if applicable, appeal the matter to the Land and Property Rights Tribunal in accordance with Section 690 of the *Municipal Government Act*, or notify the Minister of Municipal Affairs of the dispute and request the Minister to refer the matter to the Land and Property Rights Tribunal for its recommendations in accordance with Part 12 of the *Municipal Government Act*.



**N. CORRESPONDENCE**

1) Written notice under this Plan shall be addressed as follows:

a) In the case of the Sturgeon County to:

**Sturgeon County  
c/o Chief Administrative Officer  
9613-100 Street  
Morinville, Alberta T8R 1L9**

b) b. In the case of the Town of Bon Accord to:

**Town of Bon Accord  
c/o Chief Administrative Officer  
PO Box 779, 5025 - 50 Avenue  
Bon Accord, Alberta T0A 0K0**

2) In addition to section N(1), notices may be sent by electronic mail to the Chief Administrative Officer of each municipality. If an email is received after 5PM on a Friday, it shall be deemed to be received the following business day.

**IN WITNESS WHEREOF** the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Parties signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_, Alberta.

STURGEON COUNTY

TOWN OF BON ACCORD

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer  
Bylaw No. 1544/21

\_\_\_\_\_  
Chief Administrative Officer  
Bylaw No.: 2021-03

## **O. MAPS**

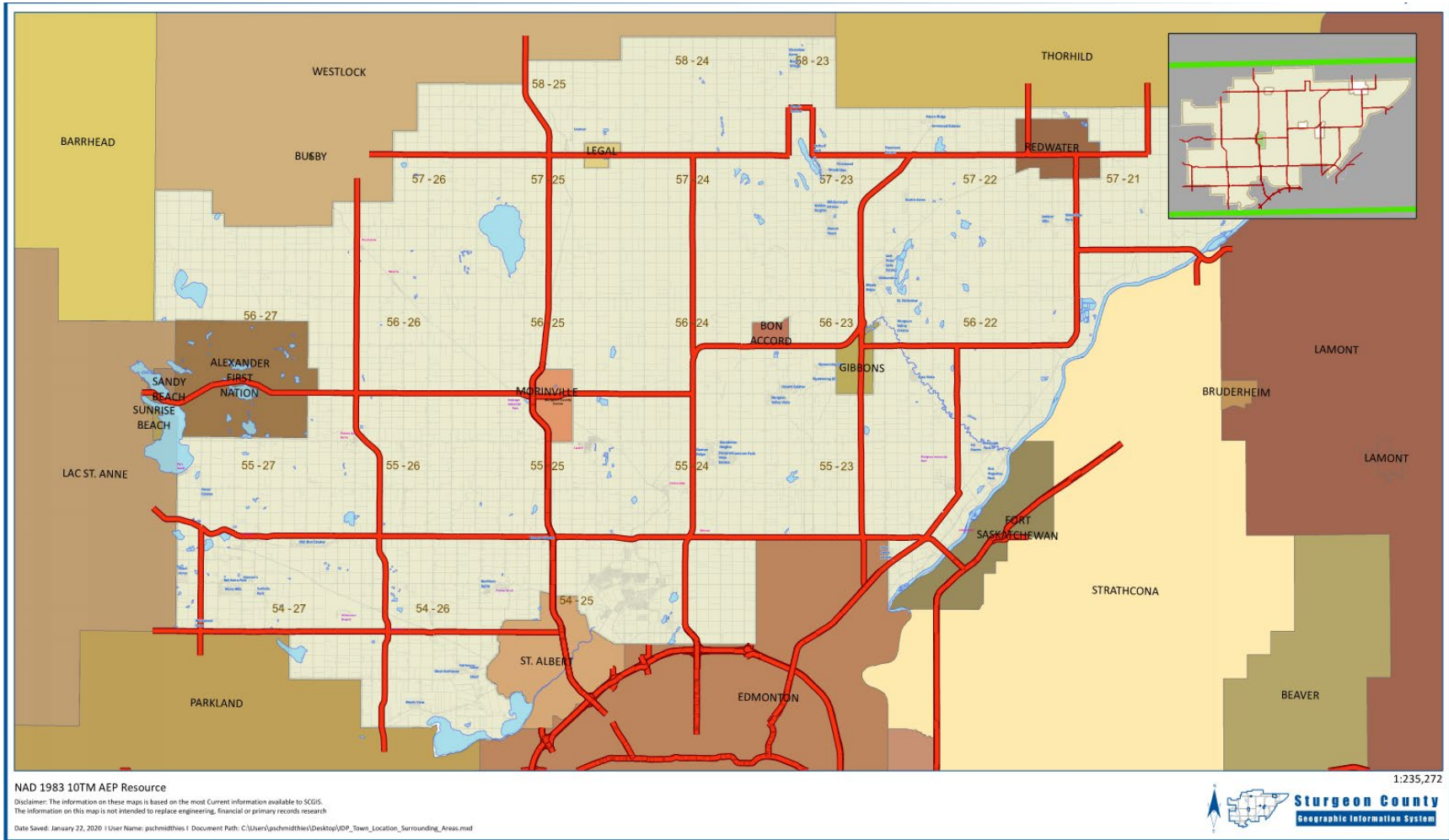
Map 1: Sturgeon County Location

Map 2: Bon Accord Location

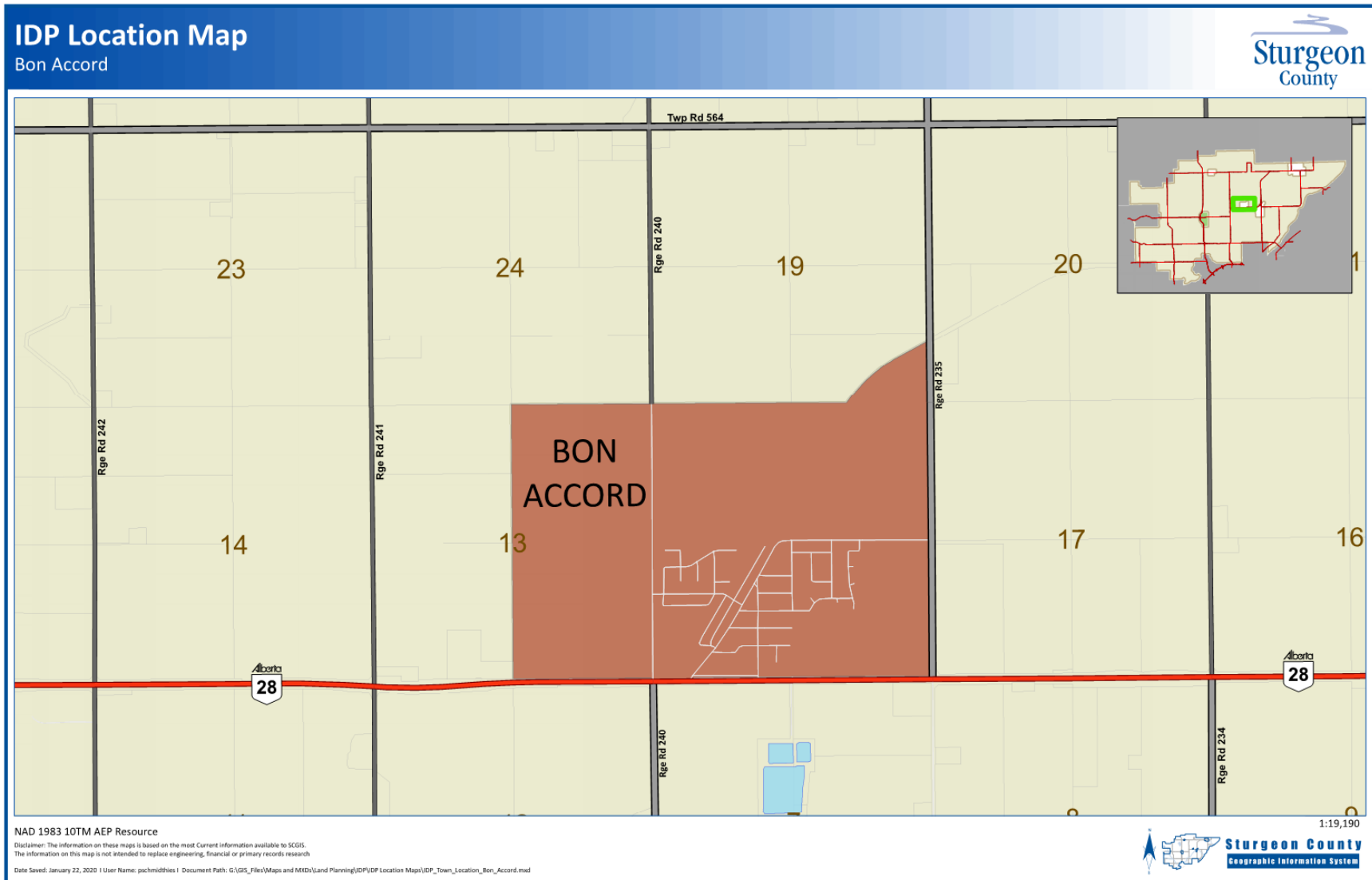
Map 3: Plan Area

Map 4: Land Use Concept Map (for up-to-date Land Use Designations please see Sturgeon County's Land Use Bylaw)

# Map 1: Sturgeon County Location



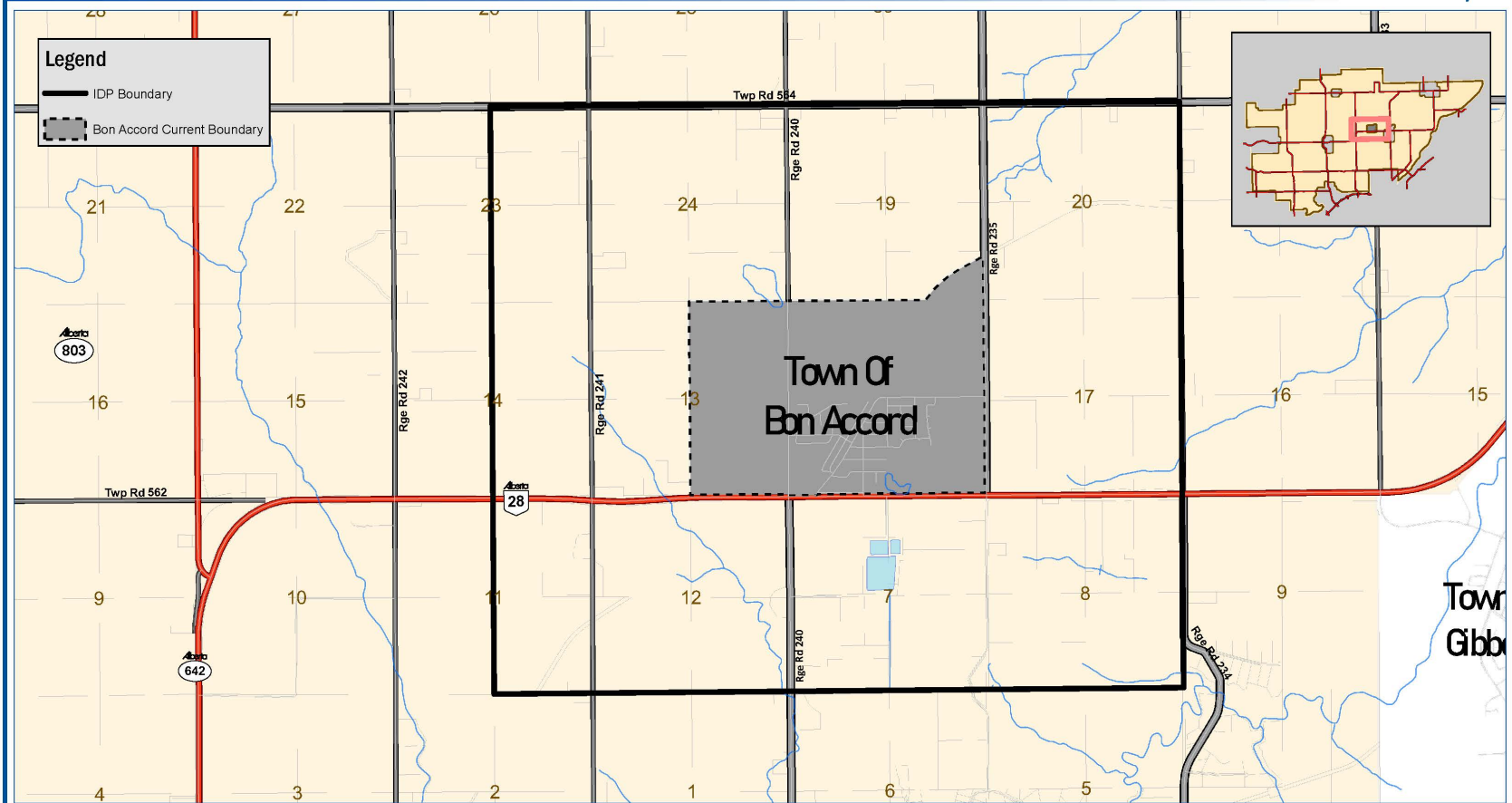
## Map 2: Bon Accord Location



### Map 3: Plan Area

## IDP Boundaries

Existing Land Uses



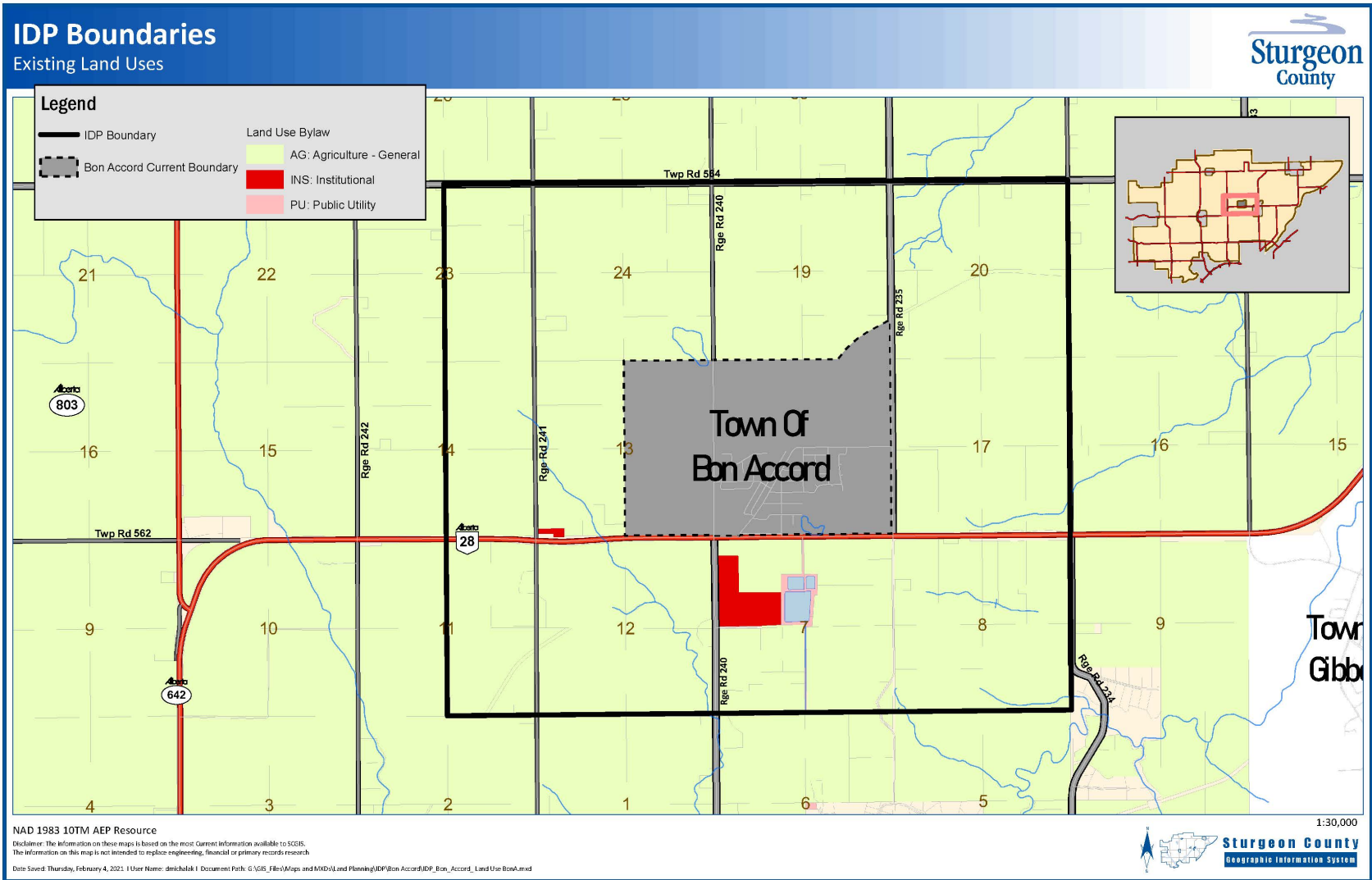
NAD 1983 10TM AEP Resource  
 Disclaimer: The information on these maps is based on the most current information available to SCSIS.  
 The information on this map is not intended to replace engineering, financial or primary records research.

Date Saved: Thursday, February 4, 2023 1:00:00 PM User Name: daniel@sturgeon.ca Document Path: G:\GIS\_Files\Maps and Mxd\Land Planning\IDP\Bon Accord\IDP\_Bon\_Accord\_Land Use Bon\mxd

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# Map 4: Land Use Concept Map





## **ANNUAL GENERAL MEETING**

**Wednesday, March 24, 2021**

**7 - 9pm**

**Location: Zoom**

**Email [karynhurlbut@gmail.com](mailto:karynhurlbut@gmail.com) to register.  
The zoom link will be emailed to you 24 hours  
before the AGM.**

**TOWN OF BON ACCORD  
Request for Decision (RFD)**

<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 16, 2021
<b>AGENDA ITEM:</b> AUMA's Spring Municipal Leaders' Caucus
<b>RECOMMENDATION:</b>  <b>THAT....</b> Council direct administration to register *names of attendees* for the AUMA's Spring Municipal Leaders' Caucus April 14, 15 & 16, 2021.
<b>BACKGROUND:</b>  Administration received an email invitation from AUMA president Barry Morishita on March 10, 2021. Mayors, Councillors, and CAOs are invited to register for AUMA's spring Municipal Leaders' Caucus being held virtually through Zoom as follows:  Wednesday, April 14 from 3:00 to 6:00 p.m. Thursday, April 15 from 9:00 a.m. to noon. Friday, April 16 from 9:00 a.m. to noon.  This year's Caucus is a great opportunity to discuss key issues affecting your community, including COVID recovery, red tape reduction, municipal finances, and the upcoming municipal election. Delegates will also have the opportunity to ask provincial Ministers questions about top-of-mind concerns on Government Day (April 16). A copy of the draft agenda for Caucus is attached.  The Municipal Leaders' Caucus provides an opportunity for municipalities to discuss key policy matters and to submit Requests for Decision (RFDs) on issues you would like AUMA to address. In order to present an RFD, it must be endorsed by Council and there must be a representative from Council to speak to the RFD. RFDs must be submitted by March 31, 2021.  The cost for attending is \$50 per attendee, as the Town of Bon Accord is an AUMA member.
<b>FINANCIAL IMPLICATIONS:</b> Cost of \$50 per attendee as the Town of Bon Accord is an AUMA member.
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council direct administration to register *names of attendees* for the AUMA's Spring Municipal Leaders' Caucus April 14, 15 &amp; 16, 2021.</li><li>2. Council declines attendance at the AUMA's Spring Municipal Leaders' Caucus April 14, 15 &amp; 16, 2021.</li></ol>
<b>Prepared and Submitted By:</b> Jessica Caines
<b>Reviewed By:</b> Joyce Pierce - CAO <b>Date:</b> March 11, 2021



# Agenda for Spring 2021 Municipal Leaders' Caucus

April 14, 15, and 16, 2021

Via Zoom

**\*Subject to Change\***

Wednesday, April 14	
3:00 p.m.	President's Opening Remarks
3:05 p.m.	Mental Health Session
3:15 p.m.	Education/Engagement Session I – Municipalities' Role in Red Tape Reduction
4:00 p.m.	Break
4:15 p.m.	Education/Engagement Session II – COVID Recovery
5:00 p.m.	Break
5:15 p.m.	Education/Engagement Session III – Municipal Finances and Reserves
6:00 p.m.	Closing Remarks

Thursday, April 15	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Opposition Leader's Remarks
9:30 a.m.	Education/Engagement Session IV – 2021 Municipal Election
10:30 a.m.	Break
10:45 a.m.	AUMA President's Report
11:15 a.m.	AUMA Board Dialogue Session
11:30 a.m.	Requests for Decision
11:55 a.m.	Closing Remarks

Friday, April 16	
9:00 a.m.	Opening Remarks
9:05 a.m.	Mental Health Session
9:15 a.m.	Minister of Municipal Affairs' Remarks and/or Premier's Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:30 a.m.	Break
10:50 a.m.	Ministers' Dialogue Session II
11:50 a.m.	Closing Remarks

**TOWN OF BON ACCORD**  
Council Report – March 16, 2021

The following is a list of my activities as Mayor from February 11, 2021 to March 10, 2021.

February 11, 2021	Attended the Brownlee LLP 2021 Emerging Trends in Municipal Law Conference (Virtual).
February 11, 2021	Attended the Roseridge Waste Management Service Commission (RWMSC <a href="http://roseridge.ab.ca">roseridge.ab.ca</a> ) meeting (Virtual).
February 16, 2021	Attended the Town of Bon Accord – Regular Meeting of Council (Virtual).
February 17 & 18, 2021	Attended the Town of Bon Accord - Council / Administration Planning Workshop (In-person).
February 17, 2021	Participated in the 2021 Alberta Urban Municipalities Association (AUMA <a href="http://auma.ca">auma.ca</a> ) President’s Summit on Policing (Virtual). <ul style="list-style-type: none"><li>• Presentations / discussions / questions focused on the pros and cons of establishing a provincial police service in place of the contracted RCMP service.</li><li>• Large support for retaining the RCMP, but in turn modifying the way they are contracted.</li></ul>
February 26, 2021	Attended the AUMA - Alberta Government 2021 Budget Webinar (Virtual). <ul style="list-style-type: none"><li>• Main takeaway is the reduction in MSI funding over the next three years and availability in the future, which will greatly impact Bon Accord.</li><li>• Some positives for AHS and libraries.</li></ul>
February 26, 2021	Attended the Premier Kenney Budget 2021-22 Town Hall (Telephone). <ul style="list-style-type: none"><li>• GoA’s spin on their Budget.</li><li>• Admitted there will be a fair amount of “belt-tightening” required by all levels of government.</li></ul>
March 02, 2021	Attended the Town of Bon Accord – Regular Meeting of Council (In-person).
March 04, 2021	Attended an AHS Covid-19 Community Conversation (Virtual). <ul style="list-style-type: none"><li>• Updated case numbers and interpretations of data.</li><li>• Good news in that there are now four different vaccines in production, with varying efficacy, storage requirements, and availability.</li><li>• Options available to access certain brands sooner for certain age groups starting March 10, 2021.</li></ul>
General	Ongoing day to day, meeting preparation, and community engagement.

Notes:

I am happy to see Town staff once again working out of Town Hall and Public Works. This will allow the residents to have quicker access to services that cannot be handled over the phone or through electronic means. Council's return to Chambers is also a welcome step forward. Increased vaccine availability and lessening restrictions are a sign that we are getting a handle on Covid-19, but we are not quite fully there yet. Some restrictions are still required, such as limited access, social distancing, and the use of PPE.

Covid-19 has created unprecedented challenges for so many people and organizations. Over the last year, Administration and Council has done an exceptional job in facing these challenges head on and continues to provide services and functioning governance. We shall endeavour to maintain and exceed as we battle this pandemic. I am pleased to see so many of our residents following Provincial restriction guidelines, and I appreciate their tolerance and understanding as we try to mitigate the spread of the virus. As noted in my report above, continued vigilance will help us overcome this quicker and allow a return to normal in a shorter time frame.

**Greg Mosychuk**

*Mayor*

*Town of Bon Accord*

*The needs of the many outweigh the needs of the few, or of the one.*

*-Spock-*

*The "problem" is not the problem. The problem is your attitude about the "problem".*

*-Captain Jack Sparrow-*

**TOWN OF BON ACCORD**

*February 10 – March 10, 2021*

February 11, 2021	Attended 2021 Emerging Trends Virtually
February 16, 2021	Attended regular meeting of council.
February 17, 2021	Attended 2021 AUMA Presidents Summit on Policing
February 17, 2021	Attended Council workshop
February 18, 2021	Attended Council workshop
February 26, 2021	Attended NLLS Meeting Virtually
March 2, 2021	Attended regular meeting of council.

**Tanya May**  
*Deputy Mayor*  
*Town of Bon Accord*

## **TOWN OF BON ACCORD**

*Councilor Report – for period of February 16 - March 9, 2021*

February 11, 2021	Attended BrownLee Emerging Trends Virtual event
February 16, 2021	Attended Regular Meeting of Council
February 17-18, 2021	Attended Council Workshop, was great to see what priorities and growth we would like to focus on this year for the town.
March 2, 2021	Attended Regular Meeting of Council

**Lacey Laing**

*Councilor*

*Town of Bon Accord*

## **TOWN OF BON ACCORD**

*Councillor Report – for period Feb 10 – March 9, 2021*

February 11, 2021	Attended Brownlee's Emerging Trends Conference. This conference included several different items. Changes in Legislation, Covid19 Liabilities, Development Agreements and Business tax incentives.
February 11, 2021	Attended Roseridge monthly meeting. This meeting included the Manager and Commission's report, 1 <sup>st</sup> Reading Procedure Bylaw, 1 <sup>st</sup> Reading Corporate Bylaw, Severe Weather Policy and adoption of Purpose and Values.
February 16, 2021	Attended Virtual Regular Meeting of Council
February 17, 2021	Attended virtual AUMA Presidents Summit on Policing This day was entirely about creating a Provincial Police Service for Alberta. Other than from the Minister, I did not hear even one positive comment about this.
February 17 - 18, 2021	Attended Annual Council Workshop. 2 days of great information that will help us to move forward in the coming year.
March 2, 2021	Attended Regular Meeting of Council in Chambers

**Brian Holden**  
*Councillor*  
*Town of Bon Accord*

**TOWN OF BON ACCORD**

*Councillor Report – for Feb 11 – Mar 10, 2021*

Feb 11, 2021      Attended Brownlee presentation on “Emerging Trends” held virtually at Pembina Place. I must say that it is great to have some in person (although socially distanced) conversations.

Feb 16, 2021      Attended the Regular Meeting of Council.

Feb 17, 2021      Attended the Council Workshop

Feb 18, 2021      Attended the Council workshop. I want to mention that I think this was the most productive workshop yet and I would like to convey my appreciation to the great work done by Administration. Thank you, looking forward to great things in 2021!!

Feb 19, 2021      Attended the Alberta Capital Region Wastewater Commission meeting held at the Gibbons Community Cultural Centre.

Feb 25, 2021      Attended the special meeting of Homeland Housing via Zoom

Feb 26, 2021      Attended the budget analysis by AUMA virtually.

Mar 2, 2021      Attended the Regular Meeting of Council in chambers.

Mar 3, 2021      Attended the ACRWC Workshop Committee meeting via Zoom.

Mar 4, 2021      Attended the Homeland Housing wrap up to the Strategic Plan. I will share with Council once it is available. Homeland administration has also worked on updates to the website and added a short video about supportive living sites.

**Lynn Bidney**  
*Councillor*  
*Town of Bon Accord*



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays*

AR100314

Dear Chief Elected Officials:

This letter is to inform you of changes to the Government of Alberta's Disaster Recovery Program (DRP), which are in effect for DRPs that occur in 2021 and onward and are outlined in the 2021 Disaster Assistance Guidelines.

In response to the rising cost and frequency of disasters in Alberta, we have made changes to the DRP. These changes are intended to share the responsibility of disasters with all those who are impacted and to make the program more sustainable for future events. Changes will ensure that assistance is available for Albertans when they need it most.

While conditions for eligibility remain the same for qualifying applicants, the following cost-sharing arrangements and funding limits have been added to the program:

**Local authority and private sector applicants (including homeowners)**

We are implementing a 90:10 cost-sharing arrangement.

- DRP assistance is limited to 90 per cent of eligible disaster expenses, instead of 100 per cent.
- The remaining 10 per cent of eligible assistance will be subtracted from the amount payable to the applicant. No payment to the program will be required.

**Homeowners only**

We are implementing a funding limit of up to \$500,000 per homeowner application and a limit on assistance to one time per property.

- For disaster events that occur in 2021 onward, qualifying homeowner applicants will only be able to access DRP assistance once per property address. Financial assistance from the program will not be provided to future applicants who own property at the same physical location.

.../2



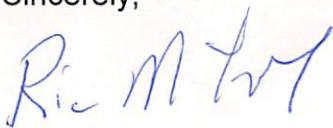
- The one-time funding limit is not cumulative. For example, if an applicant has received \$100,000 worth of assistance under the new policy, they would not qualify for any funding in the future.
- This change will not be applied retroactively. If a homeowner has received assistance before 2021, this does not count as meeting the one-time assistance limit.
- Homeowner addresses that receive DRP assistance will be posted online to the Government of Alberta website to provide transparency about DRP funding limits and up-to-date information for prospective homeowners, developers, and real estate professionals. The funding received stays with the property; therefore, a new homeowner would not be able to access disaster recovery funding for that same property in the future.

Being prepared improves individual and community resilience by lessening the impacts of disasters, shortening recovery time, and reducing economic disruption. Individuals and communities are encouraged to take measures to prepare for disasters and to look at ways of reducing their disaster risks. Learn how you can prepare for emergencies and disasters by visiting us at [alberta.ca/emergency-preparedness.aspx](http://alberta.ca/emergency-preparedness.aspx).

Please refer to the enclosed information sheet for more information on changes to the Disaster Recovery Program and the Alberta Disaster Assistance Guidelines, or visit us online at [www.alberta.ca/drp](http://www.alberta.ca/drp).

If you have any additional questions, please call 1-888-671-1111 or email [drp.info@gov.ab.ca](mailto:drp.info@gov.ab.ca).

Sincerely,



Ric McIver  
Minister

Attachment: Information Sheet

cc: Chief Administrative Officers

# Disaster Recovery Program Changes

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## Overview

The Disaster Recovery Program (DRP) provides financial assistance to qualifying applicants to help restore uninsurable property lost or damaged by a disaster to its basic, pre-disaster functional condition.

DRPs provide financial assistance as a last resort to assist those affected by a disaster.

## Program changes

For DRPs that occur in 2021, the Government of Alberta has set homeowner funding limits and implemented cost-sharing mechanisms between the government and program applicants.

## Why changes were made

The cost and frequency of disasters in Alberta are increasing, and the province needs a more sustainable approach to disaster recovery. By implementing a stronger framework to deal with emergencies and disasters, these changes help ensure the DRP can continue to be available for Albertans when they need it most.

## Homeowner-funding limits

The province is implementing a homeowner funding limit of up to \$500,000 per application for eligible costs and a limit of one-time assistance per property, regardless of the transfer of ownership. The one-time funding limit is not cumulative, so if an applicant has received any amount of assistance under the new policy, they would not qualify for funding in the future.

Establishing a homeowner funding limit helps government reinforce the intent of the DRP, which is to contribute to a ready and resilient Alberta and be the payer of last resort. Homeowners may choose to opt out of receiving DRP assistance if they are able to cover damages on their own. This would allow their property to qualify for future assistance if a DRP is approved in their community and they meet the program qualification criteria at that time.

### Limits to properties

- Limits to assistance are applied to the property address only, not the applicant.
- A new property owner will not qualify for DRP assistance if the previous owner already accessed the one-time funding limit.

### Posting addresses online

- If a homeowner applicant accessed funding through a DRP for a disaster that occurred in 2021 and onward, the property address and legal land description will be posted on the Government of Alberta website. The post will indicate that the address (legal land description) is not eligible for future DRP funding.
- This will help prospective buyers and developers become aware of funding limits that apply to specific addresses.

## 90:10 cost-sharing

Cost-sharing mechanisms for municipalities and private-sector applicants are based on a 90:10 formula, where the province covers 90 per cent of eligible disaster costs and the applicant covers the remaining 10 per cent.

## What you can do as a community

The Alberta Emergency Management Agency encourages all Albertans and communities to:

- Purchase adequate insurance.
- Have reserve funds.
- Invest in mitigation and infrastructure maintenance.
- Restrict future property development in high-risk areas.

## Living in high-risk areas

Albertans living in high-risk areas may experience a natural disaster of one kind or another. The Government of Alberta continues to provide DRP assistance to all qualifying applicants; however, homeowners living in high-risk areas are encouraged to consider relocating or mitigating risks to their properties.

Flood maps are available at <https://floods.alberta.ca/>.

## Purchasing insurance

It is important for Albertans to become educated about their disaster risks and ensure they are adequately insured. There are more insurance options on the market now than ever before.

### High-risk areas

Homeowners living in high-risk areas who are not able to access overland flood insurance are also subject to the cost-sharing and one-time funding limit.

### Flood insurance

Financial assistance for disaster recovery continues to be available to eligible applicants to help cover costs related to uninsurable loss and damages. Albertans are advised to check with several insurance companies to compare policy coverage limits, exclusionary language (e.g. concurrent causation clauses), and premiums when purchasing any flood insurance.

## Federal government disaster assistance

Since 2015, the federal government has significantly reduced federal support through the Disaster Financial Assistance Arrangements. This has increased the provincial liability for DRP costs. In addition to this, the federal government does not typically reimburse for repeat assistance in flood-prone areas.

## Indigenous communities

The federal government continues to fund all eligible disaster-related costs on First Nations reserve land.

First Nations applicants living off reserve, as well as other members of Indigenous communities are eligible for the same benefits and limits as other Albertans applying to the DRP.

The 90:10 cost-sharing arrangements will also apply to Métis Settlement communities as it would for all other communities.

### For more information

Online: [alberta.ca/drp](https://alberta.ca/drp)

Call us: 1-888-671-1111

Email: [DRP.info@gov.ab.ca](mailto:DRP.info@gov.ab.ca)



PHONE: 780-675-2273  
FAX: 780-675-5512  
www.athabascacounty.com



3602 - 48 Avenue  
ATHABASCA, ALBERTA  
T9S 1M8

March 11, 2021

Alberta Energy Regulator (AER) – Directive 067 Feedback  
Suite 1000, 250-5<sup>th</sup> Street SW  
Calgary, AB  
T2P 0R4

**RE: Proposed Changes to AER Directive 067**

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At the February 25, 2021, regular County Council meeting, Council passed a motion to express support for Thorhild County and other municipalities, including Athabasca County, impacted by Directive 067, which fails to address non-payment of levied municipal taxes by license holders of provincially regulated oil and gas properties.

Many rural municipalities rely heavily on tax revenue from the oil and gas industry and the current problem with the orphan wells is creating a heavy financial burden for them.

Athabasca County supports the request that the following changes be made to Directive 067:

1. *"Section 5 - Maintaining Eligibility" the AER should immediately revoke the licenses of continuing viable Licence Holders choosing not to pay all (or any) of their municipal tax obligations.*
2. *"Section 4.5) - Unreasonable Risk (Obtaining General Licence Eligibility)" the AER should not authorize or permit the purchase or transfer of any licences involving an existing oil or gas licence holder (or operator) currently in default of any municipal tax obligation anywhere in Alberta and*
3. *"Section 4.5) - Unreasonable Risk (Obtaining General License Eligibility)" the AER should initiate steps with the assistance of the Alberta Government (Municipal Affairs) to ensure that municipalities are recognized as secured creditors (through any bankruptcy involving Licence Holders) to secure and collect that municipality's (and the province's) taxes levied and owed.*

Alberta's rural communities are the municipalities that own and safely maintain the infrastructure necessary for the oil and gas industry to succeed. As a partner in this success, the fair assessment and collection of municipal taxes (including provincial taxes levied for schools and seniors housing) is foundational to the support and maintenance of this infrastructure.

Thank you for your attention to this matter and we look forward to your response. Please contact me by e-mail at [larmfelt@athabascacounty.com](mailto:larmfelt@athabascacounty.com) or call 780-675-2273 should you wish to discuss this matter further.

Sincerely,



Larry Armfelt  
Reeve

cc: MLA Glenn van Dijken  
MLA Laila Goodridge  
Provincial Caucus  
Rural Municipalities of Alberta (RMA)  
Alberta Urban Municipalities of Alberta (AUMA)



## Notice of Motion:

I councilor Lacey Laing, bring forward a “Notice of Motion”, regarding town security, we need research done for options like CCTV, license plate recognition cameras and other things we can do to help deter crime in our area. I would like this motion to be brought forward in the next RMC on March 16 for discussion.

Lacey Laing  
Councilor  
Town of Bon Accord